

Sec. 501. - City manager—Powers and duties.

The City Manager shall be the chief administrative officer and the head of the administrative branch of the City government. He/She shall be responsible to the City Council for the proper administration of all affairs of the City. Without limiting the foregoing general grant of powers, responsibilities and duties, the City Manager shall have power and be required to:

- A. Appoint and remove all department heads and officers of the City except those officers the power of appointment of whom is vested in the City Council, and pass upon and approve all proposed appointments and removals of subordinate employees by all officers and department heads;
- B. Prepare the budget annually and submit it to the City Council and be responsible for its administration after adoption;
- C. 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;
- D. ~~_Keep the City Council advised of the financial condition and future needs of the City and make such recommendations as may seem to him/her desirable;~~
- E. Enforce the laws of the State pertaining to the City, the provisions of this Charter and the Ordinances of the City; and,
- F. Perform such other duties as may be prescribed by this Charter or required of him/her by the City Council, not inconsistent with this Charter.

(Am Sec. 604. - Finance officer—Powers and duties.

The Finance Officer shall have power and be required to:

- A. Have charge of the administration of the financial affairs of the City ~~under the direction of the City Manager;~~
- B. Compile the budget expense and revenue estimates for the City ~~Manager~~Council, based upon the City Manager's proposed budget;

Prepare and submit to the City Council as of the end of the fiscal year a complete report on the finances of the City for the preceding year

Keep the City Council advised of the financial condition and future needs of the City and make such recommendations as may seem to him/her desirable;

- C. Supervise and be responsible for the disbursement of all moneys and have control over all expenditures to insure that budget appropriations are not exceeded; audit all purchase orders before issuance; audit and approve before payment, all bills, invoices, payrolls, demands or charges against the City government and, with the advice of the City Attorney, when necessary, determine the regularity, legality and correctness of such claims, demands or charges;
- D. Maintain a general accounting system for the City government and each of its offices, departments and agencies;
- E. Keep separate accounts for the items of appropriation contained in the City budget, each of which accounts shall show the amount of the appropriation, the amounts paid therefrom, the unpaid obligations against it and the unencumbered balance; require reports of the receipts and disbursements from each receiving and expending agency of the City government to be made daily or at such intervals as he/she may deem expedient;
- F. Submit to the City Council and the City Manager a monthly statement of all receipts and disbursements in sufficient detail to show the exact financial condition of the City; and as of the end of each fiscal year, submit a complete financial statement and report;
- G. Collect all taxes, assessments, license fees and other revenues of the City, or for whose collection the City is responsible, and receive all money receivable by the City from the county, state or federal government, or from any court, or from any office, department or agency of the City;

- H. Have custody of all public funds belonging to or under the control of the City or any office, department, or agency of the City government, and deposit all funds coming into his/her hands in such depository as may be designated by Resolution of the City Council, or, if no such Resolution be adopted, by the City Manager, and in compliance with all of the provisions of the State Constitution and laws of the State, governing the handling, depositing and securing of public funds;
- I. Supervise the keeping of current inventories of all property of the City by all City departments, offices and agencies;
- J. Establish a centralized purchasing system for all City offices, departments and agencies; and,
- K. Prepare rules and regulations governing the contracting for, purchasing, storing, distribution, or disposal of all supplies, materials and equipment required by any office, department or agency of the City government and recommend them to the City Manager and the City Council for adoption by Ordinance; and prepare administrative policies and procedures implementing this Section and recommend them for review and approval by the City Manager.

(Amended November 6, 2007: Amended May 2, 1977

Sec. 605. - Duties of officers and employees.

The City Council, by Ordinance, may assign additional functions or duties to offices, departments or agencies established by this Charter, but may not discontinue or assign to any other office, department or agency any function or duty assigned by this Charter to a particular office, department or agency.

~~Where the positions are not incompatible, the City Council may combine in one person the powers and duties of two or more offices created or provided for in the Charter.~~ No office provided in this Charter, to be filled by appointment by the City Manager, may be combined with an office provided in this Charter to be filled by appointment by the City Council. No person appointed as(/to) an office(r) provided for in this Charter may simultaneously hold a position that reports to another officer as provided in this Charter, and shall only report directly to the City Council.

Notwithstanding the foregoing, the City Council may transfer or consolidate functions of the City government to or with appropriate functions of the State or County government and in case of any such transfer or consolidation, the provisions of this Charter providing for the function of the City government so transferred or consolidated, shall be deemed suspended during the continuance of such transfer or consolidation, to the extent that such suspension is made necessary or convenient and is set forth in the Ordinance establishing such transfer or consolidation. Any such transfer or consolidation may be repealed by Ordinance.

Notwithstanding the foregoing, the City Council may enter into a contract for services with an outside entity to fulfill the duties of an office(r) or office(r)s provided in Sec. 600 et. seq. for a period not to exceed one year