

CITY MANAGER

The mission of the San José City Manager's Office is to provide strategic leadership that supports the Mayor and the City Council and motivates and challenges the organization to deliver high quality services that meet the community's needs.

CITY MANAGER

The Office of the City Manager (CMO) develops public policy, leads the organization, and manages City-wide service delivery. A key focus of the City Manager's Office for the past year was providing leadership needed to support the organizational changes resulting from recent years' budget deficits. The administration managed the City's over 110 budgeted funds in 2013-14.

The CMO worked to engage members of the community by holding 11 meetings throughout the City to gather input for the development of the annual budget and 11 meetings of the Neighborhoods Commission. The CMO responded to or coordinated 525 public records requests, 78 percent of which received a response within 10 days (the initial time limit set by the California Public Records Act).

The CMO assists the City Council in the legislative process by developing the legislative agenda and providing staff reports. In 2013-14, the Office approved 575 staff reports for City Council consideration, assigned about 70 referrals from the City Council, and issued roughly 118 information memoranda.

Operating expenditures totaled \$10.0 million* in 2013-14, similar to 2012-13, but an increase of 19 percent from ten years ago. Staffing in 2013-14 totaled 62, up from 59 in 2012-13 but down from 64 ten years ago.

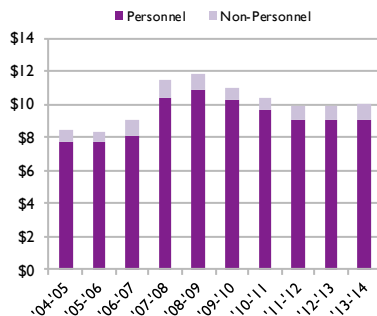
* The CMO also oversaw \$16.2 million in Citywide expenditures, including \$13 million for a Successor Agency legal obligation subsidy, and \$1.5 million for Public, Education, and Government (PEG) Access Facilities capital expenditures.

Functions of the City Manager's Office:

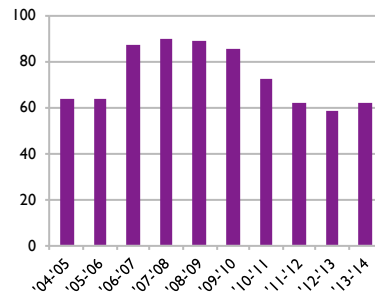
- **Budget** - Develops and monitors the operating and capital budgets for the City of San José, providing fiscal and operational analysis and ensuring the fiscal health of the organization. More than 10 major documents are produced annually related to these activities.
- **Employee Relations** - Negotiates labor contracts, encourages effective employee relations, and supports a positive, productive, and respectful work environment.
- **Policy Development** - Provides professional expertise and support to the City Council in the formulation, interpretation, and application of public policy.
- **Intergovernmental Relations** - Monitors, reviews, and analyzes state and federal activities with an actual or potential effect on the City; advocates on state and federal issues of concern to the City; and manages the sponsorship of and advocates for City-sponsored legislation.
- **Communications** - Provides point of contact with the media on Citywide issues, manages CivicCenterTV San Jose operations including videotaping of Council and Council Committee meetings, oversees the City's website, and coordinates the City public records program.
- **Agenda Services** - Works with the City Attorney's Office and the City Clerk's Office to develop weekly and special City Council/Rules and Open Government meeting agendas and oversees the development of agenda for other Council Committees to ensure compliance with the Brown Act and City open government policy.

*The Office of Economic Development is under the CMO department, but is shown in a different chapter.

City Manager Operating Expenditures (\$millions)



City Manager Authorized Positions



Note: the CMO began including Strong Neighborhood Initiative funds in FY 2007-08 and staff in FY 2006-07.

THE NATIONAL CITIZEN SURVEY™

12% of San José residents visited the City of San José website (at www.sanjoseca.gov) more often than twice a month

11% of San José residents used the City's website to conduct business or pay bills more often than twice a month