

Article 7

City Administration

Section 7.1. City Manager

- A. The Council shall appoint a City Manager. The appointment shall provide for compensation to be fixed by Council. The City Manager shall serve at the pleasure of City Council. The appointment or removal of the City Manager shall require the affirmative vote of a majority of the entire Council.
- B. The City Manager shall be appointed with regard to fitness, competency, training, and experience in professional administration.
- C. Neither any Councilmember nor the Mayor shall be appointed City Manager during the term for which the person was elected or appointed nor within two (2) years after the term of such office.

Section 7.2. Exclusive Service to City

- A. During the period of the appointment, the City Manager shall not be an employee of, or perform any services for compensation from, any person or entity other than the City, unless the Manager has first obtained the approval of the City Council.
- B. The Manager shall not engage in any financial, business dealings or relationships with the City for two (2) years following his/her departure as an employee of the City, except if waived by City Council.

Section 7.3. Powers and Duties of Manager

The City Manager shall be the administrative officer of the City. The City Manager shall have the following powers and duties:

- A. Be responsible for the enforcement of the ordinances, resolutions, franchises, contracts, requirements, regulations, policies, actions, directives and enactments of the City and the Council.
- B. Coordinate and work collaboratively with all department heads to administer the policies and directives of City Council, and to report such administrative activities to Council on a periodic basis.
- C. Establish, with Council approval, and implement personnel rules and regulations for City employees. Such rules and regulations shall provide, by illustration only, for the selection, promotion and retention of City employees on the basis of ability, training, experience and performance, and also provide for annual reviews of performances of all City employees. Nothing in this paragraph shall preclude the Council from the enactment of ordinances or resolutions, establishment or application of rules and regulations for reductions in force, administrative reorganizations or the establishment of temporary or seasonal positions of employment.

- D. Cause a proposed budget, including a capital budget, to be prepared and submitted to the Council biannually, annually and/or as provided by Council ordinance and be responsible for the administration of the budget adopted by Council.
- E. Cause to be prepared and submitted to Council a monthly report of all finances and financial activities of the City for the preceding calendar month and keep the Council advised of the financial condition and existing and future financial needs of the City.
- F. Cause to be prepared and submitted to the City Council, as of the end of the fiscal year, a complete report on finances and administrative activities of the City for that year and make other reports as requested by the Council concerning the matters of the City which are within the Manager's responsibility.
- G. Except as to the City Clerk, City Treasurer, Municipal Court and the office of the City Attorney (including the City Prosecutor), exercise supervision and control over all City departments and employees and make recommendations to the City Council concerning the establishment, alteration, consolidation or abolition of City departments and employee positions.
- H. Except as to the City Clerk, City Treasurer, Municipal Court and the office of the City Attorney (including the City Prosecutor), employ and dismiss all City employees, subject to Council review and subject to personnel rules and regulations for City employees.
- I. Attend City Council meetings and participate in discussions with the Council in an advisory capacity.
- J. Make recommendations and offer advice to Council regarding administrative matters.
- K. Be responsible for informing the public on City functions and activities.
- L. Perform such other duties as prescribed by this Charter or as required by the Council and not inconsistent with this Charter and City Codes, ordinances and laws.

Section 7.4. City Clerk

City Council shall appoint a City Clerk, who shall serve at the pleasure of Council, to perform such duties required by this Charter, applicable laws, ordinances, rules, regulations and policies and such other duties as directed by the Council.

Section 7.5. City Treasurer

City Council shall appoint a City Treasurer, who shall serve at the pleasure of Council, to perform duties required by laws, ordinances, rules, regulations and policies and such other duties as may be required by the Council.

Section 7.6. Administrative Departments

The administrative functions of the City will be performed within the administrative departments that exist on the effective date of this Charter, subject to Section 7.3 F. of this Charter. The Council may, by ordinance, establish, alter, consolidate, or abolish administrative departments and employee positions.

Section 7.7. Relationship of Council to Administration

The Council shall have authority to direct the City Manager with respect to the performance of his/her duties and responsibilities. Although individual Councilmembers and the Mayor shall be authorized to discuss all matters relating to City operations and administrative services with employees, officers, contractors and consultants of the City, including the City Manager, they shall not be authorized to give any direct orders specifically to City employees. The Mayor and City Council shall be authorized to direct the City Manager regarding the administration and operations of City codes, ordinances, resolutions, policies, procedures and directives to be carried out by the administration.