

## CAO OPTIONS

### OPTION 1 – Most prescriptive and detailed

(b) Chief Administrative Officer— The mayor shall appoint the chief administrative officer for a term of not more than 3 years. The chief administrative officer shall be appointed solely on the basis of administrative and executive qualifications and shall be a person especially fitted by education, training and experience to perform the duties of the office. The chief administrative officer need not be a resident of the city when appointed, but shall become a resident of the city within 1 year of appointment. The powers and duties of the chief administrative officer shall include the following:

**Comment [JK1]:** May or shall?

**Comment [JK2]:** Residency requirement?

**Comment [JK3]:** Anything about salary?  
Contract approved by council? Salary set by ordinance?

- (1) coordinating, administering, and supervising of all financial services and activities;
- (2) assisting in all matters related to municipal financial affairs;
- (3) implementing and maintaining uniform systems, controls, and procedures for all financial activities in all executive departments, including boards, commissions, agencies or other units of city government the operations of which have a financial impact upon the general fund or other funds of the city, and including, but not limited to, maintaining of all financial and accounting data and records;
- (4) implementing and maintaining uniform financial data processing capabilities for all departments;
- (5) supervision of all financial data processing activities;
- (6) implementing and maintaining uniform budget guidelines and procedures;
- (7) assisting in the development and preparation of all department budgets and spending plans;
- (8) reviewing all proposed contracts and obligations with a term in excess of 1 year;
- (9) monitoring the expenditure of all funds, including periodic reporting by and to appropriate agencies of the status of accounts; and
- (10) reviewing the spending plan for each department.

If the position of chief administrative officer becomes permanently vacant, the mayor shall notify the clerk and the council and shall fill the position as provided under section 3-3.

### OPTION 2 – Requires qualified individual, but discretion lies with Mayor

(b) The mayor may appoint, with the advice and consent of the council, a chief administrative officer to coordinate and direct the operations of the various departments and functions of municipal government. The chief administrative officer shall serve at the pleasure of the mayor and be appointed

**Comment [JK4]:** May or shall?

solely on the basis of administrative and executive qualifications and shall be a person especially fitted by education, training and experience to perform the duties of the office.

**OPTION 3.** – *Requires qualified individual, allows city council to establish qualifications*

(b) The mayor shall appoint, with the advice and consent of the council, a chief administrative officer to coordinate and direct the operations of the various departments and functions of municipal government. The chief administrative officer shall serve at the pleasure of the mayor and be appointed solely on the basis of administrative and executive qualifications or such other qualifications as the city council shall determine by ordinance.

**Comment [JK5]:** May or shall?