

CHAPTER 21

CITY MANAGER

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21.01 CREATION OF OFFICE. The office of the City Manager is hereby created, which office shall be filled by a majority vote of the Council. The Council shall annually, on the third Monday in July, appoint a City Manager to serve for a period of one year.

21.02 POWER AND DUTIES GENERALLY. The City Manager shall, under the direction of the Council, superintend and inspect all work and improvements done and made upon the streets, alleys, sewers, waterworks system and public grounds, not including the duties incumbent upon the Park Commissioners. The City Manager shall have general supervision of all City departments and shall employ labor in any and all the departments, except the police department. The City Manager shall perform such other acts and do such things as are needful and proper for the beneficial results from the departments, and for the good government of the City. The City Manager shall have such other and further powers and perform such other and further duties as the Council may confer or impose upon the City Manager, which may include at the Council's determination, duties which may have been previously vested in one or more appointive officers. In the event such duties are imposed upon the City Manager, there shall be no appointment of other appointive officers unless the Council shall otherwise deem it necessary to make such appointments.

21.03 EMPLOYMENT OF ENGINEERING ASSISTANTS. The City Manager is hereby authorized to hire or employ such engineering assistants, from time to time, as the City Manager may deem necessary.

21.04 SURVEYS, PLATS AND REPORT AS TO GRADES. The City Manager, subject to the approval of the Council, shall make or cause to be made, with engineering assistance as shall be necessary, the necessary surveys, plats, drawings and estimates, together with suitable specifications for public works, and all necessary surveys of streets, avenues, alleys and all public grounds, the lines of which shall be made in some substantial and permanent manner. Necessary plats of all surveys shall be filed with the office of the City Manager and recorded in a book provided for that purpose together with field notes. The City Manager, with engineering assistance, shall cause a report to be made as to the grade for all streets, avenues, alleys, and public grounds at the time and in the order required by the Council, and when required to report a change in the grade of any street, alley or public ground, the City Manager shall cause report plans and estimates for grading or change in the grade thereof, as the case may be, and shall cause a suitable plat or profile of all surveys and grades to be made for the Council for approval and adoption, and when adopted to be filed in the office of the City Manager for examination. The City Manager shall cause landmarks to be established either for surveying or grading of streets, the same to be accomplished by placing stones or other permanent monuments from which the grade or survey may be readily ascertained.

21.05 FILING RESPONSIBILITIES. Engineers retained by the City shall file and preserve in the office of the City Manager or at such other place as shall be directed by the Council, all maps, plats, surveys, books, reports, papers and other things pertaining to work performed by said engineers, all of which shall be delivered to the City Manager and his or her successors.

21.06 FIRE DEPARTMENT AUTHORITY. The City Manager shall be responsible for the management and direction of the fire department as approved from time to time by the Mayor and Council.

21.07 DEPARTMENTAL REPORTS. The City Manager shall require an accurate report each month from those under his or her supervision in the various departments as to the performance of their duties and the existing conditions of the departments.

21.08 RECOMMENDATIONS TO COUNCIL. The City Manager shall recommend to the Council for adoption such measures as the City Manager may deem necessary or expedient.

21.09 COUNCIL ADVISEMENT. The City Manager shall keep the Council fully advised at all times as to the financial condition and needs of the City.