

ARTICLE III. THE CITY MANAGER

Sec. 3. City manager; powers and duties.

The city manager shall be the chief administrative officer and head of the administrative branch of the city government. They shall be responsible for the proper administration of all affairs of the city and to that end, subject to the provisions of this charter, they shall have power and shall be required to:

- (1) Devote their entire time to the discharge of their official duties, attend all meetings of the council unless excused therefrom by the council or mayor;
- (2) See that all ordinances are enforced and that the provisions of all franchises, leases, contracts, permits and privileges granted by the city are observed;
- (3) Appoint, promote, remove and demote for cause, subject to rights of appeal, and in compliance with applicable personnel rules and regulations, all officers and employees of the city except the city attorney, and presiding municipal judge, and as to these named officers, they shall recommend appointment and removal; provided, however, that appointments of the fire chief and police chief shall be subject to approval of the city council;
- (4) Prepare the annual budget estimates and submit them to the council and be responsible for the administration of the budget after adoption;
- (5) Keep the council advised at all times of the affairs and needs of the city, and make reports annually, or more frequently if requested by the council, of all the affairs of the city;
- (6) Shall establish a Department of the City Clerk. The mayor and councilmembers may individually confer with the city clerk.
- (7) Have such other powers, duties and functions as this charter may prescribe, and such powers, duties and functions consistent with this charter as the council may prescribe.

(Approved by voters on 9-07-04; approved by Governor on 7-28-05)

((Approved by voters on 8-30-16; approved by Governor on 11-21-16) Res. 2016-40B, 4/19/2016, Amended SUPP 2016-03)