

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. Throughout the year, the City Manager will work with both the City Commission and department heads to strengthen the existing strategic plan and performance measurement system so they are effective tools to guide all policy decisions.

STRATEGIC PLAN

Strategic Goal - A Responsible and Accessible Government that has Sound Financial and Administrative Practices

Strategy - Maximize funding available for City services through increased revenues.

Objective - Optimize revenue by maximizing grant funding.

Task	Current Funding	Fiscal Year Completed	Funds Required
Creation of Citywide grant policies and procedures. Status - Staff is currently working on draft guidelines.	Yes	2008	\$0

Objective - Regular review of user fees to ensure appropriateness.

Task	Current Funding	Fiscal Year Completed	Funds Required
Include review of user fees in departmental reviews. Status - Departmental schedule still being determined.	Yes	2008	\$0

Strategic Goal - Viable, Safe and Diverse Neighborhoods and Businesses that Work Together

Strategy - Improve housing opportunities for all households.

Objective - Provide assistance to the Sarasota Housing Authority in the redevelopment of 388 public housing units.

CITY MANAGER'S OFFICE

Task	Current Funding	Fiscal Year Completed	Funds Required
Continue to cooperate with the Sarasota Housing Authority to determine City's role in the redevelopment process. Status - Currently determining role for the City of Sarasota.	Yes	2007	\$0
Cooperate with the Sarasota Housing Authority to determine City's role in the redevelopment process. Status - Tax credit submitted in April, 2007 with supplemental City funding commitment.	Yes	2008	\$0

Strategic Goal - A Workplace that Attracts and Retains an Outstanding Workforce

Strategy - Increase employee satisfaction to reduce employee turnover.

Objective - Create and implement an overall employee communications strategy.

Task	Current Funding	Fiscal Year Completed	Funds Required
Determine employee communications strategy. Status - Deferred until FY 2008.	Yes	2008	\$0

Strategic Goal - An Attractive, Environmentally-Friendly Community that is Safe and Livable and Provides an Array of Cultural and Aesthetic Enjoyments

Strategy - Enhance existing park system.

Objective - Define and improve level of service for maintenance in City Parks.

Task	Current Funding	Fiscal Year Completed	Funds Required
Determine current level of service in City parks. Status - Currently working with Sarasota County staff to determine current level of service provided in City parks.	Yes	2008	\$0

Strategy - Strengthen and diversify City owned entertainment and recreational facilities.

Objective - Create additional boating opportunities.

Task	Current Funding	Fiscal Year Completed	Funds Required
Pursue grants to help fund the Sarasota Bay Mooring Field. Status - Staff is actively pursuing grants with the West Coast Inland Navigational District (WCIND) and FBIP.	Yes	2006	\$0
Construct the Sarasota Bay mooring field. Status - State approval of submerged lands lease expected in June, 2007.	Yes	2007	\$0

Strategic Goal - Well-Maintained and Future-Oriented Infrastructure

Strategy - Improve maintenance strategies to ensure a healthy and efficient infrastructure.

Objective - Renegotiate the Stormwater Interlocal Agreement with Sarasota County to include an increased level of service for storm protection and general maintenance.

Task	Current Funding	Fiscal Year Completed	Funds Required
Review Stormwater Agreement with Sarasota County for possible improvements. Status - Task will be carried out in FY 2008.	Yes	2008	\$0

Strategy - Ensure long-term funding and viability of City infrastructure.

Objective - Ensure long-term funding for infrastructure projects through the extension of the Penny Sales Tax.

CITY MANAGER'S OFFICE

Task	Current Funding	Fiscal Year Completed	Funds Required
Assist Sarasota County with the Penny Sales Tax Referendum. Status - Currently in compliance with all requests made by Sarasota County.	Yes	2008	\$0

Objective - Ensure the long-term optimal operation of the Sarasota Police Department by identifying a new site and replacing the existing police building.

Task	Current Funding	Fiscal Year Completed	Funds Required
Select the building site. Status - The site has been selected. The new Sarasota Police Department (SPD) building will be located on the current footprint of the SPD parking lot.	Yes	2006	\$0
Direct the design of the new SPD facility. Status - The design will be undertaken and completed in FY, 2007.	Yes	2007	\$0
Manage the bond referendum to fund the construction of the new SPD facility. Status - Referendum was approved by voters in March, 2007. The revenue generated by the bond sale will be available in July, 2007.	Yes	2007	\$0

Cost Center Expenditures By Category

	FY 2006 Actual	FY 2007 Budget	FY 2008 Continuation	FY 2008 Issues	FY 2008 Totals
Personal Expenditures	598,321	602,621	633,455	0	633,455
Non Personal Expenditures	32,729	48,203	46,903	-6,300	40,603
Capital Expenditures	1,631	0	0	0	0
Totals	632,681	650,824	680,358	-6,300	674,058

Personnel Summary

Actual Positions	5.00	5.00	0.00	5.00
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Revenue Summary

	FY 2006 Actual	FY 2007 Budget	FY 2008 Continuation	FY 2008 Issues	FY 2008 Totals
CHARGES FOR SERVICES	100	0	0	0	0
INTRAGOVERNMENTAL SERVICES	5,107	2,851	0	0	0
	5,207	2,851	0	0	0

CITY MANAGER'S OFFICE

Budget Reduction

These reductions total \$6,300 representing decreases in training and travel funding as well as a decrease in special services.

Cost of Issue

Personal	0
Operating	-6,300
Capital	0
Transfers	0
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Total	-\$6,300
Net Cost of Issue	-\$6,300