

# CHAPTER 21

## CITY ADMINISTRATOR

21.01 Appointment and Term  
21.02 Compensation  
21.03 Administrative Responsibility  
21.04 Duties

21.05 Ex-officio City Clerk  
21.06 Deputy City Clerk  
21.07 Bond

**21.01 APPOINTMENT AND TERM.** The City Administrator shall be appointed by majority vote of the Council and is an at-will employee and shall serve at the pleasure of the City Council. *(Ord. 557 – June 15 Supp.)*

**21.02 COMPENSATION.** The City Administrator shall receive such annual salary as the Council shall from time to time determine by resolution.

**21.03 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.

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

1. To supervise enforcement and execution of the City laws.
2. To attend all meeting of the Council unless excused by the Mayor.
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 and Police Department.
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 oversee the Public Works Director in 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 oversee the Public Works Director in the performance of all contracts for work to be done for the City, including all purchases of material and supplies and seeing 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 perform other duties at the Council's direction.

**21.05 EX OFFICIO 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.

**21.06 DEPUTY CITY CLERK.** The City Administrator may appoint a Deputy City Clerk and Administrative Assistant to perform the duties of the Clerk in the City Administrator's absence and to perform such other duties assigned to the Deputy City Clerk.

**21.07 BOND.** The City Administrator and Administrative Assistant 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.