

GARIBALDI ORDINANCES

ORDINANCE NO. 235

AN ORDINANCE ESTABLISHING THE OFFICE OF CITY ADMINISTRATOR FOR THE CITY OF GARIBALDI PRESCRIBING THE METHOD OF APPOINTMENT THERETO AND PRESCRIBING THE POWERS AND DUTIES THEREOF.

SECTION 1. CREATION OF OFFICE.

There is hereby established and created the office of City Administrator for the City of Garibaldi, Oregon.

SECTION 2. MANNER OF APPOINTMENT.

A. The City Administrator shall be approved by a majority vote of the City Council of the City of Garibaldi, following nomination by the Mayor or by nomination by two members of the City Council. The City Administrator shall serve at the pleasure of the City Council and shall be removed by a majority vote of the City Council.

B. The City Administrator may also be appointed to perform other duties as required by the City Council. In the event of other duties, the City Administrator shall hold the office of City Administrator and perform the administrator duties in addition to the powers and duties prescribed for the other appointed office in such manner that the efficiency and administration of the other office shall in no way be effected or diminished.

C. At the time of appointment, the person so appointed as City Administrator need not be a resident of the City of Garibaldi, Oregon or the State of Oregon, but within six (6) months from the date of appointment said person shall reside within said City and state during his tenure in office unless excused from said requirement by the City Council for good and appropriate cause.

D. The City Administrator shall be required to carry a bond for the faithful performance of his duties in the amount of \$50,000.00. The expense of said bond shall be paid from the budget of the City Administrator's Office.

SECTION 3. DUTIES, POWER, AND AUTHORITY OF CITY ADMINISTRATOR.

A. The power and duties of the City Administrator shall be as follows:

1. The City Administrator shall have the general supervision, direction and control of all non-elective

officers and public employees of the City in the exercise of their duties and of the work of all City departments other than the office of City Attorney, City Recorder and of Municipal Judge.

2. To supervise the expenditures of all departments of the city and analyze and supervise the functions, duties and activities of the various departments of the City, and all employees thereof, and make such recommendations to the Mayor and the City Council with reference thereto, which in his judgment, will result, if adopted, in greater efficiency of the overall operation of the City of Garibaldi's government.

3. To act as administrative head of all departments of the City government subject to the control and direction of the Mayor and Council.

4. To act as budget officer and prepare the annual budget for consideration by the budget committee and the council.

5. To act as purchasing agent for all departments of the City and all purchases shall be made by requisition and signed by him or his designee.

6. To act as business agent of the council in connection with City Business.

7. To prepare and furnish all reports requested by the Mayor or Council.

8. To recommend ordinances to the Council designed to increase the efficiency of the City Government.

9. To enforce all ordinances including the provisions of all franchises, leases, contracts, permits and privileges granted by or running to the City.

10. To collect all sums of money due the City.

11. To meet with private citizens and interested groups seeking information or bringing complaints and to attempt to resolve any problems tactfully and fairly.

12. To make and keep an inventory of all personal and real property owned by the City and advise the Mayor and Council of the purchase of new machinery, equipment or supplies, which in his judgement the same can be obtained under the terms and conditions which are the most advantageous to the City.

13. To make or cause to be made, studies and surveys of the duties, responsibilities and work of the personnel

employed by the City. The City Administrator shall inform and update the Mayor and City Council in regard to his decisions on abolition, consolidation, transfer, removal of positions or personnel, or any other administrative decisions made by the Administrator which in his judgment will increase administrative efficiency. Such information reports to the Council shall be made in writing.

14. City Administrator shall perform such other duties as may be required of him by the Mayor and City Council, not inconsistent with the laws of the State of Oregon, and the provisions of the Charter and Ordinances of the City of Garibaldi.

B. The City Administrator shall have, in exercising general charge, supervision and control over all non-elective city employees, the power to appoint and remove, subject to the personnel rules, employees of the City. The City Administrator shall also have general supervision and control over all non-elected or appointed officials and their work, with power to transfer an employee from one department to another to the end that the utmost efficiency is attained from all departments and from the City government as a whole. The City Administrator shall designate the duties of employees, the hours of their employment, and all matters pertaining to their work for the City. The Council may, by motion, resolution or ordinance, provide rule under which the City Administrator shall conduct the City Administrator's Office and affairs for the various departments of the City. Any resolution now in effect with reference to hours of work and vacation shall be binding on the City Administrator.

SECTION 4. LEGISLATIVE POLICY MAKING PROHIBITED.

The City Administrator shall not exercise any legislative making policy or legislative functions, nor attempt to commit or to bind the Mayor or City Council to any action, plan or program regarding legislative policy or legislative functions, and such shall remain exclusively the province of the City Council.

SECTION 5. REMOVAL OF CITY ADMINISTRATOR.

The City Administrator shall serve at the pleasure of the Council and may be removed with or without cause by a majority vote of the members of the City Council presently holding office at the time of such vote. The action of the City Council in removing the City Administrator shall be final.

SECTION 6. SALARY AND BENEFITS.

The salary and benefits of the City Administrator shall be set by the City Council within the annual budget of the City of Garibaldi and may be revised from time to time by the City Council in its discretion and legislative function.

SECTION 7. SEVERABILITY

If any of the provisions of this Ordinance shall be held void and unconstitutional, it is hereby provided that all other parts of the same which are not expressly held to be void or unconstitutional shall be and continue in full force and effect.

Passed by the City Council and approved by the Mayor this 9th day of February, 1998.

Joel I. Johnson
JOEL I. JOHNSON, MAYOR

ATTEST:

Roberta E. Bettis
ROBERTA E. BETTIS, INTERIM RECORDER