

Record Series #: 0120-001
Name: City Manager's Office Administrative Files
Dates: 1940-2012, no date
Extent/Size: 527 records carton (527.0 cubic feet)
Language: English

Historical Note:

The City Manager is the Chief Executive Officer of the Savannah government and serves at the behest of Savannah's City Council. The council-manager form of government was established in Savannah at the end of 1953 to streamline government authority and recover the financial deficit of the City government. The first City Manager hired was Frank A. Jacocks in March of 1954. Jacocks consolidated departments and established department heads so that the organization was more efficient. The various City Managers over the years have developed community programs, worked on the revitalization of downtown Savannah, created new departments, and overall contributed to the success of the City of Savannah's operational government over the years. The City Managers have often served on Savannah boards and commissions. Presently their key duties include, submitting an annual report, submitting the annual budget, recommending programs and services to City Council, approving all payments and contracts, advising the City Council on the financial condition of the City, and ensuring the efficiency of the administration of the City government.

Savannah's City Managers:

Francis Jacocks, 1954-1959
John Hall, 1959-1962
Arthur Mendonsa, 1962-1967, 1971-1994
Picot Floyd, 1967-1971
Michael Brown, 1995-2010
Rochelle Small-Toney, 2011-2012
Stephanie Cutter, 2013-2016
Rob Hernandez, 2016-2019
Pat Monahan, 2019-2020
Michael Brown, 2020-2021
Joseph "Jay" Melder, 2021-

For more information on Savannah's council-manager form of government see:

Spracher, Luciana. "History and Highlights of the City of Savannah's Council-Manager Form of Government, 1954-2004," prepared for the City of Savannah Municipal Research Library, 2004. Available on the web at <https://www.savannahga.gov/DocumentCenter/View/1375/Council-Manager-50th-Anniversary?bidId=>

Scope and Content:

The City Manager's Office Administrative Files contain indexed subject files and read files of correspondence from the Office of the City Manager. Subjects include a vast array of insight into City projects and departments including, roadway improvements, lawsuits, City maintenance on parks and buildings, homelessness, monuments, etc. The types of records in the subject files include interdepartmental memos, reports, design plans, and financial documents. In the daily work of the City Manager's Office, important correspondence is received and sent out. These

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make up the read files which are indexed with correspondent name and correlating subject content of the letters.

System of Arrangement and Ordering:

The City Manager's Office Administrative Files are arranged by date of transfer to the Municipal Archives. See attached inventories for more details.

Conditions Governing Access:

Some files contain restricted information per the Georgia Open Records Act and requests for files will be reviewed by the Archivist to ensure restricted information is identified.

Conditions Governing Reproduction and Use:

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Related Collections:

Record Series 0120-006, City Manager's Office – Photographs. City of Savannah Municipal Archives, Savannah, Georgia.

Access Points:

Armstrong Atlantic State University
Chatham Area Transit Authority
Chatham County-Savannah Metropolitan Planning Commission
Coastal Area Planning and Development Commission (Ga.)
Georgia Municipal Association
Housing Authority of Savannah
International City Management Association
Savannah (Ga.) City Council
Savannah (Ga.) Engineering Department

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Savannah (Ga.) Fire Department
Savannah (Ga.) Human Resources
Savannah (Ga.) Legal Department
Savannah (Ga.) Office of the City Manager
Savannah (Ga.) Office of the Mayor
Savannah (Ga.) Park and Tree
Savannah (Ga.) Police Department
Savannah (Ga.) Water and Sewer
Savannah College of Art and Design
Savannah Development and Renewal Authority
Youth Futures Authority

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Municipal Archives, Savannah, Georgia.

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Inventories

[Subject files inventory by subject](#)

[Subject files inventory by date](#)

[Subject files inventory by City Manager's last name](#)

[Read files subject index by date, for the years 1990-2010](#)