

CITY MANAGER'S DEPARTMENT

The City Manager's Department is comprised of the City Manager's Office, the City Clerk, and the Human Resources (HR) Division. The City Manager's Department supports the Council's legislative and policy interests, provides management, leadership, and direction for the City organization, supports commissions, and interacts with community groups, fostering public awareness of municipal programs, services, and goals.

The Department is directly responsible for legislative analysis, numerous contract negotiations, human resources and labor negotiations, and maintaining community partnerships with the Chamber of Commerce, the Saratoga Area Senior Coordinating Council, the Hakone Foundation, and the community access television station KSAR. The department maintains good working relationships with the administrators of other agencies and service districts in the city, including the Saratoga and Santa Clara County Fire Districts and West Valley College. The department also provides oversight and coordinates with law enforcement and emergency preparedness agencies, and is actively involved in technology advances in all city functions.

BUDGET OVERVIEW

Beginning with the FY 2007/08 budget, the City Manager's Department was restructured to separate Public Safety services from the organizational management functions of the City Manager's Office. The City Manager's Department continues to provide contract oversight and coordination of law enforcement activities with other city functions.

In addition, the citywide Risk Management and Workers Compensation functions were removed from the City Manager's Department. The program duties, staffing, and expenditures were moved into an Internal Service Fund structure to properly allocate them across the City's programs. A portion of the City Manager's staff time has been re-aligned to these Internal Service Fund programs to account for the operational duties associated with these functions.

CITY OF SARATOGA
CITY MANAGER'S DEPARTMENT

GENERAL FUND REVENUES AND EXPENDITURES

	2005/06	2006/07	2007/08	2007/08	2008/09
	Actuals	Actuals	Adjusted	Estimated	Adopted
REVENUES					
Taxes	-	-	-	-	-
Fees, Licenses and Permits	-	15,150	-	-	15,000
Intergovernmental Revenues	-	-	-	-	-
Charge for Services	-	-	-	-	-
Other Sources	-	1,678	5,000	3,858	3,000
TOTAL REVENUES	-	16,828	5,000	3,858	18,000
EXPENDITURES					
Salaries and Benefits	602,451	692,451	934,420	891,460	1,009,684
Operating Expenditures					
<i>Materials & Supplies</i>	15,354	14,090	17,615	6,339	14,000
<i>Fees & Charges</i>	35,165	61,058	26,150	30,914	83,075
<i>Consultant & Contract Services</i>	35,939	99,715	90,440	44,861	104,340
<i>Meetings, Events & Training</i>	38,696	44,132	49,600	32,534	49,325
Total Operating Expenditures	125,154	218,995	183,805	114,648	250,740
Fixed Assets	-	-	20,000	15,095	-
Internal Service Charges	-	-	130,412	130,412	133,466
TOTAL EXPENDITURES	\$ 727,605	\$ 911,446	\$ 1,268,637	\$ 1,151,615	\$ 1,393,890

DEPARTMENTAL EXPENDITURES BY PROGRAM

	2005/06	2006/07	2007/08	2007/08	2008/09
	Actuals	Actuals	Adjusted	Estimated	Adopted
GENERAL FUND					
City Manager's Office	\$ 347,451	\$ 416,435	\$ 627,937	\$ 573,977	\$ 690,852
City Clerk	171,608	247,466	319,370	269,701	352,392
Human Resources	208,546	247,545	321,330	307,937	350,646
TOTAL GENERAL FUND	\$ 727,605	\$ 911,446	\$ 1,268,637	\$ 1,151,615	\$ 1,393,890
TOTAL DEPT EXPENDITURES	\$ 727,605	\$ 911,446	\$ 1,268,637	\$ 1,151,615	\$ 1,393,890

CITY OF SARATOGA
CITY MANAGER'S DEPARTMENT

CITY MANAGER'S DEPARTMENT STAFFING

Full Time Equivalent (FTE)

<i>City Staff</i>	2004/05 Funded	2005/06 Funded	2006/07 Funded	2007/08 Funded	2008/09 Funded
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	1.00	0.80	0.80	1.00	1.00
Executive Assistant to CM	1.00	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	0.75	0.75
Human Resources Manager	0.75	1.00	1.00	0.95	0.95
Administrative Analyst I, II	1.00	-	-	1.00	1.00
Total FTEs	5.75	4.80	4.80	5.70	5.70

<i>Temporary Staff</i>	2004/05 Funded	2005/06 Funded	2006/07 Funded	2007/08 Funded	2008/09 Funded
HR Clerk	-	-	-	1,700	1,600
Student Intern	-	-	-	240	-
Executive Assistant	-	-	-	-	800
Total Annual Hours	-	-	-	1,940	2,400

* This schedule reflects all FTEs funded in the City Manager's Department. Departmental staffing assigned to Public Safety in prior years, or in Internal Service Funds in the current year, are reflected in the appropriate department's FTE schedules. However, in the Financial Summaries staff schedules will reflect staffing assigned by Home Department.



CITY MANAGER'S OFFICE

The core services of the City Manager's Office are to:

- Provide leadership, oversight and direction for City functions;
- Provide comprehensive information, policy analysis, and support to the City Council;
- Provide support and guidance to the City's Commissions;
- Nurture community and intergovernmental relations; and
- Cultivate public awareness of municipal services, programs, and activities.

The City Manager has direct oversight responsibility for the City Clerk and HR Programs, and coordinates with external agencies that provide Public Safety, Animal Control and Emergency Preparedness services to the City.

BUDGET OVERVIEW

The City Manager's Office provides a managerial oversight and coordination role, and thus does not generate revenues. Budget expenditures are comprised of staffing costs, which includes moving .20 FTE of the Assistant City Manager from the Public Safety Program back to the City Manager's Office, and accounting for .25 FTE of the City Clerk's function in the Risk Management/Liability Internal Service Fund and .05 FTE of the HR Manager in the Workers Compensation Internal Service Fund. An Administrative Analyst position was added to the City Manager's Office in FY 2007/08 to provide support for the various City Commissions, due to the reinstatement of the Parks & Recreation Commission, and enhanced public outreach and media relations activities.

CITY OF SARATOGA
CITY MANAGER'S DEPARTMENT

CITY MANAGER'S OFFICE

GENERAL FUND REVENUES AND EXPENDITURES

	2005/06	2006/07	2007/08	2007/08	2008/09
	Actuals	Actuals	Adjusted	Estimated	Adopted
REVENUES					
Taxes	-	-	-	-	-
Fees, Licenses and Permits	-	-	-	-	-
Intergovernmental Revenues	-	-	-	-	-
Charge for Services	-	-	-	-	-
Other Sources	-	-	-	-	1,000
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ 1,000
EXPENDITURES					
Salaries and Benefits	329,087	381,094	559,221	508,337	606,553
Operating Expenditures					
<i>Materials & Supplies</i>	5,968	5,054	3,400	4,464	6,500
<i>Fees & Charges</i>	3,356	12,781	5,900	4,686	9,225
<i>Consultants & Contract Services</i>	-	-	-	-	-
<i>Meetings, Events & Training</i>	9,040	17,506	15,650	12,724	20,600
Total Operating Expenditures	18,364	35,341	24,950	21,874	36,325
Fixed Assets	-	-	-	-	-
Internal Service Charges	-	-	43,766	43,766	47,974
TOTAL EXPENDITURES	\$ 347,451	\$ 416,435	\$ 627,937	\$ 573,977	\$ 690,852

FY 2008/09 OBJECTIVES

Annual Budget – The City Manager’s Office will continue to oversee the development and ongoing improvements to the City’s annual Operating and Capital budgets for presentation to the City Council and the community, ensuring City finances, services and projects are properly presented and budgeted.

Staff Development – Implement ongoing training opportunities for the development of staff skills, the improvement of internal processes, and preparation of organizational transitions. Organize and facilitate an annual staff retreat to address organizational development, administrative policies, and prepare for the annual City Council retreat.

Council Retreat – Organize annual City Council retreat to facilitate policy and issue development, subsequently resulting in the generation of the City’s annual work plan and, subsequently, the operating and capital budgets.

Customer Service – Continuation of online Customer Relationship Management (CRM) software which logs citizen requests, inquiries and complaints, for tracking and managing of issues on a citywide basis, and allows citizens to track the city’s response to their issue.

CITY OF SARATOGA
CITY MANAGER'S DEPARTMENT

CITY MANAGER'S OFFICE

KEY SERVICES

- Provide comprehensive information , policy analysis, and support to the City Council
- Provide oversight, leadership, and direction of City functions
- Sustain the City's sound financial condition
- Monitor state and federal legislation and effectively communicate the City's position on legislative proposals affecting Saratoga
- Nurture community and intergovernmental relations
- Cultivate public awareness of municipal services, programs, and activities

CITY MANAGER'S OFFICE STAFF

Full Time Equivalents (FTE)

<i>City Staff</i>	2004/05 Funded	2005/06 Funded	2006/07 Funded	2007/08 Funded	2008/09 Funded
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	0.80	0.55	0.55	0.75	0.75
Executive Assistant to CM	0.75	0.75	0.75	0.75	0.75
City Clerk	-	-	-	-	-
Human Resources Manager	-	-	-	-	-
Administrative Analyst I, II	1.00	-	-	1.00	1.00
Total FTE's	3.55	2.30	2.30	3.50	3.50

<i>Temporary Staff</i>	2004/05 Funded	2005/06 Funded	2006/07 Funded	2007/08 Funded	2008/09 Funded
HR Clerk	-	-	-	-	-
Student Intern	-	-	-	-	-
Executive Assistant	-	-	-	-	800
Total Annual Hours	-	-	-	-	800

* This schedule reflects all FTEs funded in the City Manager's Department. Departmental staffing assigned to Public Safety in prior years, or other programs in the current year, are reflected in the appropriate FTE schedules. However, in the Financial Summaries, staff schedules will reflect staffing assigned by Home Department.



CITY CLERK'S OFFICE

The City Clerk is responsible for facilitating the legal requirements in conducting City business, as set forth in the Government Code and City Municipal Code. The City Clerk serves the public by providing information and assistance related to maintaining City records through the timely indexing of resolutions, ordinances, and agreements, preparing City Council agendas and minutes, and maintaining an accurate record of all Council proceedings. Additional duties include: maintaining custody of the City Seal, administering oaths and affirmations, preparing and publishing legal notices, maintaining the Saratoga Municipal Code, processing board and commission recruitment applications, working with the Santa Clara County Registrar of Voters to conduct local elections in a fair and impartial manner, and receiving petitions and subpoenas on behalf of the City.

BUDGET OVERVIEW

The City Clerk oversees the City's dedication program, in which the City receives funds to purchase trees, benches, or plaques in honor of Saratoga citizens. Funding for these dedications are offset with matching expenditures. The FY 2008/09 budget reflects a decrease in both the revenue and expenditures side of this program as dedications are very limited historically. As FY 2008/09 is an election year, \$15,000 is budgeted for candidate filing fees.

Notable program costs include: \$17,000 for public noticing over the year; \$20,000 for streaming video service for City Council meetings; \$50,000 for records management services to microfiche City documents' and another \$5,000 for codification services (maintaining the City's Municipal Code). As this is an election year, \$70,000 is budgeted for election expenses in FY 2008/09. The remaining expenditures are ongoing costs for salary, supplies, training, operational expenses,

CITY OF SARATOGA
CITY MANAGER'S DEPARTMENT

CITY CLERK'S OFFICE

GENERAL FUND REVENUES AND EXPENDITURES

	2005/06	2006/07	2007/08	2007/08	2008/09
	Actuals	Actuals	Adjusted	Estimated	Adopted
REVENUES					
Taxes	-	-	-	-	-
Fees, Licenses and Permits	-	15,150	-	-	15,000
Intergovernmental Revenues	-	-	-	-	-
Charge for Services	-	-	-	-	-
Other Sources	-	1,678	5,000	3,858	2,000
TOTAL REVENUES	\$ -	\$ 16,828	\$ 5,000	\$ 3,858	\$ 17,000
EXPENDITURES					
Salaries and Benefits	128,647	125,737	141,785	154,417	147,692
Operating Expenditures					
<i>Materials & Supplies</i>	7,130	6,621	12,000	167	5,800
<i>Fees & Charges</i>	31,809	39,479	11,250	17,035	64,375
<i>Consultants & Contract Services</i>	1,274	70,005	70,000	22,045	75,000
<i>Meetings, Events & Training</i>	2,748	5,624	5,500	2,107	3,000
Total Operating Expenditures	42,961	121,729	98,750	41,354	148,175
Fixed Assets	-	-	20,000	15,095	-
Internal Service Charges	-	-	58,835	58,835	56,525
TOTAL EXPENDITURES	\$ 171,608	\$ 247,466	\$ 319,370	\$ 269,701	\$ 352,392

FY 2008/09 OBJECTIVES

Records Retention – The City Clerk’s Office will continue to implement the City-wide electronic records management and retrieval system project.

Agenda Manager – The Laserfiche “paperless” agenda program was successfully implemented in June 2007, to integrate electronic reports and memos and provide electronic agenda packets to Council and staff, and an immediate upload to the streaming video (Granicus) system. A few technical issues remain to be addressed and resolved in the following year.

CITY OF SARATOGA
CITY MANAGER'S DEPARTMENT

CITY CLERK'S OFFICE

KEY SERVICES

- Facilitate City Council meetings to meet legal requirements as set forth in the State of California Government Code and City Municipal Code;
- Maintain City records through timely indexing of resolutions, ordinances, and agreements;
- Prepare City Council agendas and minutes;
- Maintain an accurate record of Council proceedings;
- Maintain custody of the City Seal;
- Administer Oaths and Affirmations;
- Prepare and publish legal notices;
- Maintain the Saratoga Municipal Code;
- Work with the Santa Clara County Registrar of Voters to conduct local elections in a fair and impartial manner; and
- Ensure Fair Political Practices Commission filings are made on a timely basis.

CITY CLERK STAFF

Full Time Equivalent (FTE)

<i>City Staff</i>	2004/05 Funded	2005/06 Funded	2006/07 Funded	2007/08 Funded	2008/09 Funded
City Manager	-	-	-	-	-
Assistant City Manager	-	-	-	-	-
Executive Assistant to CM	0.25	0.25	0.25	0.25	0.25
City Clerk	1.00	1.00	1.00	0.75	0.75
Human Resources Manager	-	-	-	-	-
Administrative Analyst I, II	-	-	-	-	-
Total FTE's	1.25	1.25	1.25	1.00	1.00

<i>Temporary Staff</i>	2004/05 Funded	2005/06 Funded	2006/07 Funded	2007/08 Funded	2008/09 Funded
HR Clerk	-	-	-	-	-
Student Intern	-	-	-	240	-
Executive Assistant	-	-	-	-	-
Total Annual Hours	-	-	-	240	-

* This schedule reflects FTEs as funded in the City Clerk's Program. Portions of FTEs assigned to Internal Service Funds or other programs are reflected in the appropriate FTE schedules.



HUMAN RESOURCES

The Human Resources (HR) Division is responsible for human resources policy administration and employee relations, labor relations, benefits administration, classification and compensation, employment, training, workers compensation administration and the annual employee recognition event. The HR Division is committed to providing effective customer service to all departments, employees, and constituents of the City of Saratoga through the timely delivery of human resources programs, services, support, and information.

BUDGET OVERVIEW

HR is minimally staffed with .95 FTE of the HR Manager (the remaining .05 FTE is included in an Internal Service Fund for Workers Compensation administration, and .25 FTE for managerial oversight and support from the Assistant City Manager. Two part-time temporary HR Technicians assist the HR Manager with clerical duties, to serve 58 full and part-time benefited employees and numerous temporary non-benefited staff.

Other ongoing expenditures in HR include a \$1,500 annual fee for the CalOpps.org website, a public sector job board owned and operated by member agencies that has proven to be a very effective and inexpensive venue for recruitment, and another \$6,000 for other types of recruitment advertisement fees throughout the year. There is \$750 budgeted for fingerprinting for new hires, and \$7,500 for the Santa Clara County BAERS membership which provides essential on-line access to information specific to public sector agencies for salary and benefit, recruitment, classification, and labor relations data. The City also expects to expend in the neighborhood of \$20,000 for Employment Law Attorney Services. There is additional funding budgeted for employee benefit plan administration, employee assistance and recognition programs, and assorted materials and supplies. Several expenses such as the annual employee event, employee recognition program, and some organizational staff training are administered in the HR program.

CITY OF SARATOGA
CITY MANAGER'S DEPARTMENT

HUMAN RESOURCES

GENERAL FUND REVENUES AND EXPENDITURES

	2005/06	2006/07	2007/08	2007/08	2008/09
	Actuals	Actuals	Adjusted	Estimated	Adopted
REVENUES					
Taxes	-	-	-	-	-
Fees, Licenses and Permits	-	-	-	-	-
Intergovernmental Revenues	-	-	-	-	-
Charge for Services	-	-	-	-	-
Other Sources	-	-	-	-	-
TOTAL REVENUES	\$ -				
EXPENDITURES					
Salaries and Benefits	144,717	185,620	233,414	228,706	255,439
Operating Expenditures					
<i>Materials & Supplies</i>	2,256	2,415	2,215	1,708	1,700
<i>Fees & Charges</i>	-	8,798	9,000	9,193	9,475
<i>Consultants & Contract Services</i>	34,665	29,710	20,440	22,816	29,340
<i>Meetings, Events & Training</i>	26,908	21,002	28,450	17,703	25,725
Total Operating Expenditures	63,829	61,925	60,105	51,420	66,240
Fixed Assets	-	-	-	-	-
Internal Service Charges	-	-	27,811	27,811	28,967
TOTAL EXPENDITURES	\$ 208,546	\$ 247,545	\$ 321,330	\$ 307,937	\$ 350,646

FY 2008/09 OBJECTIVES

Labor Negotiations – Negotiate and complete labor negotiations with three employee bargaining groups, and implement contract changes if applicable for Memorandums of Understandings effective on July 1, 2008, and for the scheduled re-opener for the 2009/10 contract.

Sungard Pentamation Implementation and Training (HRIS) – HR Department staff will implement the Human Resources segment of the City's new financial information system in FY 2008/09, with an emphasis to efficiently process accurate and timely information for employees, retirees, and COBRA members, and to continue to seek process improvements and workflow efficiencies.

Employee Training – HR department staff will continue to pursue training opportunities for staff, both optional and mandated, for various managerial, safety, and organizational skill building courses.

CITY OF SARATOGA
CITY MANAGER'S DEPARTMENT

HUMAN RESOURCES

KEY SERVICES

- Develop, implement, and monitor compliance with human resources policies, monitor and maintain performance management and personnel recordkeeping systems; provide conflict resolution and performance management support services to managers and employees;
- Administer employment agreements with its three collective bargaining units (Saratoga Employees Association (SEA); Northern California Carpenters Regional Council, Carpenters Forty Six Counties Conference Board and Their Affiliated Local Unions (Union); and the Saratoga Manager's Organization (SMO), labor and compensation research and analysis; staff negotiations; resolve conflicts; foster positive communication; investigate complaints;
- Administer benefits, benefit recordkeeping systems, provide customer service, and benefit contract management with third party administrators;
- Maintain the City's classification and compensation systems;
- Recruit and select applicants for employment with the City of Saratoga; and
- Encourage and support employee efforts to advance educational goals through a tuition reimbursement program for eligible full-time employees, and requires employees to attend legally mandated training such as harassment in the workplace.

HUMAN RESOURCES STAFF

Full Time Equivalent (FTE)

	2004/05	2005/06	2006/07	2007/08	2008/09
<i>City Staff</i>	Funded	Funded	Funded	Funded	Funded
City Manager	-	-	-	-	-
Assistant City Manager	0.20	0.25	0.25	0.25	0.25
Executive Assistant to CM	-	-	-	-	-
City Clerk	-	-	-	-	-
Human Resources Manager	0.75	1.00	1.00	0.95	0.95
Administrative Analyst I, II	-	-	-	-	-
Total FTE's	0.95	1.25	1.25	1.20	1.20

	2004/05	2005/06	2006/07	2007/08	2008/09
<i>Temporary Staff</i>	Funded	Funded	Funded	Funded	Funded
HR Clerk	-	-	-	1,700	1,600
Student Intern	-	-	-	-	-
Executive Assistant	-	-	-	-	-
Total Annual Hours	-	-	-	1,700	1,600

* This schedule reflects FTEs as funded in the Human Resources Program. Portions of FTEs assigned to Internal Service Funds or other programs, are reflected in the appropriate FTE schedules.

