



**City of Long Beach**  
Working Together to Serve

**Memorandum**

**Date:** November 6, 2007  
**To:** Patrick H. West, City Manager *PL West*  
**From:** Lori Ann Farrell, Acting Director of Financial Management  
**For:** Members of the Budget Oversight Committee *LA*  
**Subject:** **November 6, 2007 Budget Oversight Committee Meeting**

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At the request of the Budget Oversight Committee (BOC), the following information is attached for your discussion:

1. Recommendation to discuss and request the City Council to consider the following recommendations to institute financial controls:
  - a. That the City Manager create a Hiring Freeze Committee charged with reviewing any proposed management hires; and
  - b. That the sum total of all percentage increases referenced in the City's Salary Resolution for the compensation of Executive or Professional Salary Range employees shall not exceed seven percent during any fiscal year without approval of the City Council.
2. Recommendation to review a schedule of Optimization Study Reports
3. Recommendation to receive and discuss the Fiscal Year 2007 Third Quarter Budget Performance Report
4. Recommendation to receive and file a memo from the City Manager transmitting the following reports:
  - a. Approved Purchases Valued at \$50 - \$95k
  - b. Open Bids and Requests for Proposals (RFPs)
  - c. Homeland Security Expenditures
5. Recommendation to receive and file City Manager's policy restricting out-of-state travel
6. Recommendation to receive and file City Manager's policy prohibiting the use of General Fund monies to purchase tables at community events

Attachments

CC: MAYOR AND MEMBERS OF THE CITY COUNCIL  
ROBERT E. SHANNON, CITY ATTORNEY  
THOMAS M. REEVES, CITY PROSECUTOR  
LAURA DOUD, CITY AUDITOR  
CHRISTINE F. SHIPPEY, ASSISTANT CITY MANAGER  
REGINALD I. HARRISON, DEPUTY CITY MANAGER  
ALL DEPARTMENT HEADS