

# **Powers and Duties of the City Manager**

(Charter Provisions, Ordinances, or State Statutes from 20 Comparable Council-Manager Cities)

## **Oklahoma City, OK**

The City Manager shall:

- (a) Be the Chief Administrative Officer of the City and shall have charge and supervision of all branches of the City service, except as otherwise in this Charter provided.
- (b) See to the faithful execution of all laws and ordinances of the State and City.
- (c) Appoint all officers and employees of The City of Oklahoma City except the elective officers and the officers whose election is vested in the Council by this Charter.
- (d) Dismiss any officer or employee appointed by him whenever, in his judgment, the interests of the City service so require.
- (e) Control, supervise and direct the several officers, boards, and departments of the City which are within and under his control and management.
- (f) At any time investigate the affairs of any department. He, or any person appointed by him for that purpose, shall have power to compel the attendance of witnesses and the production of books, papers and other evidence.
- (g) Attend all meetings of the Council and may take part in the discussions, but shall not vote.
- (h) Keep the Council advised of all the needs of the City and shall recommend measures for adoption.
- (i) Prepare and submit to the Council, annually during the month of July, an estimate in detail of the probable receipts and the expenditures of funds and needs of the City in its operation for the ensuing fiscal year.
- (j) Perform all such other duties as may be imposed on him by this Charter or by the Council.

## **San Jose, CA**

The City Manager shall be the chief administrative officer of the City. He or she shall be responsible to the Council for the administration of City affairs placed in his or her charge by or under this Charter. Without limiting the foregoing general grant of powers, responsibilities and duties, the City Manager shall have the following powers and duties:

- (a) Subject to the Civil Service provisions of this Charter and of any Civil Service Rules adopted pursuant thereto, and except as otherwise provided elsewhere in this Charter, the City Manager shall appoint all officers and employees of the City; and, when he or she deems it necessary for the good of the service, the City Manager may, subject to the above-mentioned limitations, suspend without pay, demote, discharge, remove or discipline any City officer or employee who under this Charter is appointed by the City Manager;
- (b) Except as otherwise provided elsewhere by this Charter, the City Manager shall direct and supervise the administration of all departments, offices and agencies of the City;
- (c) The City Manager shall have the right to attend all meetings of the Council, other than closed executive sessions where the City Manager or another Council appointee is the subject of discussion, and to take part in its discussions, but not to vote. The City Manager shall attend all regular and special meetings of the Council unless prevented by illness or physical incapacity or unless his or her absence has been authorized by the Council;
- (d) The City Manager shall be responsible for the faithful execution of all laws, provisions of this Charter, and acts of the Council which are subject to enforcement by the City Manager or by officers who are under the City Manager's direction and supervision;
- (e) The City Manager shall prepare and submit the annual budget to the Council in accordance with the provisions of Section 1204.
- (f) The City Manager shall submit a complete report on the finances and administrative activities of the City as of the end of the preceding fiscal year to the Council at a public meeting to be held within three (3) calendar months following the close of each preceding fiscal year. The annual report, which shall be personally certified by the City Manager to be accurate and complete shall contain a statement indicating:
  - (1) Whether the revenues budgeted for the preceding fiscal year were actually received, and an explanation concerning any material differences between the total revenues budgeted and the revenues actually received;
  - (2) The extent to which expenditures budgeted actually were incurred, and an explanation for any material variance between budgeted expenditures and actual expenditures;
  - (3) The amount of the financial reserves of the city;
  - (4) All other information which, in the opinion of the City Manager, is necessary to provide an accurate and complete picture of the fiscal status and condition of the city. The report shall be in a form which is susceptible to confirmation by audit. It shall be made available to the public in the Office of the City Clerk.

## **San Jose, cont.**

- (g) The City Manager shall make such other reports as the Council from time to time may request concerning the operations of City departments, offices and agencies subject to his or her direction and supervision; shall keep the Council fully advised as to the financial condition and future needs of the City; and make such recommendations to the Council concerning the affairs of the City as he or she deems desirable or as requested by Council.
- (h) The City Manager shall exercise such other powers, and shall perform such other duties, as are specified in this Charter or may be authorized or required by the Council.

## **Arlington, TX**

The City Manager shall be the chief administrative officer of the City government. He shall be responsible to the governing body for the proper administration of all affairs of the City placed under his control by this Charter or by ordinance or resolution of the governing body and to that end he shall:

- (a) Except for other officers appointed by the City Council under this Charter, and such other officers' employees, appoint and remove any officer or employee of the City. Notwithstanding this provision, or any other provision in this Charter, the City Council may implement by ordinance or personnel policy a procedure under which third party arbitration is used to make the final determination over certain types of employee disciplinary actions.
- (b) Prepare a budget annually, submit it to the governing body for approval, and be responsible for its administration following adoption;
- (c) Keep the governing body advised of the financial condition, administrative activities and future needs of the City, and make such recommendations as may be seen desirable;
- (d) Attend all meetings of the governing body with the right to take part in the discussion but having no vote; and
- (e) Perform such other duties as may be prescribed by this Charter or required of him by the governing body, not inconsistent with the provisions of the Charter.

## **Austin, TX**

The city manager shall be responsible to the council for the proper administration of all affairs of the city and to that end he or she shall have power and shall be required to:

- (1) Appoint and remove any officer or employee of the city except those officers appointed by the council and except as otherwise provided by this Charter.
- (2) Prepare the budget annually, submit it to the council, and be responsible for its administration after adoption.
- (3) Prepare and submit to the council as of the end of the fiscal year a complete report on the finances and administrative activities of the city for the preceding year.
- (4) Keep the council advised of the financial condition and future needs of the city and make such recommendations as may seem desirable.
- (5) Appoint, by letter filed with the city clerk, a qualified administrative officer of the city to perform his or her duties during his or her temporary absence or disability.
- (6) Perform such other duties as may be prescribed by this Charter or required of him or her by the council, not inconsistent with the provisions of this Charter.

## **Charlotte, NC (State Statute)**

The manager shall be the chief administrator of the city. He shall be responsible to the council for administering all municipal affairs placed in his charge by them, and shall have the following powers and duties:

- (1) He shall appoint and suspend or remove all city officers and employees not elected by the people, and whose appointment or removal is not otherwise provided for by law, except the city attorney, in accordance with such general personnel rules, regulations, policies, or ordinances as the council may adopt.
- (2) He shall direct and supervise the administration of all departments, offices, and agencies of the city, subject to the general direction and control of the council, except as otherwise provided by law.
- (3) He shall attend all meetings of the council and recommend any measures that he deems expedient.
- (4) He shall see that all laws of the State, the city charter, and the ordinances, resolutions, and regulations of the council are faithfully executed within the city.
- (5) He shall prepare and submit the annual budget and capital program to the council.
- (6) He shall annually 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 the fiscal year.
- (7) He shall make any other reports that the council may require concerning the operations of city departments, offices, and agencies subject to his direction and control.
- (8) He shall perform any other duties that may be required or authorized by the council.

## **Cincinnati, OH**

It shall be the duty of the city manager to act as chief conservator of the peace within the city; to supervise the administration of the affairs of the city, except as otherwise specifically provided in this charter; to see that the ordinances of the city and the laws of the state are enforced; to make all appointments and removals in the administrative and executive service except as otherwise provided in this charter; to make such recommendation to the mayor and to the council concerning the affairs of the city as may to him or her seem desirable; to keep the mayor and the council advised of the financial condition and future needs of the city; to prepare and submit to the mayor the annual budget estimate for the mayor's review and comment prior to its submission to the council; to prepare and submit to the mayor and to the council such reports as may be required by each and to perform such other duties as may be prescribed by this charter or required of him or her by ordinance or resolution of the council.

The city manager shall have the powers conferred by law upon boards of control. Except as otherwise provided in this charter, all other executive and administrative powers conferred by the laws of the state upon any municipal official shall be exercised by the city manager or persons designated by him or her.

## **Colorado Springs, CO**

The City Manager shall be responsible to the Council for the administration of all City affairs placed in the City Manager's charge by or under this Charter or the ordinances of the City. The City Manager shall have the following powers and duties:

- (a) The City Manager shall see that the laws and ordinances of the City are enforced.
- (b) Except as otherwise set forth in this Charter, the City Manager shall appoint and suspend or remove any City employee. All appointments shall be upon merit and fitness alone. The City Manager may authorize any administrative officer who is subject to the City Manager's direction and supervision to exercise these powers with respect to subordinates in that officer's department, office, or agency.
- (c) The City Manager shall direct and supervise the administration of all departments, offices, and agencies of the City, except as otherwise provided by this Charter or by law. The City Manager may delegate administrative and ministerial functions of such office to personnel supervised and controlled by the City Manager, but despite such delegation, the responsibility for the proper and effective administration of the City remains always with the City Manager and none other.
- (d) The City Manager shall see that all terms and conditions imposed in favor of the City or its inhabitants in any contract or franchise are faithfully kept and performed, and upon knowledge of any violation thereof to report the same to the City Attorney, who is hereby required to take such proceedings as may be necessary to enforce the same.
- (e) The City Manager shall attend all meetings of the Council when requested by it, with the right to take part in its discussions but shall have no vote.
- (f) The City Manager shall recommend to the Council for adoption such measures as the City Manager may deem necessary or expedient.
- (g) The City Manager 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. The City Manager shall make such other reports as the Council may require concerning the operations of City departments, offices, and agencies subject to the Manager's direction and supervision.
- (h) On or before the third Monday in November in each year, the City Manager shall furnish to the Council estimates in writing of the probable expenses to be incurred in the several departments of the City for the ensuing fiscal year, specifying in detail probable expenditures, including a statement of the salaries of all administrative officers and employees, and certify the amount of money to be raised by taxation during the ensuing fiscal year to make payment of interest, sinking fund, and principal of bonded indebtedness and also the estimated amount of revenue from all sources other than tax levy. At the same time or on such later date in each year as shall be fixed by the Council, the City Manager shall prepare and present to the Council the annual budget for the ensuing fiscal year, which shall include interest and sinking fund on the bonded debt. The budget so prepared shall be in such detail as to the aggregate sum and the items thereof allowed to each department, office, board, or commission as the City Manager may deem advisable except such as are fixed by law.
- (i) The City Manager shall perform such other administrative duties as may be prescribed by the Charter or required of the City Manager by the Council.

## **Dallas, TX**

The powers and duties of the city manager shall be as follows:

- (1) To be responsible to the council for the proper administration of all the city affairs placed in the city manager's hands, and shall to that end appoint and employ all directors of departments and other employees not otherwise provided for in this Charter or by ordinance. Appointments made by the city manager shall be on the basis of executive and administrative experience and ability and of training fitness and efficiency of such appointees in the work that they are to administer. All such directors of departments shall be immediately responsible to the city manager and may be removed by the city manager at any time.
- (2) To see that all laws and ordinances are enforced.
- (3) Except as otherwise provided by the Charter of the City of Dallas, to appoint and remove all heads of departments and all subordinate officers and employees of the city. All appointments must be upon merit and fitness alone, and, in the classified civil service, all appointments are subject to the civil service provisions of this Charter.
- (4) To exercise control over all departments and subdivisions of departments created by the Charter, or that may hereafter be created by the council, except as hereinafter provided.
- (5) To see that all terms and conditions imposed in favor of the city or its inhabitants in any public utility franchise are faithfully kept and performed and, upon knowledge of any violation of such terms and conditions, to call the matter to the attention of the city attorney, whose duty it shall be to take such steps as may be necessary to enforce such terms and conditions.
- (6) To attend all meetings of the council, with the right to take part in the discussion, but having no vote. The city manager shall be entitled to notice of all special meetings.
- (7) To recommend to the council for adoption such measures as the city manager may deem necessary or expedient.
- (8) To keep the council at all times fully advised as to the financial condition and needs of the city.
- (9) To act as budget commissioner and prepare and submit to the council an annual budget after receiving estimates made by the directors or heads of the various departments of the city, and submit recommended capital programs.
- (10) To see to it that the city lives within its budget.
- (11) To execute deeds, deeds of trust, easements, releases, contracts, and all other legal instruments on behalf of the city when authorized by ordinance or resolution of the city council, and approved as to form by the city attorney.
- (12) Appoint assistants and employees to fill the positions established by ordinance of the city council.
- (13) When requested by the city council, to cause to be prepared an actuarial determination and appraisal of any or all city pension systems.
- (14) In the absence or inability of the city manager, the city manager's duties, including the execution of legal instruments, shall be performed by the assistant city managers in the order of precedence as may be designated by city ordinance, and the city manager may designate any of the assistant city managers to perform any of the powers and duties imposed on the city manager by this Charter.
- (15) To perform such other duties as may be prescribed by this Charter, or by ordinance or resolution of the council.

## **Des Moines, IA (Ordinance)**

- (a) The city manager shall be the administrative head of the municipal government and shall have and exercise all the powers and perform all the duties prescribed by I.C. § 372.1 et seq., except as otherwise provided by ordinance, resolution, or motion of the city council. Except as otherwise provided in this Code or by state law, the city manager shall have the power and duty to provide for the issuance and revocation of such licenses and permits as are authorized by law or ordinance. The manager shall supervise and administer the offices of economic development and public affairs.
- (b) The city manager or his or her designee may, in his or her discretion, execute right of entry and access agreements for and on behalf of the city, granting access to specified city property to persons for purposes of conducting surveys, soil testing, or the like in support of public or private projects, provided that such agreements shall be subject to review and approval by the legal department. Access to city property for purposes of conducting environmental assessment or remediation activities shall be granted pursuant to the requirements of division 2 of article XI of chapter 102 of this Code. The city manager shall develop a schedule of reasonable charges for the grant of access to city property, provided that such charges shall be waived when such access is sought by a governmental entity or by a contractor or consultant engaged in work on behalf of a governmental entity.
- (c) The city manager or his or her designee may, in his or her discretion, execute right of entry and access agreements for and on behalf of the city to secure access to private property or property owned by other governmental entities by city personnel or city contractors or consultants for the performance of required activities thereon in support of city projects or operations, provided that the compensation paid by the city for such access does not exceed \$10,000.00 and provided that such agreements shall be subject to review and approval by the legal department.
- (d) The city manager or his or her designee may, in his or her discretion, execute temporary easements for construction and demolition and temporary backslope and property adjustment easements, for and on behalf of the city, to secure access to private property or property owned by other governmental entities by city personnel or city contractors as needed in support of the construction, repair, or replacement of public improvements, provided that the compensation paid by the city for each such temporary easement does not exceed \$10,000.00 and provided that such temporary easements shall be subject to review and approval by the legal department.
- (e) The city manager or his or her designee may, in his or her discretion, execute the following types of real estate documents for and on behalf of the city, provided that such documents have been reviewed and approved by the legal department:
  - (1) Documents releasing tenant's interests, or involving other temporary property interests, including maintain vacancy agreements and rental agreements, in support of the construction, demolition, repair or replacement of public improvements, provided that the compensation paid by the city under such real estate documents does not exceed \$10,000.00;
  - (2) Documents involving initial and renewal lease agreements for terms of less than three years for the lease of city-owned property that is not needed for municipal purposes during the lease term; and
  - (3) Acceptance of any deed, easement, covenant, or other interest in real estate conveyed to the city at no cost, as a condition of receiving city approval of any plat of survey, site plan or other development proposal.

## **Des Moines, cont.**

- (f) The city manager or his or her designee may, in his or her discretion, make application and/or execute licenses, easements or agreements for the grant to the city of crossing rights for municipal utilities or facilities in railroad rights-of-way, as provided in I.C. § 476.27(2)(b) and in the rules promulgated pursuant thereto, provided that the compensation paid by the city for such rights does not exceed \$10,000.00 and provided that such documents shall be subject to review and approval by the legal department.
- (g) The city manager or his or her designee shall prepare a report to the city council of the documents signed and property interests acquired and amounts paid for those interests under authority of this section on a quarterly basis.

## **El Paso, TX**

The City Manager shall be the chief administrative officer of the City, responsible to the Council for the administration of all City affairs placed in the Manager's charge by or under this Charter. The City Manager shall:

1. Take all personnel actions regarding employees except as provided by law or in this Charter. The City Manager may authorize the Deputy City Managers and department directors to exercise these powers with respect to their subordinates;
2. Direct and supervise the administration of all departments, offices and agencies of the City, except as otherwise provided by this Charter or by law;
3. Attend all City Council meetings. The City Manager shall have the right to take part in discussion but shall not vote;
4. See that all laws, provisions of this Charter and acts of the City Council, subject to enforcement by the City Manager or by employees subject to the Manager's direction and supervision, are faithfully executed;
5. Prepare and submit the annual budget and capital program to the City Council;
6. Submit to the City 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;
7. Make such other reports as the City Council may require concerning the operations of City departments, offices and agencies subject to the City Manager's direction and supervision;
8. Keep the City Council fully advised as to the financial condition and future needs of the City;
9. Make recommendations to the City Council concerning the affairs of the City;
10. Provide support to the offices of the Mayor and the Representatives; and
11. Perform such other duties as are specified in this Charter or may be required by the City Council.

## **Ft. Worth, TX**

The powers and duties of the city manager shall be as follows:

- (1) In cooperation with the city attorney, to see that all laws and ordinances are enforced.
- (2) Except as otherwise herein provided, to appoint and remove all heads of departments and all subordinate officers and employees of the city; all appointments to be upon merit and fitness alone, and in the classified civil service all appointments to be subject to the civil service provisions of this Charter.
- (3) To exercise control over all departments and subdivisions thereof created by this Charter, or that may hereafter be created by the council, except as hereinafter provided.
- (4) To see that all terms and conditions imposed in favor of the city or its inhabitants in any public utility franchise are faithfully kept and performed, and upon knowledge of any violation thereof to call the same to the attention of the city attorney, whose duty it shall be to take such steps as may be necessary to enforce the same.
- (5) To attend all meetings of the council, with the right to take part in the discussion, but having no vote.
- (6) To recommend to the council for adoption such measures as he may deem necessary or expedient.
- (7) To keep the council at all times fully advised as to the financial condition and needs of the city.
- (8) To act as budget commissioner and as such prepare and submit to the council the annual budget after receiving estimates made by the directors or heads of the various departments of the city.
- (9) To see to it that city lives within its budget.
- (10) Either personally or by one or more assistant city managers designated by the city manager, to execute all documents, contracts and legal instruments on behalf of the city as provided by this Charter or by the ordinances or resolutions of the council passed in pursuance thereof.
- (11) To perform such other duties as may be prescribed by this Charter, or by ordinance or resolution of the council.

## **Kansas City, KS**

- (a) Duties. The City Manager shall perform the following duties:
- (1) Chief administrative officer. Supervise the administration of the affairs of the City as the City's chief administrative officer;
  - (2) Enforcement of laws. See that the ordinances of the City and applicable State and federal laws are followed and enforced;
  - (3) Recommendations to Mayor and Council. Make such recommendations to the Mayor and Council concerning the affairs of the City as may seem to the City Manager desirable;
  - (4) Budget. Prepare a budget for submission to the Council.
  - (5) Inform Mayor and Council of City's financial condition and needs. Keep the Mayor and Council advised of the financial condition and future needs of the City;
  - (6) Budget estimates. Prepare and submit to the Council budget estimates;
  - (7) Reports to the Mayor and Council. Prepare and submit to the Mayor or Council such reports as may be required by them; and
  - (8) Other assigned duties. Perform such other duties as may be prescribed by this Charter, be required of the City Manager, or be required of the City Manager by ordinance or resolution of the Council.
- (b) Right in Council. The City Manager shall be entitled to a seat in the Council but shall have no vote. The City Manager shall have the right to take part in the discussion of all matters coming before the Council.
- (c) Execution of contracts. The City Manager is authorized to execute any City contract regardless of the department of origin.
- (d) Delegation. The City Manager and any other officer, or officers, are hereby authorized to exercise and perform any of their powers or duties through any other qualified City employee.

## **Las Vegas, NV**

The City Council shall appoint a City Manager as the Chief Administrative Officer of the City, and fix his salary. The City Manager is responsible to the City Council for the efficient and proper administration of all of the affairs of the City. In this connection, he shall:

1. Exercise careful supervision of the City's general affairs.
2. Exercise control over all of the departments and divisions of City government and over all of the officers and employees of the City.
3. From time to time, give to the City Council information in writing concerning the state of the City and recommend to the City Council the adoption of such measures, bills and programs as he deems are necessary, appropriate, expedient or beneficial to the City.
4. Cause to be prepared and submit to the City Council the annual budget of the City.
5. See that all general laws and ordinances of the City are observed and enforced.
6. See that all contracts of the City are faithfully kept and fully performed and, to that end and in any case in which it is necessary or appropriate in order to protect the interests of the City, must, with the approval of the City Council, cause legal proceedings to be instituted or defended at the expense of the City.
7. Execute those contracts and other documents the execution of which is delegated, either specifically or generally, to him by the City Council.
8. Perform such other administrative duties as are designated by the City Council or as may be prescribed by ordinance.
9. Have no other employment.

City Manager: Additional powers.

In addition to the duties which are imposed upon him by section 3.030 of this Charter, the City Manager may:

1. Appoint such deputies, administrative assistants and clerical personnel as he deems necessary.
2. Require from each Municipal Judge and each appointive officer of the City at any time a report in detail with respect to all of the transactions of their respective offices or of any matters which are connected with their respective offices.

## **Lawton, OK**

The city manager shall be chief administrative officer and head of the administrative branch of the city government. He shall execute the laws and ordinances and administer the government of the city, and shall be responsible therefor to the council. He shall:

- (1) Appoint, and when deemed necessary for the good of the service, lay off, suspend, demote, or remove all directors, or heads, of administrative departments and all other administrative officers and employees of the city except as he may authorize the head of a department, or an agency to appoint, lay off, suspend, demote, and remove subordinates in such department, office, or agency.
- (2) Supervise and control, directly or indirectly, all administrative departments, agencies, and employees.
- (3) Prepare a budget annually and submit it to the council, be responsible for the administration of the budget after it goes into effect, and recommend to the council any changes in the budget which he deems desirable.
- (4) Submit to the council a report as of the end of the fiscal year on the finances and administrative activities of the city for the preceding year.
- (5) Keep the council advised of the financial condition and future needs of the city, and make such recommendations to the council on matters of policy and other matters as may deem to him desirable.
- (6) Have such other powers, duties, and functions as this Charter may prescribe, and such powers, duties, and functions consistent with this Charter as the council may prescribe.

## **Little Rock, AR (State Statute)**

The city manager shall have the following powers and duties:

(1)

(A) To the extent that such authority is vested in him or her through an ordinance enacted by the board of directors, a city manager may supervise and control all administrative departments, agencies, offices, and employees.

(B) In addition, in cities with a city manager form of government having a population of more than one hundred thousand (100,000) persons according to the most recent federal decennial census, the city manager also shall have the authority to supervise and control the city attorney and may remove and replace the city attorney at any time at the city manager's discretion if the city manager has been given the authority to remove and replace the city attorney pursuant to § 14-47-108(a)(2);

(2) He or she shall represent the board in the enforcement of all obligations in favor of the city or its inhabitants which are imposed by law, or under the terms of any public utility franchise, upon any public utility;

(3) He or she may inquire into the conduct of any municipal office, department, or agency which is subject to the control of the board, in which connection he or she shall be given unrestricted access to the records and files of any such office, department, or agency and may require written reports, statements, audits, and other information from the executive head of the office, department, or agency;

(4)

(A)

(i) Except as provided in subdivision (4)(A)(ii) of this section, he or she shall nominate, subject to confirmation by the board, persons to fill all vacancies at any time occurring in any office, employment, board, authority, or commission to which the board's appointive power extends.

(ii) If the mayor has appointment power pursuant to § 14-47-108(a)(2)(C), the nominations shall be made by the mayor.

(B)

(i) He or she may remove from office all officials and employees, including, without limiting the foregoing, members of any board, authority, or commission who under laws, whether applicable to cities under the aldermanic or management form of government, may be removed by the city's legislative body.

(ii)

(a) Removal by the city manager shall be approved by the board.

## **Little Rock, cont.**

- (b) Where, under the statute applicable to any specific employment or office, the incumbent may be removed only upon the vote of a specified majority of the city's legislative body, the removal of the person by the city manager may be confirmed only upon the vote of the specified majority of the members.
  - (C) The provisions of this subdivision (4) shall have no application to offices and employments controlled by any civil service or merit plan lawfully in effect in the city.
- (5)
- (A) To the extent that, and under such regulations as, the board may prescribe by ordinance, he or she may:
    - (i) Contract for and purchase, or issue purchase authorizations for, supplies, materials, and equipment for the various offices, departments, and agencies of the city government, and he or she may contract for, or authorize contracts for, services to be rendered to the city or for the construction of municipal improvements. However, in such connection, the board shall, by ordinance, establish a maximum amount, and each contract, purchase, or authorization exceeding the amount so established shall be effected after competitive bidding as required in § 14-47-138;
    - (ii) Approve for payment, out of funds previously appropriated for that purpose, or disapprove any bills, debts, or liabilities asserted as claims against the city. However, the board shall, by ordinance, establish in that connection a maximum amount, and the payment or disapproval of each bill, debt, or liability exceeding that amount shall require the confirmation of the board or of a committee of directors created by the board for this purpose;
    - (iii) Sell or exchange any municipal supplies, materials, or equipment. The board shall, by ordinance, establish an amount, and no item or lot, to be disposed of as one (1) unit, of supplies, materials, or equipment shall be sold without competitive bidding unless the city manager shall certify in writing that, in his or her opinion, the fair market value of the item or lot is less than the amount established by ordinance as prescribed; and
    - (iv) Transfer to any office, department, or agency or he or she may transfer from any office, department, or agency to another office, department, or agency any materials and equipment.

## **Norman, OK**

General powers and duties of the city manager. The City Manager shall be the administrative head of the municipal government responsible only to the Council. The City Manager shall not, during the term of office, be an employee or perform any duties for any person, firm, corporation or institution other than the City of Norman, and shall not be interested in the profits or emoluments of any contract, job, work, or service of the City.

Special powers and duties of the city manager. The City Manager shall have the special powers and duties herein enumerated, and shall be directly responsible to the Council for the proper administration thereof, to wit:

- (a) To see that all laws and ordinances governing the City are enforced.
- (b) To appoint and remove all directors or heads of departments and all subordinate officers and employees in such departments. Further, such appointments and removals shall be made upon the basis of merit and fitness alone, including training and experience in the work to be performed, and without regard to age, race, color, religion, ancestry, national origin, sex, or place of birth.
- (c) To exercise actual management, control and supervision over all departments of the City Government, and to exercise all other administrative functions, except as otherwise in this Charter provided.
- (d) To supervise and manage all public work of the City, and the repair and maintenance thereof; to manage and control the public utilities of the City, and have general charge of maintaining and improving the streets, sidewalks, bridges, public grounds, and public buildings within the City, except as otherwise herein provided.
- (e) To make a monthly report to the Council, and to attend all meetings of the Council with the right to take part in the discussion, but having no vote.
- (f) To recommend to the Council for adoption such measures as he may deem necessary or expedient.
- (g) To keep the Council fully advised as to the financial conditions of the City.
- (h) To see that all franchise rights and provisions are justly enforced.
- (i) To prepare and submit to the Council an annual budget as by this Charter required.
- (j) To submit to the Council at each meeting thereof an order of business covering his recommendations.
- (k) To create such departments for the more efficient and economical administration of the affairs of the City as to him shall seem necessary and expedient.
- (l) Respond to requests of Councilmembers for policy reviews and charges.

Purchasing agent. The City Manager, subject to such regulations as the Council may prescribe from time to time, shall contract for, purchase, or issue purchase authorizations for, all supplies, materials, services and equipment (including rental thereof when appropriate) for offices, departments and agencies of the City government. Every such contract or purchase exceeding an amount to be established by ordinance and which amount may thereafter be changed by ordinance from time to time, shall require the prior

## **Norman, cont.**

approval of the Council. The City Manager may also transfer to or between offices, departments and agencies, or sell, surplus or obsolete supplies, material and equipment, subject to such regulations as the Council may from time to time establish by ordinance. Before the purchase of, or the making of a contract for, any supplies, services, materials or equipment, or the sale of any surplus or obsolete supplies, materials or equipment, ample opportunity for competitive bidding under such regulations and with such exceptions as the Council may from time to time prescribe by ordinance, shall be given; but the Council shall not except a particular contract, purchase or sale from the requirement of competitive bidding. The Council by ordinance may transfer some or all of the powers granted to the City Manager under this section to an officer or employee appointed by and subordinate to the City Manager, and may in its discretion by ordinance revoke any such transfer of powers previously authorized, or vest the same in some different officer or employee of the City likewise appointed by and subordinate to the City Manager.

## **Plano, TX**

Duties of the city manager. [The city manager shall:]

- (1) Appoint and remove any employee of the city not appointed by the city council.
- (2) Prepare the budget annually and submit it to the city council, and be responsible for its administration after adoption.
- (3) Prepare and submit to the city council as of the end of the fiscal year a complete report on the finances and administrative activities of the city for the preceding year.
- (4) Keep the city council advised of the financial condition and future needs of the city and make such recommendations as may seem desirable.
- (5) Perform such duties as may be prescribed by this charter or may be required of him by the city council, not inconsistent with this charter.

## **Sacramento, CA**

The city manager shall be the chief executive officer of the city and shall be responsible for the effective administration of the city government. The city manager shall have the power and it shall be the city manager's duty:

- (a) To see that all laws and ordinances are enforced;
- (b) To administer and exercise supervision and control over all offices, departments and services of the city government under the jurisdiction and control of the city manager;
- (c) To act in an advisory capacity to the city council with respect to officials not under the jurisdiction and control of the city manager;
- (d) Except as otherwise provided in this Charter, to appoint all heads or directors of departments of the city and all subordinate officers and employees with power to discipline and remove any officer or employee so appointed, subject to the civil service provisions of this Charter; provided, further, that all officers and employees of the city appointed by the city manager who are exempt from the rules and regulations of the civil service board pursuant to Charter Section 83 may be suspended or removed at the pleasure of the city manager.
- (e) To make such recommendations to the mayor and city council as the city manager shall deem appropriate concerning the operation, affairs and future needs of the city;
- (f) To attend all regular and special public meetings of the city council with the right to participate in the discussion of matters pending before the council but without the right to vote on such matters;
- (g) To see that all terms or conditions imposed in favor of the city or the people of the city in any contract franchise, lease or permit are faithfully kept and performed; and upon knowledge of any violation thereof to notify the city council of such violation;
- (h) When authorized to do so by the provisions of this Charter or by ordinance or resolution, to execute, on behalf of the city all contracts, franchises, lease or permits or any other document requiring the execution of which is required by an officer of the city;
- (i) To keep the city council fully advised as to the operations, financial conditions and needs of the city;
- (j) To prepare the annual budget in accordance with Charter Section 111.
- (k) To perform such other duties consistent with this Charter as may be prescribed by the city council.

## **Tucson, AZ**

Subject to the control of the mayor and council, the manager shall have the general supervision and direction of the administrative operation of the city government; he shall supervise and direct the official conduct of all appointive city officers except the auditor, attorney, treasurer, health officer, clerk and magistrate; he shall supervise the performance of all contracts made by any person for work done for the city, and in that behalf represent the city except as it may be otherwise provided in this Charter; he shall appoint, employ and discharge, from time to time, as occasion requires, all officers, deputies and employees of the city, who elsewhere in this Charter he is authorized to appoint, employ and discharge; he shall appoint all officers of the city, the appointment or election of whom is not otherwise provided for in this Charter, and may remove them when the interests of the city require; he shall make a written report to the mayor and council, at their first meeting in each month, of the state of the condition and business affairs of the city, with his recommendations in regard thereto; and he shall, whenever required by the mayor and council, make a written or verbal report, as may be indicated by the mayor and council, in detail of any particular matter relating to the affairs of the city within his supervision; he may require written monthly reports, or may require them oftener, from each of the appointed officers of the city, of the business and conditions of such office, and shall submit the same to the mayor and council upon their request therefor. The manager may direct reports other than the monthly reports herein provided for to be made verbally. All written reports shall be safely kept by the proper officers, as a part of the records of the city, and be open to the inspection of the electors of the city during office hours.

It shall be his duty, as well as that of the mayor, to see that all of the ordinances of the city are enforced.

## **Wichita, KS (Ordinance)**

Powers and duties generally relative to council. The city manager shall have a seat, but no vote, in all public meetings of the council. He shall make recommendations to the council on all matters concerning the welfare of the city. The city manager shall prepare and submit the annual budget of the city to the council, and shall keep the city fully advised as to the financial conditions and needs of the city.

Administration of city affairs; enforcement of laws and ordinances. The administration of the affairs and business of the city shall be in the hands of the city manager. He shall see that the laws and the ordinances of the city are enforced.

Appointment of officers and employees. The city manager shall appoint and remove all heads of departments and all the subordinate officers and employees of the city. All appointments shall be made upon merit and fitness alone.

Authority to discipline appointive officers; examination of affairs of departments, officers, etc. The city manager shall be responsible for the discipline of all appointive officers of the city, and may, without notice, cause the affairs of any department or the conduct of any officer or employee to be examined.