

CITY MANAGER'S OFFICE

Description of Operations

The City Manager is the Chief Executive Officer of the City and is one of three Charter Officials appointed by the City Commission to direct and manage the functions of the City. Leadership is provided by facilitating, directing, planning, coordinating, and supervising the programs and services of the City. The City Manager is ultimately responsible to the City Commission and the public for all actions of the City of Sarasota.

The City Manager prepares an annual budget for the City Commission and develops policy recommendations for the City Commission's consideration. Implementation and management of all policy decisions of the City Commission is also a key responsibility. Major emphasis is placed upon the annual goal setting that the City Manager conducts with the City Commission, which drives both the budget process and staff's projects and priorities for the following year.

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 manage 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 relies upon these established relationships to ensure a well-run government that is responsive and responsible for all the needs of our community.

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.

To continuously improve management practices, a series of retreats will be conducted with upper-level management staff. These retreats will create stronger communication procedures and improve teamwork, thereby improving overall effectiveness.

Department accountability 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 2007 Actual | FY 2008 Budget | FY 2009 Continuation | FY 2009 Issues | FY 2009 Totals |
|---------------------------|-------------------|-------------------|-------------------------|-------------------|-------------------|
| Personal Expenditures | 612,572 | 633,455 | 571,801 | 0 | 571,801 |
| Non Personal Expenditures | 22,423 | 40,603 | 31,963 | 0 | 31,963 |
| Capital Expenditures | 728 | 0 | 0 | 0 | 0 |
| Totals | 635,723 | 674,058 | 603,764 | 0 | 603,764 |

Personnel Summary

| | | | | |
|------------------|------|------|------|------|
| Actual Positions | 5.00 | 4.00 | 0.00 | 4.00 |
|------------------|------|------|------|------|

Revenue Summary

| | FY 2007 Actual | FY 2008 Budget | FY 2009 Continuation | FY 2009 Issues | FY 2009 Totals |
|------------------------------|-------------------|-------------------|-------------------------|-------------------|-------------------|
| CHARGES FOR SERVICES | 12,264 | 0 | 0 | 0 | 0 |
| OTHER MISCELLANEOUS REVENUES | 100 | 0 | 0 | 0 | 0 |
| INTRAGOVERNMENTAL SERVICES | 1,397 | 0 | 0 | 0 | 0 |
| | 13,761 | 0 | 0 | 0 | 0 |