

ARTICLE III - Executive Department

Sec. 3.010 Mayor: Duties; Mayor pro tempore.

1. The Mayor shall:
 - (a) Preside over the meetings of the City Council, but is not entitled to vote on any procedural, substantive or other matter.
 - (b) Act as the head of the government of the City for all purposes.
 - (c) Perform such emergency duties as may be necessary for the general health, welfare and safety of the City.
 - (d) Perform such other duties as may be prescribed by ordinance or by the provisions of Nevada Revised Statutes which apply to a mayor.
2. The Mayor may veto all matters passed by the City Council if he or she gives notice in writing to the City Clerk within 10 days of the action taken by the City Council. A veto may be overturned only by a vote of at least four-fifths of the City Council. An action requiring the expenditure of money is not effective without the approval of the Mayor, unless he or she does not disapprove the action within 10 days after it is taken by the City Council, or the City Council by a four-fifths majority approves such expenditure at a regular meeting.
3. The Mayor shall nominate a member of the City Council to be Mayor pro tempore. The nominee must be approved by a majority of the total number of members of the City Council. If so approved, the nominee shall be Mayor pro tempore. He or she shall:
 - (a) Hold the office and title until the next general election without additional compensation, except as otherwise provided in paragraph (c).
 - (b) Perform the duties of Mayor during the temporary absence or disability of the Mayor without loss of his or her rights and powers as a member of the Council.
 - (c) Act as Mayor until the next general election if the office of Mayor becomes vacant and draw the salary of Mayor. His or her salary and position as a member of the Council cease.

(Ch. 470, Stats. 1975 p. 732; A—Ch. 450, Stats. 1985 p. 1314; Ch. 125, Stats. 1989 p. 281; Ch. 41, [Stats. 2001 p. 396](#); Ch. 107, [Stats. 2003 p. 603](#); Ch. 32, [Stats. 2011 p. 135](#))

Sec. 3.020 City Manager: Duties; residence.

1. The City Manager is responsible to the Council for the efficient administration of all the affairs of the City. He or she shall:
 - (a) Exercise a careful supervision of the City's general affairs.
 - (b) Enforce all laws and all acts of the Council which are subject to enforcement by him or her or by persons under his or her supervision.
 - (c) Exercise control over all departments of the City government ~~and its officers~~ appointive officers and employees except as otherwise provided in this Charter.
 - (d) Attend all meetings of the Council and its committees, except when the Council is considering his or her removal, with the right to take part in discussions, but without power to vote.
 - (e) Recommend to the Council the adoption of such measures and bills as he or she considers necessary or expedient.
 - (f) Make investigations into:
 - (1) The affairs of the City;
 - (2) Any department or division of the City;
 - (3) Any contract; or
 - (4) The proper performance of any obligation owed to the City.
 - (g) Prepare and submit to the Council the annual budget.
 - (h) Keep the Council fully informed as to the financial condition and needs of the City.
 - (i) Submit to the Council, at least once each month, a summary of all claims and bills approved for payment by him or her.
 - (j) Not engage in any other business or occupation without the approval of the City Council.
 - (k) Perform such other duties as prescribed by this Charter or be required by ordinance or resolution of the Council.
2. The City Manager must establish his or her residence within the City within 90 days after his or her appointment, unless the period is extended by the Council. He or she must reside in the City during his or her term of office.

(Ch. 470, Stats. 1975 p. 733; A—Ch. 380, Stats. 1977 p. 717; Ch. 450, Stats. 1985 p. 1315; Ch. 32, [Stats. 2011 p. 135](#))

Sec. 3.030 City Manager: Removal. The City Manager may be removed by the Mayor and a three-fifths majority vote of the City Council or by a four-fifths majority vote of the City Council without the vote of the Mayor.

(Ch. 470, Stats. 1975 p. 733)

Sec. 3.040 City Clerk: Duties. The City Clerk shall:

1. Keep the corporate seal and all public records.
2. Supervise the central filing system for all departments of the City.
3. Attend all regular, special and emergency meetings of the City Council, and may attend all executive sessions concerning public officers.
4. Keep an accurate journal of all regular, special and emergency meetings of the City Council, including a record of all ordinances, bylaws and resolutions adopted by it.
5. Attest the journal after approval at each meeting of the City Council and after it has been signed by the Mayor.
6. Enter the result of the vote of the City Council upon all official business in the journal.
7. Perform such other duties as are designated by ordinance.
8. Not engage in any other business or occupation without the approval of the City Council.

(Ch. 470, Stats. 1975 p. 733; A—Ch. 450, Stats. 1985 p. 1316; Ch. 24, Stats. 1987 p. 61; Ch. 59, Stats. 1995 p. 69)

Sec. 3.050 City Attorney: Duties; Assistant City Attorneys.

1. The City Attorney shall:
 - (a) Be the Legal Officer of the City.
 - (b) Represent the City and any officer or employee or former officer or employee of the City, for any act arising out of his or her employment or duties, in any action or proceeding in which the City or such officer or employee is concerned or is a party.
 - (c) Perform such duties as may be designated by ordinance.
 - (d) Attend all regular, special and emergency meetings of the City Council, and may attend executive sessions concerning public officers.
 - (e) Approve any contract made by and any bond or security given to the City endorsing his or her approval in writing on the document.
 - (f) Prepare all proposed ordinances and review all resolutions and amendments to the ordinances or resolutions.
 - (g) Not engage in any other business or occupation nor in the private practice of law without the approval of the City Council.
2. The City Attorney may appoint and remove or discharge assistant city attorneys pursuant to ordinances adopted relating thereto. The City Council may appropriate the money it considers proper to compensate such assistants.
3. An Assistant City Attorney who is removed from his or her position by the City Attorney has the right of appeal to the Mayor and City Council and may demand a hearing before the City Council. The demand must be made within 10 days after the removal. The decision of the City Council upon the hearing is final.

(Ch. 470, Stats. 1975 p. 734; A—Ch. 450, Stats. 1985 p. 1317; Ch. 129, Stats. 1993 p. 231)

Sec. 3.055 Employment of special counsel. The City Council may, by majority vote, after conducting a public hearing, employ attorneys to represent the City Council to perform any civil or criminal duty of the City Attorney that may otherwise be performed by the City Attorney. Such attorneys are responsible only to the City Council, and the City Attorney shall have no responsibility or authority concerning the subject matter of such employment.

(Added—Ch. 321, [Stats. 2007 p. 1292](#))

Sec. 3.060 County Assessor to be ex officio City Assessor: Duties.

1. The County Assessor of Washoe County shall be ex officio City Assessor of the City and shall perform such duties for the City without additional compensation.
2. Upon request of the ex officio City Assessor, the City Council may appoint and set the salary of a Deputy City Assessor to perform such duties relative to City assessments as may be deemed necessary.

(Ch. 470, Stats. 1975 p. 734)

Sec. 3.070 County Treasurer to be ex officio City Tax Collector: Duties.

1. The County Treasurer of Washoe County shall be ex officio Tax Collector of the City and shall perform such duties for the City without additional compensation.
 2. The County Treasurer shall also be the ex officio Assessment Collector of the City and shall perform such duties for the City without additional compensation.
- (Ch. 470, Stats. 1975 p. 734)

Sec. 3.080 City officers: Duties may be restricted and altered. The City Council may prescribe by ordinance the powers and duties of all City officers, where such powers and duties have not been established by this Charter, and may add to, alter or restrict such powers and duties.

(Ch. 470, Stats. 1975 p. 734)

Sec. 3.090 City officers: Collection and disposition of moneys.

1. All taxes, fines, forfeitures or other moneys collected or recovered by any officer or person pursuant to the provisions of this Charter or of any valid ordinance of the City shall be paid by the officer or person collecting or receiving them to the person designated to collect and receive them, who shall dispose of them in accordance with the ordinances, regulations and procedures established by the City Council.
 2. The City Council may by proper legal action collect all moneys which are due and unpaid to the City or any office thereof, and the City Council may pay from the General Fund all fees and expenses necessarily incurred by it in connection with the collection of such moneys.
- (Ch. 470, Stats. 1975 p. 734)

Sec. 3.100 Interference by City Council.

1. The Mayor or members of the Council shall not demand the appointment, suspension or removal of any administrative officer or employee appointed by the City Manager or his or her subordinates unless the Mayor or members of the Council fully discuss the matter with the City Manager. No person covered by the regulations of the Civil Service Commission may be appointed, suspended or removed except as provided in those regulations.
 2. The Mayor or members of the Council shall not direct the activity of any appointed employee on a matter pertaining to City business, but must deal through the City Manager.
- (Ch. 470, Stats. 1975 p. 735; A—Ch. 450, Stats. 1985 p. 1317)

Sec. 3.110 Removal of officers. If any officer is adjudged guilty of any nonfeasance, misfeasance or malfeasance in office by any court of competent jurisdiction, the City Council may declare the office vacant and fill the vacancy so caused, as provided by law.

(Ch. 470, Stats. 1975 p. 735)

Sec. 3.120 Salaries. Employees in appointive positions are entitled to receive the salary designated by the City Manager within the range established for each position by the City Council.

(Ch. 470, Stats. 1975 p. 735; A—Ch. 450, Stats. 1985 p. 1318)