

ARTICLE IV. CITY MANAGER¹

City Council and Charter Review – no changes.

Sec. 4.01. City manager.

There shall be a city manager who shall be the chief administrative officer of the city and who shall be responsible to the city council for the administration of all city affairs placed in charge of the city manager by or under this charter.

City Council and Charter Review – no changes.

Sec. 4.02. Appointment, qualifications, compensation, removal.

- (a) *Appointment, qualifications, compensation.* The mayor shall appoint the city manager with the advice and consent of at least five members of the city council. The city manager shall be appointed for an indefinite period. The city council shall fix the compensation of the city manager. The city manager shall be appointed solely on the basis of executive and administrative qualities, training and experience. The city manager shall reside inside the city limits while in office.
- (b) *Removal.* The city council may remove the city manager at any time, by a majority vote of all members of city council.
- (c) In the event of a vacancy in the office of city manager, the city council shall exercise due diligence to find and appoint a successor city manager as soon as is reasonable.

City Council and Charter Review – no changes.

Sec. 4.03. Acting city manager.

By letter filed with the city council, the city manager shall designate, subject to approval of the city council, a qualified city administrative officer to exercise the powers and perform the duties of the city manager during the city manager's temporary absence or disability. During such absence or disability, the city council may revoke such designation at any time and appoint another officer of the city to serve until the city manager shall return or the city manager's disability shall cease.

¹Editor's note(s)—Formerly entitled "Administrative", renamed by Ord. No. 2013-36, adopted Nov. 26, 2013.

Initial Comments from City Council. Charter Review Committee recommends no changes.

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.~~

**Above changes were recommended by city council.*

- (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.

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- (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 specified in the Charter or as may be required by the city council.

City Council and Charter Review – no changes.

Sec. 4.05. Personnel procedures.

All appointments and promotions of city officers and employees shall be made solely on the basis of merit and fitness demonstrated by examination or other evidence of competence. The city council shall establish by ordinance, personnel procedures and rules.