

Reasons a City Should Adopt a City Administrator System

1. Professional Expertise in Daily Operations

- A City Administration is trained in public/government management, budgeting, and operations
- This ensures that day to day decisions are made by someone with technical expertise rather than by elected officials who may or may not have administrative backgrounds or skills
- Title 1 Chapter 15 of City Code. Performance Measurement Standards (see appendix)
- Many cities in Idaho functions with a City Administrator: Ammon, Driggs, Ketchum, Orofino, Hayden, McCall, Bonners Ferry, CDA, Rathdrum, and Postfalls
- A Mayor may or may not possess appropriate skills
- A Mayor has no requirement to work a set number of hours for their salary.
- Title 50 Chapter 6 of state code. 50-602, 50-603 and 50-607.

2. More efficient and Consistent Services

- One person overseeing all departments and services: public works, utilities, police, parks and planning, operations more smoothly and better coordination
- This reduces delays, duplication and miscommunication
- One point of contact and one message
- Full time – consistently present in the office
- Accountability

3. Reduced political Influence on Operations

- Elected leaders focus on policy and vision, while the administrator handles operations
 - i. This separation leads to
 - 1. More stability
 - 2. Less turnover in department leadership
 - 3. Fewer political swings in how services are delivered

4. Improved Budget Management of approximately 40 million dollars

- City Administrator specialize in
 - i. Long term financial planning
 - ii. Cost control
 - iii. Grant management
 - iv. Capital Improvement
- This often results in better budgeting, more transparency and stronger financial health

5. Better long term planning and continuity

- Mayors and council members are limited by term
- City Administrators provide long term continuity
- Keep long term projects moving forward and ensure consistent progress through election and leadership changes

Implementation of a new City Administrator

1. Identify timing for an **Interim City Administrator** (January 2026)
2. Have a well defined plan
3. Have open discussion

Identify needs: “WHY”

- Department needs
- Community needs
- Council needs
- Strategic plans
- Mayor needs

Define position

- Job description (see appendix)
- Strong checks and balances and reporting to Mayor and Council quarterly or as defined
- Requires appointment by council, can be removed by council.
- Required qualifications
- Organizational structure
- Workload

Budget

- Salary and benefits cost
- Training needs
- Impact on budgets

Update HR and City Policies

- Personal policies
- Organizational policies
- Salary
- City policies and ordinances

Begin Recruitment

Appendix:

Mayor letter to council June 12th 8:00 am

City Admin job descriptions

State code links

City Code link

