
Sec. 4.04. Powers and duties of the city manager.

The city manager shall have the following powers and duties:

- (a) *Appointment, suspension and removal.* Appoint and when deemed necessary for the good of the city, suspend or remove city employees and appointive administrative officers under the city manager's jurisdiction as provided for by City Charter, ordinance, resolution, personnel rules of the city, or by general law. The city manager may authorize any administrative officer who is subject to the manager's direction and supervision to exercise these powers with respect to subordinates in that officer's department, office or agency. Provided, however, the city manager shall, with advice and consent of the city council, appoint the finance director, police chief and fire chief or those officers whose duties generally embrace those of the office of finance director, police chief and fire chief in the event of consolidation of said offices. However, the city manager may suspend or remove the finance director, police chief and fire chief or those officers whose duties generally embrace those offices upon any staff reorganization.
- (b) *Direction and supervision.* Direct and supervise the administration of all departments, offices and agencies of the city, except the offices and departments of the city clerk and the city attorney or as otherwise provided by Charter, ordinance, resolution, rules and regulations of the city, or by general law.
- (c) *Attendance at meetings.* Attend city council meetings and shall have the right to take part in discussion but shall not vote.
- (d) *Execution of orders.* See that all ordinances, provisions of the Charter and acts of the city council subject to the enforcement by the city manager or by the officers subject to the city manager's direction and supervision, are faithfully executed.
- (e) *Preparation of proposed budget and capital program.* Prepare and submit the proposed annual budget and capital program to the city council.
- (f) *Financial report.* Submit to the city council and make available to the public, on a timely basis, a complete report on the finances and administrative activities of the city as of the end of each fiscal year.
- (g) *Miscellaneous reports.* Make such other reports as the city council may require concerning the operations of the city departments, offices and agencies subject to the city manager's direction and supervision.
- (h) *Recommendations to city council.* Keep the city council fully advised as to the financial condition and future needs of the city. Recommendations to the city council concerning the affairs of the city shall be made by the city manager on a timely basis.
- (i) *Miscellaneous duties.* Perform such other duties as are prescribed by general law, the Charter, by ordinance or resolution of the City, or by direction of the city council as a whole.

(Ord. No. 1232-86, exhibit A, § 9, 10-14-86; Ord. No. 2013-36, exh. A, 11-26-13; Ord. No. 2022-10, § 2(exh. A), 5-24-22)