

ORDINANCE NUMBER 163

AN ORDINANCE CREATING AND ESTABLISHING THE OFFICE OF CITY ADMINISTRATOR FOR THE CITY OF BUFFALO, IOWA, PROVIDING FOR THE APPOINTMENT AND REMOVAL THEREOF AND PRESCRIBING THE POWERS AND DUTIES OF SAID OFFICE.

Be It Ordained by the Council of the City of Buffalo, Iowa:

SECTION 1. OFFICE CREATED. The office of City Administrator is hereby created, which office shall be filled by a two-thirds majority vote of the council. The appointee shall hold office during the pleasure of the council and shall be subject to removal by a two-thirds majority vote of the council. He shall be ex-officio City Clerk.

SECTION 2. POWERS AND DUTIES GENERALLY. The powers and duties of the City Administrator shall include the following:

1. Responsibility for all accounting and accounting procedures for the municipality.
2. Administration of all ordinances, resolutions, council policies and directives.
3. Continuous study of the City Government operating procedures, organizations and facilities and recommendation of fiscal and other policies to the council whenever necessary.
4. Preparation and administration of the City's annual operating budget.
5. Supervision of the City's administrative policies and procedures, including personnel and purchasing.
6. Keeping the council informed on the progress of its programs and the status of its policies.
7. Co-ordination and direction of all City services provided through the various departments.
8. Employment and removal of City employees in accordance with council approved policies regarding pay, employment, and removal of such employees.
9. Study possible joint arrangements with municipal boards and commissions, and make recommendations for such arrangements as are mutually acceptable and to co-ordinate these activities as agreed upon.

10. Assist the Mayor in any of his duties requested by him and approved by the council.

11. Assist the council and the Planning and Zoning Commission in the carrying out of the comprehensive plan and to assist in all other forms of planning within the City Government.

12. To act for the City in the exercise and execution of all policies and programs whereby the City of Buffalo, Iowa is involved on a joint basis with any other governmental subdivision, including any subdivision of the government of the State of Iowa or the United States of America.

SECTION 3. COUNCIL REPORTS. The City Administrator shall be directly responsible to the City Council for the administration of municipal affairs as directed by that body. All departmental activity requiring the attention of the council shall be brought before the body by the Administrator and all council involvement in administration initiated by the council must be co-ordinated through the Administrator.

SECTION 4. The compensation of the City Administrator shall be in such amount as may from time to time fixed by the council.

SECTION 5. RELATIONSHIP TO CITY ATTORNEY. The City Attorney shall not be considered a department head for the purpose of this ordinance, and shall continue to be appointed by, and be directly responsible to, the City Council.

SECTION 6. DEPUTY CITY CLERK. The City Administrator shall nominate for council appointment, a deputy City Clerk to perform the duties of the City Clerk in the Administrators absence and to perform such other duties assigned to him.

SECTION 7. The City Administrator shall perform such other duties as may hereafter be directed by the council, which duties are not in conflict with this ordinance.

SECTION 8. SEVERABILITY. If any section, provision, or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as

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as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 9. REPEALER. All ordinances or parts of ordinance in conflict herewith are hereby repealed.

SECTION 10. This ordinance shall be in full force and effect from and after its passage as required by law.

Passed by the Council of the City of Buffalo, Iowa this 4th day of September, 1973.

Approved by the Mayor of the City of Buffalo, Iowa this 4th day of Septemeber 1973.

Signed Loren V. Mosier
Loren V. Mosier Mayor

Attest Lewis M. Adams Jr.
Lewis M. Adams Jr. Clerk

*Posted 9/5/73
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