

CITY MANAGER

Description of Operations

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.

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 a strategic planning initiative, completion of the Newtown Redevelopment Plan and implementation plan, implementing the Downtown Master Plan update, and implementing land development regulations that support the plan. Emphasis will also be placed on creating successes for the enterprise zone, and implementing major human resource programs that will help shape the organization for years to come.

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 now includes 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 measurable performance results for each department head.

Cost Center Expenditures By Category

| | FY 2002 Actual | FY 2003 Budget | FY 2004 Continuation | FY 2004 Issues | FY 2004 Totals |
|---------------------------|-------------------|-------------------|-------------------------|-------------------|-------------------|
| Personal Expenditures | 444,908 | 463,997 | 445,274 | 0 | 445,274 |
| Non Personal Expenditures | 23,664 | 30,628 | 31,028 | 0 | 31,028 |
| Capital Expenditures | 6,808 | 1,025 | 2,100 | 0 | 2,100 |
| Totals | \$475,380 | \$495,650 | \$478,402 | \$0 | \$478,402 |

Personnel Summary

| | | | | | |
|------------------|--|------|------|------|------|
| Actual Positions | | 5.00 | 5.00 | 0.00 | 5.00 |
|------------------|--|------|------|------|------|