

CHAPTER 19

CITY ADMINISTRATOR

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19.01 APPOINTMENT AND TERM. The Council shall appoint by majority vote a City Administrator to serve at the discretion of the Council.

19.02 COMPENSATION. The City Administrator shall receive such annual salary as the Council shall from time to time determine by resolution, and payment shall be made from the treasury of the City, in the manner provided for paying other officers and employees.

19.03 ADMINISTRATIVE RESPONSIBILITY. The City Administrator is directly responsible to the Council for the administration of municipal affairs as directed by that body. All departmental 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.

19.04 DUTIES. The duties of the City Administrator are as follows:

1. To supervise enforcement and execution of the City laws.
2. To attend all meetings of the Council.
3. To recommend to the Council such measures as deemed necessary or expedient for the good government and welfare of the City.
4. To have the general supervision and direction of the administration of the City government and to appoint with approval of the Council such administrative assistants as shall be deemed advisable.
5. To assist the Mayor in any of the Mayor's duties as requested by the Mayor and as approved by the Council.
6. To assist the Council with the municipal boards and commissions by making recommendations to the boards and commissions about planning, activities and the execution of its policies and programs as agreed on.

7. To cooperate with any administrative agency and make recommendations to the Council for joint or cooperative activities with said agencies.
8. To supervise and direct the official conduct of all employees of the City except the City Attorney.
9. With the approval of the Council, to have the power to employ, reclassify or discharge all employees of the City except the Police Chief and City Attorney, and, subject to the approval of the Council, to fix the compensation to be paid such employees.
10. To have the power to appoint or employ persons to fill all places for which no other mode of appointment is provided and to have the power to administer oaths of office.
11. To supervise the construction, improvement, repair, maintenance and management of all City property, capital improvements and undertakings of the City, including the making and preservation of all surveys, maps, plans, drawings, specifications and estimates for capital improvements.
12. To supervise the performance of all contracts for work to be done for the City, make all purchases of material and supplies and see that such material and supplies are received and are of the quality and character called for by the contract.
13. To investigate, summarily and without notice, any affairs and conduct of any department, agency, officer or employee under the supervision of the City Administrator.
14. To provide for and cause records to be kept of the issuance and revocation of licenses and permits authorized by City and State law.
15. To keep the Council fully advised of the financial and other conditions of the City and of its future needs.
16. To conduct the business affairs of the City and cause accurate records to be kept by modern and efficient accounting methods.
17. To make to the Council, no later than the first regular meeting each month, an itemized financial report showing the receipts and disbursements for the preceding month. Copies of financial reports must be available at the Clerk's office for public distribution.
18. To perform other duties at the Council's direction.

19.05 EXOFFICIO CITY CLERK. The City Administrator is ex-officio City Clerk and also performs the duties of Clerk as identified in Chapter 18 of this Code of Ordinances.

19.06 DEPUTY CITY CLERK. The City Administrator may nominate for Council appointment a Deputy City Clerk to perform the duties of the Clerk and to perform such other duties assigned to the Deputy City Clerk.

19.07 BOND. The City Administrator shall be bonded for the faithful performance of duties and in favor of the City, in the sum of fifty thousand dollars (\$50,000.00). The City shall pay the cost of this bond.

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