

CHAPTER 25

CITY ADMINISTRATOR

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25.01 APPOINTMENT AND COMPENSATION. The Council shall appoint by majority vote a City Administrator to hold office at the pleasure of the Council. The City Administrator shall receive such compensation as established by resolution of the Council and shall also receive all personnel benefits available to other employees of the City and any other benefits the Council deems appropriate.

25.02 MAYOR AND POLICE DEPARTMENT. The City Administrator shall assist the Mayor in any mayoral duties as requested by the Mayor and approved by the Council. The City Administrator shall have such charge and control of the Police Department as the Mayor may at any time delegate in writing.

25.03 RESPONSIBILITY. The City Administrator shall be directly responsible to the Council for the administration of municipal affairs as directed by the Council. All departmental activity requiring the attention of the Council shall be brought before the Council by the City Administrator and Council involvement in administration initiated by the Council must be coordinated through the City Administrator.

25.04 APPOINTMENT OF OFFICERS. The City Administrator, subject to the approval of the Council, shall have the power to appoint persons to fill all offices for which no other mode of appointment is provided.

25.05 POWERS AND DUTIES. The powers and duties of the City Administrator are as follows:

1. To prepare the budget annually and submit it to the Council, together with a message describing the important features;
2. To prepare or supervise the development and administration of such accounting and reporting systems as may be necessary or desirable to accurately reflect the financial condition of the City.

3. To supervise the development and administration of a modern and efficient purchasing system covering the acquisition by the City of services, supplies and materials.
4. To supervise the performance of all contracts of the City, make all purchases of materials and supplies, and see that such materials and supplies are received, and are of the quality and character called for by the contract.
5. To 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.
6. To act for the City in the exercise and execution of all policies and programs whereby the City is involved on a joint basis with any other governmental subdivision, including any subdivision of the government of the State of Iowa or of the United States of America.
7. To attend all meetings of the Council unless excused by the Mayor.
8. To summarily and without notice, investigate the affairs and conduct of any department, agency, officer or employee under the City Administrator's supervision, and compel the production of evidence and attendance of witnesses.
9. To assist the Council, the Planning and Zoning Commission, and all other boards or commissions in the carrying out and revision of the comprehensive plan and all other forms of planning for the future growth and development of the City.
10. To execute, oversee and coordinate the economic development efforts of the City.
11. To develop and administer personnel classification and pay plans; recruit, select, and employ personnel for positions authorized by the Council; reclassify or discharge all employees and set their compensation, subject to Council approval and provisions of the Veterans' Preference Law; supervise the official conduct and work response of all officers and employees appointed or employed by the City Administrator; and evaluate or oversee evaluations of the performance of all City employees.

12. To recommend to the Council such measures as the City Administrator may deem necessary or expedient for the good government and welfare of the City.

13. To supervise enforcement and execution of the City laws; investigate all complaints in relation to matters concerning the administration of the government of the City; and see that all franchises, permits, and privileges granted by the City are faithfully observed.

14. To keep the Council informed on the progress of all its programs and status of its policies. The City Administrator shall also coordinate and direct all municipal services provided through the various departments.

15. To carry on the management of any present board or commission if such board or commission is abolished or ceases to exist.

16. To perform other duties at the Council's direction, including those specified by statute or ordinance for the City Clerk.

25.06 COUNCIL RETAINED POWERS. Without limitation, the Council specifically retains the power to control and direct the activities of the City Administrator and to make and establish the policies of the City.

25.07 MAYOR'S RETAINED POWERS. Without limitation, the Mayor specifically retains the following powers:

1. To function as the chief elected official with responsibility for the general public relations of the City and inter-governmental affairs;
2. To preside at all Council meetings;
3. To cooperate with the City Administrator in the furtherance of the policies of the Council;
4. To fulfill all legal obligations and responsibilities provided by ordinance or State law.

25.08 COUNCIL RELATIONS. The City Administrator shall not take part in any City election except by casting a vote and shall not appoint a City elected official to any City office or employment.

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