

ORDINANCE NO. 10-199-01

AN ORDINANCE OF THE CITY OF ALMA, NEBRASKA, PROVIDING FOR CREATION OF THE OFFICE OF CITY ADMINISTRATOR; SETTING THE MANNER OF APPOINTMENT THEREOF AND THE INITIAL RATE OF COMPENSATION THEREFORE; REPEALING ORDINANCES IN CONFLICT; AND SETTING THE TIME WHEN THIS ORDINANCE TAKES EFFECT.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF ALMA, NEBRASKA;

SECTION 1. CITY ADMINISTRATOR; RESPONSIBILITIES; QUALIFICATIONS; HOW APPOINTED. In order to provide efficient and orderly operation of the city government, and more effective administration of the affairs of the City, there is hereby created the office of City Administrator. The City Administrator shall be responsible for the proper administration of all affairs of the City and shall have general supervisory authority over all city departments. He or she shall be appointed by the Mayor with the consent of a majority of the City Council for an indefinite period, solely on the basis of administrative qualifications, and need not be a resident of the City or State when appointed. During the absence or disability of the City Administrator the Mayor may designate some proper qualified person to perform the duties of the office.

SECTION 2. CITY ADMINISTRATOR; POWERS; DUTIES. The City Administrator shall be the administrative head of the municipal government under the direction and control of the Mayor and City Council and shall be responsible to the Mayor and City Council for the efficient conduct of his office. The duties of the City Administrator shall be as follows:

1. He shall make and keep up to date an inventory of all property, real and personal, owned by the Municipality.

2. He shall act as purchasing agent for the purchase of all supplies, goods, wares, and merchandise, equipment, and material which may be requested for the various departments, divisions or services of the Municipality.

3. He shall keep the Mayor and Council fully advised as to the financial condition and needs of the Municipality and shall be responsible for and prepare the annual estimate of expenditures for presentation to the Mayor and Council prior to the passage of the annual appropriation ordinance.

4. To serve as public relations officer of the Municipal Government, and in such capacity to endeavor to investigate and adjust all complaints filed against any employee, department, division or service thereof and cooperate with all community organizations whose aim and purpose is to advance the best interests of the Municipality and its people and to attend meetings of such organizations if in the judgment of the Administrator such attendance is necessary and desirable.

5. To attend all meetings of the Council with the duty of reporting any matter concerning municipal affairs under his supervision or direction and to attend such other meetings of the Municipal Departments and officials as his duties may require.

6. To analyze the functions, duties and activities of the various departments, divisions and services of the Municipal Government and of all employees thereof, and to make his recommendations regarding the same to the Mayor and Council.

7. To carry out the Mayor and/or Council's recommendations in coordinating the administrative functions and operations of the various departments.

8. To procure facts and submit long range improvements to the Mayor and Council.

9. Recommend to the Mayor and Council the appointment and dismissal of all department heads over which he exercises jurisdiction. Appointment or dismissal of department heads will be made upon the recommendation of the Mayor and confirmation by the Council. The City Administrator may appoint and dismiss all subordinate employees of the Municipality, as well as provide for the transfer of such employees from one department to another except those employees covered under the Civil Service Act of the State.

10. Perform the duties of the Utilities Superintendent and/or Building Inspector in the absence of a specific appointment to those offices by the Mayor & Council.

11. Administer and be responsible for all departments and divisions of the Municipal Government, which are under the Mayor's and Council's direction, including all Public Utilities presently owned or hereafter acquired by the Municipality, including the Fire and Police Departments, except insofar as such jurisdiction and administration conflicts with the Civil Service Law pertaining to such Fire and Police Departments. The office of the Municipal Attorney and Municipal Physician shall not come under the administration and responsibility of the City Administrator; provided however, said Administrator is to be available to assist those offices in any administrative matter that may arise and those officers in turn shall be available to assist the City Administrator in the discharge of his duties.

12. Recommend to the Mayor and Council for adoption such measures and ordinances as are deemed necessary or expedient.

13. Prepare and recommend to the Mayor and Council a classification and compensation plan.

14. Make investigations into the affairs of the Municipality and any department or division thereof, and any contract or the

proper performance of any obligation pertaining to the Municipality.

15. Exercise general supervision over all public buildings, streets, and other public property which are under the control and jurisdiction of the Mayor and Council.

16. Prepare and submit to the Mayor and Council as of the end of the fiscal year, a complete report of the finances and administrative activities of the Municipality for the preceding year.

17. Keep the insurable property of the Municipality appropriately insured.

18. Serve in any appointed office or as head of any department within the Municipal Government if the need arises and when appointed thereto by the Mayor and Council and to hold and perform the duties thereof at the pleasure of the Mayor.

19. The City Administrator shall have the duty to keep open his office for public affairs during days and hours set by the Mayor and Council.

20. Perform such other duties and exercise such other powers as may be delegated to him from time to time by ordinances or resolutions of the Council, job description, and where action of the Council is not required, such duties and powers as may be prescribed by the Mayor.

21. To analyze the needs of the community for all types of community and economic development projects and to be responsible for preparing grant applications and administering grants when appropriate.

SECTION 3. CITY ADMINISTRATOR; SALARY. The City Administrator shall receive such salary as may be determined by the City Council from time to time .

SECTION 4. CITY ADMINISTRATOR; AUTHORITY TO EXPEND FUNDS. The City Administrator, in the discharge of his duties, shall have the right to expend an amount not to exceed the limits set forth in the applicable State law, pertaining to Cities of the Second Class, entering into contracts for the Municipal work and improvements or purchase of equipment or any lesser amounts set by the City Council without advertising for bids and within any dollar amount on behalf of the Municipality for general purchases, maintenances and improvements, the expenditure limitation herein to apply to all departments of the Municipality.

SECTION 5. REMOVAL OF CITY ADMINISTRATOR. The City Administrator may be removed by the Mayor by and with the consent of the City Council.

SECTION 6. REPEAL OF CONFLICTING ORDINANCES. All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 7. WHEN OPERATIVE. This Ordinance shall be in full force and effect from and after its passage, approval, and publication according to law.

PASSED AND APPROVED this 19 day of OCTOBER, 1999.

Lee Carter
Mayor.

ATTEST:

(SEAL)



Richard L. Lehman
City Clerk.