

62. **ABSENCE.** The City Manager may designate by letter filed with the City Clerk, a qualified administrative officer of the City to perform his duties during his temporary absence or disability, subject to the approval of the Mayor and City Council. If he does not make such a designation, or if the Mayor and City Council does not approve his designation, The Mayor and City Council shall by order appoint a qualified administrative officer of the City to perform the duties of the City Manager during such absence or disability.

63. **COMPENSATION.** The compensation of the City Manager shall be set by ordinance of the Mayor and City Council.

63A. **BOND.** The City Manager shall give bond in the amount of Twenty Thousand Dollars (\$20,000.00).

64. **POWERS AND DUTIES.** (a) The City Manager shall be the chief executive officer and the head of the administrative service of the City. He shall be responsible to the Mayor and City Council for the proper administration of the affairs of the City, and the enforcement of ordinances and orders of the Mayor and City Council.

(b) He may make such rules and regulations not contrary to this Article or to the orders and ordinances of the Mayor and City Council as in his judgment may be required to increase the efficiency and improve the operations of the City government.

(c) He shall have general administrative supervision over the several administrative departments of the City, including the maintenance of the streets, sewers, and public property of the City, the water system, the electric light system, the fire alarm system, and the administration of the Finance Division and of the police and fire departments.

(d) He shall see that all contracts made with the City are faithfully complied with, as also the conditions of the grant of any franchise or privilege.

65. **OFFICERS AND EMPLOYEES.** (a) The City Manager is authorized to appoint a person to be his private secretary who shall be a member of the Classified Service.

(b) The City Manager shall appoint persons to fill positions in the Unclassified Service of the City, except for those appointments which are provided for otherwise in this Article. He may remove from office those persons whom he has appointed, when such removal appears to him to be in the public interest and welfare.