

## Chapter 2.08

### City Administrator

(524-2/48, 1935-11/74, 740-12/59, 2123-11/76, 3718-8/05)

#### Sections:

- 2.08.010 Powers--Duties
- 2.08.020 Repealed - Ord. 3718-8/05
- 2.08.030 Eligibility--Councilmember
- 2.08.040 Repealed - Ord. 3718-8/05
- 2.08.050 Absence
- 2.08.060 Administrative contingency account
- 2.08.070 Repealed - Ord. 3718-8/05
- 2.08.080 Repealed--Ord. 2123-11/76
- 2.08.090 Repealed--Ord. 2123-11/76
- 2.08.100 Repealed--Ord. 2123-11/76
- 2.08.120 Standard of conduct
- 2.08.130 Attendance at commission or board meetings
- 2.08.140 Council administrator relations

**2.08.010 Powers--Duties.** In addition to the powers and duties of the City Administrator enumerated in the Huntington Beach City Charter, Article VI, the following shall also apply:

- (a) **Route Administration.** To execute on behalf of the Council, its administrative supervision and control of such affairs of the City, as may be placed in his/her charge; (3718-8/05)
- (b) **Meeting.** To attend meetings of the Council, with the duty of reporting on or discussing any matter concerning the affairs of the departments, services or activities under his/her supervision upon which in his/her judgment the Council should be informed unless excused therefrom by the City Council, except when his/her removal is under consideration by the City Council; (3718-8/05)
- (c) **Mail.** To receive and open all mail addressed to the Council and give immediate attention thereto to the end that all administrative business referred to in said communications and not necessarily requiring councilmanic action, may be disposed of between Council meetings. Provided that all actions taken pursuant to such communications shall be reported to the Council at its next regular meeting thereafter;
- (d) **Coordination of Departments.** To assist the Council in coordinating the administrative functions and operations of the various departments, divisions and services of the city government; and, on its behalf to carry out the policies, rules and regulations and ordinances adopted by it, relating to the administration of the affairs of such departments, divisions or services;
- (e) **Analysis and Recommendations.** To analyze the functions, duties and activities of the various departments, divisions and services of the city government and of all employees thereof; and to make such recommendations to the Council with reference thereto as in his/her judgment will result in the highest degree of efficiency in the overall operation of the city government; (3718-8/05)
- (f) **Director of Civilian Defense.** To act as local director of civilian defense;
- (g) **Budget Estimates.** To cause to be prepared and submitted to him by each department, division or service of the city government, itemized annual estimates of expenditures required by any of them for capital outlay, salaries, wages and miscellaneous operating costs; to tabulate the same into a preliminary consolidated municipal budget and submit the same to

the Council before the fifteenth day of June of each year with recommendations as to such changes which he/she deems advisable; (3718-8/05)

- (h) **Administration of Budget.** To be responsible for the administration of the budget after its final adoption, and to keep the Council informed with respect thereto;
- (i) **Supervision over Expenditures.** As agent for the Council, to supervise the expenditures of all departments, divisions or services of the city government;
- (j) **Equipment Inventory and Purchase.** To make, and keep up to date, an inventory of all property, real and personal, owned by the City, and to recommend to the Council the purchase of new machinery, equipment and supplies whenever in his/her judgment the same can be obtained at the best advantage, taking into consideration trade-in value of machinery, equipment, etc., in use; (3718-8/05)
- (k) **Public Improvements.** To develop and organize necessary public improvement projects and programs; and to aid and assist the Council and various departments in carrying the same through to successful conclusion;
- (l) **Cooperation with Community Organizations.** To cooperate within lawful limits, with all community organizations whose aim and purpose it is to advance the spiritual and material interests of the City and its people; and to provide the, within lawful limits, with assistance through the city government;
- (m) **Additional Duties.** To perform such other duties pertaining to this position as the Council may from time to time reasonably require;
- (n) **Agency for Council--Limitations.** The City Administrator shall act as the agent for the City Council in the discharge of its administrative functions but shall not exercise any policy-making or legislative functions whatsoever, nor attempt to commit or bind the Council or any member thereof to any action, plan or program requiring official councilmanic action; (3718-8/05)
- (o) **Duties Vested Elsewhere.** It is not intended by this section to grant any authority to, or impose any duty upon the City Administrator which is vested in or imposed by general law or valid city ordinances in any other city commission, board, department, officer or employee. (524-2/48, 1935-11/74, 3718-8/05)

**2.08.030 Eligibility—Councilmember.** No person elected as a Councilmember of the city shall, subsequent to such election, be eligible for appointment as City Administrator until one year has elapsed after such Councilmember shall have ceased to be a member of the City Council. (740-12/59, 3718-8/05)

**2.08.050 Absence.** The City Administrator shall designate an officer of the city to serve as acting City Administrator during any temporary absence or disability of the City Administrator. In the event of failure to make such designation, the City Council may appoint an officer to perform the duties of the City Administrator during the period of absence or disability of said City Administrator. (740-12/59, 3718-8/05)

**2.08.060 Administrative contingency account.** Consistently with section 518 of the City Charter, the City shall maintain in the administrator's departmental budget an account to be known as the administrative contingency account. *The balance of this account at any one time shall not exceed three thousand dollars (\$3,000) and initially shall be so budgeted.* The City Administrator, when in his/her discretion it is in the best interests of the city so to do, may without Council approval pay out of or encumber said account for goods or services for municipal purposes which are not otherwise budgeted, in an amount not to exceed the then unencumbered account balance. Provided, however, that at the next regular or adjourned meeting of the City Council, the City Administrator shall report any expenditures or encumbrances charged to said account and request that said expenditures or encumbrances be transferred to the proper departmental budget account or accounts, which shall have the effect of replenishing said administrative contingency account to its original balance. Where no amount has been budgeted in any account which may properly be charged with the expenditure or encumbrance, the administrator shall present to Council at the next regular or adjourned regular meeting a resolution amending the city budget to provide for such appropriation transfer. (2123-11/76, 3718-8/05)

**2.08.120 Standard of conduct.** In the discharge of his/her duties as City Administrator, the person holding such position shall endeavor at all times to exercise the highest degree of tact, patience and courtesy in his contacts with the public and with all city commissions, boards, departments, officers and employees, and shall use his/her best efforts to establish and maintain a harmonious relationship between all personnel employed in the government of this city to the end that the highest possible standards of public service be continuous. (524-2/48, 3718-8/05)

**2.08.130 Attendance at commission or board meetings.** The City Administrator may attend any and all meetings of any commissions, boards or committees hereafter created by the City Council, upon his/her own volition or upon direction of the City Council. At such meetings which the City Administrator attends, he/she shall be heard by such commissions, boards or committees as to all matters upon which he/she wishes to address the members thereof; and he shall inform said members as to the status of any matter being considered by the City Council, and shall cooperate to the fullest extent with the members of all commissions, boards or committees appointed by the City Council. (740-12/59, 3718-8/05)

**2.08.140 Council Administrator relations.** The City Council and its members shall deal with the administrative services of the city only through the City Administrator, except for the purpose of inquiry, and neither the City Council nor any members thereof shall give any orders to any subordinates of the City Administrator. The City Administrator shall take orders and instructions from the City Council as a body, and no individual Councilmember shall give any orders or instructions to the City Administrator. (740-12/59, 3718-8/05)