

## CHAPTER 21

### CITY ADMINISTRATOR

21.01 Appointment; Term  
21.02 Powers and Duties

21.03 General Responsibilities

**21.01 APPOINTMENT; TERM.** The Council shall appoint a City Administrator to hold office for a term of two (2) years.

**21.02 POWERS AND DUTIES.** The powers and duties of the City Administrator include the following:

1. Administration of City policies as established by the Council.
2. Continuous study of City government operating procedures, organization and facilities and recommendation of fiscal and other policies to the Mayor and Council whenever necessary.
3. Preparation and 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 on the progress of its programs and the status of its policies.
6. Coordinating and directing all City services provided through the various departments.
7. Appointment and removal of City employees in accordance with Council policies and ordinances.
8. Study of possible joint administrative arrangements with independent boards and commissions such as the Library Board, Parks and Recreation Board, and Planning and Zoning Commission and making of recommendations for such arrangements as are mutually acceptable.
9. Performing all duties required by State law as required of the City Clerk.
10. Performing such other duties as may hereafter be directed by the Council.

**21.03 GENERAL RESPONSIBILITIES.** The City Administrator is directly responsible to the Council for the administration of municipal affairs as

set forth herein. 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 that body by the Administrator and all Council policy concerning administration shall be coordinated through the City Administrator.

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