

## CHAPTER 2 – ADMINISTRATION

Sec. 2-163. Policy and Administration; administrative procedures; approval and implementation.

(a) Administrative Procedures shall be developed by the City Manager or his designee to provide written statements on those powers and duties granted to the City Manager under the charter and code.

(b) Prior to implementation, the procedure shall be reviewed by the City Attorney as being within the powers and duties of the City Manager or his designee.

(c) Personnel Administrative Regulations Sections 61, 62.1, 62.2, 62.5, 62.6, 62.7, 62.8 and 63.4 only shall be changed pursuant to an ordinance adopted by the city council in the manner provided by the Charter. The Council shall retain the right in its sole discretion and judgment to amend, repeal or modify any of the above-designated regulations.

(d) Upon approval by the City Manager, copies of administrative procedures, except for those referenced in Section 2-163 (c), shall be available for public inspection at the department of the city clerk.

(e) Upon approval of the City Council copies of administrative procedures referenced in Section 2-163 (c), shall be available for public inspection at the department of the city clerk.

(f) The City Manager shall maintain a codification of all administrative procedures promulgated by the City Manager or City Council.

(Ord. No. 91-04, 1/8/91)

(Ord. No. 94-18, 5/3/94, amended)

(Ord. No. 96-87, 10/1/96, amended adding (c) and renumbering to conform))

(Ord. No. 99-23, 5/25/99, repealed) SUPP 1999-2

(Ord. No. 99-23, 5/25/99, enacted) SUPP 1999-2

(Ord. No. 07-23, 7/14/07, amended) SUPP 2007-03

(Ord. No. 2015-11, 06/16/15, amended) SUPP 2015-2