

The City Manager, under and subject to the direction of the [Mayor](#) shall:

- (1) With the advice and consent of the [Council](#), appoint and remove all heads of departments in the administrative service of the Consolidated Government who are subject to his or her control and direction as provided for by this Charter or personnel rules adopted pursuant to this Charter and by ordinance;
- (2) Direct and supervise the administration of all departments, offices and agencies of the Consolidated Government except as otherwise provided by law, this Charter, or ordinance;
- (3) Prepare and submit to the Mayor the annual operating and capital budget and capital improvement program;
- (4) Submit to the Mayor and make available to the public a complete report on the finances and administrative activities of the Consolidated Government as of the end of each fiscal year and at such other times as the Mayor may direct;
- (5) Prepare and make such other reports concerning the operations of departments, offices and agencies of the Consolidated Government subject to the City Manager's direction and supervision as may be required by the Mayor or by the Council;
- (6) Keep the Mayor and Council fully advised as to the financial condition and future needs of the Consolidated Government and make such recommendations to the Mayor and the Council concerning the affairs of the government as he or she deems desirable;
- (7) Have care and custody of all buildings and of all real and personal property of the government;
- (8) Direct and supervise the administration of the construction, maintenance, and operation of public streets, roads, bridges, drains and buildings and other public works;
- (9) Confer with and assist the directors of all departments, such as the Department of Health and Department of Family and Children Services whose responsibilities and activities are not under direct control and jurisdiction of the Council but who are dependent upon appropriations thence;
- (10) Confer with and advise all elected and appointed officials of the Consolidated Government who are not under the immediate control or jurisdiction of the Council but who receive financial support thence, such as sheriff, clerk of court, and probate judge;
- (11) Examine regularly accounts, records and operations of every board, commission, authority, department, office and agency which receive appropriations from the Council;
- (12) Provide general liaison between the Mayor, the Council and all departments, boards, commissions and employees of the Consolidated Government;
- (13) Perform such other duties as may be required by law, this Charter, ordinance, or resolution of the Council

