

CITY MANAGER

Description of Operation:

The City Manager is the Chief Executive Officer of the City and is appointed by the City Commission to direct and manage the functions of the City. Leadership is provided to departments by facilitating, directing, planning, coordinating, and supervising the programs and services of the City. Major emphasis is placed upon the annual goal setting that the City Manager conducts with the City Commission, which results in development of the work plan, project planning, and administration. The City Manager prepares an annual budget for the City Commission and, on a regular basis, develops policy for the City Commission's consideration and, if adopted, follows through with implementation. Administrative regulations and procedures are also developed by the City Manager on an on-going basis. The City Manager confers with Department Directors to resolve major policy or financial matters and must deal with and motivate people in a wide variety of situations to produce a coordinated sense of direction in City government. An equally important role of the City Manager is to establish and maintain external relationships with other governmental agencies, community organizations and leaders, business and civic groups, and citizens.

The City Manager intends to refocus the role of the office from a heavy emphasis on redevelopment and supervision of individual development services departments to broader issues of administrative leadership, managerial oversight, department accountability, and strategic planning and implementation.

Administrative leadership will be shown by establishing broad based, organization-wide direction that leads to implementation of goals adopted by the City Commission. It will also include conducting a vision, goal, and target action setting with the City Commission, continuing evolution of the Strategic Plan, implementing the Downtown Master Plan update, and transitioning to a new City Manager.

Effective managerial oversight will be demonstrated by timely completion of projects and assignments, coordination of interdepartmental projects and initiatives, and absence of non-budgeted operational funding requests.

Department accountability will include a system that requires department heads to anticipate and be responsible for their department's budget management and a performance measurement system that is based on a measurable performance description results for each department head. The system will be based on key result areas that include performance standards. The strategic planning guide will link the City's goals and target actions with the operating budget, the capital improvement program, the neighborhood action strategies, the comprehensive plan, the financial sustainability, the downtown master plan, and future policy documents that may be developed. This linkage will help the City accomplish its mission statement by being able to anticipate future change proactively rather than reactively and to align resource allocation with the most important challenges facing the City. It will centralize the work program to include those initiatives identified in each of the City's policy documents.

The first year's staff product will be a strategic planning guide that will identify work projects related to the City goal to which they apply. The following year benchmarks will be developed that will be used to measure the progress being achieved in reaching the goals.

Cost Center Expenditures By Category

	FY 2000 Actual	FY 2001 Budget	FY 2002 Continuation	FY 2002 Issues	FY2002 Totals
Personal Expenditures	392,092	430,112	454,959	0	454,959
Non Personal Expenditures	22,963	30,303	30,903	0	30,903
Capital Expenditures	6,147	5,700	0	0	0
Totals	\$421,202	\$466,115	\$485,862	\$0	\$485,862

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Personnel Summary

Actual Positions 5.00 0.00 5.00