

Chapter 2.08

CITY ADMINISTRATOR

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2.08.010 **Creation of office.**

The office of the city administrator is created. (Ord. 330 § 1, 1998)

2.08.020 **Appointment of city administrator.**

The city administrator shall be appointed by the mayor with the consent of a majority vote of the governing body for an indefinite term. The administrator shall be chosen by the governing body solely on the basis of executive and administrative qualifications with special reference to actual experience in or knowledge of accepted practice in respect to the duties of the office hereinafter set forth. No member of the governing body shall receive such appointment during the term for which the member shall have been elected, or within one year after the expiration of the member of the governing body's term. (Ord. 330 § 2, 1998)

2.08.030 **Removal of administrator.**

The mayor with the consent of the governing body may remove the city administrator at any time by a majority vote of its members. If requested, a public hearing shall be granted by the governing body within thirty (30) days following notice of removal. During the interim the governing body may suspend the administrator from duty, but shall continue the administrator's salary until the removal becomes final. (Ord. 330 § 3, 1998)

2.08.040 **Powers and duties of city administrator.**

The city administrator shall be the chief administrative officer of the city and shall be responsible to the mayor and to the governing body for the proper administration of all affairs of the city. To that end, the administrator shall have power and shall be required to:

A. Recommend to the mayor and governing body the appointment, and if necessary, the removal of department heads. Upon the recommendation of the department head, and if necessary, the removal of any other employee;

B. Prepare the budget annually in conjunction with the city finance office and submit it to the governing body together with a message describing the important features and be responsible for its administration in conjunction with the city finance office after adoption;

C. Prepare in conjunction with the city finance office and submit to the governing body as of the end of the fiscal year a complete report on the finances and administrative activities of the city for the preceding year;

D. Keep the governing body advised of the financial condition and future needs of the city, and make such recommendations as may be deemed desirable;

E. Recommend to the governing body a standard schedule of pay for each appointed office and position in the city service;

F. Recommend to the governing body (from time to time), adoption of such measures as may be deemed necessary or expedient for the continuation and improvement of administrative services;

G. Consolidate or combine offices, positions, departments, or units under his or her jurisdiction, with the approval of the governing body. The city administrator may be the head of one or more departments with the approval of the governing body;

H. Attend all meetings of the governing body unless excused therefrom and take part in the discussion of all matters coming before the governing body. The administrator shall be entitled to notice of all regular and special meetings of the governing body;

I. Supervise the purchase of all materials, supplies, and equipment for which funds are provided in the budget. No purchase shall be made, contract let, or obligation incurred for any item or service which exceeds the current budget appropriation by the governing body. No contract in excess of the amount established by state law shall be let except by the governing body. The administrator may issue such rules governing purchasing procedures within the administrative organization as the governing body shall approve;

J. See that all laws and ordinances are duly enforced;

K. Investigate the affairs of the city or any department or division thereof. Investigate all complaints in relation to matters concerning the administration of the government of the city, and in regard to service maintained by the public utilities in the city, and see that all franchises, permits, and privileges granted by the city are faithfully observed;

L. Perform such other duties as may be required by the governing body, not inconsistent with laws or ordinances;

M. Take employee disciplinary action as defined herein.

1. Disciplinary actions shall be applied when the city administrator determines such actions are necessary. A disciplinary action may be in the form of oral reprimand, written reprimand, suspension, demotion or reassignment, or dismissal as defined below.

2. The city administrator may orally reprimand an employee. This informal disciplinary consultation may be documented on an employee's performance appraisal or referenced in further progressive disciplinary actions.

3. The city administrator may discipline an employee by written reprimand.

4. The city administrator may temporarily suspend and employee with or without pay for disciplinary purposes. Suspension shall be for no more than seven working days.

5. The city administrator with the approval of the city council may reduce an employee's salary, assign the employee to another or lower position, or change the employees duties within his or her current position or use any combination of the above for disciplinary purposes.

6. The city administrator with the approval of the city council may terminate an employee from municipal employment for disciplinary purposes. (Ord. 330 Amend. No. 1-98, 1999; Ord. 330 § 4, 1998)

2.08.050 Bond.

The administrator shall furnish a surety bond to be approved by the governing body, such bond to be conditioned on the faithful performance of all the administrator's duties. The premium of the bond shall be paid by the city. (Ord. 330 § 5, 1998)

2.08.060 Compensation.

The city administrator shall receive such compensation as the governing body shall fix. (Ord. 330 § 6, 1998)