



2024-2025 ADOPTED BUDGET



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

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FY 2024-2025 Budget

Mayor



Antonio Lopez

Vice Mayor



Martha Barragan

Council Members



Carlos Romero



Ruben Abrica



Lisa Gauthier

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

Melvin Gaines, City Manager
City Manager's Office

John Le, City Attorney
City Attorney's Office

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

Tomohito Oku, Finance Director
Finance Department

Amy Chen, Community Development Director
Community and Economic Development

Humza Javed, Public Works Director
Public Works

Jeff Liu, Police Chief
Police Department

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CITY OF EAST PALO ALTO

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Honorable Mayor and Members of the City Council
Community of East Palo Alto

June 18, 2024

RE: Fiscal Year 2024-25 Proposed Budget

Balancing the General Fund budget in FY 2024-25 was challenging. Revenue disruption, service cost pressures, and deferred infrastructure challenges persist. The City must consistently find ways to provide adequate service levels while absorbing anticipated cost increases with less revenue growth.

Revenue projections in the FY 2024-25 remain highly uncertain and include the following negative elements: 1) slow growth in property tax assessed value, 2) potential loss of Vehicle License Fee (VLF) shortfall reimbursement (property tax in-lieu of VLF revenue) from the State, 3) lingering COVID-19 revenue losses in Transient Occupancy Tax (TOT), 4) lacking business diversity in tax revenue resources (Sales tax and TOT), 5) extended gaps in taxable development projects and uncertainty in timing of development completion due to underlying infrastructure challenges and the need to analyze and support the specific plan update in the Ravenswood Business District.

The City has been under significant cost pressure, primarily from substantial wage increases resulting from labor negotiations influenced by post-COVID labor market trends and inflation. These negotiations have led to heightened wage demands from employees across various sectors, creating a ripple effect in the City's budgetary allocations. The aftermath of COVID-19 has dramatically shifted the dynamics of the labor market, with employees increasingly advocating for higher wages to cope with rising living costs and inflationary pressures. As a result, the City has found itself grappling with the necessity to meet these demands to retain skilled workers while simultaneously balancing its fiscal responsibilities. In addition to the increases in the personnel costs, the City must address the needs to improve deferred and aging infrastructure including City facilities, storm drains, water pipes and tanks, and streets, roads, and sidewalks which will most like require additional resources from the General Fund.

This year, the City looks forward to robust engagement of the East Palo Alto community around our budget process. The City has been conducting community surveys and holding community engagement meetings to assess the needs and priorities of East Palo Alto residents, which has

been subsequently shaping City Council strategic priorities. Staff centered the proposed budget on the City's Council FY 2024-25 Priorities that were approved on April 16, 2024:

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

FY 2024-25 Adopted Budget

FY 2024-25 Adopted - Citywide Funds (\$ In 000's)						
Description	General Fund	Restricted Funds	Capital Funds	Enterprise Funds	TOTAL CITY FUNDS	Successor Trust Fund
Total Revenues	37,487	9,533	18,238	8,119	73,377	1,957
Total Expenditures	(35,771)	(10,002)	(18,197)	(4,957)	(68,928)	(2,023)
Net Sources / (Uses)	1,715	(470)	41	3,163	4,449	(65)
Net Transfers	(1,845)	795	1,050	-	-	-
Change in Fund Balance	(130)	326	1,091	3,163	4,449	(65)
Use of Reserve	130	-	-	-	130	65

The table above presents the budget status by fund type. The total citywide proposed revenues, excluding the Successor Agency, amount to \$73.4 million, while expenditures total \$68.9 million. This results in a citywide budget surplus of \$4.4 million. The surplus is primarily derived from surpluses in Enterprise Funds (\$3.2 million), Capital Funds (\$1.1 million), and Restricted Funds (\$0.3 million), which offset a General Fund deficit of \$0.1 million.

The surplus in Restricted Funds is due to a timing difference between expenditures and revenue recognition across different fiscal years; typically, program revenues are received before related program expenditures in many of the City's special revenue funds. Surpluses in the Capital Funds and Enterprise Funds mainly come from development impact fees from new developments. It is important to note that the General Fund deficit, which is recognized after including capital transfers of \$1.05 million, necessitates a \$130 thousand withdrawal from the reserve (unassigned fund balance).

In conclusion, the proposed budget reflects our efforts to balance the budget while minimizing the impact on essential services. Ensuring the availability of clean water, public safety, and infrastructure maintenance remains a top priority. To achieve this, we must carefully manage

spending and identify cost-saving measures while moving forward taxable development projects. We will also maintain active engagement with the community to understand residents' needs and set priorities that reflect the City Council's goals and values.



Melvin E. Gaines
City Manager



Tomohito Oku
Finance Director

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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
- Organizational Summary Information
- Financial 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 2024-25 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, 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 FY2024-25 and the budget adoption resolutions.

Glossary

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

Council Strategic Planning

**CITY COUNCIL
STRATEGIC PRIORITIES
FY 2024-25 Budget**

Priority A. Promote Housing, Economic & Workforce Development

- Goal A.1. Implement Measure HH Employment Program
- Goal A.2. Continue to Implement the City's Affordable Housing Strategy
- Goal A.3. Create an Economic Development Strategy Focusing on Small/Micro Businesses for City Council Consideration
- Goal A.4. Convert the City's Cummings Loft property into office space that could be used as a small business incubator
- Goal A.5. Implement Program to Distribute Community Resource Funds Grant
- Goal A.6. Revisit the West Side Area Plan Development Approval Process
- Goal A.7. Evaluate the Measure HH Pilot Workforce Development Program
- Goal A.8. Complete the Ravenswood Business District/Four Corners Specific Plan Update
- Goal A.10. Streamline the ADU permitting process
- Goal A.11. Work with partners to complete construction of 965 Weeks/ Colibri Commons
- Goal A.12. Update the Zoning Code to address permanent supportive housing, housekeeping units, residential care facilities, etc. as well objective design standards
- Goal A.13. Develop a pop-up and unlicensed businesses policy and program

Priority B. Implement Comprehensive Transportation and Mobility Plan

- Goal B.1. Implement the Comprehensive Transportation and Mobility Plan
- Goal B.2. Construct University Bicycle/Pedestrian Overcrossing
- Goal B.3. Explore a potential public Infrastructure revenue measure for the November 2024 Election
- Goal B.4. Replace the temporary traffic circles on Pulgas Avenue with mini roundabouts
- Goal B.5. Construct Bus Stop Shelter Improvements using AHSC grant funds
- Goal B.6. Finalize the Addison Avenue Safe Routes to School and Green Infrastructure project
- Goal B.7. Construct the University Avenue at Runnymede Traffic Signal Improvements
- Goal B.8. Design the East Bayshore sidewalk Improvements with grant funds Secure funding to design the University Avenue Grand Corridor
- Goal B.9. Complete the Street Lighting Upgrade Project (70 streetlights and Clarke Avenue overcrossing)
- Goal B.10. Construct University Avenue safety improvements
- Goal B.11. Design and Construct road improvements on Woodland Avenue from University Avenue to Newell Road
- Goal B.12. Develop strategies to improve parking and traffic enforcement and identify next steps

Priority C. Promote Health & Public Safety

- Goal C.1. Enhance Flood Protection for Residents, Businesses, and Property Owners

**CITY COUNCIL
STRATEGIC PRIORITIES
FY 2024-25 Budget**

- Goal C.2. Resolve Sanitation District Incorporation Matter
- Goal C.3. Develop a Community Emergency Preparedness and Education Initiative
- Goal C.4. Develop the Police Department's Data Analytics Capacity
- Goal C.5. Rehabilitate the O'Connor Pump station
- Goal C.6. Construct improvements to the San Francisquito Creek bank
- Goal C.7. Upgrade the Stormwater System to meet State trash capture requirements
- Goal C.8. Complete the update of the Environmental Justice (Health & Equity) Element of the General Plan
- Goal C.9. Complete the update of the Safety Element of the General Plan
- Goal C.10. Evaluate emergency shelter sites
- Goal C.11. Develop and Implement a strategy to address illegal dumping

Priority D. Ensure 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. Develop an Information System Master Plan
- Goal D.6. Conduct a process to develop a five-to-ten-year strategic plan

Priority E. Improve the City's Water Infrastructure

- Goal E.1. Focus on Customer Service and Education
- Goal E.2. Advance Key Water Infrastructure Projects
- Goal E.3. Develop a Water Infrastructure Financing Plan
- Goal E.4. Develop a Water asset management database

Priority F. Develop and Implement a Comprehensive Facilities Plan

- Goal F.1. Coordinate with the Library District to Advance a New Library for East Palo Alto
- Goal F.2. Investigate Options for Developing County Vacant Property Located on Beech Street
- Goal F.3. Develop a Detailed Strategy for the Location of the Future Police Department
- Goal F.4. Complete the City Hall Improvements Planning Process

Priority G. Enhance Community Services and Parks for Residents

- Goal G.1. Foster Community Cultural Events & Activities
- Goal G.2. Completion and Implementation of the Parks Master Plan
- Goal G.3. Focus on Youth Engagement
- Goal G.4. Engage with Community & Partner Agencies to Improve Educational Resources/Outcomes

**CITY COUNCIL
STRATEGIC PRIORITIES
FY 2024-25 Budget**

- Goal G.5. Construct the Joel Davis Park restroom
- Goal G.6. Secure Bay Trail access at Rutgers Street
- Goal G.7. Implement a program that activates parks, promotes public health and public safety, similar to the FIT Zone program

Promote Housing, Economic & Workforce Development				
Goal		Lead/Co-Lead	Status	Status Notes
1	Implement Measure HH Employment Program	CDD - Housing	In-Progress	(1) Measure HH program consists of \$0.76M contracts with Street Code Academy, Job Train, and Live in Peace collaborating to create local workforce development and job training pilot programs in the STEM and Building Trades fields. Programs are launched and status is updated quarterly and available online: https://www.ci.east-palo-alto.ca.us/econdev/page/measure-hh-pilot-workforce-development-program . Staff presented an update on the program progress on March 19, 2024 and Council suggested staff to start preparing for evaluation of the pilot upon completion of the 18-month pilot. Target Completion: August 2024.
2.1	Present TOPA/COPA recommendations and other opportunities to promote homeownership	CDD - Housing	Complete	On December 6, 2023, the proposed TOPA/COPA ordinance was not adopted by Council. Project effort consisted of two+ years of community outreach meetings, Council presentations, research, ordinance drafting, responding to public queries, etc. Effort supported by the Partnership for the Bay's Future Policy Fellow, CMO and CAO. Fellow will continue to look for funding opportunities and other ways to promote homeownership and housing preservation for remainder of fellowship period ending May 2024.
2.2	Complete the updated Housing Element	CDD/CMO	Complete	Housing Element adopted by Council on March 19, 2024. 2023-2031 Housing Element available online: https://www.cityofepa.org/housing/page/housing-element-update-1
2.4	Update Affordable Housing Strategy	CDD - Housing	Complete	Affordable Housing Strategy was updated and adopted by City Council on February 6, 2024. 2024-2028 Strategy is available online: https://www.cityofepa.org/housing/page/affordable-housing-strategy
2.5	Establish Rent Registry for both stabilized and market-rate rental units.	CDD - RSP/CDD - Housing	In-Progress	Received Council direction on work plan on March 19, 2024. Staff will bring an ordinance back for consideration before the end of the fiscal year and issue a request for proposals (RFP) for outside program management planned issuance this Summer and execute contracts by October 2024. Staff continue to explore potential registry options (meeting with other cities, speaking with vendors, etc.)
3	Create an Economic Development Strategy Focusing on Small and Micro Businesses for City Council Consideration	CMO/CDD	In-Progress	Commenced preparation of a request for proposals (RFP) for an Economic Development Strategy. Hired a consultant from Regional Government Services to assist with RFP preparation. Expected RFP issuance date to be determined.
4	Convert the City's Cummings Loft property into office space that could be used as a small business incubator	PWD	In-Progress	The City was awarded a \$555,000 grant from the Small Business Administration to improve the former Redevelopment Agency's space at Cummings Loft for use as a local incubator space. City staff issued a request for design proposals in 2023. Staff received one proposal and is recommending a contract award to City Council on 04/16/24. Target Completion of design: December 2024. Construction will take place in 2025.
5	Implement Program to Distribute Community Resource Funds Grant	CMO/CDD	In-Progress	This is a City-sponsored grant program. In May 2023, staff presented a framework for the program and Council directed that the funds be allocated to four different service areas. Staff presented an updated framework to the City Council on 3/5/2024 and the Council directed staff to 1) release an RFP for Senior Home Repair Assistance with \$125K, 2) Release a RFP for Small Business Assistance with \$125K, 3) move \$50,000 to the Community Services Division budget for Senior programs aimed at increased technical competence and prevention of scams, and 4) move \$50,000 to the Community Services Division budget for youth civic activities. Staff anticipates releasing RFPs in May 2023 and proposing awards to the City Council in the first quarter of FY 2024/25.
6	Revisit the West Side Area Plan Development Approval Process	CDD - Planning	In-Progress	Staff will return to Council for feedback in second quarter 2024
7	Evaluate the Measure HH Pilot Workforce Development Program	CDD - Housing/ CMO	On-hold	Staff presented an update on the 18 month pilot on March 19, 2024. Staff will begin to explore ways to evaluate the pilot which is expected to conclude in August 2024

8	Complete the Ravenswood Business District/Four Corners Specific Plan Update	CDD - Planning	In-Progress	Draft plan in process. City Council Study Session scheduled for April 25, 2024. Draft plan scheduled to be complete by the end of 2024, following publication of SEIR.
10	Streamline the ADU permitting process	CDD - Planning	In-Progress	Municipal Code Update adopted on February 6, 2024. New forms and streamlined process implemented in compliance with updated code. The City hosted a community event on March 27, 2024 to share with East Palo Alto residents, homeowners, developers, and other stakeholders about the ADU development code updates and new informational materials available.
11	Work with partners to complete construction of 965 Weeks/Colibri Commons	CDD - Building	In-Progress	Development project is in the building phase. Construction is anticipated to conclude by the end of 2025.
12	Update the Zoning Code to address permanent supportive housing, housekeeping units, residential care facilities, etc. as well objective design standards	CDD - Planning	In-Progress	Staff plans to present an additional Municipal Code update to Council in mid 2024, including housing related clean up items. Another municipal code update, including objective design standards, is planned for late 2024.
13	Develop a pop-up and unlicensed businesses policy and program	CDD/CMO	Proposed	Staff are starting to explore this effort and benchmarking with other cities (Redwood City is also dealing with this issue). Staff would prepare for a City Council study session to be held in the first quarter of FY 2024-25 to discuss potential solutions. In that study session, necessary staffing and resources to implement potential solutions would also be discussed. With Council's input, the City could develop a policy and program to regulate pop-up/unlicensed businesses.

Implement Comprehensive Transportation and Mobility Plan				
Goal		Lead/Co-Lead	Status	Status Notes
1	Implement the Comprehensive Transportation and Mobility Plan			
1.1	Implement Short-term Improvements as Identified in the Final Mobility Report	PWD	Complete	Practical short-term measures implemented and completed in 2023.
1.2	Implement Mid-term Improvements as Identified in the Final Mobility Report	PWD	In-Progress	Mid-term improvement elements to be implemented over 5+ years. \$1.0M grant for University Avenue Grand Corridor conceptual planning received through the Measure W competitive program which will study mid-term strategies. City in regular contact with other entities regarding Facebook Willow Village development.
1.3	Initiate a Parking Permit Pilot Program	PWD	In-Progress	Staff is developing a pilot program for City Council consideration. Anticipated Council item in July 2024.
2	Construct University Bicycle/Pedestrian Overcrossing	PWD	In-Progress	Construction is underway. Anticipated completion in 2025.
3	Explore a potential public infrastructure revenue measure for the November 2024 Election	CMO	In-Progress	The City entered an agreement with the Lew Edwards group who oversaw a community poll and focus group sessions to gauge community priorities and support for revenue measures in 2023. Additional polls will be conducted in April 2024 that test specific revenue measures and funding priorities. Depending on the polling results the City will work toward passing a measure in November 2024.
3.1	Design East Bayshore Sidewalk Improvement Project	PWD	In-Progress	The City was awarded a \$400,000 grant for design phase. A contract to award design services is scheduled for the 04/02/24 City Council meeting. Design Target Completion: January 2025.
3.2	Seek funding and construct East Bayshore sidewalk improvements	PWD/CMO	In-Progress	Staff is actively seeking construction funds and is applying for transportation grants. The Transportation HUD appropriations bill includes \$850,000 in DOT funds for this project.
3.3	Design University Ave. safety improvements	PWD	In-Progress	The City was awarded a \$1.2M grant and design phase is initiated. Design planned completion is April 2024. The project will be bid out for construction in Summer 2024.
A	Construct University Ave. safety improvements	PWD	In-Progress	Construction estimated to occur August 2024 through February 2025. This project will primarily include upgrading University/Runnymede intersection and construct a new traffic signal.
3.5	Implement updated water capital surcharges	PWD/CMO	Complete	Council adopted updated charges in March 2023.
4	Replace the temporary traffic circles on Pulgas Avenue with mini roundabouts	PWD	In-Progress	Complete design and replace the temporary traffic circles with mini roundabouts to enhance safety and aesthetics. Staff received grant funds to complete the preliminary design of the mini roundabouts on Pulgas Avenue. On 3/19/2024, City Council authorized a contract amendment with ALTA Planning + Design to complete the PS&E package for the two mini-roundabouts. Staff anticipates design completion by Fall 2024. The goal is to bid out the project and begin construction by the end of 2024. (Goal – to complete construction by end of FY 24/25 pending construction funds).
5	Construct Bus Stop Shelter Improvements using AHSC grant funds	PWD	In-Progress	The project is under active construction and should be complete by April 2025
6	Finalize the Addison Avenue Safe Routes to School and Green Infrastructure project	PWD	In-Progress	The project should be complete by July 2024.
7	Construct the University Avenue at Runnymede Traffic Signal Improvements	PWD	In-Progress	This project is included in 3.3. Design planned completion is April 2024. The project will be bid out for construction in Summer 2024.
8	Design the East Bayshore sidewalk improvements with grant funds Secure funding to design the University Avenue Grand Corridor:	PWD	In-Progress	This project is included in 3.1. A contract to award design services is scheduled for the 04/02/24 City Council meeting. Design Target Completion: January 2025.
9	Complete the Street Lighting Upgrade Project (70 streetlights and Clarke Avenue overcrossing)	PWD	In-Progress	This project is underway and will continue through FY 24/25. The streetlight installations will be citywide and the work began in the Gardens Neighborhood.

10	Construct University Avenue safety improvements	PWD	In-Progress	This project is included in 3.3. Design planned completion is April 2024. The project will be bid out for construction in Summer 2024.
11	Design and Construct road improvements on Woodland Avenue from University Avenue to Newell Road.	PWD	Proposed	Staff anticipates adding this project to the Capital Improvement Plan. The project is estimated to cost \$3 million and is currently unfunded. The City is seeking earmark funds as well as other grant funds in order to design and construct this project. During FY 2024-25, this project will primarily consist of seeking design and construction funds. Once funds are secured, design and construction would take approximately 18 months.
12	Develop strategies to improve parking and traffic enforcement and identify next steps.	PD/PWD	Proposed	Staff would prepare for a City Council study session to be held in the first quarter of FY24/25 to present and discuss parking and traffic enforcement challenges and potential solutions. Implementing potential solutions, particularly enforcement solutions may require funding for additional personnel.

Promote Health & Public Safety				
Goal		Lead/Co-Lead	Status	Status Notes
1	Enhance Flood Protection for Residents, Businesses, and Property Owners			
1.1	Enhance Community Flood Protection through collaboration with SFCJPA on San Francisquito Creek Reach 2 improvements	PWD/CMO	In-Progress	The Reach 2 Project is led and coordinated by the San Francisquito Creek (SFC) JPA. The total project cost estimate is \$60M, and is approximately 70% funded. The project consists of four main construction elements planned to occur between Summer 2024 and 2026. City staff are in contact with SFCJPA and agency partners on a regular basis.
1.2	Enhance Community Flood Protection through collaboration with SFCJPA to implement the Safer Bay Project	PWD/CMO	In-Progress	The Safer Bay Project is a multi-benefit, multi-jurisdictional collaboration led and coordinated by the SFCJPA. The SFCJPA is conducting technical and scientific studies in anticipation of releasing a draft Environmental Impact Report in 2025. The City has been awarded a FEMA grant of \$17.5M and provided \$4.5M in local match to support \$22M in local construction costs related to the project. City grant project is on-hold pending completion of other project phases. The City's grant portion will be actively underway in Q1 24/25. The City will be required to secure a design consultant and oversee the design phase from 30% through 100%.
1.3	Coordinate with City of Palo Alto on the Newell Street Bridge Replacement Project	PWD	In-Progress	Represents a \$16M sub-project of the SFC-JPA Reach 2 Project 1.1 above. City of Palo Alto is lead agency. Project plans and specifications are complete, and partners are currently seeking additional grant funding. East Palo Alto staff are working with Palo Alto to coordinate design completion. Upon design completion, the project will be bid for the construction phase in Summer 2024.
2	Resolve Sanitary District Incorporation Matter			
2.1	Transition EPASD from an independent organization to a City subsidiary	CMO/CAO/ PWD/FIN	In-Progress	LAFCo denied EPASD's request for reconsideration on February 7. The protest period began Feb. 12 and will go through May 22, 2024. If none of the thresholds of protests are met, the City will take over governance of EPASD July 1, 2024. This transition will require the City to manage EPASD finances, billing and customer service, new service connections, day to day operations (through an operations agreement with West Bay Sanitary District) and manage sanitary capital projects. Additionally, EPASD has filed a lawsuit against LAFCo and the City. The City is determining next steps and exploring how this may impact the transition of EPASD to City governance.
3	Develop a Community Emergency Preparedness and Education Initiative			
3.1	Build EPA CERT Team Membership	PD/CMO	Complete	Menlo Park Fire District administers the CERT program in East Palo Alto, which we are able to access when the need arises. Currently the membership hovers around 40-50 members and have all been sworn in as Disaster Service Workers. Additionally, the Menlo Park Fire District works with community groups interested in helping during times of need, but do not necessarily desire to be CERT certified. MPFD also administers and Emergency Radio Communications group (eg. HAM Radio operators) who are available as the need arises.
3.2	Establish emergency communication protocols with community partners	PD/CMO	In-Progress	In coordination with Menlo Park Fire District, researching social media and emergency alert notification channels with planned community outreach efforts to expand information access. Target Completion: Summer 2024.
3.3	Update Disaster Preparedness Plan	PD/CMO	In-Progress	Currently researching plan format and regulatory requirements with goal of simplifying current plan for ease of reference and use. Target Completion: Summer 2024.
4	Develop the Police Department's Data Analytics Capacity	PD	In-Progress	If awarded a pending grant, work with the County C3AI data project and California State University East Bay to study East Palo Alto crime trends, responses, and statistics
5	Rehabilitate the O'Connor Pump station	PWD	In-Progress	Replace diesel engines and perform electrical upgrades with \$800K USEPA grant funds. Project is currently in the process of finalizing scope and CEQA. Design to occur throughout 2024 with construction in 2025.

6	Construct improvements to the San Francisquito Creek bank	PWD	In-Progress	Enforce the slope at San Francisquito creek to prevent further erosion. This project will be under construction in Summer 2024.
7	Upgrade the Stormwater System to meet State trash capture requirements	PWD	In-Progress	90% trash capture project to be completed by June 2024. Full Trash Capture is mandated by the State Water Resources Control Board by 2025. This will be accomplished by bidding out two separate projects.
8	Complete the update of the Environmental Justice (Health & Equity) Element of the General Plan	CDD - Planning	In-Progress	Data gathering in process. Community outreach to begin in April 2024. Project completion anticipated in mid to late 2025.
9	Complete the update of the Safety Element of the General Plan	CDD - Planning	In-Progress	Data gathering in process. Community outreach phase started in February 2024, with two workshops planned for March 13 and April 3. Project completion anticipated in mid 2025.
10	Evaluate emergency shelter sites	CMO	In-Progress	The City is working to establish formal partnerships with potential emergency evacuation sites both within and outside of East Palo Alto.
11	Develop and Implement a strategy to address illegal dumping	PWD/CDD	Proposed	The City would continue to enhance and implement its Clean City Program. Staff would work internally with other departments to evaluate and enhance the program over the next fiscal year.

Ensure Fiscal & Organizational Health				
Goal		Lead/Co-Lead	Status	Status Notes
1	Address Structural Deficit Through Fiscal Resiliency Measures			
1.1	Assess and Prepare for Utility Operational and Finance Needs	PWD/FIN	In-Progress	This project is connected to Goal No. 2 above under Council Priority "Promote Public Health & Safety". Financing needs on-hold pending LAFCO decision. However, in addition to Sanitary Sewer operations, the City requires resources to provide cohesive oversight over all managed utilities (water, garbage and storm water management). Consideration of financing of utilities through rate increases or assessment districts is planned for 2024.
1.2	Analyze needs, strategies and community support for funding public infrastructure	CMO	In-Progress	With Lew Edwards consultants, City is conducting a series of community outreach meetings/communication to assess community interest related to both services and infrastructure. Target Completion: April 2024.
1.3	Perform Impact Fee Nexus Study	CMO/PWD	In-Progress	Bid process complete and contract approved by Council in October 2023. Project kick-off implemented November 2023. Staff will provide an update to Council in April 2024 and anticipate proposed fees and Nexus Study to be presented by June 2024.
2	Develop 10 Year Financial Projections	FIN	In-Progress	A 10-year financial projection model for a municipality serves as a strategic planning tool, aligning fiscal policies with community goals, aiding in risk management, and communicating financial plans to residents. This comprehensive tool assists in capital budgeting, enabling efficient resource allocation and providing insights into long-term financial sustainability for the municipality. The first phase of the model has been issued and is staff revisions, expected presentation to Council in the April 2024 Budget Message
3	Plan and Implement an Enterprise Resource Planning (ERP) System	FIN/CMO	In-Progress	As of December 2023, all financial activities, including payroll, accounts payable, and budgeting, have successfully migrated to the new system. Staff members are already noticing significant improvements in efficiency and data accessibility. This transition reflects a massive undertaking citywide, and we are nearing the final stages of implementation. Despite encountering some obstacles, this project is an unmitigated success, especially when considering the scale of change.
4	Focus on Staff Morale, Retention, Recruitment & Succession Planning			
4.1	Update the City's Personnel Policies and Procedures	CMO - HR	In-Progress	Draft document prepared. Citywide management and employee review process, including meet and confer elements, estimated to begin January 2024. Target Completion: Fall 2024. Effort supported by consultants, outside legal. Due to labor negotiations, this project has been placed on hold until contracts are closed. Will continue Q3 of this FY.
4.2	Launch Health & Wellness Initiative	CMO - HR	Complete	Launched outreach for virtual employee seminars; on-site health and wellness events in October 2023. Annual employee hybrid seminars are confirmed through December 2024. Staff are in the process of collecting employee data to improve moral. These programs will allow the team to collaborate and focus on team building which is what we need to become a successful team! The City is fully committed and invested in our staff's mental health. The program includes topics such as Self-Development: The Road to Balance Your Work & Family Life, Communication, Creating Healthy Teams, Health & Wellness. Digital Distractions: Use Technology, Don't Let it Use You, etc. This project launch is complete and the work is now operational.
4.3	Update the City's recruitment process	CMO - HR	Complete	Standardized operating procedures for the hiring process. Completed April 2023

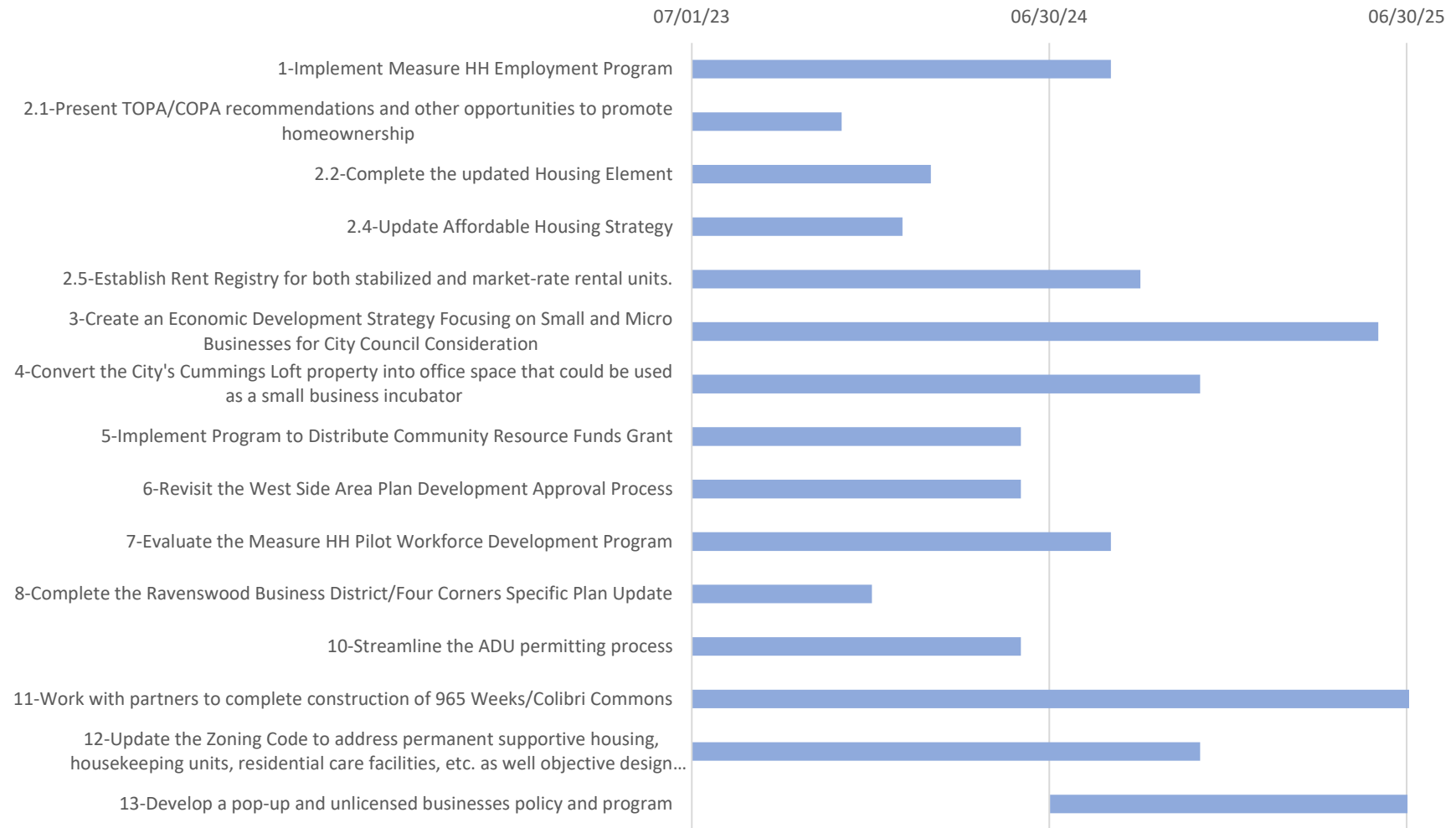
4.4	Develop and Launch an Employee Training and Development Program	CMO - HR	Complete	Primarily consists of revamping employee orientation process, standardizing and auditing regulatory training requirements. New orientation standards implementation November 2023. Standardizing training implemented over six months phases beginning November 2023. The Mandatory and employee training and development programs continue to roll out and improve such as Building & Cultivating Trust as a Leader, Diversity, Equity, and Inclusion (DEI) training series to help foster a culture of respect, understanding, and inclusivity within our organization, FMLA/CFRA/Reasonable Accommodations Overview for Supervisors, Memorandum of Understandings (MOU) Overview, Active shooter, CPR, Earthquake & Fire Drill, and so much more! We are actively seeking feedback from staff to help CMO in developing and incorporating more trainings. This project kick off is complete and is now operational.
4.5	Issue RFP for Compensation Study	CMO - HR	On-hold	Project goal intended to be expanded to include and prioritize near-term capacity studies. Project initiation TBD.
5	Develop an Information Systems Master Plan			
5.1	Coordinate continuation or completion of contract services provided by Redwood City	CMO - IT	In-Progress	Redwood City agreed to a mid-term continuation plan. Staff expanding goal to include issuance of separate RFP to consider options for long-term operational needs. Target RFP Completion: May 2024
5.2	Develop a citywide Information Systems Master Plan	CMO - IT	On-hold	Draft RFP prepared and under review; pending outcome of item 5.1 above.
6	Conduct a process to develop a five-to-ten-year strategic plan	CMO	Proposed	During FY 2024-25, the City would engage in a process to develop a strategic plan beginning in FY 2025-26 that sets long-term strategic priorities but includes short term strategies and projects that would be updated bi-annually. The Strategic Plan would be the basis for the City Council Priorities and the two-year work plan the City Council would adopt for FYs 2025-26 through 2026-27.

Improve the City's Water Infrastructure				
Goal		Lead/Co-Lead	Status	Status Notes
1	Focus on Customer Service and Education			
1.1	Plan for Water System Operations in 2025	CMO/PWD/CAO/FIN	In-Progress	Current Water System Operator lease expires approximately April 2026, and current lease terms are under outside legal review. Project includes multi-departmental consideration of options for long-term operational needs, including RFP for consulting services to consider cost/considerations under differing options. Target Completion: June 2024.
2	Advance Key Water Infrastructure Projects			
2.1	Complete Construction of 12" Water Transmission Line on University Ave.	PWD	In-Progress	Project construction is underway. Target Completion: December 2024
2.2	Complete Construction of Water Intertie at University/Woodland with Palo Alto	PWD	In-Progress	Project construction is underway. Target Completion: October 2024
2.3	Identify Potential Locations for Additional Water Storage	PWD	In-Progress	Staff preparing a request for proposal (RFP) to conduct a water tank siting study and provide analysis of options for water storage capacity of 3+ million gallons. Target Council Presentation: January 2025.
2.5	Proactively Design Additional Water Improvement Projects	PWD	On-hold	This project involves working with the City's on-call consultant to design priority 1A water infrastructure projects identified in the Water Master Plan. This activity will begin upon completion of construction of the 12" watermain on University Avenue. (See 2.1 above)
3	Develop a Water Infrastructure Financing Plan	CMO/PWD/FIN	In-Progress	The City received \$800,000 from the US Environmental Protection Agency through in FY 2023 Congressionally Directed Spending (FY 2023 Omnibus Appropriations Bill). The City will use these funds to hire a consultant to develop a water infrastructure financing plan that will outline an effective strategy for the City to leverage existing resources such as water capital improvement fees paid by ratepayers and grant funds to pay for needed water system improvements
4	Develop a water asset management database	PWD	In-Progress	Update all water related assets into a GIS and asset management software system. (Goal – to be complete with the first phase by Q4 23/24). The project will continue through FY 24/25 to establish other layers.

Develop and Implement a Comprehensive Facilities Plan				
Goal		Lead/Co-Lead	Status	Status Notes
1	Coordinate with the Library District to Advance a New Library for East Palo Alto			
1.2	Complete Library Design	PWD	In-Progress	City was awarded, a \$1.5M grant for design of the Library. The City Council awarded a design contract to Noll and Tam Architects and design will begin in April 2024.
1.1	Work with the SMC Libraries to identify and implement a comprehensive funding strategy for library construction	CMO	In-Progress	Rough construction estimates are approximately \$40M. The City has not secured funding yet. The City unsuccessfully applied for a \$10M State grant. The City continues to partner with SMCL and the SMCL Foundation on efforts to fundraise for library construction. This includes participation in a fundraising task force and helping conduct a fundraising feasibility study led by Lotus consulting. Lotus will present fundraising feasibility study in late April 2024.
2	Investigate Options for Developing County Vacant Property Located on Beech Street			
2.1	Endeavor to Finalize Acquisition of County-Owned Beech Street Property	CDD - Planning/CMO	On-hold	While in the final phase of property exchange and acquisition details, SMC informed the City they are no longer interested in swapping Beech Street for 2277 University because they don't believe 2277 University is feasible for housing. The City Manager and County Executive will have further discussions to determine next steps.
2.2	Advance Parks Master Plan Vision for MLK Jr. Park and Beech Street Property	CMO - CS/PWD	In-Progress	City preparing CEQA analysis for Master Plan, including potential Beech Street expansion - estimated Council study sessions in Spring 2024. The property exchange may complicate this (see 2.1 above).
3	Develop a Detailed Strategy for the Location of the Future Police Department			
3.1	Conclude consideration of potential interim or long-term Police Department sites	CMO/PD	In-Progress	The City continues to look for alternative sites for the police department while negotiating a lease extension for 141 Demeter Street. The 219 Demeter Street lease has an extension option that can be exercised.
3.2	Provide the Council recommendations for Police Department sites after October 2025	CMO/PD	On-hold	On hold pending completion of 3.1 above. Site recommendations may include closed session presentation and negotiation.
3.3	Implement necessary actions to enable police department operations after October 2025	CMO/PD	On-hold	On hold pending completion of 3.1 above; however, the improvements to 141 Demeter Street are in-progress as those are necessary for the facility to be useful for the remainder of the existing lease.
4	Complete the City Hall Improvements Planning Process			
4.1	Resolve County consideration of 2415 University for City's exclusive or shared use	CMO	In-Progress	The City Manager is scheduled to discuss this matter with the County Executive in April 2024.
4.2	Investigate potential partnership opportunities with future development projects	CDD/CMO	On-hold	On-hold pending completion of RBD Specific Plan, including related Impact Fee Study implications. Current economic conditions estimated to impact timing of available opportunities.
4.4	Bid and construct the City Hall TI at the former police evidence room	PWD	In-Progress	Workspace currently under County HVAC renovations. Staff is considering bidding this project together with PD and Tate facility improvements. Construction project estimated to begin Summer 2024.

Enhance Community Services and Parks for Residents				
Goal		Lead/Co-Lead	Status	Status Notes
1	Foster Community Cultural Events & Activities			
2	Completion and Implementation of the Parks Master Plan			
2.3	Advance Design of Martin Luther King, Jr. (MLK) Park Expansion Project	CMO - CS	In-Progress	Refer to Goal 2.2 above under "Develop and Implement a Comprehensive Facilities Plan".
2.4	Advance Design of Bell Street Park Project in Partnership with Magical Bridge Foundation	CMO - CS	On-hold	Plan Phase I complete and project re-scaled and considered with community outreach. Phase II - on hold to consider best program outcomes.
2.5	Consider a pilot dog park program at an existing park or under utility power lines	CMO - CS	In-Progress	This sub-goal primarily is being considered with the MLK Park Expansion Plan. Refer to Goal 2.2 above under "Develop and Implement a Comprehensive Facilities Plan". For other potential sites, staff plans to engage community and vet potential options. Target Report Date: Spring 2024.
3	Focus on Youth Engagement			
3.1	Consider establishing a Youth Commission and/or youth appointees to City Boards/Commissions	CMO - CS	In-Progress	Staff is in the process of releasing an RFP for consultation that will comprehensively address the needs of a Youth governing body in the City. Following this 45-60 day selection process, staff will begin laying the framework for what an advisory body will look like by seeking community engagement. It is anticipated that this will take place until October 2024. At that time, Staff will return to Council with robust community input on the next steps to launch a Youth Advisory Body.
3.2	Strengthen partnerships with outside organizations for comprehensive focus on youth issues	CMO - CS	On-hold	Given the success of partnerships with organizations like: YMCA, EPACenter for the Arts, YCS, Foundation for a College Education, and others through our Summer Park Activation program, staff is constantly seeking the input of youth-focused organizations. More efforts will be underway during the process of establishing a Youth Advisory Body. It is the intention of staff to introduce two events that are specifically focused on Youth in the Job Shadow Day in Summer 2024 and Youth Summit in Fall 2024.
4	Engage with Community & Partner Agencies to Improve Educational Resources/Outcomes			
4.1	Explore Partnerships with School District & Other Entities Regarding Potential Joint Use	CMO - CS	In-Progress	Staff is in discussion with RCSD to explore shared interests and potential financial options. Seeking shared facilities agreements with RSD. The City received congressional funding for Ronald McNair Field which will help advance discussions. Target Report Date: Fall 2024.
5	Construct the Joel Davis Park restroom	PWD	In-Progress	Restroom construction to be complete by May 2024.
6	Secure Bay Trail access at Rutgers Street	CMO - CS/PWD	In-Progress	Staff from the Public Works and Community Services initiated the work in January 2024 with SFPUC to explore the creating a pedestrian pathway at the Rutgers St. Bay Trail entry. Following the approval, Staff began conversation with Mid-Peninsula Regional Open Space District who also has easements in place at the area to determine feasibility of placing an entry point. Staff is currently in the design phase of the gate for final approval from SFPUC. Pending this approval, staff will be able to begin the construction phase in late summer/early Fall 2024.
7	Implement a program that activates parks, promotes public health and public safety, similar to the FIT Zone program.	PD/CMO - CS	Proposed	The original FIT Zone Program was fully funded by grants. Following the original model, re-launching FIT Zones would not be feasible due to a lack of funding. The model required participation of sworn police officers who were paid overtime through grant funds. The Police Department can work with Community Services Division staff to create opportunities that activate parks, promote public health and public safety; however, it won't be on the scale of the former FIT Zone Program.

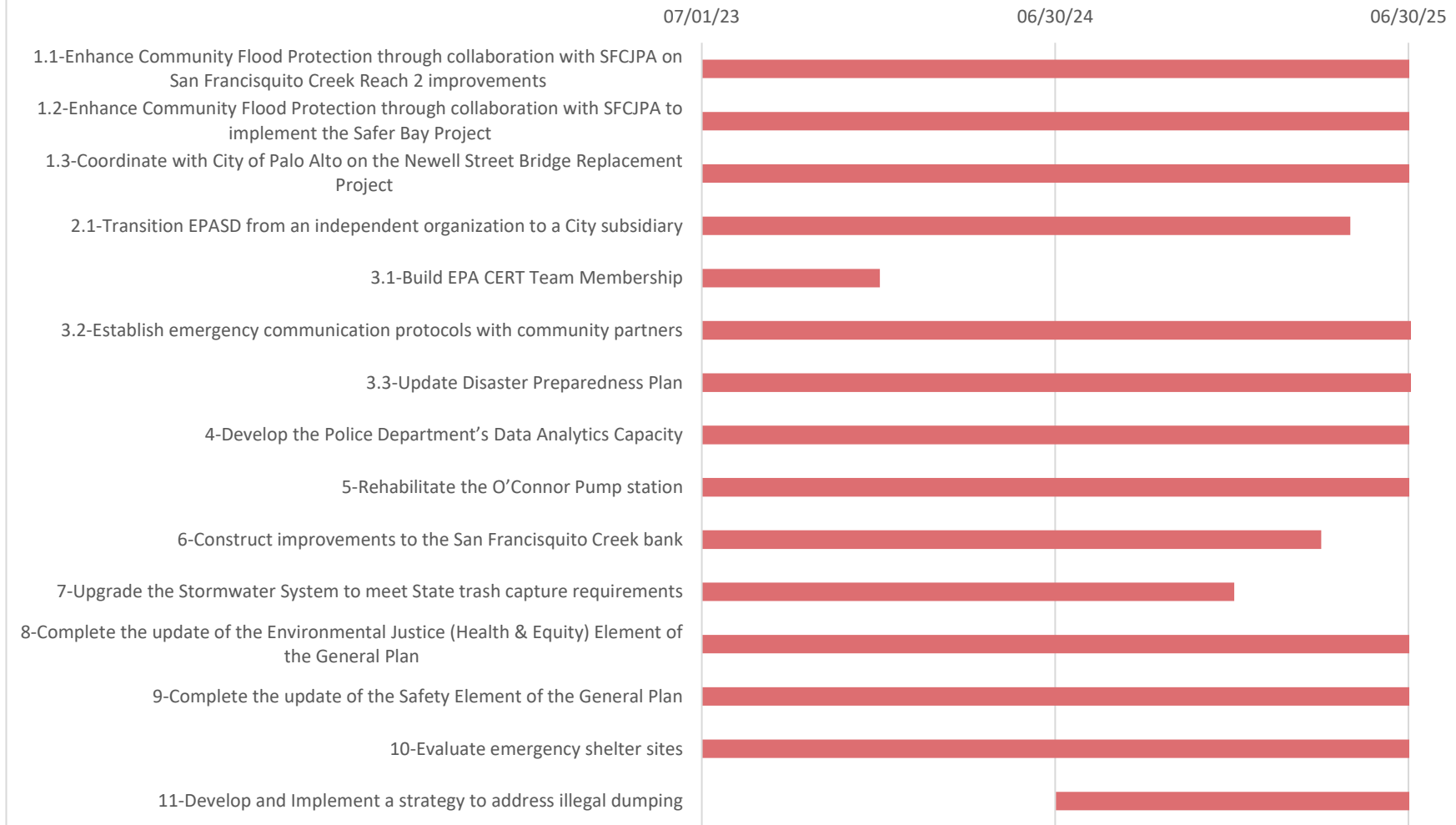
Promote Housing, Economic & Workforce Development



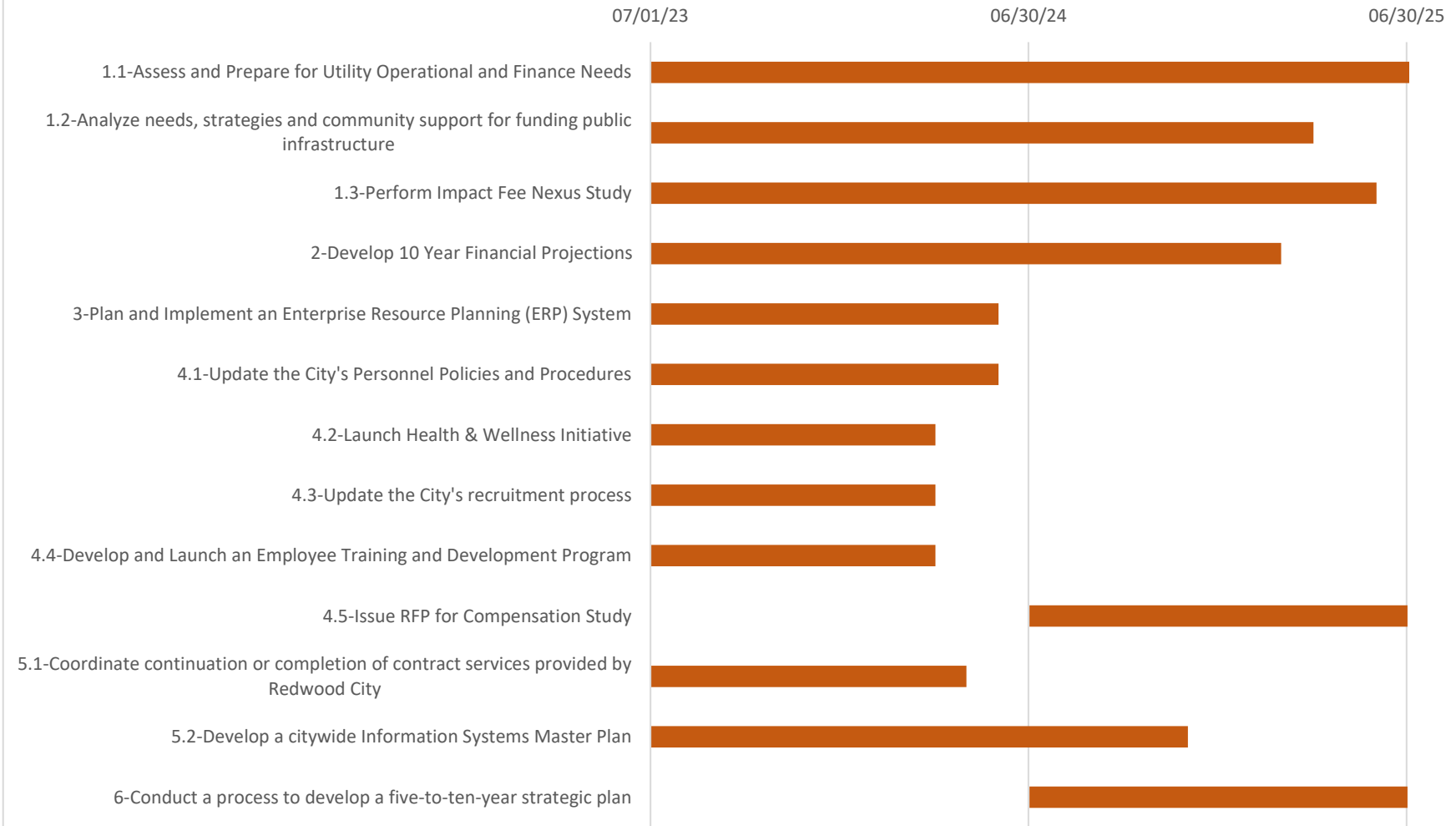
Promote Housing, Economic & Workforce Development



Promote Health & Public Safety



Ensure Fiscal & Organizational Health



Improve the City's Water Infrastructure

07/01/23

06/30/24

06/30/25

1.1-Plan for Water System Operations in 2025



2.1-Complete Construction of 12" Water Transmission Line on University Ave.



2.2-Complete Construction of Water Intertie at University/Woodland with Palo Alto



2.3-Identify Potential Locations for Additional Water Storage



2.5-Proactively Design Additional Water Improvement Projects



3-Develop a Water Infrastructure Financing Plan



4-Develop a water asset management database

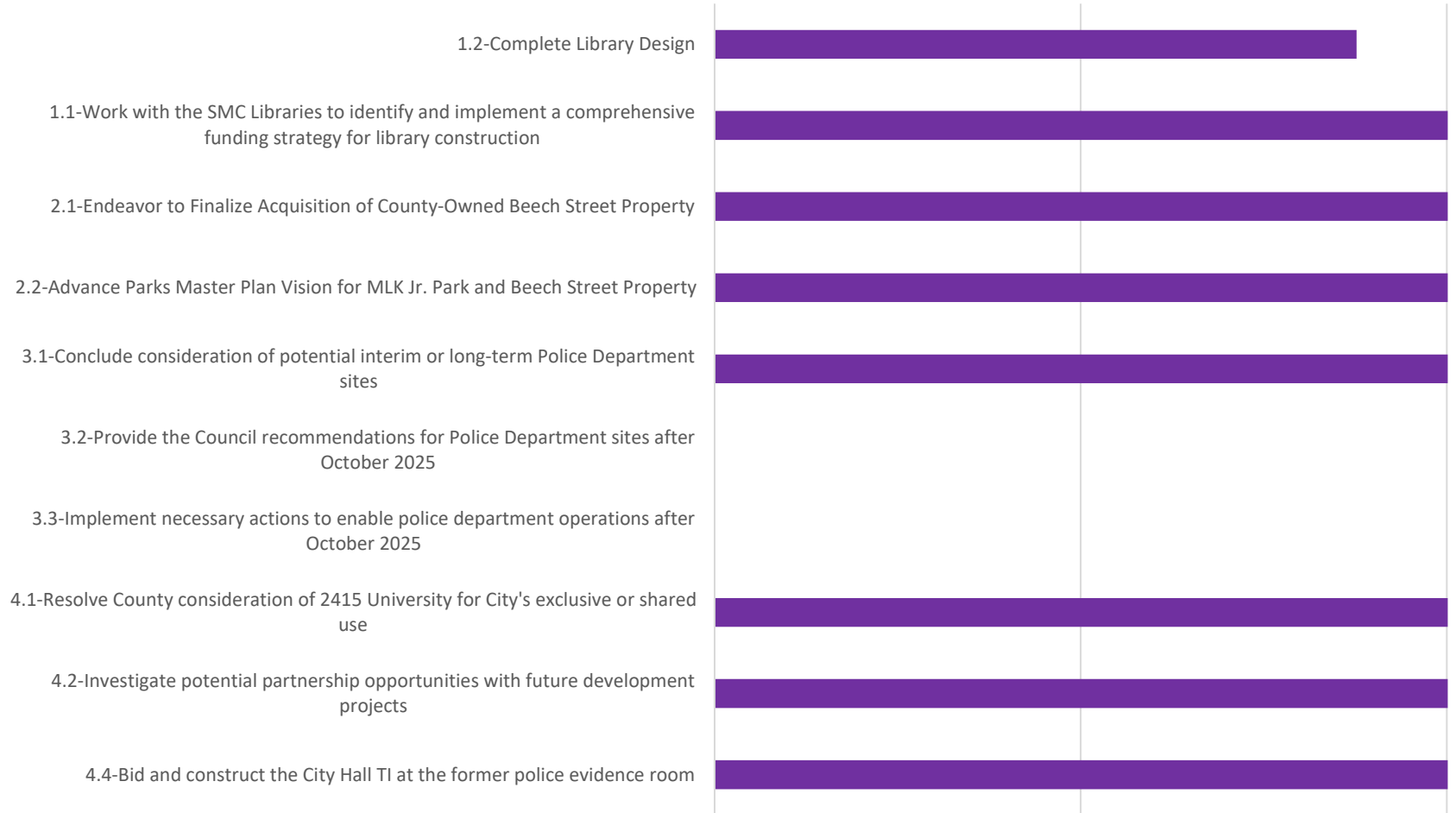


Develop and Implement a Comprehensive Facilities Plan

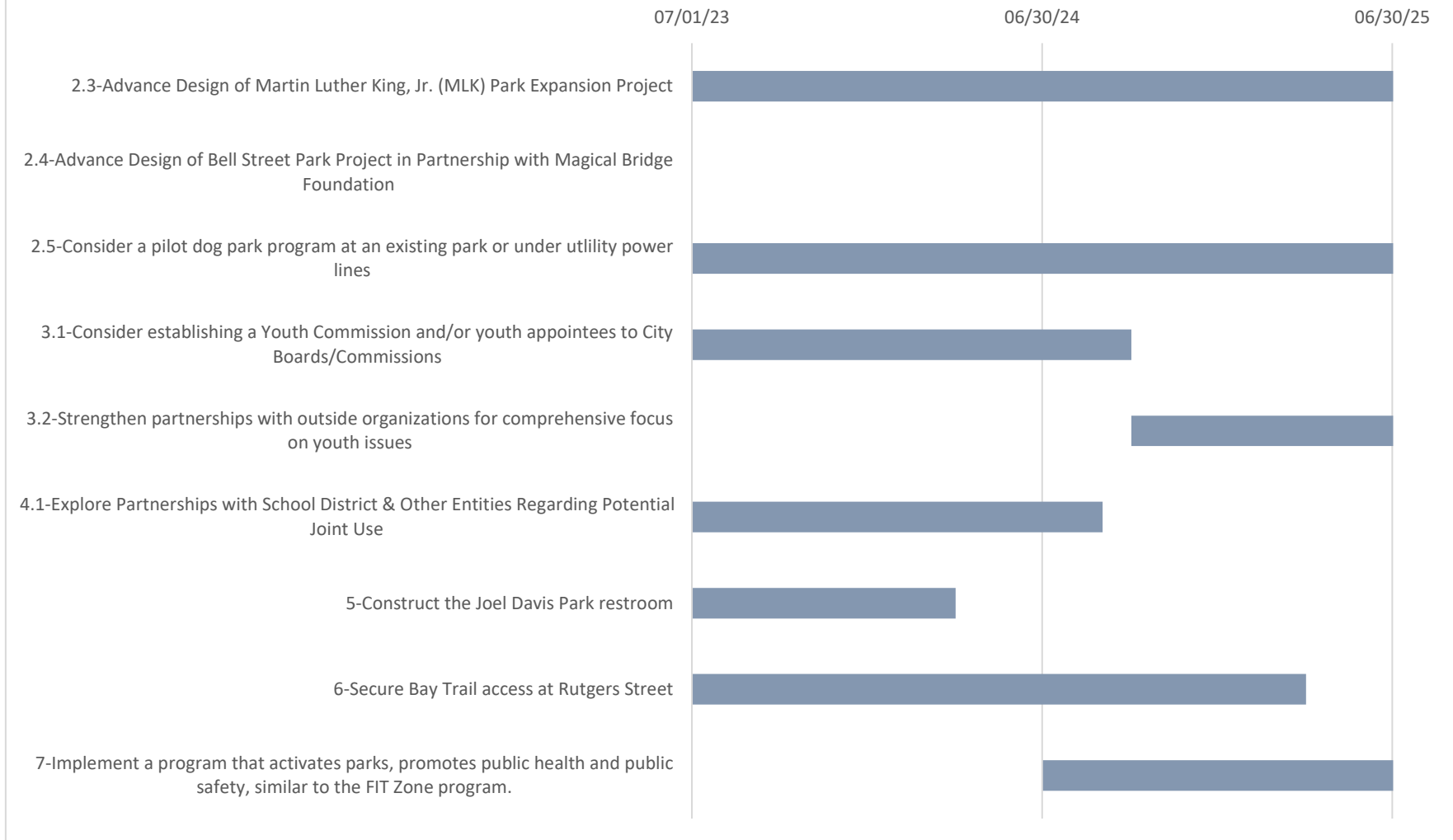
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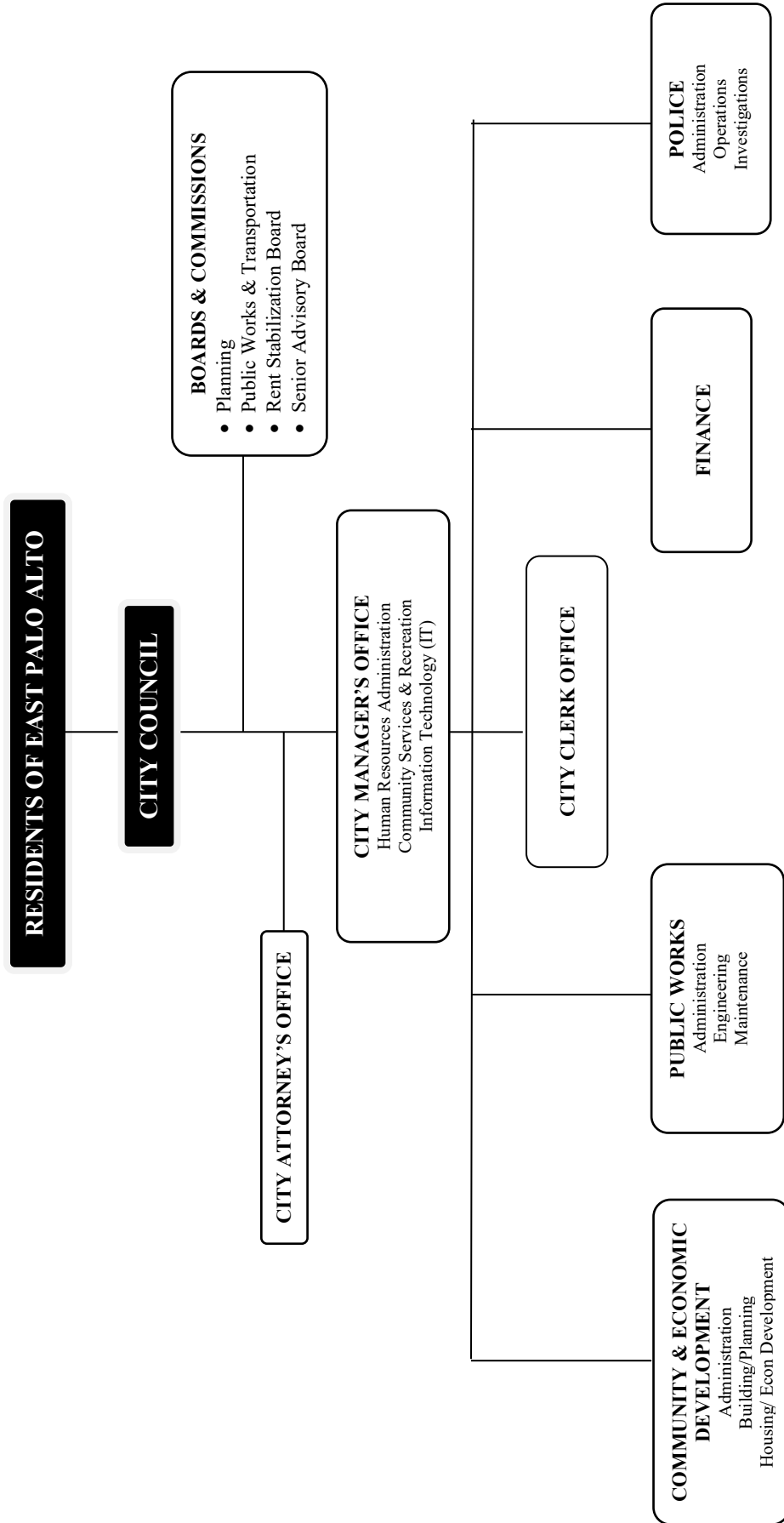


Enhance Community Services and Parks for Residents



CITY OF EAST PALO ALTO CITY ORGANIZATIONAL CHART

FY 2024-2025 Budget



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

FY 2016-17 to FY 2024-25

	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25 Adopted
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	2.00	2.00
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	5.00	3.00	3.00	3.00	3.00	4.00	4.00	5.00	6.00
City Manager - Human Resources	-	-	-	-	2.00	2.00	2.00	2.00	2.00
City Manager - Rent Stabilization	2.00	-	-	-	-	-	-	-	-
City Manager - Community Programs	-	-	-	-	-	-	-	-	5.70
Sub-Total	16.00	12.00	12.00	12.00	14.00	15.00	15.00	17.00	23.70
Administrative Support Services									
Finance Department	6.00	6.00	6.00	7.00	7.00	6.00	7.00	7.00	7.00
Administrative Services Admin	3.00	3.00	3.00	3.00	3.00	3.00	2.00	-	-
Community Services Division	4.38	4.15	4.15	4.15	3.65	5.15	5.15	5.15	-
Human Resources	2.00	2.00	2.00	2.00	-	-	-	-	-
Sub-Total	15.38	15.15	15.15	16.15	13.65	14.15	14.15	12.15	7.00
Community and Economic Development									
Administration Division	4.00	5.90	6.45	6.45	3.50	4.00	4.00	4.00	4.00
Building Services Division	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00
Planning Division	4.00	4.00	4.00	4.00	4.00	4.00	5.00	5.00	5.00
Housing/Economic Division	-	3.00	3.00	3.00	3.00	4.00	4.00	4.00	4.00
Senior Services Division	-	-	-	-	-	-	-	-	-
Sub-Total	15.00	19.90	20.45	20.45	17.50	19.00	20.00	20.00	20.00
Public Safety									
Administration Division	8.00	9.00	9.00	9.00	9.00	9.00	9.00	8.00	8.00
Investigations Division	8.25	8.25	8.25	11.15	11.15	11.15	12.25	11.25	6.45
Operations Division	29.00	29.00	29.00	27.00	28.00	28.00	29.35	30.35	34.80
Sub-Total	45.25	46.25	46.25	47.15	48.15	48.15	50.60	49.60	49.25
Public Works									
Administration Division	2.00	2.00	2.00	2.00	4.50	4.45	4.45	4.45	4.45
Engineering Division	5.00	5.00	5.00	5.00	3.75	5.00	5.00	5.00	6.00
Maintenance Division	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
Sub-Total	19.00	19.00	19.00	19.00	20.25	21.45	21.45	21.45	22.45
TOTAL POSITIONS	110.63	112.30	112.85	114.75	113.55	117.75	121.20	120.20	122.40

CITY OF EAST PALO ALTO
Detail Position Listing

	FTE's FY 2024-25		FTE's FY 2024-25
City Council		Community and Economic Development (Con'd)	
a. Council Member	5.00	Planning Division	
City Attorney's Office		a. Planning Manager	1.00
a. City Attorney	1.00	b. Senior Planner	1.00
b. Deputy City Attorney I/II	1.00	c. Associate Planner	1.00
c. Legal Assistant	<u>1.00</u>	d. Planning Technician	1.00
	3.00	e. Assistant/Associate Planner	<u>1.00</u>
City Manager's Office			5.00
Administration		Public Works	
a. City Manager	1.00	Administration Division	
b. Assistant City Manager	1.00	a. Public Works Director	1.00
c. Assistant to the City Manager ¹	2.00	b. Administrative Assistant	1.00
d. IT Manager ²	1.00	c. Management Analyst II	1.00
e. Executive Assist. to City Mgr	<u>1.00</u>	d. Environmental Service Aide	<u>1.45</u>
	6.00		4.45
Human Resources Division		Engineering Division	
a. Human Resources Manager	1.00	a. City Engineer	1.00
b. Human Resources Technician I/II	<u>1.00</u>	b. Utility Manager ⁶	1.00
	2.00	c. Senior Engineer	1.00
Community Services Division		d. Associate Engineer	1.00
a. Community Services Manager	1.00	e. Assistant/Associate Engineer	1.00
b. Recreation Coordinator	1.00	f. Public Works Supervisor	<u>1.00</u>
c. Recreation Leader II (1 FTE, 1 PT) ³	1.45		6.00
d. Van Driver (2 PT)	1.00	Maintenance Division	
e. Nutrition Site Supervisor (1 PT)	0.75	a. Maintenance Manager	1.00
f. Kitchen Aide (1 PT)	<u>0.50</u>	b. Maintenance Worker I	3.00
	5.70	c. Maintenance Worker II	5.00
City Clerk's Office		d. Maintenance Worker III	2.00
a. City Clerk- PIO	1.00	e. Secretary I	<u>1.00</u>
b. Office Assistant	<u>1.00</u>		12.00
	2.00	Police	
Finance		Administration Division	
a. Finance Director	1.00	a. Police Chief	1.00
b. Financial Services Manager	1.00	b. Support Services Manager	1.00
c. Accountant Senior	1.00	c. Police Records Supervisor	1.00
d. Accountant I ⁴	1.00	d. Police Record's Clerk I/II	4.00
e. Accounting Technician I/II ⁵	1.00	e. Property & Evience Technician	<u>1.00</u>
f. Grant Coordinator	1.00		8.00
G Senior Accounting Technician	<u>1.00</u>	Investigations Division	
	7.00	a. Commander	1.00
Community and Economic Development		b. Police Officer	4.00
Administration Division		c. Cold Case Investigator	0.45
a. Community & Economic Dev Director	1.00	d. Police Sergeant	<u>1.00</u>
b. Management Analyst II	1.00		6.45
c. Secretary II	1.00	Operations Division	
d. Office Assistant	<u>1.00</u>	a. Commander	1.00
	4.00	b. Police Sergeant	4.00
Building Services Division		c. Police Officer	24.00
a. Chief Building Official	1.00	d. Reserve Officer Manager ⁷	-
b. Building Inspector II	1.00	c. Community Services Officer	4.00
c. Building Permit Technician	2.00	d. Community Services Officer (4 PT)	<u>1.80</u>
d. Code Enforcement/Bldg Inspector Hybrid	1.00		34.80
e. Code Enforcement Officer II	<u>2.00</u>		
	7.00		
Housing/Econ Division			
a. Housing & Econ Dev Manager	1.00		
b. RSP Administrator	1.00		
c. Housing Project Manager	1.00		
d. RSP Coordinator II	<u>1.00</u>		
	4.00		
		Total Authorized FTE's	<u><u>122.40</u></u>

¹Approved FY24 Mid year budget session, effective December 1, 2023

²New position (subject to Council approval)

³Reducing one PT and Adding one FT. Net changes 0.55 (subject to Council approval)

⁴Converting Accountant I/II to Accountant I

⁵Reducing Accounting Technician I/II from FTE 2.0 to 1.0. Created Senior Accounting Technician Position of FTE 1.0. No net changes

⁶New position (subject to Council approval)

⁷Reserve Offices of FTE 1.35 converted to Community Services Officer

of FTE 1 (subject to Council approval)

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 28,586.

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:	Antonio Lopez	Nov. 2024
Vice Mayor:	Martha Barragan	Nov. 2026
Council Member:	Ruben Abrica	Nov. 2026
Council Member:	Carlos Romero	Nov. 2024
Council Member:	Lisa Gauthier	Nov. 2024

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
2024 Projected	29,078

Population by Genderⁱ

Female	51.1%
Male	48.9%

Population by Age Groupⁱ

Under 5 years	5.8%
5 to 9 years ¹	5.8%
10 to 14 years	6.5%
15 to 19 years	8.1%
20 to 24 years	7.0%
25 to 29 years	10.0%
30 to 34 years	7.7%
35 to 39 years	6.5%
40 to 44 years	8.3%
45 to 49 years	6.8%
50 to 54 years	5.7%
55 to 59 years	5.0%
60 to 64 years	7.3%
65 to 69 years	3.4%
70 to 74 years	1.9%
75 to 79 years	1.9%
80 to 84 years	1.7%
85 years and over	0.7%

Racial Compositionⁱ

Hispanic or Latino	61.0%
Black or African Amer	13.0%
White	11.5%
Asian	5.7%
Pacific Islander	5.3%
Two or More	11.9%
Other	3.4%

ⁱ <https://www.census.gov/>

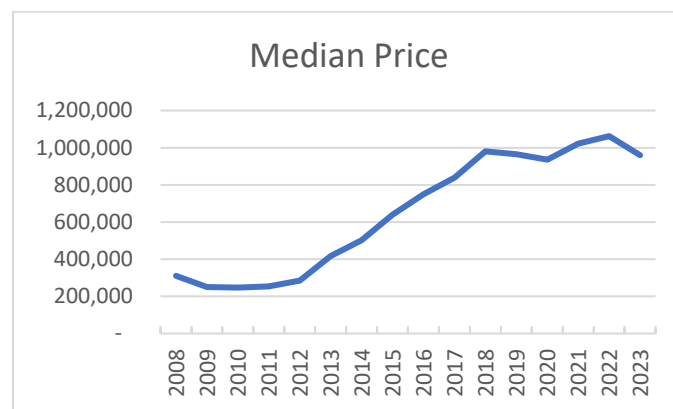
Level of Educational Attainment of Persons 25 years and olderⁱ

No High School degree	28.5%
High School degree or equivalent	19.8%
Some college, no degree	21.1%
Bachelor's degree	18.9%
Post-grad degree	11.6%

Per Capita Personal Incomeⁱ

\$37,736

Median Sales Price for Single Family Residencesⁱⁱ (\$960,000 in 2023)



ⁱⁱ San Mateo County Associations of Realtors

FINANCIAL SUMMARY

FY 2024-2025 Budget

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

Budget Information:

- **Citywide Budget Overview**
 - FY 2024-25 Budget by Fund Category
- **General Fund Overview**
 - FY 2024-25 General Fund and Internal Reserve Funds Budget
- **Special Revenue Funds Overview**
 - FY 2024-25 Special Revenue Funds Budget
 - FY 2024-25 Community Programs Budget
 - FY 2024-25 Housing Programs Budget
 - FY 2024-25 Transportation and Infrastructure Programs Budget
- **Capital Funds Overview**
 - FY 2024-25 Capital Funds Budget
- **Enterprise Funds Overview**
 - FY 2024-25 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 2024-2025 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	17,384,764	1,028,595	-	-	18,413,359	1,932,275	20,345,634
Sales Tax	6,219,000	-	-	-	6,219,000	-	6,219,000
Transient Occupancy Tax	2,200,000	550,000	-	-	2,750,000	-	2,750,000
Business License Tax	2,310,000	-	-	-	2,310,000	-	2,310,000
Utility User Tax	1,788,874	-	-	-	1,788,874	-	1,788,874
Other Taxes	90,000	3,155,280	-	-	3,245,280	-	3,245,280
Licenses, Fees, and Permits	1,395,000	624,680	5,419,014	2,632,744	10,071,438	-	10,071,438
Charges for Services	2,944,170	127,500	-	4,598,370	7,670,040	-	7,670,040
Fines and Forfeitures	290,000	2,500	-	-	292,500	-	292,500
Use of Money and Property	1,520,000	1,420,941	523,000	715,000	4,178,941	25,000	4,203,941
Grants and Intergovernmental	245,000	2,473,190	12,296,253	-	15,014,443	-	15,014,443
Other Miscellaneous	1,100,000	150,000	-	173,333	1,423,333	-	1,423,333
Total Revenues	37,486,808	9,532,686	18,238,267	8,119,447	73,377,208	1,957,275	75,334,483
Expenditures							
City Council	190,693	-	-	-	190,693	-	190,693
City Attorney	1,344,052	42,500	-	5,000	1,391,552	1,400	1,392,952
City Clerk	592,026	-	-	-	592,026	-	592,026
City Manager	4,544,891	1,095,000	-	-	5,639,891	-	5,639,891
Finance	1,489,587	7,520	69,436	52,300	1,618,843	23,518	1,642,361
Community Development	6,094,343	1,585,130	-	-	7,679,474	-	7,679,474
Public Works	5,036,564	2,167,968	-	888,112	8,092,644	-	8,092,644
Police	14,906,446	320,000	-	-	15,226,446	-	15,226,446
Non-Departmental							
Capital/Technology	-	3,895,000	18,128,052	350,000	22,373,052	-	22,373,052
Debt Service	-	-	-	-	-	-	-
Insurance and Settlements	1,052,624	-	-	-	1,052,624	-	1,052,624
Other Non-Departmental	1,449,406	113,684	-	3,520,402	5,083,492	1,985,018	7,068,510
Overhead Allocation	(929,182)	775,662	-	140,708	(12,812)	12,812	-
Total Expenditures	35,771,451	10,002,465	18,197,488	4,956,522	68,927,925	2,022,748	70,950,673
Net Sources / (Uses)	1,715,357	(469,779)	40,780	3,162,925	4,449,283	(65,473)	4,383,810
Other Financing Sources / (Uses)							
Transfers In	-	795,412	1,050,000	-	1,845,412	-	1,845,412
Transfers Out	(1,845,412)	-	-	-	(1,845,412)	-	(1,845,412)
Net Operating Transfers	(1,845,412)	795,412	1,050,000	-	-	-	-
Change in Fund Balance	(130,055)	325,633	1,090,780	3,162,925	4,449,283	(65,473)	4,383,810
Other Changes	367,718	-	-	-	367,718	-	367,718
Projected Fund Balance							
July 01, 2024 Balance*	21,196,293	32,091,000	12,653,000	19,448,000	85,388,293	(13,944,032)	71,444,261
June 30, 2025 Balance	21,433,956	32,416,633	13,743,780	22,610,925	90,205,294	(14,009,505)	76,195,789

*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 2024-2025 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	17,384,764	-	-	-	-	-	17,384,764
Sales Tax	6,219,000	-	-	-	-	-	6,219,000
Transient Occupancy Tax	2,200,000	-	-	-	-	-	2,200,000
Business License Tax	2,310,000	-	-	-	-	-	2,310,000
Utility User Tax	1,788,874	-	-	-	-	-	1,788,874
Other Taxes	90,000	-	-	-	-	-	90,000
Licenses, Fees, and Permits	1,395,000	-	-	-	-	-	1,395,000
Charges for Services	2,944,170	-	-	-	-	-	2,944,170
Fines and Forfeitures	290,000	-	-	-	-	-	290,000
Use of Money and Property	1,520,000	-	-	-	-	-	1,520,000
Grants and Intergovernmental	245,000	-	-	-	-	-	245,000
Other Miscellaneous	-	-	-	-	1,100,000	-	1,100,000
Total Revenues	36,386,808	-	-	-	1,100,000	-	37,486,808
Expenditures							
City Council	190,693	-	-	-	-	-	190,693
City Attorney	1,224,052	-	-	70,000	50,000	-	1,344,052
City Clerk	519,926	72,100	-	-	-	-	592,026
City Manager	3,978,891	566,000	-	-	-	-	4,544,891
Finance	1,401,873	87,714	-	-	-	-	1,489,587
Community Development	5,035,052	58,792	-	-	1,000,500	-	6,094,343
Public Works	4,993,664	22,900	20,000	-	-	-	5,036,564
Police	14,660,016	115,865	130,566	-	-	-	14,906,446
Non-Departmental							
Major Capital	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Insurance and Settlements	-	-	-	1,052,624	-	-	1,052,624
Other Non-Departmental	1,075,088	374,318	-	-	-	-	1,449,406
Overhead Allocation	(929,182)	-	-	-	-	-	(929,182)
Total Expenditures	32,150,073	1,297,689	150,566	1,122,624	1,050,500	-	35,771,451
Net Sources / (Uses)	4,236,735	(1,297,689)	(150,566)	(1,122,624)	49,500	-	1,715,357
Other Financing Sources / (Uses)							
Transfers In	-	1,297,689	150,566	1,122,624	-	(2,570,879)	-
Transfers Out	(4,416,291)	-	-	-	-	2,570,879	(1,845,412)
Net Operating Transfers	(4,416,291)	1,297,689	150,566	1,122,624	-	-	(1,845,412)
Change in Fund Balance	(179,555)	-	-	-	49,500	-	(130,055)
Other Changes	417,218	-	-	-	(49,500)	-	367,718
Projected Fund Balance							
July 01, 2024 Balance*	21,196,293	-	-	-	-	-	21,196,293
June 30, 2025 Balance	21,433,956	-	-	-	-	-	21,433,956

*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.

Housing Programs

Rent Stabilization

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

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

SPECIAL REVENUE FUNDS OVERVIEW

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.

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

SPECIAL REVENUE FUNDS OVERVIEW

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 2024-2025 SPECIAL REVENUE FUNDS BUDGET

	Community Programs	Housing Programs	Transportation and Infrastructure Programs	Total
Revenues				
Property Tax	-	-	1,028,595	1,028,595
Sales Tax	-	-	-	-
Transient Occupancy Tax	275,000	275,000	-	550,000
Business License Tax	-	-	-	-
Utility User Tax	-	-	-	-
Other Taxes	-	1,677,000	1,478,280	3,155,280
Licenses, Fees, and Permits	-	624,680	-	624,680
Charges for Services	-	-	127,500	127,500
Fines and Forfeitures	-	2,500	-	2,500
Use of Money and Property	177,000	559,000	684,941	1,420,941
Grants and Intergovernmental	1,373,190	-	1,100,000	2,473,190
Other Miscellaneous	150,000	-	-	150,000
Total Revenues	1,975,190	3,138,180	4,419,316	9,532,686
Expenditures				
City Council	-	-	-	-
City Attorney	15,000	27,500	-	42,500
City Clerk	-	-	-	-
City Manager	1,095,000	-	-	1,095,000
Finance	-	1,740	5,780	7,520
Community Development	385,060	1,200,070	-	1,585,130
Public Works	243,563	-	1,924,405	2,167,968
Police	320,000	-	-	320,000
Non-Departmental	-	-	-	-
Capital/Technology	-	-	3,895,000	3,895,000
Debt Service	-	-	-	-
Insurance and Settlements	-	-	-	-
Other Non-Departmental	-	12,175	101,509	113,684
Overhead Allocation	48,822	356,298	370,542	775,662
Total Expenditures	2,107,445	1,597,783	6,297,236	10,002,465
Net Sources / (Uses)	(132,255)	1,540,397	(1,877,920)	(469,779)
Other Financing Sources / (Uses)				
Transfers In	-	73,544	721,868	795,412
Transfers Out	-	-	-	-
Net Operating Transfers	-	73,544	721,868	795,412
Change in Fund Balance	(132,255)	1,613,941	(1,156,052)	325,633
Other Changes	-	-	-	-
Projected Fund Balance				
July 01, 2024 Balance*	1,917,000	13,381,000	16,793,000	32,091,000
June 30, 2025 Balance	1,784,745	14,994,941	15,636,948	32,416,633

*Excludes certain reserves and commitments

CITY OF EAST PALO ALTO

FY 2024-2025 COMMUNITY PROGRAMS BUDGET

	Public Safety Grants F213	Federal and State Grants F215	Local Grants F230	CYSFF TOT F231	Measure C F232	Total Community Programs
Revenues						
Property Tax	-	-	-	-	-	-
Sales Tax	-	-	-	-	-	-
Transient Occupancy Tax	-	-	-	275,000	-	275,000
Business License Tax	-	-	-	-	-	-
Utility User Tax	-	-	-	-	-	-
Other Taxes	-	-	-	-	-	-
Licenses, Fees, and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-	-
Use of Money and Property	13,000	4,000	120,000	40,000	-	177,000
Grants and Intergovernmental	170,000	389,627	813,563	-	-	1,373,190
Other Miscellaneous	-	-	150,000	-	-	150,000
Total Revenues	183,000	393,627	1,083,563	315,000	-	1,975,190
Expenditures						
City Council	-	-	-	-	-	-
City Attorney	-	-	15,000	-	-	15,000
City Clerk	-	-	-	-	-	-
City Manager	-	-	570,000	525,000	-	1,095,000
Finance	-	-	-	-	-	-
Community Development	-	300,060	85,000	-	-	385,060
Public Works	-	-	243,563	-	-	243,563
Police	170,000	-	150,000	-	-	320,000
Non-Departmental						-
Capital/Technology	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Insurance and Settlements	-	-	-	-	-	-
Other Non-Departmental	-	-	-	-	-	-
Overhead Allocation	-	-	-	48,822	-	48,822
Total Expenditures	170,000	300,060	1,063,563	573,822	-	2,107,445
Net Sources / (Uses)	13,000	93,567	20,000	(258,822)	-	(132,255)
Other Financing Sources / (Uses)						
Transfers In	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Net Operating Transfers	-	-	-	-	-	-
Change in Fund Balance	13,000	93,567	20,000	(258,822)	-	(132,255)
Other Changes	-	-	-	-	-	-
Projected Fund Balance						
July 01, 2024 Balance*	269,000	-	598,000	1,050,000	-	1,917,000
June 30, 2025 Balance	282,000	93,567	618,000	791,178	-	1,784,745

*Excludes certain reserves and commitments

CITY OF EAST PALO ALTO
FY 2024-2025 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	-	-	-	-	-	-	-	-	-
Transient Occupancy Tax	-	-	-	-	275,000	-	-	-	275,000
Business License Tax	-	-	-	-	-	-	-	-	-
Utility User Tax	-	-	-	-	-	-	-	-	-
Other Taxes	-	-	-	-	-	1,677,000	-	-	1,677,000
Licenses, Fees, and Permits	570,000	54,680	-	-	-	-	-	-	624,680
Charges for Services	-	-	-	-	-	-	-	-	-
Fines and Forfeitures	2,500	-	-	-	-	-	-	-	2,500
Use of Money and Property	20,000	250,000	14,000	-	60,000	180,000	35,000	-	559,000
Grants and Intergovernmental	-	-	-	-	-	-	-	-	-
Other Miscellaneous	-	-	-	-	-	-	-	-	-
Total Revenues	592,500	304,680	14,000	-	335,000	1,857,000	35,000	-	3,138,180
Expenditures									
City Council	-	-	-	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-	27,500	-	27,500
City Clerk	-	-	-	-	-	-	-	-	-
City Manager	-	-	-	-	-	-	-	-	-
Finance	-	-	-	-	-	1,740	-	-	1,740
Community Development	456,069	72,250	1,452	-	-	290,094	380,206	-	1,200,070
Public Works	-	-	-	-	-	-	-	-	-
Police	-	-	-	-	-	-	-	-	-
Non-Departmental									
Capital/Technology	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Insurance and Settlements	-	-	-	-	-	-	-	-	-
Other Non-Departmental	12,163	-	-	-	-	12	-	-	12,175
Overhead Allocation	276,887	32,518	1,722	-	29,418	-	15,753	-	356,298
Total Expenditures	745,119	104,768	3,174	-	29,418	291,846	423,459	-	1,597,783
Net Sources / (Uses)	(152,619)	199,912	10,826	-	305,582	1,565,154	(388,459)	-	1,540,397
Other Financing Sources / (Uses)									
Transfers In	-	-	-	-	-	-	73,544	-	73,544
Transfers Out	-	-	-	-	-	-	-	-	-
Net Operating Transfers	-	-	-	-	-	-	73,544	-	73,544
Change in Fund Balance	(152,619)	199,912	10,826	-	305,582	1,565,154	(314,915)	-	1,613,941
Other Changes	-	-	-	-	-	-	-	-	-
Projected Fund Balance									
July 01, 2024 Balance*	390,000	4,825,000	357,000	-	1,955,000	5,341,000	461,000	52,000	13,381,000
June 30, 2025 Balance	237,381	5,024,912	367,826	-	2,260,582	6,906,154	146,085	52,000	14,994,941

*Excludes certain reserves and commitments

CITY OF EAST PALO ALTO
FY 2024-2025 INFRASTRUCTURE PROGRAMS BUDGET

	State Gas Tax F201	Measure A F202	NPDES F203	Park in Lieu F206	Lighting District F221	Drainage District F222	Measure W F234	Total
Revenues								
Property Tax	-	-	-	-	866,300	162,295	-	1,028,595
Sales Tax	-	-	-	-	-	-	-	-
Transient Occupancy Tax	-	-	-	-	-	-	-	-
Business License Tax	-	-	-	-	-	-	-	-
Utility User Tax	-	-	-	-	-	-	-	-
Other Taxes	1,478,280	-	-	-	-	-	-	1,478,280
Licenses, Fees, and Permits	-	-	-	-	-	-	-	-
Charges for Services	-	-	127,500	-	-	-	-	127,500
Fines and Forfeitures	-	-	-	-	-	-	-	-
Use of Money and Property	160,000	200,000	10,860	10,000	200,000	89,081	15,000	684,941
Grants and Intergovernmental	-	750,000	-	-	-	-	350,000	1,100,000
Other Miscellaneous	-	-	-	-	-	-	-	-
Total Revenues	1,638,280	950,000	138,360	10,000	1,066,300	251,376	365,000	4,419,316
Expenditures								
City Council	-	-	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-	-	-
City Clerk	-	-	-	-	-	-	-	-
City Manager	-	-	-	-	-	-	-	-
Finance	-	1,740	2,300	-	-	-	1,740	5,780
Community Development	-	-	-	-	-	-	-	-
Public Works	794,062	-	640,812	-	275,450	214,081	-	1,924,405
Police	-	-	-	-	-	-	-	-
Non-Departmental								
Capital/Technology	1,010,000	1,885,000	-	-	300,000	200,000	500,000	3,895,000
Debt Service	-	-	-	-	-	-	-	-
Insurance and Settlements	-	-	-	-	-	-	-	-
Other Non-Departmental	86,081	-	8,663	-	5,280	1,485	-	101,509
Overhead Allocation	139,715	1,799	81,875	-	49,265	97,888	-	370,542
Total Expenditures	2,029,858	1,888,539	733,650	-	629,995	513,454	501,740	6,297,236
Net Sources / (Uses)	(391,578)	(938,539)	(595,290)	10,000	436,305	(262,078)	(136,740)	(1,877,920)
Other Financing Sources / (Uses)								
Transfers In	64,500	-	595,290	-	-	62,078	-	721,868
Transfers Out	-	-	-	-	-	-	-	-
Net Operating Transfers	64,500	-	595,290	-	-	62,078	-	721,868
Change in Fund Balance	(327,078)	(938,539)	-	10,000	436,305	(200,000)	(136,740)	(1,156,052)
Other Changes	-	-	-	-	-	-	-	-
Projected Fund Balance								
July 01, 2024 Balance*	3,564,000	5,194,000	194,000	349,000	5,653,000	962,000	877,000	16,793,000
June 30, 2025 Balance	3,236,922	4,255,461	194,000	359,000	6,089,305	762,000	740,260	15,636,948

*Excludes certain 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.

CITY OF EAST PALO ALTO

FY 2024-2025 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	-	-	-	-	-	-	-
Transient Occupancy Tax	-	-	-	-	-	-	-
Business License Tax	-	-	-	-	-	-	-
Utility User Tax	-	-	-	-	-	-	-
Other Taxes	-	-	-	-	-	-	-
Licenses, Fees, and Permits	-	1,490,781	2,614,465	964,414	9,099	340,255	5,419,014
Charges for Services	-	-	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-	-	-
Use of Money and Property	500,000	5,000	8,000	5,000	3,000	2,000	523,000
Grants and Intergovernmental	12,296,253	-	-	-	-	-	12,296,253
Other Miscellaneous	-	-	-	-	-	-	-
Total Revenues	12,796,253	1,495,781	2,622,465	969,414	12,099	342,255	18,238,267
Expenditures							
City Council	-	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-	-
City Clerk	-	-	-	-	-	-	-
City Manager	-	-	-	-	-	-	-
Finance	69,436	-	-	-	-	-	69,436
Community Development	-	-	-	-	-	-	-
Public Works	-	-	-	-	-	-	-
Police	-	-	-	-	-	-	-
Non-Departmental							
Capital/Technology	18,128,052	-	-	-	-	-	18,128,052
Debt Service	-	-	-	-	-	-	-
Insurance and Settlements	-	-	-	-	-	-	-
Other Non-Departmental	-	-	-	-	-	-	-
Overhead Allocation	-	-	-	-	-	-	-
Total Expenditures	18,197,488	-	-	-	-	-	18,197,488
Net Sources / (Uses)	(5,401,235)	1,495,781	2,622,465	969,414	12,099	342,255	40,780
Other Financing Sources / (Uses)							
Transfers In	1,050,000	-	-	-	-	-	1,050,000
Transfers Out	-	-	-	-	-	-	-
Net Operating Transfers	1,050,000	-	-	-	-	-	1,050,000
Change in Fund Balance	(4,351,235)	1,495,781	2,622,465	969,414	12,099	342,255	1,090,780
Other Changes	-	-	-	-	-	-	-
Projected Fund Balance							
July 01, 2024 Balance*	10,317,000	465,000	841,000	422,000	305,000	303,000	12,653,000
June 30, 2025 Balance	5,965,765	1,960,781	3,463,465	1,391,414	317,099	645,255	13,743,780

*Excludes certain 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.

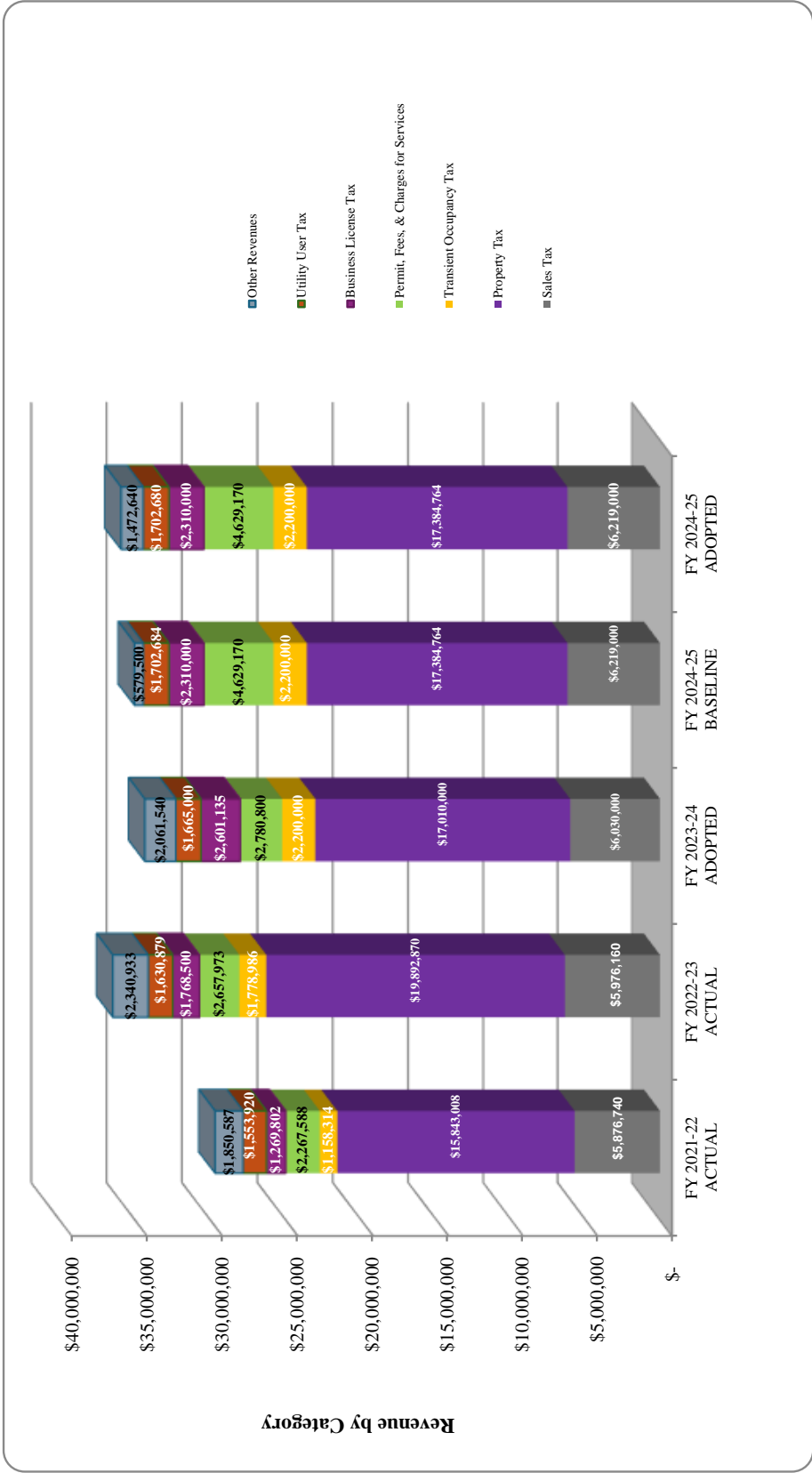
CITY OF EAST PALO ALTO
FY 2024-2025 ENTERPRISE FUNDS BUDGET

	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	-	-	-	-	-	-	-
Transient Occupancy Tax	-	-	-	-	-	-	-
Business License Tax	-	-	-	-	-	-	-
Utility User Tax	-	-	-	-	-	-	-
Other Taxes	-	-	-	-	-	-	-
Licenses, Fees, and Permits	-	-	-	2,632,744	2,632,744	-	2,632,744
Charges for Services	10,000	1,088,370	-	-	1,098,370	3,500,000	4,598,370
Fines and Forfeitures	-	-	-	-	-	-	-
Use of Money and Property	445,000	150,000	50,000	10,000	655,000	60,000	715,000
Grants and Intergovernmental	-	-	-	-	-	-	-
Other Miscellaneous	-	23,333	-	-	23,333	150,000	173,333
Total Revenues	455,000	1,261,703	50,000	2,642,744	4,409,447	3,710,000	8,119,447
Expenditures							
City Council	-	-	-	-	-	-	-
City Attorney	5,000	-	-	-	5,000	-	5,000
City Clerk	-	-	-	-	-	-	-
City Manager	-	-	-	-	-	-	-
Finance	50,000	-	-	-	50,000	2,300	52,300
Community Development	-	-	-	-	-	-	-
Public Works	284,810	305,000	-	-	589,810	298,302	888,112
Police	-	-	-	-	-	-	-
Non-Departmental							-
Capital/Technology	-	150,000	200,000	-	350,000	-	350,000
Debt Service	-	-	-	-	-	-	-
Insurance and Settlements	-	-	-	-	-	-	-
Other Non-Departmental	12,152	-	-	-	12,152	3,508,250	3,520,402
Overhead Allocation	75,805	-	-	-	75,805	64,903	140,708
Total Expenditures	427,767	455,000	200,000	-	1,082,767	3,873,755	4,956,522
Net Sources / (Uses)	27,233	806,703	(150,000)	2,642,744	3,326,680	(163,755)	3,162,925
Other Financing Sources / (Uses)							
Transfers In	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-
Net Operating Transfers	-	-	-	-	-	-	-
Change in Fund Balance	27,233	806,703	(150,000)	2,642,744	3,326,680	(163,755)	3,162,925
Other Changes	-	-	-	-	-	-	-
Projected Fund Balance							
July 01, 2023 Balance*	2,943,000	17,129,000	1,922,000	(3,984,000)	18,010,000	1,438,000	19,448,000
June 30, 2024 Balance	2,970,233	17,935,703	1,772,000	(1,341,256)	21,336,680	1,274,245	22,610,925

*Excludes certain reserves and commitments

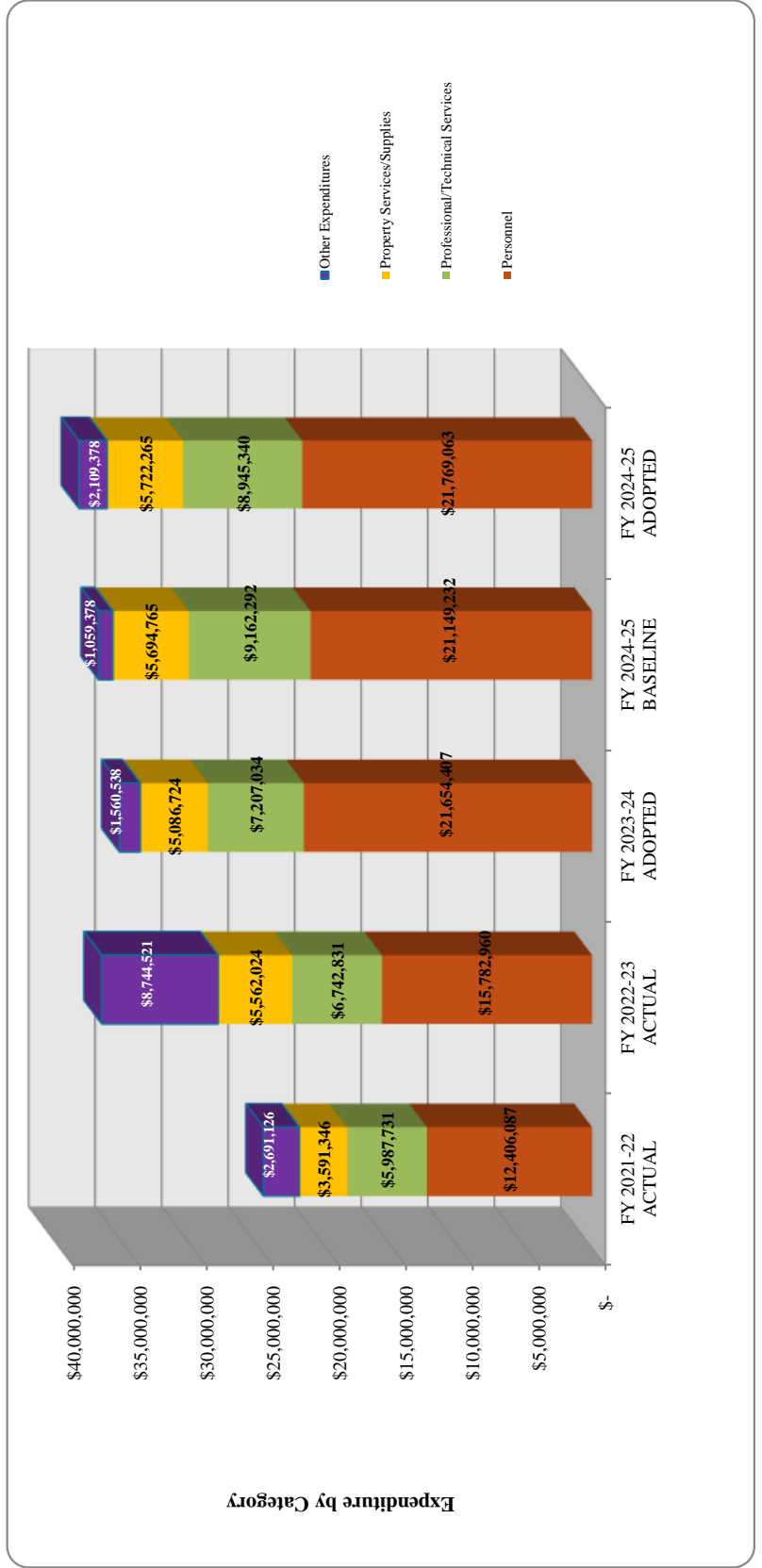
GENERAL FUND REVENUES BY MAJOR CATEGORY

	FY 2021-22 ACTUAL	FY 2022-23 ACTUAL	FY 2023-24 ADOPTED	FY 2024-25 BASELINE	FY 2024-25 ADOPTED
Property Tax	\$ 15,843,008	\$ 19,892,870	\$ 17,010,000	\$ 17,384,764	\$ 17,384,764
Sales Tax	\$ 5,738,443	\$ 6,394,903	\$ 6,030,000	\$ 6,219,000	\$ 6,219,000
Transient Occupancy Tax	\$ 1,158,314	\$ 1,778,986	\$ 2,200,000	\$ 2,200,000	\$ 2,200,000
Utility User Tax	\$ 1,631,049	\$ 1,936,239	\$ 1,726,043	\$ 1,788,874	\$ 1,788,874
Business License Tax	\$ 1,269,802	\$ 1,768,500	\$ 2,601,135	\$ 2,310,000	\$ 2,310,000
Permit, Fees, & Charges for Services	\$ 2,267,588	\$ 2,657,973	\$ 2,780,800	\$ 4,629,170	\$ 4,629,170
Other Revenues and Transfers In	\$ 1,602,978	\$ 6,855,655	\$ 2,394,600	\$ 2,955,000	\$ 2,955,000
Total General Fund Revenues	29,511,182	41,285,126	34,742,578	37,486,808	37,486,808



GENERAL FUND EXPENDITURES BY MAJOR CATEGORY

	FY 2021-22 ACTUAL	FY 2022-23 ACTUAL	FY 2023-24 ADOPTED	FY 2024-25 BASELINE	FY 2024-25 ADOPTED
Personnel	\$ 12,406,087	\$ 15,782,960	\$ 21,654,407	\$ 21,149,232	\$ 21,769,063
Professional/Technical Services	\$ 5,987,731	\$ 6,742,831	\$ 7,207,034	\$ 9,162,292	\$ 8,945,340
Property Services/Supplies	\$ 3,591,346	\$ 5,562,024	\$ 5,086,724	\$ 5,694,765	\$ 5,722,265
Capital, Transfers, and Other Expenditures	\$ 2,691,126	\$ 8,744,521	\$ 1,560,538	\$ 1,059,378	\$ 2,109,378
Total General Fund Expenditures Before Allocations	\$ 24,676,290	\$ 36,832,336	\$ 35,508,703	\$ 37,065,667	\$ 38,546,045
Overhead Allocation to Other Funds	\$ (833,910)	\$ (861,730)	\$ (913,434)	\$ (929,182)	\$ (929,182)
Total Net General Fund Expenditures	\$ 23,842,380	\$ 35,970,606	\$ 34,595,269	\$ 36,136,485	\$ 37,616,863



CITY COUNCIL

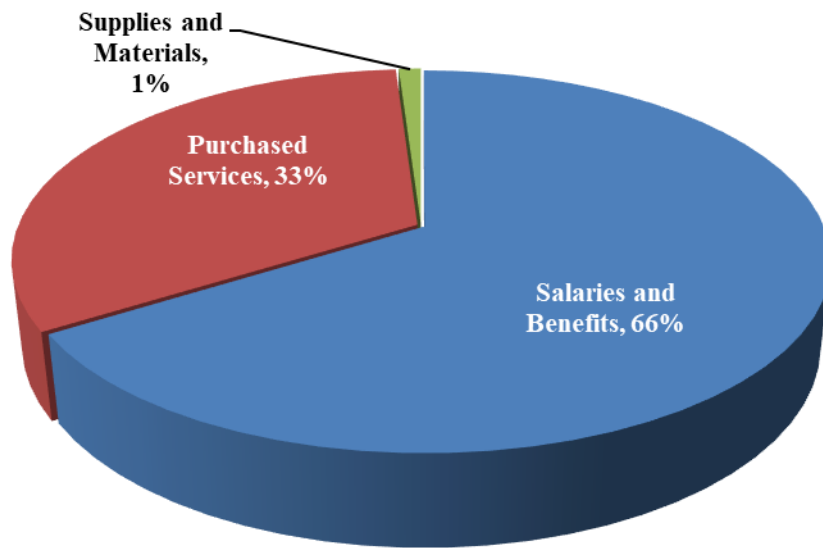
FY 2024-2025 Budget

FY 2024-25

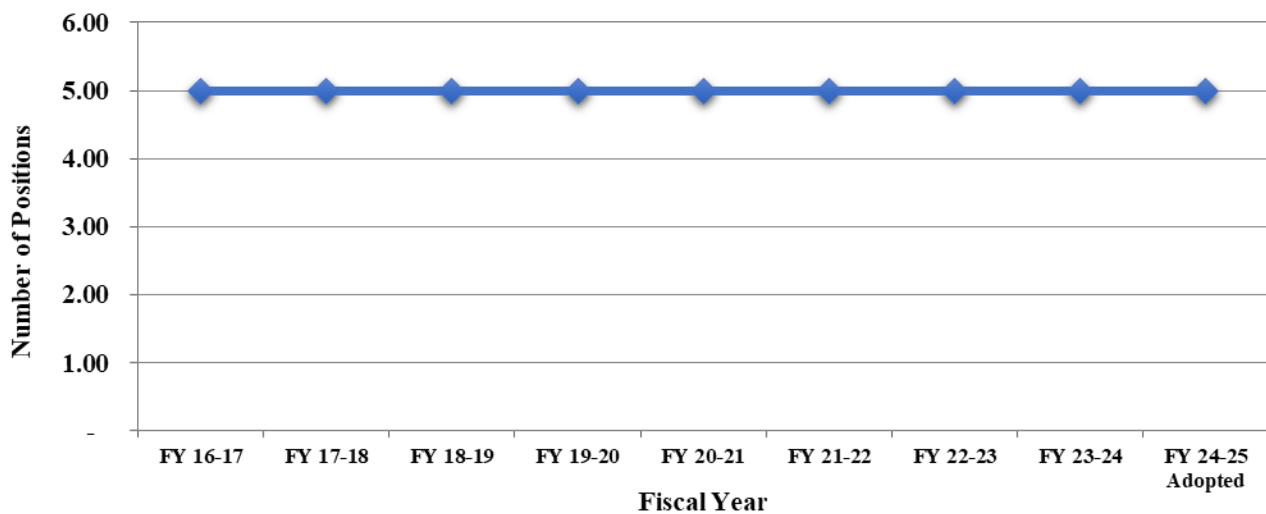
Operating \$190,693

Positions 5

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



CITY COUNCIL

FY 2024-2025 Budget

Department Summary

SOURCES

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
General Fund					
Charges/Fees for Services	-	-	-	-	-
Use of Resources	109,373	153,818	171,150	181,903	190,693
Special Revenue Funds	-	-	-	-	-
Capital Project Fund	-	-	-	-	-
Enterprise Funds	-	-	-	-	-
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	109,373	153,818	171,150	181,903	190,693

EXPENDITURES BY DEPARTMENT

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
City Council	109,373	153,818	171,150	181,903	190,693
TOTAL	109,373	153,818	171,150	181,903	190,693

CHARACTER OF EXPENDITURES

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Personnel					
Salaries and Benefits	86,962	84,614	127,330	117,403	126,193
Subtotal	86,962	84,614	127,330	117,403	126,193
Supplies and Services					
Purchased Services	19,284	60,980	38,820	62,500	62,500
Supplies and Materials	3,126	8,224	5,000	2,000	2,000
Capital Expenditures	-	-	-	-	-
Other Expenditures	-	-	-	-	-
Subtotal	22,410	69,204	43,820	64,500	64,500
TOTAL	109,373	153,818	171,150	181,903	190,693

AUTHORIZED STRENGTH

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 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 2024-2025 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 29,078 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 Chambers 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 2023-2024 to FY 2024-2025 Budget:

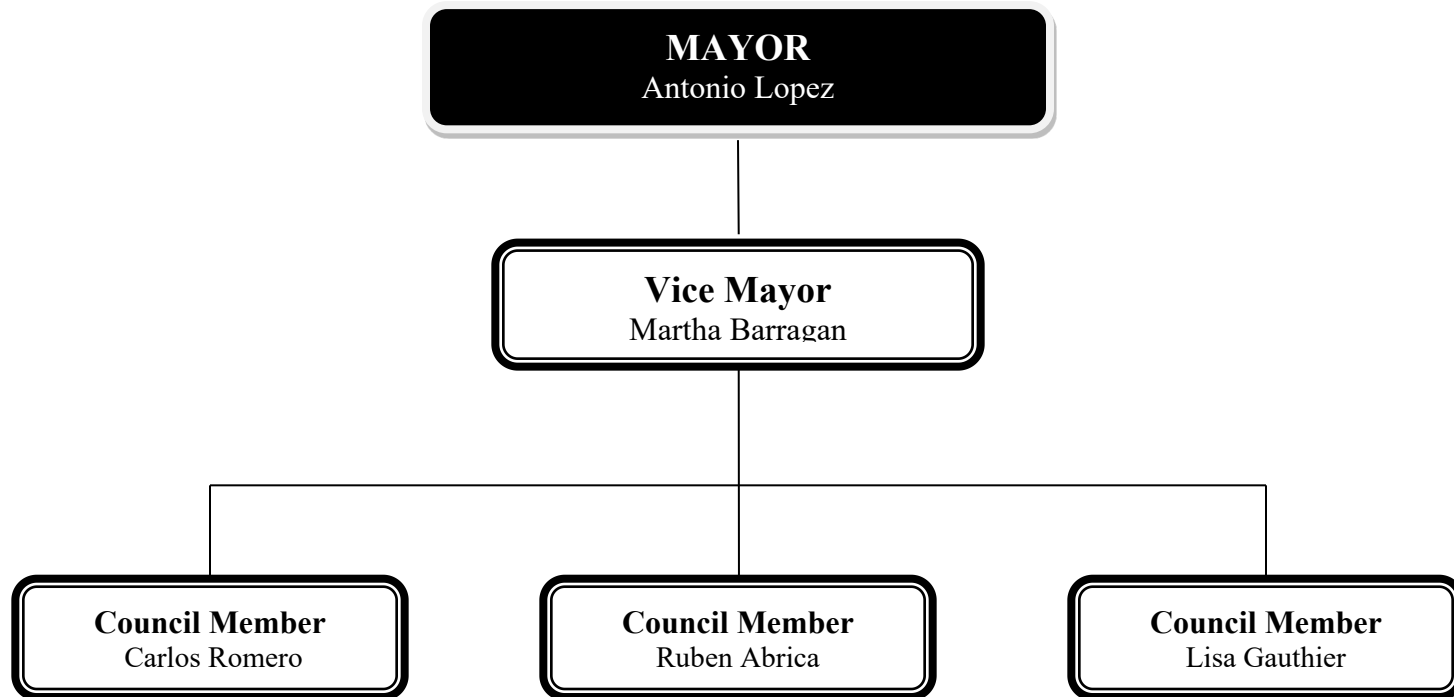
The increase of \$10,753 (+6.3%) from the Adopted FY 23-24 Budget to the Baseline FY 24-25 Budget is primarily due to the council priorities budget of \$15,000 transferred from CMO and Special event of \$10,000 offset by the decrease in Memberships and Supplies expenses.

The increase of \$8,790 (+4.8%) from the Baseline FY24-25 Budget to the Adopted FY24-25 Budget is due to Personnel Health Benefit increases.

Fiscal Year (FY)	Budget	\$ Change From Previous	% Change From Previous
2023-24 Adopted	\$171,150		
2024-25 Baseline	\$181,903	\$10,753	6.3%
2024-25 Adopted	\$190,693	\$8,790	4.8%

CITY COUNCIL

FY 2024-2025 Budget



Total FTE's: 5.0

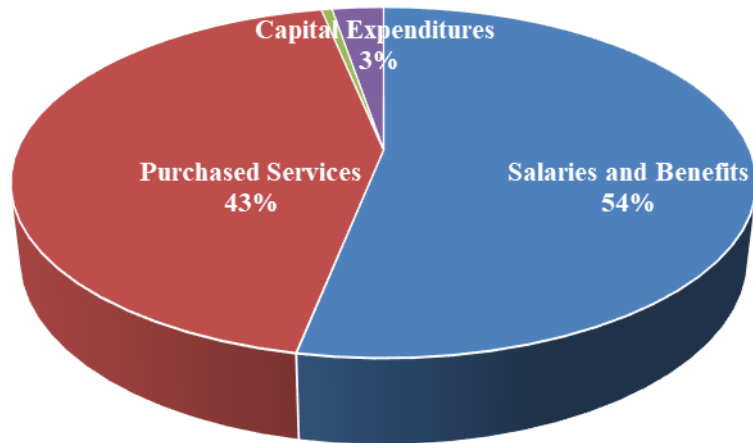
CITY ATTORNEY'S OFFICE

FY 2024-2025 Budget

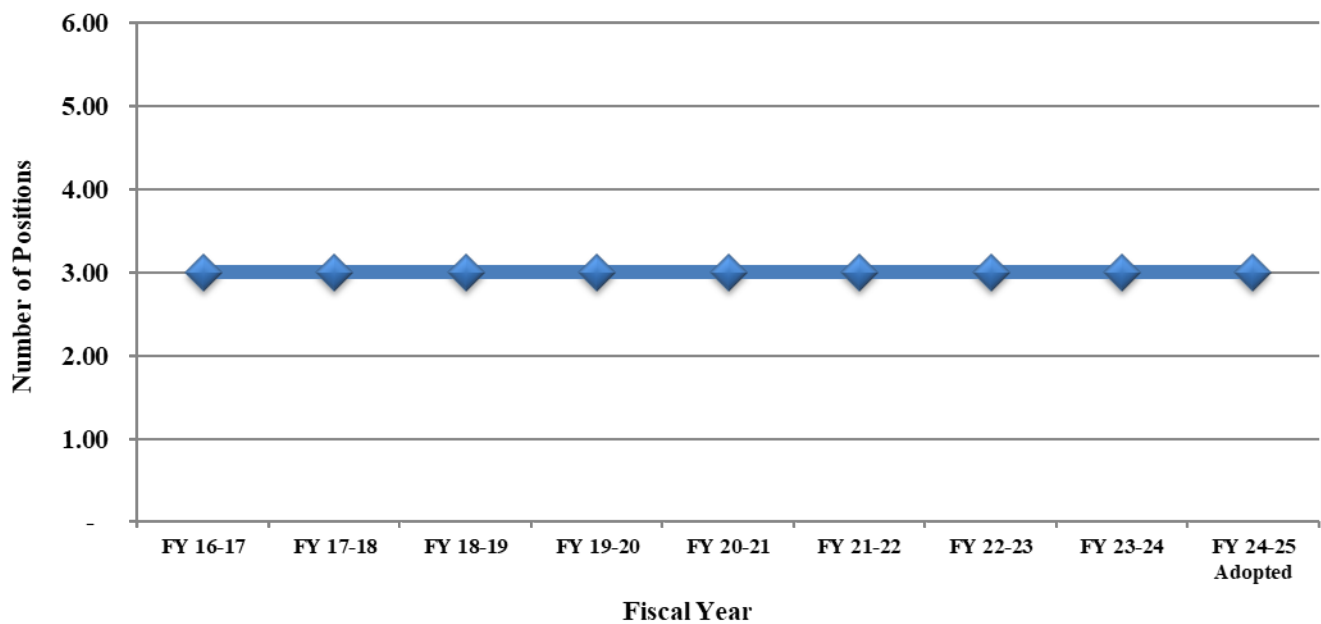
FY 2024-25

Operating	\$1,392,952
Positions	3

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



CITY ATTORNEY'S OFFICE

FY 2024-2025 Budget

Department Summary

SOURCES

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
General Fund					
Charges/Fees for Services	-	-	-	-	
Use of Resources	821,202	655,371	1,031,428	1,334,238	1,344,052
Special Revenue Funds	15,283	21,681	35,000	27,500	27,500
Capital Project Fund	-	-	-	-	15,000
Enterprise Funds	-	-	-	5,000	5,000
Successor Agency Trust Fund	1,000	-	7,500	1,400	1,400
TOTAL	837,486	677,052	1,073,928	1,368,138	1,392,952

EXPENDITURES BY DEPARTMENT

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
City Attorney's Office	837,486	677,052	1,073,928	1,368,138	1,392,952
TOTAL	837,486	677,052	1,073,928	1,368,138	1,392,952

CHARACTER OF EXPENDITURES

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Personnel					
Salaries and Benefits	358,054	261,740	641,128	730,188	740,002
Subtotal	358,054	261,740	641,128	730,188	740,002
Supplies and Services					
Purchased Services	473,706	408,678	387,950	593,100	608,100
Supplies and Materials	5,726	6,634	7,750	7,750	7,750
Capital Expenditures	-	-	37,100	37,100	37,100
Other Expenditures	-	-	-	-	-
Subtotal	479,431	415,312	432,800	637,950	652,950
TOTAL	837,486	677,052	1,073,928	1,368,138	1,392,952

AUTHORIZED STRENGTH

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 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 2024-2025 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 three positions: City Attorney, Deputy City Attorney and Legal Assistant.

The emphasis in the Fiscal Year 2024-2025 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, including provide regular legal updates to the Council and staff on legal developments that impact the City (e.g., El Dorado County case involving impact fees and Coalition on Homelessness case impacting public camping enforcement);
- 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, including instituting a working group within the City to observe legislative changes and take affirmative steps to ensure compliance;
- Present Brown Act, Conflict of Interest (Levine Act), 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 (e.g., Procurement Ordinance or Rent Registry Ordinance);

CITY ATTORNEY'S OFFICE

FY 2024-2025 Budget

Department Summary (Continued)

- Update, revise and add provisions to the Municipal Code and local zoning law as required, including revisions to the Zoning Ordinance related to adoption of the Housing Element;
- 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 2023-2024 to FY 2024-2025 Budget:

The increase of \$294,210 (+27.4%) from the Adopted FY 23-24 Budget to the Baseline FY 24-25 Budget is primarily due to the incremental changes in Legal services (\$200,150.) The budget for Legal services will be centralized and managed by City Attorney's Office. Additionally, Personnel expenses have increased by \$89,059.

The increase of \$24,814 (+1.8%) from the Baseline FY 24-25 Budget to the Adopted FY 24-25 Budget is primarily due to the Affordable Housing Legal services support of \$15,000 and Personnel budget changes.

Fiscal Year (FY)	Budget	\$ Change From Previous	% Change From Previous
2023-24 Adopted	\$1,073,928		
2024-25 Baseline	\$1,368,138	\$294,210	27.4%
2024-25 Adopted	\$1,392,952	\$24,814	1.8%

CITY ATTORNEY'S OFFICE

FY 2024-2025 Budget

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
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.	1. Accomplished.
2. Assist the City Council and the City Manager's Office implement Council priorities.	2. Accomplished.
3. Attend and provide advice at Planning Commission meetings.	3. Accomplished.
4. Attend and provide advice at Rent Stabilization Board meetings.	4. Accomplished.
5. Provide training to City boards, commissions, and committees regarding the Brown Act, Public Records Act and conflict of interest laws.	5. Accomplished.
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.	6. Accomplished.
7. Provide legal advice to all City departments regarding responses to PRA requests, record retention and subpoenas.	7. Accomplished.
8. Draft, review, and process City contracts, agreements, and other legal documents.	8. Accomplished.
9. Support the City Council, Human Resources, and other City departments on labor and employment matters.	9. Accomplished.
10. Provide legal advice to the City Council, Planning Commission and City departments on major project applications.	10. Accomplished
11. Continue to provide legal guidance and support regarding COVID-19-related state of emergency, local emergency, and associated impacts.	11. Accomplished
12. Support the Public Works Department on water infrastructure and sewer-related matters.	12. Ongoing.

CITY ATTORNEY'S OFFICE

FY 2024-2025 Budget

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
13. Assist staff in obtaining letter of substantial compliance, including preparing legal responses to public commenters, and adoption of Housing Element, and related tasks.	13. Accomplished as to letter of substantial compliance. Ongoing for the remainder.
14. Assist with drafting various ordinances, including Gun Control Ordinance.	14. Accomplished. Ordinance has been adopted. Ongoing implementation and outreach efforts.
15. Animal Control Ordinance update	15. Accomplished. Ongoing implementation and outreach efforts.
16. Tobacco Retailer Ordinance update	16. Accomplished. Ordinance has been adopted. Ongoing Implementation and outreach efforts.
17. Provide legal support concerning City's application for EPASD to become subsidiary district of the City of East Palo Alto.	17. Accomplished, as to winning approval of the application and reconsideration hearing,

CITY ATTORNEY'S OFFICE

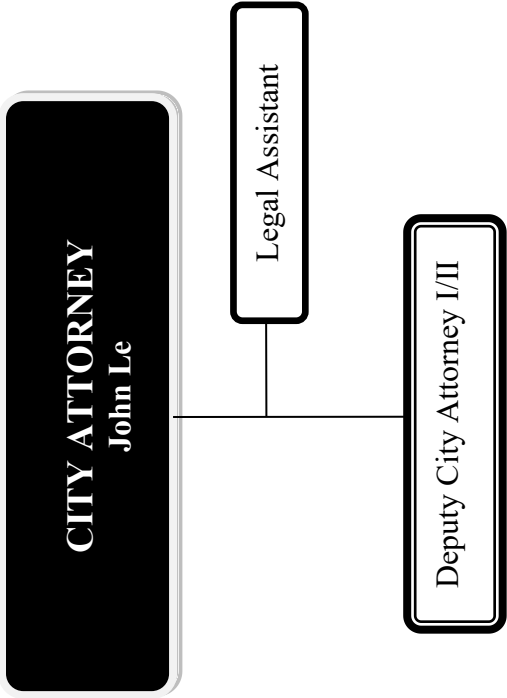
FY 2024-2025 Budget

OBJECTIVES

1. Attend and provide advice at City Council meetings and provide the City Council an update of any relevant changes in applicable law, including regarding public meetings and conflicts of interest.
2. Assist the City Council and the City Manager's Office to 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, conflict of interest laws, and other relevant areas of the law.
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, including affirmative litigation opportunities (e.g., PCBs, PFAS/PFOS, etc.).
7. Provide legal advice to all City departments regarding responses to PRA requests, record retention and subpoenas, including revamping the City's review, response and compliance with such requests by providing trainings to staff, assisting in procurement/implementation of related tracking and review software and establishing a procedure for responding to requests for Council or Boards/Commissions.
8. Draft, review, and process City contracts, agreements, and other legal documents, including conducting prophylactic legal analysis of lease with Veolia for legal issues and helping to analyze options for provision of water services, including continuation of service by Veolia through a negotiated lease or other vendor, as appropriate.
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, including Ravenswood Business District Specific Plan Update, amendment to Sand Hill's Four Corner Project, resurrecting City Attorney staffing of the Development Review Committee (DRC) to ensure Planning staff receive end-to-end legal support and provide support on specific major projects, and assist staff in developing a licensing/regulatory regime for pop-up unlicensed businesses.
11. Support the Public Works Department on various matters, including water infrastructure, sewer-related matters, storm preparation, training on public works procurement and contract review, legal risk analysis for legacy contamination sites (Romic, etc.).
13. Provide training to staff on various issues, including staff report writing, legal compliance issues, including Levine Act and procurement procedures.
14. Assist with the drafting and legal risk analysis of various ordinances, including Hard Hat Ordinance, Anti-Human Trafficking Ordinance, Encampment Ordinance, Rent Registry Ordinance, and Updated Procurement Ordinance.
15. Provide legal support for various initiatives, including absorption of the East Palo Alto Sanitary District into the City as a Subsidiary, updating enforcement of requirements under the BMR program, exercising eminent domain where legally required (e.g., Pet Hospital for Gateway 101 traffic mitigations), and assist staff in establishing a program to address illegal dumping.

CITY ATTORNEY'S OFFICE

FY 2024-2025 Budget



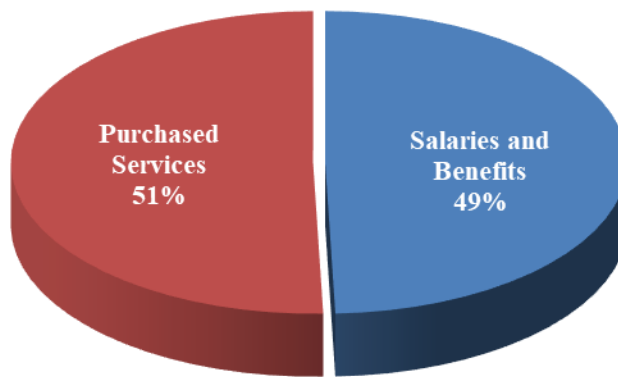
CITY CLERK'S OFFICE

FY 2024-2025 Budget

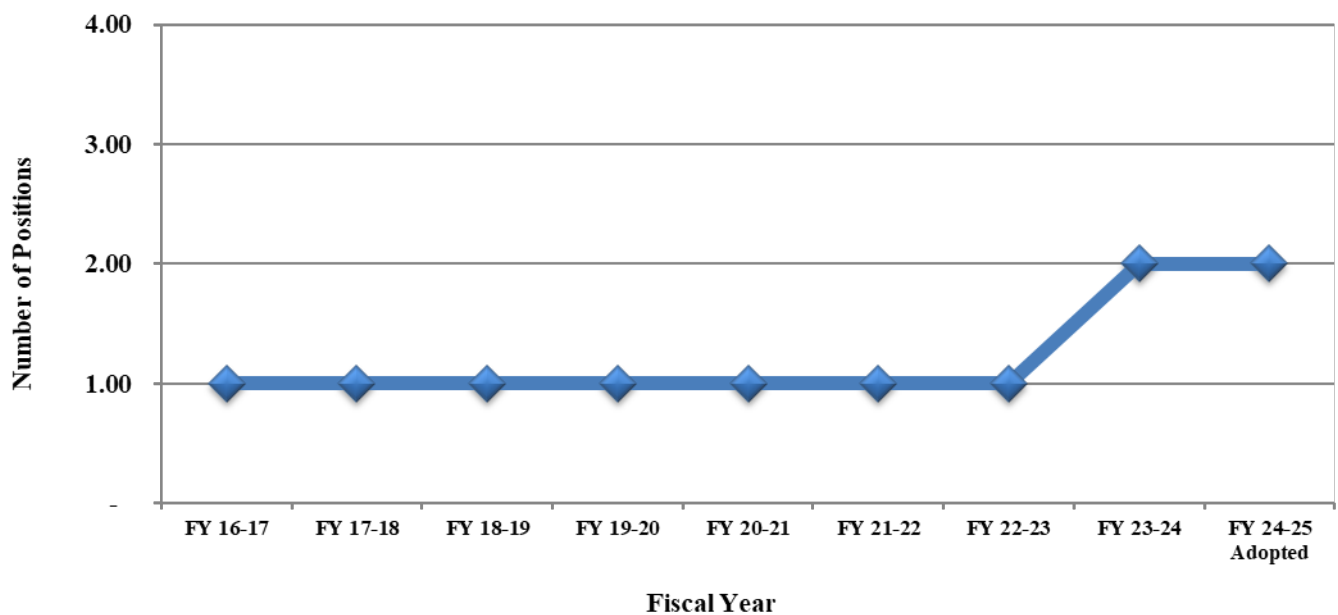
FY 2024-25

Operating	\$592,026
Positions	2

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



CITY CLERK'S OFFICE

FY 2024-2025 Budget

Department Summary

SOURCES

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
General Fund					
Charges/Fees for Services	-	-	-	-	-
Use of Resources	164,977	261,418	361,068	585,472	592,026
Special Revenue Funds	-	-	-	-	-
Capital Project Fund	-	-	-	-	-
Enterprise Funds	-	-	-	-	-
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	164,977	261,418	361,068	585,472	592,026

EXPENDITURES BY DEPARTMENT

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
City Clerk's Office	164,977	261,418	361,068	585,472	592,026
TOTAL	164,977	261,418	361,068	585,472	592,026

CHARACTER OF EXPENDITURES

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Personnel					
Salaries and Benefits	102,842	136,596	175,378	285,022	291,576
Subtotal	102,842	136,596	175,378	285,022	291,576
Supplies and Services					
Purchased Services	61,886	121,992	185,690	297,900	297,900
Supplies and Materials	249	2,830	-	2,550	2,550
Capital Expenditures	-	-	-	-	-
Other Expenditures	-	-	-	-	-
Subtotal	62,135	124,822	185,690	300,450	300,450
TOTAL	164,977	261,418	361,068	585,472	592,026

AUTHORIZED STRENGTH

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
City Clerk- Public Information Officer	1.00	1.00	1.00	1.00	1.00
Office Assistant	0.00	0.00	1.00	1.00	1.00
TOTAL	1.00	1.00	2.00	2.00	2.00

CITY CLERK'S OFFICE

FY 2024-2025 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 2023-2024 to FY 2024-2025 Budget:

The increase of \$224,405 (+62.2%) from the Adopted FY 23-24 Budget to the Baseline FY 24-25 Budget is primarily due to Personnel expense (\$109,644) and County Services including 2024 Elections and Potential Ballot measure (\$122,000).

The increase of \$6,554 (1.1%) from the Baseline FY 24-25 Budget to the Adopted FY 24-25 Budget is primarily due to Personnel expense (\$6,554).

Fiscal Year (FY)	Budget	\$ Change From Previous	% Change From Previous
2023-24 Adopted	\$361,068		
2024-25 Baseline	\$585,472	\$224,405	62.2%
2024-25 Adopted	\$592,026	\$6,554	1.1%

CITY CLERK'S OFFICE

FY 2024-2025 Budget

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Implement electronic public request tracking system.	1. The City Clerk's office has fully implemented a Public Records Request system.
2. Continue update of records going back to 1983.	2. Resolutions, Ordinances, Minutes, and Agenda Packets have been uploaded to Laserfiche. The City Clerk's office will begin to upload more records to Laserfiche once it is fully implemented.
3. Place more records on Laserfiche.	3. The City Clerk's office is currently undergoing training to fully understand how to use and implement Laserfiche to properly train staff on how to use the software. Training sessions are expected to start Summer of 2024
4. Implement DocuSign.	4. DocuSign has been fully implemented throughout the City.
5. Continue to improve social media outreach and engagement.	5. The City has provided social media updates in case of emergencies, announcing events and City announcements. The City Clerk's office continues to publish its weekly "City Updates" newsletter.
6. Bring in interpretation services for city meetings throughout the year.	6. The City Clerk's office released an RFP mid-March for interpretation services that can serve City Council meetings and other necessary board meetings. The City Clerk's office also awarded a contract and continues to provide interpretation services at Council and Rent Board Meetings.
7. Create logistics for hybrid city meetings.	7. The City has a fully operating hybrid system that allows for remote and in-person meetings to occur. The City Clerk's office is currently working to provide hardware updates that will make the hybrid experience seamless.

CITY CLERK'S OFFICE

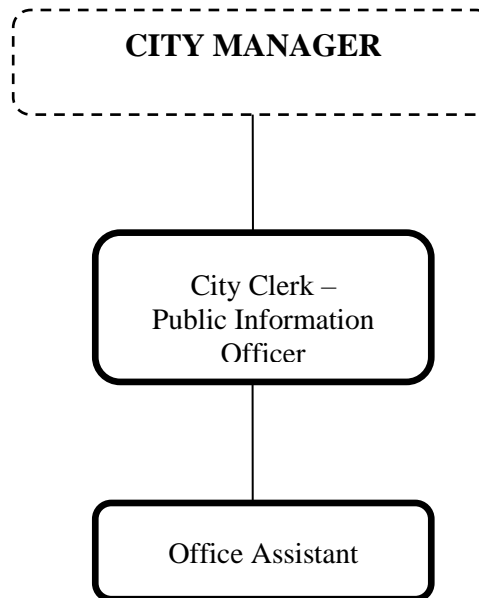
FY 2024-2025 Budget

OBJECTIVES

1. Continue to update Citywide records going back to 1983.
2. Continue to improve social media outreach and engagement.
3. Implement communications plan.
4. Implement a Boards and Commissions engagement plan.

CITY CLERK'S OFFICE

FY 2024-2025 Budget



Total FTE's: 2.0

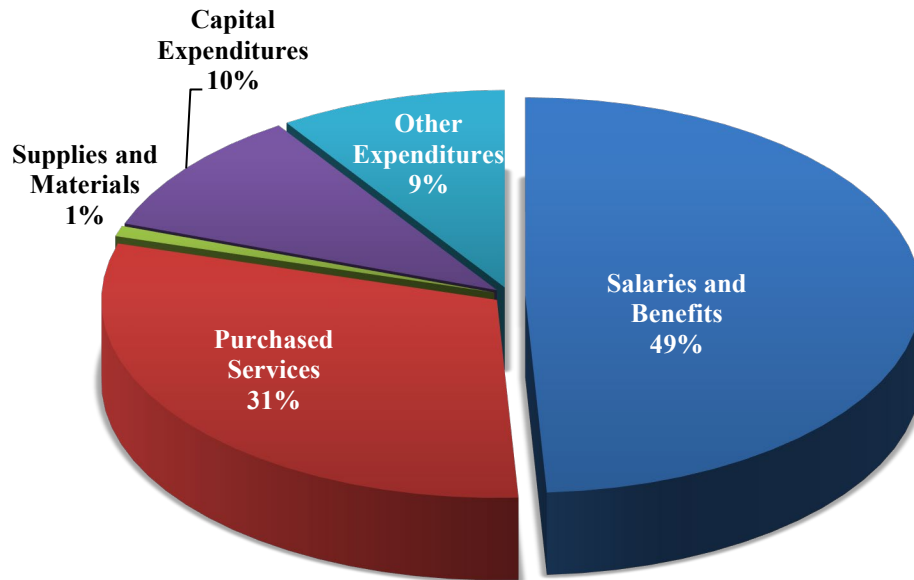
CITY MANAGER'S OFFICE

FY 2024-2025 Budget

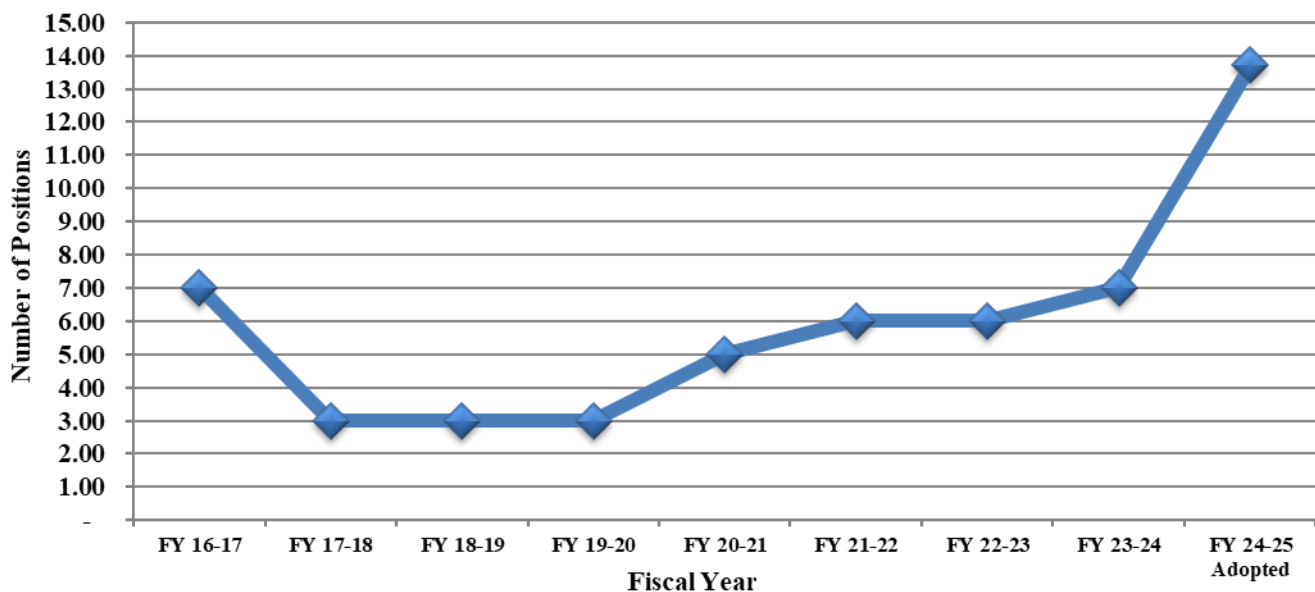
FY 2024-25

Operating	\$5,639,891
Positions	13.7

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



CITY MANAGER'S OFFICE

FY 2024-2025 Budget

Department Summary

SOURCES

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
General Fund					
Charges/Fees for Services	-	-	-	3,500	3,500
Use of Resources	1,814,009	1,405,816	2,392,293	4,470,959	4,541,391
Special Revenue Funds	18,242	33,871	-	1,095,000	1,095,000
Capital Project Funds	54,962	81,861	5,625	-	-
Enterprise Funds	70,066	81,860	49,098	-	-
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	1,957,279	1,603,408	2,447,017	5,569,459	5,639,891

EXPENDITURES BY DEPARTMENT

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
City Manager's Office ¹	1,364,244	1,037,966	1,520,290	2,344,947	2,345,936
Human Resources Division	593,035	565,442	926,727	1,046,476	1,057,825
Community Programs ²	-	-	-	1,634,730	1,689,241
Senior Programs ²	-	-	-	543,306	546,889
TOTAL	1,957,279	1,603,408	2,447,017	5,569,459	5,639,891

CHARACTER OF EXPENDITURES

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Personnel					
Salaries and Benefits	1,418,097	1,251,809	1,698,964	2,427,469	2,770,853
Subtotal	1,418,097	1,251,809	1,698,964	2,427,469	2,770,853
Supplies and Services					
Purchased Services	511,183	323,913	728,053	1,992,240	1,719,288
Supplies and Materials	27,999	26,786	20,000	48,750	48,750
Capital Expenditures	-	-	-	576,000	576,000
Other Expenditures	-	900	-	525,000	525,000
Subtotal	539,182	351,599	748,053	3,141,990	2,869,038
TOTAL	1,957,279	1,603,408	2,447,017	5,569,459	5,639,891

AUTHORIZED STRENGTH

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
City Manager's Office ¹	3.00	4.00	4.00	6.00	6.00
Human Resources Division	2.00	2.00	2.00	2.00	2.00
Community Services Division ²	0.00	0.00	0.00	5.70	5.70
TOTAL	5.00	6.00	6.00	13.70	13.70

1 FY 2024-25 Proposed Budget, includes a new position, IT Manager, subject to Council approval.

2 Community Services Division transferred to City Manager's Office from Administrative Services effective FY 2024-25.

ADMINISTRATIVE SERVICES DEPARTMENT

FY 2024-2025 Budget

Department Summary

SOURCES

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 ¹ Baseline	FY 2024-25 ¹ Adopted
General Fund					
Charges/Fees for Services	19,759	-	-	-	-
Use of Resources	1,633,583	1,165,210	1,860,336	-	-
Special Revenue Funds	501,488	91,111	929,350	-	-
Capital Project Fund	-	-	100,000	-	-
Enterprise Funds	-	-	-	-	-
TOTAL	2,154,830	1,256,322	2,889,686	-	-

EXPENDITURES BY DIVISION

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 ¹ Baseline	FY 2024-25 ¹ Adopted
Administration Division	935,065	227,772	813,482	-	-
Community Services Division	1,219,765	1,028,550	2,076,204	-	-
TOTAL	2,154,830	1,256,322	2,889,686	-	-

CHARACTER OF EXPENDITURES

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 ¹ Baseline	FY 2024-25 ¹ Adopted
Personnel					
Salaries and Benefits	871,390	853,113	918,819	-	-
Subtotal	871,390	853,113	918,819	-	-
Supplies and Services					
Purchased Services	1,269,780	293,025	1,092,867	-	-
Supplies and Materials	13,660	21,925	33,000	-	-
Capital Expenditures	-	-	570,000	-	-
Other Expenditures	-	88,259	275,000	-	-
Subtotal	1,283,440	403,209	1,970,867	-	-
TOTAL	2,154,830	1,256,322	2,889,686	-	-

AUTHORIZED STRENGTH

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 ¹ Baseline	FY 2024-25 ¹ Adopted
Administrative Services - Admin Division	3.00	2.00	2.00	-	-
Community Services Division	3.65	5.15	5.15	-	-
TOTAL	6.65	7.15	7.15	-	-

* Department transferred to City Manager's Office from Administrative Services in FY 2024-25.

CITY MANAGER'S OFFICE

FY 2024-2025 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 Council appoints the City Manager to lead the municipal corporation. The City Manager's main role is to ensure effective and efficient management of all City programs and services. The City Manager's Office (CMO) is comprised of Admin, Community Services, Human Resources and Information Technology divisions. The CMO fosters collaboration within the municipal organization as well externally with State, County, and local stakeholders.

The CMO oversees the City Council Strategic Priorities across all City departments, including emergency preparedness. They help the City Council by suggesting and enforcing administrative, fiscal, and operational policies, and ensuring that the information provided for City Council decisions is thorough and reliable.

The Department is comprised of a total 13.7 FTE staff members.

Admin 5 FTEs

- 1 City Manager
- 1 Assistant City Manager
- 2 Assistant to the City Manager
- 1 Executive Assistant to City Manager

Community Services (5.7 FTEs)

- 1 Community Services Manager
- 1 Recreational Coordinator
- 1.45 Recreational Leader (1FTE and 1PT, subject to Council approval)
- 1 Van Driver (2 PT)
- 0.75 Nutrition Site Supervisor
- 0.5 Kitchen Aide

Human Resources (2 FTEs)

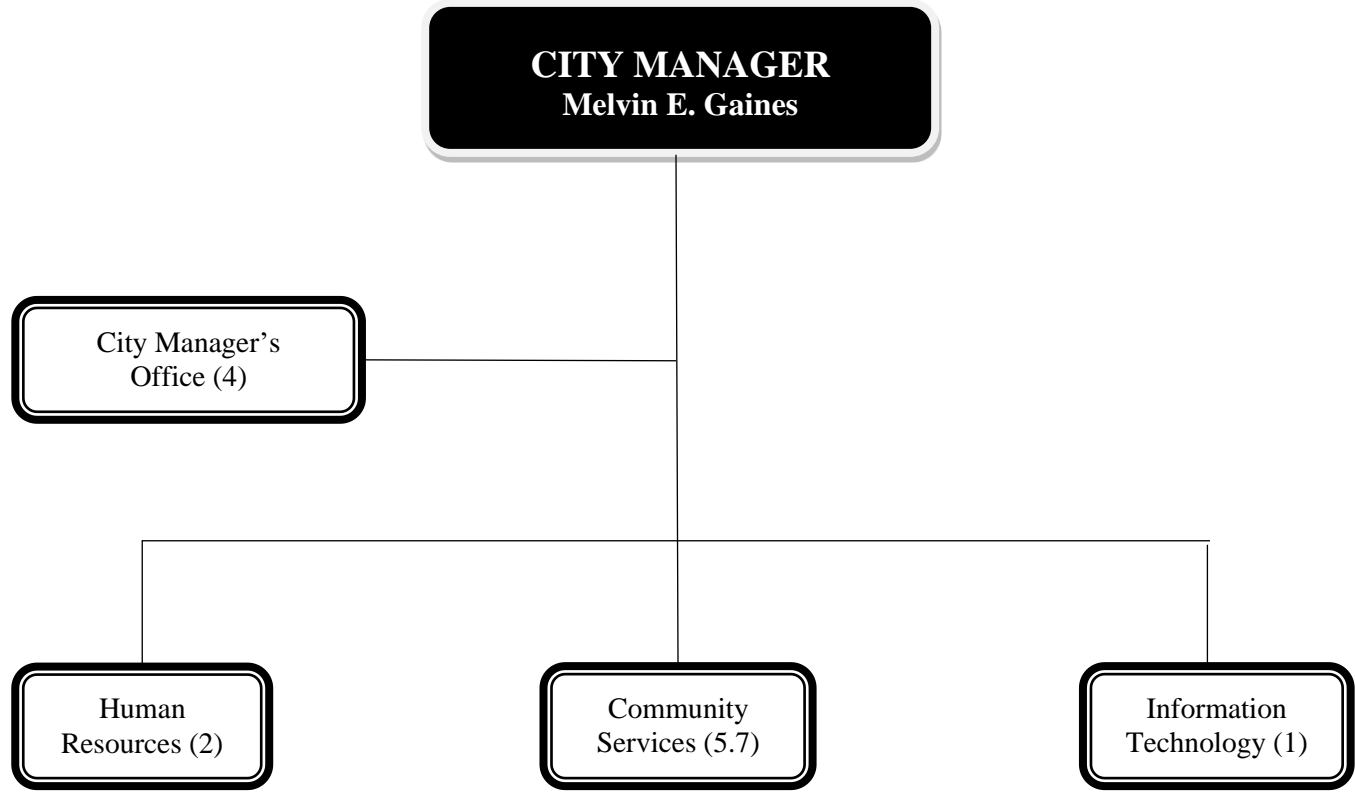
- 1 HR Manager
- 1 HR Technician

Information Technology (1 FTE)

- 1 IT Manager (subject to Council approval)

CITY MANAGER'S OFFICE

FY 2024-2025 Budget



Total FTE's: 13.7

CITY MANAGER'S OFFICE

FY 2024-2025 Budget

Division Summary

SOURCES

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
General Fund					
Charges/Fees for Services	-	-	-	-	-
Use of Resources	1,238,005	874,245	1,465,567	2,344,947	2,345,936
Special Revenue Funds	1,211	-	-	-	-
Capital Project Funds	54,962	81,861	5,625	-	-
Enterprise Funds	70,066	81,860	49,098	-	-
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	1,364,244	1,037,966	1,520,290	2,344,947	2,345,936

EXPENDITURES BY DIVISION

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
City Manager's Office	1,364,244	1,037,966	1,520,290	2,344,947	2,345,936
TOTAL	1,364,244	1,037,966	1,520,290	2,344,947	2,345,936

CHARACTER OF EXPENDITURES

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Personnel					
Salaries and Benefits	1,090,582	849,605	1,242,975	1,327,207	1,601,148
Subtotal	1,090,582	849,605	1,242,975	1,327,207	1,601,148
Supplies and Services					
Purchased Services	257,403	165,966	271,815	1,006,740	733,788
Supplies and Materials	16,259	22,394	5,500	5,000	5,000
Capital Expenditures	-	-	-	6,000	6,000
Other Expenditures	-	-	-	-	-
Subtotal	273,662	188,360	277,315	1,017,740	744,788
TOTAL	1,364,244	1,037,965	1,520,290	2,344,947	2,345,936

AUTHORIZED STRENGTH

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 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
Assistant to the City Manager ¹	-	-	-	2.00	2.00
Senior Management Analyst	-	1.00	1.00	-	-
IT Manager ²	-	-	-	1.00	1.00
Executive Assistant to City Manager	1.00	1.00	1.00	1.00	1.00
TOTAL	3.00	4.00	4.00	6.00	6.00

¹Approved FY24 Mid year budget session, effective December 1, 2023

²New position (subject to Council approval)

CITY MANAGER'S OFFICE

FY 2024-2025 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, Community Services, and City Clerk's Office. The Office directly oversees Human Resources, Community Services, 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 2023-2024 to FY 2024-2025 Budget:

The increase of \$824,657 (+54.2%) from the FY 2023-24 Adopted Budget to the FY 2024-25 Baseline Budget is primarily due to an increase in Redwood city IT contract of \$450,000, IT MasterPlan of \$100,000, and Staff augmentation of \$130,000 for Department's special projects.

From FY 2024-25 Baseline Budget to FY2024-25 Adopted Budget, the Redwood city IT contract budget of \$272,951 is moved to Personnel Budget due to IT manager position. No significant net changes exist within the Division.

Fiscal Year (FY)	Budget	\$ Change From Previous	% Change From Previous
2023-24 Adopted	\$1,520,290		
2024-25 Baseline	\$2,344,947	\$824,657	54.2%
2024-25 Adopted	\$2,345,936	\$989	0.0%

CITY MANAGER'S OFFICE

FY 2024-2025 Budget

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Establish and launch follow-up actions resulting from community survey results.	The City coordinated focus groups, and additional surveys to gauge community priorities. From this input, the City polled residents on their support for infrastructure and facilities bonds.
2. Refine and implement comprehensive strategy to address the City's structural deficit.	The City's ten-year financial forecast shows the City is at risk of a deficit in FY 2026-27. Staff is exploring ways to increase revenues and/or reduce costs to prevent a deficit in 2026.
3. Assess workplace culture, develop and implement improvement plan.	All City departments held departmental retreats to identify positives and pain points for the organization. Plans to address pain points and enhance positives are ongoing
4. Assess organizational structure, identify and propose modification to improve efficiency and effectiveness.	Dissolved the Administrative Services Department and transitioned Community Services and IT divisions to the City Manager's Office. Launched a pilot analytical network encouraging greater collaboration and work product consistency amongst analyst and administrative staff.
5. Propose short, mid, and long-term steps to implement the City's facilities master plan, including any modifications.	The City has a tentative agreement with the landlord to renew the lease for 141 Demeter Street; however, continues to search for alternatives. Building improvements for 141 Demeter are scheduled for Summer 2024. The City and the County of San Mateo presented conceptual designs for a reimagined 2415 University Avenue; however, there is no funding strategy for the \$60M to \$90M project.
6. Update the City's Emergency preparedness plan.	The City is currently researching the plan format and regulatory requirements with the goal of simplified ease of reference and use.
7. Improve communications and the City's community engagement efforts.	The City recently released an RFP for communications assistance. The City is also in planning stages of hosting routine neighborhood meetings where staff and residents can discuss concerns and current events.

CITY MANAGER'S OFFICE

FY 2024-2025 Budget

OBJECTIVES

1. Develop an economic development strategy
2. Conduct a process to develop a five to ten-year strategic plan
3. Finalize the update to the City's Emergency Operation Plan
4. Complete the Nexus Study and Feasibility Analysis
5. Plan for water system operations in 2026
6. Oversee transition of EPASD to City governance
7. Develop water infrastructure financing plan
8. Fundraise for library construction

CITY MANAGER'S OFFICE

FY 2024-2025 Budget

Human Resources Division

Division Summary

SOURCES

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
General Fund					
Charges/Fees for Services		-	-	-	-
Use of Resources	576,004	531,571	926,727	1,046,476	1,057,825
Special Revenue Funds	17,031	33,871	-	-	-
Capital Project Funds	-	-	-	-	-
Enterprise Funds	-	-	-	-	-
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	593,035	565,442	926,727	1,046,476	1,057,825

EXPENDITURES BY DIVISION

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Human Resources Division ¹	593,035	565,442	926,727	1,046,476	1,057,825
TOTAL	593,035	565,442	926,727	1,046,476	1,057,825

CHARACTER OF EXPENDITURES

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Personnel					
Salaries and Benefits	327,515	402,204	455,989	622,026	633,375
Subtotal	327,515	402,204	455,989	622,026	633,375
Supplies and Services					
Purchased Services	253,780	157,946	456,238	407,700	407,700
Supplies and Materials	11,739	4,392	14,500	16,750	16,750
Capital Expenditures	-	-	-	-	-
Other Expenditures	-	900	-	-	-
Subtotal	265,519	163,238	470,738	424,450	424,450
TOTAL	593,034	565,442	926,727	1,046,476	1,057,825

AUTHORIZED STRENGTH

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 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

CITY MANAGER'S OFFICE

FY 2024-2025 Budget

Human Resources Division Summary

SERVICE DESCRIPTION

Human Resources 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, Human Resources Technician II, and Human Resources I (18 month LTD).

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 and maintaining of the Enterprise Resource Planning (ERP) software to ensure that the HR processes are setup correctly.
- Maintaining and developing the employee wellness policies and programs.
- 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 on quarterly basis;
- Developing and ensuring professional staff development and training opportunities;
- Managing and conducting benefit meetings to provide employees with information regarding medical, dental, life retirement benefits, and much more.
- Developing and implementing a workmen's compensation management program.
- Managing and maintaining a leave management program.

The HR Division is increasingly requiring additional staff assistance due to the shift of responsibility and high volume work projects and compliance tasks. The division has been impacted by numerous compliance issues, personnel responses, human resources informational system management, new initiatives for local emergency response, and other tasks.

The division budget includes additional, temporary funding to backfill staff services and additional outside professional services to address work impacts related to new workload expectations; however, long-term the current staff level and current workload may not be sustainable.

CITY MANAGER'S OFFICE

FY 2024-2025 Budget

Human Resources Division Summary

HR's emphasis for the Fiscal Year 2024-2025 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.

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 proactive 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. Maintain an intranet specifically for the employees to access Human Resources information.

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

SIGNIFICANT CHANGES

FY 2023-2024 to FY 2024-2025 Budget:

The increase of \$119,749 (+12.9%) from the FY 2023-24 Adopted Budget to the FY 2024-25 Baseline Budget is primarily due to an increase in Personnel services of \$166,037 and employees on FMLA/CFRA protected leave of \$150,000, offset by decrease of other professional/ technical services.

The increase of \$11,349 (+1.1%) from FY 2024-25 Baseline Budget to the FY 2024-25 Adopted Budget is primarily due to an increase in personnel services.

Fiscal Year (FY)	Budget	\$ Change From Previous	% Change From Previous
2023-24 Adopted	\$926,727		
2024-25 Baseline	\$1,046,476	\$119,749	12.9%
2024-25 Adopted	\$1,057,825	\$11,349	1.1%

CITY MANAGER'S OFFICE

FY 2024-2025 Budget

Human Resources Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Continue to recruit new staff and improve recruitment marketing for vacant positions as needed.	1. On-going.
2. Conduct labor negotiations with all three (3) employee bargaining units. Ensure all MOUs are taken to City Council in a timely manner.	2. TBD
3. Implement/improve leave administration program.	3. Completed.
4. Provide leadership and implementation of all types of training to all levels of the workforce.	4. On-going.
5. Review and update Personnel Policies and Procedures manual and meet and confer with employee bargaining units prior to City Council final approval.	5. On-going.
6. Work with labor to explore savings and other strategies through negotiations or the meet and confer process.	6. On-going.
7. Comply with all Federal and State laws and regulations in order to protect the City.	7. On-going.

CITY MANAGER'S OFFICE

**FY 2024-2025 Budget
Human Resources Division**

OBJECTIVES

1. Continue to recruit new staff and improve recruitment marketing for vacant positions as needed.
2. Maintain and continue to improve the leave administration program.
3. Continue to provide leadership and implementation of all types of training to all levels of the workforce.
4. Develop and implement a workmen's compensation management program.
5. Review and update Personnel Policies and Procedures manual and meet and confer with employee bargaining units prior to City Council final approval.

CITY MANAGER'S OFFICE

FY 2024-2025 Budget

Community Services & Recreation Division

Division Summary

SOURCES

	FY 2021-22 ¹ Actual	FY 2022-23 ¹ Actual	FY 2023-24 ¹ Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
General Fund					
Charges/Fees for Services	-	-	-	3,500	3,500
Use of Resources	-	-	-	1,079,536	1,137,630
Special Revenue Funds	-	-	-	1,095,000	1,095,000
Capital Project Fund	-	-	-	-	-
Enterprise Funds	-	-	-	-	-
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	-	-	-	2,178,036	2,236,130

EXPENDITURES BY DIVISION

	FY 2021-22 ¹ Actual	FY 2022-23 ¹ Actual	FY 2023-24 ¹ Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Community Programs	-	-	-	1,634,730	1,689,241
Senior Programs	-	-	-	543,306	546,889
TOTAL	-	-	-	2,178,036	2,236,130

CHARACTER OF EXPENDITURES

	FY 2021-22 ¹ Actual	FY 2022-23 ¹ Actual	FY 2023-24 ¹ Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Personnel					
Salaries and Benefits	-	-	-	478,236	536,330
Subtotal	-	-	-	478,236	536,330
Supplies and Services					
Purchased Services	-	-	-	577,800	577,800
Supplies and Materials	-	-	-	27,000	27,000
Capital Expenditures	-	-	-	570,000	570,000
Other Expenditures	-	-	-	525,000	525,000
Subtotal	-	-	-	1,699,800	1,699,800
TOTAL	-	-	-	2,178,036	2,236,130

AUTHORIZED STRENGTH

	FY 2021-22 ¹ Actual	FY 2022-23 ¹ Actual	FY 2023-24 ¹ Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Community Services Manager	-	-	-	1.00	1.00
Recreation Coordinator	-	-	-	1.00	1.00
Recreation Leader II (1 FTE, 1 PT) ²	-	-	-	1.45	1.45
Van Drivers (2-PT)	-	-	-	1.00	1.00
Nutrition Site Supervisor (PT)	-	-	-	0.75	0.75
Kitchen Aide (PT)	-	-	-	0.50	0.50
TOTAL	-	-	-	5.70	5.70

1 Division transferred to City Manager's Office from Administrative Services effective FY 2024-25.

2 Reducing one PT and Adding one FT. Net changes 0.55 (subject to Council approval).

ADMINISTRATIVE SERVICES DEPARTMENT

FY 2024-2025 Budget

Community Services & Recreation Division

Division Summary

SOURCES	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25 ¹	FY 2024-25 ¹
	Actual	Actual	Adopted	Baseline	Adopted
General Fund					
Charges/Fees for Services	19,759	2,055	2,200	-	-
Use of Resources	707,517	935,509	1,044,654	-	-
Special Revenue Funds	492,488	90,986	929,350	-	-
Capital Project Fund	-	-	100,000	-	-
Enterprise Funds	-	-	-	-	-
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	1,219,765	1,028,550	2,076,204	-	-

EXPENDITURES BY DIVISION	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25 ¹	FY 2024-25 ¹
	Actual	Actual	Adopted	Baseline	Adopted
Community Programs	948,680	817,635	1,561,947	-	-
Senior Programs	271,084	210,916	514,257	-	-
TOTAL	1,219,765	1,028,550	2,076,204	-	-

CHARACTER OF EXPENDITURES	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25 ¹	FY 2024-25 ¹
	Actual	Actual	Adopted	Baseline	Adopted
Personnel					
Salaries and Benefits	437,319	614,349	556,104	-	-
Subtotal	437,319	614,349	556,104	-	-
Supplies and Services					
Purchased Services	771,579	308,214	642,100	-	-
Supplies and Materials	10,867	17,729	33,000	-	-
Capital Expenditures	-	-	570,000	-	-
Other Expenditures	-	88,258	275,000	-	-
Subtotal	782,445	414,201	1,520,100	-	-
TOTAL	1,219,765	1,028,550	2,076,204	-	-

AUTHORIZED STRENGTH	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25 ¹	FY 2024-25 ¹
	Actual	Actual	Adopted	Baseline	Adopted
Community Services Manager	1.00	1.00	1.00	-	-
Recreation Coordinator	-	1.00	1.00	-	-
Recreation Leader II (3 PT)	0.90	0.90	0.90	-	-
Van Drivers (2-PT) ²	0.50	1.00	1.00	-	-
Nutrition Site Supervisor (PT)	0.75	0.75	0.75	-	-
Kitchen Aide (PT)	0.50	0.50	0.50	-	-
TOTAL	3.65	5.15	5.15	-	-

1 Division transferred to City Manager's Office from Administrative Services in FY 2024-25.

2 Temporary 0.5 position freeze in FY 2020-21

CITY MANAGER'S OFFICE

FY 2024-2025 Budget

Community Services 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.	1. Completed
<ul style="list-style-type: none">Support local arts organizations through promotion and events.	2. Completed
<ul style="list-style-type: none">Implementation of Utility Box arts project.	3. In-Progress
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.	1. Continuing
<ul style="list-style-type: none">Enhance Literacy and STEM access and services.	2. Continuing
3. Recreation:	
<ul style="list-style-type: none">Streamline the Summer Park Activation process utilizing the best practices from the Parks Master Plan	1. In Progress
<ul style="list-style-type: none">Increase emotional and social support for Seniors by implementing intergenerational programs between youth and senior populations.	2. Continuing
<ul style="list-style-type: none">Increase recreation space through partnerships and field rentals.	3. Completed

CITY MANAGER'S OFFICE

FY 2024-2025 Budget

Community Services Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
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.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.	<ul style="list-style-type: none">1. Continuing2. In-Progress3. In-Progress4. Continuing
5. Senior Services: <ul style="list-style-type: none">Rebooted senior services and events like the Senior's PromIncrease senior programs and services.Mobilize Senior Advisory Committee to assist seniors with their needs and any other assistance they might require.	<ul style="list-style-type: none">1. In-Progress2. In-Progress3. In-Progress
6. Youth Leadership Development: <ul style="list-style-type: none">Provide Opportunities for youth ages 12-25 to develop leadership life skills, job preparation, and college readiness through interactive programming.Prepare for launch of Youth Commission through Consultation and Summit	<ul style="list-style-type: none">1. In-Progress2. In-Progress

CITY MANAGER'S OFFICE

FY 2024-2025 Budget

Community Services 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 urban arts programing.

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.

The Division is staffed with 5.70 proposed full-time equivalent positions:

- 1 Community Services Manager
- 1 Recreation Coordinator
- 1 Part-Time (0.75) Nutrition Site Supervisor
- 1 Part-Time (0.5) Kitchen Aide
- 2 Part-Time Van Drivers (1.0)
- 1 Full-Time and 1 Part-Time (0.45) Recreation Leaders (subject to Council approval)

The Community Services 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.

SIGNIFICANT CHANGES

FY 2023-2024 to FY 2024-2025 Budget:

The increase of \$101,832 (+4.9%) from the FY 2023-24 Adopted Budget to the FY 2024-25 Baseline Budget is primarily due to an increase in professional services using TOT grants (\$400,000) for Community program, offset by Park services/ Open Space Study (-\$100,000), Personnel expenditures (-\$77,000), and other miscellaneous expenses reduced.

The increase of \$58,094 (+2.7%) from the FY 2024-25 Baseline Budget to the FY 2024-25 Adopted Budget is due to an increase in personnel services.

Fiscal Year (FY)	Budget	\$ Change From Previous	% Change From Previous
2023-24 Adopted	\$2,076,204		
2024-25 ¹ Baseline	\$2,178,036	\$101,832	4.9%
2024-25 ¹ Adopted	\$2,236,130	\$58,094	2.7%

¹ Division transferred to City Manager's Office from Administrative Services effective FY 2024-25.

CITY MANAGER'S OFFICE

FY 2024-2025 Budget

Community Services Division

OBJECTIVES

1. Cultural Arts, Events and Entertainment:

- Continue activation of parks through Summer Park Activation series and Family Day events
- Evaluate and update the process of support for City-Sponsored events (Cinco de Mayo, Juneteenth, Children's Day), cultural services, special events, and educational opportunities for the community.
- Partner with local artists and arts organizations to amplify events and creative opportunities for residents.
- Complete implementation of Utility Box arts project in collaboration with EPACenter for the Arts.

2. 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 through successful collaborations and grants.

3. 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.

4. Recreation:

- Implement seventh (7) year of summer recreation programs and services.
- Complete the master plan for Martin Luther King Junior Park
- Increase the amount of youth participating in recreation programs that promote healthy habits, by 15% and provide additional programming for Senior programs.
- Increase emotional and social support for seniors by implementing intergenerational programs between youth and senior populations.
- Increase recreation space through partnerships and field rentals.

5. Senior Services:

- Evaluate how to reach our Seniors more effectively in the community through database and/or canvassing.
- Increase senior programs and services.
- Mobilize Senior Advisory Committee to assist seniors with their needs and any other assistance they might require.

6. Youth Leadership Development:

- Provide Opportunities for youth ages 12-25 to develop leadership life skills, job preparation, and college readiness through interactive programming.
- Launch Youth Commission with initial objectives identified through Youth Summit and Consultation.

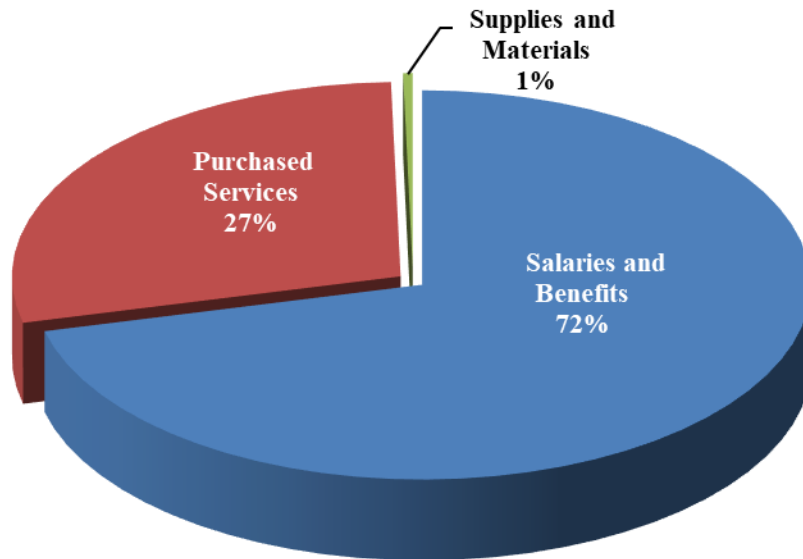
FINANCE DEPARTMENT

FY 2024-2025 Budget

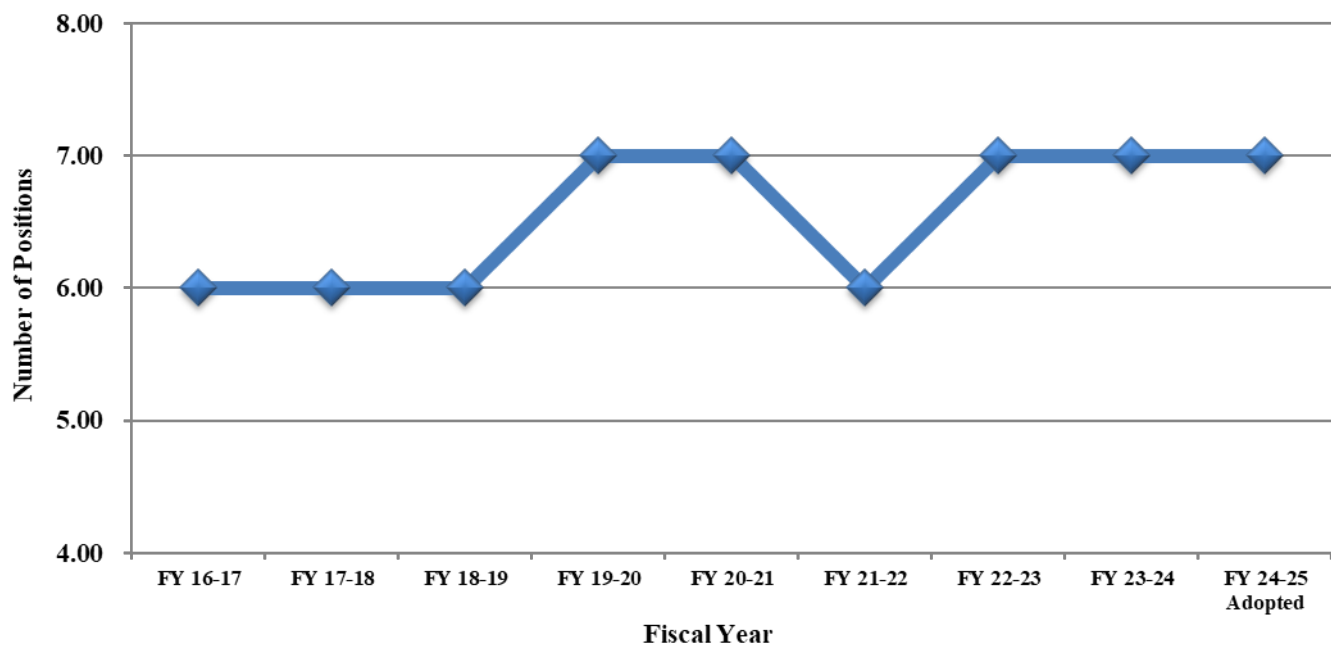
FY 2024-25

Operating	\$1,642,361
Positions	7

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



FINANCE DEPARTMENT

FY 2024-2025 Budget

Department Summary

SOURCES

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
General Fund					
Charges/Fees for Services	44,215	-	63,080	-	-
Use of Resources	981,660	1,013,694	1,344,914	1,464,974	1,489,587
Special Revenue Funds	9,957	7,280	9,067	7,520	7,520
Capital Project Fund	-		-	67,758	69,436
Enterprise Funds	1,816	1,940	22,000	52,300	52,300
Successor Agency Trust Fund	11,126	30,749	28,029	25,808	23,518
TOTAL	1,048,774	1,053,663	1,467,090	1,618,360	1,642,361

EXPENDITURES BY DEPARTMENT

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Finance Department	1,048,774	1,053,663	1,467,090	1,618,360	1,642,361
TOTAL	1,048,774	1,053,663	1,467,090	1,618,360	1,642,361

CHARACTER OF EXPENDITURES

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Personnel					
Salaries and Benefits	889,013	880,874	1,062,158	1,144,751	1,168,752
Subtotal	889,013	880,874	1,062,158	1,144,751	1,168,752
Supplies and Services					
Purchased Services	154,554	163,360	391,932	467,109	467,109
Supplies and Materials	5,207	6,787	10,000	6,500	6,500
Capital Expenditures	-	-	3,000	-	-
Other Expenditures	-	2,642	-	-	-
Subtotal	159,761	172,789	404,932	473,609	473,609
TOTAL	1,048,774	1,053,663	1,467,090	1,618,360	1,642,361

AUTHORIZED STRENGTH

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 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	-	-	-
Accountant Senior	-	-	1.00	1.00	1.00
Accountant I ¹	1.00	1.00	1.00	1.00	1.00
Account Technician I/II ²	2.00	2.00	2.00	1.00	1.00
Senior Accounting Technician ²	-	-	-	1.00	1.00
Grant Coordinator	-	1.00	1.00	1.00	1.00
TOTAL	7.00	7.00	7.00	7.00	7.00

¹ Converting Accountant I/II to Accountant I

² Reducing Accounting Technician I/II from FTE 2.0 to 1.0. Created Senior Accounting Technician Position of FTE 1.0.

FINANCE DEPARTMENT

FY 2024-2025 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, tax administration, budgeting, forecasting, cash management and treasury, capital financing and debt management, and risk management. The department has an authorized staffing level of seven positions, including: Finance Director, Financial Services Manager, Accountant Senior, Accountant I, Senior Accounting Technician, Accounting Technician I/II, and Grants Coordinator.

Goals related to the Council Strategic Priorities for Finance Department include:

- Assess and Prepare for Utility Operational and Finance Needs
- Analyze needs, strategies and community support for funding public infrastructure
- Perform Impact Fee Nexus Study
- Develop and maintain 10-year financial projections
- Enterprise Resource Planning (ERP) implementation

In addition to the above goals, staff are preparing for the significant responsibilities associated with the transition of the Sanitary District from an independent entity to a subsidiary district of the City. This entails rigorous due diligence efforts, involving thorough investigation and examination of financial records. Furthermore, staff will assume control over financial operations, budget management, administrative tasks, and financial reporting.

SIGNIFICANT CHANGES

FY 2023-2024 to FY 2024-2025 Budget:

The increase of \$151,270 (+10.3%) from the FY 2023-24 Adopted Budget to the FY 2024-25 Baseline Budget is primarily due to the cost allocation study and Master Fee schedule of \$150,000.

The increase of \$24,001 (+1.5%) from the FY 2024-25 Baseline Budget to the FY 2024-25 Adopted Budget is primarily due to personnel expenses.

Fiscal Year (FY)	Budget	\$ Change from Previous	% Change from Previous
2023-24 Adopted	\$1,467,090		
2024-25 Baseline	\$1,618,360	\$151,270	10.3%
2024-25 Adopted	\$1,642,361	\$24,001	1.5%

FINANCE DEPARTMENT

FY 2024-2025 Budget

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Assess and Prepare for Utility Operational and Finance Needs.	1. The City Council approved Utility Manager position to work toward this objective in the Mid-year budget process in February 2024. This objective will be continued in the next fiscal year and require Sanitary District's operation and assessment of current water lease agreement with Veolia.
2. Analyze needs, strategies and community support for funding public infrastructure improvements.	2. The City conducted a series of community outreach meetings/communication to assess community interest related to both services and infrastructure. The City was also awarded for several infrastructure grants including but not limited to a \$8 million water project grant and a \$1.5 million library grant.
3. Perform Impact Fee Nexus Study.	3. Bid process complete and contract approved by Council in October 2023. Project kick-off implemented November 2023. Staff provided an update to Council in April 2024 and anticipate proposed fees and Nexus Study to be presented by June 2024.
4. Develop 10 year Financial Projections.	4. The City entered into a contract with Urban Futures Inc. Staff presented a model with the most recent data to Council during the Preliminary Budget report in April 2024.
5. ERP Implementation.	5. As of December 2023, all financial activities, including payroll, accounts payable, and budgeting, have successfully migrated to the new system. Staff members are already noticing significant improvements in efficiency and data accessibility. This transition reflects a massive undertaking citywide, and we are nearing the final stages of implementation. Despite encountering some obstacles, this project is an unmitigated success, especially when considering the scale of change.

FINANCE DEPARTMENT

FY 2024-2025 Budget

ACCOMPLISHMENTS

6. Complete FY2023-24 Annual Comprehensive Financial Report and submit application to Government Finance Officers Association (GFOA) by December 2024.

6. Annual Comprehensive Annual Financial Report (ACFR) was issued and submitted to GFOA on December 27,2024.

FINANCE DEPARTMENT

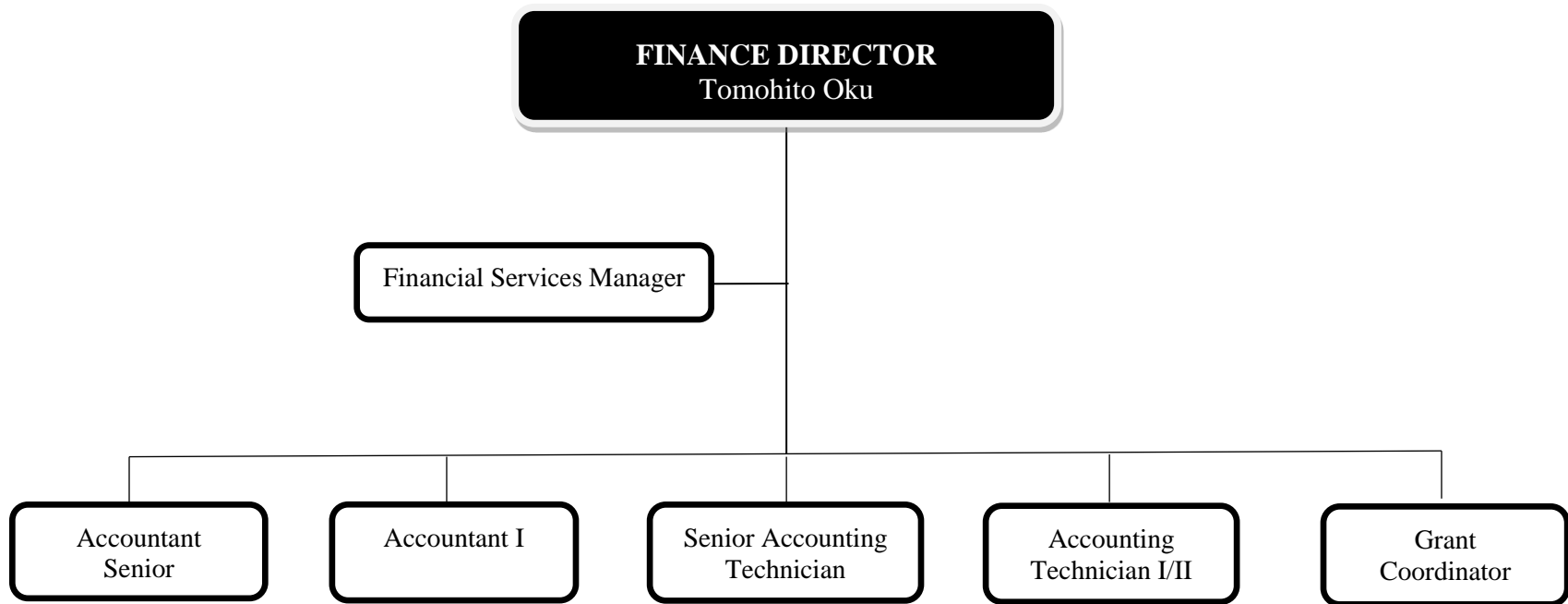
FY 2024-25 Budget

OBJECTIVES

1. Assess and Prepare for Utility Operational and Finance Needs.
2. Analyze needs, strategies and community support for funding public infrastructure improvements.
3. Perform Impact Fee Nexus Study.
4. Maintain and Update 10-year Financial Projections.
5. Continue ERP Implementation – Budget module has not been implemented yet for the fiscal year 2024-25 budget development.
6. Implementation of new credit card payment system for various City services.
7. Complete FY2023-24 Annual Comprehensive Financial Report and submit application to Government Finance Officers Association (GFOA) by December 2024.
8. Tasks related to Sanitary District incorporation to the City as a subsidiary district including but not limited to examination and investigation of the District's financial records, and assumption of the budget administration and management, the financial operation and the financial reporting.
9. Issue an RFP for and perform Cost Allocation and Master Fee studies reflecting the incorporation of the Sanitary District as a subsidiary district.

FINANCE DEPARTMENT

FY 2024-2025 Budget



Total FTE's: 7.0

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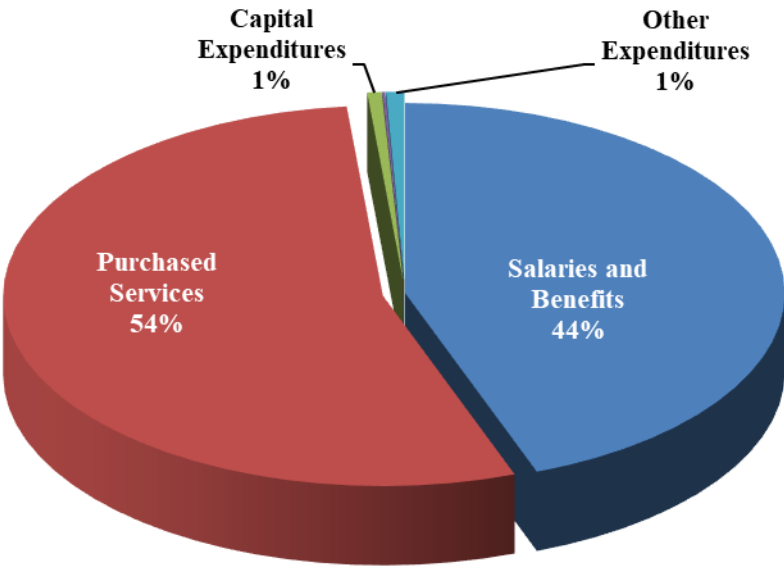
COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2024-2025 Budget

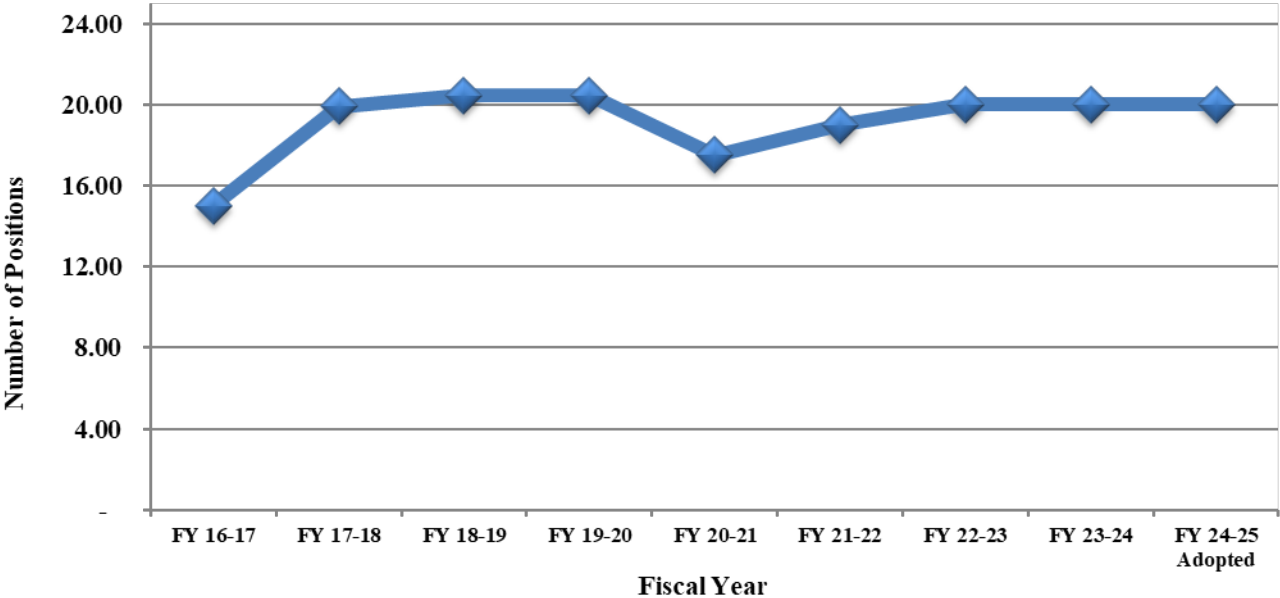
FY 2024-25

Operating \$7,679,474
Positions 20

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2024-2025 Budget

Department Summary

SOURCES

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
General Fund					
Charges/Fees for Services	1,573,002	883,792	2,114,629	2,905,799	2,905,799
Use of Resources	1,773,463	2,423,033	3,153,384	3,051,263	3,188,544
Special Revenue Funds	1,458,694	2,519,077	5,888,847	1,522,366	1,585,130
Capital Project Funds	-	-	-	-	-
Enterprise Funds	-	87	-	-	-
Succesor Agency Trust Fund	-	-	-	-	-
TOTAL	4,805,159	5,825,989	11,156,860	7,479,427	7,679,474

EXPENDITURES BY DIVISION

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Administration Division	1,087,213	895,483	734,306	894,517	908,186
Building Services Division	1,129,440	786,374	1,729,629	2,907,284	2,931,620
Housing & Econ Development	1,051,296	2,094,709	6,180,205	1,512,762	1,654,595
Planning Division	1,537,209	2,049,423	2,512,720	2,164,864	2,185,073
TOTAL	4,805,159	5,825,989	11,156,860	7,479,427	7,679,474

CHARACTER OF EXPENDITURES

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Personnel					
Salaries and Benefits	2,161,737	2,327,847	3,280,642	3,336,833	3,406,945
Subtotal	2,161,737	2,327,847	3,280,642	3,336,833	3,406,945
Supplies and Services					
Purchased Services	2,591,756	1,761,430	4,842,868	4,028,106	4,155,541
Supplies and Materials	49,986	36,708	47,350	44,688	47,188
Capital Expenditures	1,681	-	126,000	9,800	9,800
Other Expenditures	-	1,700,005	2,860,000	60,000	60,000
Subtotal	2,643,423	3,498,142	7,876,218	4,142,594	4,272,529
TOTAL	4,805,160	5,825,989	11,156,860	7,479,427	7,679,474

AUTHORIZED STRENGTH

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Administration Division	4.00	4.00	4.00	4.00	4.00
Building Services Division	7.00	7.00	7.00	7.00	7.00
Housing & Econ Development	3.00	4.00	4.00	4.00	4.00
Planning Division	4.00	4.00	5.00	5.00	5.00
TOTAL	18.00	19.00	20.00	20.00	20.00

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2024-2025 Budget

Department Summary

MISSION STATEMENT

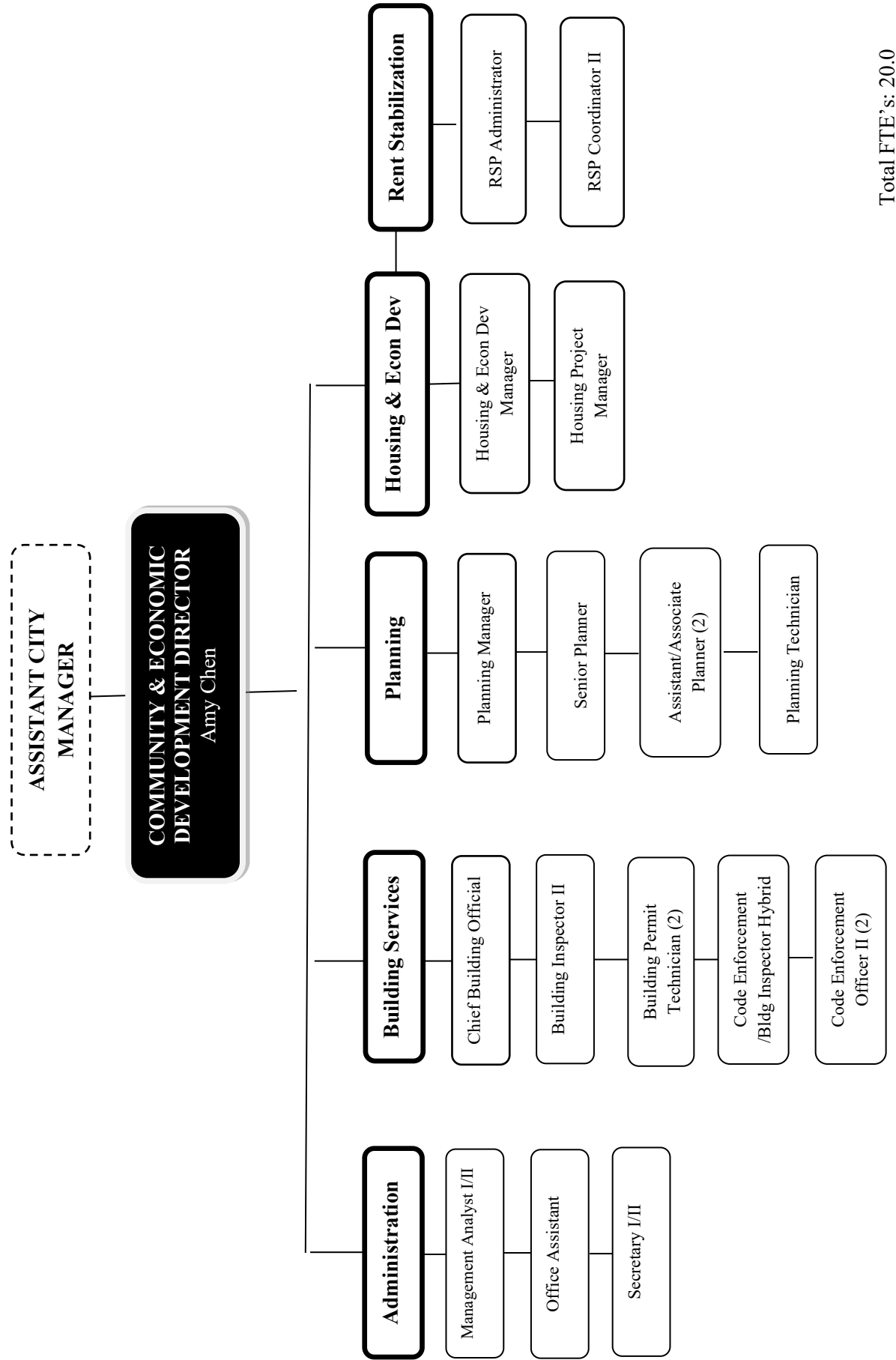
The Community & Economic Development Department seeks to make East Palo Alto a wonderful place to live, work, and play. The Department accomplishes this through effective current and long-range municipal planning, housing management, ensuring code compliance, and managing business attraction, small-business support, economic 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 (e.g. planning entitlement and permit processing; long range planning and development review; inspection services; assisting the production, preservation, and protections of affordable housing; and supporting compliance with the building code through enforcement);
- Coordinating business development and retention efforts through both capital projects and direct economic development efforts;
- Providing staff support to the Planning Commission and Rent Stabilization Board;
- Collaborating with regional organizations (e.g. County Collaborative: 21 Elements, 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 2024-2025 Budget



Total FTE's: 20.0

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2024-2025 Budget

Administration Division

Division Summary

SOURCES

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
General Fund					
Charges/Fees for Services	-	-	-	-	-
Use of Resources	472,264	880,004	578,693	732,538	742,926
Special Revenue Funds	614,950	15,392	155,613	161,980	165,260
Capital Project Funds	-	-	-	-	-
Enterprise Funds	-	87	-	-	-
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	1,087,213	895,483	734,306	894,517	908,186

EXPENDITURES BY DIVISION

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Administration Division	1,087,213	895,483	734,306	894,517	908,186
TOTAL	1,087,213	895,483	734,306	894,517	908,186

CHARACTER OF EXPENDITURES

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Personnel					
Salaries and Benefits	488,481	518,720	672,606	674,916	688,584
Subtotal	488,481	518,720	672,606	674,916	688,584
Supplies and Services					
Purchased Services	588,925	373,109	49,200	206,202	206,202
Supplies and Materials	9,807	3,654	12,500	12,600	12,600
Capital Expenditures	-	-	-	800	800
Other Expenditures	-	-	-	-	-
Subtotal	598,732	376,763	61,700	219,602	219,602
TOTAL	1,087,213	895,483	734,306	894,517	908,186

AUTHORIZED STRENGTH

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Community & Econ Development Director	1.00	1.00	1.00	1.00	1.00
Management Analyst II	1.00	1.00	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
TOTAL	4.00	4.00	4.00	4.00	4.00

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2024-2025 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, implementation of the General Plan and Building Codes, and other services including regional agency 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 I/II and two (2) administrative support staff. The Administration Division manages the activities of and sets policy for the Department, manages budgets, and 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, and is co-located with the Public Works Administration Division at the Tate Street offices which is referred to as the City Permit Center.

SIGNIFICANT CHANGES

FY 2023-2024 to FY 2024-2025 Budget:

The increase of \$160,211 (+21.8%) from the FY 2023-24 Adopted Budget to the FY 2024-25 Baseline Budget is primarily due to the increase of professional and technical services for rent registry.

The increase of \$13,668 (+1.5%) from the FY2024-25 Baseline Budget to the FY 2024-25 Adopted Budget is due to an increase in personnel services expenditures.

Fiscal Year (FY)	Budget	\$ Change From Previous	% Change From Previous
2023-24 Adopted	\$734,306		
2024-25 Baseline	\$894,517	\$160,211	21.8%
2024-25 Adopted	\$908,186	\$13,668	1.5%

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2024-2025 Budget

Building Services Division

Division Summary

SOURCES

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
General Fund					
Charges/Fees for Services	1,129,029	639,125	1,659,629	2,558,880	2,558,880
Use of Resources	411	147,249	70,000	348,404	372,740
Special Revenue Funds	-	-	-	-	-
Capital Project Funds	-	-	-	-	-
Enterprise Funds	-	-	-	-	-
Succesor Agency Trust Fund	-	-	-	-	-
TOTAL	1,129,440	786,374	1,729,629	2,907,284	2,931,620

EXPENDITURES BY DIVISION

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Building Services Division	1,129,440	786,374	1,729,629	2,907,284	2,931,620
TOTAL	1,129,440	786,374	1,729,629	2,907,284	2,931,620

CHARACTER OF EXPENDITURES

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Personnel					
Salaries and Benefits	755,368	746,404	1,060,029	1,078,984	1,103,320
Subtotal	755,368	746,404	1,060,029	1,078,984	1,103,320
Supplies and Services					
Purchased Services	358,898	34,630	569,300	1,805,000	1,805,000
Supplies and Materials	13,751	5,341	20,300	17,800	17,800
Capital Expenditures	1,423	-	80,000	5,500	5,500
Other Expenditures	-	-	-	-	-
Subtotal	374,072	39,970	669,600	1,828,300	1,828,300
TOTAL	1,129,440	786,374	1,729,629	2,907,284	2,931,620

AUTHORIZED STRENGTH

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Chief Building Official	1.00	1.00	1.00	1.00	1.00
Building Inspector II	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/Bldg Inspector Hybrid ¹	-	-	1.00	1.00	1.00
Code Enforcement Officer II	3.00	3.00	2.00	2.00	2.00
TOTAL	7.00	7.00	7.00	7.00	7.00

¹Converted Code Enforcement Officer II to Code Enforcement/Bldg Inspector Hybrid.

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2024-2025 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 businesses.

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 one Building Inspector, two Code Enforcement Officers, one Building Inspector/Neighborhood Preservation Officer, and two Permit Technicians.

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 2023-2024 to FY 2024-2025 Budget:

The increase of \$1,177,656 (+68.1%) from the FY 2023-24 Adopted Budget to the FY 2024-25 Baseline Budget is primarily due to an increase in professional and technical services for outside plan review, inspections, and staff augmentation of \$1,250,000

The increase of \$24,336 (+0.8%) from the FY 2024-25 Baseline Budget to the FY 2024-25 Adopted Budget is due to an increase in personnel services.

Fiscal Year (FY)	Budget	\$ Change From Previous	% Change From Previous
2023-24 Adopted	\$1,729,629		
2024-25 Baseline	\$2,907,284	\$1,177,656	68.1%
2024-25 Adopted	\$2,931,620	\$24,336	0.8%

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2024-2025 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's Permit Center, Building Inspections, Building Plan Review, and Code Enforcement.	1. Maintained the same level of service as we did during 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. All staff were able to attend Edu Code which is hosted by the International Code Council this year. Staff have also attended virtual and in-person training throughout the year.
3. Conduct public outreach relevant to the new state mandates and building codes.	3. Two public meetings held to introduce the 2022 State Building Code Standards and the proposed 2023 Reach Code.
4. Continue to update technology and tools to better serve the community and provide a modern work environment.	4. In progress. The current TRAKiT permitting system needs to be updated. SolarApp+ is being implemented to streamline solar PV permits.
5. Foster interdepartmental collaboration to ensure compliance with all laws and regulations relating to the built and natural environment.	5. Ongoing.
6. Continue to collaborate with external agencies to provide financially challenged customers with resources for project assistance.	6. Ongoing.
7. Implement the current building codes, and adopted amendments (as needed) to ensure a safe and healthy community.	7. Updated forms and policies, including online resources.
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 (April 20, 2021, Resolution 57-2021) have been set in place to limit the number of complaints received from a single complainant and re-establishment of timelines and priorities.

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2024-2025 Budget

Building Services Division

OBJECTIVES

1. Ongoing improvements of 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. Develop and implement efficient processes aimed at streamlining the approval of Accessory Dwelling Units (ADUs) by introducing pre-approved plans. Collaborate with other agencies who are also developing similar processes to reduce duplicate efforts while harnessing their knowledge and expertise in facilitating a smoother, more predictable path for property owners.
3. 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.
4. Conduct public outreach relevant to the new state mandates and building codes.
5. Foster interdepartmental collaboration to ensure compliance with all laws and regulations relating to the built and natural environment.
6. Implement the current building codes, and adopted amendments (as needed) to ensure a safe and healthy community.
7. Implement an electronic submittal, approval, and inspection process where applicants are not required to submit hardcopies of plans.
8. Deploy inspection application for 24/7 scheduling by homeowners or contractors, ensuring precise inspection timings while optimizing staff efficiency.

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2024-2025 Budget

Housing and Economic Development Division

Division Summary

SOURCES

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
General Fund					
Charges/Fees for Services	-	-	-	-	-
Use of Resources	207,552	93,254	446,971	152,376	234,725
Special Revenue Funds	843,744	2,001,455	5,733,234	1,360,386	1,419,870
Capital Project Funds	-	-	-	-	-
Enterprise Funds	-	-	-	-	-
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	1,051,296	2,094,709	6,180,205	1,512,762	1,654,595

EXPENDITURES BY DIVISION

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Housing and Economic Development	739,077	1,803,387	3,700,874	1,116,042	1,196,626
Rent Stabilization Program	312,220	291,322	2,479,331	396,719	457,969
TOTAL	1,051,296	2,094,709	6,180,205	1,512,762	1,654,595

CHARACTER OF EXPENDITURES

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Personnel					
Salaries and Benefits	490,552	490,162	735,926	726,900	741,298
Subtotal	490,552	490,162	735,926	726,900	741,298
Supplies and Services					
Purchased Services	537,847	381,339	2,572,079	715,964	843,399
Supplies and Materials	22,897	23,203	10,200	9,898	9,898
Capital Expenditures	-	-	2,000	-	-
Other Expenditures (Loans)	-	1,200,005	2,860,000	60,000	60,000
Subtotal	560,744	1,604,547	5,444,279	785,862	913,297
TOTAL	1,051,296	2,094,709	6,180,205	1,512,762	1,654,595

AUTHORIZED STRENGTH

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Housing & Economic Development Mgr	-	1.00	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	4.00	4.00	4.00	4.00

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2024-2025 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. 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, Planning Division, Building Division, Public Works and Engineering, and the Finance Department. The Division also contracts Information Technology providers, hearing examiners, consultants, and temporary staff as needed.

SIGNIFICANT CHANGES

FY 2023-2024 to FY 2024-2025 Budget:

The decrease of \$4,667,443 (-75.5%) from the FY 2023-24 Adopted Budget to the FY 2024-25 Baseline Budget is primarily due to decreases in Palo Mobile Estate loans of \$1,800,000, which will be encumbered in FY24, the RV Safe Parking Program of \$1,227,000, which does not require additional funds, and a decrease of \$1,000,000 for CalHome Loan Program.

The increase of \$141,833 (+9.4%) from the FY 2024-25 Baseline Budget to the FY 2024-25 Adopted Budget is due to an increase in non-personnel services for staff augmentation.

Fiscal Year (FY)	Budget	\$ Change From Previous	% Change From Previous
2023-24 Adopted	\$6,180,205		
2024-25 Baseline	\$1,512,762	(\$4,667,443)	-75.5%
2024-25 Adopted	\$1,654,595	\$141,833	9.4%

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2024-2025 Budget

Housing and Economic Development Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Leverage additional funds for housing from State and Federal sources for affordable housing.	1. The City received \$70,000 in Regional Early Action Planning (REAP) grant funds in partnership with ABAG/MTC for planning and housing activities. The City also advanced work in the \$4.1M Affordable Housing and Sustainable Communities (AHSC) grant for LightTree. The City dispersed \$8M in state grants and \$1.7M in state Local Housing Trust Fund (LHTF) funds for Colibri Commons.
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).	2. City Council adopted new in-lieu fees for FY 2023-24 (July 1, 2023– June 30, 2024) on July 18, 2023, and staff updated the Inclusionary Housing webpage and Chapters 2A and 2B of the Inclusionary Guidelines for calculation of ownership and rental in-lieu fees. City Council approved a new calculation for in-lieu fees using the Construction Cost Index (CCI) for the rental in-lieu fees, and a three-year average of interest rates for the ownership in-lieu fee to reduce volatility.
3. In coordination with the Planning Division, complete the City’s Housing Element update for the upcoming Regional Housing Needs Assessment (RHNA) cycle.	3. The Housing Element was adopted by City Council on March 19, 2024. As of April 29, 2024, the City of East Palo Alto’s Housing Element was considered substantially compliant with State Housing Element Law (Gov. Code, § 65580 et seq).
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)	4. Staff worked with Community Planning Collaborative in finalizing the ADU streamlining work for the SB 2 grant. The work included: adoption of an ADU Ordinance Update on February 6, 2023, and creation of flyers on the ADU development process.
5. Develop workplan and complete Year 2 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.	5. Staff developed workplan for Breakthrough Grant, and has worked with the Fellow to advance housing preservation efforts. City Council considered EPA OPA policy in December 2023, decided not to advance a TOPA/COPA policy. The City implemented Measure L, a ballot that passed as a sustainable funding source for affordable housing activities. Fellow has finalized research on funding opportunities for housing preservation, and is working with local nonprofits for capacity-building.

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2024-2025 Budget

Housing and Economic Development Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
6. Work with other City agencies to ensure that tenants are provided with proper notices and relocation benefits when granted under the Municipal Code.	6. This is an ongoing activity of the Rent Stabilization Program. The Rent Stabilization Program is working with community partners to Services include eviction assistance, know your rights workshops and case management care. The Rent Stabilization Program provides oversight over the Euclid Improvement Relocation Plan.
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.	7. This is an ongoing activity of the Rent Stabilization Program. Rent Stabilization has worked closely with Building Services when reports of habitability issues arise it tenant units.
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.	8. This is an ongoing activity of the Rent Stabilization Program.
9. Work with the IT services provider to make any necessary programming adjustment to the Program's registration database and petition tracking system.	9. Rent Stabilization continues to make adjustments to database as needed to ensure proper tracking is taking place. Efforts to create a Citywide Rent Registry are underway, and adjustments to the Program's registration database will be incorporated into this new 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., Including distributing an informative Guide to Rent Control in East Palo Alto.	10. Rent Stabilization Program worked with Measure O partners to disseminate a new flyer with updated community resources. The Program also provided tenants with community resources on affordable housing.
11. Conduct community outreach to educate both landlords and tenants of their rights and responsibilities under the City's ordinances and any other laws adopted., Including distributing an informative Guide to Rent Control in East Palo Alto.	11. Rent Stabilization Program worked with Measure O partners to disseminate a new flyer with updated community resources. The Program also provided tenants with community resources on affordable housing.

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2024-2025 Budget

Housing and Economic Development Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
12. 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. The Rent Stabilization Program provided referrals for rental assistance, reviewed notices to verify compliance with Just Cause for Eviction Ordinance, and provide tenants with community resources.
13. 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. This is an ongoing activity of the Rent Program.
14. Mail 2023-24 Annual Program Fee Statements forms to landlords of regulated rental units under the 2010 Ordinance (regulated residential dwelling units) in November, so landlords can timely submit them and meet the deadlines established by the ordinances.	14. The Rent Stabilization Program sent out this notice in November 2023. Notices were sent to regulated residential dwelling units. With the closure and conversion of the regulated mobile home park spaces the Annual Program Fee has been approved by the board and will be kept on the books but the Fees are not collected for the mobile home park spaces.
15. Process pending petitions submitted by landlords and tenants within the timelines established in the Rent Stabilization Ordinance and regulations.	15. This is an ongoing activity of the Rent Program.
16. 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. This is an ongoing activity of the Rent Program.
17. Continue the RV Safe Parking Program through April 2023.	17. The RV Safe Parking Program successfully operated through October 2023 on an overnight and daytime basis with City support.
18. Coordinate with the County and social service partners to reduce homelessness in East Palo Alto.	18. Staff meets monthly with County and social service partners to coordinate the response to homelessness. Staff implemented the comprehensive strategy for addressing unhoused residents that City Council approved April 2022. Staff continue to apply for grants and other resources to reduce homelessness.

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2024-2025 Budget

Housing and Economic Development Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
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.	19. Staff implemented a cross-departmental strategy that addresses RVs in the public right of way. Any RV not working with a service provider in the public right of way, that presents a health or safety hazard, receives a red tag notice from Public Works and gets towed if no action is taken after the notice, with assistance from the Police Department staff. Public Works staff coordinate noticing and encampment clean-up, and work with service providers to ensure people experiencing homelessness are receiving the services they need. Housing staff track report-backs and work to identify funding opportunities to support programs for people experiencing homelessness. City Council adopted a Master Temporary Use Permit program to work with private property owners in providing temporary shelters, and staff continues to seek opportunities for partnerships.
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.	20. Housing supported the Planning Division in updating the ADU ordinance and developing Objective Design Standards for ADUs, and is working on posting previously approved plans online, and other streamlining options for the promotion of ADUs.
21. Provide semiannual update to City Council on progress made on the City’s 2018-2023 Affordable Housing Strategy.	21. An update on the Affordable Housing Strategy goals is now provided annually during the City Council priority-setting process. City Council adopted a comprehensive Affordable Housing Strategy for 2024-2028 on February 6, 2024.
22. Continue to engage in strategic housing advocacy, including comment letters to the relevant state and/or federal agencies regarding key housing grant programs.	22. This is an ongoing activity. No reportable activity at this time.

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2024-2025 Budget

Housing and Economic Development Division

OBJECTIVES

1. Leverage additional funds for housing from State and Federal sources for affordable housing.
2. Pursue state and regional funds to support affordable housing projects and programs and to address homelessness in the City.
3. Implement Measure L which increased and expanded the City's existing Gross Receipts Tax on rental residential properties for affordable housing and support programs.
4. Collaborate with affordable housing developers to ensure widespread marketing and outreach when units are open to applications.
5. 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).
6. In coordination with the Planning Division, complete the City's Housing Element and General Plan Annual Progress Report. At least every two years, evaluate the progress on meeting the City's RHNA and adjust the Sites Inventory as needed,
7. Track the production of inclusionary housing units, ADUs, SB 9 units, and housing for special needs populations.
8. Fully implement the remaining activities associated with the City's SB 2 Planning Grant award (ADU streamlining).
9. Identify funding sources for all affordable housing activities; identifying opportunities for housing preservation; and capacity-building for affordable housing preservation in East Palo Alto.
10. Work with other City agencies to ensure that tenants are provided with proper notices and relocation benefits when granted under the Municipal Code.
11. Implement anti-displacement services, fair housing and anti-eviction program using Measure O and other qualifying local revenue sources. Administer funding and monitor delivery of services and completion of deliverables specified in agreements.
12. 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.
13. 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.
14. Implement a Citywide Rent Registry and make any necessary programming adjustments to the Rent Stabilization Program's registration database and petition tracking system to be incorporated in the same system.
15. Conduct community outreach to educate both landlords and tenants of their rights and responsibilities under the City's ordinances, including distributing an informative Guide to Rent Control in East Palo Alto.

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2024-2025 Budget

Housing and Economic Development Division

OBJECTIVES

16. 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.
17. 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.
18. Mail Annual Program Fee Statements forms to landlords of regulated rental units under the 2010 Ordinance (regulated residential dwelling units) in November, so landlords can timely submit them and meet the deadlines established by the ordinances.
19. Process pending petitions submitted by landlords and tenants within the timelines established in the Rent Stabilization Ordinance and regulations.
20. 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.
21. Develop underwriting guidelines for use in the Inclusionary Housing Ordinance and Commercial Linkage Fee Programs.
22. Coordinate with the County and social service partners to reduce homelessness in East Palo Alto.
23. Implement 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, including but not limited to implementation of Master Temporary Use Permit Program, and employment and services opportunities for people experiencing homelessness
24. Continue to support the low barrier navigation center and emergency shelter operated by WeHope, and explore opportunities to accommodation of at-risk youths, households with children, and persons with disabilities.
25. Encourage smaller-scale housing that is relatively more affordable, including accessory dwelling units (ADUs). Collaborate with 21 Elements and ADU Working Group, and with Planning and Building to develop and implement a "next phase" strategy for promotion of ADUs, SB 9 units, and any future small development. This includes development code amendments and consideration of free waivers or reductions, financial incentives and previously approved and modular ADU design plans.
26. Provide update to City Council on progress made on the City's 2024-2028 Affordable Housing Strategy.
27. Continue to engage in strategic housing advocacy, including comment letters to the relevant state and/or federal agencies regarding key housing grant programs.
28. Create homeownership opportunities for East Palo Alto residents and stability for existing homeowners. Research and report to City Council on barriers to homebuying for households in East Palo Alto and effectiveness of federal, state, and local programs, with recommendation of either a

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2024-2025 Budget

Housing and Economic Development Division

OBJECTIVES

- City led program or partnership with local organization. Determine how such a program should be funded, and whether a Request for Proposals (RFP) is needed.
29. Promote stewardship and preservation of the City's existing affordable housing stock. By first quarter 2023, report on progress made under existing Below Market Rate (BMR) contract and seek City Council direction on future BMR administration for the issuance of a new Request for Proposals (RFP).
 30. Implement an effective and fair housing compliant Local Preference Policy and post to website.
 31. Execute agreements and administer Measure HH Pilot Workforce Development Program. Monitor success of meeting performance goals and quantified metrics.
 32. Improve and maintain the Housing and Rent Stabilization webpages as a primary means of communicating information, and expand proactive measures to inform homeowners, landlords and tenants about available local and County housing resources and supportive services.
 33. Create a budget at the start of each fiscal year to increase accessibility including mailers/non-digital outreach on the Housing workplan items, translation of materials and interpretation for public meetings in alignment with City's Language Access Plan.
 34. Join with other cities in San Mateo County to share housing staff to support longer-term housing initiatives and programs.

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2024-2025 Budget

Planning Division

Division Summary

SOURCES

	FY 2021-22 Actual	FY 2022-23 Actual	FY2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
General Fund					
Charges/Fees for Services	443,973	244,667	455,000	346,919	346,919
Use of Resources	1,093,237	1,302,526	2,057,720	1,817,945	1,838,154
Special Revenue Funds	-	502,230		-	-
Capital Project Funds	-	-	-	-	-
Enterprise Funds	-	-	-	-	-
Succesor Agency Trust Fund	-	-	-	-	-
TOTAL	1,537,209	2,049,423	2,512,720	2,164,864	2,185,073

EXPENDITURES BY DIVISION

	FY 2021-22 Actual	FY 2022-23 Actual	FY2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Planning Division	1,537,209	2,049,423	2,512,720	2,164,864	2,185,073
TOTAL	1,537,209	2,049,423	2,512,720	2,164,864	2,185,073

CHARACTER OF EXPENDITURES

	FY 2021-22 Actual	FY 2022-23 Actual	FY2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Personnel					
Salaries and Benefits	427,335	572,561	812,081	856,034	873,743
Subtotal	427,335	572,561	812,081	856,034	873,743
Supplies and Services					
Purchased Services	1,106,086	972,352	1,652,289	1,300,940	1,300,940
Supplies and Materials	3,530	4,510	4,350	4,390	6,890
Capital Expenditures	258	-	44,000	3,500	3,500
Other Expenditures	-	500,000	-	-	-
Subtotal	1,109,874	1,476,862	1,700,639	1,308,830	1,311,330
TOTAL	1,537,209	2,049,423	2,512,720	2,164,864	2,185,073

AUTHORIZED STRENGTH

	FY 2021-22 Actual	FY 2022-23 Actual	FY2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 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	1.00
TOTAL	4.00	4.00	5.00	5.00	5.00

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2024-2025 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.

Despite very challenging recruitment efforts for new planners due to the economy and competition with other jurisdictions and companies over the past few years, the Division has finally attained full staffing, with no turnovers to date. The Division is comprised of a Planning Manager, senior planner, two assistant/associate planners, and a planning technician that was added during the FY2022-2023 budget cycle. Last fiscal year the division focused on training the new hires, and now has a well-functioning staff capable of processing much of the current planning projects without contract planner or consultant augmentation. The planners have also been assigned to large /complex long-range projects, such as the Safety and Environmental Justice elements that involve consultant contracts. While applications, especially for minor projects, have not decreased, the additional staff have been able to handle the additional workload to the extent the Division no longer relies on consultant planners. The Planning Division completed some long-range planning efforts such as the Development Code Update to align the city's accessory dwelling unit ordinance to state legislation, and has begun the processes - with the hiring of consultants – to update the General Plan Safety and Health and Equity (Environmental Justice) chapters. Planning staff also collaborated with the Housing and Economic Development Manager in the update of the Housing Element and associated annual progress reports. Finally, this fiscal year the Planning Division is tasked with completing some long-range planning efforts such as the Development Code Update for objective design standards (related to SB 9 and 35).

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 2024-2025 Budget

Planning Division Summary (Continued)

SIGNIFICANT CHANGES

FY 2023-2024 to FY 2024-2025 Budget:

The decrease of \$347,856 (-13.8%) from the FY 2023-24 Adopted Budget to the FY 2024-25 Baseline Budget is primarily due to the transfer of \$400,000 for the Pass-through fund Legal services to the City Attorney's office.

The increase of \$20,209 (+0.9%) from the FY 2024-25 Baseline Budget to the FY 2024-25 Adopted Budget is due to an increase in personnel services expenditures.

Fiscal Year (FY)	Budget	\$ Change From Previous	% Change From Previous
2023-24 Adopted	\$2,512,720		
2024-25 Baseline	\$2,164,864	(\$347,856)	-13.8%
2024-25 Adopted	\$2,185,073	\$20,209	0.9%

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2024-2025 Budget

Planning Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Ensure Planning Division staff capacity to handle current and future projects, including ability to utilize consultants.	1. The Division is now adequately staffed with a Manager, supported by three planners and a technician. With no turnover in over one year, staff have been able to process all small and medium sized current planning projects without outside consultant support. Utilizing the active project spreadsheet to guide assignments, staff have been able to make progress on projects that have been in the pipeline for some time. The Good City Company is still on retainer to continue managing the four major RBD projects and two major applications on the West Side Area which are funded directly by the developers. Staff is being assisted by the consulting firm, Placeworks, to update the Safety and Environmental Justice elements of the General Plan. The work program has been shaped to ensure that planners have a variety of projects to provide an interesting range of projects and to build institutional knowledge.
2. Work on both a balanced range of current and long-range projects to implement city priorities	2. The Planning Division has taken on a range of both current and long-range projects. Staff have continued to process all newly filed current planning projects and has assisted consultants on the RBD and West Side Area projects. Long range projects accomplished include the update of the Development Code for consistency with state legislation on accessory dwelling units (ADUs). Planning has also provided assistance to the Housing team in updating policies and programs, including assistance on targeted technical assistance with the Housing Element which has recently been found in substantial compliance by the state Department of Housing and Community Development. Simultaneously, staff have continued to work on the update of the General Plan's Safety and Environmental Justice elements.

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2024-2025 Budget

Planning Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
3. Utilize consultant staff to seamlessly augment city staff in the preparation of complex current planning applications and significant long-range planning documents, as needed.	3. Given the current level of staffing and barring an unforeseeable uptick in applications the Planning Division is committed to processing majority of current planning projects in-house. However, the Division would continue to utilize consultants to augment the accomplishment of larger, more complex projects, and long-range efforts such as the RBD Specific Plan Update and the updates to Safety and Environment Justice elements.
4. Staff the public counter efficiently and effectively	4. Planning has continued to refine the counter schedule to best complement the work schedules of planners/technician to ensure timely responses to public inquiries and best delivery of customer service. Each staff member has a city cell phone to enable direct communication. Counter schedules are made available to administrative staff to ensure ready access to a planner when needed. Staff has also continued to maintain an online appointment system (Bookings) that enables the public to schedule meetings with Planning staff to allow in-depth discussions of choice.
5. Enhance communication between staff and the public through outreach efforts and social media	5. Staff reorganized the Division's website for user-friendliness and has continued to make regular updates to post project information, CEQA notices, and resources such as the ADU resource page. Staff have also refined applications and handouts, including information about ADUs, to make it more easily understandable and clear to the public. Staff has also continued to implement the city's 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, and continues to post quarterly updates of pending and approved administrative level projects.

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2024-2025 Budget

Planning Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
6. Address technology enhancements for better design/development review and improved website experience to better address needs of the public	6. City has procured new GIS and Bluebeam software to allow enhanced georeferencing of sites and design review of projects. These acquisitions will leverage the work previously executed by Raimi and Associates to enhance the City's GIS capacity. City staff has continued to update the city's website to provide more information to the public regarding information on ADUs, SB 35 and SB 9 implementation.
7. Prepare long range and advanced planning policies consistent with state law	7. The City Council recently adopted code changes to bring East Palo Alto Municipal Code (EPAMC) into alignment with state legislation of ADUs. Additionally, Staff has also continued to refine the procedures for processing housing applications ministerially in conformance with SB 9 and 35 by preparing Preliminary Ministerial Review clearance form for use by applicants. Training is continually provided to staff and the Planning Commission on changes to state housing and zoning legislation, and the applicability of the Housing Accountability Act through participation in conferences, workshops, and webinars.
8. Continue the growth and training of Planning Division staff	8. The Division actively encourages staff to seek training opportunities, especially now that most training is offered remotely. Staff have continued to take training when time permits. Trainings include CEQA, planning and housing law updates, GIS, and conferences, workshops, and webinars.
9. Improve record keeping and enhance access to records	9. The Planning staff has continued to obtain and consolidate records onto SharePoint, ensuring that the records are readily available. Staff has developed a Planner FAQ to list all the various resources in one place.
10. Respond to state mandates in a timely manner in regard to housing based on local needs, including SB 9 and SB 35.	10. Staff continue to receive training and develop processes and materials to implement new State legislation pertaining to housing. This includes updating the website, training materials, and handouts.

COMMUNITY AND ECONOMIC DEVELOPMENT

2024-2025 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 for complex projects and in the preparation of significant long-range planning documents, as needed.
4. Staff the public counter efficiently and effectively.
5. Enhance communication between staff and the public through outreach efforts and social media.
6. Address technology enhancements for better design/development review and improved website experience 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 in regard to housing based on local needs, including SB 9 and SB 35.
11. Develop a pop-up and unlicensed businesses policy and program.

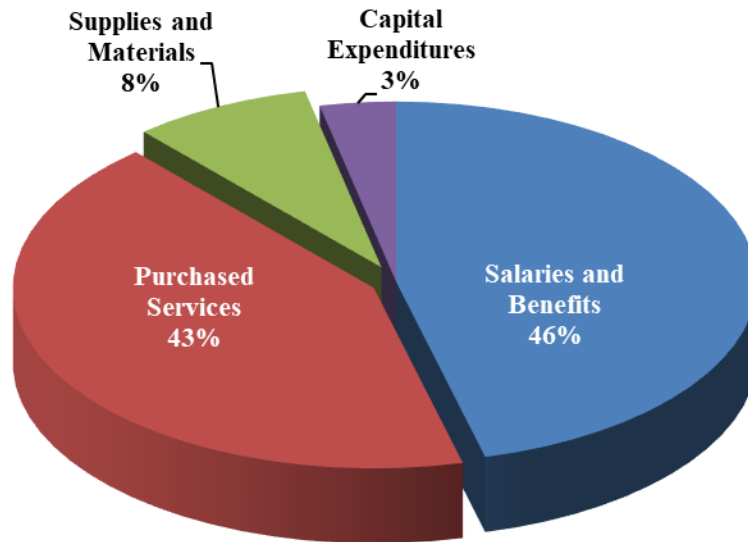
PUBLIC WORKS DEPARTMENT

FY 2024-2025 Budget

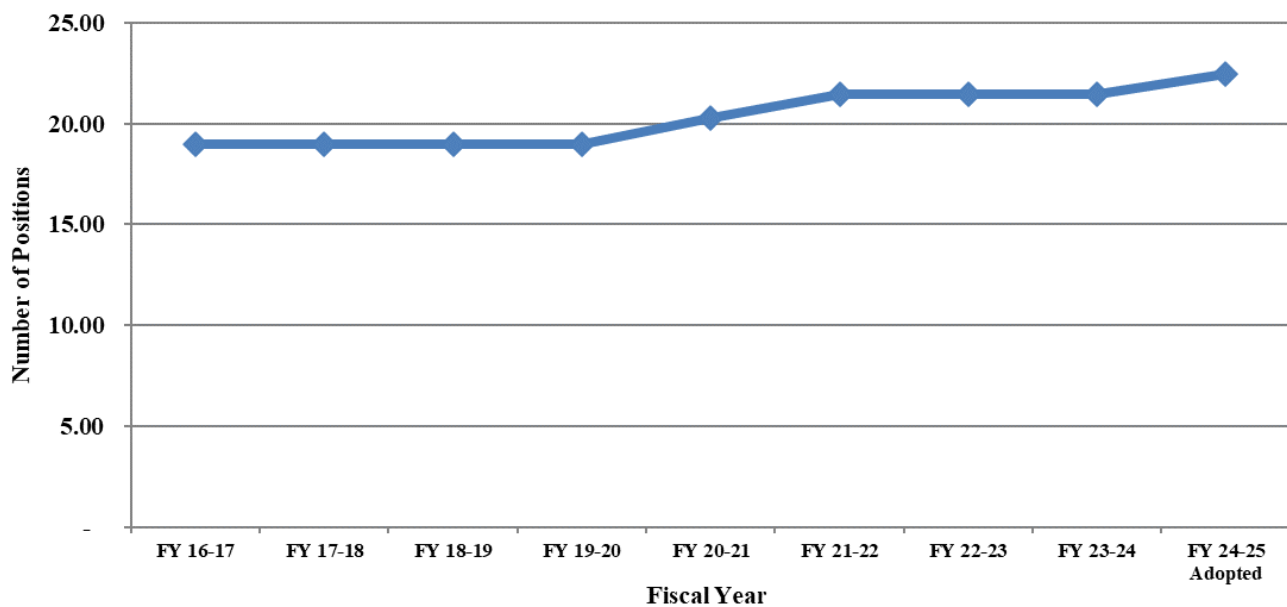
FY 2024-25

Operating \$8,092,644
Positions 22.45

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



PUBLIC WORKS DEPARTMENT

FY 2024-25 Budget

Department Summary

SOURCES

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
General Fund					
Charges/Fees for Services	91,096	121,572	997,153	114,871	114,871
Use of Resources	3,250,049	3,614,763	3,836,579	4,814,028	4,921,693
Special Revenue Funds	853,359	726,470	1,517,934	2,168,300	2,167,968
Capital Project Fund	40,000	5,652	243,333	-	-
Enterprise Funds	548,193	294,728	500,786	778,397	888,112
Succesor Agency Trust Fund	-	2,338	-	-	-
TOTAL	4,782,697	4,765,524	7,095,785	7,875,597	8,092,644

EXPENDITURES BY DIVISION

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Administration Division	840,545	420,879	876,459	1,672,607	1,687,068
Engineering Division	1,187,280	1,310,947	1,833,553	1,709,959	1,871,598
Maintenance Division	2,754,872	3,033,698	4,385,772	4,493,030	4,533,978
TOTAL	4,782,697	4,765,524	7,095,785	7,875,597	8,092,644

CHARACTER OF EXPENDITURES

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Personnel					
Salaries and Benefits	2,585,222	2,525,420	3,636,635	3,508,434	3,725,481
Subtotal	2,585,222	2,525,420	3,636,635	3,508,434	3,725,481
Supplies and Services					
Purchased Services	1,653,614	1,675,060	2,516,300	3,439,663	3,439,663
Supplies and Materials	467,554	510,055	654,350	652,000	652,000
Capital Expenditures	22,211	44,363	283,500	275,500	275,500
Other Expenditures	-	10,626	5,000	-	-
Subtotal	2,143,380	2,240,104	3,459,150	4,367,163	4,367,163
TOTAL	4,728,602	4,765,524	7,095,785	7,875,597	8,092,644

AUTHORIZED STRENGTH

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Administration Division	4.50	4.45	4.45	4.45	4.45
Engineering Division	3.75	5.00	5.00	6.00	6.00
Maintenance Division	12.00	12.00	12.00	12.00	12.00
TOTAL	20.25	21.45	21.45	22.45	22.45

PUBLIC WORKS DEPARTMENT

FY 2024-2025 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 the meet the needs of East Palo Alto residents, businesses, and visitors.

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

Divisions Overview:

Administration Division

Administration performs oversight of Engineering, Environmental 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 Francisco Creek Joint Powers Authority flood control projects, Cal TRANS transportation issues, BAWSCA water related issues, and general county-statewide collaboration with CCAG and MTC and local environmental programs

Environmental Division

The Environmental division overseas several environmental contracts including solid waste/recycling trash services, street sweeping, tree services (Canopy) as well as planting and public education (Grassroots Ecology). The Environmental Division is responsible for coordination with the County on environmental sustainability programs as well as implementation of the City's Climate Action Plan. The Division also ensures compliance with the NPDES permit which includes the business/industrial/restaurant inspection program. This Division is also responsible for implementing the City's Clean City program.

Engineering Division

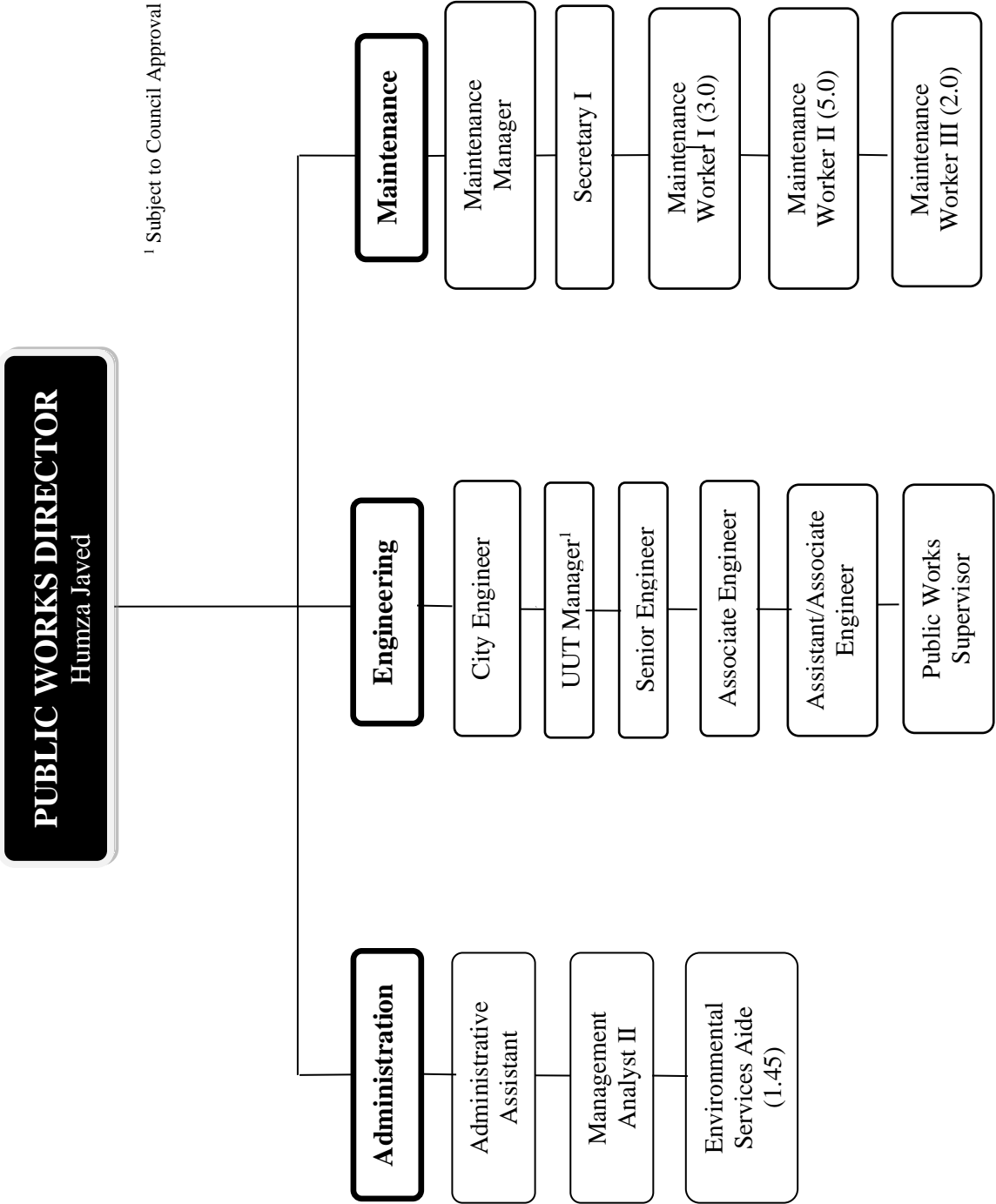
The Engineering Division oversees the design, development and construction of public works capital projects and facilities, including streets and roadways, water supply, and storm drainage systems. The Division is responsible for issuing permits for any work to be performed on City right-of- way and 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 2024-2025 Budget



¹ Subject to Council Approval

Total FTE's: 22.45

PUBLIC WORKS DEPARTMENT

FY 2024-25 Budget

Administration Division

Division Summary

SOURCES

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
General Fund					
Charges/Fees for Services	-	481	-	20,000	20,000
Use of Resources	489,674	369,495	634,907	945,845	958,078
Special Revenue Funds	182,640	24,767	123,026	651,413	652,526
Capital Project Funds	-	5,652	-	-	-
Enterprise Funds	168,232	18,146	118,526	55,350	56,463
Successor Agency Trust Fund		2,338	-	-	-
TOTAL	840,545	420,879	876,459	1,672,607	1,687,068

EXPENDITURES BY DIVISION

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Administration Division	502,442	154,975	480,968	696,902	708,181
Environmental Programs	338,104	265,904	395,491	975,705	978,887
TOTAL	840,545	420,879	876,459	1,672,607	1,687,068

CHARACTER OF EXPENDITURES

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Personnel					
Salaries and Benefits	494,229	269,346	741,859	747,644	762,105
Subtotal	494,229	269,346	741,859	747,644	762,105
Supplies and Services					
Purchased Services	330,453	134,534	126,850	899,963	899,963
Supplies and Materials	15,863	16,999	7,750	25,000	25,000
Capital Expenditures	-	-	-	-	-
Other Expenditures	-	-	-	-	-
Subtotal	346,316	151,533	134,600	924,963	924,963
TOTAL	840,545	420,879	876,459	1,672,607	1,687,068

AUTHORIZED STRENGTH

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 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	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Environmental Service Aide	1.00	1.45	1.45	1.45	1.45
TOTAL	4.50	4.45	4.45	4.45	4.45

PUBLIC WORKS DEPARTMENT

FY 2024-2025 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 Francisco 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 2024-2025 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 2024-2025 Budget

Administration Division Summary (Continued)

SIGNIFICANT CHANGES

FY 2023-2024 to FY 2024-2025 Budget:

The increase of \$796,148 (+90.8%) from the FY 2023-24 Adopted Budget to the FY 2024-25 Baseline Budget is primarily due to the Street sweeping budget transfer from Non-Departmental to Environmental Programs of \$365,000 and Peninsula Clean Energy Grant expense of \$243,563. Also, other professional and technical services such as the annual Canopy project and annual Sustainable Service Corps fellow are included.

The increase of \$14,461 (+0.9%) from the FY 2024-25 Baseline Budget to the FY 2024-25 Adopted Budget is primarily due to an increase in personnel services expenditures in the Administrative Division.

Fiscal Year (FY)	Budget	\$ Change From Previous	% Change From Previous
2023-24 Adopted	\$876,459		
2024-25 Baseline	\$1,672,607	\$796,148	90.8%
2024-25 Adopted	\$1,687,068	\$14,461	0.9%

PUBLIC WORKS DEPARTMENT

FY 2024-2025 Budget

Administration Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Assist in oversight and management of the City's water operator.	1. Ongoing
2. Assist in management of over a dozen contracts, purchase orders, and processing of invoices.	2. Ongoing
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.	3. Ongoing
4. Oversee groundwater management and monitoring.	4. Ongoing
5. Coordinate with neighboring cities, regional agencies, and water providers regarding various City activities and operations.	5. Ongoing
6. Provide staff support the Public Works and Transportation Commission.	6. Ongoing
7. General Administration support for the Environmental Division, Maintenance Division, and Engineering Division.	7. Ongoing

PUBLIC WORKS DEPARTMENT

FY 2024-2025 Budget

Environmental Program

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Oversee the Clean City Program.	1. Ongoing, responded to 219 instances of illegal dumping in FY23-24, and several instances of illicit discharge as well as coordinating with County's outreach team.
2. Oversee Grassroots Ecology Contract for plantings, cleanups, and public education events	2. Ongoing, seeking contract renewal through 6/30/3036
3. Oversee the Canopy contract for tree plantings and public events as well as meeting Urban Forest Master Plan goals.	3. Ongoing, seeking contract renewal through 6/30/2026.
4. Continue to implement requirements of the NPDES MRP permit including the trash program, business inspection program, LID program and development compliance.	4. Ongoing, required outreach to schools will be conducted in Spring 2024. Working with County on MRP 3.0 compliance requirements and new asset management provisions as well as required old industrial site sampling.
5. Continue implementation of the Climate Action Plan.	5. Ongoing. Climate Action Plan was adopted by City Council on 9/5/2023.
6. Participate and lead public outreach and education events such as Bike to Work Day, Earth Day/watershed cleanup events.	6. Ongoing, Earth Day event planned for April 13, 2024. Bike to Work Week will be in May 2024.
7. Manage SB 1383 Program / RCD Partnership with County.	7. Ongoing, contract with RCD extended through 5/6/2026. Workshop with admin staff completed Feb 2024 to bring City up to purchasing compliance.
8. Extensive update and modification of Environmental Programs website	8. Complete, will be uploaded in March 2024.
9. Manage Recycling Program	9. Ongoing, annual E-Waste & Shred Event scheduled for April 27, 2024

PUBLIC WORKS DEPARTMENT

FY 2024-2025 Budget

Environmental Program

ACCOMPLISHMENTS

10. Foodware Ordinance

10. Ongoing, outreach for Foodware ordinance will commence end of March 2024

11. Grant Management

11. Ongoing, Received \$90,000 from CalRecycle for SB 1383 Projects for FY 2024-2026. Additional grant funding from Peninsula Clean Energy incoming. Joined technical advisory committee for regional CPRG grant lead by BAAQMD, now submitted to Environmental Protection Agency. Funds disbursed through Community Choice Aggregates and other agencies.

PUBLIC WORKS DEPARTMENT

FY 2024-2025 Budget

Administration Division

OBJECTIVES

1. Assist in oversight and management of the City's water operator.
2. Assist in management of over a dozen contracts, purchase orders, and processing of invoices
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. Oversee groundwater management and monitoring
5. Coordinate with neighboring cities, regional agencies, and water providers regarding various city activities and operations
6. Provide staff support the Public Works and Transportation Commission
7. General Administration support for the Environmental Division, Maintenance Division, and Engineering Division.

PUBLIC WORKS DEPARTMENT

FY 2024-2025 Budget

Environmental Program

OBJECTIVES

1. Oversee the City Clean City program
2. Oversee the Grassroots Ecology contract for plantings and public education events
3. Oversee the street sweeping program
4. Continue to implement requirements of the NPDES MRP permit including the trash program, business inspection program, LID program and development compliance, as a well as monitor for and document illicit discharge
5. Begin Model Water Efficient Landscape Review of proposed development projects
6. Continue implementation of Climate Action Plan, with emphasis on Existing Building Electrification and exploring update to Reach Codes after Berkeley Ruling
7. Participate and lead education events such as Bike to Work Day, recycling programs, and Earth Day/watershed cleanup events, as well as Hazardous Waste and annual E-Waste events
8. Manage grant funding
9. Outreach for Foodware Ordinance
10. Continue building out fleet electrification in accordance with CARB policy and monitoring for compliance

PUBLIC WORKS DEPARTMENT

FY 2024-25 Budget

Engineering Division

Division Summary

SOURCES

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
General Fund					
Charges/Fees for Services	91,096	121,091	997,153	94,871	94,871
Use of Resources	782,433	1,022,613	284,734	865,170	920,107
Special Revenue Funds	22,622	10,809	100,000	230,000	230,000
Capital Project Fund	40,000	-	243,333	-	-
Enterprise Funds	251,128	156,434	208,333	519,918	626,620
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	1,187,280	1,310,947	1,833,553	1,709,959	1,871,598

EXPENDITURES BY DIVISION

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Engineering Division	1,187,280	1,310,947	1,833,553	1,709,959	1,871,598
TOTAL	1,187,280	1,310,947	1,833,553	1,709,959	1,871,598

CHARACTER OF EXPENDITURES

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Personnel					
Salaries and Benefits	765,367	875,030	947,153	1,006,959	1,168,598
Subtotal	765,367	875,030	947,153	1,006,959	1,168,598
Supplies and Services					
Purchased Services	417,681	414,060	876,400	696,500	696,500
Supplies and Materials	4,232	5,075	6,500	6,000	6,000
Capital Expenditures	-	9,848	3,500	500	500
Other Expenditures	-	6,934	-	-	-
Subtotal	421,913	435,917	886,400	703,000	703,000
TOTAL	1,187,280	1,310,947	1,833,553	1,709,959	1,871,598

AUTHORIZED STRENGTH

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Assistant/Associate Engineer	1.75	2.00	2.00	2.00	2.00
City Engineer	1.00	1.00	1.00	1.00	1.00
Public Works Supervisor	1.00	1.00	1.00	1.00	1.00
Senior Engineer	-	1.00	1.00	1.00	1.00
UUT Manager ¹	-	-	-	1.00	1.00
TOTAL	3.75	5.00	5.00	6.00	6.00

¹ Subject to Council Approval

PUBLIC WORKS DEPARTMENT

FY 2024-2025 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 2023-2024 to FY 2024-2025 Budget:

The decrease of \$123,594 (-6.7%) from the FY 2023-24 Adopted Budget to the FY 2024-25 Baseline Budget is primarily a result of a decrease in professional and technical services expenditures due to expenditures that are either already encumbered or completed.

The increase of \$161,639 (+9.5%) from the FY 2024-25 Baseline Budget to the FY 2024-25 Adopted Budget is due to an increase in personnel services for the Utility Manager position.

Fiscal Year (FY)	Budget	\$ Change From Previous	% Change From Previous
2023-24 Adopted	\$1,833,553		
2024-25 Baseline	\$1,709,959	(\$123,594)	-6.7%
2024-25 Adopted	\$1,871,598	\$161,639	9.5%

PUBLIC WORKS DEPARTMENT

FY 2024-2025 Budget

Engineering Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Closeout Bay Road Phase II/III Improvements Construction Project.	1. Complete
2. Closed out the 21/22 Annual Street Resurfacing Project.	2. Complete
3. Complete sidewalk improvements as part of the Sidewalk Improvement Program.	3. Complete
4. Install bike lanes per the City's adopted Bicycle Transportation Plan.	4. Complete
5. Coordinate/Collaborate with SFC JPA on Design, Entitlements, & Permitting of Phase II Upstream Flood Control Project.	5. Ongoing
6. Coordinate with the City of Palo Alto on the construction of the Newell Bridge Replacement Project.	6. Ongoing
7. Implement traffic calming per the Mobility Study.	7. Complete
8. Award a construction contract for the Addison Avenue Improvements Project.	8. Complete
9. Complete construction of the Street Light Improvement Project.	9. Ongoing
10. Secure construction funding and complete design of the 12" Water Transmission main along University Avenue and Weeks Street.	10. Complete
11. Complete the design and secure construction funding for the Woodland Avenue watermain and Palo Alto emergency intertie project.	11. Ongoing
12. Complete design package and construct the tenant improvements at City Hall, the Tate Office, and the Police Station.	12. Ongoing

PUBLIC WORKS DEPARTMENT

FY 2024-2025 Budget

Engineering Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
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.	13. Ongoing
14. Work with SFPUC towards a fourth water turnout in the City.	14. Ongoing
15. Award a construction contract for the University Avenue/101 pedestrian overcrossing project.	15. Complete
16. Complete the plans, specifications, and estimates (PS&E) package for the Demeter Waterline loop project.	16. Ongoing
17. Complete the plans, specifications, and estimate (PS&E) package for the Joel Davis Park Restroom project and award the project.	17. Complete
18. Award a design contract for the University Avenue safety improvements project for various traffic signal and intersection safety improvements.	18. Complete
19. Scope and preliminary design of the O'Connor Pump station improvements.	19. Ongoing
20. Perform review and approval of development projects throughout the City.	20. Ongoing
21. Complete the University Avenue and Michigan Avenue Improvements Project.	21. Complete
22. Adopt the Water System Master Plan and complete the associated Rate Study.	22. Complete
23. Complete the Bus Shelter Improvements Project PS&E and award the project to a contractor.	23. Complete
24. Complete the East Palo Alto Library RFP and awarded the project to an architect.	24. Complete

PUBLIC WORKS DEPARTMENT

FY 2024-2025 Budget

Engineering Division

OBJECTIVES

1. Closeout grants associated with the Bay Road Phase II/III Improvements Project.
2. Adopt the 5-year pavement management plan and design the 2024 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 Reach II Upstream Flood Control Project as well as the Safer Bay Project.
6. Coordinate with the City of Palo Alto on the construction of the Newell Bridge Replacement Project.
7. Continued implementation of the Climate Action Plan.
8. Complete construction of the Addison Avenue Improvements Project and closeout grant reimbursements.
9. Complete construction of the Street Light Improvement Project.
10. Continue construction of the 12" Water Transmission main along University Avenue and Weeks Street.
11. Begin construction of the Woodland Avenue Watermain gap and Palo Alto intertie project.
12. Coordinate Bay trail access with MidPen Open Space and San Francisco Public Utilities Commission (SFPUC) at Rutgers Street.
13. Work with SFPUC towards a fourth water turnout in the City.
14. Continue construction of the 101 pedestrian overcrossing project.
15. Complete the plans, specifications, and estimates (PS&E) package for the Demeter Waterline loop project.
16. Complete construction of the Joel Davis Park Restroom project.
17. Begin construction of the University Avenue safety improvements project for traffic signal and intersection safety improvements at Runnymede Street.

PUBLIC WORKS DEPARTMENT

FY 2024-2025 Budget

Engineering Division

OBJECTIVES

18. Scope and preliminary design of O'Connor Pump station improvements.
19. Perform review and approval of development projects throughout the City.
20. Complete the plans, specifications, and estimates (PS&E) package for the East Bayshore Cyclist and Pedestrian Improvements Project.
21. Adopt a permit parking pilot program.
22. Work towards identifying options for additional water storage.
23. Complete the design of the Pulgas Avenue Mini-Roundabout Project and begin construction.
24. Complete the design of the Cummings Loft improvements Project and begin construction.
25. Begin design of the East Palo Alto Library Project.
26. Complete the design and construct the tenant improvements at City Hall, the Tate Office, and the Police Station.
27. Complete the Bus Shelter Improvements Project construction and close out the grant.
28. Continue to implement the Mobility Study, and begin work on the University Avenue Grand Corridor study which will review some of the Mobility Study mid-term strategies.

PUBLIC WORKS DEPARTMENT

FY 2024-25 Budget

Maintenance Division

Division Summary

SOURCES

	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2024-25
	Actual	Actual	Adopted	Baseline	Adopted
General Fund					
Charges/Fees for Services	-	-	-	-	-
Use of Resources	1,977,942	2,222,656	2,916,938	3,003,013	3,043,508
Special Revenue Funds	648,097	690,894	1,294,908	1,286,888	1,285,442
Capital Project Fund	-	-	-	-	-
Enterprise Funds	128,833	120,148	173,927	203,129	205,028
Succesor Agency Trust Fund	-	-	-	-	-
TOTAL	2,754,872	3,033,698	4,385,772	4,493,030	4,533,978

EXPENDITURES BY DIVISION

	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2024-25
	Actual	Actual	Adopted	Baseline	Adopted
Maintenance Division	2,754,872	3,033,698	4,385,772	4,493,030	4,533,978
TOTAL	2,754,872	3,033,698	4,385,772	4,493,030	4,533,978

CHARACTER OF EXPENDITURES

	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2024-25
	Actual	Actual	Adopted	Baseline	Adopted
Personnel					
Salaries and Benefits	1,325,626	1,381,044	1,947,622	1,753,830	1,794,778
Subtotal	1,325,626	1,381,044	1,947,622	1,753,830	1,794,778
Supplies and Services					
Purchased Services	905,480	1,126,466	1,513,050	1,843,200	1,843,200
Supplies and Materials	447,460	487,981	640,100	621,000	621,000
Capital Expenditures	22,211	34,515	280,000	275,000	275,000
Other Expenditures	-	3,692	5,000	-	-
Subtotal	1,375,151	1,652,654	2,438,150	2,739,200	2,739,200
TOTAL	2,700,777	3,033,698	4,385,772	4,493,030	4,533,978

AUTHORIZED STRENGTH

	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2024-25
	Actual	Actual	Adopted	Baseline	Adopted
Maintenance Manager	1.00	1.00	1.00	1.00	1.00
Maintenance Worker I	4.00	4.00	4.00	3.00	3.00
Maintenance Worker II	4.00	4.00	4.00	5.00	5.00
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 2024-2025 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, 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, 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, Bay Trails and the Rail Spurs.
- **Trees:** Prune and maintain the 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, POC 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.
- **Emergency:** Respond to afterhours and weekend emergencies 24/7.

PUBLIC WORKS DEPARTMENT

FY 2024-2025 Budget Maintenance Division

SIGNIFICANT CHANGES

FY 2023-2024 to FY 2024-2025 Budget:

The increase of \$107,258 (+2.4%) from the FY 2023-24 Adopted Budget to the FY 2024-25 Baseline Budget is primarily due to an increase in expenditures for solar street lights of \$100,000, General Building maintenance of \$200,000 offset by a decrease in personnel services expenditures of \$190,000.

The increase of \$40,948 (+0.9%) from the FY 2024-25 Baseline Budget to the FY 2024-25 Adopted Budget is due to an increase in personnel services expenditures.

Fiscal Year (FY)	Budget	\$ Change From Previous	% Change From Previous
2023-24 Adopted	\$4,385,772		
2024-25 Baseline	\$4,493,030	\$107,258	2.4%
2024-25 Adopted	\$4,533,978	\$40,948	0.9%

PUBLIC WORKS DEPARTMENT

FY 2024-2025 Budget
Maintenance Division

ACCOMPLISHMENTS

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

PUBLIC WORKS DEPARTMENT

**FY 2024-2025 Budget
Maintenance Division**

OBJECTIVES

1. Increase facility maintenance and repair due to aging facilities.
2. Increase public tree pruning to prevent property damages.
3. Finalizing the Land Use Covenant (LUC) and the Operations and Maintenance (O&M) amendment for Cooley Landing regarding sea level rise.
4. Provide training for the maintenance staff to become certified by the California Environmental Water Association.
5. To repair more damaged and uplifting sidewalk to prevent trip and fall.

POLICE DEPARTMENT

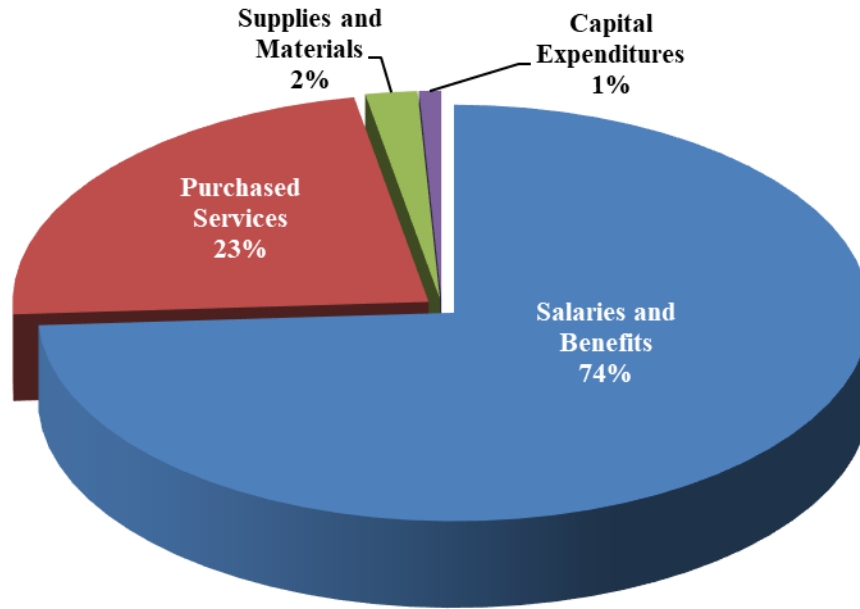
FY 2024-2025 Budget

FY 2024-25

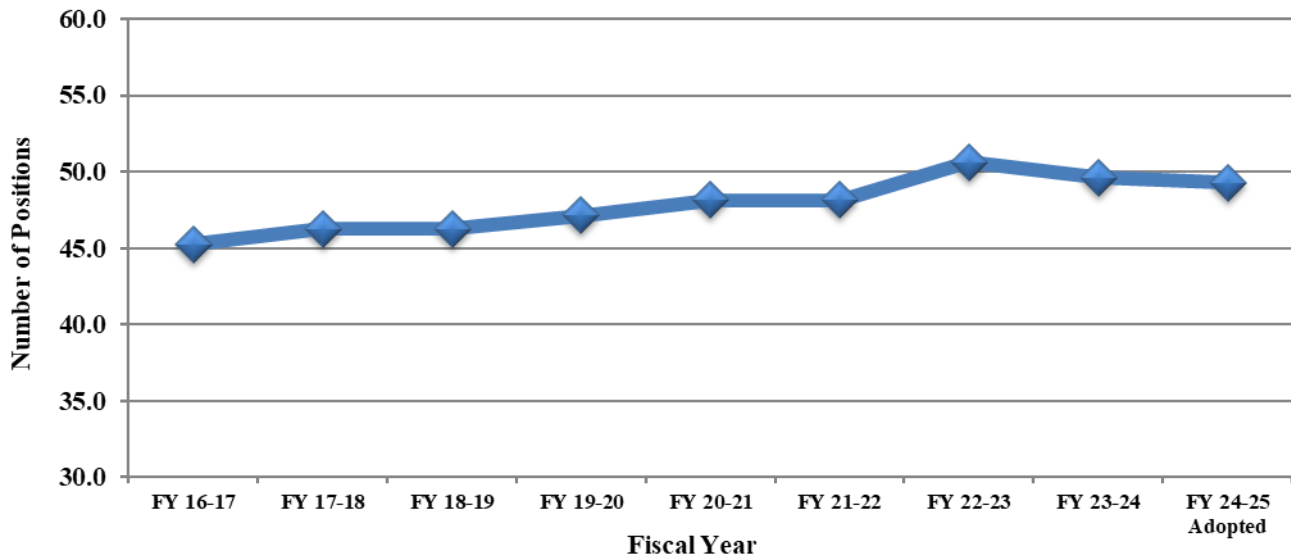
Operating \$15,226,446

Positions 49.25

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



POLICE DEPARTMENT

FY 2024-2025 Budget

Department Summary

SOURCES

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
General Fund					
Charges/Fees for Services	340,861	336,678	1,115,053	285,000	285,000
Use of Resources	9,973,226	11,284,199	14,292,024	14,525,800	14,621,446
Special Revenue Funds	1,453,222	1,035,689	326,229	380,367	320,000
Capital Project Fund	-	-	-	-	-
Enterprise Funds	-	-	-	-	-
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	11,767,309	12,656,566	15,733,306	15,191,167	15,226,446

EXPENDITURES BY DIVISION

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Administration Division	4,373,591	4,419,028	5,382,581	5,399,939	5,435,218
Investigations Division	1,213,375	1,030,981	2,117,373	1,748,150	1,748,150
Operations Division	6,180,343	7,206,557	8,233,352	8,043,078	8,043,078
TOTAL	11,767,309	12,656,566	15,733,306	15,191,167	15,226,446

CHARACTER OF EXPENDITURES

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Personnel					
Salaries and Benefits	8,526,700	9,443,042	11,952,762	11,239,287	11,274,566
Subtotal	8,526,700	9,443,042	11,952,762	11,239,287	11,274,566
Supplies and Services					
Purchased Services	2,778,549	2,755,751	3,186,544	3,514,315	3,514,315
Supplies and Materials	304,591	377,109	415,500	307,000	307,000
Capital Expenditures	157,469	80,664	178,500	130,566	130,566
Other Expenditures	-	-	-	-	-
Subtotal	3,240,609	3,213,523	3,780,544	3,951,881	3,951,881
TOTAL	11,767,309	12,656,565	15,733,306	15,191,167	15,226,446

AUTHORIZED STRENGTH

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Administration Division	9.00	9.00	8.00	8.00	8.00
Investigations Division	11.15	10.25	11.25	6.45	6.45
Operations Division	27.00	30.35	30.35	35.15	34.80
TOTAL	47.15	49.60	49.60	49.60	49.25

¹ CSO transferred from Investigations Division to Operations Division

POLICE DEPARTMENT

FY 2024-2025 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 this fiscal year's budget is to improve 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 development of the future Police Department
2. Ongoing recruitment of new personnel to fill vacancies
3. Invest in training and development of all personnel

Operations:

1. Develop a temporary traffic enforcement program
2. Train New Police Personnel

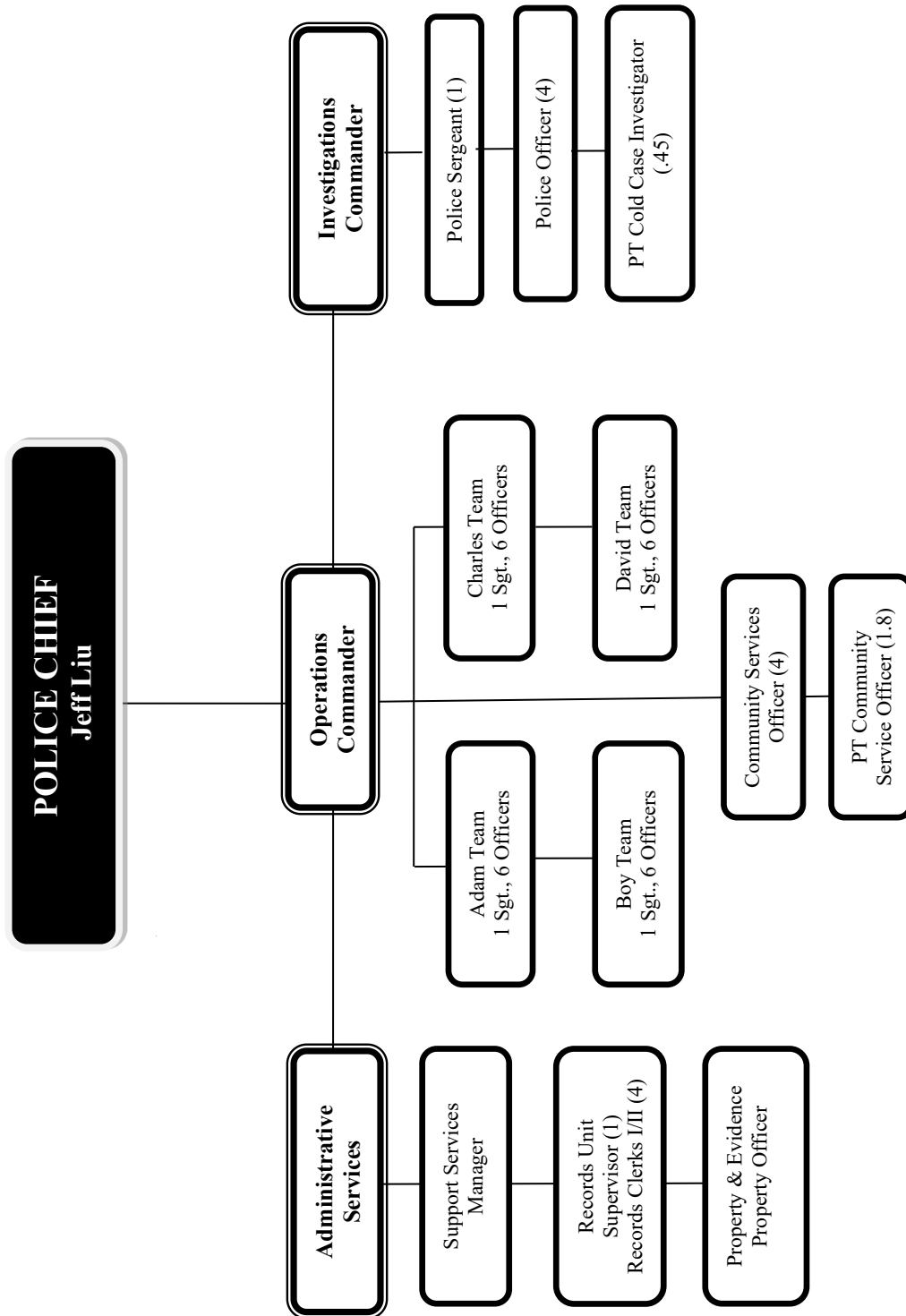
Investigations:

1. Appoint and Train one new detective
2. Resume Cold Case Investigations
3. Train and develop Community Service Officers

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

POLICE DEPARTMENT

FY 2024-2025 Budget



Total FTE's: 49.25

POLICE DEPARTMENT

FY 2024-2025 Budget

Administration Division

Division Summary

SOURCES

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
General Fund					
Charges/Fees for Services	203,542	336,678	257,000	285,000	285,000
Use of Resources	3,702,130	3,930,385	4,836,581	4,794,939	4,830,218
Special Revenue Funds	467,919	151,965	289,000	320,000	320,000
Capital Project Fund	-	-	-	-	-
Enterprise Funds	-	-	-	-	-
Succesor Agency Trust Fund	-	-	-	-	-
TOTAL	4,373,591	4,419,028	5,382,581	5,399,939	5,435,218

EXPENDITURES BY DIVISION

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Administration Division	4,373,591	4,419,028	5,382,581	5,399,939	5,435,218
TOTAL	4,373,591	4,419,028	5,382,581	5,399,939	5,435,218

CHARACTER OF EXPENDITURES

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Personnel					
Salaries and Benefits	1,266,750	1,295,054	1,764,037	1,548,059	1,583,338
Subtotal	1,266,750	1,295,054	1,764,037	1,548,059	1,583,338
Supplies and Services					
Purchased Services	2,741,443	2,755,127	3,186,544	3,514,315	3,514,315
Supplies and Materials	207,929	288,184	253,500	207,000	207,000
Capital Expenditures	157,469	80,664	178,500	130,566	130,566
Other Expenditures	-	-	-	-	-
Subtotal	3,106,841	3,123,974	3,618,544	3,851,881	3,851,881
TOTAL	4,373,591	4,419,028	5,382,581	5,399,939	5,435,218

AUTHORIZED STRENGTH

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 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 & Evidence Technician	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	-	-	-
TOTAL	9.00	9.00	8.00	8.00	8.00

POLICE DEPARTMENT

FY 2024-2025 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 and the Support Services Manager, the Division is comprised of the Records Division, including the Property and Evidence officer. The Administration Division has a direct staffing level of 8.0 positions.

SIGNIFICANT CHANGES

FY 2023-2024 to FY 2024-2025 Budget:

The increase of \$17,359 (+0.3%) from the Adopted FY 2023-24 Budget to the Baseline FY 2024-25 Budget is primarily due to the increase of Officers' camera contract renewal of \$115,000, Special events using SLEFT fund of 170,000 offset by Personnel cost decreases of \$216,000.

The increase of \$35,279 (+0.7%) from the Baseline FY 2024-25 Budget to the Adopted FY 2024-25 Budget is mainly due to an increase in personnel costs (\$35,279).

Fiscal Year (FY)	Budget	\$ Change From Previous	% Change From Previous
2023-24 Adopted	\$5,382,581		
2024-25 Baseline	\$5,399,939	\$17,359	0.3%
2024-25 Adopted	\$5,435,218	\$35,279	0.7%

POLICE DEPARTMENT

FY 2024-2025 Budget

Administration Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Develop a detailed strategy for the new Police Department Building	1. Ongoing project with the City Manager Office
2. Ongoing recruitment of new personnel to fill vacancies	2. 14 employees hired in FY23/24(11 sworn,3 professionals)
3. Invest in staff development and training	3. Training and development have been primarily focused on training new personnel.

POLICE DEPARTMENT

FY 2024-2025 Budget

Administration Division

OBJECTIVES

1. Develop a detailed strategy for the new Police Department Building
2. Ongoing recruitment of new personnel to fill vacancies
3. Invest in training and development of all personnel

POLICE DEPARTMENT

FY 2024-2025 Budget

Investigations Division

Division Summary

SOURCES

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
General Fund					
Charges/Fees for Services	101,788	-	858,053	-	-
Use of Resources	131,053	994,300	1,222,091	1,687,783	1,748,150
Special Revenue Funds	980,533	36,681	37,229	60,367	-
Capital Project Fund	-	-	-	-	-
Enterprise Funds	-	-	-	-	-
Succesor Agency Trust Fund	-	-	-	-	-
TOTAL	1,213,375	1,030,981	2,117,373	1,748,150	1,748,150

EXPENDITURES BY DIVISION

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Investigations Division	1,213,375	1,030,981	2,117,373	1,748,150	1,748,150
TOTAL	1,213,375	1,030,981	2,117,373	1,748,150	1,748,150

CHARACTER OF EXPENDITURES

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Personnel					
Salaries and Benefits	1,213,375	1,030,774	2,107,373	1,748,150	1,748,150
Subtotal	1,213,375	1,030,774	2,107,373	1,748,150	1,748,150
Supplies and Services					
Purchased Services	-	207	-	-	-
Supplies and Materials	-	-	10,000	-	-
Capital Expenditures	-	-	-	-	-
Other Expenditures	-	-	-	-	-
Subtotal	-	207	10,000	-	-
TOTAL	1,213,375	1,030,981	2,117,373	1,748,150	1,748,150

AUTHORIZED STRENGTH

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Commander	1.00	1.00	1.00	1.00	1.00
Police Officer	6.00	4.00	4.00	4.00	4.00
Police Sergeant	-	-	1.00	1.00	1.00
Community Services Officer ¹	1.00	3.00	3.00	-	-
Cold Case Investigator (PT)	0.45	0.45	0.45	0.45	0.45
Community Services Officer (4 PT) ¹	2.70	1.80	1.80	-	-
TOTAL	11.15	10.25	11.25	6.45	6.45

¹ CSO transfered to Operations Division

POLICE DEPARTMENT

FY 2024-2025 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, (1) Detective Sergeant, (4) Police Officers (Detectives) and (1) Part-time Detective Investigating “Cold Case” Homicides.

SIGNIFICANT CHANGES

FY 2023-2024 to FY 2024-2025 Budget:

The decrease of \$369,223 (-17.4%) from the Adopted FY 2023-24 Budget to the Baseline FY 2024-25 Budget is primarily due to Community Services Officers’ personnel expenses that were transferred to the Operations Division (\$359,220.)

There is no change from the FY 2024-25 Baseline Budget to the FY 2024-25 Adopted Budget.

Fiscal Year (FY)	Budget	\$ Change From Previous	% Change From Previous
2023-24 Adopted	\$2,117,373		
2024-25 Baseline	\$1,748,150	(\$369,223)	-17.4%
2024-25 Adopted	\$1,748,150	\$0	0.0%

POLICE DEPARTMENT

FY 2024-2025 Budget

Investigations Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Resume Cold Case Investigations	1. Cold case investigators have been ongoing, although the cold case investigator has been assisting with new homicides cases, which resulted in a 100% clearance rate for 2023
2. Train new CSA's	2. New Community Service Officer position was established, replacing the CSA classification. CSO hiring and training is ongoing (In process to move to Operations Division)
3. Appoint and train a new detective	3. Detective Richard Moore was appointed and trained

POLICE DEPARTMENT

FY 2024-2025 Budget

Investigations Division

OBJECTIVES

1. Resume Cold Case Investigator
2. Establish an Intern program through local universities to assist with investigations and recruit future police officers
3. Appoint and train a new detective

POLICE DEPARTMENT

FY 2024-2025 Budget

Operations Division

Division Summary

SOURCES

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
General Fund					
Charges/Fees for Services	35,530	-	-	-	-
Use of Resources	6,140,043	6,359,514	8,233,352	8,043,078	8,043,078
Special Revenue Funds	4,770	847,043	-	-	-
Capital Project Fund	-	-	-	-	-
Enterprise Funds	-	-	-	-	-
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	6,180,343	7,206,557	8,233,352	8,043,078	8,043,078

EXPENDITURES BY DIVISION

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Operations Division	6,180,343	7,206,557	8,233,352	8,043,078	8,043,078
TOTAL	6,180,343	7,206,557	8,233,352	8,043,078	8,043,078

CHARACTER OF EXPENDITURES

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Personnel					
Salaries and Benefits	6,046,575	7,117,214	8,081,352	7,943,078	7,943,078
Subtotal	6,046,575	7,117,214	8,081,352	7,943,078	7,943,078
Supplies and Services					
Purchased Services	37,106	417	-	-	-
Supplies and Materials	96,662	88,925	152,000	100,000	100,000
Capital Expenditures	-	-	-	-	-
Other Expenditures	-	-	-	-	-
Subtotal	133,768	89,342	152,000	100,000	100,000
TOTAL	6,180,343	7,206,556	8,233,352	8,043,078	8,043,078

AUTHORIZED STRENGTH

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 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	24.00	24.00	24.00	24.00
Reserve Police Officer (3PT) ¹	-	1.35	1.35	1.35	-
Community Services Officer ²	-	-	-	3.00	4.00
Community Services Officer (4 PT) ²	-	-	-	1.80	1.80
TOTAL	27.00	30.35	30.35	35.15	34.80

¹ Reserve Officer of FTE 1.35 converted to Community Services Officer.

² Community Services Officer transferred from Investigations Division

POLICE DEPARTMENT

FY 2024-2025 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 an authorized direct staffing level of 34.80 positions.

SIGNIFICANT CHANGES

FY 2023-2024 to FY 2024-2025 Budget:

The decrease of \$190,274 (-2.3%) from the Adopted FY 2023-24 Budget to the Baseline FY 2024-25 Budget is primarily due to the fuel cost of \$52,000 and personnel services expenditures of \$138,000.

There is no change from the FY 2024-25 Baseline Budget to the FY 2024-25 Adopted Budget.

Fiscal Year (FY)	Budget	\$ Change From Previous	% Change From Previous
2023-24 Adopted	\$8,233,352		
2024-25 Baseline	\$8,043,078	(\$190,274)	-2.3%
2024-25 Adopted	\$8,043,078	\$0	0.0%

POLICE DEPARTMENT

FY 2024-2025 Budget
Operations Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Staff a Racial Identity 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 2024-2025 Budget

Operations 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

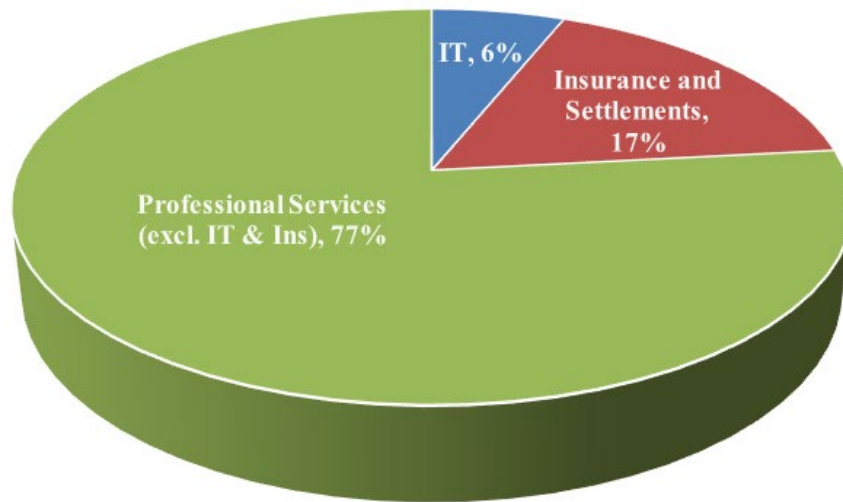
NON-DEPARTMENTAL

FY 2024-2025 Budget

FY 2024-25

Operating \$6,123,304

CHARACTER OF EXPENDITURES



NON-DEPARTMENTAL

FY 2024-2025 Budget

Department Summary

SOURCES

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
General Fund					
Charges/Fees for Services	-		-		
Use of Resources	706,165	896,272	983,215	1,572,848	1,572,848
Special Revenue Funds	942,022	1,145,450	1,215,116	889,346	889,346
Capital Project Fund	-	-	-	-	-
Enterprise Funds	3,267,791	3,266,171	3,506,819	3,661,110	3,661,110
	4,915,978	5,307,893	5,705,150	6,123,304	6,123,304

EXPENDITURES BY DEPARTMENT*

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Adopted	FY 2024-25 Baseline	FY 2024-25 Adopted
Information Technology Replacement**	270,989	201,000	303,500	374,318	374,318
Insurance and Settlements	551,587	806,859	854,684	1,052,624	1,052,624
Professional Services (excl. IT & Ins)	3,577,351	3,665,439	4,209,559	4,696,362	4,696,362
Others	516,051	634,595	337,407	-	-
Subtotal	4,915,978	5,307,893	5,705,150	6,123,304	6,123,304

*Excludes Successor Agency activities.

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

Miscellaneous

Introduction

This section contains the following items of interest:

- MISC- 1: FY 2024-25 Capital Improvement Funding
- MISC- 2: FY 2024-25 Measure P Budget
- MISC- 3: FY 2024-25 Cost Allocation Plan Overhead Charges

FY 2024-2025 Capital Improvement Funding

PROJECT #		DESCRIPTION	FUND	SOURCE	TOTAL
N/A	PMP		F201	Gas Tax	\$ 1,010,000
Sub-total State Gas Tax					\$ 1,010,000
ST-12		Traffic Calming Program - Pulgas Roundabouts	F202	Measure A	\$ 90,000
N/A	PMP		F202	Measure A	\$ 1,795,000
Sub-total Measure A					\$ 1,885,000
ST-04A/B		Street Light Upgrade	F221	Lighting fund	\$ 150,000
ST-34		Lighting Improvements at Clarke Ave Overcrossing	F221	Lighting fund	\$ 150,000
Sub-total Lighting fund					\$ 300,000
SD-06A/B		O'Connor Pump station	F222	Drainage Fund	\$ 200,000
Sub-total Drainage fund					\$ 200,000
N/A	PMP		F234	Measure W	\$ 500,000
Sub-total Measure W					\$ 500,000
ST-12		Traffic Calming Program - Pulgas Roundabouts	F301	CIP Local Match Fund	\$ 500,000
ST-29		University Avenue Grand Corridor	F301	CIP Local Match Fund	\$ 1,000,000
FA-2		Tate St. Office Improvement	F301	CIP Local Match Fund	\$ 120,000
FA-13		City Hall Tenant Improvements	F301	CIP Local Match Fund	\$ 350,000
FA-16		City of East Palo Alto Library (Design Phase)	F301	CIP Local Match Fund	\$ 1,700,000
FA-17		Police Department Facility Improvements	F301	CIP Local Match Fund	\$ 400,000
PK-20		Rutgers Trail Gate	F301	CIP Local Match Fund	\$ 50,000
SP-02		SFCJPA SAFERBAY Phase 1	F301	CIP Local Match Fund	\$ 906,799
SD-08		Full Trash Capture Device Installation Phase 1	F301	CIP Local Match Fund	\$ 350,000
Sub-total CIP (Local match)					\$ 5,376,799
FA-10		Electric Vehicle Charging Stations	F303	CIP Grant Fund	\$ 120,000
FA-15		Cummings Loft Improvements	F303	CIP Grant Fund	\$ 455,000
FA-16		City of East Palo Alto Library (Design Phase)	F303	CIP Grant Fund	\$ 1,500,000
PK-20		Rutgers Trail Gate	F303	CIP Grant Fund	\$ 50,000
ST-08		Univ Ave Resurfacing/Signal (HSIP)	F303	CIP Grant Fund	\$ 1,028,000
ST-12		Traffic Calming Program - Pulgas Roundabouts	F303	CIP Grant Fund	\$ 400,000
ST-29		University Avenue Grand Corridor	F303	CIP Grant Fund	\$ 1,000,000
ST-33		Railspur Trail Improvement (AHSC)	F303	CIP Grant Fund	\$ 1,530,000
SD-08		Full Trash Capture Device Installation Phase 1	F303	CIP Grant Fund	\$ 2,225,000
SD-06A/B		O'Connor Pump station	F303	CIP Grant Fund	\$ 800,000
SP-02		SFCJPA SAFERBAY Phase 1	F303	CIP Grant Fund	\$ 3,643,253
Sub-total CIP (Grant)					\$ 12,751,253
WS-09		Water Tank Siting Study	F511	Water Capital	\$ 150,000
Sub-total water Capital					\$ 150,000
WD-05		Water Meter Replacement	F512	Water Meter	\$ 200,000
Sub-total Water Meter					\$ 200,000
TOTAL FY 2024-25 ADOPTED CIP FUNDING					\$ 22,373,052

Note: Major CIP does not include technology asset replacement.

FY 2024-2025 Measure P Budget

	<i>FY 2023-24 Adopted</i>	<i>FY 2024-25 Proposed</i>
Measure P Local TUT	<u>\$ 2,230,000</u>	<u>\$ 2,228,300</u>
CD Director	207,960	230,215
Clean Zones:		
Community Service Aides	25,000	15,000
Project WeHope	5,000	5,000
Capital Transfers:		
Univercity Ave Grand Corridor	-	700,000
Street Repair	-	350,000
	<u>237,960</u>	<u>1,300,215</u>
Net Available - Other General Purposes	<u><u>\$ 1,992,040</u></u>	<u><u>\$ 928,085</u></u>

FY 2024-25 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	(30,239)	-	-	-	-	-	-	-	-	-	30,239	-	-	-	-
Equip	(1,791)	-	-	-	1,791	-	-	-	-	-	-	-	-	-	-
CC	(34,655)	6,194	81	2,861	6,822	1,923	77	2,280	714	1,465	1,936	1,282	7,024	1,997	-
CA	(175,567)	15,375	275	9,639	106,053	2,226	259	3,034	2,403	6,470	5,323	4,321	15,644	4,547	-
CM	(145,599)	27,586	417	14,638	27,840	6,657	394	8,187	3,650	6,876	8,122	6,562	26,083	8,585	-
Clerk	(36,379)	6,282	45	2,235	8,046	1,695	42	2,273	397	1,985	2,581	714	7,347	2,737	-
Admin Svcs	(33,410)	2,818	-	1,370	3,327	-	-	-	-	1,409	1,409	20,506	-	2,570	-
HR	(60,584)	13,233	-	6,432	15,621	-	-	-	-	6,616	6,616	-	-	12,065	-
Fin	(156,471)	34,825	616	23,869	28,450	1,672	582	3,174	5,391	11,303	9,940	9,690	14,234	12,726	-
Maint	(19,531)	-	-	-	-	-	-	-	-	-	19,531	-	-	-	-
Non-Dept	(101,013)	16,917	365	12,819	41,356	227	367	1,047	3,198	4,899	3,949	5,749	5,473	4,646	-
Admin Svcs	(28,654)	6,258	-	3,042	7,389	-	-	-	-	3,129	3,129	-	-	5,707	-
Non-Dept	(21,628)	4,723	-	2,296	5,577	-	-	-	-	2,362	2,362	-	-	4,307	-
CA	(4,057)	887	-	431	1,046	-	-	-	-	443	443	-	-	808	-
Non-Dept	(21,130)	4,614	-	2,244	5,448	-	-	-	-	2,308	2,308	-	-	4,208	-
Admin-PW	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Admin-CDD	(45,661)	-	-	-	18,119	18,119	-	9,422	-	-	-	-	-	-	-
Successor Charges	(12,812)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total¹	(929,185)	139,715	1,800	81,875	276,885	32,520	1,720	29,420	15,755	49,265	97,890	48,820	75,805	64,905	12,810

1. Totals rounded to the nearest 5.

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.

ENCUMBRANCE - 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.

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