



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 2013-14

- 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 and the Women's Leadership Conference.
- 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.
- Assisted the Information Technology Department in creating a web-based Military Banner tracking program.
- Assisted the Information Technology Department to implement a record search feature on the City's website for public access.
- Assisted the Fire Department to streamline their Public Records Request procedures.
- Assisted the City Attorney's office to streamline contract management procedures.

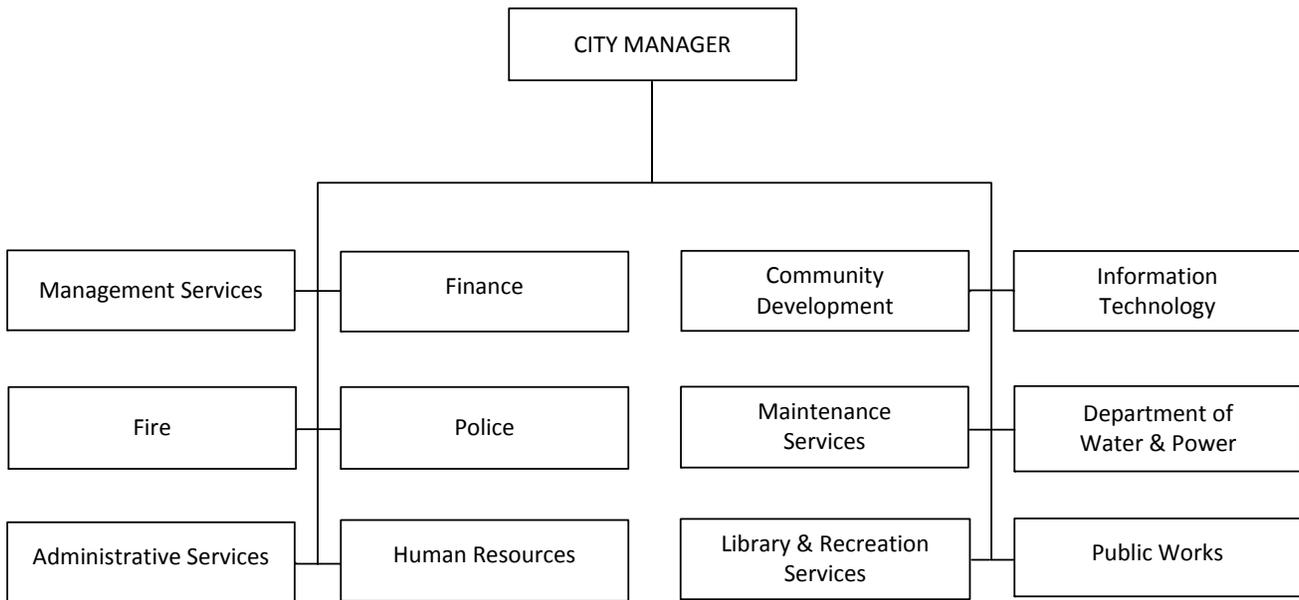
Department Goals for Fiscal Year 2014-15

- Direct the City's employee recognition program to celebrate career milestones and achievements by City staff by October 2014.
- Administer a successful Election in November 2014.
- Work with City departments to improve turn-around time of Public Records Act requests through December 2014.
- Implement citywide marketing and community activities including the City co-sponsorship program, the Mayor's Youth Council, and the Military Banner Program through June 2015.
- 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 2015.
- Maintain the City's customer service program to enhance the quality of life for residents through June 2015.
- Continue to improve and maintain the agenda process for meetings by the City Council through June 2015.
- Assist in the City's Americans with Disability Act Transition Plan through June 2015.
- Assist Information Technology Department with the City's Cable Franchise Agreement transition through June 2015.

Management Services

- Work with Emergency Services Personnel to update the Emergency Response/Preparedness documents through June 2015.
- Continue implementation of a functional filing system of paper records by June 2015.
- Continue to improve and maintain the streamlined digital records filing system utilizing Questys software through 2015.
- Explore options for integrating Electronic Document Management Systems and Agenda creation software by June 2015.

Department Organizational Chart by Function Management Services



Financial Summary Operational

MANAGEMENT SERVICES

<u>Account/Description</u>	Actual Expenditures FY 2011-12	Actual Expenditures FY 2012-13	Adopted Budget FY 2013-14	Cumulative Budget FY 2013-14	Adopted Budget FY 2014-15
BUDGET SUMMARY					
1000 Salaries - Benefits	\$ 1,474,701	\$ 1,424,868	\$ 1,473,078	\$ 1,466,782	\$ 1,566,959
2000 Services - Supplies	109,735	204,308	94,035	102,061	248,189
5000 Capital Outlay	-	-	-	-	-
Total Department	<u>\$ 1,584,436</u>	<u>\$ 1,629,176</u>	<u>\$ 1,567,113</u>	<u>\$ 1,568,843</u>	<u>\$ 1,815,148</u>

PROGRAMS

1111 City Manager's Office	\$ 1,342,248	\$ 1,225,002	\$ 1,243,805	\$ 1,243,296	\$ 1,304,824
1140 City Clerk Administration	242,188	288,939	323,308	325,547	350,324
1144 City Clerk Election *	-	115,235	-	-	160,000
Total Programs	<u>\$ 1,584,436</u>	<u>\$ 1,629,176</u>	<u>\$ 1,567,113</u>	<u>\$ 1,568,843</u>	<u>\$ 1,815,148</u>

FUNDING SOURCES

110 General Fund	\$ 1,320,255	\$ 1,629,176	\$ 1,567,113	\$ 1,568,843	\$ 1,815,148
475 Successor Agency Administration Fund	264,181	-	-	-	-
Total Funding	<u>\$ 1,584,436</u>	<u>\$ 1,629,176</u>	<u>\$ 1,567,113</u>	<u>\$ 1,568,843</u>	<u>\$ 1,815,148</u>

* Funding includes estimated election costs which occur every other fiscal year.