

TITLE 1**GENERAL ADMINISTRATION¹****CHAPTER**

1. GOVERNING BODY
2. MAYOR.
3. RECORDER.
4. ADMINISTRATOR.

CHAPTER 1**GOVERNING BODY²****SECTION**

- 1-101. Time and place of regular meetings.
- 1-102. Order of business.
- 1-103. General rules of order.

1-101. Time and place of regular meetings. The governing body shall hold regular monthly meetings at 7:00 P.M. on the second Tuesday of each month at the city hall. (1974 Code, § 1-101)

¹Charter references

See the charter index, the charter itself, and footnote references to the charter in the front of this code.

Municipal code references

Building, plumbing, electrical and gas inspectors: title 12.

Fire department: title 7.

Utilities: titles 18 and 19.

Wastewater treatment: title 18.

Zoning: title 14.

²Charter references

Compensation: § 2.03.

Quorum: § 2.09.

Removal from office: § 2.16.

Term of office: § 3.01.

Vacancy in office: § 2.06.

1-102. Order of business. At each meeting of the governing body the following regular order of business shall be observed unless dispensed with by a majority vote of the members present:

- (1) Call to order by the mayor.
- (2) Roll call by the recorder.
- (3) Reading of minutes of the previous meeting by the recorder and approval or correction.
- (4) Grievances from citizens.
- (5) Communications from the mayor.
- (6) Reports from committees, members of the governing body and other officers.
- (7) Old business.
- (8) New business.
- (9) Adjournment. (1974 Code, § 1-102)

1-103. General rules of order. The rules of order and parliamentary procedure contained in Robert's Rules of Order, Newly Revised, shall govern the transaction of business by and before the governing body at its meetings in all cases to which they are applicable and in which they are not inconsistent with provisions of the charter or this code. (1974 Code, § 1-103, modified)

CHAPTER 2**MAYOR¹****SECTION**

1-201. Generally supervises municipality's affairs.

1-202. Executes municipality's contracts.

1-201. Generally supervises municipality's affairs. The mayor shall have general supervision of all municipal affairs and may require such reports from the officers and employees as he may reasonably deem necessary to carry out his executive responsibilities. (1974 Code, § 1-201)

1-202. Executes municipality's contracts. The mayor shall execute all contracts as authorized by the governing body. (1974 Code, § 1-202)

¹Charter references

Compensation: § 2.03.

Removal from office: § 2.16.

Term of office: § 3.01.

Vacancy in office: § 2.06.

CHAPTER 3**RECORDER¹****SECTION**

1-301. To be bonded.

1-302. To keep minutes, etc.

1-303. To perform general administrative duties, etc.

1-301. To be bonded. The recorder shall be bonded in such sum as may be fixed by, and with such surety as may be acceptable to, the governing body. (1974 Code, § 1-301)

1-302. To keep minutes, etc. The recorder shall keep the minutes of all meetings of the governing body and shall preserve the original copy of all ordinances in a separate ordinance book. (1974 Code, § 1-302)

1-303. To perform general administrative duties, etc. The recorder shall perform all administrative duties for the governing body and for the municipality which are not assigned by the charter, this code, or the governing body to another corporate officer. He shall also have custody of, and be responsible for maintaining all corporate bonds, records, and papers in such fireproof vault or safe as the municipality shall provide. (1974 Code, § 1-303)

¹Charter reference
Duties: § 2.08.

CHAPTER 4

ADMINISTRATOR

SECTION

1-401. Office created; compensation; term; and qualifications.

1-402. Duties.

1-403. Liaison officer.

1-401. Office created; compensation; term; and qualifications.

There is hereby created the office of administrator for the City of Algood. The city council shall appoint and fix the salary of said administrator, who shall serve at the pleasure of the city council. The administrator's minimum qualifications shall include education and experience necessary to be proficient in personnel and financial management, office management and public works administration. The administrator shall give full time to the duties of his office. (Ord. #214, May 1976)

1-402. Duties. It shall be the duty of the administrator to supervise and coordinate all administrative activities of each department under the city council. The administrator shall also have the following duties with respect to the administration of the affairs of the city under the city council.

(1) To make recommendations to the city council for improving the quality and quantity of public services to be rendered by the officers and employees to the inhabitants of the city.

(2) To keep the city council fully advised as to the conditions and needs of the city.

(3) To report to the city council the conditions of property and equipment of the city, and to recommend what repairs or replacements are needed.

(4) To recommend what programs or projects involving public works or public improvements should be undertaken by the city and priority of same.

(5) To act as personnel officer in matters of employment, dismissal, promotion or demotion of any employee, and to cause personnel files to be kept on all employees.

(6) To act as purchasing agent subject to the policies, rules and regulations established by the city council.

(7) To act as budget officer.

(8) To perform such other duties as may be required of him by resolution of city council. (Ord. #214, May 1976)

1-403. Liaison officer. The administrator shall act as liaison officer for the city council in coordinating the activities under the board with the activities of the city under separate boards and commissions. (Ord. #214, May 1976)