

Chapter 1.10  
CITY MANAGER / ADMINISTRATOR

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1.10.010      Creation of Office.

The office of City Manager is hereby created. The City Manager shall be appointed by and serve at the pleasure of City Council.

1.10.020      Powers and Duties of City Administrator.

The City Manager shall be the chief administrative officer of the City and shall be responsible to the City Council for the proper administration of all affairs of the City. To that end, the manager shall have the power to:

- (1)      Appoint, supervise, promote, when necessary for the good of the service, layoff or discharge all officers and employees of the City, and any other personnel actions that are necessary for the efficient administration of the City. All personnel actions shall be coordinated with the department heads.
- (2)      Oversee the preparation of the City's annual budget and submit it to the City's Budget Committee for review.
- (3)      Prepare an annual report on the finances and administrative activities of the City for the preceding year and submit to the City Council.
- (4)      Keep the Council advised of the financial condition of the City on an ongoing basis and identify future needs of the City. Make recommendations to City Council to maintain the stability and fitness of a sound fiscal administration.
- (5)      Recommend to the City Council, adoption of such measures as may be deemed necessary or expedient for the health, safety, or welfare of the community or for the improvement of the City's administration.

- (6) Attend all meetings of the City Council unless excused therefrom and take part in the discussion of all matters coming before the Council. The City Manager shall be entitled to notice of all regular and special meetings of the Council.
- (7) Be responsible for the enforcement of all City ordinances.
- (8) Investigate the affairs of the City or any department or division thereof, including the investigation of all complaints in relation to matters concerning the administration of the government of the City, and in regard to service maintained by public utilities in the City and see that all franchises, permits, and privileges granted by the City are observed.
- (9) Respond to citizen inquiries and complaints, resolving issues or referring to the appropriate department when possible, and following through to insure resolution.
- (10) Provide consultants with necessary information to carry out City operations and coordinate the same with the Council. Prepare requests for proposal when consultant services may be required and make recommendation to Council during final approval.
- (11) Be responsible for administering all aspects of the land use planning process.
- (12) Supervise the purchase of all materials, supplies, and equipment for which funds are provided in the budget; let contracts necessary for operation or maintenance of City services, receive sealed bids for purchases or contracts and present them to the Council for approval, and advise the Council on the advantages or disadvantages of contract and bid proposals, consistent with the City's Local Contract Review Board rules.
- (13) Perform such other duties as may be required by the Council, not inconsistent with federal or state law, nor the City Charter or ordinances.

1.10.030     Compensation.

Compensation of the City Manager shall be determined by the City Council, by resolution or ordinance.

1.10.040      Vacancy.

Any vacancy in office of the City Manager should be, to the extent possible, filed within 60 days after the effective date of such vacancy.

1.10.050      Bond.

The City Manager shall furnish a surety bond to be approved by the Council, said bond to be conditioned on the faithful performance of all the manager's duties. The premium of the bonds shall be paid by the City. The amount of the surety bond will be \$25,000.

(ORD. 261 April 5, 1999)