

The City Manager is appointed by the City Commission in accordance with the City Charter, Article III, Sec. 17. The City Manager is the chief executive officer responsible for the professional management of the city providing leadership to carry out the policies and procedures as established by the City Commission.

The City Manager shall be accountable directly to the City Commission for the proper discharge of the duties of the office and for all actions taken or performed by the City Manager and by all city employees under the City Manager's supervision or control. In order to maintain the concept of such accountability and to preserve the integrity of the office of City Manager, neither the City Commission nor any of its Commissioners shall attempt to direct any city employee under the supervision or control of the City Manager to take any action or condone to be done anything that will interfere with or impair the authority of the City Manager with respect to such employee or with respect to the employment or dismissal of such employee; provided that the City Commission shall have the right at any time to discuss with the City Manager any matter relating to the performance of the duties of the City Manager's office, including the performance of and other matters relating to city employees under the City Manager's supervision or control and to express opinions and make recommendations concerning the same. This provision shall not prohibit a Commissioner from speaking with city employees for the purpose of obtaining information only.

### **Responsibilities**

The City Manager shall be the chief administrative officer of the city, responsible to the Commission for the administration of all city affairs placed in the manager's charge by or under the City Charter. The City Manager shall:

Appoint and when necessary for the good of the city, suspend or remove all city employees and appointive administrative officers, except as otherwise provided by law, the City Charter or personnel rules adopted pursuant to the City Charter. The City Manager may authorize any administrative officer subject to the manager's direction and supervision to exercise these powers with respect to subordinates in that officer's department, office or agency;

Direct and supervise the administration of all departments, offices and agencies of the city, except as otherwise provided by the City Charter or by law;

Attend all City Commission meetings. The City Manager shall have the right to take part in discussion but shall not vote;

See that all laws, provisions of the City Charter and acts of the City Commission, subject to enforcement by the City Manager or by officers subject to the manager's direction and supervision, are faithfully performed;

Prepare and submit the annual budget, capital programs and organizational chart to the City Commission;

Submit to the City Commission and make available to the public a complete report on the finances and administrative activities of the city as of the end of each fiscal year and make such other reports as the City Commission may require;

Make recommendations to the City Commission concerning the affairs of the city;

Prepare the agendas for each City Commission meeting; and

Perform such other duties as specified in the City Charter or may be required by the City Commission.

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