



CITY OF GROSSE POINTE WOODS

MEMORANDUM

Date: May 1, 2025

To: Mayor and Council

From: Frank Schulte, City Administrator *F.S.*

Subject: City Charter Proposed Amendment Changing the Title of City Administrator to City Manager

On February 7, 2022, the ordinance amendment that changed the supervision of the City Clerk and the Treasurer/Comptroller was adopted. (ARTICLE I - IN GENERAL Sec. 2-1) The City Clerk and the City Treasurer shall be appointed by the Council and serve at its discretion. For administrative purposes, the Clerk and Treasurer thereafter have worked under the supervision of the City Administrator and fulfill any duties assigned to them by the City Administrator, provided these duties are consistent with the Charter and any statutory provisions regarding the powers and responsibilities of their offices.

Since this change, the City Administrator has hired a City Clerk and a Treasurer, with their appointments approved by the Council. This new organizational structure has proven effective. All surrounding governments in the Grosse Pointes refer to their leadership as City Manager.

The administration recommends that the Council approve the attached resolution to change the title from "City Administrator" to "City Manager" throughout the City Charter. Below is the proposed ballot language for the November 2025 election.

GROSSE POINTE WOODS CITY CHARTER AMENDMENT

The Grosse Pointe Woods City Charter was adopted by the electors in 1950. Since then, the title of City Manager has become more commonly used and understood than the title of City Administrator, which is currently used in the City Charter. The City Administrator supervises all department heads and city employees. An ordinance amendment in 2022 also increased the duties of the City Administrator to include supervision of the City Clerk and the Treasurer/Comptroller. The proposed amendment will change the title of City Administrator to City Manager throughout the City Charter.

Shall the amendment be adopted?

Yes [] No []