ORDINANCE NO. 6653

AN ORDINANCE TO AMEND TITLE 1 ADMINISTRATION AND PERSONNEL OF THE 2025 MUNICIPAL CODE OF COUNCIL BLUFFS, IOWA, BY ENACTING NEW CHAPTER 1.80, TO BE ENTITLED "COUNCIL BLUFFS CIVIL SERVICE COMMISSION".

BE IT ORDAINED
BY THE CITY COUNCIL
OF THE
CITY OF COUNCIL BLUFFS, IOWA

SECTION 1. That Title 1 Administration and Personnel of the 2025 Municipal Code of Council Bluffs, Iowa, is hereby amended by enacting new Chapter 1.80 to be entitled "Council Bluffs Civil Service Commission" to read as follows:

CHAPTER 1.80 – COUNCIL BLUFFS CIVIL SERVICE COMMISSION

1.80.010 – Purpose
1.80.020 – Commission Created
1.80.030 – Appointment, Term and Compensation
1.80.040 – Qualifications and Restrictions
1.80.050 – Officers, Organization and Records
1.80.060 – Rooms and Supplies
1.80.070 – Meetings
1.80.080 – Rules and Regulations

1.80.010 – Purpose

The purpose of this chapter is to provide for the creation, appointment, powers and duties of a civil service commission in accordance with the requirements of Chapter 400 of Iowa Code.

1.80.020 – Commission Created

There is hereby created a civil service commission in accordance with the requirements of Chapter 400 of Iowa Code.

1.80.030 – Appointment, Term and Compensation

A. A civil service commission consisting of not less than five but not more than seven commissioners shall be appointed by the mayor with the approval of the city council.
B. Each commissioner shall be appointed to hold office for a term of four (4) years. In the event that a vacancy occurs in the membership of the commission by death, resignation or otherwise prior to the normal expiration of the appointee's term, the mayor, with the approval of the city council, shall appoint a person to serve out the remainder of the unexpired term.

C. All commissioners shall serve without compensation, provided that they may receive reimbursement for necessary travel and other expenses while on official commission business within the limits established in the city administrative policies and budget.

1.80.040 – Qualifications and Restrictions

A. Each commissioner shall be a citizen of the State of Iowa, an eligible elector as defined in Chapter 39 of the Iowa Code, and a resident of the city of Council Bluffs prior to their appointment to the commission.
B. A person, while on the commission, shall not hold or be a candidate for any office of public trust.
C. Civil service commissioners, with respect to the city in which they are commissioners, shall not do any of the following:
    1. Sell, or in any manner become parties, directly or indirectly, to any contract to furnish supplies, material, or labor to the city unless the sale is made or the contract is awarded by competitive bid in writing, publicly invited and opened.
    2. Have an interest, direct or indirect, in any contract or job of work or material or the profits thereof or services to be furnished or performed for the city unless the contract or job is awarded by competitive bid in writing, publicly invited and opened.

1.80.050 – Officers, Organization and Records

A. The commissioners must choose annually a chairperson and vice chairperson, each to serve a term of one year.
B. The city clerk, or the city clerk's designee, shall be the clerk of the commission.
C. The civil service commission shall keep a record of all its meetings and also a complete individual service record of each civil service employee which record shall be permanent and kept up-to-date.
D. When duly certified by the clerk of the commission copies of all records and entries or papers pertaining to said record shall be admissible in evidence with the same force and effect as the originals.

1.80.060 – Rooms and Supplies

The council shall provide suitable rooms in which the commission may hold its meetings and supply the commission with all necessary equipment and a qualified shorthand reporter or an electronic voice recording device to enable it to properly perform its duties.

1.80.070 – Meetings

A. The Commission shall meet on a monthly basis, however, should there be no official business before the commission at that time there shall be no obligation to meet.
B. All meetings must be called and held in accordance with Chapter 21 of the Iowa Code.
C. In the event a commissioner has been absent for three (3) or more consecutive meetings of the commission, without being excused by the chairperson, such absence will be grounds for the commission to recommend to the city council that the position be declared vacant and a replacement appointed.

1.80.080 – Rules and Regulations

The commission may adopt rules and regulations to govern its organizational procedures as may be necessary and which are not in conflict with this code or Chapter 400 of the Iowa Code.

Upon passage of this ordinance by the city council, such ordinance shall take effect on August 16, 2025.

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

SECTION 3. SEVERABILITY CLAUSE. If any of the provisions of this ordinance are for any reason declared illegal or void, then the lawful provisions of this ordinance which are severable from said unlawful provisions shall be and remain in full force and effect, the same as if the ordinance contained no illegal or void provisions.

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

PASSED
AND July 14, 2025.
APPROVED

_____
MATTHEW J. WALSH Mayor

Attest: _____
JODI QUAKENBUSH City Clerk

First Consideration: 6-23-25
Second Consideration: 7-14-25
Public Hearing: n/a
Third Consideration: _____