

City of Aurora Continuity of Operations Plan and Policy

1. Purpose

The purpose of this policy is to ensure the continuity of City government and the uninterrupted delivery of essential services during emergencies, disasters, or other circumstances that may disrupt normal City operations. This policy establishes the City of Aurora's Continuity of Operations Plan (COOP) and defines a clear order of succession for the position of City Manager.

2. Policy Statement

It is the policy of the City of Aurora, Missouri, to maintain effective leadership, operational stability, and decision-making authority under all conditions. The City adopts a Continuity of Operations Plan and establishes an order of succession for the City Manager to ensure the continued performance of essential City functions.

3. Adoption of Continuity of Operations Plan

The City of Aurora hereby adopts a Continuity of Operations Plan (COOP) that provides guidance and procedures to ensure the continuation of essential City functions during emergencies or other disruptions to normal operations. The COOP shall be maintained, reviewed, and updated as necessary to reflect operational needs and best practices.

4. City Manager Designation

The City Council recognizes Carrie Howlett as the duly appointed City Manager of the City of Aurora, Missouri. The City Manager has full authority to direct and manage City operations in accordance with applicable laws, ordinances, and policies.

5. Order of Succession

In the event the City Manager is unavailable, incapacitated, or otherwise unable to perform the duties of the office, the following order of succession is established to ensure uninterrupted leadership:

1. Carrie Howlett – City Manager
2. Kamy Kulow, City Clerk/HR Director – First Alternate / Next Backup to City Manager
3. Brad Blankenship, Cemetery Sexton – Backup to Kamy Kulow

Each individual listed is authorized to assume the duties, powers, and responsibilities of the City Manager when acting under this order of succession.

6. Delegation of Authority

Any individual serving as Acting City Manager under this policy is granted full authority to:

- Direct and manage City operations
- Execute documents and agreements as permitted by law
- Make emergency decisions necessary to protect life, property, and public welfare
- Coordinate and communicate with local, state, and federal agencies

7. Duration of Authority

The authority granted under this policy remains in effect until the City Manager resumes official duties or until the City Council takes formal action to appoint an interim or permanent City Manager.

8. Administration and Review

This policy shall be administered by the City Manager and maintained as part of the City's Continuity of Operations documentation. The policy should be reviewed annually and updated as needed to ensure continued effectiveness.

9. Effective Date

This policy is effective immediately upon adoption by the City of Aurora City Council.