
MANAGEMENT SERVICES



"Enhancing Quality Of Life"

MISSION:

The mission of Management Services is to assure implementation and administration of policies and programs adopted by the City Council. The Department is comprised of two divisions, the City Manager's Office and the City Clerk's Office. The City Manager's Office manages all City services. This involves the ongoing evaluation of services to determine that they are provided in the most efficient, effective, and economical fashion. The City Clerk's Office is responsible for the care and custody of all official records and documents of the City, and for conducting all municipal elections.

DEPARTMENT GOALS AND OBJECTIVES:

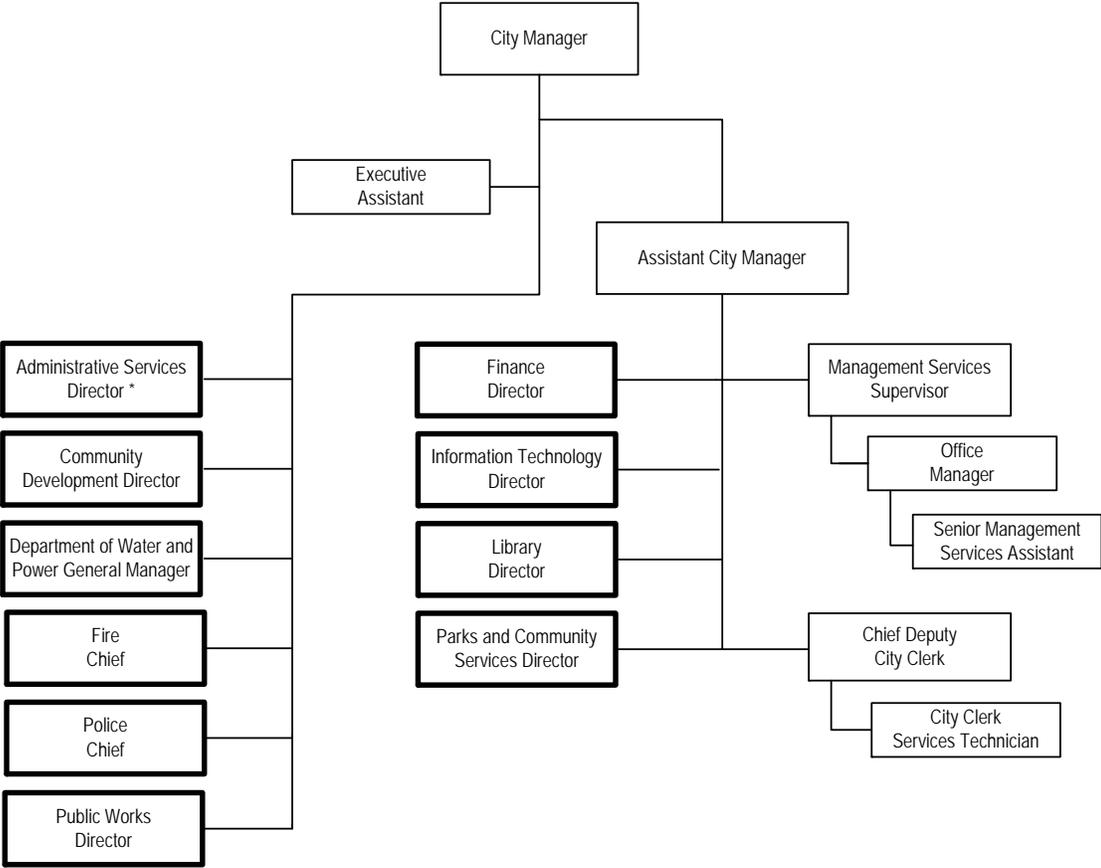
1. Implement policy direction of the City Council.
2. Coordinate development of the annual budget and submit to the City Council.
3. Provide overall management direction for City departments.
4. Produce and distribute all regular and special City Council agendas in an accurate and timely fashion.
5. Record and maintain the proceedings, actions, and documentation of the City Council meetings for legal, administrative, financial, and historical reference.
6. Administer the City's records management program.

SCHEDULE OF POSITIONS BY DEPARTMENT

*For historical and salary information, please reference the Citywide
Schedule of Positions located under the "Personnel" Section*

	<u>Authorized FY 2011-12</u>	<u>Adopted FY 2012-13</u>
<u>MANAGEMENT SERVICES</u>		
City Manager	1	1
Assistant City Manager	1	1
Chief Deputy City Clerk	1	1
Management Services Supervisor	1	1
Executive Assistant	1	1
Office Manager	1	1
City Clerk Services Technician	1	1
Senior Management Services Assistant	<u>1</u>	<u>1</u>
<u>Total Management Services</u>	8	8

Management Services Department



Bold lines – Refer to individual department organization charts located behind corresponding department tab.

* Position oversees both the Human Resources Department and Administrative Services Department.

FINANCIAL SUMMARY OPERATIONAL

MANAGEMENT SERVICES

<u>Account/Description</u>	Actual Expenditures FY 2009-10	Actual Expenditures FY 2010-11	Adopted Budget FY 2011-12	Cumulative Budget FY 2011-12	Estimated Expenditures FY 2011-12	Adopted Budget FY 2012-13
BUDGET SUMMARY						
1000 Salaries - Benefits	\$ 1,673,404	\$ 1,502,614	\$ 1,518,410	\$ 1,447,377	\$ 1,453,975	\$ 1,419,066
2000 Services - Supplies	104,376	192,251	124,463	136,631	116,747	248,606
5000 Capital Outlay	-	-	-	-	-	-
Total Department	<u>\$ 1,777,780</u>	<u>\$ 1,694,865</u>	<u>\$ 1,642,873</u>	<u>\$ 1,584,008</u>	<u>\$ 1,570,722</u>	<u>\$ 1,667,672</u>

PROGRAMS

1111 City Manager's Office	\$ 1,444,821	\$ 1,381,868	\$ 1,402,670	\$ 1,344,837	\$ 1,343,664	\$ 1,255,126
1140 City Clerk Administration	332,920	212,868	240,203	239,171	227,058	262,546
1144 City Clerk Election	39	100,129	-	-	-	150,000
Total Programs	<u>\$ 1,777,780</u>	<u>\$ 1,694,865</u>	<u>\$ 1,642,873</u>	<u>\$ 1,584,008</u>	<u>\$ 1,570,722</u>	<u>\$ 1,667,672</u>

FUNDING SOURCES

110 General Fund	\$ 1,354,224	\$ 1,273,892	\$ 1,227,344	\$ 1,319,827	\$ 1,306,541	\$ 1,667,672
475 Successor Agency Administration Fund	423,556	420,973	415,529	264,181	264,181	-
Total Funding	<u>\$ 1,777,780</u>	<u>\$ 1,694,865</u>	<u>\$ 1,642,873</u>	<u>\$ 1,584,008</u>	<u>\$ 1,570,722</u>	<u>\$ 1,667,672</u>

MANAGEMENT SERVICES

PROGRAM DESCRIPTION – CITY MANAGER’S OFFICE:

The City Manager’s office is responsible for the implementation and administration of policies, procedures, and programs adopted by the City Council. This requires ongoing planning, organization, direction, and evaluation of the City’s programs and resources. The City Manager’s Office researches and prepares recommendations for consideration by the City Council on issues facing the City.

PROGRAM ONGOING OBJECTIVES:

1. Prepare and distribute City Council meeting agendas, City Council Committee agendas, and special meeting agendas.
2. Provide administrative support to City Council standing committees and special committees.
3. Build and maintain relationships with City employees, as well as meet and confer with the five established employee bargaining units.
4. Provide overall daily supervision, management, and direction to City departments.
5. Maintain effective intergovernmental relationships with surrounding city, county, state, and federal agencies and special districts.
6. Maintain an open environment which encourages resident and business input on City operations.
7. Direct the preparation of the annual budget.

PROGRAM GOALS:

1. Implement citywide marketing and communication activities as well as community events through June 2013.
2. Direct the ongoing strategic development of the City’s facilities and infrastructure systems by June 2013.
3. Direct efforts of City’s legislative advocates in Washington D.C. and implement Council adopted Legislative Platform by June 2013.
4. Direct citywide customer service.
5. Continue to work with the Information Technology Department to improve and maintain the automated agenda process for electronic distribution of agendas through June 2013.

MANAGEMENT SERVICES

PROGRAM DESCRIPTION – CITY CLERK ADMINISTRATION:

The City Clerk's Office, a division of Management Services, is the custodian of records for the City of Corona and the City's election official, responsible for all general municipal and special elections. The City Clerk's office is responsible for the preparation and distribution of City Council Minutes and maintains the legislative history of City Council actions; performs centralized processing of all legal notices; coordinates appointments to City boards and commissions, issues and administers oaths of office; maintains campaign and economic interest statement filings in accordance with the Political Reform Act; manages the retention and retrieval of all official City Council actions; implements the City's records management program; and maintains and administers the Corona Municipal Code.

PROGRAM ONGOING OBJECTIVES:

1. Continue to maintain the legislative history of all City Council actions and ensure the legislative actions are properly indexed according to law.
2. Manage the computerized databases of all maps, deeds, lien agreements, resolutions, ordinances, bonds, tract files, including indexing legislative history on imaging system.
3. Prepare documents for recordation and process all legal notices, including street vacations, public hearings, annexation proceedings, and board and commission vacancies.
4. Complete and distribute timely supplements to the Corona Municipal Code on a quarterly basis.
5. Receive, review, and process all documentation presented to Council, including agreements, bid contracts, Council correspondence, insurance certificates, bonds, preliminary notices, stop notices, minutes, ordinances, resolutions, tract maps, deeds, notices of completion, and all environmental notices required under the California Environmental Quality Act, or CEQA.
6. Respond to and process public records requests in accordance with the California Public Records Act, including claims, summonses, and subpoenas.
7. Monitor Fair Political Practices Commission, or FPPC, filings of Statements of Economic Interests for designated positions and ensure the City's Conflict of Interest Code is reviewed on a timely basis.

PROGRAM GOALS:

1. Work with the Information Technology Department to create an automated system to track and respond to records subpoenas by November 2012.
2. Convert FPPC filings into electronic images for archival storage by December 2012.
3. Implement an automated program, which will enable all archival records to be inventoried and catalogued into a retrievable database by January 2013.
4. Ensure the Questys City Clerk database is operational for the Infoweb by June 2013.

MANAGEMENT SERVICES

PROGRAM DESCRIPTION – CITY CLERK ELECTION:

The City Clerk is responsible for administering and conducting all General Municipal and Special Elections held by the City. The City Clerk's Office provides forms and information to candidates and committees and receives all required Campaign Statements and Statements of Economic Interest.

PROGRAM OBJECTIVES:

1. Administer provisions of the Elections Code as they relate to General Municipal and Special Elections of the City.
2. Review and monitor amendments and new legislation to election laws, annexation laws, the Political Reform Act of 1974, as amended, the Brown Act, and other legislation applicable to the City Clerk's Office.
3. Monitor campaign filings as required by the Political Reform Act.
4. Participate with the County of Riverside Registrar of Voters and the California Secretary of State to encourage voter registration.
5. Respond to inquiries from the public regarding initiatives, referendums, recalls, general elections, or annexations.

WORK PROGRAM ACTIVITIES:

1. Prepare all necessary City resolutions concerning the November 2012 General Municipal Election by July 2012.
2. Update the City's Election Manual to ensure it is in compliance with all current election laws and regulations by July 2012.
3. Prepare and publish all legal notices as required by the California Elections Code by August 2012.
4. Prepare all legal filings and nomination papers for distribution during the nomination period occurring July 16th through August 10th to candidates seeking election to the City Council by August 2012.
5. Prepare to conduct the General Municipal Election on November 6, 2012.
6. Process receipt of semi-annual, pre-election, and late contribution campaign forms by July 2012 and January 2013.

