

CITY MANAGER

***SUPERVISION AND OVERSIGHT OF
CITY DEPARTMENTS***

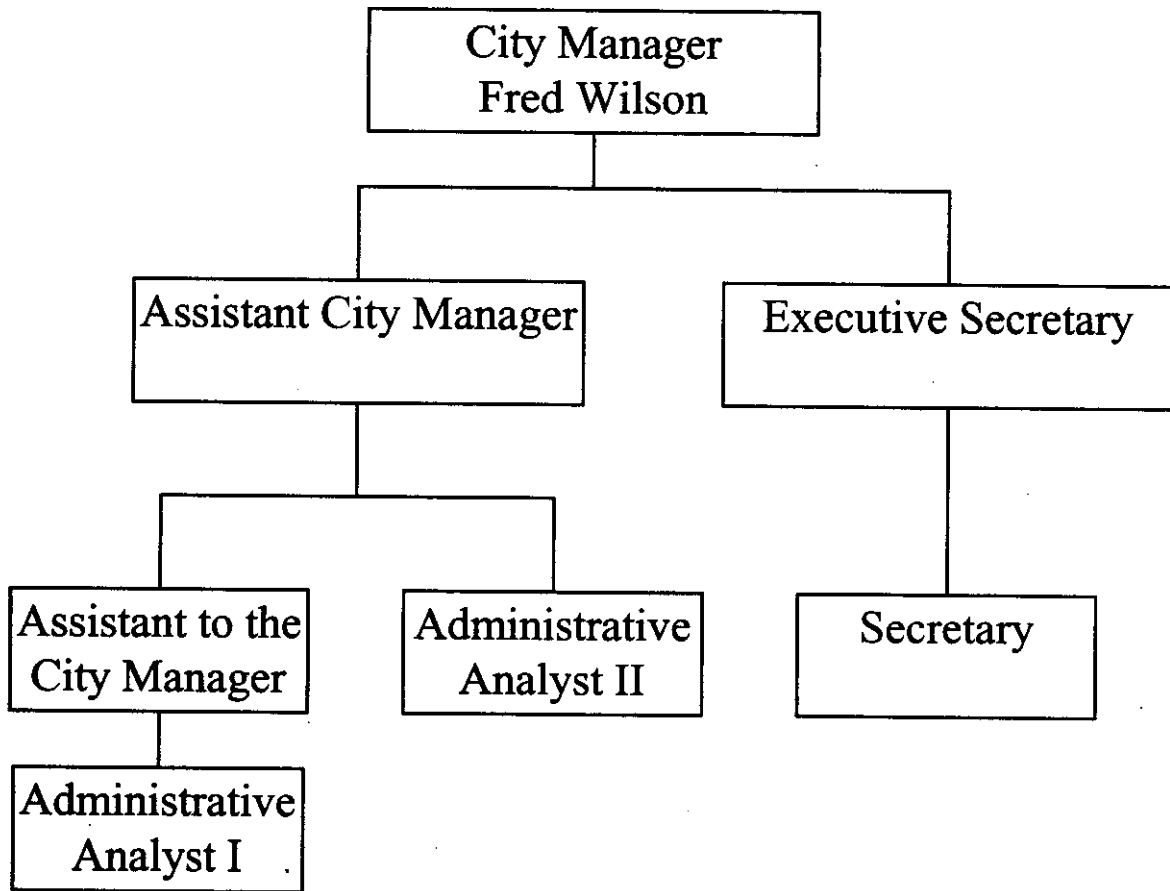
SPECIAL PROJECTS

LEGISLATIVE ADVOCACY

GRANTS COORDINATION

***CITY COUNCIL AGENDA
DEVELOPMENT***

CITY MANAGER



CITY MANAGER

ACCOUNT NUMBER: 001-100

FUND: GENERAL FUND

ABOUT THE DEPARTMENT

The City Manager is responsible for the day-to-day administration of City government. The City Manager provides overall management and supervision of all City departments. The City Manager's Office acts as the nexus for interaction, coordination, and communication among all City departments.

The City Manager's Office is responsible for managing budget resources, carrying out policy implementation, and providing analysis and recommendations to aid in policy development. Providing a sound fiscal direction for the City is the main goal of this department. This process is accomplished by the oversight and assistance with the preparation, adoption, and maintenance of each annual budget.

The City Manager's Office, in addition to providing the lead role in policy formulation and budgetary management, focuses on special projects as directed by the Mayor and Common Council. This department performs the agenda development function for the Mayor and Common Council, administers the City's Employee' Rideshare Program and coordinates grant writing efforts.

EXPENDITURES BY CATEGORY

CATEGORY	2005-06 ACTUAL	2006-07 ACTUAL	2007-08 PROJECTED	2008-09 ADOPTED
PERSONNEL	545,884	667,014	805,012	761,500
MAINTENANCE & OPERATION	27,094	31,330	27,533	34,600
CONTRACTUAL SERVICES	21,169	29,520	0	0
INTERNAL SERVICE	24,108	24,592	15,202	14,000
CAPITAL OUTLAY	0	0	0	0
DEBT SERVICE	0	0	0	0
TOTAL	526,992	536,688	847,747	810,100

CITY MANAGER'S OFFICE

2007-08 KEY ACCOMPLISHMENTS

- ✓ Worked with the Mayor and Common Council to place Measures L, which was approved by the voters, on the November 2007 ballot to reduce the UUT rate, modernize communications definitions, and ensure that the tax is fairly applied regardless of the communications technology.
- ✓ Developed a prioritized implementation plan and successfully implemented many of the 187 recommendations contained in the Management Partners Organization Review.
- ✓ Worked with City departments to implement SB Access Online, a comprehensive citizen relationship management system, aimed at providing citizens and customers of the City with an online City Hall.
- ✓ Reviewed cash control procedures in several departments and prepared recommendations for new policies and procedures.
- ✓ Developed and Implemented budget reduction strategies to address a 2007/08 General Fund budget shortfall.
- ✓ Completed a comprehensive study of user fees and updated the master fee resolution accordingly.
- ✓ Worked with Development Services and consultant to prepare a study which addresses strategies to streamline the development process.

2008-09 KEY GOALS

- Continue to Work with each department to implement costs savings and efficiency measures.
- Explore the feasibility of placing several revenue enhancement measures on the November 2008 ballot.
- Continue implementation of the remaining recommendations from Management Partners Organizational Review.
- In concert with EDA, formulate and implement *Imagine San Bernardino*.
- Develop a Green Initiative Plan with other City departments to include internal and citywide initiatives that will enable the City to be more environmentally friendly place to life and work.
- Implement long term financial strategies to reduce the impact of the economic downturn.

DID YOU KNOW?

- SB Access Online will enable the City to track, address and resolve thousands of citizens and employee's complaints, questions and problems each year.

EXPENDITURE BUDGET LINE ITEM DETAIL
FISCAL YEAR 2008-2009

FUND 001 GENERAL FUND

DIVISION 101 CITY MANAGER

ACCOUNT OBJECT & TITLE	ACTUAL 2005-06	ACTUAL 2006-07	PROJECTED 2007-08	ADOPTED 2008-09
5011 SALARIES PERM/FULLTIME	414,479	508,568	597,633	547,800
5012 SPECIAL SALARIES	0	0	0	12,600
5013 AUTOMOBILE ALLOWANCE	5,994	9,600	12,000	12,600
5014 SALARIES TEMP/PARTTIME	13,358	1,430	5,847	3,000
5018 VACATION PAY	3,460	7,629	8,011	0
5026 PERS RETIREMENT	60,340	76,287	117,898	119,400
5027 HEALTH & LIFE INSURANCE	41,643	55,388	53,940	55,700
5028 UNEMPLOYMENT INSURANCE	1,093	1,318	1,579	1,600
5029 MEDICARE	5,518	6,793	8,104	8,800
TOTAL PERSONNEL SERVICES	545,884	667,014	805,012	761,500
5111 MATERIALS & SUPPLIES	2,448	3,665	1,963	4,000
5122 DUES & SUBSCRIPTIONS	5,646	4,255	4,652	4,000
5132 MEETINGS & CONFERENCES	10,900	10,451	6,897	6,500
5133 EDUCATION & TRAINING	62	103	185	1,000
5171 RENTALS	0	0	14	0
5174 PRINTING CHARGES	5,481	5,186	3,955	5,000
5175 POSTAGE	1,823	1,411	755	2,500
5176 COPY MACHINE CHARGES	357	2,039	7,046	7,000
5181 OTHER OPERATING EXPENSES	290	4,221	2,067	4,000
5183 MANAGEMENT ALLOWANCE	88	0	0	600
TOTAL MAINTENANCE & OPERATION	27,094	31,330	27,533	34,600
5502 PROFESSIONAL/CONTRACTUAL SVCS	21,169	29,520	0	0
TOTAL CONTRACTUAL SERVICES	21,169	29,520	0	0
5604 M.I.S. CHARGES - IN-HOUSE	21,100	20,900	12,400	12,200
5605 TELEPHONE SUPPORT	3,008	3,692	2,802	1,800
TOTAL INTERNAL SERVICE CHARGES	24,108	24,592	15,202	14,000
TOTAL	618,256	752,455	847,747	810,100

BUDGET - JUSTIFICATION

101 CITY MANAGER

001 GENERAL FUND

OBJ JUSTIFICATION

- 5111 PURCHASE OF ROUTINE OFFICE SUPPLIES

- 5122 DUES FOR INTERNATIONAL CITY MANAGEMENT ASSOCIATION, INLAND EMPIRE CITY MANAGERS ASSOCIATION, AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION; CCMF MEMBERSHIP,MMASC

- 5132 PROVIDES FOR ATTENDANCE AT MEETINGS OF ICMA(TEXAS IN 2006), LEAGUE OF CALIFORNIA CITIES, INLAND EMPIRE MANAGERS ASSOCIATION, ASPA,MMASC, AND VARIOUS OTHER MEETINGS

- 5133 SPECIAL EDUCATION/TRAINING NEEDS

- 5174 PRINTING CHARGES INCLUDING FORMS, COUNCIL AND GENERAL DISTRIBUTION ITEMS

- 5175 POSTAGE CHARGES FOR ROUTINE CORRESPONDENCE

- 5176 ROUTINE COPY MACHINE CHARGES AS WELL AS THE MONTHLY PAYMENTS FOR NEW COPY MACHINE

- 5181 MISC OTHER OPERATING EXPENSES

- 5183 MANAGEMENT ALLOWANCE

- 5604 THE PORTION OF THE CITY'S TOTAL INFORMATION TECHNOLOGY SERVICES COSTS (INCLUDING STAFF TIME) RELATED TO THIS DEPARTMENT. CHARGES ARE BASED ON TYPE OF EQUIPMNT, SOFTWARE AND SUPPORT UTILIZED BY DEPARTMENT.

- 5605 CHARGES FROM THE CITY'S TELECOMMUNICATIONS DIVISION (INCLUDING STAFF TIME AND OVERHEAD) RELATED TO THIS DIVISION'S TELECOMMUNICATIONS COSTS (CHARGE-BACKS BASED ON ACTUAL COSTS INCURRED).