

ARTICLE III. CITY MANAGER

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**Sec. 3.01. Appointment and Qualifications.**

The city council shall appoint a city manager and fix the manager's compensation. The city manager shall be appointed solely on the basis of executive and administrative qualifications. The manager need not be a resident of the city or state at the time of appointment. The city manager must reside in the City except with the approval of the council.

**Sec. 3.02. Removal.**

The city manager may be removed by the city council with or without cause. So long as the city manager has been employed by the City for one (1) year, removal from employment within six (6) months following the regular City election shall require five (5) affirmative votes of the city council.

**Sec. 3.03. Acting City Manager.**

By letter filed with the city clerk, the city manager shall designate a city officer or employee to exercise the powers and perform the duties of city manager during the manager's temporary absence or disability. The mayor with the advice and consent of the city council may revoke such designation at any time and appoint another officer of the City to serve until the city manager returns.

**Sec. 3.04. Powers and Duties of the City Manager.**

The city manager shall be the chief administrative officer of the City, responsible to the city council for the administration of all City affairs placed in the manager's charge by or under this charter. The city manager shall:

- (1) Appoint and suspend or remove all City employees and administrative officers of the City, unless otherwise provided by charter. City employees who report directly to the city manager shall be appointed by the city manager with the advice and consent of the city council. The city manager may authorize any administrative officer subject to the manager's direction and supervision to exercise administrative powers with respect to subordinates in that officer's department, office or agency;
- (2) Direct and supervise the administration of all departments, officers and agencies of the City, except as otherwise provided by this charter or by law;
- (3) Attend all city council meetings. The city manager shall have the right to take part in discussion but shall not vote;

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- (4) See that all laws, provisions of this charter and acts of the city council, subject to enforcement by the city manager or by employees and officers of the City or any of its departments, offices and agencies under the supervision of the city manager, are faithfully executed;
- (5) Prepare and submit the annual budget and capital program to the city council;
- (6) Submit to the city council and make available to the public a complete report on the finances and administrative activities of the City as of the end of each fiscal year;
- (7) Make such other reports as the city council may require concerning the operations of city departments, offices and agencies subject to the city manager's direction and supervision;
- (8) Keep the city council fully advised as to the financial condition and future needs of the City;
- (9) Make recommendations to the city council concerning the affairs of the City;
- (10) Provide staff support services for the mayor and councilmembers; and,
- (11) Perform such other duties as are specified in this charter or may be required by the city council.

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FOOTNOTE(S):

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**State Law reference**— Mandatory that charter provide for qualifications and duties of city officers, MCL 117.3(d). [Back](#)