

RESOLUTION NO. CLII

A RESOLUTION CREATING THE OFFICE OF CITY ADMINISTRATOR FOR THE CITY OF CANBY, OREGON, DEFINING TERMS AND DESCRIBING THE POWERS AND DUTIES OF SAID ADMINISTRATOR.

WHEREAS, the Common Council of the City of Canby has for a considerable period of time been studying the advisability and practicability of establishing the office and position of City Administrator for said City, and having duly considered all matters and deeming it to the best interest and welfare of said City that an Administrator be appointed.

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

Section 1: Definitions:

- a. "Majority of Common Council" as used in this Resolution shall mean at least four members of the Council.
- b. As used in this Resolution, the masculine gender shall include the feminine as well.

Section 2: The office of City Administrator is hereby created and a majority of the Common Council of said City at any regular or special meeting of said Council shall appoint a City Administrator, and his tenure shall be for an indefinite term. In selecting said Administrator, consideration shall be on the basis of his executive and administrative qualifications with special reference to his actual experience in or his knowledge of accepted practices in respect to the duties of his office hereinafter set forth. At the time of appointment, he shall not be a member of the Common Council and need not at the time of appointment be a resident of the City of Canby, but shall become a resident of the City or the immediate vicinity within six months from date of appointment and shall remain a resident thereof during his tenure of office.

Section 3: The Common Council may remove the City Administrator at any time by a majority vote of its members, and no specific cause or reason for said removal need be stated by the Council.

Section 4: The powers and duties of the City Administrator shall be as follows:

- a. To have and be responsible for all of the administrative duties now performed by the City Recorder, except, however, those duties of the City Recorder which he is expressly authorized to perform according to Section 1 of Chapter VII of the Canby City Charter or by any of the Ordinances of the City.
- b. To advise the Common Council on all activities, operations, funding and other needs of City government and prepare reports for the consideration of the Council regarding the affairs of the City, and to carry out its directives and perform such other duties as the Council may prescribe from time to time.
- c. To prepare and submit to the Common Council monthly financial reports and prepare each year a tentative budget for the City to be submitted to the Budget Committee and to assist the Budget Committee as an ex officio member thereof during all of its deliberations and meetings.
- d. To recommend the appointment or hiring of City employees subject to personnel rules and regulations of the Common Council, and to suspend a City employee for cause and to report such suspension to the next regular or special meeting of the Common Council.
- e. To recommend to the Council from time to time the establishment or deletion of positions or change of work assignments of the City work force.
- f. To supervise and be responsible for the activities of all City departments except that of the Municipal Judge and the Utility Board.
- g. To work with and keep informed of all matters relating to the Utility Board.

- h. To care for all City-owned property.
- i. To act as purchasing agent for all departments of the City except the Utility Board. All purchases shall be made by purchase order signed by the Administrator if funds have been budgeted for such purchases and are first approved by the Council.
- j. To maintain and enforce each fiscal budget and all laws pertaining thereto.
- k. To enforce all City ordinances, franchises, contracts and agreements by and with the City.

Section 5: Neither the Council nor any of its members shall direct the activities of any of the City personnel. The Council and its members shall work through the City Administrator in the supervision and control of personnel. Neither the Council nor any of its members shall give orders or directives to any subordinate or City employee, either publicly or privately, except to and through the City Administrator.

Section 6: The City Administrator shall sit with the Council during its meetings and take part in the discussion of all matters being considered by the Council, but shall have no vote on questions before the Council.

Section 7: No employee of the City, including the City Administrator, shall serve as a Councilman while an employee or holding said office of the City.

Section 8: The City Administrator shall receive such compensation as the Council shall provide.

Section 9: If the Administrator is absent from the City for a period of forty-eight (48) hours or in the event of his illness or incapacity to perform his duties, the Mayor, or in his absence, the President of the Council, shall appoint a temporary Administrator.

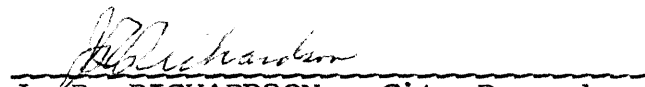
Section 10: The City, having considered the proposal for creating the office of City Administrator for a considerable period of time,

it is deemed for the best interest and welfare of the City of Canby that a City Administrator be hired as soon as practicable.

Adopted by the Common Council for the City of Canby, Oregon, at a regular meeting thereof held on the 5th day of February, 1973.

  
PAUL N. ROTH - Mayor

ATTEST:

  
J. R. RICHARDSON - City Recorder