

ORDINANCE NO. 744

AN ORDINANCE AMENDING STAYTON MUNICIPAL CODE TITLE 2., "ADMINISTRATION AND PERSONNEL," CHAPTER 2.08, "CITY ADMINISTRATOR."

WHEREAS, Oregon Revised Statute 294.331 stipulates that the governing body of each municipal corporation shall, unless otherwise provided by county or city charter, designate one person to serve as budget officer who shall prepare or supervise the preparation of the budget document; and

WHEREAS, Stayton Municipal Code 2.08.140 directs the city administrator to prepare the annual budget for consideration by the council and budget committee; and

WHEREAS, the Stayton Municipal Code does not designate the city administrator or other employee or member of the governing body specifically as "budget officer;"

NOW, THEREFORE, the Stayton City Council hereby ordains as follows:

SECTION 1.: That Stayton Municipal Code Section 2.08.140 be amended to read:

**2.08.140 POWERS AND DUTIES: DESIGNATED**

The powers and duties of the city administrator are as follows:

1. To act as budget officer for the city, and to prepare the annual budget including proposals for each department for consideration by the council and budget committee;
2. To act as purchasing agent to such limitations as may be from time to time adopted by the council, but in no event shall the administrator bind the city for any non-budgeted purchase without prior council approval;
3. To act as administrative head and business agent of all departments of the city government, subject to the control and direction of the mayor and council;
4. To prepare and furnish all reports requested by the mayor and council;
5. To see that all ordinances are enforced and that the provisions of all franchises, leases, contracts, permits, and privileges granted by the city are observed;
6. To collect all sums of money due the city, whether by way of fees, liens, assessments, taxes, special assessments, or any other source whatsoever;
7. To supervise the operations of all public works utilities owned and operated by the city and to have general supervision over all city property;

8. To meet with private citizens and interested groups seeking information or bringing complaints and attempt to resolve problems and complaints fairly and to report same to the mayor and council;
9. To devote his entire time to the discharge of official duties, attend all meetings of the council unless excused therefrom by the council or mayor, and shall have the right to take part in all discussions coming before the council, but shall have no vote therein;
10. To have all the duties and powers of the office of city recorder as provided in the city charter and state law.

APPROVED BY THE STAYTON CITY COUNCIL this 17th day of April 1995.

Date: 4-18-95

By: Willmer Van Vleet  
WILLMER VAN VLEET, Mayor

Date: 4/18/95

Attest: Thomas L. Barthel  
THOMAS L. BARTHEL, City Administrator

APPROVED AS TO FORM

Date: APR 5 1995

David A. Rhoten  
DAVID A. RHOTEN, City Attorney

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