

CHAPTER 2.24

CITY MANAGER

2.24.010 Office of City Manager Created.

- A. The office of City Manager is hereby created and established. (Ord. 86-3)
- B. The City Manager shall be the administrative head of the municipal government under the direction and control of the City Council and shall exercise those general powers necessary for the efficient administration of the City as well as those powers set forth in this Chapter.
- C. The City Council and its members shall deal with the administration of the City only through the City Manager. Except for purposes of inquiry, neither the City Council nor a member of the City Council shall give orders to the subordinates of the City Manager.

2.24.020 Appointment.

- A. The City Manager shall be appointed by the City Council wholly on the basis of the City Manager's executive and administrative qualifications and ability.
- B. The residence of the City Manager shall be located so as to allow for the effective and timely performance of the duties and responsibilities of the position.
- C. No person elected or appointed as a Council member of the City shall, subsequent to such election or appointment, be eligible for appointment for City Manager until one year has elapsed since such person has held the position of City Council member.
- D. The City Manager may appoint a City officer or employee to serve as temporary City Manager. If required, failing such an appointment, the City Council may designate a temporary City Manager.

2.24.030 Removal. The City Manager shall hold the office at the pleasure of the City Council.

2.24.040 Full Time Position. The City Manager shall expend full time on the performance of the duties enumerated herein and shall not take on additional employment without the consent of the City Council.

2.24.050 Compensation.

A. The City Manager shall receive such compensation and expense allowances as the City Council shall, from time to time, determine and fix by resolution.

B. The City Manager shall be reimbursed for all sums necessarily incurred or paid by the City Manager in the performance of the City Manager's duties to include travel on City business.

2.24.060 Bond. The City Manager shall furnish a corporate surety bond in the amount of \$100,000 from a surety approved by the City Council for the faithful performance of the duties imposed upon the City Manager. The premium for such bonds shall be a proper charge against the City.

2.24.070 Duties, Responsibilities and Authority. The duties, responsibilities and authority of the City Manager shall be, without limitation:

- A. To enforce all laws and ordinances of the City;
- B. To enforce all franchises, permits and privileges granted by the City;
- C. To act as District Manager for the Cardiff Sanitation District, the San Dieguito Water District, and Secretary of the Encinitas Housing Authority. (Ord. 96-18)
- D. To appoint, remove, promote and demote all department directors serving at the pleasure of the City Manager; (Ord. 2003-08).
- E. To control, order and give directions to all department directors; (Ord. 2003-08).
- F. To attend all meetings of the City Council, unless excused therefrom;
- G. To attend commission meetings upon the City Manager's own volition or upon the direction of the City Council;
- H. To recommend to the City Council the adoption of such measures and ordinances as the City Manager deems necessary;
- I. To keep the City Council fully advised at all times as to the financial conditions and needs of the City and to furnish financial reports to the City Council;

J. To control the purchase of all supplies for all departments or divisions of the City to include submitting or recommending expenditures to the City Council;

K. To prepare and submit a proposed annual budget and a proposed salary plan to the City Council each year;

L. To investigate into the affairs of the City and any department or division thereof, and into the proper performance of any contract or other obligation pertaining to the City;

M. To investigate all complaints in relation to matters concerning the administration of the City to include services maintained by public utilities in the City;

N. To supervise the use of all public buildings, public parks, and all other public property which are under the control and jurisdiction of the City and to perform such other duties and exercise such other powers and authority as may be delegated to the City Manager from time to time by action of the City Council.