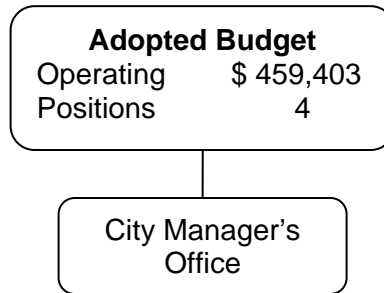
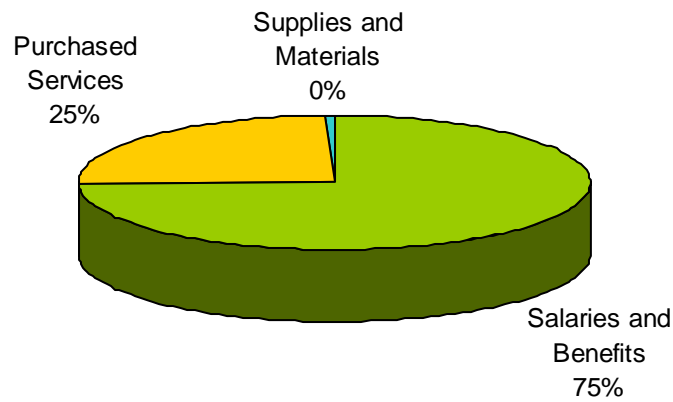


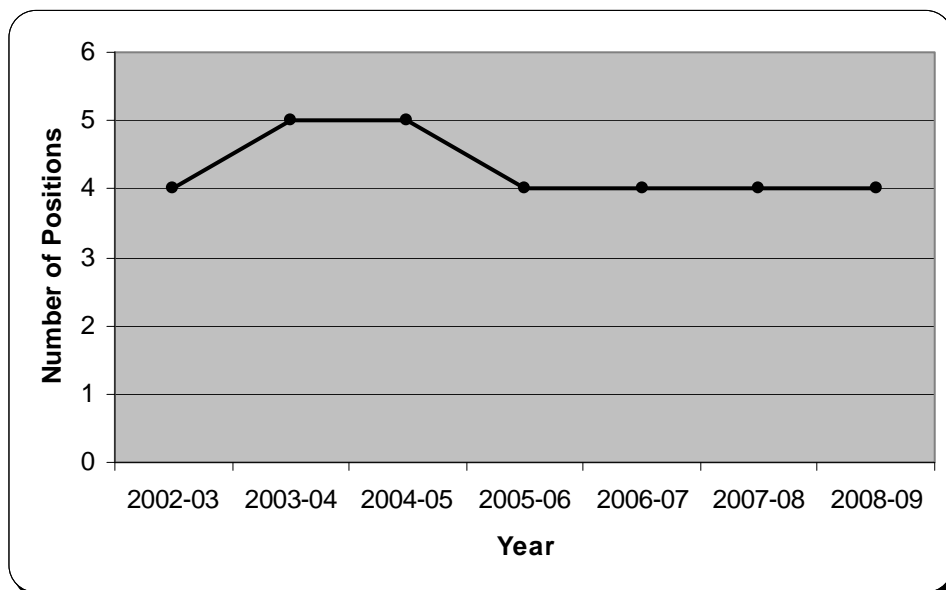
CITY MANAGER'S OFFICE



CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



CITY MANAGER'S OFFICE

Department Summary

SOURCE

	FY 2005-06 ACTUAL BUDGET	FY 2006-07 ACTUAL BUDGET	FY 2007-08 ADOPTED BUDGET	FY 2007-08 AMENDED BUDGET	FY 2008-09 ADOPTED BUDGET
Special Revenue Funds	9,624	131,462	2,400	33,040	33,750
Enterprise Funds	0	12,530	0	17,470	40,000
Grants	12,092	0	600	0	0
*Overhead Allocation	289,454	241,911	286,572	283,784	308,769
TOTAL	311,170	385,903	289,572	334,294	382,519

EXPENDITURES BY DEPARTMENT

	FY 2005-06 ACTUAL BUDGET	FY 2006-07 ACTUAL BUDGET	FY 2007-08 ADOPTED BUDGET	FY 2007-08 AMENDED BUDGET	FY 2008-09 ADOPTED BUDGET
City Manager's Office	609,154	747,264	715,681	756,221	841,922
TOTAL	609,154	747,264	715,681	756,221	841,922

CHARACTER OF EXPENDITURES

	FY 2005-06 ACTUAL BUDGET	FY 2006-07 ACTUAL BUDGET	FY 2007-08 ADOPTED BUDGET	FY 2007-08 AMENDED BUDGET	FY 2008-09 ADOPTED BUDGET
<u>PERSONNEL</u>					
Salaries and Benefits	515,474	542,295	621,381	633,911	629,822
Subtotal	515,474	542,295	621,381	633,911	629,822
<u>SUPPLIES AND SERVICES</u>					
Purchased Services	86,868	201,724	84,100	118,510	208,100
Supplies and Materials	6,812	1,813	10,200	3,800	4,000
Capital Expenditures	0	1,432	0	0	0
Subtotal	93,680	204,969	94,300	122,310	212,100
TOTAL	609,154	747,264	715,681	756,221	841,922
NET GENERAL FUND CONTRIBUTION	297,984	361,361	426,109	421,927	459,403

*OVERHEAD ALLOCATION

	FY 2005-06 ACTUAL BUDGET	FY 2006-07 ACTUAL BUDGET	FY 2007-08 ADOPTED BUDGET	FY 2007-08 AMENDED BUDGET	FY 2008-09 ADOPTED BUDGET
Redevelopment Funds	286,954	239,411	284,072	281,284	306,269
Rent Stabilization Funds	2,500	2,500	2,500	2,500	2,500
TOTAL OVERHEAD ALLOCATION	289,454	241,911	286,572	283,784	308,769

CITY MANAGER'S OFFICE

Department Summary cont.

AUTHORIZED STRENGTH

Position Summary

City Manager's Office

TOTAL

FY 2005-06 ACTUAL BUDGET	FY 2006-07 ACTUAL BUDGET	FY 2007-08 ADOPTED BUDGET	FY 2007-08 AMENDED BUDGET	FY 2008-09 ADOPTED BUDGET
4	4	4	4	4
4	4	4	4	4

Position Detail

Assistant City Manager

City Manager

Executive Assistant to City Manager

Secretary II

Secretary II (RES)

TOTAL

FY 2005-06 ACTUAL BUDGET	FY 2006-07 ACTUAL BUDGET	FY 2007-08 ADOPTED BUDGET	FY 2007-08 AMENDED BUDGET	FY 2008-09 ADOPTED BUDGET
1	1	1	1	1
1	1	1	1	1
1	1	1	1	1
0	0	1	1	1
1	1	0	0	0
4	4	4	4	4

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 2008-2009 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 ensuring the effectiveness of Code Enforcement initiatives, and supporting various community collaborative 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 private development sponsored community benefiting initiatives;
- 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 and, to support initiatives and programs to address those needs;
- 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 and other agencies on optimizing equipment usage;
- 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 2007-2008 Adopted to FY 2007-2008 Amended:

The Fiscal Year 2007-2008 Amended Budget Net General Fund Contribution of \$421,927 is a decrease of \$4,182 from the Fiscal Year 2007-2008 Adopted Budget Net General Fund Contribution of \$426,109. This -1.0% decrease is not considered a significant change; however it is important to note there was a shift of appropriation from Purchased Services to Personnel Services as a temporary Budget Analyst was hired to assist with the preparation and development of the Projected Budget document.

FY 2007-2008 Amended to FY 2008-2009 Adopted:

The Fiscal Year 2008-2009 Adopted Budget Net General Fund Contribution of \$459,403 is an increase of \$37,476 from the Fiscal Year 2007-2008 Amended Budget Net General Fund Contribution of \$421,927. This 8.9% proposed increase is attributed to a variety of Purchased Services expected in the upcoming fiscal year, such as an impact study, budget analyst services, facilitation services related to Measure C, Council Priorities, and Matrix Recommendations. The projected budget recommends a water study to be offset by the Enterprise Fund in the projected revenue sources.

CITY MANAGER'S OFFICE

FY 2007-2008 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.	Worked with consultant (Matrix Consulting Group) to complete the Community Development Department Organizational and Operational Assessment. Recommendations awaiting City Council consideration.
2 To provide the general public and media with accurate, timely reports on significant matters relating to City operations.	Initiated expanded televised coverage of city meetings to include City Planning Commission meetings starting February, 2008.
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.	Worked with senior management to identify sufficient unexpended balances in the General Fund to support recommendation that City Council establish a Reserve Fund consistent with recommendation in the FY 2007-08 Financial Plan.
4 To continue the Quarterly Review meetings with departments to ensure the budget, objective and key projects are on track and evaluated.	Ongoing
5 To prepare and submit Recommended Operating and Capital Budgets to City Council for consideration.	Recommended Operating Budget for Fiscal Year 2008-2009 submitted per this budget document. Proposed Capital Budget is being considered by Public Works and Transportation Commission and Planning Commission for recommendation(s) to City Council.
6 To provide support to City Council in formulating policy decisions and direction to the City organization in carrying out City Council policy.	Ongoing.
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 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.	Ongoing

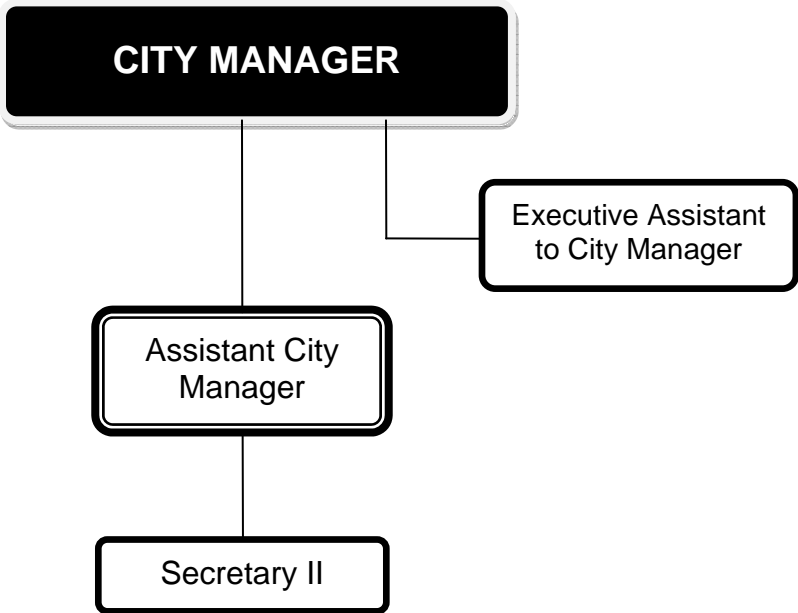
CITY MANAGER'S OFFICE

FY 2008-2009 OBJECTIVES

1. To implement Matrix Organizational Recommendations if and as Directed by the City Council.
2. To continue to initiate and coordinate recommendations and directives resulting from City Council Priority Focus Areas discussions, including any focused on financial management, organizational structure, customer service delivery and infrastructure management.
3. To continue identifying and developing financial alternatives for funding initiatives to enhance the City's fiscal health and the delivery of municipal services.
4. To continue the Departmental Quarterly Review meetings to ensure effective fiscal and organization oversight and, timely intervention required to address budget issues before they arise to a level of significance.
5. To ensure timely preparation and submission of Recommended Operational and Capital Budgets for City Council consideration.
6. To continue to provide strong leadership, guidance, and direction to Department Heads and staff in all matters of operation and service delivery.
7. To support and ensure effectiveness of City Council members in their role in representing the city's interests in various regional policy forums such as C/CAG, San Francisquito Creek JPA, San Mateo County Library Governance, BAWSCA, etc.
8. To continue providing the general public and media with accurate, timely reports on significant matters relating to City operations.

CITY MANAGER'S OFFICE

(Existing Organization)



DB-15

Total FTE: 4