TITLE 1

GENERAL ADMINISTRATION[1]

CHAPTER

1. CITY COUNCIL.
2. MAYOR.
3. CITY RECORDER.
4. ADMINISTRATOR.

CHAPTER 1

CITY COUNCIL[2]

SECTION

1-101. Time and place of regular meetings.
1-102. Order of business.
1-103. General rules of order.
1-104. Swearing in ceremonies for new officers.

1-101. Time and place of regular meetings. The city council shall hold regular monthly meetings at 7:30 P.M. on the first Tuesday night of each month at the municipal buidling. (1975 Code, § 1-101, as amended by Ord. #99-07, Oct. 1999)

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[1]Charter 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.

[2]Charter references
Compensation: § 16.
Membership, terms, and powers: § 5.
Removal from office: § 15.
Vacancy in office: § 19.

1-102. Order of business. At each meeting of the city council, 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 and councilmen.

(6) Reports from officers, committees and boards.

(7) Old business.

(8) New business.

(9) Adjournment. (1975 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 city council 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. (1975 Code, § 1-103, modified)

1-104. Swearing in ceremonies for new officers. (1) Following a general municipal election in which new members of the city council or a new mayor may be elected, that it shall be the duty of the mayor serving at the time of such election to make arrangements to have the prescribed oath of office administered to the newly elected city councilmen and mayor prior to their assuming office on the first day of December succeeding such election.

(2) It shall be the duty of the mayor and the city administrator to furnish the newly elected councilmen and mayor complete and current statements of the condition of the city budget.

(3) It shall be the responsibility of the mayor and the city administrator to arrange a comprehensive orientation and training program for newly elected councilmen and mayor which shall include an introduction to the head of each department of the city and a comprehensive report of the projects in which their departments are engaged. (Ord. #476, June 1982)

CHAPTER 2

MAYOR[1]

SECTION

1-201. Generally supervises city's affairs.
1-202. Executes city's contracts.

1-201. Generally supervises city's affairs. The mayor shall have general supervision of all city affairs and may require such reports from the officers and employees as he may reasonably deem necessary to carry out his executive responsibilities. (1975 Code, § 1-201)

1-202. Executes city's contracts. The mayor shall execute all contracts as authorized by the city council. (1975 Code, § 1-202)

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[1]Charter references
Compensation: § 16.
Duties: § 5-A.

CHAPTER 3

CITY RECORDER

SECTION

1-301. Office created.
1-302. To be bonded.
1-303. To keep minutes, etc.
1-304. To perform general administrative duties, etc.

1-301. Office created. The offices of city clerk, city treasurer, budget director, and meter collector are hereby consolidated and the office of city recorder is created for the purpose of taking over and performing the duties of such offices.

The city recorder shall be appointed by and serve at the pleasure of the city council and shall receive such compensation as the council shall provide. He shall have all the powers and duties that have been, or may be, prescribed in the charter or by the city council for the city recorder or any of the offices hereby consolidated. (1975 Code, § 1-301)

1-302. To be bonded. The recorder shall be bonded in the sum of ten thousand dollars ($10,000.00), with surety acceptable to the city council before assuming the duties of his office. (1975 Code, § 1-302)

1-303. To keep minutes, etc. The recorder shall keep the minutes of all meetings of the city council and shall preserve the original copy of all ordinances in a separate ordinance book. (1975 Code, § 1-303)

1-304. To perform general administrative duties, etc. The recorder shall perform all administrative duties for the city council and for the city which are not expressly assigned by the charter or this code 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 city shall provide. (1975 Code, § 1-304)

CHAPTER 4

ADMINISTRATOR

SECTION

1-401. Office of administrator created.
1-402. Residence.
1-403. Vacancy in office of, or absence of.
1-404. Bond.
1-405. Duties of administrator.
1-406. City council - administrator relations.
1-407. Departmental cooperation.
1-408. Attendance at council meetings.
1-409. Removal.
1-410. Severance pay.

1-401. Office of administrator created. There is hereby created the office of administrator for the City of LaFollette. The city council shall appoint and fix the salary of said administrator, who shall serve at the pleasure of the city council. The administrator shall be selected solely on the basis of his training, experience, and other administrative qualifications. Minimum qualifications shall include a college degree and training or experience in municipal management or public administration. The administrator shall give full time to the duties of his office. No member of the city council shall be eligible for appointment as city administrator until one year has elapsed after such council member shall have ceased to be a member of the city council. (1975 Code, § 1-1301)

1-402. Residence. Residence in the city at the time of appointment of a city administrator shall not be required as a condition of the appointment, but within ninety (90) days after reporting for work the city administrator must become a resident of the City of LaFollette. (1975 Code, § 1-1302)

1-403. Vacancy in office of, or absence of. During periods of vacancy in the office, temporary absences or disability of the administrator, the city council may appoint an acting administrator, or may designate a qualified administrative officer of the city to assume the duties and authority of the administrator. (1975 Code, § 1-1303)

1-404. Bond. The city administrator and acting city administrator shall furnish a corporate surety bond to be approved by the city council in such sum as may be determined by the said city council, and shall be conditioned upon the faithful performance of the duties imposed upon the city administrator and acting city administrator as herein prescribed. Any

premium for such bond shall be a proper charge against the City of LaFollette. (1975 Code, § 1-1304)

1-405. Duties of administrator. It shall be the duty of the administrator to supervise and coordinate all administrative activities 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 including an inventory of property and equipment, and to recommend what repairs or replacements are needed.

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

(4) To recommend to the city council the employment, dismissal, promotion or demotion of any employee, and to keep personnel files on all employees.

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

(6) To review, approve, and recommend to the city council a budget for each department of the city coming under the supervision of the city council.

(7) To act as liaison officer for the city council in coordinating the activities under the council with the activities of the city under separate boards and commissions.

(8) To serve as coordinator for all federal and state programs which may be available to the city.

(9) To perform such other duties as may be required of him by resolution of the city council. (1975 Code, § 1-1305)

1-406. City council - administrator relations. The city council and its members shall deal with the administrative services of the city only through the city administrator, except for the purpose of inquiry, and neither the city council nor any member thereof shall give orders or instructions to any subordinates of the city administrator. The city administrator shall take his orders and instructions from the city council only when sitting in a duly convened meeting of the city council and no individual councilman shall give any orders or instructions to the city administrator. (1975 Code, § 1-1306)

1-407. Departmental cooperation. It shall be the duty of all subordinate officers and the city recorder and city attorney to assist the city administrator in administering the affairs of the city efficiently, economically and harmoniously. (1975 Code, § 1-1307)

1-408. Attendance at council meetings. The city administrator may attend any and all meetings of the planning commission, recreation and park commission, and any other commissions, boards or committees created by the city council upon his own volition or upon direction of the city council. At such meetings which the city administrator attends, he shall be heard by such commissions, boards or committees as to all matters upon which he wishes to address the members thereof, and he shall inform said members as to the status of any matter being considered by the city council, and he shall cooperate to the fullest extent with the members of all commissions, boards or committees appointed by the city council. (1975 Code, § 1-1308)

1-409. Removal. The city administrator shall not be removed from office, other than for misconduct in office, during or within a period of ninety (90) days next succeeding any general municipal election held in the city at which election a member of the city council is elected or when a new city councilman is appointed; the purpose of this provision is to allow any newly elected or appointed member of the city council or a reorganized city council to observe the actions and ability of the city administrator in the performance of the powers and duties of his office. After the expiration of said ninety (90) day period aforementioned, the city administrator may be removed only by a majority vote of the city council as then constituted. (1975 Code, § 1-1309)

1-410. Severance pay. On termination of employment of the city administrator by reason of involuntary removal from service other than for willful misconduct in office, the city administrator shall receive cash severance pay in a lump sum equal to one months' pay for up to two years of continuous service and two months pay for continuous service in excess of two years service and over. (1975 Code, § 1-1310)