

AFFIDAVIT OF POSTING

ORDINANCE #202

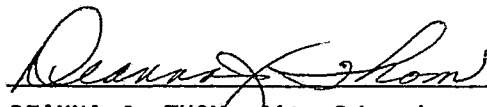
STATE OF OREGON)
)
COUNTIES OF CLACKAMAS)
 AND WASHINGTON)
)
CITY OF WILSONVILLE)

I, the undersigned, City Recorder of the City of Wilsonville, State of Oregon, being first duly sworn on oath depose and say:

On the 23rd day of December, 1981, I caused to be posted copies of the attached Ordinance #202, an ordinance listing the duties of the City Administrator of the City of Wilsonville, in the following four public and conspicuous places of the City, to wit:

- WILSONVILLE POST OFFICE
- WILSONVILLE CITY HALL
- LOWRIE'S FOOD MARKET
- KOPPER KITCHEN

The ordinance remained posted for more than five (5) consecutive days prior to the time for said public hearing on the 4th day of January, 1982.



DEANNA J. THOM, City Recorder

Subscribed and sworn to before me
this 28th day of December, 1981.



NOTARY PUBLIC, STATE OF OREGON

My commission expires: August 23, 1985

ORDINANCE NO. 202

AN ORDINANCE LISTING THE DUTIES OF THE CITY ADMINISTRATOR OF THE CITY OF WILSONVILLE.

THE CITY OF WILSONVILLE ORDAINS AS FOLLOWS:

Section 1. The Office of the City Administrator shall be filled by appointment by the Council.

Section 2. It shall be the duty of the City Administrator to:

- 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 councilman, and shall recommend to the council the appointment to and removal from established positions, including subordinate employees of the city and department heads;
- B. Attend all meetings of the Council, unless excused therefrom by the Council, and attend, or delegate to city staff the duty to attend, any other city meeting;
- C. Supervise the administration, and be responsible for the enforcement of all laws and ordinances in effect

within the city, except the provisions of any ordinance or laws which involve criminal violation, the responsibility for the enforcement thereof shall be the duty of the police department; 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 administrator 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 one thousand dollars in any one transaction without formal bid procedures;
- E. Prepare and submit 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;
- F. Make available to the public usual and customary information concerning the operations of the city government;
- G. Direct and assist budget staff and managers in the formulation of an annual budget for the City;

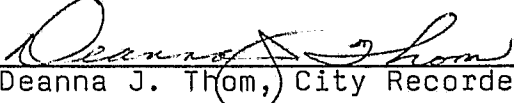
H. Review and assist in the preparation of the agenda for City Council meetings;

I. Perform such other and further duties as from time to time may be directed to be performed by action of the City Council.

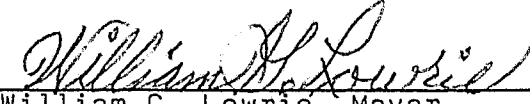
Submitted to the Council and read the first time at a regular meeting thereof on the 7th day of December, 1981, and scheduled for second reading at a regular meeting of the Council on the 21st day of December, 1981, commencing at the hour of 7:30 o'clock p.m., at the Wilsonville City Hall.


Deanna J. Thom, City Recorder

ENACTED by the Council on the 21st day of December, 1981, by the following votes: YEAS 5 NAYS 0.


Deanna J. Thom, City Recorder

DATED and signed by the Mayor this 23rd day of December, 1981.


William G. Lowrie, Mayor