

# FISCAL YEAR 2014- 2015



## ADOPTED OPERATING BUDGET



- Communication Tool
- Financial Plan
- Policy Document
- Program Budget

### *Mission Statement*

The City of East Palo Alto provides responsive, respectful and efficient public services to enhance the quality of life and safety for its multi-cultural community

# FY 2014-2015 Adopted Budget

## Mayor



Laura Martinez

## Vice Mayor



Lisa Yarbrough- Gauthier

## Council Members



Rubén Abrica



Donna Rutherford



Larry Moody

### **MISSION STATEMENT**

**The City of East Palo Alto provides responsive, respectful and efficient public services to enhance the quality of life and safety for its multi-cultural community.**

## **Executive Staff**

### **Executive Staff**

Magda Gonzalez, City Manager  
*City Manager's Office*

Barbara Powell, Assistant City Manager/ HR Director  
*City Manager's Office/Human Resources Department*

John Nagel, City Attorney  
*City Attorney's Office*

Nora Pimentel, Deputy City Clerk  
*City Clerk's Office*

Edmund Suen, Finance Director  
*Finance Department*

John Doughty, Community and Economic Development Director  
*Community and Economic Development Department*

Violet Lee, Interim Police Chief  
*Police Department*

### **Budget Team**

Magda Gonzalez, City Manager  
Barbara Powell, Assistant City Manager  
Edmund Suen, Finance Director  
Paul Maumalanga, Fiscal Analyst  
Ana Maria Torres, Account Technician

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## CITY MANAGER'S MESSAGE

As Presented in the Proposed 2014- 2015 Budget Document

May 2014

Honorable Mayor and City Council;

"Cautiously optimistic" ~ that is our assessment as we move into fiscal year 2014-15, and thus, it is my pleasure to present my second recommended budget. The future is exciting and holds a great deal of promise, and I look forward to the City Council's direction through the budget process to continue to move the organization and the community forward.

Last year, I presented the City Council with a recommended budget that focused on organizational and community infrastructure. To that end, the recommended budget included establishing positions that could help develop the foundation the organization required, as well as positions to advance the capital projects, identified by the City Council, that are greatly needed in the community. The City Council recognized the areas requiring additional resources and adopted the budget to meet these goals.

We have accomplished a great deal during fiscal year 2013-14. As an example, thanks to the City Council's leadership, the Ten Year Capital Improvement Plan was adopted, including staffing required in order to move projects forward in a timely and cost efficient manner. Staff has established a renewed and productive partnership with American Water Enterprises, and has conducted a financial and operational audit that will allow the City to better manage and maintain our water system. Similarly, assessments of several service areas were conducted and corresponding work plans have been prepared. Further, building the organizational infrastructure, a records management system was developed and an inventory of City Council Resolutions has been completed, and the new Permit Center was opened to enhance efficiency and effectiveness. We continue to work on revising Ordinances in order to update the Municipal Code to meet best practices and to comply with State and Federal statutes, securing grant funding for signature Police Department programs such as Reentry, and expediting recruitments to achieve full staffing.

I am happy to report that as we near the conclusion of fiscal year 2013-14, the City's financial picture has improved to some extent, and we anticipate a year end fund balance as a consequence of higher than anticipated revenues, related to an improving economy, and lower than anticipated expenditures, primarily due to salary savings from positions that were not filled the entire year.

To kick off this year's budget preparation process, the City Council's Annual Retreat was conducted in two parts and was incredibly valuable. At the Retreat, you had a healthy discussion regarding essential core services and the financial state of the organization, and you restated your interest in positioning the City to be financially sustainable. At this time, the City's expenditures are outpacing the City's revenues,

## CITY MANAGER'S MESSAGE

creating an ongoing structural deficit. Absent expenditure reductions, the City's structural deficit will grow from year to year. With this in mind, and understanding that the more time we take to get to a balanced budget, the larger the gap will grow, the City Council directed Staff to prepare a Recommended Budget for fiscal year 2014/15 that is financially balanced.

The current organization is very lean and is providing a wealth of very important services. We face a critical juncture for the organization and actions taken from this point forward will significantly influence the City's financial situation as we work towards long term sustainability. With this in mind, using a metric of "must have," "should have," and "nice to have", the City Council identified several areas as essential core services which must be continued into the next fiscal year. Further, given our current financial situation, the Council also identified areas of potential reductions to enable Staff to prepare a balanced budget.

Balancing a budget can be achieved by decreasing expenditures, increasing revenues, or by a combination of both. This recommended budget proposes to eliminate several positions in order to reduce expenditures, and, given our limited resources, to utilize technology and other strategies so that we can be more efficient in the way we provide services to the community.

This recommended budget continues the work of developing the organizational and community infrastructure, and aims to meet the direction provided by the City Council at your two retreats. Additionally, this budget is focused on constructing a solid financial foundation for both the short term and the long term, which will ultimately foster economic and community revitalization. There are a number of strategies that are needed in order to pursue this course of action.

In the area of organizational infrastructure, we must:

- Stabilize the City's financial position by investing in core City services, reducing or eliminating "nice to have" programs that currently are not financially independent, and pursue one or more new revenue sources.
- Replace non-essential positions and a few strategic positions that will cultivate the in-house expertise required to expedite mandated and vital projects, eliminate backlogs and implement critically needed systems, policies, programs and projects.
- Invest in finance, human resources, public works maintenance and engineering-related technology to automate functions that are currently done manually, thereby enhancing efficiency and effectiveness of staff and service delivery.
- Allocate resources to facilitate the expansion of timely, accurate and pertinent information to residents, businesses, and other stakeholders, including critical information related to emergency preparedness.

In the area of community or physical Infrastructure, we must:

- Maximize the use of City-owned facilities and prepare a long-term plan to develop permanent housing for the Police Department, Corporation Yard and City Hall.
- Continue investing in critical infrastructure projects that will help drive economic development, including water, roads and storm drains.

## CITY MANAGER'S MESSAGE

Additionally, through this budget process, Staff is also seeking City Council direction concerning pursuing a revenue enhancement measure. The organization cannot simply cut its way out of this problem; we must look at increasing revenues. Therefore, Staff is seeking direction from the City Council to explore the idea of a general sale tax measure. Revenue measures take a great deal of time and if the City Council so directs Staff, we will begin by hiring a consultant to conduct polling of the community for Council consideration.

The City Council should be recognized for your leadership in directing staff to bring forward a balanced budget, which has not been done in many years. However, we understand that without further reductions or additional revenues, subsequent fiscal years' budgets will once again have structural deficits, given annual cost increases that will outpace revenues.

The organizational changes proposed in this budget are modest and incremental and are designed to help ensure the City's long-term sustainability. During the City Council's review of the recommended budget, staff applauds the Council for your long term approach and looks forward to continuing this strategy as we prepare for all that the future holds for this community. Please see the Budget's Executive Summary (Attachment A) for additional detail outlining the budget document and budgetary changes.

While the proposed budget represents my recommendations, it is based on the input of the Executive Team, and I want to thank them for their hard work and assistance in developing the recommended budget with a focus on establishing a solid foundation for next fiscal year and beyond. I would also like to thank the budget team for their many hours of work in developing this document.

Respectfully submitted,



Magda A. González  
City Manager



## **EXECUTIVE SUMMARY**

As Presented in the Proposed 2014-2015 Budget Document

To provide an appropriate context for the City Council to consider the recommended budget, this transmittal memo is organized in the following manner:

- Review of the status of the current fiscal year
- Analysis of the assumptions and drivers that informed the development of the recommended fiscal year (FY) 2014-15 budget
- Description of the major components of the proposed budget
- Alternative expenditure reductions and revenue increases
- Next steps

### ***FISCAL YEAR FY 2013-14 STATUS***

Fiscal Year 2013-14 is projected to have a year-end balance of \$168,000, the result of increases in revenues, and lower than anticipated expenditures, primarily due to the under filling of some staff positions and vacancies in other staff positions. Property tax revenue increased by \$232,000 (2.8%) due to a modest increase in the City's assessed valuation and an increase in property tax in lieu of vehicle license fees of \$86,000. Strong regional economic activity is expected to increase Transient Occupancy Tax by \$273,000. Expenditures are projected to be approximately \$684,000 lower than budgeted. In January 2014, the City received a \$338,748 refund from the County for excess Educational Revenue Augmentation Fund (Excess ERAF) previously deducted from its property taxes. Based on the City Council's adopted financial policies, these one-time funds are recommended to be allocated for expenditures such as capital improvement projects.

### ***ASSUMPTIONS AND DRIVERS UNDERLYING THE DEVELOPMENT OF THE PROPOSED FY 2014-15 BUDGET***

General Fund revenues are derived from five major revenue sources (Property Tax, Sales Tax, Transient Occupancy Tax (TOT), Utility Users' Tax, and Permits, Fees, and Charges for Services), accounting for over 90% of General Fund budget revenues. In developing the recommended budget, it is assumed that there will be increases in each of these five major sources. Property tax is assumed to increase \$202,000 (2.4%) from growth in assessed valuation; however, Educational Revenue Augmentation Funds (ERAF) are conservatively projected to be 50% of FY 2013-14 levels, amounting to a loss of \$169,000 of one-time revenues available for future one-time expenditures. Sales tax revenues are expected to increase by \$293,000 of which \$120,000 is derived from the restoration of Triple Flip revenues that were deducted by the County in FY 2013-14 due to insufficient property tax funding as a result of the dissolution of Redevelopment Agencies. Franchise Fees and Utility Users' Tax are expected to increase proportionately with the expected pass through to tax payers of the increase in wholesale water rates assessed by the San Francisco Public Utilities Commission (SFPUC). Overall, it is assumed that FY 2014-15 revenues will increase \$775,000 over the FY 2013-14 projected year-end position.

## EXECUTIVE SUMMARY

The City provides various services to its residents. Like other service oriented businesses, the majority of general fund expenditures are tied to personnel related expenses (salary and benefits), and are allocated into four categories (General Government, Public Safety, Community Development and General Administrative Allocation). The City currently does not have a funding source for the Reentry Program, which represents \$155,000 in needed funding. There is an assumed 10% increase (\$130,000) in medical and dental premiums and an increase in the PERS contributions for both Miscellaneous and Safety employee units (\$81,000).

The budget also takes into account agreements reached with employee bargaining groups, which reduce employee concessions from 5% to 1.54% equating to a reduction from 13 furlough days to 4 days. This 1.54% represents a savings of approximately \$106,500. As with the fiscal year 2013-2014 budget, I want to thank employees for their continued willingness to participate in making the City more solvent. Without these concessions, the City would have to make additional reductions of \$106,500.

### ***MAJOR COMPONENTS OF THE PROPOSED FY 2014-15 BUDGET***

As noted above, the recommended budget reflects modest increases in the City's revenues, together with anticipated operating cost increases.

Based upon the direction received from the City Council at its annual retreat, the recommended budget includes a few changes to the organizational structure. These changes will enable the organization to focus on core programs and services ("must have") and to reduce some non-essential programs and services ("nice to have"). Taking the long view and creating an organizational structure that will best serve the community required that very difficult decisions be made; unfortunately a few positions will be impacted. As you will see, most changes are being proposed outside of the Police Department and public safety arena. Given the Department's limited staffing and resources, I am not recommending any reduction in the Police Department so that our staff can continue to provide quality public safety services.

#### Police Department

A new Community Policing and Professional Standards Unit will be created by reclassifying one Police Officer position to a Sergeant to ensure all staff are properly trained, and community outreach and overall Community Policing efforts are maintained. Additionally, the change will result in confidential matters and personal information being administered using proper protocols.

#### Community and Economic Development Department:

The recommended budget proposes a greater focus on economic development throughout the entire organization. Understanding that economic development involves many components and stages from water and capital projects to public safety and preserving and attracting businesses and retailers. The Community Development Department will be renamed the Community and Economic Development Department

## EXECUTIVE SUMMARY

(CEDD) to clarify and emphasize the key role played by the entire Department in promoting economic development and community vitality. As acknowledged by the City Council, economic and business development is critical to the long term success and vitality of the City and its residents. A stable property and sales tax base can only be achieved through investment in the workforce and businesses (new and existing) and in providing housing opportunities for a diverse community. Unlike many of our neighboring cities, infrastructure (water, roads and drainage) are critical components of the City's economic development strategy and to the ultimate success of the effort.

The new Permit Center is proving to be very successful and is providing greater access and service to the community. Technical staff provide the day-to-day customer service at the Center, allowing other critical work to be completed by professional staff. With the new permit center and recent re-design of office space, we feel that the reception function at Tate Street can be managed without the Office Assistant position; therefore, we are recommending eliminating the position. It is currently filled with a temporary employee whose employment would be terminated.

It has become very clear that more attention is required in the area of code enforcement. The City Council identified this function as an essential service during the retreat. Code Enforcement in the City is distinguished in great part by where the violations are occurring. Namely, does the violation involve activity on public streets/property or on private property. For a number of years, the two Code Enforcement Officers have been managed by the Police Department. Enforcement efforts have focused on blight, unsafe conditions, illegal parking, graffiti and other community environment issues, many of which occur in the public right-of-way and on public properties. The recommended budget calls for the transfer of one Code Enforcement Officer position to the CEDD. The focus of this position will be on zoning, NPDES (storm water pollution control) and building related enforcement activity and coordination through the Chief Building Official, in an effort to enhance response to the community's calls for services.

The Budget recommends the elimination of the Economic Development Coordinator position, which is currently unfilled and, therefore, has no impact on staff. As a consequence of the fact that there are no staff reporting to the Economic Development Division Manager position, and in light of the realigned focus of economic development efforts across the department, the budget also recommends elimination of the Manager position. This will better align the current level of work to be performed and the non-supervisory status of the position. With last year's budget adoption, a Management Analyst position was created to focus on economic development via Capital Improvement Project implementation, grants, special projects and other related efforts. This position has not yet been filled. The Economic Development Manager incumbent will be offered the opportunity to fill the Management Analyst position.

The Engineering Technician position will be reclassified as a Public Works Inspector in order to expedite the delivery of Capital Improvement Projects. The Department has no dedicated staff to ensure that public works projects are built to plan and specifications by contractors hired by the City or private developers. Without a Public Works Inspector position, the department must contract out this work at a cost of approximately \$55,000

## EXECUTIVE SUMMARY

per year. The relatively small increase in the budget to change this position will pay for itself within months and will be a cost savings to the budget. The Engineering Technician position is currently vacant; therefore, there will be no impact on existing staff.

A Senior Engineer position will be reduced to an Associate Engineer. The position is currently under filled with an Associate Engineer, and we feel confident that continuing staffing at this level will not impact service levels and will provide an opportunity to make budgetary reductions. Similarly, the current Associate Planner position is being under filled by an Assistant Planner, and as such, we are recommending that the Associate Planner position be changed to an Assistant Planner.

The Maintenance Division has struggled to deliver services in the field while effectively addressing project accounting and management. An in-depth assessment of the work flow and management of the division was conducted this year with a corresponding work plan for improving service delivery and management. One area of note was the need for a maintenance management system. The division utilizes a maintenance management software program, iWORQ, which has robust management modules that are not currently being utilized. As such, with this budget, a maintenance staff member will be assigned as a lead, maintaining and updating the maintenance management system in order to track projects, staff time and budget. The change in duty will require a small increase in pay to account for the increased level of responsibility and necessary qualifications. This will also mean that the worker will have less time available to work in the field. Therefore, in order to maintain the service level in the field, a Maintenance Worker I position is being added and a Secretary I position is being eliminated. With the full utilization of the management system, we are confident that the entire division will be able to work more efficiently and effectively, and the community will benefit. The Secretary I position is currently filled, and its elimination will necessitate a layoff.

### Community Programs Division

The Youth and Family Services Manager will be reclassified to a Community Programs Manager at the same salary range. This position is currently filled by a temporary employee. The City Council identified several service areas that require additional attention, many of which are mandated or are core essential services, including emergency preparedness, managing contracts, and special events. Additionally, the Community and Economic Development Department (CEDD) will transfer to this Division several functions that are customarily handled in the City Manager's Office, such as policy research and analysis, franchise agreement oversight, and senior services. This change will also allow the CEDD to focus more on their core mission of infrastructure, economic development, and building services.

In addition to the organizational infrastructure changes, the budget also reflects several changes designed to improve operational efficiency and effectiveness and others in response to several mandatory expenditure increases. The recommended budget includes the cost of the Animal Care Shelter Lease in the form of a 30 year agreement to fund a replacement shelter and increased funding for communications to enhance a broad range of communications with the City Council, community and organization,

## **EXECUTIVE SUMMARY**

especially as more residents rely more heavily on social media and other less traditional media outlets. Improved communications has been an interest of the City Council for quite some time. In the City Council's budget, additional funds have been allocated to facilitate the Mayor and Vice Mayor's annual legislative visit to both Washington D.C. and Sacramento, as per City Council direction.

Attachment B to this memo details the recommended budgetary changes from the projected FY 2013-14 results. Additions total \$1,986,720, and reductions total \$1,045,720 for a net increase of \$941,000. Coupled with the assumed increase in revenue of \$775,000, the result is a balanced budget with General Fund operating revenues totaling \$18.331 million and operating expenditures of \$18.329 million. In addition, the FY 2014-15 proposed budget includes \$169,000 in one-time Excess ERAF revenues.

### ***ALTERNATIVE EXPENDITURE REDUCTIONS AND REVENUE INCREASES***

There are many alternatives that may be considered when developing the City's budget. The changes articulated in this proposed budget reflect the City Council's input, help to build a strong foundation for the future and balance the budget for fiscal year 2014-15.

In addition to considering alternative means to achieve expenditure reductions, Staff is asking that the City Council consider the potential for an increase in on-going revenue streams. We recognize that next year's budget will once again have a structural deficit, without additional revenues. We also understand that given the continued increased costs that are outpacing revenues, the organization cannot continue expenditure reductions as a way to balance the budget, thus we strongly recommend that the City Council consider increasing revenues. The majority of the revenue sources the City receives is beyond the control of the City to change. However, the City Council can place a measure on the ballot to increase the sales tax, utilities users' tax or the Transient Occupancy Tax (TOT). In developing the recommended budget, it is not assumed that a ballot measure will occur in FY 2014-15. However, I do recommend that the City Council consider placing a measure on the ballot in the near future, as a means to establish a stable revenue source for the City. Preparation for a successful revenue measures take a great deal of time and if the City Council so directs Staff, we will begin exploring options.

### ***NEXT STEPS***

Beginning in January 2014, the City Council has spent considerable time laying the ground work for the FY 2014-15 budget. Since January, the City Council has heard a mid-year budget report and has had two meetings to discuss Capital Improvement Projects and proposed updates to the 10 year Capital Improvement Projects Plan. In addition, the City Council is scheduled to discuss the proposed budget and hold public hearings according to the following schedule:

- Budget Study Session #1, scheduled for May 13, 2014
- Budget Study Session #2, scheduled for May 14, 2014

## **EXECUTIVE SUMMARY**

- Budget Study Session #3, (only if needed) scheduled for May 20, 2014
- Budget Hearing and Adoption of Operating and Capital Improvement Budget, scheduled for June 17, 2014.

FY 2014-15

## Recommended Budgetary Changes:

Additions:	Amount
Maintenance Worker I (Total \$82,620; General Fund Portion \$56,180)	\$ 56,180
Public Works Inspector	94,480
Assistant Planner	107,640
Police Sergeant	221,030
Animal Control Shelter	44,420
Communications Consultant	50,000
Mayor and Vice Mayor's annual legislative visits to Washington D.C. and Sacramento	4,600
Increase in CalPERS employer rate	81,000
Increase in Medical/Dental premiums	130,000
Full staffing of all allocated positions	627,000
Wage and benefit adjustments (includes merit increases, reduction of furlough and wage concessions, and a wage increase for POA)	298,370
Increase Purchased Services	3,000
Increase in Supplies and Materials	18,000
Increase in Other Expenditures	19,000
Increase in Transfer Out	4,000
<b>Total Additions</b>	<b>\$ 1,758,720</b>

Expenditure Reductions:	Amount
Office Assistant	(66,990)
Engineering Technician	(89,540)
Secretary I (Total \$81,160; General Fund portion \$16,230)	(16,230)
Economic Development Coordinator	(127,960)
Economic Development Manager	(180,270)
Associate Planner	(122,380)
Police Officer	(185,350)
Scale down City Anniversary celebration to fireworks event only	(8,000)
Increase in Overhead Allocation charged out to Other Funds (CPI adjustment)	(21,000)
<b>Total Reductions</b>	<b>\$ (817,720)</b>

<b>Net Increase in Expenditures</b>	<b>\$ 941,000</b>
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# The East Palo Alto Budget Process

During the budget process, the East Palo Alto City Council must decide how to allocate resources other than monetary funds. Resource allocation decisions include choices of computer equipment and software programs, what types of investments are made in equipment and capital improvements, and which strategic priorities will consume top management's time.

These allocation decisions are made annually when the City Council discusses and establishes goals and objectives for the upcoming year; and, when the annual budgets are developed. The City's annual allocation decisions are made based on multi-year policies and plans. To make both long and short-range allocation decisions, the City follows the budget model described below.

## **Budget Model**

The model follows three basic principles which provide continuity in decision making:

1. Assess current conditions, problems, needs, strengths and weaknesses to best prepare plans to meet those demands.
2. Develop goals and objectives, policies, and plans to determine the work program.
3. Implement those plans and policies and prepare to evaluate their effectiveness and shortcomings.

## **Long-Range Planning Process**

In Fiscal Year 2006-2007, staff introduced to the East Palo Alto City Council the use and benefit of a long-range policy and financial planning process to guide the decision-making process. A **multi-year financial plan** is used as the framework for developing the annual proposed budget. The anticipated outcome of the financial planning concept is to maintain stable service levels by accumulating cash reserves during growth periods and using those reserves when revenues decline in recessionary periods. .

The budget model described above is employed in the long-range planning, as shown below:

### **Assess Conditions**

- Evaluate past and current plans and goals. When formulating the Financial Plan and the City Council Strategic Goals and Objectives, staff will periodically evaluate financial plans for trend analysis and goals and objectives for effectiveness.
- Assess future needs of the community. The local community environment is examined in the context of external economic, social, and political changes expected in order to determine strategic plans to



meet the long-term needs and will of the community.

- Examine the health of the economy. While implementing and formulating financial plans, economic indicators, such as employment and interest rates, will be researched. Revenue and expenditure trends and financial forecasts, to help project the future health of the economy, will be studied.
- Project future revenues and expenditures. Using the information gathered throughout the process, assumptions will be formulated and changed to make the best projections of future revenues and expenditures.

**Develop Policies**

- Formulate City Council Goals and Objectives. The Council will develop its goals in January of each year and staff will develop the objectives that align with those goals and identify those that can be accomplished within a 24 month period. (for example, the 2013 Goals and Objectives were developed in January 2013).
- Prepare a multi-year Financial Plan. While this is prepared one to two years prior to the year in which it takes effect (for example, preparation of the 2014-2015 Financial Plan begins with the Annual Budget Process for 2013-2014), the plan is altered as needed, as conditions and assessments change.

**Implement Program**

- Develop City Manager’s annual Key Issues. The multi-year strategies and financial plans are implemented through these Key Issues. The Manager, with City Council approval, sets 6 to 10 organizational goals for special attention that year to help meet the City Council’s Goals and Objectives, and address unexpected issues.

**Short-Range Planning**

The City Manager’s annual Key Issues, annual service group and departmental objectives, and annual budgets are developed from the multi-year City Council Policy Goals and Objectives and the Financial Plan. These instruments guide allocation decisions in any given year. The budget model is also used in these decision-making processes, as shown below. More detailed descriptions of these activities follow:

**Assess Conditions**

- Evaluate performance toward meeting goals of current and past years. To address problems and new concerns, we will monitor progress quarterly and periodically make amendments to Key Issues and group and departmental objectives (Ongoing).
- Perform productivity and staffing analyses. Staff will conduct internal analyses of City operations to determine service delivery improvements, cost saving opportunities, administrative changes, service needs, and staffing levels (Ongoing).
- Develop a capital investment inventory. Staff will regularly review the condition of existing infrastructure and recommend projects for future funding (Ongoing).

**Develop Annual Work Plans**

- Formulate an annual City Manager’s Key Issues. Using the City Council Strategic Plan goals and objectives as well as address current issues, the City Manager will identify 6 to 10 special activities for the organization to focus on during the upcoming year (January – February).
- Develop annual group and departmental objectives. Objectives are established between the City Manager’s Office and departmental staff to determine work plans for the upcoming fiscal year (February).
- Develop annual departmental budgets. After objectives are established, budgets are developed between departments and the City Manager’s Office (March).
- Identify Capital Improvement Project funding. The Community Development Department and the City Manager’s Office will evaluate capital projects and determine which ones will be recommended for funding for the upcoming fiscal year (Ongoing).

**Implement Program**

- Deliver services and implement capital projects established in plan approved by City Council (Ongoing).
- Maintain records for service evaluation (Ongoing).

# **How to Use the Budget Document**

The East Palo Alto Budget Document is a spending plan for the financial, human, and capital resources available to the City. Through these resources, services are provided to meet the needs of the East Palo Alto residents. The City Council and City Staff respond to the community's needs in part, through the budget. It balances not only revenues and expenditures, but also community priorities and interests. The Budget Document is divided into eleven major sections:

- City Manager's Message
- The East Palo Alto Budget Process
- How to Use the Budget Document
- City Council Strategic Plan
- Multi-Year Financial Plan and Policies
- Organizational Summary Information
- Financial Summary Information
- Departmental Budgets
- Capital Improvement Plan
- Miscellaneous
- Glossary

## **The City Manager's Message**

The City Manager's Message provides a summary of the past fiscal year and a big picture summary for the upcoming fiscal year. It sets the context for budget decisions by describing community and economic conditions affecting the budget. It outlines major initiatives underway and challenges facing the City.

## **The East Palo Alto Budget Process**

The annual budget process follows a model that is threefold: Assess Conditions, Develop Policies, and Implement Programs. It includes long-range and short-range planning processes.

## **How to Use the Budget Document**

Below is a brief summary of the eleven sections within the document, describing how each section may be used effectively to understand the make-up of the document.

## **The City Council's Strategic Plan**

The City Council's Strategic Plan sets the goals and objectives for the organization. It allows the City Manager to develop the list of Key Issues that establishes the organizational work plan for the upcoming year.

## **Financial Plan**

The Financial Plan section projects and summarizes the overall financial condition of the City's General Fund. The following information is included in the Financial Plan:

- Recent trends and projections for the major revenue and expenditure categories;
- Assumptions used to develop the financial plans; and,

- A list of the policies used to manage the City's finances.

In addition, this section contains current policies adopted by City Council which establishes the foundation and budget principles.

**Organizational Summary Information**

This section of the document contains useful, quick reference information about the City and the organization, including an organizational chart, "East Palo Alto at a Glance": statistics, a regional area map, map of the redevelopment areas, a land use policy map and a ten-year summary of the City's employee authorized strength.

**Financial Summary Information**

This section contains the following financial summary information:

- FY 2013-2014 Projected Budget by Fund Category
- FY 2014-2015 Proposed Budget by Fund Category
- General Fund Revenues by Major Category
- General Fund Expenditures by Major Category
- Property and Sales Tax Revenue Trends

**Departmental Budgets**

This section contains the operating budget for all departments and divisions. Currently, each department is under one of the five (5) major categories: Policy & Executive, Administrative Support Services, Community Development Services, Public Safety, and Non-Departmental. The Departmental Budget section presents financial figures by major revenue and expenditures categories. Definitions of the four major expenditure categories can be found in the Glossary. Local government budgets are organized by funds in order to segregate and account for restricted resources. Each fund is a separate accounting entity. The General Fund provides the majority of resources for most of the services that cities typically offer, including public safety, maintenance, and general government functions required to support direct services to the community. This section also places the budget in context with the Multi-year financial forecast and provides a two-year historical review of revenue and expenditures, General Fund sources and uses. This section also includes prior-year departmental accomplishments as well as the projected year objectives. Finally, this section includes the historical, current and projected staffing by each department/ division along with a departmental organizational chart.

**Capital Improvement Plan**

This section provides the City's ten-year Capital Improvement Plan (CIP), which is updated annually. The CIP is necessary to methodically repair, replace and/or construct in an effort to maintain the City's infrastructure and facilities.

**Miscellaneous**

This section contains the budget resolutions and Appropriation Limit once adopted. It also includes the Debt Schedule(s) for the City.

**Glossary**

This section provides definitions generally used in local, county and state governments.

# 2014 CITY COUNCIL STRATEGIC GOALS AND OBJECTIVES

FY 2014 – 2015 Adopted Budget

## PRIORITY #1 - ENHANCE PUBLIC SAFETY AND EMERGENCY PREPAREDNESS

### **\*GOAL #1A: Implement a long-term crime and violence reduction strategy**

Objective: Develop a Citywide Crime and Violence Reduction Plan that involves all stakeholders.

### **GOAL #1B: Fully implement Measure C and Transient Occupancy Tax grant programs**

Objective: Develop and complete Measure c and TOT funding cycle and evaluation process.

### **\*GOAL #1C: Implement Anti-Graffiti program**

Objective: Reduce graffiti in the City by implementing a graffiti removal program.

### **\*GOAL #1D: Develop a redundant and multi-media emergency notification system**

Objective: Adopt and fund additional system to increase timely and accurate notifications to the community.

### **GOAL #1E: Conduct education and outreach on fire safety and emergency preparation and develop Community Emergency Response Team (CERT) training program**

Objective: Provide emergency preparedness training to City personnel and conduct information workshops to the community.

## PRIORITY #2 - ENHANCE ECONOMIC VITALITY

### **GOAL #2A: Continue with dissolution process for the Redevelopment Agency**

Objective: Comply with redevelopment dissolution requirements.

### **GOAL #2B: Ensure University Plaza Project receives appropriate attention from the City's Building and Permitting Department**

Objective: Timely issuance of building permits and commencement of construction for University Plaza project.

### **\*GOAL #2C: Provide assistance to small businesses (permitting, licensing and support)**

Objective: Prepare small business assistance resource guide.

### **GOAL #2D: Set aside General Fund monies for capital improvements**

Objective: City Council adopts budget that includes capital improvement funding.

### **GOAL #2E: Develop and implement appropriate development impact fees**

Objective: City Council to adopt development impact fees and inclusionary impact fees.

## PRIORITY #3 - INCREASE ORGANIZATIONAL EFFECTIVENESS AND EFFICIENCY

### **GOAL #3A: Address structural deficit and establish steps to resolve it**

Objective: Provide a long-term financial plan and an annual balanced budget.

### **GOAL #3B: Consolidate staff workforce**

Objective: Review organizational structure and systems for efficiency and effectiveness.

### **GOAL #3C: Develop a more comprehensive system to evaluate the City Manager and City Attorney**

Objective: Establish a comprehensive system that effectively evaluates the City Manger and City Attorney.

## 2014 CITY COUNCIL STRATEGIC GOALS AND OBJECTIVES

FY 2014 – 2015 Adopted Budget

### **PRIORITY #3 - INCREASE ORGANIZATIONAL EFFECTIVENESS AND EFFICIENCY (Cont.)**

**\*\* GOAL #3D: Identify systems investment opportunities to improve organizational effectiveness and efficiency**

Objective: Present options for replacing antiquated financial software and acquiring a Human Resources Information System (HRIS) and a records management system.

### **PRIORITY #4 - IMPROVE PUBLIC FACILITIES AND INFRASTRUCTURE**

**\*\*GOAL #4A: Implement Safe Routes to School (SR2S/SRTS) Improvement Program**

Objective: Make school zones safer through the accommodation of multi-modal access.

**\*\*\*GOAL #4B: Complete Bay Road and related infrastructure**

Objective: Complete redesign of road and related infrastructure for Bay Road.

**\*\*\*GOAL #4C: Enhance pedestrian and bicycle interconnectivity**

Objective: Complete University Avenue Bridge widening and complete design of Highway 101 pedestrian/bicycle overcrossing at Newell Road.

**GOAL #4D: Consolidation of City facilities**

Objective: Explore options for consolidating city facilities.

**\*\*\*GOAL #4E: Provide adequate domestic water to customers in the City of East Palo Alto water system**

Objective: Develop additional domestic water supply to address current and future needs.

**\*\*GOAL #4F: Maintain and upgrade City's water system**

Objective: Replace and enhance water conveyance facilities to provide consistent delivery of water to customers, meet fire flow requirements and address emergency storage needs.

**\*\*\*GOAL #4G: Enhance flood protection for residents, businesses and property owners**

Objective: Provide 100-year flood protection from San Francisquito Creek (SFCJPA) and San Francisco Bay.

### **PRIORITY #5 - IMPROVE COMMUNICATION AND ENHANCE COMMUNITY ENGAGEMENT**

**\*GOAL #5A: Establish and implement a website maintenance and management plan**

Objective: Provide a user friendly website for easy navigation to retrieve City information and/or services and maintain updated content.

**GOAL #5B: Develop and publish a City newsletter to improve community communications**

Objective: Public and distribute quarterly newsletter.

**GOAL #5C: Foster community cultural events and activities in public spaces such as parks**

Objective: Conduct a multi-event 30<sup>th</sup> anniversary celebration as a way to further engage the community in public spaces.

## 2014 CITY COUNCIL STRATEGIC GOALS AND OBJECTIVES

FY 2014 – 2015 Adopted Budget

### **PRIORITY #5 - IMPROVE COMMUNICATION AND ENHANCE COMMUNITY ENGAGEMENT (Cont.)**

**\*GOAL #5D: Develop a communication plan, including topics, schedules, media and branding/messaging**

Objective: Develop a Communications Plan to provide options on how information is delivered to the community.

### **PRIORITY #6 - CREATE A HEALTHY COMMUNITY**

**\*\*\*GOAL #6A: Improve pedestrian/bicycle access and safety at all school zones**

Objective: Make school zones safer through a collaborative study, implementation and enforcement program.

**GOAL #6B: Complete a joint use facilities agreement with Ravenswood City School District and Sequoia Union High School District**

Objective: Negotiate an agreement with the school districts to improve capacity and options to sponsor and operate programs and events for the residents of East Palo Alto.

**GOAL #6C: Fully implement the Rent Stabilization Program**

Objective: Manage and streamline the Rent Stabilization Program.

**\*GOAL #6D: Develop a comprehensive Healthy Communities Plan as a part of the General Plan**

Objective: Develop a comprehensive Health Communities Plan as part of the General Plan to improve the health and safety of residents of East Palo Alto.

**\*\*\*GOAL #6E: Develop a Parks Master Plan incorporating current projects**

Objective: Expand and enhance park facilities for residents of East Palo Alto.

*\*These goals will require additional financial resources to implement.*

*\*\*These goals will be added to the Capital Improvement Plan.*

*\*\*\* These goals will require additional financial resources and will be added to the Capital Improvement Plan.*

# Financial Plan

## Introduction

This section depicts the City's multi-year financial plan, strategies and policies used to manage the City's General Fund for the next five fiscal-year period. This is the sixth year for the City's financial planning process. On April 3, 2007, the City Council held a public study session to discuss parameters surrounding the foundation of establishing a multi-year Financial Plan Policy.

The financial plan for the General Fund contains:

1. **Summary:** A summary of the major issues occurring in the fund.
2. **Fund Structure:** A description of the fund's purpose, including major services to be financed, major sources of revenues and major sources of expenditures. The General Fund is reported on a modified accrual basis. This system recognizes revenue received in the reporting period and expenditures, plus un-liquidated obligations during the same period. It is a conservative reporting method which ensures resources are available to pay all outstanding commitments.
3. **Amended Year End Budget Assumptions:** A plan for revenues and expenditures in the current Fiscal Year.
4. **Proposed Fiscal Year Budget Assumptions:** A plan for revenues and expenditures in the upcoming Fiscal Year.
5. **Multi-Year Revenue and Expenditure Projections:** The multi year plan is designed to provide information regarding the financial ramifications of policy decisions. The financial plan is projected through Fiscal Year 2018-2019.

## Financial Policies and Strategies

The financial and resource allocation policies, which are intended to guide the City Council's discussions, have been combined in this section. Brief summaries, for the City's General Fund, are found in this section. In Fiscal Year 2006-2007, City Council accepted the first multi-year financial plan and the proposed policies. As City Council continues discussing, developing, and adopting the policies and detailed strategies, they will be incorporated in each year's financial plan.

## Summary: The City of East Palo Alto Multi-Year Financial Planning Process

For nearly two decades of its existence, the City experienced expenditures that consistently outpaced its available revenues. Historically, at the conclusion of a given fiscal year, a loan repayment, from the Redevelopment Agency (RDA) Fund, was called upon to cover the structural General Fund deficit. Fortunately, the RDA Fund has had resources to repay the loan. However, as a result of AB x1 26, all redevelopment agencies were dissolved effective February 1, 2012. Therefore, the City's Redevelopment Agency is no longer a resource to cover the City's General Fund deficits and new strategies are required to ensure a balance between forecasted expenditures and available revenues.

During Fiscal Year 2006-2007, City Council agreed to proceed with developing a multi-year financial planning process in order to 1) stabilize the workforce, 2) insure consistent and continued quality services to the residents of East Palo

Alto and 3) to avoid the recurrence of a structural deficit in the future. The FY 2014-2015 Adopted Budget marks the eighth continuous year that the City Council has supported the multi-year financial planning process in order to proactively plan for the management of its resources and to address financial challenges in a methodical fashion. After many years of confronting a multi-million dollar structural deficit, layoffs and/ or hiring freezes and general financial instability, this multi-year approach to financial planning, is recommended for continuation so as to provide for a stable level of basic services.

**The Fund Structure**

The General Fund is the source of funds which provide general purpose government services to the citizens. While some services are provided by Special Revenue Funds, if such revenues fall short of expenses, the services could generally be supported by General Fund dollars if appropriate and necessary.

**Major Services**

The major services financed by the General Fund include:

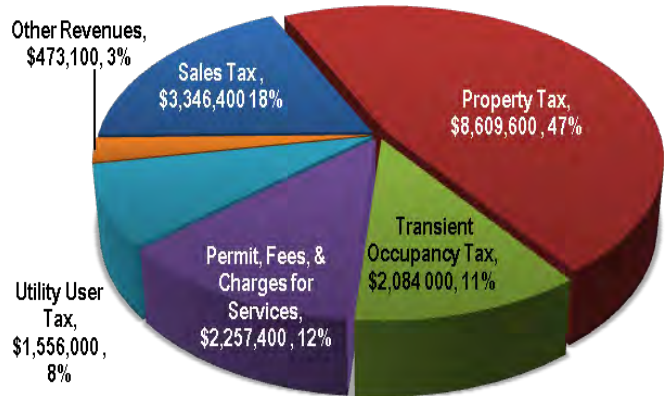
- a. Public Safety services including community policing, criminal investigations, dispatch services, code enforcement and animal control.
- b. Maintenance of streets, public right-of-way, traffic and street signage.
- c. Building Inspection, engineering and planning services.
- d. Parks, landscaping and median maintenance.
- e. General government services.
- f. Capital infrastructure improvements.

**Major Sources**

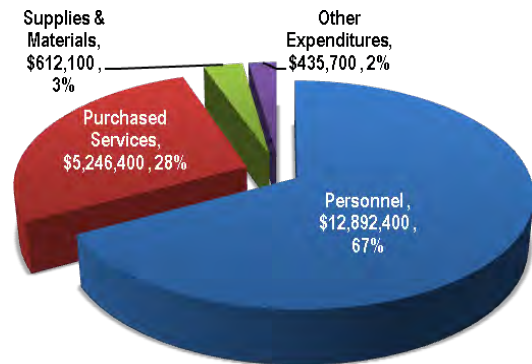
The major revenue sources of the General Fund and the percent that each is projected to contribute in Fiscal Year 2014-2015 are represented below. Also shown below are the budgeted major expenditure categories and the percent projected to be expended in each category during Fiscal 2014-2015.

**The Proposed Fiscal Year 2014-2015 Budget**

**Major Revenues (before transfer-in)**



**Major Expenditures (before overhead allocations and transfer-out)**



**The 2014-2015 through 2018 – 2019 Financial Goals**

Ideally, in each Fiscal Year of the Financial Plan, the growth of revenues will outpace the growth of expenditures. On the other hand, major revenues are generally reflective of the economy. For that reason, they are not as manageable as expenditures, which could be maintained at times, below inflation. City Council approved financial policies are intended to provide guidance on its fiscal plan. In Fiscal Year 2006-2007, staff presented a new policy, for Council consideration. The policy was introduced as the



*Managing the Budget Policy* which was intended to establish the parameters for the budget development. The major components include:

1. Personnel costs will be fully supported by the two local taxes: sales and property tax. This places an automatic maximum amount that can be spent to pay for labor costs.
2. Overtime costs will not exceed 5% of total personnel costs. In this, overtime will rise with increased wages, not by increased activities.
3. Medical Insurance benefit costs will not exceed 7% of total personnel costs. .

This policy statement also continues to identify public safety as one of the top priorities and is reflective in the City Council Strategic Plan. Unfortunately, the great recession of December 2007 to June 2009 and the dissolution of redevelopment agencies by the State that took effect February 2012 continues to adversely impact this City as revenue resources are projected to lag the cost of operations, especially given the continued escalation of medical and retirement costs. This has resulted in the City's inability to meet the 3 major cost containment components identified above.

It is also widely acknowledged that the City has not had the resources, in the General Fund, to make the types of investments it would like to have made in new initiatives and infrastructure maintenance, repairs, and replacements.

Another important policy objective is to ensure that at the end of each fiscal year, cash is added to the reserve until the target minimum level is achieved. While the City has set aside \$2 million in its reserve, it remains approximately \$749 thousand short of the 15% of operating costs policy level established by the City Council.

Utilization of these policies, together with concerted efforts at expenditure control, will provide some ability to better plan for future service levels. The normal overall expenditure growth should not exceed that of the Consumer Price Index (CPI-W) for the San Francisco, Oakland, and San Jose Metropolitan Area.

Limiting expenditure growth throughout the financial plan period is important in achieving the range of objectives identified in the financial plan, support the proposed policies to manage the budget and to control and reduce the structural imbalance for the planning horizon. Most importantly, it is expected to stabilize our services to the residents of East Palo Alto. Another valuable purpose of a multi-year financial plan is to review, in a snapshot, the organization's financial position. It is a planning tool, which is intended to allow the City Council to make more informed

decisions and to take the necessary actions, early enough, to avoid crisis situations.

**FY 2013-2014 to FY 2018-2019 Financial Forecast**

(All numbers shown in millions)

	FY 2013-14 Amended	FY 2014-15 Adopted	% Change	FY 2015-16 Forecast	% Change	FY 2016-17 Forecast	% Change	FY 2017-18 Forecast	% Change	FY 2018-19 Forecast	% Change
<b>General Fund Revenues</b>											
Property Tax	\$8.408	\$8.610	2.4%	\$8.782	2.0%	\$8.958	2.0%	\$9.137	2.0%	\$9.320	2.0%
Sales Tax	\$3.053	\$3.346	9.6%	\$3.446	3.0%	\$3.550	3.0%	\$3.656	3.0%	\$3.766	3.0%
Permits, Fees & Charges for Services	\$2.097	\$2.257	7.6%	\$2.325	3.0%	\$2.394	3.0%	\$2.466	3.0%	\$2.540	3.0%
Utility User Tax	\$1.466	\$1.556	6.1%	\$1.603	3.0%	\$1.651	3.0%	\$1.700	3.0%	\$1.751	3.0%
Transient Occupancy Tax	\$1.966	\$2.084	6.0%	\$2.147	3.0%	\$2.211	3.0%	\$2.277	3.0%	\$2.346	3.0%
Other Revenues	\$0.554	\$0.473	-14.6%	\$0.482	2.0%	\$0.492	2.0%	\$0.502	2.0%	\$0.512	2.0%
Transfers In	\$0.012	\$0.005	-58.3%	\$0.005	0.0%	\$0.000	-100%	\$0.000	0.0%	\$0.000	0.0%
<b>Total Revenues</b>	<b>\$17.556</b>	<b>\$18.331</b>	<b>4.4%</b>	<b>\$18.790</b>	<b>2.5%</b>	<b>\$19.256</b>	<b>2.5%</b>	<b>\$19.739</b>	<b>2.5%</b>	<b>\$20.235</b>	<b>2.5%</b>
<b>General Fund Expenditures</b>											
Personnel Costs	\$11.885	\$12.891	8.5%	\$13.291	3.1%	\$13.929	4.8%	\$14.757	5.9%	\$15.281	3.6%
Purchased Services	\$5.215	\$5.167	-0.9%	\$5.322	3.0%	\$5.482	3.0%	\$5.646	3.0%	\$5.816	3.0%
Supplies and Materials	\$0.594	\$0.612	3.0%	\$0.630	3.0%	\$0.649	3.0%	\$0.669	3.0%	\$0.689	3.0%
Overhead Allocations	-\$0.799	-\$0.820	2.6%	-\$0.845	3.0%	-\$0.870	3.0%	-\$0.896	3.0%	-\$0.923	3.0%
Other Expenses	\$0.417	\$0.436	4.6%	\$0.449	3.0%	\$0.463	3.0%	\$0.476	3.0%	\$0.491	3.0%
Transfer Out	\$0.076	\$0.080	5.3%	\$0.082	3.0%	\$0.085	3.0%	\$0.087	3.0%	\$0.090	3.0%
<b>Total Expenditures</b>	<b>\$17.388</b>	<b>\$18.366</b>	<b>5.6%</b>	<b>\$18.930</b>	<b>3.1%</b>	<b>\$19.737</b>	<b>4.3%</b>	<b>\$20.740</b>	<b>5.1%</b>	<b>\$21.443</b>	<b>3.4%</b>
<b>UNRESERVED FUND BALANCE</b>											
Beginning Unreserved Fund Balance	\$5.375	\$0.168		\$0.133		-\$0.007		-\$0.488		-\$1.489	
Operating Income/(Deficit)	\$0.168	-\$0.035		-\$0.140		-\$0.481		-\$1.001		-\$1.208	
Transfer Out to General Fund Reserve	-\$0.743	\$0.000									
Transfer Out to CIP SP-02	-\$0.400	\$0.000									
Transfer Out to CIP Reserve Fund	-\$4.232	\$0.000									
Ending Unreserved Fund Balance	\$0.168	\$0.133		-\$0.007		-\$0.488		-\$1.489		-\$2.697	
<b>RESTRICTED CASH RESERVE</b>											
Current Restricted Cash Reserve	\$2.743	\$2.743		\$2.743		\$2.743		\$2.743		\$2.743	
15% Targeted GF Cash Reserve	\$2.743	\$2.743		\$2.827		\$2.948		\$3.098		\$3.203	
(Over/Under) Target Reserve	\$0.000	\$0.000		-\$0.084		-\$0.205		-\$0.355		-\$0.460	
<i>Numbers may not add due to rounding</i>											

Note: The financial forecast assumes 1) the continuation of employee concessions in effect in FY 2014-15 and no wage increases beyond FY 2014-15; 2) CalPERS employer rates of 27.6%, 29.2%, 34.0%, 37.1%, and 40.20% for public safety and rates of 17.1%, 18.1%, 20.4%, 22.4%, and 24.3% for non-safety employees for FY 2014-15 to FY 2018-19 respectively ; 3) 10% annual increase in health care premiums; 4) 3% (estimated CPI) annual increase in service and supply costs; 5) with the sunset of Measure C Parcel Tax on 6/30/17, \$386,000 will be charged to the General Fund for a Police Officer, Code Enforcement Officer, and a Community Services Officer effective FY 2017-18. See additional Revenue and Expenditure assumptions in the following pages.

## Revenue Assumptions

1. **Property Tax** - is the largest revenue source received by the City. It is collected by the San Mateo County Assessor and is apportioned to various agencies. Homes, businesses, and other taxable real and personal property are subject to property tax of 1% of the assessed value. In FY 2004-2005 a new category "property tax in lieu of vehicle license fee" was added whereby a portion of the 2% vehicle license fee (VLF) was swapped for property tax. Effective February, 2012, and with the dissolution of the City's former redevelopment agency as a result of AB x1 26 and AB 1484, property tax revenues were expanded to include the City's apportionment of its former Redevelopment Agency tax increment revenues. This former tax increment is now redistributed to taxing entities as property taxes after payment of enforceable obligations. Revenues are expected to increase by 2.4% in FY 2014-15 and then grow at a more modest pace of 2% annually thereafter.
2. **Sales Tax** - is levied on goods and services at the point-of-sale. Currently, the sales tax rate is 9.0%, of which approximately 1% is returned to the City for those sales that take place in East Palo Alto. This is the second largest revenue source to the City and is projected increase 9.6% during FY 2014-2015 aided by the resumption of Triple Flip revenues that were deducted by the County in FY 2013-14 due to insufficient property tax funding as a result of the dissolution of Redevelopment Agencies. The plan assumes revenue growth during the life of the Plan of 3% thereafter.
3. **Permits, Fees & Charges for Services** - are collected for staff services, licenses and permits issued. Revenues for FY 2014-15 are projected to gain by 7.6% with growth in tenant improvement and home remodeling activity. The Plan also includes adjustments based on a 3% increase in annual CPI thereafter.
4. **Utility User Tax** – This is a utility tax on electric, gas, water, telephone, and cable-television services. The current tax rate is 5%. This revenue source is expected to grow by 6.1% in FY 2014-15 with the expected pass through higher wholesale water rates to rate payers and then of in the range of 2% to 3% each year.
5. **Transient Occupancy Tax (TOT)** - This source of revenue comes from a 12% tax levied on overnight hotel stays. Upon receipt of these revenues, 10% of the total is committed for programs focused on children, youth, seniors and families and another 10% for housing development activities. Occupancy in the City's only hotel

property has been robust. Revenues are projected to increase by 6% in FY 2014-15 and 3% annually thereafter.

6. **Other Revenues** - These sources of fund include reimbursements from other governmental agencies, fines, and interest income from the City's investment portfolio on investments, and contributions. This source of revenue is projected to decrease by 6.8% in FY 2013-14 due to a reduction in one-time receipts, followed by the resumption of a modest 2% annual increase over the life of the Plan.

## Expenditure Assumptions

1. **Personnel Costs** - This is the largest cost center for the City and it represents approximately 70% of the City's operating expenditures. The FY 2014-15 projections incorporates costs associated with new bargaining agreements that took effect in FY 2013-14. They include an increase 2.5% for police officers, a reduction of furloughs from 8 days to 4 days for SEIU members, and a reduction of wage concessions from 3.077% to 1.538% for non-bargaining units. Medical and dental costs are projected to increase 10% each year. Employer rates for retirement are expected to increase substantially due to a recalibration of mortality assumptions approved by CalPERS. East Palo Alto Employer rates are projected to be 27.6%, 29.2%, 34.0%, 37.1%, and 40.20% for public safety and 17.1%, 18.1%, 20.4%, 22.4%, and 24.3% for non-safety employees for FY 2014-15 to FY 2018-19 respectively. In addition, with the sunset of the Measure C Parcel Tax on 6/30/17; staffing costs currently paid by this tax has been added to the General Fund effective FY 2017-18, resulting in an estimated fiscal impact of \$386,000. The Financial plan also assumes that there will be no wage increases for police officers beyond FY 2014-15 and a continuation of 4 furlough days and 1.538% of wage concessions throughout the life of the Plan.
2. **Purchased Services** - The costs associated with contract professional services are budgeted to decline in FY 2014-15 by \$48,000, primarily due to a \$43,000 reduction of legislative consulting services. Purchased services include planned strategic support required to meet Council's goals, legal support for union negotiations, professional services to meet legal and regulatory mandates, and community outreach. The plan assumes this cost category will increase by 3% annually after FY 2014-15.
3. **Supplies and Materials** - This category reflects supplies, fuel, maintenance contracts, and other

similar costs. It is expected to increase by 3% in each of the 5 year forecast period to account for general price inflation.

**4. Overhead Allocations** – This category reflects cost recovery to the General Fund from a variety of funding sources such as grants and special revenues. These funds are charged for services provided by City staff whose costs are budgeted in the General Fund. These allocations offset the total expenditures expected in the General Fund. This category is budgeted for an increase of 2.6% in FY 2014-15 based on CPI and grows by 3% thereafter.

**5. Other Expenditures** - This category reflects capital replacement purchases and interest expense. It is budgeted for an increase of \$19,000 in FY 2014-2015 and will grow at an estimated inflationary rate of 3% annually for the remainder of the Plan.

**Operating Income (Loss)**

The annual balance each year is calculated simply by subtracting total operating expenditures from total operating revenue sources. They represent the operating revenues/expenditures of the City’s General Fund. In FY2014-15, projected operating revenue is \$18.331 million; expenditure is \$18.366 million; resulting in a small shortfall of \$35,000 to be covered by General Fund Balance. However, as indicated on the Plan, the disparity between the higher growth of expenditures compared to revenues is expected to result in ongoing and higher operating deficits each of the succeeding years beyond FY 2014-15.

**Unreserved Fund Balance**

This amount reflects the fund balance available for spending. If it is a positive number; it could be added to Reserves, support the Capital Improvement Program, or carried over to cover unfunded liabilities or pay for future expenditures. During the FY 2014-15 budget deliberations, City Council authorized transferring FY13-14 beginning Fund Balance of \$5.375 million for the following: 1) \$400,000 for the San Francisquito Creek flood control project 2) \$743,000 for General Fund Reserve and 3) \$4.232 million for a newly created CIP Reserve Fund. In addition, the City Council also authorized the transfer of unspent one-time revenues received in FY 2012-13 and FY 2013-14 totaling \$1,084,806 to the CIP Reserve Fund.

**Restricted General Fund Reserves**

This section of the Table depicts the General Fund Reserve balance at the end of each fiscal year. The Reserve provides financial resources necessary in an emergency to ensure the stability of services for a minimal period of time. As discussed previously, a

\$743,000 transfer was made in FY 2013-14 to General Fund Reserves. This transfer brought the Reserve to the 15% of operating expenditures level as targeted in the City’s fiscal policy.

**Vulnerabilities in FY 2014-2015 through FY 2017-2018**

The financial plan projections are based on information available at the time the plan is developed. However, this list is not exhaustive, as there may be unknown vulnerabilities to this plan. Those known vulnerabilities which could negatively affect the projections are outlined below:

- Unplanned expenditures such as contributions, property purchases, and new initiatives requiring General Fund support.
- Results of labor negotiations exceeding parameters.
- Excessive increases in medical insurance and/or other benefit costs.
- Unfunded mandates from State and/or Federal agencies.
- Lawsuit and settlements exceeding available reserves.
- Oversight Board and State’s decisions on the validity of the City’s Successor Agency’s enforceable obligations and assets of the Successor Housing Fund.
- Acceleration of infrastructure replacement beyond the City’s funding capacity.
- Future prospects on the development of the Ravenswood Business District (RBD) without the Redevelopment Agency.
- Reduction in Property Tax as a result of Property Owner Appeals being approved by the County.
- Unfunded liabilities and other Risk Management-related cost excesses.
- Approval of the Department of Finance that the debts owed by the former Redevelopment Agency to the General Fund are valid enforceable obligations.
- Unanticipated Business Closures resulting in loss of sales tax revenues.

- Unforeseen State Budget challenges and its impact on local agencies.
- Delayed payments from the State, such as mandated cost reimbursements and grant funded programs.
- New funding obligations resulting from new or renegotiated service levels from other agencies that provide services to the city (e.g. flood protection, water supply, and refuse collection/disposal).
- The administration will work diligently to manage revenues and expenditures according to City Council direction; however, there may be events which occur that are beyond our control. As always, the City could experience unknown disasters that could negatively impact this plan, (i.e. natural events or disasters).

## **Conclusion**

The City Council has adopted an essentially balanced budget for FY 2014-15. However, expenditure growth is expected to exceed revenues thereafter which if left unaddressed, will deplete the City's Unreserved Fund Balance. In addition, the City has a very sizable need in its Capital Improvement Program for the replacement of its aging infrastructure, including securing necessary resources to fund an appropriate level of staffing to perform project management for its high priority projects. The organization cannot simply cut expenditures to resolve this problem; it must also look at increasing revenues. As a result, Staff recommended and received City Council direction to pursue a revenue enhancement measure, including but not limited to a local general sales tax measure.

# Financial Policies

## **Introduction**

The financial plan policies for City Council consideration and deliberation are as follows. These policies are intended to set forth the framework for the overall fiscal management of the City. Operating independently of changing circumstances and conditions, this policy assists the City Council's decision-making process; and, guides Administration's implementation of the policies. These policies also provide guidelines for evaluating both current activities and proposals for future programs.

The following policies establish long-standing principles, traditions and best practices which are intended to guide the City and maintain financial stability over four years. These policies will be reviewed annually.

## **General Financial Goals**

1. *To maintain a financially viable city that can support an appropriate and adequate level of municipal services.*
2. *To maintain financial flexibility in order to be able to continually adapt to local and regional economic change.*
3. *To maintain and enhance the fiscal condition for the City.*

## **Managing the Budget Policies**

1. The City will establish and maintain at least the minimum cash reserve levels established by policy (15% of operating costs).
2. To ensure that the two largest revenue sources shall cover the largest expenditure item, personnel costs shall not exceed actual receipts from sales and property taxes.
3. Medical insurance shall continue to be a shared responsibility between the City and its employees and expenditures shall be contained to no more than 7% of personnel costs. Overtime expenditures shall be no more than 5% of personnel costs. Total worker's compensation expenditures shall not increase as a percent of payroll.
4. The City Council shall allocate resources to ensure public safety. As long as this policy is necessary, the resulting impact on the budget will mean other services areas may be reduced.

5. No new or expanded services shall be implemented without implementing trade-offs of expenses or revenue at the same time. This applies to personnel, equipment, and any other peripheral expense associated with the service.
6. The City shall aggressively seek regional, state and federal partners to support the public safety efforts, and major discretionary capital projects which remain unfunded. Co-production of services with our citizens, the business community, and other local jurisdictions shall be encouraged.
7. The City shall update and maintain a scheduled level of maintenance and replacement of its infrastructure and fleet. Expansions to the fleet must be offset through reductions in other equipment and/or costs.
8. The City shall support investments which reduce future operating costs.
9. The City's fiscal and budget year shall begin on the 1<sup>st</sup> day of July and shall end on June 30<sup>th</sup> of the succeeding year, unless otherwise prescribed by State law.
10. The City will adopt a balanced budget for the ensuing fiscal year by June 30th of each year.
11. Current year expenditures should be supported by estimated current year revenues. One time revenues should not be used for ongoing costs, but should instead be used appropriately for one time expenditures or to strengthen fund reserves.
12. The City shall develop an annual operating budget realistically and conservatively, projecting revenues and expenditures for the current and forthcoming fiscal year.
13. During the annual budget development process, the City shall examine its existing base budget thoroughly to assure the cost effectiveness of the services or programs provided.
14. The City shall include the cost of operations of new capital projects in its operating budgets.
15. The City will avoid balancing the budget at the expense of future budgets, unless the use of reserves is expressly authorized by the City Council.
16. In the instance where the City Council has

authorized the use of Fund Balance and/or transfers from reserves as a financing source to balance an annual budget, the City Manager shall have the authority to reduce or bypass the use of such resource upon the his/her determination that the actual results of operations will not require the partial or full use of the previously authorized appropriation.

17. The City shall prepare its operating budget on a basis consistent with generally accepted accounting principles (GAAP) except that encumbrances are considered budgetary expenditures in the year of the commitment to purchase and capital project expenditures are budgeted on a project length basis.

### **Revenue Policies**

1. The City will make every attempt to maintain a diversified and stable revenue system to shelter it from short-run fluctuations in any one revenue source.
2. The City will attempt to obtain additional major revenue sources as a way of ensuring a balanced budget.
3. The City will establish all user-charges and fees at a level related to the full cost of providing the service (operating, direct, indirect, and capital).
4. The City will review fees / charges annually and will design or modify revenue systems to include provisions that automatically allow charges to grow at a rate that keeps pace with the cost of providing the service.
5. The City will consider market rates and charges levied by other public and private organizations for similar services in establishing tax rates, fees, and charges.
6. The City shall estimate its revenues conservatively using reasonable estimates and sound professional judgment, with sensitivity to both local and regional economic conditions.
7. The City will not use "one-time" or limited duration revenue sources for ongoing operating expenses; they will be used for one-time expenditures only, including capital outlay, capital improvement projects, and reserves.
8. The City will actively pursue federal, state, and other grant opportunities when deemed appropriate.
9. Before accepting any grant, the City will

thoroughly consider the implications in terms of ongoing obligations that will be required in connection with acceptance of said grant.

### **Expenditure Policies**

1. The City will maintain levels of service, as determined by the City Council, to provide for the public well-being and safety of the residents of the community.
2. Annual budgeted operating expenditures shall not exceed annual operating revenues, including City Council authorized use of fund balance and/or reserves.
3. Various levels of administrative control are utilized to maintain the budget's integrity. Program/division/project managers are accountable for their individual program/project budgets. Department heads are accountable for the fund level of control for funds within their departments. Finance oversees the general level of accountability related to budgetary integrity through systems of checks and balances and various internal controls.
4. The City shall maintain fixed assets and replaced them as necessary, taking into account cost-benefit considerations.

### **Cash Management/Investment Policies**

1. The City will deposit all funds no later than the next business day from receipt of funds.
2. Investments of City funds will emphasize preservation of principal; the yield objective will be to match or exceed an index weighted 75% for the yield of two-year treasury notes and 25% for the yield of six-month national Certificates of Deposit less 30 basis points.
3. The City will collect revenues aggressively, including past due bills of any type.
4. The City shall manage its investment portfolio in a prudent and diligent manner based on the following criteria and in this order: 1) safety of invested funds; 2) maintenance of sufficient liquidity to meet cash flow needs; and, 3) attainment of reasonable yields consistent with the above priorities.
5. Generally Accepted Accounting Principles required that differences between the costs of the investment portfolio and the fair value of the securities be recognized as income or losses in

a government's annual financial report. The City shall not consider these variances as budgetary resources or uses of resources unless the securities are sold before maturity or the values of the investments are permanently impaired.

### **Debt Policies**

1. The City will issue bonds for capital improvements and moral obligations.
2. The City will not issue notes to finance operating deficits.
3. The City will publish and distribute an official statement for each bond and note issued.
4. General obligation debt will not be used for enterprise activities.
5. The City will ensure that it sets aside the appropriate amount of debt obligation for the purpose of repayments.
6. The City will utilize debt financing for projects that have a useful life that can reasonably be expected to exceed the period of debt service for the project or equipment.
7. The City will use refunding techniques where appropriate to allow for the restructuring of its current outstanding debt to remove or change restrictive covenants, and/or to reduce annual debt service in an amount sufficient to justify the costs of refunding/re-issuance.
8. The City may administratively utilize inter-fund loans rather than outside debt to meet short-term cash flow needs.

### **Reserve Policies**

1. The City will establish and maintain a reserve in the General Fund which represents 15% of the funds expenditures for financial emergencies and for unforeseen operating or capital needs as determined by the City Council
2. The City will maintain a revenue reserve in the Rent Stabilization Fund which represents 15% of the Fund expenditures.
3. The City will periodically review and update reserve guidelines, to ensure that the City has sufficient fund balances and reserve balances to adequately provide for emergencies, economic uncertainties, unforeseen operating or capital needs, economic development opportunities, and cash flow requirements.



4. The City Manager may, at his/her discretion, recommend the use of fund balance deemed necessary and prudent to reduce unfunded liabilities and to fund capital and emergency needs, subject to City Council approval.
5. The City will maintain Equipment and Vehicle Replacement reserves to enable the timely replacement of vehicles and depreciable equipment.
6. The City will maintain Information Technology Replacement reserves for costs associated with the timely replacement of computers, technology infrastructure, and major software applications.
7. The City will maintain a Self Insurance reserve, which together with any purchased insurance policies, appropriately protects the City.
8. The City will establish and maintain reserve levels for Debt Service Funds as prescribed by the bond covenants authorized at the time of debt issuance.
9. Reserves designated in the General Fund for investment portfolio market gains/losses will be calculated and adjusted annually at appropriate levels.

### **Accounting, Auditing and Financial Reporting Policies**

1. An independent audit shall be performed annually.
2. The City will produce annual financial reports in accordance with Generally Accepted Accounting Principles (GAAP) as outlined by the Governmental Accounting Standards Board (GASB).
3. The City will maintain a strong internal audit capability.
4. The City will prepare monthly operating budget revenue and expenditure status reports and distributed them to all division managers and department directors so that they may effectively and continuously evaluate their financial performance in a timely manner.
5. The City will solicit an RFP for audit services no less frequently than every five (5) years. Additionally, an audit firm may be retained for a maximum of 2 consecutive five-year terms. The Finance Director will review the qualifications of prospective firms and make a

recommendation to the City Council.

### **Capital Budget Policies**

1. The City shall prepare a five-year Capital Improvement Program (CIP) annually for the approval of the City Council. Sufficient financial commitment shall be made to protect the City's investment in its public facilities (buildings, streets, parks, equipment, etc.) to assure the preservation of these assets.
2. The CIP will identify potential funding sources for each proposed capital project, prior to submitting proposed projects to the City Council for approval. When appropriate, the CIP will seek other funding sources such as State and Federal funds, private funds and leverage these funding sources with public money.
3. The funding for the first year of the five-year CIP will be legally appropriated as a component of the annual budget process. Funding for future projects identified in the five years CIP has not been secured or legally authorized and is therefore subject to change.
4. The ongoing maintenance and operating costs of any proposed capital improvements will be evaluated prior to the approval of any capital improvement project.
5. Each CIP project will be assigned a Project Manager whose responsibilities are to monitor all phases of the project to ensure timely completion of the project and compliance with the project budget and all regulations and laws.

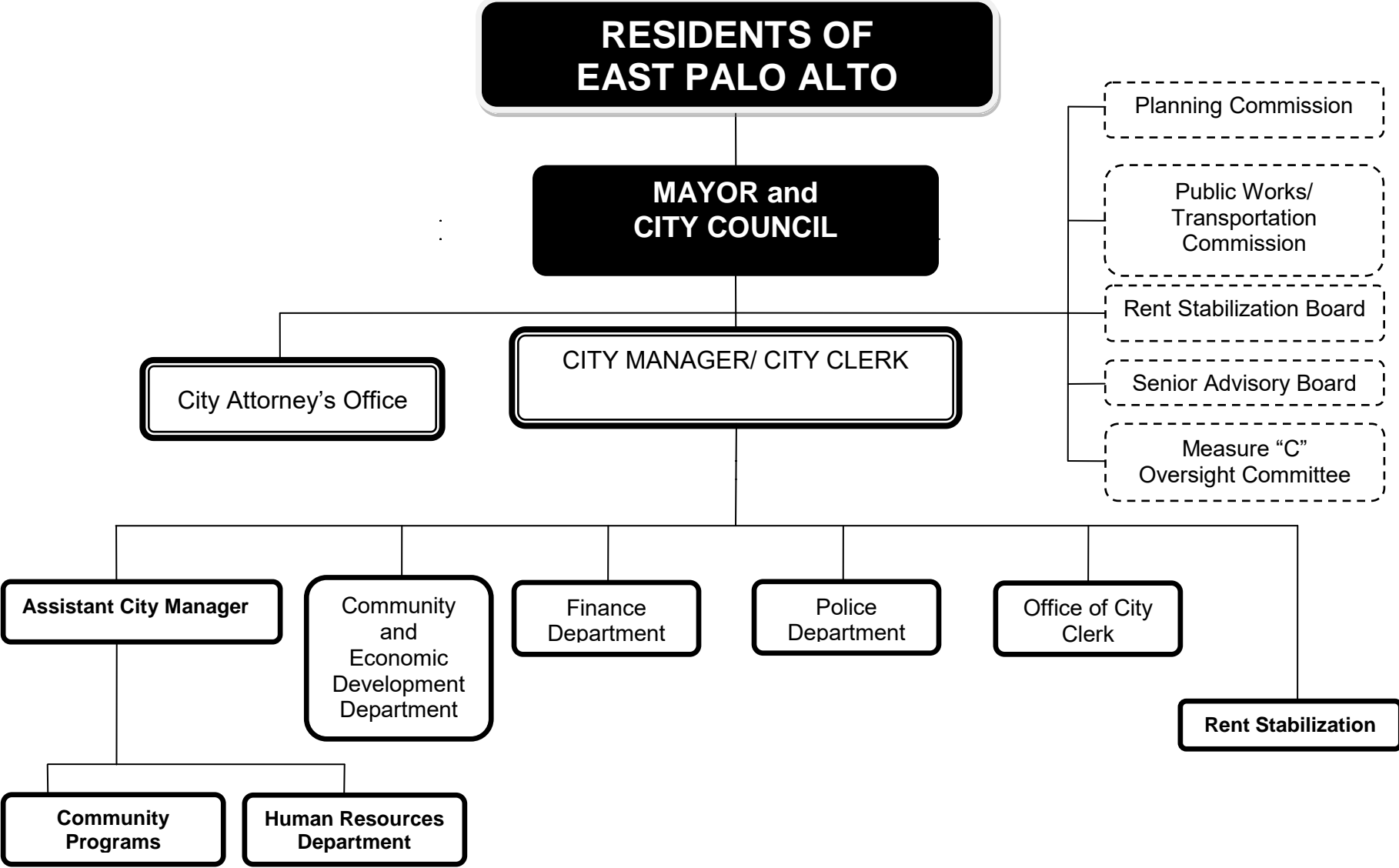
### **Capital Assets Policies**

1. Capital assets, which include equipment, furniture, land, buildings, improvements, and infrastructure assets (e.g., roads, sidewalks, water, sewer, and stormwater systems, lighting systems, and similar items), are reported in the applicable governmental or business-type activities in the Government-Wide Financial Statements. Capital assets are recorded at historical cost or estimated historical cost if actual cost is not available. Donated assets are valued at their estimated fair value on the date donated.
2. The capitalization threshold for capital assets is \$5,000 per item.
3. Groups of items with individual values of less than \$5,000 each will not be capitalized unless

the items are anticipated to be replaced in the aggregate.

4. Adequate insurance will be maintained on all capital assets.

**CITY OF EAST PALO ALTO  
 MASTER ORGANIZATIONAL CHART 2014-2015**



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**CITY OF EAST PALO ALTO  
TEN-YEAR POSITIONS STAFFING COMPARISON**

Fiscal Year 2005-2006 Through Fiscal Year 2014-2015

	FY 05-06	FY 06-07	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 13-14	FY 14-15
	ADOPTED	ADOPTED	ADOPTED	ADOPTED	ADOPTED	ADOPTED	ADOPTED	ADOPTED	ADOPTED	AMENDED	ADOPTED
<b>Policy &amp; Executive</b>											
City Council	5	5	5	5	5	5	5	5	5	5	5
City Attorney's Office	2	2	2	3	3	3	3	3	3	3	3
City Manager's Office	5	4	4	4	4	4	3	3	4	4	4
CM-Rent Stabilization Program	-	-	-	-	-	-	2	2	2	2	2
CM- Community Programs	-	-	-	-	-	-	2	2	4	4	5.13
<b>Sub-Total</b>	<b>12</b>	<b>11</b>	<b>11</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>15</b>	<b>15</b>	<b>18</b>	<b>18</b>	<b>19.13</b>
<b>Administrative Support Services</b>											
City Clerk's Office	-	1	1	1	1	1	1	1	1	1	1
Finance Department	6	6	5	6	6	6	5	5	5	5	5
Human Resources Department	1	1	0.80	2	3	3	2	2	2	2	2
<b>Sub-Total</b>	<b>7</b>	<b>8</b>	<b>6.80</b>	<b>9</b>	<b>10</b>	<b>10</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>
<b>Community and Economic Dev</b>											
Administration Division	-	-	-	-	2	2	5.5	5.5	7	7	8
Development Services Division	6	4	4	5	5	5	3	3	4	4	5
Economic Development	-	-	-	-	-	-	5	5	2	2	-
Engineering and CIP Division	-	-	-	-	-	-	5	5	6	6	6
Redevelopment	6	6	6	6	6	6	-	-	-	-	-
Planning and Housing Division	6	5	4	5	5	5	3	3	4	4	3
Senior Services Division	-	-	-	-	-	-	1.63	1.63	1.63	1.63	-
Public Works Maintenance Division	-	-	-	-	-	-	11	11	11	11	12
<b>Sub-Total</b>	<b>18</b>	<b>15</b>	<b>14</b>	<b>16</b>	<b>18</b>	<b>18</b>	<b>34.13</b>	<b>34.13</b>	<b>35.63</b>	<b>35.63</b>	<b>34.00</b>
<b>Community Services</b>											
Administration	2	2	2	2	2	2	-	-	-	-	-
Recreation Services Division	6.28	1	1	1	1	2	-	-	-	-	-
Senior Services Division	3.13	1.38	1.38	1.38	1.38	1.38	-	-	-	-	-
<b>Sub-Total</b>	<b>11.41</b>	<b>4.38</b>	<b>4.38</b>	<b>4.38</b>	<b>4.38</b>	<b>5.38</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Housing Services</b>											
Administration	2	2	2	2	2	2	-	-	-	-	-
Housing Development	1	1	1	1	1	1	-	-	-	-	-
Rent Stabilization Program	2	1	1	1	1	2	-	-	-	-	-
<b>Sub-Total</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Public Safety</b>											
Administration Division	13	16	10	13.75	15	9	10.5	10.5	10.5	10.5	8
Investigations Division	-	13	11.75	5	5	5	5	5	5	5	8
Operations Division	40	31	30	34	34	34	32	32	32	32	28
Support Services Division	11	-	-	-	-	-	-	-	-	-	-
<b>Sub-Total</b>	<b>64</b>	<b>60</b>	<b>51.75</b>	<b>52.75</b>	<b>54</b>	<b>48</b>	<b>47.5</b>	<b>47.5</b>	<b>47.5</b>	<b>47.5</b>	<b>44</b>
<b>Public Works</b>											
Administration Division	3	2	2	2	2	2	-	-	-	-	-
Engineering Division	6	6	5	6	6	6	-	-	-	-	-
Maintenance Division	12	13	12	12	12	12	-	-	-	-	-
<b>Sub-Total</b>	<b>21</b>	<b>21</b>	<b>19</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL POSITIONS</b>	<b>138.41</b>	<b>123.38</b>	<b>110.93</b>	<b>118.13</b>	<b>122.38</b>	<b>118.38</b>	<b>104.63</b>	<b>104.63</b>	<b>109.13</b>	<b>109.13</b>	<b>105.13</b>

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\* Exclude unfunded positions

City of East Palo Alto  
 Two-Year Staffing Comparison  
 FY 2013-14 Amended and FY 2014-15 Adopted.

	No. of FTE's FY 2013-14	No. of FTE's FY 2014-15		No. of FTE's FY 2013-14	No. of FTE's FY 2014-15		
<b>Policy and Executive</b>			<b>Economic Development</b>				
<b>City Council</b>			a.	Economic Development Coordinator	1	0	
a.	Council Member	5	5	b.	Economic Development Manager	<u>1</u>	<u>0</u>
					<u>2</u>	<u>0</u>	
<b>City Attorney</b>			<b>Engineering and CIP Proj Division</b>				
a.	City Attorney	1	1	a.	City Engineer	1	1
b.	Assistant City Attorney	1	1	b.	Senior Engineer	1	0
c.	Legal Secretary	<u>1</u>	<u>1</u>	c.	Senior Engineer (CIP)	1	1
		<b>3</b>	<b>3</b>	d.	Associate Engineer	0	1
<b>City Manager</b>			e.	Assistant Civil Engineer	1	1	
a.	City Manager	1	1	f.	Engineering Technician	1	0
b.	Assistant City Manager	1	1	g.	Management Analyst (CIP)	1	1
c.	Executive Assist. To City Mgr	1	1	h.	Public Works Inspector	<u>0</u>	<u>1</u>
d.	Office Assistant	<u>1</u>	<u>1</u>			<b>6</b>	<b>6</b>
		<b>4</b>	<b>4</b>	<b>Planning and Housing Division</b>			
<b>Office of Rent Stabilization</b>			a.	Division Manager	1	1	
a.	RS Administrator	1	1	b.	General Plan Project Manager (CIP)	1	0
b.	Housing Specialist II	<u>1</u>	<u>1</u>	c.	Associate Planner	2	1
		<b>2</b>	<b>2</b>	d.	Assistant Planner	<u>0</u>	<u>1</u>
<b>Community Programs Service</b>					<b>4</b>	<b>3</b>	
a.	Youth Family Svc Manager	1	1	<b>Senior Services Division</b>			
b.	Recreation Leader I	1	1	a.	Nutrition Site Supervisor	0.63	0
c.	Measure C Program Coord.	1	0.75	b.	Van Driver (2 PT)	<u>1</u>	<u>0</u>
d.	Measure C School Social Worker (Truancy)	1	0.75			<b>1.63</b>	<b>0</b>
e.	Nutrition Site Supervisor	0	0.63	<b>Public Works Maintenance Division</b>			
f.	Van Driver (2 PT)	<u>0</u>	<u>1</u>	a.	Division Manager	1	1
		<b>4</b>	<b>5.13</b>	b.	Electrician	1	1
<b>Administrative Support Services</b>			c.	Maintenance Worker I	3	4	
<b>City Clerk Office</b>			d.	Maintenance Worker II	3	3	
a.	Deputy City Clerk	1	1	e.	Maintenance Worker III	2	2
<b>Finance</b>			f.	Secretary I	<u>1</u>	<u>1</u>	
a.	Finance Director	1	1			<b>11</b>	<b>12</b>
b.	Fiscal Analyst	1	1	<b>Public Safety</b>			
c.	Accountant II	2	2	<b>Administration Division</b>			
d.	Accounting Technician	<u>1</u>	<u>1</u>	a.	Police Chief	1	1
		<b>5</b>	<b>5</b>	b.	Administrative Manager	1	1
<b>Human Resource</b>			c.	Community Services Officer	1	0	
a.	HR Manager	1	1	d.	Police Property Officer	1	1
b.	HR Assistant	<u>1</u>	<u>1</u>	e.	Police Record's Clerk I/II	3	3
		<b>2</b>	<b>2</b>	f.	Police Records Supervisor	1	1
<b>Community and Economic Dev Dept</b>			g.	Police Sergeant Advance	0	1	
<b>Administration Special Proj Division</b>			h. *	Re-Entry Program Assistant	0.5	0	
a.	Director C.D.	1	1	i. *	Re-Entry Program Case Worker	1	0
b.	Deputy Director C.D.	1	1	j. *	Re-Entry Program Coordinator	<u>1</u>	<u>0</u>
c.	Measure M Management Analyst/NPDES	1	1			<b>10.5</b>	<b>8</b>
d.	Admin. Assistant	1	1	<b>Investigations Division</b>			
e.	Secretary II	1	1	a.	Police Sergeant	1	1
f.	Office Assistant	1	1	b.	Police Officer	<u>4</u>	<u>7</u>
g.	Management Analyst	1	1			<b>5</b>	<b>8</b>
h.	General Plan Project Manager (CIP)	<u>0</u>	<u>1</u>	<b>Operations Division</b>			
		<b>7</b>	<b>8</b>	a.	Police Captain	1	1
<b>Development Services Division</b>			b.	Police Sergeant	4	4	
a.	Chief Building Official	1	1	c.	Police Officer	25	21
b.	Building Inspector	1	1	d.	Code Enforcement Officer II	2	1
c.	Building Permit Technician	2	2	e.	Community Services Officer	<u>0</u>	<u>1</u>
d.	Code Enforcement Officer II	<u>0</u>	<u>1</u>			<b>32</b>	<b>28</b>
		<b>4</b>	<b>5</b>	<b>Total FTE's</b>			
						<b>109.13</b>	<b>105.13</b>

## **East Palo Alto at a Glance**

### **About East Palo Alto**

The City of East Palo Alto is located in the heart of the Silicon Valley and is uniquely positioned to maximize its potential as a significant city in the region. Founded by speculators and farmers in 1849, the town was originally named Ravenswood. For most of its history, the area regarded as East Palo Alto was 13 square miles and part of unincorporated San Mateo County. As such, it did not have an official boundary until it incorporated in 1983. However, the area was much larger than the City's current 2.5 square miles. Large tracts, including most of the commercial tax base, were annexed by Menlo Park and Palo Alto from the later 1940's to the early 1960's. This trend was halted in 1983 when the then predominantly African American residents incorporated to gain local control over land use and municipal services.

The original inhabitants were Ohlone/Costanoan Native Americans. Spanish ranchers took over, followed by an influx of speculators and settlers of European origin. For a time, Chinese laborers were prevalent. Asian and Italian flower growers preceded the flood of middle-class migrants drawn to post-war housing developments. East Palo Alto later became the largest African American community on the Peninsula. Today, due to significant demographic changes during the last decade, the City of 28,675 possesses a broad multi-ethnic profile that includes a majority Latino and growing Pacific Islander population.

Trade has alternately focused on ranching, transportation and shipping, brick manufacturing, farming, servicing travelers of Bayshore Highway and Dumbarton Bridge, and flower growing. At present there is a mix of small industrial, agricultural and commercial businesses.

The signs of transition are clearly evident, but some things have remained constant, namely the characteristics that have always attracted people to the area: the relative affordable price of land and housing; a beautiful, rural-like setting; its centralized location; proximity to transportation and the San Francisco Bay; as well as some of the most enviable weather in the nation.

During the year, the City continued work on Phase II-V of the Cooley Landing project to develop a 9-acre park, nature preserve, and extension of the Bay Trail system utilizing the \$5 million in grant funds awarded from the California Department of Parks and Recreation. This remarkable project represents a collaboration of the community, Federal, State and local grantors, and City government. The incredible outpouring of support and volunteerism, from the Federal to the local level, is a testament to the success of this community as we continue to evolve and become uniquely our own.

Today, the City of East Palo Alto is closer than ever to realizing its potential. As the City continues to make progress and become more self-sufficient, there is evidence that East Palo Alto will be able to strike a harmonious balance between a goal of establishing a sound commercial base and the dream of an idyllic community.

**CITY GEOGRAPHY**

The City of East Palo Alto is located in the Silicon Valley, approximately 29 miles south of San Francisco and 19 miles north of San Jose. The City occupies 2.5 square miles. The 2010 Census places the City's population at 28,155, ranking it as the eleventh largest city in San Mateo County.

**CITY AUTHORITY**

The City of East Palo Alto is a general law city under California State law and its rights, powers, privileges, authority, and functions are established through the State constitution and the State Law. The powers granted to California cities by state statute include the power to: sue and be sued; purchase, receive by gift or bequest and hold land, make contracts and purchases and hold personal property necessary to the exercise of its powers, manage, sell, lease, or otherwise dispose of its property as the interest of its inhabitants require; levy and collect taxes authorized by law and exercise such other and further powers as may be especially conferred by law or as may be necessarily implied from those expressed.

The City provides a wide range of services to its residents including public protection through the Police Department, the construction and maintenance of streets and infrastructure, community development, financial management, and administrative services.

**THE CITY COUNCIL**

The members of the City Council are elected by the voters to serve overlapping four-year terms. The Mayor is elected by, and from, the City Council for a one year term. The City Council sets policy and exercises the legislative authority of the City. By City Ordinance, the City Council holds meetings on the first and third Tuesdays of every month and at other times as, in the opinion of the City Council, the public interest may require.

The current City Council members and the dates upon which their respective terms expire are as follows:

- Mayor: Laura Martinez, Nov. 2016
- Vice Mayor: Lisa Yarbrough- Gauthier, Nov. 2016
- Council Member: Larry Moody, Nov. 2016
- Council Member: Ruben Abrica, Nov. 2014
- Council Member: Donna Rutherford, Nov. 2014

**REDEVELOPMENT AGENCY**

On December 29, 2011, the California Supreme Court delivered its decision in the *California Redevelopment Association v. Matosantos* case, finding ABx1 26 (the "Dissolution Act") largely constitutional and AB1x 27 (the "Alternative Redevelopment Program Act") unconstitutional. The Court's bifurcated decision means that all California redevelopment agencies, including the Redevelopment Agency of the City of East Palo Alto (the "Redevelopment Agency"), dissolved under the constitutional Dissolution Act, and none had the opportunity to opt into continued existence under the unconstitutional Alternative Redevelopment Program Act. As a result, the Redevelopment Agency was dissolved on February 1, 2012.

The Dissolution Act provides that the City of East Palo Alto as the community that established the Redevelopment Agency become the Successor Agency to the former Redevelopment Agency unless the City elects not to serve as the Successor Agency.

**SUCCESSOR AGENCY**

On January 10, 2012, the Council took formal action to form the Successor Agency. As of February 1, 2012, the Successor Agency (Agency) was created as a result of the dissolution of the Redevelopment Agency (RDA) as indicated in the previous section above. With oversight by a seven member Oversight Board, the Successor Agency is charged with the responsibility of paying off former RDA existing debts and winding down the activities and affairs of the former redevelopment agency through the sale and disposition of its assets and properties.

**ADMINISTRATION AND MANAGEMENT**

East Palo Alto is a Council-Manager form of government. The City Council appoints the City Manager who appoints all other City officials except the City Attorney who is also appointed by the Council, and is charged with overseeing the City's daily operations. Many boards, commissions, and committees assist the City Council and Administration in carrying out various aspects and functions of city government.

# Demographic Information

## Government

*Incorporated July 1, 1983*

*East Palo Alto is a General Law Council/ Manager City governed by a five-member City Council with a Council elected Mayor.*

*Number of City Managers since incorporation: 20*

### *Full-time Employees*

*FY 2014/2015<sup>1</sup>*

City Council.....	5
City Manager.....	4
City Attorney.....	3
City Clerk.....	1
Finance.....	5
Human Resources.....	2
Community Development.....	34
Police.....	44
Community Programs Services...5.13	
Rent Stabilization.....	2
<b>Total .....</b>	<b>105.13</b>

## Demographics

*Land Area: 2.5 square miles*

### *Population<sup>2</sup>*

1990.....	23,570
2000.....	29,506
2005.....	29,431
2010.....	28,155
2013.....	28,675

### *Population by Gender<sup>2</sup>*

Female.....	49%
Male.....	51%

### *Population by Age Group<sup>3</sup>*

Under 5 years.....	8.1%
5 to 9 years.....	7.8%
10 to 14 years .....	8.4%
15 to 19 years .....	10.4%
20 to 24 years .....	9.6%
25 to 34 years .....	16.3%
35 to 44 years .....	15.1%
45 to 54 years .....	11.3%
55 to 59 years .....	4.0%
60 to 64 years .....	2.1%
65 to 74 years .....	3.4%
75 to 84 years .....	2.7%
85 years and over .....	0.5%

*Median Age: 28.8*



*Racial Composition*<sup>3</sup>

Hispanic or Latino (of any race).....	61.1%
White.....	7.2%
Black or African American.....	15.6%
American Indian and Alaska.....	0.2%
Asian.....	3.7%
Native Hawaiian and Other Pacific Islander.....	10.9%
Other.....	7.1%

*Level of Educational Attainment of people 25 years and older*

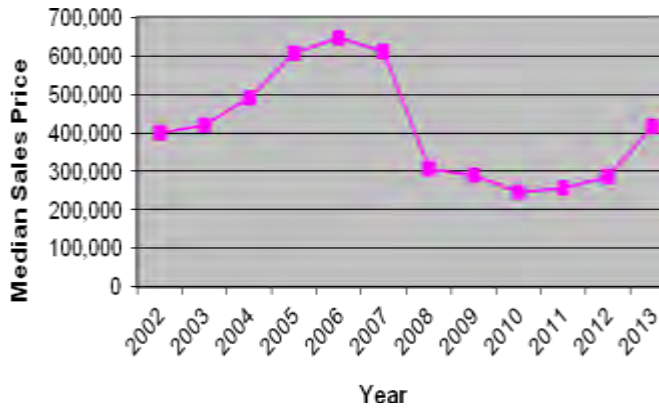
Graduate/ Professional Degree...	7.0%
Bachelor's Degree.....	11.3%
Associate Degree.....	4.0%
Some College (no Degree).....	17.1%
High School Graduate.....	26.8%
Grades 9-12 (no diploma).....	14.3%
Less than 9 <sup>th</sup> Grade.....	19.5%

*Median Household Income*

(In 2010)<sup>3</sup>: \$48,734

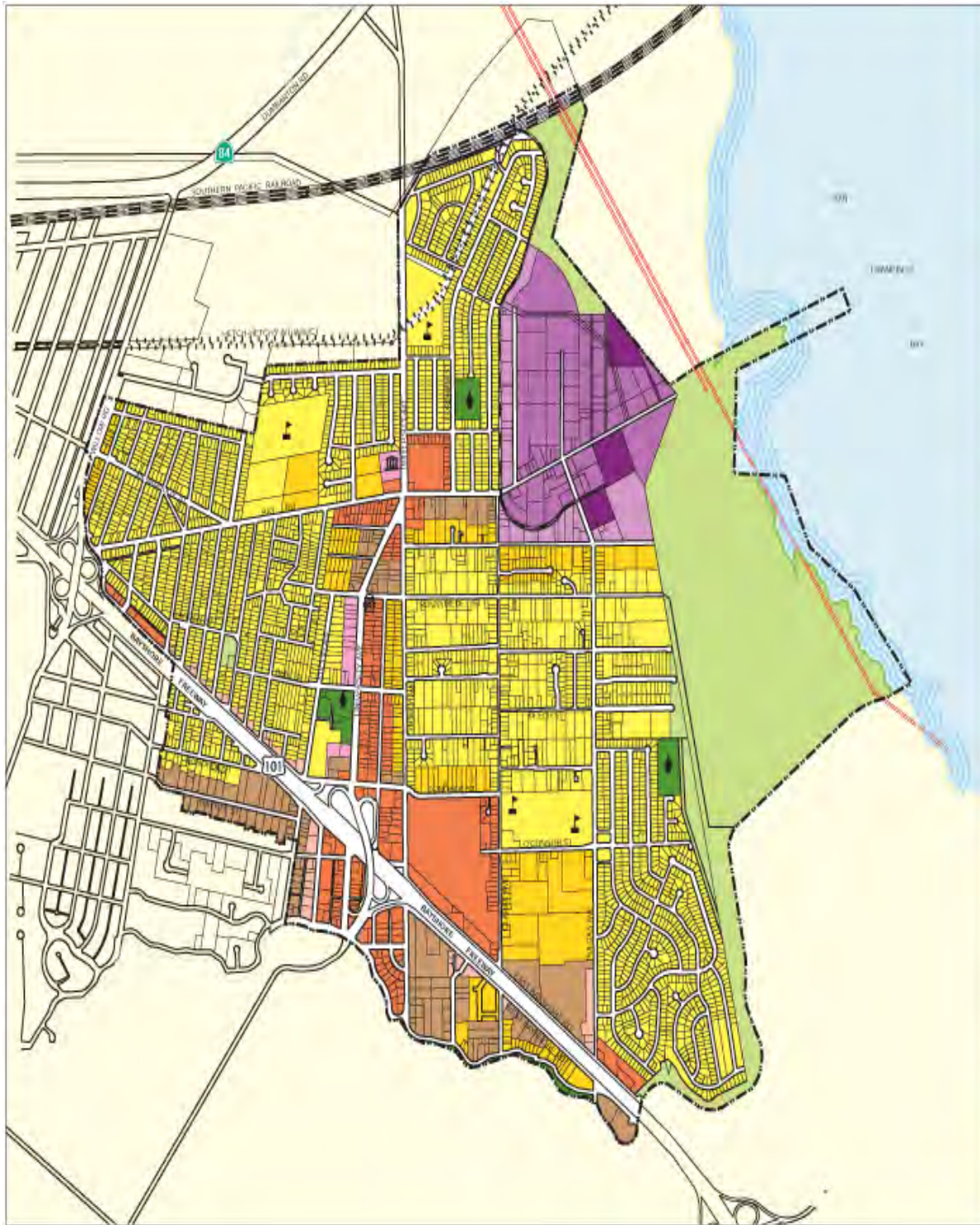
*Median Sales Price for Single Family Residences*<sup>4</sup>

\$417,000 year 2013



**Notes**

<sup>1</sup> Human Resources Department, City of East Palo Alto  
<sup>2</sup> State of CA, Department of Finance estimates  
<sup>3</sup> US Census Bureau, 2009-2010 American Community Survey  
<sup>4</sup> San Mateo County Associations of Realtors



**LEGEND**

-  Low/Medium Density Residential (1-8 du/ac)
-  Medium/High Density Residential (9-17 du/ac)
-  High Density Residential (18-40 du/ac)
-  General Commercial (allows residential as mixed use)
-  Neighborhood Commercial (allows residential as mixed use)
-  Office (allows residential as mixed use)
-  General Industrial
-  Heavy Industrial
-  Industrial Buffer (allows residential as mixed use)
-  Community Open Space Conservation
-  Resource Management
-  City Hall
-  Fire Station
-  Park
-  School
-  City Boundary
-  Utility
-  Water

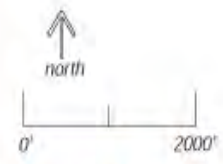


Figure LU-1  
Land Use Policy Map

# COOLEY LANDING

CITY OF EAST PALO ALTO

August 4, 2010



**FINANCIAL SUMMARY**  
**FY 2014-2015 Adopted Budget**

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**CITY OF EAST PALO ALTO  
FY 2013-2014 AMENDED BUDGET BY FUND CATEGORY**

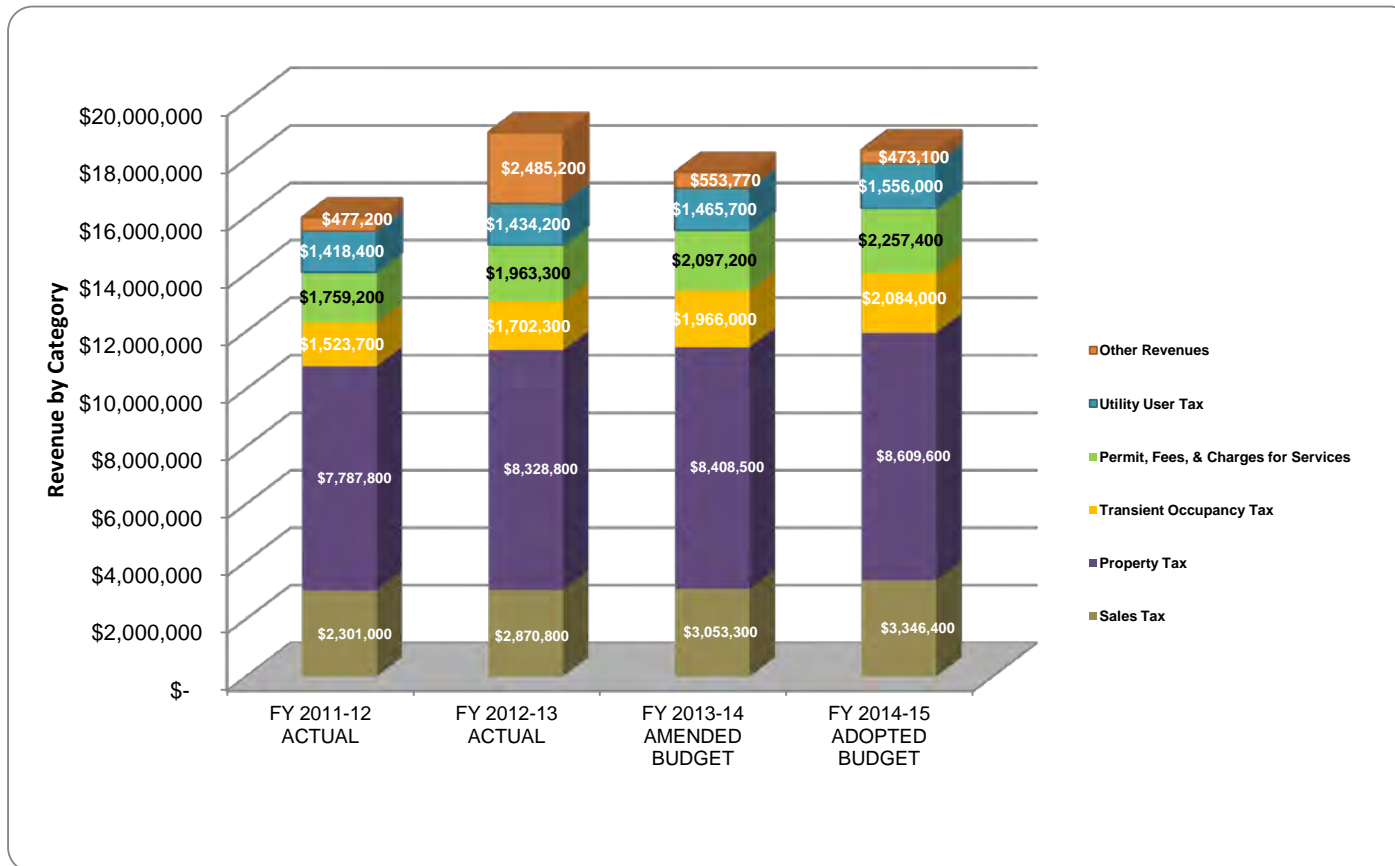
Divisions	General Fund	GF-Sub Information Svcs	GF-Sub Equip & Vehicles	GF-Sub Self Insurance	Rent Stabilization	Measure C	TOT Ordinance Funds	Operating Grants	Gas Tax	Measure A	Storm Fee/ Drainage Lighting Districts	Capital Projects / In Lieu Funds	Successor Agency	Enterprise Funds	Total
<b>General Fund Revenues</b>															
Property Tax	8,408,500				-	700,000	-	-	-	-	445,400	-	7,375,500	-	8,520,900
Sales Tax	3,053,270				-	-	-	-	-	-	-	-	-	-	-
Utility Users Tax	1,465,700				-	-	-	-	-	-	-	-	-	-	-
Transient Occupancy Tax	1,966,000				-	-	488,500	-	-	-	-	-	-	-	488,500
Intergovernmental	117,000				-	-	-	-	948,675	541,250	-	-	-	-	1,489,925
Licenses, Fees, and Permits	1,716,100				-	-	-	-	-	-	-	-	-	-	-
Federal/ State Grant Revenue	-				-	-	-	713,366	-	-	-	5,578,000	-	-	6,291,366
Charges for Services	407,300				575,000	-	-	-	-	-	334,959	-	-	2,603,095	3,513,054
Fines	238,000				-	-	-	-	-	-	-	-	-	-	-
Interest Income	51,000				6,400	8,100	8,200	-	7,000	10,000	5,400	-	1,600	11,900	58,600
Other Miscellaneous	121,600				-	-	-	-	-	-	-	-	1,417,000	200,000	1,617,000
<b>Total Revenues</b>	<b>17,544,470</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>581,400</b>	<b>708,100</b>	<b>496,700</b>	<b>713,366</b>	<b>955,675</b>	<b>551,250</b>	<b>785,759</b>	<b>5,578,000</b>	<b>8,794,100</b>	<b>2,814,995</b>	<b>21,979,345</b>
<b>General Fund Expenditures</b>															
City Council	130,979	-			-	-	-	-	-	-	-	-	-	-	-
City Manager	790,070	-			-	-	-	-	-	-	-	-	-	-	-
CM - Rent Stabilization	-	-			675,824	-	-	-	-	-	-	-	-	-	675,824
City Attorney	561,371	-		275,000	-	-	-	-	-	-	-	-	-	-	275,000
City Clerk	165,529	-			-	-	-	-	-	-	-	-	-	-	-
Finance	734,156	-			-	2,112	-	-	-	1,833	577	-	-	2,307	6,829
Family & Youth Services	128,040				-	524,690	100,000	32,991	-	-	-	-	-	-	657,681
Human Resources	366,943	10,000			-	-	-	-	-	-	-	-	-	-	-
Community Development Admin	1,148,670	-			-	-	-	317,008	-	302,992	200,684	-	-	59,000	879,684
CD - Senior Services	159,519	-			-	-	70,900	36,000	-	-	-	-	-	-	106,900
Building Services	441,105	-			-	-	-	-	-	-	-	5,000	-	-	5,000
Economic Development	255,735	-			-	-	-	-	-	-	-	-	60,000	-	60,000
Engineering	519,839	-			-	-	-	-	-	-	-	447,286	-	-	447,286
Maintenance	1,218,895	-			-	-	-	-	521,028	-	603,063	-	-	207,109	1,331,200
Planning	415,511	500			-	-	-	-	-	20,000	-	157,147	-	-	177,147
Police - Admin	3,071,502	-	152,700		-	135,437	-	88,188	-	-	-	-	-	-	223,625
Police - Operations	5,369,640	-			-	286,679	-	236,000	-	-	-	-	-	-	522,679
Police - Investigations	952,782	-			-	-	-	-	-	-	-	-	-	-	-
<b>Non-Departmental:</b>															
Overhead Allocation	(799,346)				-	-	32,746	-	115,528	10,953	77,524	-	213,808	152,753	603,312
Loans and Debt Payments	-	-			-	-	-	-	-	-	-	-	3,361,251	-	3,361,251
Other Non-departmental	520,970	414,700		299,600	-	6,400	12,000	-	60,000	-	8,200	-	5,166,492	2,288,940	7,841,632
Capital Projects	-	-			-	-	-	-	-	660,000	-	6,963,000	-	426,000	8,049,000
<b>Total Expenditures</b>	<b>16,151,910</b>	<b>425,200</b>	<b>152,700</b>	<b>574,600</b>	<b>675,824</b>	<b>955,318</b>	<b>215,646</b>	<b>710,187</b>	<b>696,556</b>	<b>995,778</b>	<b>890,048</b>	<b>7,572,433</b>	<b>8,801,551</b>	<b>3,136,109</b>	<b>25,224,050</b>
<b>Operating Income / (Loss)</b>	<b>1,392,560</b>	<b>(425,200)</b>	<b>(152,700)</b>	<b>(574,600)</b>	<b>(94,424)</b>	<b>(247,218)</b>	<b>281,054</b>	<b>3,179</b>	<b>259,119</b>	<b>(444,528)</b>	<b>(104,289)</b>	<b>(1,994,433)</b>	<b>(7,451)</b>	<b>(321,114)</b>	<b>(3,244,705)</b>
<b>Other Financing Sources/Uses</b>															
Operating Transfers In	12,247	425,200	114,200	574,600	-	-	-	-	-	-	263,461	1,693,646	2,261,850	-	4,793,557
Operating Transfers Out	(6,611,952)	-	-	-	-	-	-	-	-	-	(149,159)	-	(2,119,050)	-	(2,268,209)
<b>Net Operating Transfers</b>	<b>(6,599,705)</b>	<b>425,200</b>	<b>114,200</b>	<b>574,600</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>114,302</b>	<b>1,693,646</b>	<b>142,800</b>	<b>-</b>	<b>2,525,348</b>
Long-term Loan Repymt	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Change in Fund Balance</b>	<b>(5,207,145)</b>	<b>-</b>	<b>(38,500)</b>	<b>-</b>	<b>(94,424)</b>	<b>(247,218)</b>	<b>281,054</b>	<b>3,179</b>	<b>259,119</b>	<b>(444,528)</b>	<b>10,013</b>	<b>(300,787)</b>	<b>135,349</b>	<b>(321,114)</b>	<b>(719,357)</b>
<b>Projected Fund Balance Available</b>															
Projected Fund Balance - Begin	5,374,995	614,602	274,578	1,014,488	263,113	1,505,044	1,990,039	75,132	1,296,781	1,755,709	1,056,823	3,788,697	1,715,112	2,290,564	16,751,502
<b>Projected Fund Balance - End</b>	<b>167,850</b>	<b>614,602</b>	<b>236,078</b>	<b>1,014,488</b>	<b>168,689</b>	<b>1,257,826</b>	<b>2,271,093</b>	<b>78,311</b>	<b>1,555,900</b>	<b>1,311,181</b>	<b>1,066,836</b>	<b>3,487,910</b>	<b>1,850,461</b>	<b>1,969,450</b>	<b>16,032,145</b>

**CITY OF EAST PALO ALTO  
FY 2014-2015 ADOPTED BUDGET BY FUND CATEGORY**

Divisions	General Fund	GF-Sub Fund Information Svcs	GF-Sub Fund Equip & Vehicles	GF-Sub Fund Self Insurance	Rent Stabilization	Measure C	TOT Ordinance Funds	Operating Grants	Gas Tax	Measure A	Storm Fee/ Drainage Lighting Districts	Capital Projects / In Lieu Funds	Successor Agency	Enterprise Funds	Total
<b>General Fund Revenues</b>															
Property Tax	8,609,600	-			-	700,000	-	-	-	-	392,680	-	7,409,100	-	8,501,780
Sales Tax	3,346,400				-	-	-	-	-	-	-	-	-	-	-
Utility Users Tax	1,556,000				-	-	-	-	-	-	-	-	-	-	-
Transient Occupancy Tax	2,084,000				-	-	511,700	-	-	-	-	-	-	-	511,700
Intergovernmental	113,500				-	-	-	-	845,532	552,100	-	-	-	-	1,397,632
Licenses, Fees, and Permits	1,862,100				-	-	-	-	-	-	-	-	-	-	-
Federal/ State Grant Revenue	-				-	-	-	530,333	-	-	-	-	-	-	530,333
Charges for Services	421,600				575,000	-	-	-	-	-	228,951	10,734	-	2,719,445	3,534,130
Fines	248,800				-	-	-	-	-	-	-	-	-	-	-
Interest Income	51,000				-	-	-	-	-	-	-	-	-	-	-
Other Miscellaneous	33,500				-	-	-	-	-	-	-	-	1,415,100	200,000	1,615,100
<b>Total Revenues</b>	<b>18,326,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>575,000</b>	<b>700,000</b>	<b>511,700</b>	<b>530,333</b>	<b>845,532</b>	<b>552,100</b>	<b>621,631</b>	<b>10,734</b>	<b>8,824,200</b>	<b>2,919,445</b>	<b>16,090,675</b>
<b>General Fund Expenditures</b>															
City Council	168,815	-			-	-	-	-	-	-	-	-	-	-	-
City Manager	881,405	-			-	-	-	-	-	-	-	-	-	-	-
CM - Rent Stabilization	-	-			625,913	-	-	-	-	-	-	-	-	-	625,913
City Attorney	705,846	-		275,000	-	-	-	-	-	-	-	-	-	-	275,000
City Clerk	166,342	10,000			-	-	-	-	-	-	-	-	-	-	-
Finance	776,269	-			-	1,600	-	-	-	1,400	600	-	-	2,400	6,000
Community Programs Services	207,580				-	612,654	150,000	-	-	-	-	-	-	-	762,654
Human Resources	354,753	-			-	-	-	-	-	-	-	-	-	-	-
CED Admin Special Projects	1,227,787	-			-	-	-	300,000	-	110,000	133,522	162,948	310,000	89,000	1,105,470
Community Prog Senior Services	139,707	-	8,000		-	-	70,000	47,000	-	-	-	-	-	-	117,000
Development Services	580,434	-			-	-	-	-	-	-	-	15,000	-	-	15,000
Economic Development	-	-			-	-	-	-	-	-	-	-	-	-	-
Engineering and Capital Projects	642,177	-			-	-	-	-	-	-	-	286,055	-	-	286,055
Public Works Maintenance	1,332,954	-			-	-	-	-	407,757	40,000	556,204	-	-	184,576	1,188,537
Planning and Housing	419,472	500			-	-	-	-	-	20,000	-	-	-	-	20,000
Police - Admin	3,421,717	-	114,200		-	-	-	8,000	-	-	-	-	-	-	8,000
Police - Operations	4,941,287	-			-	385,749	-	57,541	-	-	-	-	-	-	443,290
Police -Investigations	1,480,866	-			-	-	-	41,594	-	-	-	-	-	-	41,594
<b>Non-Departmental:</b>															
Overhead Allocation	(820,129)				-	-	33,598	-	118,532	11,238	79,540	-	219,367	156,724	618,999
Loans and Debt Payments	-	-			-	-	-	-	-	-	-	-	3,356,245	-	3,356,245
Other Non-departmental	468,202	532,648	250,400		-	6,400	12,000	-	59,000	-	8,200	-	5,103,358	2,348,224	7,787,582
Capital Projects	-	225,000			-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>17,095,484</b>	<b>768,148</b>	<b>122,200</b>	<b>525,400</b>	<b>625,913</b>	<b>1,006,403</b>	<b>265,598</b>	<b>454,135</b>	<b>585,289</b>	<b>182,638</b>	<b>778,066</b>	<b>464,003</b>	<b>8,988,970</b>	<b>2,780,924</b>	<b>16,657,339</b>
<b>Operating Income / (Loss)</b>	<b>1,231,016</b>	<b>(768,148)</b>	<b>(122,200)</b>	<b>(525,400)</b>	<b>(50,913)</b>	<b>(306,403)</b>	<b>246,102</b>	<b>76,198</b>	<b>260,243</b>	<b>369,462</b>	<b>(156,435)</b>	<b>(453,269)</b>	<b>(164,770)</b>	<b>138,521</b>	<b>(566,664)</b>
<b>Other Financing Sources/Uses</b>															
Operating Transfers In	4,740	543,158	122,200	525,400	-	-	-	-	-	-	115,638	1,279,003	2,257,150	-	4,177,191
Operating Transfers Out	(1,270,796)	-	-	-	-	-	-	-	-	-	(35,590)	-	(2,092,380)	-	(2,127,970)
<b>Net Operating Transfers</b>	<b>(1,266,056)</b>	<b>543,158</b>	<b>122,200</b>	<b>525,400</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>80,048</b>	<b>1,279,003</b>	<b>164,770</b>	<b>-</b>	<b>2,049,221</b>
Long-term Loan Repymt	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Change in Fund Balance</b>	<b>(35,040)</b>	<b>(224,990)</b>	<b>-</b>	<b>-</b>	<b>(50,913)</b>	<b>(306,403)</b>	<b>246,102</b>	<b>76,198</b>	<b>260,243</b>	<b>369,462</b>	<b>(76,387)</b>	<b>825,734</b>	<b>-</b>	<b>138,521</b>	<b>1,482,557</b>
<b>Projected Fund Balance Available</b>															
Projected Fund Balance - Begin	167,850	614,602	236,078	1,014,488	168,689	1,257,826	2,271,093	78,311	1,555,900	1,311,181	1,066,836	3,487,910	1,850,461	1,969,450	16,032,145
<b>Projected Fund Balance - End</b>	<b>132,810</b>	<b>389,612</b>	<b>236,078</b>	<b>1,014,488</b>	<b>117,776</b>	<b>951,423</b>	<b>2,517,195</b>	<b>154,509</b>	<b>1,816,143</b>	<b>1,680,643</b>	<b>990,449</b>	<b>4,313,644</b>	<b>1,850,461</b>	<b>2,107,971</b>	<b>17,514,702</b>

# GENERAL FUND REVENUES BY MAJOR CATEGORY \*

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 PROJECTED BUDGET	FY 2014-15 PROPOSED BUDGET
Sales Tax	\$ 3,003,800	\$ 3,022,300	\$ 3,053,300	\$ 3,346,400
Property Tax	\$ 7,787,800	\$ 8,328,800	\$ 8,408,500	\$ 8,609,600
Transient Occupancy Tax	\$ 1,523,700	\$ 1,702,300	\$ 1,966,000	\$ 2,084,000
Permit, Fees, & Charges for Services	\$ 1,759,200	\$ 1,963,300	\$ 2,097,200	\$ 2,257,400
Utility User Tax	\$ 1,418,400	\$ 1,434,200	\$ 1,465,700	\$ 1,556,000
Other Revenues	\$ 477,200	\$ 2,485,200	\$ 553,770	\$ 473,100
<b>Total General Fund Revenues</b>	<b><u>15,970,100</u></b>	<b><u>18,936,100</u></b>	<b><u>17,544,470</u></b>	<b><u>18,326,500</u></b>



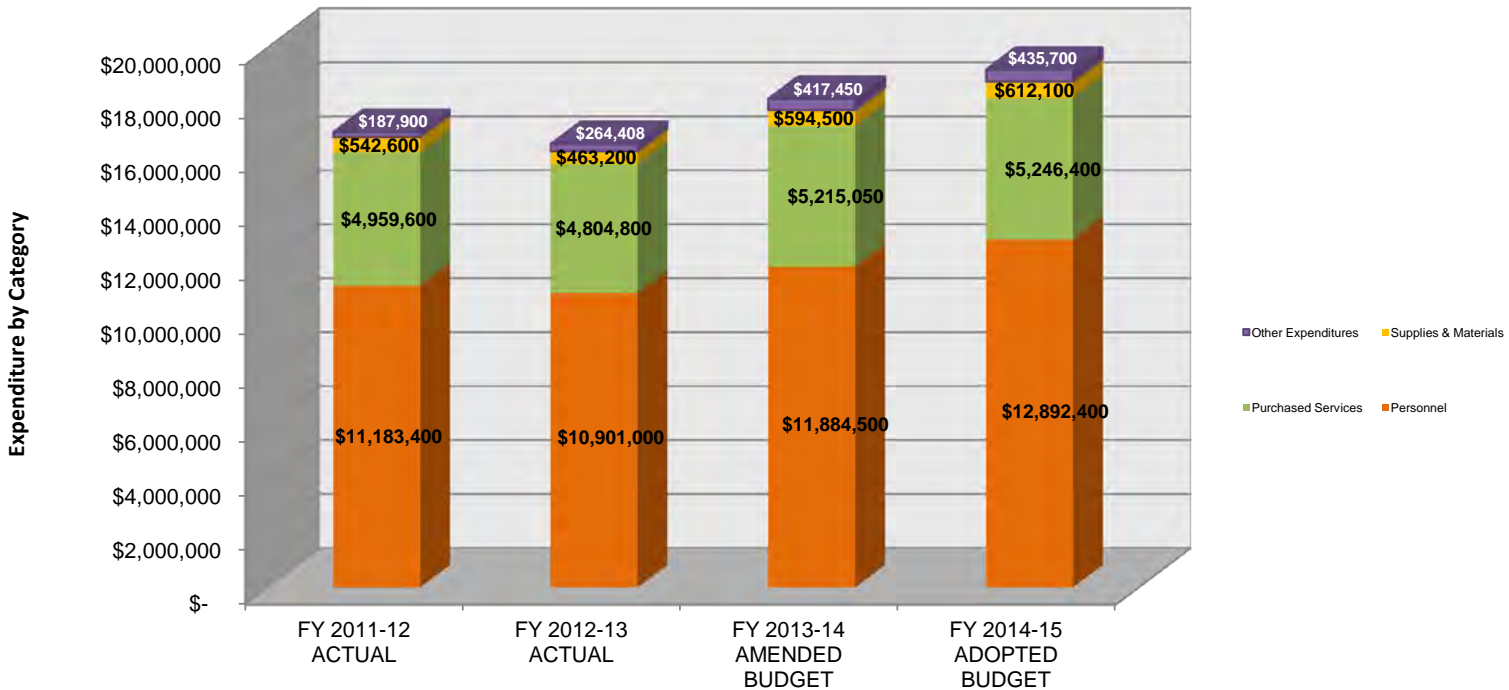
FS-4

\* Excludes Transfer In

## GENERAL FUND EXPENDITURES BY MAJOR CATEGORY \*

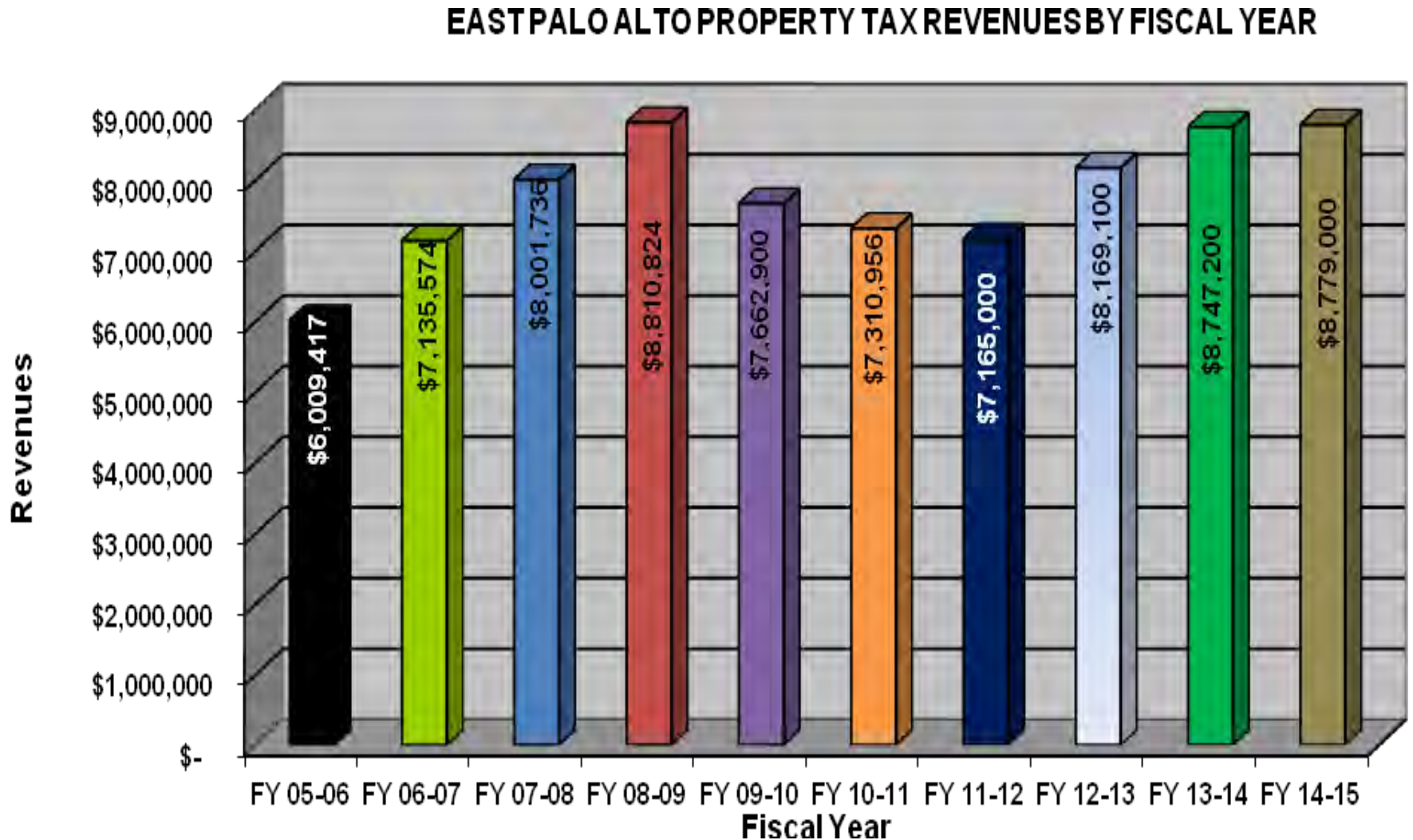
	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
Personnel	\$ 11,183,400	\$ 10,901,000	\$ 11,884,500	\$ 12,892,400
Purchased Services	\$ 4,959,600	\$ 4,804,800	\$ 5,215,050	\$ 5,246,400
Supplies & Materials	\$ 542,600	\$ 463,200	\$ 594,500	\$ 612,100
Other Expenditures	\$ 187,900	\$ 264,408	\$ 417,450	\$ 435,700
<b>Total General Fund Expenditures Before Allocations</b>	<b>\$ 16,873,500</b>	<b>\$ 16,433,408</b>	<b>\$ 18,111,500</b>	<b>\$ 19,186,600</b>
<b>Allocations to Other Funds</b>	<b>\$ (902,600)</b>	<b>\$ (749,500)</b>	<b>\$ (799,400)</b>	<b>\$ (820,200)</b>
<b>Total Net General Fund Expenditures</b>	<b>\$ 15,970,900</b>	<b>\$ 15,683,908</b>	<b>\$ 17,312,100</b>	<b>\$ 18,366,400</b>

FS-5



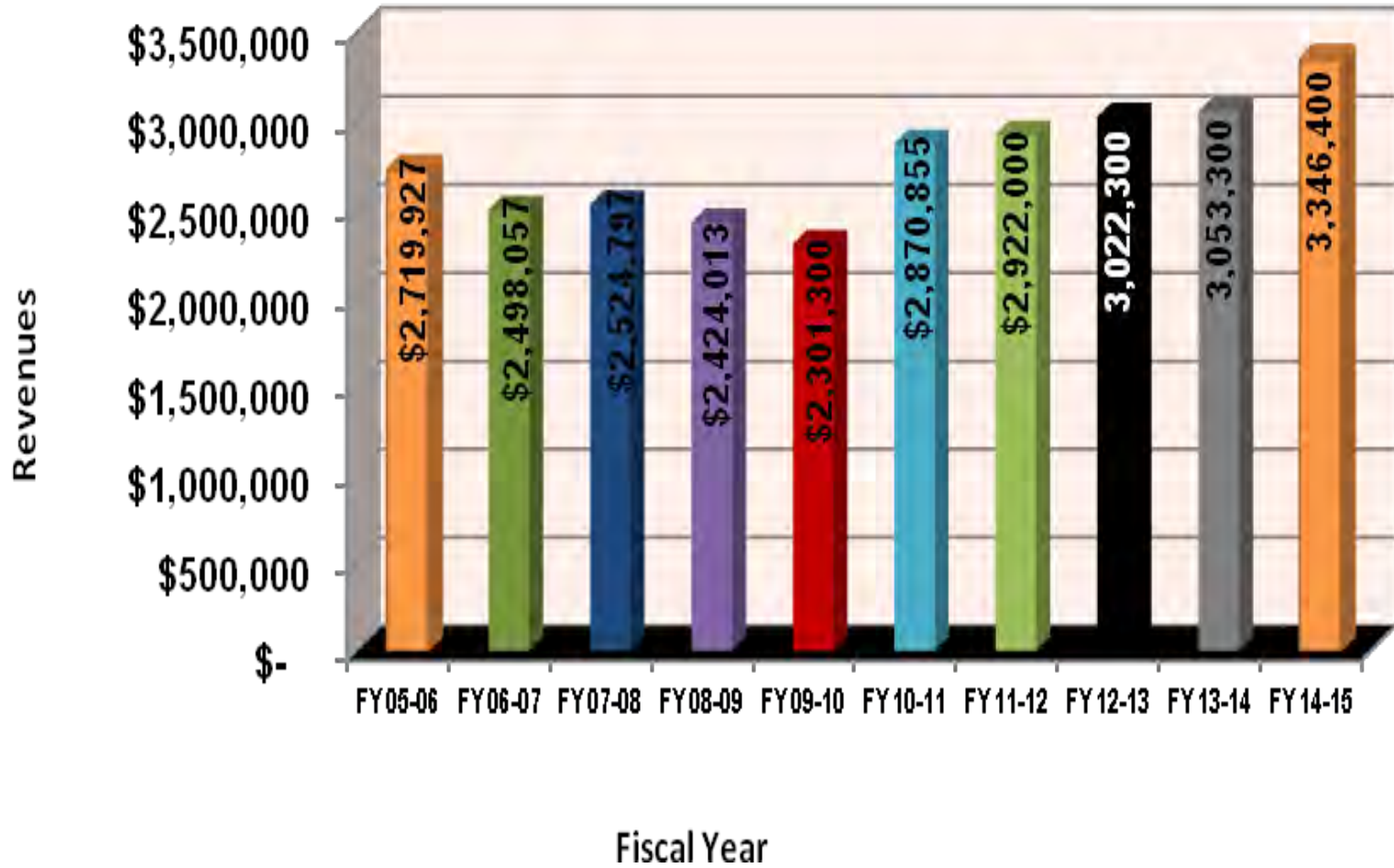
\* Excludes Transfer out





\* Significant increase in property tax revenues beginning in FY04-05 is a result of the 'triple flip' by the State of California, which takes monthly vehicle in lieu fees due to local governments and substitutes it for semi-annual payments of property tax. As a result of this change, the City's property tax revenue category increased. A second significant change will occur in FY 12-13. With the dissolution of redevelopment agencies, former tax increment are redistributed to taxing entities after payment of enforceable obligations.

# EAST PALO ALTO SALES TAX REVENUES BY FISCAL YEAR

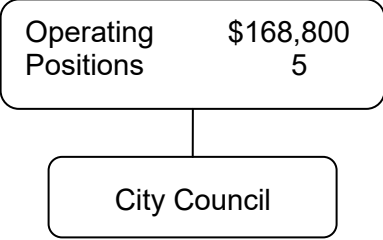


**CITY OF EAST PALO ALTO**  
**FY 2014-2015 ADOPTED BUDGET: FTE BY FUND CATEGORY**

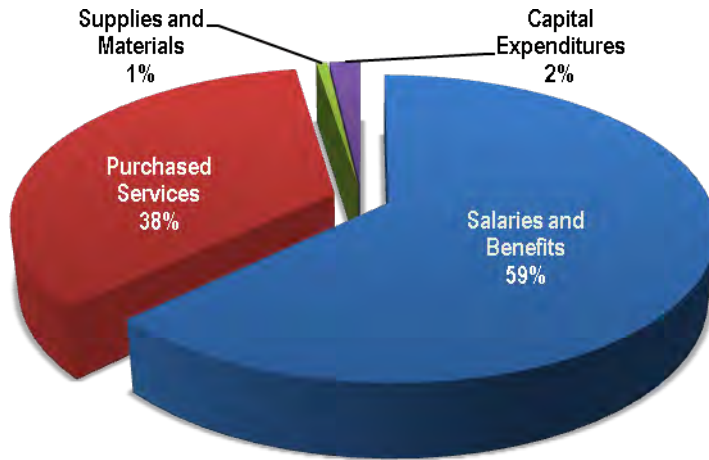
Divisions	General Fund	Rent Stabilization	Measure C	TOT Ordinance Funds	Operating Grants	Gas Tax	Measure A	Storm Fee/ Drainage Lighting Districts	Capital Projects / In Lieu Funds	RDA Funds	Enterprise Funds	Total
<b>FULL-TIME EQUIVALENTS:</b>												
City Council	5.0	-	-	-	-	-	-	-	-	-	-	5.0
City Manager	4.0	-	-	-	-	-	-	-	-	-	-	4.0
CM - Rent Stabilization	-	2.0	-	-	-	-	-	-	-	-	-	2.0
CM- Community Programs Svcs	3.6		1.5									5.1
City Attorney	3.0	-	-	-	-	-	-	-	-	-	-	3.0
City Clerk	1.0	-	-	-	-	-	-	-	-	-	-	1.0
Finance	5.0	-	-	-	-	-	-	-	-	-	-	5.0
Human Resources	2.0	-	-	-	-	-	-	-	-	-	-	2.0
CD - Admin Special Proj	6.0	-	-	-	-	-	-	1.0	1.0	-	-	8.0
CD - Senior Services	-	-	-	-	-	-	-	-	-	-	-	-
CD-Development Services	5.0	-	-	-	-	-	-	-	-	-	-	5.0
CD-Economic Development	-	-	-	-	-	-	-	-	-	-	-	-
CD-Engineering and CIP Proj	4.0	-	-	-	-	-	-	-	2.0	-	-	6.0
CD- Public Works Maintenance	7.0	-	-	-	-	2.6	-	1.8	-	-	0.6	12.0
CD-Planning and Housing	3.0	-	-	-	-	-	-	-	-	-	-	3.0
Police - Admin	8.0	-	-	-	-	-	-	-	-	-	-	8.0
Police - Operations	24.5	-	3.0	-	0.5	-	-	-	-	-	-	28.0
Police -Investigations	8.0	-	-	-	-	-	-	-	-	-	-	8.0
<b>Total Full-time Equivalents (FTE)</b>	<b>89.1</b>	<b>2.0</b>	<b>4.5</b>	<b>-</b>	<b>0.5</b>	<b>2.6</b>	<b>-</b>	<b>2.8</b>	<b>3.0</b>	<b>-</b>	<b>0.6</b>	<b>105.1</b>

# CITY COUNCIL

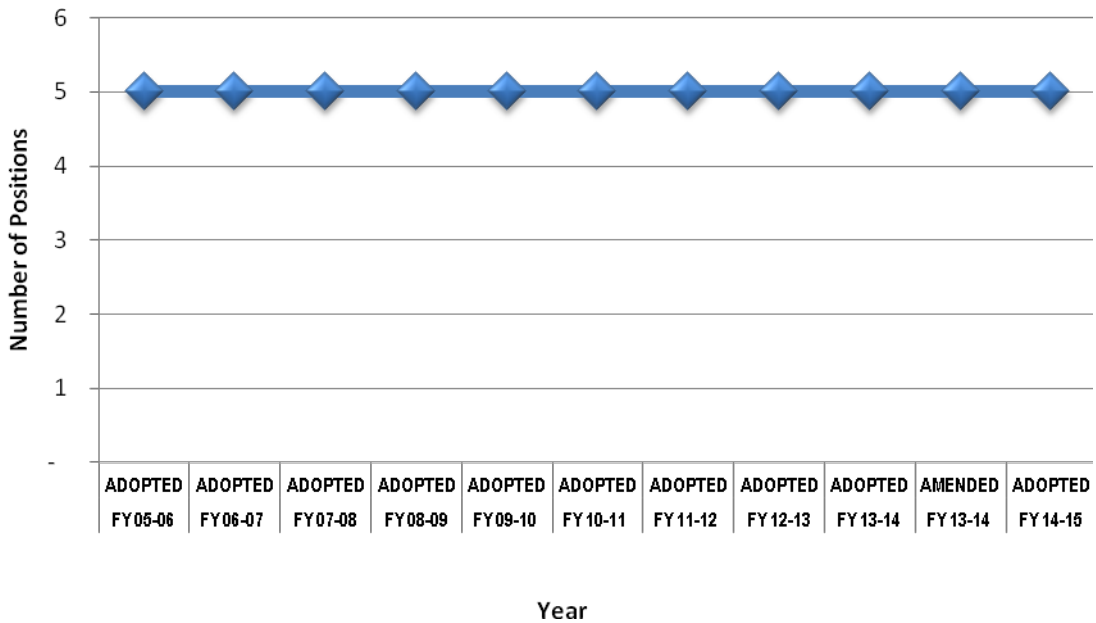
## FY 2014-2015 Adopted Budget



### CHARACTER OF EXPENDITURES



### AUTHORIZED STRENGTH



**CITY COUNCIL**  
**FY 2014-2015 Adopted Budget**

**Department Summary**

SOURCE	FY 2011-12	FY 2012-13	FY 2013-14	FY 2013-14	FY 2014-15
	ACTUAL	ACTUAL	ADOPTED BUDGET	AMENDED BUDGET	ADOPTED BUDGET
Grants	-	-	-	-	-
*Overhead Allocation	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

EXPENDITURES BY DEPARTMENT	FY 2011-12	FY 2012-13	FY 2013-14	FY 2013-14	FY 2014-15
	ACTUAL	ACTUAL	ADOPTED BUDGET	AMENDED BUDGET	ADOPTED BUDGET
City Council	123,200	97,600	169,200	131,000	168,800
<b>TOTAL</b>	<b>123,200</b>	<b>97,600</b>	<b>169,200</b>	<b>131,000</b>	<b>168,800</b>

CHARACTER OF EXPENDITURES	FY 2011-12	FY 2012-13	FY 2013-14	FY 2013-14	FY 2014-15
	ACTUAL	ACTUAL	ADOPTED BUDGET	AMENDED BUDGET	ADOPTED BUDGET
<u>PERSONNEL</u>					
Salaries and Benefits	63,800	62,000	100,700	66,500	103,300
<b>Subtotal</b>	<b>63,800</b>	<b>62,000</b>	<b>100,700</b>	<b>66,500</b>	<b>103,300</b>
<u>SUPPLIES AND SERVICES</u>					
Purchased Services	58,500	35,300	64,400	60,400	61,400
Supplies and Materials	900	300	1,100	1,100	1,100
Capital Expenditures	-	-	3,000	3,000	3,000
<b>Subtotal</b>	<b>59,400</b>	<b>35,600</b>	<b>68,500</b>	<b>64,500</b>	<b>65,500</b>
<b>TOTAL</b>	<b>123,200</b>	<b>97,600</b>	<b>169,200</b>	<b>131,000</b>	<b>168,800</b>
<b>NET GENERAL FUND CONTRIBUTION</b>	<b>123,200</b>	<b>97,600</b>	<b>169,200</b>	<b>131,000</b>	<b>168,800</b>

# CITY COUNCIL

## FY 2014-2015 Adopted Budget

### Department Summary cont.

**AUTHORIZED STRENGTH**

FY 2011-12 ADOPTED BUDGET	FY 2012-13 ADOPTED BUDGET	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
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**Position (FTE) Summary**

City Council

	5	5	5	5	5
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

FY 2011-12 ADOPTED BUDGET	FY 2012-13 ADOPTED BUDGET	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
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**Position (FTE) Detail**

Mayor

1                      1                      1                      1                      1

Vice Mayor

1                      1                      1                      1                      1

Council Member

3                      3                      3                      3                      3

<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
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**CITY COUNCIL**  
**FY 2014-2015 Adopted Budget**  
**Department Summary**

**PURPOSE**

The City Council develops and adopts policies that ensure delivery of quality public services to the people of East Palo Alto in order to create a healthy, safe, and prosperous environment.

A five-member Council governs City services for a population of approximately 28,675 residents. Each Council Member is elected at large and serves a four-year term. The Mayor is appointed by the members of the Council and serves a one-year term. The Council convenes in regular session on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of each month (except for a recess each year during the month of August), and often holds special meetings and work study sessions throughout the year. All of the meetings are held in the East Palo Alto (EPA) Government Center, located in the City Council Chambers at 2415 University Avenue, and, except those designated as Closed Sessions, all meetings are open to the public.

The Council adopts policies, resolutions and ordinances for City operations and ensures appropriate representation and response to citizen interests. The City Council appoints the City Manager and City Attorney, who report directly to them, and in turn, support the City Council in its policy development functions and carry out the City Council policies and programs.

**SIGNIFICANT CHANGES**

**FY 2013-2014 Adopted to FY 2013-2014 Amended:**

The Fiscal Year 2013-2014 Amended Budget Net General Fund Contribution of \$131,000 is a decrease of \$38,200 from the Fiscal Year 2013-2014 Adopted Budget Net General Fund Contribution of \$169,200. This (22.6%) decrease of the Net General Fund contribution is due mainly to medical premium savings from lower than budgeted employee enrollment to the City's health plan.

**FY 2013-2014 Amended to FY 2014-2015 Adopted:**

The Fiscal Year 2014-2015 Adopted Budget Net General Fund Contribution of \$168,800 is an increase of \$37,800 from the Fiscal Year 2013-2014 Amended Budget Net General Fund Contribution of \$131,000. The 28.9% increase is due primarily to the full allocation of health benefit costs for all employees in the Department and the addition of \$4,600 in travel costs for Council Members' legislative meetings in Washington DC and Sacramento.

**CITY COUNCIL**  
**FY 2014-2015 Adopted Budget**

**FY 2013-2014 ACCOMPLISHMENTS**

<b>OBJECTIVE</b>	<b>RESULT</b>
1. To adopt an objective and fair evaluation process for the City Manager and City Attorney that incorporates best practices by third quarter of 2012.	Not completed
2. To provide direction on how to proceed with recommendations for Measure C provided by the Measure C consultant and Oversight Committee by July 2012.	Completed
3. To provide direction and policy on managing the City budget; and continue to establish sound fiscal policies including strategies to achieve and maintain cash reserve of 15% of the General Operating Budget.	Completed
4. To review and update, as needed, the Strategic Plan.	Completed
5. To interview and select a new City Manager by September 2012.	New City Manager hired in October 2012

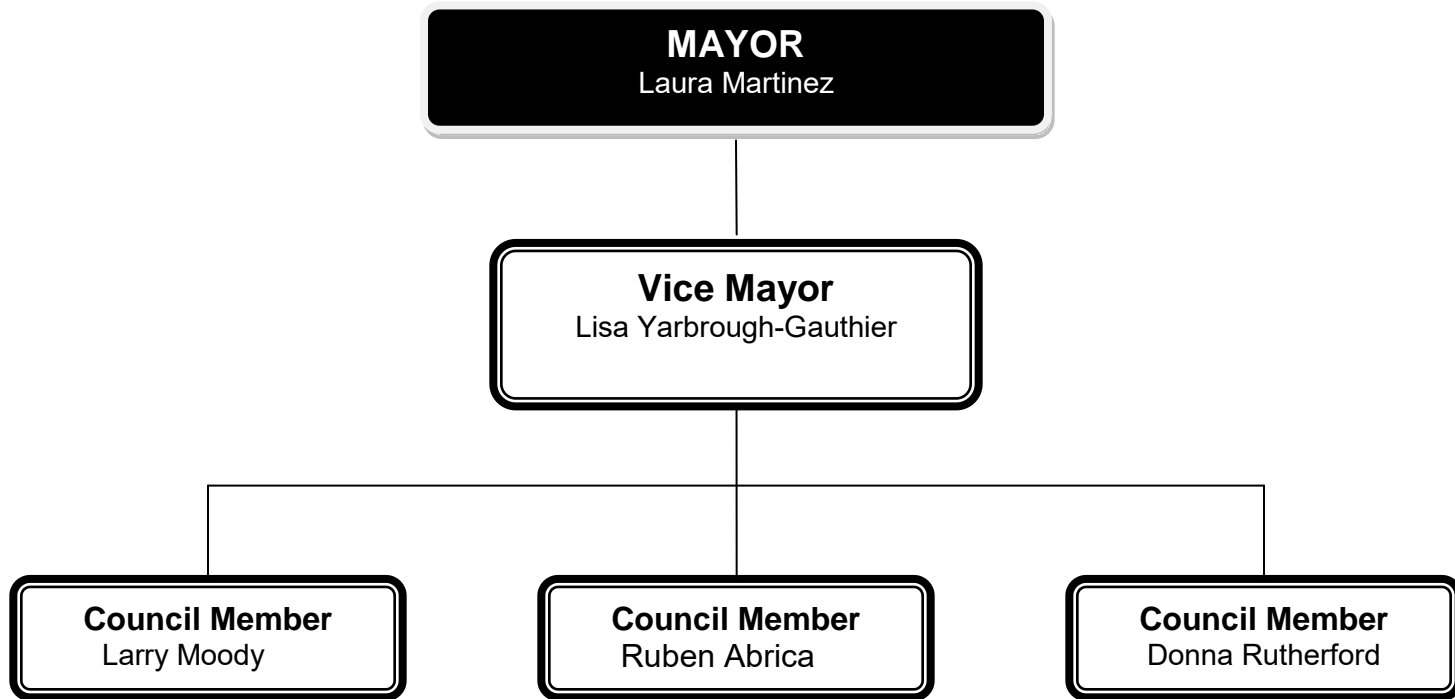


**CITY COUNCIL**  
**FY 2014-2015 Adopted Budget**

**FY 2014-2015 OBJECTIVES**

1. Provide direction and policy on managing the City budget; continue to establish sound fiscal policies including strategies to achieve and maintain cash reserve of 15% of the General Operating Budget.
2. Review and, as needed, update the Strategic Plan.
3. Adopt a 10-year Capital Improvement Plan.

**CITY COUNCIL**  
**FY 2014-2015 Adopted Budget**

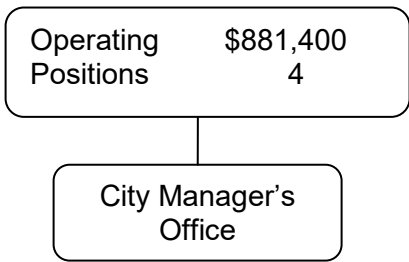


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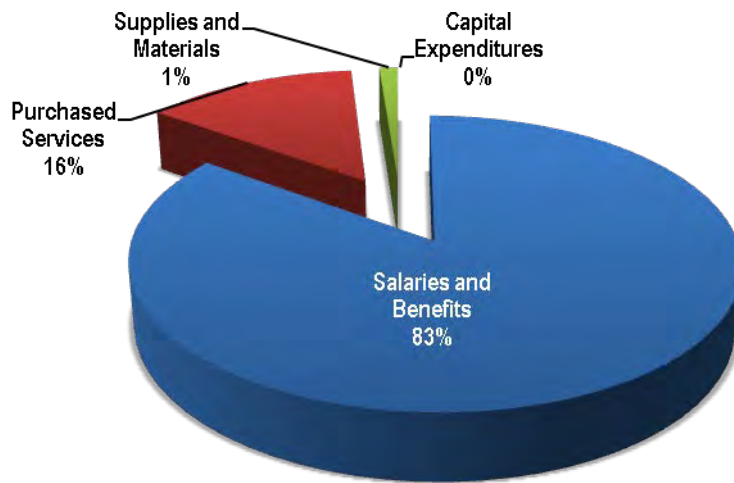
Total FTE's: 5

# CITY MANAGER'S OFFICE

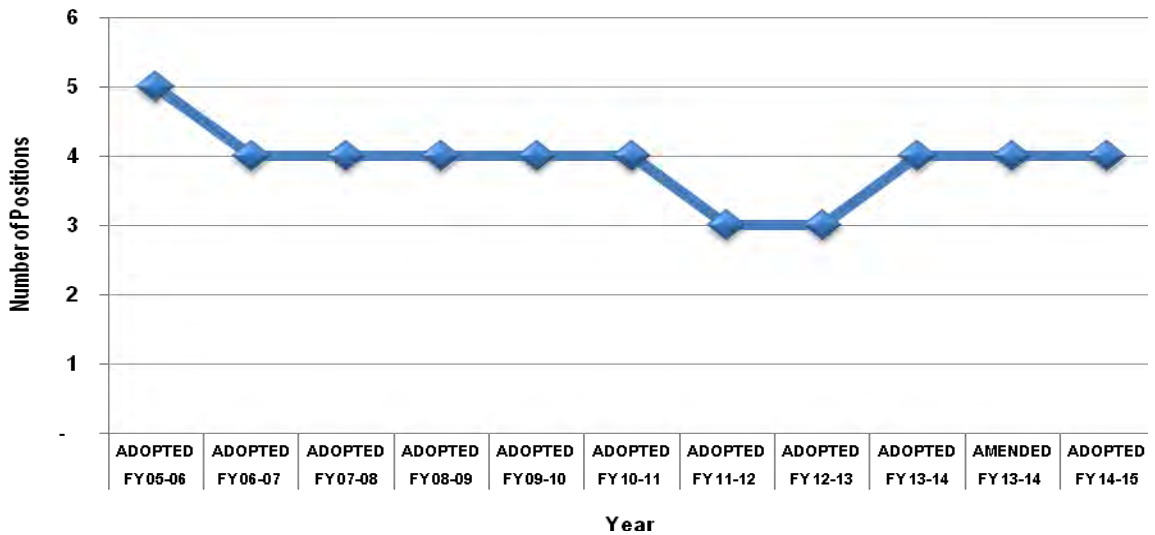
FY 2014-2015 Adopted Budget



## CHARACTER OF EXPENDITURES



## AUTHORIZED STRENGTH



# CITY MANAGER'S OFFICE

## FY 2014-2015 Adopted Budget

### Department Summary

#### SOURCES

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
Measure C Crime Prevention Fund	-	5,750	-	-	-
Special Revenue Funds	-	-	-	-	-
Enterprise Funds	-	-	-	-	-
Grants	236,850	256,700	-	-	-
<b>TOTAL</b>	<b>236,850</b>	<b>262,450</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### EXPENDITURES BY DEPARTMENT

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
City Manager's Office	1,200,700	967,700	789,700	790,100	881,400
<b>TOTAL</b>	<b>1,200,700</b>	<b>967,700</b>	<b>789,700</b>	<b>790,100</b>	<b>881,400</b>

#### CHARACTER OF EXPENDITURES

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
<u>PERSONNEL</u>					
Salaries and Benefits	834,400	834,400	671,500	681,500	703,500
<b>Subtotal</b>	<b>834,400</b>	<b>834,400</b>	<b>671,500</b>	<b>681,500</b>	<b>703,500</b>
<u>SUPPLIES AND SERVICES</u>					
Purchased Services	233,900	352,400	108,700	99,100	170,400
Supplies and Materials	131,600	131,600	9,500	9,500	7,500
Capital Expenditures	800	800	-	-	-
<b>Subtotal</b>	<b>366,300</b>	<b>484,800</b>	<b>118,200</b>	<b>108,600</b>	<b>177,900</b>
<b>TOTAL</b>	<b>1,200,700</b>	<b>1,319,200</b>	<b>789,700</b>	<b>790,100</b>	<b>881,400</b>
<b>NET GENERAL FUND CONTRIBUTION</b>	<b>963,850</b>	<b>705,250</b>	<b>789,700</b>	<b>790,100</b>	<b>881,400</b>

# CITY MANAGER'S OFFICE

## FY 2014-2015 Adopted Budget

### Department Summary cont.

#### AUTHORIZED STRENGTH

#### Position (FTE) Summary

City Manager's Office

**TOTAL**

FY 2011-12 ADOPTED BUDGET	FY 2012-13 ADOPTED BUDGET	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
6.0	3	4	4	4
<b>6.0</b>	<b>3</b>	<b>4</b>	<b>3</b>	<b>4</b>

#### Position (FTE) Detail

\* Administrative Analyst

Assistant City Manager

City Manager

Executive Assistant to City Manager

Office Assistant

\* Public Information/Relations Manager

**TOTAL**

FY 2011-12 ADOPTED BUDGET	FY 2012-13 ADOPTED BUDGET	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
1	-	-	-	-
1	1	1	1	1
1	1	1	1	1
1	-	1	1	1
1	1	1	1	1
1	-	-	-	-
<b>6.0</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>4</b>

\* These positions were eliminated as a part of the 2012 Restructure Plan.

# CITY MANAGER'S OFFICE

**FY 2014-2015 Adopted Budget**

## **Office 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 Successor Agency (formerly the Redevelopment Agency) and Economic Development initiatives. The Office currently has an authorized direct staffing level of four positions.

The emphasis of Fiscal Year 2014-2015 is to continue to develop and enhance the internal structure of the organization and the physical infrastructure of the City.

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 obtain and maintain a balanced budget by: 1) identifying and implementing fiscal controls and cost savings; 2) allocating recurring revenues to recurring expenses; and 3) seeking alternative revenue options.
- To implement best municipal practices in the development and implementation of policies, procedures and standards in the delivery of public services
- To optimize the City's internal organization by: 1) creating a highly functional structure with appropriate positions; 2) hiring highly professional, experienced staff; 3) implementing competitive practices to attract and retain qualified staff; and 4) providing timely feedback, mentoring and training to enhance efficiency and effectiveness.
- To effectively use a wide variety of media (e.g. print, on-line, social, face-to-face meetings) to educate inform and involve the community in their local government.
- To enhance the visibility of capital infrastructure needs in the community, pursue funding for critical projects and ensure projects are completed on-time and on-budget.

### **SIGNIFICANT CHANGES**

#### **FY 2013-2014 Adopted to FY 2013-2014 Amended:**

The Fiscal Year 2013-2014 Amended Budget Net General Fund Contribution of \$790,100 is an increase of \$400 from the Fiscal Year 2013-2014 Adopted Budget Net General Fund Contribution of \$789,700. This 0.5% increase is due mainly to an increase of \$10,000 in personnel costs as a result of a furlough reduction and offset by a decrease of \$9,600 in purchased services.

# **CITY MANAGER'S OFFICE**

## **FY 2014-2015 Adopted Budget**

### **Office Summary (cont.)**

#### **FY 2013-2014 Amended to FY 2014-2015 Adopted:**

The Fiscal Year 2014-2015 Adopted Budget Net General Fund Contribution of \$881,400 is an increase of \$91,300 from the Fiscal Year 2013-2014 Amended Budget Net General Fund Contribution of \$790,100. This 11.2% increase is due primarily to the reduction employee concessions (i.e. furlough days were moderated from 13 to 8) and an increase of \$50,000 in communications contract services to enhance community outreach.

# CITY MANAGER'S OFFICE

FY 2014-2015 Adopted Budget

## FY 2013-2014 ACCOMPLISHMENTS

OBJECTIVE	RESULT
1. Develop an intranet system for City forms, materials and information by December 2013	Not Completed
2. Establish a Citywide filing system.	Completed
3. Develop annual process for funding applications under Transient Occupancy Tax (TOT) and Measure C grant programs.	Completed
4. Explore revenue generating options for City Council consideration.	Completed



# **CITY MANAGER'S OFFICE**

## **FY 2014-2015 Adopted Budget**

### **FY 2014-2015 OBJECTIVES**

1. Present to the City Council a fiscal year 2014-15 balanced budget, with options including cost reductions and potential new revenue generating alternatives.
2. Continue to use current communications vehicles (e.g. Notes and Quotes, quarterly newsletter, City website, e-mail blasts) and develop new means of communication including a stronger social network presence.
3. Enhance emergency preparedness by increasing coordination with and participating in training exercises with regional partners (e.g. neighboring cities, Menlo Park Fire Protection District, San Mateo County Office of Emergency Services).
4. Continue to focus on water and infrastructure needs by including priority projects in the Capital Improvement Plan and Fiscal Year Budget and by increasing community awareness about these issues through targeted outreach efforts.
5. Undertake assessment of Police Department, Senior Services and other City operations; identify and prioritize specific improvements to undertake; prepare action plans for accomplishing improvements.
6. To build and strengthen community connections, a minimum of once per month make direct contact with individual residents/business owners and community groups/organizations.

# CITY MANAGER'S OFFICE

FY 2014-2015 Adopted Budget

**CITY MANAGER**  
Magda Gonzalez

Executive Assistant  
to City Manager

City Hall Receptionist

Assistant City  
Manager

Community  
Development  
Department

Finance  
Department

Police  
Department

Office of the  
City Clerk

Community  
Programs

Human  
Resources

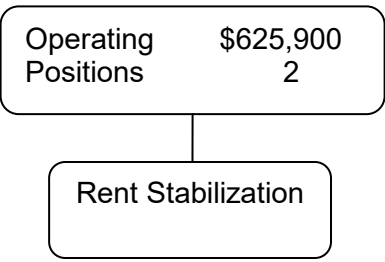
Rent Stabilization  
Program

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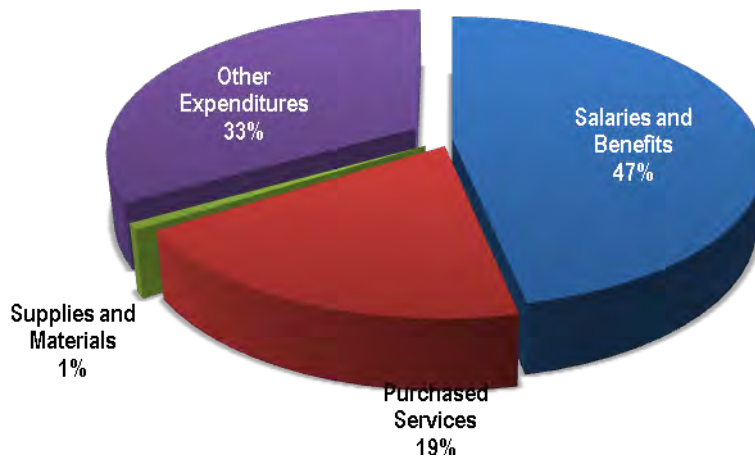
Total FTE's: 4

# RENT STABILIZATION

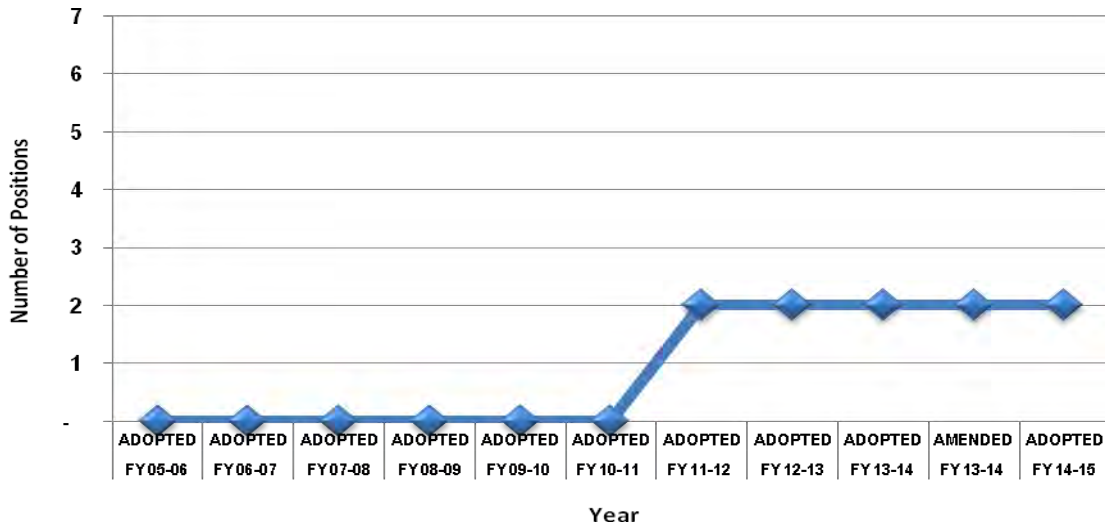
FY 2014-2015 Adopted Budget



## CHARACTER OF EXPENDITURES



## AUTHORIZED STRENGTH



# RENT STABILIZATION

## FY 2014-2015 Adopted Budget

### Division Summary

#### SOURCES

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
Rent Stabilization Fund	612,200	551,400	570,000	575,000	575,000
Other Revenues	191,800	4,200	-	6,400	-
<b>TOTAL</b>	<b>804,000</b>	<b>555,600</b>	<b>570,000</b>	<b>581,400</b>	<b>575,000</b>

#### EXPENDITURE BY DIVISION

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
Rent Stabilization Division	638,000	615,500	676,700	675,800	625,900
<b>TOTAL</b>	<b>638,000</b>	<b>615,500</b>	<b>676,700</b>	<b>675,800</b>	<b>625,900</b>

#### CHARACTER OF EXPENDITURES

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
<u>PERSONNEL</u>					
Salaries and Benefits	254,400	270,000	268,000	269,000	282,600
<b>Subtotal</b>	<b>254,400</b>	<b>270,000</b>	<b>268,000</b>	<b>269,000</b>	<b>282,600</b>
<u>SUPPLIES AND SERVICES</u>					
Purchased Services	195,900	149,300	206,200	204,300	137,700
Supplies and Materials	700	4,400	6,500	6,500	4,500
Other Expenditures	187,000	191,800	196,000	196,000	201,100
<b>Subtotal</b>	<b>383,600</b>	<b>345,500</b>	<b>408,700</b>	<b>406,800</b>	<b>343,300</b>
<b>TOTAL</b>	<b>638,000</b>	<b>615,500</b>	<b>676,700</b>	<b>675,800</b>	<b>625,900</b>
<b>PROGRAM SURPLUS (DEFICIT)</b>	<b>166,000</b>	<b>(59,900)</b>	<b>(106,700)</b>	<b>(94,400)</b>	<b>(50,900)</b>

# RENT STABILIZATION

## FY 2014-2015 Adopted Budget

### Division Summary cont.

#### AUTHORIZED STRENGTH

#### Position (FTE) Summary

Rent Stabilization

**TOTAL**

FY 2011-12 ADOPTED BUDGET	FY 2012-13 ADOPTED BUDGET	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
2	2	2	2	2
<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

#### Position (FTE) Detail

Housing Specialist I/II

RSP Administrator

**TOTAL**

FY 2011-12 ADOPTED BUDGET	FY 2012-13 ADOPTED BUDGET	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
1	1	1	1	1
1	1	1	1	1
<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

# RENT STABILIZATION

**FY 2014-2015 Adopted Budget**

## **Division Summary**

### **SERVICE DESCRIPTION**

Administer and implement the voter approved Rent Stabilization and Eviction for Just Cause Ordinances. The primary purpose of these Ordinances is to 1) stabilize rents, 2) protect residential tenants from unreasonable rent increases and unjust or retaliatory evictions; and 3) facilitate improvements in maintenance and service levels of rental units in an economically viable rental housing market, and provide a forum for both tenants and landlords to address their grievances.

The Rent Stabilization Program is a division of the City Manager's Office charged with implementing the Rent Stabilization and Just Cause for Eviction Ordinances approved by voters in 1988 and 2010. This division is fully funded through revenues generated by annual registration fees paid by landlords of regulated rental units, including rented mobile home spaces. In addition to supporting the Rent Board in adopting and implementing regulations for the Ordinances, the staff works directly with residents and landlords to gain compliance with the Ordinance and to improve living conditions for rental residents.

The division has a staffing level of 2 positions for these services, and is supported by staff from the City Attorney's Office, contract Information Technology providers, and temporary staff as needed.

### **SIGNIFICANT CHANGES**

#### **FY 2013-2014 Adopted to FY 2013-2014 Amended:**

The Fiscal Year 2013-2014 Amended Budget of \$675,800 is a decrease of \$900 from the Fiscal Year 2013-2014 Adopted Budget of \$676,700. This modest 0.13% decrease is a combination of a \$1,000 increase in personnel costs offset by unexpended training and meeting appropriations.

#### **FY 2013-2014 Amended to FY 2014-2015 Adopted:**

The amended FY 2013-14 budget is expected to result in a \$94,400 deficit, which will reduce the Rent Stabilization Fund Balance from \$263,113 to \$168,713. In an effort to achieve program and fiscal sustainability, staff reviewed the program's cost components and identified several areas for cost cutting opportunities. However, in order to protect the efficacy and legal standing of the City's Cost Allocation Plan, staff did not make any changes to the Overhead allocation formula and the resulting Overhead charges to the Rent Stabilization Program.

The Fiscal Year 2014-2015 Adopted Budget of \$625,900 is a decrease of \$49,900 from the Fiscal Year 2013-2014 Amended Budget of \$675,800. This decrease of 7.4% is due mainly to an increase of \$13,600 in personnel costs as a result of a reduction in furlough days and a decrease of \$66,600 in purchased services consisting primarily of a \$40,000 savings from utilizing City legal counsel in lieu of contract legal services, a \$5,000 reduction of hearing examiner costs as a result of a projected reduction in the number of hearings, a \$20,000 savings from the reduction of temporary staff support, and a \$4,000 allocation for mediation costs.

# RENT STABILIZATION

FY 2014-2015 Adopted Budget

## FY 2013-2014 ACCOMPLISHMENTS

OBJECTIVE	RESULT
1. Issue certificates of Maximum Allowable Rent for 90% of regulated rental units by first quarter of 2013.	1. Completed
2. Mail information to tenants on requirements pertaining to unjust evictions and how to seek assistance within one business day of receipt of an eviction notice submitted by a landlord.	2. Completed 80% on same business day; 20% the next day.
3. Respond to landlords and tenants seeking information on how to secure their rights under the Ordinance within two days of a request.	3. Completed 80% on same business day; 10% the next day
4. Redesign the Rent Stabilization Program website to make it more user friendly and to better inform landlords and tenants of rights and responsibilities for compliance with the Ordinance by June 30, 2013.	4. Ongoing
5. Conduct outreach to inform landlords and tenants of their rights under the Ordinance, including three informational workshops on how to seek assistance and how to comply by June 30, 2013.	5. Completed

# **RENT STABILIZATION**

## **FY 2014-2015 Adopted Budget**

### **FY 2014-2015 OBJECTIVES**

1. Conduct community outreach to educate both landlords and tenants of their rights and responsibilities under the Ordinance, including distributing an informative Updated Guide to Rent Control in East Palo Alto.
2. Provide information on the requirements for eviction in the Ordinance to landlords and tenants, including mailing information to tenants within one business day of receipt of notices of eviction.
3. Issue Certificates of Maximum Allowable Rent for new tenants within five business days of the Board's receipt of a completed Vacancy Registration Statement to comply with the Ordinance and regulations.
4. Mail 2015 Annual Registration Statements to landlords of regulated rental units by November 14, so that they can be submitted in time to meet the January 2, 2015 deadline established by the Ordinance.
5. Process pending petitions submitted by landlords and tenants within the timelines established in the Rent Stabilization Ordinance and regulations.
6. Submit notices of noncompliance to landlords when regulated rental units are not properly registered as required by the Ordinance and regulations with information about how to comply, the penalty fees that are accruing for noncompliance, and the procedure for submittal of a penalty waiver request for good cause.



**RENT STABILIZATION**  
**FY 2014-2015 Adopted Budget**

Program Administrator

Housing Specialist I/II

DB- 22

Total FTE's: 2

# COMMUNITY PROGRAMS

## FY 2014-2015 Adopted Budget

### Division Summary

#### SOURCE

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
Charges for Services	-	-	-	-	-
10% TOT Fund	145,000	137,770	100,000	100,000	220,000
Grants	2,640	3,780	32,670	32,900	47,000
Special Revenue Funds	100,000	51,250	571,600	524,700	612,600
<b>TOTAL</b>	<b>247,640</b>	<b>192,800</b>	<b>704,270</b>	<b>657,600</b>	<b>879,600</b>

#### EXPENDITURES BY DIVISION

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
Community Programs Division	284,740	292,250	922,300	785,700	1,234,900
<b>TOTAL</b>	<b>284,740</b>	<b>292,250</b>	<b>922,300</b>	<b>785,700</b>	<b>1,234,900</b>

#### CHARACTER OF EXPENDITURES

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
<u>PERSONNEL</u>					
Salaries and Benefits	35,060	104,000	344,300	243,700	413,600
<b>Subtotal</b>	<b>35,060</b>	<b>104,000</b>	<b>344,300</b>	<b>243,700</b>	<b>413,600</b>
<u>SUPPLIES AND SERVICES</u>					
Purchased Services	1,330	(2,800)	42,300	6,300	99,400
Supplies and Materials	3,350	(1,500)	9,000	9,000	13,500
Capital Expenditures	-	-	-	-	8,000
Other Expenditures	245,000	192,550	526,700	526,700	700,400
<b>Subtotal</b>	<b>249,680</b>	<b>188,250</b>	<b>578,000</b>	<b>542,000</b>	<b>821,300</b>
<b>TOTAL</b>	<b>284,740</b>	<b>292,250</b>	<b>922,300</b>	<b>785,700</b>	<b>1,234,900</b>
<b>NET GENERAL FUND CONTRIBUTION</b>	<b>37,100</b>	<b>99,450</b>	<b>218,030</b>	<b>128,100</b>	<b>355,300</b>

# COMMUNITY PROGRAMS

## FY 2014-2015 Adopted Budget

### AUTHORIZED STRENGTH

#### Position (FTE) Summary

Community Programs Division

**TOTAL**

FY 2011-12 ADOPTED BUDGET	FY 2012-13 ADOPTED BUDGET	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
2	2	4	3.5	5.13
<b>2</b>	<b>2</b>	<b>4</b>	<b>3.5</b>	<b>5.13</b>

#### Position (FTE) Detail

Community Programs Manager

Community Prog Assistant (2 - 0.5FTE)

School Social Worker

Program Coordinator

\*Nutrition Site Supervisor (PT)

\*Van Drivers (2-PT)

**TOTAL**

FY 2011-12 ADOPTED BUDGET	FY 2012-13 ADOPTED BUDGET	FY 2013-14 ADOPTED BUDGET	FY 2013-14 PROJECTED BUDGET	FY 2014-15 PROPOSED BUDGET
1	1	1	1	1
1	1	1	1	1
0	0	1	0.75	0.75
0	0	1	0.75	0.75
0	0	0	0	0.63
0	0	0	0	1
<b>2</b>	<b>2</b>	<b>4</b>	<b>3.5</b>	<b>5.13</b>

\* These positions were moved from the former Senior Services Division due to the FY2014-15 Restructuring Plan.

# COMMUNITY PROGRAMS

FY 2014-2015 Adopted Budget

## Community Programs Division Summary

### SERVICE DESCRIPTION

The Community Programs Division provides research and analysis about a broad range of issues and policies, develops and oversees City-wide programs, and manages a variety of special projects. The Division also oversees special events, park and facility rentals and special event permits, City franchise agreements and select City services agreements, and coordinates emergency preparedness activities and training. The Division may also create public and media information materials and provide budget/financial support to the City Manager's Office.

Under the direction of the Assistant City Manager, the Division is staffed with one full-time Community Programs Manager, one part-time Measure C Program Coordinator, one part-time School Social Worker (Truancy Reduction Program) one part-time Nutrition Site Supervisor, two part-time Community Programs Assistants and two part-time Van Drivers.

During Fiscal Year 2014-2015, the Division's objectives include:

- Plan, organize and implement Citywide events and celebrations.
- Effectively manage Transient Occupancy Tax (TOT) and Measure C (small and large) grants, in order to meet established timelines.
- Develop a revised field use fee and new park and field use policies for City Council adoption.
- Coordinate at least one Emergency Preparedness training/exercise for all City employees.
- Undertake a review of the pilot Truancy Reduction Program.
- Strengthen the Senior Congregate Nutrition and Transportation programs.
  - Maintain program's good standing with the San Mateo County Office of Aging and Adult Services (OAAS).
  - Develop a Memorandum of Agreement with Senior Center, Inc. for operations and programming at the Senior Center.
  - Evaluate opportunities to enhance ridership and nutrition program participation.
- Evaluate other potential models for providing nutrition and transportation services.

The Division also provides support to the Measure C Committee.

### SIGNIFICANT CHANGES

#### **FY 2013-2014 Adopted to FY 2013-2014 Amended:**

The Fiscal Year 2013-2014 Amended Budget Net General Fund Contribution of \$128,100 is a decrease of \$89,930 from the Fiscal Year 2013-2014 Adopted Net General Fund Contribution of \$218,030. This decrease of 41.2% is due mainly to savings from a vacant Community Programs Service Manager position and the postponement of instructional recreational programs and related services.

#### **FY 2013-2014 Amended to FY 2014-2015 Adopted:**

The Fiscal Year 2014-2015 Adopted Budget Net General Fund Contribution of \$355,300 is an increase of \$227,200 from the Fiscal Year 2013-2014 Amended Net General Fund Contribution of \$128,100. This 177% increase is due mainly to the consolidation of the Senior Services Division to Community Programs for \$139,700 and staffing for a full time Community Programs Manager and two part-time Program Assistants.

# **COMMUNITY PROGRAMS**

**FY 2014-2015 Adopted Budget**

## **FY 2014-2015 OBJECTIVES**

- Plan, organize and implement Citywide events and celebrations.
- Effectively manage Transient Occupancy Tax (TOT) and Measure C (small and large) grants, in order to meet established timelines.
- Develop a revised field use fee and new park and field use policies for City Council adoption.
- Coordinate at least one Emergency Preparedness training/exercise for all City employees.
- Undertake a review of the pilot Truancy Reduction Program.
- Evaluate options for delivering nutrition, transportation and enrichment programs to Seniors.

# CITY MANAGER'S OFFICE

FY 2014-2015 Adopted Budget

Youth and Family Services

## FY 2013-2014 ACCOMPLISHMENTS

### OBJECTIVE

### RESULT

- |  |              |
|--|--------------|
| 1. Create an action plan for the Transient Occupancy Tax (TOT) and Measure C (small and large) grant processes with specific tasks and milestones.                                       | 1. Completed |
| 2. Assist in orienting the Measure C Committee by acquainting them with the program, processes already in place and current status; provide ongoing staffing to the Committee as needed. | 2. Completed |
| 3. Plan and implement Summer Recreation Programs.  | 3. Completed |

# COMMUNITY PROGRAMS

FY 2014-2015 Adopted Budget

Community Programs Manager  
Vacant

Community Programs  
Assistant  
2 – 0.5 FTE positions

Measure C  
Program Coordinator  
Emily Pharr

School Social  
Worker (Truancy Pgm.)  
Miriam Torres

Total FTE's: 2

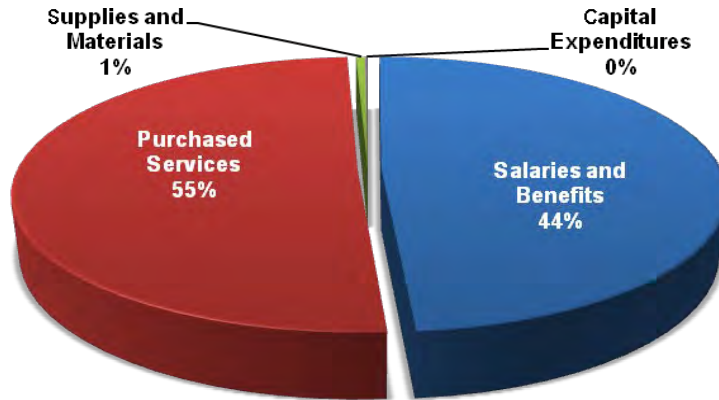
# CITY ATTORNEY'S OFFICE

FY 2014-2015 Adopted Budget

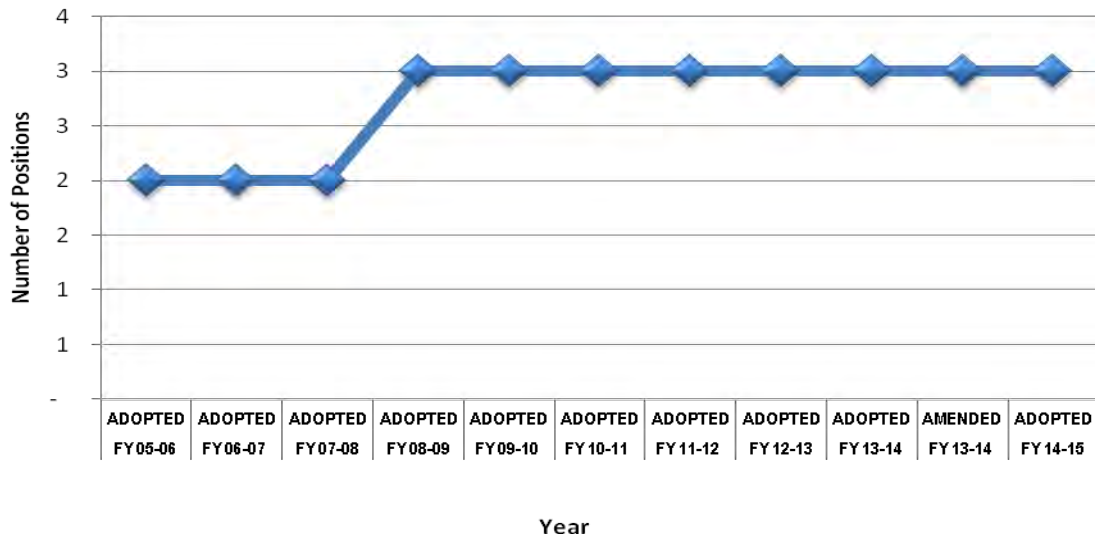
Operating \$ 980,800  
Positions 3

City Attorney's  
Office

## CHARACTER OF EXPENDITURES



## AUTHORIZED STRENGTH





# CITY ATTORNEY'S OFFICE

## FY 2014-2015 Adopted Budget

### Department Summary

#### SOURCE

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
Charges for Services	-	-	-	-	-
*Overhead Allocation	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### EXPENDITURES BY DEPARTMENT

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
City Attorney's Office	579,729	605,250	947,300	836,400	980,800
<b>TOTAL</b>	<b>579,729</b>	<b>605,250</b>	<b>947,300</b>	<b>836,400</b>	<b>980,800</b>

#### CHARACTER OF EXPENDITURES

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
<u>PERSONNEL</u>					
Salaries and Benefits	325,559	333,670	460,800	350,000	494,400
<b>Subtotal</b>	<b>325,559</b>	<b>333,670</b>	<b>460,800</b>	<b>350,000</b>	<b>494,400</b>
<u>SUPPLIES AND SERVICES</u>					
Purchased Services	250,584	267,180	479,400	479,300	479,400
Supplies and Materials	2,244	3,700	6,100	6,100	6,100
Capital Expenditures	1,342	700	1,000	1,000	1,000
<b>Subtotal</b>	<b>254,170</b>	<b>271,580</b>	<b>486,500</b>	<b>486,400</b>	<b>486,500</b>
<b>TOTAL</b>	<b>579,729</b>	<b>605,250</b>	<b>947,300</b>	<b>836,400</b>	<b>980,900</b>
<b>NET GENERAL FUND CONTRIBUTION</b>	<b>579,729</b>	<b>605,250</b>	<b>947,300</b>	<b>836,400</b>	<b>980,800</b>

# CITY ATTORNEY'S OFFICE

## FY 2014-2015 Adopted Budget

### Department Summary cont.

**AUTHORIZED STRENGTH**

	FY 2011-12 ADOPTED BUDGET	FY 2012-13 ADOPTED BUDGET	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
<b>Position (FTE) Summary</b>					
City Attorney's Office	3	3	3	3	3
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

	FY 2011-12 ADOPTED BUDGET	FY 2012-13 ADOPTED BUDGET	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
<b>Position (FTE) Detail</b>					
City Attorney	1	1	1	1	1
Assistant/Deputy City Attorney*	1	1	1	1	1
Legal Secretary- RES	1	1	1	1	1
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

\* This classification was previously budgeted as an Assistant City Attorney during the fiscal year 2013-14.  
Position is now a Deputy City Attorney.

# CITY ATTORNEY'S OFFICE

FY 2014-2015 Adopted Budget

## Department Summary

### MISSION STATEMENT

The City Attorney's Office provides legal advice, assistance, and representation to the City Council and staff directed to contain the City's exposure to liability and risk and protecting and promoting City actions and policies.

The functions of the City Attorney's Office are advisory services, litigation services, and administration and public programs. The client is the City, as represented by the City Council, City Council appointed boards and commissions, and City departments. The office has a staffing level of 3 positions: City Attorney, Deputy City Attorney and Legal Secretary.

The emphasis of the Fiscal Year 2014-2015 budget is the continued delivery of quality professional legal services that promote reliable and useful advice and effective advocacy. The basic services include attendance and advice at public meetings, drafting ordinances, providing legal opinions and advice regarding legal risk management, reviewing and drafting legal documents and contracts, resolving disputes, providing advice regarding elected and appointed public officials' conflicts of interest, and representing the City in litigation before courts and administrative agencies.

Within each of the basic services provided, the City Attorney's Office will undertake projects that specifically address the City Council's Strategic Plan Goals and Objectives:

- Provide proactive legal advice as a member of the City team;
- Give opinions and draft documents that help achieve the City Council's Strategic Plan and the City Manager's priority action items;
- Advise on significant changes in State and Federal law and other regulations impacting City operations and programs;
- Resolve pending litigation;
- Facilitate the resolution of disputes;
- Provide objective and reasonable interpretation of City Council-adopted policies, state and local land use regulations and other policies, as appropriate;
- Support the Rent Stabilization Program, including providing legal advice to staff and the Rent Stabilization Board; preparing reports and analyzing appeals; updating program regulations; and attending board meetings;
- Support the Community and Economic Development Department in transitioning the Ravenswood Redevelopment Area; review and analyze environmental impact documents for developments in the Ravenswood Business District (RBD); develop lease agreements for City-owned projects in the RBD;
- Provide supplemental code enforcement legal services;
- Provide legal advice for the Capital Improvement Program (CIP), including, as necessary, integrating or aligning all public rights of way policy documents into the CIP; and review of claims received by the City related to public rights of way;

# CITY ATTORNEY'S OFFICE

## FY 2014-2015 Proposed Budget

### **Department Summary cont.**

- Work with the City Manager's Office to reduce exposure to claims, litigation and industrial injuries/illnesses;
- Update, revise and add provisions in the Municipal Code and Zoning Ordinance as required;
- Assist in developing and implementing new tenant protection regulations;
- Provide legal advice to the Community and Economic Development Department and City Council related to the interim moratorium on development, pending formulation of the Westside Area Plan; and
- Provide legal advice on land use issues related to proposed development projects.

### **SIGNIFICANT CHANGES**

#### **FY 2013-2014 Adopted to FY 2013-2014 Amended:**

The Fiscal Year 2013-2014 Amended Budget Net General Fund Contribution of \$836,400 is a decrease of \$110,900 from the FY2013-14 Adopted Net General Fund Contribution of \$947,300. This decrease of 11.7% is due mainly to savings from the City Attorney and Deputy City Attorney vacancies during parts of the year offset by the City Council approved reduction of pay rate concession from 5.0% to 3.077%.

#### **FY 2013-2014 Amended to FY 2014-2015 Adopted:**

The Fiscal Year 2014-2015 Adopted Budget Net General Fund Contribution of \$980,800 is an increase of \$144,500 from the Fiscal Year 2013-14 Amended Budget Net General Fund Contribution of \$836,400. This increase of 17.3% reflects full staffing for the Department in FY 2014-15, the further reduction of pay rate concession from 3.077% to 1.538%, and higher CalPERS and medical benefit costs.

# CITY ATTORNEY'S OFFICE

FY 2014-2015 Adopted Budget

## FY 2013-2014 ACCOMPLISHMENTS

OBJECTIVE	RESULT
1. To attend and provide advice to 24 Regular and/or Special City Council meetings.	Completed
2. To attend and provide advice to 20 Regular and/or Special Planning Commission meetings.	Completed
3. To attend and provide advice to 24 Regular and/or Special Rent Stabilization Program Board meetings.	Completed
4. To respond to Pitchess motions 100% of the time.	Completed
5. Assist City Clerk's Office in maintaining an updated online version of the City's Municipal Code.	Completed
6. Draft documents in support of City Manager's negotiation of a joint use facilities agreement with Ravenswood and Sequoia School Districts and present agreements for City Council review and adoption by first quarter of 2013.	Not Completed
7. Draft and present for Council review a Tenant Protection Ordinance by first quarter of 2013.	Completed
8. Negotiate and complete a mitigation settlement agreement with Facebook and City of Menlo Park by second quarter of 2012.	Completed
9. Work with City Council to develop a comprehensive system that effectively evaluates the performance of the City Attorney	Completed
10. Proclamation of local emergency in December 2012 and continuation by City Council every 30 days thereafter.	Completed

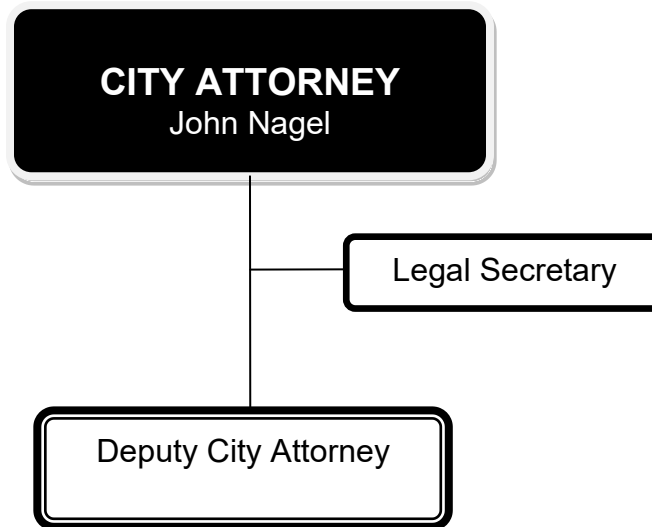
# CITY ATTORNEY'S DEPARTMENT

## FY 2014-2015 Adopted Budget

### **FY 2014-2015 OBJECTIVES**

1. Attend and provide advice to 24 Regular and/or Special City Council meetings.
2. Attend and provide advice to 20 Regular and/or Special Planning Commission meetings.
3. Attend and provide advice to 24 Regular and/or Special Rent Stabilization Program Board meetings.
4. Respond to *Pitches* motions 100% of the time.
5. Actively pursue cost-effective resolution of pending litigation matters and continue to process and resolve claims filed against the City.
6. Provide legal advice to Code Enforcement Division and file or abate code enforcement cases as needed.
7. Provide ongoing legal advice regarding the Successor Agency to the Former Redevelopment Agency of the City of East Palo Alto's obligations, compliance with redevelopment agency dissolution requirements under AB 1X 26, and interaction with Oversight Board.
8. Provide legal advice to City Clerk's office on legal questions regarding the November 2014 Municipal General Election and adoption of 2014 City Conflict of Interest Code.
9. Assist the City Manager with negotiating a joint use facilities agreement with the Ravenswood and Sequoia School Districts and present agreements for City Council review and adoption.
10. Assist Community and Economic Development Department in establishing development impact fees and inclusionary housing impact fees, and present to the City Council for adoption and in implementing infrastructure projects including Safe Routes to School, Bay Road, and University Avenue and Newell Road bridges.
11. Participate in drafting of Agreement for Funding Construction and Construction Management Agreement for San Francisquito Creek Flood Reduction, Ecosystem Restoration, and Recreation Project.
12. Assist City Manager in the drafting of various administrative policies, including by not limited to personnel, website use, and other policies as requested by City Manager.
13. Complete ownership transfer of properties owned by the former Ravenswood Park and Recreation District to City ownership.
14. Assist Community and Economic Development Department in drafting amendments to Mobile Home Park closure Ordinance.
15. Assist Community and Economic Development Department in negotiations with American Water Enterprises regarding rate relief request packet review procedures and development of a Water Rates and Finances Worksheet
16. Meet with City departments to review and revise City's short form and long form contract templates and contract processing procedures.
17. Provide training to Rent Stabilization Board and Planning Commission regarding due process issues.

**CITY ATTORNEY'S OFFICE**  
FY 2014-2015 Adopted Budget

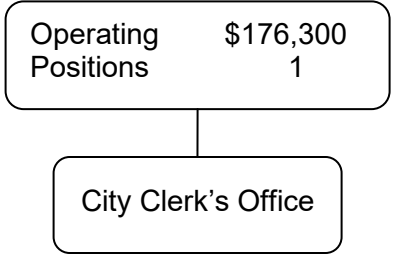


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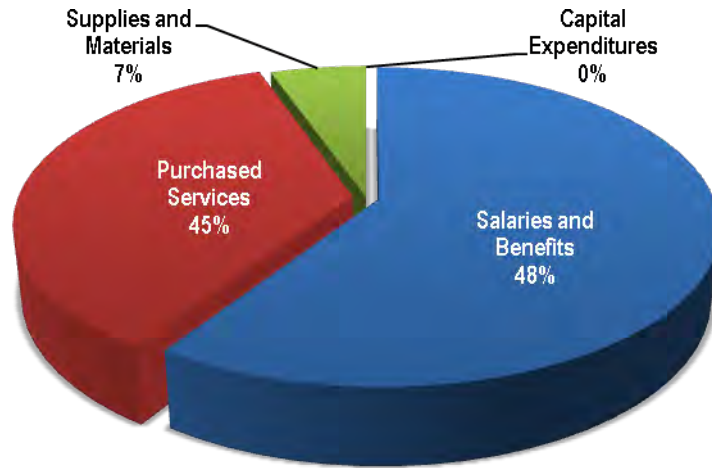
Total FTE's: 3

# CITY CLERK'S OFFICE

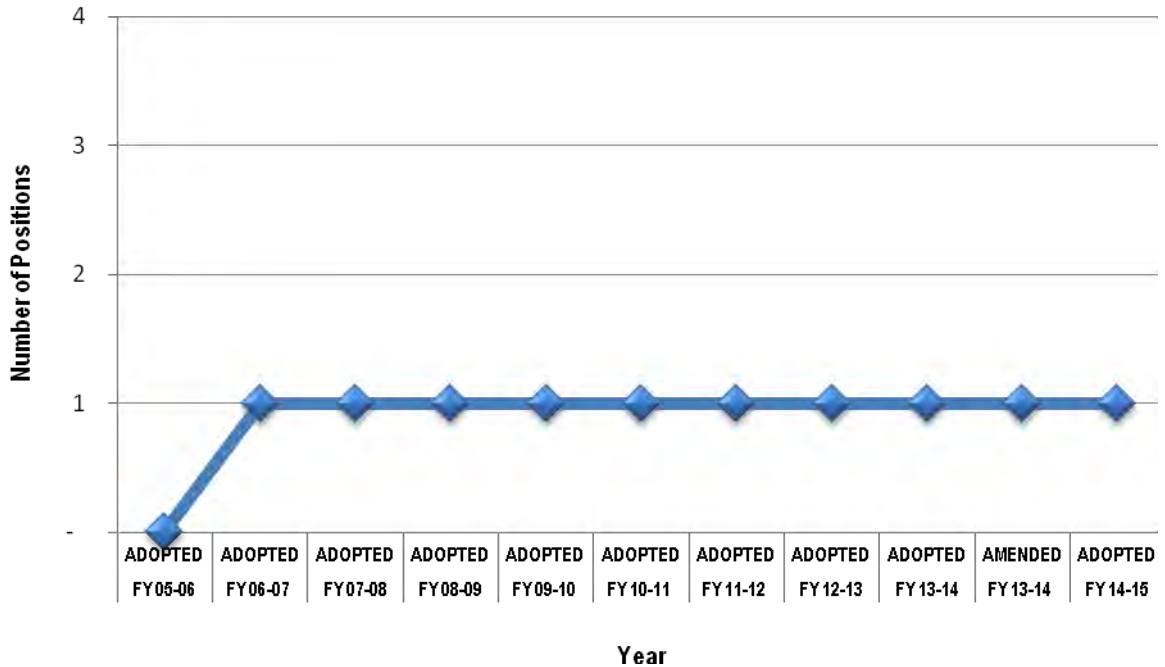
FY 2014-2015 Adopted Budget



## CHARACTER OF EXPENDITURES



## AUTHORIZED STRENGTH





# CITY CLERK'S OFFICE

## FY 2014-2015 Adopted Budget

### Department Summary

#### SOURCES

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
Special Revenues Fund	-	-	-	-	-
*Overhead Allocation	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### EXPENDITURES BY DEPARTMENT

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
City Clerk's Office	185,556	145,700	167,600	165,500	176,300
<b>TOTAL</b>	<b>185,556</b>	<b>145,700</b>	<b>167,600</b>	<b>165,500</b>	<b>176,300</b>

#### CHARACTER OF EXPENDITURES

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
<u>PERSONNEL</u>					
Salaries and Benefits	116,360	97,400	101,600	99,500	104,500
<b>Subtotal</b>	<b>116,360</b>	<b>97,400</b>	<b>101,600</b>	<b>99,500</b>	<b>104,500</b>
<u>SUPPLIES AND SERVICES</u>					
Purchased Services	50,796	42,500	55,700	56,200	62,300
Supplies and Materials	15,600	4,400	10,300	9,800	9,500
Capital Expenditures	2,800	1,400	-	-	-
<b>Subtotal</b>	<b>69,196</b>	<b>48,300</b>	<b>66,000</b>	<b>66,000</b>	<b>71,800</b>
<b>TOTAL</b>	<b>185,556</b>	<b>145,700</b>	<b>167,600</b>	<b>165,500</b>	<b>176,300</b>
<b>NET GENERAL FUND CONTRIBUTION</b>	<b>185,556</b>	<b>145,700</b>	<b>167,600</b>	<b>165,500</b>	<b>176,300</b>

**CITY CLERK'S OFFICE**  
**FY 2014-2015 Adopted Budget**

**Department Summary cont.**

**AUTHORIZED STRENGTH**

**Position (FTE) Summary**

City Clerk's Office

	FY 2011-12 ADOPTED BUDGET	FY 2012-13 ADOPTED BUDGET	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
	1	1	1	1	1
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

**Position (FTE) Detail**

Deputy City Clerk

	FY 2011-12 ADOPTED BUDGET	FY 2012-13 ADOPTED BUDGET	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
	1	1	1	1	1
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

# **CITY CLERK'S OFFICE**

**FY 2014-2015 Adopted Budget**

## **Office Summary**

### **MISSION STATEMENT**

The City Clerk's Office maintains the City's official records and documents and ensures ease of access to public information and the availability of timely and accurate information required to support the City Council in making policy decisions.

The City Manager is designated as the City Clerk. The City Clerk's Office has a support staff level of one Deputy City Clerk position.

The Deputy City Clerk's priorities consist of preparation and distribution of City Council agenda materials; taking, transcribing, and certifying minutes; maintaining the City's official records; monitoring compliance with California Fair Political Practices Commission (FPPC) requirements; and preparing ordinances for codification, including updates to the East Palo Alto Municipal Code. Other functions of the Office of the City Clerk include scheduling and performing legally required activities for matters such as annexations, bond issues, bids, regular and special elections and hearings, and administering Oaths of Office to newly appointed members of the City's Boards, Committees and Commissions as well as newly elected officials. The priorities are driven by the directions and actions of the City Council, the City Manager/Clerk, and the public's requests for information.

The emphasis of the Fiscal Year 2014-2015 budget is to maintain current levels of service to the public with a focus on timeliness and accuracy. In addition, the City Clerk's Office will:

- Plan, direct and coordinate functions and activities, as directed by the City Manager/City Clerk's Office and the laws related to public records;
- Prepare and distribute agenda packets and record minutes for the City Council meetings;
- Coordinate with the Media Center to televise City Council and Planning Commission meetings;
- Monitor, and file Fair Political Practices Commission Conflict of Interest forms (Form 700) for all designated employees, Council Members and members of City Council-appointed Advisory Bodies;
- Audit and monitor election Campaign Disclosure Form filings;
- Update the Municipal Code, as necessary;
- Assist the City Manager and other Department Heads with technical and administrative work related to City codes, resolutions, contracts, regulations and policies; and
- Maintain Resolutions/Ordinances by assigning sequential numbering, preparing and maintaining directories (automated and manual), maintaining and distributing all City Resolutions, Ordinances, and the Municipal Code.

# **CITY CLERK'S OFFICE**

## **FY 2014-2015 Proposed Budget**

### **Office Summary (cont.)**

#### **SIGNIFICANT CHANGES**

##### **FY 2013-2014 Adopted to FY 2013-2014 Amended:**

The Fiscal Year 2013-2014 Amended Budget Net General Fund Contribution of \$165,500 is a decrease of \$2,100 from the FY2013-2014 Adopted Net General Fund Contribution of \$167,600. This decrease of (1.25%) is due mainly to budgeted but unused overtime costs.

##### **FY 2013-2014 Amended to FY 2014-2015 Adopted:**

The Fiscal Year 2014-2015 Adopted Budget Net General Fund Contribution of \$176,300 is an increase of \$10,800 from the FY2013-2014 Amended Net General Fund Contribution of \$165,500. This increase of 6.5% is due primarily to a combination of higher personnel costs from the reduction of furlough days, a 9.9% rise in CalPERS employer rates, and a projected 10% escalation of medical benefit costs.

# CITY CLERK'S OFFICE

FY 2014-2015 Adopted Budget

## FY 2013-2014 ACCOMPLISHMENTS

general municipal consolidated election candidates for council office.

OBJECTIVE	RESULT
1. To develop and initiate the automated application process for City Council appointed advisory bodies by June 30, 2013.	Completed
2. To post and broadcast 22 Regular City Council agendas at least <u>72 hours</u> prior to the meeting from July 2013 – June 2014.	Completed
3. To post and broadcast Special City Council agendas at least <u>24 hours</u> prior to the meeting from July 2013 – June 2014.	Completed
4. To upload recorded video of Regular and Special City Council Meeting and post on the Website the next day from Jan 2013 – June 2014.	Completed
5. To ensure that the Media Center is notified and scheduled to video record all Regular and Special City Council Meetings from July 2013 – June 2014.	Completed
6. To ensure that the Agenda Items are placed on the Website at least 72 hours prior to the meeting from July 2013 – June 2014.	Completed
7. To ensure that the minutes of the Regular and Special City Council Meetings are up to date 24 hours following City Council Adoption from July 2013 – June 2014.	Completed
8. To provide timely submission of City Council Meeting, Agendas, meeting posting, meeting materials online, and hard copies to the library from July 2013 – June 2014.	Completed
9. To provide public records to the public upon request within the required 10 day or additional 14 day extension per Public Records Act.	There was no need to grant extensions, all requests were handled within the 10 day period.
10. To revise/update the City's Election training/procedural manual provided to	There was no election in 2013-14

# **CITY CLERK SERVICES**

## **FY 2014-2015 Adopted Budget**

### **FY 2014-2015 OBJECTIVES**

1. Maintain the City's filing system which consists of the legislative record.
2. Continue the inventory of active and inactive records stored at Demeter Warehouse which may be eligible for destruction and/or proper retention pursuant to the records retention schedule adopted June 2013.
3. Continue to provide training to staff as needed on the policy, retention schedule, and legal destruction of inactive records.
4. Ensure proper posting and noticing of agendas for public meetings/hearings to comply with Brown Act and to maintain open and transparent government.
5. Coordinate a seamless and systematic Advisory Body annual recruitment and appointment process.
6. Monitor compliance of designated Form 700 filers.
7. Monitor compliance/audit of the State's Campaign Disclosure Forms for elected officials.
8. Ensure that the Media Center is well informed of the City Council and Planning Commission meeting schedule for public broadcasting.
9. Conduct a smooth and systematic election process for the November 2014 municipal election.

**CITY CLERK'S OFFICE**

**FY 2014-2015 Adopted Budget**

CITY MANAGER/ CITY  
CLERK

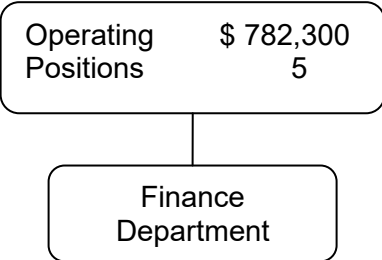
Deputy City Clerk

DB- 44

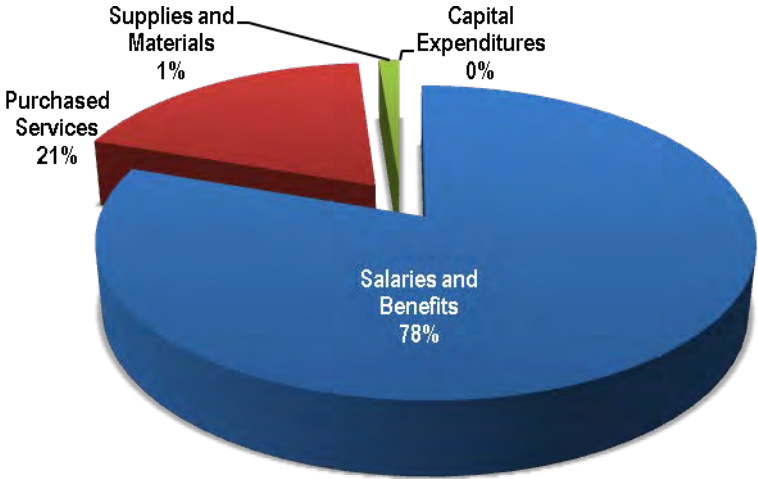
Total FTE's: 1

# FINANCE DEPARTMENT

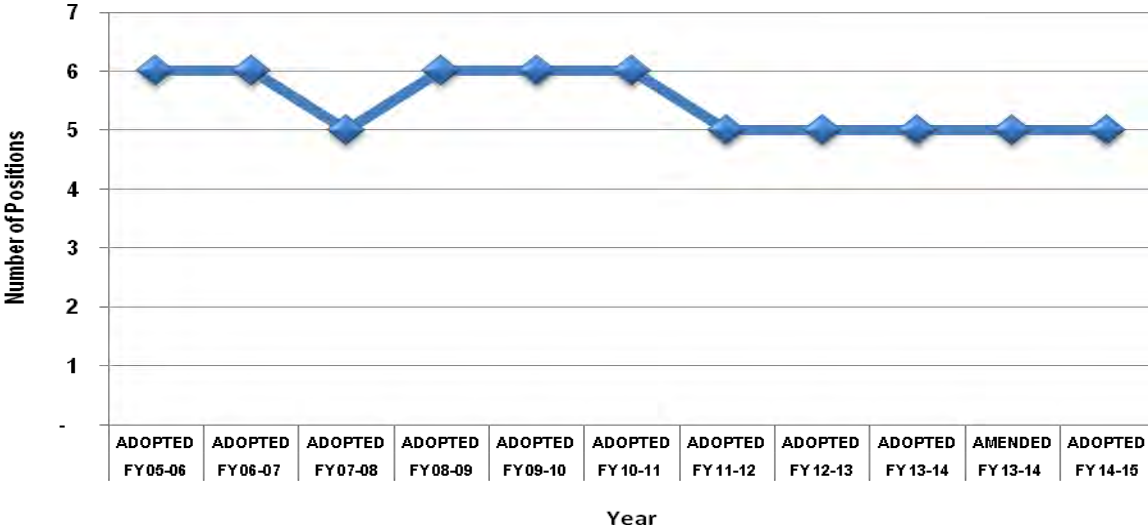
**FY 2014-2015 Adopted Budget**



## CHARACTER OF EXPENDITURES



## AUTHORIZED STRENGTH





# FINANCE DEPARTMENT

## FY 2014-2015 Adopted Budget

### Department Summary

#### SOURCES

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
Special Revenue Funds	3,485	2,930	2,400	2,400	2,000
Measure C Funds	3,929	1,260	2,200	2,100	1,600
Enterprise Funds	2,139	2,250	2,300	2,300	2,400
Redevelopment Funds	9,559	-	-	-	-
Grant Funds	-	410	-	-	-
<b>TOTAL</b>	<b>19,112</b>	<b>6,850</b>	<b>6,900</b>	<b>6,800</b>	<b>6,000</b>

#### EXPENDITURES BY DEPARTMENT

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
Finance Department	775,660	673,400	764,300	741,000	782,300
<b>TOTAL</b>	<b>775,660</b>	<b>673,400</b>	<b>764,300</b>	<b>741,000</b>	<b>782,300</b>

#### CHARACTER OF EXPENDITURES

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
<u>PERSONNEL</u>					
Salaries and Benefits	595,200	542,850	614,000	599,000	649,900
<b>Subtotal</b>	<b>595,200</b>	<b>542,850</b>	<b>614,000</b>	<b>599,000</b>	<b>649,900</b>
<u>SUPPLIES AND SERVICES</u>					
Purchased Services	168,690	122,450	141,000	133,200	123,100
Supplies and Materials	9,070	6,650	9,300	8,800	9,300
Capital Expenditures	2,700	1,450	0	0	0
<b>Subtotal</b>	<b>180,460</b>	<b>130,550</b>	<b>150,300</b>	<b>142,000</b>	<b>132,400</b>
<b>TOTAL</b>	<b>775,660</b>	<b>673,400</b>	<b>764,300</b>	<b>741,000</b>	<b>782,300</b>
<b>NET GENERAL FUND CONTRIBUTION</b>	<b>756,548</b>	<b>666,550</b>	<b>757,400</b>	<b>734,200</b>	<b>776,300</b>

# FINANCE DEPARTMENT

## FY 2014-2015 Adopted Budget

### Department Summary cont.

**AUTHORIZED STRENGTH**

**Position (FTE) Summary**

Finance Department

**TOTAL**

FY 2011-12 ADOPTED BUDGET	FY 2012-13 ADOPTED BUDGET	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
5	5	5	5	5
<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

**Position (FTE) Detail**

\* Accountant I  
 \* Accountant II  
 Account Technician  
 Finance Director  
 Fiscal Analyst

**TOTAL**

FY 2011-12 ADOPTED BUDGET	FY 2012-13 ADOPTED BUDGET	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
1	-	-	-	-
1	2	2	2	2
1	1	1	1	1
1	1	1	1	1
1	1	1	1	1
<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

\* The Accountant I was promoted to Accountant II in FY 2011-12.

# FINANCE DEPARTMENT

**FY 2014-2015 Adopted Budget**

## **Finance Department Summary**

### **MISSION STATEMENT**

Maintain the financial integrity of the City by providing fiscal management and oversight. Oversee financial, compliance, and operational reviews and/or audits that provide independent and objective analysis of City departments; provide accurate, complete, and timely financial records, maintain and enhance the City's financial reporting systems, controls, and disbursements.

The functions of the Finance Department are: Administration, Financial Reporting, Budgeting, Long-term Financial Planning, Cash Management and Investments, Capital Financing and Debt Management; as well as daily accounting functions, including: Deposits and Accounts Payable; Grant Reporting; and Payroll. The Department has a staffing level of five positions, which includes: Finance Director, Fiscal Analyst, Accountant II (2), and an Account Technician.

The emphasis of the Fiscal Year 2014-2015 budget is to continue implementing commonly-accepted best practices in financial management and reporting. This goal includes continued efforts in enhancing inter-departmental service levels through the open and transparent communication of financial information.

In addition to the basic information and financial reporting services provided to the organization, the Finance Department will undertake projects that specifically address the City's goals and objectives:

- Provide funding advice for City capital projects related to debt, revenue, special assessment, and grant financing methods.
- Work with operating departments to assure accurate grant reporting and reimbursement. Develop the City's annual Operating Budget and team with the Community Development Department staff in developing the ten-year Capital Improvement Program and Capital Budget
- Administer the financial and reporting aspects of the dissolution of the former Redevelopment Agency and the financial activities of the Successor Agency.
- Develop and enhance employee skills through internal classes, seminars, and reference materials.

### **SIGNIFICANT CHANGES**

#### **FY 2013-2014 Adopted to FY 2013-2014 Amended:**

The Fiscal Year 2013-2014 Amended Budget Net General Fund Contribution of \$734,200 is a decrease of \$23,200 from the Fiscal Year 2013-2014 Adopted Budget Net General Fund Contribution of \$757,400. This 3.1% decrease is due mainly the underfilling of an Accountant II position.

#### **FY 2013-2014 Amended to FY 2014-2015 Adopted:**

The Fiscal Year 2014-2015 Adopted Budget Net General Fund Contribution of \$776,300 is an increase of \$42,100 from the Fiscal Year 2013-14 Amended Budget Net General Fund Contribution of \$734,200. This 5.7% increase is due mainly to higher personnel costs from the reduction of 9 furlough days to 3 furlough days, an increase CalPERS employer rates and health insurance costs, offset by a reduction of \$11,500 in annual audit fees.

# FINANCE DEPARTMENT

## FY 2014-2015 Adopted Budget

### FY 2013-2014 ACCOMPLISHMENTS

OBJECTIVE	RESULT
1. Assist City Manager's Office in the preparation and adoption of the FY 2014-15 budget by June 30, 2014.	Completed
2. Provide support to the Community Development Department in the preparation of the FY 2014-15 to FY 2023-24 (Ten-Year) Capital Improvement Program and Fiscal Year 2013-14 Capital Budget for adoption by June 30, 2014.	Completed
3. Complete Comprehensive Annual Financial Report and submit application to Government Finance Officers Association (GFOA) for excellence in financial reporting award by December 31, 2013.	Completed
4. Explore options to increase ongoing General Fund revenues (e.g. local sales tax measure).	A local sales tax and transient occupancy tax were revenue measures identified in the City Council Strategic Planning retreat. Staff will seek direction from the City Council in the timing of proceeding with either or both of these measures
5. Assist Community Development staff to explore options and to initiate broad-based public outreach to obtain support for the City's Drainage and Lighting Assessment Districts, and Water Services fees in order to provide the capital resources to improve the City's aging infrastructure systems. Report progress of research to Council by May 2014.	Community Development Staff has identified water service fees to fund the replacement of aging water meters and has also engage a consultant to develop a multi-year water fee study to include the funding of the replacement of water infrastructure.

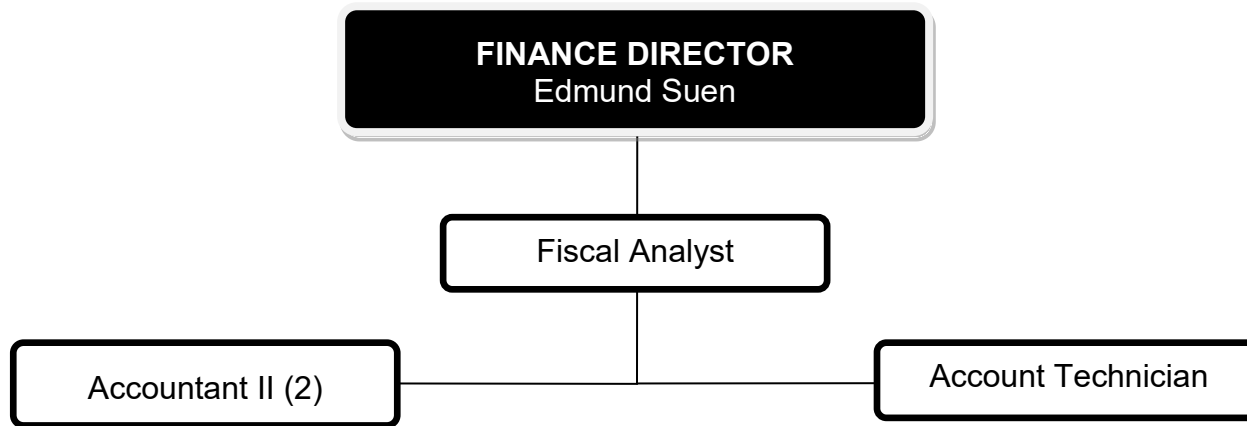
# **FINANCE DEPARTMENT**

## **FY 2014-2015 Adopted Budget**

### **FY 2014-2015 OBJECTIVES**

1. Assist City Manager's Office in the preparation and adoption of the FY 2015-16 budget by June 30, 2015.
2. Provide support to the Community Development Department in the preparation of the FY 2015-16 to FY 2024-25 (Ten-Year) Capital Improvement Program and Fiscal Year 2015-16 Capital Budget for adoption by June 30, 2015.
3. Complete FY 2013-14 Comprehensive Annual Financial Report and submit application to Government Finance Officers Association (GFOA) for excellence in financial reporting award by December 31, 2014.
4. Seek direction from the City Council in the timing of proceeding with a new revenue measure to increase ongoing General Fund revenues (e.g. local sales tax measure; transient occupancy tax). Upon direction to proceed, work with City Manager's office to develop and execute a public information strategy.

**FINANCE DEPARTMENT**  
**FY 2014-2015 Adopted Budget**

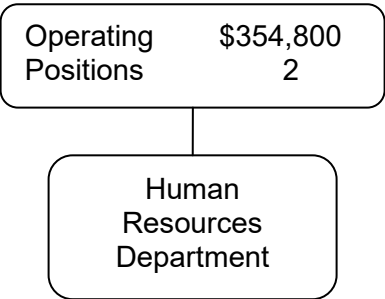


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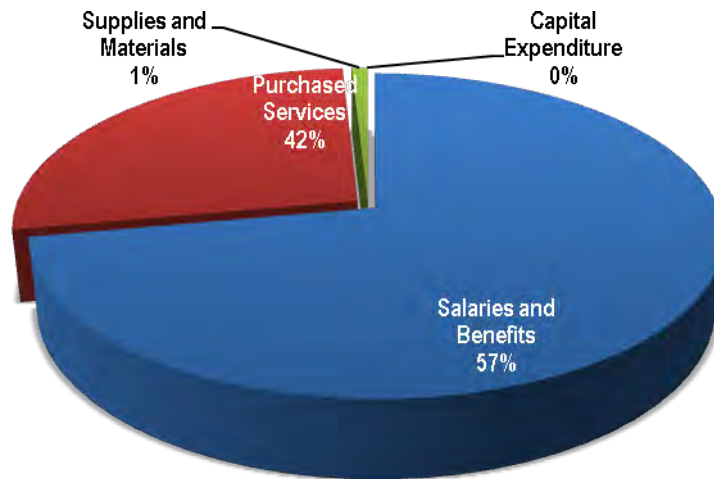
Total FTE's: 5

# HUMAN RESOURCES DEPARTMENT

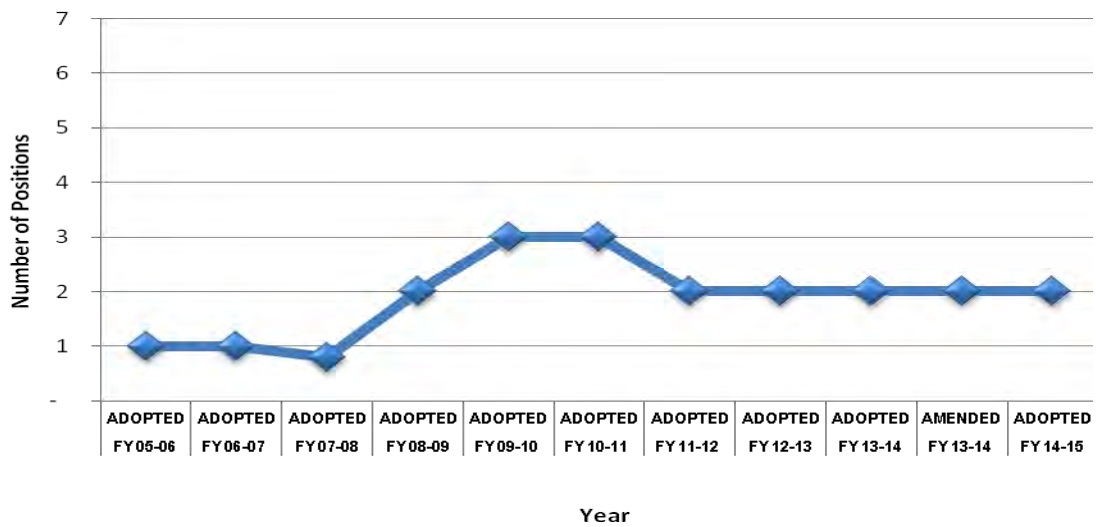
FY 2014-2015 Adopted Budget



## CHARACTER OF EXPENDITURES



## AUTHORIZED STRENGTH



# HUMAN RESOURCES DEPARTMENT

## FY 2014-2015 Adopted Budget

### Department Summary

#### SOURCES

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
Measure C Crime Prevention Fund	-	-	-	-	-
Grant	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### EXPENDITURES BY DEPARTMENT

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
Human Resources Department	291,800	296,000	403,500	376,900	354,800
<b>TOTAL</b>	<b>291,800</b>	<b>296,000</b>	<b>403,500</b>	<b>376,900</b>	<b>354,800</b>

#### CHARACTER OF EXPENDITURES

##### PERSONNEL

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
Salaries and Benefits	93,300	169,000	248,500	221,900	255,900
<b>Subtotal</b>	<b>93,300</b>	<b>169,000</b>	<b>248,500</b>	<b>221,900</b>	<b>255,900</b>

##### SUPPLIES AND SERVICES

Purchased Services	195,600	124,800	150,200	150,200	95,700
Supplies and Materials	2,900	2,200	4,800	4,800	3,200
Capital Expenditure	-	-	-	-	-
<b>Subtotal</b>	<b>198,500</b>	<b>127,000</b>	<b>155,000</b>	<b>155,000</b>	<b>98,900</b>

<b>TOTAL</b>	<b>291,800</b>	<b>296,000</b>	<b>403,500</b>	<b>376,900</b>	<b>354,800</b>
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<b>NET GENERAL FUND CONTRIBUTION</b>	<b>291,800</b>	<b>296,000</b>	<b>403,500</b>	<b>376,900</b>	<b>354,800</b>
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#### AUTHORIZED STRENGTH

	FY 2011-12 ADOPTED BUDGET	FY 2012-13 ADOPTED BUDGET	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
<b>Position (FTE) Summary</b>					
Human Resources Department	2	2	2	2	2
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>



# HUMAN RESOURCES DEPARTMENT

## FY 2014-2015 Adopted Budget

### Department Summary cont.

	FY 2011-12 ADOPTED BUDGET	FY 2012-13 ADOPTED BUDGET	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
<b>Position (FTE) Detail</b>					
Human Resources Manager	1	1	1	1	1
HR Assistant	1	1	1	1	1
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

# HUMAN RESOURCES DIVISION

**FY 2014-2015 Adopted Budget**

## **Human Resources Division Summary**

### **MISSION STATEMENT**

The Human Resources Division provides quality services to the City Council, City Manager, City Departments, employees and applicants related to recruitment, testing, classification and compensation analysis, employee benefits administration and employee/labor relations.

The Human Resources Division, overseen by the Assistant City Manager, is a Division of the City Manager's Office. Two positions are assigned to the Division -- a Human Resources Manager and a Human Resources Assistant.

The emphasis of the Fiscal Year 2014-2015 budget is to continue reviewing and improving all Human Resources-related functions in order to ensure:

- All legal mandates are being met;
- Employees receive accurate, complete and timely Human Resources-related services;
- Limited resources are being used in an efficient and effective manner, with a focus on priority deliverables; and
- best practices and modern technology tools are utilized to streamline and improve processes.

Objectives for Fiscal Year 2014-15 include:

1. Meet and confer with employee bargaining units about health and dental insurance plans concerning premiums, plan design and employee/employer contributions and a plan year change to a calendar year basis.
2. Expand the use of fillable forms, electronic documents and other means to expand environmentally sound practices to minimize waste and utilize renewable resources (as one example – reduce the use of paper).
3. Develop and implement a new, more effective and user-friendly Employee Performance Review System.
4. Implement the new employee orientation and annual training requirements of the Injury/Illness Prevention Plan.
5. Create new job descriptions for those that are missing and update/revise all job descriptions to create a uniform format; post to City website.

### **SIGNIFICANT CHANGES**

#### **FY 2013-2014 Adopted to FY 2013-2014 Amended:**

The Fiscal Year 2013-2014 Amended Budget Net General Fund Contribution of \$376,900 is a decrease of \$26,600 from the Fiscal Year 2013-2014 Adopted Budget Net General Fund Contribution of \$403,500. This 6.6% decrease is the result of an approximate \$30,000 in savings from unfilling the Human Resource Manager position for most of the fiscal year.

#### **FY 2013-2014 Amended to FY 2014-2015 Adopted:**

The Fiscal Year 2014-2015 Adopted Budget Net General Fund Contribution of \$354,800 is a decrease of \$22,100 from the Fiscal Year 2013-2014 Amended Budget Net General Fund Contribution amount of \$376,900. This 5.9% reduction is due mainly to a \$34,000 increase in personnel costs, offset by a \$62,500 decrease in outside counsel costs for labor related matters.

# HUMAN RESOURCES DIVISION

FY 2014-2015 Adopted Budget

## FY 2013-2014 ACCOMPLISHMENTS

OBJECTIVE	RESULT
1. To identify a consultant to update the City Personnel Policies and Procedures by July 2012.	Completed
2. Streamline the recruitment process by automating job applications by September 2012.	Completed
3. To fill the vacant Human Resource position	Completed
4. To assist the Finance Department with preparing a Request for Proposal (RFP) for a new financial and human resource database system by October 2012.	Incomplete; currently consulting with HR and Finance professionals on available systems that function optimally
5. To successfully complete negotiations between the City and the Police Officers Association (POA) by July 2012.	Completed
6. To successfully complete negotiations between the City and the Service Employee International Union 521 (SEIU) by July 2012.	Incomplete
7. To successfully complete negotiations between the City and the Management Employees' Association.	Incomplete (pending completion of SEIU negotiations)
8. To provide AB 1825 Mandated Harassment training to new supervisors, Council, boards and commissions by June 2013	This training is due in 2014 and will be provided at that time

# **HUMAN RESOURCES DIVISION**

**FY 2014-2015 Adopted Budget**

## **FY 2014-2015 OBJECTIVES**

1. Meet and confer with employee bargaining units about health and dental insurance plans concerning premiums, plan design and employee/employer contributions and a plan year change to a calendar year basis.
2. Expand the use of fillable forms, electronic documents and other means to expand environmentally sound practices to minimize waste and utilize renewable resources (as one example – reduce the use of paper).
3. Develop and implement a new, more effective and user-friendly Employee Performance Review System.
4. Implement the new employee orientation and annual training requirements of the Injury/Illness Prevention Plan.
5. Create new job descriptions for those that are missing and update/revise all job descriptions to create a uniform format; post to City website.

# HUMAN RESOURCES DEPARTMENT

FY 2014-2015 Adopted Budget

**ASSISTANT CITY MANAGER/  
HUMAN RESOURCES DIRECTOR**  
Barbara Powell

Human  
Resources  
Assistant

Human  
Resources  
Manager

Total FTE's: 2

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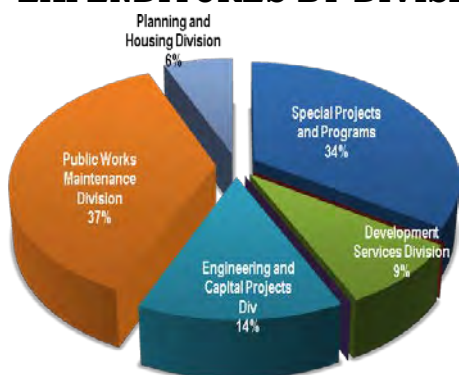
# COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2014-2015 Adopted Budget

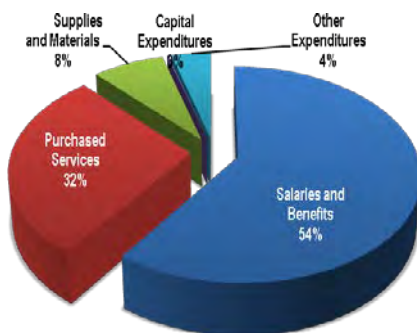
Operating \$ 6,818,400  
Positions 34

Community and  
Economic  
Development

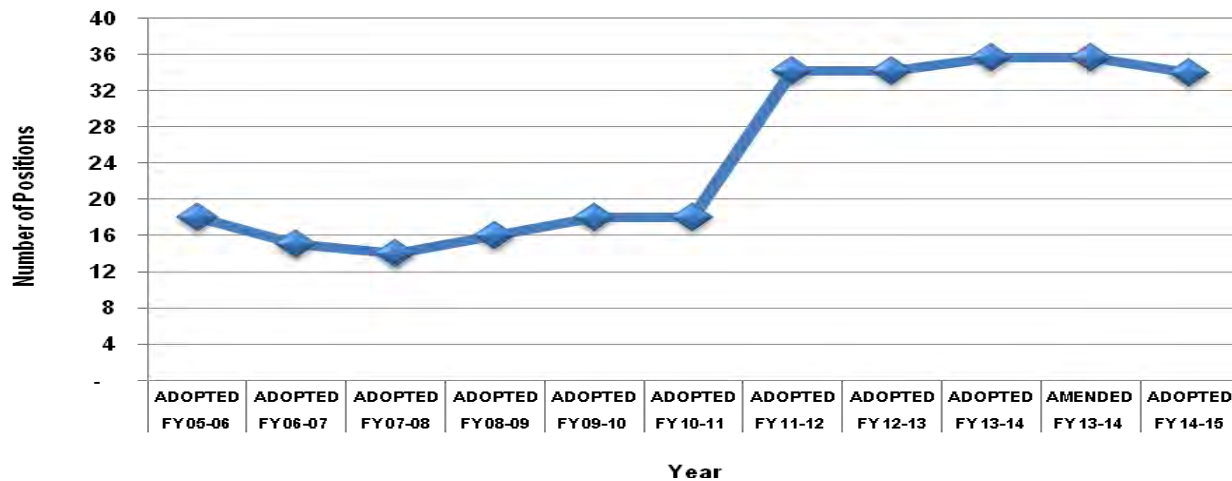
## EXPENDITURES BY DIVISION



## CHARACTER OF EXPENDITURES



## AUTHORIZED STRENGTH



# COMMUNITY AND ECONOMIC DEVELOPMENT

## FY 2014-2015 Adopted Budget

### Department Summary

#### SOURCES

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
Charges for Services	469,600	535,900	621,000	657,100	726,100
Special Revenue Funds	1,420,100	1,266,600	2,060,200	2,254,800	1,731,500
Economic Dev/Successor Agency	740,750	588,200	310,000	310,000	310,000
Enterprise Funds	153,800	178,100	264,500	266,100	273,600
TOT Funds	-	70,900	70,900	70,900	-
Grants	807,300	364,200	348,000	353,000	300,000
<b>TOTAL</b>	<b>3,591,550</b>	<b>3,003,900</b>	<b>3,674,600</b>	<b>3,911,900</b>	<b>3,341,200</b>

#### EXPENDITURE BY DEPARTMENT

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
Special Projects and Programs	1,130,800	1,923,400	2,127,400	2,028,300	2,333,200
Senior Services	225,375	216,900	299,900	266,400	-
Development Services Division	381,280	212,100	482,800	446,100	595,400
Economic Development/Successor	882,700	1,024,800	636,700	565,700	-
Engineering and Capital Projects Div	1,277,950	573,600	919,400	967,100	928,300
Public Works Maintenance Division	2,011,150	1,929,400	2,544,600	2,550,100	2,521,500
Planning and Housing Division	378,840	376,200	567,200	593,100	440,000
<b>TOTAL</b>	<b>6,288,095</b>	<b>6,256,400</b>	<b>7,578,000</b>	<b>7,416,800</b>	<b>6,818,400</b>

#### CHARACTER OF EXPENDITURES

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
<u>PERSONNEL</u>					
Salaries and Benefits	3,068,300	3,174,700	4,113,180	3,872,800	4,073,200
<b>Subtotal</b>	<b>3,068,300</b>	<b>3,174,700</b>	<b>4,113,180</b>	<b>3,872,800</b>	<b>4,073,200</b>
<u>SUPPLIES AND SERVICES</u>					
Purchased Services	1,423,480	2,462,200	2,409,220	2,481,800	1,933,900
Supplies and Materials	403,444	368,800	497,400	501,500	514,800
Capital Expenditures	8,418	3,200	213,500	216,000	10,500
Other Expenditures	437,464	247,500	344,700	344,700	286,000
<b>Subtotal</b>	<b>2,272,806</b>	<b>3,081,700</b>	<b>3,464,820</b>	<b>3,544,000</b>	<b>2,745,200</b>
<b>TOTAL</b>	<b>5,341,106</b>	<b>6,256,400</b>	<b>7,578,000</b>	<b>7,416,800</b>	<b>6,818,400</b>
NET GENERAL FUND CONTRIBUTION	2,696,545	3,252,500	3,903,400	3,504,900	3,477,200
CHARGES FOR SERVICES	469,600	535,900	621,000	657,100	726,100
<b>TOTAL GENERAL FUND</b>	<b>3,166,145</b>	<b>3,788,400</b>	<b>4,524,400</b>	<b>4,162,000</b>	<b>4,203,300</b>

# COMMUNITY AND ECONOMIC DEVELOPMENT

## FY 2014-2015 Adopted Budget

### Department Summary cont.

#### AUTHORIZED STRENGTH

	FY 2011-12 ADOPTED BUDGET	FY 2012-13 ADOPTED BUDGET	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
<b>Position (FTE) Summary</b>					
Administration and Special Projects Div	5	5	7	7.0	8
* CD-Senior Services	1.63	1.63	1.63	1.63	-
Development Services Division	3	3	4	4	5
Economic Development Division	-	-	2	2	-
* Engineering and Capital Projects Div	6	6	6	6	6
* Public Works Maintenance Division	11	11	11	11	12
Planning and Housing Division	3	3	4	4	3
Redevelopment	6	6	-	-	-
<b>TOTAL</b>	<b>35.63</b>	<b>35.63</b>	<b>35.63</b>	<b>35.63</b>	<b>34.00</b>

#### Position (FTE) Detail

	FY 2011-12 ADOPTED BUDGET	FY 2012-13 ADOPTED BUDGET	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
Administrative Assistant	1	1	1	1	1
Assistant Engineer	2	2	1	1	1
Associate Planner	2	2	2	2	1
* Associate Engineer	-	-	-	-	1
* Assistant Planner	-	-	-	-	1
Building Inspector	1	1	1	1	1
Permit Technician	1	1	2	2	2
** Chief Building Official	1	1	1	1	1
City Engineer	1	1	1	1	1
* Code Enforcement Officer II	-	-	-	-	1
Community Development Director	1	1	1	1	1
Deputy Director	1	1	1	1	1
** Economic Development Manager	-	-	1	1	-
** Economic Development Coordinator I/II	-	-	1	1	-
Electrician	1	1	1	1	1
Engineering Technician	1	1	1	1	-
General Plan Project Manager	-	-	1	1	1
Housing Development	1	1	-	-	-
Management Analyst	-	-	2	2	2
Maintenance Division Manager	1	1	1	1	1
* Maintenance Worker I	5	5	3	3	4
Maintenance Worker II	3	3	3	3	3
Maintenance Worker III	2	2	2	2	2
Management Analyst NPDES Proj	-	-	1	1.0	1
*** Nutrition Site Supervisor (PT)	0.63	0.63	0.63	0.63	-
Office Assistant	1	1	1	1	1
Planning Division Manager	1	1	1	1	1
* Public Works Inspector	1	1	-	-	1
RDA Division Manager	1	1	-	-	-
RDA Project Coordinator I/II	1	1	-	-	-
RDA Project Manager	1	1	-	-	-
Secretary I/II	2	2	2	2	2
** Senior Engineer	1	1	2	2	1
*** Van Drivers (2 PT)	1	1	1	1	-
<b>TOTAL</b>	<b>35.63</b>	<b>35.63</b>	<b>35.63</b>	<b>35.63</b>	<b>34.00</b>

\* This position was established due to the 2014-15 Restructuring Plan.

\*\* This position was eliminated due to the 2014-15 Restructuring Plan.

\*\*\* This position was moved to the Community Programs Division due to the 2014-15 Restructuring Plan.



# COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

## FY 2014-2015 Adopted Budget Department Summary

### MISSION STATEMENT

The mission of the Community and Economic Development Department is to protect public health and safety while maintaining and enhancing the quality of life for residents through engineering, capital projects, planning, economic development, maintenance, and code enforcement programs.

The Department was created in 2011 to act as a clearinghouse for all development related services, economic development and capital projects. The Department includes the following functional areas/divisions: 1) Administration and Special Projects; 2) Development Services; 3) Planning and Housing; 4) Engineering and Capital Projects; and 5) Public Works Maintenance.

The Department is responsible for a wide-range of functions including:

- Coordinating and managing the City's development related functions (e.g. long range planning, development review, entitlement and permit processing, inspection services, engineering, housing and code compliance/enforcement);
- Maintaining existing streets, utilities and facilities;
- Developing and managing the City's Ten Year Capital Improvement Program and annual Capital Budget;
- Coordinating business development and retention efforts through both capital projects and direct economic development efforts;
- Managing the Community Free Shuttle program and other environmental programs;
- As the environmental coordinator for the City, ensuring compliance with the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA);
- Serving as the Disabled Access Coordinator to ensure safe and reasonable access for all citizens under the Americans with Disabilities Act (ADA) and California Title 24;
- Serving as the City's Floodplain Coordinator by managing the National Flood Insurance Program (NFIP) and Community Rating System (CRS);
- Managing storm water efforts to ensure compliance with the Clean Water Act and other mandates of the San Francisco Bay Regional Water Quality Control Board;
- Providing staff support to the City Council, Planning Commission, Public Works and Transportation Commission, and Senior Advisory Commission;
- Monitoring and collaborating with regional organizations (e.g. City/County Association of Governments (C/CAG), Metropolitan Transportation Committee (MTC), the Association of Bay Area Governments (ABAG), the South Bayside Waste Management Authority and the San Francisquito Creek Joint Powers Authority).

Through these core functions, the Department will support the City Council's Strategic Priorities by undertaking the following initiatives:

#### 1. *Enhance Public Safety and Emergency Preparedness*

- Administer the City's Floodplain regulations and maintain/enhance the City's Community Rating System (CRS) status
- Maintain the City's Permit Center including issuing permits and conducting inspections for new construction, remodels and public improvements throughout the City

# COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

## FY 2014-2015 Adopted Budget Department Summary (cont.)

### *1. Enhance Public Safety and Emergency Preparedness (cont.)*

- Coordinate with Menlo Park Fire Protection District (MPFPD), West Bay Sanitary District, East Palo Alto Sanitation District, Palo Alto Park Mutual Water Company and other entities on new development and infrastructure projects
- Coordinate and collaborate with East Palo Police Department, MPFPD and others on emergency preparedness efforts
- Maintain the storm drain system including the O'Connor Pump Station, streets and other infrastructure
- Continue to abate graffiti and illegal dumping on public facilities, within parks and adjacent to City streets
- Maintain code enforcement program including Administrative Hearing Process

### *2. Enhance Economic Vitality*

- Continue to administer the City's First Source Hiring Program and for FY 14-15 evaluate potential options to improve the program
- Continue to implement capital projects with particular focus on water supply and transportation projects
- Continue to work with individuals and firms seeking information about economic development opportunities while also working closely to retain existing businesses
- Administer the Ravenswood/4Corners Specific Plan

### *3. Increase Organizational Effectiveness*

- Work with the City Manager to identify and implement opportunities to improve departmental effectiveness
- Develop CRW software to provide reports and other information to the City Manager and Finance Department
- Attend and monitor activities of special districts and regional agencies/authorities that affect the City of East Palo Alto
- More fully implement the IWORQ software within Maintenance
- Evaluate opportunities to utilize paid and unpaid interns

### *4. Improve Public Facilities and Infrastructure*

- Complete design of Bay Road and related downstream infrastructure
- Complete design of Gloria Way Well treatment facility
- Complete Safe Routes to School (Federal) project
- Complete construction of Phase 3 of Cooley Landing Park
- Implement projects included in the FY 2014-15 Capital Budget and initiate work on improving Ten Year Capital Program format.
- Initiate work on preventive maintenance program
- Coordinate with San Francisquito Creek Joint Powers Authority on implementation of flood control projects

# COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

## FY 2014-2015 Adopted Budget Department Summary (cont.)

### 5. *Improve Communication and Enhance Community Engagement*

- Evaluate opportunities to educate the Community on Department projects, programs and new development
- Maintain the City's website to ensure Department information is available and up to date
- Reevaluate noticing options for development projects
- Finalize work related to second dwelling units and garage conversions
- Provide articles for City Newsletter and City Manager Notes and Quotes

### 6. *Create a Healthy and Safe Community*

- Manage the City's General Plan Update process including the integration of a Healthy Community's Element
- Evaluate opportunities to enhance/expand parks and open space opportunities including development of playground at Bell Street Park

## SIGNIFICANT CHANGES

### **FY 2013-2014 Adopted to FY 2013-2014 Amended:**

The Fiscal Year 2013-2014 Amended Budget Net General Fund Contribution \$3,504,900 is a decrease of \$398,500 from the Fiscal Year 2013-2014 Adopted Net General Fund Contribution of \$3,903,400. This 10.2% decrease is due to several factors, including a projected savings of approximately \$302,000 from vacant positions throughout the year, an increase in fee revenues, unspent Senior Program service and supplies, and a projected reduction in contract services, all of which are partially offset by a reduction of furlough days from 13 to 9.

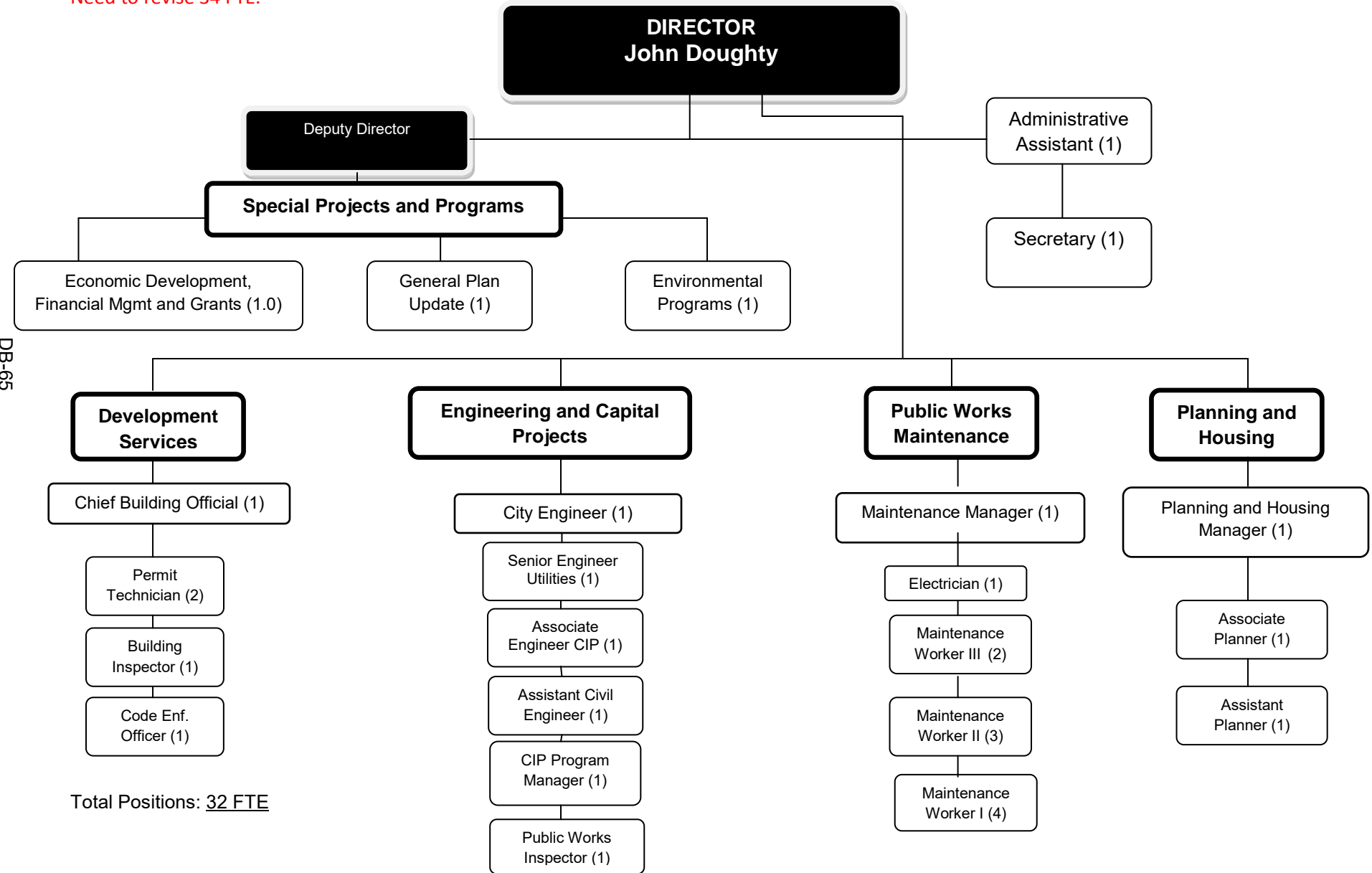
### **FY 2013-2014 Amended to FY 2014-2015 Adopted:**

The Fiscal Year 2014-2015 Amended Budget Net General Fund Contribution of \$3,477,200 is a slight decrease of \$27,700 from the Fiscal Year 2013-2014 Amended Budget Net General Fund Contribution of \$3,504,900. This 0.79% decrease is due to several factors, including an increase of \$69,000 in projected revenues for charges for services, a cost transfer of \$139,700 from assigning the Senior Services Division to the Community Programs Division, the consolidation of the Economic Development Division to Special Projects and Programs, the reclassification of an Associate Planner to an Assistant Planner position, and the addition of a Maintenance Worker I position in exchange for a secretary position. Notwithstanding, there will be salaries and benefit increases from a further reduction in furlough days from 9 to 3 and higher CalPERS and health benefit costs,

# COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

FY 2014-2015 Adopted Budget

Need to revise 34 FTE.



Total Positions: 32 FTE

DB-65

# COMMUNITY AND ECONOMIC DEVELOPMENT

## FY 2014-2015 Adopted Budget

### Special Projects and Programs Division

#### Division Summary

##### SOURCES

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
Grants	448,306	313,800	317,000	317,000	300,000
Economic Development	42,730	-	-	-	-
Enterprise Funds	33,046	35,200	59,000	59,000	89,000
Successor Agency	-	-	-	-	310,000
Special Revenue Funds	116,813	439,600	501,600	503,700	406,500
<b>TOTAL</b>	<b>640,895</b>	<b>788,600</b>	<b>877,600</b>	<b>879,700</b>	<b>1,105,500</b>

##### EXPENDITURES BY DEPARTMENT

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
Administration and Special Projects	1,130,800	1,923,400	2,127,400	2,028,300	2,333,200
<b>TOTAL</b>	<b>1,130,800</b>	<b>1,923,400</b>	<b>2,127,400</b>	<b>2,028,300</b>	<b>2,333,200</b>

##### CHARACTER OF EXPENDITURES

###### PERSONNEL

Salaries and Benefits	544,900	672,900	878,700	857,600	1,087,200
<b>Subtotal</b>	<b>544,900</b>	<b>672,900</b>	<b>878,700</b>	<b>857,600</b>	<b>1,087,200</b>

###### SUPPLIES AND SERVICES

Purchased Services	562,500	1,219,300	1,198,700	1,120,700	908,500
Supplies and Materials	21,900	31,200	44,000	44,000	41,500
Capital	1,500	-	6,000	6,000	10,000
Other Expenditures	-	-	-	-	286,000
<b>Subtotal</b>	<b>585,900</b>	<b>1,250,500</b>	<b>1,248,700</b>	<b>1,170,700</b>	<b>1,246,000</b>

<b>TOTAL</b>	<b>1,130,800</b>	<b>1,923,400</b>	<b>2,127,400</b>	<b>2,028,300</b>	<b>2,333,200</b>
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##### NET GENERAL FUND CONTRIBUTION

<b>489,905</b>	<b>1,134,800</b>	<b>1,249,800</b>	<b>1,148,600</b>	<b>1,227,700</b>
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# COMMUNITY AND ECONOMIC DEVELOPMENT

## FY 2014-2015 Adopted Budget

### Division Summary cont.

#### AUTHORIZED STRENGTH

	FY 2011-12 ADOPTED BUDGET	FY 2012-13 ADOPTED BUDGET	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
<b>Position (FTE) Summary</b>					
Administration and Special Projects	5	5.5	7	7	8
<b>TOTAL</b>	<b>5</b>	<b>5.5</b>	<b>7</b>	<b>7</b>	<b>8</b>

	FY 2011-12 ADOPTED BUDGET	FY 2012-13 ADOPTED BUDGET	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
<b>Position (FTE) Detail</b>					
Community Development Director	1	1	1	1	1
Community Development Deputy Director	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
a General Plan Proj Mgr (CIP funding)	-	-	-	-	1
Secretary II	1	1	1	1	1
Office Assistant	1	1	1	1	1
** NPDES Project Coordinator	-	0.5	-	-	-
* Management Analyst	-	-	1	1	1
* Management Analyst/NPDES Coord.	-	-	1	1	1
<b>TOTAL</b>	<b>5</b>	<b>5.5</b>	<b>7</b>	<b>7</b>	<b>8</b>

\* This position was established due to 2013-14 Restructuring Plan.

\*\* This position was eliminated due to 2013-14 Restructuring Plan.

a This position was moved from Planning and Housing Division to Administration and Special Projects Division due to 2014-15 Restructuring Plan.

# COMMUNITY AND ECONOMIC DEVELOPMENT

## FY 2014-2015 Adopted Budget

### Special Projects and Programs Division Summary

#### SERVICE DESCRIPTION

The Community and Economic Development Department provides a wide array of services to the community. The Department maintains the critical infrastructure and facilities of the City, and ensures ongoing operation and enhancement of public facilities and infrastructure. The Department provides planning and development related services to property owners and businesses. Community and Economic Development Department serves as the focal point for business and economic development efforts as well as administration of local affordable housing funds and programs. Other services include regional agency coordination, environmental coordination and transportation coordination, including the free shuttle.

Day-to-day administration of the Community and Economic Development Department is led by the Director and Deputy Director with the assistance of two analysts, administrative support staff and division managers. Administration manages the activities of the department, prepares and maintains budgets (revenues and expenditures) and coordinates grant writing and grant management provides administrative support to the Finance Department, which in turn supports the Successor Agency (formerly Redevelopment Agency) and Oversight Board. Additionally, Administration supports engineering and capital projects, parks, streets and facilities maintenance, long-range planning and development services. Administration also manages a number of special programs and projects including, but not limited to flood control, Cooley Landing Park Development, the General Plan Update and business development and retention. Administration is the primary point of contact with the City Manager's Office.

#### SIGNIFICANT CHANGES

##### **FY 2013-2014 Adopted to FY 2013-2014 Amended:**

The Fiscal Year 2013-2014 Amended Budget, Net General Fund Contribution of \$1,148,600 is a decrease of \$101,200 from the FY2013-2014 Adopted Budget, Net General Fund Contribution of \$1,249,800. This decrease of 8.1% is mainly due to a projected saving from a partially vacant Management Analyst position, an increase of \$17,400 in personnel costs as a result of a reduction in furlough days, and a decrease of \$70,000 in contract services.

##### **FY 2013-2014 Amended to FY 2014-2015 Adopted:**

The Fiscal Year 2014-2015 Adopted Budget, Net General Fund Contribution of \$1,227,700 is an increase of \$79,100 from the FY2013-2014 Amended Budget, Net General Fund Contribution of \$1,148,600. This 6.9% increase is due primarily to higher retirement and medical benefit costs, a reduction in furlough days, and full staffing for the Division.

# COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2014-2015 Adopted Budget

## Special Projects and Programs Division

### FY 2013-2014 ACCOMPLISHMENTS

OBJECTIVE	RESULT
1. Assist the City Manager in negotiation of financing plan with SFCJPA and partner agencies for San Francisquito Creek flood control project.	Completed
2. Hire General Plan Project Manager and continue work on the General Plan Update project.	Completed
3. Complete Phase 2 of Cooley Landing Park.	Parking, driveway and utilities completed.
4. Initiate work on Phase 3 (Education Center) of Cooley Landing.	Architectural design of building and site is underway.
5. Complete re-design and construction of City Permit Center.	Completed; Permit Center opened March 1st.
6. Complete evaluation of Maintenance Division functions and initial development of annual work program.	Completed; Management Talent Exchange Program intern assisted in completion of work.
7. Complete clean up and consolidation of Department files. Evaluate option for scanning and electronic storage.	Partially completed



# **COMMUNITY AND ECONOMIC DEVELOPMENT**

## **FY 2014-2015 Adopted Budget Special Projects and Programs Division**

### **FY 2014-2015 OBJECTIVES**

1. Develop and implement project management procedures and project tracking system.
2. Standardize file system and consolidate filing. Implement scanning and digital storage of files including scanning of existing microfiche.
3. Develop standard operating procedures and policies for Department.
4. Evaluate customer service and consider opportunities to improve services.
5. Continue work on the San Francisquito Creek flood control project in all aspects.
6. Continue work on General Plan Update and Environmental Impact Report (EIR).
7. Implement short term recommendations for Maintenance Division.
8. Manage special projects and programs including NPDES, City Free Shuttle, Senior Shuttle and Business Retention.
9. Manage the staff, programs and outcomes of all Community and Economic Development efforts.
10. Monitor and manage budget as well as accounts payable/accounts receivable functions.
11. Support the Planning Commission, Public Works and Transportation Commission, Senior Advisory Commission and the Successor Agency Oversight Board.
12. Provide support to the City Manager and other Departments as directed.

# COMMUNITY AND ECONOMIC DEVELOPMENT

## FY 2014-2015 Adopted Budget

### Senior Services

#### Division Summary

##### SOURCE

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
Grants	51,514	45,703	31,100	36,000	-
TOT Funds	-	70,900	70,900	70,900	-
<b>TOTAL</b>	<b>51,514</b>	<b>116,603</b>	<b>102,000</b>	<b>106,900</b>	<b>-</b>

##### EXPENDITURES BY DIVISION

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
Senior Services	225,375	216,900	299,900	266,400	-
<b>TOTAL</b>	<b>225,375</b>	<b>216,900</b>	<b>299,900</b>	<b>266,400</b>	<b>-</b>

##### CHARACTER OF EXPENDITURES

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
<u>PERSONNEL</u>					
Salaries and Benefits	83,100	55,200	98,500	98,500	-
<b>Subtotal</b>	<b>83,100</b>	<b>55,200</b>	<b>98,500</b>	<b>98,500</b>	<b>-</b>
<u>SUPPLIES AND SERVICES</u>					
Purchased Services	66,195	83,000	116,000	85,500	-
Supplies and Materials	5,700	7,800	14,500	11,500	-
Other Expenditures	70,380	70,900	70,900	70,900	-
<b>Subtotal</b>	<b>142,275</b>	<b>161,700</b>	<b>201,400</b>	<b>167,900</b>	<b>-</b>
<b>TOTAL</b>	<b>225,375</b>	<b>216,900</b>	<b>299,900</b>	<b>266,400</b>	<b>-</b>
<b>NET GENERAL FUND CONTRIBUTION</b>	<b>173,861</b>	<b>100,297</b>	<b>197,900</b>	<b>159,500</b>	<b>-</b>

##### AUTHORIZED STRENGTH

	FY 2011-12 ADOPTED BUDGET	FY 2012-13 ADOPTED BUDGET	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
<b>Position (FTE) Summary</b>					
Senior Services	1.63	1.63	1.63	1.63	-
<b>TOTAL</b>	<b>1.63</b>	<b>1.63</b>	<b>1.63</b>	<b>1.63</b>	<b>-</b>

##### Position (FTE) Detail

	FY 2011-12 ADOPTED BUDGET	FY 2012-13 ADOPTED BUDGET	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
* Nutrition Site Supervisor (PT)	0.63	0.63	0.630	0.63	-
* Van Drivers (2 - PT)	1	1	1	1	-
<b>TOTAL</b>	<b>1.63</b>	<b>1.63</b>	<b>1.63</b>	<b>1.63</b>	<b>-</b>

\* This position was moved to Community Programs Division due to the FY2014-15 Restructuring Plan.

# COMMUNITY AND ECONOMIC DEVELOPMENT

**FY 2014-2015 Adopted Budget**

## **Senior Services Summary**

### **SERVICE DESCRIPTION**

The Senior Services Program safely transports seniors to and from the Senior Center and provides daily nutritious and balanced meals.

The City delegates operations and programming of the Senior Center to a local non-profit. The City provides operational subsidy to the Senior Center via direct financial aid (Transient Occupancy Tax funds), maintenance of the building and grounds, operations of the transportation program and operations and administration of the nutrition program. The Nutrition Program and Senior Shuttle are funded, in part, through grant funding under the federal Older American's Act. Under the direction of the Community Development Director, the nutrition and transportation program is staffed by a part time Nutrition Supervisor and part time shuttle drivers. The emphasis in Fiscal Year 2014-15 will be on maintaining good standing with the San Mateo County Office of Aging Services (OASS) who oversee the grant programs. Additionally, staff will continue to raise awareness of the nutrition program throughout the community.

### **SIGNIFICANT CHANGES**

#### **FY 2013-2014 Adopted to FY 2013-2014 Amended:**

The Fiscal Year 2013-2014 Amended Budget Net General Fund Contribution of \$159,500 is a decrease of \$38,400 from the Fiscal Year 2013-2014 Adopted Budget Net General Fund Contribution of \$197,900. This 12.8% decrease is mainly due to a reduction of \$33,500 in service and supply cost.

#### **FY 2013-2014 Amended to FY 2014-2015 Adopted:**

Effective FY 2014-15, the Senior Services program will be consolidated into the Community Programs Division under the City Manager Department.

# COMMUNITY DEVELOPMENT

FY 2014-2015 Adopted Budget

Senior Services

## FY 2013-2014 ACCOMPLISHMENTS

OBJECTIVE	RESULT
1. To provide daily hot lunches to seniors year round.	Completed
2. To provide roundtrip transportation for seniors on a daily basis.	Completed
3. To offer four safety workshops on health and safety related issues annually.	Completed
4. To submit timely nutrition and transportation activity reports to San Mateo County by the 10 <sup>th</sup> of each month.	Completed

# COMMUNITY AND ECONOMIC DEVELOPMENT

## FY 2014-2015 Adopted Budget Development Services Division

### Division Summary

#### SOURCE

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
Charges for Services	229,630	230,000	296,000	296,000	350,500
Special Revenue Fund	0	0	0	5,000	15,000
<b>TOTAL</b>	<b>229,630</b>	<b>230,000</b>	<b>296,000</b>	<b>301,000</b>	<b>365,500</b>

#### EXPENDITURE BY DIVISION

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
Development Services Division	381,280	212,100	482,800	446,100	595,400
<b>TOTAL</b>	<b>381,280</b>	<b>212,100</b>	<b>482,800</b>	<b>446,100</b>	<b>595,400</b>

#### CHARACTER OF EXPENDITURES

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
<b>PERSONNEL</b>					
Salaries and Benefits	326,600	188,300	410,200	368,400	522,000
<b>Subtotal</b>	<b>326,600</b>	<b>188,300</b>	<b>410,200</b>	<b>368,400</b>	<b>522,000</b>
<b>SUPPLIES AND SERVICES</b>					
Purchased Services	50,700	23,600	72,600	75,600	70,500
Supplies and Materials	3,980	200	-	2,100	2,900
Capital Expenditures	-	-	-	-	-
<b>Subtotal</b>	<b>54,680</b>	<b>23,800</b>	<b>72,600</b>	<b>77,700</b>	<b>73,400</b>
<b>TOTAL</b>	<b>381,280</b>	<b>212,100</b>	<b>482,800</b>	<b>446,100</b>	<b>595,400</b>
NET GENERAL FUND CONTRIBUTION	151,650	(17,900)	186,800	145,100	229,900
CHARGES FOR SERVICES	229,630	230,000	296,000	296,000	350,500
<b>TOTAL GENERAL FUND</b>	<b>381,280</b>	<b>212,100</b>	<b>482,800</b>	<b>441,100</b>	<b>580,400</b>

#### AUTHORIZED STRENGTH

	FY 2011-12 ADOPTED BUDGET	FY 2012-13 ADOPTED BUDGET	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
<b>Position (FTE) Summary</b>					
Development Services Division	3	3	4	4	5
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>5</b>

#### Position (FTE) Detail

	FY 2011-12 ADOPTED BUDGET	FY 2012-13 ADOPTED BUDGET	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
Chief Building Official	1	1	1	1	1
Building Inspector	1	1	1	1	1
* Building Permit Technician	1	1	2	2	2
** Code Enforcement Officer II	-	-	-	-	1
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>5</b>

\* This position was established due to the 2013-14 Restructuring Plan.

\*\* This position was moved from Police Dept to Development Services due to the 2014-15 Restructuring Plan.

# COMMUNITY AND ECONOMIC DEVELOPMENT

**FY 2014-2015 Adopted Budget**

## **Development Services Division**

### **Summary**

#### **SERVICE DESCRIPTION**

This Division provides customer-focused assistance to residents, property owners and businesses relating to building, fire, engineering, planning and related requirements. Assistance is provided via the City's Permit Center, located at 1960 Tate Street, and includes coordination with outside agencies such as the Menlo Park Fire Protection District and East Palo Alto Sanitary District. Services include plan, review, permit activities coordination, inspections and enforcement of state and local regulatory laws under the jurisdiction of the Community and Economic Development Department.

Development Services functions include: project plan review, inspections, permit activities coordination, evaluation, implementation of codes and policies, and construction-related code enforcement for existing and new development of all construction types and occupancies, with the goal of enforcing minimum life safety laws in the built environment, which enhances the quality of life for residents and business. Enhancement of development services and streamlining of review processes are a major component of the City's economic and business development effort. The Division is managed by the Chief Building Official.

The program emphases for Fiscal Year 2014-15 are to improve the customer experience through physical enhancements to the Permit Center; training of staff and the incorporation of an additional Permit Technician position; Integration of planning and engineering-related project permit intake; and over-the-counter review.

Additionally, the Development Services Division will undertake initiatives that will add to customer service and operational efficiencies; these additional areas will include enforcement of the California State Building Standards, Codes, National Pollution Discharge and Elimination System (NPDES) requirements (Storm Water) related to new construction, and other California regulations related to new construction, additions, alterations and repair of properties and structures in East Palo Alto.

The Division strategically addresses the following on an ongoing basis:

- Customer service and Permit Center operation;
- Coordination of Building Permit processing with other Divisions;
- In-house and contract plan check;
- Permit inspections;
- Code Enforcement and compliance;
- Records management;
- Life safety Inspections specific to the built environment;
- Community outreach and education; and
- Disaster/emergency preparedness, mitigation, and recovery as assigned by the Director.

#### **SIGNIFICANT CHANGES**

##### **FY 2013-2014 Adopted to FY 2013-14 Amended:**

The Fiscal Year 2013-2014 Amended Budget Net General Fund Contribution of \$145,100 is a decrease of \$41,700 from the Fiscal Year 2013-2014 Adopted Budget Net General Fund Contribution of \$186,800. This 22.3% decrease of Net General Fund Contribution is due mainly to a saving of \$48,000 from vacant Building Inspector and Permit Technician positions offset by reduction in furlough days from 13 to 9.

# COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2014-2015 Adopted Budget

## Development Services Division

### **FY 2013-2014 Amended to FY 2014-2015 Adopted:**

The FY 2013-2014 Adopted Budget Net General Fund Contribution of \$229,900 is an increase of \$84,800 from the FY 2013-2014 Amended Net General Fund Contribution of \$145,100. This 58.4% increase reflects full staffing of the Division plus the addition of a Code Enforcement Officer transferred from the Police Department to better reflect work performed for construction and building related code enforcement matters, higher retirement and medical benefit costs, a reduction of furlough days from 9 to 3, and a projected increase in building fee revenues of \$54,500.

# COMMUNITY AND ECONOMIC DEVELOPMENT

## FY 2014-2015 Adopted Budget Development Services Division

### FY 2013-2014 ACCOMPLISHMENTS

OBJECTIVE	RESULT
1. Provide excellent service to the residents and businesses of East Palo Alto. Service excellence is defined as:	
a. Maintain the Permit Center during normal hours of operation and assist the public accordingly.	Completed
b. Complete 95-percent of building plan checks within 21-days and 100-percent within 30-days.	Completed
c. Provide 95-percent of building inspections by the next business day of request.	Completed
2. Monitor the community, respond to all complaints and actively secure vacant and dangerous homes in the City during the fiscal year.	Completed; the reduction in number of foreclosed homes has significantly lessened the need to secure homes this fiscal year.
3. Provide at least two (2) follow up employee training classes for the use of the CRW Permit Tracking System during the fiscal year.	Completed
4. Finalize and implement standard operating procedures (SOPs) for the use of the CRW permit tracking system during the fiscal year.	Completed
5. Commence scanning of building permit file folders. Complete a minimum of five hundred (500) files during fiscal year.	Not completed; workload and staffing changes prevented the Division from scanning permit file folders.
6. Participate in at least one emergency preparedness exercise during the fiscal year.	Completed
7. Provide assistance to City Code Enforcement efforts including support of the City's Code Enforcement Hearing process. Closure rate of 80-percent for fiscal year is the goal.	Completed



# **COMMUNITY AND ECONOMIC DEVELOPMENT**

## **FY 2014-15 Adopted Budget Development Services Division**

### **FY 2014-2015 OBJECTIVES**

1. Work to improve daily operations of the Permit Center and enhance customer service to the public including: Integrating a Community Development Code Enforcement Officer into this Division; cross-training Permit Center staff to be able to issue minor Planning and Engineering permits; working to establish a system for easy access to plans submitted for permits to improve in-house tracking; and Implementing over-the-counter plan check procedures for minor permit issuance.
2. Explore digital plan-review options for minor permit submittals to decrease turn-around-times.
3. Improve Permit Center financial transactions with the public. Research opportunities and make recommendations to the Finance Department about accepting credit cards at the counter.
4. Provide excellent service to the residents and businesses of East Palo Alto. Service excellence is defined as:
  - a. Maintaining the Permit Center during normal hours of operation and assist the public accordingly.
  - b. Completing 95-percent of first building plan checks within 21 days.
  - c. Continuing to provide 100-percent of inspections within two business days of request.

# COMMUNITY AND ECONOMIC DEVELOPMENT

## FY 2014-2015 Adopted Budget

### Economic Development/ Successor

#### Division Summary

##### SOURCES

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
Grant	102,000	4,700	-	-	-
Successor Agency	225,100	250,000	250,000	250,000	-
Economic Development/RDA Funds	472,060	338,200	60,000	60,000	-
<b>TOTAL</b>	<b>799,160</b>	<b>592,900</b>	<b>310,000</b>	<b>310,000</b>	<b>-</b>

##### EXPENDITURES BY DIVISION

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
Economic Development/ RDA	657,600	774,800	386,700	315,700	-
Successor Agency Admin	225,100	250,000	250,000	250,000	-
<b>TOTAL</b>	<b>882,700</b>	<b>1,024,800</b>	<b>636,700</b>	<b>565,700</b>	<b>-</b>

##### CHARACTER OF EXPENDITURES

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
<u>PERSONNEL</u>					
Salaries and Benefits	387,800	522,700	283,700	212,700	-
<b>Subtotal</b>	<b>387,800</b>	<b>522,700</b>	<b>283,700</b>	<b>212,700</b>	<b>-</b>
<u>SUPPLIES AND SERVICES</u>					
Purchased Services	348,505	325,400	76,700	76,700	-
Supplies and Materials	2,950	100	2,500	2,500	-
Other Expenditures	143,445	176,600	273,800	273,800	-
<b>Subtotal</b>	<b>494,900</b>	<b>502,100</b>	<b>353,000</b>	<b>353,000</b>	<b>-</b>
<b>TOTAL</b>	<b>882,700</b>	<b>1,024,800</b>	<b>636,700</b>	<b>565,700</b>	<b>-</b>
<b>NET GENERAL FUND CONTRIBUTION</b>	<b>83,540</b>	<b>431,900</b>	<b>326,700</b>	<b>255,700</b>	<b>-</b>

##### AUTHORIZED STRENGTH

	FY 2011-12 ADOPTED BUDGET	FY 2012-13 ADOPTED BUDGET	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
<b>Position Summary</b>					
RDA	5	0	0	0	0
Economic Development	0	5	2	2	-
<b>TOTAL</b>	<b>5</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>

# COMMUNITY AND ECONOMIC DEVELOPMENT

## FY 2014-2015 Adopted Budget

### Economic Development/ Successor

#### Division Summary cont.

	FY 2011-12 ADOPTED BUDGET	FY 2012-13 ADOPTED BUDGET	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
<b>Position Detail</b>					
RDA Division Manager	1	-	-	-	-
RDA Project Coordinator I/II	1	-	-	-	-
RDA Project Manager	1	-	-	-	-
Housing Development	1	1	-	-	-
* Economic Development Manager	-	1	1	1	-
* Economic Development Coordinator I/II	1	3	1	1	-
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>-</b>

\* This position was eliminated due to the FY2014-15 Restructuring Plan.

# COMMUNITY AND ECONOMIC DEVELOPMENT

**FY 2014-2015 Adopted Budget**

## **Economic Development/ Successor Summary**

### **SERVICE DESCRIPTION**

The Community and Economic Development Department is focused on strategic business and economic development efforts of the City. The Department meets with prospective developers, business representatives and other stakeholder groups, monitors available lands and market activity, timely processes applications for new commercial projects as well as supports the replacement and development of new infrastructure (water, streets, etc.) needed to support an expanded tax base and housing. The Department provides support to the Finance Department in the wind down of redevelopment through the Oversight Board of the Former Redevelopment Agency.

The Economic Development Division was created as a temporary holding place for staff displaced during the State mandated dissolution of the Redevelopment. The Division currently is staffed by one regular employee, the Division Manager. One additional position, Economic Development Coordinator, has been left open since the position was vacated due to budgetary issues and minimal specific workload. The FY 2014-15 budget recommends the elimination of the Division as well as the Division Manager. Instead, economic development functions will be managed by and through Community and Economic Development—Administration as well as through all other Divisions of the Department. Various staff including the Director, Deputy Director and management analysts will assume duties. Primary duties relative to the Oversight Board of the Former Redevelopment Agency will be transferred to the Finance Department. The emphasis for Fiscal Year 2014-15 is to support the Finance Department in former Redevelopment Agency wind down, to address implementation of the CIP with emphasis on water supply projects, evaluation and recommendation on the First Source Hiring program to City Council, collaboration with the Chamber of Commerce and JobTrain on business and employee development and to fully transition the 101 Retail Center property management from the City to property owners.

### **SIGNIFICANT CHANGES**

#### **FY 2013-2014 Adopted to FY 2013-2014 Amended:**

The Fiscal Year 2013-2014 Amended Budget Net General Fund Contribution of \$255,700 is a decrease of \$71,000 from the Fiscal Year 2013-2014 Adopted Budget Net General Fund Contribution of \$326,700. This 21.7% decrease is due mainly to savings from a vacant Economic Development Project Coordinator position.

#### **FY 2013-2014 Amended to FY 2014-2015 Adopted:**

Effective FY 2014-15, the Economic Development Division will be consolidated into the Community and Economic Development Administration and Special Projects Division.

# COMMUNITY DEVELOPMENT

**FY 2014-2015 Adopted Budget**

**Economic Development**

## FY 2013-2014 ACCOMPLISHMENTS

OBJECTIVE	RESULT
1. Assist the City Council in transition to Successor Agency, Successor Housing Agency and staff the Oversight Board of the Former Redevelopment Agency by third quarter 2012.	Accomplished
2. Assist in the development of the City Council Economic Development Strategy by mid-year.	Accomplished
3. Manage and implement the University Plaza \$1.2M community benefit fund by end of the fiscal year.	In Progress – Community Benefit to be paid when developer pulls its first Building Permit
4. Ravenswood/Four Corners TOD Specific Plan & Program EIR implementation by the end of the fiscal year:	
a. Adopting the Specific Plan and Certifying the Program EIR;	Accomplished
b. Attracting public and private investment to improving the infrastructure of the Ravenswood Business District to support the envisioned growth in the area;	In Progress – Staff continues marketing the Specific Plan area to prospective investors
c. Marketing the plan to attract development interest to the area;	In Progress
d. Facilitating the implementation of several entitled projects in the Ravenswood, and Gateway 101 Redevelopment Project areas;	In Progress
e. Implementing first tier open space projects recommended in the Specific Plan or already underway. These include Cooley Landing, UP Rail Spur Trail, SFPUC right of way, and trail connection from Demeter to University;	In Progress - Phase I Rail Spur project completed. Phase II ongoing. Site control obtained for one parcel of the Demeter to University trail. Cooley Landing underway.
f. Manage the Successor Housing Agency BMR portfolio;	In Progress: Selling, refinancing, preventing foreclosure of BMR units.
g. Facilitate a housing project with the Olson parcels.	Not Started
5. Lead the preparation of a nexus study for the Ravenswood area through December 2012.	Accomplished – Nexus Study and Development Impact Fee program Administrative Draft completed.

# COMMUNITY DEVELOPMENT

FY 2014-2015 Adopted Budget

Economic Development

## FY 2013-2014 ACCOMPLISHMENTS

- |  |              |
|--|--------------|
| 6. Continue managing the maintenance contract of the Gateway 101 shopping center.  | Accomplished |
| 7. Assist with Bay Road Phases II and III, during the pre-development/environmental phase through December 2012.   | In Progress  |
| 8. Assist with Runnymede Phase II, during the pre-development/environmental phase through June 2013.   | Accomplished |
| 9. Provide assistance to small businesses as identified in a revised Small Business Needs Assessment Strategy. Update strategy as necessary by the end of the fiscal year. | Not Started  |
| 10. Administer the First Source Hiring program. Complete quarterly and annual reports during the fiscal year   | Not Started  |

# COMMUNITY AND ECONOMIC DEVELOPMENT

## FY 2014-2015 Adopted Budget

### Engineering and Capital Projects Division

#### Division Summary

##### SOURCES

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
Charges for Services	42,785	79,300	111,000	146,000	149,600
Grants	205,470	-	-	-	-
Enterprise Funds	-	-	-	-	-
Economic Development Funds	809	-	-	-	-
Special Revenue Funds	591,085	104,200	284,900	447,300	286,100
<b>TOTAL</b>	<b>840,149</b>	<b>183,500</b>	<b>395,900</b>	<b>593,300</b>	<b>435,700</b>

##### EXPENDITURES BY DIVISION

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
Engineering and Capital Projects Division	1,277,950	573,600	919,400	967,100	928,300
<b>TOTAL</b>	<b>1,277,950</b>	<b>573,600</b>	<b>919,400</b>	<b>967,100</b>	<b>928,300</b>

##### CHARACTER OF EXPENDITURES

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
<b>PERSONNEL</b>					
Salaries and Benefits	449,100	418,000	848,500	687,800	837,400
<b>Subtotal</b>	<b>449,100</b>	<b>418,000</b>	<b>848,500</b>	<b>687,800</b>	<b>837,400</b>
<b>SUPPLIES AND SERVICES</b>					
Purchased Services	825,450	155,400	70,900	279,300	90,900
Supplies and Materials	3,400	200	-	-	-
Capital Expenditures	-	-	-	-	-
<b>Subtotal</b>	<b>828,850</b>	<b>155,600</b>	<b>70,900</b>	<b>279,300</b>	<b>90,900</b>
<b>TOTAL</b>	<b>1,277,950</b>	<b>573,600</b>	<b>919,400</b>	<b>967,100</b>	<b>928,300</b>
NET GENERAL FUND CONTRIBUTION	437,801	390,100	523,500	373,800	492,600
CHARGES FOR SERVICES	42,785	79,300	111,000	146,000	149,600
<b>TOTAL GENERAL FUND</b>	<b>480,586</b>	<b>469,400</b>	<b>634,500</b>	<b>519,800</b>	<b>642,200</b>

##### AUTHORIZED STRENGTH

	FY 2011-12 ADOPTED BUDGET	FY 2012-13 ADOPTED BUDGET	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
<b>Position (FTE) Summary</b>					
Engineering and Capital Projects Division	6	5	5	6	6
<b>TOTAL</b>	<b>6</b>	<b>5</b>	<b>5</b>	<b>6</b>	<b>6</b>

##### Position (FTE) Detail

	FY 2011-12 ADOPTED BUDGET	FY 2012-13 ADOPTED BUDGET	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
Assistant Civil Engineer	2	1	1	1	1
City Engineer	1	1	1	1	1
* Engineering Technician	1	1	1	1	-
** Public Works Inspector	1	1	-	-	1
Senior Engineer	1	1	1	1	1
*** Senior Engineer (CIP funding)	-	-	1	1	-
*** Associate Engineer (CIP funding)	-	-	-	-	1
Management Analyst (CIP funding)	-	-	1	1	1
<b>TOTAL</b>	<b>6</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>6</b>

\* This position was eliminated due to 2014-15 Restructuring Plan.

\*\* This position was established due to 2014-15 Restructuring Plan.

\*\*\* This position was reclass to an Associate Engineer due to 2014-15 Restructuring Plan.

# COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2014-2015 Adopted Budget

## Engineering and Capital Projects Division Summary

### SERVICE DESCRIPTION

The Engineering Division develops and manages master infrastructure plans and capital projects to enhance economic and business development and retention. It manages the transportation network, coordinates maintenance of streets, facilities and infrastructure and provides development review services, ensuring adequate public improvements and services to existing and new development.

The Engineering Division is responsible for the maintenance and enhancement of existing infrastructure and public facilities as well as the design and construction of new public projects and infrastructure. Additionally, the Division is responsible for review and inspection of improvements required as part of new private developments. The Division provides primary support to the City's Public Works and Transportation Committee, in accordance with the Municipal Code.

The program emphasis for Fiscal Year 2014-2015 is the enhancement of economic and business development through the implementation of the Ten Year Capital Improvement Program and FY 14-15 Capital Budget. Major projects include completion of Bay Road to serve the Ravenswood business park area, Gloria Way Well to serve new businesses and homes and Runnymede Phase 2 (drainage basin) to reduce local storm flooding for a large portion of the City, including the Ravenswood area. Other major projects include construction of the University Avenue Bridge and engineered design of the Pedestrian/Bicycle Overcrossing to enhance connectivity between areas east and west of Highway 101. The Division will continue to improve the customer experience through training and cross-training of staff. There will continue to be a strong emphasis on coordination of Bay to Highway 101 (Reach 1) of the San Francisquito Creek Joint Powers Authority flood control project.

The Division strategically addresses the following on an ongoing basis:

- Capital Improvement Program and projects;
- Storm drain and flood protection;
- Roads/traffic and transportation (new facilities, major rehabilitation and regular maintenance);
- Facilities and parks maintenance;
- Water utilities;
- NPDES and related Clean Water Act requirements;
- Land development/plan review;
- Coordination with Caltrans and other agencies; and
- Disaster/emergency preparedness, mitigation, and recovery.

### SIGNIFICANT CHANGES

#### FY 2013-2014 Adopted to FY 2013-2014 Amended:

The Fiscal Year 2013-2014 Amended Budget Net General Fund Contribution of \$373,800 is a decrease of \$149,700 from the Fiscal Year 2013-2014 Adopted Budget of \$523,500. This 28.6% decrease is due mainly to savings from a vacant Senior Engineer position and a \$35,000 increase in engineering fee revenues.

#### FY 2013-2014 Amended FY 2014-2015 Adopted:

The Fiscal Year 2014-2015 Adopted Budget Net General Fund Contribution of \$492,600 is an increase of \$118,800 from the Fiscal Year 2013-2014 Amended Budget of \$373,800. This 31.8% increase reflects full staffing for the Division, a reduction of furlough days, and higher CalPERS and health benefit costs.



# COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2014-2015 Adopted Budget

## Engineering and Capital Projects Division

### FY 2013-2014 ACCOMPLISHMENTS

#### OBJECTIVE

#### RESULT

1. Provide excellent service to the residents and businesses of East Palo Alto. Service excellence is defined as:
  - a. Maintain the Permit Center during normal hours of operation and assist the public accordingly. Completed
  - b. Complete 95-percent of plan checks within 21-days and 100-percent within 30-days. Partially completed; CIP workload and staffing changes have not permitted the Division to meet this objective within the established time frames.
  - c. Provide 95-percent of engineering inspections by the next business day of request. Completed
  - d. Finalize CEQA/NEPA environmental documents and submit to federal, state and local environmental bodies and complete the design for the Runnymede SD Improvements Project by July 15, 2012. Partially completed; design and environmental complete. Project construction to commence in September 2014.
2. Initiate design of Gloria Way Well/Secondary Water Source Study during the fiscal year. Completed; contract awarded in April 2014.
3. Commence construction of University Avenue overpass. Partially completed; Caltrans requiring new traffic analysis and seismic redesign.
4. Complete construction of Traffic Signals Modification Project ( University/Bell and East Bayshore/Pulgas Avenue). Completed
5. Complete Phase I (Planning, Environmental, and Preliminary Design) for the Class I Pedestrian/Bicycle overcrossing at Highway101. Completed
6. Continue work on water-related capital projects. Partially completed; Well 2 test well scheduled to be drilled this summer. Other projects in process.

# **COMMUNITY AND ECONOMIC DEVELOPMENT**

**FY 2014-15 Adopted Budget**

**Engineering and Capital Projects Division**

## **FY 2014-2015 OBJECTIVES**

1. Undertake FY 2013-2014 Capital Projects identified in the Capital Improvement Program (CIP) as adopted by the City Council. Develop and implement a Project “tracking” report to assist in advising the Executive Team and City Council of project activities and status.
2. Provide excellent service to the residents and businesses of East Palo Alto. Service excellence is defined as:
  - a. Maintain the Permit Center during normal hours of operation and assist the public accordingly.
  - b. Provide 95-percent of engineering/public works inspections by the next business day of request.
  - c. Provide completeness determination (within 30-days) for all applicable projects.
3. Initiate development of engineering related design standards.
4. Initiate file clean up, consolidation and digitization.
5. Develop agreements with Palo Alto Park Mutual Water Company and EPA Sanitary District to establish standards for work within City Streets and for the City’s work on public streets.

# COMMUNITY AND ECONOMIC DEVELOPMENT

## FY 2014-2015 Adopted Budget

### Public Works Maintenance

#### Division Summary

##### SOURCES

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
Enterprise Funds	120,705	142,900	205,500	207,100	184,600
Special Revenue Funds	712,215	722,800	1,128,600	1,124,100	1,004,000
<b>TOTAL</b>	<b>832,920</b>	<b>865,700</b>	<b>1,334,100</b>	<b>1,331,200</b>	<b>1,188,600</b>

##### EXPENDITURES BY DIVISION

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
Public Works Maintenance	2,011,150	1,929,400	2,544,500	2,550,100	2,521,500
<b>TOTAL</b>	<b>2,011,150</b>	<b>1,929,400</b>	<b>2,544,500</b>	<b>2,550,100</b>	<b>2,521,500</b>

##### CHARACTER OF EXPENDITURES

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
<u>PERSONNEL</u>					
Salaries and Benefits	918,200	955,200	1,077,900	1,093,400	1,228,800
<b>Subtotal</b>	<b>918,200</b>	<b>955,200</b>	<b>1,077,900</b>	<b>1,093,400</b>	<b>1,228,800</b>
<u>SUPPLIES AND SERVICES</u>					
Purchased Services	647,100	641,900	823,300	805,800	822,300
Supplies and Materials	337,550	329,100	436,400	441,400	470,400
Other Expenditures	-	-	-	-	-
Capital Expenditures	108,300	3,200	207,000	209,500	-
<b>Subtotal</b>	<b>1,092,950</b>	<b>974,200</b>	<b>1,466,700</b>	<b>1,456,700</b>	<b>1,292,700</b>
<b>TOTAL</b>	<b>2,011,150</b>	<b>1,929,400</b>	<b>2,544,600</b>	<b>2,550,100</b>	<b>2,521,500</b>
<b>NET GENERAL FUND CONTRIBUTION</b>	<b>1,178,230</b>	<b>1,063,700</b>	<b>1,210,500</b>	<b>1,218,900</b>	<b>1,332,900</b>

##### AUTHORIZED STRENGTH

	FY 2011-12 ADOPTED BUDGET	FY 2012-13 ADOPTED BUDGET	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
<b>Position (FTE) Summary</b>					
Public Works Maintenance	11	11	11	11	12
<b>TOTAL</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>12</b>

# COMMUNITY AND ECONOMIC DEVELOPMENT

## FY 2014-2015 Adopted Budget

### Public Works Maintenance

#### Division Summary cont.

	FY 2011-12 ADOPTED BUDGET	FY 2012-13 ADOPTED BUDGET	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
<b>Position (FTE) Detail</b>					
Maintenance Division Manager	1	1	1	1	1
Electrician	1	1	1	1	1
* Maintenance Worker I	5	5	3	3	4
Maintenance Worker II	2	2	3	3	3
Maintenance Worker III	1	1	2	2	2
Secretary I	1	1	1	1	1
<b>TOTAL</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>12</b>

\* This position was established due to the 2014-15 Restructuring Plan.

# COMMUNITY DEVELOPMENT

## FY 2014-2015 Adopted Budget Public Works Maintenance Division

### SERVICE DESCRIPTION

The Maintenance Division provides maintenance of parks, open spaces, medians, street, street lights, sidewalks, and facilities. The Division operates and manages storm drain facilities including the O'Connor Pump Station. The Division addresses graffiti abatement in public areas, manages fleet services, and manages other contract services.

Under the direct supervision of the Community Development Director and the day-to-day oversight of the Maintenance Manager, the Division has a staffing level of 11 positions. In FY 2014-15 staff is recommending the addition of one maintenance worker position and the elimination of a secretary position to address increasing maintenance demands. The adjustment will provide for greater efficiency of field related services by allowing for the deployment of five crews of two workers to address day-to-day maintenance activities within the community.

The Maintenance Division is responsible for the day-to-day maintenance of all City-owned facilities, parks and infrastructure. It coordinates and assists other departments with the use of City facilities during special events, holidays, as well as the general use of City facilities and parks on a continuous basis. Emphasis for Fiscal Year 2014-15 will be on improving operational efficiencies and enhancing preventive maintenance efforts, including NPDES and the long-term trash reduction plan.

### SIGNIFICANT CHANGES

#### **FY 2013-2014 Adopted to FY 2013-2014 Amended:**

The Fiscal Year 2013-2014 Amended Budget Net General Fund Contribution of \$1,218,900 is a slight increase of \$8,400 from the Fiscal Year 2013-2014 Adopted Budget of \$1,210,500. This 0.7% increase in Net General Fund Contribution is due primarily to a reduction of furlough from 13 days to 9 days.

#### **FY 2013-2014 Amended to FY 2014-2015 Adopted:**

The Fiscal Year 2014-2015 Amended Budget Net General Fund Contribution of \$1,332,900 is an increase of \$114,000 from the Fiscal Year 2013-2014 Amended Budget Net General Fund Contribution of \$1,218,900. This 9.4% increase is due primarily to an addition of a Maintenance Worker I position to address increasing service demands, higher retirement and medical benefit costs, and the reduction of furlough days from 9 to 3. The adopted budget also includes a \$20,000 increase for graffiti abatement.

# COMMUNITY DEVELOPMENT

## FY 2014-2015 Adopted Budget Public Works Maintenance Division

### FY 2013-2014 ACCOMPLISHMENTS

#### OBJECTIVE

#### RESULT

1. Explore and evaluate a Preventive Maintenance Program, including an assessment of all maintenance requirements, identification of any backlog and a schedule for staff and resource allocations, for all City infrastructure and facilities.
2. Explore opportunities for contracting additional services as a means to reduce costs, improve efficiencies and focus staff on more preventive maintenance.

Objectives partially met; additional efforts necessary. Management Talent Exchange Program (MTEP) intern prepared a draft assessment and analyzed backlog issues.

Objective not met due to staffing limitations.

# **COMMUNITY DEVELOPMENT**

## **FY 2014-2015 Adopted Budget Public Works Maintenance Division**

### **FY 2014-2015 OBJECTIVES**

- 1) Explore and evaluate a Preventive Maintenance Program, including an assessment of all maintenance requirements, identification of any backlog and a schedule for staff and resource allocations, for all City infrastructure and facilities.
- 2) Explore opportunities for contracting additional services as a means to reduce costs, improve efficiencies and focus staff on more preventive maintenance.
- 3) Evaluate and improve NPDES-related functions with emphasis on addressing on-going/annual clean-out of drainage system manholes and implementation of long-term trash reduction efforts.
- 4) Collaborate with Police, neighborhood groups and other stakeholders to supplement maintenance Division graffiti abatement efforts.

# COMMUNITY AND ECONOMIC DEVELOPMENT

## FY 2014-2015 Adopted Budget

### Planning and Housing Division

#### Division Summary

#### SOURCES

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
Charges for Services	197,178	226,600	214,000	215,100	226,000
Special Revenue Funds	-	-	145,100	177,100	20,000
<b>TOTAL</b>	<b>197,178</b>	<b>226,600</b>	<b>359,100</b>	<b>392,200</b>	<b>246,000</b>

#### EXPENDITURES BY DEPARTMENT

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
Planning and Housing Division	378,840	376,200	567,200	593,100	440,000
<b>TOTAL</b>	<b>378,840</b>	<b>376,200</b>	<b>567,200</b>	<b>593,100</b>	<b>440,000</b>

#### CHARACTER OF EXPENDITURES

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
<u>PERSONNEL</u>					
Salaries and Benefits	358,600	362,400	515,700	554,400	397,800
<b>Subtotal</b>	<b>358,600</b>	<b>362,400</b>	<b>515,700</b>	<b>554,400</b>	<b>397,800</b>
<u>SUPPLIES AND SERVICES</u>					
Purchased Services	19,540	13,600	51,000	38,200	41,700
Supplies and Materials	700	200	-	-	-
Capital Expenditures	-	-	500	500	500
<b>Subtotal</b>	<b>20,240</b>	<b>13,800</b>	<b>51,500</b>	<b>38,700</b>	<b>42,200</b>
<b>TOTAL</b>	<b>378,840</b>	<b>376,200</b>	<b>567,200</b>	<b>593,100</b>	<b>440,000</b>
NET GENERAL FUND CONTRIBUTION	181,662	149,600	208,100	200,900	194,000
CHARGES FOR SERVICES	197,178	226,600	214,000	215,100	226,000
<b>TOTAL GENERAL FUND</b>	<b>378,840</b>	<b>376,200</b>	<b>422,100</b>	<b>416,000</b>	<b>420,000</b>



# COMMUNITY AND ECONOMIC DEVELOPMENT

## FY 2014-2015 Adopted Budget

### Planning and Housing Division

#### Division Summary cont.

#### AUTHORIZED STRENGTH

	FY 2011-12 ADOPTED BUDGET	FY 2012-13 ADOPTED BUDGET	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
<b>Position (FTE) Summary</b>					
Planning and Housing Division	3	3	3	4	3
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>3</b>

	FY 2011-12 ADOPTED BUDGET	FY 2012-13 ADOPTED BUDGET	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
<b>Position (FTE) Detail</b>					
Planning Division Manager	1	1	1	1	1
Associate Planner	2	2	2	2	1
* Assistant Planner	-	-	-	-	1
General Plan Project Manager (CIP ** funding)	-	-	1	1	-
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>3</b>

\* This position was established due to 2014-15 Restructuring Plan.

\*\* This position was moved to Administration Division due to 2014-15 Restructuring Plan.

# COMMUNITY AND ECONOMIC DEVELOPMENT

**FY 2014-2015 Adopted Budget**

## **Planning and Housing Division Summary**

### **SERVICE DESCRIPTION**

The Planning and Housing Division implements the City's planning and housing policies, which are intended to maintain and enhance the quality of life for City residents and visitors through provision of an attractive and functionally built environment, protection of desirable environmental and scenic amenities, efficient development review and approval and maintenance and enhancement of affordable housing opportunities. The Division provides quality development review and permitting services through efficient, professional and customer-friendly public processes under the policy direction of the Planning Commission and ultimately the City Council.

The functions of the Planning and Housing Division support economic and business development interests and include current planning/development review, advanced/long range planning and management and enhancement of the City's affordable housing portfolio and programs. In addition to regular staff, the Division also utilizes consultant services to address special projects including, but not limited to environmental assessment and affordable housing portfolio management.

The emphasis of the Fiscal Year 2014-2015 budget is to process high priority projects, respond to day-to-day inquiries, process environmental and private development permit applications and to ensure that Division operations are conducted in an efficient, professional and customer-friendly manner. Improving the timeliness and consistency of development review is a major component of the FY 2014-15 economic and business development effort. A major project that the Division will undertake in Fiscal Year 2014-2015 is management and support of the General Plan Update Project. The General Plan update will provide the community the opportunity to shape the City for the coming decades.

The Division also supports the work of the Planning Commission, whose citizen members are appointed by the City Council. The Planning Commission is required under state law to review and act on matters related to planning and development. The Division will continue to work towards process and systems improvement as described in the Division Objectives section.

### **SIGNIFICANT CHANGES**

#### **FY 2013-2014 Adopted to FY 2013-2014 Amended:**

The FY 2013-2014 Amended Budget Net General Fund Contribution of \$200,900 is a decrease of \$7,200 (3.5%) from the FY 2013-2014 Adopted Budget Net General Fund Contribution of \$208,100. This is mainly due to a slight increase in personnel costs as a result of a reduction in furlough days offset by a decrease of \$12,800 in contract services.

#### **FY 2013-2014 Amended to FY 2014-2015 Adopted:**

The FY 2014-2015 Adopted Budget Net General Fund Contribution of \$214,000 is an increase of \$13,100 from the FY 2013-2014 Amended Net General Fund Contribution of \$200,900. This 6.5% increase in Net General Fund Contribution is primarily due to a projected \$10,900 gain in service revenues, an increase to personnel costs from higher health benefits, CalPERS employer rates, and a reduction from 9 to 3 furlough days. This is offset by a \$14,740 savings from reclassifying an Associate Planner to an Assistant Planner position.

# COMMUNITY AND ECONOMIC DEVELOPMENT

## FY 2014-2015 Adopted Budget Planning and Housing Division

### FY 2013-2014 ACCOMPLISHMENTS

OBJECTIVE	RESULT
1. Provide excellent service to the residents and businesses of East Palo Alto. Service excellence is defined as:	
a. Assist the Permit Center during normal hours of operation and assist the public accordingly.	Completed
b. Complete 95-percent of planning entitlement reviews within 120-days of being deemed complete.	Completed
c. Provide 95-percent of planning inspections by the next business day of request.	Completed
d. Provide completeness determination (within 30 days) for all applicable projects.	Completed
2. Initiate work on Zoning Ordinance Update. During first half of fiscal year, complete clean-up and clarification revisions. Second half of the fiscal year, focus on Development Code consolidation.	Partially completed; Staff has been engaged in work on Second Unit ordinance as well as other revisions.
3. Complete subdivision ordinance and submit to the City Council for consideration.	Not completed
4. Maintain the General Plan and present revisions as deemed necessary or as submitted by the community including the Housing Element.	Completed
5. Continue the review of projects outside of the City's boundaries that impact East Palo Alto residents.	Completed
6. Maintain the Community Rating System (CRS) to ensure a minimum CRS 8 equal to a 10% discount in flood insurance premiums.	Completed; exceeded with CRS 7 rating equal to a 15% discount in flood insurance premiums.
7. Manage Below Market Rate housing portfolio, provide assistance to BMR owners, and coordinate with potential housing developers and providers.	Completed

# **COMMUNITY AND ECONOMIC DEVELOPMENT**

## **FY 2014-15 Adopted Budget Planning and Housing Division**

### **FY 2014-2015 OBJECTIVES**

1. Provide technical and administrative support to the General Plan Project Manager and consultant team.
2. Complete streamlined update of the City Housing Element.
3. Maintain lead role in coordinating current planning and overall entitlement development review. Collaborate closely with Chief Building Official to ensure that plan checks are completed and other administrative level work is completed in a timely manner.
4. In conjunction with the Chief Building Official, develop and implement an over-the-counter review program for Temporary Use Permits, Sign Permits and other planning-related permits to improve customer service and Department efficiency.
5. Continue to work toward implementation of the General Plan Housing Element action items; document progress; and, submit annual report to the State Office of Planning and Research, and the Department of Housing and Community Development as prescribed by law.
6. Manage the City's Below Market Rate housing portfolio. This includes meeting with and assisting existing owners and tenants, processing refinance requests, monitoring for foreclosures and conducting annual audits.
7. Complete assessment of City's Geographic Information System capacity including software, hardware and staffing.
8. Organize and consolidate planning and housing files. Scan and convert to digital as time and funding allows.

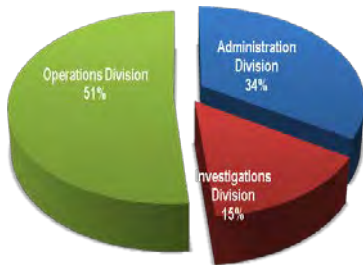
# POLICE DEPARTMENT

FY 2014-2015 Adopted Budget

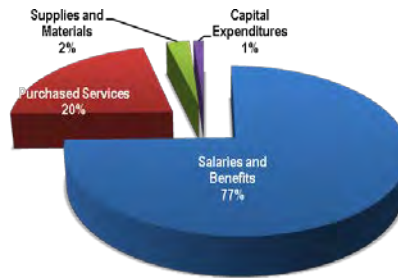
Operating \$ 10,451,000  
Positions 44

Police  
Department

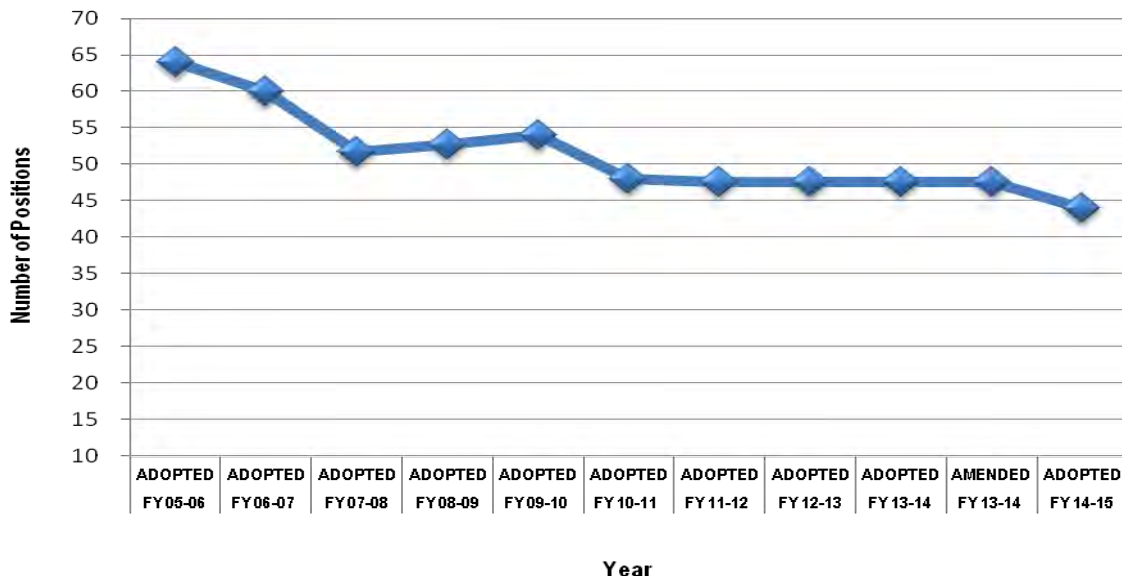
## EXPENDITURES BY DIVISION



## CHARACTER OF EXPENDITURES



## AUTHORIZED STRENGTH



# POLICE DEPARTMENT

## FY 2014-2015 Adopted Budget

### Department Summary

#### SOURCES

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
Charges for Services	256,400	242,900	270,500	294,200	301,500
Measure C Public Safety Funds	428,550	493,900	419,700	422,100	385,800
Grants	800,150	789,200	341,300	324,200	107,100
<b>TOTAL</b>	<b>1,485,100</b>	<b>1,526,000</b>	<b>1,031,500</b>	<b>1,040,500</b>	<b>794,400</b>

#### EXPENDITURE BY DIVISION

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
Administration Division	3,592,100	3,654,300	3,352,300	3,447,800	3,543,900
Investigations Division	1,057,100	1,117,600	938,700	952,800	1,522,500
Operations Division	5,601,000	5,486,700	5,918,200	5,892,300	5,384,600
<b>TOTAL</b>	<b>10,250,200</b>	<b>10,258,600</b>	<b>10,209,200</b>	<b>10,292,900</b>	<b>10,451,000</b>

#### CHARACTER OF EXPENDITURES

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
<u>PERSONNEL</u>					
Salaries and Benefits	7,584,000	7,643,400	7,627,800	7,646,200	7,805,200
<b>Subtotal</b>	<b>7,584,000</b>	<b>7,643,400</b>	<b>7,627,800</b>	<b>7,646,200</b>	<b>7,805,200</b>
<u>SUPPLIES AND SERVICES</u>					
Purchased Services	2,352,000	2,276,800	2,162,700	2,221,500	2,246,700
Supplies and Materials	285,700	269,100	304,500	272,500	276,800
Capital Expenditures	123,000	67,400	114,200	152,700	122,200
Other Expenses	(94,500)	1,900	-	-	-
<b>Subtotal</b>	<b>2,666,200</b>	<b>2,615,200</b>	<b>2,581,400</b>	<b>2,646,700</b>	<b>2,645,700</b>
<b>TOTAL</b>	<b>10,250,200</b>	<b>10,258,600</b>	<b>10,209,200</b>	<b>10,292,900</b>	<b>10,450,900</b>
NET GENERAL FUND CONTRIBUTION	8,765,100	8,732,600	9,177,700	9,252,400	9,656,500
CHARGES FOR SERVICES	256,400	242,900	270,500	294,200	301,500
<b>TOTAL GENERAL FUND</b>	<b>9,021,500</b>	<b>8,975,500</b>	<b>9,448,200</b>	<b>9,546,600</b>	<b>9,958,000</b>

# POLICE DEPARTMENT

## FY 2014-2015 Adopted Budget

### Department Summary cont.

#### AUTHORIZED STRENGTH

	FY 2011-12 ADOPTED BUDGET	FY 2012-13 ADOPTED BUDGET	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
<b>Position (FTE) Summary</b>					
Administration Division	10.5	10.5	10.5	10.5	8
Investigations Division	5	5	5	5	8
Operations Division	32	32	32	32	28
<b>TOTAL</b>	<b>47.5</b>	<b>47.5</b>	<b>47.5</b>	<b>47.5</b>	<b>44.0</b>

	FY 2011-12 ADOPTED BUDGET	FY 2012-13 ADOPTED BUDGET	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
<b>Position (FTE) Detail</b>					
Administration Services Manager	1	1	1	1	1
* Code Enforcement Officer II	2	2	2	2	1
Community Services Officer	1	1	1	1	1
Police Captain	1	1	1	1	1
Police Chief	1	1	1	1	1
** Police Officer	27	27	29	29	28
Police Officer (Grant Funded)	2	2	0	0	0
Police Property Officer	1	1	1	1	1
Police Records Clerk I/II	3	3	3	3	3
Police Records Supervisor	1	1	1	1	1
*** Police Sergeant	5	5	5	5	6
Re-Entry Program Assistant	0.5	0.5	0.5	0.5	0.0
Re-Entry Program Caseworker	1	1	1	1	0
Re-Entry Program Coordinator	1	1	1	1	0
<b>TOTAL</b>	<b>47.5</b>	<b>47.5</b>	<b>47.5</b>	<b>47.5</b>	<b>44.0</b>

\* This position was moved to the Development Services Division (Community and Economic Development Department) due to the 2014-15 Restructuring Plan.

\*\* This position was converted to a Police Sergeant due to the 2014-15 Restructuring Plan.

\*\*\* This position was established due to the 2014-15 Restructuring Plan.

# **POLICE DEPARTMENT**

**FY 2014-2015 Adopted Budget**

## **Department Summary**

### **MISSION STATEMENT**

Provide police patrol and investigations services 24 hours per day, 7 days per week to protect persons and property. To preserve the peace throughout the City and provide effective community-oriented policing law enforcement services.

### **BUDGET ORGANIZATION AND THE STRATEGIC PRIORITIES**

The Divisions of the Police Department consist of Administration, Investigations and Operations. The Department currently has a staffing level of 44 funded positions (36 sworn, 8 civilian). In addition, the Department carries 2.5 unfunded positions; Re-Entry Program Coordinator, Re-Entry Program Case Worker and one part-time Re-Entry Program Assistant. In fiscal year 2012-13, these positions were funded by Measure C. In fiscal year 2013-14, these positions were funded by various City funds.

Several organizational changes are proposed in order to enhance organizational efficiency and effectiveness, including:

- Modifying the existing Administrative Officer Position to create a Community Policing/Professional Standards Unit which will be staffed by a Sergeant and filled by the proposed reclassification of a Police Officer;
- Transferring one Code Enforcement Officer to the Community and Economic Development Department; and
- Transferring one Narcotics Task Force Officer and two Special Duty Unit Officers from Operations to Investigations.

The emphasis of Fiscal Year 2014-2015 budget is to maintain current service levels to the public. Attention will be focused on the priority of employee and organizational development, as well as community policing and crime reduction. In addition, the department will focus on ongoing maintenance of mandated services for general law enforcement, vehicle abatement and emergency response (as a single agency or in concert with other federal, state, and/or local agencies). The Police Department will strive for successful completion of the following strategic priorities:

- Hire a Police Chief and Police Captain to provide stability to the command structure of the police department;
- Complete an Organizational Review of the Department to assist with the development of future goals and objectives;
- Establish and maintain a current police officer eligibility list from which vacancies will be filled promptly;
- Enhance police officers' skills, address Risk Management issues and mitigate liability with the implementation of a policy and procedure manual incorporating best practices;
- Work with other City departments to improve neighborhood "quality of life" issues by resolving problems associated with abandoned vehicles, graffiti, and nuisances related to public space usage;



# **POLICE DEPARTMENT**

## **FY 2014-2015 Adopted Budget**

### **Department Summary cont.**

- Provide a School Resource Officer to work with youth and schools on current and future programs related to truancy and school safety;
- Research and identify outside funding sources (e.g. grants) that will allow the department to expand its community based policing services and concepts;
- Continue planning and training efforts to assure preparation for disaster response and management;
- Build capacity of the Department's regional crime reduction efforts through active participation in the East Palo Alto Crime Reduction Task Force and its various sub-committees;
- Establish a "Cold-Case" homicide review process to determine if solvability factors exist. Unsolved cases will then be prioritized for review by the Criminal Investigations Division: and,
- Strengthen Re-Entry Center's funding and programs by collaborating with County and State Agencies.

### **SIGNIFICANT CHANGES**

#### **FY 2013-2014 Adopted to FY 2013-2014 Amended:**

The Fiscal Year 2013-2014 Amended Budget Net General Fund Contribution of \$9,252,400 is an increase of \$74,700 from the Fiscal Year 2013-2014 Adopted Budget Net General Fund Contribution of \$9,177,700. This 0.8% increase in Net General Fund Contribution is mainly due an increase in personnel costs as a result of a new MOU with the POA for approximately \$36,100, a reduction wage concessions and furlough days for other bargaining units, and an increase in one vehicle replacement purchase of \$38,500 deferred from FY 2012-13.

#### **FY 2013-2014 Amended to FY 2014-2015 Adopted:**

The Fiscal Year 2014-2015 Adopted Budget Net General Fund Contribution of \$9,656,500 is an increase of \$404,100 from the Fiscal Year 2013-2014 Amended Budget Net General Fund Contribution of \$9,252,400. This 4.4% increase in Net General Fund Contribution is a combination various changes including 1) a 3% rise in CalPERS employer rate for public safety personnel, 2) a projected 10% escalation of health benefit costs 3) a 2.5% pay increase for Police Officers 4) a reduction of from 9 to 3 furlough days for SEIU staff 5) a reduction of pay rate concessions from 3.077% to 1.538% for non-bargaining units 6) additional cost of \$35,680 to upgrade one Police Officer to a Police Sergeant position 7) \$44,420 increase in County animal control service costs, and 8) \$32,000 increase in County dispatch service costs.

# POLICE DEPARTMENT

FY 2014-2015 Adopted Budget

**POLICE CHIEF**

Captain

**Community Policing/Professional Standards Unit**  
1 Sergeant

**Operations**

**Investigations**

**Administration**  
1 Admin. Svc. Mgr.

Adam Team  
1 Sgt., 5 Officers

Charles Team  
1 Sgt., 5 Officers

Criminal Investigations  
1 Sgt., 4 Detectives

Records Unit  
1 Supervisor  
3 Records Clerks

Boy Team  
1 Sgt., 5 Officers

David Team  
1 Sgt., 5 Officers

Narcotics Task Force  
1 Officer

Property and Evidence Unit  
1 Clerk

Community Policing Coordinator,  
School Resource Officer  
Crime Analysis  
Crime Prevention  
PAL, Explorers  
1 Officer  
1 CSO 1 CEO's

Special Duty Unit  
2 Officers

DB-103

# POLICE DEPARTMENT

## FY 2014-2015 Adopted Budget

### Administration Division

#### Division Summary

##### SOURCES

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
Charges for Services	17,200	17,400	50,500	56,200	52,700
Measure C Public Safety Funds	156,200	206,600	134,300	135,400	-
Grants	477,100	371,300	55,300	88,200	8,000
<b>TOTAL</b>	<b>650,500</b>	<b>595,300</b>	<b>240,100</b>	<b>279,800</b>	<b>60,700</b>

##### EXPENDITURES BY DIVISION

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
Administration Division	3,592,100	3,654,300	3,352,300	3,447,800	3,543,900
<b>TOTAL</b>	<b>3,592,100</b>	<b>3,654,300</b>	<b>3,352,300</b>	<b>3,447,800</b>	<b>3,543,900</b>

##### CHARACTER OF EXPENDITURES

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
<u>PERSONNEL</u>					
Salaries and Benefits	1,073,500	1,175,000	946,900	961,100	1,054,200
<b>Subtotal</b>	<b>1,073,500</b>	<b>1,175,000</b>	<b>946,900</b>	<b>961,100</b>	<b>1,054,200</b>
<u>SUPPLIES AND SERVICES</u>					
Purchased Services	2,351,600	2,271,900	2,176,700	2,216,500	2,242,700
Supplies and Materials	138,500	138,100	114,500	117,500	124,800
Capital Expenditures	123,000	67,400	114,200	152,700	122,200
Other Expenditures	(94,500)	1,900	-	-	-
<b>Subtotal</b>	<b>2,518,600</b>	<b>2,479,300</b>	<b>2,405,400</b>	<b>2,486,700</b>	<b>2,489,700</b>
<b>TOTAL</b>	<b>3,592,100</b>	<b>3,654,300</b>	<b>3,352,300</b>	<b>3,447,800</b>	<b>3,543,900</b>
NET GENERAL FUND CONTRIBUTION	2,941,600	3,059,000	3,112,200	3,168,000	3,483,200
CHARGES FOR SERVICES	17,200	17,400	50,500	56,200	52,700
<b>TOTAL GENERAL FUND</b>	<b>2,958,800</b>	<b>3,076,400</b>	<b>3,162,700</b>	<b>3,224,200</b>	<b>3,535,900</b>

# POLICE DEPARTMENT

## FY 2014-2015 Adopted Budget

### Administration Division

#### Division Summary cont.

#### AUTHORIZED STRENGTH

#### Position (FTE) Summary

Administration Division

**TOTAL**

FY 2011-12 ADOPTED BUDGET	FY 2012-13 ADOPTED BUDGET	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
10.5	10.5	10.5	10.5	8
<b>10.5</b>	<b>10.5</b>	<b>10.5</b>	<b>10.5</b>	<b>8</b>

#### Position (FTE) Detail

	FY 2011-12 ADOPTED BUDGET	FY 2012-13 ADOPTED BUDGET	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
Administration Services Manager	1	1	1	1	1
* Community Services Officer	1	1	1	1	0
Police Chief	1	1	1	1	1
Police Property Officer	1	1	1	1	1
Police Record's Clerk I/II	3	3	3	3	3
Police Record's Supervisor	1	1	1	1	1
** Police Sergeant	0	0	0	0	1
*** Re-Entry Program Assistant	0.5	0.5	0.5	0.5	0
*** Re-Entry Program Case Worker	1	1	1	1	0
*** Re-Entry Program Coordinator	1	1	1	1	0
<b>TOTAL</b>	<b>10.5</b>	<b>10.5</b>	<b>10.5</b>	<b>10.5</b>	<b>8</b>

\* This position was moved to Operations Division due to the 2014-15 Restructuring Plan.

\*\* This position was established due to the 2014-15 Restructuring Plan; Reduce one police officer position in Operations Division to create a Police Sergeant in Administration Division.

\*\*\* Unfunded in 2014-15.

# **POLICE DEPARTMENT**

**FY 2014-2015 Adopted Budget**

## **Administration Division Summary**

### **SERVICE DESCRIPTION**

The Administration Division provides direction, coordination and oversight to police employees and operations involving grants, contracts, policy matters, training, discipline, and purchasing.

Under supervision of the Chief of Police and the Administrative Services Manager, the Division is comprised of the Records Section, Property and Evidence Unit, and the Community Services Unit. The Division is also responsible for the David E. Lewis Re-Entry Program which is currently unfunded. The Department is seeking alternative funding sources for the Re-Entry Program to be staffed at 2.5 FTEs. The Administration Division has a direct staffing level of 8 positions.

### **SIGNIFICANT CHANGES**

#### **FY 2013-2014 Adopted to FY 2013-2014 Amended:**

The Fiscal Year 2013-2014 Amended Budget Net General Fund Contribution of \$3,168,000 is an increase of \$55,800 from the Fiscal Year 2013-2014 Adopted Budget Net General Fund Contribution of \$3,112,200. This 1.8% increase in Net General Fund Contribution is due primarily to the increase in personnel costs as a result of a reduction in furlough days and a reduction of pay rate concessions from 5% to 3.077% for non-sworn. There was also a re-appropriation of \$38,500 from the Vehicle Replacement Fund for one vehicle replacement purchase deferred from FY 2012-13.

#### **FY 2013-2014 Amended to FY 2014-2015 Adopted:**

The Fiscal Year 2014-2015 Adopted Budget Net General Fund Contribution of \$3,483,200 is an increase of \$315,200 from the Fiscal Year 2013-2014 Amended Budget Net General Fund Contribution of \$3,168,000. This 9.95% increase in Net General Fund Contribution is due primarily to the addition of a Police Sergeant position, projected increase in health benefits and retirement costs, and a reduction of furlough days and pay rate concessions.

# POLICE DEPARTMENT

FY 2014-2015 Adopted Budget

Administration Division

## FY 2013-2014 ACCOMPLISHMENTS

OBJECTIVE	RESULT
1. To conduct tabletop exercise for Management Team by December 31, 2013.	Complete. Management team participated in a flood control disaster exercise.
2. To conduct Citywide Disaster Preparedness Exercise by March 1, 2014.	Complete. Silver Dragon event April 18 <sup>th</sup> , 2014.
3. To enhance code enforcement efforts with a focus on Crime Prevention through Environmental Design (CPTED) in partnership with Community Development, by December 2013.	In-progress. Code enforcement continues to work with the City and community to remove blight and conditions that contribute to crime.
4. To develop a citywide anti-graffiti program that includes education and prevention, the immediate removal of graffiti, the use of restorative justice for youth offenders, and the use of civil sanctions against chronic violators.	Working with Community Development on design and implementation.
5. To conduct at least three "Chat with the Chief" sessions by June 30, 2014.	Completed
6. To develop a Citywide anti-violence strategy in partnership with City Council and City staff by December 31, 2013.	On-Going

# **POLICE DEPARTMENT**

**FY 2014-2015 Adopted Budget**

**Administration Division**

## **FY 2014-2015 OBJECTIVES**

1. To conduct at least three "Chat with the Chief" sessions by June 30, 2015.
2. Provide at least four trainings to community organizations and residents on law enforcement related topics such as gang awareness, violence prevention, and domestic violence.
3. Work with Community and Economic Development Department to develop a graffiti database tracking graffiti location, type, and date of occurrence and use said database to design law enforcement graffiti reduction interventions.
4. Complete analysis of our department's use of ShotSpotter technology working in partnership with the Warren Institute of Law and Policy through the Smart Policing Initiative.
5. Build/maintain partnerships with three community organizations to assist the department in coordination of FIT Zones. Conduct 1-2 FIT Zone events in each FIT Zone location per week. Host a minimum of 100 FIT Zone Events.
6. Implement new Department policy and procedure manual incorporating best practices designed to enhance officers' skills.

# POLICE DEPARTMENT

## FY 2014-2015 Adopted Budget

### Investigations Division

#### Division Summary

##### SOURCES

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
Grants	1,700	18,500	-	-	41,600
Measure C Funds	5,650	-	-	-	-
<b>TOTAL</b>	<b>7,350</b>	<b>18,500</b>	<b>-</b>	<b>-</b>	<b>41,600</b>

##### EXPENDITURE BY DIVISION

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
Investigations Division	1,057,100	1,117,600	938,700	952,800	1,522,500
<b>TOTAL</b>	<b>1,057,100</b>	<b>1,117,600</b>	<b>938,700</b>	<b>952,800</b>	<b>1,522,500</b>

##### CHARACTER OF EXPENDITURES

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
<u>PERSONNEL</u>					
Salaries and Benefits	1,055,600	1,117,600	923,700	947,800	1,516,400
<b>Subtotal</b>	<b>1,055,600</b>	<b>1,117,600</b>	<b>923,700</b>	<b>947,800</b>	<b>1,516,400</b>
<u>SUPPLIES AND SERVICES</u>					
Purchased Services	-	-	5,000	5,000	4,000
Supplies and Materials	1,500	-	10,000	-	2,000
<b>Subtotal</b>	<b>1,500</b>	<b>-</b>	<b>15,000</b>	<b>5,000</b>	<b>6,000</b>
<b>TOTAL</b>	<b>1,057,100</b>	<b>1,117,600</b>	<b>938,700</b>	<b>952,800</b>	<b>1,522,400</b>
<b>NET GENERAL FUND CONTRIBUTION</b>	<b>1,049,750</b>	<b>1,099,100</b>	<b>938,700</b>	<b>952,800</b>	<b>1,480,900</b>

##### AUTHORIZED STRENGTH

	FY 2011-12 ADOPTED BUDGET	FY 2012-13 ADOPTED BUDGET	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
<b>Position (FTE) Summary</b>					
Investigations Division	5	5	5	5	8
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>8</b>

##### Position (FTE) Detail

	FY 2011-12 ADOPTED BUDGET	FY 2012-13 ADOPTED BUDGET	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
Police Officer *	4	4	4	4	7
Police Sergeant	1	1	1	1	1
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>8</b>

\*Reassigned 3 Police Officers from Operations to Investigations.



# **POLICE DEPARTMENT**

## **FY 2014-2015 Adopted Budget Investigations Division Summary**

### **SERVICE DESCRIPTION**

The Investigations Division conducts all major criminal investigations, including homicides and aggravated assaults.

Under the direct supervision of the Criminal Investigations Sergeant, the Division is comprised of 7 Police Officers (Detectives) and one Sergeant. Police Officers assigned to the Investigations Division include 4 detectives assigned to criminal investigations, 2 detectives assigned to Special Duty Unit (SDU), and one officer assigned to the Narcotics Task Force (NTF).

### **SIGNIFICANT CHANGES**

#### **FY 2013-2014 Adopted to FY 2013-2014 Amended:**

The Fiscal Year 2013-2014 Amended Budget Net General Fund Contribution of \$952,800 is an increase of \$14,100 from the Fiscal Year 2013-2014 Adopted Net General Fund Contribution of \$938,700. This 1.5% increase is due to a \$24,100 increase in personnel costs as a result of the approved MOU with the POA and offset by a \$10,000 projected savings in supplies and materials.

#### **FY 2013-2014 Amended to FY 2014-2015 Adopted:**

The Fiscal Year 2014-2015 Adopted Budget Net General Fund Contribution of \$1,480,900 is an increase of \$528,100 from the Fiscal Year 2013-2014 Amended Budget Net General Fund Contribution of \$952,800. This increase of 55.4% is a combination of an increase in benefit costs (retirement and medical/dental) and the reassigning of 2 SDU officers and NTF officer from the Operations Division.

# POLICE DEPARTMENT

FY 2014-2015 Adopted Budget

Investigations Division

## FY 2013-2014 ACCOMPLISHMENTS

OBJECTIVE	RESULT
1. To provide continual training to all detectives by June 2014.	Complete. Detectives receive continual training and updates.
2. To implement an automated investigations tracking system by December 31, 2013.	Established contract with RIMS, a police records management and tracking system, to accomplish objective.
3. Complete formation of Cold Case Team in coordination with the Crime lab and San Mateo DA and other outside agencies, i.e. ATF, FBI, etc. by December 2013.	Incomplete due to staffing issues
4. To conduct 3 Cold Case investigations of 5 unsolved murders by June 30, 2014.	Incomplete due to staffing issues
5. To host at least two "Make the Call" television shows by June 30, 2014.	Complete

# **POLICE DEPARTMENT**

**FY 2014-2015 Adopted Budget**

**Investigations Division**

## **FY 2014-2015 OBJECTIVES**

1. The Special Duty Unit will partner with local agencies (Menlo Park Police Department, Gang Intelligence Unit, etc.) to conduct targeted investigations thus enhancing the enforcement of gang related issues.
2. Utilize "Offender Watch" software to enhance the unit's ability to track registered sex offenders.
3. Form a search warrant service team. Provide training for search warrant service team designed to enhance officer safety during the execution of search warrants.
4. Develop individualized training programs for detectives, and ensure that needed specialized training is provided.
5. Institute a "Cold –Case Homicide Detail".

# POLICE DEPARTMENT

## FY 2014-2015 Adopted Budget

### Operations Division

#### Division Summary

##### SOURCES

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
Charges for Services	239,200	225,500	220,000	238,000	248,800
Measure C Public Safety Funds	266,700	287,300	285,400	286,700	385,800
Grants	321,350	399,400	286,000	236,000	57,500
<b>TOTAL</b>	<b>827,250</b>	<b>912,200</b>	<b>791,400</b>	<b>760,700</b>	<b>692,100</b>

##### EXPENDITURES BY DIVISION

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
Operations Division	5,601,000	5,486,700	5,918,200	5,892,300	5,384,600
<b>TOTAL</b>	<b>5,601,000</b>	<b>5,486,700</b>	<b>5,918,200</b>	<b>5,892,300</b>	<b>5,384,600</b>

##### CHARACTER OF EXPENDITURES

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
<u>PERSONNEL</u>					
Salaries and Benefits	5,454,900	5,350,800	5,757,200	5,737,300	5,234,600
<b>Subtotal</b>	<b>5,454,900</b>	<b>5,350,800</b>	<b>5,757,200</b>	<b>5,737,300</b>	<b>5,234,600</b>
<u>SUPPLIES AND SERVICES</u>					
Purchased Services	400	4,900	6,000	-	-
Supplies and Materials	145,700	131,000	155,000	155,000	150,000
Other Expenditures	-	-	-	-	-
<b>Subtotal</b>	<b>146,100</b>	<b>135,900</b>	<b>161,000</b>	<b>155,000</b>	<b>150,000</b>
<b>TOTAL</b>	<b>5,601,000</b>	<b>5,486,700</b>	<b>5,918,200</b>	<b>5,892,300</b>	<b>5,384,600</b>
NET GENERAL FUND CONTRIBUTION	4,773,750	4,574,500	5,126,800	5,131,600	4,692,500
CHARGES FOR SERVICES	239,200	225,500	220,000	238,000	248,800
<b>TOTAL GENERAL FUND</b>	<b>5,012,950</b>	<b>4,800,000</b>	<b>5,346,800</b>	<b>5,369,600</b>	<b>4,941,300</b>

# POLICE DEPARTMENT

## FY 2014-2015 Adopted Budget

### Operations Division

#### Division Summary cont.

#### AUTHORIZED STRENGTH

#### Position (FTE) Summary

Operations Division

**TOTAL**

FY 2011-12 ADOPTED BUDGET	FY 2012-13 ADOPTED BUDGET	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
32	32	32	32	28
<b>32</b>	<b>32</b>	<b>32</b>	<b>32</b>	<b>28</b>

#### Position (FTE) Detail

\* Code Enforcement Officer II  
 \*\* Community Service Officer  
 Police Captain  
 \*\*\* Police Officer  
 Police Officer (Grant Funded)  
 Police Sergeant

**TOTAL**

FY 2011-12 ADOPTED BUDGET	FY 2012-13 ADOPTED BUDGET	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
2	2	2	2	1
-	-	-	-	1
1	1	1	1	1
23	23	23	25	21
2	2	2	-	-
4	4	4	4	4
<b>32</b>	<b>32</b>	<b>32</b>	<b>32</b>	<b>28</b>

\* This position was moved to the Development Services Division due to the 2014-15 Restructuring Plan.

\*\* This position was reassigned from the Administration Division due to the 2014-15 Restructuring Plan.

\*\*\* Three Police Officer positions were reassigned to the Investigations Division and one police officer position was changed to a Police Sergeant Advance assigned to the Administration Division due to the 2014-15 Restructuring Plan.

# **POLICE DEPARTMENT**

**FY 2014-2015 Adopted Budget**

## **Operations Division Summary**

### **SERVICE DESCRIPTION**

The Operations Division provides effective police services throughout the City, handles calls for service, engages in problem-solving with the community, and keeps the peace.

Under the direction of the Chief of Police, the Operations Division is commanded by one Captain. The Captain is responsible for providing police services Citywide and has oversight of the following sections: Patrol, Traffic, Detectives, School Resource, Code Enforcement, and Special Enforcement. Currently, the Operations Division has a direct staffing level of 29 positions.

### **SIGNIFICANT CHANGES**

#### **FY 2013-2014 Adopted to FY 2013-2014 Amended:**

The Fiscal Year 2013-2014 Amended Budget Net General Fund Contribution of \$5,131,600 is an increase of \$4,800 from the Fiscal Year 2013-2014 Adopted Budget Net General Fund Contribution of \$5,126,800. This minor increase of 0.09% is a combination of savings of \$50,000 from overtime costs and an increase wages as a result of a new MOU with the Police Officers Association (POA) and a projected reduction in grants contribution of \$50,000.

#### **FY 2013-2014 Amended to FY 2014-2015 Adopted:**

The Fiscal Year 2014-2015 Adopted Budget Net General Fund Contribution of \$4,692,500 is a decrease of \$439,100 from the Fiscal Year 2013-2014 Amended Budget Net General Fund Contribution of \$5,131,600. This decrease of 8.6% is due primarily to the realignment of 3 officers assigned to the Investigations Division and 1 officer position that is recommended to be converted to a Sergeant position and reassigned to the Administration Division.

# POLICE DEPARTMENT

FY 2014-2015 Adopted Budget

Operations Division

## FY 2013-2014 ACCOMPLISHMENTS

OBJECTIVE	RESULT
1. To conduct at least five (5) periodic traffic enforcement programs including sobriety checkpoints, seat belt and pedestrian crosswalk violations designed to reduce traffic accidents and fatalities by March 31, 2014.	Complete
2. To implement community education programs about traffic safety; especially in high school(s) by December 31, 2013.	Incomplete. Insufficient staff resources prevented us from carrying this out.
3. To implement recommendations in Traffic Survey by March 2014.	Complete.
4. To add one additional FIT Zone to the "Public Health/Anti-Violence".	Complete.
5. To continue implementation of Operation Cease-Fire through December 31, 2013: a. To conduct at least 3 special gang investigations and enforcement projects. b. To conduct at least 2 (call-ins) of known gang members to provide an array of prevention and intervention services. c. To conduct at least 100 home visits of known gang members to provide an array of prevention and intervention services.	Complete. The Department has conducted numerous gang investigations and enforcement projects to include Operation SMART. The Department conducted four "Call-ins" in 2013.  The Special Duty Unit worked in partnership with County probation and parole and conducted over 100 home visits, in addition to making over 100 arrests and recovering large amounts of narcotics and guns.
6. To continue conducting at least one Beat meeting in each Beat monthly and incorporate all City Departments into Beat Meetings so the community can receive information and provide feedback on all city services from July 1, 2013 – June 30, 2014.	Complete. The Department continues to conduct monthly Beat meetings in each of the four Beats. These meetings have expanded to include participation from all City departments.
7. To engage in at least five (5) problem oriented policing (POP). Two in each Beat by June 2013.	Incomplete
8. To add one or more activities to the Police Activities League Program (PAL) by December 31, 2013.	Incomplete. Staff is working on getting PAL non-profit status reactivated.
9. To serve at least 200 youth through the Police Athletic League program by June 30, 2014.	Completed – Jr. Golf Program

# **POLICE DEPARTMENT**

**FY 2014-2015 Adopted Budget**

**Operations Division**

## **FY 2014-2015 OBJECTIVES**

1. By June 30, 2015, conduct eight traffic enforcement programs including sobriety checkpoints, and seat belt and pedestrian crosswalk violations designed to reduce traffic accidents and fatalities.
2. Involve officers in 1-2 FIT Zone events at each FIT Zone location per week. Minimum officer participation in 100 FIT Zone events.
3. Use Warren Institute of Law and Policy's analysis of our department's use of ShotSpotter technology to design and implement at least three gunshot reduction operations in areas with high concentrations of gun violence (shooting hot spots).
4. Conduct at least one monthly Beat Meeting in each of the three beats. Incorporate other City departments into beat meetings as appropriate to provide the community information and opportunities for feedback on City services.
5. Conduct regular school site visits by School Resource Officer for safety training and to address truancy problems.

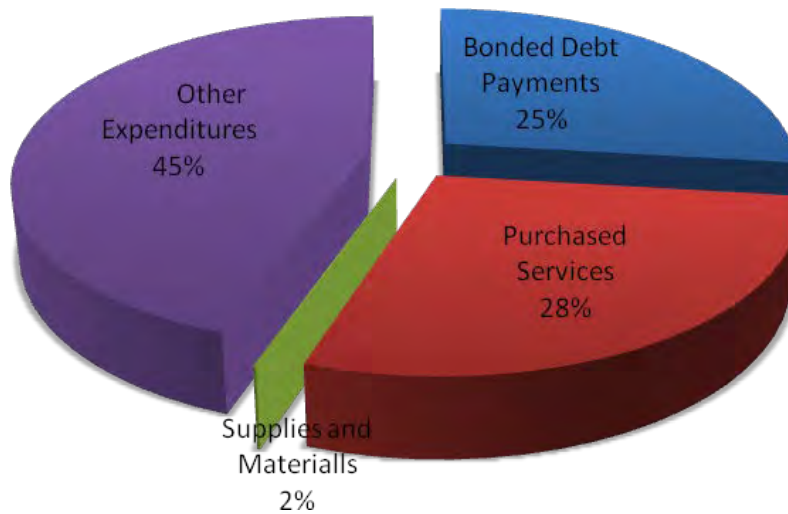


# NON-DEPARTMENTAL

FY 2014-2015 Adopted Budget

Operating \$12,474,500

## CHARACTER OF EXPENDITURES



**NON-DEPARTMENTAL**  
**FY 2014-2015 Adopted Budget**

**Department Summary**

**SOURCES**

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
General Fund	995,200	1,672,600	2,515,000	2,048,200	1,087,400
Enterprise Funds	2,582,500	2,352,400	2,291,400	2,441,700	2,504,900
Grants	-	25,700	-	-	-
Successor Agency/RDA	7,016,400	8,145,700	8,275,500	8,270,500	8,668,700
Special Revenues Funds	110,700	645,000	86,500	472,500	213,500
<b>TOTAL</b>	<b>10,704,800</b>	<b>12,841,400</b>	<b>13,168,400</b>	<b>13,232,900</b>	<b>12,474,500</b>

**EXPENDITURE BY DIVISION**

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
Non-Departmental	10,704,800	12,841,400	13,168,400	13,232,900	12,474,500
<b>TOTAL</b>	<b>10,704,800</b>	<b>12,841,400</b>	<b>13,168,400</b>	<b>13,232,900</b>	<b>12,474,500</b>

**CHARACTER OF EXPENDITURES**

	FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 AMENDED BUDGET	FY 2014-15 ADOPTED BUDGET
<u>PERSONNEL</u>					
Salaries and Benefits	-	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<u>MAJOR SUPPLIES AND SERVICES</u>					
Bonded Debt Payments	3,549,300	3,366,800	3,361,300	3,361,300	3,356,300
Purchased Services	3,537,500	3,230,600	3,419,700	3,563,200	3,533,500
Supplies and Materials	31,200	9,200	19,200	14,400	14,400
Other Expenditures	3,586,800	6,234,800	6,368,200	6,294,000	5,570,300
<b>Subtotal</b>	<b>10,704,800</b>	<b>12,841,400</b>	<b>13,168,400</b>	<b>13,232,900</b>	<b>12,474,500</b>
<b>TOTAL</b>	<b>10,704,800</b>	<b>12,841,400</b>	<b>13,168,400</b>	<b>13,232,900</b>	<b>12,474,500</b>
<b>NET GENERAL FUND CONTRIBUTION</b>	<b>995,200</b>	<b>1,672,600</b>	<b>2,515,000</b>	<b>2,048,200</b>	<b>1,087,400</b>

# NON-DEPARTMENTAL

## FY 2014-15 Adopted Budget

### Department Detail

#### CHARACTER OF EXPENDITURES DETAIL

FY 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 ADOPTED BUDGET	FY 2013-14 PROJECTED BUDGET	FY 2014-15 PROPOSED BUDGET
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#### Major Purchased Services consists of :

County property administrative cost	188,200	148,200	115,000	138,600	141,800
Lobbyist Professional Services	108,400	119,900	130,000	120,000	80,000
Building and equipment lease	186,800	195,500	196,600	176,000	163,400
Contracted Garbage Services (Residential Only)	2,354,800	1,968,800	2,214,200	2,114,200	2,177,600
IT Services with Redwood City	257,800	251,400	292,500	292,500	310,100
City-wide Website Design & Mgmt Services	-	44,300	5,500	5,500	-
Insurance premiums	203,500	260,500	343,800	326,100	343,600
CCAG Dues & Other City-wide memberships	101,700	99,100	104,100	104,000	182,100
Other Miscellaneous	136,300	142,900	18,000	286,300	134,900
<b>SUB-TOTAL</b>	<b>3,537,500</b>	<b>3,230,600</b>	<b>3,419,700</b>	<b>3,563,200</b>	<b>3,533,500</b>

#### Other Major Expenditures consists of:

Pass thru payment agreements to other entities	1,243,300	1,258,200	1,212,800	1,236,300	1,261,100
Education Revenue Augmentation Fund (ERAF)	-	-	-	-	-
Capital expenditures	19,700	132,600	173,800	178,700	222,600
RPTTF Residual	1,378,900	3,853,900	3,643,900	3,945,400	3,965,100
TOT Transfers	-	-	-	-	-
Other Miscellaneous	944,900	990,100	1,337,700	933,600	121,500
<b>SUB-TOTAL</b>	<b>3,586,800</b>	<b>6,234,800</b>	<b>6,368,200</b>	<b>6,294,000</b>	<b>5,570,300</b>
<b>TOTAL</b>	<b>7,124,300</b>	<b>9,465,400</b>	<b>9,787,900</b>	<b>9,857,200</b>	<b>9,103,800</b>

# Capital Improvement Plan

## Introduction

The Capital Improvement Plan (CIP) is a ten-year revolving plan. It is an on-going process, which attempts to match available resources with community plans and needs to maintain and improve facilities and infrastructure in East Palo Alto. The CIP reflects the City Councils priorities and policies to ensure that the needs of the community are met.

CIP projects are major repair and construction projects undertaken by the City that are generally not recurring and have one or more of the following characteristics:

- All projects requiring debt obligation.
- Any acquisition of land.
- Construction of new buildings, parks or facilities including engineering, design, and other pre-construction costs with an estimated cost in excess of \$7,500.
- Major equipment purchases or furnishings required for new buildings.

The CIP provides for the construction, maintenance, and repair of City streets, traffic and transportation systems, public buildings, parks, infrastructure systems, and other City facilities. The maintenance aspect of the CIP is particularly important, since infrastructure maintenance is a key component in the continued economic vitality and quality of life in the City.

Typically, funding sources for the Capital Improvement Plan are from other than General Fund sources, i.e. State, Federal and County/Regional grant sources and/or debt service. Projects are typically infrastructure projects, i.e. parks, road/street construction, and City owned facility repairs. Capital Improvement Plan funds are not available for general operating expenditures.

***(Please see separate CIP document)***



## CIP PLAN UPDATE AND FY 2014 - 2015 CAPITAL BUDGET

**CITY OF EAST PALO ALTO**

**TEN YEAR CAPITAL IMPROVEMENT PROGRAM PLAN ANNUAL UPDATE & BUDGET**



# ACKNOWLEDGEMENTS

## CITY COUNCIL

**Mayor:**

Honorable Laura Martinez

**Vice-Mayor:**

Honorable Lisa Yarbrough-Gauthier

**Councilmember:**

Honorable Ruben Abrica

**Councilmember:**

Honorable Larry Moody

**Councilmember:**

Honorable Donna Rutherford



*The City of East Palo Alto provides responsive, respectful and efficient public services to enhance the quality of life and safety for our multi-cultural community.*

## PLANNING COMMISSION

**Chair:**

Alex Quezada

**Vice-Chair:**

Robert Sherrard

**Commissioners:**

Robert Allen

Tameeka Bennett

Renee Glover Chantler

James Melling (Alt)

Jorge Prado

Court Skinner

## PUBLIC WORKS & TRANSPORTATION ADVISORY COMMITTEE

**Chair:**

Isabel Annie Loya

**Vice-Chair:**

Al Barlevy

**Committee Members:**

Bernardo Huerta

Nancy Edelson

Braulio Gonzalez (Alt)

Arthur "Lee" Gray

Richard Tatum

Betsy Yanez

## EXECUTIVE STAFF

**City Manager:**

Magda Gonzalez

**Assistant City Manager:**

Barbara Powell

**Attorney:**

John Nagel

**Interim Police Chief:**

Lee Violett

**Finance Director:**

Edmund Suen

**Community Development Director**

John Doughty

**Deputy City Clerk**

Nora Pimentel

## CIP TEAM MEMBERS

**Finance Director:**

Edmund Suen

**Community Development Director:**

John Doughty

**Deputy Community Development Dir.:**

Sharon Jones

**City Engineer:**

Kamal Fallaha

**City Maintenance Manager:**

Jay Farr















**Management Analyst:**



















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# TEN YEAR CIP PLAN ANNUAL UPDATE & FY 2014 - 15 CAPITAL BUDGET

## MESSAGE FROM THE DIRECTOR OF COMMUNITY & ECONOMIC DEVELOPMENT

### FISCAL YEAR 2013-14 YEAR IN REVIEW

Fiscal year 2013-14 was a landmark year for the City of East Palo Alto and its Capital Improvement Program (CIP). Adopted on June 18, 2013, the Ten Year CIP Plan identified seventy-one (71) projects with a total cost of approximately \$245 million. The FY 2013-14 Capital Budget funded a total of seventeen (17) of projects with a budget of just over \$10.8 million. During the fiscal year, seven (7) Capital Projects shown in Figure 1 were completed at a cost of approximately \$2.5 million. No other year in the history of the CIP has been as productive and successful as FY 2013-14. A critical component contributing to the timely completion of these projects was the approval and hiring of a new Engineer (limited term) and a General Plan Update Project Manager (limited term). All other FY 2013-2014 Capital Budget projects have rolled over to FY 2014-15 or have been moved to future fiscal years as noted in the Ten Year CIP Plan. Funding of the two filled limited term positions will continue and a third CIP-focused limited term position for a Management Analyst will be filled and funded for FY 2014-15 and is noted in the Capital Budget.

FY 2013-14 COMPLETED CAPITAL IMPROVEMENT PROJECTS		
ST-02	Traffic Signal Upgrade Program	\$ 628,000
PK-03	Rail Spur Site Improvement Project	\$ 79,000
SD-01	Storm Drain Master Plan	\$ 60,000
SP-03	Flood Damage Recovery	\$ 1,500,000
SP-06	New Benchmarks	\$ 16,000
SP-089	Capital Impact Fee Study	\$ 85,000
WD-03	Water Rate Study	\$ 100,000
		<b>TOTAL : \$ 2,468,000</b>

Figure 1

### PREPARING FOR THE YEAR AHEAD

FY 2014-15 is set to begin with changes that demonstrate a hopeful outlook for the future. The CIP is a plan and budget that demonstrates the City's focus and commitment to projects that address significant community needs including expansion of the City's water supply system, replacement of the aging water distribution system and continued improvement of the storm drain and flood management system

which in turn serves to enhance economic development opportunities, address public safety and enhance the overall quality of life of residents. The change in department name to Community & Economic Development Department (CEDD), serves as notice that the CIP and related programs of the City connect infrastructure improvements and maintenance to economic development in order to enhance business and job growth within East Palo Alto.

The capital projects themselves demonstrate the City's continued dedication to the construction, operation and maintenance of community facilities, parks, streets, and transportation networks. These improvements are meeting changing community needs and improving safety by expanding pedestrian and bicycle networks, implementing technology upgrades, improving physical and organizational infrastructure, and ensuring economic and environmental sustainability are a part of every decision. By annually reviewing and approving the CIP and Capital Budget, the City Council demonstrates its commitment to all of the following:

- 1. Addressing aging infrastructure;**
- 2. Meeting demands of future businesses and residents;**
- 3. Implementing the City's Economic Development Strategy; and**
- 4. Improving the City's organizational infrastructure.**

The annual review and update of the CIP document and Capital Budget are the

primary tools for tracking the City's short-term progress towards achieving its longer term infrastructure goals.

On March 4, 2014, staff provided the City Council with an update on the status of FY 2013-14 projects and introduced potential new Projects to the CIP annual update for future approval with the FY 2014-15 Capital Budget. The City Council also reaffirmed that funding and staffing priorities should be focused on projects that (a) enhance the water supply system; (b) enhance the water distribution system; and (c) preserve existing grant funding and earmarks.

On April 22, 2014, staff provided the City Council with a preliminary draft of new and existing projects warranting consideration for funding in FY 2014/15. Three options were presented utilizing varying levels of General Fund contribution. On May 13 and 14, 2014, the City Council held budget workshops on the City's Draft Operational Budget and Draft Ten Year CIP and 2014-15 Capital Budget. The recommended Ten Year CIP and FY 2014-15 Capital Budget reflected in this document are based on the direction of the City Council. The list of new projects was submitted to the Planning Commission and deemed consistent with the General Plan as mandated by State law. The Ten Year CIP and FY 2014-15 Capital Budget was also submitted to the Public Works and Transportation Commission as an informational item.

### ***CONNECTING THE CAPITAL IMPROVEMENT PROGRAM & FINANCIAL VIABILITY***

The CIP and Capital Budget are critical to ensuring the long term financial viability of the City as well as to the quality of life of residents, business owners and operators, and visitors. Residents expect the City to provide essential services and facilities which include a safe and sufficient transportation system, a functional water system, a dependable water supply, storm drainage and flood protection and parks. By annually updating the CIP, staff has the opportunity to regularly evaluate the state of City infrastructure and compliance with state and federal regulations, as well as to enhance the economic vitality by adding and completing projects that demonstrate investment in the community, public safety and sustainability within the upcoming fiscal year and beyond.

The Ten Year CIP and Capital Budget Annual Review process includes both the adoption of the revised and updated Ten Year Plan including new projects and the adoption of the upcoming fiscal year's Capital Budget. The capital budget is constrained by the interdependence of funding availability and adequate staffing to manage and/or complete CIP projects.

As directed, projects have been prioritized based upon the need to preserve existing grants and federal funds and to ensure sufficient water supply to enhance economic development. The CIP requires the allocation of limited resources including general funds. As such, the CIP review process is intentionally set to coincide with the City's Operating Budget Review process. Per State law, the

Capital Budget project list must be reviewed by the Planning Commission for conformity with the City's General Plan. Traditionally, staff also circulates the plan to the Public Works and Transportation Commission.

### ***TEN YEAR CIP (2014-2024)***

The capital needs of the City are significant. Funds and staff available for Capital Projects are limited. Each CIP represents a balancing act between critical needs and available resources. The CIP identifies over seventy capital projects for the coming ten year period. The CIP also estimates that the total funding need for projects will exceed \$262 million, of which little or no funding has been identified in future fiscal years. Many of the projects contained in the CIP will be implemented over multiple years. Many of these same projects will require some commitment of General Funds for project design and construction and/or project management.

### ***FISCAL YEAR 2014-15 CAPITAL BUDGET***

In Chapter 2 of this document is a summary of CIP projects for FY 2014-15 presented including several projects added to the Ten Year CIP in FY 2014-15. While water related improvements continues to be the focus of the CIP, East Palo Alto's need for pedestrian safety and accessibility improvements are important and are now addressed more robustly in the CIP. These improvements include signal improvements, sidewalk ramps, and a study and transition plan specifically focused on pedestrian accessibility improvement needs. Funding for these projects is in part, the result of restructuring and downsizing the City's Free Shuttle Program.

Additionally, several projects have been revised to reflect more accurate estimates, the results of completed plans/studies, and funding and staffing limitations. Detailed descriptions for each of the new and existing projects are included in this document.

The recently completed Storm Drain Master Plan Study (SD-01) has had a significant impact on FY 14-15 projects. The purpose of the Storm Drain Master Plan Study was to evaluate the condition and capacity of the City’s storm drain infrastructure, recommend improvements, and prioritize deficiencies in order of urgency for the purposes of identifying funding and scheduling project implementation. Figure 2 is the summary of storm drain related capital projects for FY 2014-15:

STORM DRAIN PROJECTS FY14/15		
SD-02	Runnymede Storm Drain Project: Phase II	\$1,262,000
SD-03	Repair of University Village Outfalls	\$240,000
SD-04	Street Sweeping Signage	\$75,000
SD-06	Implementation of Storm Drain Master Plan: Urgent O'Connor Pump Station Improvements	\$580,000
<b>TOTAL</b>		<b>\$2,157,000</b>

Figure 2

The Summary of CIP Costs Based on Priority Level shows total costs for Urgent,

High, Moderate and Low Priority Capital Projects as approximately \$38.2 million. Immediate improvements to O'Connor Pump Station (SD-05 and SD-06) are the only projects identified as Urgent in the study at a cost of \$580,000 with contingencies. This work on O'Connor will begin in FY 14-15 with the \$6.6 million complete replacement of the O'Connor Pump Station planned for future years.

On May 14, 2014 the City Council directed staff to create a distinct Capital Improvement Reserve Fund within the budget for use in FY 2014-15 and beyond.

The FY 2014-15 allocations from the CIP Reserve Fund are listed in Figure 3:

FY 2014/15 Allocation from CIP Reserve Fund (Proposed)		Funds Currently Requested for FY 14-15	Funds Not Currently Requested for FY 14-15
ST-05	Bay Road (Roadway and Downstream Improvements)	\$ 161,000	
ST-11	Sidewalk Repair (TIER 2) - Focus on High Risk Tripping Hazards	\$ 170,000	
ST-14	University Avenue Bridge Overcrossing	\$ -	
ST-18*	Neighborhood Traffic Transportation Plan (The Gardens)	\$ -	
ST-19*	Runnymede/University Avenue Signal**	\$ -	\$ 500,000
FA-08	Council Chamber Accessibility Compliance	\$ 80,000	
PK-10	Bell Street Park Improvements	\$ 35,000	
SD-06	Implementation of Storm Drainage Master Plan: Urgent Priority	\$ 280,000	
WS-01A	Emergency Water Connections - City of Palo Alto**	\$ -	\$ 124,000
WS-01B	Emergency Water Connections - Palo Alto Park Mutual	\$ 50,000	
WS-02	Gloria Way Well Retrofit**	\$ -	\$ 1,235,000
SP-04	Purchase of Financial Software***	\$ 225,000	
SP-10*	Accessibility Study & Citywide Transition Plan	\$ 24,000	
SP-11*	Flood Emergency Recovery Fund	\$ 50,000	
<b>TOTAL</b>		<b>\$ 1,075,000</b>	<b>\$ 1,859,000</b>

\* New CIP Project.  
 \*\* Project is active for FY14-15; funding is not being requested at this time.  
 \*\*\* SP-04 Purchase of Financial Software will be funded from the Technology Fund.





This represents a significant step toward providing ongoing funding and match funding that will improve the City's ability to finance improvements and obtain new grants. Because funding will remain limited into the foreseeable future, projects will also have to be built on a pay-as-you-go basis. Please note that the recommended Ten Year CIP has shifted some projects previously identified to begin in FY 2013-14 and FY 2014-15 to later years. This shift recognizes some changing priorities, but primarily a lack of funding and/or staffing necessary to initiate and/or complete.

In closing, FY 2014-15 has the potential to be yet another record-breaking year for East Palo Alto's Capital Improvement Program in terms of starting and completing design and construction efforts on projects that will improve infrastructure, customer service, parks, roads, bridges and more for residents, businesses, and visitors.

John T. Doughty

Community and Economic Development Director  
City of East Palo Alto



## CHAPTER 1

# INTRODUCTION



Photo-simulation of a design option for the Highway 101 Pedestrian/Bicycle Overcrossing (ST-06)

# CHAPTER 1. INTRODUCTION

The City of East Palo Alto's capital needs are extensive and range from the water system to roadways to parks and other facilities. It is unrealistic to address all of the City's capital needs within the one year budgeting cycle, let alone within the ten year outlook of the Capital Improvement Program (CIP). Therefore it is important that the most critical capital be identified and prioritized within the CIP.

## CAPITAL PRIORITIES

At this time, the City's greatest capital needs are related to public safety, most significantly in the categories of water supply, water distribution and storm drain systems maintenance, repair and upgrades. The City's primary obligation is to protect its residents and their properties. Addressing issues related to the water and storm drain systems are necessary for the City to meet this obligation.

## STRATEGIC CAPITAL MANAGEMENT

Historically, the City has relied almost entirely on grant money to fund major capital improvements. This CIP takes a more systematic approach to programming capital improvements and includes more requests for General Fund commitments than requested in prior years. City staff will continue aggressively pursuing state and federal grants to ensure implementation of projects as moneys become available but one time and ongoing General Fund moneys will be required to ensure the most urgent projects are completed.

Due to reliance on grant funding and the very small General Fund contribution over the past years, little to no preventative maintenance and/or incremental upgrades have been completed on City infrastructure and facilities. This method of capital programming and management is often referred to as the "pay as you go" approach. It is the municipal equivalent of living paycheck to paycheck and only making repairs and improvements after disaster occurs or when

regulatory agencies force compliance.

The converse of the "pay as you go" approach is strategic capital management. This requires identification of capital needs, planning, scheduling and completing maintenance and upgrades to infrastructure based on accepted life cycle costs and analysis. For example, if the City knows that a roof of a building will cost \$30,000 to replace and will typically last thirty years, it is ideal to plan for the roof replacement by setting aside \$1,000 per year (strategic approach) instead of trying to find \$30,000 when the roof fails (pay-as-you-go approach).

Ultimately, some use of the "pay as you go" method is unavoidable. However, transitioning from "pay as you go" to being more strategic will save the City

***"The City's 2010 Water System Master Plan estimated the City's water system upgrade needs at approximately \$55 million."***

significant money in the long term on many of its capital needs, including pavement management and civic/community facilities and parks.

This CIP continues to lay the groundwork for a more strategic capital planning approach. Master Plans, such as the Community Facilities and Parks Master Plan (FA-01), are being prioritized so that there will be a basis for long-term strategic capital planning. Instead of the five-year outlook in the CIP which the City has historically used, this version of the CIP continues to look ten years into the future, to provide a more comprehensive picture of the City's long-term capital needs.

Transitioning away from the “pay as you go” model, will also require the scheduling of capital projects without an identified source of funding. In this CIP, only projects with an identified funding source were scheduled during the five-year cycle. All other projects were deemed to be a “future project” and were not assigned a year. This methodology meant that most of the projects were assigned to year-one or year-two, while years three through five had almost no projects.

## WATER SYSTEM NEEDS

Upgrades to the City's water distribution and supply



Gloria Way Well

system are necessary to:

- Meet current and future water demand;
- Maintain adequate system pressures (emergency fire flow volumes, etc.);
- Ensure an emergency supply in case of a disaster (24-72 hours' worth); and
- Facilitate housing and economic development opportunities.

Water System projects include the replacement of underground pipes (including upgrading of pipe

sizes), construction of emergency water storage facilities, and establishment of interties with adjacent municipal water systems.

The City's 2010 Water System Master Plan estimated the City's water system upgrade needs at approximately \$55 million. This amount is far in excess of what the City can commit from the General Fund. Unfortunately, the need for water system upgrades is immediate and essential. Adequate supply and pressure is needed to provide functional flow for fire protection services. Also, if an earthquake severed the connection to the Hetch Hetchy Water System, there would be no emergency water supply available to serve city residents. The estimated construction cost of two one million gallon water tanks is approximately \$5 million, exclusive of land acquisition costs.

Staff proposes that resources continue to be expended on improving the water system in the near term to provide opportunity for economic development, job creation, public safety as well as other critical community needs. This approach will not be adequate to fully address the City's emergency and fire flow needs, but represents a reasonable start. Therefore, the City has undertaken a water rate

and financial model study (WD-03) to analyze available data and evaluate alternative borrowing strategies, such as bonds or loan programs, for long term capital repairs and replacements. Bonding the improvements would require years of preparation, but may provide the only realistic funding source for the water system improvements that are critical to long term economic development and safety of the community.

## WATER SUPPLY

The City Council recently accepted a report regarding the Gloria Way Well (WS-02). The study included analysis of opportunities to develop an additional well and two-one million gallon storage tanks. Prior to proceeding with a second well, the City must develop a Groundwater Management Plan (GWMP) (WS-05) that will be fully compliant with the Water Code (i.e., AB 3030, SB 1938 and AB 359). The plan will address all of the required and many of the recommended elements of AB3030/SB1938. A Groundwater Monitoring Plan will also be developed to be compliant with the State Water Code (SBx7-6). These plans will identify existing resources, provide direction on managing groundwater resources, describe the means and methods of monitoring impacts, describe appropriate data management and coordination processes,

outline any processes for coordinating groundwater management with other agencies, and propose mitigations if significant impacts are identified. The plans are intended to help ensure long-term sustainability of the groundwater resource and provide eligibility for State Water funds. Additionally, these plans will provide the necessary guidance to manage groundwater resources and address California Environmental Quality Act (CEQA)/National Environmental Policy Act (NEPA) mitigation requirements for developing and utilizing those resources through the City's proposed production wells. The Groundwater Management and Monitoring Plan is estimated to cost \$100,000.

Staff has identified the need to establish a Groundwater Monitoring Network (WS-06) and Annual Groundwater Monitoring program (WS-07). These projects will monitor water quality, saline levels and other factors that could impact the City's groundwater resources. This project will implement the Groundwater Monitoring Plan (GWMP) to conform to State Law. This project will ensure the City eligible for State Water funds (SBx7-6) to assist the City in addressing water supply and conveyance needs. Implementation of the GWMP will aid in managing groundwater resources, meeting

requirements under State Law, and addressing California Environmental Quality Act (CEQA)/National Environmental Protection Act (NEPA) mitigation requirements for developing and utilizing those resources through the City's proposed production wells. Establishment of the Groundwater Monitoring Network is estimated to cost \$325,000. Annual costs are estimated to be \$26,000.

The GWMP and Monitoring Program is each necessary to comply with State Law and ensure the City is eligible to apply for State Water funds.

## STORM DRAIN & FLOOD PROTECTION UPGRADES

As recent storms have demonstrated, much of the



Existing Newell Bridge

City is vulnerable to flood damage. Investments in the City's storm drain system are essential because failure of the system during a major storm event could lead to significant and lasting damage to homes, businesses, roads and other infrastructure.

The Runnymede Storm Drain Project: Phase II (SD-02), which includes some repair and upgrades to the O'Connor Pump Station, and the implementation of the recently completed Storm Drainage Master Plan (SD-01) are important components in preventing catastrophic failure. SD-01 ranked maintenance and repair of O'Connor as urgent and work will begin in fiscal year 2014-15 on Implementation of the Storm Drainage Master Plan (SD-06) beginning with failure to ion will reduce its functionality and reliability. If the O'Connor Pump Station were to fail during a major storm event, catastrophic flood damage could occur despite the implementation of Phase 1 of the San Francisquito Creek Flood Protection Project.

## STREETS AND ROADS

The City's pavement network consists of 38 miles of pavement with an estimated total replacement value of \$36.6 million; the average pavement condition index (PCI) is 56 which means it is in fair condition. Maintenance and improvements must be performed in order to keep the PCI at this level over time. Performing routine maintenance and

improvements to the City's roadways extends the useful life of the roadways, and reduces the need for major street reconstruction projects, which are exponentially more expensive than performing routine maintenance. At present, the City is programming little more than routine maintenance. To achieve the long term cost savings and reduce future liabilities, it is imperative to annually fund the City's street resurfacing (ST-07), reconstruction and upgrade programs (ST-13). Ultimate funding decisions will need to determine if gas tax funds will be used more for capital projects versus funding City maintenance staff. In FY 2014-15 approximately \$75,000 in staff time will be spent on street maintenance. This time has been primarily focused on routine maintenance of signage, striping, litter control and landscape maintenance. An additional \$500,000 per year over the next five years is needed to maintain the current pavement condition index (total \$2.5 million).

The City is working on a joint project with the City of Palo Alto to replace the Newell Road/San Francisquito Bridge (SP-07). This project includes the replacement of the existing bridge, originally built in 1911. This is a jointly managed project with the City of Palo Alto. The new bridge will improve safety by improving the line of sight for motorists and facilitating pedestrian and bicycle travel across the bridge. The new bridge will also improve flood safety because it would be designed to allow a 100-year flood

event to safely pass through the channel. The City's financial contribution to this project will be in the form of staff resources.

Staff is currently participating in development of the Willow Road/101 Interchange Reconstruction Project (SP-08). The project will address deficiencies with the existing interchange impacting motorists, bicyclists, and pedestrians by eliminating traffic weaves and providing adequate space for vehicles to stack on freeway off-ramps. The City of East Palo Alto is partnering with the City of Menlo Park and Caltrans on this project. The new interchange would improve efficiency, leading to less vehicular congestion along Willow Road and Highway 101. The new interchange would also enhance non-motorized access, which will encourage walking and bicycling, leading to improved public health. The City's financial contribution is General Funds in the form of staff resources. Staff resources are very limited. Again, time devoted to this project is time unavailable to work on other critical projects.

## CIVIC/COMMUNITY FACILITIES & PARKS

The City has never conducted a comprehensive study of its civic/community facility and park needs and obligations. Therefore it is unknown what facilities need to be upgraded or what the City's long term liabilities are in these areas. Currently administrative services, Police Department and

the City Service Yard are housed in leased properties. Staff recommends prioritization of a Facilities Master Plan and Parks Master Plan (FA-01) so that the needs and obligations can be quantified and upgrades/replacements can be properly planned. The Master Plan is anticipated to cost approximately \$100,000.



CHAPTER 2

FISCAL YEAR 2014 -15 CAPITAL BUDGET



View of East Palo Alto from the West Side looking towards the Dumbarton Bridge



FY 2014/15 CAPITAL BUDGET SUMMARY AND CAPITAL IMPROVEMENT PROJECT LIST		Total Cost of Capital Projects	FY 14-15 CIP Projects Budget Total	Previously Allocated Funds for FY 14-15 Active Projects	Total Funds Allocated for FY 14-15 on 6/17/14
ST-03	Safe Routes to School: Cycle 3 (Design & Construction)	\$ 580,000	\$ 580,000	\$ 580,000	\$ 580,000
ST-04A*	Street Light Upgrade Project: Neighborhood Requested LED Lights	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
ST-05	Bay Road (Roadway and Downstream Improvements)	\$ 10,666,000	\$ 2,321,000	\$ 2,160,000	\$ 2,321,000
ST-06	Highway 101 Pedestrian-Bicycle Overcrossing	\$ 8,400,000	\$ 600,000	\$ 600,000	\$ 600,000
ST-07	Street Resurfacing Program (Ongoing)	\$ 2,990,000	\$ 495,000	\$ 495,000	\$ 495,000
ST-08	University Avenue Resurfacing & Signal Upgrade Project	\$ 900,000	\$ 810,000	\$ 810,000	\$ 810,000
ST-11	Sidewalk Repair (TIER 2) - Focus on High Risk Tripping Hazards	\$ 237,000	\$ 170,000	\$ -	\$ 170,000
ST-14	University Avenue Interchange	\$ 6,800,000	\$ 6,520,000	\$ 6,520,000	\$ 6,520,000
ST-18*	Neighborhood Traffic Transportation Plan (The Gardens)	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000
ST-19*	Runnymede/University Avenue Signal**	\$ 500,000	\$ 500,000	\$ -	\$ -
ST-20*	Pedestrian Accessibility Improvements	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
FA-08	Council Chamber Accessibility Compliance	\$ 80,000	\$ 80,000	\$ -	\$ 80,000
PK-01	Cooley Landing Phase II-V	\$ 5,075,000	\$ 1,735,000	\$ 1,735,000	\$ 1,735,000
PK-10	Bell Street Park Improvements	\$ 460,000	\$ 80,000	\$ 45,000	\$ 80,000
SD-02	Runnymede Storm Drain Project: Phase II	\$ 1,262,000	\$ 1,262,000	\$ 1,262,000	\$ 1,262,000
SD-03	Repair of University Village Outfalls	\$ 401,000	\$ 50,000	\$ 50,000	\$ 50,000
SD-04	Street Sweeping Signage	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
SD-06	Implementation of Storm Drainage Master Plan: Urgent Priority Improvements	\$ 38,200,000	\$ 580,000	\$ 300,000	\$ 580,000
WS-01A	Emergency Water Connections - City of Palo Alto**	\$ 164,000	\$ 124,000	\$ 40,000	\$ -
WS-01B	Emergency Water Connections - Palo Alto Park Mutual	\$ 582,000	\$ 50,000	\$ -	\$ 50,000
WS-02	Gloria Way Well Retrofit**	\$ 2,002,000	\$ 1,800,000	\$ 565,000	\$ -
WS-04	Second Groundwater Well	\$ 3,400,000	\$ 300,000	\$ 300,000	\$ 300,000
WS-05	Groundwater Management & Monitoring Plan	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
WS-06	Groundwater Monitoring Network	\$ 325,000	\$ 125,000	\$ 125,000	\$ 125,000
WD-04	Water Main Replacement Program	\$ 30,268,000	\$ 396,000	\$ 396,000	\$ 396,000
SP-01	Targeted General Plan & Zoning Code Update	\$ 1,550,000	\$ 800,000	\$ 800,000	\$ 800,000
SP-02A	SF Creek Flood Control Project: Bay to Hwy 101	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000
SP-04	Purchase of Financial Software***	\$ 225,000	\$ 225,000	\$ -	\$ 225,000
SP-05	Coastal Flood Protection Analysis	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
SP-10*	Accessibility Study & Citywide Transition Plan	\$ 24,000	\$ 24,000	\$ -	\$ 24,000
SP-11*	Flood Emergency Recovery Fund	\$ 50,000	\$ 50,000	\$ -	\$ 50,000
<b>TOTALS</b>		<b>\$ 116,571,000</b>	<b>\$ 21,107,000</b>	<b>\$ 18,213,000</b>	<b>\$ 18,683,000</b>

\* New CIP Project.

\*\* Project is active for FY14-15; funding is not being requested at this time and is not included in the total.

\*\*\* SP-04 Purchase of Financial Software will be funded from the Technology Fund.



Community & Economic  
Development Department

## CAPITAL IMPROVEMENT PROGRAM

### TABLE KEY & SUMMARY

Total Cost of Capital Projects **\$ 116,571,000**

FY 14-15 CIP Projects Budget Total **\$ 21,107,000**

Total Funds Allocated for FY 14-15 on 06/17/14 **\$ 18,683,000**

Funds Budgeted for FY 14-15; No Allocation Requested 06/17/14 **\$ 1,859,000**





# TEN YEAR CAPITAL BUDGET SUMMARY FY 2014/15 TO FY 2023/24

(Orange indicates FY 14/15 active Project; Grey indicates project is complete)

STREETS & TRANSPORTATION		FY 14/15 Proposed	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY20/21	FY 21/22	FY 22/23	FY 23/24 Proposed	No Year	Total
(Thousands of Dollars)													
ST-01	Traffic/Transportation Master Plan	\$ -	\$ -	\$ 65	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65
ST-02	Traffic Signal Upgrade Program	COMPLETE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ST-03	Safe Routes to School: Cycle 3	\$ 580	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 580
ST-04A	Street Light Upgrade Project: Neighborhood Requested LED Street Light (Purchase & Installation)	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50
ST-04B	Street Light Upgrade Study	\$ -	\$ 50	\$ 100	\$ 75	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275
ST-05	Bay Road Improvements (Roadway)	\$ 1,200	\$ 32,552	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,752
ST-06	Highway 101 Pedestrian-Bicycle Overcrossing	\$ 600	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,100
ST-07	Annual Street Resurfacing Program	\$ 495	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ -	\$ 4,995
ST-08	University Avenue Resurfacing & Signal Upgrade Program	\$ 810	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 810
ST-09	Bicycle and Pedestrian Improvements	\$ -	\$ -	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50
ST-10	New Sidewalks, Curbs & Gutters	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ 150
ST-11	Sidewalk Repair/ADA Ramp Program	\$ 237	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 237
ST-12	Traffic Calming Program	\$ -	\$ -	\$ -	\$ 25	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ -	\$ -	\$ 125
ST-13	Major Street Reconstruction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000
ST-14	University Avenue Interchange	\$ 6,520	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,520
ST-15	Signage & Striping Improvements	\$ -	\$ -	\$ 50	\$ 50	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150
ST-16	Euclid Avenue Tunnel Assessment & Investigation	\$ -	\$ -	\$ 30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30
ST-17	New Loop Road	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,400	\$ 15,400

## TEN YEAR CAPITAL BUDGET SUMMARY FY 2014/15 TO FY 2023/24

(Orange indicates FY 14/15 active Project; Grey indicates project is complete)

STREETS & TRANSPORTATION		FY 14/15 Proposed	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY20/21	FY 21/22	FY 22/23	FY 23/24 Proposed	No Year	Total	
(Thousands of Dollars)														
ST-18	Neighborhood Traffic Transportation Plan (The Gardens)	\$ 65	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65	
ST-19	Runnymede/University Avenue Signal	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	
ST-20	Pedestrian Accessibility Improvements	\$ 40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40	
<b>Total</b>	<b>Total</b>	<b>\$ 11,097</b>	<b>\$ 40,602</b>	<b>\$ 795</b>	<b>\$ 650</b>	<b>\$ 620</b>	<b>\$ 520</b>	<b>\$ 520</b>	<b>\$ 520</b>	<b>\$ 520</b>	<b>\$ 520</b>	<b>\$ 500</b>	<b>\$ 16,550</b>	<b>\$ 72,894</b>

## TEN YEAR CAPITAL BUDGET SUMMARY FY 2014/15 TO FY 2023/24

(Orange indicates FY 14/15 active Project; Grey indicates project is complete)

COMMUNITY FACILITES		FY 14/15 Proposed	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total CIP
(Thousands of Dollars)													
FA-01	Community Facilities & Parks Master Plan	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100
FA-02	Community Development Building	\$ -	\$ -	\$ 10	\$ 80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90
FA-03	2277 University Avenue Building	\$ -	\$ -	\$ -	\$ 10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10
FA-04	Senior Center Building	\$ -	\$ 20	\$ -	\$ 10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30
FA-05	New Police Department Building	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,000	\$ 10,000
FA-06	Corporation Yard	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100
FA-07	City Hall Purchase	\$ -	\$ 10,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000
FA-08	Media Center Improvements	\$ 80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80
FA-09	New Facilities in Ravenswood Specific Plan Area	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,375	\$ 21,375
<b>Total</b>		<b>\$ 80</b>	<b>\$ 13,120</b>	<b>\$ 5,110</b>	<b>\$ 100</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 21,375</b>	<b>\$ 46,785</b>

# TEN YEAR CAPITAL BUDGET SUMMARY FY 2014/15 TO FY 2023/24

(Orange indicates FY 14/15 active Project; Grey indicates project is complete)

PARKS & OPEN SPACE		FY 14/15 Proposed	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total CIP
(Thousands of Dollars)													
PK-01	Cooley Landing	\$ 1,735	\$ 1,735	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 498	\$ 3,968
PK-02	Tree Planting Program	\$ -	\$ 25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25
PK-03	Rail Spur Site Improvement Project	COMPLETE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PK-04	MLK Park Expansion & Improvements	\$ -	\$ 40	\$ 380	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 420
PK-05	Joel Davis Park Improvements	\$ -	\$ -	\$ -	\$ -	\$ 20	\$ 210	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 230
PK-06	New Sidewalks & Trails in Ravenswood Specific Plan Area	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,600	\$ 10,600
PK-07	San Francisquito Creek Park/Trail	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,250	\$ 3,250
PK-08	Jack Farrell Park Improvements	\$ -	\$ -	\$ -	\$ 20	\$ 170	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 190
PK-09	Baylands Park	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,368	\$ 4,368
PK-10	Bell Street Park Improvements	\$ 80	\$ -	\$ 40	\$ 390	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 510
PK-11	New Parks in Ravenswood Specific Plan Area	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,900	\$ 21,900
PK-12	Hetch Hetchy Aqueduct Linear Park	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,025	\$ 3,025
<b>Total</b>		<b>\$ 1,815</b>	<b>\$ 1,800</b>	<b>\$ 420</b>	<b>\$ 410</b>	<b>\$ 190</b>	<b>\$ 210</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 43,641</b>	<b>\$ 48,486</b>



## TEN YEAR CAPITAL BUDGET SUMMARY FY 2014/15 TO FY 2023/24

(Orange indicates FY 14/15 active Project; Grey indicates project is complete)

STORM DRAIN		FY 14/15 Proposed	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total CIP
(Thousands of Dollars)													
SD-01	Storm Drain Master Plan	COMPLETE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SD-02	Runnymede Storm Drain Project: Phase II	\$ 1,262	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,262
SD-03	Repair of University Village Outfalls	\$ 50	\$ 241	\$ 80	\$ 30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 401
SD-04	Street Sweeping Signage	\$ 75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75
SD-06	Implementation of Storm Drainage Master Plan(Urgent O'Connor Pump Station Improvements)	\$ 580	\$ 4,180	\$ 4,180	\$ 4,180	\$ 4,180	\$ 4,180	\$ 4,180	\$ 4,180	\$ 4,180	\$ 4,180	\$ -	\$ 38,200
<b>Total</b>		<b>\$ 1,967</b>	<b>\$ 4,421</b>	<b>\$ 4,260</b>	<b>\$ 4,210</b>	<b>\$ 4,180</b>	<b>\$ 4,180</b>	<b>\$ 4,180</b>	<b>\$ 4,180</b>	<b>\$ 4,180</b>	<b>\$ 4,180</b>		<b>\$ 39,938</b>

## TEN YEAR CAPITAL BUDGET SUMMARY FY 2014/15 TO FY 2023/24

(Orange indicates FY 14/15 active Project; Grey indicates project is complete)

WATER SUPPLY		FY 14/15 Proposed	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total CIP
(Thousands of Dollars)													
WS-01A	Emergency Water Connections - City of Palo Alto	\$ 124	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 124
WS-01B	Emergency Water Connections - Palo Alto Park Mutual	\$ 50	\$ 532	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 582
WS-01C	Emergency Water Connections - O'Connor Tract	\$ -	\$ 384	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 384
WS-02	Gloria Well Retrofit	\$ 1,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,800
WS-03A	New Storage Tank - East of HWY 101	\$ -	\$ -	\$ 1,000	\$ 2,150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,150
WS-03B	New Storage Tank - West of HWY 101	\$ -	\$ 1,000	\$ 2,150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,150
WS-04	Second Groundwater Well	\$ 300	\$ 3,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,400
WS-05	Groundwater Management & Monitoring Plan	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100
WS-06	Groundwater Monitoring Network	\$ 125	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 325
WS-07	Annual Groundwater Monitoring Program	\$ -	\$ -	\$ 26	\$ 26	\$ 26	\$ 26	\$ 26	\$ 26	\$ 26	\$ -	\$ -	\$ 182
WS-08	MLK Park Storm Water Capture & Reuse Facility	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 630	\$ 630
<b>Total</b>		<b>\$ 2,499</b>	<b>\$ 5,216</b>	<b>\$ 3,176</b>	<b>\$ 2,176</b>	<b>\$ 26</b>	<b>\$ 26</b>	<b>\$ 26</b>	<b>\$ 26</b>	<b>\$ 26</b>	<b>\$ -</b>	<b>\$ 630</b>	<b>\$ 13,827</b>

## TEN YEAR CAPITAL BUDGET SUMMARY FY 2014/15 TO FY 2023/24

(Orange indicates FY 14/15 active Project; Grey indicates project is complete)

WATER DISTRIBUTION		FY 14/15 Proposed	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total CIP
(Thousands of Dollars)													
WD-01	Water System Master Plan	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100
WD-02	Urban Water Management Plan	\$ -	\$ 60	\$ -	\$ -	\$ -	\$ -	\$ 60	\$ -	\$ -	\$ -	\$ -	\$ 120
WD-03	Water Rate Study	COMPLETE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WD-04	Water Main Program	\$ 396	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,872	\$ 30,268
WD-05	Water Meter Replacement Program	\$ -	\$ 895	\$ 895	\$ 895	\$ 895	\$ 895	\$ 895	\$ 895	\$ 895	\$ 895	\$ -	\$ 7,160
WD-06	Fire Hydrant Replacement Program	\$ -	\$ 56	\$ 56	\$ 56	\$ 56	\$ 56	\$ 56	\$ 56	\$ 56	\$ 56	\$ -	\$ 448
WD-07	Water Valve Replacement Program	\$ -	\$ 162	\$ 162	\$ 162	\$ 162	\$ 162	\$ 162	\$ 162	\$ 162	\$ 162	\$ -	\$ 1,296
<b>Total</b>		<b>\$ 396</b>	<b>\$ 1,173</b>	<b>\$ 1,113</b>	<b>\$ 1,113</b>	<b>\$ 1,213</b>	<b>\$ 1,113</b>	<b>\$ 1,173</b>	<b>\$ 1,113</b>	<b>\$ 1,113</b>	<b>\$ -</b>	<b>\$ 29,420</b>	<b>\$ 39,392</b>

## TEN YEAR CAPITAL BUDGET SUMMARY FY 2014/15 TO FY 2023/24

(Orange indicates FY 14/15 active Project; Grey indicates project is complete)

SPECIAL PROJECTS		FY 14/15 Proposed	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total CIP
(Thousands of Dollars)													
SP-01	Targeted General Plan & Zoning Code Update	\$ 800	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 950
SP-02A	SF Creek Flood Control Project: Bay to Hwy 101	\$ 800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800
SP-02B	SF Creek Flood Control Project: Upstream of Hwy 101	\$ -	\$ -	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200
SP-03	Flood Damage Recovery	COMPLETE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SP-04	Purchase of Financial Software	\$ 225	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225
SP-05	Coastal Flood Protection Analysis	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300
SP-06	New Benchmarks	COMPLETE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SP-07	Newell Bridge Replacement Project	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SP-08	Willow Road/Hwy 101 Interchange Reconstruction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SP-09	Capital Impact Fee Study	COMPLETE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SP-10	Accessibility Study & Citywide Transition Plan	\$ 24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24
<b>TOTAL - ALL PROJECTS</b>		FY 14/15 Proposed	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY20/21	FY 21/22	FY 22/23	FY 23/24	No Year	
<b>TOTALS</b>		<b>\$ 20,053</b>	<b>ESTIMATED TOTAL FOR TEN YEAR CIP PROJECTS: \$ 261,322</b>										

CHAPTER 3

STREETS AND TRANSPORTATION PROJECTS (ALL YEARS)



Crosswalk Improvements on Bay Road

# ST-01

# TRAFFIC & TRANSPORTATION MASTER PLAN

## PROJECT INFO

**Category:**  
Streets and Transportation

**Total Est. Project Cost:**  
\$65,000

**Responsible Department:**  
CEDD

**Status:**  
Portions completed, including a Pavement Management Program.

The Traffic/Transportation Master Plan is intended to use the goals outlined in the City’s General Plan to identify specific projects and programs that will address transportation needs and objectives related to efficiency and safety. The Master Plan will include strategies to address issues such as traffic calming in residential zones, parking, sidewalks, signage, bicycle and non-motorized transportation, intersection management, regional vs. local needs, circulation through the Ravenswood Business District and circulation along major corridors. Portions of the Master Plan have already been completed, including a Pavement Management Program. Additional studies and programs are needed to complete

a comprehensive Master Plan that will address all of the City’s transportation needs. This is the critical project within the Streets and Transportation category.

This project specifically addresses General Plan Circulation Goal 5.0, to “improve transportation system efficiency”. Establishing a master plan is a critical step towards maximizing the efficiency of the City’s circulation system to serve the needs of local residents, business owners and visitors. The development of a Master Plan will facilitate the implementation of the other projects listed under the Streets and Transportation section of the CIP.

This project is primarily aligned with the following City Council Strategic Objective:

- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
Project Cost				\$ 65									\$ 65	\$ 65	\$ -
<b>Total</b>	\$ -	\$ -	\$ -	\$ 65	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	<b>\$ 65</b>	\$ 65	\$ -
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
State Gas Tax				\$ 65									\$ 65	\$ 65	\$ -
<b>Total</b>	\$ -	\$ -	\$ -	\$ 65	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	<b>\$ 65</b>	\$ 65	\$ -

# ST-02

# TRAFFIC SIGNAL UPGRADE PROGRAM — COMPLETED FY 2013-14

## PROJECT INFO

**Category:**

Streets and Transportation

**Total Est. Project Cost:**

\$689,000

**Responsible Department:**

CEDD

**Status:**

Project completed in FY 13/14.

This project provides for the construction of intersection improvements including geometric upgrades to intersections, signal hardware and software upgrades, and improvements to signage and striping. Intersections in need of improvements include various intersections along University Avenue and in the Ravenswood/4 Corners Specific Plan Project Area. A citywide evaluation of traffic signal needs will be evaluated as part of the Transportation Master Plan (ST-01). The estimated cost of construction includes a

contingency.

This project furthers General Plan Circulation Goal 2.0, to “provide a system of local roadways that meets community needs”. Implementation of this project would enhance the ability of drivers to travel through the City in a safe and efficient manner.

This project is primarily aligned with the following City Council Strategic Objective:

- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended												Total 10-Year	Funded	Unfunded	
	(Thousands of Dollars)															
Design/Engineering	\$ 61													\$ -	\$ -	\$ -
Construction	\$ 598													\$ -	\$ -	\$ -
Contingency	\$ 30													\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 689</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ -</b>	\$ -	\$ -
Sources of Funding	Previously Expended												Total 10-Year	Funded	Unfunded	
	(Thousands of Dollars)															
SMC TA Measure A Tax	\$ 61													\$ -	\$ -	\$ -
SMC TA Measure A Grant	\$ 463													\$ -	\$ -	\$ -
Measure M	\$ 165													\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 689</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ -</b>	\$ -	\$ -

# ST-03 SAFE ROUTES TO SCHOOL - CYCLE 3

## PROJECT INFO

**Category:**

Streets and Transportation

**Total Est. Project Cost:** \$580,000

**Responsible Department:**

CEDD

**Location:**

Fordham Street, Bay Road and Pulgas Avenue

**Status:**

In process. Design and construction in FY 14/15

The Safe Routes to School Program involves the construction of new sidewalks, curbs, gutters, and traffic calming improvements on City streets which link to schools. Ravenswood City School District staff worked with City staff to prioritize the streets most in need of pedestrian-friendly improvements to safely access the schools. Based on this prioritization, the Safe Route to School Plan was developed and approved by the Public Works Transportation Commission and adopted by the City Council in 2003.

Cycle 3 of the Safe Routes to School Program was funded through the Federal Highway Administration’s Safe Routes to Schools (SRTS)

Grant program. The improvements (including new sidewalks, curbs and gutters and LED in-pavement crosswalk lights) will be constructed on Fordham Street, between Notre Dame Avenue and Purdue Avenue, Bay Road, between Newbridge Street and University Avenue, and Pulgas Avenue/Runnymede Street, between O’Connor Street and Myrtle Street. The improvements will serve children walking/bicycling to Costaño Elementary School, Cesar Chavez Academy, Aspire East Palo Alto Charter School and Eastside Preparatory.

This project furthers General Plan Circulation Goal 2.0, to “provide a system of local

roadways that meets community needs”. Implementation of this project would enhance the ability of pedestrians to access schools in a safe manner.

This project is in alignment with the following City Council Strategic Objectives:

- Priority #1: Enhance Public Safety and Emergency Preparedness
- Priority #4: Improve Public Facilities and Infrastructure
- Priority #6: Create a Healthy and Safe Community

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
Design		\$ 42											\$ 42	\$ 42	\$ -
Construction		\$ 538											\$ 538	\$ 538	\$ -
<b>Total</b>	\$ -	\$ 580	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	<b>\$ 580</b>	\$ 580	\$ -
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
FHWA SRTS Grant		\$ 580											\$ 580	\$ 580	\$ -
<b>Total</b>	\$ -	\$ 580	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 580</b>	\$ 580	\$ -



# ST-04A STREET LIGHT UPGRADE - NEIGHBORHOOD REQUESTS FOR LED

## PROJECT INFO

**Category:**  
Streets and Transportation

**Total Est. Project Cost:**  
\$50,000

**Responsible Department:**  
CEDD

**Status:**  
This project was added to the CIP in FY 14-15 and will be completed in FY 14-15.

This project will use funds not expended in FY 12-13 during the Phase II upgrades to street lights to install LED lights at locations selected by neighborhoods. When the City of East Palo Alto was part of unincorporated San Mateo County, street lights in the East Palo Alto were placed using a rural lighting standard.

This project will include the installation of additional streetlights to fill gaps at various locations identified by citizens and community groups. Urban standards typically require a maximum spacing between streetlight poles of 200 feet. It is estimated that 50 new streetlights will be needed to meet neighborhood requests. These lights will only

be placed where existing PG&E poles and services are available due to cost factor.

This project furthers General Plan Circulation Goal 2.0, to “provide a system of local road ways that meets community needs”. Implementation of this project would increase visibility along the City’s sidewalks and streets and would enhance the ability of residents to travel through the City in a safe and efficient manner.

This project is in alignment with the following City Council Strategic Objectives:

- Priority #1: Enhance Public Safety and Emergency Preparedness

- Priority #4: Improve Public Facilities and Infrastructure
- Priority #6: Create a Healthy and Safe Community

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	(Thousands of Dollars)														
Installation of Street Lights	\$	50											\$ 50	\$ 50	\$ -
<b>Total</b>	\$ -	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ 50	\$ 50	\$ -
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	(Thousands of Dollars)														
Lighting District Funds	\$	50	\$ -	\$ -	\$ -	\$ -							\$ 50	\$ 50	\$ -
<b>Total</b>	\$ -	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ 50	\$ 50	\$ -

# ST-04B STREET LIGHT UPGRADE PROJECT - PHASE III

## PROJECT INFO

**Category:**

Streets and Transportation

**Total Est. Project Cost:** \$325,000

**Responsible Department:**

CEDD

**Status:**

Not yet initiated. Phase II of the Street Light Upgrade Project (installation of LED fixtures in existing street lights) was completed in FY 2012/13.

This project will include a luminosity study to identify locations where additional new street lights need to be installed. When the City of East Palo Alto was part of unincorporated San Mateo County, street lights in the East Palo Alto were placed using a rural lighting standard.

The upgrade to urban standards will include a luminosity study to determine the gaps in adequate lighting and the installation of additional streetlights to fill gaps at various city streets. Urban standards typically require a maximum spacing between streetlight poles of 200 feet. It is estimated that 300 new streetlights will be needed to upgrade the

lighting in all parts of the City from a rural to urban standard.

This project furthers General Plan Circulation Goal 2.0, to “provide a system of local road ways that meets community needs”. Implementation of this project would increase visibility along the City’s sidewalks and streets and would enhance the ability of residents to travel through the City in a safe and efficient manner.

This project is in alignment with the following City Council Strategic Objectives:

- Priority #1: Enhance Public Safety and Emergency Preparedness

- Priority #4: Improve Public Facilities and Infrastructure

- Priority #6: Create a Healthy and Safe Community

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	(Thousands of Dollars)														
Luminosity Study			\$ 100										\$ 100	\$ 100	\$ -
Installation of Street Lights				\$ 100	\$ 75	\$ 50							\$ 225	\$ 225	\$ -
<b>Total</b>	\$ -	\$ -	\$ 100	\$ 100	\$ 75	\$ 50	\$ -	\$ -	\$ -	\$ -		\$ -	<b>\$ 325</b>	\$ 325	\$ -
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	(Thousands of Dollars)														
Lighting District Funds			\$ 100	\$ 100	\$ 75	\$ 50							\$ 325	\$ 325	\$ -
<b>Total</b>	\$ -	\$ -	\$ 100	\$ 100	\$ 75	\$ 50	\$ -	\$ -	\$ -	\$ -		\$ -	<b>\$ 325</b>	\$ 325	\$ -

## PROJECT INFO

**Category:**

Streets and Transportation

**Total Est. Project Cost:**

\$33,960,000

**Responsible Department:**

CEDD

**Status:** In progress.

The Bay Road project is the “heart” of the new East Palo Alto Downtown and employment center. The Bay Road project will help create a walkable downtown, improve the quality of life, improve pedestrian & bicycle safety, improve access to Cooley Landing and other open space, and encourage public and private investment along Bay Road. The Bay Road project will include street paving; pedestrian and bicycle improvements; landscaping improvements; streetscape improvements; and undergrounding of utilities.

The portion of the project referred to as downstream improvements includes the installation of necessary storm drain, sanitary sewer, water distribution, and other infrastructure necessary to redevelop the Ravenswood/4 Corners Specific Plan project area. The area either lacks infrastructure, or has infrastructure that does not meet current minimum standards. The project includes the infrastructure to the south of Bay Road (along Pulgas Avenue, Runnymede & Weeks Streets) to ensure the connectivity of the systems.

The project is consistent with the Draft Engineering Plan for the RBD, which the City adopted as the basis of design for Bay Road in 2009, and the adopted RBD/4 Corners Specific Plan. The cost is based on the 2009 with updated estimates due in summer 2014. Current cost estimates are reflected in the table below.

Currently, the project exceeds available funding. As such, it will be necessary to identify additional funding sources such as impact fees, identify design savings, and/or complete the project in phases.

This project furthers General Plan Circulation Goal 2.0, to “provide a system of local roadways that meets community needs”. This project is in alignment with the following City Council Strategic Objectives:

- Priority #2: Enhance economic vitality
- Priority #4: Improve Public Facilities and Infrastructure

# ST-05

# BAY ROAD (CONTINUED)

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
		(Thousands of Dollars)													
Design		\$ 1,200											\$ 1,200	\$ 1,200	\$ -
Construction (Roadway)			\$ 9,776										\$ 9,776	\$ 9,776	\$ -
Construction (Downstream)			\$ 15,000										\$ 15,000	\$ -	\$ 15,000
Utility Ungrounding			\$ 3,400										\$ 3,400	\$ 3,400	\$ -
<b>Total</b>		<b>\$ 1,200</b>	<b>\$ 28,176</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 29,376</b>	<b>\$ 10,976</b>	<b>\$ 15,000</b>
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
(Thousands of Dollars)															
CMAQ/OBAG (Federal) (11.47%)			\$ 1,000										\$ 1,000	\$ 1,000	\$ -
STP (FHWA2006) (11.47%)		\$ 495											\$ 495	\$ 495	\$ -
HPP (Federal - Earmark)( 20%)			\$ 9,008										\$ 9,008	\$ 9,008	\$ -
<b>Subtotal</b>		<b>\$ 495</b>	<b>\$ 10,008</b>										<b>\$ 10,503</b>	<b>\$ 10,503</b>	<b>\$ -</b>
DKB Settlement (Local)*		\$ 642											\$ 642	\$ 642	\$ -
CIP Reserve Fund		\$ 161											\$ 161	\$ 161	\$ -
CIP Fund (Local)*		\$ 110											\$ 110	\$ 110	\$ -
Local Match TBD		\$ -	\$ 1,060										\$ 1,060	\$ -	\$ 1,060
<b>Local Match Subtotal</b>		<b>\$ 913</b>	<b>\$ 1,060</b>										<b>\$ 1,973</b>	<b>\$ 913</b>	<b>\$ 1,060</b>
EPA SD (TBD) Utility Undergrounding Only		\$ -	\$ 1,000										\$ 1,000	\$ 1,000	\$ -
PG&E 20A(TBD) Utility Undergrounding Only		\$ -	\$ 2,400										\$ 2,400	\$ 2,400	\$ -
Roadway Construction TBD		\$ -	\$ 3,084										\$ 3,084	\$ -	\$ 3,084
Downstream Construction TBD		\$ -	\$ 15,000										\$ 15,000	\$ -	\$ 15,000
<b>Other TBD Subtotal</b>		<b>\$ -</b>	<b>\$ 21,484</b>										<b>\$ 21,484</b>	<b>\$ 3,400</b>	<b>\$ 18,084</b>
<b>Total</b>		<b>\$ 1,408</b>	<b>\$ 32,552</b>										<b>\$ 33,960</b>	<b>\$ 14,816</b>	<b>\$ 19,144</b>

# ST-06

# HIGHWAY 101 PEDESTRIAN/BICYCLE OVERPASS

## PROJECT INFO

**Category:**

Streets and Transportation

**Total Est. Project Cost:**

\$8,400,000

**Responsible Department:**

CEDD

**Location:**

Hwy 101 at Clarke Avenue

**Status:**

100% Design funded in FY 2014/15. Construction time-line is TBD.

This project involves the design and construction of a bicycle/pedestrian overpass over Highway 101 and associated improvements to connect to existing roadways and trails. The overpass would provide a pedestrian/bicycle link between the two areas of the City divided by Highway 101. In FY 13-14, City Council approved a preferred alignment based upon preliminary design and community outreach efforts.

This project would link the residents of the Woodland Neighborhood with City services and recreation opportunities on the other side

of the freeway. This project would encourage bicycle/pedestrian transportation, which would improve the overall health of the community.

This project furthers General Plan Circulation Policy 3.3, to “provide and maintain a circulation system that supports bicycle and pedestrian travel”. This project would further this policy by enhancing the functionality of the City’s non-motorized transportation system. The General Plan Circulation Element promotes closing gaps in the existing bikeway system, which this project would accomplish

by creating a link between the two areas of the City divided by Highway 101. This project is also consistent with the City’s adopted Bay Access Master Plan, which envisions a pedestrian/bicycle trail over Highway 101.

This project is in alignment with the following City Council Strategic Objective:

- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
Planning/Engineering	\$ -	\$ 600											\$ 600	\$ 420	\$ 180
Construction			\$ 7,800										\$ 7,800	\$ -	\$ 7,800
<b>Total</b>	\$ -	\$ 600	\$ 7,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 8,400</b>	\$ 420	\$ 7,980
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
SMC TA Measure A Grant	\$ -	\$ 300											\$ 300	\$ 210	\$ 90
Measure A Tax	\$ -	\$ 300											\$ 300	\$ 210	\$ 90
To Be Determined (CONSTRUCTION)		\$ -	\$ 7,800	\$ -								\$ -	\$ 7,800	\$ -	\$ 7,800
<b>Total</b>	\$ -	\$ 600	\$ 7,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 8,400</b>	\$ 420	\$ 7,980

# ST-07

# STREET RESURFACING PROGRAM

## PROJECT INFO

**Category:**  
Streets and Transportation

**Total Est. Project Cost:**  
Approx \$500,000/year

**Responsible Department:**  
CEDD

**Status:**  
On-going project

This project provides for the resurfacing of City streets during the ten-year life of the CIP. A Pavement Management Program (PMP) was prepared for the City in 2007 and updated in 2014 which documented the existing condition of City streets and recommended strategies for systematically maintaining and improving streets with available funds. The PMP divided streets into two categories based on their condition: streets requiring resurfacing for preventative maintenance, and those requiring major reconstruction. This project addresses the City's street resurfacing needs to prevent the deterioration of roads in

fair condition into roads that require reconstruction.

It is estimated that \$500,000 needs to be expended annually on street resurfacing over the next five years to maintain the City's current pavement condition index (PCI) score.

This project furthers General Plan Circulation Goal 2.0, to "provide a system of local roadways that meets community needs". The construction of street improvements increases the usability of City streets and allows City residents to travel through the City in a safer and more efficient manner.

This project is primarily in alignment with the following City Council Strategic Objective:

- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
Project Cost	\$ 990	\$ 495	\$ 500	\$ 500	\$ 500	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	\$ -	\$ 1,995	\$ 990	\$ 2,000
<b>Total</b>	\$ 990	\$ 495	\$ 500	\$ 500	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 1,995</b>	\$ 990	\$ 2,000
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
OBAG/SLPP Grant	\$ 248	\$ 248											\$ 248	\$ 248	\$ -
Measure A Tax	\$ 248	\$ 248											\$ 248	\$ 248	\$ -
To Be Determined		\$ -	\$ 500	\$ 500	\$ 500							\$ -	\$ 1,500		\$ 1,500
<b>Total</b>	\$ 495	\$ 495	\$ 500	\$ 500	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 1,995</b>	\$ 495	\$ 1,500

# ST-08

# UNIVERSITY AVENUE RESURFACING AND SIGNAL UPGRADE

## PROJECT INFO

**Category:**

Streets and Transportation

**Total Est. Project Cost:**

\$900,000

**Responsible Department:**

CEDD

**Location:**

University Avenue

**Status:**

Project starts FY 14-15

This project provides for pavement resurfacing, restriping, upgrading of traffic signals and various other improvements on University Avenue. Specifically, the work will include the overlay of University Avenue with 1.2" of asphalt concrete, installation of improved pedestrian/bicycle lane signage and pavement delineation along University Avenue from Woodland Avenue to Notre Dame Avenue. The work will also include installation of safety and ADA improvements at various intersections along University Avenue, including improvements to crosswalks and

signage. The project will also involve the installation of traffic and bicycle loop detectors at all signalized intersections along University Avenue in the City. Traffic signal modifications will be made at the intersection of University Avenue and Runnymede Street to provide an exclusive left-turn phase. This project is prioritized for FY 2014/15. This project furthers General Plan Circulation Goal 2.0, to "provide a system of local roadways that meets community needs". The construction of street improvements increases the usability of City streets and allows City

residents to travel through the City in a safer and more efficient manner. This project is primarily in alignment with the following City Council Strategic Objective:

- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
Design	\$ 90												\$ -	\$ -	\$ -
Bike/Ped Improvements		\$ 90											\$ 90	\$ 90	\$ -
Other Improvements		\$ 720											\$ 720	\$ 710	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ 810</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 810</b>	<b>\$ 900</b>	<b>\$ -</b>
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
Stanford Grant	\$ 20	\$ 180											\$ 180	\$ 180	\$ -
State Gas Tax	\$ 10	\$ 90											\$ 90	\$ 90	\$ -
Facebook Settlement	\$ 60	\$ 540											\$ 540	\$ 540	\$ -
<b>Total</b>	<b>\$ 90</b>	<b>\$ 810</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 810</b>	<b>\$ 810</b>	<b>\$ -</b>

# ST-09

# BICYCLE AND PEDESTRIAN IMPROVEMENTS

## PROJECT INFO

**Category:**  
Streets and Transportation

**Total Est. Project Cost:**  
\$50,000

**Responsible Department:**  
CEDD

**Status:**  
Not yet initiated.

This project is for the installation of street improvements designed to enhance vehicular, pedestrian and bicycle safety throughout the City. Improvements include the installation of enhanced signage, striping and loop detectors for bicycles.

A portion of the project will be constructed in conjunction with the University Avenue Street Resurfacing and Signal Upgrade Project (ST-08). Constructing this project in conjunction with ST-08 will be more efficient than constructing bicycle and pedestrian improvements as a separate project. The remainder of the funding for this project will be spent on road segments outside of University Avenue.

This project furthers General Plan Circulation Goal 2.0, to “provide a system of local roadways that meets community needs”. The installation of pedestrian and bicycle improvements will increase the usability of City streets and will allow City residents to travel through the City in a safer and more efficient manner.

This project is primarily in alignment with the following City Council Strategic Objectives:

- Priority #4: Improve Public Facilities and Infrastructure
- Priority #6: Create a Healthy and Safe Community.

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
<b>(Thousands of Dollars)</b>															
Project Cost		\$ 50											\$ 50	\$ 50	\$ -
<b>Total</b>	\$ -	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 50</b>	\$ 50	\$ -
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
<b>(Thousands of Dollars)</b>															
Facebook Settlement		\$ 50											\$ 50	\$ 50	\$ -
<b>Total</b>	\$ -	\$ 50	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 50</b>	\$ 50	\$ -



# ST-10

# NEW SIDEWALK, CURB AND GUTTER PROGRAM

## PROJECT INFO

**Category:**  
Streets and Transportation

**Total Est. Project Cost:**  
\$150,000

**Responsible Department:**  
CEDD

**Status:**  
On-going project

This project provides for the construction of new sidewalks in locations of the City where they are not currently in place. This program would involve the development of a strategy for prioritizing and scheduling new construction. To the extent feasible, the City would install full-block stretches of sidewalk at a time for uniformity. The City collects development in-lieu fees under Ordinance 241 to support the construction of new sidewalks. However, additional funding sources are needed to facilitate the construction of sidewalks in areas of the City that are underserved in terms of pedestrian access and are not slated for major development

projects. A lack of available funding to support the development of sidewalks throughout the City highlights the need to pursue additional funding sources for this purpose in the future. Construction work will be performed by private contractors.

This project is currently not funded. The City's Safe Routes to School Program (ST-03) is currently fulfilling the City's obligations to construct new sidewalks. If the City is not able to secure future Safe Routes to School grants, the City will need to determine how to fund the New Sidewalk, Curb and Gutter program.

This project furthers General Plan Circulation Goal 2.0, to "provide a system of local road ways that meets community needs". Implementation of this project would increase the usability of the City's sidewalks and would enhance the ability of residents to travel through the City in a safe and efficient manner.

This project is primarily in alignment with the following City Council Strategic Objectives:

- Priority #4: Improve Public Facilities and Infrastructure
- Priority #6: Create a Healthy and Safe Community.

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	(Thousands of Dollars)														
Engineering/Design												\$ 15	\$ 15		\$ 15
Construction												\$ 135	\$ 135		\$ 135
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150	<b>\$ 150</b>	\$ -	\$ 150
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	(Thousands of Dollars)														
To Be Determined												\$ 150	\$ 150		\$ 150
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150	<b>\$ 150</b>	\$ -	\$ 150

# ST-11

# SIDEWALK REPAIR (TIER II) - HIGH RISK TRIPPING HAZARDS

## PROJECT INFO

**Category:**

Streets and Transportation

**Total Est. Project Cost:**

\$237,000

**Responsible Department:**

CEDD

**Status:**

On-going project. Tier 1 (most critical) sidewalk repairs completed in FY 2012/13. Tier II (less critical, but urgently needed) repairs are still needed and begin FY 14-15.

This project provides for maintenance and reconstruction of damaged and inadequate City sidewalks. This program involves the evaluation of the condition of existing sidewalks and the development of a strategy for prioritizing and scheduling repair/reconstruction. Regular maintenance is required to keep existing sidewalks in a condition that will ensure pedestrian safety. This program would also ensure that every existing tree that is removed as part of sidewalk repair or maintenance is replaced with two new trees of an appropriate variety at a location that would not interfere with sidewalk, pavement, or underground utilities

in the future.

In FY 2012/13, the City constructed Tier 1 (most critical) repairs at 127 locations at a cost of \$192,000. Tier 2 (less critical, but urgently needed) repairs are still needed at 243 locations.

This project furthers General Plan Circulation Goal 2.0, to “provide a system of local road ways that meets community needs”. Implementation of this project would increase the usability of the City’ sidewalks and would enhance the ability of residents to travel through the City in a safe and efficient manner.

This project is primarily in alignment with the following City Council Strategic Objectives:

- Priority #4: Improve Public Facilities and Infrastructure
- Priority #6: Create a Healthy and Safe Community.

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
Tier 2 Repairs		\$ 170	\$ 67										\$ 237	\$ 170	\$ 67
<b>Total</b>	\$ -	\$ 170	\$ 67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 237</b>	\$ 170	\$ 67
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
CIP Reserve Fund		\$ 170											\$ 170	\$ 170	
TBD		\$ -	\$ 67										\$ 67		\$ 67
<b>Total</b>	\$ -	\$ -	\$ 67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 237</b>	\$ 170	\$ 67

# ST-12 TRAFFIC CALMING PROGRAM

## PROJECT INFO

**Category:**  
Streets and Transportation

**Total Est. Project Cost:**  
\$125,000

**Responsible Department:**  
CEDD

**Status:**  
Begins FY 17-18

This project provides for the planning and construction of speed bumps, bulb outs and other traffic calming devices to reduce speed through residential zones and to increase safety. Identification of appropriate locations for traffic calming devices will be addressed in the Transportation Master Plan (ST-01). The City will look for opportunities to link these improvements with the street resurfacing program (ST-07) for the purpose of achieving complete streets at a lower more competitive cost.

Step one of the traffic calming program is to assess the need for traffic calming, identify locations for different categories of

interventions and devices, and prioritize implementation of needed solutions in coordination with other work in the Transportation Master Plan. The study will be utilized to create an implementation and funding strategy.

This project furthers General Plan Circulation Goal 2.0, to “provide a system of local road ways that meets community needs”. Implementation of this project would enhance the ability of residents to use non-motorized transportation to travel through the City in a safe manner.

This project is primarily in alignment with the

following City Council Strategic Objectives:

- Priority #4: Improve Public Facilities and Infrastructure
- Priority #6: Create a Healthy and Safe Community.

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	(Thousands of Dollars)														
Study					\$ 25								\$ 25		\$ 25
Construction						\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ -		\$ 100		\$ 100
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ 25	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ -	\$ -	<b>\$ 125</b>	\$ -	\$ 125
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	(Thousands of Dollars)														
To Be Determined					\$ 25	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ -		\$ 125		\$ 125
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ 25	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ -	\$ -	<b>\$ 125</b>	\$ -	\$ 125

# ST-13

# MAJOR STREET RECONSTRUCTION

## PROJECT INFO

**Category:**  
Streets and Transportation

**Total Est. Project Cost:**  
\$1,000,000

**Responsible Department:**  
CEDD

**Status:**  
On-going project/TBD

This project provides for the reconstruction of damaged City streets during the ten-year life of the CIP. A Pavement Management Program (PMP) was prepared for the City in 2007 and updated in 2014 which documented the existing condition of City streets and recommended strategies for systematically maintaining and improving streets with available funds. The PMP divided streets into two categories based on their condition: streets requiring resurfacing for preventative maintenance, and those requiring major reconstruction. This project addresses the City's street reconstruction needs to repair

streets in poor condition so that they can be used in a safe and functional manner.

The Traffic and Transportation Master Plan (ST -01) will need to be completed in order to determine the cost and construction schedule for this project. At this point, this project is being included in the CIP as a placeholder until more information is available.

This project furthers General Plan Circulation Goal 2.0, to "provide a system of local roadways that meets community needs". The construction of street improvements increases the usability of City streets and allows City

residents to travel through the City in a safer and more efficient manner.

This project is primarily in alignment with the following City Council Strategic Objective:

- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	(Thousands of Dollars)														
Engineering/Design												\$ 80	\$ 80		\$ 80
Construction												\$ 800	\$ 800		\$ 800
Inspection												\$ 120	\$ 120		\$ 120
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	<b>\$ 1,000</b>	\$ -	\$ 1,000
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	(Thousands of Dollars)														
To Be Determined												\$ 1,000	\$ 1,000		\$ 1,000
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	<b>\$ 1,000</b>	\$ -	\$ 1,000

# ST-14

# UNIVERSITY AVENUE INTERCHANGE

## PROJECT INFO

**Category:**

Streets and Transportation

**Total Est. Project Cost:** \$6,800,000

**Responsible Department:**

CEDD

**Location:**

University Ave at Hwy 101

**Status:**

In progress. Design began FY 13-14; Construction begins FY 14-15

This project will provide for the widening of the University Avenue/US 101 overpass to provide safer pedestrian and bicycle travel and more efficient vehicle travel. The project will include the widening of the overpass bridge and construction of a new diagonal off-ramp from southbound (SB) 101 onto SB University Avenue. Design and planning work for the project was completed in 2004 in the form of a project Plan, Specifications and Estimate (PS&E). In FY 13/14, the City initiated design/engineering modification to include new improvements to the interchange and to

secure the necessary funds. The design of the improvements will be required to meet CALTRANS standards. The work will be performed by private contractors.

This project furthers General Plan Circulation Goal 2.0, to “provide a system of local roadways that meets community needs”. Implementation of this project would enhance the ability of drivers, pedestrians and bikers to travel across the Route 101 overpass. This project would also improve the connectivity of the east and west sides of the City.

This project is primarily in alignment with the following City Council Strategic Objective:

- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
Engineering/Design	\$ 280													\$ -	\$ -
Construction		\$ 5,800											\$ 5,800	\$ 5,800	\$ -
Professional Services		\$ 220											\$ 220	\$ 220	\$ -
Inspection		\$ 500											\$ 500	\$ 500	\$ -
<b>Total</b>	\$ 280	\$ 6,520	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 6,520</b>	\$ 6,520	\$ -
Sources of Funding	Previously	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
FHWA Grant	\$ 140	\$ 1,660											\$ 1,660	\$ 1,660	\$ -
SMC TA Grant	\$ 140	\$ 4,860											\$ 4,860	\$ 4,860	\$ -
<b>Total</b>	\$ 280	\$ 6,520	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 6,520</b>	\$ 6,520	\$ -

# ST-15

# SIGNAGE & STRIPING IMPROVEMENTS

## PROJECT INFO

**Category:**

Streets and Transportation

**Total Est. Project Cost:**

\$150,000

**Responsible Department:**

CEDD

**Status:**

On-going project

This project is for the installation of new signage and new striping to improve vehicular, pedestrian and bicycle safety throughout the City.

This project furthers General Plan Circulation Goal 2.0, to “provide a system of local roadways that meets community needs”. The installation of new signage and new striping will increase the usability of City streets and will allow City residents to travel through the City in a safer and more efficient manner.

This project is primarily in alignment with the following City Council Strategic Objective:

- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
Construction				\$ 50	\$ 50	\$ 50							\$ 150		\$ 150
<b>Total</b>	\$ -	\$ -	\$ -	\$ 50	\$ 50	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 150</b>	\$ -	\$ 150
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
To Be Determined				\$ 50	\$ 50	\$ 50							\$ 150		\$ 150
<b>Total</b>	\$ -	\$ -	\$ -	\$ 50	\$ 50	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 150</b>	\$ -	\$ 150

# ST-16

# EUCLID AVENUE TUNNEL ASSESSMENT & INVESTIGATION

## PROJECT INFO

**Category:**  
Streets and Transportation

**Total Est. Project Cost:**  
\$30,000

**Responsible Department:**  
CEDD

**Location:**  
Euclid Ave at Highway 101

**Status:**  
Not yet initiated

This purpose of this project is to assess the viability of restoring and re-opening the tunnel under Highway 101 at Euclid Avenue, which is currently closed. If feasible, the tunnel could enhance the connectivity between the west and east sides of the city for bicyclists and pedestrians. This project would provide data and analysis to assist the city in determining whether to re-open the tunnel or not. This project would also determine the cost and the necessary scope of work to restore the tunnel. The tunnel is identified in Section 3.2 of the City’s adopted Bicycle Transportation Plan. The re-opening of the tunnel could also help support Mitigation Strategy INFR-a-10 in the City’s adopted Hazard Mitigation Plan, to

develop unused or new pedestrian rights-of-way as walkways to serve as additional evacuation routes.

This project furthers General Plan Circulation Goal 2.0, to “provide a system of local roadways that meets community needs”. This project would help determine whether the City’s transportation can be improved through the re-opening of the existing tunnel

This project is primarily in alignment with the following City Council Strategic Objective:

- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
Project Cost				\$ 30									\$ 30		\$ 30
<b>Total</b>	\$ -	\$ -	\$ -	\$ 30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 30</b>	\$ -	\$ 30
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
To Be Determined				\$ 30									\$ 30		\$ 30
<b>Total</b>	\$ -	\$ -	\$ -	\$ 30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 30</b>	\$ -	\$ 30

# ST-17

# NEW LOOP ROAD

## PROJECT INFO

**Category:**

Streets and Transportation

**Total Est. Project Cost:**

\$15,400,000

**Responsible Department:**

CEDD

**Location:**

Ravenswood/4 Corners Specific Plan Project Area

**Status:** Not yet initiated

A new loop road around the north and east of University Village that will connect University Ave. to the RBD. The Loop Road will alleviate traffic congestion on Bay Road from University Avenue to the Ravenswood Business District. The Loop Road was part of the adopted RBD/4 Corners Specific Plan. The Loop Road would include a Class I bicycle and pedestrian trail.

This project furthers General Plan Circulation Goal 2.0, to “provide a system of local roadways that meets community needs”.

This project is primarily in alignment with the following City Council Strategic Objective:

- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
Project Cost												\$ 15,400	\$ 15,400		\$ 15,400
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,400	<b>\$ 15,400</b>	\$ -	\$ 15,400
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
To Be Determined												\$ 15,400	\$ 15,400		\$ 15,400
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,400	<b>\$ 15,400</b>	\$ -	\$ 15,400



# ST-18

# NEIGHBORHOOD TRAFFIC TRANSPORTATION PLAN (THE GARDENS)

## PROJECT INFO

**Category:**  
Streets and Transportation

**Total Est. Project Cost:**  
\$65,000

**Responsible Department:**  
CEDD

**Location:**  
The Gardens

**Status:**  
Project to begin FY 14-15.

This project was added to the CIP for FY 14-15.

The densely populated Gardens neighborhood is zoned as R-1, single family residential, with homes built on 5,000 square foot lots, with standard driveways and garages. The area, built in the 1950's, has narrow curved streets and sidewalks. The sidewalks have mountable "rolled" curbs which, when cars are parked on the curbs, sidewalks are blocked forcing pedestrians and bicyclists onto the street. Because the streets are narrow, when cars are parked on both sides of the street (even when parked over the curbs), it is difficult for a fire truck or public bus to maneuver. There are more residents and parked cars than were anticipated when the neighborhood was

development and , as a result, traffic and pedestrian circulation has been negatively impacted. The Gardens Neighborhood Traffic Transportation Plan would address transportation circulation and develop strategies to address efficiency and safety, including parking, signage, pedestrian and bicycle circulation in the area.

This project furthers General Plan Circulation Goal 2.0, to "provide a system of local roadways that meets community needs".

This project is primarily in alignment with the following City Council Strategic Objective:

- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
Project Cost		\$ 65											\$ 65	\$ -	\$ 65
<b>Total</b>	\$ -	\$ 65	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 65</b>	\$ -	\$ 65
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
Measure A		\$ 65											\$ 65	\$ -	\$ 65
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 65</b>	\$ -	\$ 65

# ST-19

# RUNNYMEDE AT UNIVERSITY AVENUE SIGNAL

## PROJECT INFO

**Category:**

Streets and Transportation

**Total Est. Project Cost:**

\$500,000

**Responsible Department:**

CEDD

**Location:**

Runnymede at University Avenue.

**Status:**

Project to begin FY 14-15.

This project was added to the CIP for FY 14-15.

Additional improvements to the Runnymede/ University Avenue intersection are required in addition to those outlined in ST-08. This project proposes to make those improvements.

This project furthers General Plan Circulation Goal 2.0, to “provide a system of local roadways that meets community needs”.

This project is primarily in alignment with the following City Council Strategic Objective:

- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded
	<b>(Thousands of Dollars)</b>													
Project Cost		\$ 500											\$ 500	\$ -
<b>Total</b>	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 500</b>	\$ -
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded
	<b>(Thousands of Dollars)</b>													
CIP Reserve Fund (Budgeted;Funds Not Allocated)		\$ 500											\$ 500	\$ -
<b>Total</b>	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 500</b>	\$ -

# ST-20

# PEDESTRIAN ACCESSIBILITY IMPROVEMENTS

## PROJECT INFO

**Category:**

Streets and Transportation

**Total Est. Project Cost:** \$40,000

**Responsible Department:**

CEDD

**Location:**

Primarily University Avenue and other streets as identified.

**Status:**

Project to begin FY 14-15.

This project was added to the CIP for FY 14-15.

Improve pedestrian accessibility include but not limited to corner ramps. Americans with Disabilities Act (ADA) and California State Law require these improvements.

This project furthers General Plan Circulation Goal 2.0, to “provide a system of local roadways that meets community needs”.

This project is primarily in alignment with the following City Council Strategic Objective:

- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
<b>(Thousands of Dollars)</b>															
Project Cost		\$ 40											\$ 40	\$ -	\$ 40
<b>Total</b>	\$ -	\$ 40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 40</b>	\$ -	\$ 40
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
<b>(Thousands of Dollars)</b>															
Gas Tax Funds		\$ 40											\$ 40	\$ -	\$ 40
<b>Total</b>	\$ -	\$ 40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 40</b>	\$ -	\$ 40



CHAPTER 4

COMMUNITY FACILITIES PROJECTS (ALL YEARS)



Jack Farrell Park

# FA-01

# COMMUNITY FACILITIES AND PARKS MASTER PLAN

## PROJECT INFO

**Category:**  
Community Facilities

**Total Est. Project Cost:**  
\$100,000

**Responsible Department:**  
CEDD

**Status:**  
Scheduled to begin FY 15/16.

This project is for the development of a Community Facilities & Parks Master Plan, which will lay out a strategy for the construction, maintenance and improvement of City facilities and parks. The City has never conducted a comprehensive study of its parks and facilities, making it extremely difficult to plan for maintenance, improvement and replacement.

City staff is currently housed in several different locations throughout the City (some of which are in City owned properties, and some of which are in leased properties). This project would determine how to manage City property in an efficient and cost effective manner.

This project is the basis for implementing the other Community Facilities and Parks and Open Space projects in the CIP. The scope of work, implementation schedule, and cost estimate of the other Community Facilities and Parks and Open Space projects in the CIP are dependent on the findings of the Community Facilities and Parks Master Plan. This project would enhance the ability of the City to deliver services to the community.

Prior to the FY 13/14 CIP, the Parks Master Plan was defined as a separate project from the Facilities Master Plan. These two projects were combined to reduce costs and increase efficiency.

This project specifically addresses General Plan Land Use Goal 4.0, to “provide effective coordination with public facilities and service providers”. Establishing a master plan would be a critical first step towards coordinating the City’s resources to deliver services to City residents in the most effective manner possible.

This project is primarily in alignment with the following City Council Strategic Objectives:

- Priority #3: Improve organizational effectiveness and efficiency
- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
Planning/Design		\$ -	\$ 100										\$ 100	\$ 100	\$ -
<b>Total</b>	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 100</b>	\$ 100	\$ -
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
General Fund		\$ -	\$ 100										\$ 100	\$ 100	\$ -
<b>Total</b>	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 100</b>	\$ 100	\$ -

# FA-02

# COMMUNITY DEVELOPMENT BUILDING

## PROJECT INFO

**Category:**

Community Facilities

**Total Est. Project Cost:**

\$90,000

**Responsible Department:**

CEDD

**Location:**

1960 Tate Street

**Status:**

Not yet initiated

This project would improve the physical condition of the Community Development Department building. At this time, the Community Development Building requires improvements to create a functional permit center and conference room. The building will also require a new paint job during the next ten years. The complete scope of improvements will be based on the findings of the Community Facilities Master Plan (FA-01).

This project specifically supports General Plan Land Use Policy 1.4, to “provide areas within

the community where public service and non-profit organizations can operate”. Constructing improvements to the Community Development Department building would enable the continuing delivery of Planning, Building, Public Works and Redevelopment services to City residents.

This project is primarily in alignment with the following City Council Strategic Objectives:

- Priority #3: Improve organizational effectiveness and efficiency

- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	(Thousands of Dollars)														
Design				10									\$ 10		\$ 10
Permit Ctr & Conference Rm					\$ 70								\$ 70		\$ 70
Painting					\$ 10								\$ 10		\$ 10
<b>Total</b>	\$ -	\$ -	\$ -	\$ 10	\$ 80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ -	<b>\$ 90</b>	\$ -	\$ 90
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	(Thousands of Dollars)														
To Be Determined				\$ 10	\$ 80								\$ 90		\$ 90
<b>Total</b>	\$ -	\$ -	\$ -	\$ 10	\$ 80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 90</b>	\$ -	\$ 90

# FA-03

# 2277 UNIVERSITY AVENUE BUILDING

## PROJECT INFO

**Category:**  
Community Facilities

**Total Est. Project Cost:**  
\$10,000

**Responsible Department:**  
CEDD

**Location:**  
2277 University Avenue

**Status:**  
Not yet initiated

This project would improve the physical condition of the building located at 2277 University Avenue, which is currently being used to house the David Lewis Community Reentry Program. The building will require a new paint job during the next ten years. The complete scope of improvements will be based on the findings of the Community Facilities Master Plan (FA-01).

This project specifically supports General Plan Land Use Policy 1.4, to “provide areas within the community where public service and non-profit organizations can operate”. Constructing improvements to the building would enable the continuing delivery of services to City residents.

This project is primarily in alignment with the following City Council Strategic Objectives:

- Priority #3: Improve organizational effectiveness and efficiency
- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
Painting					\$ 10								\$ 10		\$ 10
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ 10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 10</b>	\$ -	\$ 10
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
To Be Determined					\$ 10								\$ 10		\$ 10
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ 10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 10</b>	\$ -	\$ 10



# FA-04 SENIOR CENTER BUILDING

## PROJECT INFO

**Category:**  
Community Facilities

**Total Est. Project Cost:**  
\$30,000

**Responsible Department:**  
CEDD

**Location:**  
560 Bell Street

**Status:**  
Not yet initiated

This project would improve the physical condition of the Senior Center Building located at 560 Bell Street. The Senior Center Building will need a new roof and a new paint job during the next ten years. The complete scope of improvements will be based on the findings of the Community Facilities Master Plan (FA-01).

This project specifically supports General Plan Land Use Policy 1.4, to “provide areas within the community where public service and non-profit organizations can operate”. Constructing improvements to the Community Services Department building would enable the continuing delivery of Community Services

and Housing Department services to City residents.

This project is primarily in alignment with the following City Council Strategic Objectives:

- Priority #3: Improve organizational effectiveness and efficiency
- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	(Thousands of Dollars)														
New Roof		\$ -	\$ 20										\$ 20		\$ 20
Painting					\$ 10								\$ 10		\$ 10
<b>Total</b>	\$ -	\$ -	\$ 20	\$ -	\$ 10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 30</b>	\$ -	\$ 30
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	(Thousands of Dollars)														
To Be Determined		\$ -	\$ 20		\$ 10								\$ 30		\$ 30
<b>Total</b>	\$ -	\$ -	\$ 20	\$ -	\$ 10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 30</b>	\$ -	\$ 30

# FA-05

# NEW POLICE DEPARTMENT BUILDING

## PROJECT INFO

**Category:**

Community Facilities

**Total Est. Project Cost:**

\$10,000,000

**Responsible Department:**

CEDD

**Location:**

To Be Determined

**Status:**

Not yet initiated

This project is for the establishment of a permanent facility for the East Palo Alto Police Department. Currently, the City leases space at 141 Demeter Street for the Police Department. The lease is set to expire in FY 2015/16. In the interim, the City will need to determine whether to purchase a new facility, extend the lease at the current location, or sign a lease at a new location.

This project specifically supports General Plan Land Use Policy 1.4, to “provide areas within the community where public service and non-profit organizations can operate”. The project would enable the continuing delivery of

essential services to City residents.

This project is primarily in alignment with the following City Council Strategic Objectives:

- Priority #3: Improve organizational effectiveness and efficiency
- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	(Thousands of Dollars)														
Acquisition			\$ 7,000										\$ 7,000		\$ 7,000
Improvements			\$ 3,000										\$ 3,000		\$ 3,000
<b>Total</b>	\$ -		\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 10,000</b>	\$ -	\$ 10,000
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	(Thousands of Dollars)														
To Be Determined			\$ 10,000										\$ 10,000		\$ 10,000
<b>Total</b>	\$ -		\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 10,000</b>	\$ -	\$ 10,000

# FA-06

# CORPORATION YARD

## PROJECT INFO

**Category:**  
Community Facilities

**Total Est. Project Cost:**  
\$100,000

**Responsible Department:**  
CEDD

**Location:**  
To Be Determined

**Status:**  
Not yet initiated

This project is for either the improvement of the physical condition of the City's current Corporation Yard, located at 150 Tara Road, or the relocation of the Corporation Yard to a different location. The City currently leases the Corporation Yard facility at 150 Tara Road. The lease is set to expire during FY 2013/14. The City will need to determine whether to extend the current lease or find a new location. If the City chooses to extend the lease at the current location, improvements will need to be made to the building, including a new paint job. The complete scope of improvements will be based on the findings of the Community Facilities Master Plan (FA-01).

This project specifically supports General Plan Land Use Policy 1.4, to "provide areas within the community where public service and non-profit organizations can operate". Constructing improvements to the building would enable the continuing delivery of public works and maintenance services to City residents.

This project is primarily in alignment with the following City Council Strategic Objectives:

- Priority #3: Improve organizational effectiveness and efficiency
- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
Relocation/Improvements		\$ -	\$ 100										\$ 100		\$ 100
<b>Total</b>	\$ -		\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 100</b>	\$ -	\$ 100
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
To Be Determined		\$ -	\$ 100										\$ 100		\$ 100
<b>Total</b>	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 100</b>	\$ -	\$ 100

# FA-07

# CITY HALL PURCHASE

## PROJECT INFO

**Category:**

Community Facilities

**Total Est. Project Cost:**

\$15,000,000

**Responsible Department:**

CEDD

**Location:**

To Be Determined

**Status:**

Not yet initiated

This project is for the purchase of a new City Hall building that has the capability of providing space for all City Departments. City staff is currently housed in several different locations throughout the City (some of which are in City owned properties, and some of which are in leased properties). This project would consolidate most City services into a single location.

Consolidating City services at one location would allow for more efficient delivery of City services and would be more convenient for the general public. The scope and size of this project would be dependent on the findings of the Community Facilities Master Plan (FA-01).

This project specifically addresses General Plan Land Use Goal 4.0, to “provide effective coordination with public facilities and service providers”. Constructing or purchasing a City Hall that would house most City departments in a single building would enable a more efficient delivery of services to City residents.

This project is primarily in alignment with the following City Council Strategic Objectives:

- Priority #3: Improve organizational effectiveness and efficiency
- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	(Thousands of Dollars)														
Acquisition			\$ 10,000										\$ 10,000		\$ 10,000
Improvements				\$ 5,000									\$ 5,000		\$ 5,000
<b>Total</b>	\$ -	\$ -	\$ 10,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 15,000</b>	\$ -	\$ 15,000
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	(Thousands of Dollars)														
To Be Determined			\$ 10,000	\$ 5,000									\$ 15,000		\$ 15,000
<b>Total</b>	\$ -	\$ -	\$ 10,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 15,000</b>	\$ -	\$ 15,000

# FA-08

# COUNCIL CHAMBERS ACCESSIBILITY COMPLIANCE

## PROJECT INFO

**Category:**

Community Facilities

**Total Est. Project Cost:**

\$80,000

**Responsible Department:**

City Manager’s Office

**Location:**

City Council Chambers,  
2415 University Avenue

**Status:**

Project to begin in FY

This project is for improvements to the media center and meeting space in the City Council Chambers at City Hall. The project will include new microphones and audio/video equipment to facilitate the broadcasting of public meetings at the City Council Chambers. In addition, changes are necessary to ensure that the City Council and staff seating area on the podium is accessible in accordance with governing regulations.

This project specifically supports General Plan Land Use Policy 1.4, to “provide areas within the community where public service and non-profit organizations can operate”. Constructing improvements to the media

center would facilitate the effective delivery of City services to City residents.

This project is primarily in alignment with the following City Council Strategic Objectives:

- Priority #3: Improve organizational effectiveness and efficiency
- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
Project Cost		\$ 80											\$ 80	\$ -	\$ 80
<b>Total</b>	\$ -	\$ 80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80	\$ -	\$ 80
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
CIP Reserve Fund		\$ 80											\$ 80	\$ -	\$ 80
<b>Total</b>	\$ -	\$ 80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80	\$ -	\$ 80

# FA-09

# NEW FACILITIES IN RAVENSWOOD SPECIFIC PLAN AREA

## PROJECT INFO

**Category:**

Community Facilities

**Total Est. Project Cost:**

\$21,375,000

**Responsible Department:**

CEDD

**Location:**

Ravenswood/4 Corners  
Specific Plan Project Area

**Status:**

Not yet initiated

The adopted Ravenswood/4 Corners Specific Plan identified four major community facility improvements: a recreation center, a community center at 4 Corners and a library expansion. (See Attachment A of the Specific Plan for more information).

This project specifically supports General Plan Land Use Policy 1.4, to “provide areas within the community where public service and non-profit organizations can operate”. Constructing the new facilities envisioned in the Specific Plan would facilitate the effective delivery of City and non-profit services to City residents.

This project is primarily in alignment with the

following City Council Strategic Objectives:

- Priority #3: Improve organizational effectiveness and efficiency
- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded	
	<b>(Thousands of Dollars)</b>															
Project Cost													\$ 21,375	\$ 21,375		\$ 21,375
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,375	<b>\$ 21,375</b>	\$ -	\$ 21,375
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded	
	<b>(Thousands of Dollars)</b>															
To Be Determined													\$ 21,375	\$ 21,375		\$ 21,375
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,375	<b>\$ 21,375</b>	\$ -	\$ 21,375

CHAPTER 5

PARKS AND OPEN SPACE PROJECTS (ALL YEARS)



Cooley Landing

# PK-01

# COOLEY LANDING PHASES II-V

## PROJECT INFO

**Category:**

Parks and Open Space

**Total Project Cost:**

\$5,075,000

**Responsible Department:**

CEDD

**Location:** Cooley Landing

**Status:** In progress

Cooley Landing facility improvements are divided into six phases. The goal is to convert Cooley Landing into a publicly accessible and usable park and community facility with an education center. Capital improvement project PK-01 focuses on the completion of Phases II-V. Phase I was completed in FY 2012-13 and included environmental remediation of the site and the creation of public access infrastructure for pedestrians, cyclists and automobiles.

Previously expended funds were used to complete Phase II in FY 2013-14 which included access road improvements and community-based design and public outreach/ input for Phase III. FY 2014-15 and 2015-16 will focus on completing Phase III - Community Facility and Education Center Building; Phase IV - Outdoor Classroom and Picnic Areas; and Phase V - Trails and Interpretive Areas. Phase VI- Viewing Piers/Water Access currently has no identified funding.

This project specifically furthers General Plan Conservation/Open Space Goal 8.0, to “improve access to open space and recreation resources”.

This project is primarily in alignment with the following City Council Strategic Objective:

- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
(Thousands of Dollars)															
Construction of Phases II-V	\$ 1,767	\$ 1,735	\$ 1,627										\$ 3,362	\$ 3,362	\$ -
Construction of Phases VI												\$ 498	\$ 498		\$ 498
<b>Total</b>	<b>\$ 1,767</b>	<b>\$ 1,735</b>	<b>\$ 1,627</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 498</b>	<b>\$ 3,860</b>	<b>\$ 3,362</b>	<b>\$ 498</b>
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
(Thousands of Dollars)															
CA Statewide Parks Program	\$ 1,688	\$ 1,685	\$ 1,627										\$ 3,312	\$ 3,312	\$ -
SGC - Urban Greening Grant	\$ 25	\$ 50	\$ -										\$ 50	\$ 50	\$ -
Other funds	\$ 54	\$ -	\$ -										\$ -	\$ -	\$ -
Phase VI (TBD)	\$ -	\$ -	\$ -									\$ 498	\$ 498	\$ -	\$ 498
<b>Total</b>	<b>\$ 1,767</b>	<b>\$ 1,735</b>	<b>\$ 1,627</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 498</b>	<b>\$ 3,860</b>	<b>\$ 3,362</b>	<b>\$ 498</b>



# PK-02 TREE PLANTING PROGRAM

## PROJECT INFO

**Category:**  
Parks and Open Space

**Total Project Cost:**  
\$25,000

**Responsible Department:**  
CEDD

**Status:**  
Scheduled for installation  
in FY 2015/16.

This project is for the planting of trees on City owned property. Potential planting sites were identified as part of a citywide tree inventory that was conducted in FY 2012/13. The city will partner with Canopy, a local non-profit organization, to implement the tree planting program. The planting of new trees is intended to improve air quality, but will also improve the appearance of the city, reduce storm water runoff and enhance the pedestrian environment.

This project specifically furthers General Plan Conservation/Open Space Policy 2.3, to “preserve existing and increase the number of trees within the community”. This project would improve the overall quality of the City’s

urban forest through the planting of additional trees.

This project is primarily in alignment with the following City Council Strategic Objectives:

- Priority #4: Improve Public Facilities and Infrastructure
- Priority #6: Create a Healthy and Safe Community

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
Materials/Installation			\$ 25										\$ 25	\$ 25	\$ -
<b>Total</b>	\$ -	\$ -	\$ 25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 25</b>	\$ 25	\$ -
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Yr Cost	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
Facebook Settlement			\$ 25										\$ 25	\$ 25	\$ -
<b>Total</b>	\$ -	\$ -	\$ 25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 25</b>	\$ 25	\$ -

# PK-03

# RAIL SPUR PROJECT — COMPLETED FY 2013-14

## PROJECT INFO

**Category:**

Parks and Open Space

**Total Project Cost:**

\$233,000

**Responsible Department:**

CEDD

**Location:**

Block bounding Bay, Clarke, Weeks and Pulgas

**Status:**

Project completed FY 13-14.

This project is to convert a former rail spur in the block bounded by Bay Road, Clarke Avenue, Weeks Street and Pulgas Avenue into a Class I bicycle facility and other improvements. The project would also implement a Site Mitigation Plan approved by the Regional Water Quality Control Board.

Phase I of the project, which includes site excavation, installation of storm field inlets, installation of 8" diameter plastic storm drain pipes, installation of 4" diameter PVC Schedule-80 conduits and construction of an eight-foot wide asphalt concrete pedestrian/bicycle pathway, was completed in FY 2012/13. Phase II of the project, which will include the installation of landscaping,

irrigation, lighting and site furnishings is scheduled for construction in FY 2013/14. The project will enhance the City's trail network and will enhance the ability for East Palo Alto citizens to travel by non-motorized transportation.

This project furthers General Plan Circulation Goal 2.0, to "provide a system of local roadways that meets community needs". Implementation of this project would enhance the ability of pedestrians and bicyclists to travel through the City.

This project is primarily in alignment with the following City Council Strategic Objectives:

- Priority #4: Improve Public Facilities and

Infrastructure

- Priority #6: Create a Healthy and Safe Community

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended												No Year	Total 10-Year	Funded	Unfunded
		(Thousands of Dollars)														
Phase II Construction	\$ 233	\$ -												\$ -	\$ -	\$ -
<b>Total</b>	\$ 233	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ -</b>	\$ -	\$ -
Sources of Funding	Previously Expended												No Year	Total 10-Year	Funded	Unfunded
		(Thousands of Dollars)														
CIP Fund	\$ 233	\$ -												\$ -	\$ -	\$ -
<b>Total</b>	\$ 233	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ -</b>	\$ -	\$ -

# PK-04

# MARTIN LUTHER KING JR PARK EXPANSION & IMPROVEMENTS

## PROJECT INFO

**Category:**

Parks and Open Space

**Total Est. Project Cost:**

\$450,000

**Responsible Department:**

CEDD

**Location:**

MLK Park

**Status:**

Project to begin FY 15-16.

This project would involve the expansion and improvement of Martin Luther King Jr. Park to better suit the needs of the community. The Community Facilities & Parks Master Plan (FA-01) will assist in determining the scope of the improvements. At this time, staff has determined that the park will require new/upgraded playfields/courts, upgraded play equipment, an electronic gate, upgraded picnic area, upgraded concession building and security cameras. Expansion of the park would require a property exchange or purchase of San Mateo County owned land. The additional land would provide an opportunity

to install additional recreational facilities. The park expansion would also improve access to the park.

This project specifically furthers General Plan Conservation/Open Space Goal 6.0, to “provide adequate open space and recreational opportunities”. This project would improve the usability of the recreation space within Martin Luther King Park.

This project is primarily in alignment with the following City Council Strategic Objective:

- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	(Thousands of Dollars)														
New Play Equipment			\$ 30										\$ 30		\$ 30
Design				\$ 40									\$ 40		\$ 40
Construction					\$ 380								\$ 380		\$ 380
<b>Total</b>	\$ -	\$ -	\$ 30	\$ 40	\$ 380	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 450</b>	\$ -	\$ 450
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	(Thousands of Dollars)														
To Be Determined			\$ 30	\$ 40	\$ 380								\$ 450		\$ 450
<b>Total</b>	\$ -	\$ -	\$ 30	\$ 40	\$ 380	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 450</b>	\$ -	\$ 450

# PK-05

# JOEL DAVIS PARK IMPROVEMENTS

## PROJECT INFO

**Category:**

Parks and Open Space

**Total Est. Project Cost:**

\$260,000

**Responsible Department:**

CEDD

**Location:**

Joel Davis Park

**Status:**

Not yet initiated

This project would implement improvements to Joel Davis Park. The scope of improvements would be determined through the development of the Community Facilities & Parks Master Plan (FA-01). At this time, staff has identified a need to upgrade the picnic area, replace playground equipment, install bathrooms and upgrade the playfield.

This project specifically furthers General Plan Conservation/Open Space Goal 6.0, to “provide adequate open space and recreational opportunities”. This project

would improve the usability of the recreation space within Joel Davis Park.

This project is primarily in alignment with the following City Council Strategic Objective:

- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	(Thousands of Dollars)														
New Play Equipment		\$ -	\$ 30										\$ 30		\$ 30
Design						\$ 20							\$ 20		\$ 20
Construction							\$ 210						\$ 210		\$ 210
<b>Total</b>	\$ -	\$ -	\$ 30	\$ -	\$ -	\$ 20	\$ 210	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 260</b>	\$ -	\$ 260
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	(Thousands of Dollars)														
To Be Determined		\$ -	\$ 30			\$ 20	\$ 210						\$ 260		\$ 260
<b>Total</b>	\$ -	\$ -	\$ 30	\$ -	\$ -	\$ 20	\$ 210	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 260</b>	\$ -	\$ 260

# PK-06

# NEW TRAILS & SIDEWALKS IN RAVENSWOOD SPECIFIC PLAN AREA

## PROJECT INFO

**Category:**

Parks and Open Space

**Total Est. Project Cost:**

\$10,600,000

**Responsible Department:**

CEDD

**Location:**

Ravenswood/4 Corners  
Specific Plan Project Area

**Status:**

Not yet initiated

The adopted Ravenswood/4 Corners Specific Plan included approximately 4.5 miles of trails and improved pedestrian sidewalks. They include trails along the Bay and trails and improved sidewalks that improve internal circulation. (See Figure 4-2, Table 4-1, and Attachment A of the Ravenswood/4 Corners Specific Plan for more details).

This project furthers General Plan Circulation Goal 2.0, to “provide a system of local roadways that meets community needs”.

This project is primarily in alignment with the following City Council Strategic Objective:

- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
Project Cost												\$ 10,600	\$ 10,600		\$ 10,600
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,600	<b>\$ 10,600</b>	\$ -	\$ 10,600
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
To Be Determined												\$ 10,600	\$ 10,600		\$ 10,600
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,600	<b>\$ 10,600</b>	\$ -	\$ 10,600

# PK-07

# SAN FRANCISQUITO CREEK PARK/TRAIL

## PROJECT INFO

**Category:**

Parks and Open Space

**Total Est. Project Cost:**

\$3,250,000

**Responsible Department:**

CEDD

**Location:**

San Francisquito Creek

**Status:**

Not yet initiated

This project would involve the conversion of land bordering San Francisquito Creek into a neighborhood park. The types of amenities that the park would provide have not yet been determined, but it is likely that a trail will be incorporated into the design because of the lack of a sidewalk on portions of Woodland Avenue, and because the City’s Bay Access Master Plan envisions a trail along Woodland Avenue.

This project specifically furthers General Plan Conservation/Open Space Goal 8.0, to “improve access to open space and recreation resources”. This project would increase the

amount of recreation space available to City residents.

This project is primarily in alignment with the following City Council Strategic Objective:

- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	(Thousands of Dollars)														
Land Acquisition												\$ 2,550	\$ 2,550		\$ 2,550
Improvements/Construction												\$ 700	\$ 700		\$ 700
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,250	<b>\$ 3,250</b>	\$ -	\$ 3,250
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Yr Cost	Funded	Unfunded
	(Thousands of Dollars)														
To Be Determined												\$ 3,250	\$ 3,250		\$ 3,250
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,250	<b>\$ 3,250</b>	\$ -	\$ 3,250

# PK-08

# JACK FARRELL PARK IMPROVEMENTS

## PROJECT INFO

**Category:**

Parks and Open Space

**Total Est. Project Cost:**

\$220,000

**Responsible Department:**

CEDD

**Location:**

Jack Farrell Park

**Status:**

Not yet initiated

This project would involve the renovation and improvement of Jack Farrell Park. The scope of improvements at Jack Farrell Park will be determined by the development of the Community Facilities & Parks Master Plan (FA-01). At this time, staff has identified a need to install new play equipment, security cameras, security fencing, a concrete seat wall, upgrades to the existing building, upgrades to the picnic area and upgrades to existing playfields and courts.

This project specifically furthers General Plan Conservation/Open Space Goal 6.0, to

“provide adequate open space and recreational opportunities”. This project would improve the usability of the recreation space within Jack Farrell Park.

This project is primarily in alignment with the following City Council Strategic Objective:

- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Yr Cost	Funded	Unfunded
	(Thousands of Dollars)														
New Play Equipment			\$ 30										\$ 30		\$ 30
Design					\$ 20								\$ 20		\$ 20
Project Cost						\$ 170							\$ 170		\$ 170
<b>Total</b>	\$ -		\$ 30	\$ -	\$ 20	\$ 170	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 220</b>	\$ -	\$ 220
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	(Thousands of Dollars)														
To Be Determined			\$ 30		\$ 20	\$ 170							\$ 220		\$ 220
<b>Total</b>	\$ -	\$ -	\$ 30	\$ -	\$ 20	\$ 170	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 220</b>	\$ -	\$ 220

# PK-09

# BAYLANDS PARK

## PROJECT INFO

**Category:**  
Parks and Open Space

**Total Est. Project Cost:**  
\$4,368,000

**Responsible Department:**  
CEDD

**Location:**  
Baylands

**Status:**  
Not yet initiated

This is a conceptual project is for the construction of improvements to enhance access and usability of existing open space in the baylands. Potential uses for the improved land may include community gardens, open space, parks, trails, rest areas, vista points, interpretive exhibits, etc. Improvement of the site would also enhance the usability of an existing section of the Bay Trail. The City of Palo Alto owns the site and issues such as ownership structure, liability, uses of the site, access to the site and facilities, operation of programs if any, planning, development, construction and maintenance costs would need to be resolved prior to improvement of the site. The design of this project will need to

take into consideration the future construction of flood improvements by the San Francisquito Creek Joint Powers Authority (SP-02B).

The proposed project would enhance access and the current experience of both natural resources, the Palo Alto Baylands and the Ravenswood Open Space Preserve, for the benefit and enjoyment of East Palo Alto residents, as well as the many regional users of this section of the Bay Trail. The City’s Bay Access Master Plan envisions an improved trail along this portion of the baylands.

This project furthers General Plan Circulation Policy 2.4, to “provide and maintain a

circulation system that supports bicycle and pedestrian travel”. This project would further this policy by enhancing functionality of the City’s non-motorized transportation system.

This project is primarily in alignment with the following City Council Strategic Objective:

- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
Project Cost												\$ 4,368	\$ 4,368		\$ 4,368
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,368	<b>\$ 4,368</b>	\$ -	\$ 4,368
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
To Be Determined												\$ 4,368	\$ 4,368		\$ 4,368
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,368	<b>\$ 4,368</b>	\$ -	\$ 4,368



# PK-10

# BELL STREET PARK IMPROVEMENTS

## PROJECT INFO

**Category:**

Parks and Open Space

**Total Est. Project Cost:**

\$470,000

**Responsible Department:**

CEDD

**Location:**

Bell Street Park

**Status:**

Not yet initiated

This project would implement improvements to Bell Street Park. A Master Plan was developed for Bell Street Park which included the construction/renovation of walking paths, play equipment, tables a performance center and other improvements. Portions of the Master Plan have already been implemented, such as the construction of the YMCA and the installation of some walking trails. The Community Facilities & Parks Master Plan (FA-01) will assist in determining the complete scope of improvements. At this time, staff has determined that the park will need new park

lighting, a concrete stage, new restrooms, security cameras, security fencing, new bathrooms, new play equipment, new picnic area and upgraded playfields.

This project specifically furthers General Plan Conservation/Open Space Goal 6.0, to “provide adequate open space and recreational opportunities”. This project would improve the usability of the recreation space within Bell Street Park.

This project is primarily in alignment with the following City Council Strategic Objective:

- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
Play Equipment (KaBOOM)		\$ 45											\$ 45	\$ 45	\$ -
Design and Construction		\$ 35											\$ 35	\$ 35	\$ -
Implementation of Bell Park Master					\$ 390								\$ 390	\$ -	\$ 390
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ 390	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 470</b>	\$ 80	\$ 390
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
TBD					\$ 390								\$ 390	\$ -	\$ 390
CIP Reserve Fund		\$ 35											\$ 35	\$ 35	\$ -
One-time Funds (KaBOOM)		\$ 45											\$ 45	\$ 45	\$ -
<b>Total</b>	\$ -	\$ 80	\$ -	\$ -	\$ 390	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 470</b>	\$ 80	\$ 390

# PK-11

# NEW PARKS IN RAVENSWOOD/4 CORNERS SPECIFIC PLAN AREA

## PROJECT INFO

**Category:**

Parks and Open Space

**Total Est. Project Cost:**

\$21,900,000

**Responsible Department:**

CEDD

**Location:**

Ravenswood/4 Corners  
Specific Plan Project Area

**Status:**

Not yet initiated

The adopted Ravenswood/4 Corners Specific Plan included approximately 25 acres of open space and parks. The potential parks include Open Space, Plazas, Neighborhood and Community Parks, and Open Spaces at the Bay’s edge. (See Figure 4-2, Table 4-1, and Attachment A of the Specific Plan for more information). The Hetch Hetchy Right of Way and Cooley Landing parks are separate CIP projects.

This project specifically furthers General Plan Conservation/Open Space Goal 8.0, to “improve access to open space and recreation resources”. This project would increase the number of recreation opportunities available to City residents.

This project is primarily in alignment with the following City Council Strategic Objective:

- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
Project Cost												\$ 21,900	\$ 21,900		\$ 21,900
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,900	<b>\$ 21,900</b>	\$ -	\$ 21,900
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
To Be Determined												\$ 21,900	\$ 21,900		\$ 21,900
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,900	<b>\$ 21,900</b>	\$ -	\$ 21,900

# PK-12

# HETCH HETCHY AQUEDUCT LINEAR PARK

## PROJECT INFO

**Category:**

Parks and Open Space

**Total Est. Project Cost:**

\$3,025,000

**Responsible Department:**

CEDD

**Location:**

Hetch Hetchy Aqueduct  
Right of Way

**Status:**

Not yet initiated

The San Francisco Public Utilities Commission (SFPUC) recently completed a project to replace the existing water pipeline running through the SFPUC right-of-way in the University Village neighborhood of the City. The SFPUC’s construction project provides an opportunity to reuse the land for a trail or other recreational opportunities. The trail would provide increased access to the baylands and the other pocket parks envisioned by the City’s Bay Access Master Plan (BAMP).

This project specifically furthers General Plan Conservation/Open Space Goal 8.0, to “improve access to open space and recreation resources”. This project would increase the

ability of residents to access recreation opportunities in the City. Figure C-5 in the Circulation Element identifies the Hetch Hetchy Right-of-Way as a future bicycle route.

This project is primarily in alignment with the following City Council Strategic Objective:

- Priority #4: Improve Public Facilities and Infrastructure

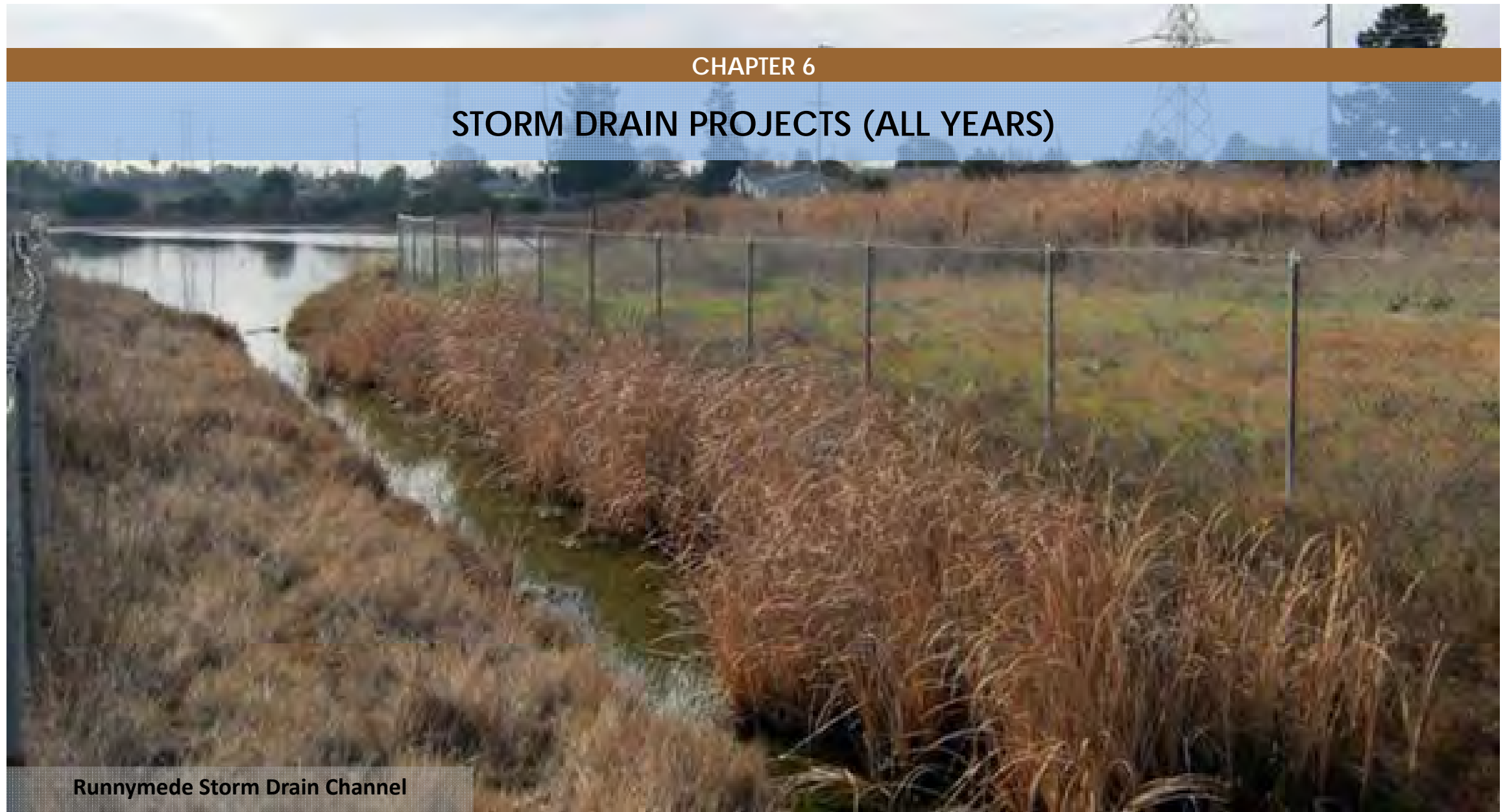
## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
Project Cost												\$ 3,025	\$ 3,025		\$ 3,025
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,025	<b>\$ 3,025</b>	\$ -	\$ 3,025
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
To Be Determined												\$ 3,025	\$ 3,025		\$ 3,025
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,025	<b>\$ 3,025</b>	\$ -	\$ 3,025



CHAPTER 6

STORM DRAIN PROJECTS (ALL YEARS)



Runnymede Storm Drain Channel

# SD-01

# STORM DRAIN MASTER PLAN — COMPLETED FY 2013-14

## PROJECT INFO

**Category:**  
Storm Drain

**Total Project Cost:**  
\$130,000

**Responsible Department:**  
CEDD

**Status:**  
Project completed in FY 2013/14.

This project completed a citywide storm drain master plan that was started in 2004. The project evaluated the condition and capacity of the City’s storm drain infrastructure and recommended improvements to address deficiencies.

This project specifically furthers General Plan Land Use Policy 4.1, to “work closely with local public facilities and services providers to meet community needs”. This project would further this policy by improving the City’s infrastructure to support the needs of the current and future residents of the City.

This project specifically furthers General Plan Conservation/Open Space Goal 6.0, to

“provide adequate open space and recreational opportunities”. This project would improve the usability of the recreation space within this park.

This project is primarily in alignment with the following City Council Strategic Objectives:

- Priority #1: Enhance Public Safety and Emergency Preparedness
- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended												No Year	Total 10-Year	Funded	Unfunded	
		(Thousands of Dollars)															
Project Cost	\$ 130														\$ -	\$ -	
<b>Total</b>	\$ 130	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ -</b>	\$ -	\$ -	
Sources of Funding	Previously Expended												No Year	Total 10-Year	Funded	Unfunded	
		(Thousands of Dollars)															
Storm Drain Impact Fees	\$ 130	\$ -													\$ -	\$ -	
<b>Total</b>	\$ 130	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ -</b>	\$ -	\$ -	

# SD-02

# RUNNYMEDE STORM DRAIN PROJECT—PHASE II

## PROJECT INFO

**Category:**

Storm Drain

**Total Est. Project Cost:**

\$1,262,000

**Responsible Department:**

CEDD

**Location:**

Runnymede drainage channel and O'Connor Pump Station

**Status:**

Scheduled for FY 2014/15.

The Runnymede Storm Drain - Phase II project consists of dredging the existing storm drainage canal from the Runnymede Street outfall to the detention pond at the O'Connor Pump Station. The O'Connor Station detention pond will also be dredged to remove sediment and provide additional capacity. This project would evaluate the structural integrity, determine needed repairs and construct repairs to the O'Connor Pump Station concrete outfall structure. The structural integrity of the concrete outfall structure has been compromised by subsurface erosion at the San Francisquito Creek, which is undermining the support underneath the

concrete slab and has caused some damage to the structure. Restoring the support underneath the structure and enforcing the erosion control measures at the outfall are essential to safeguarding the integrity and operation of the O'Connor Pump Station.

This project specifically furthers General Plan Land Use Policy 4.1, to "work closely with local public facilities and services providers to meet community needs". This project would further this policy by improving the City's infrastructure to support the needs of the current and future residents of the City.

This project is primarily in alignment with the

following City Council Strategic Objective:

- Priority #1: Enhance Public Safety and Emergency Preparedness
- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
Project Cost		\$ 1,262											\$ 1,262	\$ 1,262	\$ -
<b>Total</b>	\$ -	\$ 1,262	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 1,262</b>	\$ 1,262	\$ -
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
US EPA STAG Grant		\$ 594											\$ 594	\$ 594	\$ -
Prop1E Grant Requested		\$ 668											\$ 668	\$ 668	\$ -
<b>Total</b>	\$ -	\$ 1,262	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 1,262</b>	\$ 1,262	\$ -

# SD-03

# REPAIR OF UNIVERSITY VILLAGE OUTFALLS

## PROJECT INFO

**Category:**  
Storm Drain

**Total Est. Project Cost:**  
\$240,000

**Responsible Department:**  
CEDD

**Location:**  
University Village outfalls

**Status:**  
Work to begin FY 14-15.

This project includes the repair and maintenance of three storm drain outfalls located near the University Village neighborhood. The outfalls are located at the eastern end of Purdue Avenue, the northern end of Fordham Street and the eastern end of Stevens Avenue. The repair will include the installation of headwalls and flap gates and will improve the functionality and reliability of the outfalls.

This project improves the functionality of the City's storm drain system, which will help to protect the City from flooding hazards.

This project specifically furthers General Plan Land Use Policy 4.1, to "work closely with local

public facilities and service providers to meet community needs". This project would further this policy by improving the City's infrastructure to support the needs of current and future residents of the City. This project also specifically furthers General Plan Safety Policy 1.2, to "protect the community from flooding hazards by providing and regularly maintaining flood control facilities". This project would further this policy by improving the functionality of the City's storm drain system, which will help to protect the city from flooding hazards.

This project is primarily in alignment with the following City Council Strategic Objective:

- Priority #1: Enhance Public Safety and

Emergency Preparedness

- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	(Thousands of Dollars)														
Project Cost		\$ 50	\$ 80	\$ 80	\$ 30								\$ 240	\$ -	\$ 240
<b>Total</b>	\$ -	\$ 50	\$ 80	\$ 80	\$ 30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 240</b>	\$ -	\$ 240
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	(Thousands of Dollars)														
SCIP Storm Drain Impact Fees		\$ 50	\$ 80	\$ 80	\$ 30								\$ 240	\$ 240	
<b>Total</b>	\$ -	\$ 50	\$ 80	\$ 80	\$ 30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 240</b>	\$ 240	\$ -



# SD-04 STREET SWEEPING SIGNAGE

## PROJECT INFO

**Category:**

Storm Drain

**Total Est. Project Cost:**

\$75,000

**Responsible Department:**

CEDD

**Location:**

Citywide

**Status:**

Supplementary signage to be installed beginning in FY 2014-15.

This project is for the installation of signage on City streets prohibiting street parking during scheduled street sweeping hours. The installation of signage will allow the City to enforce no parking requirements during street sweeping activities. Installation of signage will reduce the amount of staff time spent on enforcement of parking violations during street sweeping. The reduction in the number of vehicles parked on the street during street sweeping will improve the effectiveness of the City's street sweeping program, which will reduce the amount of litter and debris that currently interferes with the functionality of the City's storm drain system. A contractor will perform the work.

This project specifically furthers General Plan Safety Policy 1.2, to "protect the community from flooding hazards by providing and regularly maintain flood control facilities". This project would further this policy by improving the functionality of the City's storm drain system, by reducing the amount of litter and debris that clogs the City's storm drain system.

This project is primarily in alignment with the following City Council Strategic Objective:

- Priority #1: Enhance Public Safety and Emergency Preparedness
- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
Project Cost			\$ 75										\$ 75	\$ 75	\$ -
<b>Total</b>	\$ -		\$ 75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 75</b>	\$ 75	\$ -
Sources of Funding	Previously Expended	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
Garbage Fund			\$ 75										\$ 75	\$ 75	\$ -
<b>Total</b>	\$ -		\$ 75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 75</b>	\$ 75	\$ -

# SD-06

# IMPLEMENTATION OF STORM DRAIN MASTER PLAN

## PROJECT INFO

**Category:**

Storm Drain

**Total Est. Project Cost:**

\$38,180,000

**Responsible Department:**

CEDD

**Location:**

Citywide

**Status:** Urgent Priority Improvements to addressed in FY 14-15.

This project would implement the necessary improvements to the City’s storm drain system identified in the Storm Drain Master Plan (SD-01). The Storm Drain Master Plan completed in FY 13/14. The cost of improvements are organized by priority level. The Master Plan identified improvements to O’Connor Pump Station as Urgent and as a result SD-05 was deleted as a separate project and will become the first phase of improvements for SD-06. The Master Plan has grouped other projects in high, moderate and low priority categories that should be

completed as soon as possible or at least within the ten year scope of this CIP.

This project specifically furthers General Plan Safety Policy 1.2, to “protect the community from flooding hazards by providing and regularly maintain flood control facilities”. This project would further this policy by improving the functionality of the City’s storm drain system.

This project is primarily in alignment with the following City Council Strategic Objective:

- Priority #1: Enhance Public Safety and

Emergency Preparedness

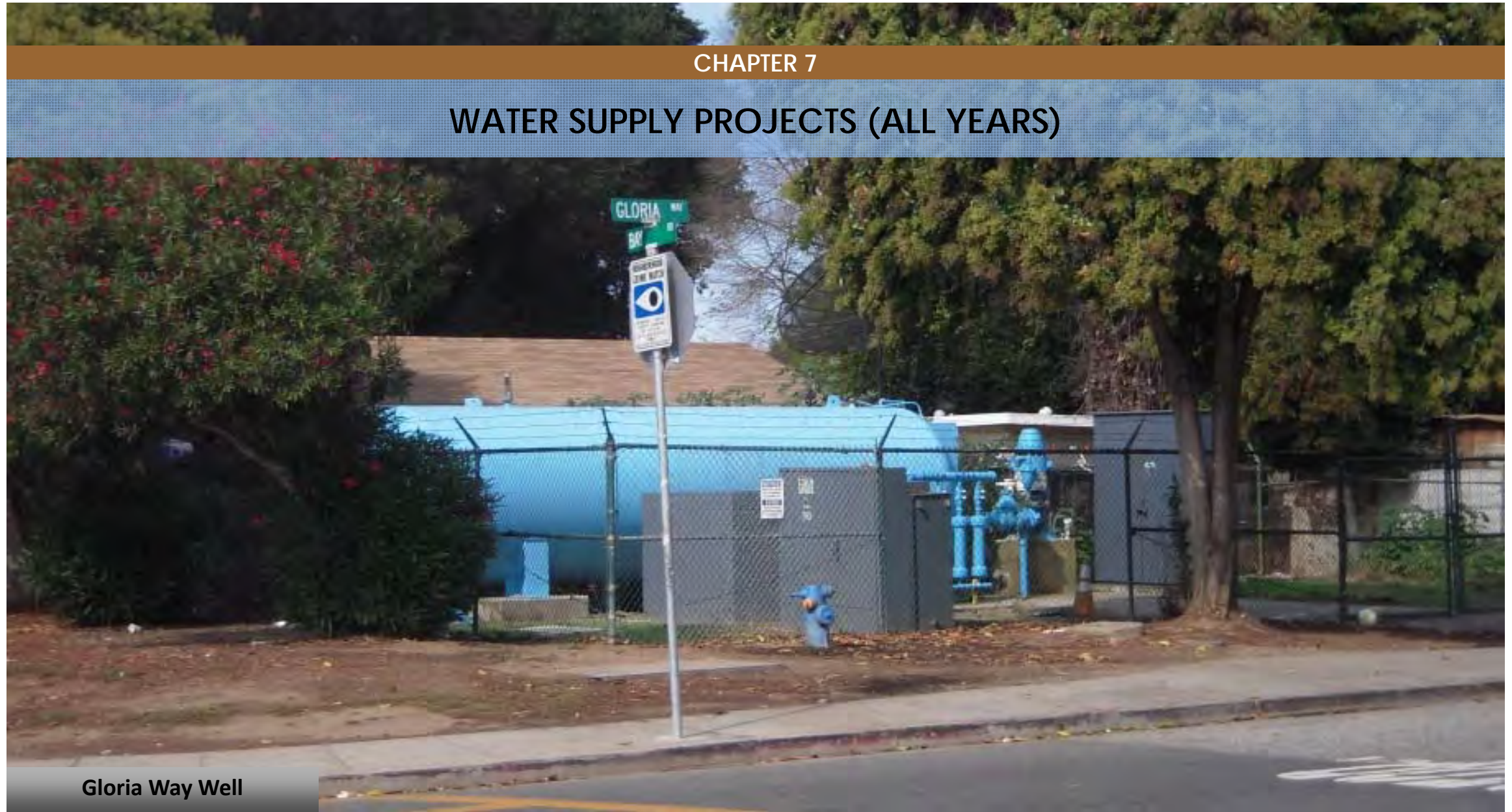
- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	(Thousands of Dollars)														
Urgent Improvements (O'Connor)		\$ 580											\$ 580	\$ 580	\$ -
High Priority Improvements												\$ 24,000	\$ 24,000	\$ -	\$ 24,000
Moderate Priority Improvements												\$ 10,700	\$ 10,700	\$ -	\$ 10,700
Low Priority Improvements												\$ 2,900	\$ 2,900	\$ -	\$ 2,900
<b>Total</b>	\$ -	\$ 580	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,600	<b>\$ 38,180</b>	\$ 580	\$ 37,600
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	(Thousands of Dollars)														
SCIP Storm Drain Impact Fees		\$ 300											\$ 300	\$ 300	\$ -
CIP Reserve Fund		\$ 280	\$ 4,177	\$ 4,177	\$ 4,177	\$ 4,177	\$ 4,177	\$ 4,177	\$ 4,177	\$ 4,177	\$ 4,177	\$ -	\$ 37,873	\$ 280	\$ 37,593
<b>Total</b>	\$ -	\$ 580	\$ 4,177	\$ 4,177	\$ 4,177	\$ 4,177	\$ 4,177	\$ 4,177	\$ 4,177	\$ 4,177	\$ 4,177	\$ -	<b>\$ 38,173</b>	\$ 580	\$ 37,593

CHAPTER 7

WATER SUPPLY PROJECTS (ALL YEARS)



Gloria Way Well

# WS-01A

# EMERGENCY WATER CONNECTIONS—CITY OF PALO ALTO

## PROJECT INFO

**Category:**

Water Supply

**Total Project Cost:** \$164,000

**Responsible Department:** CEDD

**Location:** TBD

**Status:** Begins FY 14-15

This project would establish an emergency intertie with the City of Palo Alto’s water system. Establishment of interties will allow the City to obtain emergency water in case the City’s connection with the Hetch Hetchy Aqueduct is severed.

Currently, the City has no emergency source of water if the City’s connection with the Hetch Hetchy Aqueduct is severed.

This project furthers General Plan Safety Goal 3.0, to “improve the ability of the City to respond to natural and human-caused emergencies.”This project would further this goal by providing city residents with another potential source of water in the event of an emergency.

This project is consistent with the following

City Council Strategic Objectives:

- Priority #1: Enhance Public Safety and Emergency Preparedness
- Priority #4: Improve Public Facilities and Infrastructure
- Priority #6: Create a Healthy and Safe Community

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
Design	\$ -	\$ 55											\$ 55	\$ 55	\$ -
Constuction	\$ -	\$ 124											\$ 124	\$ -	\$ 124
<b>Total</b>	\$ -	\$ 179	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 179</b>	\$ 55	\$ 124
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Yr Cost	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
One-Time Funds	\$ -	\$ 55											\$ 55	\$ 55	\$ -
CIP Reserve Fund (Budgeted; no allocation requested)	\$ -	\$ 124	\$ -										\$ 124		\$ 124
<b>Total</b>	\$ -	\$ 179	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 179</b>	\$ 55	\$ 124

# WS-01B

# EMERGENCY WATER CONNECTIONS—PALO ALTO PARK MUTUAL

## PROJECT INFO

**Category:**

Water Supply

**Total Project Cost:** \$582,000

**Responsible Department:**

CEDD

**Location:**

Water connection with the Palo Alto Park Mutual Water Company

**Status:**

Project to begin design in FY 14-15.

This project would establish an emergency intertie with the Palo Alto Park Mutual Water Company’s water system. Establishment of interties will allow the City to obtain emergency water in case the City’s connection with the Hetch Hetchy Aqueduct is severed.

Currently, the City has no emergency source of water if the City’s connection with the Hetch Hetchy Aqueduct is severed.

This project furthers General Plan Safety Goal 3.0, to “improve the ability of the City to respond to natural and human-caused emergencies.” This project would further this

goal by providing city residents with another potential source of water in the event of an emergency.

This project is consistent with the following City Council Strategic Objectives:

- Priority #1: Enhance Public Safety and Emergency Preparedness
- Priority #4: Improve Public Facilities and Infrastructure
- Priority #6: Create a Healthy and Safe Community

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
Design		\$ 50											\$ 50	\$ 50	\$ -
Construction			\$ 532										\$ 532		\$ 532
<b>Total</b>	\$ -	\$ 50	\$ 532	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 582</b>	\$ -	\$ 532
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Yr Cost	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
CIP Reserve Fund		\$ 50											\$ 50	\$ 50	\$ -
TBD			\$ 532										\$ 532		
<b>Total</b>	\$ -	\$ 50	\$ 532	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 582</b>	\$ 50	\$ -

# WS-01C

# EMERGENCY WATER CONNECTIONS—O’CONNOR TRACT

## PROJECT INFO

**Category:**

Water Supply

**Total Project Cost:** \$384,000

**Responsible Department:**

CEDD

**Location:**

Water connection with the O’Connor Tract Co-op Water Company

**Status:**

Project to begin design in FY 14-15.

This project would establish an emergency intertie with the O’Connor Tract Co-op Water Company’s water system. Establishment of interties will allow the City to obtain emergency water in case the City’s connection with the Hetch Hetchy Aqueduct is severed.

Currently, the City has no emergency source of water if the City’s connection with the Hetch Hetchy Aqueduct is severed.

This project furthers General Plan Safety Goal 3.0, to “improve the ability of the City to respond to natural and human-caused emergencies.”This project would further this

goal by providing city residents with another potential source of water in the event of an emergency.

This project is consistent with the following City Council Strategic Objectives:

- Priority #1: Enhance Public Safety and Emergency Preparedness
- Priority #4: Improve Public Facilities and Infrastructure
- Priority #6: Create a Healthy and Safe Community

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	(Thousands of Dollars)														
Design		40											40		40
Construction			\$ 344										\$ 344		\$ 344
<b>Total</b>	\$ -	\$ 40	\$ 344	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 384</b>	\$ -	\$ 384
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Yr Cost	Funded	Unfunded
	(Thousands of Dollars)														
TBD (Gen. Fund/Water Rates)		\$ 40	\$ 344										\$ 384		\$ 384
<b>Total</b>	\$ -	\$ 40	\$ 344	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 384</b>	\$ -	\$ 384

# WS-02

# GLORIA WAY WELL RETROFIT

## PROJECT INFO

**Category:**

Water Supply

**Total Project Cost:** \$2,002,000

**Responsible Department:**

CEDD

**Location:**

Gloria Way Well (Northwest corner of University Avenue and Gloria Way)

**Status:**

In progress.

This project will assess the hydrological condition of the existing well at Gloria Way / Bay Road and will install the necessary treatment systems to utilize this well for additional water supply. The extent of rehabilitation will include equipment and other necessary improvements to ensure proper operation and domestic water supply health and safety compliance.

The City currently does not have an adequate allocation of Hetch Hetchy Aqueduct water from the San Francisco Public Utilities Commission (SFPUC) to meet current and future water demand. The retrofit of the

Gloria Way Well will assist in reducing the shortfall in water supply. The Gloria Way Well would also provide an emergency source of water in the event that the Hetch Hetchy Aqueduct is severed.

This project specifically furthers General Plan Land Use Policy 4.1, to “work closely with local public facilities and services providers to meet community needs”. This project would further this policy by providing the City with an additional source of water to meet current and future water supply needs.

This project is primarily in alignment with the

following City Council Strategic Objectives:

- Priority #1: Enhance Public Safety and Emergency Preparedness
- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
Design	\$ 202												\$ -	\$ -	\$ -
Construction		\$ 1,800											\$ 1,800	\$ -	\$ 1,800
<b>Total</b>	\$ 202	\$ 1,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 1,800</b>	\$ -	\$ 1,800
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
US EPA STAG Grant	\$ 202	\$ 565											\$ 565	\$ 565	\$ -
CIP Reserve Fund (Budgeted; No funds allocated)		\$ 1,235	\$ -										\$ 1,235		\$ 1,235
<b>Total</b>	\$ 202	\$ 1,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 1,800</b>	\$ 565	\$ 1,235

# WS-03A

# NEW STORAGE TANK—EAST OF HIGHWAY 101

## PROJECT INFO

**Category:**

Water Supply

**Total Est. Project Cost:**

\$3,150,000

**Responsible Department:**

CEDD

**Location:**

To Be Determined

**Status:**

Not yet initiated

This project will involve the construction of a new storage tank with the capacity to meet emergency supply needs for the current and anticipated future population of the City. The City currently does not have any water storage facilities. The Water System Master Plan indicates that 3.8 million gallons of water is adequate to meet the needs of the City.

Currently, staff is identifying potential locations for one storage tank on the east side of Highway 101 and one storage tank on the west side of Highway 101. This project is for the storage tank on the east side of Highway 101. The facility would include all necessary

pipng, the reservoir, and the pump station to return the water to the proper system pressure. The estimated project cost does not include acquisition costs because they are too variable to determine at this time.

This project specifically furthers General Plan Land Use Policy 4.1, to “work closely with local public facilities and services providers to meet community needs”. This project would further this policy by improving the City’s infrastructure to support the needs of the current and future residents of the City.

This project is primarily in alignment with the following City Council Strategic Objectives:

- Priority #1: Enhance Public Safety and Emergency Preparedness
- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
Site Assembly/Design				\$ 1,000									\$ 1,000		\$ 1,000
Construction					\$ 2,150								\$ 2,150		\$ 2,150
<b>Total</b>	\$ -	\$ -	\$ -	\$ 1,000	\$ 2,150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 3,150</b>	\$ -	\$ 3,150
	<b>(Thousands of Dollars)</b>														
TBD (Gen. Fund/Water Rates)				\$ 1,000	\$ 2,150								\$ 3,150	\$ -	\$ 3,150
<b>Total</b>	\$ -	\$ -	\$ -	\$ 1,000	\$ 2,150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 3,150</b>	\$ -	\$ 3,150



# WS-03B

# NEW STORAGE TANK—WEST OF HIGHWAY 101

## PROJECT INFO

**Category:**

Water Supply

**Total Est. Project Cost:**

\$3,150,000

**Responsible Department:**

CEDD

**Location:**

To Be Determined

**Status:**

Not yet initiated

This project will involve the construction of a new storage tank with the capacity to meet emergency supply needs for the current and anticipated future population of the City. The City currently does not have any water storage facilities. The Water System Master Plan indicates that 3.8 million gallons of water is adequate to meet the needs of the City.

Currently, staff is identifying potential locations for one storage tank on the east side of Highway 101 and one storage tank on the west side of Highway 101. This project is for the storage tank on the west side of Highway 101. The facility would include all necessary

pipings, the reservoir, and the pump station to return the water to the proper system pressure. The facilities would include all necessary piping, the reservoir, and the pump station to return the water to the proper system pressure. The estimated project cost does not include acquisition costs because they are too variable to determine at this time.

This project specifically furthers General Plan Land Use Policy 4.1, to “work closely with local public facilities and services providers to meet community needs”. This project would further this policy by improving the City’s

infrastructure to support the needs of the current and future residents of the City.

This project is primarily in alignment with the following City Council Strategic Objectives:

- Priority #1: Enhance Public Safety and Emergency Preparedness
- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
Site Assembly/Design			\$ 1,000										\$ 1,000		\$ 1,000
Construction				\$ 2,150									\$ 2,150		\$ 2,150
<b>Total</b>	\$ -	\$ -	\$ 1,000	\$ 2,150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 3,150</b>	\$ -	\$ 3,150
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
TBD (Gen. Fund/Water Rates)			\$ 1,000	\$ 2,150									\$ 3,150	\$ -	\$ 3,150
<b>Total</b>	\$ -	\$ -	\$ 1,000	\$ 2,150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 3,150</b>	\$ -	\$ 3,150

# WS-04 SECOND GROUNDWATER WELL

## PROJECT INFO

**Category:**  
Water Supply

**Total Est. Project Cost:**  
\$3,250,000

**Responsible Department:**  
CEDD

**Location:**  
To Be Determined

**Status:**  
Not yet initiated

This project is for the construction of a 1,000 gallon per minute (GPM) groundwater well and associated iron-manganese treatment system to supplement the City’s existing water supply. This new groundwater well would be in addition to the Gloria Way Well. This project would supplement the City’s water supply by drawing groundwater from the Santa Clara Valley Groundwater Basin and San Mateo Sub-Basin. Treatment of the groundwater would be necessary to enable its

use for domestic purposes. Implementation of this project would provide a secondary source of water in the event that the City’s existing water supply is unable to meet demand during drought events or emergency conditions. Land acquisition costs were not incorporated into the estimated project cost because the cost is too variable to determine at this time. This project furthers General Plan Land Use Policy 4.1, to “work closely with local public facilities and service providers to meet

community needs.”This project would further this policy by improving the reliability of the City’s water system to meet the needs of the community during drought events or emergency conditions. This project is primarily in alignment with the following City Council Strategic Objectives:

- Priority #1: Enhance Public Safety and Emergency Preparedness
- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/23	No Year	Total 10-Year	Funded	Unfunded
	(Thousands of Dollars)														
Design		\$ -	\$ 300										\$ 300	\$ 300	\$ -
Construction				\$ 2,950									\$ 2,950	\$ -	\$ 2,950
<b>Total</b>	\$ -	\$ -	\$ 300	\$ 2,950	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 3,250</b>	\$ 300	\$ 2,950
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 22/23	No Year	Total 10-Year	Funded	Unfunded
	(Thousands of Dollars)														
One Time Funds		\$ -	\$ 300										\$ 300	\$ 300	
TBD (Gen. Fund/Water Rates)		\$ -	\$ -	\$ 2,950									\$ 2,950	\$ -	\$ 2,950
<b>Total</b>	\$ -	\$ -	\$ 300	\$ 2,950	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 3,250</b>	\$ 300	\$ 3,100

# WS-05

# GROUNDWATER MANAGEMENT & MONITORING PLAN

## PROJECT INFO

**Category:**  
Water Supply

**Total Est. Project Cost:**  
\$100,000

**Responsible Department:**  
CEDD

**Status:**  
Scheduled for completion  
in FY 2014/15.

If the City retrofits the Gloria Way Well (WS-02) and/or constructs a second water well (WS-04), the City is required by the State Water Code to develop a Groundwater Management & Monitoring Plan. The plan will identify existing resources, describe the means and methods of monitoring impacts, describe appropriate data management and coordination processes, outline any processes for coordinating ground water management with other agencies and propose mitigations if significant impacts are identified. The plan is intended to ensure long-term sustainability of

the groundwater resource and provide eligibility for State Water funds.

This project furthers General Plan Land Use Policy 4.1, to “work closely with local public facilities and service providers to meet community needs.” This project would further this policy by facilitating the acquisition of groundwater to meet the needs of the community during drought events or emergency conditions.

This project is primarily in alignment with the following City Council Strategic Objectives:

- Priority #1: Enhance Public Safety and Emergency Preparedness
- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
Project Cost		\$ 100											\$ 100		\$ 100
<b>Total</b>	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 100</b>	\$ -	\$ 100
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
One-Time Funds		\$ 100											\$ 100	\$ -	\$ 100
<b>Total</b>	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 100</b>	\$ -	\$ 100

# WS-06 GROUNDWATER MONITORING NETWORK

## PROJECT INFO

**Category:**  
Water Supply

**Total Est. Project Cost:**  
\$325,000

**Responsible Department:**  
CEDD

**Status:**  
Not yet initiated. This project will be implemented upon completion of the Groundwater Management & Monitoring Plan (WS-05)

If the City retrofits the Gloria Way Well (WS-02) and/or constructs a second water well (WS-04), the City is required by the State Water Code to install a monitoring network to monitor saline levels and other factors that could impact the City's groundwater resources. The monitoring network will help ensure the safety and sustainability of the City's groundwater system.

This project furthers General Plan Land Use Policy 4.1, to "work closely with local public facilities and service providers to meet community needs." This project would further

this policy by facilitating the acquisition of groundwater to meet the needs of the community during drought events or emergency conditions.

This project is primarily in alignment with the following City Council Strategic Objectives:

- Priority #1: Enhance Public Safety and Emergency Preparedness
- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
<b>(Thousands of Dollars)</b>															
Project Cost	\$ -	\$ 125	\$ 200										\$ 325	\$ 125	\$ 200
<b>Total</b>	\$ -	\$ 125	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 325</b>	\$ 125	\$ 200
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
<b>(Thousands of Dollars)</b>															
One-Time Funds		125											\$ 125	\$ 125	\$ -
TBD (Gen. Fund/Water Rates)			\$ 200										\$ 200	\$ -	\$ 200
<b>Total</b>	\$ -	\$ 125	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 325</b>	\$ -	\$ 200

# WS-07

# ANNUAL GROUNDWATER MONITORING PROGRAM

## PROJECT INFO

**Category:**  
Water Supply

**Total Est. Project Cost:**  
\$182,000

**Responsible Department:**  
CEDD

**Status:**  
Not yet initiated. This project will be an annual on-going project after the Groundwater Network is completed (WS-06)

If the City retrofits the Gloria Way Well (WS-02) and/or constructs a second water well (WS-04), the City is required by the State Water Code to install a monitoring network (WS-06) to monitor saline levels and other factors that could impact the City's groundwater resources. The monitoring network will help ensure the safety and sustainability of the City's groundwater system. The annual operating costs for the monitoring of the network is reflected in this project.

This project furthers General Plan Land Use Policy 4.1, to "work closely with local public facilities and service providers to meet community needs." This project would further this policy by facilitating the acquisition of

groundwater to meet the needs of the community during drought events or emergency conditions.

This project is primarily in alignment with the following City Council Strategic Objectives:

- Priority #1: Enhance Public Safety and Emergency Preparedness
- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
Project Cost				\$ 26	\$ 26	\$ 26	\$ 26	\$ 26	\$ 26	\$ 26	\$ -		\$ 182		\$ 182
<b>Total</b>	\$ -	\$ -	\$ -	\$ 26	\$ 26	\$ 26	\$ 26	\$ 26	\$ 26	\$ 26	\$ -	\$ -	<b>\$ 182</b>	\$ -	\$ 182
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
TBD (Gen. Fund/Water Rates)				\$ 26	\$ 26	\$ 26	\$ 26	\$ 26	\$ 26	\$ 26	\$ -		\$ 182	\$ -	\$ 182
<b>Total</b>	\$ -	\$ -	\$ -	\$ 26	\$ 26	\$ 26	\$ 26	\$ 26	\$ 26	\$ 26	\$ -	\$ -	<b>\$ 182</b>	\$ -	\$ 182

# WS-08

# MLK PARK STORMWATER CAPTURE AND REUSE FACILITY

## PROJECT INFO

**Category:**

Water Supply

**Total Est. Project Cost:**

\$630,000

**Responsible Department:**

CEDD

**Location:**

MLK Park

**Status:**

Not yet initiated

This project would be for the construction of a storage chamber, tertiary treatment system and irrigation pump at Martin Luther King Jr. (MLK) Park to reuse storm water to irrigate the park.

Implementation of this project would reduce the need to use potable water to irrigate the park. Parks typically require approximately 5,000 gallons of water per day per acre to properly irrigate. Although the storm water recapture system would not completely eliminate the need to use potable water in irrigating city parks (particularly during the

drier summer months), it would significantly reduce the demand for potable water currently being imported and purchased from the San Francisco Public Utilities Commission (SFPUC). Although the system construction is an initial capital cost, there would be long-term savings resulting from a reduction of potable water usage.

This project furthers General Plan Land Use Policy 4.1, to “work closely with local public facilities and service providers to meet community needs.” This project would further this policy by improving the reliability of the

City’s water system by reducing the demand on potable water resources.

This project is primarily in alignment with the following City Council Strategic Objectives:

- Priority #1: Enhance Public Safety and Emergency Preparedness
- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	(Thousands of Dollars)														
Engineering/Design												\$ 90	\$ 90		\$ 90
Construction												\$ 450	\$ 450		\$ 450
Contingency												\$ 90	\$ 90		\$ 90
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 630	<b>\$ 630</b>	\$ -	\$ 630
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	(Thousands of Dollars)														
TBD (Gen. Fund/Water Rates)												\$ 630	\$ 630	\$ -	\$ 630
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 630	<b>\$ 630</b>	\$ -	\$ 630

CHAPTER 8

WATER DISTRIBUTION PROJECTS (ALL YEARS)



# WD-01 WATER MASTER PLAN

## PROJECT INFO

**Category:**

Water Distribution

**Total Est. Project Cost:**

\$100,000

**Responsible Department:**

CEDD

**Status:**

A Water Master Plan was adopted in FY 2010/11. An update to the plan is scheduled for FY 2018/19 to meet statutory requirements.

This project would be for the development of a Water Master Plan to guide the implementation of appropriate water supply and water distribution projects. The development of a Water Master Plan is mandated by the State Water Code. A Water Master Plan was adopted in FY 2010-11 and must be updated per statutory requirements every ten years.

This project furthers General Plan Land Use Policy 4.1, to “work closely with local public facilities and service providers to meet community needs.” This project would further this policy by providing the framework to develop a water system that meets the supply and distribution needs of the community.

This project is primarily in alignment with the following City Council Strategic Objectives:

- Priority #1: Enhance Public Safety and Emergency Preparedness
- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
Project Cost						\$ 100							\$ 100		\$ 100
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 100</b>	\$ -	\$ 100
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
To Be Determined						\$ 100							\$ 100	\$ -	\$ 100
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 100</b>	\$ -	\$ 100



# WD-02 URBAN WATER MANAGEMENT PLAN

## PROJECT INFO

**Category:**  
Water Distribution

**Total Est. Project Cost:**  
\$120,000

**Responsible Department:**  
CEDD

**Status:**  
Not yet initiated

This project would be for the development of an Urban Water Management Plan (UWMP).

UWMP's are prepared to support long-term water resource planning and ensure adequate water supplies are available to meet existing and future water demands over a 20-year planning horizon considering normal, dry, and multiple dry years. An updated UWMP is required to be prepared every five years and submitted to the Department of Water Resources (DWR). DWR then reviews the submitted plans to make sure they have completed the requirements identified in the Urban Water Management Act.

The next UWMP is anticipated to be due in

July of 2016.

This project furthers General Plan Land Use Policy 4.1, to "work closely with local public facilities and service providers to meet community needs." This project would further this policy by providing the framework to develop a water system that meets the supply and distribution needs of the community.

This project is primarily in alignment with the following City Council Strategic Objectives:

- Priority #1: Enhance Public Safety and Emergency Preparedness
- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
Project Cost			\$ 60					\$ 60					\$ 120		\$ 120
<b>Total</b>	\$ -	\$ -	\$ 60	\$ -	\$ -	\$ -	\$ -	\$ 60	\$ -	\$ -	\$ -	\$ -	<b>\$ 120</b>	\$ -	\$ 120
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
To Be Determined			\$ 60					\$ 60					\$ 120		\$ 120
<b>Total</b>	\$ -	\$ -	\$ 60	\$ -	\$ -	\$ -	\$ -	\$ 60	\$ -	\$ -	\$ -	\$ -	<b>\$ 120</b>	\$ -	\$ 120

# WD-03 WATER RATE STUDY— COMPLETED FY 2013-14

## PROJECT INFO

**Category:**  
Water Distribution

**Total Project Cost:**  
\$100,000

**Responsible Department:**  
CEDD

**Status:**  
Project completed FY 2013/14.

A Water Rate Study will analyze the existing water rates paid by American Water and other water companies in East Palo Alto, compare the rates to other benchmark cities, and determine the capacity for water rates to pay for regular maintenance and replacement, water supply, and emergency water storage. The Water Rate Study would also include information on benchmark connection fees and an analysis of the ability to charge connection fees.

This project would provide a basis for determining appropriate water rates to pay

for regular maintenance and replacement, water supply, and emergency water storage.

This project furthers General Plan Land Use Policy 4.1, to “work closely with local public facilities and service providers to meet community needs.” This project would further this policy by providing information that will support the maintenance and improvement of the City’s water system.

This project is primarily in alignment with the following City Council Strategic Objectives:

- Priority #1: Enhance Public Safety and

Emergency Preparedness

- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended											No Year	Total 10-Year	Funded	Unfunded
		(Thousands of Dollars)													
Project Cost	\$ 100	\$ -											\$ -	\$ -	\$ -
<b>Total</b>	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ -</b>	\$ -	\$ -
Sources of Funding	Previously Expended											No Year	Total 10-Year	Funded	Unfunded
		(Thousands of Dollars)													
One-Time Funds	\$ 100												\$ 100	\$ 100	\$ -
<b>Total</b>	\$ 100											\$ -	<b>\$ 100</b>	\$ 100	\$ -

# WD-04 WATER MAIN PROGRAM

## PROJECT INFO

**Category:**

Water Distribution

**Total Project Cost:** \$30,268,000

**Responsible Department:**

CEDD

**Status:**

On-going project. The most urgent water line replacements are scheduled for FY 2013/14 & FY 2014/15.

The purpose of this project is to replace deficient water mains in the City's water delivery system. The 2010 Water System Master Plan identified the pipes in the water system that need to be replaced. Replacement of old pipes will improve water quality, reduce waste of water, and improve pressure flow to fight fires.

Approximately 1 mile of water lines have been identified that need immediate replacement. Those have been programmed for the upcoming two fiscal years. They have

deteriorated to a condition where it is no longer cost effective to repair them and need to be replaced immediately. Isolation valves will also be installed to minimize the impact of broken water mains.

The cost of this project is tremendous and therefore staff has not yet scheduled implementation of this project outside of the immediate repairs that are needed. Full implementation of the project will require a rate study (WS-03) to determine the fair share of rate payers to pay for improvements.

This project specifically furthers General Plan Land Use Policy 4.1, to "work closely with local public facilities and services providers to meet community needs". This project would further this policy by improving the City's infrastructure to support the needs of the current and future residents of the City.

This project is primarily in alignment with the following City Council Strategic Objective:

- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
(Thousands of Dollars)															
Engineering/Design												\$ 4,211	\$ 4,211	\$ -	\$ 4,211
Construction	\$ 452	\$ 396										\$ 20,998	\$ 21,394	\$ 396	\$ 20,998
Contingency												\$ 4,211	\$ 4,211	\$ -	\$ 4,211
<b>Total</b>	\$ 452	\$ 396	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,420	<b>\$ 29,816</b>		\$ 29,420
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
(Thousands of Dollars)															
SCIP Water Impact Fees	\$ 396	\$ 396											\$ 396	\$ 396	\$ -
One-Time Funds	\$ 56												\$ -	\$ -	\$ -
To Be Determined												\$ 29,420	\$ 29,420	\$ -	\$ 29,420
<b>Total</b>	\$ 452	\$ 396	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		<b>\$ 29,816</b>	\$ 396	\$ 29,420

# WD-05 WATER METER REPLACEMENT PROGRAM

## PROJECT INFO

**Category:**  
Water Distribution

**Total Project Cost:**  
\$7,160,000

**Responsible Department:**  
CEDD

**Status:**  
Not yet initiated

This project will replace water meters, water meter boxes, and lids as well as 100 large meters. The replacement of meters and meter reading equipment will enhance and upgrade the ability to monitor usage and reduce the time associated with meter reading. The schedule of water meter replacement is outlined in the City's Water System Master Plan and will be completed in phases.

This project specifically furthers General Plan Land Use Policy 4.1, to "work closely with local public facilities and services providers to meet

community needs". This project would further this policy by improving the City's infrastructure to support the needs of the current and future residents of the City.

This project is primarily in alignment with the following City Council Strategic Objectives:

- Priority #1: Enhance Public Safety and Emergency Preparedness
- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	(Thousands of Dollars)														
Engineering/Design			\$ 60	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60	\$ -	\$ -	\$ 480		\$ 480
Construction			\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ -	\$ -	\$ 4,000		\$ 4,000
Contingency			\$ 335	\$ 335	\$ 335	\$ 335	\$ 335	\$ 335	\$ 335	\$ 335	\$ -	\$ -	\$ 2,680		\$ 2,680
<b>Total</b>	\$ -	\$ -	\$ 895	\$ 895	\$ 895	\$ 895	\$ 895	\$ 895	\$ 895	\$ 895	\$ -	\$ -	<b>\$ 7,160</b>	\$ -	\$ 7,160
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	(Thousands of Dollars)														
To Be Determined			\$ 895	\$ 895	\$ 895	\$ 895	\$ 895	\$ 895	\$ 895	\$ 895	\$ -		\$ 7,160	\$ -	\$ 7,160
<b>Total</b>	\$ -	\$ -	\$ 895	\$ 895	\$ 895	\$ 895	\$ 895	\$ 895	\$ 895	\$ 895	\$ -	\$ -	<b>\$ 7,160</b>	\$ -	\$ 7,160

# WD-06 FIRE HYDRANT REPLACEMENT PROGRAM

## PROJECT INFO

**Category:**  
Water Distribution

**Total Project Cost:**  
\$448,000

**Responsible Department:**  
CEDD

**Status:**  
Not yet initiated

This project will replace old fire hydrants that have corroded or do not meet the minimum standards established by the Menlo Park Fire Protection District.

New hydrants will assist in providing the needed pressure to combat fires.

This project specifically furthers General Plan Land Use Policy 4.1, to “work closely with local public facilities and services providers to meet community needs”. This project would further this policy by improving the City’s infrastructure to support the needs of the current and future residents of the City.

This project is primarily in alignment with the following City Council Strategic Objectives:

- Priority #1: Enhance Public Safety and Emergency Preparedness
- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
		(Thousands of Dollars)													
Engineering/Design			\$ 8	\$ 8	\$ 8	\$ 8	\$ 8	\$ 8	\$ 8	\$ 8	\$ -		\$ 64		\$ 64
Construction			\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ -		\$ 320		\$ 320
Contingency			\$ 8	\$ 8	\$ 8	\$ 8	\$ 8	\$ 8	\$ 8	\$ 8	\$ -		\$ 64		\$ 64
<b>Total</b>	\$ -	\$ -	\$ 56	\$ 56	\$ 56	\$ 56	\$ 56	\$ 56	\$ 56	\$ 56	\$ -	\$ -	<b>\$ 448</b>	\$ -	\$ 448
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
(Thousands of Dollars)															
To Be Determined			\$ 56	\$ 56	\$ 56	\$ 56	\$ 56	\$ 56	\$ 56	\$ 56	\$ -		\$ 448	\$ -	\$ 448
<b>Total</b>	\$ -	\$ -	\$ 56	\$ 56	\$ 56	\$ 56	\$ 56	\$ 56	\$ 56	\$ 56	\$ -	\$ -	<b>\$ 448</b>	\$ -	\$ 448

# WD-07 WATER VALVE REPLACEMENT PROGRAM

## PROJECT INFO

**Category:**  
Water Distribution

**Total Project Cost:**  
\$448,000

**Responsible Department:**  
CEDD

**Status:**  
Not yet initiated

This project is a program for the maintenance and replacement of the 908 existing valves in the City's water system. Common maintenance programs establish a five-year cycle such that every valve is maintained at least once during that time period. During the valve maintenance, each valve can is cleaned of any debris and then fully closed and re-opened. This regular cycling of the valves assures that they can be opened and closed if operations or an emergency deem necessary. Although the cycles are typically five years, there are currently many valves in the systems

that have not been maintained in this timeframe.

Maintenance of the City's water valves is essential for maintaining a functional and reliable water delivery system.

This project furthers General Plan Land Use Policy 4.1, to "work closely with local public facilities and service providers to meet community needs."This project would further this policy by improving the reliability of the City's water system..

This project is primarily in alignment with the following City Council Strategic Objectives:

- Priority #1: Enhance Public Safety and Emergency Preparedness
- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	(Thousands of Dollars)														
Engineering/Design			\$ 23	\$ 23	\$ 23	\$ 23	\$ 23	\$ 23	\$ 23	\$ 23			\$ 184		\$ 184
Labor			\$ 13	\$ 13	\$ 13	\$ 13	\$ 13	\$ 13	\$ 13	\$ 13			\$ 64		\$ 64
Materials			\$ 103	\$ 103	\$ 103	\$ 103	\$ 103	\$ 103	\$ 103	\$ 103			\$ 824		\$ 824
Contingency			\$ 23	\$ 23	\$ 23	\$ 23	\$ 23	\$ 23	\$ 23	\$ 23			\$ 184		\$ 184
<b>Total</b>	\$ -	\$ -	\$ 162	\$ 162	\$ 162	\$ 162	\$ 162	\$ 162	\$ 162	\$ 162		\$ -	<b>\$ 1,256</b>	\$ -	\$ 1,256
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	(Thousands of Dollars)														
To Be Determined			\$ 162	\$ 162	\$ 162	\$ 162	\$ 162	\$ 162	\$ 162	\$ 162			\$ 1,296	\$ -	\$ 1,296
<b>Total</b>	\$ -	\$ -	\$ 162	\$ 162	\$ 162	\$ 162	\$ 162	\$ 162	\$ 162	\$ 162		\$ -	<b>\$ 1,296</b>	\$ -	\$ 1,296

CHAPTER 9

SPECIAL PROJECTS (ALL YEARS)



Site of SFCJPA Flood Control Project in East Palo Alto's Westside neighborhood

# SP-01

# GENERAL PLAN AND ZONING CODE UPDATE

## PROJECT INFO

**Category:**

Special Projects

**Total Project Cost:**

\$950,000

**Responsible Department:**

CEDD

**Status:**

In process. Work to continue through FY 2015/16.

This project would update the City’s General Plan, which is a long-range planning and policy document that guides land use, development and growth in the City. Additionally, it would implement the General Plan through a new Zoning Code. The General Plan would target lowering the City’s mortality and morbidity through policies and implementation measures consistent with best public health practices. For this reason, it is called a *Targeted General Plan*. The City’s current General Plan was adopted in 1999, and is in

need of an update due to changing local and regional conditions. The General Plan and Zoning Ordinance Update is important because it will provide a stronger basis to develop new capital projects and to refine the existing capital projects in the CIP.

This project is primarily in alignment with the following City Council Strategic Objectives:

- Priority #1: Enhance Public Safety and Emergency Preparedness
- Priority #2: Enhance Economic Vitality

- Priority #3: Increase Organizational Effectiveness and Efficiency
- Priority #4: Improve Public Facilities and Infrastructure
- Priority #5: Improve Communication and Enhance Community Engagement
- Priority #6: Create a Healthy and Safe Community

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
General Plan & Zoning Code Update	\$ 250	\$ 600	\$ 150										\$ 750	\$ 750	\$ -
Environmental	\$ 200	\$ 200											\$ 200	\$ 200	\$ -
Community Planning	\$ 150												\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 600</b>	<b>\$ 800</b>	<b>\$ 150</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 950</b>	<b>\$ 950</b>	<b>\$ -</b>
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
SGC Grant	\$ 250	\$ 600	\$ 150										\$ 750	\$ 750	\$ -
General Fund	\$ 200	\$ 200											\$ 200	\$ 200	\$ -
Facebook Settlement	\$ 150												\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 600</b>	<b>\$ 800</b>	<b>\$ 150</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 950</b>	<b>\$ 950</b>	<b>\$ -</b>



# SP-02A

# SF CREEK FLOOD PROTECTION PROJECT - SF BAY TO HWY 101

## PROJECT INFO

**Category:**

Special Projects

**Total Project Cost:**

\$400,000

**Responsible Department:**

CEDD

**Location:**

San Francisquito Creek:  
Highway 101 to San Francisco Bay

**Status:**

Construction is anticipated during FY 2013/14.

The San Francisquito Creek Joint Powers Authority (SFCJPA) is currently working on a flood control project that will protect the City of East Palo Alto from future creek flood events by improving the conveyance of flood water within the creek from Highway 101 to San Francisco Bay. Increasing the creek's flow capacity from San Francisco Bay to 101 will be achieved by widening the Creek channel within the reach to convey peak flows for 100-year storm events, removing an abandoned levee-type structure to allow flood flows from the Creek channel into the Palo Alto Baylands, and constructing an outlet structure for Caltrans' enlargement of the Highway 101/ East Bayshore Road Bridge over San

Francisquito Creek. This project will also enhance recreational opportunities and environmental protection in East Palo Alto's baylands.

The design criteria for this project will make it so that no creek flow that passes beneath Highway 101 would overtop creek levees. Additionally, no tide -- up to a 100-year tide with 26 inches added for future Sea Level Rise -- would cause water to exit the channel. Finally, it will improve the trails on the levees and have significant environmental benefits

The SFCJPA anticipates that construction will begin during Fiscal Year 2012/13 and will be

completed in 2014. The cost of construction and environmental mitigation is currently estimated to be about \$12.5 million. The City of East Palo Alto is responsible for providing \$400,000 to the project.

This project specifically furthers General Plan Safety Element Policy 1.2 to "protect the community from flooding hazards by providing and regularly maintaining flood control facilities".

This project is primarily in alignment with the following City Council Strategic Objective:

- Priority #1: Enhance Public Safety and Emergency Preparedness

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
Project Cost	\$ 400	\$ 400											\$ 400	\$ 400	\$ -
<b>Total</b>	<b>\$ 400</b>	<b>\$ 400</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400</b>	<b>\$ 400</b>	<b>\$ -</b>
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
CIP Reserve Fund (Proposed)	\$ 400	\$ 400											\$ 400	\$ 400	\$ -
<b>Total</b>	<b>\$ 400</b>	<b>\$ 400</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400</b>	<b>\$ 400</b>	<b>\$ -</b>

# SP-02C

# SF CREEK FLOOD PROTECTION PROJECT - UPSTREAM OF HWY 101

## PROJECT INFO

**Category:**

Special Projects

**Total Project Cost:** \$200,000

**Responsible Department:**

CEDD

**Location:**

San Francisquito Creek: Upstream of Highway 101

**Status:**

Not yet initiated. Design work to commence after completion of the downstream project (SP-02B)

After the construction of flood protection improvements downstream of Highway 101 (SP-02B), the San Francisquito Creek Joint Powers Authority (SFCJPA) is planning on designing and constructing improvements upstream of Highway 101 to improve flood water conveyance through this stretch. A portion of East Palo Alto, along Woodland Avenue, will be affected by this project. The extent of the improvements and the City's expected financial contribution are currently unknown.

This project specifically furthers General Plan Safety Element Policy 1.2 to "protect the community from flooding hazards by providing and regularly maintaining flood control

facilities".

This project is primarily in alignment with the following City Council Strategic Objective:

- Priority #1: Enhance Public Safety and Emergency Preparedness

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
Project Cost			\$ 200										\$ 200		\$ 200
<b>Total</b>	\$ -	\$ -	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 200</b>	\$ -	\$ 200
Sources of Funding	Previously Expended	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
TBD			\$ 200										\$ 200		\$ 200
<b>Total</b>	\$ -	\$ -	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 200</b>	\$ -	\$ 200

# SP-03

# FLOOD DAMAGE RECOVERY – COMPLETED FY 2013-14

## PROJECT INFO

**Category:**  
Special Projects

**Responsible Department:**  
Community Development

**Location:**  
San Francisquito Creek

**Status:**  
Project completed FY 2013/14.

On December 23, 2013, a major storm event caused damage to the levee protecting the City of East Palo Alto from San Francisquito Creek. Repairs are necessary to ensure the functionality of the levee during a subsequent storm event.

This project specifically furthers General Plan Safety Element Policy 1.2 to “protect the community from flooding hazards by providing and regularly maintaining flood control facilities”.

This project is primarily in alignment with the following City Council Strategic Objectives:

- Priority #1: Enhance Public Safety and Emergency Preparedness
- Priority #4: Improve Public Facilities and Infrastructure

Estimated Expenses	Previously Expended	FY 13/14											Total 10-Year	Funded	Unfunded	
		No Year														
		(Thousands of Dollars)														
Project Cost	\$ 1,500													\$ -	\$ -	\$ -
<b>Total</b>	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ -</b>	\$ -	\$ -
Sources of Funding	Previously Expended	FY 13/14											Total 10-Year	Funded	Unfunded	
		No Year														
		(Thousands of Dollars)														
General Fund	\$ 1,000													\$ -	\$ -	\$ -
FHWA (TBD)	\$ 500													\$ -	\$ -	\$ -
State Disaster Relief (TBD)														\$ -	\$ -	\$ -
<b>Total</b>	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ -</b>	\$ -	\$ -

# SP-04

# PURCHASE OF FINANCIAL SOFTWARE

## PROJECT INFO

**Category:**  
Special Projects

**Total Project Cost:** \$2

**Responsible Department:**  
Finance

**Status:**  
Not yet initiated

The City currently uses Municipal Operations Manager [MOM] as its financial software system. As indicated by the City’s financial auditors in their Memorandum of Internal Controls for fiscal year 2009-10, the system has many limitations, including an antiquated database platform, narrow reporting capabilities, and a lack of integration with a human resources information system. As a result, the auditors recommended the City consider other financial software systems, so that it can benefit from a more robust, integrated and powerful software system, leading to greater efficiencies and functionality. City staff is currently assessing

its needs and investigating viable software solutions.

The City Council has identified the replacement of the current financial software system as an important project in its strategic priorities. The new will provide greater functionality and efficiency, including a much needed human resources information system.

This project specifically furthers General Plan Economic Development Policy 4.1 to “establish and streamline City’s administrative procedures to promptly and efficiently meet the needs of business and commerce”.

This project is primarily in alignment with the following City Council Strategic Objectives:

- Priority #3: Increase Organizational Effectiveness and Efficiency

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	(Thousands of Dollars)														
Purchase		\$ 225											\$ 225	\$ 225	\$ -
<b>Total</b>	\$ -	\$ 225	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 225</b>	\$ 225	\$ -
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	(Thousands of Dollars)														
Technology Fund (Proposed)		\$ 225											\$ 225	\$ 225	\$ -
<b>Total</b>	\$ -	\$ 225	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 225</b>	\$ 225	\$ -

# SP-05

# COASTAL FLOOD PROTECTION ANALYSIS

## PROJECT INFO

**Category:**  
Special Projects

**Total Project Cost:**  
\$300,000

**Responsible Department:**  
CEDD

**Location:**  
Levees adjacent to San Francisco Bay

**Status:**  
Project to begin FY 14-15.

This project is to review and analyze the City’s vulnerability to coastal flooding. This analysis would include an inspection and review of the levees in the baylands to determine their condition and what level of protection they currently provide to the city. This project would also generate recommendations for enhancing the City’s coastal flood protection system.

This project specifically furthers General Plan Safety Element Policy 1.2 to “protect the community from flooding hazards by providing and regularly maintaining flood control facilities”.

This project is primarily in alignment with the

following City Council Strategic Objectives:

- Priority #1: Enhance Public Safety and Emergency Preparedness
- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
Project Cost		\$ 300											\$ 300	\$ 300	\$ -
<b>Total</b>	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 300</b>	\$ 300	\$ -
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
CIP Fund 301		\$ 300											\$ 300	\$ 300	\$ -
<b>Total</b>	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 300</b>	\$ 300	\$ -

# SP-06

# NEW SURVEY BENCHMARKS — COMPLETED FY 2013-14

## PROJECT INFO

**Category:**  
Special Projects

**Total Project Cost:**  
\$16,000

**Responsible Department:**  
CEDD

**Status:**  
Project completed FY 2013/14.

The purpose of this project is to set benchmarks in accordance with the National Spatial Reference System (NSRS) and the National Geodetic Survey (NGS).

Benchmarks are survey markers that provide a point of particular elevation used as a reference for determining elevations of other points in a survey. They are used by surveyors, engineers, planners, and contractors for establishing elevations for planning, designing, and/or construction of various projects. The City currently lacks accurate benchmarks to facilitate surveying activities.

The installation of benchmarks will also increase the City's score under the Community

Rating System, which may contribute to lower flood insurance rates for City residents.

This project specifically addresses General Plan Land Use Issue 4, "Need for adequate public facilities and services to support future development". The setting of benchmarks is important to facilitate surveying activities which are essential to the implementation of a development project.

This project is primarily in alignment with the following City Council Strategic Objective:

- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended												No Year	Total 10-Year	Funded	Unfunded
	(Thousands of Dollars)															
Project Cost	\$ 16													\$ -		\$ -
<b>Total</b>	\$ -	\$ 16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ -</b>	\$ -	\$ -
Sources of Funding	Previously Expended												No Year	Total 10-Year	Funded	Unfunded
	(Thousands of Dollars)	FY 13/14														
General Fund	\$ 16													\$ -		\$ -
<b>Total</b>	\$ 16		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ -</b>	\$ -	\$ -

# SP-07

# NEWELL BRIDGE REPLACEMENT PROJECT (CITY OF PALO ALTO)

## PROJECT INFO

**Category:**

Special Projects

**Total Project Cost:** TBD

**Responsible Department:**

CEDD

**Location:**

Newell Bridge

**Status:**

Currently in the Design/ Environmental phase. Staff resources will be expended in FY 2103/14 and 2014/15.

This project is for the replacement of the Newell Bridge, which crosses San Francisquito Creek at Newell Road. The Newell Bridge was originally constructed in 1911 and is in need of replacement to accommodate a 100-year flood flow through the creek and to improve vehicle, bicycle and pedestrian safety on the bridge.

This is a joint project with the City of Palo Alto, but no direct funds are being expended for the design or construction. East Palo Alto staff is contributing time in the management of the project.

This project specifically furthers General Plan Safety Element Policy 1.2 to “protect the

community from flooding hazards by providing and regularly maintaining flood control facilities”.

This project is primarily in alignment with the following City Council Strategic Objectives:

- Priority #1: Enhance Public Safety and Emergency Preparedness
- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
Project Cost - unknown												\$ -	\$ -		\$ -
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Yr Cost	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
Funding -unknown												\$ -	\$ -		\$ -
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# SP-08

# WILLOW RD/HWY 101 INTERCHANGE RECONSTRUCTION (CALTRANS)

## PROJECT INFO

**Category:**  
Special Projects

**Total Project Cost:** TBD

**Responsible Department:**  
CEDD

**Location:**  
Willow Road at Highway 101

**Status:**  
In process. Scheduled for FY 2013/14 & 2014/15.

The Willow Road/Highway 101 interchange is currently being redesigned to address existing deficiencies by eliminating traffic weaves, providing adequate space for vehicles to stack on the freeway off-ramps and improving non-motorized access on Willow Road. The new interchange would improve efficiency, leading to less vehicular congestion along Willow Road and Highway 101 for City residents.

This is a joint project with the City of Menlo Park and Caltrans. The City is not expending any direct funds on this project, but will be contributing staff time in the management of the project.

This project furthers General Plan Circulation

Goal 2.0, to “provide a system of local roadways that meets community needs”. Implementation of this project would enhance the ability of drivers, pedestrians and bikers from the City to travel through the region.

This project is in alignment with the following City Council Strategic Objectives:

- Priority #2: Enhance economic vitality
- Priority #4: Improve Public Facilities and Infrastructure
- Priority #6: Create a Healthy and Safe Community

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
<b>(Thousands of Dollars)</b>															
Project Cost												\$ -	\$ -		\$ -
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
<b>(Thousands of Dollars)</b>															
Funding												\$ -	\$ -		\$ -
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



# SP-09

# CAPITAL IMPACT FEE STUDY – COMPLETED FY 2013-14

## PROJECT INFO

**Category:**  
Special Projects

**Total Project Cost:**  
\$85,000

**Responsible Department:**  
CEDD

**Status:**  
Project completed FY 2013/14

City staff is working on a Nexus Study for Impact Fees for the Ravenswood/4 Corners Area and limited Citywide impact fees. The infrastructure includes storm drain, sanitary sewer, streets, streetscape, and water infrastructure in the Ravenswood/4 Corners Area and parks, public facilities, and water storage citywide.

This project specifically addresses General Plan Land Use Issue 4, “Need for adequate public facilities and services to support future development”. This project will facilitate the construction of infrastructure improvements by determining appropriate impact fees.

This project is in alignment with the following City Council Strategic Objectives:

- Priority #2: Enhance economic vitality
- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended												No Year	Total 10-Year	Funded	Unfunded
(Thousands of Dollars)																
Project Cost	\$ 85	\$ -												\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 85</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Sources of Funding	Previously Expended	FY 13/14											No Year	Total 10-Year	Funded	Unfunded
(Thousands of Dollars)																
General Fund	\$ 25													\$ -	\$ -	\$ -
ABAG/MTC Focus Grant	\$ 60													\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 85</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# SP-10

# ACCESSIBILITY STUDY & CITYWIDE TRANSITION PLAN

## PROJECT INFO

**Category:**

Special Projects

**Total Est. Project Cost:**

\$24,000

**Responsible Department:**

CEDD

**Status:**

Project to be completed in FY 14-15.

This project is a new project added FY 14-15 and will focus on creating a citywide inventory of accessibility improvement needs within the public right of way as well as at community facilities and parks in East Palo Alto. The purpose of the study will be to develop a plan to systematically update accessibility shortfalls in an efficient and effective manner.

Design and construction costs will be addressed in the FY 2015-16 CIP Ten Year update.

This project specifically addresses General Plan Land Use Issue 4, "Need for adequate public facilities and services to support future

development". This project will facilitate the construction of infrastructure improvements by determining appropriate impact fees.

This project is in alignment with the following City Council Strategic Objectives:

- Priority #2: Enhance economic vitality
- Priority #4: Improve Public Facilities and Infrastructure

## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
Project Cost		\$ 24											\$ 24	\$ -	\$ -
<b>Total</b>	\$ -	\$ 24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ -</b>	\$ -	\$ -
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	<b>(Thousands of Dollars)</b>														
	\$ -												\$ -	\$ -	\$ -
CIP Reserve Fund (Proposed)	\$ -	\$ 24											\$ -	\$ -	\$ -
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ -</b>	\$ -	\$ -

# SP-11

# FLOOD EMERGENCY RECOVERY FUND

## PROJECT INFO

**Category:**  
Special Projects

**Total Est. Project Cost:**  
\$50,000

**Responsible Department:**  
CEDD

**Status:**  
Project to begin in FY 14-15.

This new project will focus on creating a fund to ensure funds are available in case of future flood damage like that experienced in previous years.

This project specifically addresses General Plan Land Use Issue 4, "Need for adequate public facilities and services to support future development". This project will facilitate the construction of infrastructure improvements by determining appropriate impact fees.

This project is in alignment with the following City Council Strategic Objectives:

- Priority #2: Enhance economic vitality

- Priority #4: Improve Public Facilities and Infrastructure.

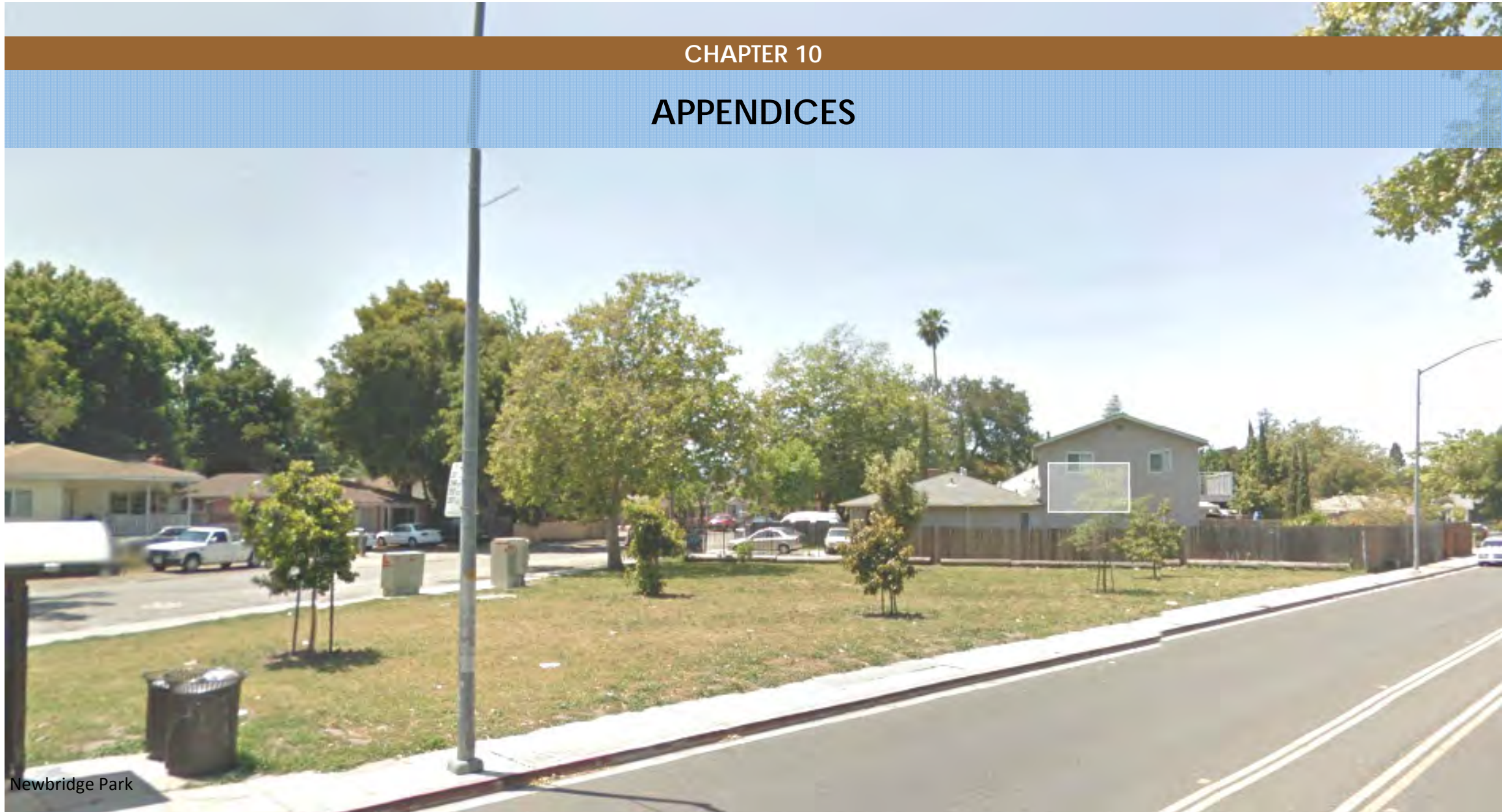
## FINANCIAL INFORMATION

Estimated Expenses	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	(Thousands of Dollars)														
Project Cost		\$ 50											\$ 50	\$ 50	\$ -
<b>Total</b>	\$ -	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50	\$ -
Sources of Funding	Previously Expended	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	No Year	Total 10-Year	Funded	Unfunded
	(Thousands of Dollars)														
	\$ -												\$ -	\$ -	\$ -
CIP Reserve Fund		\$ 50											\$ -	\$ 50	\$ -
<b>Total</b>	\$ -	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50	\$ -



CHAPTER 10

APPENDICES



Newbridge Park

# A

## CIP DEFINITION, PURPOSE AND PROCESS

### A.1 DEFINITION AND PURPOSE OF A CIP

The primary purpose of a Capital Improvement Program is to catalog and schedule capital improvements over a multiyear period. A CIP lists the specific improvement projects envisioned in the General Plan and matches those projects with sources of funding (although a funding source is not always available for every project).

A CIP is one of the three critical planning documents involved in the delivery of capital improvements at the municipal level. Those three critical planning documents are:

1. A General Plan;
2. A Multi-year Capital Improvement Program; and
3. An Annual Capital Budget.

A General Plan is a long-range **policy** document: a statement of the goals, desires and ambitions of the City. The General Plan provides a vision of the desired future characteristics of the City.

A Capital Improvement Program (CIP) is an **analysis** document: a tool that links the vision of the General Plan with a list of physical improvement projects to fulfill that vision. A CIP identifies the projects necessary to accomplish the goals of the General Plan and proposes an implementation schedule for those projects based on the availability of funding.

An Annual Capital Budget is an **implementation** document that prioritizes the identified physical improvements in the CIP and links them with available financial resources for the upcoming fiscal year. An

Annual Capital Budget only refers to the projects that are specifically programmed for the next fiscal year, in contrast to the CIP, which refers to improvement projects programmed over a multiyear period. An important distinction between an Annual Capital Budget and a CIP is that an Annual Capital Budget becomes part of the legally adopted annual operating budget, while a CIP does not necessarily commit the City to a particular expenditure in a particular year.

All three of these elements are essential in delivering infrastructure improvements in an effective, efficient and logical manner.

***“The primary purpose of a Capital Improvement Program is to catalog and schedule capital improvements over a multiyear period.”***

### A.2 DEFINITION OF A CAPITAL PROJECT

The CIP is composed of a list of “capital projects.” Capital projects are projects which involve the purchase, improvement or construction of major fixed assets and equipment which are typically large in size, expensive, non-recurring and relatively permanent. Examples of capital projects include the construction of traffic and transportation systems, public buildings, parks, water delivery systems and sewer systems.

### A.3 IMPORTANCE OF AN ADOPTED CIP

As mentioned earlier, a CIP is one of the three critical planning documents involved in the delivery of capital improvements. In coordination with the General Plan and the Annual Capital Budget, a CIP assists the City in delivering capital improvements in an efficient manner. Specifically, a CIP provides the following benefits to the City when adopted:

- It facilitates the scheduling of public improvements that will take place over two or more fiscal years;
- It facilitates the scheduling of public improvements that will require expenditures and appropriations over two or more fiscal years. Capital improvements are typically carried out and paid for over several years. Consequently, a scheduling tool is needed that forecasts available funding and expenditures several years into the future;
- It allows individual projects to be easily compared against the goals and policies of the General Plan;

- It facilitates the orderly management and scheduling of capital projects;
- It provides a forum for additional citizen input regarding capital projects and capital project financing;
- Possessing an adopted CIP makes the City eligible to receive certain grants from the State and the Federal Government; and
- It assists in future updates of the General Plan by identifying situations where additional infrastructure is needed.

## A.4 CAPITAL PROJECT FINANCING

### ***Unfunded Projects***

The capital projects listed in the CIP have an estimated cost of approximately \$262 million dollars. Although it is only an estimate, there is no doubt that the cost of implementing these capital projects will greatly exceed the amount of funding that will be available in the foreseeable future. Therefore, many of the projects will not be completed during the lifespan of the CIP. It is however important to list these projects in the CIP, so that the City is prepared to act if a potential funding source becomes available in the future. The CIP designates these types of projects as “future projects”.

### ***Sources of Funding***

Capital projects are financed in a number of ways. Thumbnail descriptions of some, but not all, of the major funding sources are provided in the following section:

## LOCAL FUNDS

### General Purpose Revenue

Capital projects are eligible to receive funding from the City’s General Fund, which includes income from a variety of sources such as local sales tax and local property taxes. The City is not typically restricted in the manner in which it allocates money from the General Fund.

### Park In-Lieu (Quimby Act) Funds

East Palo Alto Ordinance 145, as authorized by the Quimby Act, requires that developers of new residential units either provide parkland within the development or pay an in-lieu fee of an equivalent fair market value for the parkland. In-lieu fees collected under Ordinance 145 can only be used for the purpose of providing park or recreational facilities by way of purchasing land or improving existing facilities. The amount of Quimby Act funds available is dependent entirely on the amount of new residential development that is occurring.

### PGE20A

Cities receive an allocation from PG&E that can be utilized for utility undergrounding projects.

### Development Impact Fees

The City collects impact fees from development projects in order to mitigate the impact of the development on City services. Development impact fees are derived from the nexus between the development and the anticipated cost of providing services for that development. Development Impact fees may only be spent to mitigate the specific impacts caused by that development. For example, impact

fees collected for storm drain impacts may only be spend on storm drain related capital projects.

### Residential Impact Fees

Impact fees are collected from all new residential development within the City (outside assessment districts or benefit districts) and is utilized to finance projects that mitigate the additional burden placed on the existing circulation system by new development.

### Lighting District

Money collected by the City’s lighting district may be expended towards capital projects that improve the City’s network of street lights.

### Facebook Settlement

The City received these funds to mitigate impacts associated with the Facebook Campus expansion project.

### DKB Settlement

The City received these funds to as part of a legal settlement with the developers of the Pulgas Avenue Mixed-Use Project.

## LOCAL TAXES

### Measure “A” Funds

In 1988, San Mateo County voters approved a one half cent sales tax for transportation purposes. Eighteen percent (18%) of the funds collected throughout the County are distributed back to each local jurisdiction on the basis of population and road miles. Measure “A” funds are earmarked to be spent on transportation projects only.

### State Gas Tax

The State of California collects a tax on the sale of gasoline, as permitted under the Streets and Highway Code. A portion of State Gas Tax money is distributed to local governments. That money is restricted to expenditures related to street maintenance and construction.

### Measure M Vehicle Registration Tax

The San Mateo County Congestion Management Agency collects a \$10 annual fee for every vehicle that is registered in San Mateo County. These funds are distributed for use on transportation projects that are consistent with the Regional Transportation Plan.

## FEDERAL GRANTS

### Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) Funds

SAFETEA-LU is federal legislation which provides funding for highway and public transportation projects that help the nation meet its transportation needs. The City utilizes SAFETEA-LU funding to construct streets and transportation projects.

### United States Environmental Protection Agency (USEPA) State and Tribal Assistance (STAG) Grants

STAG Grant funds are provided to regulatory partners of the USEPA to strengthen their ability to address environmental and public health threats, while furthering the art and science of environmental compliance. They are intended to enhance the capacity of states and tribes to carry out compliance assurance activities within their respective jurisdictions. Eligible activities include training, studies, surveys and investigations. Funding for the grant program has been provided through annual congressional appropriations for the U.S. Environmental Protection Agency (EPA). The City is utilizing STAG grant money to pay for storm drain and water projects that require environmental review, such as the Gloria Way Well project and the Runnymede Storm Drain Project: Phase II.

### Federal Highway Administration (FHWA) Safe Routes to School (SR2S) Grant

The FHWA SR2S grant empowers communities to make walking and bicycling to school a safe and routine activity. The Program makes funding available for a wide variety of programs and projects, from building safer street crossings to establishing programs that encourage children and their parents to walk and bicycle safely to school. The City has utilized FHWA grant money to install sidewalks in the city leading to schools.

### Federal Highway Administration (FHWA) Discretionary Grant Program

The FHWA discretionary grant program provides funding for projects that align with their mission to provide safe, reliable, effective and sustainable mobility for all users.



## STATE GRANTS

### California Department of Parks and Recreation Parks Program Grant

This grant is for the creation of new parks and recreation facilities in critically underserved communities throughout California. The City is utilizing this grant to complete Phases II-VI of the Cooley Landing project.

### Sustainable Communities Planning Grant and Urban Greening Grant

On behalf of the Strategic Growth Council (SGC), the Department of Conservation manages competitive grants to cities, counties, and designated regional agencies to promote sustainable community planning and natural resource conservation. The grant program supports development, adoption, and implementation of various planning elements. The Sustainable Communities Planning Grant Program offers a unique opportunity to improve and sustain the wise use of infrastructure and natural resources through a coordinated and collaborative approach. The City is utilizing this grant to pay for a Targeted General Plan and Zoning Code update. The Urban Greening Grant is for the enhancement or expansion of natural systems and green spaces. The City is utilizing this grant to plant trees at Cooley Landing.

### Proposition 1B Grant

Proposition 1B is funded by general obligation bonds that fund transportation projects to relieve congestion, improve the movement of goods, improve air quality, and enhance the safety and security of the transportation system.

### TDA Article 3 Grant

Article 3 of the Transportation Development Act (TDA), authorizes the Metropolitan Transportation Commission to distribute grant funding for projects exclusively for the benefit and/or use of pedestrians and bicyclists. TDA Article 3 funds are being utilized to fund the Rail Spur Improvement Project (PK-03).

### State Disaster Relief

State Disaster Relief funds are funds authorized by the State of California to provide assistance to local communities after a disaster. These funds would be used for the Flood Damage Recovery project (SP-03).

## LOCAL GRANTS

### San Mateo County Transportation Authority Measure A Grant

Measure A grant money funds local community transportation projects, including pedestrian and bicycle projects. The City is utilizing this grant money for engineering/design/planning of a bicycle/pedestrian overcrossing over Highway 101.

### Stanford University Grant

This grant was provided from Stanford University to the City of East Palo Alto to fund street improvement projects.

### One Bay Area Grant (OBAG)/State Local Partnership Program (SLPP) Grant

The OBAG/SLPP grant funds are distributed to local governments to be utilized on street rehabilitation

### ***Basis and Limitations of Project Cost Estimates***

Generating project cost estimates for a CIP is an inexact science. Some project costs can be estimated with a great deal of specificity but others cannot. Many projects have no identified location, design or timeframe, making it impractical to produce an estimate with accuracy. City staff produced project cost estimates based on the best information available. Estimates are typically refined to a greater level of detail when they are assigned to the current fiscal year.

## A.5 CIP & CAPITAL BUDGET PROCESS

### **Preparation of the CIP and the Annual Capital Budget**

The CIP and the Annual Capital Budget were developed from a coordinated effort between the City Manager's Office, the Community Development Department, and the Finance Department. In a systematic approach, staff members identified necessary infrastructure improvements, projected estimated costs and searched for potential sources of funding. A project description was prepared for all identified projects, whether funded or unfunded, and incorporated into a draft CIP.

### **Review by Advisory Boards**

Pursuant to California Government Code Section 65401, the Planning Commission of each city is required to review CIP projects within that jurisdiction for conformance with the Agency's adopted General Plan prior to adoption by the legislative body. Conformance with the General Plan is important because the projects in the CIP are intended to further the goals of the General Plan. The conformance review is required to be conducted at a public hearing where citizen input can be considered. The Public Works and Transportation Commission does not have a statutory role in the approval process, but has a special role in reviewing the transportation related projects because of their expertise in the subject area.

### **Adoption of the CIP by the City Council**

The City Council may adopt the CIP and the Annual Capital Budget by resolution.

### **Annual Updates**

The City's CIP will be reviewed and updated on an annual basis. The annual updates will typically refine cost and revenue estimates, add new projects and extend the life of the CIP by an additional fiscal year. The Annual Capital Budget will also be reviewed and adopted on an annual basis.

***“The City of East Palo Alto provides responsive, respectful and efficient public services to enhance the quality of life and safety for our multi-cultural community.”***

## A.6 RELATIONSHIP TO STRATEGIC PLAN

In January of 2013 the City Council adopted a Strategic Plan to define the City's Mission/Purpose Statement, Vision Statement, Core Values and Three-Year Priorities.

As part of the Strategic Planning process, the City Council adopted the following Mission Statement:

***“The City of East Palo Alto provides responsive, respectful and efficient public services to enhance the quality of life and safety for our multi-cultural community”.***

The City Council also adopted the following priorities:

1. Enhance public safety and emergency preparedness
2. Enhance economic vitality
3. Increase organizational effectiveness and efficiency
4. Improve public facilities and infrastructure
5. Improve communication and enhance community engagement
6. Create a healthy and safe community.

The adoption of a Capital Improvement Program primarily advances priority #4, to improve public facilities and infrastructure. The CIP organizes and schedules capital projects, which is an essential part of improving public facilities and infrastructure, in an effective and efficient manner. While the CIP primarily addresses Priority #4, the CIP also helps advance other priorities like Priority #1, to enhance public safety and emergency preparedness or Priority #6, to create a healthy and safe community. For example, facilities improvements would increase organizational effectiveness, and infrastructure improvements in the Ravenswood Business District would enhance economic vitality.

All projects within the CIP should substantially advance the City's Strategic Plan. The extent to which a project advances a Strategic Plan priority should be considered when selecting a project for funding and implementation.

## A.7 PROJECT PRIORITIZATION CRITERIA

The capital needs of the City are significant and funds available for capital projects are limited. Additionally, capital projects require a great deal of project management and oversight. These needs range from enhancing the City's water supply and distribution system, improvement of the storm drain system and building and maintaining community facilities, parks and the streets/ transportation network.

Unfortunately, there are scarce resources available for project management. Each CIP represents a balancing act between critical needs and available resources. The task of prioritizing capital projects is critically important because there will not be funding available for the City to accomplish every project listed in the CIP.

The following criteria was utilized to prioritize projects within the CIP:

- The project is fully funded, including project management
- The project is funded in whole or part by a grant(s) that has been accepted by the City
- Work on the project is ongoing and significant expenditures have already been made
- The project meets a significant community need
- The project requires little or no project management



**New Rail Spur Bicycle Trail**

***“The task of prioritizing capital projects is critically important because there will not be funding available for the City to accomplish every project listed in the CIP.”***



**Safe Routes to School (Cycle 8) Improvements**

## A.8 CAPITAL WORK IN FY 2013/14

The City worked on numerous Capital Projects during the last fiscal year (FY 2013/14). Following is a summary of projects completed:

- **Traffic Signal Upgrade Program (ST-02):** Design and engineering work was performed during FY 2012/13. The design/engineering work allowed construction to commence and be completed in FY 2013/14.
- **Rail Spur Site Improvement Project (PK-03):** This project is to convert a former rail spur in the block bounded by Bay Road, Clarke Avenue, Weeks Street and Pulgas Avenue into a Class I bicycle facility and other improvements. The project would also implement a Site Mitigation Plan approved by the Regional Water Quality Control Board.
- **Storm Drainage Master Plan (SD-01):**
- **Water Rate Study (WD-03):**
- **Flood Damage Recovery (SP-03):**
- **New Benchmarks (SP-06):**
- **Capital Impact Fee Study (SP-09):**

## A.9 PROJECT CATEGORIES

The projects within the CIP are organized into seven major categories or funding groups:

- 1. Streets and Transportation**
- 2. Community Facilities**
- 3. Parks and Open Space**
- 4. Storm Drain**
- 5. Water Supply**
- 6. Water Distribution**
- 7. Special Projects**

A chapter in the CIP is dedicated to each of the major funding groups.



# B

## GLOSSARY OF IMPORTANT TERMS

### **Appropriation**

An authorization by the City Council to make expenditures and/or to incur obligations for a specific purpose.

### **Assessed Value**

A valuation set upon real estate by the County Assessor as a basis for levying taxes. Proposition 13 required that assessed values be rolled back to 1976 values and increased by a maximum of 2% per year unless property is improved or sold.

### **Bond**

A written promise to pay a specified sum of money (principal) at a specific date in the future, together with periodic interest at a specific rate. In the Operating Budget, these payments are identified as debt service. Bonds are used to obtain long-term financing for capital improvements.

### **Bond Rating**

A rating from a schedule of grades indicating the probability of timely repayment of principal and interest on bonds issued. These ratings are a major influence on the interest that a borrowing government must pay on each bond issue.

### **Capital Budget**

The annual adoption by the Council of project appropriations. Project appropriations are for the amount necessary to carry out a capital project's

expenditure plan, including multi-year contracts for which a total appropriation covering several year's planned expenditures may be required.

### **Capital Improvement**

A permanent addition to the City's assets including the planning, design construction, or the purchase of land, buildings or facilities, or the major renovation of the same. This includes the installation of new and/or the repair of old traffic signals, roads and buildings.

### **Capital Improvement Program (CIP)**

An on-going five-year plan for single and multiple year capital expenditures which is updated annually.

### **Carry Over**

Appropriated funds that remain unspent at the end of a fiscal year, which are allowed to be retained by the department or capital project to which they were appropriated so that they may be expended in the next fiscal year for the purpose designated.

### **Change Order**

A written order adding or deducting work or changing requirements or terms in a portion of the contract work that is to be performed. For CIP work the City must verify and authorize the change order before payment is made to the contractor who is performing work under the City contract.

### **Channelization**

Painted or raised islands within roadway areas that separate traffic travelling in opposite directions or directing the flow of traffic in a desired direction.

### **Comprehensive Budget**

An itemized summary of probable income and expenditures that will occur in the course of conducting the City's business over the period of time covered by the budget.

### **Contingency**

Funds set aside for the current fiscal year to be used for unanticipated expenditures, new programs or to absorb unforeseen revenue losses.

### **Current Resources**

Resources that can be used to meet current obligations and expenditures including revenues and transfers from other funds.

### **Current Surplus/Deficit**

Defined as the difference between current resources and operating and/or CIP requirements.

### **Debt**

All long-term credit obligations of the City and its agencies, whether backed by the City's full faith and credit or by pledged revenues, and all interest-bearing short-term credit obligations.

**Design**

A project expenditure category that includes architectural fees, engineering fees, site planning, surveys, soil studies and staff costs for design services directly attributable to a specific project.

**Debt Service**

The payment of interest and principal on an obligation resulting from the issuance of bonds or notes.

**Debt Service Requirements**

The amount of money which is required to pay interest and principal on outstanding debt and required contributions to accumulate monies for the future retirement of long term bonds.

**Encumbrance**

A legal obligation to pay funds, the expenditure of which has not yet occurred.

**Engineering**

A project expenditure category that includes engineering services, generally performed by City staff, to develop and implement projects. Tasks include project development, budgeting, designer selection and administration, design review, bidding and project management.

**Equipment**

Items of a tangible nature, costing \$500 or more.

**Expenditure**

The actual spending of funds set-aside by an

appropriation.

**Fiscal Year**

A 52-week period used for accounting purposes. Within the City of East Palo Alto, the fiscal year begins on July 1st and ends on June 30th.

**Fund**

A separate, independent accounting entity with its own assets, liabilities and fund balance: the proceeds of a fund may be restricted in their use.

**Fund Balance**

The equity retained within governmental accounts.

**General Fund**

The City's principal operating account, which is supported by taxes and fees which have no restrictions as to their use.

**General Obligation Bonds**

Bonded debt incurred with the general obligation of the City of East Palo Alto to pay its scheduled retirement of principal and interest. General Obligation Bonds are backed by the full faith and credit of the City.

**Inspection**

A project expenditure category that includes on-site inspection and materials testing to assure that plan requirements are met, complaint resolution and financial management by processing progress payments, change orders and extra work payment requests.

**Non-Departmental Expenses**

Program costs which do not relate to any one department but represent costs of a general, city-wide nature such as debt service, insurance, reserves, etc.

**Operating Budget**

The annual appropriation of funds for ongoing program costs including employee services other services and supplies, equipment and debt service.

**Operating Surplus**

The difference between total current resources and requirements.

**Reserve**

An amount set aside on an on-going basis, irrespective of fiscal years, for anticipated future expenditures.

**Resources**

Total amounts of funds available for appropriation during the fiscal year including revenues, fund transfers and beginning fund balances.

**Resurfacing or Overlay**

Placing a new layer of asphalt concrete, usually one inch thick or thicker, over an existing street pavement to regain or improve load-carrying ability of the road surface and improve rideability.

**Revenues**

The amount of monies received from taxes, fees,

permits, licenses and interest during the fiscal year.

**Street Sealing (Slurry Seal)**

A mixture of liquid asphalt emulsion and fine aggregate that is applied to the surface of a street in a thin layer. The layer acts as a seal by filling cracks in the pavement that would allow water to penetrate roadway materials supporting the pavement accelerating deterioration and hastening the need for overlay or reconstruction.

**Revenue Bonds**

Bonded debt incurred by the City of East Palo Alto to finance capital expenditures for utility or other enterprises which will generate an income stream from business activities which is calculated to repay the bonds.

**Tax Increment**

The increase in value of real property within a Redevelopment District boundary which is the assessable base used to calculate Redevelopment Agency property tax income.







Community and Economic Development Department

1960 Tate Street, East Palo Alto, CA 94303

(650) 853-3189

## Miscellaneous

### Introduction

This section contains the following items of interest:

- MISC-2: Resolution No. 4520 establishing the Appropriation Limit for FY 2014- 2015.
- MISC-3: Resolution No. 4521 adopting the amended FY 2013- 2014 budget.
- MISC-6: Resolution No. 4522 adopting the FY 2014- 2015 budget.
- MISC-9: Resolution No. 4523 adopting the ten-year Capital Improvement Program.
- MISC-10: The former **Redevelopment Agency of the City of East Palo Alto Debt Schedules.**

**RESOLUTION NO. 4520**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST PALO ALTO ESTABLISHING THE APPROPRIATION LIMIT FOR FISCAL YEAR 2014-2015 at \$25,830,765**

**WHEREAS**, the City is required to adopt a limit on appropriations subject to a formula outlined in Article XIII B of the California Constitution; and

**WHEREAS**, the California Constitution also requires a method of inflation be chosen; and,

**WHEREAS**, the City elects to use the following factors relevant to the calculation of the Appropriation Limit for FY 2014-2015:

Assessed Valuation Change:  
Plus 11.6% (+ Eleven Point Six Percent)

County of San Mateo Population Adjustment:  
Plus 1.17% (+ One Point Seventeen Percent)

**WHEREAS**, a resolution establishing the annual appropriation limit is to be adopted at a regularly scheduled meeting of the City Council.

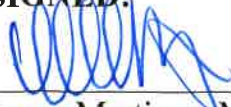
**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAST PALO ALTO:**

1. The appropriation limit for Fiscal Year 2014-15 shall be and is hereby set at \$25,830,765 pursuant to Exhibit A attached hereto, and incorporated herein by this reference.
2. The appropriation limit of \$25,830,765 exceeds the proceeds from taxes calculated in the amount of \$18,942,394 by \$6,888,371. Therefore, the City of East Palo Alto is in compliance with the provisions of Article XIII B of the State Constitution.

**PASSED AND ADOPTED this 17th day of June 2014**, by the following vote:

**AYES:**  
**NAES:**  
**ABSENT:**  
**ABSTAIN:**

**SIGNED:**

  
\_\_\_\_\_  
Laura Martinez, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Nora Pimentel, Deputy City Clerk

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
John Nagel, City Attorney

**RESOLUTION NO. 4521**

**RESOLUTION ADOPTING THE AMENDED FISCAL YEAR 2013-14 REVENUE AND EXPENDITURE BUDGET FOR THE CITY OF EAST PALO ALTO AND ESTABLISHING A NEW CIP RESERVE FUND**

**WHEREAS**, City Council desires an amended spending plan for the City of East Palo Alto General, Special Revenue, Capital, and Enterprise Funds in order to account for FY 2013-2014 projected revenues and expenditures; and,

**WHEREAS**, the City Council held Budget Study Sessions in May 2014 and a Public Hearing on June 17, 2014 on the City's programs to obtain public comments regarding the Operating Budget and Capital Budget document; and,

**WHEREAS**, the City Council authorizes the transfer of \$743,000 from General Fund Balance to General Fund Reserves in order to meet its policy of a 15% reserve level; and,

**WHEREAS**, the City Council authorizes the establishment of a new CIP Reserve for \$5,316,801, funding for which consists of Excess ERAF receipts commencing FY 2013-14 of \$338,748, unspent FY 2012-13 one-time revenues of \$746,058, and undesignated June 30, 2013 General Fund Balance of \$4,231,995; and,

**NOW, THEREFORE, BE IT RESOLVED** by the City Council that the Amended Revenue and Expenditure budgets for Fiscal Year 2013-14 shall be adopted as follows:

**CITY OF EAST PALO ALTO**  
**FY 2013-2014 AMENDED BUDGET SUMMARY BY FUND**

Fund	Description	Recommended		Operating Transfers	
		Revenues	Expenditures	In	Out
010	General Fund	\$ 17,544,470	\$ (16,151,910)	\$ 12,238	\$ (1,236,648)
010	Use of Fund Balance for CIP SP-02	\$ 400,000			\$ (400,000)
010	Use of Remaining Fund Balance				\$ (6,974,995)
010	Use of FY 2012-13 one-time revenues for CIP Reserve				\$ (584,860)
010	Use of FY 2012-13 one-time revenues for CIP Reserve				\$ (161,198)
010	Use of FY 2012-13 one-time funds for CIP Projects/Staff	\$ 1,089,873			\$ (1,089,873)
011	Information Technology Replacement Fund		\$ (425,000)	\$ 425,000	
012	Use of Fund Balance		\$ (152,700)	\$ 114,200	
013	Self Insurance Fund		\$ (574,600)	\$ 574,600	
014	CIP Reserve	\$ 338,748		\$ 4,978,053	
015	General Fund Reserve			\$ 2,743,000	
	<b>SUBTOTAL</b>	<b>\$ 19,373,091</b>	<b>\$ (17,304,210)</b>	<b>\$ 8,847,091</b>	<b>\$ (10,447,574)</b>

201	State Gas Tax	\$ 955,700	\$ (696,600)	\$ -	\$ -
202	Measure A	\$ 551,300	\$ (995,800)	\$ -	\$ -
203	NPDES	\$ 127,500	\$ (273,500)	\$ 149,150	\$ -
204	Rent Stabilization	\$ 581,400	\$ (675,824)	\$ -	\$ -
207	Housing In Lieu	\$ 250,450	\$ (28,700)	\$ -	\$ -
208	Public Improvements In Lieu	\$ -	\$ (250,400)	\$ 8,346	\$ -
210	Measure M	\$ 207,460	\$ (59,300)	\$ -	\$ (149,150)
213	Police Grants	\$ 327,700	\$ (324,300)	\$ -	\$ -
215	Misc Federal and State Grants	\$ 36,000	\$ (36,000)	\$ -	\$ -
221	Lighting District	\$ 389,400	\$ (384,300)	\$ -	\$ -
222	Drainage District	\$ 61,400	\$ (172,900)	\$ 114,302	\$ -
230	Local Grants	\$ 349,900	\$ (349,900)	\$ -	\$ -
231	CYSFF Grant Fund	\$ 246,250	\$ (187,000)	\$ -	\$ -
232	Parcel Tax (Measure C)	\$ 708,100	\$ (955,300)	\$ -	\$ -
301	Capital Improvement Fund	\$ 5,578,000	\$ (7,322,000)	\$ 1,685,300	\$ -
510	Water Service Fund	\$ 261,300	\$ (573,150)	\$ -	\$ -
520	Garbage Service Fund	\$ 2,553,700	\$ (2,562,950)	\$ -	\$ -
920	Successor Agency	\$ 7,375,500	\$ (5,374,250)	\$ 250,000	\$ (2,119,050)
928	Successor Housing	\$ 1,600	\$ (60,000)	\$ 60,000	\$ -
945	Gateway University Debt Service	\$ -	\$ (532,800)	\$ 532,800	\$ -
946	1999 TAB Debt Service	\$ 1,417,000	\$ (1,417,000)	\$ 1,550	\$ -
947	PFA Debt Service	\$ -	\$ (1,417,500)	\$ 1,417,500	\$ -
	<b>TOTAL OF ALL FUNDS</b>	<b>\$ 41,352,751</b>	<b>\$ (41,953,684)</b>	<b>\$ 13,066,039</b>	<b>\$ (12,715,774)</b>

**BE IT FURTHER RESOLVED** that a new CIP Reserve Fund is hereby established.

**PASSED AND ADOPTED this 17th day of June 2014, by the following vote:**

**AYES: ABRICA, MARTINEZ, MOODY**

**NAES: 0**

**ABSENT: GAUTHIER, RUTHERFORD**

**ABSTAIN: 0**

**SIGNED:**



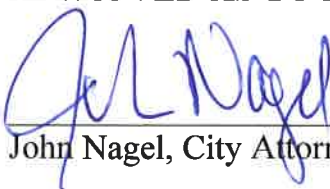
\_\_\_\_\_  
Laura Martinez, Mayor

**ATTEST:**



\_\_\_\_\_  
Nora Pimentel, Deputy City Clerk

**APPROVED AS TO FORM:**



\_\_\_\_\_  
John Nagel, City Attorney

**RESOLUTION NO. 4522**

**RESOLUTION ADOPTING THE FISCAL YEAR 2014-2015 REVENUE AND EXPENDITURE BUDGETS FOR THE CITY OF EAST PALO ALTO**

**WHEREAS**, City Council desires a spending plan for the City of East Palo Alto General, Special Revenue, Capital, Fiduciary, and Enterprise Funds in order to account for fiscal year 2014-2015 anticipated revenues and to appropriate projected expenditures; and,

**WHEREAS**, the City Council held two Budget Study Sessions in May 2014, a separate discussion on the proposed Rent Stabilization Program budget on June 3, 2014 and a Public Hearing on June 17, 2014, on the City's anticipated revenues and expenditure programs to obtain public comments regarding the Operating Budget and the Capital Budget document; and,

**WHEREAS**, the City Council authorizes the use of available General Fund Balance in the amount of \$35,040 in order to balance the budgeted General Fund revenues and expenditures for fiscal year 2014-2015; and,

**NOW, THEREFORE, BE IT RESOLVED** by the City Council that the Revenue and Expenditure budgets for Fiscal Year 2014-2015 shall be adopted as follows:



**CITY OF EAST PALO ALTO**  
**FY 2014-2015 ADOPTED BUDGET SUMMARY BY FUND**

Fund	Description	Recommended		Operating Transfers	
		Revenues	Expenditures	In	Out
010	General Fund (including subfunds)	\$ 18,326,640	\$ (17,095,624)	\$ 4,740	\$ (1,270,796)
010	Use of Fund Balance	\$ 35,040			
011	IT Replacement Fund		\$ (768,148)	\$ 543,148	
011	Use of Fund Balance (Financial Software)	\$ 225,000			
012	Equipment & Vehicles		\$ (122,200)	\$ 122,200	
013	Self Insurance	\$ -	\$ (525,400)	\$ 525,400	
014	CIP Reserve (Excess ERAF and CIP Projects)	\$ 169,374			\$ (1,279,003)
014	Use of Fund Balance for CIP Projects	\$ 1,109,629			
	<b>SUBTOTAL</b>	<b>\$ 19,865,683</b>	<b>\$ (18,511,372)</b>	<b>\$ 1,195,488</b>	<b>\$ (2,549,799)</b>

201	State Gas Tax	\$ 845,500	\$ (585,300)	\$ -	\$ -
202	Measure A	\$ 552,100	\$ (182,600)	\$ -	\$ -
203	NPDES	\$ 130,100	\$ (168,100)	\$ 35,550	\$ -
204	Rent Stabilization	\$ 575,000	\$ (625,913)	\$ -	\$ -
207	Housing In Lieu	\$ 252,800	\$ (29,100)	\$ -	\$ -
208	Public Improvements In Lieu	\$ 10,700	\$ (35,000)	\$ -	\$ -
210	Measure M	\$ 98,850	\$ (63,300)	\$ -	\$ (35,550)
213	Police Grants	\$ 183,300	\$ (107,100)	\$ -	\$ -
215	Misc Federal and State Grants	\$ 47,000	\$ (47,000)	\$ -	\$ -
221	Lighting District	\$ 333,600	\$ (391,500)	\$ -	\$ -
222	Drainage District	\$ 59,100	\$ (155,200)	\$ 80,048	\$ -
230	Local Grants	\$ 300,000	\$ (300,000)	\$ -	\$ -
231	CYSFF Grant Fund	\$ 258,900	\$ (236,500)	\$ -	\$ -
232	Parcel Tax (Measure C)	\$ 700,000	\$ (1,006,400)	\$ -	\$ -
301	Capital Improvement Fund	\$ -	\$ (429,003)	\$ 1,279,003	\$ -
510	Water Service Fund	\$ 319,900	\$ (204,800)	\$ -	\$ -
520	Garbage Service Fund	\$ 2,599,500	\$ (2,576,100)	\$ -	\$ -
920	Successor Agency	\$ 7,409,100	\$ (5,566,720)	\$ 250,000	\$ (2,092,380)
928	Successor Housing	\$ -	\$ (60,000)	\$ 60,000	\$ -
945	Gateway University Debt Service	\$ -	\$ (532,400)	\$ 532,400	\$ -
946	1999 TAB Debt Service	\$ 1,415,100	\$ (1,416,650)	\$ 1,550	\$ -
947	PFA Debt Service	\$ -	\$ (1,413,200)	\$ 1,413,200	\$ -
	<b>TOTAL OF ALL FUNDS</b>	<b>\$ 35,956,233</b>	<b>\$ (34,643,258)</b>	<b>\$ 4,847,239</b>	<b>\$ (4,677,729)</b>

**PASSED AND ADOPTED this 17th day of June 2014, by the following vote:**

**AYES: ABRICA, MARTINEZ, MOODY**

**NAES: 0**

**ABSENT: GAUTHIER, RUTHERFORD**

**ABSTAIN: 0**

**SIGNED:**



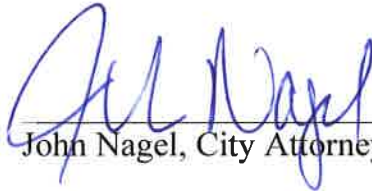
\_\_\_\_\_  
Laura Martinez, Mayor

**ATTEST:**



\_\_\_\_\_  
Nora Pimentel, Deputy City Clerk

**APPROVED AS TO FORM:**



\_\_\_\_\_  
John Nagel, City Attorney

**RESOLUTION NO. 4523**

**A RESOLUTION OF THE CITY OF EAST PALO ALTO ADOPTING THE TEN-YEAR CAPITAL IMPROVEMENT PROGRAM**

**WHEREAS**, the Ten Year Capital Improvement Program (CIP) will facilitate the construction of capital projects which would further the goals and policies of the General Plan; and

**WHEREAS**, the Ten Year CIP will facilitate the construction of capital projects which would further the City's goal to improve public infrastructure and facilities; and

**WHEREAS**, the Ten Year CIP will play a significant role in the City's Economic Development efforts;

**WHEREAS**, all capital projects in the Ten Year CIP were determined to be in conformance with the General Plan by the Planning Commission on May 12, 2014; and

**WHEREAS**, the Ten-Year Capital Improvement Program (CIP) was discussed by the City Council on March 4, 2014, April 22, 2014, May 13, 2014 and May 14, 2014; and

**WHEREAS**, the City Council affirms that adopting the Ten Year CIP is not a project under the California Environmental Quality Act (CEQA), pursuant to Sections 15061 and 15378 of the CEQA Guidelines.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of East Palo Alto adopts the attached Ten Year Capital Improvement Program (CIP) as contained in Exhibit A, which is attached hereto and incorporated herein by this reference.

**PASSED AND ADOPTED** this 17<sup>th</sup> day of June, 2014, by the following vote:


**AYES: ABRICA, MARTINEZ, MOODY**

**NOES: 0**

**ABSENT: GAUTHIER, RUTHERFORD**

**ABSTAIN: 0**

**SIGNED:**



Laura Martinez, Mayor

**ATTEST:**



Nora Pimentel, Deputy City Clerk

**APPROVED AS TO FORM:**



John Nagel, City Attorney

**\$22,785,000**

**Redevelopment Agency of the City of East Palo Alto  
Tax Allocation Bonds, Series 1999**

**Debt Service Schedule**

**Page 1 of 2**

<b>Date</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Total P+I</b>
04/01/2004	-	-	\$562,219	\$562,219
10/01/2004	\$305,000	4.875%	\$562,219	\$867,219
04/01/2005	-	-	\$554,785	\$554,785
10/01/2005	\$320,000	5.000%	\$554,785	\$874,785
04/01/2006	-	-	\$546,785	\$546,785
10/01/2006	\$335,000	5.100%	\$546,785	\$881,785
04/01/2007	-	-	\$538,243	\$538,243
10/01/2007	\$350,000	5.250%	\$538,243	\$888,243
04/01/2008	-	-	\$529,055	\$529,055
10/01/2008	\$370,000	5.375%	\$529,055	\$899,055
04/01/2009	-	-	\$519,111	\$519,111
10/01/2009	\$390,000	5.500%	\$519,111	\$909,111
04/01/2010	-	-	\$508,386	\$508,386
10/01/2010	\$410,000	5.700%	\$508,386	\$918,386
04/01/2011	-	-	\$496,701	\$496,701
10/01/2011	\$435,000	5.900%	\$496,701	\$931,701
04/01/2012	-	-	\$483,869	\$483,869
10/01/2012	\$460,000	6.000%	\$483,869	\$943,869
04/01/2013	-	-	\$470,069	\$470,069
10/01/2013	\$490,000	6.000%	\$470,069	\$960,069
04/01/2014	-	-	\$455,369	\$455,369
10/01/2014	\$520,000	6.000%	\$455,369	\$975,369
04/01/2015	-	-	\$439,769	\$439,769
10/01/2015	\$550,000	6.500%	\$439,769	\$989,769
04/01/2016	-	-	\$421,894	\$421,894
10/01/2016	\$585,000	6.500%	\$421,894	\$1,006,894
04/01/2017	-	-	\$402,881	\$402,881
10/01/2017	\$620,000	6.500%	\$402,881	\$1,022,881
04/01/2018	-	-	\$382,731	\$382,731
10/01/2018	\$665,000	6.500%	\$382,731	\$1,047,731
04/01/2019	-	-	\$361,119	\$361,119

**\$22,785,000**

**Redevelopment Agency of the City of East Palo Alto  
Tax Allocation Bonds, Series 1999**

**Debt Service Schedule**

**Page 2 of 2**

<b>Date</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Total P+I</b>
10/01/2019	\$705,000	6.500%	\$361,119	\$1,066,119
04/01/2020	-	-	\$338,206	\$338,206
10/01/2020	\$755,000	6.625%	\$338,206	\$1,093,206
04/01/2021	-	-	\$313,197	\$313,197
10/01/2021	\$800,000	6.625%	\$313,197	\$1,113,197
04/01/2022	-	-	\$286,697	\$286,697
10/01/2022	\$855,000	6.625%	\$286,697	\$1,141,697
04/01/2023	-	-	\$258,375	\$258,375
10/01/2023	\$910,000	6.625%	\$258,375	\$1,168,375
04/01/2024	-	-	\$228,231	\$228,231
10/01/2024	\$975,000	6.625%	\$228,231	\$1,203,231
04/01/2025	-	-	\$195,934	\$195,934
10/01/2025	\$1,035,000	6.625%	\$195,934	\$1,230,934
04/01/2026	-	-	\$161,650	\$161,650
10/01/2026	\$1,105,000	6.625%	\$161,650	\$1,266,650
04/01/2027	-	-	\$125,047	\$125,047
10/01/2027	\$1,180,000	6.625%	\$125,047	\$1,305,047
04/01/2028	-	-	\$85,959	\$85,959
10/01/2028	\$1,255,000	6.625%	\$85,959	\$1,340,959
04/01/2029	-	-	\$44,388	\$44,388
10/01/2029	\$1,340,000	6.625%	\$44,388	\$1,384,388
<b>Total</b>	<b>\$17,720,000</b>		<b>\$19,421,340</b>	<b>\$37,141,340</b>

**\$5,155,000**

Redevelopment Agency of the City of East Palo Alto  
Tax Allocation Refunding Bonds, Series 2003 A  
{Refunding - Tax Exempt}

**Debt Service Schedule**

<b>Date</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Total P+I</b>
04/01/2004	-	-	69,512	69,512
10/01/2004	65,000	4.000%	127,675	192,675
04/01/2005	-	-	126,375	126,375
10/01/2005	10,000	4.000%	126,375	136,375
04/01/2006	-	-	126,175	126,175
10/01/2006	10,000	4.000%	126,175	136,175
04/01/2007	-	-	125,975	125,975
10/01/2007	10,000	4.000%	125,975	135,975
04/01/2008	-	-	125,775	125,775
10/01/2008	15,000	4.000%	125,775	140,775
04/01/2009	-	-	125,475	125,475
10/01/2009	15,000	4.000%	125,475	140,475
04/01/2010	-	-	125,175	125,175
10/01/2010	15,000	4.000%	125,175	140,175
04/01/2011	-	-	124,875	124,875
10/01/2011	15,000	4.000%	124,875	139,875
04/01/2012	-	-	124,575	124,575
10/01/2012	15,000	4.000%	124,575	139,575
04/01/2013	-	-	124,275	124,275
10/01/2013	15,000	4.000%	124,275	139,275
04/01/2014	-	-	123,975	123,975
10/01/2014	15,000	4.750%	123,975	138,975
04/01/2015	-	-	123,619	123,619
10/01/2015	15,000	4.750%	123,619	138,619
04/01/2016	-	-	123,263	123,263
10/01/2016	15,000	4.750%	123,263	138,263
04/01/2017	-	-	122,906	122,906
10/01/2017	20,000	4.750%	122,906	142,906
04/01/2018	-	-	122,431	122,431
10/01/2018	20,000	4.750%	122,431	142,431
04/01/2019	-	-	121,956	121,956
10/01/2019	20,000	4.750%	121,956	141,956

**\$5,155,000**

Redevelopment Agency of the City of East Palo Alto  
Tax Allocation Refunding Bonds, Series 2003 A  
{Refunding - Tax Exempt}

**Debt Service Schedule**

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<b>Date</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Total P+I</b>
04/01/2020	-	-	121,481	121,481
10/01/2020	20,000	4.750%	121,481	141,481
04/01/2021	-	-	121,006	121,006
10/01/2021	20,000	4.750%	121,006	141,006
04/01/2022	-	-	120,531	120,531
10/01/2022	25,000	4.750%	120,531	145,531
04/01/2023	-	-	119,938	119,938
10/01/2023	25,000	4.750%	119,938	144,938
04/01/2024	-	-	119,344	119,344
10/01/2024	25,000	4.750%	119,344	144,344
04/01/2025	-	-	118,750	118,750
10/01/2025	25,000	5.000%	118,750	143,750
04/01/2026	-	-	118,125	118,125
10/01/2026	25,000	5.000%	118,125	143,125
04/01/2027	-	-	117,500	117,500
10/01/2027	30,000	5.000%	117,500	147,500
04/01/2028	-	-	116,750	116,750
10/01/2028	30,000	5.000%	116,750	146,750
04/01/2029	-	-	116,000	116,000
10/01/2029	30,000	5.000%	116,000	146,000
04/01/2030	-	-	115,250	115,250
10/01/2030	1,465,000	5.000%	115,250	1,580,250
04/01/2031	-	-	78,625	78,625
10/01/2031	1,535,000	5.000%	78,625	1,613,625
04/01/2032	-	-	40,250	40,250
10/01/2032	1,610,000	5.000%	40,250	1,650,250
<b>Total</b>	<b>5,155,000</b>	<b>-</b>	<b>6,777,937</b>	<b>11,932,937</b>

**\$3,600,000**

Redevelopment Agency of the City of East Palo Alto  
Tax Allocation Refunding Bonds, Series 2003 B  
{Housing Set Aside - Taxable}

**Debt Service Schedule**

**Page 1 of 2**

<b>Date</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Total P+I</b>
04/01/2004	-	-	59,349	59,349
10/01/2004	100,000	4.120%	109,008	209,008
04/01/2005	-	-	106,948	106,948
10/01/2005	55,000	4.120%	106,948	161,948
04/01/2006	-	-	105,815	105,815
10/01/2006	55,000	4.120%	105,815	160,815
04/01/2007	-	-	104,682	104,682
10/01/2007	60,000	4.120%	104,682	164,682
04/01/2008	-	-	103,446	103,446
10/01/2008	60,000	4.120%	103,446	163,446
04/01/2009	-	-	102,210	102,210
10/01/2009	65,000	5.420%	102,210	167,210
04/01/2010	-	-	100,448	100,448
10/01/2010	70,000	5.420%	100,448	170,448
04/01/2011	-	-	98,551	98,551
10/01/2011	70,000	5.420%	98,551	168,551
04/01/2012	-	-	96,654	96,654
10/01/2012	75,000	5.420%	96,654	171,654
04/01/2013	-	-	94,622	94,622
10/01/2013	80,000	5.420%	94,622	174,622
04/01/2014	-	-	92,454	92,454
10/01/2014	85,000	6.200%	92,454	177,454
04/01/2015	-	-	89,819	89,819
10/01/2015	90,000	6.200%	89,819	179,819
04/01/2016	-	-	87,029	87,029
10/01/2016	95,000	6.200%	87,029	182,029
04/01/2017	-	-	84,084	84,084
10/01/2017	100,000	6.200%	84,084	184,084
04/01/2018	-	-	80,984	80,984
10/01/2018	105,000	6.200%	80,984	185,984
04/01/2019	-	-	77,729	77,729
10/01/2019	115,000	6.200%	77,729	192,729



**\$3,600,000**

Redevelopment Agency of the City of East Palo Alto  
Tax Allocation Refunding Bonds, Series 2003 B  
{Housing Set Aside - Taxable}

**Debt Service Schedule**

**Page 2 of 2**

<b>Date</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Total P+I</b>
04/01/2020	-	-	74,164	\$74,164
10/01/2020	120,000	6.200%	74,164	\$194,164
04/01/2021	-	-	70,444	\$70,444
10/01/2021	125,000	6.200%	70,444	\$195,444
04/01/2022	-	-	66,569	\$66,569
10/01/2022	135,000	6.200%	66,569	\$201,569
04/01/2023	-	-	62,384	\$62,384
10/01/2023	145,000	6.200%	62,384	\$207,384
04/01/2024	-	-	57,889	\$57,889
10/01/2024	155,000	6.450%	57,889	\$212,889
04/01/2025	-	-	52,890	\$52,890
10/01/2025	165,000	6.450%	52,890	\$217,890
04/01/2026	-	-	47,569	\$47,569
10/01/2026	175,000	6.450%	47,569	\$222,569
04/01/2027	-	-	41,925	\$41,925
10/01/2027	185,000	6.450%	41,925	\$226,925
04/01/2028	-	-	35,959	\$35,959
10/01/2028	195,000	6.450%	35,959	\$230,959
04/01/2029	-	-	29,670	\$29,670
10/01/2029	210,000	6.450%	29,670	\$239,670
04/01/2030	-	-	22,898	\$22,898
10/01/2030	225,000	6.450%	22,898	\$247,898
04/01/2031	-	-	15,641	\$15,641
10/01/2031	235,000	6.450%	15,641	\$250,641
04/01/2032	-	-	8,063	\$8,063
10/01/2032	250,000	6.450%	8,063	\$258,063
<b>Total</b>	<b>3,600,000</b>	<b>-</b>	<b>4,191,427</b>	<b>\$7,791,427</b>

**\$17,995,000**

**East Palo Alto Public Financing Authority  
Revenue Bonds, 2005 Series A**

**Debt Service Schedule**

<b>Date</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Total P+I</b>
10/01/2005	-	-	\$84,664	\$84,664
04/01/2006	-	-	\$423,322	\$423,322
10/01/2006	-	-	\$423,322	\$423,322
04/01/2007	-	-	\$423,322	\$423,322
10/01/2007	-	-	\$423,322	\$423,322
04/01/2008	-	-	\$423,322	\$423,322
10/01/2008	-	-	\$423,322	\$423,322
04/01/2009	-	-	\$423,322	\$423,322
10/01/2009	-	-	\$423,322	\$423,322
04/01/2010	-	-	\$423,322	\$423,322
10/01/2010	\$580,000	3.400%	\$423,322	\$1,003,322
04/01/2011	-	-	\$413,462	\$413,462
10/01/2011	\$600,000	3.500%	\$413,462	\$1,013,462
04/01/2012	-	-	\$402,962	\$402,962
10/01/2012	\$620,000	3.700%	\$402,962	\$1,022,962
04/01/2013	-	-	\$391,492	\$391,492
10/01/2013	\$645,000	3.875%	\$391,492	\$1,036,492
04/01/2014	-	-	\$378,995	\$378,995
10/01/2014	\$670,000	5.000%	\$378,995	\$1,048,995
04/01/2015	-	-	\$362,245	\$362,245
10/01/2015	\$700,000	5.000%	\$362,245	\$1,062,245
04/01/2016	-	-	\$344,745	\$344,745
10/01/2016	\$735,000	5.000%	\$344,745	\$1,079,745
04/01/2017	-	-	\$326,370	\$326,370
10/01/2017	\$770,000	5.000%	\$326,370	\$1,096,370
04/01/2018	-	-	\$307,120	\$307,120
10/01/2018	\$815,000	4.250%	\$307,120	\$1,122,120
04/01/2019	-	-	\$289,801	\$289,801
10/01/2019	\$845,000	4.200%	\$289,801	\$1,134,801
04/01/2020	-	-	\$272,056	\$272,056
10/01/2020	\$885,000	4.250%	\$272,056	\$1,157,056

**\$17,995,000**

**East Palo Alto Public Financing Authority  
Revenue Bonds, 2005 Series A**

**Debt Service Schedule**

**Page 2 of 2**

<b>Date</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Total P+I</b>
04/01/2021	-	-	\$253,250	\$253,250
10/01/2021	\$915,000	5.000%	\$253,250	\$1,168,250
04/01/2022	-	-	\$230,375	\$230,375
10/01/2022	\$965,000	5.000%	\$230,375	\$1,195,375
04/01/2023	-	-	\$206,250	\$206,250
10/01/2023	\$1,010,000	5.000%	\$206,250	\$1,216,250
04/01/2024	-	-	\$181,000	\$181,000
10/01/2024	\$1,065,000	5.000%	\$181,000	\$1,246,000
04/01/2025	-	-	\$154,375	\$154,375
10/01/2025	\$1,115,000	5.000%	\$154,375	\$1,269,375
04/01/2026	-	-	\$126,500	\$126,500
10/01/2026	\$1,175,000	5.000%	\$126,500	\$1,301,500
04/01/2027	-	-	\$97,125	\$97,125
10/01/2027	\$1,235,000	5.000%	\$97,125	\$1,332,125
04/01/2028	-	-	\$66,250	\$66,250
10/01/2028	\$1,290,000	5.000%	\$66,250	\$1,356,250
04/01/2029	-	-	\$34,000	\$34,000
10/01/2029	\$1,360,000	5.000%	\$34,000	\$1,394,000
<b>Total</b>	<b>\$17,995,000</b>		<b>\$13,994,631</b>	<b>\$31,989,631</b>

## Glossary

**AB x1 26** - legislation adopted and signed by Governor Jerry Brown in June 2011 and upheld by the California Supreme Court in California Redevelopment Association, et al. v. Ana Matosantos, et al., which eliminated redevelopment agencies. As a result, the Redevelopment Agency of the City of East Palo Alto (RDA) was dissolved effective February 1, 2012. AB x1 26 provides that the City may become the Successor Agency to the Redevelopment Agency (affirmed by the City Council on January 10, 2012), and continue to satisfy "enforceable obligations" of the former RDA and administer the dissolution and wind down of the former RDA.

**AB 1484** - legislation adopted and signed by Governor Jerry Brown in June 2012 that amended various provisions of AB x1 26.

**ADOPTED BUDGET** - The City budget for a fiscal year, adopted by the City Council by resolution following the close of budget hearings.

**APPROPRIATION** - Legal authorization granted by City Council or other policy body to make expenditures and incur obligations for a specific purpose within a specific time frame.

**ASSESSED VALUATION** - A dollar value placed on real estate or other property by the County as a basis for levying property taxes.

**AUDIT** - A review of the City's accounts by an independent auditing firm to substantiate fiscal year-end balances and assure compliance with generally accepted standards for financial accounting and reporting.

**AVAILABLE FUND BALANCE** - The amount of fund balance available to finance appropriation requirements after deducting reserves.

**BOND PROCEEDS** - The money paid to the issuer by the purchaser or underwriter of a new issue of municipal securities. These moneys are used to finance the project or purpose for which the securities were issued and to pay certain costs of issuance as may be provided in the bond contract.

**BONDS** - A certificate of debt issued by an entity, guaranteeing payment of the original investment, plus interest, by a specified future date.

**BUDGET** - A plan of financial operation, embodying an estimate of proposed expenditures/expenses for a given period (typically a fiscal year)

and the proposed means of financing them (revenue estimates). Upon approval by the City Council, the budget appropriation resolution is the legal basis for expenditures in the fiscal year.

**BUDGET AUTHORITY** - Under certain circumstances, the City Council may adjust the budgeted appropriations for reasons unforeseen at the time of the adoption of the original budget. Such amendments are made by Council resolution. The City Manager may make transfers of appropriations within a fund.

**BUDGETARY CONTROL** - The control or management of a government or enterprise in accordance with an approved budget to keep expenditures within the limitations of available appropriations and available revenues.

**BUSINESS LICENSE TAX** - This is a general tax on businesses for the privilege of conducting business within the city. Rates are set at each city's discretion but may not be discriminatory or confiscatory.

**CAPITAL IMPROVEMENT BUDGET** - Annual appropriations for capital improvement projects such as street improvements, building construction and various kinds of major facility maintenance. Capital projects are outlined in a five-year expenditure plan which details funding sources and expenditure amounts. They often are multi-year projects which require funding beyond the one-year period of the annual budget.

**CAPITAL OUTLAY** - Expenditures which result in the acquisition of, or addition to, fixed assets.

**CAPITAL PROJECT** - Any project having assets of significant value and a useful life of five years or more. Capital projects include the purchase of land, design, engineering, and construction of buildings, infrastructure such as streets, bridges, drainage, street lighting, water/sewer systems, etc. Capital projects may include the acquisition of heavy equipment management control technique of formal budgetary and machinery or rolling stock using capital funding sources.

**CAPITAL PROJECTS FUND** - A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds).

**CAPITALIZATION POLICY** - The criteria used by a government to determine which outlays should be reported as fixed assets.

**CASH WITH FISCAL AGENT** - An asset account reflecting deposits with fiscal agents, such as commercial banks, for the payment of bond principal and interest.

**CAPITAL INVESTMENT PROGRAM (CIP)** - A section in the five-year capital plan listing projects for which some level of funding is available.

**COMMUNITY ORIENTED POLICING SERVICES (COPS)** - A grant program supporting community involvement offered by the U.S. Department of Justice.

**CONSUMER PRICE INDEX (CPI)** - A statistical description of price levels provided by the U.S. Department of Labor. The change in this index from year to year is used to measure the cost of living and economic inflation.

**CONTINGENCY** - An amount of money appropriated for unforeseen expenditures. It is limited to not more than 15% of the appropriations in any fund.

**CURRENT SERVICE CHARGES** - These are charges imposed to support services provided to individuals. These charges may not exceed the cost of providing the service plus overhead. The rationale behind service charges is that certain services are primarily for the benefit of individuals rather than the general public.

**DEBT SERVICE** - Payment of the principal and interest on an obligation resulting from the issuance of bonds, notes or leasing arrangements.

**DEBT SERVICE FUND** - A fund established to account for the accumulation of resources for, and the payment of, general long term debt principal and interest.

**DEFICIT** - An excess of expenditures or expenses over revenues (resources).

**DEPARTMENT** - An organizational unit comprised of divisions or programs. It is the basic unit of service responsibility encompassing a broad mandate of related activities.

**DEPRECIATION** - (1) Expiration in the service life of fixed assets, other than wasting assets, attributable to wear and tear, deterioration, action of the physical elements, inadequacy and obsolescence. (2) The portion of the cost of a fixed asset, other than wasting assets, charged as

an expense during a particular period. In accounting for depreciation, the cost of a fixed asset, less any salvage value, is prorated over the estimated service life of such an asset, and each period is charged with a portion of such cost. Through this process, the entire cost of the asset is ultimately charged off as an expense.

**DESIGNATED FUND BALANCE**- A portion of an unreserved fund balance that has been "earmarked" by the City Manager or the City Council for specified purposes.

**DESIGNATION** - An account containing money set aside by the City Council for a specific future use. Money in a designation is earmarked for specific use, but may not be legally restricted to that use.

**DEVELOPMENT IMPACT FEES** - Fees placed on the development of land or conditions required for the approval of a development project such as the donation ("dedication" or "exaction") of certain lands (or money) to specific public uses. The fees are typically justified as an offset to the future impact that development will have on existing infrastructure.

**DIVISION** - A sub-section (or activity) within a department which furthers the objectives of the City by providing specific services or programs.

**ENCUMBERANCE** - An anticipated expenditure committed for the payment of goods and services not yet received or paid for. Used in budgeting, encumbrances are not GAAP expenditures or liabilities, but represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed.

**ENTERPRISE FUND** - A fund established to account for operations financed and operated in a manner similar to private business enterprises (e.g., water, gas and electric utilities, airports, parking garages, or transit systems). In this case the governing body intends that costs (i.e., expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. A fund established because the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management controls, accountability or other purposes.

**ERAF** - Educational Revenue Augmentation Fund. The state enacted legislation in 1992 whereby partial responsibility of funding education was

shifted to local governments, directing specified amounts of local agency property taxes to be deposited into such funds to support schools.

**EXCESS ERAF REFUND** - Accounts for the remaining funds in ERAF account after the County of San Mateo has met the State's revenue limits for schools and community colleges. The revenue limit is based on several factors such as average daily attendance and cost of living increases. The excess is then refunded proportionally to each agency's contribution based on state statute.

**EXPENDITURES** - Monies spent, including current operating expenses, debt service and capital outlays.

**EXPENSE** - The actual spending of funds by an enterprise fund set aside by an appropriation.

**FINES FORFEITURES AND PENALTIES** - Revenues received and/or bail monies forfeited upon conviction of a misdemeanor or municipal infraction.

**FISCAL YEAR** - In accounting terms, it is the net of a twelve-month period used for budgeting and accounting purposes. For the City of East Palo Alto, the fiscal year is from July 1 to June 30.

**FIXED ASSETS** - Long-lived tangible assets obtained or controlled as a result of past transactions, events or circumstances. Fixed assets include buildings, equipment, and improvements other than buildings and land. In the private sector, these assets are referred to most often as property, plant and equipment.

**FORFEITURE**- See Fines, forfeitures, and penalties.

**FRANCHISES FEES**- Fees paid to a municipality from a franchisee for "rental" or as a "toll" for the use of city streets and rights-of-way. The businesses required to pay franchise fees in East Palo Alto include utilities such as water, gas, electricity, cable television and solid waste collection and disposal. Telephone utilities are specifically exempted from franchise fees by State law.

**FULL-TIME EQUIVALENT (FTE)** - The amount of time a regular full or part-time position has been budgeted for in terms of the amount of time an employee works in a year. Except as noted, part-time services provided by casual/seasonal employees, such as those for summer recreation programs, are not included.

**FUND** - An independent fiscal and accounting entity with a self-balancing set of accounts. Examples are the General Fund, Special Revenue Funds, Capital Projects, Enterprise, and Internal Service Funds.

**FUND BALANCE** - The amount of financial resources available for use. Generally, this represents a summary of all the annual operating surpluses and deficits since the fund's inception.

**FY** - Fiscal year.

**GASOLINE TAX (HIGHWAY USERS TAX)** - The Gasoline Tax is a 26-cent per gallon tax on fuel used to propel a motor vehicle or aircraft. The use of these revenues is restricted to "research, planning, construction, improvement, maintenance, and operation of public streets and highways or public mass transit guideways". The basic means of distribution to cities is population. The allocation formula is very complicated.

**GENERAL FUND** - The primary fund used to account for all revenues and expenditures of the City not legally restricted as to use. This fund is used to offset the cost of the City's general operations. Examples of departments financed by the General Fund include the Police and Administrative Support Services Departments, such as the City Manager's Office.

**GOVERNMENT ACCOUNTING STANDARDS BOARD (GASB)** - A standard-setting body, associated with the Financial Accounting Foundation, which prescribes standard accounting practices for governmental units.

**GRANT** - Contributions, gifts of cash or other assets from another governmental entity to be used or expended for a specific purpose, activity or facility.

**HOMEOWNER'S PROPERTY TAX RELIEF** - Revenue from the state to offset city loss of property tax for state-imposed \$7,000 per dwelling homeowner exemption.

**INFRASTRUCTURE** - Facilities on which the continuance and growth of a community depend, such as streets and roads, sewers, public buildings, parks, etc.

**INTRAFUND TRANSFERS** - A transfer of moneys between departments in the same fund.

**INVESTMENT EARNINGS** - Revenue earned from the investment of idle public funds.

**JOINING POWERS AUTHORITY** - The Joint Exercise of Powers Act authorizes local public agencies to exercise common powers and to form joint powers authorities (JPAs) for the purpose of jointly receiving or providing specific services.

**LEGAL LEVEL OF BUDGETARY CONTROL** - The level at which spending in excess of budgeted amounts would be a violation of law.

**LEVEL OF BUDGETARY CONTROL** - One of the three possible levels of budgetary control and authority to which organizations, programs, activities and functions may be subject. These levels of budgetary control are: (a) appropriated budget, (b) legally authorized non-appropriated budget review and approval process, which is outside the appropriated budget process or (c) non-budgeted financial activities, which are not subject to the appropriated budget and the appropriation process or to any legally authorized non-appropriated budget review and approval process, but still are relevant for sound financial management and oversight.

**LEVY** - (Verb) to impose taxes, special assessments or service charges for the support of governmental activities; (noun) the total amounts of taxes, and/or special assessments and/or service charges imposed by a governmental agency.

**LICENSES AND PERMITS** - Charge designed to reimburse City for costs of regulating activities being licensed, such as licensing of animals and bicycles, etc.

**LIEN** - A claim on assets, especially property, for the payment of taxes or utility service charges.

**LIQUIDITY** - Refers to the ability to rapidly convert an investment into cash.

**LOCAL AGENCY INVESTMENT FUND (LAIF)** - Was established by the state to enable treasurers to place idle funds in a pool for investment. Each agency is currently limited to LAIF to an investment of \$20 million plus any bond proceeds.

**MISSION STATEMENT** - A succinct description of the scope and purpose of a City department.

**MEASURE C PARCEL TAX** – a measure pass by the voters on the November 2006 ballot that calls for a 10 year special tax on all City parcels. Revenue generated from such tax will be used for public safety and crime prevention programs.

**MOTOR VEHICLE IN-LIEU FEES** - State residents pay a fee to the State each year that is computed as a percent of the depreciated value of their motor vehicles. Each city and county in California receives a portion, based on population, of the total motor vehicle license fees collected by the State. In 2004, the State reduced local government allocation from 2.0% to 0.67%. The difference of 1.33% was a swap for local property tax, now known as Property Tax in Lieu of VLF.

**OBJECTIVES** - The expected results or achievements of a budget activity which can be measured and achieved within a given time frame. Achievement of the objective advances the organization towards a corresponding goal.

**OPERATING BUDGET** - Annual appropriation of funds for on-going program costs, including salaries and benefits, services and supplies, debt service and capital outlay.

**ORDINANCE** - A formal legislative enactment by the City Council. It has the full force and effect of law within City boundaries unless preempted by a higher form of law. An ordinance has a higher legal

**OTHER EXPENDITURES**- This category reflects transfer outs of the General Fund and excise tax settlement payments. Transfers are used to move funds to other operating funds in order to finance the operations of another fund or to reimburse the other fund for certain services provided to the General Fund.

**OTHER FINANCING SOURCES** - Governmental fund general long-term debt proceeds, amounts equal to the present value of minimum lease payments arising from capital leases, proceeds from the sale of general fixed assets, and operating transfers in.

**OTHER FINANCING USES** - Governmental fund operating transfers out and the amount of refunding bond proceeds deposited with the escrow agent. Such amounts are classified separately from expenditures on the governmental operating statement.

**OTHER REVENUES** - This category includes reimbursements from other government agencies, interest earned on investments and contributions. This category also includes some loan repayments

made to the General Fund, i.e., from the Redevelopment Agency for budget purposes only.

**OVERHEAD ALLOCATION** - A methodology for identifying and allocating overhead, (indirect) costs incurred by central services departments to the direct cost programs.

**OVERSIGHT BOARD** – this board provides some oversight to the Successor Agency (see definition) and has the fiduciary responsibility to holders of enforceable obligations and the taxing entities that benefit from the distribution of the revenues, especially property tax revenue.

**PERFORMANCE MEASURE**- An annual indicator of achievement or measures of prediction for a program of work unit as defined in the organization of the budget. Measures may be expressed as a number count, fraction, or a percent of achievement related to the size of the problem or service being provided.

**PERMITS, FEES AND CHARGES FOR SERVICES**- This category includes the City's charges and fees for licenses and permits issued by the City; as well as, the community development services of staff, provided to customers. The license and permit revenues are designed to reimburse the City for costs of regulating the activities being licensed. Fees and charges for services are imposed to support services provided to individuals and businesses.

**PERS** - Public Employees' Retirement System.

**P.O.S.T** - Peace Officer Standards and Training - a State reimbursement program for Police Officer Training.

**PROPERTY TAX** - Homes, businesses, and other taxable real and personal property are subject to a property tax rate of 1% of assessed value. Since Proposition 13 was enacted in 1978, the assessed valuation of real property in the "base year" of 1975-1976 may increase each year by the change in the Consumer Price Index (CPI), not to exceed 2% as long as it is held by the same owner. When there is a transfer of property ownership, or when property is newly constructed, it is reappraised at its current full market value. The property tax is imposed on real property (land and permanently attached improvements such as buildings) and tangible personal property (movable property) located within the state. By definition, this ad valorem tax is based on the property value, as defined in law, rather than on a fixed amount or benefit.

**PROPOSED BUDGET** - The financial and operating document submitted by the City Manager to the City Council for consideration.

**PROPOSITION 13** - Article XIII A of the California Constitution, commonly known as Proposition 13, which limits the maximum annual increase of any ad valorem tax on real property to 1% of the full cash value of such property.

**PURCHASED SERVICES** - This category covers a wide-range of services such as consulting services, outside professional, legal, and auditing services, county services, i.e., supplemental police patrol, and animal control services; City facilities maintenance services, etc.

**RDA** - Redevelopment Agency.

**RECEIVABLES-REDEVELOPMENT AGENCY**- This receivable sets out amounts due the City from the Redevelopment Agency making those funds unavailable for appropriations until received.

**REGULAR POSITION** - Any permanent position in the classified service that is required to be filled through certification, or by provisional appointment.

**REIMBURSEMENT FOR STATE MANDATED COSTS** - Article XIII B, Section 6 of the California Constitution which requires the State to reimburse local agencies for the cost of state-imposed programs. Process is commonly called "SB 90" after its original 1972 legislation.

**RESERVE** - An account used to record a portion of the fund balance as legally segregated for a specific use, usually at a future time.

**RESOLUTION** - A special order of the City Council which has a lower legal standing than an ordinance.

**REVENUES** - Monies received or anticipated by a local government from both tax and non-tax sources during the fiscal year.

**SALARIES AND BENEFITS** - This major category accounts for full-time and part-time employees, overtime expenses and all employee benefits, such as medical, dental, retirement, life insurance, long term disability, and workers compensation. Where applicable, uniform allowance is also included in this category.

**SALES TAX** - This tax is levied on goods and services at the point-of-sale. Sales tax in San Mateo County is 8.25% of which approximately



1% is returned to East Palo Alto for those sales which take place in East Palo Alto.

**SB 90** - Reimbursement process for state mandated costs, named after its original 1972 legislation.

**SERVICE CHARGES** - Charges imposed to support services to individuals or to cover the cost of providing such services. The fees charged are limited to the cost of providing the service or regulation required (plus overhead).

**SERVICES** - Expenditures/expenses for services.

**SINGLE AUDIT** - An audit performed in accordance with the Single Audit Act of 1984 and the Office of Management & Budget (OMB) Circular A-128, Audits of State and Local Governments. The Single Audit Act allows or requires governments (depending on the amount of federal assistance received) to have one audit performed to meet the needs of the federal agencies.

**SPECIAL REVENUE FUND** - A fund used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditure for specific purposes. GAAP only require the use of special revenue funds when legally mandated.

**SUCCESSOR AGENCY** – designated as the entity to the former redevelopment agency. The agency is given the authority, rights, powers, duties, and obligations previously provided to the former redevelopment agency under the Community Redevelopment Law, except for those that were repealed, restricted or amended in Assembly Bill 1X26. The purpose of the agency are 1) make payments on the redevelopment agency's enforceable obligations; and 2) wind down the activities of the redevelopment agency.

**SUPPLEMENTAL PROPERTY TAX** - In the event a property changes ownership, the county collects a supplemental property tax assessment in the current tax year by determining a supplemental value. In future tax periods, the property carries the full cash value.

**SUPPLIES AND MATERIALS** - This category of expenses relates to supplies needed and required to operate as a cost of doing business. Some of the major supplies consist of general office supplies, safety supplies, utilities and fuel for City vehicles, etc.

**TAX** - Compulsory charge levied by a government for the purpose of financing services performed for the common benefit.

**TAX ALLOCATED BONDS** - Bonds issued by redevelopment agencies to revitalize blighted and economically depressed areas of the community and to promote economic growth.

**TAX BASE** - The objects or transactions to which a tax is applied (e.g., parcels of property, retail sales, etc.). State law or local ordinances define the tax base and the objects or transactions exempted from taxation.

**TAX INCREMENT FINANCING** - A tax incentive designed to attract business investment by dedicating to the project area the new property tax revenues generate by redevelopment. The increase in revenues (increment) is used to finance development-related costs in that district.

**TAX RATE** - The amount of tax applied to the tax base. The rate may be flat, incremental or a percentage of the tax base, or any other reasonable method.

**TEMPORARY POSITION** - A non-regular, temporary position created to meet a peak workload or other unusual work situation; can include seasonal or recurrent intermittent employment.

**TRANSIENT OCCUPANCY TAX (TOT)** - This is a general tax imposed on occupants for the privilege of occupying rooms in hotels, motels, inns, or other lodging facilities for 30 days or less. The current tax rate in East Palo Alto is 12%. Of the total tax anticipated to be received by the City, there is a 10% set-aside for children, youth, senior and families services and another 10% for housing services for the residents of East Palo Alto.

**TRUST FUNDS** - Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments and/or other funds.

**UNDESIGNATED FUND BALANCE** - The City will maintain an Undesignated General Fund Balance to help mitigate the effects of such unanticipated situations as the following:

- a) Economic downturns
- b) Loss of revenues to or imposition of additional costs by other governmental agencies
- c) Errors in financial forecasting
- d) Natural disasters

**UNRESERVED FUND BALANCE** - That portion of a fund balance available for spending or appropriation in the future.

**UTILITY USER'S TAX** - This tax is imposed on the consumer (residential or commercial) of utilities – electric, gas, cable television, and telephone services. The current tax rate is 5%. The tax is collected by the companies providing the service as part of their billing process and is issued to the City.

**VLF** - See Motor Vehicle In-Lieu Fee.