

CITY MANAGER

***MANAGEMENT AND OVERSIGHT OF
CITY DEPARTMENTS***

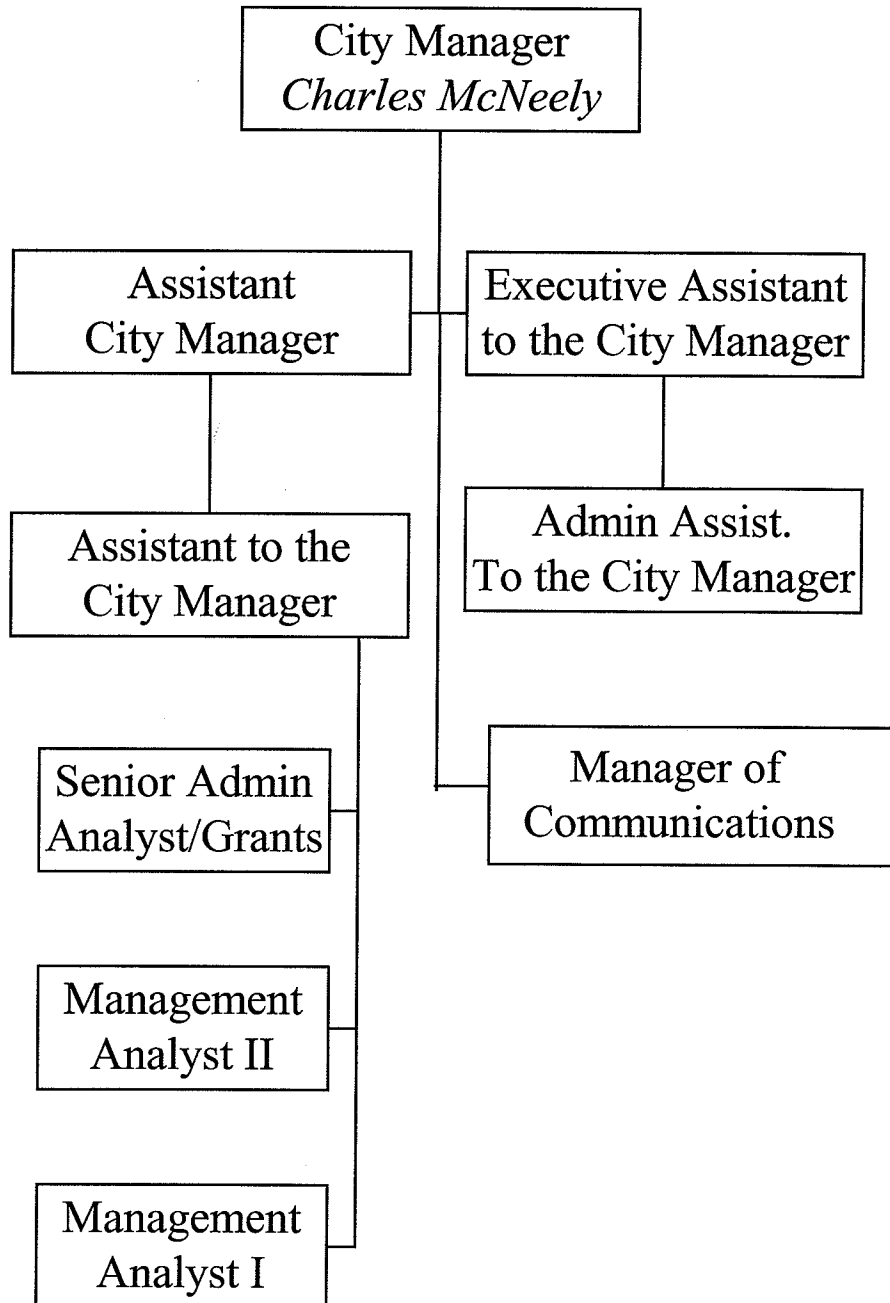
***SPECIAL PROJECTS AND POLICY
SUPPORT FOR THE
MAYOR AND COMMON COUNCIL***

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.

Providing a sound fiscal direction for the City is the main goal of this department. 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.

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	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 PROJECTED	2009-10 ADOPTED
PERSONNEL	667,014	805,012	948,113	1,140,600
MAINTENANCE & OPERATION	31,330	27,533	16,163	34,600
CONTRACTUAL SERVICES	29,520	0	13,148	6,000
INTERNAL SERVICE	24,592	15,202	13,998	14,100
CAPITAL OUTLAY	0	0	0	0
DEBT SERVICE	0	0	0	0
TOTAL	526,992	536,688	991,422	1,195,300

CITY MANAGER'S OFFICE

2008-09 KEY ACCOMPLISHMENTS

- ✓ Developed and implemented budget reduction strategies to address a 2008-09 and 2009-10 General Fund budget shortfall.
- ✓ Worked with the Facilities Management Department to restructure the City's cell phone agreements, saving the City \$100,000 per year.
- ✓ Staff worked with the City's Economic Development Agency (EDA) in the transaction of CATV from the Information Technology Department to EDA
- ✓ Completed a comprehensive study of user fees and updated the master fee resolution accordingly.
- ✓ Worked with the Integrated Waste Management Division to begin collection of approximately \$700,000 in past due accounts.
- ✓ As part of the City's budget reduction strategy, staff worked with City's vendors to ask for a 5% reduction in the price of services provided to the City, resulting in a \$125,000 savings for FY 2008-09.

2009-10 KEY GOALS

- Continue to Work with each department to implement costs savings and efficiency measures.
- Implement long term financial strategies to reduce the impact of the economic downturn.
- Work cooperatively with state and federal jurisdictions and establish partnerships with other public agencies to secure funding for the City's needs through the American Reinvestment and Recovery Act of 2009.
- Assist City departments with securing funding from the American Reinvestment and Recovery Act of 2009.
- Explore the feasibility of placing several revenue enhancement measures for the November 2009 ballot.

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 2009-2010**

FUND 001 GENERAL FUND

DIVISION 101 CITY MANAGER

ACCOUNT OBJECT & TITLE	ACTUAL 2006-07	ACTUAL 2007-08	PROJECTED 2008-09	ADOPTED 2009-10
5011 SALARIES PERM/FULLTIME	508,568	597,633	786,667	842,200
5012 SPECIAL SALARIES	0	0	-250	0
5013 AUTOMOBILE ALLOWANCE	9,600	12,000	7,125	13,200
5014 SALARIES TEMP/PARTTIME	1,430	5,847	12,361	3,000
5018 VACATION PAY	7,629	8,011	0	0
5026 PERS RETIREMENT	76,287	117,898	86,036	169,200
5027 HEALTH & LIFE INSURANCE	55,388	53,940	43,443	98,500
5028 UNEMPLOYMENT INSURANCE	1,318	1,579	2,014	2,200
5029 MEDICARE	6,793	8,104	10,716	12,300
TOTAL PERSONNEL SERVICES	667,014	805,012	948,113	1,140,600
5111 MATERIALS & SUPPLIES	3,665	1,963	1,278	4,000
5122 DUES & SUBSCRIPTIONS	4,255	4,652	665	4,000
5132 MEETINGS & CONFERENCES	10,451	6,897	1,763	6,500
5133 EDUCATION & TRAINING	103	185	0	1,000
5171 RENTALS	0	14	0	0
5174 PRINTING CHARGES	5,186	3,955	2,313	5,000
5175 POSTAGE	1,411	755	782	2,500
5176 COPY MACHINE CHARGES	2,039	7,046	7,849	7,000
5181 OTHER OPERATING EXPENSES	4,221	2,067	1,514	4,000
5183 MANAGEMENT ALLOWANCE	0	0	0	600
TOTAL MAINTENANCE & OPERATION	31,330	27,533	16,163	34,600
5502 PROFESSIONAL/CONTRACTUAL SVCS	29,520	0	13,148	6,000
TOTAL CONTRACTUAL SERVICES	29,520	0	13,148	6,000
5604 IT CHARGES IN-HOUSE	20,900	12,400	12,200	12,300
5605 TELEPHONE SUPPORT	3,692	2,802	1,798	1,800
TOTAL INTERNAL SERVICE CHARGES	24,592	15,202	13,998	14,100
TOTAL	752,455	847,747	991,423	1,195,300

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 EDUCUATION/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
- 5502 \$6,000 FOR ANNUAL WORKSHOP WITH MAYOR AND COUNCIL
- 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).