

CHAPTER 21

CITY ADMINISTRATOR

21.01 Appointment and Compensation
21.02 Administrative Responsibility

21.03 Powers and Duties Generally

21.01 APPOINTMENT AND COMPENSATION. The Council shall appoint by majority vote a City Administrator to serve at the discretion of the Council. The City Administrator shall receive such annual salary as the Council shall from time to time establish by resolution.

21.02 ADMINISTRATIVE RESPONSIBILITY. The City Administrator is directly responsible to the Council for the administration of municipal affairs as directed by that body. All departments of the City, except the City Attorney and Police Chief, shall report and be responsible to the City Administrator. All departmental activity requiring the attention of the Council shall be brought before the Council by the City Administrator and all Council policy concerning administration shall be coordinated through the City Administrator.

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

1. Administration of all ordinances, resolutions, Council policies, directives and procedures.
2. Continuous study of the City government's operating procedures, organizations and facilities and recommendation of fiscal and other policies to the Council whenever necessary.
3. Administration of the City's annual operating budget.
4. Supervision of the City's administrative policies and procedures, including personnel and purchasing.
5. Keeping the Mayor and Council informed as to the progress of its programs and the status of policies.
6. Coordination and direction of all City services provided through the various departments.
7. 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.
8. Employment and removal of City employees in accordance with Council policies.

9. Responsibility for all accounting and accounting procedures for the City.

Performance of such other duties as may be directed by the Council.