

TITLE I - POLICY AND ADMINISTRATION

CHAPTER 23  
CITY COORDINATOR

23.01 Appointment and Term  
23.02 Accountable to the Council

23.03 Compensation  
23.04 Powers and Duties

23.01 APPOINTMENT AND TERM. The City Coordinator is to be appointed by a majority vote of the Council, and shall hold office at the pleasure of the Council, and shall be subject to removal by a majority vote of the Council.

23.02 ACCOUNTABLE TO THE COUNCIL. The City Coordinator shall be responsible to the Council for the administration of municipal affairs as directed by the Council.

23.03 COMPENSATION. The City Coordinator shall receive such annual salary as the Council shall establish by resolution.

23.04 POWERS AND DUTIES. The duties of the City Coordinator shall be as follows:

1. Departments. Supervise all departments of the City and give direction to department heads concerning the functions of the departments.
2. Laws. Supervise enforcement and execution of the City laws.
3. Council Meetings. Attend all meetings of the Council unless excused by the Mayor.
4. Recommendations. Recommend to the Council such measures as may be deemed necessary or expedient for the good government and welfare of the City.
5. Administration. Generally supervise and direct the administration of the City government and may appoint with approval of the Council such administrative assistants as shall be deemed advisable.
6. Supervision of Employees. Supervise and direct the official conduct of all officers of the City whom he has power to appoint.

7. Personnel. Employ, reclassify, or discharge employees of the City as the occasion requires and, subject to the approval of the Council, fix the compensation to be paid such employees.

8. Personnel Policies. Prepare and present to the appropriate Council committee personnel policies and amendments thereto.

9. Public Works. Supervise 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, plans, drawings, specifications, and estimates for capital improvements, except property, improvements and undertakings managed by the Parks and Recreation Board, the Electric Utility Board of Trustees, the Library Board of Trustees and the Airport Commission.

10. Boards and Commissions. Cooperate with the Parks and Recreation Board, the Electric Utility Board of Trustees, the Library Board of Trustees and the Airport Commission.

11. Complaints. Immediately investigate all complaints of dangerous conditions on City properties, and correct unsafe defects in them.

12. Licenses and Permits. Provide for and cause records to be kept of the issuance and revocation of licenses and permits authorized by City laws.

13. Finances. Keep the Council fully advised of the financial and other conditions of the City, and of its future needs.

14. Budget. Cause to be prepared and submitted to the Council annually, the required budgets.

15. Business Officers. At all times, see that the business affairs of the City are transacted by modern and scientific methods and in an efficient and business-like manner, and that records of all of the business affairs of the City are fully and accurately kept.

16. Other. Perform other duties at the Council's direction.

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