

## CHAPTER 21

# CITY ADMINISTRATOR

21.01 Office Created  
21.02 Compensation

21.03 Duties

**21.01 OFFICE CREATED.** The office of City Administrator is hereby created, which office shall be filled by a majority vote of Council. The appointee shall hold office during the pleasure of the Council and shall be subject to removal by a majority vote of the Council.

**21.02 COMPENSATION.** The City Administrator shall receive such annual salary as the Council shall from time to time determine by resolution and the payment shall be made biweekly from the Treasury of the City in the manner provided for payment of other officers and employees.

**21.03 DUTIES.** The powers and duties of the City Administrator shall include the following:

1. Attend all meetings of the Council unless excused by the Council.
2. Attend meetings of the administrative boards and commissions of the City as required by the Council.
3. Administration of all ordinances, resolutions, Council policies, directives and procedures.
4. Recommend to the Council such measures as he or she deems necessary or expedient for good government and the welfare of the City.
5. Prepare and administer the City's annual operating budget.
6. Keep the Council fully advised as to financial and other conditions of the City and of its future needs.
7. Prepare and submit to the Council annually the required budgets.
8. Be responsible for all bookkeeping and accounting procedures for the City in accordance with generally accepted accounting principles. Be responsible for the completion of the annual City audit through outside contractors.
9. Conduct a continuous study of the City government's operating procedures, organizations and facilities and made recommendations for fiscal and other policy changes to the Council whenever necessary.
10. Supervision of City personnel through department heads.

11. Employ, reclassify or discharge all employees, subject to Council approval, subject to the provisions of the Veteran's Preference law and the Civil Service law, except the City Clerk, Police Chief and Fire Chief.
12. Supervise the official conduct and work response of all officers and employees of the City who are appointed or employed by the City Administrator.
13. Evaluate or oversee the evaluations of the performance of all City employees.
14. Supervise all purchases of material and supplies and see that such materials and supplies are received and are of a quality and character called for and deemed necessary.
15. Supervise the maintenance and management of all City property, excluding streets, alleys and sewers and the property improvements and undertaking managed by the Municipal Utility Board of Trustees.
16. Cooperate with any administrative agency or utility board of trustees.
17. Perform other duties at the Council's direction.
18. Negotiations. Represent the City in all negotiations properly entered into in accordance with law or ordinance. The City Administrator shall not represent the City where this duty is specifically delegated to another officer by law, ordinance, or Council direction.
19. Professional Services. Upon order of the Council, secure for the City such specialized and professional services not already available to the City. In executing the order of the Council, the City Administrator shall act in accordance with the Code of Ordinances and the laws of the State.
20. Nuisances. Issue written order for removal, at public expense, any nuisance for which no person can be found responsible and liable.

*(Subsections 18-20 added by Ord. 00-47 – Apr. 00 Supp.)*

*(Ch. 21 – Ord. 99-38 – Oct. 99 Supp.)*