

CITY OF LODI

ORDINANCE NO. A-558

AN ORDINANCE CREATING SECTION 78-3 A. 8) OF THE CITY CODE OF ORDINANCES CONCERNING THE CITY ADMINISTRATOR

The Common Council of the City of Lodi, Columbia County, Wisconsin, does hereby ordain as follows:

1. Section 78-3 A. (8) City Administrator is hereby created to read as follows:
 - (a) Appointment. The city administrator shall be appointed by the common council on the basis of merit with due regard to training, experience, administrative ability and general fitness for the office. The city administrator shall serve at the pleasure of the common council and shall hold office for an indefinite term subject to removal at any time by a majority vote of the common council. The city administrator shall serve according to the terms of the employment contract signed by the administrator and approved by the common council prior to the start of employment. Approval of the contract for the employment of the city administrator shall constitute approval of appointment. This section, however, shall not preclude the common council from establishing other employment terms and conditions consistent with the provisions of this division and the employment contract. The office of city administrator may be eliminated at any time by majority vote of the common council.
 - (b) Duties.
 - (1) Be responsible for the overall planning and direction of the activities and services of the municipality.
 - (2) Subject to the limitations defined in resolutions and ordinances of the City of Lodi and Wisconsin Statutes, shall be the chief administrative officer of the city, responsible only to the mayor and the council for the proper administration of business affairs of the city, pursuant to the Statutes of the State of Wisconsin, the Ordinances of the City of Lodi, and the resolutions and directives of the common council, with power and duties as set forth in this section.
 - (3) Develop, in coordination with department heads, a proposed yearly operating budget for submittal to the mayor and common council.
 - (4) Supervise long and short-range planning for the operation and capital needs of the city.
 - (5) Serve as the city's human resources and personnel manager.
 - (6) May serve as the city's representative at official meetings and represent the city in intergovernmental relations with other government units.

- (7) General duties for the city administrator shall be set forth in the job description for the position as prepared by and amended from time to time by the Finance and Human Resources Committee and approved by the common council.
 - (8) In the event of a vacancy of the office of city clerk, the city administrator also serves as the city clerk.
2. **Severability.** If any portion of this Ordinance or its application on any person or circumstances is held invalid, the validity of this Ordinance as a whole or any other provision herein or its application shall not be affected.
3. **Effective Date.** This Ordinance shall take effect immediately upon its passage and publication.

Adopted this 19th day of July, 2022.

CITY OF LODI

By: _____
Ann Groves Lloyd, Mayor

By: _____
Brenda Ayers, City Clerk