

CHAPTER 22

CITY ADMINISTRATOR

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22.01 PURPOSE. By virtue of the authority conferred by Chapter 372, *Code of Iowa*, the office of City Administrator for the City of Riverside is hereby created.

22.02 OBJECTIVES.

1. To provide for the efficient and effective management of all facets of government of the City under the control and jurisdiction of the Council.
2. To provide optimum coordination, communication, and cooperation between and among City departments, boards, and commissions, and City staff.
3. To promote efficient, fair, and equitable personnel management and administration.
4. To establish and maintain governmental organization which will support and promote retail, industrial, and other economic development.
5. To provide for the systematic and orderly flow of information to and from the Council, its department heads, staff, and citizens of the community.

22.03 APPOINTMENT AND TERM. The City Administrator shall be appointed by a majority of the Council. The City Administrator shall hold office at the discretion of the Council and shall be subject to termination by a majority vote thereof, subject to provisions and protections of Section 372.15, *Code of Iowa*. Appointment shall be made on the basis of the individual's qualifications and not on the basis of party affiliation.

22.04 COMPENSATION. The City Administrator shall receive such annual salary and benefits as the Council shall from time to time determine by resolution and payment shall be made in a manner provided for payment of compensation and allocation of benefits to other employees of the City.

22.05 DUTIES OF THE CITY ADMINISTRATOR. The City Administrator is the chief administrative officer of the City. The duties of the City Administrator shall be as follows:

1. The City Administrator has the responsibility to implement, coordinate, and administer the policies of the City Council. The City Administrator administers contracts, coordinates the activities of all City departments, and supervises the department heads. The City Administrator maintains an accounting of all obligations, agreements, commitments, and contractual franchises. The City Administrator provides for the enforcement and regulation of all ordinances and ensures the effective provision of services in an efficient and businesslike manner. This position

is responsible for the investigation of harassment and discrimination claims and claims of misconduct related to any and all City employees.

2. The City Administrator shall advise the City Council on matters related to the City to see that all resolutions, ordinances, laws, Council and Mayor directives, and approved policies are enforced or referred for compliance.

3. The City Administrator shall prepare the agenda for each City Council meeting and prepare and organize any supporting information to distribute to the Mayor and City Council prior to each City Council meeting. The City Administrator will attend all Council meetings.

4. The City Administrator is responsible for the physical facilities of the City and shall supervise construction, improvement, repair, maintenance, and management of all City-owned properties and facilities.

5. The City Administrator is to prepare the annual budget, financial reports, and records. This position is responsible for all accounting and procedures used to conduct the business affairs of the City using modern and efficient accounting methods, keep the City Council advised as to the financial and other conditions of the City, and make recommendations on current and future needs. The City Administrator is responsible for ensuring all financial and other reports required by State, Federal, or local laws, ordinances, and regulations are filed in a timely manner.

6. The City Administrator will compile and maintain current and up-to-date information on funding sources, e.g., Federal and State grant and loan programs. With the direction of the City Council, applications for such may be submitted.

7. The City Administrator is the purchasing agent for the City, and supervises the purchase and receipt of materials, supplies, and services on behalf of the City. The City Administrator will require taking of bids on matters deemed advisable. This position will organize the issuance of all licenses and permits, and records will be kept.

8. The City Administrator is charged with carrying out personnel functions of the City, but may not hire or discharge any person without the approval of the City Council. The City Administrator will supervise City administrative offices, streets and parks, and the sewer and water departments. This position will oversee staff training, employee development, and evaluation, and advise the City Council on appointments, promotions, disciplinary actions, demotions, and discharges. The City Administrator will recommend compensation and benefits for all employees, subject to the review and approval of the City Council.

9. The City Administrator acts as the City's liaison in working with public and private agencies, attending all meetings of the City Council, meetings of other City agencies, and any outside agency as directed by the City Council. The City Administrator handles citizen complaints and/or concerns, resolves problems, or recommends solutions to the City Council.

10. The City Administrator is responsible for all duties of the City Clerk, as set out in State Code and City ordinance, including the administration of oaths and the issuance, suspension, and revocation of all licenses and permits authorized or required by law or ordinance.

11. The City Administrator may exercise such other powers and perform such other duties as may be directed by the City Council or are included in the City Code. The City Administrator shall keep the Mayor and City Council informed on the City's activities and progress towards Council goals and policy objectives.

22.06 OVERLAPPING DUTIES. Whenever, by ordinance of the Council or otherwise, the powers and duties heretofore vested in any other appointive municipal officer are to be partly or wholly performed by the City Administrator, said official shall be in charge of such duties.

22.07 COUNCIL RETAINED POWERS. Without limitation, the Council specifically retains the following powers:

1. To appoint the City Administrator.
2. To appoint the City Attorney.
3. To oversee the activities of the City Administrator.
4. To make and establish policies of the City.

22.08 MAYOR RETAINED POWERS. Without limitation, the Mayor shall retain the following powers:

1. To function as the chief elected official with responsibility for the general public relations of the City and intergovernmental affairs.
2. To preside at the Council meetings.
3. To assist 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.

22.09 COUNCIL RELATIONS. The City Administrator shall not take part in any City election except by voting in the election, and shall not appoint a City-elected official to any City office or employment.

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