

TITLE 2. ADMINISTRATION AND PERSONNEL

CHAPTER 2.08

CITY ADMINISTRATOR

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2.08.110 OFFICE CREATED

The office of administrator is established as the administrative head of the city government. The administrator is responsible to the mayor and council for the proper administration of city business. The administrator will assist the mayor and council in the development of city policies, and carry out policies set by ordinances and resolutions. (Ord. 658, section 1[part], 1989: prior code section 2.620)(Ord. 780, section 1[part], March 3, 1998) (Ord. 917, January 2010)

2.08.120 APPOINTMENT

The mayor must appoint and may remove the administrator with the consent of the council. The appointment must be made without regard to political considerations and solely on the basis of education and experience relating to local government management. (Ord. 658, section 1[part], 1989: prior code section 2.623) (Ord. 917, January 2010)

2.08.130 POWERS AND DUTIES: GENERALLY

1. The duties of the administrator must be set by ordinance. (Ord. 658, section 1[part], 1989: prior code section 2.625) (Ord. 917, January 2010)

2.08.140 POWERS AND DUTIES: DESIGNATED

The powers and duties of the city administrator are as follows:

1. To act as budget officer for the city, and to prepare the budget including proposals for each department for consideration by the council and budget committee; (Ord. 1070, December 16, 2024)

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2. To act as purchasing agent to such limitations as may be from time to time adopted by the council, but in no event shall the administrator bind the city for any nonbudgeted purchase without prior council approval;
3. To act as administrative head and business agent of all departments of the city government, subject to the control and direction of the mayor and council;
4. To prepare and furnish all reports requested by the mayor and council;
5. To see that all ordinances are enforced and that the provisions of all franchises, leases, contracts, permits, and privileges granted by the city are observed;
6. To collect all sums of money due the city, whether by way of fees, liens, assessments, taxes, special assessments, or any other source whatsoever;
7. To supervise the operations of all public works utilities owned and operated by the city and to have general supervision over all city property;
8. To meet with private citizens and interested groups seeking information or bringing complaints and attempt to resolve problems and complaints fairly and to report same to the mayor and council;
9. To devote his entire time to the discharge of official duties, attend all meetings of the council unless excused therefrom by the council or mayor, and shall have the right to take part in all discussions coming before the council, but shall have no vote therein;
10. To have all the duties and powers of the office of city recorder as provided in the city charter and state law. (Ord. 658, section 1[part], 1989: prior code section 2.630)
11. The mayor and councilors may not directly or indirectly attempt to coerce the administrator or a candidate for the office of administrator in the appointment or removal of any city employee, or in administrative decisions regarding city property or contracts. Violation of this prohibition is grounds for removal from office by a majority of the council after a public hearing. In council meetings, councilors may discuss or suggest anything with the administrator relating to city business. (Ord. 917, January 2010)

2.08.150 SUPERVISORY AUTHORITY

1. The administrator has, in exercising general charge, supervision and control over all nonelective city employees and their work with the exception of the municipal judge. (Ord. 780, March 3, 1998).
2. The council may, by motion, resolution, or ordinance, provide rules under which the administrator shall exercise such general supervision. (Ord. 658, section [part], 1989: prior code section 2.635)

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2.08.170 COMPENSATION

The salary of the city administrator shall be such sum as shall be from time to time determined by majority council action. (Ord. 658, section 1[part], 1989: prior code section 2.637)

2.08.180 REMOVAL FROM OFFICE OR RESIGNATION

1. The administrator may be removed from office by the mayor with the consent of the majority of the council upon thirty (30) days' written notice setting forth the reasons for removal.
2. The administrator shall also give the council thirty (30) days' written notice of resignation from office. (Ord. 658, section 1[part], 1989: prior code section 2.640)