

ORDINANCE NO. 617

AN ORDINANCE establishing the office of City Administrator for the City of Prineville, Oregon; authorizing his appointment and prescribing the duties of such City Administrator and declaring an emergency.

THE PEOPLE OF THE CITY OF PRINEVILLE ORDAIN AS FOLLOWS:

Section 1. There is hereby created the office of City Administrator for the City of Prineville, Oregon, and the appointee to said office shall have general supervision, direction and control over all non-elective officers and public employees of the City of Prineville in the exercise of their duties and of all the work of all City departments, other than the office of Municipal Judge, which is specifically exempted from the operation of this ordinance.

Section 2. Except for the purpose of inquiry, the City Council and its members shall deal with the administrative service solely through the City Administrator and neither the City Council nor any member thereof shall give orders to any subordinates of the City Administrator either publicly or privately.

Section 3. The powers and duties of the City Administrator shall be as follows:

(a) To prepare the annual budget and submit it to the City Council, together with a message describing the important features thereof, and to be responsible for its administration after adoption.

(b) To supervise the purchase of all materials, supplies and equipment for which funds are provided in the budget; let contracts necessary for the operation or maintenance of City services for amounts up to and including \$500.; receive sealed bids or quotations for purchases or contracts in excess of \$500. and present them to the City Council for approval; to advise the City Council on the advantages and disadvantages of contracts and bid proposals. No purchase shall be made, contract let, or obligation incurred for any item or service which exceeds the current budget appropriation without a supplemental appropriation by the City Council. The administrator may issue such rules governing purchasing procedures within the administrative organization as the City Council shall approve.

(c) To act as administrative head of all departments of the City government, subject to the control and direction of the Mayor and the City Council; provided, however, he shall have the power to appoint, and when necessary for the good of the service, suspend or remove all officers and employees of the City except as otherwise provided by the City Charter and except as he may authorize the head of a department or office to appoint, suspend or remove subordinates in such department or office. Whenever necessary to fill a vacancy in administrative positions that are required by Charter to be appointments of the City Council, the City Administrator shall submit the names of qualified individuals for such appointment. The administrator may recommend the removal or suspension of any such appointee when it would be in the best interests of the City and the City Council shall give full weight to the administrator's recommendations. All recommendations for appointment or removal shall be based solely on the merit, qualifications or disqualifications of the official concerned, without regard to his political beliefs or affiliations. In the appointment or dismissal of public employees other than department heads, the administrator shall consult with the head of the department charged with responsibility for such employee.

(d) To prepare and submit to the Common Council, as of the end of the fiscal year, a complete report on the finances and administrative activities of the City for the preceding year.

(e) To advise the City Council at each monthly meeting of the financial condition of the City and from time to time make recommendations as to the future needs of the City.

(f) To recommend to the City Council from time to time the adoption of such measures and ordinances as he deems necessary or expedient for the health, safety or welfare of the community or for the improvement of the administrative services.

(g) When not inconsistent with the Charter, and with the approval of the City Council, to consolidate or combine offices, positions, departments or units under his jurisdiction.

(h) To attend all meetings of the City Council unless excused therefrom and to take part in the discussion of all matters coming before the City Council. He shall be entitled to notice of all regular and special meetings of the City Council.

(i) To see that all ordinances are enforced and that the provisions of all franchises, leases, contracts, permits and privileges granted by the City of Prineville are observed.

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

(k) To recommend to the City Council a standard schedule of pay for each appointive office and position in the City service, including minimum, intermediate and maximum rates.

(l) To be responsible for the duties of Recorder and Treasurer.


Section 4. The City Administrator shall furnish a surety bond, to be approved by the City Council, said bond to be conditioned upon the faithful performance of his duties and shall be in such amount as the City Council shall specify. The premium for the bond shall be paid by the City.

Section 5. The City Administrator shall perform such other duties as may be required by the City Council not inconsistent with the City Charter or ordinances.


Section 6. Inasmuch as it is necessary for the health, safety and welfare of the City of Prineville that this ordinance go into effect immediately after its passage, an emergency is hereby declared to exist and this ordinance shall be in full force and effect from and after its passage by the City Council and approval by the Mayor.

Passed by the City Council this 27th day of November, 1968.

Approved by the Mayor this 27th day of November, 1968.



Frances Juris, City Recorder



Wallace L. Boe, Mayor