

CHAPTER 25

CITY MANAGER

25.01 Appointment and Term
25.02 Compensation

25.03 Administrative Responsibility
25.04 Duties

25.01 APPOINTMENT AND TERM. The Council shall appoint by majority vote a City Manager to serve at the discretion of the Council.

25.02 COMPENSATION. The City Manager shall receive such annual salary as the Council shall from time to time establish by resolution.

25.03 ADMINISTRATIVE RESPONSIBILITY. The City Manager is directly responsible to the Council for the administration of municipal affairs as directed by that body. All departmental activity requiring the attention of the Council shall be brought before the Council by the City Manager, and all Council involvement in administration initiated by the Council must be coordinated through the City Manager.

25.04 DUTIES. The City Manager shall have the following powers and duties:

1. Administration. Supervise and direct the administration of the City government.
2. Supervise Officers. Supervise and direct the official conduct of all appointed officers of the City.
3. Manage Property. Manage all buildings and property under the jurisdiction of the City.
4. Personnel. Appoint, promote, reassign, reclassify, discipline, demote, suspend, and discharge all employees in compliance with policy, law, and ordinance. Employ any person for emergency purposes as deemed necessary for the welfare of the City.
5. Compensation of Employees. Fix the compensation of all employees appointed by said City Manager, subject to the approval of the Council.
6. Investigation. Investigate, summarily and without notice, the conduct and affairs of any department, agency, officer, or employee of the City.
7. Law Enforcement. Supervise the enforcement and execution of all laws and ordinances within the City.
8. Contracts. Supervise the performance of all contracts for work to be done for the City.
9. Purchasing. Supervise the purchase and receipt of all materials, services, and supplies for and on behalf of the City. Authorize purchases for budgeted items up to \$10,000.00 without further Council authorization.
10. Public Works. Supervise the construction, improvement, repair, maintenance, and management of all City property, capital improvements, and undertakings of the City, including the making and preservation of all surveys, maps, plans, drawings, specifications, and estimates for capital improvements.

11. Attend Meetings. Attend all meetings of the Council and City administrative agencies.
12. Recommendations. Recommend to the Council any measures as are necessary or expedient for the good government and general welfare of the City.
13. Liaison. Maintain liaison with citizens, businesses, developers, builders, engineers, other governmental agencies and administrative agencies of the City.
14. Accounting. Supervise the City Finance Officer and ensure that the business affairs of the City are conducted by modern and efficient accounting methods and cause accurate records to be kept.
15. Budget. Prepare and submit to the Council annually the required operating and capital improvement budgets. Provide ongoing supervision of the City's annual budget.
16. Financial Reports. Submit a written, itemized financial report to the Council each month, showing receipts, disbursements, and investments for the preceding month. Keep the Mayor and Council advised as to the financial conditions and future needs of the City and to make recommendations, as necessary.
17. Licenses. Provide for the issuance, suspension, and revocation of all licenses and permits authorized or required by law or ordinance.
18. Oaths. Administer oaths.
19. Policies and Procedures. Administration of all ordinances, resolutions, Council policies, and directives. Continuously study the City's operational procedures, organization and facilities and make recommendations to the Council wherever necessary.
20. Planning. Coordinate the implementation of the City's comprehensive plan, long term capital improvement plan, and all other forms of planning with the City.
21. Other. Exercise such other powers and perform such other duties as may be directed by the Council.

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