

CHAPTER 10

CITY MANAGER

1. **APPOINTMENT.** The City Manager shall be appointed for an indefinite term, and shall be so appointed, or removed, by the Council by ordinance and shall take oath of office as provided by law.

2. **ABSENCE OF MANAGER.** During the temporary absence of the City Manager from the City, or the temporary inability of said manager to fulfill the duties of said office, the same shall be performed by such administrative officer of the City as may be designated by said manager.

3. **AUTHORITY AND RESPONSIBILITY.** The City Manager shall be the administrative head of the municipal government and shall be responsible for the administration of all departments thereof, and shall have and exercise all powers and duties of said office as may be provided by law or ordinance, and shall cause the enforcement of all laws and ordinances within the City, and otherwise administer the policies of the City as the same are determined by the Council.

4. **ORGANIZATION AND RULES.** In order to implement and carry out the powers and duties of said office, the City Manager may cause the various departments of the City to be organized and administered as he may from time to time deem appropriate, and may promulgate and cause to be enforced reasonable rules and regulations, not contrary to law or ordinance.

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5. **COUNCIL MEETINGS.** The City Manager shall attend all meetings of the Council and keep it informed as to the affairs of the City and recommend to it from time to time such action as may be deemed necessary or desirable for the better welfare and interest of the City.

6. **BUDGET AND APPROPRIATION.** The City Manager shall annually cause a budget to be prepared and submitted to the Council in time for consideration and enactment by the Council as provided by law and City Code. Upon approval by the Council of said budget and without further action by Council, the City Manager is authorized to approve expenditures in accordance therewith, and also to approve transfers of funds within departments, provided that such transfers do not result in any department or fund expending funds in excess of those approved therefor by Council. (AMENDED BY ORDINANCE NO. 89-37, April 28, 1989) (Amended, Ordinance No. 2019-135, September 3, 2019)

7. **LICENSES.** Without prior approval or consent of the Council as to individual licenses, the City Manager may cause the issuance of all City licenses authorized or required by law or ordinance, except local liquor licenses, and except as otherwise provided in this Code or other ordinance, if said manager is, in the manager's discretion, satisfied that such issuance complies with the provisions of law, ordinance, regulation or rule applicable thereto.

8. **ASSISTANT CITY MANAGERS.** There is hereby created the office of Assistant City Manager, the occupants whereof shall be appointed, and may be removed, by the City Manager at will. The Assistant City Managers shall have such duties and responsibilities, and direct and administer such departments, as are assigned by the City Manager and this Code. Effective June 1, 2017, the office of Assistant City Manager shall be eliminated, and the office of Deputy City Manager shall be created, the occupant whereof shall be appointed, and may be removed, by the City Manager at will. The Deputy City Manager shall have such duties and

responsibilities, and direct and administer such departments, as are assigned by the City Manager and this Code.

(AMENDED, Ordinance 2017-06, February 6, 2017)
(AMENDED, Ordinance No. 2009-39, May 18, 2009)
(AMENDED, Ordinance No. 2000-08, February 21, 2000)

9. **CITY CLERK.** There is hereby created the office of City Clerk, the occupant whereof shall be appointed, and may be removed, by the Mayor with the approval of Council. The City Manager shall make reasonable rules, regulations and directives not in conflict with law or ordinance to govern, administer and supervise the activities of the City Clerk.

(AMENDED, Ordinance 2017-06, February 6, 2017)

10. **DUTIES OF CITY CLERK.** The City Clerk shall act as Clerk of the Council and the Local Liquor Control Commission and shall be keeper of the City seal and of the code, ordinances, resolutions, minutes and other records and documents of the City, except those by law or ordinance required to be kept by others, all of which shall be indexed so as to be readily accessible, and shall perform such other duties and functions as may be assigned by the Council or the City Manager. The City Clerk may also appoint, and remove, one or more persons as Deputy City Clerk, to perform such duties and have such rights and responsibilities as are provided by statute.

(Amended, Ordinance 2017-06, February 6, 2017)