



The mission of Management Services is to ensure 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.

“Enhancing Quality of Life”

Summary of Services

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.

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.

Department Accomplishments for Fiscal Year 2012-13

- Successfully maintained citywide co-sponsorship program enabling community groups to implement events throughout the year.
- Submitted testimony on legislative matters being considered by the California State Legislature and Federal Government.
- Partnered with the Greater Corona Valley Chamber of Commerce on a number of projects including the Women's Leadership Series.
- Maintained the popular Military Banner Program with over 200 banners honoring our local servicemen and women.
- Continued the City's Customer Service Program.
- Processed and prepared community recognitions and proclamations on behalf of the City Council.
- Administered a successful Election in November of 2012.
- Upgraded Questys, the electronic Document Management System to a functioning format.
- Assisted the Public Works Department in implementing a system for tracking of bonds associated with Public Improvement Agreements.
- Assisted the Information Technology Department in updating the internal Public Records Request system to be more user-friendly.

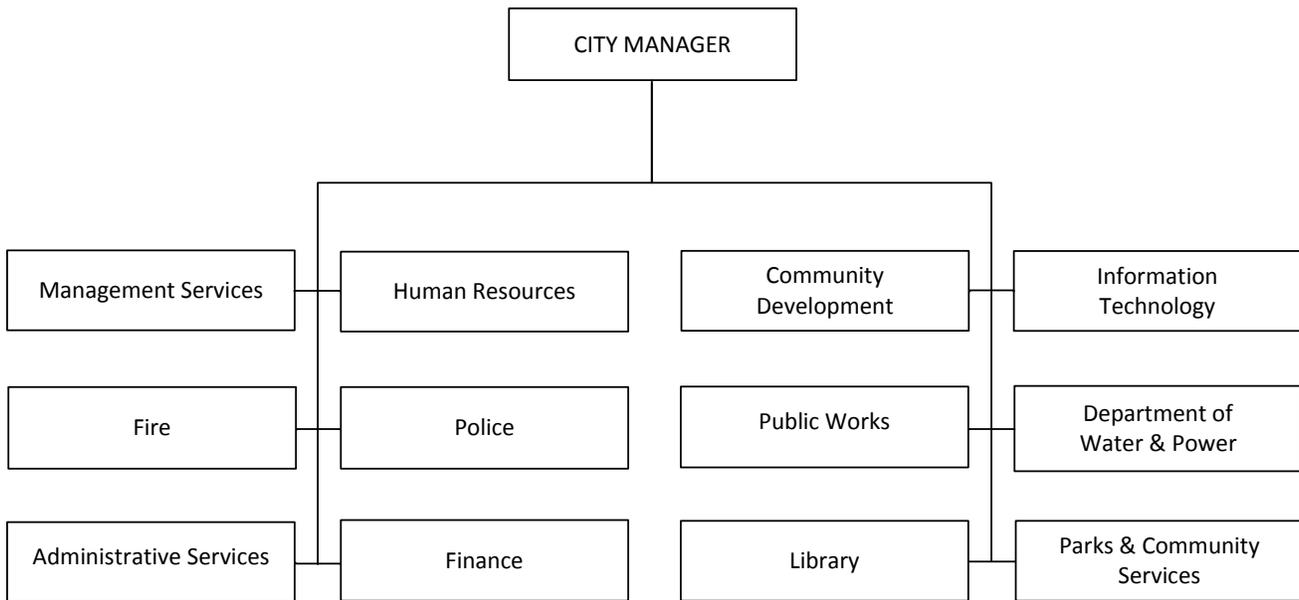
Department Goals for Fiscal Year 2013-14

- Direct the City's employee recognition program to celebrate career milestones and achievement by City staff by October 2013.
- Work with City departments to improve turn-around time of Public Records Act requests through December 2013.
- Implement citywide marketing and community activities including City co-sponsorship program, Mayor's Youth Council, and Military Banner Program through June 2014.
- Advocate for the City's Legislative interests in Washington, D.C., the State of California and Riverside County as directed by the City's Legislative platform through June 2014.
- Maintain the City's customer service program to enhance the quality of life for residents through June 2014.
- Continue to improve and maintain the agenda process for meetings by the City Council through June 2014.
- Assist in the City's Americans with Disability Act Transition Plan through June 2014.
- Work with Emergency Services Personnel to update the Emergency Response/Preparedness documents through June 2014.

Management Services

- Implement a functional filing system of paper records by June 2014.
- Work with the Information Technology Department to implement a record search feature on the City's website that can be accessed by the public through June 2014.
- Create and implement a Contract Management System by June 2014.
- Explore options for integrating Electronic Document Management Systems and Agenda creation software by June 2014.

Department Organizational Chart by Function Management Services



Financial Summary Operational

MANAGEMENT SERVICES

<u>Account/Description</u>	<u>Actual Expenditures FY 2010-11</u>	<u>Actual Expenditures FY 2011-12</u>	<u>Adopted Budget FY 2012-13</u>	<u>Cumulative Budget FY 2012-13</u>	<u>Estimated Expenditures FY 2012-13</u>	<u>Adopted Budget FY 2013-14</u>
<u>BUDGET SUMMARY</u>						
1000 Salaries - Benefits	\$ 1,502,614	\$ 1,474,701	\$ 1,419,066	\$ 1,462,279	\$ 1,443,587	\$ 1,473,078
2000 Services - Supplies	192,251	109,735	248,606	248,718	244,231	94,035
5000 Capital Outlay	-	-	-	-	-	-
Total Department	<u>\$ 1,694,865</u>	<u>\$ 1,584,436</u>	<u>\$ 1,667,672</u>	<u>\$ 1,710,997</u>	<u>\$ 1,687,818</u>	<u>\$ 1,567,113</u>

PROGRAMS

1111 City Manager's Office	\$ 1,381,868	\$ 1,342,248	\$ 1,255,126	\$ 1,250,490	\$ 1,254,867	\$ 1,243,805
1140 City Clerk Administration	212,868	242,188	262,546	310,507	282,951	323,308
1144 City Clerk Election	100,129	-	150,000	150,000	150,000	-
Total Programs	<u>\$ 1,694,865</u>	<u>\$ 1,584,436</u>	<u>\$ 1,667,672</u>	<u>\$ 1,710,997</u>	<u>\$ 1,687,818</u>	<u>\$ 1,567,113</u>

FUNDING SOURCES

110 General Fund	\$ 1,273,892	\$ 1,320,255	\$ 1,667,672	\$ 1,710,997	\$ 1,687,818	\$ 1,567,113
475 Successor Agency Administration Fund	420,973	264,181	-	-	-	-
Total Funding	<u>\$ 1,694,865</u>	<u>\$ 1,584,436</u>	<u>\$ 1,667,672</u>	<u>\$ 1,710,997</u>	<u>\$ 1,687,818</u>	<u>\$ 1,567,113</u>