

**CHAPTER 2 - THE CITY MANAGER**

**SECTION 101. ESTABLISHMENT.** There shall be an officer of the City who shall have the title of City Manager, appointed by the City Council to serve at the pleasure of the Council.

**SECTION 102. POWERS AND DUTIES.** The City Manager shall be the administrative head of the City and shall be responsible to the City Council for the administration of all departments except those departments under the jurisdiction of appointees of the City Council, except as hereinafter provided. The City Manager shall have the authority to oversee the day to day operations of the City Clerk and City Assessor, as Agent for the City Council. He or she shall have such powers and duties as are specified in the City Charter, Codes and Ordinances of the City of Brewer. (#2)

**SECTION 103. APPOINTMENTS BY CITY MANAGER.** The following officers shall be appointed by the City Manager, subject to the confirmation by the City Council: City Treasurer, Chief of Police, Chief of the Fire Department and Fire Inspector, Inspector of Buildings, Electrical Inspector, City Engineer, Director of Public Works, Overseer, not more than ten (10) constables. The City Manager shall appoint all other officers and employees, the appointment of whom is not otherwise provided by this Charter or by City Ordinance.

**SECTION 104. PURCHASING AGENT.** The City Manager, or his or her designee, shall purchase all supplies and equipment for the City and standing boards, commissions and committees of the City Council. The City Manager, or his or her designee, shall see to the delivery of supplies to each department and take and file receipts therefor. He or she shall conduct all sales of property unfit or unnecessary for the City's use, after such sales have been authorized by the City Council.

**SECTION 105. BUDGET SUBMISSION.**

**SECTION 105.1. ANNUAL OPERATING BUDGET.(#1)** By May 31<sup>st</sup> of each year, the City Manager shall submit to the City Council a recommended annual operating budget for the ensuing fiscal year unless an informal agreement (no council order needed) between the City Manager and a majority of the City Council has been made to change such date.

The recommended annual operating budget shall contain:

- (1) an estimate of all revenue cash receipts anticipated from sources other than the tax levy for the ensuing fiscal year;
- (2) the recommended expenditures necessary for the operation of

the several departments of the city exclusive of the School Department;

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- (3) debt service requirements for the ensuing fiscal year;
- (4) an estimate of the sum required to be raised by the tax levy for the ensuing fiscal year; and
- (5) a balanced relationship between the total recommended expenditures and the total anticipated revenues and the tax levy.

All estimates shall be in detail showing revenues by sources and expenditures, organizational units, programs and objects of expenditures. The budget shall be so arranged as to show comparative figures for receipts and expenditures for the current and next preceding fiscal years.

The budget shall be accompanied by a budget message which shall contain the recommendations of the City Manager concerning the fiscal policy of the city, a description of the important features and major increases or decreases in the proposed budget and summary statements of the budget according to principal sources of revenue and the main headings of expenditure.

**SECTION 105.2. CAPITAL BUDGET.** A separate five year capital improvement plan and budget shall be prepared and presented to the City Council and the Brewer Planning Board by February 1<sup>st</sup> of each year. This plan shall include necessary large capital expenditures such as building construction and infrastructure needs for the City exclusive of the school department. This plan shall project the increased debt service and resultant impact on the tax and sewer rates. An analysis of the costs of providing these essential improvements shall include study of the revenue bond market, future increases and trends in valuations, new building construction and other revenue sources as well as any savings derived by the improvement from increased efficiency, etc.

All projects shall be ranked according to urgency by the City Manager.

The Brewer Planning Board shall review the proposed five (5) year capital improvement plan and budget and shall forward its comments on the same to the Brewer City Council in April of each year.

The Brewer City Council shall approve a five (5) year capital improvement plan and budget at the time it approves the annual

budget for the City.

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Following approval of the five (5) year capital improvement plan and budget, it shall be the responsibility of the City Manager to work with the various department heads to schedule the design, bidding and construction phases of all of the approved projects in the first year's plan. The City Manager shall also be responsible for working with the Finance Director and the City's bond counsel to make the arrangements to borrow the funds need to finance the approved projects in the first year's plan and to bring the bonding orders or resolves to the City Council for approval.

**SECTION 106. CITY MANAGER'S EVALUATION.** In June of each year, the City Council shall conduct an evaluation of the City Manager and annually issue to the City Manager, within thirty (30) days of such evaluation, a written report of the evaluation.

#### **END OF CHAPTER NOTATIONS**

1. Enacted May 26, 2009, effective June 1, 2009 (2009-C005)
2. Enacted July 8, 2014, effective July 13, 2014 (2014-C011)