

## CHAPTER 2 - ADMINISTRATION

### Sec. 2-65. City Manager; powers and duties.<sup>1</sup>

(a) The city manager is the administrative head of city government under the direction and control of the Council, except as otherwise provided in this Chapter. The city manager shall be responsible for the efficient administration of all the affairs of the City which are under his/her control. In addition to his/her general powers as an administrative head, and not as a limitation thereon, the city manager shall exercise the following powers and duties:

- (1) Law Enforcement. To see that all franchises, contracts, permits and privileges granted by the Council are faithfully observed.
- (2) Authority over Employees. To direct and supervise the deputy city manager, department directors and employees of the city under his/her jurisdiction through the deputy city managers and/or department directors.
- (3) Power of Appointment and Removal.
  - (a) To appoint deputy city managers, department directors and division managers, subject to the approval of the City Council of the deputy city managers and department directors. The city manager may delegate the appointment and promotions of employees in departments under his/her supervision to the deputy city managers and/or department director.
  - (b) To remove and discipline department directors at his will and division managers, subject to the right of division managers to appeal. The city manager may delegate the removal and discipline of employees in departments under his supervision to the deputy city manager and/or department director, except the final approval of removal and discipline after a pre-disciplinary hearing.
  - (c) The city manager shall submit requests for re-title of positions, re-range of positions, reclassification of employees and salary adjustments to the personnel review committee in accordance with this chapter.
- (4) Administrative Reorganization of Offices. To conduct studies and recommend to the Council such administrative reorganization of officers, positions or units under his direction as may be indicated in the interest of efficient, effective and economical conduct of the City's business.
- (5) Ordinances. To recommend to the Council for adoption such measures and ordinances as he deems necessary.

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<sup>1</sup> Charter reference(s)--City manager, art. III.

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- (6) Attendance at Council Meetings. To attend all meetings of the Council unless they are excused from attending by the Mayor individually or the Council.
- (7) Expenditure Control. To see that no expenditures shall be made by the City unless such expenditures are in accordance with the provisions of this code, administrative regulations and adopted policies.
- (8) Investigations and Complaints. To make investigations into the affairs of the City and any department or division thereof; to investigate all complaints in relation to matters concerning the administration of the City government and in regard to the service maintained by public utilities in the City.
- (9) Public Buildings. To exercise general authority over all public buildings, parks and other public property under the control and jurisdiction of the Council.
- (10) Work Hours. To adjust the work hours and duty assignments of any and up to all employees each year beginning October 1, and ending April 1, in order to reduce the level of carbon monoxide, ozone and particulate matter concentrations caused by vehicular travel. The City Manager shall use his best efforts to consult with employee organizations on such adjustments, but the final determination shall be solely that of the City Manager.
- (11) Overtime Pay. To authorize the payment of overtime pay for such employees as may work in excess of a normal work period. Such rates of pay and periods of work shall be in conformity with wages and salaries enacted by the Council.
- (12) Additional Duties. To perform such other duties and exercise such other powers not inconsistent with the laws of the State of Arizona and as may be delegated to the city manager from time to time by ordinance or resolution or other official action of the council.

(b) The city manager is authorized and empowered to delegate any of the powers granted under this section or under the city charter to a deputy city manager or department director. Such delegation shall be in writing and filed with the city clerk. Upon the change of a city manager or a delegated employee, the authority granted shall cease until it has been re-delegated by the city manager.

(Code 1977, § 3-1-5)

(Ord. No. 91-09, 2/12/91)

(Ord. No. 91-46, 11/12/91, Renumbered)

(Ord. No. 92-22, 5/26/92, Amended)

(Ord. No. 96-24, 5/7/96, Amended (a) and added (b))

(Ord. No. 98-21, 4/7/98, Amended (a))

(Ord. No. 98-28, 4/7/98, Amended)

(Ord. No. 06-04, 2/21/06, Amended, Renumbered from Sec. 2-66) SUPP 2006-1

(Ord. No. 07-41, 12/18/07, Amended) SUPP 2007-4