



**City Manager's Office – 5.0 FTE's**  
**\*City Council – 1.0**

**Program Description**

The City of Clearwater is governed by a Council/Manager form of government with the City Manager, appointed by the City Council, serving as the chief executive and administrative officer of the City. The City Manager is a professional administrator retained by the City Council to administer the day-to-day operations and services of the City. The City Manager administers policies and legislation adopted by the City Council, directs all departments, offices and operations of the City, and prepares and administers the annual budget.

This program includes the staff that directly supports the City Manager, consisting of two Assistant City Managers and an administrative staff. All departments within the City report directly to either the City Manager or one of the Assistant City Managers.

<b>DEPARTMENT SUMMARY</b>					
	<b>Actual 2013/14</b>	<b>Actual 2014/15</b>	<b>Budget 2015/16</b>	<b>Budget 2016/17</b>	<b>% Change</b>
Personnel	858,282	898,478	846,580	764,920	-10%
Operating	89,960	98,375	119,830	119,280	0%
Internal Services	114,298	107,469	109,180	109,750	1%
Interfund Transfer	-	1,500	-	-	n/a
<b>Total City Manager's Office</b>	<b>1,062,540</b>	<b>1,105,822</b>	<b>1,075,590</b>	<b>993,950</b>	<b>-8%</b>

<b>DEPARTMENT FULL TIME EQUIVALENT POSITIONS</b>				
	<b>Actual 2013/14</b>	<b>Actual 2014/15</b>	<b>Budget 2015/16</b>	<b>Budget 2016/17</b>
City Manager's Office	8.0	7.0	6.0	5.0
<b>Total City Manager's Office</b>	<b>8.0</b>	<b>7.0</b>	<b>6.0</b>	<b>5.0</b>

**Program Highlights**

- ❖ The City Manager's Office is supported by five full time equivalent positions, a reduction of one FTE from the 2015/16 budget. For fiscal year 2016/17, an Executive Assistant is being transferred to support CRA Administration.
- ❖ There have been no other significant changes in the City Manager's program. The budget for this department reflects an 8% decrease from the 2015/16 budget primarily due to the reduction in personnel.
- ❖ Operating expenses include \$75,000 as a source of funding for the City Manager to handle small, unbudgeted problems that arise during any fiscal year; this is the same level of funding as fiscal year 2015/16.