

## CHAPTER 2

### ADMINISTRATION

#### ARTICLE VI. CITY MANAGER'S DUTIES

##### Sec. 2-600. FUNCTION.

Manages the effective execution of city policies and legislative enactments; directs and coordinates municipal services and business affairs of the city; and advises and assists the City Council.

##### Sec. 2-601. RESPONSIBILITIES.

The following responsibilities are subject to the provisions of the City Charter, City Ordinances, and other applicable laws. He may delegate to members of his organization appropriate portions of his responsibilities together with commensurate authority for their accomplishment, but he may not delegate or relinquish his overall responsibility and accountability for results.

(a) Municipal Activities:

- (1) Plans, directs, coordinates, and reviews the services rendered by the various departments under his jurisdiction, and manages, controls, and maintains all city buildings and property.
- (2) Directs control of the public utilities and services provided by private corporation or individuals.
- (3) Develops and recommends a long-range plan of civic development and improvement; reviews and revises this plan as circumstances dictate.
- (4) Develops the annual public works program of the city within the approved long-range plan for approval by the Council; prepares and submits quarterly comparisons of planning and accomplishment.
- (5) Ensures that all ordinances of the city and laws of the state are faithfully enforced.
- (6) Attends meetings of the Council, and meetings of its committees as required.
- (7) Recommends to the Council such measures or action as he deems necessary or desirable, keeping the Council advised of the City's needs.
- (8) Investigate all complaints lodged with or referred to him concerning the administration of the city government and its services, taking appropriate action or recommending action beyond his authority to the Council.

Sec. 2-601. RESPONSIBILITIES (continued):

- (9) Controls investigative staff activities through the use of documents stating the objective, plan, schedule, and man days required for the study.
  - (10) Secures the services of specialized consultants as needed to determine the proper solution for problems.
- (b) Organization.
- (1) Develops and establishes a plan of organization designed to ensure that each component of the city government within his jurisdiction is a logical, separable, integral part of the whole, having commensurate responsibility, authority, and accountability for results within clearly defined limits; reviews and alters this plan as desirable.
  - (2) Adds, alters, or eliminates positions within the organization plan as appropriate, maintaining manpower consistent with needs.
  - (3) Prepares or arranges for preparation of organization charts and administrative codes defining the function, responsibilities, authority and relationships of city officials within his jurisdiction, to ensure understanding of such positions and to facilitate effective administration.
- (c) Personnel.
- (1) Appoints and removes city officials and employees within his jurisdiction, except that such responsibility and authority may be delegated to heads of departments and other subordinates.
  - (2) Develops and administers equitable schedules for the remuneration of city employees, reviewing and modifying such a schedules as circumstances require.
- (d) Finances.
- (1) Develops and recommends a long-range financial plan for the city, including a forecast of requirements and revenue.
  - (2) Prepares and submits an annual budget showing current financial status, anticipated revenue, and estimated operating and capital expenditures, conforming to the approved annual public works program; reviews quarterly and revises as necessary.
  - (3) Develops proposals regarding methods for financing city development and improvements.

Sec. 2-601. RESPONSIBILITIES (continued):

- (4) Directs the City's purchasing activities, establishing and administering appropriate procedures, and ensuring that proper standards of quality and performance are maintained, and shall be purchasing agent or appoint someone in his stead.
- (5) Establishes and administers effective internal controls to safeguard assets against loss through dishonesty or negligence, and no payment of city funds shall be made without his approval.

Sec. 2-602. LIMITS OF AUTHORITY.

- (a) Capital Expenditures: Authorizes capital expenditures previously approved in the budget, but not to exceed \$3,500 for any one item.
- (b) Operating and Maintenance Expenditures: Authorizes operating and maintenance expenditures approved in the budget.
- (c) Execution of Contracts: Executes contracts on behalf of the city for the purchase of materials, equipment, and real estate, or for services to be rendered to the city for all items within its authority. Refers contracts beyond his authority to the Council.
- (d) Sale of Real Estate: Recommends the sale of city-owned real estate to the Council.
- (e) Sale of Surplus Materials and Equipment: Authorizes the sale of materials and equipment which he determines to be surplus to the needs of the city where a single item or lot does not exceed \$1,000 in book value. Recommends sale or other disposition of items beyond his authority to the Council.
- (f) Expense Reports: Approves expense reports of all city officials and employees, except his own, which will be approved by the Council.
- (g) Bank Accounts: Authorizes opening and closing of bank accounts and transfers of city funds between accounts as necessary for the conduct of city business. Authorizes signatures on checks on city accounts and any necessary changes.
- (h) Public Relations and Advertising: Authorizes expenditures approved in the budget.
- (i) Memberships in Outside Organizations: Authorizes payment of dues and initiation fees as approved in the budget.
- (j) Outside Consultants: Authorizes payment for consulting services approved in the budget.

CHARTER REFERENCE: City Manager has some of the Chief Executive duties of Mayor, T. 3, Sec. 3 of 1955 Charter.

Sec. 2-603. RELATIONSHIP TO CITY COUNCIL.

Reports and is accountable to the City Council. Advises, consults with, and informs the City Council on policy matters affecting the city, making regular or special reports to the Council as required, or as he deems necessary.

Sec. 2-604. RELATIONSHIP TO OTHER GOVERNMENTAL AGENCIES.

Maintains liaison with other city officials, and with other municipal, county, state, and federal government agencies to ensure proper coordination of activities.

Sec. 2-605. RELATIONSHIP TO GENERAL PUBLIC.

Meets with private citizens and business, civic, charitable, fraternal, and labor organizations seeking information or making suggestions or complaints: investigates and disposes of such matters to the best advantage of all parties concerned. Meets with representatives of the press and radio; prepares news releases and other informative materials for publication.

Sec. 2-606. RELATIONSHIP TO OTHER ORGANIZATIONS.

Maintains membership in, or appropriate relationships with, professional, civic, and governmental associations and organizations.

CHARTER REFERENCE: City Manager. T. 15, Sec. 1 et seq.; Head of Administrative Branch, T. 15, Sec. 12; 1955 Charter.

STATE LAW REFERENCE: City Managers, V.S.A., T. 24, Sec. 1231 et seq.

Sec's. 2-607 to 2-699. Reserved

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