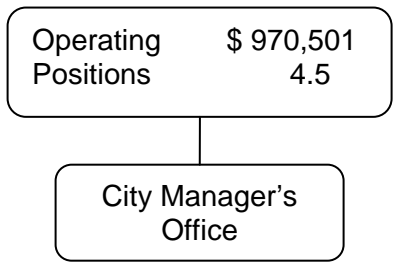
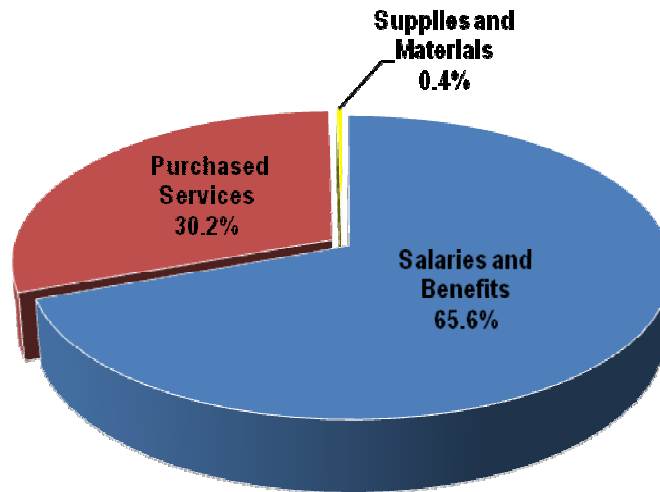


CITY MANAGER'S OFFICE

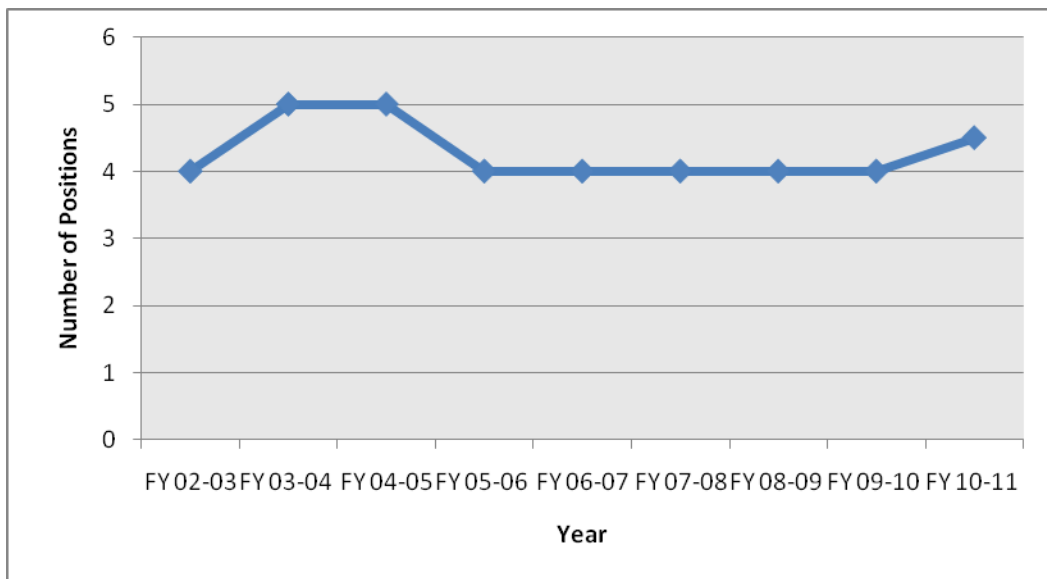
FY 2010-2011 Adopted Budget



CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



CITY MANAGER'S OFFICE

FY 2010-2011 Adopted Budget

Department Summary

SOURCE

	FY 2007-08 ACTUAL	FY 2008-09 ACTUAL	FY 2009-10 ADOPTED BUDGET	FY 2009-10 AMENDED BUDGET	FY 2010-11 ADOPTED BUDGET
Special Revenue Funds	-	-	40,000	-	-
Measure C Crime Prevention Fund	-	-	-	-	40,000
Redevelopment Funds	911	6,796	-	17,000	52,100
Enterprise Funds	7,941	-	50,000	-	50,000
Grants	14,210	25,193	135,488	206,600	85,500
*Overhead Allocation	253,197	273,092	295,590	350,479	297,926
TOTAL	276,259	305,081	521,078	574,079	525,526

EXPENDITURES BY DEPARTMENT

	FY 2007-08 ACTUAL	FY 2008-09 ACTUAL	FY 2009-10 ADOPTED BUDGET	FY 2009-10 AMENDED BUDGET	FY 2010-11 ADOPTED BUDGET
City Manager's Office	686,843	715,448	979,739	1,093,548	970,501
TOTAL	686,843	715,448	979,739	1,093,548	970,501

CHARACTER OF EXPENDITURES

	FY 2007-08 ACTUAL	FY 2008-09 ACTUAL	FY 2009-10 ADOPTED BUDGET	FY 2009-10 AMENDED BUDGET	FY 2010-11 ADOPTED BUDGET
<u>PERSONNEL</u>					
Salaries and Benefits	624,266	631,106	649,801	603,798	675,651
Subtotal	624,266	631,106	649,801	603,798	675,651
<u>SUPPLIES AND SERVICES</u>					
Purchased Services	60,686	77,295	325,938	473,950	292,050
Supplies and Materials	1,891	6,560	4,000	2,800	2,800
Capital Expenditures	-	487	-	13,000	-
Subtotal	62,577	84,342	329,938	489,750	294,850
TOTAL	686,843	715,448	979,739	1,093,548	970,501
NET GENERAL FUND CONTRIBUTION	410,584	410,367	458,661	519,469	444,975

*OVERHEAD ALLOCATION

	FY 2007-08 ACTUAL	FY 2008-09 ACTUAL	FY 2009-10 ADOPTED BUDGET	FY 2009-10 AMENDED BUDGET	FY 2010-11 ADOPTED BUDGET
Redevelopment Funds	250,697	273,092	293,090	347,979	295,426
Rent Stabilization Fund	2,500	-	2,500	2,500	2,500
TOTAL OVERHEAD ALLOCATION	253,197	273,092	295,590	350,479	297,926

CITY MANAGER'S OFFICE

FY 2010-2011 Adopted Budget

Department Summary cont.

AUTHORIZED STRENGTH

	FY 2007-08 ADOPTED BUDGET	FY 2008-09 ADOPTED BUDGET	FY 2009-10 ADOPTED BUDGET	FY 2009-10 ADOPTED BUDGET	FY 2010-11 ADOPTED BUDGET
Position Summary					
City Manager's Office	4	4	4	4	4.5
TOTAL	4	4	4	4	4.5

	FY 2007-08 ADOPTED BUDGET	FY 2008-09 ADOPTED BUDGET	FY 2009-10 ADOPTED BUDGET	FY 2009-10 ADOPTED BUDGET	FY 2010-11 ADOPTED BUDGET
Position Detail					
City Manager	1	1	1	1	1
Assistant City Manager	1	1	1	1	1
Executive Assistant to City Manager	1	1	1	1	1
Secretary II	1	1	1	1	1
* Budget Analyst	-	-	-	-	0.5
TOTAL	4	4	4	4	4.5

* A part time Budget Analyst is being proposed as a part of the FY10-11 budget.

CITY MANAGER'S OFFICE

FY 2010-2011 Adopted Budget

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.

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 currently has an authorized direct staffing level of 4 positions with a part-time .5 FTE budget Analyst position being proposed in FY10-11.

The emphasis of Fiscal Year 2010-2011 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 economic vitality
2. Increase organizational effectiveness and efficiency
3. Improve public facilities and infrastructure
4. 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 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 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 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;

CITY MANAGER'S OFFICE

FY 2010-2011 Adopted Budget

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 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 2009-2010 Adopted to FY 2009-2010 Amended:

The Fiscal Year 2009-2010 Amended Budget Net General Fund Contribution of \$519,469 is an increase of \$60,808 from the Fiscal Year 2009-2010 Adopted Budget Net General Fund Contribution of \$458,661. This 13.3% increase is a result of a net increase of approximately \$148,000 for the Interim City Manager contract services as well as the furniture purchases related to City Hall renovations totaling approximately \$13,000. These increases were offset by a reduction of \$46,000 in Personnel cost and offset by \$55,000 in revenues related to overhead allocations to other funds. The Fiscal Year 2009-2010 Adopted Budget implementation of a 3 day mandatory furlough program for non-sworn City staff to occur in the fourth quarter of the fiscal year was not required and is not reflected in the FY2009-2010 Amended Budget.

FY 2009-2010 Amended to FY 2010-2011 Adopted:

The Fiscal Year 2010-2011 Adopted Budget Net General Fund Contribution of \$444,975 is a decrease of -\$74,494 from the Fiscal Year 2009-2010 Amended Budget Net General Fund Contribution of \$519,469. This -16.7% decrease is attributed to assumed savings of \$181,900 with the conclusion of interim city manager contract and one-time expenditures not anticipated for next year. This decrease is offset by an increase of \$60,379 in increased benefits, the funding of a part-time Budget Analyst position, and an increase in other professional services, primarily allocated to other restricted funds. The Adopted Budget includes a cost of living adjustment.

CITY MANAGER'S OFFICE

FY 2010-2011 Adopted Budget

FY 2009-2010 ACCOMPLISHMENTS

OBJECTIVE	RESULT
1. To implement the Matrix Organizational Recommendations by June 30, 2010.	Partially Accomplished: Records management system on line; a master the schedule in review, recommend recruitment of a Community Development Director.
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 the City Council approval by September 30, 2009.	Accomplished and ongoing.
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.	Accomplished and ongoing.
4. To ensure timely preparation and submission of Recommended Operation and Capital Budgets for City Council consideration by May 31, 2010.	Accomplished.
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.	Accomplished.
6. To continue providing the general public and media with accurate, timely reports on significant matters relating to City operations.	Accomplished.
7. To complete the Tax Base Growth Strategy Analysis by July 31, 2009.	Tax Base Growth Strategy implementation alternatives presented by staff to Economic Development Subcommittee (EDS) for their consideration. EDS is still evaluating implementation alternatives for recommendation and review of the full Council.
8. To obtain direction from the community and the Redevelopment Agency Board for implementation of a Tax Base Strategy by October 30, 2009.	The Economic Development Committee has taken responsible for this objective and has not yet made a recommendation to the Council.
9. To work with the Deputy City Clerk to update the City's website with current information.	Not Accomplished: Assignment transferred to Assistant City Manager. An update presentation schedule for mid June 2010.
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.	Not Accomplished: Assignment transferred to Assistant City Manager. An update presentation schedule for mid June 2010.

CITY MANAGER'S OFFICE

FY 2010-2011 Adopted Budget

FY 2010-2011 OBJECTIVES

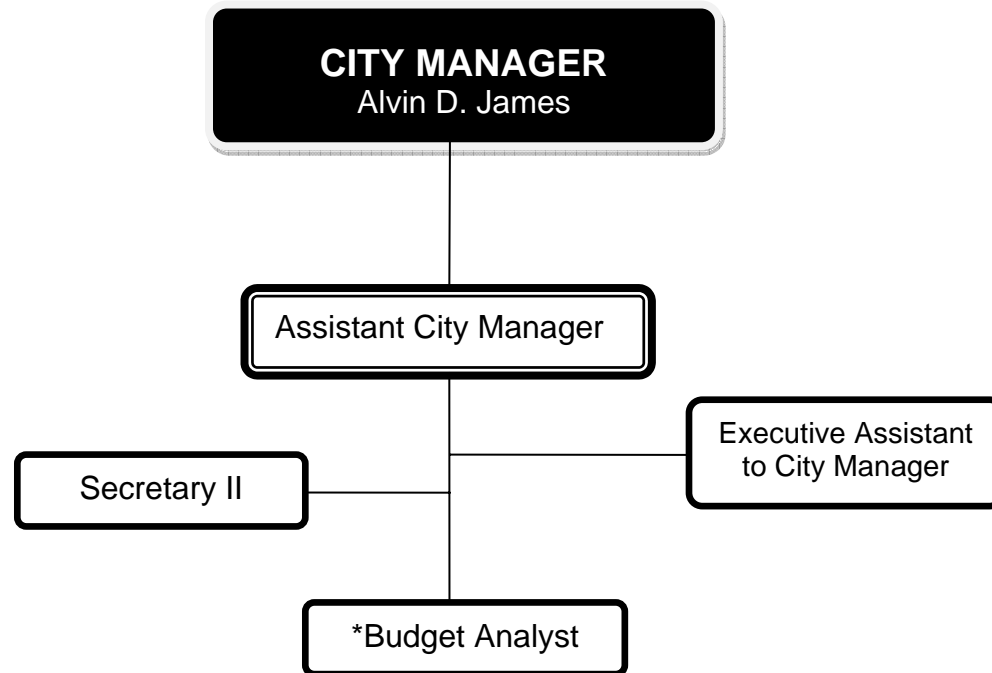
- 1. To present to City Council for direction on addressing the inadequacy of existing City government facilities by December 31, 2010.**
- 2. To review all of the City's fees and recommend to the City Council which fees need to be revised in the master fee schedule by October 31, 2010.**
- 3. To recommend community communication and engagement strategies to City Council for action by January 31, 2011.**
- 4. To develop a plan for a new website and present to City Council for action for November 30, 2010.**
5. To initiate and coordinate recommendations and directives resulting from the City Council Strategic Plan and to develop the organizational objectives and the evaluation process for City Council approval by September 30, 2010.
6. To continue the implementation of the Matrix Community development organizational recommendations by June 30, 2011.
7. To continue the quarterly departmental operations review meeting to ensure effective fiscal and organization oversight and timely intervention required to address budget and programmatic issues before they arise to a level of significance.
- 8. To finalize the injury illness prevention program (IIPP) of the risk management policy and present to City Council for adoption by September 30, 2010.**

(Bold reflects City Council Strategic Plan Goals and Objectives)

CITY MANAGER'S OFFICE

FY 2010-2011 Adopted Budget

(Existing Organization)



DB-16

*Part Time Budget Analyst is proposed for funding.

Total Positions: 4.5