

## CITY COUNCIL

### DESCRIPTION

The City Council is the legislative and policy making body of the City Government. It establishes policies, sets goals and priorities, and interprets and represents the needs of the community to ensure the economic, social, educational, and physical quality of the City. The City Council is supported by the City Clerk whose office is responsible for the preservation and maintenance of the legislative record; recording and publishing City Council minutes; serving as an information center to address inquiries from citizens, municipal departments, and agencies; the management of boards and commissions; and fulfilling research requests.

### FY 2013 ACCOMPLISHMENTS

- Prepared 100% of City Council retreat, regular meeting, special meeting, and work session minutes in accordance with the Code of Virginia.
- Complied with 100% of Freedom of Information Act (FOIA) requests within five working days as prescribed by the Code of Virginia.
- Disseminated 100% of City Council ordinances and resolutions within seven days of approval.
- Expanded the availability of electronic records internally and externally.



### FY 2014 OBJECTIVES

- To prepare 100% of City Council meeting minutes in accordance with the Code of Virginia.
- To comply with 100% of Freedom of Information Act requests within five working days as prescribed by the Code of Virginia.
- To disseminate 100% of City Council ordinances and resolutions within five days of approval.
- To prepare all ceremonial items as requested and approved by City Council.

### STATISTICS/PERFORMANCE MEASURES

	<b>FY 12 Actual</b>	<b>FY 13 Projected</b>	<b>FY 14 Estimate</b>
Number of City Council meetings, work sessions, and special events	59	45	50
Average number of days to post Council actions to city website	1 day	1 day	1 day
Percent of Council member attendance at public meetings	100%	100%	100%
Number of public inquiries received	1,300	1,400	1,500
Average response time to public inquiries	3 days	3 days	3 days
Number of meeting minutes prepared	59	45	50
Percent of meeting minutes prepared in accordance with State Code	100%	100%	100%
Number of City Council ordinances and resolutions prepared	200	200	200
Percent of City Council ordinances and resolutions disseminated within seven working days of approval	100%	100%	100%

Department: City Council

Budget Detail

Account Number: 100-11110-	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Requested	% Change	2013-2014 Adopted	% Change
51100.02 Salaries and Wages	\$ 232,565	\$ 230,417	\$ 233,640	\$ 233,640	0%	\$ 235,119	1%
52100 FICA	17,522	17,326	17,873	17,873	0%	17,987	1%
52210 VRS Retirement	16,884	17,262	19,428	19,428	0%	18,567	-4%
52400 Group Life	301	301	1,460	1,460	0%	1,334	-9%
53600 Advertising	0	579	1,000	1,000	0%	1,000	0%
54100 Information Technology	16,596	16,311	10,787	10,787	0%	22,406	108%
54500 Risk Management	0	95,343	92,139	92,139	0%	95,610	4%
55210 Postal Services	323	250	500	500	0%	500	0%
55230 Telecommunications	6,720	5,749	6,238	6,238	0%	6,887	10%
55500 Travel and Training/Public Relations	6,403	3,943	10,000	10,000	0%	10,000	0%
55810 Dues & Association Memberships	215	310	500	500	0%	500	0%
55840 Code Expense	2,761	4,714	9,000	9,000	0%	9,000	0%
56001 Office Supplies	5,169	3,465	4,000	4,000	0%	4,000	0%
56012 Books and Subscriptions	230	235	500	500	0%	500	0%
56017 Copier Costs	9,574	7,796	3,975	3,975	0%	14,400	262%
56026 Special Event Sponsorships	12,225	7,974	15,000	15,000	0%	15,000	0%
<b>Total Operating Expenditures</b>	\$ 327,487	\$ 411,975	\$ 426,041	\$ 426,041	0%	\$ 452,810	6%

56026 - Special Event Sponsorships: Christmas Party, & Peanut Fest City Reception and special event sponsorships

Personnel Summary

Range	Class	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Requested	2013-2014 Adopted
	Mayor	1	1	1	1	1
	Councilman	7	7	7	7	7
	City Clerk	1	1	1	1	1
	16 Deputy City Clerk	1	1	1	1	1
<b>Number of Full-Time Positions</b>		10	10	10	10	10



# CITY MANAGER

## DESCRIPTION

The City Manager is the Chief Executive Officer of the City of Suffolk and is responsible for the day-to-day administration of the City Government. The City Manager recommends policy alternatives to the City Council and implements the policies and priorities established by the governing body in accordance with the City Charter, City Code and Ordinances, and State and Federal regulations. Other essential activities and duties include oversight of operating departments, coordination of legislative affairs with state and congressional leaders, and serving as a liaison to businesses, community organizations, and various local and regional boards and commissions.

## FY 2013 ACCOMPLISHMENTS

- Received reaffirmed bond ratings of AA+ from Standard and Poor’s and Fitch rating agencies further strengthening the City’s financial management.
- Awarded the Distinguished Budget Presentation Award and Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA).
- Completed and initiated several capital improvement projects that will enhance the quality of life of Suffolk citizens including the Suffolk Animal Care Facility, Nansemond Parkway Road Improvements, E911/Municipal Center, and Whaleyville Community Center projects.



## FY 2014 OBJECTIVES

- To improve the overall efficiency and effectiveness of City Government by continuing to refine the City’s administrative and business practices. **(Goal 5: Provide Effective and Efficient Programs and Services that are Accountable and Customer Focused)**
- To continue strengthening the City’s financial position by adhering to adopted financial policies and best financial management practices and encouraging job growth and capital investment in the community. **(Goal 5: Provide Effective and Efficient Programs and Services that are Accountable and Customer Focused)**
- To ensure the delivery of high quality services and programs to the citizens of Suffolk. **(Goal 5: Provide Effective and Efficient Programs and Services that are Accountable and Customer Focused)**

STATISTICS/PERFORMANCE MEASURES	FY 12 Actual	FY 13 Projected	FY 14 Estimate
Bond Rating:			
Moody’s	Aa2	Aa2	Aa2
Standard & Poor’s	AA	AA+	AA+
Fitch	AA	AA+	AA+
Fund Balance at/above 12% per City Financial Policies	12.8%	12.6%	12.2%
GFOA Certificate of Excellence in Financial Reporting	✓	✓	✓
GFOA Distinguished Budget Presentation Award	✓	✓	✓
*Number of jobs created	980	1,957	750
*Capital Investment	\$103M	\$94M	\$80M

\*Job creation and capital investment are based on calendar year data for 2011-2013.