



## CHARTER OF THE CITY OF PORT ST. LUCIE

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### ARTICLE IV | ADMINISTRATION

#### **Section 4.01 | City Manager.**

There shall be a City Manager with a suitable college degree and a minimum of two (2) years experience in city management, or in lieu thereof, five (5) years experience in city management, who shall be the chief administrative officer of the city. The manager shall be responsible to the Council for the administration of all city affairs placed in his charge by or under this Charter.

(Adopted by electorate, 11-2-76)

#### **Section 4.02 | Appointment; Removal; Compensation.**

- (a) *Appointment.* By majority vote of all members, the council shall appoint a City Manager and shall execute an employment contract with the City Manager, including provisions for termination.
- (b) *Removal.* The council may remove the manager by a majority vote of the council members. Upon demand by the manager a public hearing shall be held prior to a vote to remove the manager.

(Adopted by electorate, 11-2-76; Amendment adopted by electorate, 11-6-90; Amendment adopted by electorate, 11-2-04)

#### **Section 4.03 | Acting City Manager.**

By letter filed with the council, the manager shall designate, subject to approval of the council, a qualified city administrative officer to exercise the powers and perform the duties of manager during his temporary absence or disability. During such absence or disability, the council may revoke such designation at any time and appoint another officer of the city to serve until the manager shall return or his disability cease.

(Adopted by electorate, 11-2-76)

#### **Section 4.04 | Powers and Duties of City Manager.**

The City Manager may:

- (a) Appoint a City Clerk with the approval of the City Council, and assign the duties of the City Clerk to include: notice of meetings given to council members and the public and the press, and the City Clerk shall keep the minutes of council proceedings;

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- (b) Appoint, when he deems it necessary, one or more Assistant City Managers and establish the duties and functions for those positions;
  - (c) Appoint, and when he deems it necessary for the good of the city, suspend or remove any city employee and appointive administrative officer provided for by or under this Charter, except as otherwise provided by law, this Charter or personnel rules adopted pursuant to this Charter. He may authorize any administrative officer who is subject to his direction and supervision to exercise these powers with respect to subordinates in that officer's department, office or agency;
  - (d) Direct and supervise the administration of all departments, offices and agencies of the city, except as otherwise provided by this Charter or by law;
  - (e) Attend all council meetings and shall have the right to take part in discussion but may not vote;
  - (f) See that all laws, provisions of this Charter and acts of the council, subject to enforcement by him or by officers subject to his direction and supervision, are faithfully executed;
  - (g) Prepare and submit the annual budget and accompanying documentation;
  - (h) Submit to the 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;
  - (i) Make such other reports as the council may require concerning the operations of city departments, offices and agencies, subject to his direction and supervision;
  - (j) Keep the council fully advised as to the financial conditions and future needs of the city and make such recommendations to the council concerning the affairs of the city as he deems desirable;
  - (k) Sign contracts on behalf of the city pursuant to the provisions of appropriations ordinances;
  - (l) To accept service of process;
  - (m) Exercise those extraordinary powers during the existence of an emergency as authorized by the City Council pursuant to ordinance or established procedures.
  - (n) Perform such other duties as are specified in this Charter or may be required by the council.

(Adopted by electorate, 11-2-76; Amendment adopted by electorate, 11-2-04)