

— THE CITY OF —
CHARLOTTE
— MICHIGAN —

TO: City Council

FROM: Mayor Michael Armitage



SUBJECT: Report from the Mayor

DATE: October 8, 2020

City Manager Search

The advertisement (attached) for city manager will be posted the week of October 12, 2020. The position advertisement was based on the feedback received from council members, and I believe accurately reflects the needs of our city. The salary range is listed as \$95,000-\$115,000 and was based on comparable communities, and inflation. The position will be posted in 18 forums, from membership organizations to LinkedIn.

Ribbon Cutting

I am excited to participate in a ribbon cutting for Acapulco Mexican Grill, located downtown.

Executive Orders

With the Michigan Supreme Court decision, there is some uncertainty as to the current validity of the executive orders issued by the governor. One of those executive orders relates to the ability to virtually attend public meetings. I have communicated with our attorney and believe that we should continue with our current offering of public participation via Zoom, however we now will allow the public to attend the meeting, if they desire. We must still adhere to capacity requirements that have been set forth by MDHHS. There are bills that have been introduced, SB 1108 and HB 6207, to address a clear option for virtual meetings under the Open Meetings Act.

Upcoming topics

I wish to consider a couple council policies/procedures in the near future:

- Consent Agenda. I would prefer to see the consent agenda limited to items such as bills payable and other issues that are more routine, rather than placing all action in a consent agenda.
- Resolutions. I believe two readings of resolutions to be an unnecessary step that hinders our local government from acting quickly and efficiently. It is my opinion that matters which require more deliberation or information should be postponed individually, rather than requiring two readings on virtually all action we take.
- City Attorney. The city manager is researching the financial impact of having the attorney attend our meetings. Both the manager and I agree that there is value in having the attorney present.

**POSITION ANNOUNCEMENT
CHARLOTTE, MICHIGAN
CITY MANAGER**

Charlotte, MI (pop. 9,088) – The City of Charlotte is the county seat of Eaton County, Michigan. The city is a traditional downtown community with a dynamic city council ready to work with its next Manager to enhance the quality life of the community. Charlotte is known for its comfortable blend of small town living with easy access to major highways, the State Capital, and Michigan State University.

Charlotte has operated as a council-manager government since the adoption of the current charter in 1962. The seven-member City Council is made up of a Mayor elected at large for a two-year term and six Council members elected for staggered four-year terms. Two members of the Council are elected at large; the remaining four members are elected from the City's two districts. The next City Manager will have an opportunity to work closely with an innovative City Council, five of the seven who have been elected/appointed since November 2019.

An important responsibility of the City Manager is to prepare and administer the annual budget and manage the finances of the community, including developing recommendations regarding pension funding and capital improvement plans. Charlotte is a full service city, departments include police, fire, clerk, economic development, treasury, assessing and public works (streets, parks, water, sanitary sewer and recycling). The city has approximately 48 full-time and 12 part-time/seasonal employees. In 2019, the city's governmental activities expenditures was \$7.9 million and its water, sewer and recycling expenditures was \$3.6 million, for total expenditures of \$11.5 million.

The city is most interested in individuals who have strong leadership, facilitation, prioritization skills and who will embrace a fast-paced work environment. Ideal candidates will have a proven track record in administration, finance, economic development, code enforcement and community-wide communication. Recently, the community completed a "Vision 2025" strategic plan focusing on seven elements of healthy communities and is currently working with a consulting firm on an operation and financial analysis. The next Manager will have an excellent opportunity to guide the implementation of the strategic plan and the recommendations of the operation/finance analysis. Individuals are encouraged to apply who can think strategically and focus on the city's long-term goals, while being willing to be innovative to address the current needs of the city.

Candidates are required to have:

- Bachelor's degree in Public Administration, Business Administration, or closely related field; Master's Degree in Public Administration or related discipline is preferred.
- Five or more years of progressively more responsible municipal management experience, preferably as a City Manager and/or Assistant Manager; or other professional experience comparable to this requirement.

Starting salary is \$95,000 - \$115,000, dependent on qualification and experience (DOQE).

Apply with resume, cover letter, contact information and professional references by November 19, 2020. Any questions or inquiries regarding the position can be made to the attention of Jaymes Vettrano, Vice President, GovHR USA, 630 Dundee Road, Suite 130, Northbrook, IL 60062, Tel: (o) 847-380-3240. Charlotte is proud to be an Equal Opportunity Employer. **[Click HERE to Apply! \(LINK NOT ACTIVE YET\)](#)**