

ORDINANCE # 241

AN ORDINANCE REPEALING AN ORDINANCE # 221 PASSED IN 1984, KNOWN AS CITY ADMINISTRATOR.

WHEREAS: An ordinance entitled City Clerk was adopted on December 1, 1986:

THEREFORE: The City Council hereby repeals Ordinance # 221 entitled City Administrator and all other ordinances or parts of ordinances in conflict with this ordinance be hereby repealed.  
adopted by the council of the City of Buffalo, Iowa.

Adopted by the Council of the City of Buffalo, Iowa, this 05th day of January, 1987.

Signed by the Mayor of the City of Buffalo, Iowa, this 05th day of January, 1987.

Signed: Betty Walters  
Betty Walters  
Mayor

Attest: Carol A. Bernauer  
~~Carol A. Bernauer~~  
~~City Administrator~~  
Carol A. Bernauer,  
City Administrator

*Repealed*  
*1/5/87*

## CITY ADMINISTRATOR

1-4.0401 PURPOSE. The purpose of this ordinance is to provide for an administrator for the City of Buffalo.

1-4.0402 APPOINTMENT AND TERM. Appointment to the office shall be by a majority vote of the council. The appointee shall hold office at the pleasure of the council and shall be subject to removal by a majority vote of the city council. The appointee shall be ex officio city clerk.

1-4.0403 COMPENSATION. The compensation of the city administrator shall be in such amount as may, from time to time, be fixed by the city council.

1-4.0404 POWERS AND DUTIES. The powers and duties of the city administrator shall include the following:

1. Accounting. Responsibility for all accounting and accounting procedures for the municipality.
2. Administration. Administration of all ordinances, resolutions, council policies and directives as ordered by the city council.
3. Study of Operations. Continues study of the city government operation procedures, organizations and facilities and recommendation of fiscal and other policies to the council when necessary.
4. Annual Budget. Preparation and administration of the city's annual operating budget.
5. Supervision. Supervision of the city's administrative policies and procedures, including office personnel and purchasing, so that the afore-mentioned policies and procedures can be performed.
6. Report to Council. Keeping the council informed on the progress of its programs and the status of its policies.
7. Assist Mayor. Assist the mayor in any of his duties requested by him and approved by the council.

8. Assist Council and Zoning Commission. Assit 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.

9. Joint Agreements. 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 the United States of America.

1-4.0405 ADMINISTRATIVE RESPONSIBILITY. The administrator shall be directly responsible to the council for the administration of municipal affairs as directed by the council.

1-4.0406 DEPUTY CITY CLERK AND OFFICE EMPLOYEES. The council shall appoint a deputy city clerk. The administrator shall assist the council by obtaining applications and presenting them to the council for consideration.

1-4.0407 OTHER DUTIES. The city administrator shall perform such other duties as may hereafter be directed by the council which are not in conflict with this ordinance.

(Ord. 221 1984)

*Repealed  
1/5/87*