

ARTICLE III. CITY MANAGER

Sec. 1. Appointment; Qualifications; Term; Removal; Compensation.

The council shall appoint a city manager who shall be the chief administrative and executive officer of the city. No member of the council shall, during the time for which he or she is elected, be chosen as city manager. The city manager may be removed at the will and pleasure of the council by a majority vote of the entire membership of the council. The action of the council in removing the city manager shall be final. In the case of the absence or disability of the city manager, the council may designate some qualified person to perform the duties of the office during such absence or disability. The city manager shall receive such compensation as may be fixed by the council.

Sec. 2. Powers and Duties.

The powers and duties of the city manager shall be as follows:

- (a) To see that all laws and ordinances are enforced.
- (b) To exercise control over all city departments and subdivisions thereof except as otherwise provided by Charter.
- (c) To execute all appropriately authorized deeds, contracts, agreements or franchises and to see that all terms and conditions imposed in favor of the city or its inhabitants in any such transactions are faithfully kept and performed, and in case of any violation thereof to take such action as may be necessary and proper to enforce or terminate the same.
- (d) To attend all meetings of the council, with the right to take part in the discussion, but having no vote and to receive notice of all special meetings in the same manner as such notice is given to members of the council. Any action taken at any meeting of the council of which the city manager has not been notified shall be of no force or effect, except, however, the action of designating a person to perform those duties in the city manager's absence.
- (e) To recommend such measures to the council as may be deemed necessary or expedient.
- (f) To keep the council fully advised as to the financial condition and needs of the city and provide them quarterly financial reports.
- (g) To act as budget officer, and, as such, prepare and submit the annual budget to the council.
- (h) To operate the city within its budget.
- (i) To be an ex officio member of all boards or commissions without vote, but with the right of veto of any proposed expenditures the manager shall deem unlawful or not in the best interest of the city.
- (j) To perform such other duties as may be prescribed by the city charter or by ordinance or resolution of the council; and to be responsible to the council for the proper administration of all the city affairs.
- (k) To appoint and remove all officers and employees not otherwise specified by this charter.