
Sec. 9.05. Powers and duties.

The City Manager, as Chief Administrative Officer of the City, shall be responsible to the City Commission for the proper administration and management of all affairs of the City including, but not limited to, those placed under the City Manager's authority under this Charter. The City Manager shall:

- (a) Supervise all governmental and proprietary functions of the City and all departments, except the City Attorney's and City Clerk's departments.
- (b) Employ or remove any employee of the City, subject to the provisions of this Charter, all ordinances and resolutions of the City, all personnel policies and applicable collective bargaining agreements of the City, and all personnel rules of the State and Federal government. Charter officers appointed by the City Commission, employees of the City Attorney's department, and employees of the City Clerk's department shall not be subject to employment or removal by the City Manager.
- (c) Promulgate such rules and regulations and amendments thereto for appointment, promotion, discipline and removal of employees of the City subject to State, Federal, and local laws governing employment, except as otherwise provided for in this Section.
- (d) Enforce all ordinances, franchises and contracts of the City.
- (e) Attend all City Commission meetings, either in person or by a duly qualified and designated representative, with a voice but not a vote in the proceedings.
- (f) At the first regularly scheduled meeting each month of the City Commission, submit a summary report of receipts and disbursements.
- (g) Prepare and submit the annual budget and five-year capital improvement program to the City Commission; implement the final budget approved by the City Commission to achieve the goals of the City; submit to the City Commission and make available to the public a complete report of the finances and administrative activities of the City as of the end of each fiscal year; make such other reports as the City Commission may require concerning budget and operations; and keep the City Commission fully advised as to financial conditions and future needs of the City.
- (h) Be the purchasing agent for the City.
- (i) Sign warrants for payment of moneys for the City.
- (j) Be custodian of all real property and tangible personal property of the City.
- (k) Determine whether any officer, clerk, or employee shall require bonding and the amount thereof. When bonding is required, the costs of the bonding shall be paid by the City.
- (l) Sign all contracts, agreements, and applications for the City after such has been approved by the City Commission at a regular or special City Commission meeting.
- (m) Perform such duties as may be prescribed by general law, by this Charter, by ordinance or resolution of the City, or by direction of the City Commission as a whole.