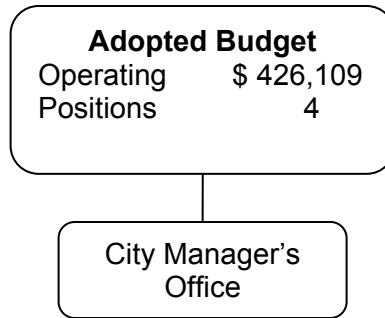
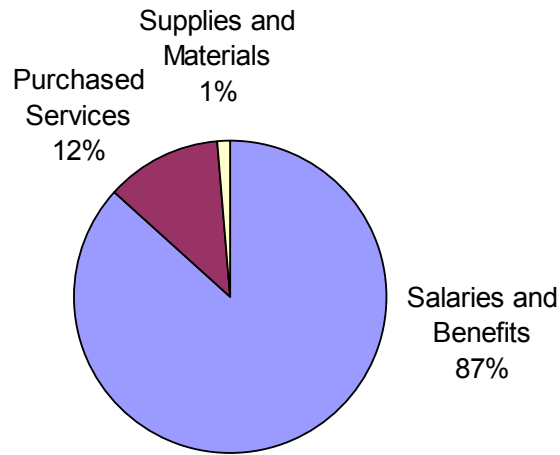


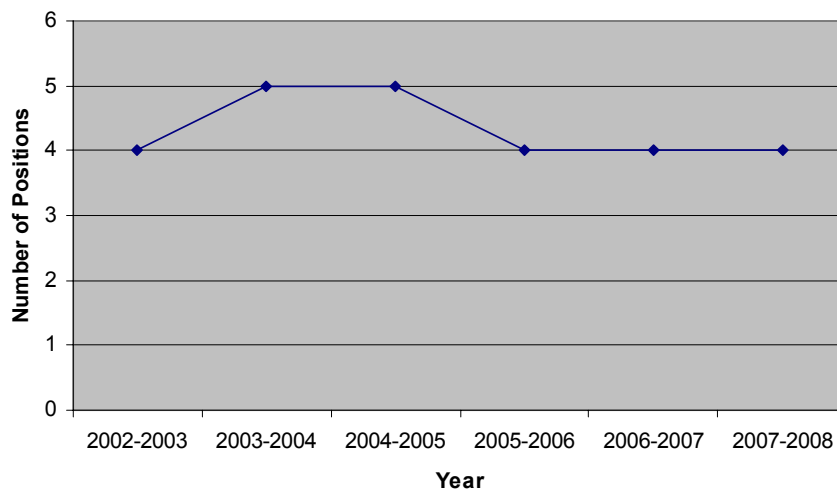
CITY MANAGER'S OFFICE



CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



CITY MANAGER'S OFFICE

Department Summary

SOURCE	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	ACTUAL BUDGET	ACTUAL BUDGET	ADOPTED BUDGET	AMENDED BUDGET	ADOPTED BUDGET
Special Revenue Funds	11,141	9,624	8,000	10,625	2,400
Grants	177,628	12,092	83,100	118,912	600
*Overhead Allocation	362,244	289,454	270,578	261,699	286,572
TOTAL	551,013	311,170	361,678	391,236	289,572

EXPENDITURES BY DEPARTMENT	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	ACTUAL BUDGET	ACTUAL BUDGET	ADOPTED BUDGET	AMENDED BUDGET	ADOPTED BUDGET
City Manager's Office	1,047,032	609,154	754,470	781,635	715,681
TOTAL	1,047,032	609,154	754,470	781,635	715,681

CHARACTER OF EXPENDITURES	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	ACTUAL BUDGET	ACTUAL BUDGET	ADOPTED BUDGET	AMENDED BUDGET	ADOPTED BUDGET
<u>PERSONNEL</u>					
Salaries and Benefits	540,191	515,474	561,870	567,378	621,381
Subtotal	540,191	515,474	561,870	567,378	621,381
<u>SUPPLIES AND SERVICES</u>					
Purchased Services	480,411	86,868	180,800	201,757	84,100
Supplies and Materials	23,972	6,812	11,800	10,900	10,200
Capital Expenditures	2,458	0	0	1,600	0
Subtotal	506,841	93,680	192,600	214,257	94,300
TOTAL	1,047,032	609,154	754,470	781,635	715,681
NET GENERAL FUND CONTRIBUTION	496,019	297,984	392,792	390,399	426,109

*OVERHEAD ALLOCATION	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	ACTUAL BUDGET	ACTUAL BUDGET	ADOPTED BUDGET	AMENDED BUDGET	ADOPTED BUDGET
Redevelopment Funds	359,744	286,954	268,078	259,199	284,072
Rent Stabilization Funds	2,500	2,500	2,500	2,500	2,500
TOTAL OVERHEAD ALLOCATION	362,244	289,454	270,578	261,699	286,572

CITY MANAGER'S OFFICE

Department Summary cont.

AUTHORIZED STRENGTH

Position Summary

City Manager's Office

TOTAL

FY 2004-05 ACTUAL BUDGET	FY 2005-06 ACTUAL BUDGET	FY 2006-07 ADOPTED BUDGET	FY 2006-07 AMENDED BUDGET	FY 2007-08 ADOPTED BUDGET
5	4	4	4	4
5	4	4	4	4

Position Detail

Assistant City Manager

City Manager/City Clerk/RDA Executive Director

Deputy City Clerk

Executive Assistant to City Manager

Secretary

Secretary II (RES)

TOTAL

FY 2004-05 ACTUAL BUDGET	FY 2005-06 ACTUAL BUDGET	FY 2006-07 ADOPTED BUDGET	FY 2006-07 AMENDED BUDGET	FY 2007-08 ADOPTED BUDGET
1	1	1	1	1
1	1	1	1	1
1	0	0	0	0
1	1	1	1	1
0	0	0	1	1
1	1	1	0	0
5	4	4	4	4



City Seal.

CITY MANAGER'S OFFICE

Department Summary

MISSION STATEMENT

Implement the policies and priority programs of the elected City Council through a professional management system with an emphasis on quality and efficient customer service and delivery.

BUDGET ORGANIZATION AND THE STRATEGIC PRIORITIES

The City Manager's Office is organized into the following programmatic functions: Overall Administration and Policy Oversight, Budget Development and Management, Human Resources, City Clerk support, Legislative Analysis, Special Projects, Organizational Effectiveness and oversight of Redevelopment Agency and Economic Development initiatives. The Office has a direct staffing level of 4 positions.

The emphasis of Fiscal Year 2007-2008 is to set priorities driven by the goals and objectives adopted by the City Council including those indicated in the Focus Areas of the City Council, resulting from periodic work sessions, which include focusing on: professional delivery of quality public services, efficient government, community health and safety, fiscal stability, organizational effectiveness and development, economic vitality, quality of life, and citizen involvement. Within this policy framework, the City Manager Office's priorities are as follows:

- To ensure that the City's infrastructure is maintained, including streets, sidewalks, parks, street lights, storm drains, and plans for the Bay Road Improvements;
- To ensure the safety of the public by meeting the resource needs of the Police and other departments tasked with that objective by enhancing the effectiveness of Code Enforcement initiatives, and supporting various crime prevention programs;
- To develop strategies for the creation and retention of small businesses throughout the City, develop guidelines and monitoring techniques for service agencies receiving City funds, and facilitate the development of community benefiting initiatives, such as a supermarket in East Palo Alto;
- To ensure that human services and the recreation needs of youth and seniors, as well as all citizens of East Palo Alto are identified and kept current through various means, including periodic Human Services Assessments;
- To exercise overall management responsibility for a sound, efficient, and effective City government, including strengthening the communication between the City and the Community; conducting organizational audits; strengthening the management of community development services, updating the Capital Improvement Plan; developing a plan to address projected ongoing budget challenges; and, collaborate with the school district on equipment uses;
- To recommend an annual budget and related fiscal policies to the City Council to ensure and improve the ongoing efficiency and effectiveness of the City's service delivery;
- To assure items prepared for placement on the City Council's agenda are complete and sufficient for Council decision-making, and make appropriate recommendations regarding each item;
- To exercise administrative control of those offices and departments of the City under the City Manager's responsibility including personnel administration, procurement and contract administration;

CITY MANAGER'S OFFICE

Department Summary cont.

- To assure that the City is prepared for potential natural, civil and other emergencies and disasters by coordinating emergency response functions and activities;
- To optimize service delivery through collaboration with other governmental agencies, including the Ravenswood School District, Sanitary District, and Menlo Park Fire District;
- To conduct quarterly Operations Review meetings with departments to ensure that operating budgets, objectives and key projects are proceeding per Council authorized expenditures throughout the fiscal year;
- To inform the City Council about the financial status of the City by ensuring timely submissions of periodic written reports, including semi annual and annual required audits or status reports;
- To maintain an ongoing awareness and response to state legislative proposals which impact the community and provide recommendations in support and/or opposition as appropriate.

SIGNIFICANT CHANGES

FY 2006-2007 Adopted to FY 2006-2007 Amended;

The Fiscal Year 2006-2007 Amended Budget Net General Fund Contribution of \$390,399 is a decrease of -\$2,393 from the FY 2006-2007 Adopted Budget Net General Fund Contribution of \$392,792. This -0.6% decrease is not considered a significant change.

FY 2006-2007 Amended to FY 2007-2008 Adopted:

The Fiscal Year 2007-2008 Adopted Budget Net General Fund Contribution of \$426,109 is an increase of \$35,710 from the FY 2006-2007 Amended Budget Net General Fund Contribution of \$390,399. This 9.1% increase is mainly attributed to two factors, increased salaries and benefits, due to SEIU Salary Adjustments, and a 53.6% increase in City contribution for medical insurance. A reduction in revenue sources of \$105,868, primarily from Grant Funds, results in a higher General Fund Contribution. The adopted budget also reflects the elimination of a 12 day mandatory furlough program.

CITY MANAGER'S OFFICE

FY 2006-2007 ACCOMPLISHMENTS

OBJECTIVE	RESULT
1 To initiate and coordinate recommendations and actions aimed at accomplishing the City Council's Focus Areas, particularly those focused on financial management, organizational structure and Infrastructure management	Accomplished. A significant effort was made to ensure that City Council actions to balance the FY 2006-2007 budget were taken; a Multi-year Financial Plan was introduced and a study session held to initiate the policy discussion, a Project Engineer is being hired to ensure that major projects such as Bay Road are initiated and managed per perscribed schedule.
2 To provide the general public and media with accurate, timely reports on significant matters relating to City operations.	Accomplished activation of City Council televised meetings. Distributed Final FY 2006-2007 Budget Document. Participated in local media discussion of City wide tree planting program.
3 To develop financial strategies to provide oversight to ensure progress toward full resolution of the City's structural deficit situation.	Provided City Council Special Presentation regarding establishment of ongoing policies to help guide financial plan decision making.
4 To continue the Quarterly Review meetings with departments to ensure the budget, objective and key projects are on track and evaluated.	Accomplished: Quarterly meeting are held with each department to ensure the budgets and objectives are on track.
5 To prepare and submit a Recommended Operating Budget to City Council	Accomplished: The Fiscal Year 2007-2008 Proposed Budget is presented to Council as per schedule.
6 To provide support to City Council in formulating policy decisions and direction to the City organization in carrying out City Council policy.	Accomplished. Provide staffing support, or serve as a resource to various Council Committees or Council Members in representing Council on various regional boards, including C/CAG, San Francisquito Creek JPA, etc.
7 To provide strong leadership, guidance, and direction to Department Heads and staff in all matters of operation and in carrying out City Council policy.	Ongoing.
8 To maintain accurate up to date rules and regulations governing the City.	Ongoing.
9 Continue representing the City in regional agencies, including ABAG, C/CAG, MTC, San Mateo City Manager's Association, and Bay Area Employer Relations Services.	Ongoing.

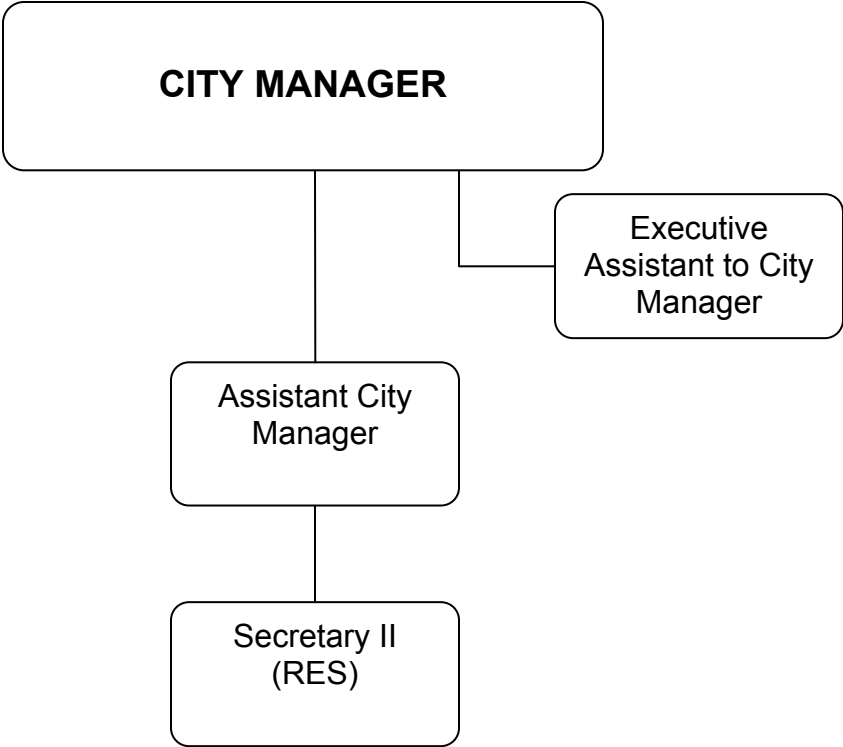
CITY MANAGER'S OFFICE

FY 2007-2008 OBJECTIVES

1. To initiate and coordinate recommendations and actions aimed at accomplishing the City Council's Focus Areas, particularly those focused on financial management, organizational structure and Infrastructure management.
2. To provide the general public and media with accurate, timely reports on significant matters relating to City operations.
3. To continue developing financial strategies which enhance the City's fiscal health and, will provide oversight to ensure progress toward ongoing effective and efficient management of the City's limited financial resources.
4. To continue the Quarterly Review meetings with departments to ensure the budget, objective and key projects are on track and evaluated.
5. To prepare and submit Recommended Operating and Capital Budgets to City Council for consideration.
6. To provide support to City Council in formulating policy decisions and direction to the City organization in carrying out City Council policy.
7. To provide strong leadership, guidance, and direction to Department Heads and staff in all matters of operation and in carrying out City Council policy.
8. To maintain accurate up to date rules and regulations governing the City.
9. To continue direct or supportive representation of the City in regional agencies, including ABAG, C/CAG, MTC, San Mateo City Manager's Association, and Bay Area Employer Relations Services.

CITY MANAGER'S OFFICE

(Existing Organization)



DB-15

Total FTE: 4