

ORDINANCE NO. 254

AN ORDINANCE ESTABLISHING THE POSITION OF  
CITY ADMINISTRATOR FOR THE CITY OF UNIVERSITY HEIGHTS, IOWA

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF UNIVERSITY HEIGHTS, JOHNSON COUNTY, IOWA:

**Section 1. POSITION ESTABLISHED.** The position of City Administrator of the City of University Heights, Iowa, is hereby established.

**Section 2. COMPENSATION.** The City Administrator shall receive such compensation as the City Council shall from time-to-time determine and approve by Resolution.

**Section 3. DUTIES.** The duties of the City Administrator shall include the following:

1. To supervise enforcement and execution of the City's Code of Ordinances, City policies, and directives from the Mayor and City Council and to have general supervision and direction of the administration of the City government.
2. To attend all meetings of the City Council unless excused by the City Council or Mayor.
3. To be directly responsible to the Mayor and City Council for the administration of municipal affairs as directed by the Mayor and City Council. All City departmental administration requiring the attention of the Mayor and/or City Council shall be brought before the Mayor and/or City Council by the City Administrator. Involvement by the Mayor and/or City Council in administration initiated by the Mayor and/or City Council shall be coordinated through the City Administrator.
4. To employ such assistants and other employees of the City to positions which the Mayor and City Council has approved generally and to discharge such assistants or employees found incompetent or derelict in their duties, subject to State law. The power to hire and discharge shall not apply to the

City Clerk, City Treasurer, Chief of Police, or City Attorney, but the City Administrator shall report to and advise the Mayor and City Council on the performance of the individuals filling those positions, suggesting recommendations with regard to their employment.

5. To obtain, upon order of the Mayor and/or City Council, such specialized and professional services deemed necessary by the Mayor and/or City Council and not already available to the City.
6. To supervise the construction, improvement, repair, maintenance and management of all City property, capital improvements and undertakings of the City.
7. To make such investigations into the affairs and conduct of any department, agency, officer or employee under the supervision of the City Administrator as are necessary or desirable or as directed by the Mayor and/or City Council.
8. To supervise the receiving, issuing, and revocation of licenses and permits and to sign such licenses and permits when authorized by the Code of Ordinances.
9. To keep the Mayor and City Council fully advised of the financial and other conditions of the City and of its future needs.
10. To work with the Mayor, City Treasurer, Chair of the City Council's Finance Committee, and the City's financial adviser to formulate the annual City budget and amendments to the City budget, and related financial matters, including projected revenues, proposed expenditures and salary requests.
11. To conduct the business affairs of the City and cause accurate records to be kept.
12. To designate one or more City employees to discharge the duties of the office of City Administrator when the City Administrator is absent, such designation being subject to approval by the Mayor and/or City Council.

- 13. To order in writing the removal, at public expense, of any nuisance for which no person can be found responsible and liable.
- 14. To perform such other duties as the Mayor and/or City Council may direct.

**Section 4. EFFECTIVE DATE.** This Ordinance shall become effective upon its passage and publication as provided by law.

Adopted by the University Heights City Council on this 11<sup>th</sup> day of June, 2024, and approved this 11<sup>th</sup> day of June, 2024.

  
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 Louise A. From, Mayor

(SEAL)

ATTEST:  
  
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 Mike Haverkamp, City Clerk

STATE OF IOWA            )  
                                   )    SS:  
 COUNTY OF JOHNSON    )

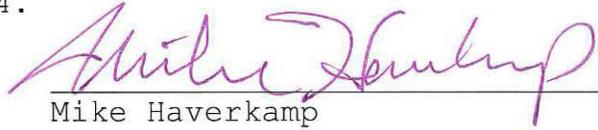
On the this 11<sup>th</sup> day of June, 2024, before me, a notary public in and for the state of Iowa, personally appeared Louise A. From, Mayor, and Mike Haverkamp, Clerk of the City of University Heights, Iowa, to me personally known, and who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of University Heights, Iowa; that the seal affixed to this instrument is the corporate seal of the City; and that this instrument was acknowledged and sealed on behalf of the City, and that Louise A. From and Mike Haverkamp acknowledged the execution of this instrument to be their voluntary act and deed and the voluntary act and deed of the City, by it and by them voluntarily executed.

  
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 Notary Public in and for the  
 State of Iowa

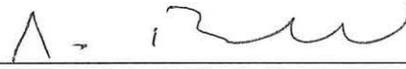


STATE OF IOWA            )  
                                  )    SS:  
COUNTY OF JOHNSON    )

I, Mike Haverkamp, being first duly sworn, certify that the above ordinance was published in the Iowa City Press-Citizen the 16<sup>th</sup> day of SEPTEMBER, 2024.

  
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Mike Haverkamp

Signed and sworn to before me on the 18<sup>th</sup> day of SEPTEMBER, 2024, by Mike Haverkamp, Clerk of the City of University Heights, Iowa.

  
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Notary Public in and for the  
State of Iowa

