

ORDINANCE NO. 591

CITY OF SHERWOOD, OREGON

Repealed by
Ordinance 98-1049

Amended by
Ordinance 76-672
83-790

AN ORDINANCE ESTABLISHING THE OFFICE OF "CITY SUPERVISOR"
FOR THE CITY OF SHERWOOD, PRESCRIBING THE METHOD OF APPOINTMENT
THERE TO AND THE SALARY THEREOF, AND PRESCRIBING THE DUTIES THEREOF.

THE CITY OF SHERWOOD DOES ORDAIN AS FOLLOWS:

Section 1: Office of City Supervisor: That there is hereby established the office of "City Supervisor" of the City of Sherwood, Oregon.

Section 2: Appointment of the Office of City Supervisor: That the office of City Supervisor shall be filled by appointment of the Mayor with the consent of the City Council.

Section 3: Salary: That the compensation for the services of the City Supervisor shall be an amount fixed by action of the Council by resolution.

Section 4: Duties of the City Supervisor:

(a) Exercise control and supervision of all activities, departments and offices of city government, EXCEPT the office of Municipal Judge and the office of City Attorney, and shall interview, select and recommend to the Mayor and Council all applicants proposed for appointment to city offices, and make recommendations to the Mayor and Council concerning the replacement of any city appointive officer, other than councilmen; shall have authority to appoint to and remove from established positions, subordinate employees of the City, including department heads.

(b) Supervise the administration, and be responsible for the enforcement, of all laws and ordinances in effect within the City, and shall administer and enforce the policies, rules, procedures and resolutions duly adopted by the Mayor and Council; shall make such recommendations to the Mayor and Council concerning the affairs of the City as the Supervisor may deem desirable.

(c) Be the chief purchasing and business agent with respect to all departments of the City, and, within budgetary limits and purposes, shall have authority to make expenditures not to exceed \$500.00 in any one transaction without formal bid procedures.

(d) Be responsible for the preparation and submission to the Mayor and Council financial and activity reports with respect to each of the City departments, not less than monthly, and shall prepare and submit to the Mayor and Council such other reports as may be required or desirable concerning City affairs.

(e) Make available to the public, usual and customary information concerning the operations of the city government.

(f) Perform such other and further duties as from time to time may be directed to be performed by resolution or motion of the City Council.

Section 5: Emergency clause: Inasmuch as it is necessary for the peace, health and safety of the City of Sherwood that the duties of City Supervisor be defined without delay, an emergency is hereby declared to exist, and this Ordinance shall be effective upon its passage by the Council and approval by the Mayor.

PASSED: By unanimous vote of all Council members present, after being read by caption three times and in body once, this 8 day of October, 1969.

Marjorie Stewart
Recorder - City of Sherwood

APPROVED: By the Mayor, this 8 day of October, 1969.

Mayor - City of Sherwood