

8

SECTION – 8
City Manager

City Manager

The **City Manager** is the Chief Executive Officer of the City and provides the leadership and direction for the operation and management of all City departments. The City Manager is responsible for the enforcement of all laws and ordinances, coordination of all municipal programs and services, and making recommendations to the Mayor and City Council, as appropriate, concerning the operation, annual budget, and future needs of the City. The City Manager's Office provides for the effective implementation of the Mayor and City Council's policies and priorities. Functions of the City Manager's Office include:

- Assistant City Managers are responsible for oversight of operational and support departments, special projects, and working collaboratively and across boundaries to assist departments.
- The Public Information Office (PIO) facilitates communication with citizens, businesses, elected officials, media, and the City Manager's Office regarding City services and projects. In case of an emergency, the PIO helps disseminate and coordinate vital information to ensure public safety.
- Legislative Affairs provides oversight and coordination of local, state, and federal legislative activities including the Mayor and City Council's Law and Legislation Committee, as well as implementation of the Council-approved annual State and Federal Legislative Platform.
- E-Government's mission is to connect citizens seamlessly and transparently via the Web with government services and information, to communicate rapidly and effectively, and to realize substantial cost efficiencies for both government and citizens.
- Office of Emergency Services is responsible for citywide coordination of emergency preparedness planning, training, response, and recovery efforts.
- Office of Public Safety Accountability enhances relationships between the City's public safety departments and the community by providing an independent review of complaints involving public safety employees.

APPROVED BUDGET/STAFFING CHANGES

The City Manager's Office budget was reduced by \$125,000 and 1.0 FTE, resulting in the following service level impacts:

City Manager's Office

Reduction Net General Fund savings of \$125,000 and elimination of 1.0 FTE.

Impact The elimination of an Administrative Assistant will require the redistribution of department support assignments, increased workload for the remaining staff, and delays in responding to requests; reduced capacity to proactively manage the City's legislative program; reduced capacity to utilize specialized legislative advocacy services on critical City priorities; and reductions in services and supplies funding.

Department Budget Summary

City Manager Budget Summary	FY2009/2010	FY2010/2011		FY2011/2012	Change
	Actuals	Approved	Amended	Approved	More/(Less) Approved/Amended
Funded Positions (FTE)	20.00	16.00	16.00	15.00	(1.00)
Budgeted Expenditures					
Employee Services	2,700,128	2,476,603	2,476,604	2,390,515	(86,089)
Labor/Supply Offset	(21,661)	(20,894)	(20,894)	(20,894)	-
Property	16,782	16,826	16,826	16,826	-
Service And Supplies	639,863	570,773	570,773	510,373	(60,400)
Total:	3,335,112	3,043,308	3,043,309	2,896,820	(146,489)
Funding Summary by Fund/Special District					
General Fund	2,150,760	2,119,412	2,119,413	1,926,621	(192,792)
Interdepartmental Service Fund	1,067,345	923,896	923,896	970,199	46,303
Water Fund	117,007	-	-	-	-
Total:	3,335,112	3,043,308	3,043,309	2,896,820	(146,489)

Division Budget Summary

City Manager Division Budgets	FY2009/2010	FY2010/2011		FY2011/2012	Change
	Actuals	Approved	Amended	Approved	More/(Less) Approved/Amended
Office of Emergency Planning	273,608	312,997	312,998	315,911	2,913
Office of Government Affairs	918,752	793,166	793,167	634,596	(158,571)
Office of the City Manager	1,557,110	1,751,337	1,751,337	1,758,988	7,651
Office of Youth Development	415,413	-	-	-	-
Public Safety Accountability	170,229	185,807	185,807	187,325	1,518
Total:	3,335,112	3,043,308	3,043,309	2,896,820	(146,489)

Staffing Levels

City Manager Division FTEs	FY2009/2010	FY2010/2011		FY2011/2012	Change
	Actuals	Approved	Amended	Approved	More/(Less) Approved/Amended
Office of Emergency Planning	3.00	3.00	3.00	3.00	-
Office of Government Affairs	4.00	3.00	3.00	3.00	-
Office of the City Manager	9.00	9.00	9.00	8.00	(1.00)
Office of Youth Development	3.00	-	-	-	-
Public Safety Accountability	1.00	1.00	1.00	1.00	-
Total:	20.00	16.00	16.00	15.00	(1.00)