

RESOLUTION NO. CXCIX (199)

A RESOLUTION RELATING TO THE AUTHORITY OF THE CITY ADMINISTRATOR

WHEREAS, The Canby City Charter Chapter III, Section 9, authorizes the Council to appoint from time to time "such other subordinate officers as they deem necessary and proper, who shall hold their office at the will of the Council" and pursuant to that authority, the Council did establish and fill by appointment the office and position of City Administrator. This was done by Resolution No. CLII adopted February 5, 1973; and

WHEREAS, the employment, supervision and discharge of City employees should be a direct responsibility of the City Administrator if he is to function properly and fully carry out the duties of his office; and limitations on purchasing authority by the City Administrator should also be established.

NOW, THEREFORE, BE IT RESOLVED BY THE CANBY CITY COUNCIL that:

1. The City Administrator shall appoint and may remove City employees, and may suspend without pay for not more than ten (10) days any City Officer who was appointed by the Council except the Municipal Judge, City Attorney and City Recorder.

2. The City Administrator shall have general supervision and control over all City Officers and employees and their work with power to transfer an employee from one department to another. He shall supervise all departments to the end of obtaining the utmost efficiency in each of them.

3. As the purchasing agent for all departments of the City, except the Utility Board, the City Administrator shall have authority to sign Purchase Orders for any one item or combination of items on any one Order if the total Purchase Order price does not exceed \$2,000.00 and if funds for such purchase(s) have been budgeted by the Council or otherwise approved by the Council.

Adopted by the Canby City Council at a regular meeting thereof on Monday, March 15, 1976, as a supplement to Council Resolution No. CLII adopted February 5, 1973, which is hereby ratified and confirmed.

ATTEST:

Harold A. Wyman  
HAROLD A. WYMAN - City Recorder

Paul N. Roth  
PAUL N. ROTH - Mayor

RESOLUTION NO. CXCIX (199)