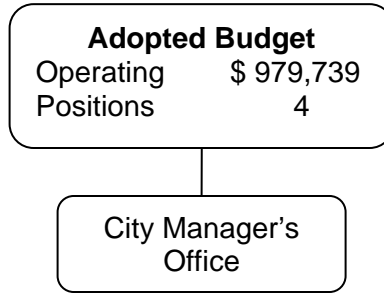
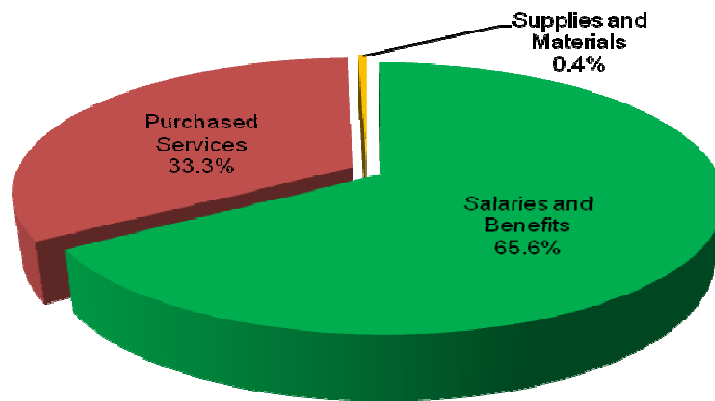


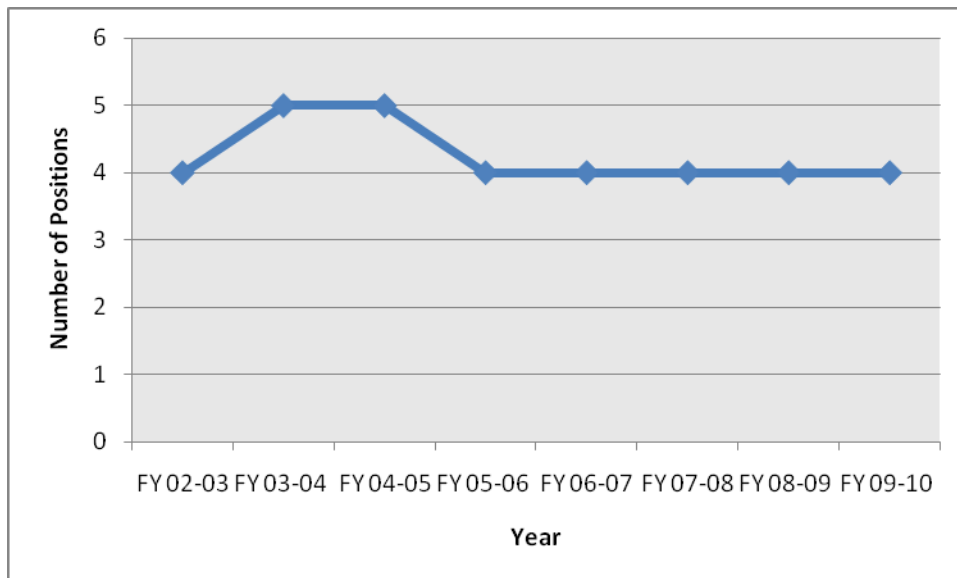
# CITY MANAGER'S OFFICE



## CHARACTER OF EXPENDITURES



## AUTHORIZED STRENGTH



# CITY MANAGER'S OFFICE

## Department Summary

### SOURCE

	FY 2006-07 ACTUAL	FY 2007-08 ACTUAL	FY 2008-09 ADOPTED BUDGET	FY 2008-09 AMENDED BUDGET	FY 2009-10 ADOPTED BUDGET
Special Revenue Funds	128,338	0	0	0	40,000
Redevelopment Funds	3,124	911	33,750	0	0
Enterprise Funds	12,530	7,941	40,000	0	50,000
Grants	0	14,210	0	32,240	135,488
*Overhead Allocation	241,911	253,197	308,769	276,475	295,590
<b>TOTAL</b>	<b>385,904</b>	<b>276,259</b>	<b>382,519</b>	<b>308,715</b>	<b>521,078</b>

### EXPENDITURES BY DEPARTMENT

	FY 2006-07 ACTUAL	FY 2007-08 ACTUAL	FY 2008-09 ADOPTED BUDGET	FY 2008-09 AMENDED BUDGET	FY 2009-10 ADOPTED BUDGET
City Manager's Office	747,264	686,843	841,922	723,427	979,739
<b>TOTAL</b>	<b>747,264</b>	<b>686,843</b>	<b>841,922</b>	<b>723,427</b>	<b>979,739</b>

### CHARACTER OF EXPENDITURES

	FY 2006-07 ACTUAL	FY 2007-08 ACTUAL	FY 2008-09 ADOPTED BUDGET	FY 2008-09 AMENDED BUDGET	FY 2009-10 ADOPTED BUDGET
<u>PERSONNEL</u>					
Salaries and Benefits	542,295	624,266	629,822	638,837	649,801
<b>Subtotal</b>	<b>542,295</b>	<b>624,266</b>	<b>629,822</b>	<b>638,837</b>	<b>649,801</b>
<u>SUPPLIES AND SERVICES</u>					
Purchased Services	201,724	60,686	208,100	80,590	325,938
Supplies and Materials	1,813	1,891	4,000	4,000	4,000
Capital Expenditures	1,432	0	0	0	0
<b>Subtotal</b>	<b>204,969</b>	<b>62,577</b>	<b>212,100</b>	<b>84,590</b>	<b>329,938</b>
<b>TOTAL</b>	<b>747,264</b>	<b>686,843</b>	<b>841,922</b>	<b>723,427</b>	<b>979,739</b>
<b>NET GENERAL FUND CONTRIBUTION</b>	<b>361,360</b>	<b>410,584</b>	<b>459,403</b>	<b>414,712</b>	<b>458,661</b>

### \*OVERHEAD ALLOCATION

	FY 2006-07 ACTUAL	FY 2007-08 ACTUAL	FY 2008-09 ADOPTED BUDGET	FY 2008-09 AMENDED BUDGET	FY 2009-10 ADOPTED BUDGET
Redevelopment Funds	239,411	250,697	306,269	276,475	293,090
Rent Stabilization Fund	2,500	2,500	2,500	0	2,500
<b>TOTAL OVERHEAD ALLOCATION</b>	<b>241,911</b>	<b>253,197</b>	<b>308,769</b>	<b>276,475</b>	<b>295,590</b>

# CITY MANAGER'S OFFICE

## Department Summary cont.

### AUTHORIZED STRENGTH

#### Position Summary

City Manager's Office

**TOTAL**

FY 2006-07 ADOPTED BUDGET	FY 2007-08 ADOPTED BUDGET	FY 2008-09 ADOPTED BUDGET	FY 2008-09 ADOPTED BUDGET	FY 2009-10 ADOPTED BUDGET
4	4	4	4	4
<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

#### Position Detail

Assistant City Manager

City Manager

Executive Assistant to City Manager

Secretary II

Secretary II (RES)

**TOTAL**

FY 2006-07 ADOPTED BUDGET	FY 2007-08 ADOPTED BUDGET	FY 2008-09 ADOPTED BUDGET	FY 2008-09 ADOPTED BUDGET	FY 2009-10 ADOPTED BUDGET
1	1	1	1	1
1	1	1	1	1
1	1	1	1	1
0	1	1	1	1
1	0	0	0	0
<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

# CITY MANAGER'S OFFICE

## Department Summary

### MISSION STATEMENT

To manage the overall operations of the city government and 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 executive oversight of Redevelopment Agency and Economic Development initiatives. The Office has a direct staffing level of 4 positions.

The emphasis of Fiscal Year 2009-2010 is to set priorities driven by the goals and objectives adopted by the City Council including those indicated in the City Council newly created Strategic Priorities Initiative, which include:

1. Enhancement of public safety and emergency preparedness
2. Enhancement of economic vitality
3. Increase organizational effectiveness and efficiency
4. Improve public facilities and infrastructure
5. Improve communication and enhance community engagement

The City Manager's Office will continue oversight of the organization to provide a 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 the continuation of the Phase II plans development 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;

# CITY MANAGER'S OFFICE

## Department Summary cont.

- To propose and 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 all offices and departments under the City Manager's responsibility including personnel administration, procurement and contract administration;
- 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 authorization 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 2008-2009 Adopted to FY 2008-2009 Amended:**

The Fiscal Year 2008-2009 Amended Budget Net General Fund Contribution of \$414,712 is a decrease of -\$44,691 from the Fiscal Year 2008-2009 Adopted Budget Net General Fund Contribution of \$459,403. This -9.7% is primarily due to a decrease of \$127,510 in Purchased Services as a result of a delay in completing an impact fee study and the commencement of a water assessment study, both rescheduled for next fiscal year. The net General Fund contribution is increased as a result of a decrease in projected revenue. Additionally, there were reductions in consulting services from the adopted budget as a budget analyst was not brought on this fiscal year and a contract with USEPA for a consultant to assist with the Cooley Landing project was not finalized until April 2009.

### **FY 2008-2009 Amended to FY 2009-2010 Adopted:**

The Fiscal Year 2009-2010 Adopted Budget Net General Fund Contribution of \$458,661 is an increase of \$43,949 from the Fiscal Year 2008-2009 Amended Budget Net General Fund Contribution of \$414,712. This 9.6% adopted increase is attributed to a variety of Purchased Services expected in the upcoming fiscal year including the continuation of an impact fee study, water assessment study and the implementation of some organization assessment review recommendations (e.g. master fee schedule). The FY 2009-2010 total proposed expenditure increase of \$256,312 is being offset by additional proposed revenues sources of \$228,363 from the Water Fund, Measure C- Public safety and a Packard Foundation grant for Cooley Landing. The Fiscal Year 2009-2010 adopted budget also reflects the implementation of a 3 day mandatory furlough program for non-sworn City staff to occur in the fourth quarter of the fiscal year if necessary and approved.

# CITY MANAGER'S OFFICE

## FY 2008-2009 ACCOMPLISHMENTS

OBJECTIVE	RESULT
1 To implement Matrix Organizational Recommendations if and as directed by City Council	In progress - Fee studies are being prepared, Positions are being held as recommended. Due to the economic down-turn, new positions in Community Development have not been recruited. Authorization to purchase the Permit Tracking System is being prepared for Council's consideration.
2 To continue to initiate and coordinate recommendations and directives resulting from the City Council Priority Focus Areas discussions, including any focused on financial management, organizational structure, customer service delivery and infrastructure management.	The completion of Bay Road Phase I was realized in the fall of 2008, resulting in a ceremony with local, state and federal dignitaries attending. Progress regarding design of Bay Road Phase II Project is underway. Cooley Landing project received foundation grant fund assistance to hire a consultant to ensure progress continues.
3 To continue identifying and developing financial alternatives for funding initiatives to enhance the City's fiscal health and the delivery of municipal services	Worked with senior management to identify sufficient unexpended balances in the General Fund to support recommendation that City Council preserve a Reserve Fund consistent with recommendation in the FY 2008-09 Financial Plan.
4 To continue the Quarterly Review meetings with departments to ensure the budget, objectives, 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 2009-2010 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 continue to provide strong leadership, guidance, and direction to department heads and staff in all matters of operation and service delivery.	Ongoing.
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, Sa Francisquito Creek JPA, San Mateo County Library Governance, BAWSCA, etc.	Ongoing
8 To continue providing the general public and media with accurate, timely reports on significant matters relating to City operations.	Ongoing

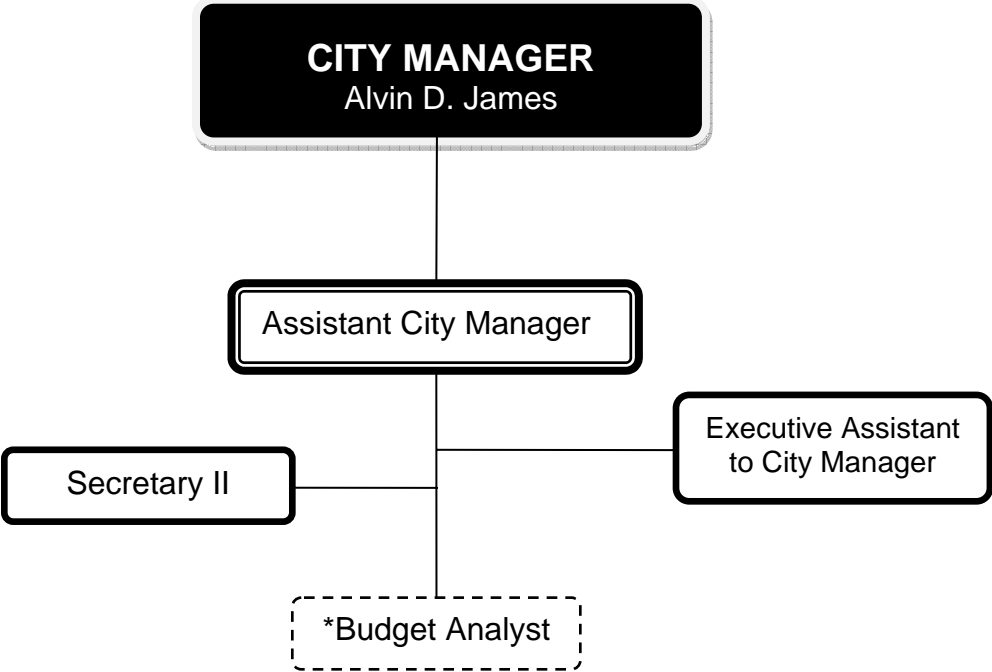
# CITY MANAGER'S OFFICE

## FY 2009-2010 OBJECTIVES

1. To implement the Matrix Organizational Recommendations by June 30, 2010.
2. To initiate and coordinate recommendations and directives resulting from City Council Strategic Plan Process and to develop the organizational objectives and the evaluation process for City Council approval by September 30, 2009.
3. 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.
4. To ensure timely preparation and submission of Recommended Operation and Capital Budgets for City Council consideration by May 31, 2010.
5. To provide 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.
6. To continue providing the general public and media with accurate, timely reports on significant matters relating to City operations.
7. To complete the Tax Base Growth Strategy Analysis by July 31, 2009.
8. To obtain direction from the community and the Redevelopment Agency Board for implementation of a Tax Base Growth Strategy by October 30, 2009.
9. To work with the Deputy City Clerk to update the city's website with current information.
10. To receive a plan from the Deputy City Clerk developing, monitoring and updating the city website including a timeline to create a new website and to act on the plan by December 1, 2009.

# CITY MANAGER'S OFFICE

(Existing Organization)



DB- 15

\*Part Time Budget Analyst unfunded.