

ITEM #: 33
DATE: 02-25-25
DEPT: ADMIN

COUNCIL ACTION FORM

SUBJECT: AMENDMENT TO SECTION 2.45, DUTIES AND POWERS OF THE CITY MANAGER, TO AUTHORIZE DELEGATION OF POWERS

BACKGROUND:

Municipal Code, in Section 2.45, prescribes a set of duties and powers that may be exercised by the City Manager. Historically, the City Manager has delegated certain responsibilities to the Assistant City Managers. These delegated responsibilities have included the authority to approve contracts and change orders, and the ability to approve certain employment actions.

During a recent personnel matter, a challenge was raised regarding the validity of the Assistant City Manager to consent to a disciplinary action rather than the City Manager directly. The matter was resolved, but in staff's opinion, it seems appropriate in Municipal Code to clarify that the City Manager may delegate certain responsibilities to other staff members.

Staff has prepared a draft ordinance adding the ability to delegate the City Manager's powers to the list of powers and duties of the City Manager. **If approved, the City Manager would be able to designate in writing which staff members have been delegated which powers.**

ALTERNATIVES:

1. Approve first reading of an ordinance to amend Chapter 2.45, Duties and Powers of the City Manager, to authorize delegation of duties and powers.
2. Do not approve the ordinance.

CITY MANAGER'S RECOMMENDED ACTION:

In order to ensure timely decisions and an efficient and effective administration of the City, it is necessary for the City Manager to rely on assistants to handle day-to-day activities. These often involve matters such as contracts and personnel issues. If approved, the ordinance would allow some powers of the City Manager to be delegated. The City Manager would need to determine which powers to delegate, and to whom, in order to formally delegate the authority. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as described above.

ATTACHMENT(S):

[Ordinance City Manager Duties-Powers.PDF](#)