

CITY OF SHERWOOD, OREGON

ORDINANCE AMENDING ORDINANCE NO. 591 WITH RESPECT TO THE OFFICE OF CITY SUPERVISOR.

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THE CITY OF SHERWOOD DOES ORDAIN AS FOLLOWS:

Section 1: Section 1 of Ordinance 591 enacted October 8, 1969, by the City Council be and the same is hereby amended to read as follows:

Section 1: Office of City Supervisor: That there is hereby established the office of "City Supervisor" of the City of Sherwood, Oregon. The office may be referred to as "City Administrator", "City Manager" or similar designation.

Section 2: Section 4 of Ordinance 591 enacted October 8, 1969, by the City Council be and the same is hereby amended to read as follows:

Section 4: Duties of the City Supervisor:

The City Supervisor shall:

(a) Exercise control and supervision of all activities, departments and offices of city government, EXCEPT the office of Municipal Judge, the City Attorney and police department; shall interview and recommend to the Mayor and Council concerning all applicants proposed for appointment to City offices; shall 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 in those departments under the supervisor's control.

(b) Be the chief budget and fiscal officer of the City and shall perform the functions of Budget Officer as prescribed by the Local Budget Law of Oregon (Chapter 294 O.R.S.).

(c) 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.

(d) 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 \$1,000 in any one transaction without bid procedures as required by Ordinance #664 enacted the 11 day of February, 1976, by the City Council.

(e) Be responsible for the preparation and submission to the Mayor and Council financial and activity reports with respect to each of the City departments under his control and supervision periodically as required by the council and mayor, and shall prepare and submit to the Mayor and Council such other reports as may be required or desirable concerning City affairs.

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

(g) 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 3: This ordinance shall become effective on the 31st day after its passage by the Council and approval by the Mayor.

PASSED: By the Council, by unanimous vote of all Council members present, after being read by caption three times this 8 day of December, 1976.

Polly Blankenbaker  
Recorder - City of Sherwood

APPROVED: By the Mayor, this 8 day of December, 1976.

Jack O. Harper  
Mayor - City of Sherwood