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<u>Title I GENERAL PROVISIONS AND ADMINISTRATION</u>							
<u>Chapter 2 ADMINISTRATION</u>							
<u>Article III. City Manager</u>							

2-23 Powers and duties.

The city manager shall be the administrative head of the city government under the direction and control of the city council, except as otherwise provided in this Code. He or she shall be responsible for the efficient administration of all the affairs of the city which are under his or her control. In addition to his general powers as administrative head, and not as a limitation thereon, it shall be his or her duty and he shall have the power:

(a) To see that the laws of the state pertaining to the city and all laws and ordinances of the city are duly enforced, and that all franchises, permits and privileges granted by the city are faithfully observed.

* (b) To appoint, promote, discipline, demote and remove the chief of police, all heads of departments and all subordinate officers and employees of the city except the city clerk, the city attorney and the city treasurer; to transfer employees from one department to another; and to consolidate or combine offices, positions, departments or units under his jurisdiction.

(c) To exercise control over and to supervise in general all departments and divisions of the city government and all appointive offices and employees thereof except the city clerk, the city attorney and the city treasurer.

(d) To attend all meetings of the city council and its committees unless excused therefrom by the city council, except when his removal is under consideration by the city council.

(e) To recommend to the city council for adoption such measures and ordinances as he or she deems necessary or expedient.

(f) To keep the city council at all times fully advised as to the financial conditions and needs of the city.

(g) To prepare and submit to the city council the annual budget and to administer it after adoption.

(h) To prepare and to recommend to the city council a salary plan.

(i) To purchase or cause to be purchased all supplies for all of the departments or divisions of the city. No expenditure shall be submitted or recommended to the city council except upon report or approval of the city manager.

(j) To make investigations into the affairs of the city and any department or division thereof, and any contract or the proper performance of any obligation running to the city.

(k) To investigate all complaints in relation to matters concerning the administration of the government of the city and in regard to the service maintained by public utilities in the city, and to see that all franchises, permits and privileges granted by the city are faithfully observed.

(l) To exercise general supervision over all public buildings, public parks, streets and other public property which are under the control and jurisdiction of the city council.

(m) To devote his entire time to the duties and interests of the city.

(n) To act as local director of civilian defense.

(o) To make reports and recommendations as may be desirable or as requested by the city council.

* (p) To serve in any appointed office or head of department within the city government to which he may be qualified when appointed thereto by the city council and to hold and perform the duties thereof at the pleasure of the city council.



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(q) To perform such other duties and exercise such other powers as may be delegated to him from time to time by ordinance or resolution of the city council. (Code 1959, § 2107)