



Adopted Budget

2022-2023

City of East Palo Alto
2415 University Avenue
East Palo Alto, CA 94303

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FY 2022-2023 Budget

Mayor



Ruben Abrica

Vice Mayor



Lisa Gauthier

Council Members



Carlos Romero



Antonio López



Regina Wallace-Jones

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

Patrick Heisinger, Interim City Manager
City Manager's Office

Valerie Armento, Interim City Attorney
City Attorney's Office

James Colin, City Clerk/ Public Information Officer (PIO)
City Clerk's Office

Marie McKenzie, Administrative Services Director
Administrative Services Department

Tomohito Oku, Finance Director
Finance Department

Amy Chen, Community Development Director
Community and Economic Development

Humza Javed, Public Works Director
Public Works

Jeff Liu, Acting Police Chief
Police Department

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CITY OF EAST PALO ALTO

OFFICE OF THE CITY MANAGER

2415 UNIVERSITY AVENUE
EAST PALO ALTO, CA 94303

Honorable Mayor
Members of the City Council
Citizens of East Palo Alto, California

We are pleased to submit to you this transmittal letter that details the City's Adopted Budget for the fiscal year beginning July 1, 2022 and ending June 30, 2023. This Budget Message outlines an adopted budget balancing strategy that addresses the community's immediate service needs, while positioning the City to enhance services and evolve as recovery takes shape throughout the year. Staff centered the adopted budget on the City's Council FY 2022-2023 Priorities that were approved on April 5, 2022 as follows:

1. Promote Housing, Economic, and Workforce Development
2. Implement the Comprehensive Transportation and Mobility Plan
3. Promote Public Health and Safety
4. Ensure Our Financial and Organizational Health
5. Improve the City's Water Infrastructure
6. Further Implement the City's Facilities Master Plan
7. Enhance Community Services and Parks

Fiscal Summary

Preparing a City budget must recognize a number of inherent unknown variables, particularly when facing the uncertainty of rebounding from a global pandemic. This exercise requires reprioritization and adaptation as the economy recovers. As restrictions are lifted in phases, a clearer picture of our revenue outlook will likely emerge in the Summer and Fall 2022.

The recovery of the U.S. and California economies continued in the fourth quarter of the 2021 calendar year, despite COVID-19, high inflation, and ongoing supply chain challenges. The economic outlook for 2022 and 2023 in the United States appears good, though inflation will remain high and economic challenges may grow in later years.

Although the FY2022-23 budget continues to invest resources in pandemic response, as well as preparedness activities towards possible future pandemics, we will assume these emergency response expenditures in the baseline budget. In addition, we have been experiencing slow recovery from the pandemic in general revenues (such as sales tax and TOT revenues) which reflect changes in consumer behavior and business culture also resulting from the pandemic. As such, the budget strategy considers revenue challenges that exist due not only to COVID, but also to: 1) delay in taxable development projects; 2) issues related to Property tax funding allocation; and 3) lack of commercial diversity in revenue resources, which all require that we remain cautious and aware of the heightened risk (i.e. uncertainty) in assumptions regarding recovery to "normalcy."

The conservative budget approach previously adopted by Council is maintained, while also forging a cautionary path forward in expenditure decisions based on the City Council Strategic Priorities. Budget assumptions are intended to keep the City steady for the next fiscal year and beyond.

FY 2022-23 Adopted Budget

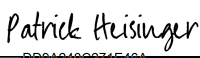
FY 22-23 Budget - Citywide Funds (In 000's)						
Description	General Fund	Restricted Funds	Capital Funds	Enterprise Funds	TOTAL CITY FUNDS	Successor Trust Fund
Total Revenues	29,449	13,548	3,009	4,808	50,812	5,511
Total Expenditures	(28,452)	(11,238)	(966)	(8,110)	(48,766)	(1,664)
Net Sources / (Uses)	997	2,310	2,042	(3,303)	2,046	3,847
Net Transfers	(997)	297	700	-	-	-
Change in Fund	-	2,607	2,742	(3,303)	2,046	3,847

The FY 2022-23 Adopted Budget (excluding Successor Trust) reflects total revenues of \$50.8M and total expenditures of \$48.8M resulting in positive net change in fund balance of \$2.0M across all funds. An initial General Fund baseline deficit of \$1.6M was ultimately balanced primarily due to allocation of general government expenditures directly to the American Rescue Plan Act (ARPA) Fund, and capital expenditure deferrals.

The Adopted FY 2022-23 budget diverges from the City’s desired fiscal resiliency framework and includes additional staff to maintain and improve the current service level and support initiatives based on the City Council Strategic Priorities. The current ARPA funding allows City management a brief window of time to maintain services and propose long-term balancing solutions.

This is not the first time in the City’s history we have risen to meet difficult challenges. We remain responsive to the challenges and opportunities before us, knowing our decisions surely will require strategic collaboration and recalibration, creative solution, and difficult choices as we navigate our way through the vast economic and societal impacts brought by the COVID-19 pandemic.

Respectfully Submitted,

DocuSigned by:

 DD9A240C271E46A...
 Patrick Heisinger
 Interim City Manager


 Tomohito Oku
 Finance Director

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 address the community's needs and priorities through the planning process which, in turn, culminates in the budget document as a fiscal spending plan. The budget document balances not only revenues and expenditures, but also community priorities and interests. The Budget Document is divided into eight major sections:

- City Manager's Message
- How to Use the Budget Document
- City Council Strategic Plan
- Financial Summary Information
- Organizational Summary Information
- Departmental Budgets
- Miscellaneous
- Glossary

The City Manager's Message

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

How to Use the Budget Document

Below is a summary of the 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 provides Council direction on a variety of initiatives to be accomplished over a two-year period and informs the work plan and budget of the Departments tasked with achieving the initiatives pending resource availability.

Organizational Summary Information

This section of the document contains useful reference information about the City and the organization, including an organizational chart, nine-year summary of the City's employee authorized strength, "East Palo Alto at a Glance", and East Palo Alto demographic statistics.

Financial Summary Information

This section contains the FY 2022-23 Budget, by fund and fund group-type, including narrative on the purpose of each budgeted fund and projection of fund balance:

- Summary of Citywide Budget by Fund and Fund Group
- Historical Chart General Fund:
 - Revenues by Major Category
 - Expenditures by Major Category

Departmental Budgets

This section contains the operating budget for all departments and divisions. The following Departments are presented: City Council, City Attorney, City Clerk, City Manager, Administrative Services, Finance, Community and Economic Development, Public Works, Police, Non-Departmental and Capital Improvement Funding. 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 fund to segregate and account for restricted resources. Each fund is a separate accounting entity. The General Fund provides the majority of resources for the services that the City provides, including public safety, maintenance, and general government functions needed to support direct services to the community. This section also provides a historical view of revenue and expenditures, General Fund sources and uses. Finally, this section includes the historical and current staffing for each department/division along with a department organizational chart.

Miscellaneous

This section contains the major capital project funding, detail Measure P funding, the Appropriation Limit calculated for FY2022-23 and the budget adoption resolutions.

Glossary

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

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**CITY COUNCIL
STRATEGIC PRIORITIES
FY 2022-23 Budget**

Priority A. Promote Housing, Economic & Workforce Development

- Goal A.1. Implement Measure HH Employment & First Source Hiring Programs
- Goal A.2. Provide Assistance to Small Local Business
- Goal A.3. Continue to Implement the City's Affordable Housing Strategy Through 2023
- Goal A.4. Investigate Potential Ballot Measure to Support Affordable Housing
- Goal A.5. Create an Economic Development Strategy w/ Focus on Small/Micro Businesses

Priority B. Implement the Comprehensive Transportation and Mobility Plan

- Goal B.1. Develop a Comprehensive Transportation and Mobility Plan
- Goal B.2. Expand Pedestrian/Bicycle Facilities and Interconnectivity
- Goal B.3. Begin Construction of the University Overpass Project
- Goal B.4. Investigate University Avenue Improvements/Changes
- Goal B.5. Analyze Funding Strategies for Public Infrastructure Including Streets, Parks, & Utilities

Priority C. Promote Health & Public Safety

- Goal C.1. Effectively Respond to the COVID-19 Pandemic
- Goal C.2. Enhance Flood Protection for Residents, Businesses, and Property Owners
- Goal C.3. Resolve Sanitation District Incorporation Matter

Priority D. Ensure Our Financial & Organizational Health

- Goal D.1. Address Structural Deficit Through Fiscal Resiliency Measures
- Goal D.2. Develop 10 Year Financial Projections
- Goal D.3. Plan and Implement an Enterprise Resource Planning (ERP) System
- Goal D.4. Focus on Staff Morale, Retention, Recruitment & Succession Planning
- Goal D.5. Analyze Funding Strategies for & Community Perspectives on Public Infrastructure Improvements

Priority E. Improve the City's Water Infrastructure

- Goal E.1. Improve Operations and Infrastructure of Water System
- Goal E.2. Advance Key Water Infrastructure Projects
- Goal E.3. Finalize Veolia Lease Negotiations

Priority F. Develop and Implement a Comprehensive Facilities Master Plan

- Goal F.1. Completion of the City's Comprehensive Facilities Master Plan
- Goal F.2. Investigate Potential Options for Developing County Vacant Property Located on Beech Street
- Goal F.3. Coordinate with County Library District Regarding the Potential New Library in East Palo Alto

**CITY COUNCIL
STRATEGIC PRIORITIES
FY 2022-23 Budget**

Goal F.4. Develop a Detailed Strategy for the Location of the Future Police Department

Goal F.5. Complete the City Hall Tenant Improvement Project

Priority G. Enhance Community Services and Parks for Residents

Goal G.1. Foster Community Cultural Events & Activities

Goal G.2. Completion of a Parks Master Plan

Goal G.3. Complete Information Technology (IT) Strategic Plan

Goal G.4. Engage with Community & Partner Agencies to Improve Educational Resources/
Outcomes

EAST PALO ALTO CITY COUNCIL PRIORITY WORKPLAN

DEPT: COMMUNITY AND ECONOMIC DEVELOPMENT

LEAD: Amy Chen

GOAL ACTIONS	CC PRIORITY: PROMOTE HOUSING, ECONOMIC & WORKFORCE DEVELOPMENT	STATUS	FY 2020-2021	FY 2021-2022	FY 2022-2023
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1	GOAL: Implement Measure HH Employment & First Source Hiring Programs	STATUS	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.1	Identify Consultant to Research and Provide Recommendations to the City	Done	X											
1.2	City Council Study Session on Measure HH/First Source Hiring Options	Done					X	X						
1.3	City Council Consideration of Measure HH/First Source Hiring Policies	Done						X						
1.4	If Applicable, Identify Partner to Enforce Council-Established Policies	Doing									X			
1.5	Community Outreach	Doing	X	X	X	X	X	X	X	X				

2	GOAL: Provide Assistance to Small Local Businesses	STATUS	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
2.1	Identify Consultant to Provide Options for 9,000 sq/ft Office Building Provided by the Sobrato Organization	To Do											X	
2.2	Obtain Cost Estimate for Tenant Improvements of City-Controlled Space in Cummings Loft	Done			X									
2.3	Identify Funding Source for Tenant Improvements of City-Controlled Space in Cummings Loft	Done					X							
2.4	Consultant to Provide Council with Options for the 9,000 sq/ft Office Building	To Do				X							X	
2.5	Finalize Concepts for Both Office Spaces	To Do				X							X	
2.6	Investigate Approaches to Supporting Local Small Businesses	Doing				X	X							

3	GOAL: Continue to Implement the City's Affordable Housing Strategy Through 2023	STATUS	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
3.1	Semi-Annual Update at City Council	Done		X		X		X		X				
3.2	Advance Concept of TOPA/COPA and Other Homeownership Opportunities	Doing											X	
3.3	Complete the Housing Element Update	Doing										X		
3.4	Identify the City's Next Affordable Housing Project	NEW												

4	GOAL: Investigate Potential Ballot Measure to Support Affordable Housing	STATUS	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
4.1	If Applicable, Obtain Final Direction from Council to Pursue Measure	Doing							X					

EAST PALO ALTO CITY COUNCIL PRIORITY WORKPLAN

DEPT: COMMUNITY AND ECONOMIC DEVELOPMENT

LEAD: Amy Chen

GOAL ACTIONS	CC PRIORITY: PROMOTE HOUSING, ECONOMIC & WORKFORCE DEVELOPMENT	STATUS	FY 2020-2021				FY 2021-2022				FY 2022-2023			
4.2	Draft Ballot Language	Doing							X					
4.3	Submit Appropriate Documents to the County to Finalize Ballot Requirements	Doing								X				

5	GOAL: Create an Economic Development Strategy w/ Focus on Small/Micro Businesses	STATUS	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
		NEW												

EAST PALO ALTO CITY COUNCIL PRIORITY WORKPLAN

DEPT: PUBLIC WORKS DEPARTMENT/COMMUNITY & ECONOMIC DEVELOPMENT

LEAD: Humza Javed/ Amy Chen

GOAL ACTIONS	CC PRIORITY: Implement the Comprehensive Transportation and Mobility Plan	STATUS	FY 2020-2021	FY 2021-2022	FY 2022-2023
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1	GOAL: Develop a Comprehensive Transportation and Mobility Plan	STATUS	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.1	Circulate Final Administrative DRAFT of the Mobility Study	Done	X											
1.2	Present the Final Report of the Mobility Study to the City Council/Approve/Adopt the Study	Done						X						
1.3	Implement Short-term Improvements as Identified in the Final Mobility Report	Doing					X							
1.4	Implement Mid-term Improvements as Identified in the Final Mobility Report	To Do										X		
1.5	If Approved by CC, Initiate a Parking Permit Pilot Program	To Do										X		
1.6	Complete and Adopt Transportation Demand Management (TDM) Ordinance	Done			X									

2	GOAL: Expand Pedestrian/Bicycle Facilities and Interconnectivity	STATUS	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
2.1	Implement the City Bicycle Transportation Plan with Next Street Resurfacing Project	Done			X									
2.2	Implement Bike Lane Striping with AHSC Funding	Doing										X		

3	GOAL: Begin Construction of the University Overpass Project	STATUS	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
		NEW												

4	GOAL: Investigate University Avenue Improvements/Changes	STATUS	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
4.1	Install Turn Restricting Signage along University Avenue	To Do										X		
4.2	Complete a Feasibility Analysis Report on Congestion Pricing along University Avenue	To Do												X

5	GOAL: Analyze Funding Strategies for Public Infrastructure Including Streets, Parks, & Utilities	STATUS	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
		NEW												

EAST PALO ALTO CITY COUNCIL PRIORITY WORKPLAN

DEPT: PUBLIC WORKS DEPARTMENT/POLICE DEPARTMENT

LEAD: Humza Javed/ Jeff Liu

GOAL ACTIONS	CC PRIORITY: Promote Health & Public Safety	STATUS	FY 2020-2021	FY 2021-2022	FY 2022-2023
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1	GOAL: Effectively Respond to the COVID-19 Pandemic	STATUS	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
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2	GOAL: Enhance Flood Protection for Residents, Businesses, and Property Owners	STATUS	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
2.1	Implement \$22M Safer Bay Project CALOES/FEMA Grant w/ San Francisquito Creek JPA - Design &	Doing											X	
2.2	Implement \$22M Safer Bay Project CALOES/FEMA Grant w/ San Francisquito Creek JPA - Construction	To Do												X
2.3	Coordinate with City of Palo Alto on the Construction of Newell Street Bridge Replacement Project	Done							X					
2.4	Update Hazard Mitigation Plan	Done						X						

3	GOAL: Resolve Sanitation District Incorporation Matter	STATUS	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
		NEW												

EAST PALO ALTO CITY COUNCIL PRIORITY WORKPLAN

DEPT: FINANCE DEPARTMENT

LEAD: Tomohito Oku/ Patrick Heisinger

GOAL ACTIONS	CC PRIORITY: Ensure Our Financial & Organizational Health	STATUS	FY 2020-2021	FY 2021-2022	FY 2022-2023
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1	GOAL: Address Structural Deficit Through Fiscal Resiliency Measures	STATUS	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.1	Perform Risk-based Study of General Fund Reserves	Done	X											
1.2	Adopt a General Fund Reserve Policy	Done						X						
1.3	Perform Actuarial Study of CalPERS Pension Obligations	Done			X									
1.4	Adopt a CalPERS Funding Plan	Done							X					
1.5	Perform Engineering and Other Studies as Necessary to Pursue Revenue Resources	To Do												
1.6	Prepare for & Manage Increasing Complexity of Utility Related Systems & Resources	Doing						X	X	X	X			

2	GOAL: Develop 10 Year Financial Projections	STATUS	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
2.1	Issue RFP to Hire Financial Projection Consultant	Done						X						
2.2	Perform Study of Financial Projections	Doing								X				
2.3	Prepare and Present Projections	Doing								X				

3	GOAL: Plan and Implement an Enterprise Resource Planning (ERP) System	STATUS	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
3.1	Select ERP Vendor	Done						X						
3.2	ERP Implementation	Doing						X	X	X	X	X	X	
3.3	ERP Fully Implemented	To Do												X

4	GOAL: Focus on Staff Morale, Retention, Recruitment & Succession Planning	STATUS	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
		NEW												

5	GOAL: Analyze Funding Strategies for & Community Perspectives on Public Infrastructure Improvements	STATUS	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
		NEW												

EAST PALO ALTO CITY COUNCIL PRIORITY WORKPLAN

DEPT: PUBLIC WORKS DEPARTMENT

LEAD: Humza Javed

GOAL ACTIONS	CC PRIORITY: Improve the City's Water Infrastructure	STATUS	FY 2020-2021	FY 2021-2022	FY 2022-2023
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1	GOAL: Improve Operations and Infrastructure of Water System	STATUS	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.1	Release RFP and Award Consultant Contract to Update the City Water Master Plan	Done			X									
1.2	Complete Update of the City Water Master Plan	Doing							X					
1.3	Update the City Urban Water Management Plan (2020 UWMP) as Required by State Law	Done				X								
1.4	Finalize City Water Asset Management Plan	NEW							X					

2	GOAL: Advance Key Water Infrastructure Projects	STATUS	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
2.1	Complete Upgrade of the O'Brien Turnout	Done		X										
2.2	Initiate and Design 12" Watermain across University Ave to Fill a Missing Gap in the Water System	Done			X									
2.3	Apply for Infill Infrastructure Grant (IIG) for the 12" Water Transmission Line on University/Cooley Ave	Done	X					X						
2.4	Issue RFP for the Design of 12" Water Transmission Line on University/Cooley, Award a Design Contract	Done	X											
2.5	Design 12" Water Transmission Line on University/Cooley Ave.	Done												
2.6	Identify and Commit Funding for 12" Water Transmission Line on University/Cooley Ave.	Done					X							
2.7	Complete Construction of 12" Water Transmission Line on University/Cooley Ave.	To Do										X		
2.8	Complete an Agreement with Palo Alto to Re-establish the Water Intertie at University/Woodland	Done			X									
2.9	Design of Water Intertie at University/Woodland with Palo Alto	Done												
2.1	Complete Construction of Water Intertie at University/Woodland with Palo Alto	Doing										X		
2.11	Identify Potential Locations for Additional Water Storage	Doing									X			
2.12	Investigate State and Federal Water Funding Opportunities, including WIFIA and DWSRF	Doing								X				
2.13	Proactively Design Additional Water Improvement Projects	Doing												

3	GOAL: Finalize Veolia Lease Negotiations	STATUS	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
		NEW												

EAST PALO ALTO CITY COUNCIL PRIORITY WORKPLAN

DEPT: PUBLIC WORKS DEPARTMENT/CITY MANAGER'S OFFICE

LEAD: Kumza Javed / Patrick Heisinger

GOAL ACTIONS	CC PRIORITY: Develop and Implement a Comprehensive Facilities Master Plan	STATUS	FY 2020-2021				FY 2021-2022				FY 2022-2023			
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1	GOAL: Completion of the City's Comprehensive Facilities Master Plan	STATUS	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.1	Provide a Plan for City Council Adoption	Done			X									
1.2	Initiate City Hall/Council Chambers Tenant Improvement Project	Doing												X

2	GOAL: Investigate Potential Options for Developing County Vacant Property Located on Beech Street	STATUS	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
2.1	Initiate Discussion with County on the Beech Street Property	Done	X											
2.2	Based on Discussions with County, Embark on Process to Solicit Input from the Community	Done		X										
2.3	City Council to Host a Study Session to Discuss Options for Beech Street Property	Done			X									
2.4	If Applicable, Draft Formal Recommendations for City Council Consideration	Done				X								
2.5	Endeavor to Finalize Acquisition of County-Owned Beech Street Property	NEW												

3	GOAL: Coordinate with County Library District Regarding the Potential New Library in East Palo Alto	STATUS	Q1	Q2	X	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
3.1	Initiate Discussion with Goldman Foundation, the Library JPA, and County on Potential New Library	Done	X					X						
3.2	Based on Discussions with Stakeholders, Provide the City Council with Update on Potential New Library	Done			X									

4	GOAL: Develop a Detailed Strategy for the Location of the Future Police Department	STATUS	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
4.1	Investigate Potential Opportunities for Future Proposed Development Projects	Doing										X		
4.2	Provide the City Council with Update on Options for Future Proposed Development Projects	Doing										X		

5	GOAL: Complete the City Hall Tenant Improvement Project [ON HOLD]	STATUS	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
5.1	Investigate Potential Partnership Opportunities for Future Development Projects	Doing								X				
5.2	Explore Partnership with County Regarding Future Use of 2415 University Avenue	Doing								X				

EAST PALO ALTO CITY COUNCIL PRIORITY WORKPLAN

DEPT: CITY MANAGER'S OFFICE/ADMINISTRATIVE SERVICES DEPT

LEAD: Patrick Heisinger/ Marie McKenzie

GOAL ACTIONS	CC PRIORITY: Enhance Community Services and Parks for Residents	STATUS	FY 2020-2021	FY 2021-2022	FY 2022-2023
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1	GOAL: Foster Community Cultural Events & Activities	STATUS	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.1	Implement Summer Programming for East Palo Alto Residents	Done	X				X							
1.2	Facilitate City Sponsored Events on On-going Basis	Doing	X	X	X		X	X	X	X	X	X	X	X

2	GOAL: Completion of a Parks Master Plan	STATUS	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
2.1	Draft, Issue, and Evaluate Park Master Plan RFP/Q and Subsequent Responses	Done		X										
2.2	City Council Consideration of Agreement with Firm to Provide Master Plan Services	Done			X									
2.3	Partner with Selected Consultant to Conduct Community Outreach on Park Master Plan	Done			X	X								
2.4	City Council Consideration of Final Park's Master Plan	Doing										X		
2.5	Draft Recommendations Regarding: Potential Dog Park, Security, & Wi-Fi as Part of Parks Master Plan	Doing										X		
2.6	Pursue Proposition 68 Grant Funds to Expand Recreation Opportunities	Done			X									
2.7	Advance Design of Martin Luther King, Jr. (MLK) Park Expansion Project	NEW												
2.8	Advance Design of Bell Street Park Project in Partnership with Magical Bridge Foundation	NEW												

3	GOAL: Complete Information Technology (IT) Strategic Plan	STATUS	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
3.1	Issue RFP to Identify Consultant to Faciliate Strategic Plan	To Do												
3.2	Develop Recommendations	To Do												
3.3	City Council Consideration of Recommendations	To Do												

4	GOAL: Engage with Community & Partner Agencies to Improve Educational Resources/Outcomes	STATUS	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
4.1	Explore Partnerships with School District & Other Entities Regarding Potential Joint Use	NEW												
4.2	Build Relationships with Foundations and Other Philanthropic Organizations to Identify Partnerships	Doing										X		
4.3	Pursue Enhanced Youth & Multigenerational Engagement & Perspectives	NEW												

**CITY OF EAST PALO ALTO
CITY ORGANIZATIONAL CHART
FY 2022-2023 Budget**

RESIDENTS OF EAST PALO ALTO

CITY COUNCIL

CITY ATTORNEY'S OFFICE

- BOARDS & COMMISSIONS**
- Planning
 - Public Works & Transportation
 - Rent Stabilization Board
 - Senior Advisory Board

CITY MANAGER'S OFFICE

COMMUNITY & ECONOMIC DEVELOPMENT
Administration
Building/Planning
Housing/ Econ Development

PUBLIC WORKS
Administration
Engineering
Maintenance

ADMINISTRATIVE SERVICES
Administration
Community Services & Recreation
Information Technology

FINANCE

POLICE
Administration
Operations
Investigations

**CITY OF EAST PALO ALTO
NINE-YEAR POSITION SUMMARY**

FY 2014-15 to FY 2022-23

	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
Policy & Executive									
City Council	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
City Clerk's Office	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
City Attorney's Office	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
City Manager's Office	4.00	4.00	5.00	3.00	3.00	3.00	3.00	4.00	4.00
City Manager - Human Resources	2.00	-	-	-	-	-	2.00	2.00	2.00
City Manager - Rent Stabilization	2.00	2.00	2.00	-	-	-	-	-	-
City Manager - Community Programs	5.13	-	-	-	-	-	-	-	-
Sub-Total	22.13	15.00	16.00	12.00	12.00	12.00	14.00	15.00	15.00
Administrative Support Services									
Finance Department	5.00	5.00	6.00	6.00	6.00	7.00	7.00	6.00	7.00
Administrative Services Admin	-	1.00	3.00	3.00	3.00	3.00	3.00	3.00	2.00
Community Services Division	-	4.38	4.38	4.15	4.15	4.15	3.65	5.15	5.15
Human Resources	-	2.00	2.00	2.00	2.00	2.00	-	-	-
Sub-Total	5.00	12.38	15.38	15.15	15.15	16.15	13.65	14.15	14.15
Community and Economic Development									
Administration Division	8.00	4.00	4.00	5.90	6.45	6.45	3.50	4.00	4.00
Building Services Division	5.00	6.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00
Planning Division	3.00	3.00	4.00	4.00	4.00	4.00	4.00	4.00	5.00
Housing/Economic Division	-	-	-	3.00	3.00	3.00	3.00	4.00	4.00
Senior Services Division	-	-	-	-	-	-	-	-	-
Sub-Total	16.00	13.00	15.00	19.90	20.45	20.45	17.50	19.00	20.00
Public Safety									
Administration Division	8.00	8.00	8.00	9.00	9.00	9.00	9.00	9.00	9.00
Investigations Division	8.00	8.00	8.25	8.25	8.25	11.15	11.15	11.15	12.25
Operations Division	28.00	29.50	29.00	29.00	29.00	27.00	28.00	28.00	29.35
Sub-Total	44.00	45.50	45.25	46.25	46.25	47.15	48.15	48.15	50.60
Public Works									
Administration Division	-	2.00	2.00	2.00	2.00	2.00	4.50	4.45	4.45
Engineering Division	6.00	5.00	5.00	5.00	5.00	5.00	3.75	5.00	5.00
Maintenance Division	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
Sub-Total	18.00	19.00	19.00	19.00	19.00	19.00	20.25	21.45	21.45
TOTAL POSITIONS	105.13	104.88	110.63	112.30	112.85	114.75	113.55	117.75	121.20

CITY OF EAST PALO ALTO
Detail Position Listing

	FTE's FY 2022-23		FTE's FY 2022-23
City Council		Community and Economic Development (Con'd)	
a. Council Member	5.00	Housing/Econ Division	
		a. Housing & Econ Dev Manager	1.00
City Attorney's Office		b. RSP Administrator	1.00
a. City Attorney	1.00	c. Housing Project Manager	1.00
b. Deputy City Attorney I/II	1.00	d. RSP Coordinator II	<u>1.00</u>
c. Legal Assistant	<u>1.00</u>		4.00
	3.00	Planning Division	
City Manager's Office		a. Planning Manager	1.00
a. City Manager	1.00	b. Senior Planner	1.00
b. Assistant City Manager	1.00	c. Associate Planner	1.00
c. Assistant to the City Manager (1-yr Term)	n/a	d. Planning Technician	1.00
d. Senior Management Analyst	1.00	e. Assistant/Associate Planner	<u>1.00</u>
e. Executive Assist. to City Mgr	1.00		5.00
		Public Works	
Human Resource Division		Administration Division	
a. Human Resources Manager	1.00	a. Public Works Director	1.00
b. Human Resources Technician	<u>1.00</u>	b. Administrative Assistant	1.00
	6.00	c. Management Analyst II	1.00
City Clerk's Office		d. Environmental Service Aide	<u>1.45</u>
a. City Clerk	1.00		4.45
		Engineering Division	
Administrative Services		a. City Engineer	1.00
Administration Division		b. Senior Engineer	1.00
a. Administrative Svcs Director	1.00	c. Associate Engineer	1.00
b. Office Assistant	<u>1.00</u>	d. Assistant/Associate Engineer	1.00
	2.00	e. Public Works Supervisor	<u>1.00</u>
			5.00
Community Services Division		Maintenance Division	
a. Community Services Manager	1.00	a. Maintenance Manager	1.00
b. Recreation Coordinator	1.00	b. Maintenance Worker I	3.00
c. Recreation Leader II (2 PT)	0.90	c. Maintenance Worker II	5.00
d. Van Driver (2 PT)	1.00	d. Maintenance Worker III	2.00
e. Nutrition Site Supervisor (1 PT)	0.75	e. Secretary I	<u>1.00</u>
f. Kitchen Aide (1 PT)	<u>0.50</u>		12.00
	5.15		
		Police	
Finance		Administration Division	
a. Finance Director	1.00	a. Police Chief	1.00
b. Financial Services Manager	1.00	b. Administrative Manager	1.00
c. Senior Management Analyst	1.00	c. Police Sergeant	1.00
d. Accountant I/II	1.00	d. Police Records Supervisor	1.00
e. Accounting Technician I/II	2.00	e. Police Record's Clerk I/II	4.00
f. Grant Coordinator	<u>1.00</u>	f. Police Property Officer	<u>1.00</u>
	7.00		9.00
		Investigations Division	
Community and Economic Development		a. Commander	1.00
Administration Division		b. Police Officer	6.00
a. Community & Economic Dev Director	1.00	c. Community Services Officer	3.00
b. Management Analyst II	1.00	d. Community Services Officer (4 PT)	1.80
c. Secretary II	1.00	e. Cold Case Investigator	<u>0.45</u>
d. Office Assistant	<u>1.00</u>		12.25
	4.00	Operations Division	
Building Services Division		a. Commander	1.00
a. Chief Building Official	1.00	b. Police Sergeant	4.00
b. Building Inspector	1.00	c. Police Officer	23.00
c. Building Permit Technician	2.00	d. Reserve Officer (3PT)	<u>1.35</u>
d. Code Enforcement Officer II	<u>3.00</u>		29.35
	7.00		

East Palo Alto at a Glance

ABOUT EAST PALO ALTO

The City of East Palo Alto is 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 of land were annexed by surrounding cities from the late 1940's to the early 1960's. This trend ended in 1983 when the 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, 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 possesses a broad multi-ethnic profile that includes a majority Latino and growing Pacific Island 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 industrial, agricultural, and commercial businesses.

The signs of continuing and rapid transition are evident; and none more so than the rapid changes brought about by proximity to the most successful businesses in Silicon Valley. However, some things have remained constant, namely the characteristics that have always attracted people to the area: multi-cultural acceptance; a beautiful, rural-like setting; centralized location; proximity to transportation and the San Francisco Bay; as well as some of the most enviable weather in the nation.

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 and welcoming community.

CITY GEOGRAPHY

The City of East Palo Alto is located approximately 29 miles south of San Francisco and 19 miles north of San Jose. The City occupies 2.5 square miles. The latest estimates place the City's population at 28,963.

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.

East Palo Alto is a General Law Council/ Manager City governed by a five-member City Council with a Council elected Mayor. The City incorporated July 1, 1983.

The City provides a range of services to its residents including public protection through the Police Department, the construction and maintenance of streets and infrastructure, community and economic development affordable housing programs, financial management, and administrative and community 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:	Ruben Abrica	Nov. 2022
Vice Mayor:	Lisa Gauthier	Nov. 2024
Council Member:	Carlos Romero	Nov. 2024
Council Member:	Antonio López	Nov. 2024
Council Member:	Regina Wallace-Jones	Nov. 2022

ADMINISTRATION AND MANAGEMENT

East Palo Alto is a Council-Manager form of government. The City Council appoints the City Attorney and the City Manager. The City Manager appoints all other City employees 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

Land Area: 2.5 square miles

Populationⁱ

1990	23,570
2000	29,506
2005	29,431
2010	28,155
2015	29,137
2020	30,034
2022 Projected	28,963

Population by Genderⁱ

Female	50.8%
Male	49.2%

Population by Age Groupⁱ

Under 5 years	6.9%
5 to 9 years	6.9%
10 to 14 years	6.2%
15 to 19 years	7.3%
20 to 24 years	6.7%
25 to 29 years	10.1%
30 to 34 years	10.0%
35 to 39 years	8.3%
40 to 44 years	6.5%
45 to 49 years	7.8%
50 to 54 years	4.9%
55 to 59 years	4.4%
60 to 64 years	5.8%
65 to 69 years	3.1%
70 to 74 years	2.1%
75 to 79 years	1.2%
80 to 84 years	1.2%
85 years and over	0.6%

Racial Compositionⁱ

Hispanic or Latino	60.6%
Black or African American	12.1%
White	13.2%
Asian	6.0%
Pacific Islander	5.0%
Two or More	8.5%
Other	0.4%

ⁱ <https://www.census.gov/>

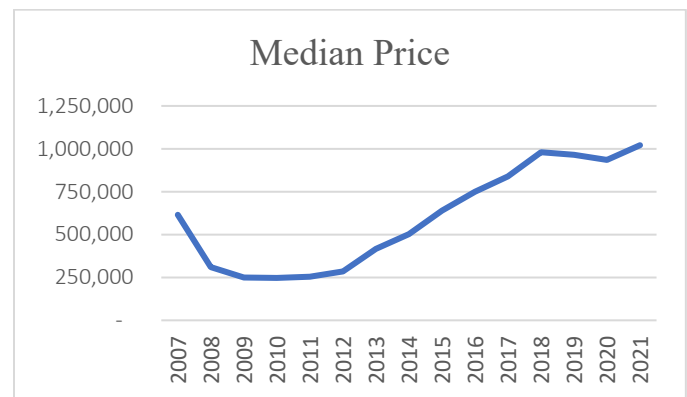
Level of Educational Attainment of Persons 25 years and olderⁱ

No High School degree	28.5%
High School degree or equivalent	22.7%
Some college, no degree	25.1%
Bachelor's degree	12.0%
Post-grad degree	11.8%

Per Capital Personal Incomeⁱ

\$32,072

Median Sales Price for Single Family Residencesⁱⁱ (\$1,021,000 in 2021)



ⁱⁱ San Mateo County Associations of Realtors

FINANCIAL SUMMARY

FY 2022-2023 Budget

The Financial Summary section contains the following adopted budget and financial summary information:

Budget Information:

- **Citywide Budget Overview**
 - FY 2022-23 Budget by Fund Category
- **General Fund Overview**
 - FY 2022-23 General Fund and Internal Reserve Funds Budget
- **Special Revenue Funds Overview**
 - FY 2022-23 Special Revenue Funds Budget
 - FY 2022-23 Community Programs Budget
 - FY 2022-23 Housing Programs Budget
 - FY 2022-23 Transportation and Infrastructure Programs Budget
- **Capital Funds Overview**
 - FY 2022-23 Capital Funds Budget
- **Enterprise Funds Overview**
 - FY 2022-23 Enterprise Fund Budget

Other Financial Information:

- General Fund Revenues by Major Category
- General Fund Expenditures by Major Category

CITYWIDE BUDGET OVERVIEW

The Citywide budget overview provides a one-page view across all the various fund-types operating within the City. This view gives a full perspective of total revenues by character and total expenditures by department across all City funds. The City operates the following fund-group types:

- **General and Internal Reserve Funds**
- **Special Revenue Funds**
- **Capital Projects Funds**
- **Enterprise Funds**
- **Successor Agency Trust Fund**

CITY OF EAST PALO ALTO
FY 2022-2023 BUDGET BY FUND CATEGORY

	General Fund and Internal Reserves	Special Revenue Funds	Capital Improvement Funds	Enterprise Funds	City Total	Successor Trust Fund	GRAND TOTAL
Revenues							
Property Tax	15,725,420	787,930	-	-	16,513,350	5,496,430	22,009,780
Sales Tax	5,845,000	-	-	-	5,845,000	-	5,845,000
Utility Users Tax	1,702,680	-	-	-	1,702,680	-	1,702,680
Transient Occupancy Tax	1,100,000	276,000	-	-	1,376,000	-	1,376,000
Other State and Local Taxes	25,000	4,107,280	-	-	4,132,280	-	4,132,280
Franchise Fees	1,196,000	-	-	-	1,196,000	-	1,196,000
Licenses, Fees, and Permits	1,778,550	3,250,140	2,546,570	485,000	8,060,260	-	8,060,260
Fines and Forfeitures	180,000	-	-	-	180,000	-	180,000
Use of Money and Property	336,500	243,000	162,000	547,500	1,289,000	15,000	1,304,000
Grants and Intergovernmental	215,000	4,723,250	-	-	4,938,250	-	4,938,250
Charges for Current Services	1,269,620	10,000	-	3,625,000	4,904,620	-	4,904,620
Other Miscellaneous	75,000	150,000	300,000	150,000	675,000	-	675,000
Total Revenues	29,448,770	13,547,600	3,008,570	4,807,500	50,812,440	5,511,430	56,323,870
Expenditures							
City Council	169,030	-	-	-	169,030	-	169,030
City Attorney	827,830	35,000	-	-	862,830	7,500	870,330
City Clerk	405,320	-	-	-	405,320	-	405,320
City Manager	1,606,770	37,290	70,850	44,280	1,759,190	-	1,759,190
Administrative Services	1,896,610	292,620	-	-	2,189,230	-	2,189,230
Finance	1,251,370	59,870	-	21,000	1,332,240	23,230	1,355,470
Community Development	3,119,390	6,363,235	-	-	9,482,625	-	9,482,625
Public Works	4,368,250	1,317,282	40,000	565,190	6,290,722	-	6,290,722
Police	13,383,970	891,420	-	-	14,275,390	-	14,275,390
Non-Departmental							
Capital/Technology	350,000	1,250,000	855,410	4,470,000	6,925,410	-	6,925,410
Debt Service	-	-	-	-	-	1,556,310	1,556,310
Insurance and Settlements	897,170	-	-	-	897,170	-	897,170
Other Non-Departmental	1,037,570	271,683	-	2,879,510	4,188,763	65,500	4,254,263
Overhead Allocation	(861,730)	719,360	-	130,490	(11,880)	11,880	-
Total Expenditures	28,451,550	11,237,760	966,260	8,110,470	48,766,040	1,664,420	50,430,460
Net Sources / (Uses)	997,220	2,309,840	2,042,310	(3,302,970)	2,046,400	3,847,010	5,893,410
Other Financing Sources / (Uses)							
Transfers In	821,140	1,118,360	700,000	-	2,639,500	-	2,639,500
Transfers Out	(1,818,360)	(821,140)	-	-	(2,639,500)	-	(2,639,500)
Net Operating Transfers	(997,220)	297,220	700,000	-	-	-	-
Change in Fund Balance	-	2,607,060	2,742,310	(3,302,970)	2,046,400	3,847,010	5,893,410
Other Changes	2,200,000	-	-	-	2,200,000	-	2,200,000
Projected Fund Balance							
July 01, 2021 Balance*	24,584,320	32,077,000	8,803,000	5,428,000	70,892,320	(16,586,000)	54,306,320
June 30, 2022 Balance	26,784,320	34,684,060	11,545,310	2,125,030	75,138,720	(12,738,990)	62,399,730

*Excludes certain assets, reserves, and commitments.

GENERAL FUND OVERVIEW

General Fund

The General Fund is the primary operating fund of the City. The fund accounts for all revenues, expenditures, transfers, and other activity not accounted for in other City funds.

General Fund revenues are derived from five major sources including, Property Tax, Sales and Use Tax, Transient Occupancy Tax (TOT), Utility Users Tax, and Business License Tax. These taxes account for approximately 87% of total General Fund revenues, excluding development pass-through activity.

General Fund uses primarily consist of personnel, contract, and purchase services, supplies and materials, and other expenditures.

General Fund Reserve Sub-Funds

Information Services

The Information Services Fund accounts for the accumulation of resources to acquire or improve information technology equipment and software, fund the Redwood City IT services contract, IT equipment replacement, and software licensing and maintenance costs.

Equipment and Vehicle Replacement

The Equipment and Vehicle Replacement Fund accounts for monies utilized to acquire and replace equipment and vehicles.

Insurance Reserve

The Insurance Reserve Fund accounts for the accumulation of resources to cover the costs of unanticipated loss and settlements due to property, casualty, or liability exposures and to cover the costs of PLAN JPA insurance coverage in excess of the City's \$100,000 self-insured limit per liability claim.

Development Pass-Through

The Development Pass-Through Fund accounts for pass-through development fee activity and temporary staffing needs anticipated for unusually high development activity.

Note: No budget activity for the Contingency Reserve and Community Benefits Funds.

CITY OF EAST PALO ALTO
FY 2022-2023 GENERAL FUND BUDGET

	General Fund F010	Info Services Reserve F011	Equipment and Vehicle Reserve F012	Insurance Reserve F013	Development Pass Through F017	Eliminating	Total
Revenues							
Property Tax	15,725,420	-	-	-	-	-	15,725,420
Sales Tax	5,845,000	-	-	-	-	-	5,845,000
Utility Users Tax	1,702,680	-	-	-	-	-	1,702,680
Transient Occupancy Tax	1,100,000	-	-	-	-	-	1,100,000
Other State and Local Taxes	25,000	-	-	-	-	-	25,000
Franchise Fees	1,196,000	-	-	-	-	-	1,196,000
Licenses, Fees, and Permits	1,778,550	-	-	-	-	-	1,778,550
Fines and Forfeitures	180,000	-	-	-	-	-	180,000
Use of Money and Property	336,500	-	-	-	-	-	336,500
Grants and Intergovernmental	215,000	-	-	-	-	-	215,000
Charges for Current Services	989,620	-	-	-	280,000	-	1,269,620
Other Miscellaneous	75,000	-	-	-	-	-	75,000
Total Revenues	29,168,770	-	-	-	280,000	-	29,448,770
Expenditures							
City Council	169,030	-	-	-	-	-	169,030
City Attorney	752,830	-	-	75,000	-	-	827,830
City Clerk	282,820	122,500	-	-	-	-	405,320
City Manager	1,601,770	5,000	-	-	-	-	1,606,770
Administrative Services	1,489,560	407,050	-	-	-	-	1,896,610
Finance	1,215,870	35,500	-	-	-	-	1,251,370
Community Development	3,035,390	79,000	5,000	-	-	-	3,119,390
Public Works	4,323,250	35,000	-	-	10,000	-	4,368,250
Police	13,157,370	136,600	90,000	-	-	-	13,383,970
Non-Departmental							
Major Capital	350,000	-	-	-	-	-	350,000
Debt Service	-	-	-	-	-	-	-
Insurance and Settlements	-	-	-	897,170	-	-	897,170
Other Non-Departmental	736,360	301,210	-	-	-	-	1,037,570
Overhead Allocation	(861,730)	-	-	-	-	-	(861,730)
Total Expenditures	26,252,520	1,121,860	95,000	972,170	10,000	-	28,451,550
Net Sources / (Uses)	2,916,250	(1,121,860)	(95,000)	(972,170)	270,000	-	997,220
Other Financing Sources / (Uses)							
Transfers In	821,140	1,121,860	95,000	972,170	-	(2,189,030)	821,140
Transfers Out	(4,007,390)	-	-	-	-	2,189,030	(1,818,360)
Net Operating Transfers	(3,186,250)	1,121,860	95,000	972,170	-	-	(997,220)
Change in Fund Balance	(270,000)	-	-	-	270,000	-	-
Other Changes	2,200,000	-	-	-	-	-	2,200,000
Projected Fund Balance							
July 01, 2022 Balance*	24,584,320	-	-	-	-	-	24,584,320
June 30, 2023 Balance	26,514,320	-	-	-	270,000	-	26,784,320

*Excludes certain reserves and commitments

SPECIAL REVENUE FUNDS OVERVIEW

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted or committed to expenditures for specified purposes, other than major capital projects or debt service. GASB 54 clarifies that the *proceeds of specific a revenue source*, whether legal or administrative, is the foundation for classification of a Special Revenue Fund.

Community Programs

Public Safety Grants

The Public Safety Grants Fund accounts for revenues and expenditures for the Citizen Options for Public Safety Program and Supplemental Law Enforcement Services Fund (COPS/SLESF).

Federal and State Grants

Federal and State Grants Fund accounts for the Congregate Meals/Senior Nutrition and Senior Transportation grant programs passed through the San Mateo County Office of Aging and Adult Services.

Local Grants

The Local Grants Fund accounts for all other local grant activity not accounted for in separate funds.

CYSFF

The CYSFF Fund accounts for 10% of the Transient Occupancy Tax (TOT) collected as approved by voters to fund various nonprofit organizations providing services to children, youth, and families.

Measure C

The Measure C Fund accounts for activities related to the Measure C Parcel tax approved by the voters in November 2006 for a period of ten years. The tax is sunset, and the remaining funds are restricted to support violence prevention and public safety intervention.

American Rescue Plan Act (ARPA)

The ARPA fund accounts for federal allocation funding signed into law by the President in March 2021. The funds are restricted for the purpose of providing support in responding to the impact of COVID-19, including local efforts to contain impacts on our community, residents, and businesses.

Housing Programs

Rent Stabilization

The Rent Stabilization Fund accounts for revenues and expenditures to support rent stabilization programs and activities.

SPECIAL REVENUE FUNDS OVERVIEW

Housing in Lieu

The Housing in Lieu Fund accounts for developer-agreed payments and ordinance fees in lieu of providing affordable housing.

Housing Assistance

The Housing Assistance Fund accounts for first time home buyer assistance program activities.

Housing Commercial Impact

The Housing Commercial Impact Fee Fund accounts for fees charged to developers of nonresidential development projects to mitigate the project impact on the need for affordable housing as a result of the project development.

Housing TOT

The Housing TOT Fund accounts for 10% of the Transient Occupancy Tax (TOT) collected as approved by voters to fund affordable housing development activity and programs.

Measure HH

The Measure HH Fund accounts for a voter-approved parcel tax on commercial office space of 25,000 square feet or more collected to fund affordable and supportive housing programs; programs that facilitate citizen access to job opportunities in science, technology, engineering and mathematics (S.T.E.M.) and building trades, and strengthen the First Source Hiring Program.

Housing Successor Agency

The Housing Successor Agency Funds account for activities related to the housing assets assumed by the City as Housing Successor to the former Redevelopment Agency. The funds are restricted to housing-related activities for low- and moderate-income needs.

Silicon Valley Community Foundation

The Silicon Valley Community Foundation (SVCF) Fund accounts for gift monies from SVCF for the purpose of incentivizing the affordable housing development within the City. The monies are further restricted to pay a minimum amount of \$500,000 for an affordable housing manager position over a period of five years.

Transportation and Infrastructure Programs

State Gas Tax

The State Gas Tax Fund is required by State law to account for California State gasoline taxes. This tax is primarily distributed to cities based on population and proportion of registered vehicles. Gas tax funds must be spent on public street-related maintenance and capital expenditures.

SPECIAL REVENUE FUNDS OVERVIEW

Measure A

The Measure A Fund accounts for a countywide one-half percent sale and use tax to support countywide (San Mateo County) transportation projects and programs.

NPDES

The NPDES Fund accounts for revenues and expenditures from assessments levied on property in the City in compliance with the provision of the National Pollutant Elimination System for prevention of storm water and flood related damage.

Lighting District

The City maintains one Lighting District, the Ravenswood Highway Lighting District, to cover the costs of lighting on and around public streets, highways, parks, and alleys. The Lighting District Fund accounts for all revenues (assessments) and expenditures associated with the District.

Drainage District

The City maintains one Drainage District, the East Palo Alto Maintenance Drainage District, to cover the costs of providing storm drainage and flood control management services for areas related to the district boundary. The Drainage District Fund accounts for all revenues (assessments) and expenditures associated with the District.

Measure W

The Measure W Fund accounts for the City's allocation of a voter-approved one-half percent (0.5%) sales tax enacted for thirty years to road improvements, transit services, and implementation of the San Mateo County Congestion Relief Plan.

CITY OF EAST PALO ALTO
FY 2022-2023 SPECIAL REVENUE FUNDS BUDGET

	Community Programs	Housing Programs	Transportation and Infrastructure Programs	Total
Revenues				
Property Tax	-	-	787,930	787,930
Sales Tax	-	-	-	-
Utility Users Tax	-	-	-	-
Transient Occupancy Tax	138,000	138,000	-	276,000
Other State and Local Taxes	-	1,677,280	2,430,000	4,107,280
Franchise Fees	-	-	-	-
Licenses, Fees, and Permits	-	3,014,140	236,000	3,250,140
Fines and Forfeitures	-	-	-	-
Use of Money and Property	37,000	116,000	90,000	243,000
Grants and Intergovernmental	3,723,250	1,000,000	-	4,723,250
Charges for Current Services	-	2,500	7,500	10,000
Other Miscellaneous	150,000	-	-	150,000
Total Revenues	4,048,250	5,947,920	3,551,430	13,547,600
Expenditures				
City Council	-	-	-	-
City Attorney	-	35,000	-	35,000
City Clerk	-	-	-	-
City Manager	37,290	-	-	37,290
Administrative Services	292,620	-	-	292,620
Finance	52,830	3,000	4,040	59,870
Community Development	-	6,363,235	-	6,363,235
Public Works	-	-	1,317,282	1,317,282
Police	891,420	-	-	891,420
Non-Departmental	-	-	-	-
Capital/Technology	-	-	1,250,000	1,250,000
Debt Service	-	-	-	-
Insurance and Settlements	-	-	-	-
Other Non-Departmental	-	10	271,673	271,683
Overhead Allocation	45,280	330,435	343,645	719,360
Total Expenditures	1,319,440	6,731,680	3,186,640	11,237,760
Net Sources / (Uses)	2,728,810	(783,760)	364,790	2,309,840
Other Financing Sources / (Uses)				
Transfers In	-	462,720	655,640	1,118,360
Transfers Out	(821,140)	-	-	(821,140)
Net Operating Transfers	(821,140)	462,720	655,640	297,220
Change in Fund Balance	1,907,670	(321,040)	1,020,430	2,607,060
Other Changes	-	-	-	-
Projected Fund Balance				
July 01, 2022 Balance*	1,640,000	17,378,000	13,059,000	32,077,000
June 30, 2023 Balance	3,547,670	17,056,960	14,079,430	34,684,060

*Excludes certain assets, reserves, and commitments.

CITY OF EAST PALO ALTO
FY 2022-2023 COMMUNITY PROGRAMS BUDGET

	Public Safety Grants F213	Federal and State Grants F215	Local Grants F230	CYSFF TOT F231	Measure C F232	ARPA F290	Total Community Programs
Revenues							
Property Tax	-	-	-	-	-	-	-
Sales Tax	-	-	-	-	-	-	-
Utility Users Tax	-	-	-	-	-	-	-
Transient Occupancy Tax	-	-	-	138,000	-	-	138,000
Other State and Local Taxes	-	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-	-
Licenses, Fees, and Permits	-	-	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-	-	-
Use of Money and Property	2,000	-	3,000	6,000	1,000	25,000	37,000
Grants and Intergovernmental	160,000	57,000	-	-	-	3,506,250	3,723,250
Charges for Current Services	-	-	-	-	-	-	-
Other Miscellaneous	-	-	150,000	-	-	-	150,000
Total Revenues	162,000	57,000	153,000	144,000	1,000	3,531,250	4,048,250
Expenditures							
City Council	-	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-	-
City Clerk	-	-	-	-	-	-	-
City Manager	-	-	-	-	-	37,290	37,290
Administrative Services	-	45,000	-	-	206,500	41,120	292,620
Finance	-	-	-	-	800	52,030	52,830
Community Development	-	-	-	-	-	-	-
Public Works	-	-	-	-	-	-	-
Police	191,420	-	-	-	-	700,000	891,420
Non-Departmental							
Capital/Technology	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Insurance and Settlements	-	-	-	-	-	-	-
Other Non-Departmental	-	-	-	-	-	-	-
Overhead Allocation	-	-	-	45,280	-	-	45,280
Total Expenditures	191,420	45,000	-	45,280	207,300	830,440	1,319,440
Net Sources / (Uses)	(29,420)	12,000	153,000	98,720	(206,300)	2,700,810	2,728,810
Other Financing Sources / (Uses)							
Transfers In	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	(821,140)	(821,140)
Net Operating Transfers	-	-	-	-	-	(821,140)	(821,140)
Change in Fund Balance	(29,420)	12,000	153,000	98,720	(206,300)	1,879,670	1,907,670
Other Changes	-	-	-	-	-	-	-
Projected Fund Balance							
July 01, 2022 Balance	210,000	-	471,000	736,000	223,000	-	1,640,000
June 30, 2023 Balance	180,580	12,000	624,000	834,720	16,700	1,879,670	3,547,670

CITY OF EAST PALO ALTO
FY 2022-2023 HOUSING PROGRAMS BUDGET

	Rent Stabilization F204	Housing In Lieu F207	Housing Assistance F209	Housing Commercial Impact F216	Housing TOT F218	Measure HH F219	Housing Successor F220	Silicon Valley Community F233	Total
Revenues									
Property Tax	-	-	-	-	-	-	-	-	-
Sales Tax	-	-	-	-	-	-	-	-	-
Utility Users Tax	-	-	-	-	-	-	-	-	-
Transient Occupancy Tax	-	-	-	-	138,000	-	-	-	138,000
Other State and Local Taxes	-	-	-	-	-	1,677,280	-	-	1,677,280
Franchise Fees	-	-	-	-	-	-	-	-	-
Licenses, Fees, and Permits	538,860	-	-	2,475,280	-	-	-	-	3,014,140
Fines and Forfeitures	-	-	-	-	-	-	-	-	-
Use of Money and Property	6,000	42,000	2,000	-	20,000	25,000	20,000	1,000	116,000
Grants and Intergovernmental	-	1,000,000	-	-	-	-	-	-	1,000,000
Charges for Current Services	-	-	2,500	-	-	-	-	-	2,500
Other Miscellaneous	-	-	-	-	-	-	-	-	-
Total Revenues	544,860	1,042,000	4,500	2,475,280	158,000	1,702,280	20,000	1,000	5,947,920
Expenditures									
City Council	-	-	-	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-	35,000	-	35,000
City Clerk	-	-	-	-	-	-	-	-	-
City Manager	-	-	-	-	-	-	-	-	-
Administrative Services	-	-	-	-	-	-	-	-	-
Finance	-	-	-	-	-	3,000	-	-	3,000
Community Development	401,070	4,000,000	4,655	-	-	616,050	1,173,020	168,440	6,363,235
Public Works	-	-	-	-	-	-	-	-	-
Police	-	-	-	-	-	-	-	-	-
Non-Departmental									
Capital/Technology	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Insurance and Settlements	-	-	-	-	-	-	-	-	-
Other Non-Departmental	-	-	-	-	-	10	-	-	10
Overhead Allocation	256,790	30,160	1,595	-	27,280	-	14,610	-	330,435
Total Expenditures	657,860	4,030,160	6,250	-	27,280	619,060	1,222,630	168,440	6,731,680
Net Sources / (Uses)	(113,000)	(2,988,160)	(1,750)	2,475,280	130,720	1,083,220	(1,202,630)	(167,440)	(783,760)
Other Financing Sources / (Uses)									
Transfers In	-	-	-	-	-	-	462,720	-	462,720
Transfers Out	-	-	-	-	-	-	-	-	-
Net Operating Transfers	-	-	-	-	-	-	462,720	-	462,720
Change in Fund Balance	(113,000)	(2,988,160)	(1,750)	2,475,280	130,720	1,083,220	(739,910)	(167,440)	(321,040)
Other Changes	-	-	-	-	-	-	-	-	-
Projected Fund Balance									
July 01, 2022 Balance*	535,000	6,812,000	466,000	-	3,312,000	4,779,000	1,407,000	67,000	17,378,000
June 30, 2023 Balance	422,000	3,823,840	464,250	2,475,280	3,442,720	5,862,220	667,090	(100,440)	17,056,960

*Excludes certain assets, reserves, and commitments.

CITY OF EAST PALO ALTO
FY 2022-2023 INFRASTRUCTURE PROGRAMS BUDGET

	State Gas Tax F201	Measure A F202	NPDES F203	Lighting District F221	Drainage District F222	Measure W F234	Total
Revenues							
Property Tax	-	-	-	647,930	140,000	-	787,930
Sales Tax	-	-	-	-	-	-	-
Utility Users Tax	-	-	-	-	-	-	-
Transient Occupancy Tax	-	-	-	-	-	-	-
Other State and Local Taxes	1,530,000	600,000	-	-	-	300,000	2,430,000
Franchise Fees	-	-	-	-	-	-	-
Licenses, Fees, and Permits	-	-	236,000	-	-	-	236,000
Fines and Forfeitures	-	-	-	-	-	-	-
Use of Money and Property	11,000	36,000	4,000	31,000	4,000	4,000	90,000
Grants and Intergovernmental	-	-	-	-	-	-	-
Charges for Current Services	-	-	7,500	-	-	-	7,500
Other Miscellaneous	-	-	-	-	-	-	-
Total Revenues	1,541,000	636,000	247,500	678,930	144,000	304,000	3,551,430
Expenditures							
City Council	-	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-	-
City Clerk	-	-	-	-	-	-	-
City Manager	-	-	-	-	-	-	-
Administrative Services	-	-	-	-	-	-	-
Finance	-	1,540	1,000	-	-	1,500	4,040
Community Development	-	-	-	-	-	-	-
Public Works	565,830	-	285,720	126,560	339,180	-	1,317,290
Police	-	-	-	-	-	-	-
Non-Departmental	-	-	-	-	-	-	-
Capital/Technology	550,000	500,000	-	-	-	200,000	1,250,000
Debt Service	-	-	-	-	-	-	-
Insurance and Settlements	-	-	-	-	-	-	-
Other Non-Departmental	76,810	-	188,720	4,830	1,310	-	271,670
Overhead Allocation	129,570	1,670	75,930	45,690	90,780	-	343,640
Total Expenditures	1,322,210	503,210	551,370	177,080	431,270	201,500	3,186,640
Net Sources / (Uses)	218,790	132,790	(303,870)	501,850	(287,270)	102,500	364,790
Other Financing Sources / (Uses)							
Transfers In	64,500	-	303,870	-	287,270	-	655,640
Transfers Out	-	-	-	-	-	-	-
Net Operating Transfers	64,500	-	303,870	-	287,270	-	655,640
Change in Fund Balance	283,290	132,790	-	501,850	-	102,500	1,020,430
Other Changes	-	-	-	-	-	-	-
Projected Fund Balance							
July 01, 2022 Balance*	3,092,000	4,225,000	556,000	4,171,000	446,000	569,000	13,059,000
June 30, 2023 Balance	3,375,290	4,357,790	556,000	4,672,850	446,000	671,500	14,079,430

*Excludes certain assets, reserves, and commitments.

CAPITAL FUNDS OVERVIEW

Capital Funds account for major capital acquisitions, construction activities, and major renovation or replacement of general government assets. Capital Improvement projects accounts in these funds are primarily funded through General Fund transfers, federal and state grants, restricted settlements related to capital, and impact fees charged to developers to mitigate the impact of projects on the City's infrastructure systems.

Capital Improvement

The Capital Improvement Fund accounts for the primary capital asset study, design, construction and management of the city's major infrastructure system improvements such as streets, sidewalks, parks, facilities, and storm drains. Major asset construction related to the City's water infrastructure are accounted in the Water Enterprise Fund.

Parks and Trails Impact

The Park and Trails Impact Fund accounts for fees charged to developers to mitigate the project impact on the City's parks, trails, and open space infrastructure. Such fees will fund park projects and land acquisitions to provide adequate quality open space – through parks and trails – for the broader public health and quality of life of its citizens and workforce.

Public Facilities Impact

The Park and Trails Impact Fund accounts for fees charged to developers to mitigate the project impact for the provision of adequate public facilities including police department, educational amenities such as libraries, governance buildings, and community service centers.

Transportation Infrastructure Impact

The Park and Trails Impact Fund accounts for fees charged to developers to mitigate the project impact for the provision of public roads and multi-modal streetscape facilities. In addition, constructing sidewalks with street trees, street lighting, benches, and street furniture improves safety, sidewalk space, pedestrian aesthetics, and active transportation.

RBD -I Impact

The RBD-I Impact Fund accounts for fees charged to developers to mitigate the project impact for the provision of adequate storm drainage infrastructure to prevent flooding for development specifically inside the Ravenswood Business District.

RBD -O Impact

The RBD-O Impact Fund accounts for fees charged to developers to mitigate the project impact for the provision of adequate storm drainage infrastructure to prevent flooding for development specifically for all other city areas outside the Ravenswood Business District.

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CITY OF EAST PALO ALTO
FY 2022-2023 CAPITAL PROJECT FUNDS BUDGET

	Capital Improvement F301/303	Parks and Trails Impact F305	Public Facilities Impact F306	Transportation Impact F307	RBD-I Storm Drain Impact F308	RBD-O Storm Drain Impact F309	Total
Revenues							
Property Tax	-	-	-	-	-	-	-
Sales Tax	-	-	-	-	-	-	-
Utility Users Tax	-	-	-	-	-	-	-
Transient Occupancy Tax	-	-	-	-	-	-	-
Other State and Local Taxes	-	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-	-
Licenses, Fees, and Permits	-	233,000	405,000	1,754,570	3,850	150,150	2,546,570
Fines and Forfeitures	-	-	-	-	-	-	-
Use of Money and Property	158,000	-	-	2,000	-	2,000	162,000
Grants and Intergovernmental	-	-	-	-	-	-	-
Charges for Current Services	-	-	-	-	-	-	-
Other Miscellaneous	300,000	-	-	-	-	-	300,000
Total Revenues	458,000	233,000	405,000	1,756,570	3,850	152,150	3,008,570
Expenditures							
City Council	-	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-	-
City Clerk	-	-	-	-	-	-	-
City Manager	70,850	-	-	-	-	-	70,850
Administrative Services	-	-	-	-	-	-	-
Finance	-	-	-	-	-	-	-
Community Development	-	-	-	-	-	-	-
Public Works	40,000	-	-	-	-	-	40,000
Police	-	-	-	-	-	-	-
Non-Departmental							
Capital/Technology	855,410	-	-	-	-	-	855,410
Debt Service	-	-	-	-	-	-	-
Insurance and Settlements	-	-	-	-	-	-	-
Other Non-Departmental	-	-	-	-	-	-	-
Overhead Allocation	-	-	-	-	-	-	-
Total Expenditures	966,260	-	-	-	-	-	966,260
Net Sources / (Uses)	(508,260)	233,000	405,000	1,756,570	3,850	152,150	2,042,310
Other Financing Sources / (Uses)							
Transfers In	700,000	-	-	-	-	-	700,000
Transfers Out	-	-	-	-	-	-	-
Net Operating Transfers	700,000	-	-	-	-	-	700,000
Change in Fund Balance	191,740	233,000	405,000	1,756,570	3,850	152,150	2,742,310
Other Changes	-	-	-	-	-	-	-
Projected Fund Balance							
July 01, 2022 Balance*	8,111,000	48,000	104,000	213,000	2,000	325,000	8,803,000
June 30, 2023 Balance	8,302,740	281,000	509,000	1,969,570	5,850	477,150	11,545,310

*Excludes certain assets, reserves, and commitments.

ENTERPRISE FUNDS OVERVIEW

Enterprise Funds account for City operations financed and operated in a manner similar to a private business enterprise. Government-run enterprises often charge user-fees to support the service or product provided. These activities are not necessarily self-supporting and may rely on general government subsidies to fully fund operations, though it is the intent of the City to fund these services primarily through user charges.

Garbage Collection Fund

Garbage collection services and recycling in East Palo Alto is provided by Recology of San Mateo County. Revenues are primarily derived from solid waste service fees.

The Garbage Collection Fund accounts for activities associated with residential and commercial garbage collection, street sweeping, litter control, and related services. Fees for litter control are collected by the South Bay Waste Management Authority (SBWMA) from both residential and commercial customers. The City collects residential solid waste collection fees directly from the property tax rolls and remits such fees to Recology of San Mateo County for services provided to those customers.

Water Service Funds

Most of East Palo Alto's water connections (about 80%) are served by the City's water system that is operated and leased by Veolia Water North America Operating Services LLC (Veolia). The remaining connections are served by Palo Alto Park Mutual Water Company or O'Connor Tract Co-op Water Company. Veolia supplies the City's water from the San Francisco Public Utilities Commission.

Water Service Fund accounts for lease operating revenue from Veolia. The fund group includes Capital and Meter surcharges and Water Capacity Fees. The surcharge funds are used for capital improvement costs related to the City's operating obligations under the agreement with Veolia.

The fund group also includes the Capital and Meter Surcharges, Water Capacity Fees.

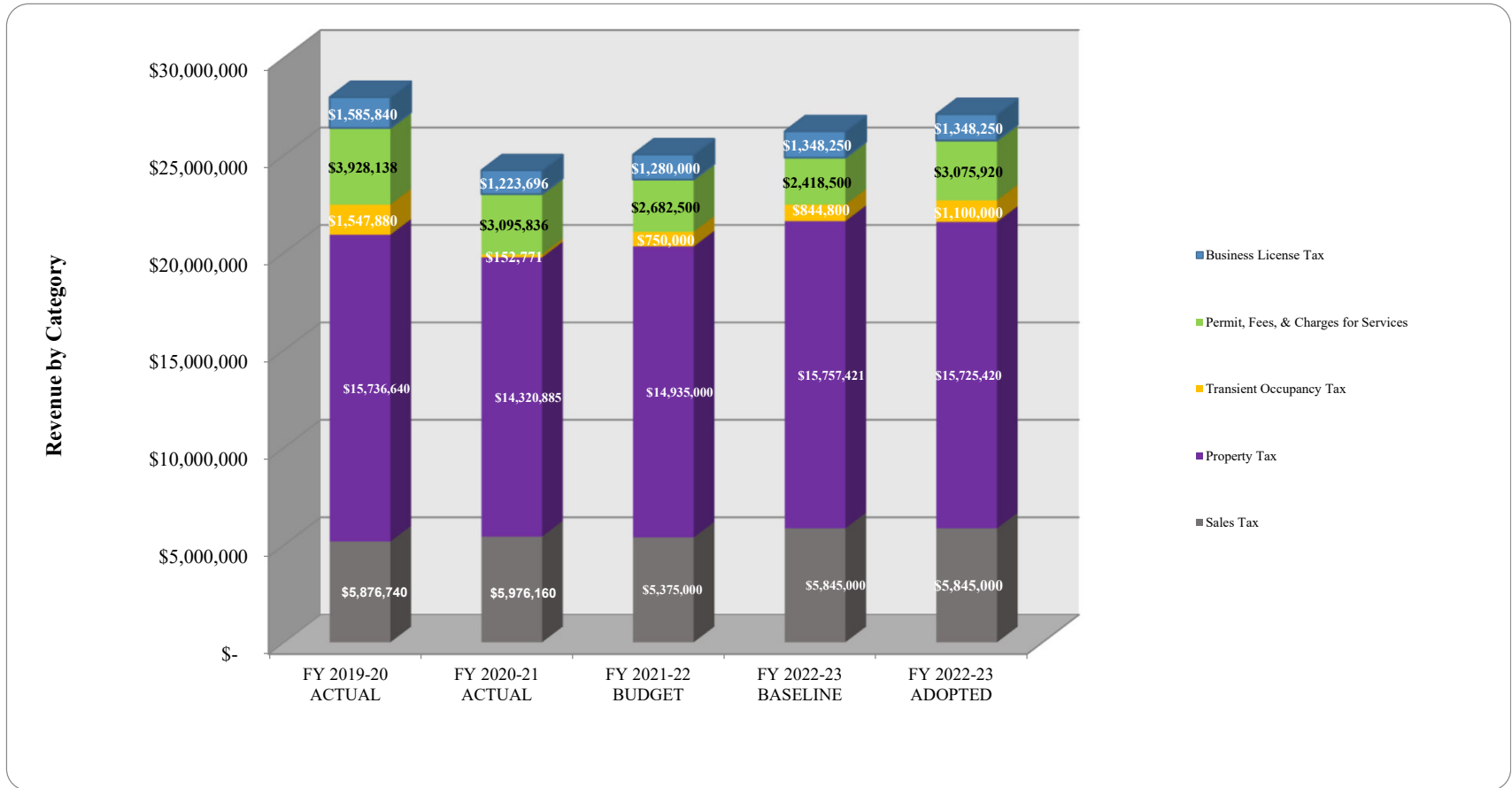
CITY OF EAST PALO ALTO
FY 2022-2023 ENTERPRISE FUNDS BUDGET

	Water Lease F510	Water Capital F511	Water Meter F512	Water Capacity F513	Sub-total Water Enterprise	Garbage Service F520	Total
Revenues							
Property Tax	-	-	-	-	-	-	-
Sales Tax	-	-	-	-	-	-	-
Utility Users Tax	-	-	-	-	-	-	-
Transient Occupancy Tax	-	-	-	-	-	-	-
Other State and Local Taxes	-	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-	-
Licenses, Fees, and Permits	-	-	-	485,000	485,000	-	485,000
Fines and Forfeitures	-	-	-	-	-	-	-
Use of Money and Property	482,500	33,000	14,000	5,000	534,500	13,000	547,500
Grants and Intergovernmental	-	-	-	-	-	-	-
Charges for Current Services	-	500,000	275,000	-	775,000	2,850,000	3,625,000
Other Miscellaneous	-	-	-	-	-	150,000	150,000
Total Revenues	482,500	533,000	289,000	490,000	1,794,500	3,013,000	4,807,500
Expenditures							
City Council	-	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-	-
City Clerk	-	-	-	-	-	-	-
City Manager	44,280	-	-	-	44,280	-	44,280
Administrative Services	-	-	-	-	-	-	-
Finance	20,000	-	-	-	20,000	1,000	21,000
Community Development	-	-	-	-	-	-	-
Public Works	265,150	100,000	-	-	365,150	200,040	565,190
Police	-	-	-	-	-	-	-
Non-Departmental							
Capital/Technology	-	4,014,000	-	456,000	4,470,000	-	4,470,000
Debt Service	-	-	-	-	-	-	-
Insurance and Settlements	-	-	-	-	-	-	-
Other Non-Departmental	22,000	-	-	-	22,000	2,857,510	2,879,510
Overhead Allocation	70,300	-	-	-	70,300	60,190	130,490
Total Expenditures	421,730	4,114,000	-	456,000	4,991,730	3,118,740	8,110,470
Net Sources / (Uses)	60,770	(3,581,000)	289,000	34,000	(3,197,230)	(105,740)	(3,302,970)
Other Financing Sources / (Uses)							
Transfers In	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-
Net Operating Transfers	-	-	-	-	-	-	-
Change in Fund Balance	60,770	(3,581,000)	289,000	34,000	(3,197,230)	(105,740)	(3,302,970)
Other Changes	-	-	-	-	-	-	-
Projected Fund Balance							
July 01, 2022 Balance*	2,542,000	4,357,000	1,731,000	(4,471,000)	4,159,000	1,269,000	5,428,000
June 30, 2023 Balance	2,602,770	776,000	2,020,000	(4,437,000)	961,770	1,163,260	2,125,030

*Excludes certain assets, reserves, and commitments.

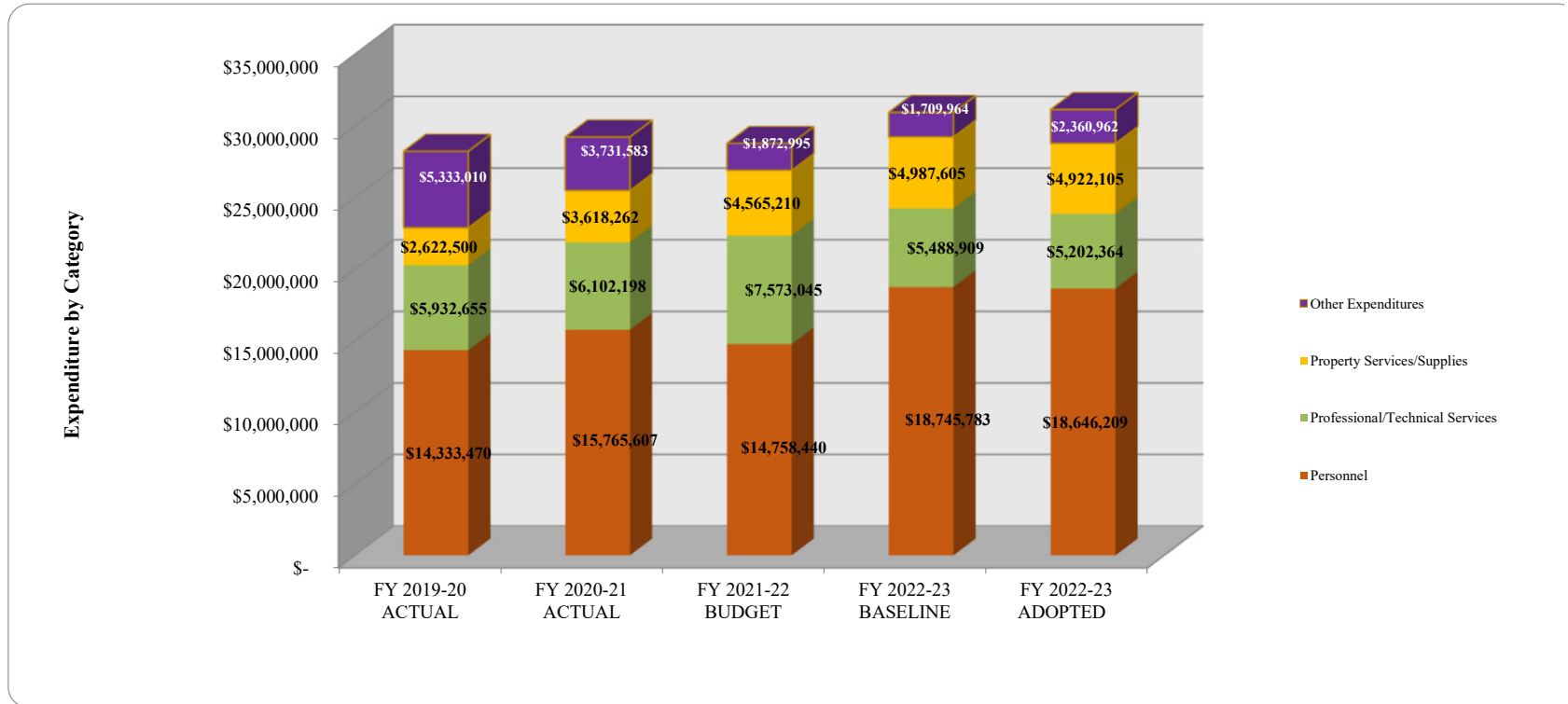
GENERAL FUND REVENUES BY MAJOR CATEGORY

	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 BUDGET	FY 2022-23 BASELINE	FY 2022-23 ADOPTED
Property Tax	\$ 15,736,640	\$ 14,320,885	\$ 14,935,000	\$ 15,757,421	\$ 15,725,420
Sales Tax	\$ 5,171,000	\$ 5,422,953	\$ 5,375,000	\$ 5,845,000	\$ 5,845,000
Transient Occupancy Tax	\$ 1,547,880	\$ 152,771	\$ 750,000	\$ 844,800	\$ 1,100,000
Utility User Tax	\$ 1,553,920	\$ 1,630,879	\$ 1,665,000	\$ 1,702,684	\$ 1,702,680
Business License Tax	\$ 1,585,840	\$ 1,223,696	\$ 1,280,000	\$ 1,348,250	\$ 1,348,250
Permit, Fees, & Charges for Services	\$ 3,928,138	\$ 3,095,836	\$ 2,682,500	\$ 2,418,500	\$ 3,075,920
Other Revenues and Transfers In	\$ 1,850,587	\$ 2,340,933	\$ 2,061,540	\$ 579,500	\$ 1,472,640
Total General Fund Revenues	<u>31,374,005</u>	<u>28,187,953</u>	<u>28,749,040</u>	<u>28,496,155</u>	<u>30,269,910</u>



GENERAL FUND EXPENDITURES BY MAJOR CATEGORY

	FY 2019-20 ACTUAL	FY 2020-21 ACTUAL	FY 2021-22 BUDGET	FY 2022-23 BASELINE	FY 2022-23 ADOPTED
Personnel	\$ 14,333,470	\$ 15,765,607	\$ 14,758,440	\$ 18,745,783	\$ 18,646,209
Professional/Technical Services	\$ 5,932,655	\$ 6,102,198	\$ 7,573,045	\$ 5,488,909	\$ 5,202,364
Property Services/Supplies	\$ 2,622,500	\$ 3,618,262	\$ 4,565,210	\$ 4,987,605	\$ 4,922,105
Capital, Transfers, and Other Expenditures	\$ 5,333,010	\$ 3,731,583	\$ 1,872,995	\$ 1,709,964	\$ 2,360,962
Total General Fund Expenditures Before Allocations	\$ 28,221,635	\$ 29,217,650	\$ 28,769,690	\$ 30,932,261	\$ 31,131,640
Overhead Allocation to Other Funds	\$ (649,890)	\$ (826,223)	\$ (833,910)	\$ (861,730)	\$ (861,730)
Total Net General Fund Expenditures	\$ 27,571,745	\$ 28,391,427	\$ 27,935,780	\$ 30,070,531	\$ 30,269,910



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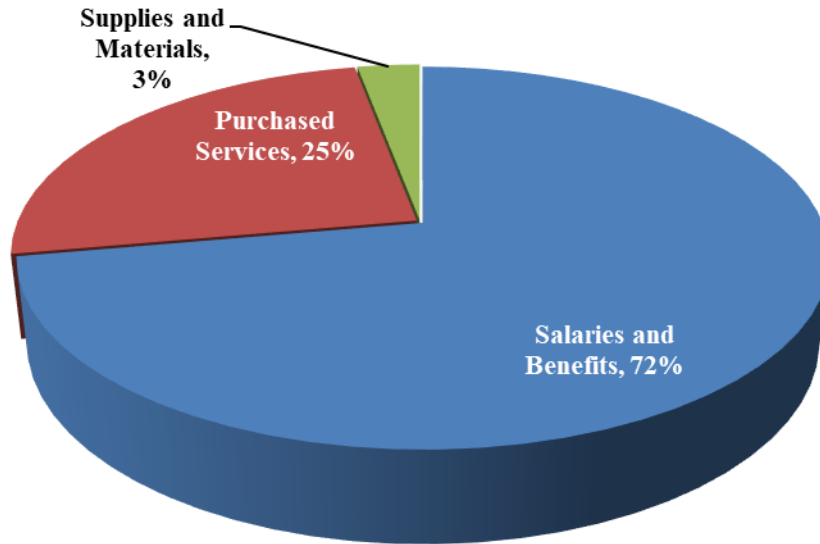
CITY COUNCIL

FY 2022-2023 Budget

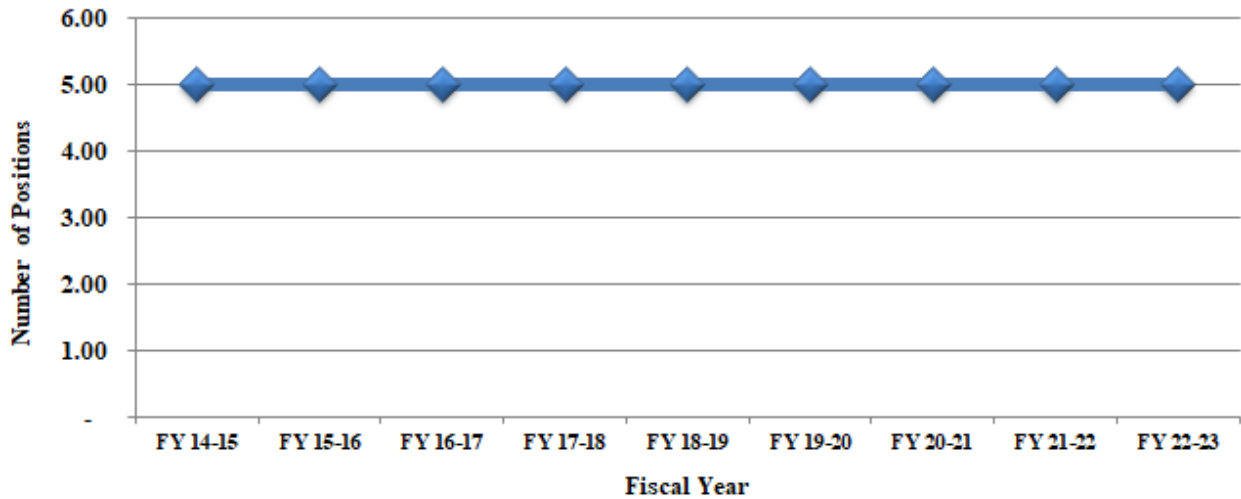
FY 2022-23

Operating	\$169,028
Positions	5

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



CITY COUNCIL

FY 2022-2023 Budget

Department Summary

SOURCES

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
General Fund					
Charges/Fees for Services	-	-	-	-	-
Use of Resources	116,865	104,796	175,250	169,028	169,028
Special Revenue Funds	-	-	-	-	-
Capital Project Fund	-	-	-	-	-
Enterprise Funds	-	-	-	-	-
Succesor Agency Trust Fund	-	-	-	-	-
TOTAL	116,865	104,796	175,250	169,028	169,028

EXPENDITURES BY DEPARTMENT

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
City Council	116,865	104,796	175,250	169,028	169,028
TOTAL	116,865	104,796	175,250	169,028	169,028

CHARACTER OF EXPENDITURES

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Personnel					
Salaries and Benefits	80,980	84,167	99,400	122,028	122,028
Subtotal	80,980	84,167	99,400	122,028	122,028
Supplies and Services					
Purchased Services	31,271	13,346	70,850	42,000	42,000
Supplies and Materials	3,448	3,256	5,000	5,000	5,000
Capital Expenditures	1,167	4,027	-	-	-
Other Expenditures	-	-	-	-	-
Subtotal	35,886	20,629	75,850	47,000	47,000
TOTAL	116,866	104,796	175,250	169,028	169,028

AUTHORIZED STRENGTH

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Mayor	1.00	1.00	1.00	1.00	1.00
Vice Mayor	1.00	1.00	1.00	1.00	1.00
Council Member	3.00	3.00	3.00	3.00	3.00
TOTAL	5.00	5.00	5.00	5.00	5.00

CITY COUNCIL

FY 2022-2023 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 30,915 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 1st and 3rd Tuesdays of each month (except for an annual recess during month of August), and often holds special meetings and work study sessions throughout the year. All meetings are held in the East Palo Alto (EPA) Government Center, located in the City Council Chamber at 2415 University Avenue or available through designated media channels.

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 2021-2022 to FY 2022-2023 Budget:

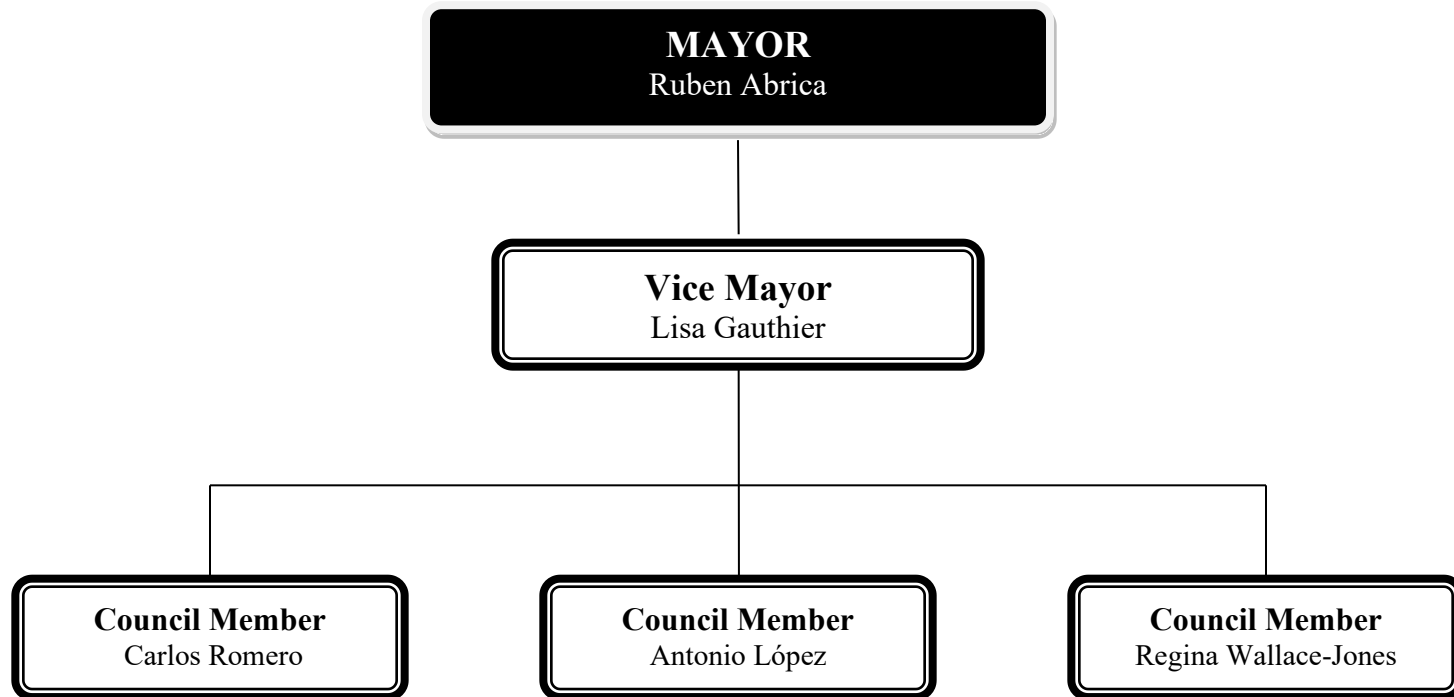
The decrease of \$6,222 (-3.6%) from the Adopted FY 21-22 Budget to the Baseline FY 22-23 Budget is primarily due to decrease in staff retreat expenditures by \$10,000 offset by increase in personnel.

There is no change from the FY 2022-23 Baseline Budget to the FY 2022-23 Adopted Budget

Fiscal Year (FY)	Budget	\$ Change From Previous FY	% Change From Previous FY
2021-22 Adopted	\$175,250		
2022-23 Baseline	\$169,028	(\$6,222)	-3.6%
2022-23 Adopted	\$169,028	\$0	0.0%

CITY COUNCIL

FY 2022-2023 Budget



Total FTE's: 5.0

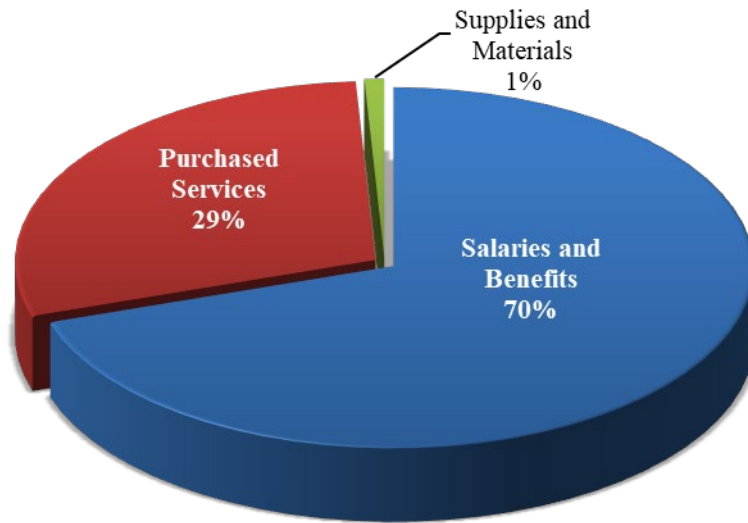
CITY ATTORNEY'S OFFICE

FY 2022-2023 Budget

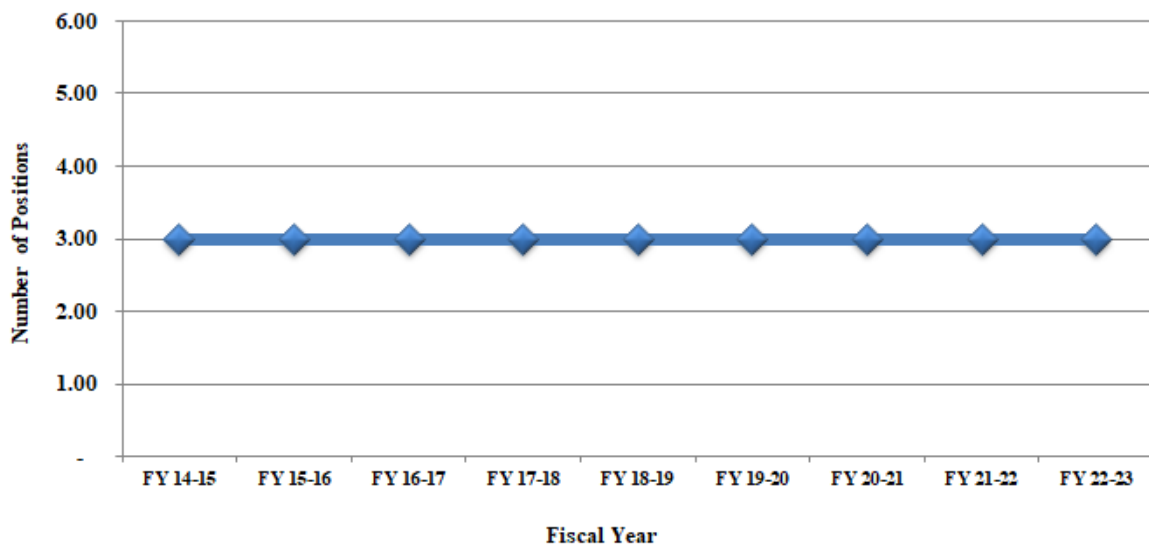
FY 2022-23

Operating \$870,327
Positions 3

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



CITY ATTORNEY'S OFFICE

FY 2022-2023 Budget

Department Summary

SOURCES

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23
	Actual	Actual	Adopted	Baseline	Adopted
General Fund					
Charges/Fees for Services	-	-	-	-	
Use of Resources	677,980	823,024	816,435	1,072,372	827,827
Special Revenue Funds	40,949	83,114	35,000	35,000	35,000
Capital Project Fund	-	-	-	-	-
Enterprise Funds	-	-	-	-	-
Successor Agency Trust Fund	4,767	532	7,500	7,500	7,500
TOTAL	723,695	906,670	858,935	1,114,872	870,327

EXPENDITURES BY DEPARTMENT

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23
	Actual	Actual	Adopted	Baseline	Adopted
City Attorney's Office	723,695	906,670	858,935	1,114,872	870,327
TOTAL	723,695	906,670	858,935	1,114,872	870,327

CHARACTER OF EXPENDITURES

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23
	Actual	Actual	Adopted	Baseline	Adopted
Personnel					
Salaries and Benefits	427,472	584,906	597,535	608,927	608,927
Subtotal	427,472	584,906	597,535	608,927	608,927
Supplies and Services					
Purchased Services	285,325	312,499	253,650	498,195	253,650
Supplies and Materials	6,649	5,589	7,750	7,750	7,750
Capital Expenditures	4,249	3,676	-	-	-
Other Expenditures	-	-	-	-	-
Subtotal	296,223	321,764	261,400	505,945	261,400
TOTAL	723,695	906,670	858,935	1,114,872	870,327

AUTHORIZED STRENGTH

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23
	Actual	Actual	Adopted	Baseline	Adopted
City Attorney	1.00	1.00	1.00	1.00	1.00
Deputy City Attorney I/II	1.00	1.00	1.00	1.00	1.00
Legal Assistant	1.00	1.00	1.00	1.00	1.00
TOTAL	3.00	3.00	3.00	3.00	3.00

CITY ATTORNEY'S OFFICE

FY 2022-2023

Budget

Department Summary

MISSION STATEMENT

Provide legal advice and representation, consistent with the highest professional and ethical standards, to the City Council, City officers, City employees, and appointed boards, commissions and committees in carrying out the City Council's policies and strategic goals and objectives, and advancing the City's interest in serving the people of East Palo Alto while limiting risk to the entity and costs to the taxpayers.

The role of the City Attorney's Office is to provide advisory and litigation services to the City, as represented by the City Council, City Council-appointed boards, commissions and committees, and City departments. The Office has a staffing level of 3 positions: City Attorney, Deputy City Attorney and Legal Assistant although there has not been a staff attorney the entire year.

The emphasis in the Fiscal Year 2022-2023 budget is the continued delivery of quality professional legal services which promote reliable and useful advice and effective advocacy. The basic services include attendance and advice at public meetings, drafting resolutions and ordinances, providing legal opinions and advice on a wide range of municipal topics, reviewing and drafting legal documents and contracts, providing advice regarding elected and appointed public officials' conflicts of interest, representing the City in litigation before courts and administrative agencies and settling claims and lawsuits based on an impartial evaluation of their merits.

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

- Provide proactive legal advice to the City Council and City staff;
- Issue 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;
- Present Brown Act, Conflict of Interest, and Public Records Act training to the City staff, boards and commissions, and provide legal advice regarding the same;
- Defend the City's interest in court and administrative hearings and initiate legal action to protect the rights and enhance the quality of life of City residents;
- Provide objective and reasonable interpretation of City Council-adopted policies, state and local laws and other matters, as appropriate;
- Draft ordinances on topics designated as high priority by the City Council;
- Update, revise and add provisions to the Municipal Code and local zoning law as required;

CITY ATTORNEY'S OFFICE

FY 2022-2023

Budget

Department Summary (continued)

- Work with the City Manager's Office to reduce exposure to claims, litigation and industrial injuries/illnesses;
- Support the Rent Stabilization Program, including providing legal advice to staff and the Rent Stabilization Board; preparing reports and analyzing appeals; updating program regulations; attending board meetings; and
- Support the Community and Economic Development Department, including providing legal advice to staff and the Planning Commission, attending Commission meetings and analyzing land use issues related to adopted development projects.

SIGNIFICANT CHANGES

FY 2021-2022 to FY 2022-2023 Budget:

Since the office is in the process of transition due to the February 2022 departure of the City Attorney, no significant changes are proposed by the Interim City Attorney from the FY 2021-2022 budget to FY22-23 Adopted budget.

Fiscal Year (FY)	Budget	\$ Change From Previous FY	% Change From Previous FY
2021-22 Adopted	\$858,935		
2022-23 Baseline	\$1,114,872	\$255,937	29.8%
2022-23 Adopted	\$870,327	(\$244,545)	-21.9%

CITY ATTORNEY'S OFFICE

FY 2022-2023 Budget

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Attend and provide advice at City Council meetings.	1. Accomplished
2. Attend and provide advice at Planning Commission meetings.	2. Accomplished
3. Attend and provide advice at Rent Stabilization Board meetings.	3. Accomplished
4. Represent the City in lawsuits and administrative hearings and pursue cost-effective resolution of pending litigation matters and the processing and settlement of claims filed against the City.	4. Accomplished
5. Provide legal advice to the Code Enforcement Division and file code enforcement actions as needed.	5. Accomplished
6. Provide legal advice to City departments regarding responses to PRA requests.	6. Accomplished
7. Provide legal advice to City departments regarding responses to subpoenas.	7. Accomplished
8. Draft, review and/or process City contracts, agreements and other legal documents.	8. Accomplished
9. Provide training to City boards, commissions and committees regarding the Brown Act, Public Records Act and conflict of interest laws.	9. Accomplished
10. Provide legal advice to the Human Resources Department and other City departments on employment matters.	10. Accomplished
11. Review and advise on legal matters concerning the COVID-19 pandemic, including developments in federal, state and/or local legislation and legislative options.	11. Accomplished
12. Assist development of a First Source Hiring ordinance.	12. Accomplished
13. Assist development of series of ordinance revisions to implement newly adopted Urban Forest Plan.	13. Accomplished

CITY ATTORNEY'S OFFICE

FY 2022-2023 Budget

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
14. Assist development of revised gross receipts business tax and related election materials for presentation to voters in November 2022.	14. Accomplished
15. Provide legal advice regarding the public bidding and administration of public works projects and provide legal advice regarding City procurement practices and policies.	15. Ongoing
16. Provide legal advice to Planning Division on major project applications.	16. Ongoing

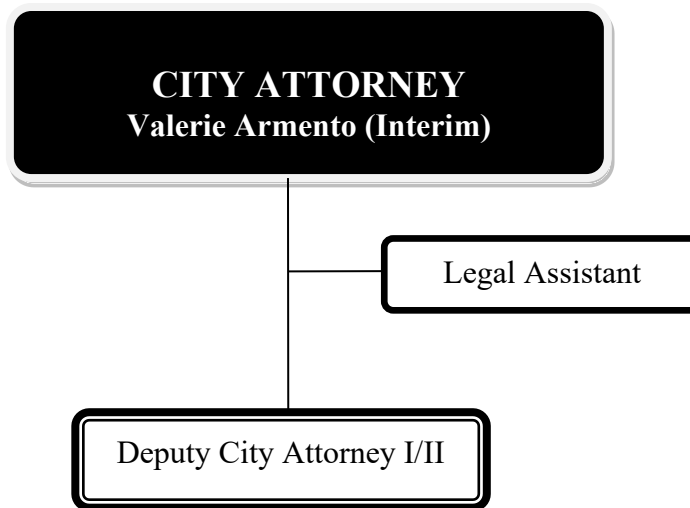
CITY ATTORNEY'S OFFICE

FY 2022-2023 Budget

OBJECTIVES

1. Attend and provide advice at City Council meetings and provide the City Council an update of any changes in state law regarding public meetings and conflicts of interest.
2. Assist the City Council and the City Manager's Office implement Council priorities.
3. Attend and provide advice at Planning Commission meetings.
4. Attend and provide advice at Rent Stabilization Board meetings.
5. Provide training to City boards, commissions and committees regarding the Brown Act, Public Records Act and conflict of interest laws.
6. Represent the City in lawsuits and administrative hearings and pursue cost-effective resolution of pending litigation matters and the processing and settlement of claims filed against the City.
7. Provide legal advice to all City departments regarding responses to PRA requests, record retention and subpoenas.
8. Draft, review, and process City contracts, agreements, and other legal documents.
9. Support the City Council, Human Resources, and other City departments on labor and employment matters.
10. Provide legal advice to the City Council, Planning Commission and City departments on major project applications.
11. Assist implementation of recently adopted First Source Hiring program, Urban Forest Plan ordinances, and revised gross receipts business tax if measure is approved by voters in November 2022.
12. Provide legal guidance and support regarding COVID-19-related state of emergency, local emergency, and associated impacts.
13. Support the Public Works Department on water infrastructure and sewer-related matters.
14. Provide legal advice to the Code Enforcement Division and file code enforcement actions as needed.
15. Assist with drafting the Opportunity to Purchase Act Ordinance.
16. Assist with amendments to the Lease of Real Property (Water System -- Veolia).

CITY ATTORNEY'S OFFICE
FY 2022-2023 Budget



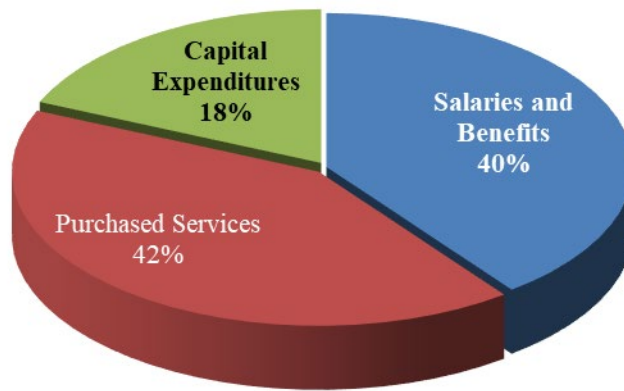
CITY CLERK'S OFFICE

FY 2022-2023 Budget

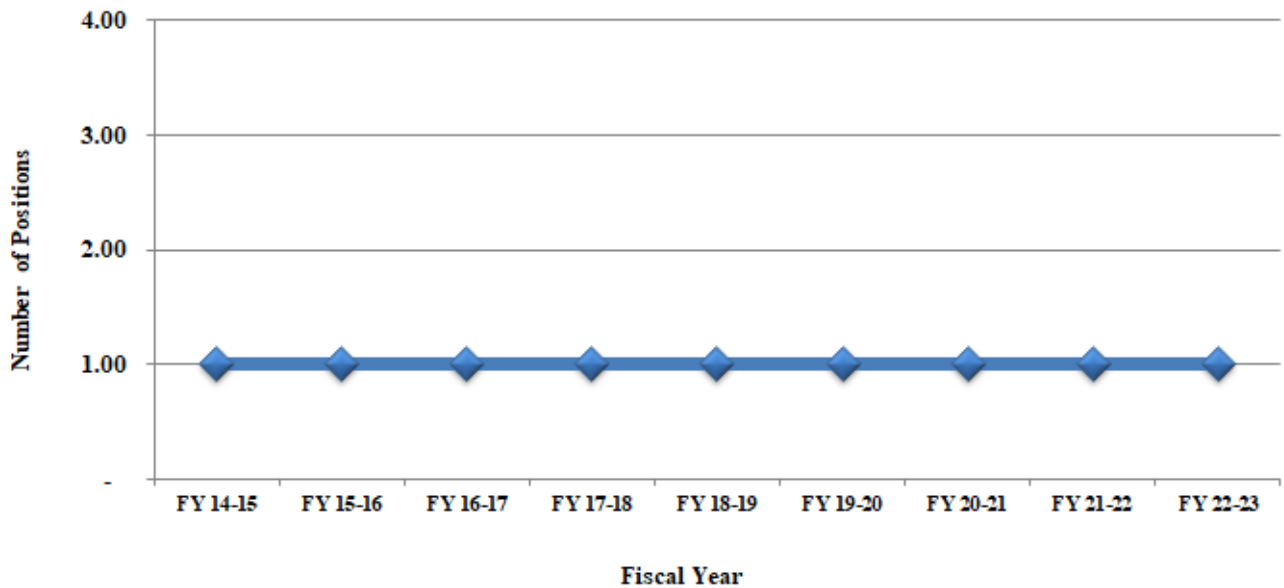
FY 2022-23

Operating	\$405,324
Positions	1

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



CITY CLERK'S OFFICE

FY 2022-2023 Budget

Department Summary

SOURCES

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
General Fund					
Charges/Fees for Services	-	-	-	-	-
Use of Resources	220,615	416,925	299,130	405,324	405,324
Special Revenue Funds	-	-	-	-	-
Capital Project Fund	-	-	-	-	-
Enterprise Funds	-	-	-	-	-
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	220,615	416,925	299,130	405,324	405,324

EXPENDITURES BY DEPARTMENT

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
City Clerk's Office	220,615	220,615	299,130	405,324	405,324
TOTAL	220,615	220,615	299,130	405,324	405,324

CHARACTER OF EXPENDITURES

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Personnel					
Salaries and Benefits	148,565	204,534	191,940	160,884	160,884
Subtotal	148,565	204,534	191,940	160,884	160,884
Supplies and Services					
Purchased Services	66,621	210,596	100,940	169,440	169,440
Supplies and Materials	4,592	1,796	3,750	-	-
Capital Expenditures	837	-	2,500	75,000	75,000
Other Expenditures	-	-	-	-	-
Subtotal	72,050	212,391	107,190	244,440	244,440
TOTAL	220,615	416,925	299,130	405,324	405,324

AUTHORIZED STRENGTH

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
City Clerk- Public Information Officer	1.00	1.00	1.00	1.00	1.00
TOTAL	1.00	1.00	1.00	1.00	1.00

CITY CLERK'S OFFICE

FY 2022-2023 Budget

MISSION STATEMENT

The City Clerk's Office is committed to providing our residents of East Palo Alto with accurate and transparent official City records and documents, dedicated to supporting the City Council and other City Departments with outstanding support, and dedicated to working with the State of California and the Federal Government to ensure compliance with applicable laws and regulations.

The City Clerk's Office functions as a sole position in Office with administrative support from the City Manager's Office.

The Clerk is responsible for facilitating the conduct of business by the City Council and fulfilling legal requirements as set forth in the City Code, federal and State laws. The City Clerk's Office administers City elections and campaign and financial disclosure laws. The City Clerk's Office maintains a record of all proceedings of the City Council; meets all requirements regarding public postings, legal advertising, recordation, and mailing of public hearing notices. The Office also processes appeals and administers the selection process for Council appointment of members to City board, commissions, and committees.

The City Clerk's Office provides administrative and travel assistance to Council, maintains the City Code, is the custodian of the City Seal, administers oaths or affirmations, and maintains the official record of City contracts and agreements. The Office also performs critical media outreach and information functions to improve communication of City information and engage the community through modern media platforms.

SIGNIFICANT CHANGES

FY 2021-2022 to FY 2022-2023 Budget:

The increase of \$106,194 (35.5%) from the Adopted FY 21-22 Budget to the Baseline FY 22-23 Budget is primarily due to elections (\$45,000) and increased purchased services for translation services (\$50,000).

There is no change from the FY 2022-23 Baseline Budget to the FY 2022-23 Adopted Budget.

Fiscal Year (FY)	Budget	\$ Change From Previous	% Change From Previous
2021-22 Adopted	\$299,130		
2022-23 Baseline	\$405,324	\$106,194	35.5%
2022-23 Adopted	\$405,324	\$0	0.0%

CITY CLERK'S OFFICE

FY 2022-2023 Budget

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Implement electronic public request tracking system	1. Completed
2. Continue update of records going back to 1983	2. Completed
3. Place more records on Laserfiche	3. Completed
4. Complete branding; and new vision, mission, and city motto	4. Completed
5. Bring in interpretation services for city meetings	5. Completed
6. Create logistics for hybrid city meetings	6. Completed

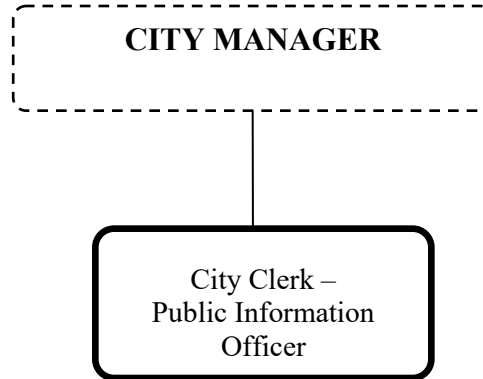
CITY CLERK'S OFFICE

FY 2022-2023 Budget

OBJECTIVES

1. Implement electronic public request tracking system.
2. Continue update of records going back to 1983.
3. Place more records on Laserfiche.
4. Implement DocuSign
5. Continue to improve social media outreach and engagement.
6. Bring in interpretation services for city meetings throughout the year.
7. Create logistics for hybrid city meetings.

CITY CLERK'S OFFICE
FY 2022-2023 Budget



Total FTE's: 1.0

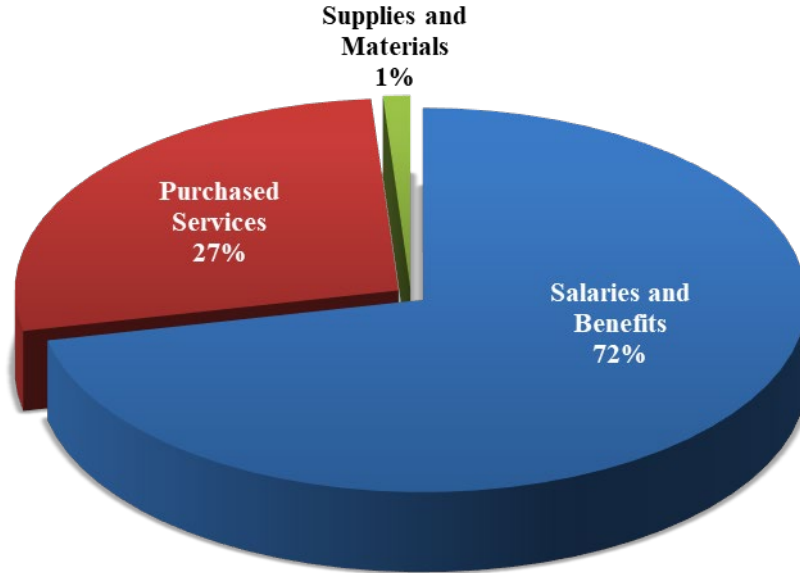
CITY MANAGER'S OFFICE

FY 2022-2023 Budget

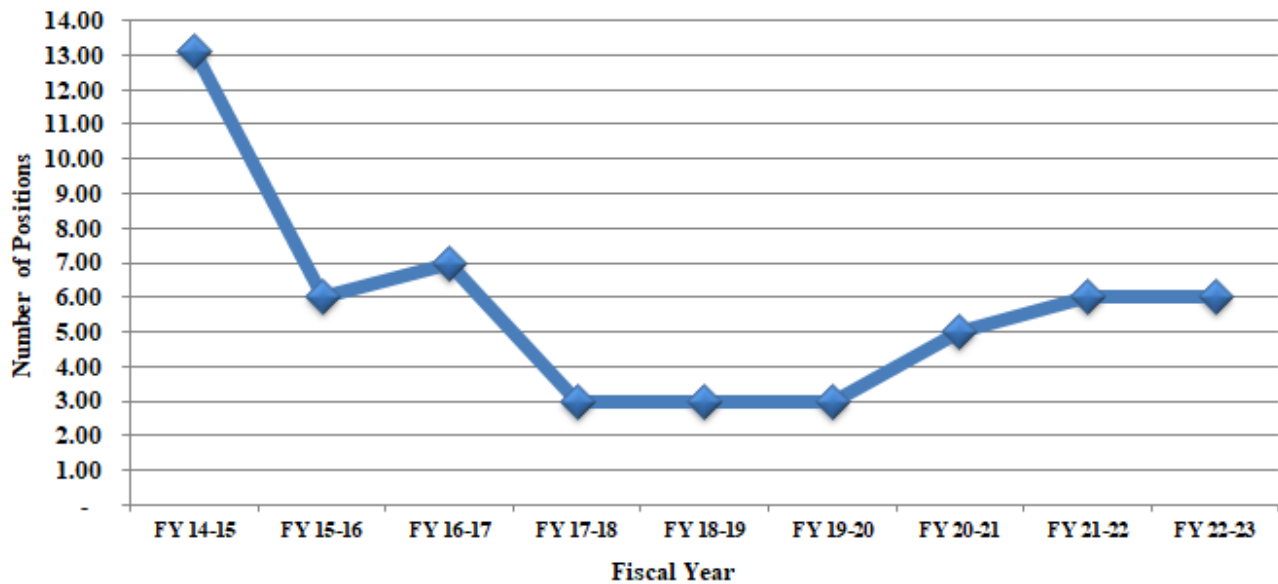
FY 2022-23

Operating \$1,759,188
Positions 6

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



CITY MANAGER'S OFFICE

FY 2022-2023 Budget

Department Summary

SOURCES

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
General Fund					
Charges/Fees for Services	-	-	-	-	-
Use of Resources	803,406	1,421,161	1,588,285	1,714,057	1,606,767
Special Revenue Funds	345	1,319	15,000	-	37,290
Capital Project Funds	6,499	66,303	71,915	70,849	70,849
Enterprise Funds	-	10,000	44,960	44,282	44,282
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	810,250	1,498,784	1,720,160	1,829,188	1,759,188

EXPENDITURES BY DEPARTMENT

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
City Manager's Office	810,250	1,045,586	1,128,205	982,616	982,616
Human Resources Division ¹	-	453,198	591,955	846,572	776,572
TOTAL	810,250	1,498,784	1,720,160	1,829,188	1,759,188

CHARACTER OF EXPENDITURES

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Personnel					
Salaries and Benefits	533,765	1,023,722	1,267,835	1,295,108	1,295,108
Subtotal	533,765	1,023,722	1,267,835	1,295,108	1,295,108
Supplies and Services					
Purchased Services	265,087	454,698	424,325	512,580	442,580
Supplies and Materials	4,949	20,365	26,500	21,500	21,500
Capital Expenditures	1,408	-	1,500	-	-
Other Expenditures	5,040	-	-	-	-
Subtotal	276,485	475,062	452,325	534,080	464,080
TOTAL	810,250	1,498,784	1,720,160	1,829,188	1,759,188

AUTHORIZED STRENGTH

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
City Manager's Office	3.00	3.00	4.00	4.00	4.00
Human Resources Division ¹	0.00	2.00	2.00	2.00	2.00
TOTAL	3.00	5.00	6.00	6.00	6.00

¹ Division transferred from Administrative Services in FY 2020-21.

CITY MANAGER'S OFFICE

FY 2022-2023 Budget

Department Summary

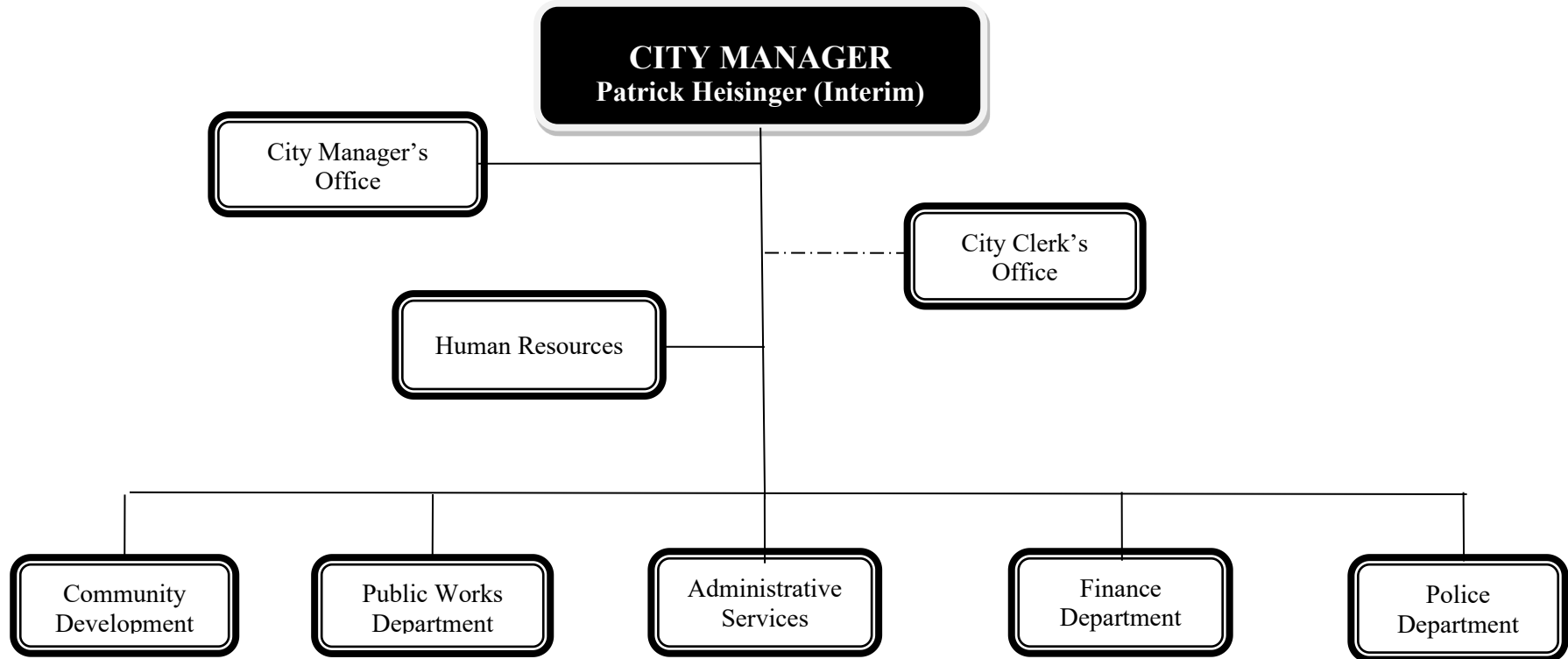
MISSION STATEMENT

The City Manager is responsible for ensuring the efficient delivery of municipal services and is accountable to the City Council for the performance of the City organization. The City Manager also develops recommendations and strategies to meet the current and future needs of the East Palo Alto community, and to implement the Strategic Priorities of the City Council. Along with the City professional staff, the City Manager provides technical and administrative support and advice to the City Council in the performance of their duties.

The City Manager's Office supports strategic collaboration among State, County, and local leaders and stakeholders, and performs managerial oversight of Council strategic priorities across all City departments. The Office also engages in direct oversight of personnel in Human Resources, City Clerk's Office, and emergency response.

CITY MANAGER'S OFFICE

FY 2022-2023 Budget



Total FTE's: 6.0

CITY MANAGER'S OFFICE

FY 2022-2023 Budget

Division Summary

SOURCES

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
General Fund					
Charges/Fees for Services	-	-	-	-	-
Use of Resources	803,406	967,963	1,011,330	867,485	867,485
Special Revenue Funds	345	1,319	-	-	-
Capital Project Funds	6,499	66,303	71,915	70,849	70,849
Enterprise Funds	-	10,000	44,960	44,282	44,282
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	810,250	1,045,586	1,128,205	982,616	982,616

EXPENDITURES BY DIVISION

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
City Manager's Office	810,250	1,045,586	1,128,205	982,616	982,616
TOTAL	810,250	1,045,586	1,128,205	982,616	982,616

CHARACTER OF EXPENDITURES

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Personnel					
Salaries and Benefits	533,765	689,741	907,190	935,101	935,101
Subtotal	533,765	689,741	907,190	935,101	935,101
Supplies and Services					
Purchased Services	265,087	346,072	215,515	42,015	42,015
Supplies and Materials	4,949	9,773	5,500	5,500	5,500
Capital Expenditures	1,408	-	-	-	-
Other Expenditures	5,040	-	-	-	-
Subtotal	276,485	355,845	221,015	47,515	47,515
TOTAL	810,250	1,045,586	1,128,205	982,616	982,616

AUTHORIZED STRENGTH

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00	1.00	1.00
Executive Assistant to City Manager	1.00	1.00	1.00	1.00	1.00
Senior Management Analyst	0.00	0.00	1.00	1.00	1.00
TOTAL	3.00	3.00	4.00	4.00	4.00

CITY MANAGER'S OFFICE

FY 2022-2023 Budget

Division Summary

SERVICE DESCRIPTION

The City Manager's Office serves as the Chief Executive Officer and performs the public administrative function for the City. The Office collaborates with Federal, State, and local stakeholders and directs and oversees implementation of Council strategic planning and priorities. The City Manager's Office performs oversight of the organization to provide 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.

The City Manager's Office is organized into the following programmatic functions: Administration and Policy Oversight, Cross-departmental Project Coordination, Human Resources, and City Clerk's Office. The Office directly oversees the Human Resources and the City Clerk's Office. Significant functional oversight includes:

1. City personnel, budget, and major cross-departmental projects and initiatives;
2. Planning and implementation of Council Strategic priorities and goals;
3. Collaborating with stakeholders regarding City functions;
4. Making recommendations to Council on a variety of issues and initiatives.

SIGNIFICANT CHANGES

FY 2021-2022 to FY 2022-2023 Budget:

The decrease of \$145,589 (-12.9%) from the Adopted FY 21-22 Budget to the Baseline FY 22-23 Budget is primarily due to the encumbrance of Citywide Consulting of \$105,000.

There is no change from the FY 2022-23 Baseline Budget to the FY 2022-23 Adopted Budget.

Fiscal Year (FY)	Budget	\$ Change From Previous FY	% Change From Previous FY
2021-22 Adopted	\$1,128,205		
2022-23 Baseline	\$982,616	(\$145,589)	-12.9%
2022-23 Adopted	\$982,616	\$0	0.0%

CITY MANAGER'S OFFICE

FY 2022-2023 Budget

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
Continue to oversee local community COVID-19 Emergency response.	<ul style="list-style-type: none">• Committed significant resources and coordinated with local partners and agencies to ensure that East Palo Alto community received an equitable response.
In coordination with Administrative Services Department, enhance City Parks.	<ul style="list-style-type: none">• Completed initial design of the Martin Luther King Jr. Park expansion• Completed initial design of the potential Magical Bridge at Bell Street Park
In coordination with the Community Development Department, improve opportunities for housing.	<ul style="list-style-type: none">• Secured additional funding for the 965 Weeks Street project• Launched the City's CalHOME ADU loan program
In coordination with the Community Development Department, increase the City's economic and workforce development.	<ul style="list-style-type: none">• Issued the City's first Measure HH Request for Proposals (RFP)• Reestablished the Career Center's Technical Advisory Committee (TAC)
In coordination with the Public Works Department, develop and implement a comprehensive Facilities Master Plan.	<ul style="list-style-type: none">• Completed

CITY MANAGER'S OFFICE

FY 2022-2023 Budget

OBJECTIVES

1. Continue to oversee local community COVID-19 Emergency response.
2. In coordination with Administrative Services Department, continue critical planning efforts to improve City parks.
3. In coordination with the Community Development Department, improve opportunities for housing.
4. In coordination with the Community Development Department, increase the City's economic and workforce development.
5. In coordination with the Public Works Department, complete and implement a comprehensive Capital Improvement Plan for water infrastructure.

CITY MANAGER'S OFFICE

FY 2022-2023 Budget

Human Resources Division

Division Summary

SOURCES

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
General Fund					
Charges/Fees for Services	-	-	-	-	-
Use of Resources	568,515	453,198	576,955	846,572	739,282
Special Revenue Funds	-	-	15,000	-	37,290
Capital Project Funds	-	-	-	-	-
Enterprise Funds	-	-	-	-	-
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	568,515	453,198	591,955	846,572	776,572

EXPENDITURES BY DIVISION

	FY 2019-20 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Human Resources Division ¹	568,515	453,198	591,955	846,572	776,572
TOTAL	568,515	453,198	591,955	846,572	776,572

CHARACTER OF EXPENDITURES

	FY 2019-20 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Personnel					
Salaries and Benefits	327,680	333,981	360,645	360,007	360,007
Subtotal	327,680	333,981	360,645	360,007	360,007
Supplies and Services					
Purchased Services	224,036	108,626	208,810	470,565	400,565
Supplies and Materials	15,414	10,591	21,000	16,000	16,000
Capital Expenditures	1,385	-	1,500	-	-
Other Expenditures	-	-	-	-	-
Subtotal	240,835	119,217	231,310	486,565	416,565
TOTAL	568,515	453,198	591,955	846,572	776,572

AUTHORIZED STRENGTH

	FY 2019-20 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Human Resources Manager	1.00	1.00	1.00	1.00	1.00
Human Resources Assistant	1.00	1.00	1.00	1.00	1.00
TOTAL	2.00	2.00	2.00	2.00	2.00

¹ Division transferred from Administrative Services in FY 2020-21.
All activity disclosed for comparison purposes.

CITY MANAGER'S OFFICE

FY 2022-2023 Budget

Human Resources Division Summary

MISSION STATEMENT

The Human Resources team provides guidance and support to City Departments, employees, officials, candidates, and the public in the areas of benefit administration, classification and compensation, labor and employee relations, recruitment and selection, organizational development and training, workers' compensation administration, risk management, and compliance.

Our objective is to attract the most diverse, competent, professional, and talented workforce as well as retain a talented and well-qualified workforce and help foster a positive working environment for employees.

The Human Resources Division (HR) currently is within the City Manager's Office with two positions: Human Resources Manager, and Human Resources Technician.

Based on the challenges that the nation has faced this year with COVID-19 pandemic, the Human Resources Division has experienced more complex issues that require additional support to address classification, compensation, and other new assignments that require more time and effort. The City will need to procure additional support from an HR firm to assist with projects that may arise in the future due to much needed capacity.

Core functions of the HR Division include:

- Recruiting, attracting new staff, and filling vacant positions with talented and well-qualified candidates;
- Providing labor negotiations to three bargaining units; meet and confer with labor representatives to cultivate and foster a positive working environment and build collaboration among all divisions;
- Reviewing and interpreting policies and procedures and provide guidance for Directors/Managers/Supervisors to resolve issues;
- Take a leadership role in the implementation of the HR Enterprise Resource Planning (ERP) software and learn the system to ensure that the HR processes are setup correctly in order to move into less manual labor and a more robust system.
- Managing and providing support and guidance to management when dealing with personnel issues, employee performance evaluations, salary step increases, grievances, exit interviews for resignations, and retirement;
- Conducting new hire orientation;
- Ensuring professional staff development and training opportunities;
- Managing and conducting open enrollment meetings to provide employees with information regarding medical, dental, life, and retirement benefits.
- Develop an intranet specifically for the employees to access Human Resources information.

CITY MANAGER'S OFFICE

FY 2022-2023 Budget

Human Resources Division Summary

The HR Division continues to experience a high volume of work with so many projects and compliance tasks. The HR Division will be holding three high level executive recruitments along with negotiating three bargaining units simultaneously. We are finding ourselves making some very difficult personnel decisions. We will be assessing the circumstances regularly so that we can make decisions that may be warranted based on the needs of the City and to continue to be fiscally responsible.

In addition, we have the responsibility to have a plan in place for providing not only updates to all the staff via emails, but also to instruct them on what to do during emergencies, including natural disasters and disease outbreaks like the one we are experiencing. The safety of all our employees is always our top priority.

We are exploring options such as implementing an online compliance training for all our workforce, implementation of compliance policies that are required in order to be able to conduct business during these challenging times. Working to protect our staff during this pandemic and providing guidelines for staff to continue working remotely if they chose to do so.

The City also continues to deal with turnover and compliance reports that are having to be completed manually. It is a critical time for the City. HR needs to be prepared and have the necessary staff to support all levels to help with development and retention of staff. We will be accessing HR's need in gaining additional support in order to sustain and continue to be effective for the City. We provide vital services to all departments and employees. The potential resources of additional staff would allow the HR Manager the ability to make time to maintain effective communication with all department executives, managers, supervisors, employees, in support of their professional development with the City and succession plan.

HR's emphasis for the Fiscal Year 2022-2023 is to continue working to achieve the City of East Palo Alto's strategic mission while ensuring City employees are engaged and motivated to help East Palo Alto residents, businesses, organizations, and visitors. This will be accomplished by identifying issues and executing corrective measures effectively.

As a result of regulatory changes and increases in demands on staffing levels across multiple departments, current staffing levels are inadequate to deal with the workload and changing regulatory demands facing our City. There are many new challenges based on the current world challenges, which have required the City to adopt new standards for Human Resources to implement.

The Human Resources team has targeted its operation initiatives to align to the City Council's Strategic Plan by initially identifying ways to continue to retain and develop training programs for our great staff. The HR Division's goal is to be a results-oriented business partner providing support to all levels of the City. Hire the best people, while offering development and training to our existing staff.

The focus this year is to offer online training as well as streamline new recognition and wellness programs to continue working in our efforts to retain our employees by creating an environment that makes our team feel like an asset to our City.

Human Resources will continue to network with other local public agencies within the County of San Mateo and NorCal and this way staying informed of state and local developments and changes in laws that may affect our City.

CITY MANAGER'S OFFICE

FY 2022-2023 Budget

Human Resources Division Summary

SIGNIFICANT CHANGES

FY 2021-2022 to FY 2022-2023 Budget:

The increase of \$254,617 (43.0%) from the Adopted FY 2021-22 Budget to the Baseline FY 2022-23 Budget is primarily due to increase for Compensation and Salary Study by \$160,000 and recruitments of Executive Positions.

The decrease of \$70,000 (-8.3%) from the Baseline FY 2022-23 Budget to the Adopted FY 2022-23 Budget is primarily due to the encumbered amount.

Fiscal Year (FY)	Budget	\$ Change From Previous FY	% Change From Previous FY
2021-22 Adopted	\$591,955		
2022-23 Baseline	\$846,572	\$254,617	43.0%
2022-23 Adopted	\$776,572	(\$70,000)	-8.3%

CITY MANAGER'S OFFICE

FY 2022-2023 Budget

Human Resources Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Comprehensive Update to HR Policies/Procedures	1. In Progress
2. Maintain Strong Staffing with Employee Recruitment/Retention Initiatives	2. On-going
3. Conduct labor negotiations with all three (3) employee bargaining units.	3. To begin in May 2022
4. Begin in-person new hire orientations as needed.	4. On-going
5. Implement a new Employee Assistance Program to promote health and wellness to City staff.	5. Completed

CITY MANAGER'S OFFICE

**FY 2022-2023 Budget
Human Resources Division**

OBJECTIVES

1. Continue to recruit new staff and fill vacant positions as needed.
2. Conduct labor negotiations with all three (3) employee bargaining units.
3. Provide leadership and implementation of all types of training to all levels of the workforce.
4. Review and update Personnel Policies and Procedures manual and meet and confer with employee bargaining units prior to City Council final approval.
5. HR will work with labor to explore savings and other strategies through negotiations or the meet and confer process.
6. Comply with all Federal and State laws and regulations in order to protect the City.

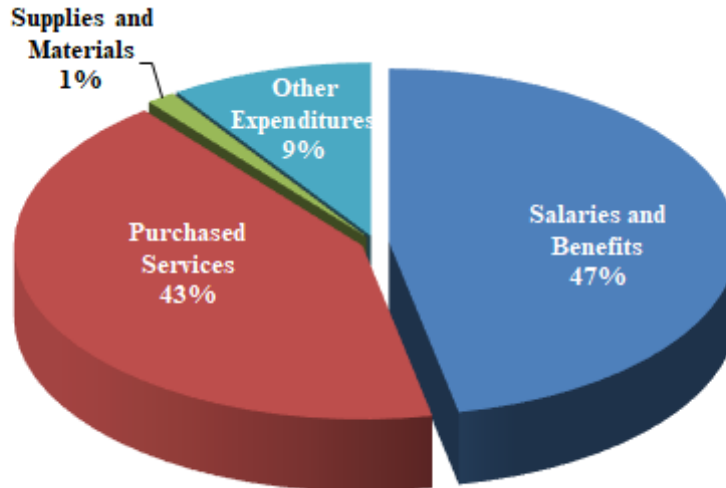
ADMINISTRATIVE SERVICES DEPARTMENT

FY 2022-2023 Budget

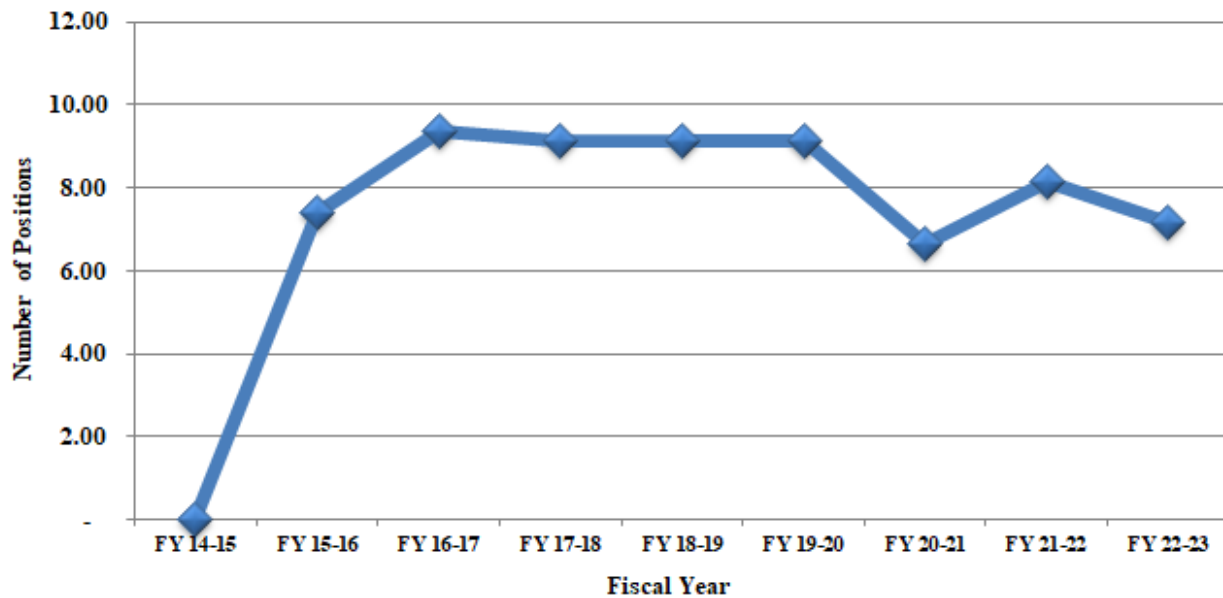
FY 2022-23

Operating \$2,189,230
Positions 7.15

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



ADMINISTRATIVE SERVICES DEPARTMENT

FY 2022-2023 Budget

Department Summary

SOURCES

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
General Fund					
Charges/Fees for Services	19,652	-	90,650	35,930	38,192
Use of Resources	1,803,292	1,368,164	1,337,335	1,743,800	1,858,414
Special Revenue Funds	493,576	167,335	664,135	251,500	292,624
Capital Project Fund	-	18,257	265,000	-	-
Enterprise Funds	-	-	-	-	-
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	2,316,520	1,553,756	2,357,120	2,031,230	2,189,230

EXPENDITURES BY DIVISION

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Administration Division	746,510	853,065	893,020	946,098	981,098
Community Services Division	1,001,495	700,691	1,464,100	1,085,132	1,208,132
Human Resources Division	568,515	-	-	-	-
TOTAL	2,316,520	1,553,756	2,357,120	2,031,230	2,189,230

CHARACTER OF EXPENDITURES

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Personnel					
Salaries and Benefits	1,025,474	762,162	923,870	866,282	1,024,282
Subtotal	1,025,474	762,162	923,870	866,282	1,024,282
Supplies and Services					
Purchased Services	768,598	668,078	940,800	884,148	929,148
Supplies and Materials	36,161	25,026	40,950	29,300	29,300
Capital Expenditures	6,083	3,113	-	-	-
Other Expenditures	480,204	95,377	451,500	251,500	206,500
Subtotal	1,291,046	791,594	1,433,250	1,164,948	1,164,948
TOTAL	2,316,520	1,553,756	2,357,120	2,031,230	2,189,230

AUTHORIZED STRENGTH

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Administrative Services Admin Division	3.00	3.00	3.00	3.00	2.00
Community Services Division	4.15	3.65	5.15	5.15	5.15
Human Resources Division ¹	2.00	-	-	-	-
TOTAL	9.15	6.65	8.15	8.15	7.15

¹ Division transferred to City Manager's Office effective FY2020-21

ADMINISTRATIVE SERVICES DEPARTMENT

FY 2022-2023 Budget

Department Summary

MISSION STATEMENT

The Administrative Services Department consists of Community Services and Information Technology. The mission of the Department is to manage community services, including parks, recreation, and senior services; information technology; and administer and implement community-based projects such as emergency response support.

The Administrative Services Department oversees a wide range of functions, among them:

Administration

- Managing the submittal, review, recommendation, and awards of TOT grants processes;
- Developing the City's emergency response preparation and readiness and coordinating emergency response exercises and training with regional first responders agencies, City staff and the Community Emergency Response Team;
- Emergency Response efforts related to Pandemic community outreach and support for testing and vaccination programs.

Community Services

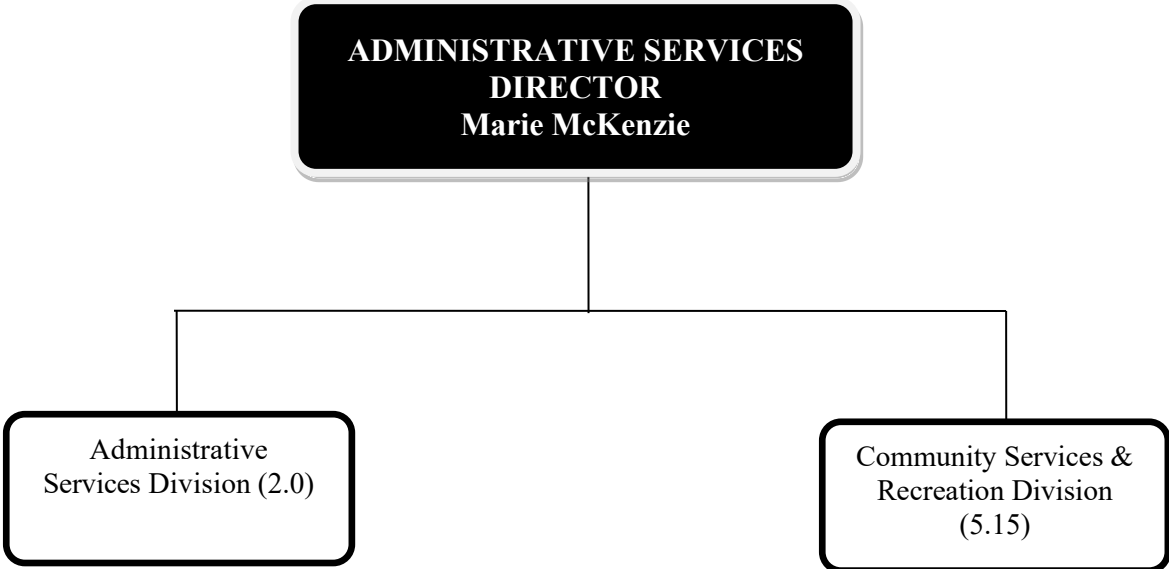
- Managing park and recreation activities in City facilities, parks and public meeting areas;
- Managing the City's Senior Nutrition & Transportation Program.

Information Technology

- Oversees all computer technology and telephone systems within City Hall and other City offices;
- Citywide printing resources and systems;
- Receives information regarding technology bids and procurement.

ADMINISTRATIVE SERVICES DEPARTMENT

FY 2022-2023 Budget



Total FTE's: 7.15

ADMINISTRATIVE SERVICES DEPARTMENT

FY 2022-2023 Budget Administration Division

Division Summary

SOURCES

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
General Fund					
Charges/Fees for Services	-	-	-	-	-
Use of Resources	746,510	853,065	720,385	946,098	939,974
Special Revenue Funds	-	-	172,635	-	41,124
Capital Project Fund	-	-	-	-	-
Enterprise Funds	-	-	-	-	-
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	746,510	853,065	893,020	946,098	981,098

EXPENDITURES BY DIVISION

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Administration Division	746,510	853,065	893,020	946,098	981,098
TOTAL	746,510	853,065	893,020	946,098	981,098

CHARACTER OF EXPENDITURES

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Personnel					
Salaries and Benefits	366,790	383,844	442,420	465,650	500,650
Subtotal	366,790	383,844	442,420	465,650	500,650
Supplies and Services					
Purchased Services	366,909	451,131	431,100	475,948	475,948
Supplies and Materials	10,170	14,977	19,500	4,500	4,500
Capital Expenditures	2,641	3,113	-	-	-
Other Expenditures	-	-	-	-	-
Subtotal	379,720	469,221	450,600	480,448	480,448
TOTAL	746,510	853,065	893,020	946,098	981,098

AUTHORIZED STRENGTH

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Administrative Services Director	1.00	1.00	1.00	1.00	1.00
Administrative Grants Coordinator	1.00	1.00	1.00	1.00	-
Office Assistant	1.00	1.00	1.00	1.00	1.00
TOTAL	3.00	3.00	3.00	3.00	2.00

ADMINISTRATIVE SERVICES DEPARTMENT

FY 2022-2023 Budget

Administration Division Summary

SERVICE DESCRIPTION

The Administration Division of the Administrative Services Department oversees a variety of services for the community and manages administrative functions of the City, including Community Services, Information Technology, and local programs related to grants and community outreach.

The Administrative Services Administration Division is organized in the following programmatic functions: Administration of the Information Technology (IT), Community Services division functions and direct administration of Council initiatives related to community services, including the COVID-19 Pandemic response and outreach efforts. The Division currently has an authorized staffing level of two positions and Redwood City IT contract services equal to a full-time Senior IT technician. The authorized staffing does not include temporary workers hired to assist with pandemic outreach and response.

SIGNIFICANT CHANGES

FY 2021-2022 to FY 2022-2023 Budget:

The increase of \$53,078 (5.9%) from the Adopted FY 21-22 Budget to the Baseline FY 22-23 Budget is primarily due to the personnel salaries and wages.

The increase of \$35,000 (3.7%) from the Baseline FY 22-23 Budget to the Adopted FY 22-23 Budget is primarily due to the salary of additional pandemic worker.

Fiscal Year (FY)	Budget	\$ Change From Previous FY	% Change From Previous FY
2021-22 Adopted	\$893,020		
2022-23 Baseline	\$946,098	\$53,078	5.9%
2022-23 Adopted	\$981,098	\$35,000	3.7%

ADMINISTRATIVE SERVICES DEPARTMENT

FY 2022-2023 Budget

Community Services & Recreation Division

Division Summary

SOURCES	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
General Fund					
Charges/Fees for Services	19,652	-	90,650	35,930	38,192
Use of Resources	488,267	515,099	616,950	797,702	918,440
Special Revenue Funds	493,576	167,335	491,500	251,500	251,500
Capital Project Fund	-	18,257	265,000	-	-
Enterprise Funds	-	-	-	-	-
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	1,001,495	700,691	1,464,100	1,085,132	1,208,132

EXPENDITURES BY DIVISION	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Community Programs	732,039	412,354	1,130,410	772,006	895,006
Senior Programs	269,456	288,337	333,690	313,126	313,126
TOTAL	1,001,495	700,691	1,464,100	1,085,132	1,208,132

CHARACTER OF EXPENDITURES	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Personnel					
Salaries and Benefits	331,004	378,318	481,450	400,632	523,632
Subtotal	331,004	378,318	481,450	400,632	523,632
Supplies and Services					
Purchased Services	177,653	216,947	509,700	408,200	453,200
Supplies and Materials	10,577	10,049	21,450	24,800	24,800
Capital Expenditures	2,057	-	-	-	-
Other Expenditures	480,204	95,377	451,500	251,500	206,500
Subtotal	670,491	322,373	982,650	684,500	684,500
TOTAL	1,001,495	700,691	1,464,100	1,085,132	1,208,132

AUTHORIZED STRENGTH	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Community Services Manager	1.00	1.00	1.00	1.00	1.00
Recreation Coordinator	-	-	1.00	1.00	1.00
Recreation Leader II (3 PT)	0.90	0.90	0.90	0.90	0.90
Van Drivers (2 PT) ¹	1.00	0.50	1.00	1.00	1.00
Nutrition Site Supervisor (PT)	0.75	0.75	0.75	0.75	0.75
Kitchen Aide (PT)	0.50	0.50	0.50	0.50	0.50
TOTAL	4.15	3.65	5.15	5.15	5.15

¹ Temporary 0.5 position freeze in FY 2020-21

ADMINISTRATIVE SERVICES DEPARTMENT

FY 2022-2023 Budget

Community Services and Recreation Division Summary

SERVICE DESCRIPTION

Community Services is responsible for an array of services and facilities for residents and visitors to our City. Responsibilities include senior services, facility and park reservations, family and children programming, city-sponsored events, sports, leisure and a fine arts complex.

The focus is on providing efficient, responsive and innovative community-based services that promotes a healthy and safe neighborhood that meets the communities' diverse cultural, recreation, and information needs.

Under the direction of the Administrative Services Director, the Division is staffed with 5.15 authorized positions equating to a total staff of eight (8):

- 1 Community Services Manager
- 1 Recreation Programs Coordinator
- 1 Nutrition Site Supervisor
- 1 Kitchen Aide
- 2 Van Drivers
- 3 Recreation Leaders

The Community Services and Recreation Division activities rely heavily on interdepartmental, inter-jurisdictional, and community partnerships to deliver services that enhance the quality of life for East Palo Alto residents with a focused effort on increasing community engagement. The Community Services Division provides staffing support to the Senior Advisory Board, including efforts to fill vacancies with committed residents that represent the myriad of skill/talent, community senior interests, and cultural diversity of the community. The Community Services and Recreation Division also provides recreation and education programming for residents every summer.

SIGNIFICANT CHANGES

FY 2021-2022 to FY 2022-2023 Budget:

The decrease of \$378,968 (-25.9%) from the Adopted FY 21-22 Budget to the Baseline FY 22-23 Budget is primarily due to the Consulting of Parks Services and Open Space study that has already completed and excluded from FY 2022-23 Budget.

The increase of \$123,000 (11.3%) from the Baseline FY 22-23 Budget to the Adopted FY 22-23 Budget is due to the Recreation Coordinator salary and additional Aids.

Fiscal Year (FY)	Budget	\$ Change From Previous FY	% Change From Previous FY
2021-22 Adopted	\$1,464,100		
2022-23 Baseline	\$1,085,132	(\$378,968)	-25.9%
2022-23 Adopted	\$1,208,132	\$123,000	11.3%

ADMINISTRATIVE SERVICES DEPARTMENT

FY 2022-2023 Budget

Community Services and Recreation Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Cultural Arts, Events and Entertainment:	
<ul style="list-style-type: none">Promote, support, and provide City-Sponsored events (Cinco de Mayo, Juneteenth, Children's Day, and Tree Lighting Ceremony), cultural services, special events, and educational opportunities for the community.	Completed.
<ul style="list-style-type: none">Support local artists and arts organizations through promotion and events.	In-Process
<ul style="list-style-type: none">Implementation of Utility Box arts project.	In-Process
2. Lifelong Learning:	
<ul style="list-style-type: none">Provide ongoing opportunities for the community to learn new skills, explore opportunities, and pursue knowledge for personal and/or professional development.	In Process
<ul style="list-style-type: none">Enhance Literacy and STEM access and services.	Accomplished
3. Recreation:	
<ul style="list-style-type: none">Implement third (3rd) year of summer recreation programs and services.	Accomplished
<ul style="list-style-type: none">Increase the amount of youth participating in recreation programs that promote healthy habits, by 15%.	Accomplished
<ul style="list-style-type: none">Increase emotional and social support for seniors by implementing intergenerational programs between youth and senior populations.	Accomplished
4. Community Outreach and Engagement:	
<ul style="list-style-type: none">Promote programs, events, and services through intentional and strategic communications and marketing and provide opportunities for residents to engage and volunteer in city offered programs.	Accomplished

ADMINISTRATIVE SERVICES DEPARTMENT

FY 2022-2023 Budget

Community Services and Recreation Division

ACCOMPLISHMENTS

- Increase Library/City community engagement and collaboration to exceed over 3000 residents with more Digital Literacy classes, Farmers' Markets, and school visits. In Process
- Host community Resource Fair and/or Flea Market at City Room at the Y or Bell Street Park In Process
- Increase social media posts and events to promote Community Services and Recreation programs and special events. Accomplished

5. Senior Services:

- Assist all seniors in East Palo Alto with help to get access to COVID-19 test and vaccinations. Accomplished
- Increase senior programs and services. Accomplished
- Mobilize Senior Advisory Committee to assist seniors with their needs and any other assistance they might require. Accomplished
- Hold joint meetings with Senior Center Inc. and the Senior Advisory Committee to begin working together. Accomplished

6. Miscellaneous Work:

- Begin comprehensive Parks Master Plan. Accomplished
- Begin Martin Luther King Jr. Park Master Plan. Accomplished

ADMINISTRATIVE SERVICES DEPARTMENT

FY 2022-2023 Budget

Community Services and Recreation Division

OBJECTIVES

Cultural Arts, Events and Entertainment:

- Promote, support, and provide City-Sponsored events (Cinco de Mayo, Juneteenth, Children's Day, and Tree Lighting Ceremony), cultural services, special events, and educational opportunities for the community.
- Support local artists and arts organizations through promotion and events.
- Implementation of Utility Box arts project.

Lifelong Learning:

- Provide ongoing opportunities for the community to learn new skills, explore opportunities, and pursue knowledge for personal and/or professional development.
- Enhance Literacy and STEM access and services.

Recreation:

- Implement fourth (4th) year of summer recreation programs and services.
- Increase the amount of youth participating in recreation programs that promote healthy habits, by 15%.
- Increase emotional and social support for seniors by implementing intergenerational programs between youth and senior populations.
- Increase recreation space through partnerships and field rentals.

Community Outreach and Engagement:

- Promote programs, events, and services through intentional and strategic communications and marketing and provide opportunities for residents to engage and volunteer in city offered programs.
- Increase Library/City community engagement and collaboration to exceed over 3000 residents with more Digital Literacy classes, Farmers' Markets, and school visits.
- Host community Resource Fair and/or Flea Market at City Room at the Y or Bell Street Park.
- Increase social media posts and events to promote Community Services and Recreation programs and special events.

Senior Services:

- Assist all seniors in East Palo Alto with help to get access to COVID-19 test and vaccinations.
- Increase senior programs and services.
- Mobilize Senior Advisory Committee to assist seniors with their needs and any other assistance they might require.

Youth Leadership Development:

- Provide opportunities for youth ages 12 - 25 to develop leadership and life skills, job preparation, and college readiness through interactive programming.
- Create Youth Commission

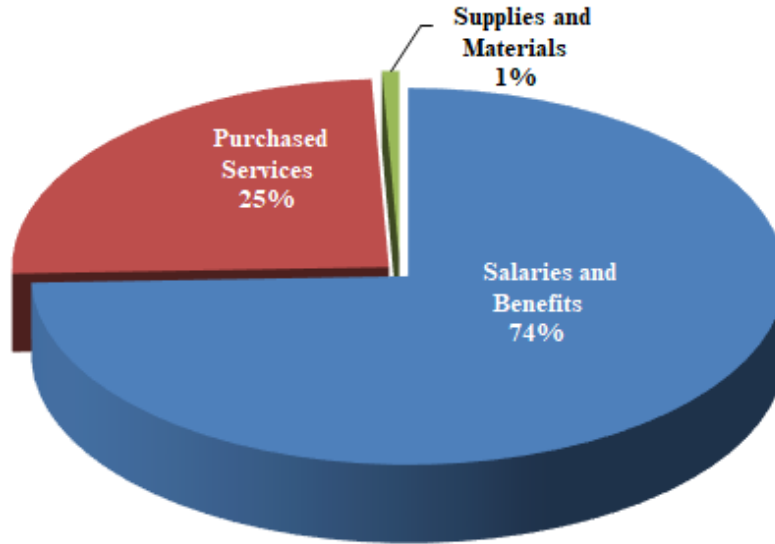
FINANCE DEPARTMENT

FY 2022-2023 Budget

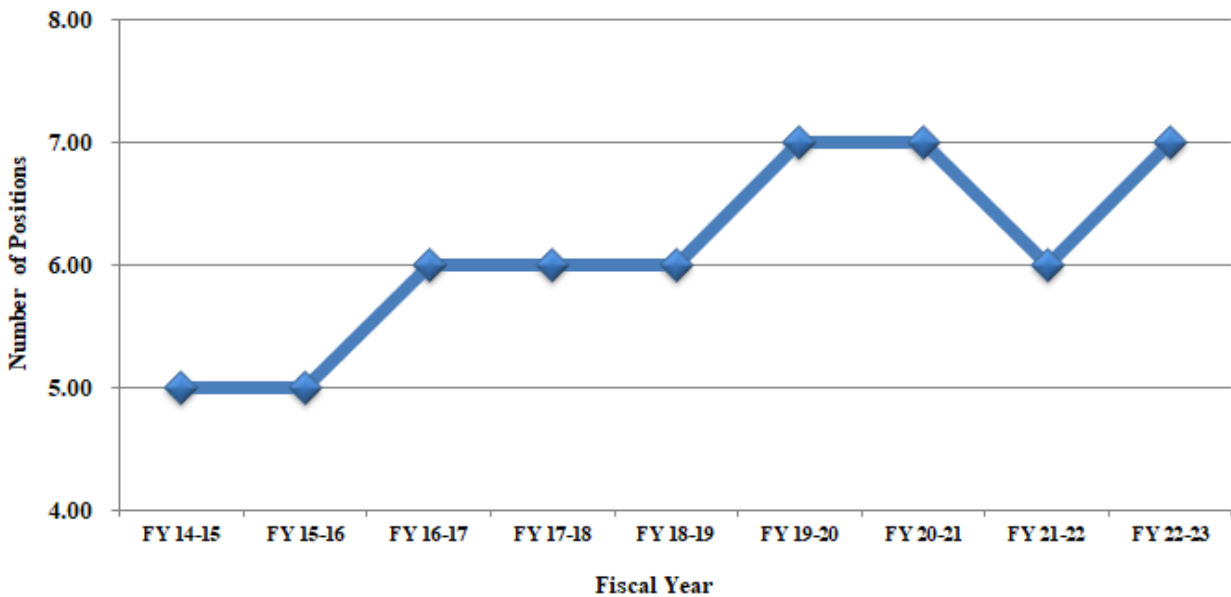
FY 2022-23

Operating \$1,355,466
Positions 7

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



FINANCE DEPARTMENT

FY 2022-2023 Budget

Department Summary

SOURCES

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
General Fund					
Charges/Fees for Services	58,195	55,618	15,000	58,990	53,810
Use of Resources	1,181,379	1,234,827	1,323,035	1,312,781	1,197,561
Special Revenue Funds	4,372	10,665	7,840	7,840	59,870
Capital Project Fund	-	-	-	-	-
Enterprise Funds	37,261	36,197	21,000	21,000	21,000
Successor Agency Trust Fund	12,342	13,655	21,205	23,225	23,225
TOTAL	1,293,550	1,350,962	1,388,080	1,423,836	1,355,466

EXPENDITURES BY DEPARTMENT

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Finance Department	1,293,550	1,350,962	1,388,080	1,423,836	1,355,466
TOTAL	1,293,550	1,350,962	1,388,080	1,423,836	1,355,466

CHARACTER OF EXPENDITURES

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Personnel					
Salaries and Benefits	984,269	1,097,224	1,027,655	1,005,527	1,009,157
Subtotal	984,269	1,097,224	1,027,655	1,005,527	1,009,157
Supplies and Services					
Purchased Services	292,700	234,036	350,425	408,309	336,309
Supplies and Materials	8,244	19,702	10,000	10,000	10,000
Capital Expenditures	8,337	-	-	-	-
Other Expenditures	-	-	-	-	-
Subtotal	309,281	253,738	360,425	418,309	346,309
TOTAL	1,293,550	1,350,962	1,388,080	1,423,836	1,355,466

AUTHORIZED STRENGTH

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Finance Director	1.00	1.00	1.00	1.00	1.00
Financial Services Manager	1.00	1.00	1.00	1.00	1.00
Senior Management Analyst	1.00	1.00	1.00	1.00	1.00
Accountant I/II	1.00	1.00	1.00	1.00	1.00
Account Technician I/II	2.00	2.00	2.00	2.00	2.00
Sr Finance Project Manager- LTD	1.00	1.00	-	-	-
Grant Coordrinator	-	-	-	-	1.00
TOTAL	7.00	7.00	6.00	6.00	7.00

FINANCE DEPARTMENT

FY 2022-2023 Budget

Department Summary

MISSION STATEMENT

Maintain the financial integrity of the City by providing fiscal management and oversight, including safeguarding assets. 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, and enhance the City's financial reporting systems, controls, and disbursements.

Finance Department functions include administration, financial reporting, risk management, tax administration, budgeting, forecasting, cash management and treasury, and capital financing and debt management. The department has an authorized staffing level of seven positions, including: Finance Director, Financial Services Manager, Senior Management Analyst, Accountant I/II, two Account Technicians I/II, and Grants Coordinator.

Current goals related to the Council Strategic Priorities for Finance Department include: (1) addressing structural deficit through fiscal resiliency measures, (2). The Department completed several milestones related to addressing structural deficit through fiscal resiliency measures including an adoption of General Fund reserve policy and commitment of \$3 million for CalPERS prefunding.

Major areas of on-going emphases are: (a) implementing Enterprise Resource Planning (ERP) system, (b) developing 10-year financial projections, (c) analyzing funding strategies for & community perspectives on public infrastructure improvements, and (d) assisting Human Resource on improving staff morale, retention, recruitment & succession planning.

SIGNIFICANT CHANGES

FY 2021-2022 to FY 2022-2023 Budget:

The increase of \$35,756 (2.6%) from the Adopted FY 21-22 Budget to the Baseline FY 22-23 Budget is primarily due to increases in the personnel costs by COLA and merit increases and the outsourcing services related to business license renewal, application and compliance processes.

The decrease of \$68,370 (-4.8%) from the Baseline FY 22-23 Budget to the Adopted FY 22-23 Budget is primarily related to a decrease in ERP implementation and hosting service because such expenditures have been encumbered and will be carried forward to FY 22-23 budget.

Fiscal Year (FY)	Budget	\$ Change from Previous FY	% Change from Previous FY
2021-22 Adopted	\$1,388,080		
2022-23 Baseline	\$1,423,836	\$35,756	2.6%
2022-23 Adopted	\$1,355,466	(\$68,370)	-4.8%

FINANCE DEPARTMENT

FY 2022-2023 Budget

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Support COVID-19 emergency funding requirements, logistics and cost recovery efforts.	1. Conducting compliance requirements for FEMA, County Covid funding and ARPA fund. Related reimbursement requests have been filed with the awarding agencies.
2. Prepare Quarterly Emergency Report to Council regarding emergency authority, sources, expenditures, and activities.	2. Objective met and on-going.
3. Select Enterprise Resource Planning (ERP) software vendor and negotiate contract	3. Selected and contracted with Caselle for the new ERP vendor.
4. Hire ERP implementation project management oversight for major general ledger and human resource modules, prepare and plan implementation, begin implementation by January 2022.	4. The first ERP implementation meeting was held, and the project was kicked off in January 2022 and on-going.
5. Conduct oversight of grant management procedural and control improvements, including implementation of recommendations to properly staff and fund grant control and oversight activities by October 2021.	5. Objective met and on-going.
6. Issue Request for Proposals to consider third-party administrator for on-line business license tax renewal, application, and compliance processes supported by credit card capability, and prepare improved procedural rules by October 2021.	6. RFP was issued in February 2022 and a vendor is to be selected by end of May 2022.
7. Issue Request for Proposals for outside, professional audit services by December 2021.	7. Objective was postponed due to COVID pandemic and scheduled by December 2022
8. Complete a Long-term General Fund Forecast and present to Council to inform the 2022 Strategic Planning Process by January 2022.	8. Preliminary 5-year forecast was developed by Finance. However, Staff intends to partner with a consultant to complete a comprehensive 10-year budget forecast during FY 2022-2023
9. Complete FY 2021-22 Comprehensive Annual Financial Report and submit application to Government Finance Officers Association (GFOA) by December 2021.	9. Annual Comprehensive Annual Financial Report (ACFR) was issued and submitted to GFOA on December 16, 2021.

FINANCE DEPARTMENT

FY 2022-2023 Budget

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
10. Adopt final Council Reserve Policy.	10. General Fund reserve policy was adopted by the Council in September 2021.
11. CalPERS Unfunded Liability options for pre-funding liabilities and reducing overall costs and risks.	11. The Council committed \$3 million for CalPERS prefunding and a prefunding option will be determined in FY 2022-23.
12. Support Public Works Infrastructure and District Studies to reduce General Fund support of NPDES and Storm Drain District activities.	12. Project deferred due to COVID. Planned objective for FY 2021-22.
13. Perform economics-based long-term General Fund forecast.	13. Preliminary 5-year forecast was developed by Finance. However, Staff intends to partner with a consultant to complete a comprehensive 10-year budget forecast during FY 2022-2023.
14. Adopt California Uniform Public Construction Cost Accounting Act procedures, update City Purchase Ordinance, and update comprehensive purchasing policies and procedures.	14. Postponed due to COVID Pandemic
15. Financial Planning for Disaster Planning and Recovery.	15. Postponed due to COVID Pandemic.
16. Engage risk management expert to: amend City lease agreements; ensure City facilities and contents are adequately insured, confirm City asset-type coverage, and consider additional coverages.	16. Negotiations in process.
17. Properly transition oversight of the following to City Manager's Office Senior Management Analyst: <ul style="list-style-type: none">a. Emergency Operations internal communications, budgets, logistics;b. Remote Contract Management;c. Utility-systems oversight of cross-departmental operational issues, rates, and studies.	17. Completed and on-going efforts to be made

FINANCE DEPARTMENT

FY 2022-23 Budget

OBJECTIVES

1. Implement Enterprise Resource Planning (ERP) software by September 2022.
2. Complete a Long-term General Fund Forecast and present to Council by January 2023.
3. Continue supporting COVID 19 emergency response; maximize and support cost recovery efforts. Inform Council regarding Federal Treasury Regulations for use of American Rescue Act Funds (ARPA).
4. Conduct oversight of grant management procedural and control improvements, including implementation of recommendations to properly staff and fund grant control and oversight activities.
5. Select a third-party administrator for on-line business license tax renewal, application, and compliance processes supported by credit card capability, and implement the new processes by September 2022.
6. Issue Request for Proposals for outside, professional audit services by December 2022.
7. Complete FY 2021-22 Comprehensive Annual Financial Report and submit application to Government Finance Officers Association (GFOA) by December 2022.
8. Select a CalPERS Unfunded Liability option for pre-funding liabilities and reducing overall costs and risks.
9. Support Public Works Infrastructure and District Studies to reduce General Fund support of NPDES and Storm Drain District activities.
10. Adopt California Uniform Public Construction Cost Accounting Act procedures, update City Purchase Ordinance, and update comprehensive purchasing policies and procedures.
11. Analyze funding strategies for & community perspectives on public infrastructure improvements
12. Assist Human Resource on improving staff morale, retention, recruitment & succession planning

FINANCE DEPARTMENT

FY 2022-2023 Budget

FINANCE DIRECTOR

Tomohito Oku

Financial Services Manager

Senior Management Analyst

Accountant I/II (UF)

Account Technician I/II (2)

Grant Coordinator

Total FTE's: 7.0

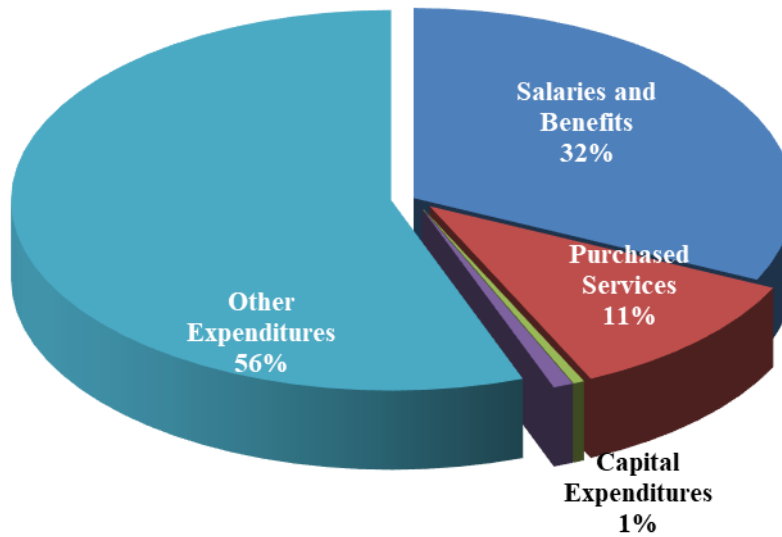
COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2022-2023 Budget

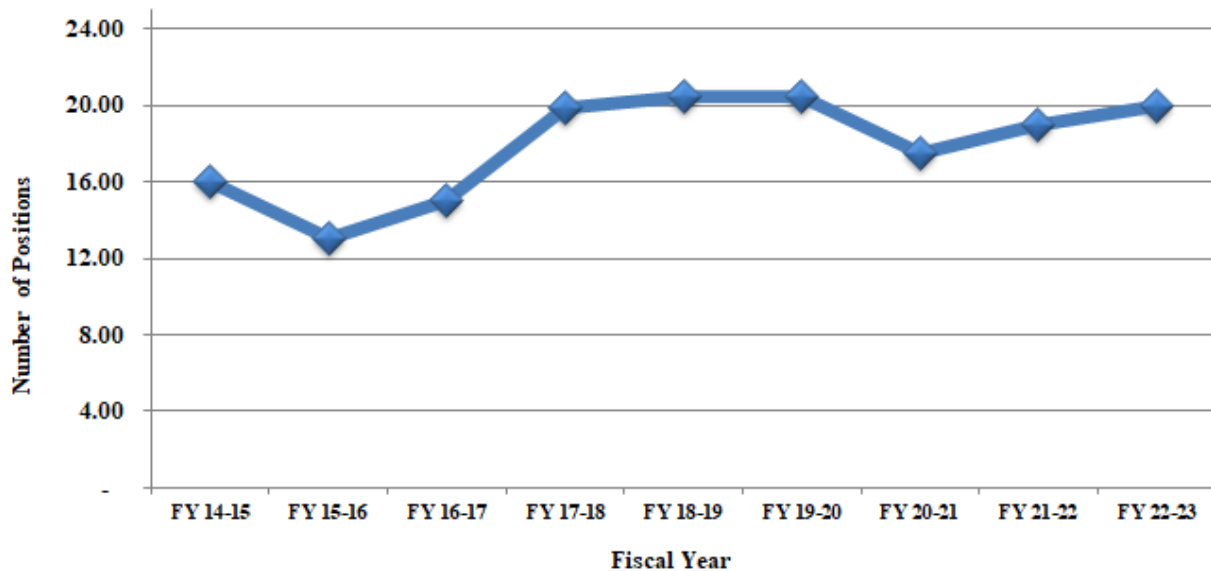
FY 2022-23

Operating \$9,482,631
Positions 20

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2022-2023 Budget

Department Summary

SOURCES	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
General Fund					
Charges/Fees for Services	2,301,133	2,301,133	3,740,000	101,762	106,226
Use of Resources	1,452,939	2,017,923	1,569,550	2,914,034	3,013,170
Special Revenue Funds	854,088	1,165,183	3,433,800	6,363,235	6,363,235
Capital Project Funds	61,059	24,084	-	-	-
Enterprise Funds	59,681	-	-	-	-
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	4,728,900	5,508,322	8,743,350	9,379,031	9,482,631

EXPENDITURES BY DIVISION	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Administration Division	926,110	1,017,882	687,230	682,074	682,074
Building Services Division	1,266,900	917,201	1,839,460	1,287,113	1,287,113
Housing & Econ Development	878,830	1,389,111	3,434,900	6,335,909	6,335,909
Planning Division	1,657,060	2,184,127	2,781,760	1,073,935	1,177,535
TOTAL	4,728,900	5,508,322	8,743,350	9,379,031	9,482,631

CHARACTER OF EXPENDITURES	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Personnel					
Salaries and Benefits	2,168,281	2,084,660	2,895,440	2,936,111	3,039,711
Subtotal	2,168,281	2,084,660	2,895,440	2,936,111	3,039,711
Supplies and Services					
Purchased Services	2,502,408	3,391,749	4,030,710	1,042,070	1,042,070
Supplies and Materials	34,298	29,513	39,200	44,850	44,850
Capital Expenditures	19,252	2,403	18,000	81,000	81,000
Other Expenditures	4,661	-	1,760,000	5,275,000	5,275,000
Subtotal	2,560,620	3,423,664	5,847,910	6,442,920	6,442,920
TOTAL	4,728,900	5,508,323	8,743,350	9,379,031	9,482,631

AUTHORIZED STRENGTH	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Administration Division	6.45	3.50	4.00	4.00	4.00
Building Services Division	7.00	7.00	7.00	7.00	7.00
Housing & Econ Development	3.00	3.00	4.00	4.00	4.00
Planning Division	4.00	4.00	4.00	5.00	5.00
TOTAL	20.45	17.50	19.00	20.00	20.00

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2022-2023 Budget

Department Summary

MISSION STATEMENT

The Community & Economic Development Department seeks to make East Palo Alto a wonderful place to live, work, and play. The Department accomplishes this through effective current and long-range municipal planning, housing management, ensuring code compliance, and managing business attraction, development, and retention opportunities in East Palo Alto.

The Community and Economic Development Department consists of four divisions: Administration, Building, Planning, and Housing/Economic Development. The Department is responsible for a wide range of functions including:

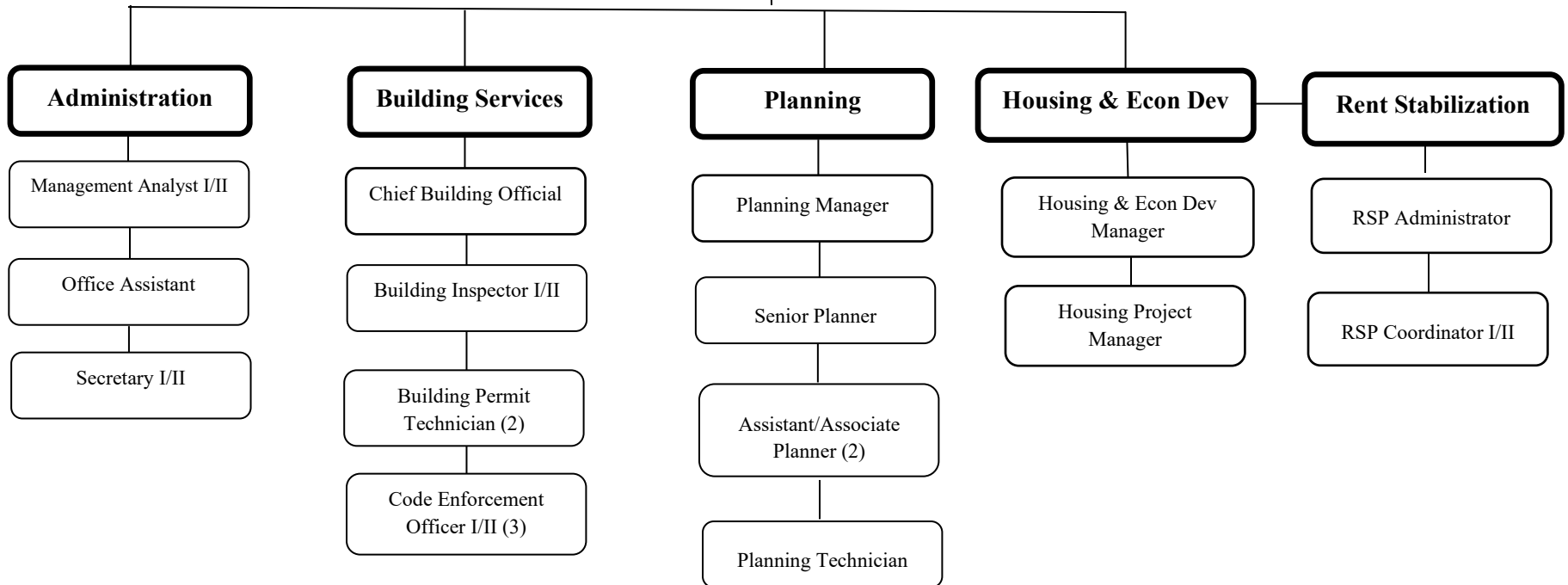
- Coordinating and managing the City's development related functions (i.e. long range planning, development review, entitlement and permit processing, inspection services, housing and code compliance/enforcement);
- Coordinating business development and retention efforts through both capital projects and direct economic development efforts;
- Serving as the City's Floodplain Coordinator by managing the National Flood Insurance Program (NFIP) and Community Rating System (CRS);
- Providing staff support to the Planning Commission;
- Monitoring and collaborating with regional organizations (i.e. City/County Association of Governments (C/CAG), Metropolitan Transportation Committee (MTC), the South Bayside Waste Management Authority and the San Francisquito Creek Joint Powers Authority).

COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

FY 2022-2023 Budget

ASSISTANT CITY
MANAGER

COMMUNITY & ECONOMIC
DEVELOPMENT DIRECTOR
Amy Chen



Total FTE's: 20.0

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2022-2023 Budget

Administration Division

Division Summary

SOURCES

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
General Fund					
Charges/Fees for Services	-	-	-	-	-
Use of Resources	775,293	891,241	639,950	629,770	629,770
Special Revenue Funds	73,351	107,712	47,280	52,304	52,304
Capital Project Funds	17,785	18,929	-	-	-
Enterprise Funds	59,681	-	-	-	-
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	926,110	1,017,882	687,230	682,074	682,074

EXPENDITURES BY DIVISION

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Administration Division	625,496	1,017,882	687,230	682,074	682,074
Environmental Programs ¹	300,614	-	-	-	-
TOTAL	926,110	1,017,882	687,230	682,074	682,074

CHARACTER OF EXPENDITURES

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Personnel					
Salaries and Benefits	710,704	524,370	587,530	621,374	621,374
Subtotal	710,704	524,370	587,530	621,374	621,374
Supplies and Services					
Purchased Services	193,395	483,494	87,200	48,200	48,200
Supplies and Materials	14,591	8,273	12,500	12,500	12,500
Capital Expenditures	2,759	1,745	-	-	-
Other Expenditures	4,661	-	-	-	-
Subtotal	215,406	493,512	99,700	60,700	60,700
TOTAL	926,110	1,017,882	687,230	682,074	682,074

AUTHORIZED STRENGTH

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Community & Econ Development Director	1.00	1.00	1.00	1.00	1.00
Management Analyst II ¹	2.00	0.50	1.00	1.00	1.00
Secretary II	1.00	1.00	1.00	1.00	1.00
Office Assistant	1.00	1.00	1.00	1.00	1.00
Environmental Services Aide ¹	1.45	-	-	-	-
TOTAL	6.45	3.50	4.00	4.00	4.00

¹ Net Positions Transferred to/from Public Works

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2022-2023 Budget

Administration Division Summary

SERVICE DESCRIPTION

The Community and Economic Development Department provides a wide array of services to the community. The Department provides planning and development related services to property owners and businesses. The 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.

The Administration of the Community and Economic Development Department is led by the Community and Economic Development Director with the assistance of one Management Analyst II and two (2) administrative support staff. The Administration Division manages the activities of and sets policy for the Department, manages budgets, coordinates grant partnerships and contract administration, and oversees other administrative processes. Additionally, the Administration Division of Community and Economic Development works collaboratively with Public Works to support engineering and capital projects, parks, streets and facilities maintenance, long-range planning and development services and environmental programs.

SIGNIFICANT CHANGES

FY 2021-2022 to FY 2022-2023 Budget:

The decrease of \$5,156 (-0.8%) from the Adopted FY 2021-22 Budget to the Baseline FY 2022-23 Budget is primarily due to the decrease of professional services.

There is no change from the FY 2022-23 Baseline Budget to the FY 2022-23 Adopted Budget.

Fiscal Year (FY)	Budget	\$ Change From Previous	% Change From Previous FY
2021-22 Adopted	\$687,230		
2022-23 Baseline	\$682,074	(\$5,156)	-0.8%
2022-23 Adopted	\$682,074	\$0	0.0%

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2022-2023 Budget

Building Services Division

Division Summary

SOURCES

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
General Fund					
Charges/Fees for Services	891,823	891,823	1,255,000	55,475	55,475
Use of Resources	375,077	25,378	584,460	1,231,638	1,231,638
Special Revenue Funds	-	-	-	-	-
Capital Project Funds	-	-	-	-	-
Enterprise Funds	-	-	-	-	-
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	1,266,900	917,201	1,839,460	1,287,113	1,287,113

EXPENDITURES BY DIVISION

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Building Services Division	1,266,900	917,201	1,839,460	1,287,113	1,287,113
TOTAL	1,266,900	917,201	1,839,460	1,287,113	1,287,113

CHARACTER OF EXPENDITURES

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Personnel					
Salaries and Benefits	603,780	574,259	965,360	971,013	971,013
Subtotal	603,780	574,259	965,360	971,013	971,013
Supplies and Services					
Purchased Services	643,421	335,579	853,600	228,300	228,300
Supplies and Materials	8,959	6,706	13,500	17,800	17,800
Capital Expenditures	10,740	657	7,000	70,000	70,000
Other Expenditures	-	-	-	-	-
Subtotal	663,120	342,942	874,100	316,100	316,100
TOTAL	1,266,900	917,201	1,839,460	1,287,113	1,287,113

AUTHORIZED STRENGTH

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Chief Building Official	1.00	1.00	1.00	1.00	1.00
Building Inspector I	1.00	1.00	1.00	1.00	1.00
Building Permit Technician	2.00	2.00	2.00	2.00	2.00
Code Enforcement Officer II	3.00	3.00	3.00	3.00	3.00
TOTAL	7.00	7.00	7.00	7.00	7.00

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2022-2023 Budget

Building Services Division Summary

SERVICE DESCRIPTION

The Building Division ensures that existing and new/proposed development complies with the California Building Standards Code, Title 24, including California Code of Regulations Titles 8 and 19 as mandated by the State of California. The Division provides customer assistance to residents, property owners, contractors, developers, design professionals and businesses via the City's Permit Center. Services include plan review, permit issuance and assistance, building inspections, and enforcement of state and local regulatory laws.

Building Services Division responsibilities include project plan review, inspections, permit activities coordination, evaluation, implementation of codes and policies, and construction-related code enforcement for existing and new buildings and properties of all construction types and occupancies. The goal of the Division is to enforce minimum life safety standards for the built environment, which enhances the quality of life for residents and business.

Enhancement and constant improvement of building services and streamlining of the permitting and inspection processes are a major component of the City's economic and business development effort. The Division is managed by the Chief Building Official and is staffed with three Code Enforcement Officers, two Permit Technicians and one Building Inspector I.

Additionally, the Building Services Division continues to add to customer service and operational efficiencies by developing and distributing educational handouts, policies, procedures and written interpretations that address enforcement. These resources are also made available online to aid our customers in their efforts related to new construction, additions, alterations, maintenance and repair of properties and structures in the City of East Palo Alto.

SIGNIFICANT CHANGES

FY 2021-2022 to FY 2022-2023 Budget:

The decrease of \$552,347 (-30.0%) from the Adopted FY 2021-22 Budget to the Baseline FY 2022-23 Budget is primarily due to the elimination of Pass-through expenditures.

There is no change from the FY 2022-23 Baseline Budget to the FY 2022-23 Adopted Budget.

Fiscal Year (FY)	Budget	\$ Change From Previous FY	% Change From Previous FY
2021-22 Adopted	\$1,839,460		
2022-23 Baseline	\$1,287,113	(\$552,347)	-30.0%
2022-23 Adopted	\$1,287,113	\$0	0.0%

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2022-2023 Budget

Building Services Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Continue to improve service quality, efficiency and customer service levels in all areas of the Building Division.	1. We were fortunate to maintain the same level of service as we did prior to the pandemic.
2. Continue to support staff to pursue all applicable certification, training and education in order for staff to develop and achieve their potential for exemplary customer benefits.	2. Staff has continued to attend remote and in-person training with the help of our budget.
3. Conduct public outreach relevant to the new state mandates and building codes.	3. Unfortunately, due to the pandemic public outreach has been limited. Meetings have been scheduled but attendance has been limited.
4. Continue to update technology and tools to better serve the community and provide a modern work environment.	4. Our current TRAKiT permitting system does not offer the capabilities of more modern systems. The version we have is dated, the entire system needs to be updated.
5. Foster interdepartmental collaboration to ensure compliance with all laws and regulations relating to the built and natural environment.	5. Something that we are trying in hopes to bridge the communication gap is to bring and invite staff from other departments to our division to meet and talk about projects and how these projects may impact us (staff and the division).
6. Continue to collaborate with external agencies to provide project support to financially challenged customers.	6. When the opportunity presents itself, we take the time to share contact information for agencies to help EPA residents.
7. Implement the newly adopted Reach Code standards for new construction.	7. The REACH Codes have been adopted.
8. Manage the influx load of Code Enforcement cases per the City's existing Code Enforcement Program under Resolution 4610 with limited allowance for anonymous complaints.	8. Administrative Regulations have been set in place to limit the number of complaints received from a single complainant and timelines also come into play.

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2022-2023 Budget

Building Services Division

OBJECTIVES

1. Continue to improve service quality, efficiency and customer service levels in all areas of the Building Division's Permit Center, Building Inspections, Building Plan Review, and Code Enforcement.
2. Continue to support staff to pursue all applicable certification, training and education in order for staff to develop and achieve their potential for exemplary customer benefits.
3. Conduct public outreach relevant to the new state mandates and building codes.
4. Continue to update technology and tools to better serve the community and provide a modern work environment.
5. Foster interdepartmental collaboration to ensure compliance with all laws and regulations relating to the built and natural environment.
6. Continue to collaborate with external agencies to provide financially challenged customers with resources for project assistance.
7. Implement the newly adopted Reach Code standards for new construction.
8. Manage the influx load of Code Enforcement cases per the City's existing Code Enforcement Program under Resolution 4610 with limited allowance for anonymous complaints.

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2022-2023 Budget

Housing and Economic Development Division

Division Summary

SOURCES

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
General Fund					
Charges/Fees for Services	-	-	-	-	-
Use of Resources	100,072	331,641	48,380	24,978	24,978
Special Revenue Funds	778,758	1,057,471	3,386,520	6,310,931	6,310,931
Capital Project Funds	-	-	-		
Enterprise Funds	-	-	-		
Successor Agency Trust Fund	-	-	-		
TOTAL	878,830	1,389,111	3,434,900	6,335,909	6,335,909

EXPENDITURES BY DIVISION

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Housing and Economic Development	487,085	929,458	3,033,970	4,134,840	4,134,840
Rent Stabilization Program	391,745	459,653	400,930	2,201,069	2,201,069
TOTAL	878,830	1,389,111	3,434,900	6,335,909	6,335,909

CHARACTER OF EXPENDITURES

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Personnel					
Salaries and Benefits	414,340	444,602	683,840	680,489	680,489
Subtotal	414,340	444,602	683,840	680,489	680,489
Supplies and Services					
Purchased Services	453,525	932,796	979,860	368,220	368,220
Supplies and Materials	8,410	11,713	9,200	10,200	10,200
Capital Expenditures	2,555	-	2,000	2,000	2,000
Other Expenditures (Loans)	-	-	1,760,000	5,275,000	5,275,000
Subtotal	464,490	944,509	2,751,060	5,655,420	5,655,420
TOTAL	878,830	1,389,111	3,434,900	6,335,909	6,335,909

AUTHORIZED STRENGTH

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Housing & Economic Development Mgr	-	-	1.00	1.00	1.00
Housing Project Manager	1.00	1.00	1.00	1.00	1.00
RSP Administrator	1.00	1.00	1.00	1.00	1.00
RSP Coordinator II	1.00	1.00	1.00	1.00	1.00
TOTAL	3.00	3.00	4.00	4.00	4.00

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2022-2023 Budget

Housing and Economic Development Division Summary

SERVICE DESCRIPTION

Administer affordable housing and economic development programs, including the Rent Stabilization Program. The Program administers the 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 for an economically viable rental housing market. The Affordable Housing and economic development programs including various initiatives to increase housing affordability, business development, workforce development, and job creation in East Palo Alto.

The Housing and Economic Development Division is a division incorporating programmatic tasks related to affordable housing development and programs, as well as, the Rent Stabilization Program. Affordable Housing and economic development programs are funded through multiple sources, including donations, Measure HH, successor housing, and the General Fund. The Rent Stabilization program is fully funded through annual registration fees paid by landlords for regulated rental units, including mobile home spaces. In addition to supporting the Rent Stabilization Board in adopting and implementing regulations for the Ordinances, the staff works directly with residents and landlords to gain compliance with the Ordinances and to improve living conditions for rental residents.

The Division has a staffing level of proposed (4) positions for these services and is supported by staff from the City Attorney's Office and the Finance Department. The Division also contracts Information Technology providers, hearing examiners, consultants, and temporary staff as needed.

SIGNIFICANT CHANGES

FY 2021-2022 to FY 2022-2023 Budget:

The increase of \$2,901,009 (84.5%) from the Adopted FY 2021-22 Budget to the Baseline FY 2022-23 Budget is primarily due to an increase in affordable housing loans (\$1,000,000) and Rent stabilization loans (\$1,800,000).

There is no change from the FY 2022-23 Baseline Budget to the FY 2022-23 Adopted Budget.

Fiscal Year (FY)	Budget	\$ Change From Previous FY	% Change From Previous FY
2021-22 Adopted	\$3,434,900		
2022-23 Baseline	\$6,335,909	\$2,901,009	84.5%
2022-23 Adopted	\$6,335,909	\$0	0.0%

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2022-2023 Budget

Housing and Economic Development Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. In collaboration with the City Attorney's Office, assist the City Council to review, adopt and implement any proposed policies designed under the San Francisco Foundation's Challenge Grant such a Community Opportunity Purchase Act (COPA) or Tenant Opportunity Purchase Act (TOPA) policy.	1. The City Council provided direction on this policy and considered a draft ordinance called the East Palo Alto Opportunity to Purchase Act ("EPA OPA") over the course of six meetings in fall of 2021 and winter of 2022. The next EPA OPA public hearing date is set for March 1, 2022.
2. In collaboration with the City Attorney's Office, assist the City Council to consider the adoption of a Smoke-Free Multi-unit Housing ordinance.	2. County Ordinance incorporated by reference in Resolution adopted in a prior Fiscal Year (April 2, 2019).
3. Leverage additional funds for housing from State and Federal sources for affordable housing.	3. The City received \$70,000 in Regional Early Action Planning (REAP) grant funds from ABAG/MTC for planning and housing activities and an Affordable Housing and Sustainable Communities (AHSC) award for the 965 Weeks Affordable Housing Development consisting of \$11.7M in housing loan funds and \$8M in grant funds, or \$19.87M total.
4. Fully implement Inclusionary Housing Ordinance, including the Inclusionary Guidelines and in-lieu fees, and make necessary amendments to corresponding sections of the East Palo Alto Municipal Code.	4. Staff processed four complete residential development applications, including an SB 35 application, for compliance with the Inclusionary Housing Ordinance and provided preapplication review for an additional three potential projects. Staff prepared a public hearing for City Council approval of an Alternative Compliance Option for one of these projects.
5. In coordination with the Planning Division, complete early planning for the City's Housing Element update for the upcoming Regional Housing Needs Assessment (RHNA) cycle, seek state funding sources to support these efforts, including the Local Early Action Planning (LEAP) program.	5. Staff worked with 21 Elements to begin drafting individual Housing Element sections. Staff held Housing Element community meetings in July 2021 and February 2022 and created a webpage with surveys, interactive tools, and other information. Staff also prepared City Council and Planning Commission informational items on the Housing Element at multiple meetings in 2021 and early 2022.

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2022-2023 Budget

Housing and Economic Development Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
6. Fully implement all three activities associated with the SB 2 Planning Grant award (affordable housing overlay zone; site feasibility analysis for affordable housing development; ADU streamlining).	6. The ADU Streamlining activities were completed. The Site Feasibility Analysis program remains open, with two applications processed. The Affordable Housing Overlay Zone work will continue into 2023.
7. Complete first year tasks in the Partnership for the Bay's Future/Challenge Grant Workplan related to the development of a community land trust affordable housing preservation model.	7. All tasks in the Challenge Grant Workplan were completed, with City Council consideration of the East Palo Alto Opportunity to Purchase Act being the last milestone in the grant period.
8. In collaboration with community partners and the City's Planning Division, meet and/or exceed the goal of 50 new ADUs set forth in the Affordable Housing Strategy.	8. Staff continues to work with partners in the ADU Technical Working Group, having completed the ADU Streamlining project in 2022. The City and its partners also launched the CalHome Gap Loan for ADUs in January 2022.
9. Collaborate with other City agencies to ensure that tenants are provided proper notices and relocation benefits in conformance with the City's Municipal Code.	9. This is an ongoing activity of the Rent Stabilization Program.
10. Accomplish Rent Stabilization Ordinance habitability goals through collaboration with the Rent Stabilization Board and City Building Services Division to ensure rental units meet the building, housing and safety code standards.	10. Rent Stabilization Board Habitability Committee annually invites San Mateo County to present on this subject.
11. With assistance from the City Attorney's Office, draft any required regulations and amendments to the Rent Stabilization Ordinances. Communicate with Rent Stabilization Board and perform procedural update of forms, notices, and informative materials regarding revisions adopted.	11. No amendments proposed in the 2021-22 Fiscal Year.
12. Adjust and program the Rent Stabilization Program registration database and petition tracking system, as necessary.	12. No need for changes to the registration database and petition tracking system in the 2021-22 Fiscal Year.

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2022-2023 Budget

Housing and Economic Development Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
13. Conduct community outreach to educate both landlords and tenants of rights and responsibilities under the City's ordinances and any other laws adopted in response to the COVID-19 Pandemic, including distributing an informative Guide to Rent Control in East Palo Alto.	13. Rent Stabilization Program worked with Measure O partners to disseminate information related to the State eviction moratorium and assist tenants with Housing is Key applications. The Program also provided tenants with community resources on affordable housing.
14. Distribute information on the requirements for eviction in the ordinances to landlords and tenants, including mailing information to tenants within one business day of receipt of notices of eviction.	14. Rent Stabilization Program consistently provided information regarding eviction notices in a timely manner to tenants. For landlords and tenants, the Program mailed out notices regarding the State eviction moratorium.
15. Under the 2010 Ordinance, 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.	15. This is an ongoing activity of the Rent Program.
16. Mail 2021-22 Annual Program Fee Statements forms to landlords of regulated rental units under the 1988 Ordinance (regulated mobile home park spaces) in May and under the 2010 Ordinance (regulated residential dwelling units) in November, so landlords meet the deadlines established by the ordinances.	16. The Rent Stabilization Program sent out this notice in November 2021.
17. Process pending petitions submitted by landlords and tenants within the timelines established in the Rent Stabilization Ordinance and regulations.	17. This is an ongoing activity of the Rent Stabilization Program.
18. Submit notices of noncompliance to landlords for improperly registered regulated rental units as required by the ordinances 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.	18. This is an ongoing activity of the Rent Stabilization Program.

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2022-2023 Budget

Housing and Economic Development Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
19. Develop underwriting guidelines for the Inclusionary Housing Ordinance and Commercial Linkage Fee Programs.	19. This action was not completed in FY 2021-22.
20. Preserve the 32 units at Nugent Square Apartments.	20. Eden Housing & EPACANDO applied in February 2022 for resyndication of the project for additional tax credits to support substantial rehabilitation of Nugent Square.
21. Continue oversight of the RV Safe Parking Program through April 2022.	21. The RV Safe Parking Program successfully operated through the 2021 calendar year on an overnight and daytime basis with City support. As of January 2022, the program continues to operate 24 hours per day with City support for the overnight program. City Council has directed staff to take actions to extend the program through April 2023.
22. Coordinate with the County and social service partners to reduce homelessness in East Palo Alto.	22. Staff meets on a monthly basis with County and social service partners to coordinate the response to homelessness. Staff is preparing a comprehensive strategy for addressing unhoused residents, for City Council consideration in April 2022.
23. Provide semiannual update to City Council on progress made on the City's 2018-2023 Affordable Housing Strategy.	23. An update on the Affordable Housing Strategy goals is now provided annually during the City Council priority-setting process. Staff is preparing a comprehensive Affordable Housing Strategy for April 2022.
24. Continue to engage in strategic housing advocacy, including comment letters to the relevant state and/or federal agencies regarding key housing grant programs.	24. City staff has submitted comments to CDLAC (California Debt Limit Allocation Committee) concerning allocation of tax-exempt bonds in the Bay Area and to HCD (Department of Housing and Community Development) and the Strategic Growth Council concerning the AHSC (Affordable Housing and Sustainable Communities) program.

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2022-2023 Budget

Housing and Economic Development Division

OBJECTIVES

1. Leverage additional funds for housing from State and Federal sources for affordable housing.
2. Implement annual updates to the Inclusionary Housing Ordinance, including the Inclusionary Guidelines and in-lieu fees, in addition to any necessary amendments to adapt the ordinance to small projects and projects with Accessory Dwelling Units (ADUs).
3. In coordination with the Planning Division, complete the City's Housing Element update for the upcoming Regional Housing Needs Assessment (RHNA) cycle.
4. Fully implement the remaining activities associated with the City's SB 2 Planning Grant award (affordable housing overlay zone; site feasibility analysis for affordable housing development).
5. Develop workplan and complete Year 1 tasks in the Partnership for the Bay's Future/Breakthrough Grant related to: implementation of EPA OPA (if adopted); securing sustainable funding sources for all affordable housing activities; identifying opportunities for housing preservation; and capacity-building of tenant organizations in East Palo Alto.
6. Work with other City agencies to ensure that tenants are provided with proper notices and relocation benefits when granted under the Municipal Code.
7. Work with the Rent Stabilization Board, in collaboration with the Building Services Division, to ensure that rental units meet the building, housing and safety code standards, so the rent stabilization ordinance's habitability goals can be accomplished.
8. Assist the City Attorney's Office and contract legal counsel to draft any needed regulations and amendments to the Rent Stabilization ordinances. Gain approval of amendments from the Board. update forms, notices, and informative materials to reflect any revisions adopted.
9. Work with the IT services provider to make any necessary programming adjustment to the Program's registration database and petition tracking system.
10. Conduct community outreach to educate both landlords and tenants of their rights and responsibilities under the City's ordinances and any other laws adopted in response to the COVID19 pandemic, including distributing an informative Guide to Rent Control in East Palo Alto.
11. Provide information on the requirements for eviction in the ordinances to landlords and tenants, including mailing information to tenants within one business day of receipt of notices of eviction.
12. Under the 2010 Ordinance, 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.
13. Mail 2022-23 Annual Program Fee Statements forms to landlords of regulated rental units under the 1988 Ordinance (regulated mobile home park spaces) in May and under the 2010 Ordinance (regulated residential dwelling units) in November, so landlords can timely submit them and meet the deadlines established by the ordinances.

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2022-2023 Budget

Housing and Economic Development Division

OBJECTIVES

14. Process pending petitions submitted by landlords and tenants within the timelines established in the Rent Stabilization Ordinance and regulations.
15. Submit notices of noncompliance to landlords when regulated rental units are not properly registered as required by the ordinances 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.
16. Develop underwriting guidelines for use in the Inclusionary Housing Ordinance and Commercial Linkage Fee Programs.
17. Continue the RV Safe Parking Program through April 2023.
18. Coordinate with the County and social service partners to reduce homelessness in East Palo Alto.
19. Develop and begin implementation of a comprehensive, cross-departmental strategy for unhoused residents in East Palo Alto that addresses both RVs in the public right of way and residents experiencing homelessness.
20. Collaborate with Planning to develop a “next-phase” strategy for promotion of ADUs beyond the goal of producing 50 new units, as described in the City’s 2018-2023 Affordable Housing Strategy.
21. Provide semiannual update to City Council on progress made on the City’s 2018-2023 Affordable Housing Strategy.
22. Continue to engage in strategic housing advocacy, including comment letters to the relevant state and/or federal agencies regarding key housing grant programs.

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2022-2023 Budget

Planning Division

Division Summary

SOURCES

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
General Fund					
Charges/Fees for Services	1,409,310	1,409,310	2,485,000	46,287	50,751
Use of Resources	202,497	769,662	296,760	1,027,648	1,126,784
Special Revenue Funds	1,979	-	-	-	-
Capital Project Funds	43,274	5,155	-	-	-
Enterprise Funds	-	-	-	-	-
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	1,657,060	2,184,127	2,781,760	1,073,935	1,177,535

EXPENDITURES BY DIVISION

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Planning Division	1,657,060	2,184,127	2,781,760	1,073,935	1,177,535
TOTAL	1,657,060	2,184,127	2,781,760	1,073,935	1,177,535

CHARACTER OF EXPENDITURES

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Personnel					
Salaries and Benefits	439,457	541,428	658,710	663,235	766,835
Subtotal	439,457	541,428	658,710	663,235	766,835
Supplies and Services					
Purchased Services	1,212,067	1,639,879	2,110,050	397,350	397,350
Supplies and Materials	2,337	2,820	4,000	4,350	4,350
Capital Expenditures	3,198	-	9,000	9,000	9,000
Other Expenditures	-	-	-	-	-
Subtotal	1,217,603	1,642,699	2,123,050	410,700	410,700
TOTAL	1,657,060	2,184,127	2,781,760	1,073,935	1,177,535

AUTHORIZED STRENGTH

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Planning Manager	1.00	1.00	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00	1.00	1.00
Assistant/Associate Planner	2.00	2.00	2.00	2.00	2.00
Planning Technician	-	-	-	1.00	1.00
TOTAL	4.00	4.00	4.00	5.00	5.00

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2022-2023 Budget

Planning Division Summary

SERVICE DESCRIPTION

The Planning Division implements the City's planning 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. 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 Division include current planning/development review, and advanced/long range planning. In addition to regular staff, the Division also utilizes consultants for special projects and environmental reviews. Core planning functions include, but are not limited to, processing high priority projects, responding to day-to-day inquiries from the public, processing environmental and private development permit applications, updating ordinances and policies to be compliant with state law, and ensuring that divisional operations are conducted in an efficient, professional and customer-friendly manner. The Development Code is the guiding document for the planners to keep East Palo Alto safe, healthy, and growing in a way the community envisioned.

In the past fiscal year, the division has undergone significant turnover with the resignation of three planners. Recruitment for new planners has been a challenge due to the economy and competition with other jurisdictions and companies. Even with the current pandemic, applications, especially for minor projects, have not decreased. To address the workload, the Division had brought on a temporary assistant planner for about three months. Following the temporary planner's departure, the Division has issued an informal RFP to bring on consultant help to assist with the counter and processing of minor administrative applications. Recruitment for the remaining two positions, as well as retention of staff, continue to be a priority.

The Planning Division is tasked with completing several other long-range planning efforts such as the Development Code Update for object standards (related to SB 9 and 35), the General Plan Safety and Health and Equity (Environmental Justice) chapter updates. Planning staff also collaborates with the Housing and Economic Development Manager in the update of the Housing Element and associated annual progress reports.

The Planning Division also supports the work of the Planning Commission, whose resident 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 Planning Division will continue to work towards process and systems improvement as part of the objectives described in the objectives section of this narrative.

COMMUNITY DEVELOPMENT

FY 2022-2023 Budget

Planning Division Summary (Continued)

SIGNIFICANT CHANGES

FY 2021-2022 to FY 2022-2023 Budget:

The decrease of \$1,707,825 (-61.4%) from the Adopted FY 2021-22 Budget to the Baseline FY 2022-23 Budget is primarily due to the reduction in pass-through architect/ engineering services of \$2,000,000.

The increase of \$103,600 (9.6%) from the Baseline FY 2022-23 Budget to the Adopted FY 2022-23 Budget is due to the new planning technician position.

Fiscal Year (FY)	Budget	\$ Change From Previous	% Change From Previous
2021-22 Adopted	\$2,781,760		
2022-23 Baseline	\$1,073,935	(\$1,707,825)	-61.4%
2022-23 Adopted	\$1,177,535	\$103,600	9.6%

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2022-2023 Budget

Planning Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Ensure Planning Division staff capacity to handle current and future projects, including ability to utilize consultants.	1. Staff is utilizing active project spreadsheet to guide project assignments. Planning has hired a temporary planner to assist during staff vacancies. Planning has continued to utilize consultant staff to process specific projects. The City hired Good City Company to manage the four major RBD projects and two major applications in the West Side Area. Staff to focus on long range and current planning that require faster turn around times.
2. Staff the public counter efficiently and effectively.	2. Planning has refined the counter schedule that would best respond to schedule needs of planners, while ensuring timely responses to public inquiries. Each staff member has a city cell phone to enable direct communication while working remotely. Counter schedules are made available to administrative staff to ensure that there is a planner to respond. Staff has also implemented an online appointment system (Bookings) that enables the public to schedule meetings with Planning staff on topics that may need dedicated discussion time.
3. Enhance communication between staff and the public through outreach efforts.	3. Staff has continued to make website updates, including project information, CEQA notices and other resources, such as the ADU resource page. Staff has also continued to implement the community outreach policy to provide early and enhanced outreach for projects of various sizes. Staff has provided larger mailing radii for projects of special interest, such as the RBD update. Staff posts quarterly updates of pending and approved administrative level projects.
4. Address technology deficiencies, including website, to better address needs of the public.	4. City has executed a contract with Raimi and Associates to enhance the City's GIS capacity. Staff is working with Raimi to enhance GIS use. City staff has also

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2022-2023 Budget

Planning Division

ACCOMPLISHMENTS

obtained training and begun website updates to provide more information to the public. Improvements include information on ADUs, SB 35 and SB 9 implementation. Staff is also providing regular reports online with a list of pending projects.

5. Prepare long range and advanced planning policies consistent with state law.
6. Continue the growth and training of Planning Division staff.
5. Staff has also implemented a new procedure to process housing applications ministerially in conformance with SB 9 and 35.
6. The Division actively encourages staff to seek training opportunities, especially now that most training is offered remotely. Staff has continued to take trainings when time permits. Trainings include CEQA, planning law updates, including housing, GIS, and APA conferences.

COMMUNITY AND ECONOMIC DEVELOPMENT

2022-2023 Budget

Planning Division

OBJECTIVES

1. Ensure Planning Division staff capacity to handle current and future projects, including ability to utilize consultants.
2. Work on both a balanced range of current and long-range projects to implement city priorities
3. Utilize consultant staff to seamlessly augment city staff
4. Staff the public counter efficiently and effectively
5. Enhance communication between staff and the public through outreach efforts
6. Address technology deficiencies, including website, to better address needs of the public
7. Prepare long range and advanced planning policies consistent with state law
8. Continue the growth and training of Planning Division staff
9. Improve record keeping and enhance access to records
10. Respond to state mandates in a timely manner regards to housing based on local needs, including SB 9 and SB 35.

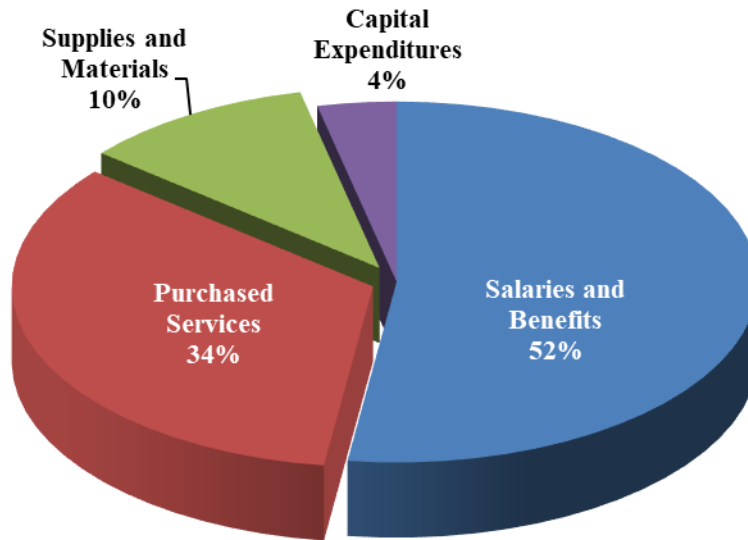
PUBLIC WORKS DEPARTMENT

FY 2022-2023 Budget

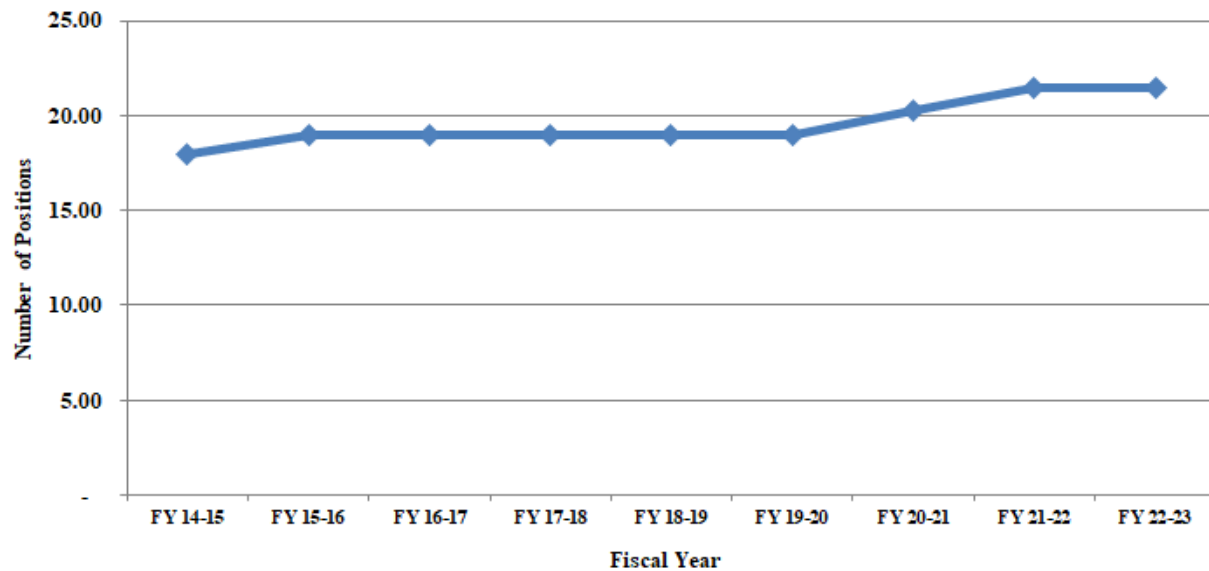
FY 2022-23

Operating	\$62190,722
Positions	21.45

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



PUBLIC WORKS DEPARTMENT

FY 2022-23 Budget

Department Summary

SOURCES

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
General Fund					
Charges/Fees for Services	125,300	125,300	291,500	41,667	41,667
Use of Resources	3,023,249	3,368,303	3,759,650	4,335,582	4,326,582
Special Revenue Funds	639,530	694,621	1,309,470	1,317,284	1,317,284
Capital Project Fund	56,173	40,685	40,000	40,000	40,000
Enterprise Funds	307,679	343,552	345,500	400,189	565,189
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	4,151,930	4,572,461	5,746,120	6,134,722	6,290,722

EXPENDITURES BY DIVISION

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Administration Division	416,530	879,491	886,925	840,851	840,851
Engineering Division	1,044,590	905,023	1,376,345	1,209,249	1,359,249
Maintenance Division	2,690,810	2,787,947	3,482,850	4,084,622	4,090,622
TOTAL	4,151,930	4,572,461	5,746,120	6,134,722	6,290,722

CHARACTER OF EXPENDITURES

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Personnel					
Salaries and Benefits	2,276,700	2,562,436	3,081,820	3,229,572	3,229,572
Subtotal	2,276,700	2,562,436	3,081,820	3,229,572	3,229,572
Supplies and Services					
Purchased Services	1,406,214	1,498,324	1,895,850	1,943,850	2,193,850
Supplies and Materials	455,914	461,596	574,850	667,700	648,700
Capital Expenditures	13,102	50,105	193,600	293,600	218,600
Other Expenditures	-	-	-	-	-
Subtotal	1,875,230	2,010,025	2,664,300	2,905,150	3,061,150
TOTAL	4,151,930	4,572,461	5,746,120	6,134,722	6,290,722

AUTHORIZED STRENGTH

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Administration Division ¹	2.00	4.50	4.45	4.45	4.45
Engineering Division ²	5.00	3.75	5.00	5.00	5.00
Maintenance Division	12.00	12.00	12.00	12.00	12.00
TOTAL	19.00	20.25	21.45	21.45	21.45

¹ Environmental Programs transferred to CEDE Administration effective FY 2022 Baseline.

² Vacant position freeze.

PUBLIC WORKS DEPARTMENT

FY 2022-2023 Budget

Department Summary

MISSION STATEMENT

The Public Works Department provides administrative, engineering and maintenance services that ensure the design, construction, maintenance, and operation of public infrastructure, parks, and facilities, are high-quality and sufficient to meet the needs of East Palo Alto residents, businesses, and visitors.

The Public Works Department includes the Administrative, Engineering, and Maintenance Divisions.

Divisions Overview:

Administration Division

Administration performs oversight of Engineering and Maintenance, and also, performs direct budget preparation, scheduling, and operational contract and invoice payment processing. Administration performs a variety of direct collaboration with stakeholders including the San Francisquito Creek Joint Powers Authority flood control projects, Cal TRANS transportation issues, and local environmental sustainability programs for pollutant discharge, solid waste services, climate action, recycling, and street sweeping programs.

Engineering Division

The Engineering Division oversees the design, development and construction of public works capital projects and facilities, including streets and roadways, water supply, and storm drainage systems. The Division is responsible for issuing permits for any work to be performed on City right-of-way and performs various reviews related to private development projects, and prepares grant applications

Maintenance Division

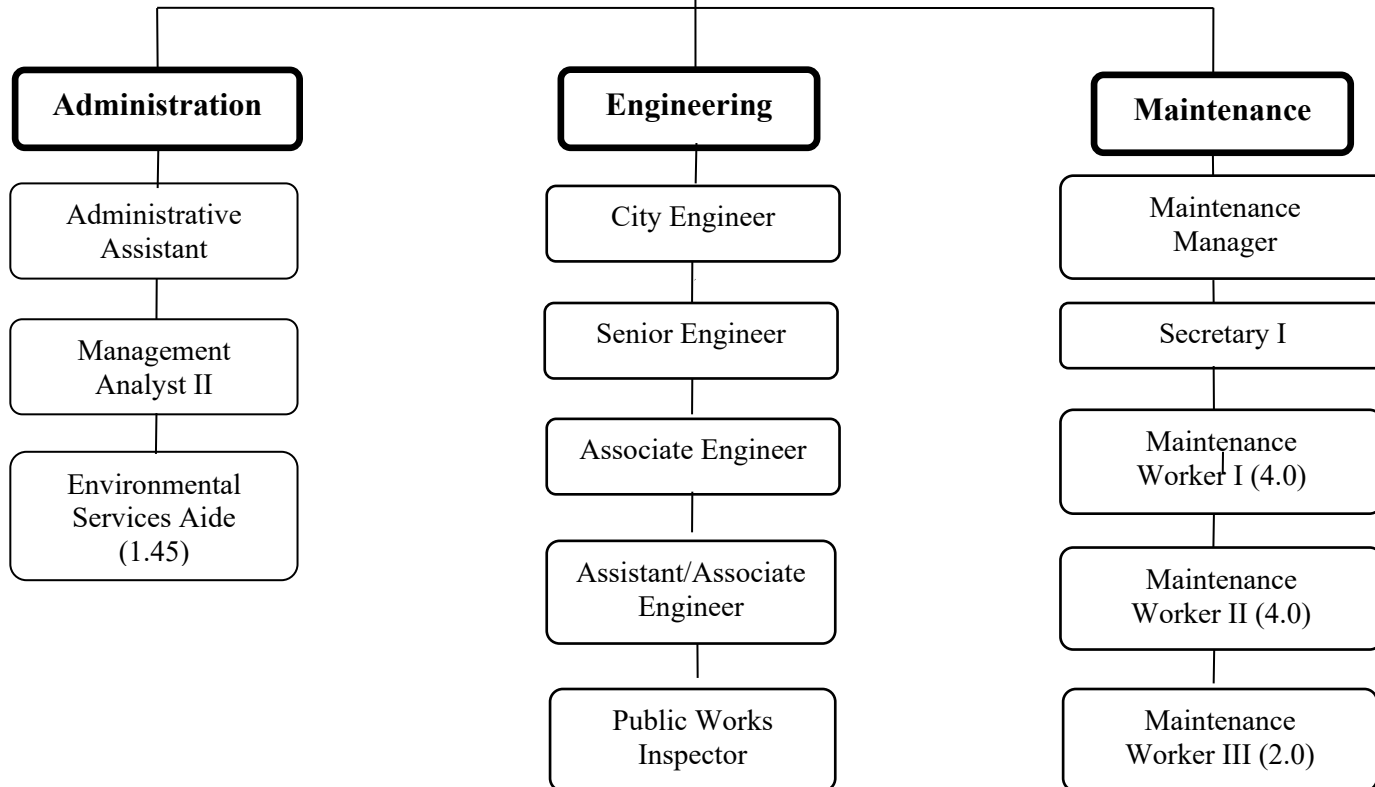
The Maintenance Division is responsible for the day-to-day maintenance of all City-owned facilities, parks and infrastructure. It coordinates and assists other departments with the use of City facilities during special events, holidays, as well as the general use of City facilities and parks.

PUBLIC WORKS DEPARTMENT

FY 2022-2023 Budget

PUBLIC WORKS DIRECTOR

Kamal Fallaha



Total FTE's: 21.45

PUBLIC WORKS DEPARTMENT

FY 2022-23 Budget

Administration Division

Division Summary

SOURCES

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
General Fund					
Charges/Fees for Services	-	-	-	-	-
Use of Resources	409,221	670,182	611,085	593,247	593,247
Special Revenue Funds	1,260	95,625	188,785	136,302	136,302
Capital Project Funds	-	-	-	-	-
Enterprise Funds	6,049	113,685	87,055	111,302	111,302
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	416,530	879,491	886,925	840,851	840,851

EXPENDITURES BY DIVISION

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Administration Division	416,530	582,791	464,820	448,501	448,501
Environmental Programs ¹	-	296,699	422,105	392,350	392,350
TOTAL	416,530	879,491	886,925	840,851	840,851

CHARACTER OF EXPENDITURES

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Personnel					
Salaries and Benefits	400,390	591,392	684,425	691,251	691,251
Subtotal	400,390	591,392	684,425	691,251	691,251
Supplies and Services					
Purchased Services	5,880	276,892	194,650	141,050	141,050
Supplies and Materials	7,971	11,207	7,850	8,550	8,550
Capital Expenditures	2,290	-	-	-	-
Other Expenditures	-	-	-	-	-
Subtotal	16,140	288,098	202,500	149,600	149,600
TOTAL	416,530	879,491	886,925	840,851	840,851

AUTHORIZED STRENGTH

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Public Works Director	1.00	1.00	1.00	1.00	1.00
Management Analyst II	-	1.50	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Environmental Service Aide ^{1 2}	-	1.00	1.45	1.45	1.45
TOTAL	2.00	4.50	4.45	4.45	4.45

¹ Transferred from/to Community and Economic Development in FY2021

² Temporary Freeze of Vacant Position FY 2020-21

PUBLIC WORKS DEPARTMENT

FY 2022-2023 Budget

Administration Division Summary

SERVICE DESCRIPTION

The Public Works Administration Division provides oversight of the engineering and maintenance and environmental services that ensure the design, construction, maintenance, and operation of public infrastructure, parks, and facilities, are high-quality and sufficient to meet the needs of East Palo Alto residents, businesses, and visitors.

The Division is responsible for the oversight of a wide range of functions including:

- Maintaining existing streets, utilities and facilities;
- Developing and managing the City's Ten Year Capital Improvement Program;
- 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;
- 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 and Public Works and Transportation 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 supports Council Strategic Priorities by undertaking the following initiatives:

1. *Enhance Public Safety and Emergency Preparedness*

- Conduct inspections for new construction, remodels and public improvements throughout the City.
- Coordinate with Menlo Park Fire Protection District, 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.

2. *Enhance Economic Vitality*

- Continue to implement capital projects with particular focus on water supply and transportation projects.

PUBLIC WORKS DEPARTMENT

FY 2022-2023 Budget

Administration Division Summary (Continued)

3. *Increase Organizational Effectiveness*

- Develop 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 interns.

4. *Improve Public Facilities and Infrastructure*

- Complete construction of Bay Road and related downstream infrastructure.
- Complete construction of Bike/Pedestrian improvements throughout the City by implementing the City Bicycle Transportation Plan.
- Complete the Design of the University Avenue/HWY 101 Interchange Project
- Complete design and start construction of Addison Streets Green Infrastructure Improvements Project.
- Start the design of University Avenue Grand and Complete Street Improvement Project.
- Complete the design and construction of 2021 Street Resurfacing Project
- Implement projects included in the FY 2020-22 Capital Budget
- Initiate work on preventive maintenance program to extend the life of streets and roads to reduce overall maintenance cost of city streets network.
- Coordinate with SFCJPA on implementation of flood control projects, including Reach 2, Upstream Project and SAFER Bay Project.

5. *Improve Communication and Enhance Community Engagement*

- Provide articles for City Newsletter and City Manager Notes and Quotes.

6. *Create a Healthy and Safe Community*

- Evaluate opportunities to enhance/expand parks and open space opportunities.

PUBLIC WORKS DEPARTMENT

FY 2022-2023 Budget

Administration Division Summary (Continued)

SIGNIFICANT CHANGES

FY 2021-2022 to FY 2022-2023 Budget:

The decrease of \$46,074 (-5.2%) from the Adopted FY 21-22 Budget to the Baseline FY 22-23 Budget is primarily due to the combination of the salary decrease and professional services expenditures decrease in Environmental programs.

There is no change from FY 2022-23 Baseline Budget to the FY 2022-23 Adopted Budget.

Fiscal Year (FY)	Budget	\$ Change From Previous FY	% Change From Previous FY
2021-22 Adopted	\$886,925		
2022-23 Baseline	\$840,851	(\$46,074)	-5.2%
2022-23 Adopted	\$840,851	\$0	0.0%

PUBLIC WORKS DEPARTMENT

FY 2022-2023 Budget

Administration Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Assist the Engineering Division in grant audits	1. Ongoing. Completed grant audit for the IRWM grant for the Runnymede Drainage project.
2. Assist in management of over a dozen contracts, purchase orders, and processing of invoices	2. Ongoing
3. General Administration support for the Environmental Division, Maintenance Division, and Engineering Division	3. Ongoing
4. Serve as the primary contact and support for the Public Works and Transportation Commission	4. Ongoing

PUBLIC WORKS DEPARTMENT

FY 2022-2023 Budget

Administration Division

OBJECTIVES

1. Assist in oversight and management of the City's water operator.
2. Provide training opportunities across the Public Works Department.
3. Assist in monitoring and adjustment of the Gloria Way well water treatment system to provide redundancy in the water supply in case of water interruption or emergencies at the SFPUC Hetch Hetchy Water Supply Aqueduct System.
4. Assist the Engineering Division in groundwater management and monitoring
5. Assist in coordination with adjacent agencies, water providers in the City, and water interties
6. Support the Public Works and Transportation Commission
7. Contract management across the Public Works Department

PUBLIC WORKS DEPARTMENT

FY 2022-23 Budget

Engineering Division

Division Summary

SOURCES

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
General Fund					
Charges/Fees for Services	125,300	125,300	291,500	41,667	41,667
Use of Resources	641,761	521,034	752,345	925,082	925,082
Special Revenue Funds	755	64,604	140,000	50,000	50,000
Capital Project Fund	56,173	40,685	40,000	40,000	40,000
Enterprise Funds	220,602	153,400	152,500	152,500	302,500
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	1,044,590	905,023	1,376,345	1,209,249	1,359,249

EXPENDITURES BY DIVISION

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Engineering Division	1,044,590	905,023	1,376,345	1,209,249	1,359,249
TOTAL	1,044,590	905,023	1,376,345	1,209,249	1,359,249

CHARACTER OF EXPENDITURES

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Personnel					
Salaries and Benefits	617,210	558,247	827,945	870,099	870,099
Subtotal	617,210	558,247	827,945	870,099	870,099
Supplies and Services					
Purchased Services	420,001	315,952	537,800	327,800	477,800
Supplies and Materials	2,737	2,930	7,000	7,750	7,750
Capital Expenditures	4,642	27,894	3,600	3,600	3,600
Other Expenditures	-	-	-	-	-
Subtotal	427,380	346,776	548,400	339,150	489,150
TOTAL	1,044,590	905,023	1,376,345	1,209,249	1,359,249

AUTHORIZED STRENGTH

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Assistant/Associate Engineer ¹	2.00	1.75	2.00	2.00	2.00
City Engineer	1.00	1.00	1.00	1.00	1.00
Public Works Inspector	1.00	1.00	1.00	1.00	1.00
Senior Engineer ¹	1.00	-	1.00	1.00	1.00
TOTAL	5.00	3.75	5.00	5.00	5.00

¹ Temporary Freeze of Vacant Position FY 2020-21

PUBLIC WORKS DEPARTMENT

FY 2022-2023 Budget

Engineering Division Summary

SERVICE DESCRIPTION

The Engineering Division develops and manages master infrastructure plans and capital projects to enhance community, 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 Commission, in accordance with the Municipal Code.

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);
- Water utilities;
- NPDES and related Clean Water Act requirements;
- Encroachment & Grading Permits and land development/plan review.
- Coordination with Caltrans and other agencies; and
- Disaster/emergency preparedness, mitigation, and recovery.

SIGNIFICANT CHANGES

FY 2021-2022 to FY 2022-2023 Budget:

The decrease of \$167,096 (-12.1%) from the Adopted FY 21-22 Budget to the Baseline FY 22-23 Budget is primarily due to the expenditures of CSG contract and Traffic and Lighting surveys/ studies are either encumbered or completed.

The increase of \$150,000 (12.4%) from the Baseline FY 22-23 Budget to the Adopted FY 22-23 Budget is due to increased Veolia asset management plan.

Fiscal Year (FY)	Budget	\$ Change From Previous FY	% Change From Previous FY
2021-22 Adopted	\$1,376,345		
2022-23 Baseline	\$1,209,249	(\$167,096)	-12.1%
2022-23 Adopted	\$1,359,249	\$150,000	12.4%

PUBLIC WORKS DEPARTMENT

FY 2022-2023 Budget

Engineering Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Construction of the Bay Road Phase II/III Improvements Project.	1. Ongoing
2. Design and construct the FY 21-22 Annual Street Resurfacing Project.	2. Continued through FY 22/23
3. Complete sidewalk improvements as part of the Sidewalk Improvement Program.	3. Ongoing
4. Install bike lanes per the City's Adopted Bicycle Transportation Plan.	4. Ongoing
5. Coordinate and collaborate with San Francisquito Creek Joint Powers Authority on design, entitlements, & permitting of Phase II Upstream Flood Control Project.	5. Ongoing
6. Coordinate with City of Palo Alto on the construction of the Newell Bridge Replacement Project.	6. Ongoing
7. Complete the update of the City's 2021 Water Master Plan.	7. Complete
8. Complete Mobility Study near-term measures.	8. Ongoing
9. Complete the Facilities Master Plan.	9. Complete
10. Complete the design package for the Addison Avenue Improvements Project.	10. Complete
11. Complete construction of the Street Sweeping Signage Project.	11. Complete
12. Complete construction of the Street Light Improvement Project.	12. Continued through FY 22/23

PUBLIC WORKS DEPARTMENT

FY 2022-2023 Budget

Engineering Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
13. Adopt a Residential Streets Management Policy.	13. Complete
14. Completed the City's Asset Management Plan	14. Complete
15. Submitted a joint application with the County for the Clean California grant program	15. Complete
16. Submitted an application for the 2021 Urban and Multi benefit Drought Relief grant for the Pad D project	16. Complete
17. Submitted a TDA grant application for intersection improvements at University Ave./Michigan Ave.	17. Complete
18. Partnered with Veolia to establish a High Consumption/leak detection workflow to clarify process to address high water bills	18. Complete
19. Completed the National Pollutant Discharge Elimination System (NPDES) Annual Report to the State Water Resources Control Board	19. Complete
20. Completed agreements with Light Tree Apartments for a Water storage tank at the Pad D site and issued engineering permits	20. Complete
21. Secured the Highway Safety Improvement grant for intersection safety improvements along University Avenue	21. Complete
22. Complete the design package for the City Hall Tenant Improvements Project	22. Complete
23. Perform review and approval of development projects throughout the City.	24. Ongoing

PUBLIC WORKS DEPARTMENT

FY 2022-2023 Budget
Engineering Division

OBJECTIVES

1. Closeout Bay Road Phase II/III Improvements Project and grant reimbursements
2. Design and Construct the 21/22 Annual Street Resurfacing Project
3. Complete sidewalk improvements as part of the Sidewalk Improvement Program
4. Install bike lanes per the City's adopted Bicycle Transportation Plan
5. Coordinate/Collaborate with SFC JPA on Design, Entitlements, & Permitting of Phase II Upstream Flood Control Project
6. Coordinate with City of Palo Alto on the design completion of the Newell Bridge Replacement Project
7. Complete the Climate Action Plan
8. Award a construction contract for the Addison Avenue Improvements Project
9. Complete construction of the Street Light Improvement Project
10. Secure construction funding and begin construction of 12" Water Transmission main along University/Cooley Avenue
11. Secure construction funding and begin construction of the Woodland water main project.
12. Execute a MOU with San Francisco Bay Bird Observatory for the Motus Station at Cooley Landing and complete construction
13. Coordinate Bay trail access with MidPen Open Space and San Francisco Public Utilities Commission (SFPUC) at locations in the northeast part of the City.
14. Work with SFPUC towards a fourth water turnout in the City
15. Award a construction contract for the University Avenue/101 pedestrian overcrossing project
16. Complete the plans, specifications, and estimates (PS&E) package for the Demeter Waterline loop project.
17. Complete plans, specifications, and estimate (PS&E) package for the Joel Davis Park Restroom project
18. Award a design contract for the University Avenue safety improvements project for various traffic signal and intersection safety improvements
19. Scope and preliminary design of O'Connor Pump station improvements
20. Perform review and approval of development projects throughout the City

PUBLIC WORKS DEPARTMENT

FY 2022-23 Budget

Maintenance Division

Division Summary

SOURCES

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
General Fund					
Charges/Fees for Services	-	-	-	-	-
Use of Resources	1,972,267	2,177,087	2,396,220	2,817,253	2,808,253
Special Revenue Funds	637,515	534,393	980,685	1,130,982	1,130,982
Capital Project Fund	-	-	-	-	-
Enterprise Funds	81,028	76,467	105,945	136,387	151,387
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	2,690,810	2,787,947	3,482,850	4,084,622	4,090,622

EXPENDITURES BY DIVISION

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Maintenance Division	2,690,810	2,787,947	3,482,850	4,084,622	4,090,622
TOTAL	2,690,810	2,787,947	3,482,850	4,084,622	4,090,622

CHARACTER OF EXPENDITURES

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Personnel					
Salaries and Benefits	1,259,100	1,412,796	1,569,450	1,668,222	1,668,222
Subtotal	1,259,100	1,412,796	1,569,450	1,668,222	1,668,222
Supplies and Services					
Purchased Services	980,333	905,480	1,163,400	1,475,000	1,575,000
Supplies and Materials	445,206	447,460	560,000	651,400	632,400
Capital Expenditures	6,170	22,211	190,000	290,000	215,000
Other Expenditures	-	-	-	-	-
Subtotal	1,431,710	1,375,151	1,913,400	2,416,400	2,422,400
TOTAL	2,690,810	2,787,947	3,482,850	4,084,622	4,090,622

AUTHORIZED STRENGTH

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Maintenance Manager	1.00	1.00	1.00	1.00	1.00
Maintenance Worker I	4.00	4.00	4.00	4.00	4.00
Maintenance Worker II	4.00	4.00	4.00	4.00	4.00
Maintenance Worker III	2.00	2.00	2.00	2.00	2.00
Secretary I	1.00	1.00	1.00	1.00	1.00
TOTAL	12.00	12.00	12.00	12.00	12.00

PUBLIC WORKS DEPARTMENT

FY 2022-2023 Budget

Maintenance Division

SERVICE DESCRIPTION

The Maintenance Division provides maintenance of parks, open spaces, medians, street landscaping, streetlighting, sidewalks, and city facilities. The Division operates and manages storm drain facilities including O'Connor Pump Station. The Division addresses graffiti abatement in public areas, fleet services, and managing multiple municipal service contracts.

The Maintenance Division is dedicated to excellence, integrity and stewardship. To protect public health, safety and welfare of the community by providing services for parks and open spaces, street maintenance, storm water and pump station maintenance, illegal dumping and graffiti abatement program, facilities maintenance, street lighting and traffic signal maintenance, sidewalk maintenance, fleets and equipment preventive maintenance. The Division performs a range of functions, including:

- **Drainage District:** Maintain the citywide storm drainage system, including operation of O'Connor pump station. Ensure compliance with National Pollution Discharge Elimination System (NPDES) mandates of the San Francisco Bay Regional Water Quality Control Board.
- **Facilities:** Provide maintenance services to the Senior Center facility, Police Department, Police sub-station, Corporation Yard, Community Development, Cooley Landing building, Reentry Program, Space at YMCA, Jack Farrell park and MLK Park concession buildings.
- **Parks:** Maintain Martin Luther King Jr., Jack Farrell, Bell Street, Joel Davis, Cooley Landing, and the Newbridge pocket park and Bay Road pocket parks.
- **Open Space Landscaping:** Maintain street medians, alleyways, sound walls, Pad-D, 965 Weeks and the Rail Spurs.
- **Trees:** Prune and maintain health of approximately 7,000 trees in public right of ways, parks and city facilities.
- **Graffiti Abatement Program:** Remove graffiti in public right of way, facilities, bus shelters, parks, playgrounds, on regulatory signage, Bay Trails, traffic signal controller cabinets and the pump station area.
- **Sidewalks:** Repair broken and uplifted sidewalks to prevent pedestrian trip and fall.
- **Street:** Maintaining existing streets and shoulders, repair potholes and pavement crack sealant project throughout the city.
- **Regulatory Signages:** Install new regulatory signage and repair damaged signage including recently approved additional stop signs.
- **Red Curb:** Maintain over four (4) miles of red- curbs (no parking zones) throughout the City.
- **Illegal Dumping:** Respond to the Clean City Program by picking up illegal dumping including hazardous material citywide.
- **Street Sweeping Program:** Install new signage; repair damaged signs.
- **Fleet:** Manage repair and services of Community Development and Public Works Department vehicles.
- **Traffic Control:** Provide traffic control for Covid-19 testing and vaccination sites including food give a way at the Boys & Girls Club daily.
- **Emergency:** Respond to afterhours and weekend emergencies 24/7.

PUBLIC WORKS DEPARTMENT

FY 2022-2023 Budget

Maintenance Division

SIGNIFICANT CHANGES

FY 2021-2022 to FY 2022-2023 Budget:

The increase of \$601,772 (17.3%) from the Adopted FY 21-22 Budget to the Baseline FY 22-23 Budget is primarily due to the combination expenditures of Trees in public row, Illegal dumping cleanup, and Facilities maintenance.

The increase of \$6,000 (0.1%) from the Baseline FY 22-23 Budget to the Adopted FY 22-23 Budget is due to the deferral of a tractor purchases partially offset by an increase in general maintenance expenditures.

Fiscal Year (FY)	Budget	\$ Change From Previous FY	% Change From Previous FY
2021-22 Adopted	\$3,482,850		
2022-23 Baseline	\$4,084,622	\$601,772	17.3%
2022-23 Adoptedd	\$4,090,622	\$6,000	0.1%

PUBLIC WORKS DEPARTMENT

FY 2022-2023 Budget

Maintenance Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Responding to public work order requests.	1. Completed
2. Maintenance of public spaces, facilities, and public right-of-way.	2. Completed
3. Maintenance of stormwater and underground utilities.	3. Completed
4. Abatement of all graffiti and/or illegal dumping.	4. Supporting Clean City Program by removing illegal dumping daily
5. Daily maintenance of pedestrian over crossing.	5. On going
6. Install new roof at the senior center	6. Completed
7. Repaired pump shaft at O'Connor pump station	7. Completed
8. Public Works provided traffic control for food give away at the Boys & Girls Club.	8. On going

PUBLIC WORKS DEPARTMENT

**FY 2022-2023 Budget
Maintenance Division**

OBJECTIVES

1. Responding to public work order requests.
2. Maintenance of public spaces, facilities, and public right of way.
3. Maintenance of stormwater and underground utilities.
4. Abatement of graffiti and/or illegal dumping in the public right of way.
5. Maintaining and operating O'Connor pump station

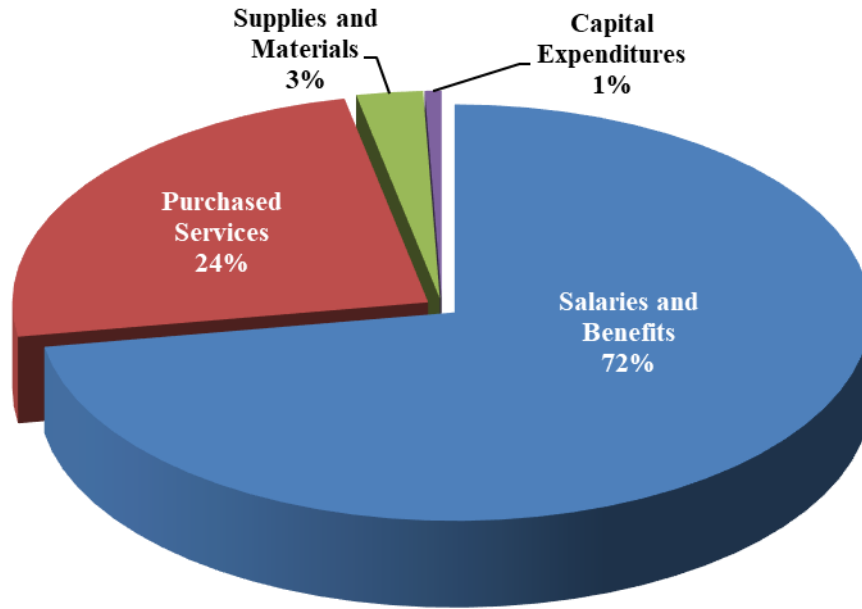
POLICE DEPARTMENT

FY 2022-2023 Budget

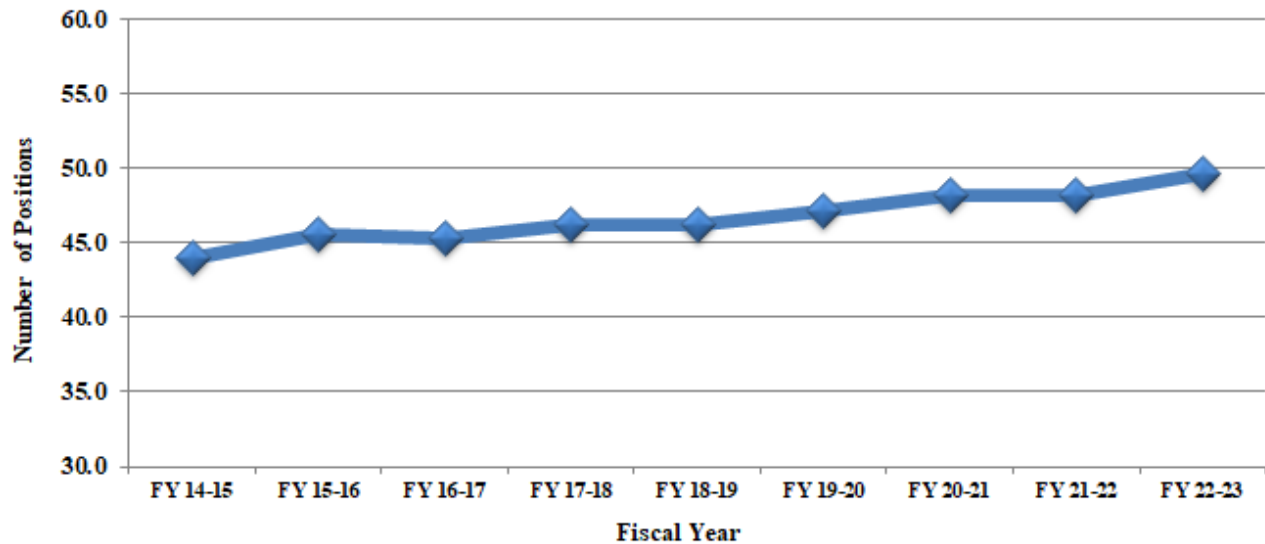
FY 2022-23

Operating \$14,275,384
Positions 50.60

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



POLICE DEPARTMENT

FY 2022-2023 Budget

Department Summary

SOURCES

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
General Fund					
Charges/Fees for Services	353,230	320,055	325,000	601,044	591,044
Use of Resources	10,307,173	12,072,191	12,485,700	13,372,783	12,792,923
Special Revenue Funds	259,597	392,248	365,565	191,417	891,417
Capital Project Fund	-	-	-	-	-
Enterprise Funds	-	-	-	-	-
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	10,920,000	12,784,495	13,176,265	14,165,244	14,275,384

EXPENDITURES BY DIVISION

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Administration Division	4,599,420	4,551,350	4,943,120	5,566,502	5,306,002
Investigations Division	1,192,075	1,547,700	1,547,700	1,604,025	1,738,665
Operations Division	5,128,505	6,685,445	6,685,445	6,994,717	7,230,717
TOTAL	10,920,000	12,784,495	13,176,265	14,165,244	14,275,384

CHARACTER OF EXPENDITURES

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Personnel					
Salaries and Benefits	7,585,822	9,473,892	9,664,265	10,060,775	10,431,415
Subtotal	7,585,822	9,473,892	9,664,265	10,060,775	10,431,415
Supplies and Services					
Purchased Services	2,778,837	2,824,534	3,111,800	3,411,169	3,394,669
Supplies and Materials	302,390	335,662	320,200	374,300	359,300
Capital Expenditures	252,952	150,406	80,000	319,000	90,000
Other Expenditures	-	-	-	-	-
Subtotal	3,334,179	3,310,602	3,512,000	4,104,469	3,843,969
TOTAL	10,920,000	12,784,495	13,176,265	14,165,244	14,275,384

AUTHORIZED STRENGTH

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Administration Division	9.00	9.00	9.00	9.00	9.00
Investigations Division	11.15	11.15	11.15	11.15	12.25
Operations Division	27.00	28.00	28.00	28.00	29.35
TOTAL	47.15	48.15	48.15	48.15	50.60

POLICE DEPARTMENT

FY 2022-2023 Budget

Department Summary

MISSION STATEMENT

The Mission of the East Palo Alto Police Department is to provide quality police service and work in partnership with the community to preserve the peace, establish a safe environment and do so with emphasis on mutual trust and respect.

The Divisions of the Police Department consist of Administration, Investigations and Operations.

The emphasis of Fiscal Year 2022 - 2023 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:

Administration:

1. Develop a Detailed Strategy around the Location of the Future Police Department
2. Ongoing Recruitment of New Personnel
3. Increase staff development and training

Operations:

1. Staff "The Racial and Identity Profiling Act" (RIPA) Management Analyst for Stop data collection
2. Train New Police Personnel members
3. Maintain existing and develop new community engagement projects

Investigations:

1. Appoint and Train one new detective
2. Resume Cold Case Investigations
3. Train new CSA's

Note: The establishment of a Pilot Traffic Enforcement Division for the Police Department is deferred pending funding availability.

POLICE DEPARTMENT

FY 2022-2023 Budget

POLICE CHIEF
Jeff Liu (Acting)

Administrative Sergeant

Administrative Services

Administrative Manager

Records Unit Supervisor ()
Records Clerks I II ()

Property officer

Operations Commander

Adam Team
1 Sgt., 5 Officers

Boy Team
1 Sgt., 6 Officers

Reserve Officer 3PT
(1.35)

Charles Team
1 Sgt., 6 Officers

David Team
1 Sgt., 6 Officers

Investigations Commander

Police Officer (6)

Community Services Officer (3)

PT Community Service Aide
(1.8)

PT Cold Case Investigator
(.45)

Total FTE's: 50.60

POLICE DEPARTMENT

FY 2022-2023 Budget

Administration Division

Division Summary

SOURCES

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
General Fund					
Charges/Fees for Services	30,055	30,055	35,000	233,107	223,107
Use of Resources	4,420,770	4,401,111	4,814,620	5,203,895	4,953,395
Special Revenue Funds	148,595	120,183	93,500	129,500	129,500
Capital Project Fund	-	-	-	-	-
Enterprise Funds	-	-	-	-	-
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	4,599,420	4,551,350	4,943,120	5,566,502	5,306,002

EXPENDITURES BY DIVISION

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Administration Division	4,599,420	4,551,350	4,943,120	5,566,502	5,306,002
TOTAL	4,599,420	4,551,350	4,943,120	5,566,502	5,306,002

CHARACTER OF EXPENDITURES

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Personnel					
Salaries and Benefits	1,376,085	1,363,447	1,553,820	1,610,033	1,610,033
Subtotal	1,376,085	1,363,447	1,553,820	1,610,033	1,610,033
Supplies and Services					
Purchased Services	2,770,697	2,824,534	3,111,800	3,411,169	3,394,669
Supplies and Materials	212,129	212,962	197,500	226,300	211,300
Capital Expenditures	240,510	150,406	80,000	319,000	90,000
Other Expenditures	-	-	-	-	-
Subtotal	3,223,336	3,187,902	3,389,300	3,956,469	3,695,969
TOTAL	4,599,420	4,551,350	4,943,120	5,566,502	5,306,002

AUTHORIZED STRENGTH

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Police Chief	1.00	1.00	1.00	1.00	1.00
Support Services Manager	1.00	1.00	1.00	1.00	1.00
Property and Evidence Officer	1.00	1.00	1.00	1.00	1.00
Police Record's Clerk I/II	4.00	4.00	4.00	4.00	4.00
Police Record's Supervisor	1.00	1.00	1.00	1.00	1.00
Police Sergeant	1.00	1.00	1.00	1.00	1.00
TOTAL	9.00	9.00	9.00	9.00	9.00

POLICE DEPARTMENT

FY 2022-2023 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 the supervision of the Chief of Police, Professional Standards Conduct Unit-Sergeant and the Administrative Services Manager, the Division is comprised of the Records Section, including the Property and Evidence officer. The Administration Division has a direct staffing level of 9.5 positions.

SIGNIFICANT CHANGES

FY 2021-2022 to FY 2022-2023 Budget:

The increase of \$623,382 (12.6%) from the Adopted FY 2021-22 Budget to the Baseline FY 2022-23 Budget is primarily due to the increased personnel costs (\$56,000), building repairs (\$110,000), two rolling stock purchase (\$180,000).

The decrease of \$260,500 (-4.7%) from the Baseline FY 2022-23 Budget to the Adopted FY 2022-23 Budget is mainly due to the deferred building maintenance (\$ 0,000) and deferred one vehicle purchase (\$ 0,000).

Fiscal Year (FY)	Budget	\$ Change From Previous FY	% Change From Previous FY
2021-22 Adopted	\$4,943,120		
2022-23 Baseline	\$5,566,502	\$623,382	12.6%
2022-23 Adopted	\$5,306,002	(\$260,500)	-4.7%

POLICE DEPARTMENT

FY 2022-2023 Budget

Administration Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Develop a detailed strategy for the new Police Department building.	1. Ongoing
2. Explore and implement contemporary public safety initiatives	2. Ongoing
3. Continue recruitment and development of new personnel.	3. Ongoing

POLICE DEPARTMENT

FY 2022-2023 Budget

Administration Division

OBJECTIVES

1. Develop a detailed strategy for the new Police Department Building.
2. Ongoing Recruitment of New Personnel
3. Increase staff development and training

POLICE DEPARTMENT

FY 2022-2023 Budget

Investigations Division

Division Summary

SOURCES

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23
	Actual	Actual	Adopted	Baseline	Adopted
General Fund					
Charges/Fees for Services	287,645	287,645	250,000	66,465	66,465
Use of Resources	798,199	906,964	1,237,625	1,475,643	1,610,283
Special Revenue Funds	106,231	106,231	60,075	61,917	61,917
Capital Project Fund	-	-	-	-	-
Enterprise Funds	-	-	-	-	-
Sucesor Agency Trust Fund	-	-	-	-	-
TOTAL	1,192,075	1,300,840	1,547,700	1,604,025	1,738,665

EXPENDITURES BY DIVISION

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23
	Actual	Actual	Adopted	Baseline	Adopted
Investigations Division	1,192,075	1,300,840	1,547,700	1,604,025	1,738,665
TOTAL	1,192,075	1,300,840	1,547,700	1,604,025	1,738,665

CHARACTER OF EXPENDITURES

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23
	Actual	Actual	Adopted	Baseline	Adopted
Personnel					
Salaries and Benefits	1,186,135	1,294,968	1,545,000	1,594,025	1,728,665
Subtotal	1,186,135	1,294,968	1,545,000	1,594,025	1,728,665
Supplies and Services					
Purchased Services	1,531	1,420	-	-	-
Supplies and Materials	798	4,452	2,700	10,000	10,000
Capital Expenditures	3,611	-	-	-	-
Other Expenditures	-	-	-	-	-
Subtotal	5,940	5,872	2,700	10,000	10,000
TOTAL	1,192,075	1,300,840	1,547,700	1,604,025	1,738,665

AUTHORIZED STRENGTH

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23
	Actual	Actual	Adopted	Baseline	Adopted
Commander	1.00	1.00	1.00	1.00	1.00
Police Officer	6.00	6.00	6.00	6.00	6.00
Community Services Officer	1.00	1.00	1.00	1.00	3.00
Cold Case Investigator (PT)	0.45	0.45	0.45	0.45	0.45
Community Service Aide (4 PT)	2.70	2.70	2.70	2.70	1.80
TOTAL	11.15	11.15	11.15	11.15	12.25

POLICE DEPARTMENT

FY 2022-2023 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 Commander, the Investigations Division is comprised of (1) Commander (4) Police Officers (Detectives) and (1) Part-time Detective Investigating “Cold Case” Homicides.

Additionally, The Commander is responsible for up to (6) Permanent Part-Time positions assigned to Parking Enforcement.

SIGNIFICANT CHANGES

FY 2021-2022 to FY 2022-2023 Budget:

The increase of \$56,325 (3.6%) from the Adopted FY 2021-22 Budget to the Baseline FY 2022-23 Budget is primarily due to personnel cost.

The increase of \$134,640 (8.4%) from the Baseline FY2022-23 Budget to the Adopted FY 2022-23 Budget is primarily due to the Step increase of CSAs and conversion part-time CSAs to Full-time.

Fiscal Year (FY)	Budget	\$ Change From Previous FY	% Change From Previous FY
2021-22 Adopted	\$1,547,700		
2022-23 Baseline	\$1,604,025	\$56,325	3.6%
2022-23 Adopted	\$1,738,665	\$134,640	8.4%

POLICE DEPARTMENT

FY 2022-2023 Budget

Investigations Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Appoint and train one new detective.	1. Ongoing
2. Resume Cold Case Investigations.	2. Ongoing
3. Train new Community Services Aides.	3. Ongoing

POLICE DEPARTMENT

FY 2022-2023 Budget

Investigations Division

OBJECTIVES

1. Resume Cold Case Investigations
2. Train new CSA's
3. Appoint and train a new detective

POLICE DEPARTMENT

FY 2022-2023 Budget

Operations Division

Division Summary

SOURCES

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
General Fund					
Charges/Fees for Services	35,530	35,530	40,000	301,472	301,472
Use of Resources	5,088,205	5,736,935	6,433,455	6,693,245	6,229,245
Special Revenue Funds	4,770	4,770	211,990	-	700,000
Capital Project Fund	-	-	-	-	-
Enterprise Funds	-	-	-	-	-
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	5,128,505	5,777,235	6,685,445	6,994,717	7,230,717

EXPENDITURES BY DIVISION

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Operations Division	5,128,505	5,777,235	6,685,445	6,994,717	7,230,717
TOTAL	5,128,505	5,777,235	6,685,445	6,994,717	7,230,717

CHARACTER OF EXPENDITURES

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Personnel					
Salaries and Benefits	5,023,602	5,655,606	6,565,445	6,856,717	7,092,717
Subtotal	5,023,602	5,655,606	6,565,445	6,856,717	7,092,717
Supplies and Services					
Purchased Services	6,609	3,565	-	-	-
Supplies and Materials	89,463	118,063	120,000	138,000	138,000
Capital Expenditures	8,831	-	-	-	-
Other Expenditures	-	-	-	-	-
Subtotal	104,903	121,628	120,000	138,000	138,000
TOTAL	5,128,505	5,777,235	6,685,445	6,994,717	7,230,717

AUTHORIZED STRENGTH

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Commander	1.00	1.00	1.00	1.00	1.00
Police Sergeant	4.00	4.00	4.00	4.00	4.00
Police Officer	22.00	23.00	23.00	23.00	23.00
Reserve Officer (3 PT)	-	-	-	-	1.35
TOTAL	27.00	28.00	28.00	28.00	29.35

POLICE DEPARTMENT

FY 2022-2023 Budget

Operations Division Summary

SERVICE DESCRIPTION

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

Under the direction of the Chief of Police, the Operations Division is led by (1) Commander. The Operations Division performs police patrols, calls for service response, traffic enforcement, and special enforcement activities. The Operations Division has a direct staffing level of 29 positions.

SIGNIFICANT CHANGES

FY 2021-2022 to FY 2022-2023 Budget:

The increase of \$309,272 (4.6%) from the Adopted FY 2021-22 Budget to the Baseline FY 2022-23 Budget is primarily due to personnel costs increase.

The increase of \$236,000 (3.4%) from the Baseline FY 2022-23 Budget to the Adopted FY 2022-23 Budget is primarily due to the combination of cost allocation to ARPA fund and personnel cost correction.

Fiscal Year (FY)	Budget	\$ Change From Previous FY	% Change From Previous FY
2021-22 Adopted	\$6,685,445		
2022-23 Baseline	\$6,994,717	\$309,272	4.6%
2022-23 Adopted	\$7,230,717	\$236,000	3.4%

POLICE DEPARTMENT

FY 2022-2023 Budget

Operations Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Staff a Racial Identity Profiling Act implementation and management team.	1. Ongoing
2. Staff a Traffic Division (Deferred for indefinite period).	2. Deferred by City Council
3. Train New Police Personnel members.	3. Ongoing

POLICE DEPARTMENT

FY 2022-2023 Budget

Operations Division

OBJECTIVES

1. Implement “Racial and Identity Profiling Act” mandates
2. Train and develop new Police Officers
3. Maintain existing and develop new community engagement projects

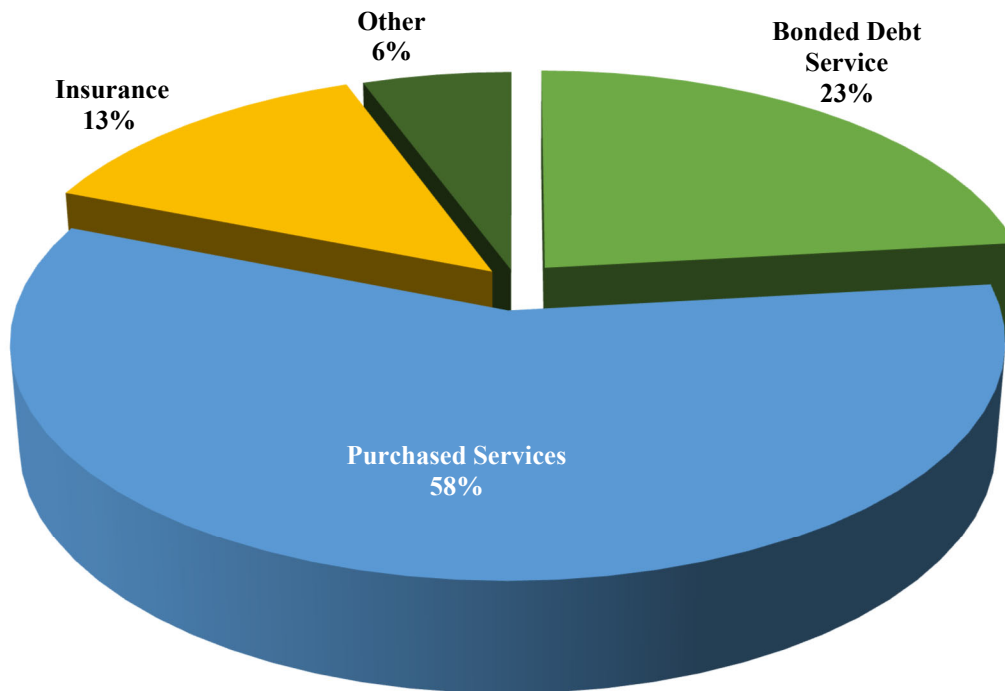
NON-DEPARTMENTAL

FY 2022-2023 Budget

FY 2022-23

Operating \$6,707,740

CHARACTER OF EXPENDITURES



NON-DEPARTMENTAL

FY 2022-2023 Budget

Department Summary

SOURCES

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
General Fund					
Charges/Fees for Services	-	-	-	-	-
Use of Resources	800,813	1,163,728	1,635,790	1,934,745	1,934,745
Special Revenue Funds	248,178	239,542	249,010	271,677	271,677
Capital Project Fund	-	-	-	-	-
Enterprise Funds	2,774,120	2,816,463	2,654,630	2,879,508	2,879,508
Successor Agency Trust Fund	724,549	522,487	1,646,190	1,621,810	1,621,810
	4,547,660	4,742,220	6,185,620	6,707,740	6,707,740

EXPENDITURES BY DEPARTMENT

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Adopted	FY 2022-23 Baseline	FY 2022-23 Adopted
Information Technology*	262,905	131,363	341,600	301,210	301,210
Subtotal	262,905	131,363	341,600	301,210	301,210
Debt Service and Related (Successor)	577,131	522,047	1,580,690	1,556,310	1,556,310
Subtotal	577,131	522,047	1,580,690	1,556,310	1,556,310
Insurance and Settlements	296,138	386,865	615,000	897,170	897,170
Subtotal	296,138	386,865	615,000	897,170	897,170
Other Non-Departmental					
Purchased Services	3,230,260	3,350,594	3,572,830	3,877,050	3,877,050
Supplies and Materials	20,825	8,739	10,000	10,500	10,500
Low Income Housing Advances	-	-	60,000	60,000	60,000
Other Charges	160,398	342,612	5,500	5,500	5,500
Subtotal	3,411,483	3,701,945	3,648,330	3,953,050	3,953,050
TOTAL	4,547,657	4,742,220	6,185,620	6,707,740	6,707,740

*Excludes capital equipment purchases budgeted directly in department or division.

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Miscellaneous

Introduction

This section contains the following items of interest:

- MISC- 2: Resolution No.77-2022 Adopting the FY2022-23 Revenue and Expenditure Budget
- MISC- 3: Resolution No.78-2022 Establishing an Appropriation Limit for FY2022-23
- MISC- 12: FY 2022-23 Capital Improvement Funding
- MISC- 13: FY 2022-23 Measure P Budget
- MISC- 14: FY 2022-23 Cost Allocation Plan Overhead Charges

RESOLUTION NO. 77 – 2022

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF EAST PALO ALTO**

**ADOPTING THE FISCAL YEAR 2022-23 REVENUE AND EXPENDITURE BUDGET
FOR THE CITY OF EAST PALO ALTO**

WHEREAS, the 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 2022-23 anticipated revenues and to appropriate projected expenditures; and

WHEREAS, City of East Palo Alto Municipal Code section 3.08.110 requires the adoption of an annual budget no later than June 30th prior to the beginning of the fiscal year; and

WHEREAS, the City Council held budget meeting and budget study sessions between April 19, 2022 and May 26, 2022, including a final Budget Hearing on this date to discuss the City's anticipated revenues and expenditure programs and to obtain public comment regarding the Fiscal Year 2022-23 Budget; and

WHEREAS, such public hearings were duly noticed not less than seven days nor more than 21 days prior to the first hearing held on May 19, 2022 in accordance with East Palo Alto Municipal Code section 3.08.070.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF EAST PALO ALTO HEREBY:

1. Adopts the FY 2022-23 Budget (Exhibit A); and
2. Authorizes the use of available Reserve Balances totaling \$8,202,720 and the Finance Director asserts such funds are available, in order to fund certain General Fund operations, enterprise fund and other restricted fund deficits (Exhibit B)

PASSED AND ADOPTED this 7th day of June 2022 by the following vote:

AYES: Romero, Gauthier, Abrica, Lopez, Wallace-Jones

NOES:

ABSENT:

ABSTAIN



Ruben Abrica, Mayor

ATTEST:



James Colin, Acting City Clerk

APPROVED AS TO FORM:



Valerie J. Armento, Interim City Attorney

Exhibit A

FY 2022-23 General Fund Budget Summary							
Fund	Description	Operating		Capital Improvement Plan	Operating Transfers		Net Change Fund Balance
		Revenues	Expenditures		In	Out	
10	General Fund	\$ 29,168,770	\$ (26,602,520)	\$ 350,000	\$ 821,140	\$ (4,007,390)	\$ (270,000)
11	IT Replacement Fund	\$ -	\$ (1,121,860)	\$ -	\$ 1,121,860	\$ -	\$ -
12	Equipment & Vehicles	\$ -	\$ (95,000)	\$ -	\$ 95,000	\$ -	\$ -
13	Self Insurance	\$ -	\$ (972,170)	\$ -	\$ 972,170	\$ -	\$ -
16	Community Benefit Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17	Com Dev Pass Thru	\$ 280,000	\$ (10,000)	\$ -	\$ -	\$ -	\$ 270,000
	ELIMINATING ENTRY	\$ -	\$ -	\$ -	\$ (3,010,170)	\$ 3,010,170	\$ -
	General Fund	\$ 29,448,770	\$ (28,801,550)	\$ 350,000	\$ -	\$ (997,220)	\$ -
213	Police Grants	\$ 162,000	\$ (191,420)	\$ -	\$ -	\$ -	\$ (29,420)
215	Misc Federal and State Grants	\$ 57,000	\$ (45,000)	\$ -	\$ -	\$ -	\$ 12,000
230	Local Grants	\$ 153,000	\$ -	\$ -	\$ -	\$ -	\$ 153,000
231	CYSFF TOT	\$ 144,000	\$ (45,280)	\$ -	\$ -	\$ -	\$ 98,720
232	Measure C	\$ 1,000	\$ (207,300)	\$ -	\$ -	\$ -	\$ (206,300)
290	ARPA- American Rescue Plan	\$ 3,531,250	\$ (830,440)	\$ -	\$ -	\$ (821,140)	\$ 1,879,670
	Community Programs	\$ 4,048,250	\$ (1,319,440)	\$ -	\$ -	\$ (821,140)	\$ 1,907,670
201	State Gas Tax	\$ 1,541,000	\$ (772,210)	\$ (550,000)	\$ 64,500	\$ -	\$ 283,290
202	Measure A	\$ 636,000	\$ (3,210)	\$ (500,000)	\$ -	\$ -	\$ 132,790
203	NPDES	\$ 247,500	\$ (551,370)	\$ -	\$ 303,870	\$ -	\$ -
206	Park In Lieu	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
221	Lighting District	\$ 678,930	\$ (177,080)	\$ -	\$ -	\$ -	\$ 501,850
222	Drainage District	\$ 144,000	\$ (431,270)	\$ -	\$ 287,270	\$ -	\$ -
234	County Measure W	\$ 304,000	\$ (1,500)	\$ (200,000)	\$ -	\$ -	\$ 102,500
	Infrastructure Programs	\$ 3,551,430	\$ (1,936,640)	\$ (1,250,000)	\$ 655,640	\$ -	\$ 1,020,430
204	Rent Stabilization	\$ 544,860	\$ (657,860)	\$ -	\$ -	\$ -	\$ (113,000)
207	Housing In Lieu	\$ 1,042,000	\$ (4,030,160)	\$ -	\$ -	\$ -	\$ (2,988,160)
209	Housing Assistance Program	\$ 4,500	\$ (6,250)	\$ -	\$ -	\$ -	\$ (1,750)
216	Commercial IF	\$ 2,475,280	\$ -	\$ -	\$ -	\$ -	\$ 2,475,280
218	Affordable Housing TOT	\$ 158,000	\$ (27,280)	\$ -	\$ -	\$ -	\$ 130,720
219	Measure HH	\$ 1,702,280	\$ (619,060)	\$ -	\$ -	\$ -	\$ 1,083,220
220	Lo-Mod Housing Successor	\$ 20,000	\$ (1,222,630)	\$ -	\$ 462,720	\$ -	\$ (739,910)
233	Silicon Valley Community	\$ 1,000	\$ (168,440)	\$ -	\$ -	\$ -	\$ (167,440)
	Affordable Housing Programs	\$ 5,947,920	\$ (6,731,680)	\$ -	\$ 462,720	\$ -	\$ (321,040)
	Total Special Revenue Funds	\$ 13,547,600	\$ (9,987,760)	\$ (1,250,000)	\$ 1,118,360	\$ (821,140)	\$ 2,607,060
301	Capital Improvement Fund	\$ 458,000	\$ (110,850)	\$ (855,410)	\$ 700,000	\$ -	\$ 191,740
303	Capital Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
305	Parks & Trails	\$ 233,000	\$ -	\$ -	\$ -	\$ -	\$ 233,000
306	Public Facilities	\$ 405,000	\$ -	\$ -	\$ -	\$ -	\$ 405,000
307	Transportation	\$ 1,756,570	\$ -	\$ -	\$ -	\$ -	\$ 1,756,570
308	RBD-I Storm D	\$ 3,850	\$ -	\$ -	\$ -	\$ -	\$ 3,850
309	RBD-O Storm D	\$ 152,150	\$ -	\$ -	\$ -	\$ -	\$ 152,150
	Capital Funds	\$ 3,008,570	\$ (110,850)	\$ (855,410)	\$ 700,000	\$ -	\$ 2,742,310
510	Water Service Fund	\$ 482,500	\$ (421,730)	\$ -	\$ -	\$ -	\$ 60,770
511	Water Capital Fund	\$ 533,000	\$ (100,000)	\$ (4,014,000)	\$ -	\$ -	\$ (3,581,000)
512	Water Meter Fund	\$ 289,000	\$ -	\$ -	\$ -	\$ -	\$ 289,000
513	Water Capacity Fee Fund	\$ 490,000	\$ -	\$ (456,000)	\$ -	\$ -	\$ 34,000
	Water Enterprise	\$ 1,794,500	\$ (521,730)	\$ (4,470,000)	\$ -	\$ -	\$ (3,197,230)
520	Garbage Service Fund	\$ 3,013,000	\$ (3,118,740)	\$ -	\$ -	\$ -	\$ (105,740)
	Total Enterprise	\$ 4,807,500	\$ (3,640,470)	\$ (4,470,000)	\$ -	\$ -	\$ (3,302,970)
		\$ 50,812,440	\$ (42,540,630)	\$ (6,225,410)	\$ 1,818,360	\$ (1,818,360)	\$ 2,046,400
705	Successor Operating	\$ 3,959,000	\$ (114,110)	\$ -	\$ -	\$ -	\$ 3,844,890
706	Successor Debt Service	\$ 1,552,430	\$ (1,550,310)	\$ -	\$ -	\$ -	\$ 2,120
	Successor Agency	\$ 5,511,430	\$ (1,664,420)	\$ -	\$ -	\$ -	\$ 3,847,010

Exhibit B

FY 2022-23 Budgeted User of Reserve		
10	General Fund	(270,000)
213	Police Grants	(29,420)
232	Measure C	(206,300)
204	Rent Stabilization	(113,000)
207	Housing In Lieu	(2,988,160)
209	Housing Assistance Program	(1,750)
220	Lo-Mod Housing Successor	(739,910)
233	Silicon Valley Community	(167,440)
511	Water Capital Fund	(3,581,000)
520	Garbage Service Fund	(105,740)
Total User of Fund Reserves		(8,202,720)

RESOLUTION NO. 78-2022

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF EAST PALO ALTO**

**ESTABLISHING AN APPROPRIATION LIMIT OF \$37,844,018
FOR FISCAL YEAR 2022-23**

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, due to COVID-19 Pandemic the cost-of-living factor related to growth in non-residential assessment valuation calculated by the San Mateo County Assessor's Office was not available; and

WHEREAS, the City of East Palo Alto elects to use the following factors relevant to the calculation of the Appropriation Limit for FY 2022-23:

- Per Capita Personal Income Change: +7.55% (Plus Seven Point Fifty-Five Percent)
- County of San Mateo Population Adjustment: -0.92% (Minus Point Ninety-Two Percent)

WHEREAS, a resolution establishing the annual appropriation limit must be adopted at a regularly scheduled meeting or noticed special meeting of the City Council; and

WHEREAS, the City Council held public hearings and adopted the Fiscal Year 2022-23 budget on June 7, 2022, and appropriations therein were determined within the calculated appropriation limit; and

WHEREAS, a determination of the FY 2022-23 Appropriations Limit has been made available to the public at least fifteen days prior to the meeting when this resolution is adopted.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAST PALO ALTO THAT:

1. The Appropriation Limit for Fiscal Year 2022-23 shall be and is hereby set at \$37,844,018 pursuant to Exhibit A attached hereto and incorporated herein by this reference.
2. The Appropriation Limit of \$37,844,018 exceeds the Appropriations Subject to Limitation calculated in the amount of \$29,016,773 by \$8,827,244. Therefore, the City of East Palo Alto complies with the provisions of Article XIII B of the State Constitution.

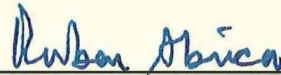
PASSED AND ADOPTED this 7th day of June 2022, by the following vote:

AYES: Romero, Gauthier, Abrica, Lopez, Wallace-Jones

NOES:

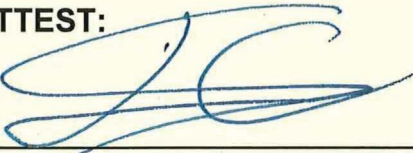
ABSENT:

ABSTAIN



Ruben Abrica, Mayor

ATTEST:



James Colin, Acting City Clerk

APPROVED AS TO FORM:



Valerie J. Armento, Interim City Attorney

CITY OF EAST PALO ALTO
Appropriation Limitation Calculation
2022-23

EXHIBIT A

Executive Summary

An annual calculation of the City's appropriation limitation is required by Article XIII B of the California Constitution. City expenditures may increase only in relation to changes in per capita income or growth in non-residential assessment valuation, whichever is greater, and the population change for the City or County, whichever is greater.

The City's 2022-23 proposed budget appropriations that are subject to limitation are \$8,827,244 million under the limitation as shown below:

I. Determination of Appropriation Limit:

2022-23 Appropriation Limit (Schedule 3) \$ 37,844,018

II. Determination of Appropriations Subject to Limitation:

2022-23 Revenue Sources for Appropriations (Schedule 2) \$ 56,323,874
Deductions of Exempt Revenues and Qualified Capital (Schedule 1) (27,307,101)

2022-23 Appropriations Subject to Limitation (Schedule 1) \$ 29,016,773

III. Amount Under/(Over) Appropriation Limit (I-II) \$ 8,827,244

IV. Remaining Capacity as a Percent of FY 2022-23 Limit 23.33%

CITY OF EAST PALO ALTO
 CALCULATION OF APPROPRIATIONS SUBJECT TO LIMITATION
 2022-23

Total Revenue Sources For Appropriations (Schedule 2)	<u>\$ 56,323,874</u>
<u>Exclusions:</u>	
Non-Proceeds of Taxes (Schedule 2)	(27,307,101)
Qualifying Capital Outlay	<u>-</u>
Total Exclusions	<u>(27,307,101)</u>
Net Revenue Sources Subject to Limitation	<u>\$ 29,016,773</u>

CITY OF EAST PALO ALTO
SUMMARY OF REVENUES-BY CATEGORY
2022-23

SCHEDULE 2

	<u>Budgeted Proceeds of Tax</u>	<u>Budgeted Non-Proceeds of Tax</u>	<u>Total Revenues</u>
Taxes			
Property Taxes	\$ 16,510,856	\$ 5,496,425	\$ 22,007,281
Sales and Use Tax	5,845,000	-	5,845,000
Utility Users Tax	1,702,684	-	1,702,684
Transient Occupancy Tax	1,376,000	-	1,376,000
Other Taxes	<u>3,102,531</u>	<u>2,430,000</u>	<u>5,532,531</u>
	\$ 28,537,070	\$ 7,926,425	\$ 36,463,495
Franchise Fees			
Franchise Fees	\$ -	\$ 1,196,000	\$ 1,196,000
Licenses, Fees, and Permits			
Building and Other Permits	\$ -	\$ 430,300	430,300
Rent Stabilization Fees	-	536,360	536,360
NPDES	-	144,000	144,000
CCAG Measure M Vehicle Fee	-	92,000	92,000
Development Impact Fees	<u>-</u>	<u>5,506,851</u>	<u>5,506,851</u>
	\$ -	\$ 6,709,512	\$ 6,709,512
Fines and Forfeitures			
Vehicle Code and Parking Fines	\$ -	\$ 180,000	\$ 180,000
Other Fees and Fines	<u>-</u>	<u>-</u>	<u>-</u>
	\$ -	\$ 180,000	\$ 180,000
Grants and Intergovernmental			
California SLESF	\$ -	\$ 160,000	\$ 160,000
California Department of Aging	-	-	-
California SB2	-	57,000	\$ 57,000
CalHome	-	1,000,000	\$ 1,000,000
ARPA Grant	-	3,506,250	\$ 3,506,250
Subventions and Reimbursements	42,500	103,000	145,500
Miscellaneous Grants	<u>-</u>	<u>450,000</u>	<u>450,000</u>
	\$ 42,500	\$ 5,276,250	\$ 5,318,750
Charges for Current Services			
Solid Waste and Recycling Charges	\$ -	\$ 411,000	411,000
Water Capital Replacement Fees	-	580,117	580,117
Building Charges	-	360,000	360,000
Engineering Charges	-	-	-
Planning Charges	-	<u>-</u>	<u>6,000</u>
Police Services	-	\$ 4,988,617	\$ 4,994,617
Miscellaneous Charges	<u>6,000</u>	<u>-</u>	<u>-</u>
	\$ 6,000	\$ 2,850,000	\$ 2,850,000

CITY OF EAST PALO ALTO
SUMMARY OF REVENUES-BY CATEGORY
2022-23

SCHEDULE 2

	Budgeted Proceeds of Tax	Budgeted Non-Proceeds of Tax	Total Revenues
Use of Money and Property (ex. Interest)			
Facility Use and Leases	-	454,500	454,500
Penalties	-	20,000	20,000
	\$ -	\$ 474,500	\$ 474,500
Other Miscellaneous			
Solid Waste Reimbursements	-	150,000	150,000
Loan Proceeds and Reimbursements	-	-	-
Other	-	-	-
	\$ -	\$ 150,000	\$ 150,000
Operating Budget Subtotal	\$ 28,585,570	\$ 26,901,304	\$ 55,486,874
Percent of Total	51.52%	48.48%	100.00%
Interest Allocation	\$ 431,203	\$ 405,797	\$ 837,000
TOTAL	\$ 29,016,773	\$ 27,307,101	\$ 56,323,874

CITY OF EAST PALO ALTO
 APPROPRIATIONS LIMIT COMPUTATION
 CUMULATIVE GROWTH RATE
 2022-23

<u>FISCAL YEAR</u>	<u>BEGINNING LIMIT</u>	<u>POPULATION FACTOR</u>	<u>PER CAPITA INCOME FACTOR</u>	<u>ASSESSED VALUATION CHANGE FACTOR</u>	<u>ENDING LIMIT</u>
2007-08	15,463,621	1.0139	1.0442	N/A	16,371,558
2008-09	16,371,558	1.0126	N/A	1.0920	18,103,000
2009-10	18,103,000	1.0121	N/A	1.1120	20,374,116
2010-11	20,374,116	1.0117	N/A	1.0080	20,777,393
2011-12	20,777,393	1.0080	N/A	0.9810	20,545,684
2012-13	20,545,684	1.0098	1.0377	N/A	21,529,195
2013-14	21,529,194	1.0109	1.0512	N/A	22,878,172
2014-15	22,878,172	1.0117	N/A	1.1160	25,830,765
2015-16	25,830,765	1.0100	1.0382	N/A	27,085,675
2016-17	27,085,675	1.0091	1.0537	N/A	28,799,891
2017-18	28,799,891	1.0056	1.0369	N/A	30,029,838
2018-19	30,029,838	1.0065	N/A	1.0379	31,369,805
2019-20	31,369,805	1.0028	1.0385	N/A	32,668,760
2020-21	32,668,760	0.9987	1.0373	N/A	33,843,251
2021-22	33,843,251	0.9925	1.0573	N/A	35,514,101
2022-23	35,514,101	0.9908	1.0755	N/A	37,844,018

Sources: State Dept. of Finance, Budget Resolutions & Prior Year Appropriation Limits, San Mateo County Assessor's Office

N/A = Not applicable; calculation formula uses the higher of per capita or assessed valuation factors multiplied by population factor.

Notes:

Population factor: San Mateo County, $((-0.92+100)/100 = 0.9908)$

Per Capita Income Factor, $((7.55+100)/100 = 1.0755)$

Total Change Factor $(0.9908 \times 1.0755) = 1.0656$

FY 2022-2023 Capital Improvement Funding

PROJECT #	DESCRIPTION	FUND	SOURCE	TOTAL
WD-04C	University/Cooley 12" Water Main	F301	Capital Improvement Fund	\$ 700,000
PK-17	Joel Davis Park Restroom	F301	Capital Improvement Fund	\$ 155,410
Sub-total Capita Improvement Fund				\$ 855,410
ST-07	Street Resurfacing Program	F201	State Gas Tax - SB1 Funds	\$ 550,000
Sub-total State Gas Tax				\$ 550,000
ST-07	Street Resurfacing Program	F202	Measure A	\$ 500,000
Sub-total Measure A				\$ 500,000
ST-11	Sidewalk Repair	F234	Measure W	\$ 200,000
Sub-total Measure W				\$ 200,000
WD-04C	University/Cooley 12" Water Main	F511	Water Capital	\$ 4,014,000
Sub-total water Capital				\$ 4,014,000
WD-04C	University/Cooley 12" Water Main	F513	Water Capacity Fee	\$ 456,000
Sub-total Water Meter				\$ 456,000
TOTAL FY 2022-23 PROPOSED CIP FUNDING				\$ 6,575,410

Note:

Major CIP does not include technology asset replacement.

FY 2022-2023 Measure P Budget

	<i>FY 2021-22 Adopted</i>	<i>FY 2022-23 Adopted</i>
Measure P Local TUT	\$ 2,025,000	\$ 2,269,000
CD Director	189,170	209,220
Community Service Aides Programs	44,560	55,000
Clean Zone - Project WeHope	-	5,000
Capital Transfers:		
Unallocated ¹	579,085	700,000
	812,815	969,220
Net Available - Other General Purposes	\$ 1,212,185	\$ 1,299,780

¹Pending Council approval

FY 2022-23 Cost Allocation Plan Overhead Charges

Allocating	General	State Gas Tax	Measure A	NPDES	Rent Stabilization	Housing in Lieu	Housing Assistance	Housing TOT	LMIH Successor Fund	Lighting District	Drainage District	CYSFF TOT	Water Lease	Garbage Service	Trust and Agency
	F010	F201	F202	F203	F204	F207	F209	F218	F220	F221	F222	F231	F510	F520	F705
Bld	(28,044)	-	-	-	-	-	-	-	-	-	28,044	-	-	-	-
Equip	(1,661)	-	-	-	1,661	-	-	-	-	-	-	-	-	-	-
CC	(32,139)	5,745	75	2,653	6,327	1,783	72	2,115	662	1,359	1,795	1,189	6,514	1,852	-
CA	(162,823)	14,259	255	8,939	98,354	2,065	240	2,813	2,229	6,000	4,937	4,007	14,509	4,217	-
CM	(135,030)	25,584	387	13,575	25,819	6,174	366	7,593	3,385	6,377	7,533	6,086	24,189	7,962	-
Clerk	(33,738)	5,826	42	2,073	7,462	1,572	39	2,108	368	1,841	2,394	662	6,814	2,539	-
Admin Srvs	(30,985)	2,614	-	1,271	3,086	-	-	-	-	1,307	1,307	19,017	-	2,384	-
HR	(56,186)	12,272	-	5,965	14,487	-	-	-	-	6,136	6,136	-	-	11,189	-
Fin	(145,113)	32,297	571	22,136	26,385	1,550	540	2,943	5,000	10,483	9,219	8,986	13,201	11,802	-
Maint	(18,113)	-	-	-	-	-	-	-	-	-	18,113	-	-	-	-
Non-Dept	(93,681)	15,689	339	11,889	38,354	210	341	971	2,966	4,543	3,663	5,332	5,076	4,309	-
Admin Srvs	(26,574)	5,804	-	2,821	6,853	-	-	-	-	2,902	2,902	-	-	5,292	-
Non-Dept	(20,058)	4,380	-	2,129	5,172	-	-	-	-	2,191	2,191	-	-	3,995	-
CA	(3,762)	822	-	399	970	-	-	-	-	411	411	-	-	749	-
Non-Dept	(19,596)	4,279	-	2,081	5,052	-	-	-	-	2,140	2,140	-	-	3,903	-
Admin-PW	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Admin-CDD	(42,346)	-	-	-	16,804	16,804	-	8,738	-	-	-	-	-	-	-
Successor Charges	(11,882)	-	-	-	-	-	-	-	-	-	-	-	-	-	11,882
Total¹	861,730	129,570	1,670	75,930	256,790	30,160	1,595	27,280	14,610	45,690	90,785	45,280	70,300	60,190	11,880

1. Totals rounded to the nearest 5.

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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 expenditures/ expenses for a given period (typically a fiscal year) and the 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 passed 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.

ADOPTED 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 POSTISION - 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.