

ORDINANCE NO. 1041

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY
OF ATLANTIC, IOWA, BY AMENDING SECTION 21.03 OF CHAPTER 21
ENTITLED CITY ADMINISTRATOR.**

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

SECTION 1. AMMENDED SECTION. Section 21.03 entitled "Powers and Duties" of the Code of Ordinances of the City of Atlantic, Iowa, is hereby repealed and replaced as follows:

21.03 POWERS AND DUTIES. The duties of the City Administrator are as follows:

1. Prepare the City's annual budget and submit it to the Council, together with a message describing the important features; in said budget, provide a history of prior budget performance across all funds and a 10-year forecast of future expenditures; organizes a 10-year capital improvement plan (CIP) complete with financing for presentation alongside the annual budget.
2. Annually reviews and recommends changes to the City Council on the City's annual compensation for all employees not covered under a collective bargaining agreement.
3. Keep the Council advised of the financial condition and future needs of the City and make such recommendations as may be deemed advisable.
4. Manages the development and administration of labor contracts pursuant to Iowa law.
5. Attend all meetings of the Council and its subordinate Committees unless excused therefrom; works with the Mayor to develop the agenda for the Council and Committees, prepares information materials for the Council and Committees; utilizing agenda notes or a designated administrator's report, makes professional recommendations to the Council on such measures as may be deemed necessary or expedient for good government and the welfare of the City.
6. In absence of, or as delegated by the Mayor, represents City at meetings and other forums to explain and promote governmental programs and objectives and consults with other governmental agencies, business community and private organizations to discuss issues and resolve problems, as needed.
7. Conduct the business affairs of the City except those assigned to other City officials by law, ordinance, or resolution and cause accurate records to be kept;
8. Directs and coordinates activities of City departments of Finance & Administration, Public Works, and others delegated by Council. Hires, promotes, and disciplines employees of departments directly supervised; cooperates with and advises other departments, boards and commissions of the City; oversees the City's Department Head meetings.

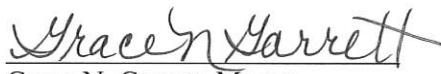
9. Have charge and control of the police department as the Mayor may at any time delegate in writing, with approval of the Council.
10. Consult with department heads and the Council to determine needs for all departments of the City, formulate the technical and financial aspects of bids to be prepared, submit contracts for municipal needs to the Council for approval and authorization, advertise for bids and enforce quality standards for goods purchased.
11. Prepares financial, operational and activity reports pertaining to operations; carries out requested surveys and research studies to ensure effective program operation and establish controls and/or standards; prepares reports, studies relating thereto. Presents finding to the Mayor and City Council.
12. Acts as the City's Zoning Administrator. Develops and posts agendas, prepares agenda packets, and takes minutes for the Planning & Zoning Commission and Board of Adjustment. Maintains a comprehensive understanding of the City's Zoning Ordinance and applies those regulations in the review of site plans and building permits. Approves building permits and maintains records of permits approved. Stays informed on current statute and case law regarding state and federal land use regulations. Advises the Planning and Zoning Commission on changes to the Comprehensive Plan.
13. Acts as the City's Flood Plain Manager. Applies knowledge of current floodway and special flood hazard areas within the flood plain hazard map to applicable developments and oversees the local permitting process and record retention.
14. Investigate all complaints into matters concerning the administration of the government of the City and see that all franchises, permits, and privileges granted by the City are faithfully observed; see that all laws and ordinances pertinent to his or her duties are duly enforced;
15. Advises the Council on insurance matters.
16. Makes determinations on the investment of cash reserves to obtain the best interest rate available.
17. Acts as the City's EEOC and Title VII Coordinator; Coordinates with the City Clerk, City Coordinator, City Attorney, the City's Liability Insurance Provider, and City Council regarding issues concerning human resource law, adjudicates complaints and informs the Council of actions where litigation is likely or pending; Ensures the City's Personnel Policy and job descriptions are updated and accurately reflect current law and best practice.
18. Perform such other duties, including special programs and policies, as may be required by the Council, not inconsistent with the City charter, law, or ordinances.

SECTION 2. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. SEVERABILITY CLAUSE. In any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 4. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed by the Council the 10, day of Dec, 2023, and approved this 10 day of Dec, 2023



Grace N. Garrett, Mayor

ATTEST: Barb Barrick
Barb Barrick, City Clerk