

CHAPTER 30: CITY OFFICIALS

Section

30.01 Vacancy in office of Mayor

30.02 City Manager

Cross-reference:

Municipal powers, see Charter Ch. II

Elections, see Charter Ch. III

Organization of government; offices and officers, bonds, and the like, see Charter Ch. IV

The Council, legislation, and restrictions, see Charter Ch. V

§ 30.01 VACANCY IN OFFICE OF MAYOR.

(A) Upon the occurrence of a vacancy in the office of Mayor, the Mayor Pro-Tem shall assume the duties and powers of the Mayor and shall be designated as the Mayor during the remainder of the term of the Mayor that vacated the office. Upon assuming the powers and duties of the Mayor, the Mayor Pro-Tem shall vacate the council seat to which he or she was elected. This vacated council seat shall be filled in accordance with the provisions of the City Charter.

(B) In the event that, upon a vacancy in the office of Mayor, the designated Mayor Pro-Tem does not assume the duties and powers of the office of Mayor, then the Acting Mayor shall assume the duties and powers of the Mayor and shall be designated as the Mayor during the remainder of the term of the Mayor that vacated the office. Upon assuming the powers and duties of the Mayor, the Acting Mayor shall vacate the council seat to which he or she was elected. This vacated council seat shall be filled in accordance with the provisions of the City Charter.

(C) The Acting Mayor shall be elected by a majority vote of the City Council at a regular or special meeting of the City Council.

(Ord. 128, passed 10-26-92)

Cross-reference:

Election of Mayor, see Charter §§ 4.2 et seq.

Organization meeting; election of Mayor Pro Tem, see Charter § 4.5

Mayor - duties, see Charter §§ 4.6 - 4.7

Councilmen - Mayor - compensation, see Charter § 4.16

§ 30.02 CITY MANAGER.

There is hereby created an office of City Manager, who shall be the chief administrative officer of the city, with the following duties, authorities and responsibilities:

(A) The City Manager shall see that all ordinances and applicable state laws are enforced and that all terms and conditions in favor of the city or its inhabitants in any public utility franchise or any contract are faithfully performed.

(B) The City Manager shall be responsible for the efficient administration of all departments of the city government which are placed under his or her control.

(C) The City Manager shall be responsible for the proper discharge of all duties and obligations of the city.

(D) The City Manager shall prepare, in accordance with law and the Charter, a budget for submission to the City Council annually and see to the administration thereof after its adoption.

(E) The City Manager shall recommend to the Council for the adoption of such measures as he or she may deem necessary or expedient; and attend Council meetings, with the right to take part in discussions but not to vote.

(F) The City Manager shall exercise and perform all administrative functions of the city that are not imposed by the Charter or ordinance upon some other official.

(G) The City Manager shall perform such other duties as may be prescribed by the Charter or as may be required of him or her by ordinance or by direction of the Council.

(H) All administrative officers and departments of the city, except the City Attorney, shall be under the administrative direction of the City Manager.

(1) Nothing herein shall affect the power of the City Council to compel the attendance of officers pursuant to Charter § 5.7.

(2) Nothing herein shall be construed to prevent officers of the city from approaching or contacting the City Council, unless prohibited from so doing by the City Council.

(3) Nothing herein shall affect the power of the City Council to approve the appointment and removal of administrative officers pursuant to Charter § 4.8.

(4) The term "administrative direction" shall not confer upon the City Manager the power to control an officer in the independent exercise of duties required by state law or the Charter.

(I) The City Manager shall be required to be a resident of the city. He or she shall be appointed by the Mayor with the consent of a majority of the City Council and shall serve at the pleasure of the Mayor and City Council.

(J) The duties hereinbefore specified to be performed by the City Manager shall be in addition to those duties from time to time imposed upon him or her by the Mayor.

(Ord. 41, passed 6-23-76; Am. Ord. 126, passed 4-6-92)

Cross-reference:

City Manager, see Charter §§ 4.7-4.8

Administrative officers - residence, see Charter § 4.10