

ARTICLE VI CITY MANAGER

Section 6.01 Appointment; qualifications; compensation.

Council, by an affirmative vote of no fewer than five (5) members, shall appoint a City Manager (referred to in this Charter as the "City Manager" or "Manager") for an indefinite period of time and shall fix the compensation of the Manager. The Manager shall be appointed on the basis of executive and administrative qualifications. At the time of appointment, the Manager need not be a resident of the City, but shall become a resident with six (6) months after appointment, unless otherwise temporarily authorized by Council.

Section 6.02 Powers and duties.

The City Manager shall be the chief executive and administrative officer of the City. The Manager shall be responsible to Council for the administration of all City affairs placed in the Manager's charge by this Charter or the City's ordinances and resolutions or the general laws of Ohio. It shall be the responsibility of the Manager to:

- (1) Ensure that all laws, provisions of this Charter, ordinances and resolutions of Council and contracts subject to enforcement by the Manager or by officers subject to the Manager's direction and supervision, are faithfully executed;
- (2) Submit to Council and make available to the public complete financial and administrative reports and inventory of City-owned or leased personal property as of the end of each fiscal year;
- (3) Prepare and submit the annual budget, appropriation measure and Capital Improvement Plan to Council;
- (4) Advise Council fully as to the financial condition and future needs of the City and make such recommendation to Council concerning the affairs of the City as deemed desirable, or as Council may require;
- (5) Direct and supervise the administration of all departments, divisions, or subunits thereof, offices and agencies of the City except as otherwise provided by this Charter;
- (6) Appoint and suspend, or remove any City employee or appointive administrative officer of the City pursuant to the rules and regulations with respect to the merit and personnel system and except as otherwise provided by this Charter;
- (7) Attend all Council meetings with the right to take part in discussion, but not to vote on any matter before the Council;
- (8) Provide such other reports as Council may require concerning the operations of the departments, divisions, offices and agencies that are subject to the Manager's direction and supervision;
- (9) Prepare and award contract, franchises and other agreements. Such contracts, franchises or agreements shall be authorized by ordinance or resolution of the Council; however, to the extent that such contracts, franchises and agreements involve obligations for which sufficient funds have been appropriated, Council may delegate to the Manager full or partial authority to execute said documents on behalf of the City without further approval by the Council. The City Attorney shall provide legal services to the City Manager with respect to the preparation and awarding of contracts, franchises and agreements. Any action by the City to acquire, construct, own, lease or operate a public utility shall be authorized by Council;

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- (10) Perform such other duties as are specified in this Charter or may be authorized by ordinance or resolution or as required by Council by motion within the limits of this Charter and the City's ordinances and resolutions.

Section 6.03 Removal.

Council may remove the City Manager from office by an affirmative vote of no fewer than five (5) members of Council.

Section 6.04 Acting manager.

By letter filed with the Clerk of Council, the City Manager shall designate a qualified administrative officer of the City to exercise the powers and perform the duties of the Manager during any temporary absence or disability of the Manager. If such designation has not been made, and the Manager is, in the opinion of a majority vote of the members of Council then holding office, unable to perform the Manager's duties or to make such designation, or in the event of a vacancy in the office of City Manager, the Council shall, by motion, appoint any qualified administrative officer of the City to perform the duties of the Manager until a Manager is appointed or the Manager shall return or the Manager's disability ceases. During such absence, disability, or vacancy, Council may revoke such designation at any time and appoint another officer of the City to serve until a Manager is appointed or the Manager shall return or the Manager's disability shall cease.