

ORDINANCE NO. 209

AN ORDINANCE AMENDING SECTION 2 OF ORDINANCE NO. 154 OF THE CITY OF BROOKINGS ADOPTED THE 9TH DAY OF AUGUST, 1960, PROVIDING FOR THE POWERS AND DUTIES OF THE CITY ADMINISTRATOR AND DECLARING AN EMERGENCY.

THE CITY OF BROOKINGS ORDAINS AS FOLLOWS:

Section 1. Section 2 of Ordinance No. 154 of the city of Brookings, adopted the 9th day of August, 1960, is hereby amended to read as follows:

Section 2: Powers and duties of the city administrator shall be as follows:

- (a) He shall devote his entire time to the discharge of his official duties, attend all meetings of the council and other city agencies 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 the power to remove appointive city officials and employees and to hire new or additional employees as may be required to meet the needs of the city. He shall recommend to the council a standard schedule of pay for each appointive officer and position in the city, including minimum, intermediate and maximum rates. He shall have no control, however, over the council, city attorney, auditor 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. All purchases over \$500 shall first be approved by the council.
- (e) He shall have authority to sign all checks, drafts and warrants on behalf of the city; provided that the same shall be counter-signed by the city recorder.

- (f) He shall be responsible for preparing and submitting to the budget committee the annual budget estimates and such reports as that body requests.
- (g) He shall supervise the operation of all public utilities owned and operated by the city and shall have general supervision over all city property.
- (h) He shall act as business agent of the council for the sale of real estate and other matters relating to franchise and leases.
- (i) He shall meet with private citizens and interested groups seeking information or bringing complaints and shall attempt to resolve all problems relating thereto on behalf of the city tactfully and fairly.
- (j) He shall perform such other duties as may from time to time be required by the council, not inconsistent with the city charter or ordinances.
- (k) Neither the council nor any of its members shall direct or request the appointment of any person to or his removal from office by the city administrator or in any manner take part in the appointment or removal of officers and employees in the administrative service of the city. Except for the purpose of inquiry, the council and its members shall deal with the administrative service solely through the city administrator and neither the council nor any member thereof shall give orders to any subordinates of the city administrator either publicly or privately.

Section 2. If any part or parts of this ordinance should be held to be unconstitutional or otherwise invalid or inoperative, the remainder shall remain in full force and effect as a valid and subsisting ordinance until repealed.

Section 3. It is hereby determined that it is in the interest of public welfare, peace and safety that immediate action be taken; now, therefore, an emergency is declared to exist and this ordinance shall be in full force and effect immediately upon its passage by the council.

The foregoing ordinance was duly adopted by the Council of the City of Brookings and signed by the Mayor this 9th day of December, 1969.

ATTEST:

Margaret B. McKernan
Recorder

Harold Jensen
Mayor