

ORDINANCE NO. 2023-299

AN ORDINANCE FOR THE CREATION OF A CITY ADMINISTRATOR PROSITION

BE IT ENACTED, by the City Council of the City of Keota, Iowa;

SECTION 1. Title II, Chapter 3, Section 2-3-10, Subsections 1-5 is hereby adopted:

2-3-10 POWERS AND DUTIES OF THE CITY ADMINISTRATOR

1. By the authority conferred by (*Code of Iowa, Sec. 372*), the office of City Administrator for the City of Keota, Iowa is hereby created.
2. OBJECTIVES
 - a. To provide for the efficient and effective management of city government under the control and jurisdiction of the Council.
 - b. To establish and maintain governmental organization which will support and promote retail, industrial, downtown development, land plotting, housing development, and other economic opportunities.
 - c. To provide for the systematic and orderly flow of information to and from the Council, its department heads, committees established by the Council, staff, and citizens of the community.
3. 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 (*Code of Iowa, Sec. 372.15*).
4. COMPENSATION. The City Administrator shall receive such annual salary and benefits as the Council shall from time to time determine by resolution.
5. 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:
 - a. The City Administrator has the responsibility to implement, coordinate, and administer the policies of the City Council. The City Administrator maintains an accounting of all obligation, 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.
 - b. 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 polices are enforced or referred for compliance.
 - c. The City Administrator will compile and maintain current and up-to-date information on funding sources, e.g., Federal and State grant and loan

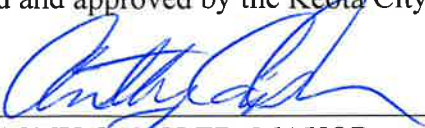
programs. With the direction of the City Council, applications for such may be submitted.

- d. The City Administrator has the authority to negotiate on behalf of the City Council on all matters pertaining to plotting land and land purchases; including the authority to initiate contact with land owners, the city attorney, and engage all parties necessary in the functions of negotiating. All negotiations must be presented to the City Council for final approval.
- e. 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.
- f. 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.
- g. The City Administrator may exercise such other powers and perform such other duties as may be directed by the City Council. The City Administrator shall keep the Mayor and City Council informed on the City's activities and progress towards Council goals and policy objectives.
- h. **OVERLAPPING DUTIES.** Whenever, by ordinance or resolution of the City Council, the powers and duties heretofore vested in any other appointive municipal officer are to be partly or wholly performed by the City Administrator, said officer shall have exercising authority over such duties.
- i. **COUNCIL RETAINED POWERS.** Without limitation, the Council specifically retains the following powers:
 - i. To appoint the City Administrator
 - ii. To appoint the City Attorney
 - iii. To oversee the activities of the City Administrator
 - iv. To make and establish policies of the City
 - v. The City Administrator is limited to exercising only the powers and duties as delegated by the Ordinances of the City of Keota, Title II, Section 2-3-10, Subsections 1-5
- j. **MAYOR RETAINED POWERS.** Without limitation, the Mayor shall retain the following powers:
 - i. To function as the chief elected official with responsibility for the general public relations of the City and intergovernmental affairs.

- ii. To preside at and over the City Council meetings.
- iii. To assist the City Administrator in the furtherance of the policies of the Council.
- iv. To fulfill all legal obligations and responsibilities provided by State law for City ordinance.

SECTION 2. WHEN EFFECTIVE. This Ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed and approved by the Keota City council on the 16th day of October, 2023.


 ANTHONY CANSLER, MAYOR

First Reading: October 16, 2023

Voting to skip 2nd and 3rd Reading:

Motion Bender^{2nd} Burroughs
 Ayes Conrad + McDonald
Greiner - Absent

ATTEST:


 ALYCIA A HORRAS, CITY CLERK

ROLL CALL VOTE: to Pass Ordinance				
COUNCIL MEMBER NAME	AYES	NAYS	ABSTAIN	ABSENT
MIKE BENDER	<i>motion</i> ✓			
KEITH CONRAD	✓			
MATT GREINER				✓
CURT BURROUGHS	<i>2nd</i> ✓			
HEATH MCDONALD	✓			