

ORDINANCE NO. 154

AN ORDINANCE CREATING THE OFFICE OF CITY ADMINISTRATOR OF THE CITY OF BROOKINGS, OREGON, PRESCRIBING THE POWERS AND DUTIES OF SAID CITY ADMINISTRATOR, REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH, AND DECLARING AN EMERGENCY.

THE CITY OF BROOKINGS ORDAINS AS FOLLOWS:

Section 1: There is hereby created the office of City Administrator of the City of Brookings. The office shall be filled by appointment by the Mayor, subject to the approval of the Council. The City Administrator shall be chosen without regard to political considerations and solely with reference to his executive and administrative qualifications. Before taking office he shall give a corporate surety bond in the amount of \$5,000.00 conditioned upon faithful performance of his duties. The premium for the bond shall be paid by the City. He shall be appointed for an indefinite term and shall be subject to removal at the pleasure of a majority of the Council. All vacancies in the office of the City Administrator shall be filled by temporary appointment, which appointment shall not be made permanent for a period of not less than one month or more than four months after the date of the temporary appointment.

Section 2: The 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, 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 appoint and may remove appointive city officers and employees, except as the City Charter otherwise provides, and he shall have general supervision and control over them 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 most efficiency in each of them. He shall not supervise the Municipal Judge or the

City Recorder.

(c) He shall act as purchasing agent for all departments of the City. All purchases over \$500.00 shall first be approved by the Council.

(d) He shall be responsible for preparing and submitting to the budget committee the annual budget estimates and such reports as that body requests.

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

(f) He shall sit with the Council at all meetings and shall have the right to take part in all discussions of the Council but shall have no vote.

(g) He shall be the administrative head of the City and shall recommend to the Council when necessary to achieve a more efficient operation of the city government the organization, re-organization or change of the various departments of the city government.

Section 3: The salary of the City Administrator shall be such sum as shall be from time to time fixed and determined by the Council.

Section 4: All other ordinances and parts of ordinances in conflict herewith are hereby repealed.

Section 5: WHEREAS, the rapidly expanding and increasingly complex problems of and demands upon the City of Brookings require the appointment of a single administrative head upon a full-time basis to provide for adequate and efficient operation of the city government and that provision for such should be made as soon as possible, an emergency is hereby declared to exist in the interest of the public peace, health and safety of the City of Brookings and the inhabitants thereof, and this ordinance may be introduced and placed upon its final passage at any one meeting of the Council.

PASSED by the Council of the City of Brookings, Oregon, this 9<sup>th</sup> day of August, 1960.

SUBMITTED to and approved by the Mayor of the City of  
Brookings, Oregon, this 9<sup>th</sup> day of August, 1960.

C. F. Campbell  
Mayor

ATTEST:

R. B. Owens  
City Recorder

