

February 2, 2006

TO: The Honorable Mayor and City Council Members  
FROM: John Szerlag, City Manager  
SUBJECT: Appointment of an Acting City Manager

At the January 16, 2006 special-study meeting City Council indicated that they would consider appointment of an acting city manager at the February 6, 2006 regular City Council meeting. Given our culture of professionalism and scale of organization, I recommend that Council appoint an acting city manager beginning March 13, 2006 as that's the date I become city manager of Sunny Isles Beach, Florida. Your authority to do this is contained in Section 3.12 of the City Charter, which reads as follows:

**“The Council may appoint or designate an acting city manager during the period of a vacancy in the office or during the absence of the city manager from the city. Such acting manager shall, while he is in office, have all the responsibilities, duties, functions and authority of the city manager.”**

In addition, the Charter requires the office which I now hold to be filled within 120 days from my departure. With my last day being March 12, 2006, this means that a manager must be appointed no later than July 10, 2006 (see City Charter Section 3.10).

Please know that the city manager has six (6) direct reports that fall within the ranks of senior management: assistant city manager of finance and administration; assistant city manager of the service division; police chief; fire chief; real estate and development director; human resources director (see attached table of organization).

As always, please feel free to contact me should you have any questions.

# Organizational Chart

