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1.501 CITY ADMINISTRATOR.

A. Appointment. The City Administrator is to be appointed by a majority vote of the entire Council. The person so appointed shall hold office at the pleasure of the Council and shall be subject to removal by a majority vote of the entire Council.

B. Compensation. The City Administrator shall receive compensation, as the Council shall fix from time to time by resolution.

C. Duties. The duties of the City Administrator shall be as follows:

1. Shall be directly responsible to the Mayor and City Council for the Administration of municipal affairs. All departmental administration requiring attention of the Council shall be brought before the Council by the Administrator. All Council involvement in departmental administration initiated by the Council must be coordinated through the Administrator.
2. Supervise and direct the official duties of the various officials, departments and employees of the City specifically including the Assistant City Administrator and the Code Enforcement Officer and the street department, sewer department, fire department, building and zoning department and administration department; and, shall supervise and direct the police department as the Mayor may delegate at any time in writing. The City Administrator may delegate to the Assistant City Administrator the duty to supervise and direct the official duties of the various officials, departments and employees prescribed herein."
3. Responsible for the administration of all ordinances, resolutions and Council policies.
4. Supervise all accounting practices and procedures.

5. Serve as City Clerk and City Treasurer and perform all the duties of these positions as required by State Law or ordinance. These duties shall include the following:
 - a) Oaths. Administer oaths of office to any City officer who is required to give an oath.
 - b) Secretary. Attend all meetings of the Council and its committees; record and preserve a correct record of the proceedings of such meetings and publish the Council proceedings immediately after each regular or special meeting, in the manner required by law; publish all ordinances immediately after passage by Council and approval by the Mayor or as otherwise provided by law; keep an ordinance book, authenticating each ordinance and certifying as to the time and manner of passage, approval, and publication; and keep a resolution book, properly indexed. All minute, ordinance and resolution books are permanent records.
 - c) Custody of funds of the treasury.
 1. Immediately upon receipt of moneys to be held in the custody of the treasurer and belonging to the municipality deposit the same in banks selected by the Council in amounts not exceeding the monetary limits authorized by the Council.
 2. File the Council's depository declaration with the County and State Treasurer.
 3. Reconcile the bank statements with the City books and certify monthly to the Council the balance of cash and investments of each fund and amounts received and disbursed.
 4. Invest all idle funds and other funds as directed by the Council in accordance with law and make reports to the State Auditor as required by law.
 5. Act as treasurer of all Boards & Commissions.
 - d) Debt Service.
 1. Sign all evidence of indebtedness, coupons, or certificates as required by law of a City Clerk or Treasurer.
 2. Keep a register of all bonds and warrants outstanding and record all payments made of interest and principal thereon.
 - e) Records.
 1. Have custody and be responsible for the safekeeping of all records or documents in which the municipality is a party in interest unless otherwise specifically directed by law or ordinance. File and preserve all receipts, vouchers, and other documents kept, or that may be required to be kept, necessary to prove the validity of every transaction and the identity of every person having any beneficial relation thereto. Upon order of the Council, destroy all vouchers and minor records when over ten years old, except the permanent records specified for retention by law.

2. Copies of records. Furnish upon request to any municipal officer a copy of any record, paper or public document under the Clerk's control when it may be necessary to such officer in the discharge of his duty, and furnish a copy to any citizen when requested upon payment of the allowable charge set in the law or resolution of Council.

f) Seal. Affix the seal of the corporation to those public documents or instruments which by law or ordinance are required to be attested by the affixing of the seal, or as directed by the Mayor or Council.

g) Petitions and Communications. Keep and file by number and date all communications and petitions directed to the Council or to the City generally. He shall endorse thereon the action of the Council taken on the matters presented in such communications and petitions.

h) Licenses and Permits. Issue all licenses and permits authorized by the Council, and keep a record thereof which shall show the date, number, and to who issued, and for what purpose.

i) Appointments. Keep a record of all appointments; notify all persons appointed by the Mayor or Council to office of such appointments and the time of taking office.

j) Elections. Perform all duties required of clerks by the election laws of the State, receive and forward nomination petitions, certify the calling of elections and perform those duties that the County commissioner of elections might delegate for the conduct of City elections.

6. Prepare the City's annual operating budget.

7. Supervise and coordinate the City's administrative policies and procedures, including personnel policies and purchasing procedures.

8. Continuous study and review of the City's operating procedures, organizations and facilities and recommending such fiscal and other policies to the Council as may be necessary to improve the City government.

9. Inform the Mayor and Council of the progress of programs and the status of City policies.

10. Advise the Mayor and Council of the financial condition and future needs of the City and make such recommendations as may be deemed advisable.
11. Attend all Council meetings unless excused by the Mayor.
12. Coordinate the preparation of ordinances, resolutions, and contracts with the City Attorney and consult with the City Attorney on legal matters.
13. Supervise and coordinate the construction, improvement, repair, maintenance and management of all City property, capital improvements and undertakings of the City, including the making and preservation of all surveys, maps, plan drawings, specifications and cost estimates for capital improvements, except those properties under control of the Utility Board of Trustees.
14. Employ and remove City employees for all City departments, except the Police, Park & Recreation, Utility Board and Public Library Departments, pursuant to the hiring and termination criteria approved by the City Council. These duties shall include the Police Department whenever the Mayor has delegated the supervision and direction of the Police Department to the City Administrator pursuant to subparagraph 2 hereof.
15. Supervise the accounting, collection and administrative services of the Board of Trustees of the Electric Power Plant and Waterworks and to act as the Council's liaison with the Board of Trustees.
16. Cooperate and advise in the management of any administrative agency, including the Park & Recreation Board and the Library Board of Trustees, and to act as the Council's liaison with these administrative agencies.
17. Study possible joint arrangements with municipal boards and commissions, make recommendations concerning such arrangements as mutually acceptable, and coordinate these arrangements as agreed upon.
18. Act on behalf of the City in the exercise and execution of all policies and programs in which the City is involved on a joint basis with any other governmental subdivision, including any subdivision of the state or federal government.

19. Assist the Mayor in any of his or her duties as requested by the Mayor and approved by the City Council.
20. Perform such other duties as may be directed by the Council.