

Section 3.8. - City Administrator—Functions and Duties:

The City Administrator shall be the chief administrative officer of the city government. His functions and duties shall be:

- (a) To be responsible to the Council for the efficient administration of all administrative departments of the city government except the department under the direction of the Attorney;
- (b) To see that all laws and ordinances are enforced;
- (c) To appoint, with the consent of the Council, the heads of the several city departments whose appointment is not otherwise specified in this charter, and to discharge such department heads without the consent of the Council, and to direct and supervise such department heads;
- (d) To give to the proper department or officials ample notice of the expiration or termination of any franchises, contracts or agreements;
- (e) To see that all terms and conditions imposed in favor of the city or its inhabitants in any public utility franchise, or in any contract, are faithfully kept and performed;
- (f) To recommend an annual budget to the Council and to administer the budget as finally adopted under policies formulated by the Council, and to keep the Council fully advised at all times as to the financial condition and needs of the city;
- (g) To recommend to the Council for adoption such measures as he may deem necessary or expedient; and to attend Council meetings with the right to take part in discussions but not to vote;
- (h) To exercise and perform all administrative functions of the city that are not imposed by this charter or ordinance upon some other official;
- (i) To be responsible for the maintenance of a system of accounts of the city which shall conform to any uniform system required by law and by the Council and to generally accepted principles and procedure of governmental accounting. He shall make monthly financial statements to the Council.

State Law reference— Mandatory that charter provide for uniform system of accounts required by law, MCL 117.3(m), MSA 5.2073, (m); uniform budgeting and accounting act, MCL 141.421 et seq., MSA 5.3228(21) et seq.

- (j) To perform such other duties as may be prescribed by this charter or as may be required of him by ordinance or by direction of the Council.

State Law reference— Mandatory that charter provide for duties of city officers, MCL 117.3(d), MSA 5.2073, (d).

Section 3.10. - Relationship of Council to Administrative Service:

Neither the Council nor any of its members or committees shall dictate the appointment of any person to office by the City Administrator or in any way interfere with the City Administrator or other city officer to prevent them from exercising their judgment in the appointment or employment of officers and employees in the administrative service. Except for the purpose of inquiry, the Council and its members shall deal with the administrative service solely through the City Administrator, and neither the Council nor any member thereof shall give orders to any of the subordinates of the City Administrator.