

CITY OF AVOCA

TITLE II: OFFICERS AND ADMINISTRATION **CHAPTER 5: CITY MANAGER**

5.01 APPOINTMENT AND COMPENSATION. The compensation for the City Manager shall be in an amount and in the form as may from time to time be fixed by the City Council by resolution. The City Council is hereby authorized, in its discretion, to enter into employment contracts with the City Manager as may be necessary for his or her employment.

5.02 ADMINISTRATIVE RESPONSIBILITY. The City Manager shall be responsible for the administration of all municipal affairs as directed by the City Council. All departments of the City shall be responsible to the City Manager. All departmental activity requiring the attention of the City Council shall be brought by to the City Council the City Manager and all City Council policy shall be coordinate through the City Manager.

5.03 RESIDENCY REQUIREMENT. The City Manager shall become a resident of the City of Avoca within a term deemed reasonable by the City Council, and continued residency in the City is a requirement for continued employment with the City.

5.04 DUTIES AND RESPONSIBILITIES. The duties and responsibilities of the City Manager include the following:

1. General. See that all resolutions, ordinances, laws, City Council directives and approved operations policies are either faithfully enforced and executed or referred to the proper official for compliance thereof.
2. Attend Council Meetings. Attend all meetings of the City Council unless otherwise excused by the Mayor and Council.
3. Recommendations. Recommend to the Council any measures as are necessary or expedient for the good government and general welfare of the City.
4. Supervision. Supervise, direct, and evaluate the official conduct of all officers appointed by the Mayor and City Council except the Mayor Pro Tem and City Attorney, and be directly responsible to the City Council for proper function of the same.
5. Personnel and Appointments. Make recommendations for the compensation of all employees, to be fixed by City Council by resolution. Make recommendations for the appointment or employment for officers or employees at the department head level. Employ and appoint all other employees to fill authorized positions not classified at the department head level, with the exception the City Clerk and City Attorney.

6. Annual Budget. Prepare and submit to the Mayor and Council an annual budget in the manner prescribed by law.
7. Code Enforcement. Supervise the enforcement and execution of all ordinances and laws within the City.
8. Purchasing. Supervise all City purchasing; approve capital and repair expenditures up to two thousand five hundred dollars (\$2,500) for operational needs and up to five thousand dollars (\$5,000) for emergency needs.
9. Financial Condition. Keep the Mayor and City Council full advised of the financial condition of the City.
10. Combined Offices. The Council may, by resolution passed by a majority of the entire Council, combine the office of City Manager with any other appointed position and so long as the duties of any of those offices are performed by the City Manager, there shall be no appointment to those offices.
11. Liaison. Maintain liaison with citizens, community organizations, businesses, developers, builders, engineers, and other entities important to municipal affairs.
12. Contracts. Supervise the performance of all contracts for work to be done for the City.
13. Investigations. Investigate, summarily and without notice, the conduct and affairs of any department, agency, officer or employee of the City.
14. Boards and Commissions. Attend meetings of other City boards and commissions as directed by the City Council, report to the City Council on the activities of various boards, commissions, and committees.
15. Urban Renewal, Economic Development, and Community Development. Direct and oversee the implementation of the City's Urban Renewal Plan, Economic Development Program, and Community Development programs.
16. Delegated Powers. Perform duties and have direct authority on all matters delegated by City Council action.
17. Other Duties. Perform such other duties as may be direct by the City Council.