

## ARTICLE IV. CITY MANAGER

### Section 1. The City Manager's powers and duties.

The City Manager shall be the chief operations officer of the City of Punta Gorda and in general charge of the administrative branch of the City government. He or she shall be responsible to the Council for the proper administration of all affairs of the City, and to that end, subject to the personnel provisions of this Charter, he or she shall have power and shall be required to:

- (a) Appoint, and, when he or she deems it necessary for the good of the City, suspend or remove any City employee in the classified service as provided for by or under this Charter, ordinances of the City or personnel rules adopted pursuant to this Charter; where such appointment, removal or suspension involves the head of any department, the City Manager shall forthwith make report thereof to the Council.
- (b) Prepare and submit to the council as of the end of each fiscal year, a complete report on the finances and administration activities of the City for the preceding year.
- (c) Prepare and submit the annual budget, budget message, and capital program to the Council in form provided by ordinance.
- (d) 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 the City Manager or the Council deems desirable.
- (e) Direct and supervise the administration of all departments, offices and agencies of the City, except as otherwise provided by this Charter or by law.
- (f) Attend all Council meetings and have the right to take part in discussion, but may not vote.
- (g) See that all laws, provisions of this Charter and acts of the Council subject to enforcement by him {or her} or by officers subject to his or her direction and supervision are faithfully executed.
- (h) Sign contracts on behalf of the City pursuant to the approval of the Council first obtained and in accordance with the provision of any appropriation ordinances; provided however, that when any contract shall provide for the maximum expenditure of not more than such amount as may be fixed by ordinance, then such prior approval need not be obtained. This provision, however, shall not supersede any provisions of the statutes or ordinances requiring competitive bids nor authorize any contract to exceed amounts appropriated for that general classification of expenditures.
- (i) Perform all such other duties as are specified in this Charter, or as may be required of him or her by the Council, not inconsistent with this Charter.

(Res. No. 858-87 Ex. E, 07-15-87; Ord. No. 1169-96 <sec> 1, 11-20-96)

## **Section 2. Interference with administration.**

- (a) The Council or its members shall deal with City officers and employees who are subject to the direction and supervision of the City Manager solely through the City Manager, and neither the Council nor its members shall give orders to any such officer or employee, either publicly or privately.
- (b) Nothing in the foregoing is to be construed to prohibit individual members of the Council from closely scrutinizing, by personal observation and questions to City officers and employees, all aspects of City government operations so as to obtain independent information to assist the members in the formulation of sound policies to be considered by the Council.
- (c) Recommendations for improvement in City government operations by individual Councilmembers shall be made to and through the City Manager.

(Ord. No. 1169-96 <sec> 1, 11-20-96)

## **Section 3. Acting City Manager.**

By letter filed with the Council, the City Manager shall designate, subject to approval of the Council, a qualified City administrative officer to exercise the powers and perform the duties of City Manager during any temporary absence or disability. During such absence or disability, the Council may revoke its approval of such designation at any time and appoint another officer of the City to serve until the City Manager shall return or any disability shall cease.

(Ord. No. 1169-96 <sec> 1, 11-20-96)

## **Section 4. Departments and divisions.**

City departments shall include those designated in this Charter and such other departments as have been or may be created by ordinance. The work of each department may be distributed among such divisions thereof as may be established by the City Manager.

(Ord. No. 1169-96 <sec> 1, 11-20-96)