

- **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, and perform his duties without regard to race, color, creed, or national origin.

(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)