

CHAPTER 21**CITY ADMINISTRATOR****21.01 Appointment and Term****21.02 Compensation****21.03 Powers and Duties: General****21.04 Attendance at Meetings****21.05 Appointments****21.06 Powers and Duties: Specific**

- 21.01 APPOINTMENT AND TERM.** The Council shall appoint by majority vote a City Administrator to serve at the discretion of the Council.
- 21.02 COMPENSATION.** The City Administrator shall receive such compensation as shall be established by resolution. If the City Administrator is also the City Clerk, the City Administrator shall receive no compensation for also acting as the City Clerk.
- 21.03 POWERS AND DUTIES: GENERAL.** The City Administrator has the powers and duties as provided in this Code of Ordinances and by the law.
- 21.04 ATTENDANCE AT MEETINGS.** The City Administrator shall attend all regular and special Council meetings, and report to the Council as required. The City Administrator shall attend meetings of committees, boards and commissions if requested to do so.
- 21.05 APPOINTMENTS.** The City Administrator shall appoint all department supervisors, including Public Works Director. All appointments made by the City Administrator shall be approved by a majority vote of the Council, and the Council shall determine and approve by resolution compensation of the department supervisors and their staff.
- 21.06 POWERS AND DUTIES: SPECIFIC.** The City Administrator has the following specific duties:
1. Act as chief administrative officer for the City.
 2. Supervise enforcement and execution of the City laws.
 3. Recommend to the Council such measures necessary or expedient for the general welfare of the City.
 4. Supervise the official conduct of all officers of the City appointed by the City Administrator, and take active control of the street, water and utilities departments.
 5. Supervise the performance of all contracts for work to be done for the City.
 6. Supervise the financial and personnel operations of the City.
 7. Employ, reclassify, suspend or discharge all employees, subject to Council approval, except the City Clerk, Deputy City Clerk, City Attorney and Police Chief.
 8. Supervise the activities of City Hall.
 9. Supervise the processing and issuing of permits and licenses required by the State Code or this Code of Ordinances.

10. Supervise the construction, improvement, repair, maintenance and management of all City property, capital improvements and undertakings of the City.
11. Conduct the business affairs of the City.
12. Perform other duties at the discretion of the Mayor or Council.