

ORDINANCE NO. 2019-600

**AN ORDINANCE AMENDING THE POLK CITY CODE OF
ORDINANCES FROM CITY ADMINISTRATOR TO CITY MANAGER**

WHEREAS, the City of Polk City deems it advantageous for the City to have the administration of its daily operations be handled by a City Manager rather than a City Administrator.

BE IT ENACTED by the City Council of the City of Polk City, Iowa:

SECTION 1. Chapter 25 of the City Code is hereby amended by deleting the stricken provisions and inserting the underlined provisions as follows:

CITY ~~ADMINISTRATOR~~MANAGER

25.01 APPOINTMENT AND TERM. The Council shall appoint by majority vote a City ~~Administrator~~Manager to serve at the discretion of the Council.

25.02 COMPENSATION. The City ~~Administrator~~Manager shall receive such annual salary as the Council shall from time to time establish by resolution.

25.03 ADMINISTRATIVE RESPONSIBILITY. The City ~~Administrator~~Manager is directly responsible to the 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 Council by the City ~~Administrator~~Manager and all Council involvement in administration initiated by the Council must be coordinated through the City ~~Administrator~~Manager.

25.04 DUTIES. The City ~~Administrator~~Manager is the chief administration officer of the City and shall have the following powers and duties:

1. Administration. Shall ~~S~~supervise, administer and direct the ~~administration~~daily operations and staff of the City government, including police chief.
2. Supervise Officers. Supervise and direct the official conduct of all appointed officers of the City.
3. Manage Property. Manage all buildings and property under the jurisdiction of the City.
4. Personnel. Appoint, promote, reassign, reclassify, discipline, demote, suspend and discharge all employees in compliance with policy, law and/or ordinance. Employ any person for emergency purposes as deemed necessary for the welfare of the City.
5. Compensation of Employees. Fix the compensation of all employees appointed by him or her, subject to the approval of the Council.

6. Investigation. Investigate, summarily and without notice, the conduct and affairs of any department, agency, officer, or employee of the City.
7. Law Enforcement. Supervise the enforcement and execution of all laws and ordinances within the City.
8. Contracts. Supervise the performance of all contracts for work to be done for the City.
9. Purchasing. Supervise the purchase and receipt of all materials, services, and supplies for and on behalf of the City. Authorize purchases for budgeted items up to \$10,000 without further Council authorization.
10. Public Works. 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.
11. Attend Meetings. Attend all meetings of the Council and City administrative agencies, unless excused.
12. Recommendations. Recommend to the Council any measures as are necessary or expedient for the good government and general welfare of the City.
13. Cooperation Liaison. ~~Cooperate with any~~ Maintain liaison with citizens, businesses, developers, builders, engineers, other governmental agencies and administrative agencies of the City.
14. Accounting. Supervise the City Finance Officer and ensure that the business affairs of the City are conducted by modern and efficient accounting methods and cause accurate records to be kept.
15. Budget. Prepare and submit to the Council annually the required operating and capital improvement budgets. Provide ongoing supervision of the City's annual budget.
16. Financial Reports. Submit a written, itemized financial report to the Council each month, showing receipts, disbursements, and investments for the preceding month. Keep the Mayor and Council advised as to the financial conditions and future needs of the City and to make recommendations as necessary.
17. Licenses. Provide for the issuance, suspension, and revocation of all licenses and permits authorized or required by law or ordinance.
18. Oaths. Administer oaths.
19. Policies and procedures. Administration of all ordinances, resolutions, Council policies and