

## CHAPTER 21

# CITY ADMINISTRATOR

21.01 Office Created

21.02 Compensation

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**21.01 OFFICE CREATED.** There is hereby created the office of City Administrator. The office shall be filled by a resolution adopted by a majority vote of the entire Council. The person so appointed shall hold office at the pleasure of the Council and shall be subject to removal by a resolution adopted by a majority vote of the entire Council. The qualifications for the position shall include competency through education or experience to perform the duties imposed upon the Administrator.

**21.02 COMPENSATION.** The compensation for the Administrator, including expenses, shall be in an amount and in the form as may from time to time be fixed by the Council by resolution. The Council is hereby authorized, in its discretion, to enter into employment contracts with the Administrator as may be necessary for his or her employment.

**21.03 DUTIES.** The general duties of the office are to administer the activities, policies and procedures of the City government. The Administrator is directly responsible to the Mayor and Council for the administration of municipal affairs as directed by the Mayor or Council. The department directors, except the Clerk, for those matters specifically delegated to the Clerk by the Code of Iowa, shall report to the Administrator. All departmental activity other than the Police Department investigative or enforcement matters requiring the attention of the Council shall be brought before the Council by the Administrator and all Council involvement in administration initiated by the Council shall be through the Administrator. This does not preclude department heads or City employees from bringing matters to the attention of the Mayor or Council. Without limiting the foregoing, the duties of the Administrator include the following:

1. Supervise enforcement and execution of City laws and assure resolutions, ordinances, laws and Council directives and operational policies are enforced and executed, or referred to the proper official for compliance.
2. Attend meetings of the Council, unless excused by the Mayor.
3. Recommend to the Council measures necessary or expedient for good government and welfare of the City, including evaluation, development and updating operating procedures and policies.
4. Provide general supervision and direction for the administration of City government to expedite efficient administration of City's business.

5. Supervise the performance of contracts for work to be done for the City, and all purchases of material and supplies; ensure that material and supplies are received and are of the quality and specification called for by the contract, and consult with department heads with reference to said contracts.
6. Cooperate and advise present or future administrative agencies, boards or commissions which are responsible to the Mayor and Council.
7. Together with the Clerk, communicate and keep the Council fully informed of the condition of City departments, including their financial management, progress, budgets, background or historical information, future needs, goals and objectives in language and format for public consumption.
8. Introduce new and approved methods for the elimination of wasteful practices following modern municipal procedures and law requirements.
9. Perform administrative duties designated by resolution of the Council.
10. Advise the Council on participation in programs and policies with other government political subdivisions, including city, county, state or federal entities, and/or which may be affected by court decisions, liability or other related matters and suggest and coordinate City grant proposals.
11. Participate in public relations and public information activities and programs to keep the public informed through speeches, attending meetings and attending social gatherings, and provide information to the media.
12. Provide to the Council periodic itemized financial reports in writing concerning current and completed projects.
13. Assist in budget preparation as directed by the Council. Department heads shall make their budget presentations to the Council. The City Administrator shall coordinate the final budget preparation.
14. Coordinate with the Clerk to cause accurate records of the City to be kept.
15. Order the abatement of nuisances at City expense.
16. Recommend the hiring or discharging of all employees of the City except the Clerk, Public Works Supervisor and Police Chief. This shall not include employees appointed by the Mayor or Council under other ordinances.
  - A. All employees of the City's administrative staff shall be recommended for hiring or discharge by the joint recommendation of the Clerk, the City Administrator and the City Council Policy and Administration Committee.
  - B. All employees of the Police Department shall be recommended for hiring or discharge by the joint recommendation of the Police Chief, the City Administrator and the City Council Community Protection Committee.

C. All employees of the Public Works Department shall be recommended for hiring or discharge by the joint recommendation of the City Administrator and the Chairpersons of the City Council Streets Committee and the City Council Water and Sanitation Committee.

D. All other employees of the City shall be recommended for hiring or discharge by the joint recommendation of the City Administrator and the appropriate committee of the Council.

17. Obtain for the City, upon order of the Council, such specialized and professional services deemed necessary by the Council and not already available to the City.
18. Serve as City liaison with local economic development groups.
19. Administer and enforce the City's Zoning Ordinance.
20. Perform such other duties as the Council may direct.

**21.04 RESIDENCY REQUIREMENT.** The City Administrator shall, no later than six (6) months after appointment, become a resident of the City, and continued residency in the City is a requirement for continued employment with the City.

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