

CHAPTER 22

CITY ADMINISTRATOR

22.01 Creation of Office
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22.01 CREATION OF OFFICE. The office of City Administrator is hereby created.

22.02 APPOINTMENT. The City Administrator shall be appointed by the majority vote of the Council and shall hold office at the pleasure of the Council. No Council member shall receive such appointment during the term for which the Council member has been elected or within one year after the expiration of the Council member's term.

22.03 COMPENSATION. The City Administrator shall receive such compensation as the Council shall fix from time to time by ordinance or resolution.

22.04 POWERS AND DUTIES. The duties of the City Administrator are as follows:

1. Shall be directly responsible to the City Council for the administration of municipal affairs. All departmental administration requiring attention of the Council shall be brought before the Council by the Administrator. All Council involvement in departmental administration initiated by the Council must be coordinated through the Administrator.
2. Prepare the budget annually and submit it to the Council, together with a message describing the important features.
3. Prepare and submit to the Council as of the end of the fiscal year a complete report of finances and administrative activities of the City for the preceding year.
4. Keep the Council advised of the financial condition and future needs of the City and make such recommendations as may be deemed advisable.
5. Supervise all accounting practices and procedures.
6. Recommend to the Council such measures as may be deemed necessary or expedient for good government and the welfare of the City.
7. Supervise the performance of all contracts for work to be done for the City; make all purchases of material and supplies; purchases amounting to less than \$1,000 shall be made under the Administrator's direction and supervision; see that such materials and supplies are received and are of the quality and character called for by the contract.
8. Attend all meetings of the Council unless excused therefrom.
9. Investigate the affairs of any department or division of the City over which the City Administrator has authority.
10. Investigate all complaints in relation to matters concerning the administration of the government of the City in regard to service maintained by public utilities in the

City and see that all franchises, permits, and privileges granted by the City are faithfully observed.

11. See that all laws and ordinances are duly enforced.
12. Devote his or her entire time to discharge of all official duties.
13. Conduct the business affairs of the City and cause accurate records to be kept.
14. Appoint and, when necessary, suspend or remove all officers and employees of the City except those officers and employees whose appointments are otherwise provided for in this Code of Ordinances.
15. Have the general supervision and direction of the administration of the City government and appoint, with approval of the Council, such administrative assistants as shall be deemed advisable.
16. Supervise and direct the official conduct of all officers of the City whom the City Administrator has the power to appoint.
17. 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.
18. Perform such other duties as may be required by the Council, not inconsistent with the City charter, law, or ordinances.

22.06 DEPUTY CITY CLERK. The City Administrator shall nominate, for Council appointment, a Deputy City Clerk to perform the duties of the City Clerk set forth in Chapter 18 as assigned by the City Administrator or in the absence thereof.

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