



## Article V. Administrative Departments

### § 5.01. General provisions.

(a) *Creation of departments.* The commission may establish municipal departments, offices or agencies in addition to those created by this charter and may prescribe the functions of all departments, offices, and agencies, except that no function assigned by this charter to a particular department, office or agency may be discontinued or, unless this charter specifically so provides, assigned to any other department, office, or agency.

(b) *Direction by manager.* All departments, offices, and agencies under the direction and supervision of the manager shall be administered by an officer appointed by and subject to the direction and supervision of the manager. With the consent of the commission, the manager may serve as head of one or more such departments, offices or agencies or appoint one person as head of two or more of them.

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### § 5.02. Personnel system.

All appointments and promotions of municipal officers and employees shall be made solely on the basis of merit and fitness demonstrated by examination or other evidence of competence.

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### § 5.03. City clerk.

The commission shall appoint an officer of the city who shall have the title of city clerk, and who shall serve during the pleasure of the commission. The city clerk shall serve under the supervision of the city manager and shall give notice of commission meetings to its members and to the public, keep the minutes of its proceedings, and perform such other duties as are assigned by this charter or by the commission, or by the city manager.

*(Ord. No. 2011-01, § 1, 2-1-11)*

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### § 5.04. City attorney.

The city commission may employ an attorney or attorneys from time to time, or by the year, to perform such legal services as the commission may authorize and designate, and pay such attorney for services rendered.

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