

ORDINANCE NO. 486

AN ORDINANCE ESTABLISHING THE OFFICE OF CITY ADMINISTRATOR;
AUTHORIZING APPOINTMENT THEREOF; DESCRIBING GENERAL DUTIES AND
DECLARING AN EMERGENCY.

WHEREAS, the affairs of the City of Stayton, Oregon, having grown and are growing to the extent that the City Council has determined that it is to the best interest of the City that there be an appointed city administrator; and

WHEREAS, Section 10 of the Municipal Chapter of 1974 for the City of Stayton, grants to the Mayor and Council appointive powers; and

WHEREAS, the City Council desires to provide said administrator with sufficient powers to enable him to handle the administrative affairs of the City in the most efficient and expeditious manner possible in accordance with the existing charter and pursuant to any limitation in existing and subsequent ordinances of the City of Stayton, subject, however, to complete control of the Mayor and City Council who shall continue to exercise and have primary responsibility for the affairs of city government as set out in the said Charter for the City of Stayton, Oregon;

NOW, THEREFORE, the City of Stayton ordains as follows:

Section I. City Administrator

There is hereby created the office of City Administrator of the City of Stayton, Oregon, and the appointee to said office shall have general supervision, direction and control over all nonelective officers and employees in the exercise of their duties and of work of all city departments, other than the office of the Municipal Judge, which is specifically exempt from the operation of this ordinance.

Section II. Administrative Powers and Duties

The powers and duties of the City Administrator shall be as follows:

- (a.) To prepare the annual budget for consideration by the City Council and Budget Committee.
- (b.) To act as purchasing agent to such limitations as may be from time to time adopted by the City Council but in no event shall the Administrator bind the City for any purchase over the sum of ONE THOUSAND DOLLARS (\$1000) without prior council approval.
- (c.) 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 City Council.
- (d.) To prepare and furnish all reports requested by the Mayor and City Council.
- (e.) 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.
- (f.) To collect all sums of money due the City, whether by way of fees, liens, assessments, taxes, special assessments or any other source whatsoever.
- (g.) To supervise the operations of all public works utilities owned and operated by the City and to have general supervision over all City property.
- (h.) 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.
- (i.) To devote his entire time to the discharge of official duties, attend all meetings of the City Council, unless excused therefrom by the Council or the Mayor, and shall have the right to take part in all discussions coming before the Council, but shall have no vote therein.
- (j.) The Administrator shall have all the duties and powers of the office of City Recorder as provided in the Stayton City Charter and Oregon Revised Statutes.

Section III Nonelective employees.

The Administrator shall have, in exercising general charge, supervision and control over all nonelective City employees and their work. The City Council may, by motion, resolution or ordinance, provide rules

under which the Administrator shall exercise said general supervision, and the Administrator shall report to the Mayor and City Council, for their action only, any recommendations for hiring and discharging employees, save and except that the Administrator is hereby granted the power to hire additional City employees whose services are necessary to the public works and utilities departments in the event of an emergency.

Section IV Appointment.

The office of City Administrator of the City of Stayton shall be filled by appointment by the Mayor, subject to the approval of the City Council. The City Administrator shall be chosen without regard to political considerations and solely with reference to his or her executive and administrative qualifications.

Section V Removal from Office.

The City Administrator may be removed from office by the Mayor with the consent of the majority of the City Council upon thirty (30) days written notice setting forth the reasons for removal. The Administrator shall also give the City Council thirty (30) days written notice of resignation from the office. If removal from the office is considered by the City Administrator to be unfair, he or she may request in writing within ten (10) days of receipt of notice, and shall be granted a hearing before the City Council, at which hearing he or she may present information upon which he or she has based the judgement of unfair treatment. After the information, the City Council may uphold the removal or vote to reinstate. If the period of deliberation extends beyond thirty (30) days from the time of original notice of removal, the City Administrator will receive all compensation normally due until the end of deliberations.

Section VI Expenditure of City Funds.

No individual member of the City Council may in any manner, directly or indirectly, require the City Administrator to undertake projects requiring the expenditure of City funds or materials. The City Administrator shall undertake such projects only upon majority vote of the City Council.

Section VII Salary.

The salary of the City Administrator shall be such sum as shall be from time to time fixed and determined by majority council action.

Section VIII Emergency Clause.


It is hereby adjudged and decreed that the existing conditions are such that this Ordinance is necessary for immediate preservation of public peace, health, and safety of the City of Stayton, and an emergency is hereby declared to exist, and this Ordinance shall take effect and be in full force from and after its passage.

PASSED by the Common Council on this 19th day of September 1977.

SIGNED by the Mayor this 20th day of September 1977.


MAYOR

ATTEST:


CITY RECORDER