



TOWN OF PATAGONIA ORDINANCE NO. 25-01

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF PATAGONIA, ARIZONA, AMENDING TOWN CODE SECTION 3-2-1 BY ADDING NEW SUBSECTION (A) TOWN MANAGER DUTIES

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE TOWN OF PATAGONIA, ARIZONA AS FOLLOWS:

Section 1: Town Code Section 3-2-1 is hereby amended by adding new subsection (A) as set forth below:

Section 3 – 2 – 1 Town Manager

A. Duties

1. The Town Manager shall be the chief administrative officer responsible for the operation of all departments of the Town, except for the municipal court, town attorney and town prosecutor.
2. Except for the departments listed above, the Town Manager shall supervise all Town employees and shall present an organization chart for Town Council adoption as part of the annual budget process or from time to time as convenient and necessary.
3. The Town Manager shall be responsible for controlling and safeguarding all property and assets of the Town and shall adopt accounting and inventory control policies and procedures for all employees to follow.
4. The Town Manager shall be the hiring manager for the Town and shall maintain up-to-date job descriptions for all Town employees.
5. The Town Manager shall be the Town's purchasing manager, finance director, chief fiscal officer and tax collector.
6. The Town Manager shall be the Town's public safety and emergency services coordinator.
7. The Town Manager shall be the zoning administrator and chief building official.
8. The Town Manager shall be the public housing administrator.
9. The Town Manager shall be the flood plain manager and street superintendent.
10. The Town Manager shall be responsible for compliance with all environmental permits issued to the Town.
11. To assist the Town Manager in performing the above duties, he may enter into intergovernmental agreements and professional services contracts with the approval of the Town Council and may delegate certain duties to subordinates while maintaining overall responsibility for their performance.
12. From time to time, the Town Manager may appoint ad-hoc or permanent citizen advisory committees to advise and assist with the adoption of departmental policies and procedures.

Section 2: The remaining subsections of Section 3-2-1 are re-lettered (B) through (K).



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Section 3: If any section, subsection, sentence, cause, phrase or portion of this Ordinance or any part of this amendment adopted herein by reference is for any reason held to be invalid or unconstitutional by decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

Section 4: The Town Manager shall cause this Ordinance to be posted and published upon its effective date in accordance with law.

PASSED AND ADOPTED by the Mayor and Council of the Town of Patagonia, Arizona, this **23rd** day of July, 2025.

APPROVED:

Andrea Wood , Mayor

ATTEST:

Ron Robinson, Town Clerk

APPROVED AS TO FORM:

Michael Masee, Town Attorney