

Section 3.03. - Powers and duties of the ~~city manager~~mayor.

The ~~city manager~~mayor shall:

- (a) Appoint, promote, and suspend, demote, or remove any city employees or appointive administrative officers under the city manager's jurisdiction, except as may be otherwise provided by law. Such appointment, promotion, suspension, demotion, or removal shall be in compliance with the civil service law and other applicable rules and regulations.
- (b) Establish or discontinue any city department, division or board in the administrative affairs of the city, subject to council approval.
- (c) Attend council meetings upon the request of city council and have the right to take part in discussion, but not to vote.
- (d) See to the faithful execution of all laws, provisions of this charter, and acts of the council subject to enforcement by the ~~city manager~~mayor or officers subject to the ~~city manager~~mayor's supervision.
- (e) Prepare, ~~and submit~~ and present to the council in the form provided by ordinance, the annual budget, a capital improvement budget, and a projected capital improvement program for a minimum five-year period.
- (f) Submit to the council at the first regular meeting in September of each year and make available to the public a comprehensive report on the financial condition and administrative activities of the city.
- (g) Make such other reports as the council may require concerning the operations of city departments, offices and agencies subject to the ~~city manager's~~Mayor's supervision.
- (h) Keep the council fully advised as to the financial condition and future needs of the city and make recommendations to the council concerning the affairs of the city.
- (i) Sign contracts on behalf of the city pursuant to the provisions of appropriations ordinances.
- (j) Develop and keep current an administrative code which sets forth the organizational and operational procedures of the city government.
- (k) Provide administrative assistance to the council in connection with their official duties, and perform such other duties as are specified in this charter or may be required by the council.
- (l) Act as purchasing agent for the city.