

TITLE II POLICY AND ADMINISTRATION

CHAPTER 17 CITY ADMINISTRATOR

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2-17-1 **CREATION OF THE OFFICE.** The office of City Administrator is created.
(Ord. 680, Passed 2006)

2-17-2 **APPOINTMENT AND COMPENSATION.** The Council shall appoint by majority vote the City Administrator for an indefinite term. The City Administrator shall be chosen by the Council solely on the basis of executive and administrative qualifications with special reference to actual experience in or knowledge of accepted practice in respect to the duties of the office hereinafter set forth. At the time of the appointment, the appointee need not be a resident of the City or state, but during tenure of office, the City administrator shall reside within the City (or within a distance from the City set by the Council). No Council Members shall receive such appointment during the term for which the Council Member has been elected or within one year after the expiration of such term. The Mayor or the City Attorney shall be the acting City Administrator during all excused absences of the City Administrator or when there is a vacancy in the position. The administrator receives such compensation as established by the resolution of the Council.

(Ord. 680, Passed 2006)

2-17-3 **REMOVAL OF THE CITY ADMINISTRATOR.** The Council may remove the City Administrator at any time by a majority vote of its members. The Council may suspend the City Administrator from duty but shall continue the City Administrator's salary, and if the removal becomes final, shall pay said salary for three calendar months following the final removal date.

(Ord. 680, Passed 2006)

2-17-4 **POWERS AND DUTIES.** The City Administrator is the chief administrative officer of the City, may head one or more departments and is responsible to the Council and Mayor for the proper administration of all affairs of the City. To that end, the City Administrator has the power and is required to do the following:

1. Supervise execution of City laws, ordinances, resolutions, and directives of the Council and ensure that approved operational policies are either appropriately enforced and executed or referred to the proper official for compliance therewith.

2. Attend all meetings of the Council, unless excused by the Council, and take part in the discussion of all matters coming before the Council. The City Administrator is entitled to notice of all regular and special meetings of the Council.

3. Advise the Mayor and Council on such measures as the Administrator deems necessary or expedient for good, efficient government and the general welfare of the City.

4. Have general responsibility for the supervision, direction and administration of all City services, and all City employees, including police, fire, water, sewer and streets provided throughout the various departments.

5. The City Administrator shall have the power and authority to employ such assistants, supervisors and other employees of the City in conjunction with the recommendation of the appropriate department head, for which the Council has approved the position, and to supervise and discharge the same.

6. Be responsible for the supervision and performance of all contracts for work and services to be done for the City, except as specified otherwise in the construction or service program involved.

7. Maintain an accounting of all obligations, agreements, commitments, and contractual franchises involving the City and report to the Mayor and Council any deviation from the exact terms as specified.

8. Be authorized to direct the purchasing of all commodities, materials, supplies, capital outlay and services for all departments of the City that have been budgeted and appropriated by resolution of the Council and enforce a program to determine that such purchases are received and are of the quality and charter called for in the order.

9. Review and evaluate, along with the appropriate department head, the applications for City employment in the departments under the administrator's supervision and jurisdiction and make recommendations to the Council for approval.

10. Negotiations. Represent the City in all employee negotiations properly entered into in accordance with law or ordinance. This includes salary, and benefits offered by the City and requires that the City Administrator review and put out for bids for all insurance benefits offered by the City. The City Administrator shall not represent the City where this duty is specifically delegated to another office by law, ordinance or Council direction.

11. Budget. Assist the Mayor, City Council and all department heads in preparing the annual budget. The City Administrator will submit the budget to the Council for approval and be responsible for its administration after adoption. A preliminary budget review with the Council shall be held prior to November 1 for the next fiscal year. There shall be a budget status update for the new budget presented to the committee of the whole semi-monthly commencing on or about January 2.

12. Prepare and submit to the Council as of the end of the fiscal year, a complete report on the finances and administrative activities of the City for the preceding year.

13. Appoint and when necessary for the good of the City, suspend, remove or discipline all officers of the City except as otherwise provided by law or the Code of Ordinances and except authorizing the head of department or appoint, suspend, remove or discipline subordinates in said department.

14. Employ, reclassify, or discipline all employees subject to City Council approval, civil service provisions and the Code of Iowa and bargaining agreement. The City Administrator will review, evaluate and interview the applicants for City employment and make recommendations to the City Council for approval.

15. Supervise the construction, improvement, repair, maintenance and management of all City property, capital improvements and undertakings of the City, including the making and preservation of all surveys, maps, plans, drawings, specifications and estimates for capital improvements.

16. Assist the Council and Planning and Zoning Commission in the carry out of the comprehensive plan and to assist in all other forms of planning within the City government.

17. Act for the City in the exercise and execution of all policies and programs whereby the City is involved in a joint basis with any other governmental subdivision, agency or department.

18. Supervision of City Officers. The City Administrator is responsible to the Council for the performance of all department activities. All City officers and department heads, regardless of their method of appointment, are responsible to the City Administrator of the conduct of their department.

19. Complies and maintains current and up-to-date including state and federal grant and loan program: plans, develops, prepares and submits, with the approval and at the direction of the City Council, applications for grants, loans and other funding sources and to administer all such fundings.

20. Recommends and participates in projects and endeavors to support and promote economic growth and development in the City.

21. Assist the Council in the rewriting of present City ordinances or in the writing of new City ordinances as needed. The City Administrator will also maintain and update a variety of reports, files and records.

22. Perform other duties at the Council's direction.

23. Supervise the management of all buildings, structures and land under the jurisdiction of the City Council, and shall also be charged with the care and preservation of all City-owned equipment, tools, machinery, appliances, supplies and commodities.

24. Represents the City to the media and community groups.

25. The City Administrator will have the power to appoint and remove all department heads subject to the approval of the City Council.

26. Investigate the affairs of the City or any department or division thereof and investigate all complaints in relation to matters concerning the administration of the government of the City.

27. Administer all oaths as required by the City.
(Ord. 680, Passed 2006)