



# City of Coral Gables

## Administrative Order of the City Manager

Administrative Order No.: 2018-01 Title: Administrative Orders and Implementing Orders

Ordered: 12/11/18 Effective: 12/11/18

**AUTHORITY:** Article II of the Coral Gables Charter; Sec. 2-585 of the Coral Gables City Code

**POLICY:** Administrative Orders and Implementing Orders establish operating methods, policies and procedures, fees charged to the public, and/or delineate organizational responsibilities. The determination of whether to use an Administrative Order or Implementing Order as the legislative mechanism is based on the nature of the subject matter.

Administrative Orders outline the regulations and operating procedures of City departments under the authority of the City Manager.

Implementing Orders interpret specific City Commission legislation or policies that fall under their authority, including establishing fees departments charge to the public.

**RESPONSIBILITY FOR PREPARING NEW AND UPDATED ORDERS:** Administrative Orders and Implementing Orders should be of a relatively permanent nature. Orders can be initiated by the City Manager or by the City department responsible for the content of the Administrative Order or Implementing Order. Directors are required to review all Administrative Orders and Implementing Orders as necessary to ensure consistency with newly adopted legislation and/or policies.

**RATIFICATION OF NEW OR AMENDED ORDERS:** New or amended Administrative Orders and Implementing Orders shall not take effect until signed by the City Manager. New or amended orders will be posted online in a central repository.

**RESCISSION OF PREVIOUS ORDERS:** Administrative Orders may be rescinded at the discretion of the City Manager. Notification of such rescission shall be posted online. Implementing Orders may be rescinded at the discretion of the City Manager or by resolution of the City Commission. Notification of such rescission shall be posted online.

**MAINTENANCE OF ALL ORDERS:** The City Manager's Office is responsible for maintaining the online database for Administrative Orders and Implementing Orders.