

## CHAPTER 21

### CITY ADMINISTRATOR

21.01 Appointment and Term  
21.02 Residence

21.03 Compensation  
21.04 Powers and Duties

21.01 APPOINTMENT AND TERM. The City Administrator shall be appointed by a majority vote of the Council for an indefinite term. The Administrator shall hold office at the will and pleasure of the Council and shall be subject to removal by a majority vote of the whole Council. The performance of the Administrator shall be subject to an annual performance review; provided, however, the Council may review and evaluate the performance of the Administrator at any time deemed necessary and in the best interests of the City.

21.02 RESIDENCE. The Administrator shall, upon appointment and confirmation, reside within the City limits unless a waiver of this provision is granted or later obtained by Council action.

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

21.04 POWERS AND DUTIES. The Administrator is the chief administrative officer of the City. The duties of the Administrator are as follows:

1. See that the laws, ordinances, resolutions, directives of the Council and Mayor and approved operational policies are either appropriately enforced and executed or referred to the proper official for compliance therewith;
2. Attend all meetings of the Council unless excused by the Mayor or Council;
3. Advise the Mayor and Council on such measures as the Administrator deems necessary or expedient for good, efficient government, and the general welfare of the City;
4. Have general responsibility for the supervision, direction and administration of all City services, including police, fire, water, sewer and streets provided throughout the various departments;
5. Be responsible for the supervision and performance of all contracts for work and services to be done for the City, except as specified otherwise in the construction or service program involved;

6. Maintain an accounting of all obligations, agreements, commitments and contractual franchises involving the City and report to the mayor and Council any deviations from the exact terms as specified;
7. Be authorized to direct the purchasing of all commodities, materials, supplies, capital outlay and services for all departments of the City that have been budgeted and appropriated by resolution of the Council, and enforce a program to determine that such purchases are received and are of the quality and character called for in the order;
8. Review and evaluate, along with the appropriate committee chairperson, the applications for City employment in the departments under the Administrator's supervision and jurisdiction and make recommendations to the Council for approval;
9. Employ, promote or reclassify, with recommendation from the appropriate department head and appropriate committee chairperson, and subject to final Council approval, any city employee for departments or areas under the Administrator's supervision and jurisdiction;
10. Subject to requirements of State law, this Code of Ordinances and City personnel policies, have the power to reprimand or to suspend without pay any employee for a period not to exceed ten (10) days; or, with Council approval, discharge any City employee who has not performed his or her duties in a satisfactory manner;
11. Have the authority, with committee chairperson approval, to employ any person for emergency purposes as deemed necessary for the welfare of the City, but in no case shall such employment be extended after the first Council meeting following the date of employment, unless extension of said employment is approved by vote of the Council;
12. Supervise the management of all buildings, structures and land under the jurisdiction of the Council, and be charged with the care and preservation of all City-owned equipment, tools, machinery, appliances, supplies and commodities under control of employees or departments, over which the Administrator has, by this chapter, specific supervision, authority and jurisdiction;
13. Keep the Mayor and Council fully advised of the financial condition and other conditions of the City;
14. Assist the Mayor and Council in preparing the annual budget in the manner as prescribed by law, and render budgetary assistance to the Clerk as requested;
15. See that all business affairs of the City are conducted by modern, approved methods and in an efficient manner;

16. Assist the Council committees in the execution of their reviews, investigations, reports and assignments, and provide administrative support in compliance with their directives.

o o o o o o o