

CHAPTER 6
CITY MANAGER

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SECTION 6-1. City Manager Appointment.

The Mayor, by and with the consent of the City Council shall appoint a City Manager. He shall be chosen for an indefinite period solely upon the basis of administrative qualifications. He shall hold office at the pleasure of the City Council and receive such salary as shall be fixed by ordinance or by resolution.

SECTION 6-2. Bond of the City Manager.

Before taking office, the City Manager shall file with the City Recorder a surety bond, conditioned upon honest and faithful performance of his duties in the sum of Five Thousand Dollars (\$5,000.00). The premiums of the bond shall be paid by the City.

SECTION 6-3. Powers and Duties.

The powers and duties of the City Manager subject to the control of the Mayor and Council, shall be:

(a) Except for the appointments to be made by the Mayor and City Council as provided in these ordinances, to have appointment and removal power of all officers, agents and employees necessary for the proper conduct of duties incident to his position, such appointment to be made upon the basis of fitness alone.

(b) To have direct supervision of the construction, improvements, repairs and maintenance of streets, sidewalks, alleys, lanes, bridges, and other public highways; of sewers, drains, ditches, culverts, streams and water courses of gutters and curbs; of all public buildings, boulevards, parks, playgrounds, airports, squares and other grounds belonging to the City, and to collect and dispose of waste material.

(c) To care for and preserve all machinery, tools, appliances and property belonging to the City.

(d) To oversee the issuing of building permits; the inspection of buildings, plumbing and wiring, jointly with the engineer, plumbing inspector and building inspector; to be fully informed on all functions as may be undertaken by the various duly appointed Boards; to supervise and oversee all functions of the Public Safety Department.

(e) To approve all claims before presentation to the City Council for Payment, to see that all goods purchased by and for the City are received as per contract.

(f) To create no liability against the City without the sanction of the City Council in excess the following:

- (1) \$2,500.00 with the City Manager's sole signature; and
- (2) \$5,000.00 with the City Manager's and Mayor's signatures jointly endorsed.

(g) To attend all meetings of the City Council with the right to participate in the discussion but not to vote; to recommend to the Council for adoption such measures as he may deem necessary and expedient.

(h) To be responsible for the preparation of the Mayor's tentative and final budget, and keep the council advised as to the financial condition and needs of the City.

(i) To notify the Mayor and City Council of any emergency existing in any department under his supervision.

(j) To perform such other duties as may be required of him by ordinance or resolution of the City Council. Provided, however, the power and duties of the City Manager may be enlarged or taken away by resolution of the City Council. **(Amended September, 1989)**