

CITY MANAGER

MISSION

The mission of the City Manager's office is to support the City Commission; to serve as a liaison to citizens, agencies, and organizations; to implement Commission policies and priorities; and to provide professional, ethical management and leadership for the City organization consistent with the City's Vision, Mission, and Core Beliefs - Eustis S.P.I.R.I.T.

DEPARTMENT OVERVIEW

The City Manager's Office provides effective implementation of adopted and approved City's Strategic Plan and coordinates growth management and economic development strategies with Lake County, the Economic Development Commission, and other municipalities. Enhance the professionalism of City staff and personnel through training, communication, and hiring of professionals as vacancies exist. Monitors employee morale and concerns; cooperation with employees in addressing legitimate concerns and problems; and ensuring timely resolution to employee concerns. Supports the City Commission in the development of policies, procedures, and programs in which they express an interest or as circumstances may warrant. Develops and recommend a cost effective, equitable, and balanced City budget to the City Commission reflecting the needs and responsibilities of the City in the provision of essential and other services to the community. Monitors citizen's concerns and recommendations and ensure timely response in a customer friendly and productive manner. Provides open communication to the public and to ensure all City business and events are communicated in a timely manner. Develops and implements policies/programs to ensure economic vitality and redevelopment of the City.

City Manager

Baseline Services:

- City Manager
 - Provide Staff Support to the Eustis City Commission.
 - Evaluate and report on progress of Strategic Plan on a quarterly basis – review progress reports with City Commission.
 - Management Leadership for City organization consistent with the City’s Mission, Vision and Core Beliefs – S.P.I.R.I.T.
 - Liaison with, and respond to service request from citizens, agencies, businesses, organizations, and neighborhoods.
 - Disseminate information to residents, businesses and stakeholders regarding City activities in a timely, accurate manner.
 - Record / file / archive public records and provide access to the public.
 - Broadcast / prepare documents / records of City business to the public.
- Economic Development
 - Develop and Implement policies / programs to ensure economic vitality and redevelopment of the City of Eustis.
 - Develop City-wide, CRA and Downtown Incentive Policies.
 - Develop and implement Comprehensive Economic Development Action Plan (CEDAP).
 - Develop Business Growth and Retention Program.
 - CIP Coordination and location of outside funding resources.
 - Community Branding and Marketing Strategies.
 - Implement CRA Plan and guide appointment of CRA Advisory Board.
 - Promotion of the arts and culture, as an economic development activity.
 - Provide staff support
- City Clerk
 - Develop a Records Management Program Policy based on Florida Statutes.
 - Update City’s e-mail policy for records retention and disposition.
 - Designate a Records Manager and Alternate within each Department to be the liaison for information regarding Records Retention and Disposition.
 - Train City Commission and Staff regarding Records Management Policy.
 - Thorough knowledge of F.S. Chapter 119 regarding document retention and destruction.
 - Thorough knowledge of F.S. Chapter 126 regarding disclosure of public records.
 - Attend conference/seminars for Records Management.
 - Develop a Disaster Preparedness Plan for Vital Records.
 - Microfilm all permanent records.
 - Improve access to records by purchasing a document imaging software (Mission).
 - Respond promptly to all requests for public records.
 - Serve as the City’s Records Management Liaison Officer to the State of Florida.
 - Coordinate City election procedures are followed and maintain liaison with the Lake County Board of Elections.
 - Continue to maintain records according to retention schedule.
 - Coordinate destruction of obsolete records for all departments.
 - Communicate reduction schedule for each calendar year and each fiscal year.
 - Initiate a Records Inventory in each Department.
 - Collect service fees for public records requests.
 - Coordinate appointment of City committees with the Human Resources Department.
 - Contact all committee members of appointment expiration in a timely manner.
 - Contact all committee members of City Commission approval in a timely manner.

City Manager

- Communicate expiration and City Commission approval to all Staff liaisons.
- Ensure applicable City committee members have completed a yearly Financial Disclosure form.
- Update City Commission on the need for appointments to various City committees as well as communicate committee activities.
- Community Relations
 - Maintain City Website using current technologies.
 - Broadcast all activities and events concerning the City using all means available (i.e. website, newspapers, and other media sources).
 - Maintain direct communication with City Commission.
 - Liaise between Citizens, City Staff, and Commission on issues concerning City functions.
 - Maintain and operate audio/visual equipment for City Commission Meetings / Workshops and other City related meetings as required.
 - Act as communications and public affairs officer during emergency operations events.
 - Promote City activities/events to the Citizens of Eustis and Lake County.
 - Ensure City Employees are informed of all activity that may pertain to them.
 - Promote “Green City” initiatives in the City organization and to the public.
 - Liaise with City arts entities.

Departmental Initiatives:

- Development of Economic Development Incentives.
- Implementation of the Eustis Downtown Master Plan.
- Creation of a Local Planning Agency (LPA).
- Agendas / Minutes / Reports online within 1 week of meeting.
- Identify and Develop Brownfield Projects.
- Re-bid Insurance.
- Florida Green Local Government Standards - Evaluate and recommend implementation measures to the City Commission.
- Document imaging system for records archival and publication on website.
- Evaluate and analyze neighborhood infrastructure and develop plans to resolve deficiencies.
- Development and implement boundary agreements and Interlocal service agreements with Lake County, Mount Dora, Tavares, Leesburg, and Umatilla.
- Design and implement a weekly activity report of City activities for review by the City Commission and citizens.
- Establish and maintain an operational reserve to accommodate unexpected events without reducing existing service levels.
- Develop and promote a marketing plan to attract investors and businesses to Eustis.
- Develop and implement joint marketing programs with Gold Triangle partners, Lake County, Lake County School Board, and Orlando EDC to promote Eustis and the surrounding region to business and potential residents.
- Develop and implement a business retention program to help Eustis businesses grow, expand, and prosper.
- Participate in Lake / Sumter Economic Development publication.
- Implement Wayfinding and Gateway beautification plans for City entrances to downtown and historic district.
- Development and implement cost reducing measures to meeting budget policies and to balance recurring revenues with recurring expenditures.

City Manager

- Develop criteria for recruiting and selecting Community Redevelopment Area (CRA) Advisory Board members – secure initial appointments by City Commission.
- Complete an update of the City's Strategic Plan and update Commission goals and priorities.
- Organize and support neighborhood organizations to work with the City of Eustis to identify and solve neighborhood problems.
- Redesign and launch new City website in coordination with City's branding efforts and incorporating current technology.
- Liaise and administratively support the City's Arts and Culture entities.

**CITY OF EUSTIS, FLORIDA
ANNUAL BUDGET
DEPARTMENT SUMMARY**

FUND: GENERAL	TARGET BUDGET:	\$	408,124
DEPARTMENT: CITY MANAGER			
PROGRAM: SUMMARY	AMOUNT REQUESTED:	\$	709,459

<u>Activities Included:</u>	<u>Amount</u>	<u>Employee FTE</u>
Administration	301,384	6
City Clerk	101,484	
Economic Development	306,591	
Subtotal	709,459	
One Time Costs	(146,270)	
Increase In Recurring Revenues	-	
Net Recurring Budget Request	563,189	

<u>Budget Summary</u>	<u>Actual</u>	<u>Estimate</u>	<u>Budget</u>
<u>Description:</u>	<u>FY 06-07</u>	<u>FY 07-08</u>	<u>FY 08-09</u>
Personal Services	178,847	392,362	507,000
Operating Expenses	29,700	64,252	56,189
Subtotal	208,547	456,614	563,189
Capital	5,562	5,000	-
Other	0	17,772	146,270
Total	214,109	479,386	709,459
Employees:	4	4	6

<u>Activities Not Included:</u>	<u>Amount</u>	<u>Employee FTE</u>
Transfer of Staff Assistant III to Executive Assistant position.		

**CITY OF EUSTIS
ANNUAL BUDGET**

FUND: GENERAL - 001

<u>Function</u>	<u>Department</u>	<u>Program</u>
General Government	City Manager	Administration
		120-512

ACCT. <u>NO.</u>	<u>DESCRIPTION</u>	<u>Actual FY 05-06</u>	<u>Actual FY 06-07</u>	<u>Budget FY 07-08</u>	<u>Estimated FY 07-08</u>	<u>Budget FY 08-09</u>
	<u>PERSONAL SERVICES</u>					
1011	Executive Salaries	116,700	99,607	140,000	180,193	140,000
1012	Regular Salaries & Wages	38,933	25,811	46,000	62,924	83,221
1014	Overtime	0	0	0	0	0
1016	Christmas Bonus	520	520	390	165	520
1021	F.I.C.A. Taxes	11,675	5,719	14,259	18,600	14,761
1022	Florida Retirement	12,353	6,388	0	0	0
1023	Life & Health Insurance	12,840	10,540	15,000	21,250	23,400
1024	ICMA Retirement	<u>2,328</u>	<u>3,241</u>	<u>11,160</u>	<u>14,588</u>	<u>13,393</u>
	subtotal	195,349	151,826	226,809	297,720	275,295
	<u>OPERATING EXPENSES</u>					
3031	Professional Services	0	0	3,000	2,000	4,950
3034	Other Contractual Services	-80	15,680	3,000	20,772	0
3040	Travel & Per Diem	5,730	6,443	11,200	15,200	10,070
3041	Communication Services	214	478	1,450	1,450	1,210
3042	Transportation	84	78	240	150	300
3046	Repair & Maintenance	0	0	200	100	0
3047	Printing & Binding	0	69	200	200	200
3048	Promotional Activities	2,308	1,214	2,500	1,500	500
3049	Other Current Charges	0	0	150	150	0
3051	Office Supplies	408	364	450	450	700
3052	Operating Supplies	648	417	900	900	1,125
3054	Books, Publ., Subscr.	3,720	3,725	4,000	4,000	3,713
3055	Employee Study Expense	<u>0</u>	<u>0</u>	<u>500</u>	<u>8,000</u>	<u>3,321</u>
	subtotal	13,032	28,468	27,790	54,872	26,089
	<u>CAPITAL OUTLAY</u>					
6064	Machinery & Equipment	<u>0</u>	<u>5,173</u>	<u>0</u>	<u>5,000</u>	<u>0</u>
	subtotal	0	5,173	0	5,000	0
	TOTAL	<u>208,381</u>	<u>185,467</u>	<u>254,599</u>	<u>357,592</u>	<u>301,384</u>

**CITY OF EUSTIS
ANNUAL BUDGET**

FUND: GENERAL - 001

<u>Function</u>	<u>Department</u>	<u>Program</u>
General Government	City Manager	City Clerk
		121-516

ACCT. NO.	DESCRIPTION	Actual FY 05-06	Actual FY 06-07	Budget FY 07-08	Estimated FY 07-08	Budget FY 08-09
	<u>PERSONAL SERVICES</u>					
1011	Executive Salaries	0	10,938	47,400	50,915	53,280
1012	Regular Salaries & Wages	0	9,319	30,160	18,397	12,686
1014	Overtime	0	147	4,350	4,350	2,000
1016	Christmas Bonus	0	0	520	260	410
1021	F.I.C.A. Taxes	0	1,631	6,100	5,310	5,230
1023	Life & Health Insurance	0	3,720	15,000	11,250	11,700
1024	ICMA Retirement	<u>0</u>	<u>1,266</u>	<u>4,753</u>	<u>4,160</u>	<u>4,078</u>
	subtotal	0	27,021	108,283	94,642	89,384
	<u>OPERATING EXPENSES</u>					
3034	Other Contractual Services	0	75	5,000	5,000	8,000
3040	Travel & Per Diem	0	560	1,500	1,500	1,500
3041	Communication Services	0	0	300	300	250
3042	Transportation	0	0	500	500	450
3051	Office Supplies	0	437	1,000	1,000	900
3054	Books, Publ., Subscr.	0	0	580	580	500
3055	Employee Study Expense	<u>0</u>	<u>160</u>	<u>500</u>	<u>500</u>	<u>500</u>
	subtotal	0	1,232	9,380	9,380	12,100
	<u>CAPITAL OUTLAY</u>					
6064	Machinery & Equipment	<u>0</u>	<u>389</u>	<u>0</u>	<u>0</u>	<u>0</u>
	subtotal	0	389	0	0	0
	TOTAL	<u>0</u>	<u>28,642</u>	<u>117,663</u>	<u>104,022</u>	<u>101,484</u>

**CITY OF EUSTIS
ANNUAL BUDGET**

FUND: GENERAL - 001

<u>Function</u>	<u>Department</u>	<u>Program</u>
General Government	City Manager	Economic Development
		122-516

ACCT. <u>NO.</u>	<u>DESCRIPTION</u>	<u>Actual</u> FY 05-06	<u>Actual</u> FY 06-07	<u>Budget</u> FY 07-08	<u>Estimated</u> FY 07-08	<u>Budget</u> FY 08-09
	<u>PERSONAL SERVICES</u>					
1011	Executive Salaries	0	0	0	0	100,000
1012	Regular Salaries & Wages	0	0	0	0	12,686
1014	Overtime	0	0	0	0	2,000
1016	Christmas Bonus	0	0	0	0	260
1021	F.I.C.A. Taxes	0	0	0	0	8,793
1023	Life & Health Insurance	0	0	0	0	11,700
1024	ICMA Retirement	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>6,882</u>
	subtotal	0	0	0	0	142,321
	<u>OPERATING EXPENSES</u>					
3031	Professional Services	0	0	0	0	9,000
3034	Other Contractual Services	0	0	0	0	0
3040	Travel & Per Diem	0	0	0	0	6,500
3041	Communication Services	0	0	0	0	700
3042	Transportation	0	0	0	0	200
3051	Office Supplies	0	0	0	0	500
3054	Books, Publ., Subscr.	0	0	0	0	1,100
3055	Employee Study Expense	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	subtotal	0	0	0	0	18,000
	<u>NON-OPERATING/PROJECTS</u>					
	Marketing/ Promotions & Advert,	0	0	0	0	18,600
	Fireworks	0	0	0	0	10,000
	Economic Development Initiatives	0	0	0	0	50,000
	Art & Culture Development	0	0	0	0	50,000
	Special Projects	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>17,670</u>
	subtotal	0	0	0	0	146,270
	TOTAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>306,591</u>

Note: Estimated Reimbursement from CRA for services rendered \$ 107,341.