

ORDINANCE NO. 386

AN ORDINANCE CREATING THE OFFICE OF CITY MANAGER, ESTABLISHING AND PRESCRIBING THE POWERS AND DUTIES THEREOF, AND REPEALING ORDINANCES NO. 344 and NO. 345.

The City of Brookings does ordain as follows:

SECTION 1: The office of City Manager is hereby created. The City Manager shall be appointed by the common council of the City of Brookings, shall serve for an indefinite term, and may be removed with or without cause by a majority vote of the full council.

SECTION 2: The powers and duties of the City Manager shall be as follows:

(a) He shall devote his entire time to the discharge of his official duties, attend all meetings of the Council unless excused therefrom by the Council or the Mayor, keep the Council advised at all times of the affairs and needs of the City, and make reports annually, or more frequently if requested by the Council, of all the affairs and departments of the City.

(b) He shall see that all ordinances are enforced and that the provisions of all franchises, leases, contracts, permits, and privileges granted by the City are observed.

(c) He shall have general supervision and control over appointive city officers and employees and their work with power to transfer an employee from one department to another. He shall supervise the departments to the end of obtaining the utmost efficiency in each of them. He shall have no control, however, over the Council or over the judicial activities of the Municipal Judge.

(d) He shall act as purchasing agent for all departments of the City. All purchases shall be made by requisition signed by him.

(e) He shall be responsible for preparing and submitting to the Budget Committee the annual budget estimates and such reports as the body requests.

(f) He shall supervise the operation of all public utilities owned and operated by the City and shall have general supervision over all City property.

(g) He shall act as business agent of the Council for the sale of real estate and other matters relating to franchises and leases.

(h) He shall perform such other duties as may from time to time be required by the Council, not otherwise inconsistent with the City charter or City ordinances.

SECTION 3: Ordinance Number 344, Ordinance Number 345, and any other ordinances, resolutions or motions prior to the date of the enactment hereof, or any portion thereof, in any way inconsistent with the provisions hereof shall be and herein are repealed, replaced and superseded.

SECTION 4: If any provision, part or parts of this ordinance shall be held to be unconstitutional, invalid or otherwise inoperative, such invalidity shall not effect other provisions hereof which can be given effect without the invalid provision, the remainder hereof shall remain in full force and effect as a valid and subsisting ordinance until repealed, and to this end the provisions of this Ordinance are declared to be severable.

SECTION 5: It is hereby determined that it is in the interests of the public welfare, peace and safety of the City of Brookings that this ordinance be immediately adopted because the office of City Manager is vital to the proper and efficient government of and within the City of Brookings and therefore an emergency is declared to exist, and that this ordinance shall be in full force and effect from and after the date of its passage.

First Reading: June 12, 1984

Second Reading: June 12, 1984

Passage: June 12, 1984

13<sup>TH</sup> Signed by me in authentication of its passage this day of June, 1984.

Bob Hess  
Mayor

ATTEST:

Naomi Bradford  
City Recorder