

## Section 2-406. The City Administrator

The City Administrator must be a person of demonstrated administrative ability with experience in a responsible, important executive capacity and must be chosen by the Mayor solely on the basis of executive and administrative qualifications. The Administrator's salary is fixed by the Council. The Administrator is appointed for an indefinite term and has the following responsibilities:

- (a) Advance the City's core values of anti-racism, equity, transparency, communication, collaboration and fiscal responsibility.
- (b) Advance the City's efforts to mitigate the human-made climate crisis and prioritize environmental justice initiatives.
- (c) Proper and efficient administration of all City affairs.
- (d) Except for the City Attorney and the Chief of Police, appoint, reassign, discipline and remove all directors of bureaus and departments and all employees, consistent with all laws and collective bargaining agreements. The Administrator may delegate to directors the authority to appoint, discipline and remove subordinate employees.
- (e) Execute and enforce all laws adopted by Council.
- (f) Attend meetings of the Council, and its committees, and such meetings of boards and commissions as the Administrator chooses.
- (g) Investigate affairs of the City under the Administrator's supervision, including any contract for the proper performance of obligations running to the City within the Administrator's jurisdiction.
- (h) Control and administer the financial affairs of the City. The Administrator may appoint a Budget Director to act under the Administrator's direction.
- (i) Prepare an annual budget under the direction of the Mayor for the Mayor's submission to the Council.
- (j) Prepare and submit to the Council such reports as it may require.
- (k) Keep the Council at all times fully advised as to the financial condition and needs of the City.
- (l) Prescribe such general rules and regulations as the Administrator may deem necessary or

expedient to the general conduct of the administrative departments under the Administrator's jurisdiction. The Administrator may delegate rulemaking authority to other bureau directors.

(m) Perform such other duties as may be directed by the Mayor or prescribed by this Charter or by City Code.