

Management Services

Mission and Overview

Management Services is the department through which the City Manager, the chief administrative officer of the City, directs and coordinates the official services and business affairs of the City. Staff works closely with the City Council, recommending policy alternatives and assuring the proper and efficient implementation of Council-approved policies, programs and directives. This department coordinates the development of new departments and sections, assists in their management and is responsible for the preparation and presentation of the annual city budget to the City Council for its review and adoption. The department also provides staff support to the Commission on the Status of Women, which assesses and evaluates the needs and issues of women and girls in the City. The Internal Audit group is responsible for examining every phase of operations to insure the City's assets are properly recorded and safeguarded and that operations are conducted in an efficient and effective manner. Also a unit of the Management Services Department, the Public Information Office (PIO), oversees the dissemination of information to the public through various publications such as City Views and the City's Government Access Channel 6 on Charter Cable and serves as the liaison with the media.

	Expenditures Actual 2006-07	Current Year Appropriation 2007-08	Year to Date Expenditures 12/31/07	Estimated 2007-08	Proposed Budget 2008-09	Proposed Budget 2009-10
General Fund						
City Council {101-110}	484,338	-	-	-	-	-
Membership and Dues {101-114}	67,963	66,588	33,677	66,588	68,000	68,000
Management Services {101-140}	1,766,664	2,701,276	1,147,148	2,682,739	2,690,629	2,732,514
City Auditor {101-141}	745,968	820,035	404,600	842,882	861,543	886,151
Special Events {101-142}	47,234	99,000	28,082	69,596	67,000	67,000
Special Events Sponsorship {101-143}	-	50,000	-	50,000	50,000	50,000
Total General Fund	3,112,167	3,736,899	1,613,508	3,711,805	3,737,172	3,803,665
Cable Access Fund {Fund 280}	917,787	652,680	299,118	630,067	624,916	652,018
Capital Improvement Fund {Fund 401}	-	-	-	-	-	-
Mgmt. Services Grand Total	4,029,954	4,389,579	1,912,626	4,341,872	4,362,088	4,455,683
	Actual 2006-07	Current Year 2007-08		Estimated 2007-08	Proposed Budget 2008-09	Proposed Budget 2009-10
Total Salaried Positions	26.00	26.00		26.00	26.00	26.00