

CITY ADMINISTRATOR

§ 135. City Administrator: Establishment and Independence.

(a) There is a City Administrator who shall be the chief administrative officer of the City.

(b) Independence

(1) The Office of City Administrator shall operate as an independent entity within the executive branch, free from interference by elected officials, except as explicitly provided in this Charter.

(2) The City Administrator shall exercise sole authority over the administrative functions and operations assigned to their office.

(Res. 20-026, ratified Nov. 3, 2020, eff. July 1, 2021.)

§ 136. City Administrator: Appointment, term, etc.

(a) Appointment.

[The Mayor] A Committee composed of the Comptroller, Inspector General, and City Council President, thereafter known as the Committee, shall appoint the City Administrator without regard to political affiliation, subject to confirmation by the full City Council, [pursuant to Article IV, Section 6(a)].

(b) Qualifications.

(1) The City Administrator must have, prior to appointment, at least 5 years of administrative experience that is sufficiently broad, responsible, and technical to function as the City Administrator.

(2) The City Administrator shall also be thoroughly familiar with modern accounting methods and budget procedures.

(3) In determining and assessing the qualifications for appointment as the City Administrator, the [Mayor] Committee must give full consideration to:

(i) the depth, breadth, quality, and importance of relevant experience and the degree of progression achieved;

(ii) the individual's education background;

(iii) evidence of the individual's demonstrated ability to accept and successfully meet increasing responsibilities; and

(iv) evidence of the individual's excellent character, professional reputation, and employment record.

(4) To assure the selection of the most qualified individual available, the [Mayor] **Committee** may retain any recognized testing agency to evaluate and make recommendations concerning the qualifications of prospective appointees.

(c) *Term.*

[(1) Subject to paragraph (2) of this subsection, the City Administrator's term shall be coterminous to the Mayor.

(2) The City Administrator may continue to serve beyond the Mayor's term until a qualified successor is appointed and confirmed.]

(1) The City Administrator shall have a term of six years from the time of confirmation by the Committee.

(2) The City Administrator may serve multiple terms.

(d) *Salary.*

The City Administrator's salary shall be set in the Ordinance of Estimates.

(Res. 20-026, ratified Nov. 3, 2020, eff. July 1, 2021.)

§ 137. Relationship with Other Offices

(a) The City Administrator shall provide the Mayor and Committee with regular updates on administrative operations but shall retain full independence in decision making regarding the powers and duties enumerated in § 140.

(b) The City Administrator shall coordinate with the Office of Inspector General to ensure transparency and accountability in municipal operations.

(1) The Administrator shall report any findings of misconduct, inefficiency, or noncompliance to the Office of Inspector General for further investigation.

(c) The City Administrator shall submit quarterly reports to the City Council and Committee detailing:

(1) The status of municipal operations and service delivery;

(2) Progress towards achieving policy objectives; and

(3) Any significant operational challenges or recommendations for structural reforms.

§ 138. City Administrator: Removal.

(a) The [Mayor] Committee, by unanimous vote, may remove the City Administrator at any time.

(b) City Council may also remove the City Administrator by a 3/4ths vote with cause.

(Res. 20-026, ratified Nov. 3, 2020, eff. July 1, 2021.)

§ 139. City Administrator: Office administration.

(a) *Staff.*

The City Administrator may appoint employees to assist in his or her duties as may be provided in the Ordinance of Estimates.

(b) *Deputy City Administrator:*

(1) The City Administrator shall appoint a Deputy City Administrator who shall serve as the Acting City Administrator in the event that the City Administrator is temporarily unavailable for duty or if the position has been vacated.

(2) A Deputy City Administrator may not serve as an Acting City Administrator longer than 6 months without [confirmation by the City Council, pursuant to Article IV, Section 6(a).] nomination by the Committee and confirmation by the City Council.

(Res. 20-026, ratified Nov. 3, 2020, eff. July 1, 2021.)

§ 140. City Administrator: Powers and duties.

Except as otherwise provided in this Charter [and under the direct authority and supervision of the Mayor], the City Administrator:

(1) administers the day-to-day operations of the City and oversees the delivery of municipal services;

(2) exercises supervisory authority over all agencies, department directors, and municipal officers;

(3) approves rules and regulations proposed by municipal departments and agencies;

(4) supervises the preparation of the City's preliminary operating budget and participates in the development of the proposed Ordinance of Estimates;

(5) evaluates the performance and cost-effectiveness of all municipal operations, with the power to direct changes in administrative procedure as needed;

(6) recommends structural reorganization of executive departments enumerated in Article VI of this Charter to improve operational efficiency when necessary;

(7) issues directives binding on all executive departments enumerated in Article VI of this Charter to address inefficiencies, redundancies, or operational inconsistencies;

(8) reviews departmental compliance with performance benchmarks;

(9) conducts audits and assessments of administrative outcomes and procedures;

(10) recommends corrective actions to address deficiencies in administrative outcome and process when necessary; and

(11) prepares and publishes an annual State of Administration report, outlining the performance of all executive departments and key operational initiatives.

(i) The report shall be made publicly available and submitted to the Mayor and City Council and Committee.

[(5) advises the Mayor in the formation of policy and the implementation of plans to address demands for municipal services, enhance the quality of life, and strengthen the economic vitality of the City;

(6) performs duties delegated by the Mayor that are not inconsistent with this Charter; and

(7) performs any other duty as required by this Charter or required by ordinance of the Mayor and City Council.]

(Res. 20-026, ratified Nov. 3, 2020, eff. July 1, 2021.)