

(e) *The mayor each year shall report to the council the condition of municipal affairs, and make such recommendations as he deems proper for the public good and welfare of the city.*

(f) *The mayor annually shall prepare or have prepared a budget and submit it to the council. He shall be responsible for the administration of the budget as adopted by the council.*

ARTICLE IV

EXECUTIVE SECRETARY TO THE MAYOR

24. *Appointment and Salary. There shall be a full-time executive secretary to the mayor who shall be appointed by the mayor and council and shall serve at their pleasure. The executive secretary shall have had training and/or experience in the field of public administration. His salary shall be determined by the council.*

25. *Duties and Powers. The executive secretary shall represent the mayor in all matters of day-to-day administration. In this connection he shall exercise all administrative powers and authority delegated to him by the mayor. In addition the mayor, in his discretion, may appoint the executive secretary as head of any one of the departments. The executive secretary also shall have all powers and duties specifically given him by this charter. Except as provided by this charter, no duties, functions, or powers shall be assigned to or removed from the executive secretary by the council.*

26. *Purchasing. The executive secretary shall serve as purchasing agent for the City of Salisbury. Pursuant to rules and regulations established by ordinance, the executive secretary, serving as purchasing agent, shall contract for, purchase, store, and distribute all supplies, materials, and equipment required by any office, department, or agency of the city government and shall have authority to transfer to or between offices, departments, or agencies, or sell surplus, obsolete, or unused supplies, materials, and equipment. In accordance with Section 124 and 130 of this charter, the executive secretary, serving as purchasing agent, shall invite bids and award public works and construction contracts. He shall consult with the department of public works regarding all invitations to bid and awardings of public works and construction contracts. The executive secretary, serving as purchasing agent, shall also have the power to:*