

# Frequently Asked Questions

## **How does the City of Davenport operate?**

The City of Davenport is a Mayor-Council form of government with a professional City Administrator. The legislative body is comprised of the Mayor and ten Council members: 8 ward alderman and 2 at-large.

Once policies are set by the Mayor and Council, it is the job of the City Administrator, department directors, and their staff to implement these policies as the executive body. The City Administrator is selected by the Mayor and Council and is responsible for hiring all of the department directors.

The City Attorney, or Corporation Counsel, is appointed by the City Administrator and confirmed by the City Council.

## **How are the Mayor and the Alderman elected?**

The Mayor and Alderman At-Large are elected on a city-wide ballot, and ward Alderman are elected by the residents in their respective wards. Terms are two-years long. Elections are held in November of odd numbered years, and terms begin in January of the even numbered year. The Scott County Auditor is tasked with all aspects of the election.

## **What are the duties of the Mayor?**

The Mayor has several duties as the top elected official for the City of Davenport. Some of these duties are official and other duties are ceremonial.

### **Official Duties of the Mayor:**

- Assists citizens with addressing problems, concerns, and information requests.
- Presides over City Council meetings and votes in the event of a tie.
- Delivers the annual "State of the City Address" to residents & businesses.
- Serves on executive boards such as the Bi-State Regional Commission, Waste Commission of Scott County, Scott Emergency Communication Center & the Quad Cities Chamber.
- Appoints Council liaisons to City boards & commissions and appoints board or commission members with the approval of City Council.

### **Ceremonial Duties of the Mayor:**

- Promotes the City of Davenport and serves as the ambassador to visitors, dignitaries, conferences, and annual community events.
- Participates in ribbon cuttings, speaking engagements & school or university tours.
- Issues proclamations, certificates, and awards for special occasions, notable calendar events, and distinguished individuals.

# Frequently Asked Questions

## **What are the duties of the City Council?**

- Passes ordinances, sets policies, and approves the annual budget, contracts, and zoning changes.
- Attend weekly Council meetings to address issues and concerns in the community.
- Responds to constituents' concerns.
- Serves as Council Liaison, as appointed by the Mayor, on various boards or commissions.

## **Who is my Alderman?**

Your address determines your ward and who your Alderman is. Please visit the Scott County Auditor's website, or view the ward maps on the city's website to determine which ward you live in.

<https://www.scottcountyiowa.com/auditor/precinct-finder> or [www.cityofdavenportiowa.com](http://www.cityofdavenportiowa.com)

## **How do I contact the Mayor or my Alderman?**

You can contact the Mayor's Office at 563-326-7701, the Council Office at 563-888-2066 or visit [www.cityofdavenportiowa.com](http://www.cityofdavenportiowa.com) for contact information. The Mayor and Alderman are part-time positions and do not keep regular hours at City Hall. Email addresses for the elected officials are available on the City's official website and the Scott County Auditor's website.

## **When does the City Council meet?**

The City Council meets the first four Wednesdays of every month at 5:30pm in Council Chambers; 226 W. 4<sup>th</sup> Street. The first and third Wednesdays are Committee of the Whole Meetings, the second and fourth Wednesdays are City Council Meetings.

## **What is the difference between a Committee of the Whole meeting and a City Council meeting?**

At Committee of the Whole meetings, each agenda item is read, and input from residents and elected officials are heard. After each item is read and addressed, a Council member will set the agenda for the following week by placing the items on the consent agenda or a discussion agenda. At City Council meetings, items placed on the consent agenda are voted on in one roll call vote. Items on the discussion agenda will be discussed, then voting will occur. Unless the rules are suspended, voting on agenda items does not take place at Committee of the Whole.

# Frequently Asked Questions

## **How does an item get placed on the agenda?**

Agenda items can be set by the City Administrator, the Mayor or two Council members. Proclamations and recognitions, being symbolic in nature, may be added or deleted by the Mayor at any time. The City Clerk, or his/her designee, organizes the agenda for each meeting.

## **How does one go about speaking at a City Council meeting?**

Attendees may address the Mayor & Council on any matters of City business under the “Public with Business” portion of the agenda at the end of each meeting. Speakers should wait to be recognized by the Mayor and state their name and ward or address for the record. Speakers should address the Council as a body and not direct any comments to one specific elected official. In accordance with Open Meetings law, the Council cannot take action on any complaint or suggestions, and cannot respond to any allegations at this time. There is a five minute time limit.

For organizations or non-profits wishing to make a presentation at a Council meeting, please contact the Deputy City Clerk or City Administrator for more information.

## **Where can I find City Council meeting agendas and packets?**

Agendas and packets for Committee of the Whole and City Council meetings can be found on the City’s official website [www.cityofdavenportiowa.com](http://www.cityofdavenportiowa.com), Quick Links<City Council<Board & Commission Meeting Agendas.

Agendas prior to 10/22/2014 can be found in the Document Center.