

## CHAPTER 20

### CITY MANAGER

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**1-20-1: OFFICE CREATED:**  
The office of City Manager is hereby created. (312)

**1-20-2: APPOINTMENT:**  
The Council shall by vote of at least two-thirds (2/3) of its members appoint the City Manager for an indefinite term, and the Council shall fix his compensation. He shall be chosen on the basis of his qualifications for the office, with first preference given to applicants who reside in Mesa. He shall within sixty (60) days after his appointment and thereafter during his tenure in office reside in the City. He shall be a citizen of the United States of America. (312; Article III, Section 301, Mesa City Charter)

**1-20-3: REMOVAL:**  
The Council may remove the Manager at any regular or special meeting by a vote of at least two-thirds (2/3) of the Council. It may pay him severance pay not exceeding two (2) months' salary. A dismissed Manager shall, upon his request, have a public hearing; however, the action of the Council shall be final and not subject to review by any court or agency. This Chapter vests all authority to suspend and remove the Manager in the Council. (312; Article III, Section 302, Mesa City Charter)

**1-20-4: DUTIES:**  
The Manager shall be the chief administrative officer of the City, responsible to the Council for administration and coordination of all departments, boards, and affairs assigned to him by this Chapter, by ordinance, or by resolution. He shall have authority and responsibility to: (312; Article III, Section 303, Mesa City Charter)

- (A) Attend Council meetings and present information and recommendations he deems necessary or as requested by any member of the Council, but he shall have no vote. (312; Article III, Section 303, Mesa City Charter)
- (B) Recommend to, and upon approval by the Council, appoint all City officers (except those subject to Council appointment pursuant to Section 401 of the Mesa City Charter), and when deemed necessary, suspend, and after approval of the Council, remove them. (312; Article III, Section 303, Mesa City Charter)
- (C) Pursuant to the merit system regulations, appoint, and when necessary remove, all employees of the City, except as he may authorize heads of departments and offices to appoint and remove their own subordinates. Any unexcused voluntary absence of any employee shall constitute resignation. (312; Article III, Section 303, Mesa City Charter)

- (D) Recommend to the Council personnel policies and assignments for efficient operation of the City government. (312; Article III, Section 303, Mesa City Charter)
- (E) Submit to the Council the annual budget and capital program. (312; Article III, Section 303, Mesa City Charter)
- (F) Supervise all expenditures and purchases of the City. (312; Article III, Section 303, Mesa City Charter)
- (G) See that all laws, provisions of this Chapter, and acts of the Council subject to enforcement by him or by officers under his direction are faithfully executed. (312; Article III, Section 303, Mesa City Charter)
- (H) Execute or cause to be executed by his designated representative all contracts and other lawful documents authorized by the Council. (Article III, Section 303, Mesa City Charter)
- (I) Grant or assign easements to utility and telecommunication entities, public agencies, or governmental entities for utility and telecommunication easements, storm water and drainage easements, and similar types of easements that are intended to benefit the public or to allow utility services to City owned property. The grants or assignments may be from City owned property, City rights-of-way, or other property for which the City has a property right that allows it to grant or assign such easements. (4975)
- (J) Dedicate rights-of-way and easements to the public from City owned property. (4975)
- (K) Perform any other lawful duties required of him by the Council. (312; Article III, Section 303, Mesa City Charter)

**1-20-5: RESTRICTIONS:**

- (A) The Manager shall not engage in any other employment during his tenure of office. (Article III, Section 304, Mesa City Charter)
- (B) The Manager shall take no part in campaigns for election of Mayor or Councilmen other than to cast his vote and express privately his opinions. (Article III, Section 304, Mesa City Charter)
- (C) The Manager shall not exercise any policy-making or legislative functions. All law enforcement policies shall be determined by the Council. (312; Article III, Section 304, Mesa City Charter)

**1-20-6: PUBLIC RELATIONS:**

In the discharge of his duties as City Manager, the person holding such position shall endeavor at all times to exercise the highest degree of tact, patience, and courtesy in his contacts with the public and with all City boards, departments, and employees and shall use his best efforts to establish and maintain a harmonious relationship between all personnel employed in the government of the City to the end that the highest possible standards of public service shall be continuously maintained. (312)

**1-20-7: BOND:**

The City Manager shall furnish a surety bond to be approved by the Council in the sum of one thousand dollars (\$1,000.00), said bond to be conditioned on the faithful performance of his duties. (312)

**1-20-8: COMPENSATION:**

The City Manager shall receive such compensation as the Council shall fix from time to time by motion noted in its minutes. (312)

**1-20-9: ACTING CITY MANAGER:**

By letter filed with the Clerk, the Manager shall designate a qualified City employee and an alternate to become Acting Manager in the event of his temporary absence or disability. The Council may revoke such designation and appoint another employee to serve as Acting Manager until the Manager shall return. (Article III, Section 305, Mesa City Charter)