

## ARTICLE IV. - CITY MANAGER

### Sec. 401. - Appointment, qualification and compensation of city manager.

The city council shall appoint a city manager for an indefinite term. The compensation of the city manager shall be fixed by the council. The city manager shall hold a bachelor's degree from an accredited four (4) year college or university and have either ten (10) years of progressively responsible experience in municipal or corporate management in a senior management position or any equivalent combination of training and experience.

(Ord. No. 2010-2003, § 2, 6-21-10; Res. No. 2010-116, § 2, 11-3-10)

### Section 402. - Removal.

The council may remove the manager from office in accordance with the following procedures:

- (a) The council shall adopt by affirmative vote of a majority of all its members, a preliminary resolution which must state the reasons for removal and then may suspend the manager from duty for a period not to exceed forty-five (45) days. A copy of the resolution shall be delivered by the council to the manager within three (3) days.
- (b) Within five (5) days after a copy of the resolution has been delivered by the council to the city manager, he may file with the council a written request for a public hearing. This hearing shall be held by the city council not earlier than fifteen (15) days, nor later than thirty (30) days, after the request is filed. The city manager may file with the council a written reply not later than five (5) days before the hearing.
- (c) The council may adopt a final resolution of removal, which may be made effective immediately by affirmative vote of a majority of all its members, at any time after five (5) days from the date when a copy of the preliminary resolution was delivered to the manager, if he has not requested a public hearing, or at any time after the public hearing if he has requested one.
- (d) The manager shall continue to receive his salary until the effective date of a final resolution of removal.

### Section 403. - Acting city manager.

Subject to approval of the council, the manager shall designate, by letter filed with the city clerk, a qualified city administrative officer to exercise the powers and perform the duties of manager during his temporary absence or disability. During such absence or disability, the council may revoke such designation at any time and appoint another officer of the city to serve until the manager shall return or his disability shall cease.

### Section 404. - Powers and duties of the city manager.

The city manager shall be the chief administrative officer of the city. He shall be responsible to the council for the administration of all city affairs placed in his charge by or under this Charter. He shall have the following powers and duties:

- (a) He shall appoint, and when he deems it necessary for the good of the service, suspend or remove all city employees and appointive administrative officers provided for by or under this Charter, except as otherwise provided by law, this Charter, or personnel rules adopted pursuant to this Charter. He may authorize any administrative officer, who is subject to his direction and supervision, to exercise these powers with respect to subordinates in that officer's department, office or agency.
- (b) He shall direct and supervise the administration of all departments, officers, and agencies of the city, except as otherwise provided by this Charter or by law.
- (c) He shall attend all council meetings and shall have the right to take part in discussion, but shall not vote.
- (d) He shall see that all laws, provisions of this Charter and acts of the council, subject to enforcement by him or by officers subject to his direction or supervision, are faithfully executed.
- (e) He shall prepare and submit the annual budget and capital improvement program to the council.
- (f) He shall submit to the council and make available to the public a complete report on the finances and administrative activities of the city as of the end of each fiscal year.
- (g) He shall make such other reports as the council may require concerning the operations of city departments, offices and agencies subject to his direction and supervision.
- (h) He shall make such recommendations to the council concerning the affairs of the city as he deems desirable.
- (i) He shall perform such other duties as are specified in this Charter or as may be required by the council.

(Ord. No. 2002-957, § 1(d), 7-15-2002; Ord. No. 2020-2158, § 2, 7-20-20)