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## CHAPTER 2. ADMINISTRATIVE POLICY AND PROCEDURE

1.41. City Manager. The City Manager shall see that all laws, ordinances, rules, regulations adopted by the City Council, and the provisions of this Code, are properly enforced. He shall attend all meetings of the City Council, regular and special. During the absence or disability of the Manager, some qualified person to temporarily perform the duties of the Manager shall be designated as prescribed in section 7.1 of the Charter.

1.42. Department Heads. All administrative officers are responsible to the City Manager for the effective administration of their respective departments and offices, and all activities assigned to them. He shall employ or appoint all officers and employees except as otherwise provided by the City Charter or this Code. The City Manager may set aside any action taken by any administrative officer and may supersede him in the functions of his office but, as to officers appointed by the City Council, such action shall be subject to approval by the City Council.

1.43. Vacancies. In case of vacancy in office or during the absence of any administrative officer, the City Manager may designate an interim acting head or perform personally the functions of the office, until such vacancy is filled in accordance with the Charter.

1.44. All Departments. All departments of the City shall comply with the following:

- (1) All department heads shall keep informed as to the latest practices in their particular field and shall inaugurate, with the approval of the City Manager in the case of departments responsible to him or in the case of other departments, with the approval of the officer or body to whom the department head is responsible, such new practices as appear to be of benefit to the service and to the public.
- (2) Reports of the activities of each department shall be made to the Manager as he shall direct.
- (3) Each department head shall be held responsible for the preservation of all public records under his jurisdiction and shall provide a system of filing and indexing the same.

1.45. Administrative Manual. The City Manager is authorized to adopt such administrative regulations in addition to, but not inconsistent with, the Charter and this Code, as he shall deem necessary and proper to provide for the adequate functioning of all departments. Such regulations shall comprise the Administrative Manual.

1.46. Payment of Monies. All monies belonging to the City shall be paid out by checks drawn as provided in section 8.8(b) of the Charter.

1.47. Approval of Legal Documents. The Mayor shall sign, the City Clerk shall attest to, the City Manager shall approve as to substance, and the City Attorney shall approve as to form, all contracts and agreements requiring the assent of the City, unless otherwise provided for by law, the Charter, Ordinances or the provisions of this Code.

1.48. Penalty Fee for Late Payment of City Taxes. The City Treasurer shall assess a penalty fee on all City taxes, both real and personal, which are unpaid as of July 31 of each year. The penalty fee shall be assessed at a rate of one and one-half percent (1.5%) per month, or an annual rate of eighteen percent (18%). All taxes unpaid as of February 28 of the next calendar year, with penalty fee added, shall be turned over to the County Treasurer for collection.