

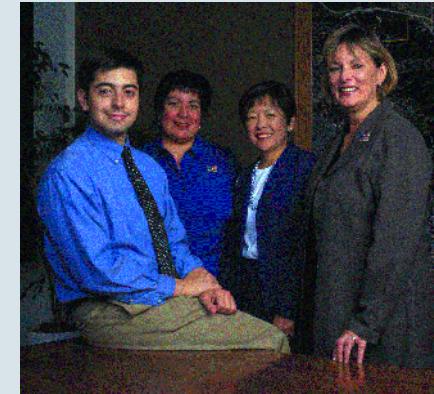
# management services

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## MISSION AND OVERVIEW

Management Services is the division through which the City Manager, 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. 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. This division 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. 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. The PIO serves as liaison with the media and oversees the City's cable franchise agreement.





CITY MANAGER'S OFFICE OPERATING BUDGET

Salaries and Benefits	\$	974,656
Maintenance and Operation		289,961
Capital		9,000
<b>Total</b>	<b>\$</b>	<b>1,273,617</b>

CITY AUDITOR OPERATING BUDGET

Salaries and Benefits	\$	263,291
Maintenance and Operation		16,020
Capital		-
<b>Total</b>	<b>\$</b>	<b>279,311</b>

CITY COUNCIL OPERATING BUDGET

Salaries and Benefits	\$	133,207
Maintenance and Operation		81,363
Capital		15,000
<b>Total</b>	<b>\$</b>	<b>229,570</b>

CABLE ACCESS OPERATING BUDGET

Salaries and Benefits	\$	306,805
Maintenance and Operation		59,445
Capital		50,000
Charges to Other Funds		(55,500)
<b>Total</b>	<b>\$</b>	<b>360,750</b>