

## CHAPTER 21

# CITY ADMINISTRATOR

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**21.01 OFFICE CREATED.** There is hereby created the office of City Administrator. The office shall be filled by a resolution adopted by a majority vote of the entire Council and the person so appointed shall hold office at the pleasure of the Council. The qualifications for the position shall include competency through education or experience to perform the duties imposed upon the Administrator.

**21.02 COMPENSATION.** The compensation for the Administrator, including expenses, shall be in an amount and in the form as may from time to time be fixed by the Council by resolution. The Council is hereby authorized, in its discretion, to enter into employment contracts with the Administrator as may be necessary for his or her employment.

**21.03 DUTIES.** The general duties of the office shall be to coordinate the activities, policies and procedures of the City government. The Administrator shall be directly responsible to the Mayor and Council for the administration of municipal affairs as directed by the Mayor or Council. The department heads of the City shall report and coordinate with the Administrator. All departmental activity requiring the attention of the Council shall be brought before the Council by the Administrator, and all Council involvement in administration initiated by the Council shall be coordinated through the Administrator. This does not preclude department heads or City employees from bringing matters to the attention of the Mayor or Council. Without limiting the foregoing, the duties of the Administrator shall include the following:

1. To supervise enforcement of City laws and assure that resolutions, ordinances, laws and Council directives and operational policies are enforced and executed, or referred to the proper official for compliance.
2. To attend meetings of the Council unless excused by the Mayor.
3. To recommend to the Council measures necessary or expedient for good government and welfare of the City.
4. To provide general supervision and direction for the administration of the City government to expedite efficient administration of the City's business.

5. To supervise and coordinate the performance of contracts for work to be done for the City, and all purchases of material and supplies, ensure that material and supplies are received and are of the quality and specification called for by the contract, and to consult with department heads with reference to said contracts.
6. To cooperate with and advise present or future administrative agencies, boards or commissions which are responsible to the Mayor and the Council.
7. To coordinate with the Clerk and communicate with and keep the Council fully informed of the financial condition of City departments and of their financial management, progress, budgets, background or historical information, future needs, goals and objectives in language and format for public consumption.
8. To introduce new and approved methods for the elimination of wasteful practices following modern municipal procedures and law requirements.
9. To perform administrative duties designated by resolution of the Council.
10. To advise the Council on participation in programs and policies with another government political subdivision, including city, county, state or federal entities and/or which may be affected by court decisions, liability or other related matters and suggest and coordinate City grant proposals.
11. To participate in public relations and public information activities and programs to keep the public informed through speeches, attendance at meetings and social gatherings and to provide information to the media.
12. To issue building permits pursuant to Chapter 155 of this Code of Ordinances.
13. To make for the Council periodic itemized financial reports in writing concerning current and completed projects.
14. To assemble the department heads' proposed annual departmental budgets, which proposals shall include projected revenues, proposed expenditures and salary requests. Such information shall be submitted to the Clerk no later than February 1 of each year in order that the Clerk may submit the completed proposed budget to the Council no later than February 15 of each year. The City Administrator shall coordinate the final budget preparation with the Clerk.
15. To coordinate with the Clerk to cause accurate records of the City to be kept.

16. To designate one or more City employees to discharge the duties of the office of City Administrator when the Administrator is absent from his or her position or when the position is vacant. Said designation shall be subject to Council approval.
17. To issue written order for removal, at City expense, any nuisance for which no person can be found responsible and liable.
18. To obtain for the City, upon order of the Council, such specialized and professional services deemed necessary by the Council and not already available to the City.
19. To supervise the construction, improvement, repair, maintenance and management of all City property, capital improvements and undertakings of the City.
20. To serve as City liaison with local economic development groups.
21. To serve as Zoning Administration officer to administer and enforce the City Zoning Ordinance.
22. To perform such other duties as the Council may direct.

**21.04 RESIDENCY REQUIREMENT.** The City Administrator shall, not later than sixty (60) days after appointment, become a resident of the City, and continued residency in the City shall be a requirement for continued employment with the City.

**21.05 SPENDING AUTHORITY.** The City Administrator, together with the Mayor, shall have the authority to make or authorize necessary expenditures on behalf of the City or city departments up to \$500.