

CHAPTER 21

CITY ADMINISTRATOR

21.01 Appointment, Term, and Compensation
21.02 Administrative Responsibility

21.03 Powers and Duties Generally

21.01 APPOINTMENT, TERM, AND COMPENSATION. The office of City Administrator shall be filled by appointment of the City Council at its first meeting in January following the regular City election. The appointment shall be by majority vote and shall be for a term of two (2) years. The City Administrator shall receive such annual salary as the Council shall from time to time determine by resolution. *(Ord. 2022-02 – Mar. 22 Supp.)*

21.02 ADMINISTRATIVE RESPONSIBILITY. The City Administrator is directly responsible to the City Council for the administration of municipal affairs as directed by that body. All department activity requiring the attention of the Council shall be brought before the Council by the City Administrator and all Council involvement in administration initiated by the Council must be coordinated through the City Administrator. All departments of the City, except the City Attorney, shall be responsible to the City Clerk in the absence of the City Administrator. *(Ord. 2022-02 – Mar. 22 Supp.)*

21.03 POWERS AND DUTIES GENERALLY. The powers and duties of the City Administrator include the following:

1. Responsibility for all accounting and accounting procedures for the City.
2. Administration of all ordinances, resolutions, Council policies, directives and procedures.
3. Continuous study of the City government's operating procedures, organizations and facilities and recommendation of fiscal and other policies to the Mayor and Council whenever necessary.
4. Preparation and administration of the City's annual operating budget.
5. Supervision of the City's administrative policies and procedures, including personnel and purchasing.
6. Keeping the Mayor and Council informed as to the progress of programs and the status of policies.

7. Coordination and direction of all City services provided through the various departments.
8. Study of possible joint arrangements with municipal boards and commissions, making recommendations for such arrangements as are mutually acceptable and coordinating these activities as agreed upon.
9. Acting for the City in the exercise and execution of all policies and programs whereby the City is involved in a joint basis with any other governmental subdivision, agency or department.
10. Employment and removal of City employees in accordance with Council approved policies regarding pay, employment, and removal of such employees.
11. Perform such other duties as may hereafter be directed by the Council.