

Charter of the City of Hudson, Ohio

Article V: The Manager

SECTION 5.01 APPOINTMENT, REMOVAL AND QUALIFICATIONS.

A City Manager shall be appointed by Council, an affirmative vote of not less than five (5) members of Council being necessary for the City Manager's appointment. The City Manager's tenure shall be indefinite, but shall continue only at the pleasure of Council, a vote of at least five (5) members of Council being necessary for removal.

The City Manager shall be chosen solely on the basis of professional qualifications and knowledge of the duties, standards and accepted practices of the office. The City Manager need not be a resident of the Municipality at the time of appointment, but shall within a reasonable time after appointment establish and maintain residence in the Municipality, unless otherwise provided by Council. (Amended 11-7-00; 11-2-10)

SECTION 5.02 REMOVAL PROCESS.

The City Manager may be suspended by a resolution approved by the majority of the total membership of the Council which shall set forth the reasons for suspension and proposed removal. A copy of such resolution shall be served immediately upon the City Manager. The City Manager shall have fifteen (15) days in which to reply thereto in writing, and upon request, shall be afforded a public hearing, which shall occur not earlier than ten (10) days nor later than fifteen (15) days after such hearing is requested. After the public hearing, if one be requested, and after full consideration, the Council may adopt a final resolution of removal. The City Manager shall continue to receive full salary until the effective date of a final resolution of removal.

(Amended 11-7-00)

SECTION 5.03 POWERS AND DUTIES.

The City Manager shall be the Chief Administrative Officer of the Municipality, responsible to the Council for the proper administration of all affairs of the Municipality and the enforcement of all laws and ordinances within the scope of the designated powers and duties of the office. The City Manager shall manage all divisions and departments of the Municipal government and to this end shall have the power and be required to:

- (a) Appoint, promote, transfer, reduce or remove, subject to the provisions of this Charter and enactments of Council pursuant thereto, any officer or employee of the Municipality, except those required by this Charter to be elected and those whose appointment or term of office may otherwise be provided for by this Charter;
- (b) Execute on behalf of the Municipality all contracts, conveyances, evidence of indebtedness, and all other instruments to which the Municipality is a party, and affix the seal of the Municipality to all of said instruments, but the absence of the seal shall not affect the validity of any such instrument;
- (c) Attend all Council meetings, with the right to participate in discussions and bring matters to the attention of Council but without the right to vote;

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- (d) Recommend the adoption or repeal of any legislation by Council;
- (e) Submit annually prior to January 1 of the next year, a five (5) year financial plan to include capital improvements. The capital improvement plan should list major proposed capital improvements for the next five (5) years with supporting information as to their necessity, cost estimates, the methods of possible financing and suggested time schedule for each improvement;
- (f) Submit an annual budget to Council and be responsible for its proper execution as covered by appropriation ordinances of Council;
- (g) Submit to Council a monthly report showing the condition of all funds, and Council shall by ordinance prescribe the specific form of report;
- (h) Prepare and submit to Council at the end of each fiscal year, a complete report on the finances and administrative activities of the Municipality for the preceding year;
- (i) Act as purchasing agent for the Municipality;
- (j) Assist the Council to develop long-term goals for the Municipality and strategies to implement these goals;
- (k) Provide to Council on a timely basis any information data, documents and reports related to Municipal matters as requested by Council; and
- (l) Perform all other duties prescribed for the City Manager in this Charter or by Council.

(Amended 11-7-00; 11-8-05)

SECTION 5.04 VACANCY.

Whenever the office of City Manager shall become vacant for any reason, the Council may appoint an Interim City Manager for a reasonable length of time to exercise the powers and duties of such office until a City Manager is appointed. A person holding another office in the Municipality may be appointed as Interim City Manager and may continue to hold such other office. The Interim City Manager shall continue only at the pleasure of Council and a vote of at least four (4) members of Council being necessary for removal. (Amended 11-7-00; 11-2-10)

SECTION 5.05 ACTING CITY MANAGER.

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

(Amended 11-7-00)