

ADOPTED BUDGET

2023-2024



CITY OF EAST PALO ALTO
2415 UNIVERSITY AVENUE
EAST PALO ALTO, CA 94303



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FY 2023-2024 Budget

Mayor



Lisa Gauthier

Vice Mayor



Antonio López

Council Members



Carlos Romero



Ruben Abrica



Martha Barragan

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

Marie McKenzie, Administrative Services Director
Administrative Services Department

Tomohito Oku, Finance Director
Finance Department

Amy Chen, Community Development Director
Community and Economic Development

Humza Javed, Public Works Director
Public Works

Jeff Liu, Police Chief
Police Department

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CITY OF EAST PALO ALTO

OFFICE OF THE CITY MANAGER

2415 UNIVERSITY AVENUE
EAST PALO ALTO, CA 94303

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

While California's COVID-19 State of Emergency ended on February 28, 2023, new economic challenges have emerged. On a macro-economic level, the City faces significant economic challenges, including supply chain disruption, wars in Ukraine, high inflation and interest rates, and contractions in the local labor force, especially in the tech industry. Current economic concerns revolve around the Federal Reserve's approach to the implementation of monetary policy to lower high inflation and how higher interest rates will impact the national and local economy over the next two years.

Aside from these broader economic challenges, the City also has faced other obstacles such as winter storms with flooding and power outages, housing and homelessness challenges as well as difficulties in staff recruitment and retention. These broader and local challenges can translate into increases in City expenditures as well as reductions in City revenue as regional layoffs, real estate market slow-downs and reductions in consumer confidence ripple through the local economy and reduce local tax revenues. Despite these challenges, we remain committed to our values of keeping residents safe and providing responsive, respectful and efficient public services.

Balancing the General Fund budget in the fiscal year 2023-24 will be a daunting task due to ongoing revenue disruption, mounting service cost pressures, and delayed infrastructure requirements. We expect to face persistent challenges in preserving existing service levels while coping with projected cost hikes. To ensure that we continue to deliver essential City services such as clean drinking water, public safety, and public works services that East Palo Alto residents depend on, we must cultivate revenue generating opportunities.

The City has recently embarked on robust engagement of the East Palo Alto community around our operational priorities and budget process. The City is currently conducting community survey and focus group efforts to assess the needs and priorities of East Palo Alto residents. Furthermore, we look forward to continuing to engage the community around identified budget priorities and City service needs through the remainder of the year to ensure the entire community will be educated on our budget process and will have an opportunity to weigh-in in the next year. City staff looks forward to updating the community and City Council on the results of these efforts.

Staff centered the proposed budget on the City's Council FY 2023-2024 Priorities that were approved on April 18, 2023:

1. Promote Housing, Economic, and Workforce Development
2. Implement the Comprehensive Transportation and Mobility Plan

3. Promote Health and Public Safety
4. Ensure Our Financial and Organizational Health
5. Improve the City's Water Infrastructure
6. Further Implement the City's Facilities Master Plan
7. Enhance Community Services and Parks.

FY 2023-24 Proposed Budget

| FY 23-24 Proposed - Citywide Funds (In 000's) | | | | | | |
|--|---------------------|-------------------------|----------------------|-------------------------|-------------------------|-----------------------------|
| Description | General Fund | Restricted Funds | Capital Funds | Enterprise Funds | TOTAL CITY FUNDS | Successor Trust Fund |
| Total Revenues | 34,743 | 9,330 | 2,469 | 5,880 | 52,421 | 3,576 |
| Total Expenditures | (33,456) | (11,290) | (561) | (4,079) | (49,386) | (3,640) |
| Net Sources / (Uses) | 1,287 | (1,960) | 1,907 | 1,801 | 3,036 | (64) |
| Net Transfers | (1,139) | 1,139 | - | - | - | - |
| Change in Fund Balance | 147 | (820) | 1,907 | 1,801 | 3,036 | (64) |

The FY 2023-24 Proposed Budget (excluding Successor Trust) reflects total revenues of \$52.4M and total expenditures of \$49.4M resulting in positive net change in fund balance of \$3.0M across all funds.

The proposed budget reflects budget reduction efforts by departments while keeping core service levels intact. In addition, the staff has made considerable strides to minimize the need for additional position requests in order to address the budget shortfall identified in the preliminary budget.

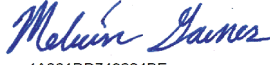
Proposed General Fund revenue projections in the fiscal year 2023-2024 will remain highly uncertain and include the following risk factors: 1) property tax funding shortfalls related to state legislation regarding school funding and in-lieu vehicle license fees, 2) lingering COVID-19 revenue losses in Transient Occupancy Tax (TOT), 3) slow growth in tax revenues due to continuing current economic environment, including high inflation and slowdown in the housing market, 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. On the contrary, positive news in revenue projections includes additional revenues from Measure L approved by voters in November 2022 raising approximately \$1.0 million.

Proposed General Fund expenditures are projected to increase due to increases in personnel costs resulting from most recent labor contracts and other service cost increases reflecting high inflation. The recent winter storms further proved how important it is to address our aging storm drains which are in desperate need of maintenance to reduce flooding and prevent pollution or sewage from entering our local waterways. The increase in storms and flooding we experienced this winter is

expected to become more likely in the future, currently the City does not have local funding to be able to address our local storm drain maintenance needs.

We further note the proposed budget does not reflect: (1) unfunded Capital Improvement Plan project requests, a total of \$4.35M schedule in FY2023-24, including Bell Street Park Improvements (\$1.0M), San Francisquito Creek JPA Reach II additional funding (\$1.5M), New Library Design (\$1.1M), Trash Capture Device Installation (\$250K), Lease and Facility improvements for Police Department and Tate Office (\$0.5M); and (2) funding of newly listed Strategic Priorities.

In conclusion, the proposed budget reflects our efforts to balance the budget while minimizing the impact on essential services. While the City of East Palo Alto is facing numerous challenges, including economic uncertainties, infrastructure needs, and staffing issues, we remain committed to providing our residents with the services they depend on. We are actively engaging with the community to identify new locally controlled revenue options and budget priorities that align with the City Council's goals and values.

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7/5/2023

City Manager

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7/5/2023

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 2023-24 Budget, by fund and fund group-type, including narrative on the purpose of each budgeted fund and projection of fund balance:

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

Departmental Budgets

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

Miscellaneous

This section contains the major capital project funding, detail Measure P funding, the Appropriation Limit calculated for FY2023-24 and the budget adoption resolutions.

Glossary

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

CITY COUNCIL
STRATEGIC PRIORITIES
FY 2023-24 Budget

Priority A. Promote Housing, Economic & Workforce Development

- Goal A.1. Implement Measure HH Employment & First Source Hiring Programs
- Goal A.2. Continue to Implement the City's Affordable Housing Strategy
- Goal A.3. Create an Economic Development Strategy w/ Focus on Small/Micro Businesses

Priority B. Implement the Comprehensive Transportation and Mobility Plan

- Goal B.1. Implement the Comprehensive Transportation and Mobility Plan
- Goal B.2. Begin Construction of the University Overpass Project
- Goal B.3. Analyze Funding Strategies for Public Infrastructure Including Streets, Parks, & Utilities

Priority C. Promote Health & Public Safety

- Goal C.1. Enhance Flood Protection for Residents, Businesses, and Property Owners
- Goal C.2. Resolve Sanitation District Incorporation Matter
- Goal C.3. Develop a Community Emergency Preparedness and Education Initiative (e.g., CERT)

Priority D. Ensure Our Financial & Organizational Health

- Goal D.1. Address Structural Deficit Through Fiscal Resiliency Measures
- Goal D.2. Develop 10-Year Financial Projections
- Goal D.3. Plan and Implement an Enterprise Resource Planning (ERP) System
- Goal D.4. Focus on Staff Morale, Retention, Recruitment & Succession Planning
- Goal D.5. Develop an Information System Master 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

Priority F. Develop and Implement a Comprehensive Facilities Master Plan

- Goal F.1. Coordinate with County Library District Regarding the Potential New Library in East Palo Alto
- Goal F.2. Investigate Potential 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

**CITY COUNCIL
STRATEGIC PRIORITIES
FY 2023-24 Budget**

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

FY 2023/24 EAST PALO ALTO CITY COUNCIL PRIORITY WORKPLAN

| DEPT: | COMMUNITY AND ECONOMIC DEVELOPMENT | LEAD: | Chen | | | | | | | | | | | |
|--------------|---|--------|------------|------------|----|----|----|------------|----|----|----|----|----|----|
| GOAL ACTIONS | PRIORITY: PROMOTE HOUSING, ECONOMIC & WORKFORCE DEVELOPMENT | STATUS | FY 2022-23 | FY 2023-24 | | | | FY 2024-25 | | | | | | |
| 1 | GOAL: Implement Measure HH Employment & First Source Hiring Programs | STATUS | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| 1.1 | Launch program, monitoring and evaluation through early 2025 | Doing | | X | X | X | X | X | X | X | X | X | X | X |
| 2 | GOAL: Continue to Implement the City's Affordable Housing Strategy | STATUS | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| 2.1 | Present TOPA/COPA recommendations and other opportunities to promote homeownership. Implement. | Doing | | | X | X | X | X | X | X | | | | |
| 2.2 | Complete the updated Housing Element | Doing | X | X | X | X | | | | | | | | |
| 2.3 | Implement the updated Housing Element | NEW | | | | | X | X | X | X | X | X | X | X |
| 2.4 | Identify future pipeline affordable housing projects | To Do | | | X | X | X | X | X | X | X | X | X | X |
| 3 | GOAL: Create an Economic Development Strategy Focusing on Small and Micro Businesses | STATUS | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| 3.1 | Finalize opportunities for the 9,000 sq ft office building provided by the Sobrato Organization (on hold) | To Do | | | | | | | | | | | | |
| 3.2 | Ensure regional partners are fully engaged with a supporting EPA businesses (and with 3.5) | NEW | | | | | | | X | X | X | X | X | X |
| 3.3 | Work with local small and micro businesses to identify areas of greatest need and possible support | NEW | | | | | | | X | X | X | X | X | X |
| 3.4 | Begin providing greater support for local businesses | NEW | | | | | | | X | X | X | X | X | X |
| 3.5 | Develop an Economic Development Strategy for Council consideration and adoption | NEW | | | | | | | X | X | X | X | | |

FY 2023/24 EAST PALO ALTO CITY COUNCIL PRIORITY WORKPLAN

| DEPT: | PUBLIC WORKS DEPARTMENT/COMMUNITY & ECONOMIC DEVELOPMENT | LEAD: | Javed | | | | | | | | | | | |
|--------------|---|---------------|------------|------------|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| GOAL ACTIONS | PRIORITY: Implement the Comprehensive Transportation and Mobility Plan | STATUS | FY 2022-23 | FY 2023-24 | FY 2024-25 | | | | | | | | | |
| 1 | GOAL: Implement the Comprehensive Transportation and Mobility Plan | STATUS | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| 1.1 | Implement Short-term Improvements as Identified in the Final Mobility Report | Doing | | | | X | X | | | | | | | |
| 1.2 | Implement Mid-term Improvements as Identified in the Final Mobility Report | Doing | | | | | | X | X | X | X | | | |
| 1.3 | Initiate a Parking Permit Pilot Program with an initial focus on addressing abandoned vehicles | Doing | | | | | | X | X | X | | | | |
| 2 | GOAL: Begin Construction of the University Overpass Project | STATUS | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| 2.1 | Bid Construction documents | Doing | | | X | | | | | | | | | |
| 2.2 | Construction phase of the project (Start to Finish) | NEW | | | | X | X | X | X | X | X | X | X | |
| 3 | GOAL: Analyze Funding Strategies for Public Infrastructure Including Streets, Parks, & Utilities | STATUS | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| 3.1 | Seek out design funding for East Bayshore sidewalk improvements from the SMCTA | Done | | X | | | | | | | | | | |
| 3.2 | Seek out construction funding for East Bayshore sidewalk improvements from the Congressional office | Doing | | | X | X | X | X | X | X | | | | |
| 3.3 | Seek out Highway safety improvement grant funds for University Ave. safety improvements | Done | X | | | | | | | | | | | |
| 3.4 | Continue work with consultant to identify and apply for grants | Doing | X | X | X | X | X | X | X | X | | | | |
| 3.5 | Implement updated water capital surcharges | NEW | | | X | X | X | X | X | X | | | | |

FY 2023/24 EAST PALO ALTO CITY COUNCIL PRIORITY WORKPLAN

| DEPT: | PUBLIC WORKS DEPARTMENT/POLICE DEPARTMENT/ADMINISTRATIVE SERVICES | LEAD: | Javed/Liu/McKenzie | | | | | | | | | | | |
|--------------|---|--------|--------------------|------------|----|----|----|------------|----|----|----|----|----|----|
| GOAL ACTIONS | PRIORITY: Promote Health & Public Safety | STATUS | FY 2022-23 | FY 2023-24 | | | | FY 2024-25 | | | | | | |
| 1 | GOAL: Enhance Flood Protection for Residents, Businesses, and Property Owners | STATUS | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| 1.1 | Coordinate with partner agencies to fund and complete Reach 2 improvements | NEW | | | | | X | X | X | X | X | X | X | X |
| 1.2 | Implement \$22M Safer Bay Project CALOES/FEMA Grant w/ San Francisquito Creek JPA - Design & Permitting | Doing | | | | X | X | X | X | X | X | X | X | X |
| 1.3 | Coordinate with City of Palo Alto on the Construction of Newell Street Bridge Replacement Project | Doing | | | | X | X | X | X | X | X | X | X | |
| 2 | GOAL: Resolve Sanitary District Incorporation Matter | STATUS | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| 2.1 | Implement necessary actions for LAFCo consideration of EPASD becoming subsidiary of the City | Doing | X | X | X | X | X | | | | | | | |
| 2.1 | <i>Identify and carryout any next steps (To be specified)</i> | Doing | | | | | X | X | X | X | | | | |
| 3 | GOAL: Develop a Community Emergency Preparedness and Education Initiative (e.g., CERT) | STATUS | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| 3.1 | Build EPA CERT Team Membership | NEW | | | | | X | X | X | X | | | | |
| 3.2 | Establish emergency communication protocols with community partners | NEW | | | | | X | X | | | | | | |
| 3.3 | Update Disaster Preparedness Plan | NEW | | | | | X | X | X | X | | | | |

FY 2023/24 EAST PALO ALTO CITY COUNCIL PRIORITY WORKPLAN

| DEPT: | FINANCE, CITY MANAGER'S OFFICE, PUBLIC WORKS, COMMUNITY DEVELOPMENT | LEAD: | Oku/Gaines | | | | | | | | | | | |
|--------------|--|--------|------------|----|----|----|------------|----|----|----|------------|----|----|----|
| GOAL ACTIONS | PRIORITY: Ensure Our Financial & Organizational Health | STATUS | FY 2022-23 | | | | FY 2023-24 | | | | FY 2024-25 | | | |
| 1 | GOAL: Address Structural Deficit Through Fiscal Resiliency Measures | STATUS | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| 1.1 | Assess and Prepare for Utility Operational and Finance Needs | Doing | X | X | X | X | X | X | X | X | X | X | X | X |
| 1.2 | Analyze needs, strategies and community support for funding public infrastructure improvements | Doing | | | X | X | X | | | | | | | |
| 1.3 | Perform Impact Fee Nexus Study | NEW | | | | | X | X | | | | | | |
| 2 | GOAL: Develop 10 Year Financial Projections | STATUS | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| 2.1 | Issue RFP to Hire Financial Projection Consultant | Doing | X | X | X | X | | | | | | | | |
| 2.2 | Perform Study of Financial Projections | To Do | | | | | X | X | | | | | | |
| 2.3 | Prepare and Present Projections | To Do | | | | | | | X | | | | | |
| 3 | GOAL: Plan and Implement an Enterprise Resource Planning (ERP) System | STATUS | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| 3.1 | ERP Implementation | Doing | X | X | X | X | X | | | | | | | |
| 3.2 | ERP Fully Implemented | To Do | | | | | X | | | | | | | |
| 4 | GOAL: Focus on Staff Morale, Retention, Recruitment & Succession Planning | STATUS | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| 4.1 | Update the City's Personnel Policies and Procedures | NEW | | | | | X | X | X | | | | | |
| 4.2 | Launch Health & Wellness Initiatives | NEW | | | | | X | X | | | | | | |
| 4.3 | Update the City's recruitment process | NEW | | | | | X | | | | | | | |
| 4.4 | Develop and Launch an Employee Training and Development Program | NEW | | | | | | X | X | | | | | |
| 4.5 | Issue RFP for Compensation Study | NEW | | | | | | | | X | | | | |
| 5 | GOAL: Develop and Information Systems Master Plan | STATUS | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| 5.1 | Coordinate continuation or completion of contract services provided by Redwood City | NEW | | | | X | X | X | X | | | | | |
| 5.2 | Develop a citywide Information Systems Master Plan | To Do | | | | X | X | X | X | | | | | |

FY 2023/24 EAST PALO ALTO CITY COUNCIL PRIORITY WORKPLAN

| DEPT: | PUBLIC WORKS DEPARTMENT/CITY MANAGER'S OFFICE | LEAD: | Javed/Gaines | | | | | | | | | | | |
|--------------|--|--------|--------------|----|----|----|------------|----|----|----|------------|----|----|----|
| GOAL ACTIONS | PRIORITY: Improve the City's Water Infrastructure | STATUS | FY 2022-23 | | | | FY 2023-24 | | | | FY 2024-25 | | | |
| 1 | GOAL: Focus on Customer Service and Education | STATUS | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| 1.1 | Improve Veolia's voicemail/messaging priority | Done | | | X | | | | | | | | | |
| 1.2 | Train contractors and improve customer notification (Veolia) | Done | | | X | | | | | | | | | |
| 1.3 | Plan for Water System Operations in 2025 | NEW | | | | | X | X | X | X | | | | |
| 2 | GOAL: Advance Key Water Infrastructure Projects | STATUS | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| 2.1 | Complete Construction of 12" Water Transmission Line on University Ave. (instead of Cooley Ave.) | Doing | | | | X | | | | | | | | |
| 2.2 | Complete Construction of Water Intertie at University/Woodland with Palo Alto | To Do | | | | | | X | | | | | | |
| 2.3 | Identify Potential Locations for Additional Water Storage | Doing | | | X | X | X | | | | | | | |
| 2.4 | Investigate State and Federal Water Funding Opportunities, including WIFIA and DWSRF | To Do | | | | | X | | | | | | | |
| 2.5 | Proactively Design Additional Water Improvement Projects | Doing | | X | X | X | X | X | X | X | X | X | X | X |
| 2.6 | Complete construction of 12" watermain on Weeks Street | NEW | | | | X | | | | | | | | |
| 2.7 | Complete the woodland watermain gap project in addition to the water intertie | NEW | | | | | | X | | | | | | |

FY 2023/24 EAST PALO ALTO CITY COUNCIL PRIORITY WORKPLAN

| DEPT: | PUBLIC WORKS DEPARTMENT/CITY MANAGER'S OFFICE | LEAD: | Javed/Gaines | | | | | | | | | | | |
|--------------|--|--------|--------------|------------|----|----|----|------------|----|----|----|----|----|----|
| GOAL ACTIONS | PRIORITY: Develop and Implement a Comprehensive Facilities Master Plan | STATUS | FY 2022-23 | FY 2023-24 | | | | FY 2024-25 | | | | | | |
| 1 | GOAL: Coordinate with the Library District to Advance a New Library for East Palo Alto | STATUS | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| 1.1 | Complete required land acquisition | Done | X | X | X | | | | | | | | | |
| 1.2 | Identify and implement comprehensive funding strategy | Doing | | | | X | X | X | X | X | | | | |
| 1.3 | Initiate & oversee facility planning and design | Doing | | | | X | X | X | X | X | | | | |
| 2 | GOAL: Investigate Potential Options for Developing County Vacant Property Located on Beech Street | STATUS | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| 2.1 | Endeavor to Finalize Acquisition of County-Owned Beech Street Property | To Do | | | | | X | X | | | | | | |
| 2.2 | Advance Parks Master Plan Vision for MLK Jr. Park and Beech Street Property | NEW | | | | | | X | X | X | X | X | X | X |
| 3 | GOAL: Develop a Detailed Strategy for the Location of the Future Police Department | STATUS | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| 3.1 | Conclude consideration of potential siting of interim or long-term Police Department | Doing | | X | X | X | | | | | | | | |
| 3.2 | Provide the Council with update and recommendations for Police Department after October 2025 | Doing | | | | | X | | | | | | | |
| 3.3 | Implement necessary actions to enable police department operations after October 2025 | NEW | | | | X | X | X | X | X | X | X | X | X |
| 4 | GOAL: Complete the City Hall Improvements Planning Process | STATUS | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| 4.1 | Resolve County consideration of continued City use of 2415 University for exclusive or shared use | Doing | | | | X | X | | | | | | | |
| 4.2 | Investigate potential partnership opportunities with future development projects | Doing | | | | X | X | X | X | X | | | | |
| 4.3 | Provide interim improvements to City Council chambers - CANCELED | Doing | | | | | | | | | | | | |
| 4.4 | Bid and construct the City Hall TI at the former police evidence room | To Do | | | | | | X | X | X | X | X | | |

FY 2023/24 EAST PALO ALTO CITY COUNCIL PRIORITY WORKPLAN

| DEPT: | ADMINISTRATIVE SERVICES DEPT/CITY MANAGER'S OFFICE | LEAD: | McKenzie/Gaines | | | | | | | | | | | |
|--------------|--|--------|-----------------|--------------|----|----|----|--------------|----|----|----|----|----|----|
| GOAL ACTIONS | PRIORITY: Enhance Community Services and Parks for Residents | STATUS | FY 2020-2021 | FY 2021-2022 | | | | FY 2022-2023 | | | | | | |
| 1 | GOAL: Foster Community Cultural Events & Activities | STATUS | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| 1.1 | Facilitate City Sponsored Events on On-going Basis | Doing | X | X | X | X | X | X | X | X | X | X | X | X |
| 1.2 | Consider organizational structure and external partnerships to best provide cultural events and activities | NEW | | | | | | | | | | | | |
| 2 | GOAL: Completion and Implementation of the Parks Master Plan | STATUS | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| 2.1 | City Council Consideration of Final Park's Master Plan | Done | | | X | | | | | | | | | |
| 2.2 | Draft Recommendations Regarding: Potential Dog Park, Security, & Wi-Fi as Part of Parks Master Plan | Done | X | X | X | | | | | | | | | |
| 2.3 | Advance Design of Martin Luther King, Jr. (MLK) Park Expansion Project | Doing | X | X | X | | | | | | | | | |
| 2.4 | Advance Design of Bell Street Park Project in Partnership with Magical Bridge Foundation | Doing | X | X | X | | | | | | | | | |
| 2.5 | Consider a pilot dog park program at an existing park or under utility power lines | NEW | | | | | X | X | | | | | | |
| 3 | Focus on Youth Engagement | STATUS | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| 3.1 | Consider stablishing a Youth Commission and/or youth appointees to other City Boards and Commissions | NEW | | | | | | | X | X | | | | |
| 3.2 | Strengthen partnerships with outside organizations for comprehensive focus on youth issues and needs | NEW | | | | | X | X | X | X | | | | |
| 4 | GOAL: Engage with Community & Partner Agencies to Improve Educational Resources/Outcomes | STATUS | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| 4.1 | Explore Partnerships with School District & Other Entities Regarding Potential Joint Use | Doing | | | X | X | | | | | | | | |
| 4.2 | Build Relationships with Foundations and Other Philanthropic Organizations to Identify Partnerships | Doing | | | | X | X | X | X | X | X | X | X | X |

CITY OF EAST PALO ALTO CITY ORGANIZATIONAL CHART

FY 2023-2024 Budget

RESIDENTS OF EAST PALO ALTO

CITY COUNCIL

CITY ATTORNEY'S OFFICE

BOARDS & COMMISSIONS

- Planning
- Public Works & Transportation
- Rent Stabilization Board
- Senior Advisory Board

CITY MANAGER'S OFFICE

**COMMUNITY & ECONOMIC
DEVELOPMENT**

Administration
Building/Planning
Housing/ Econ Development

PUBLIC WORKS

Administration
Engineering
Maintenance

ADMINISTRATIVE SERVICES

Administration
Community Services & Recreation
Information Technology

FINANCE

POLICE

Administration
Operations
Investigations

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

FY 2015-16 to FY 2023-24

| | FY 15-16 | FY 16-17 | FY 17-18 | FY 18-19 | FY 19-20 | FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 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 | 1.00 | 1.00 |
| City Attorney's Office | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| City Manager's Office | 4.00 | 5.00 | 3.00 | 3.00 | 3.00 | 3.00 | 4.00 | 4.00 | 4.00 |
| City Manager - Human Resources | - | - | - | - | - | 2.00 | 2.00 | 2.00 | 2.00 |
| City Manager - Rent Stabilization | 2.00 | 2.00 | - | - | - | - | - | - | - |
| City Manager - Community Programs | - | - | - | - | - | - | - | - | - |
| Sub-Total | 15.00 | 16.00 | 12.00 | 12.00 | 12.00 | 14.00 | 15.00 | 15.00 | 15.00 |
| Administrative Support Services | | | | | | | | | |
| Finance Department | 5.00 | 6.00 | 6.00 | 6.00 | 7.00 | 7.00 | 6.00 | 7.00 | 7.00 |
| Administrative Services Admin | 1.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 2.00 | 2.00 |
| Community Services Division | 4.38 | 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 | 2.00 | - | - | - | - |
| Sub-Total | 12.38 | 15.38 | 15.15 | 15.15 | 16.15 | 13.65 | 14.15 | 14.15 | 14.15 |
| Community and Economic Development | | | | | | | | | |
| Administration Division | 4.00 | 4.00 | 5.90 | 6.45 | 6.45 | 3.50 | 4.00 | 4.00 | 4.00 |
| Building Services Division | 6.00 | 7.00 | 7.00 | 7.00 | 7.00 | 7.00 | 7.00 | 7.00 | 7.00 |
| Planning Division | 3.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 5.00 | 5.00 |
| Housing/Economic Division | - | - | 3.00 | 3.00 | 3.00 | 3.00 | 4.00 | 4.00 | 4.00 |
| Senior Services Division | - | - | - | - | - | - | - | - | - |
| Sub-Total | 13.00 | 15.00 | 19.90 | 20.45 | 20.45 | 17.50 | 19.00 | 20.00 | 20.00 |
| Public Safety | | | | | | | | | |
| Administration Division | 8.00 | 8.00 | 9.00 | 9.00 | 9.00 | 9.00 | 9.00 | 9.00 | 8.00 |
| Investigations Division | 8.00 | 8.25 | 8.25 | 8.25 | 11.15 | 11.15 | 11.15 | 10.25 | 11.25 |
| Operations Division | 29.50 | 29.00 | 29.00 | 29.00 | 27.00 | 28.00 | 28.00 | 30.35 | 30.35 |
| Sub-Total | 45.50 | 45.25 | 46.25 | 46.25 | 47.15 | 48.15 | 48.15 | 49.60 | 49.60 |
| Public Works | | | | | | | | | |
| Administration Division | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 4.50 | 4.45 | 4.45 | 4.45 |
| Engineering Division | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 3.75 | 5.00 | 5.00 | 5.00 |
| Maintenance Division | 12.00 | 12.00 | 12.00 | 12.00 | 12.00 | 12.00 | 12.00 | 12.00 | 12.00 |
| Sub-Total | 19.00 | 19.00 | 19.00 | 19.00 | 19.00 | 20.25 | 21.45 | 21.45 | 21.45 |
| TOTAL POSITIONS | 104.88 | 110.63 | 112.30 | 112.85 | 114.75 | 113.55 | 117.75 | 120.20 | 120.20 |

OS-2

CITY OF EAST PALO ALTO
Detail Position Listing

| | FTE's FY 2023-24 | | FTE's FY 2023-24 |
|---|---------------------|---|---------------------|
| City Council | | | |
| a. Council Member | 5.00 | Community and Economic Development (Con'd) | |
| City Attorney's Office | | | |
| a. City Attorney | 1.00 | Housing/Econ Division | |
| b. Deputy City Attorney I/II | 1.00 | a. Housing & Econ Dev Manager | 1.00 |
| c. Legal Assistant | <u>1.00</u> | b. RSP Administrator | 1.00 |
| | 3.00 | c. Housing Project Manager | 1.00 |
| City Manager's Office | | | |
| a. City Manager | 1.00 | d. RSP Coordinator II | <u>1.00</u> |
| b. Assistant City Manager | 1.00 | | 4.00 |
| c. Assistant to the City Manager (1-yr Term) ¹ | n/a | Planning Division | |
| d. Senior Management Analyst | 1.00 | a. Planning Manager | 1.00 |
| e. Executive Assist. to City Mgr | 1.00 | b. Senior Planner | 1.00 |
| | | c. Associate Planner | 1.00 |
| Human Resources Division | | | |
| a. Human Resources Manager | | d. Planning Technician | 1.00 |
| b. Human Resources Technician I/II ² | 1.00 | e. Assistant/Associate Planner | <u>1.00</u> |
| | <u>1.00</u> | | 5.00 |
| | 6.00 | Public Works | |
| City Clerk's Office | | | |
| a. City Clerk- PIO | 1.00 | Administration Division | |
| Administrative Services | | | |
| Administration Division | | | |
| a. Administrative Svcs Director | 1.00 | a. Public Works Director | 1.00 |
| b. Office Assistant | <u>1.00</u> | b. Administrative Assistant | 1.00 |
| | 2.00 | c. Management Analyst II | 1.00 |
| Community Services Division | | | |
| a. Community Services Manager | 1.00 | d. Environmental Service Aide | <u>1.45</u> |
| b. Recreation Coordinator | 1.00 | | 4.45 |
| c. Recreation Leader II (2 PT) | 0.90 | Engineering Division | |
| d. Van Driver (2 PT) | 1.00 | a. City Engineer | 1.00 |
| e. Nutrition Site Supervisor (1 PT) | 0.75 | b. Senior Engineer | 1.00 |
| f. Kitchen Aide (1 PT) | <u>0.50</u> | c. Associate Engineer | 1.00 |
| | 5.15 | d. Assistant/Associate Engineer | 1.00 |
| | | e. Public Works Supervisor | <u>1.00</u> |
| | | | 5.00 |
| Finance | | | |
| a. Finance Director | 1.00 | Maintenance Division | |
| b. Financial Services Manager | 1.00 | a. Maintenance Manager | 1.00 |
| c. Accountant Senior ³ | 1.00 | b. Maintenance Worker I | 3.00 |
| d. Accountant I/II | 1.00 | c. Maintenance Worker II | 5.00 |
| e. Accounting Technician I/II | 2.00 | d. Maintenance Worker III | 2.00 |
| f. Grant Coordinator | <u>1.00</u> | e. Secretary I | <u>1.00</u> |
| | 7.00 | | 12.00 |
| Community and Economic Development | | | |
| Administration Division | | | |
| a. Community & Economic Dev Director | 1.00 | Police | |
| b. Management Analyst II | 1.00 | Administration Division | |
| c. Secretary II | 1.00 | a. Police Chief | 1.00 |
| d. Office Assistant | <u>1.00</u> | b. Administrative Manager | 1.00 |
| | 4.00 | c. Management Analyst II (1-yr Term) ⁵ | n/a |
| Building Services Division | | | |
| a. Chief Building Official | 1.00 | d. Police Records Supervisor | 1.00 |
| b. Building Inspector II | 1.00 | e. Police Record's Clerk I/II | 4.00 |
| c. Building Permit Technician | 2.00 | f. Police Property Officer | <u>1.00</u> |
| d. Code Enforcement/Bldg Inspector Hybrid ⁴ | 1.00 | | 8.00 |
| e. Code Enforcement Officer II | <u>2.00</u> | Investigations Division | |
| | 7.00 | a. Commander | 1.00 |
| | | b. Police Officer | 4.00 |
| | | c. Community Services Officer | 3.00 |
| | | d. Community Services Officer (4 PT) | 1.80 |
| | | e. Cold Case Investigator | 0.45 |
| | | f. Police Sergeant | <u>1.00</u> |
| | | | 11.25 |
| | | Operations Division | |
| | | a. Commander | 1.00 |
| | | b. Police Sergeant | 4.00 |
| | | c. Police Officer | 24.00 |
| | | d. Reserve Officer (3PT) | <u>1.35</u> |
| | | | 30.35 |

¹Extending the term for another year

²Converting HR Technician to HR Technician I/II

³Converting Sr. Management Analyst to Accountant Senior

⁴Converting Code Enforcement Officer II to Code Enforcement/Bldg Inspector Hybrid

⁵1 year limited position

Total Authorized FTE's 120.20

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

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 |
| 2023 Projected | 28,586 |

Population by Genderⁱ

| | |
|--------|-------|
| Female | 51.2% |
| Male | 48.8% |

Population by Age Groupⁱ

| | |
|-------------------|------|
| Under 5 years | 5.6% |
| 5 to 9 years | 7.0% |
| 10 to 14 years | 6.2% |
| 15 to 19 years | 7.5% |
| 20 to 24 years | 7.0% |
| 25 to 29 years | 9.3% |
| 30 to 34 years | 9.1% |
| 35 to 39 years | 7.9% |
| 40 to 44 years | 6.8% |
| 45 to 49 years | 7.2% |
| 50 to 54 years | 6.1% |
| 55 to 59 years | 5.2% |
| 60 to 64 years | 6.8% |
| 65 to 69 years | 2.8% |
| 70 to 74 years | 1.9% |
| 75 to 79 years | 1.4% |
| 80 to 84 years | 1.7% |
| 85 years and over | 0.6% |

Racial Compositionⁱ

| | |
|---------------------------|-------|
| Hispanic or Latino | 59.9% |
| Black or African American | 10.7% |
| White | 13.7% |
| Asian | 6.5% |
| Pacific Islander | 6.3% |
| Two or More | 9.6% |
| Other | 2.3% |

ⁱ <https://www.census.gov/>

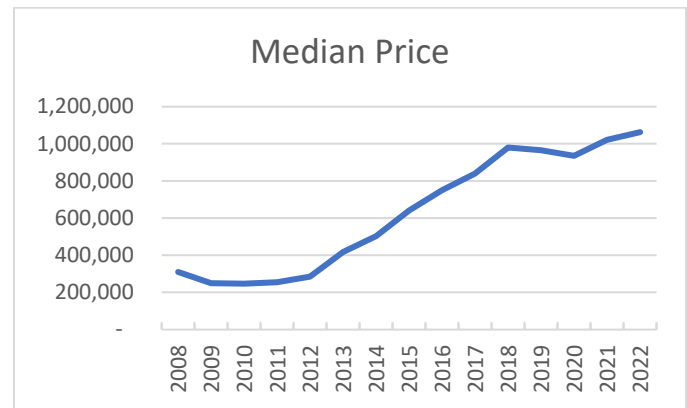
Level of Educational Attainment of Persons 25 years and olderⁱ

| | |
|----------------------------------|-------|
| No High School degree | 26.3% |
| High School degree or equivalent | 21.2% |
| Some college, no degree | 20.8% |
| Bachelor's degree | 19.5% |
| Post-grad degree | 12.3% |

Per Capital Personal Incomeⁱ

\$36,505

Median Sales Price for Single Family Residencesⁱⁱ (\$1,062,500 in 2022)



ⁱⁱ San Mateo County Associations of Realtors

FINANCIAL SUMMARY

FY 2023-2024 Budget

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

Budget Information:

- **Citywide Budget Overview**
 - FY 2023-24 Budget by Fund Category
- **General Fund Overview**
 - FY 2023-24 General Fund and Internal Reserve Funds Budget
- **Special Revenue Funds Overview**
 - FY 2023-24 Special Revenue Funds Budget
 - FY 2023-24 Community Programs Budget
 - FY 2023-24 Housing Programs Budget
 - FY 2023-24 Transportation and Infrastructure Programs Budget
- **Capital Funds Overview**
 - FY 2023-24 Capital Funds Budget
- **Enterprise Funds Overview**
 - FY 2023-24 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 2023-2024 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 | 17,010,000 | 955,340 | - | - | 17,965,340 | 3,562,862 | 21,528,202 |
| Sales Tax | 6,030,000 | - | - | - | 6,030,000 | - | 6,030,000 |
| Utility Users Tax | 1,726,043 | - | - | - | 1,726,043 | - | 1,726,043 |
| Transient Occupancy Tax | 2,200,000 | 550,000 | - | - | 2,750,000 | - | 2,750,000 |
| Other State and Local Taxes | 2,688,735 | 4,082,000 | - | - | 6,770,735 | - | 6,770,735 |
| Franchise Fees | 1,158,000 | - | - | - | 1,158,000 | - | 1,158,000 |
| Licenses, Fees, and Permits | 432,600 | 787,000 | 1,851,908 | 777,863 | 3,849,371 | - | 3,849,371 |
| Fines and Forfeitures | 225,000 | 2,500 | - | - | 227,500 | - | 227,500 |
| Use of Money and Property | 652,000 | 485,120 | 316,980 | 638,320 | 2,092,420 | 12,800 | 2,105,220 |
| Grants and Intergovernmental | 55,000 | 2,310,251 | - | - | 2,365,251 | - | 2,365,251 |
| Charges for Current Services | 818,200 | 7,500 | - | 4,188,000 | 5,013,700 | - | 5,013,700 |
| Other Miscellaneous | 1,747,000 | 150,000 | 300,000 | 276,000 | 2,473,000 | - | 2,473,000 |
| Total Revenues | 34,742,578 | 9,329,711 | 2,468,888 | 5,880,183 | 52,421,360 | 3,575,662 | 55,997,022 |
| Expenditures | | | | | | | |
| City Council | 171,150 | - | - | - | 171,150 | - | 171,150 |
| City Attorney | 1,031,428 | 35,000 | - | - | 1,066,428 | 7,500 | 1,073,928 |
| City Clerk | 361,068 | - | - | - | 361,068 | - | 361,068 |
| City Manager | 2,392,293 | - | 5,625 | 49,098 | 2,447,016 | - | 2,447,016 |
| Administrative Services | 1,860,336 | 929,350 | 100,000 | - | 2,889,686 | - | 2,889,686 |
| Finance | 1,278,852 | 9,067 | 129,141 | 22,000 | 1,439,060 | 28,029 | 1,467,089 |
| Community Development | 5,270,014 | 5,886,846 | - | - | 11,156,860 | - | 11,156,860 |
| Public Works | 4,700,398 | 1,567,934 | 326,666 | 500,786 | 7,095,784 | - | 7,095,784 |
| Police | 15,407,077 | 326,229 | - | - | 15,733,306 | - | 15,733,306 |
| Non-Departmental | | | | | | | |
| Capital/Technology | - | 1,320,000 | - | - | 1,320,000 | - | 1,320,000 |
| Debt Service | - | - | - | - | - | 3,591,411 | 3,591,411 |
| Insurance and Settlements | 854,684 | - | - | - | 854,684 | - | 854,684 |
| Other Non-Departmental | 1,041,965 | 452,594 | - | 3,368,500 | 4,863,059 | - | 4,863,059 |
| Overhead Allocation | (913,434) | 762,522 | - | 138,319 | (12,593) | 12,593 | - |
| Total Expenditures | 33,455,831 | 11,289,542 | 561,432 | 4,078,703 | 49,385,508 | 3,639,533 | 53,025,041 |
| Net Sources / (Uses) | 1,286,747 | (1,959,831) | 1,907,456 | 1,801,480 | 3,035,852 | (63,871) | 2,971,981 |
| Other Financing Sources / (Uses) | | | | | | | |
| Transfers In | - | 1,139,438 | - | - | 1,139,438 | - | 1,139,438 |
| Transfers Out | (1,139,438) | - | - | - | (1,139,438) | - | (1,139,438) |
| Net Operating Transfers | (1,139,438) | 1,139,438 | - | - | - | - | - |
| Change in Fund Balance | 147,309 | (820,393) | 1,907,456 | 1,801,480 | 3,035,852 | (63,871) | 2,971,981 |
| Other Changes | 1,857,000 | - | - | - | 1,857,000 | - | 1,857,000 |
| Projected Fund Balance | | | | | | | |
| July 01, 2023 Balance* | 19,130,000 | 28,742,000 | 11,502,000 | 12,748,000 | 72,122,000 | (16,762,000) | 55,360,000 |
| June 30, 2024 Balance | 21,134,309 | 27,921,607 | 13,409,456 | 14,549,480 | 77,014,852 | (16,825,871) | 60,188,981 |

*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 2023-2024 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 | 17,010,000 | - | - | - | - | - | 17,010,000 |
| Sales Tax | 6,030,000 | - | - | - | - | - | 6,030,000 |
| Utility Users Tax | 1,726,043 | - | - | - | - | - | 1,726,043 |
| Transient Occupancy Tax | 2,200,000 | - | - | - | - | - | 2,200,000 |
| Other State and Local Taxes | 2,688,735 | - | - | - | - | - | 2,688,735 |
| Franchise Fees | 1,158,000 | - | - | - | - | - | 1,158,000 |
| Licenses, Fees, and Permits | 432,600 | - | - | - | - | - | 432,600 |
| Fines and Forfeitures | 225,000 | - | - | - | - | - | 225,000 |
| Use of Money and Property | 652,000 | - | - | - | - | - | 652,000 |
| Grants and Intergovernmental | 55,000 | - | - | - | - | - | 55,000 |
| Charges for Current Services | 818,200 | - | - | - | - | - | 818,200 |
| Other Miscellaneous | 207,000 | - | - | - | 1,540,000 | - | 1,747,000 |
| Total Revenues | 33,202,578 | - | - | - | 1,540,000 | - | 34,742,578 |
| Expenditures | | | | | | | |
| City Council | 171,150 | - | - | - | - | - | 171,150 |
| City Attorney | 976,428 | - | - | 55,000 | - | - | 1,031,428 |
| City Clerk | 258,468 | 102,600 | - | - | - | - | 361,068 |
| City Manager | 2,362,293 | 30,000 | - | - | - | - | 2,392,293 |
| Administrative Services | 1,429,569 | 430,767 | - | - | - | - | 1,860,336 |
| Finance | 1,098,977 | 179,875 | - | - | - | - | 1,278,852 |
| Community Development | 3,750,514 | 14,500 | 105,000 | - | 1,400,000 | - | 5,270,014 |
| Public Works | 4,479,898 | 165,500 | 45,000 | - | 10,000 | - | 4,700,398 |
| Police | 15,228,577 | - | 178,500 | - | - | - | 15,407,077 |
| Non-Departmental | | | | | | | |
| Major Capital | - | - | - | - | - | - | - |
| Debt Service | - | - | - | - | - | - | - |
| Insurance and Settlements | - | - | - | 854,684 | - | - | 854,684 |
| Other Non-Departmental | 738,465 | 303,500 | - | - | - | - | 1,041,965 |
| Overhead Allocation | (913,434) | - | - | - | - | - | (913,434) |
| Total Expenditures | 29,580,905 | 1,226,742 | 328,500 | 909,684 | 1,410,000 | - | 33,455,831 |
| Net Sources / (Uses) | 3,621,673 | (1,226,742) | (328,500) | (909,684) | 130,000 | - | 1,286,747 |
| Other Financing Sources / (Uses) | | | | | | | |
| Transfers In | - | 1,226,742 | 328,500 | 909,684 | - | (2,464,926) | - |
| Transfers Out | (3,604,364) | - | - | - | - | 2,464,926 | (1,139,438) |
| Net Operating Transfers | (3,604,364) | 1,226,742 | 328,500 | 909,684 | - | - | (1,139,438) |
| Change in Fund Balance | 17,309 | - | - | - | 130,000 | - | 147,309 |
| Other Changes | 1,987,000 | - | - | - | (130,000) | - | 1,857,000 |
| Projected Fund Balance | | | | | | | |
| July 01, 2023 Balance* | 19,130,000 | - | - | - | - | - | 19,130,000 |
| June 30, 2024 Balance | 21,134,309 | - | - | - | - | - | 21,134,309 |

*Excludes certain reserves and commitments

SPECIAL REVENUE FUNDS OVERVIEW

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

Community Programs

Public Safety Grants

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

Federal and State Grants

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

Local Grants

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

CYSFF

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

Measure C

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

American Rescue Plan Act (ARPA)

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

Housing Programs

Rent Stabilization

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

Housing in Lieu

SPECIAL REVENUE FUNDS OVERVIEW

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

Housing Assistance

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

Housing Commercial Impact

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

Housing TOT

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

Measure HH

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

Housing Successor Agency

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

Silicon Valley Community Foundation

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

Transportation and Infrastructure Programs

State Gas Tax

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

Measure A

SPECIAL REVENUE FUNDS OVERVIEW

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

NPDES

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

Lighting District

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

Drainage District

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

Measure W

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

CITY OF EAST PALO ALTO
FY 2023-2024 SPECIAL REVENUE FUNDS BUDGET

| | Community Programs | Housing Programs | Transportation and Infrastructure Programs | Total |
|---|--------------------|--------------------|--|--------------------|
| Revenues | | | | |
| Property Tax | - | - | 955,340 | 955,340 |
| Sales Tax | - | - | - | - |
| Utility Users Tax | - | - | - | - |
| Transient Occupancy Tax | 275,000 | 275,000 | - | 550,000 |
| Other State and Local Taxes | - | 1,677,000 | 2,405,000 | 4,082,000 |
| Franchise Fees | - | - | - | - |
| Licenses, Fees, and Permits | - | 643,000 | 144,000 | 787,000 |
| Fines and Forfeitures | - | 2,500 | - | 2,500 |
| Use of Money and Property | 36,160 | 248,960 | 200,000 | 485,120 |
| Grants and Intergovernmental | 1,218,251 | 1,000,000 | 92,000 | 2,310,251 |
| Charges for Current Services | - | - | 7,500 | 7,500 |
| Other Miscellaneous | 150,000 | - | - | 150,000 |
| Total Revenues | 1,679,411 | 3,846,460 | 3,803,840 | 9,329,711 |
| Expenditures | | | | |
| City Council | - | - | - | - |
| City Attorney | - | 35,000 | - | 35,000 |
| City Clerk | - | - | - | - |
| City Manager | - | - | - | - |
| Administrative Services | 929,350 | - | - | 929,350 |
| Finance | - | 3,689 | 5,378 | 9,067 |
| Community Development | 100,500 | 5,786,346 | - | 5,886,846 |
| Public Works | - | - | 1,567,934 | 1,567,934 |
| Police | 326,229 | - | - | 326,229 |
| Non-Departmental | - | - | - | - |
| Capital/Technology | - | - | 1,320,000 | 1,320,000 |
| Debt Service | - | - | - | - |
| Insurance and Settlements | - | - | - | - |
| Other Non-Departmental | - | 11 | 452,583 | 452,594 |
| Overhead Allocation | 47,997 | 350,262 | 364,263 | 762,522 |
| Total Expenditures | 1,404,076 | 6,175,308 | 3,710,158 | 11,289,542 |
| Net Sources / (Uses) | 275,335 | (2,328,848) | 93,682 | (1,959,831) |
| Other Financing Sources / (Uses) | | | | |
| Transfers In | - | 397,410 | 742,028 | 1,139,438 |
| Transfers Out | - | - | - | - |
| Net Operating Transfers | - | 397,410 | 742,028 | 1,139,438 |
| Change in Fund Balance | 275,335 | (1,931,438) | 835,710 | (820,393) |
| Other Changes | - | - | - | - |
| Projected Fund Balance | | | | |
| July 01, 2023 Balance* | 1,794,000 | 12,433,000 | 14,515,000 | 28,742,000 |
| June 30, 2024 Balance | 2,069,335 | 10,501,562 | 15,350,710 | 27,921,607 |

*Excludes certain reserves and commitments

CITY OF EAST PALO ALTO
FY 2023-2024 COMMUNITY PROGRAMS BUDGET

| | Public Safety Grants F213 | Federal and State Grants F215 | Local Grants F230 | CYSFF TOT F231 | Measure C F232 | ARPA F290 | Total Community Programs |
|---|---------------------------------|----------------------------------|-------------------------|-------------------|-------------------|--------------|--------------------------------|
| Revenues | | | | | | | |
| Property Tax | - | - | - | - | - | - | - |
| Sales Tax | - | - | - | - | - | - | - |
| Utility Users Tax | - | - | - | - | - | - | - |
| Transient Occupancy Tax | - | - | - | 275,000 | - | - | 275,000 |
| Other State and Local Taxes | - | - | - | - | - | - | - |
| Franchise Fees | - | - | - | - | - | - | - |
| Licenses, Fees, and Permits | - | - | - | - | - | - | - |
| Fines and Forfeitures | - | - | - | - | - | - | - |
| Use of Money and Property | 3,520 | 7,360 | 8,000 | 14,400 | 2,880 | - | 36,160 |
| Grants and Intergovernmental | 160,000 | 488,251 | 570,000 | - | - | - | 1,218,251 |
| Charges for Current Services | - | - | - | - | - | - | - |
| Other Miscellaneous | - | - | 150,000 | - | - | - | 150,000 |
| Total Revenues | 163,520 | 495,611 | 728,000 | 289,400 | 2,880 | - | 1,679,411 |
| Expenditures | | | | | | | |
| City Council | - | - | - | - | - | - | - |
| City Attorney | - | - | - | - | - | - | - |
| City Clerk | - | - | - | - | - | - | - |
| City Manager | - | - | - | - | - | - | - |
| Administrative Services | - | 84,350 | 570,000 | 275,000 | - | - | 929,350 |
| Finance | - | - | - | - | - | - | - |
| Community Development | - | 100,500 | - | - | - | - | 100,500 |
| Public Works | - | - | - | - | - | - | - |
| Police | 176,229 | - | 150,000 | - | - | - | 326,229 |
| Non-Departmental | | | | | | | - |
| Capital/Technology | - | - | - | - | - | - | - |
| Debt Service | - | - | - | - | - | - | - |
| Insurance and Settlements | - | - | - | - | - | - | - |
| Other Non-Departmental | - | - | - | - | - | - | - |
| Overhead Allocation | - | - | - | 47,997 | - | - | 47,997 |
| Total Expenditures | 176,229 | 184,850 | 720,000 | 322,997 | - | - | 1,404,076 |
| Net Sources / (Uses) | (12,709) | 310,761 | 8,000 | (33,597) | 2,880 | - | 275,335 |
| Other Financing Sources / (Uses) | | | | | | | |
| Transfers In | - | - | - | - | - | - | - |
| Transfers Out | - | - | - | - | - | - | - |
| Net Operating Transfers | | | | | | | - |
| Change in Fund Balance | (12,709) | 310,761 | 8,000 | (33,597) | 2,880 | - | 275,335 |
| Other Changes | - | - | - | - | - | - | - |
| Projected Fund Balance | | | | | | | |
| July 01, 2023 Balance* | 220,000 | (220,000) | 664,000 | 1,117,000 | 13,000 | - | 1,794,000 |
| June 30, 2024 Balance | 207,291 | 90,761 | 672,000 | 1,083,403 | 15,880 | - | 2,069,335 |

*Excludes certain reserves and commitments

CITY OF EAST PALO ALTO
FY 2023-2024 HOUSING PROGRAMS BUDGET

| | Rent Stabilization F204 | Housing Lieu F207 | In Housing Assistance F209 | Housing Commercial Impact F216 | Housing TOT F218 | Measure HH F219 | Housing Successor F220 | Silicon Valley Community F233 | Total |
|---|-------------------------|--------------------|----------------------------|--------------------------------|------------------|------------------|------------------------|-------------------------------|--------------------|
| Revenues | | | | | | | | | |
| Property Tax | - | - | - | - | - | - | - | - | - |
| Sales Tax | - | - | - | - | - | - | - | - | - |
| Utility Users Tax | - | - | - | - | - | - | - | - | - |
| Transient Occupancy Tax | - | - | - | - | 275,000 | - | - | - | 275,000 |
| Other State and Local Taxes | - | - | - | - | - | 1,677,000 | - | - | 1,677,000 |
| Franchise Fees | - | - | - | - | - | - | - | - | - |
| Licenses, Fees, and Permits | 605,000 | 38,000 | - | - | - | - | - | - | 643,000 |
| Fines and Forfeitures | 2,500 | - | - | - | - | - | - | - | 2,500 |
| Use of Money and Property | 7,360 | 96,000 | 4,800 | - | 38,400 | 70,400 | 32,000 | - | 248,960 |
| Grants and Intergovernmental | - | 1,000,000 | - | - | - | - | - | - | 1,000,000 |
| Charges for Current Services | - | - | - | - | - | - | - | - | - |
| Other Miscellaneous | - | - | - | - | - | - | - | - | - |
| Total Revenues | 614,860 | 1,134,000 | 4,800 | - | 313,400 | 1,747,400 | 32,000 | - | 3,846,460 |
| Expenditures | | | | | | | | | |
| City Council | - | - | - | - | - | - | - | - | - |
| City Attorney | - | - | - | - | - | - | 35,000 | - | 35,000 |
| City Clerk | - | - | - | - | - | - | - | - | - |
| City Manager | - | - | - | - | - | - | - | - | - |
| Administrative Services | - | - | - | - | - | - | - | - | - |
| Finance | - | - | - | - | - | 3,689 | - | - | 3,689 |
| Community Development | 528,331 | 2,840,950 | 4,655 | - | - | 844,421 | 1,567,989 | - | 5,786,346 |
| Public Works | - | - | - | - | - | - | - | - | - |
| Police | - | - | - | - | - | - | - | - | - |
| Non-Departmental | | | | | | | | | |
| Capital/Technology | - | - | - | - | - | - | - | - | - |
| Debt Service | - | - | - | - | - | - | - | - | - |
| Insurance and Settlements | - | - | - | - | - | - | - | - | - |
| Other Non-Departmental | - | - | - | - | - | 11 | - | - | 11 |
| Overhead Allocation | 272,197 | 31,970 | 1,691 | - | 28,917 | - | 15,487 | - | 350,262 |
| Total Expenditures | 800,528 | 2,872,920 | 6,346 | - | 28,917 | 848,121 | 1,618,476 | - | 6,175,308 |
| Net Sources / (Uses) | (185,668) | (1,738,920) | (1,546) | - | 284,483 | 899,279 | (1,586,476) | - | (2,328,848) |
| Other Financing Sources / (Uses) | | | | | | | | | |
| Transfers In | - | - | - | - | - | - | 397,410 | - | 397,410 |
| Transfers Out | - | - | - | - | - | - | - | - | - |
| Net Operating Transfers | - | - | - | - | - | - | 397,410 | - | 397,410 |
| Change in Fund Balance | (185,668) | (1,738,920) | (1,546) | - | 284,483 | 899,279 | (1,189,066) | - | (1,931,438) |
| Other Changes | - | - | - | - | - | - | - | - | - |
| Projected Fund Balance | | | | | | | | | |
| July 01, 2023 Balance* | 282,000 | 3,628,000 | 329,000 | - | 2,801,000 | 4,093,000 | 1,412,000 | (112,000) | 12,433,000 |
| June 30, 2024 Balance | 96,332 | 1,889,080 | 327,454 | - | 3,085,483 | 4,992,279 | 222,934 | (112,000) | 10,501,562 |

*Excludes certain reserves and commitments

CITY OF EAST PALO ALTO
FY 2023-2024 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 | - | - | - | - | 801,900 | 153,440 | - | 955,340 |
| Sales Tax | - | - | - | - | - | - | - | - |
| Utility Users Tax | - | - | - | - | - | - | - | - |
| Transient Occupancy Tax | - | - | - | - | - | - | - | - |
| Other State and Local Taxes | 1,455,000 | 650,000 | - | - | - | - | 300,000 | 2,405,000 |
| Franchise Fees | - | - | - | - | - | - | - | - |
| Licenses, Fees, and Permits | - | - | 144,000 | - | - | - | - | 144,000 |
| Fines and Forfeitures | - | - | - | - | - | - | - | - |
| Use of Money and Property | 41,600 | 70,400 | 4,800 | 4,800 | 60,800 | 9,600 | 8,000 | 200,000 |
| Grants and Intergovernmental | - | - | 92,000 | - | - | - | - | 92,000 |
| Charges for Current Services | - | - | 7,500 | - | - | - | - | 7,500 |
| Other Miscellaneous | - | - | - | - | - | - | - | - |
| Total Revenues | 1,496,600 | 720,400 | 248,300 | 4,800 | 862,700 | 163,040 | 308,000 | 3,803,840 |
| Expenditures | | | | | | | | |
| City Council | - | - | - | - | - | - | - | - |
| City Attorney | - | - | - | - | - | - | - | - |
| City Clerk | - | - | - | - | - | - | - | - |
| City Manager | - | - | - | - | - | - | - | - |
| Administrative Services | - | - | - | - | - | - | - | - |
| Finance | - | 1,689 | 2,000 | - | - | - | 1,689 | 5,378 |
| Community Development | - | - | - | - | - | - | - | - |
| Public Works | 898,741 | - | 317,433 | - | 140,018 | 211,742 | - | 1,567,934 |
| Police | - | - | - | - | - | - | - | - |
| Non-Departmental | - | - | - | - | - | - | - | - |
| Capital/Technology | 550,000 | 550,000 | - | - | - | - | 220,000 | 1,320,000 |
| Debt Service | - | - | - | - | - | - | - | - |
| Insurance and Settlements | - | - | - | - | - | - | - | - |
| Other Non-Departmental | 76,808 | - | 369,625 | - | 4,800 | 1,350 | - | 452,583 |
| Overhead Allocation | 137,344 | 1,770 | 80,486 | - | 48,431 | 96,232 | - | 364,263 |
| Total Expenditures | 1,662,893 | 553,459 | 769,544 | - | 193,249 | 309,324 | 221,689 | 3,710,158 |
| Net Sources / (Uses) | (166,293) | 166,941 | (521,244) | 4,800 | 669,451 | (146,284) | 86,311 | 93,682 |
| Other Financing Sources / (Uses) | | | | | | | | |
| Transfers In | 64,500 | - | 531,244 | - | - | 146,284 | - | 742,028 |
| Transfers Out | - | - | - | - | - | - | - | - |
| Net Operating Transfers | 64,500 | - | 531,244 | - | - | 146,284 | - | 742,028 |
| Change in Fund Balance | (101,793) | 166,941 | 10,000 | 4,800 | 669,451 | - | 86,311 | 835,710 |
| Other Changes | - | - | - | - | - | - | - | - |
| Projected Fund Balance | | | | | | | | |
| July 01, 2023 Balance* | 3,442,000 | 4,418,000 | 210,000 | 337,000 | 4,798,000 | 733,000 | 577,000 | 14,515,000 |
| June 30, 2024 Balance | 3,340,207 | 4,584,941 | 220,000 | 341,800 | 5,467,451 | 733,000 | 663,311 | 15,350,710 |

*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.

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CITY OF EAST PALO ALTO
FY 2023-2024 CAPITAL PROJECT FUNDS BUDGET

| | Capital Improvement F301/303 | Parks and Trails Impact F305 | Public Facilities Impact F306 | Transportation Impact F307 | RBD-I Storm Drain Impact F308 | RBD-O Storm Drain Impact F309 | Total |
|---|------------------------------------|------------------------------------|--|----------------------------------|--|--|------------------|
| Revenues | | | | | | | |
| Property Tax | - | - | - | - | - | - | - |
| Sales Tax | - | - | - | - | - | - | - |
| Utility Users Tax | - | - | - | - | - | - | - |
| Transient Occupancy Tax | - | - | - | - | - | - | - |
| Other State and Local Taxes | - | - | - | - | - | - | - |
| Franchise Fees | - | - | - | - | - | - | - |
| Licenses, Fees, and Permits | - | 441,679 | 774,606 | 275,371 | 360,252 | - | 1,851,908 |
| Fines and Forfeitures | - | - | - | - | - | - | - |
| Use of Money and Property | 310,400 | 100 | 300 | 2,880 | 100 | 3,200 | 316,980 |
| Grants and Intergovernmental | - | - | - | - | - | - | - |
| Charges for Current Services | - | - | - | - | - | - | - |
| Other Miscellaneous | 300,000 | - | - | - | - | - | 300,000 |
| Total Revenues | 610,400 | 441,779 | 774,906 | 278,251 | 360,352 | 3,200 | 2,468,888 |
| Expenditures | | | | | | | |
| City Council | - | - | - | - | - | - | - |
| City Attorney | - | - | - | - | - | - | - |
| City Clerk | - | - | - | - | - | - | - |
| City Manager | 5,625 | - | - | - | - | - | 5,625 |
| Administrative Services | 100,000 | - | - | - | - | - | 100,000 |
| Finance | 129,141 | - | - | - | - | - | 129,141 |
| Community Development | - | - | - | - | - | - | - |
| Public Works | 160,000 | - | - | 83,333 | 83,333 | - | 326,666 |
| Police | - | - | - | - | - | - | - |
| Non-Departmental | | | | | | | |
| Capital/Technology | - | - | - | - | - | - | - |
| Debt Service | - | - | - | - | - | - | - |
| Insurance and Settlements | - | - | - | - | - | - | - |
| Other Non-Departmental | - | - | - | - | - | - | - |
| Overhead Allocation | - | - | - | - | - | - | - |
| Total Expenditures | 394,766 | - | - | 83,333 | 83,333 | - | 561,432 |
| Net Sources / (Uses) | 215,634 | 441,779 | 774,906 | 194,918 | 277,019 | 3,200 | 1,907,456 |
| Other Financing Sources / (Uses) | | | | | | | |
| Transfers In | - | - | - | - | - | - | - |
| Transfers Out | - | - | - | - | - | - | - |
| Net Operating Transfers | - | - | - | - | - | - | - |
| Change in Fund Balance | 215,634 | 441,779 | 774,906 | 194,918 | 277,019 | 3,200 | 1,907,456 |
| Other Changes | - | - | - | - | - | - | - |
| Projected Fund Balance | | | | | | | |
| July 01, 2023 Balance* | 9,064,000 | 455,000 | 853,000 | 476,000 | 364,000 | 290,000 | 11,502,000 |
| June 30, 2024 Balance | 9,279,634 | 896,779 | 1,627,906 | 670,918 | 641,019 | 293,200 | 13,409,456 |

*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.

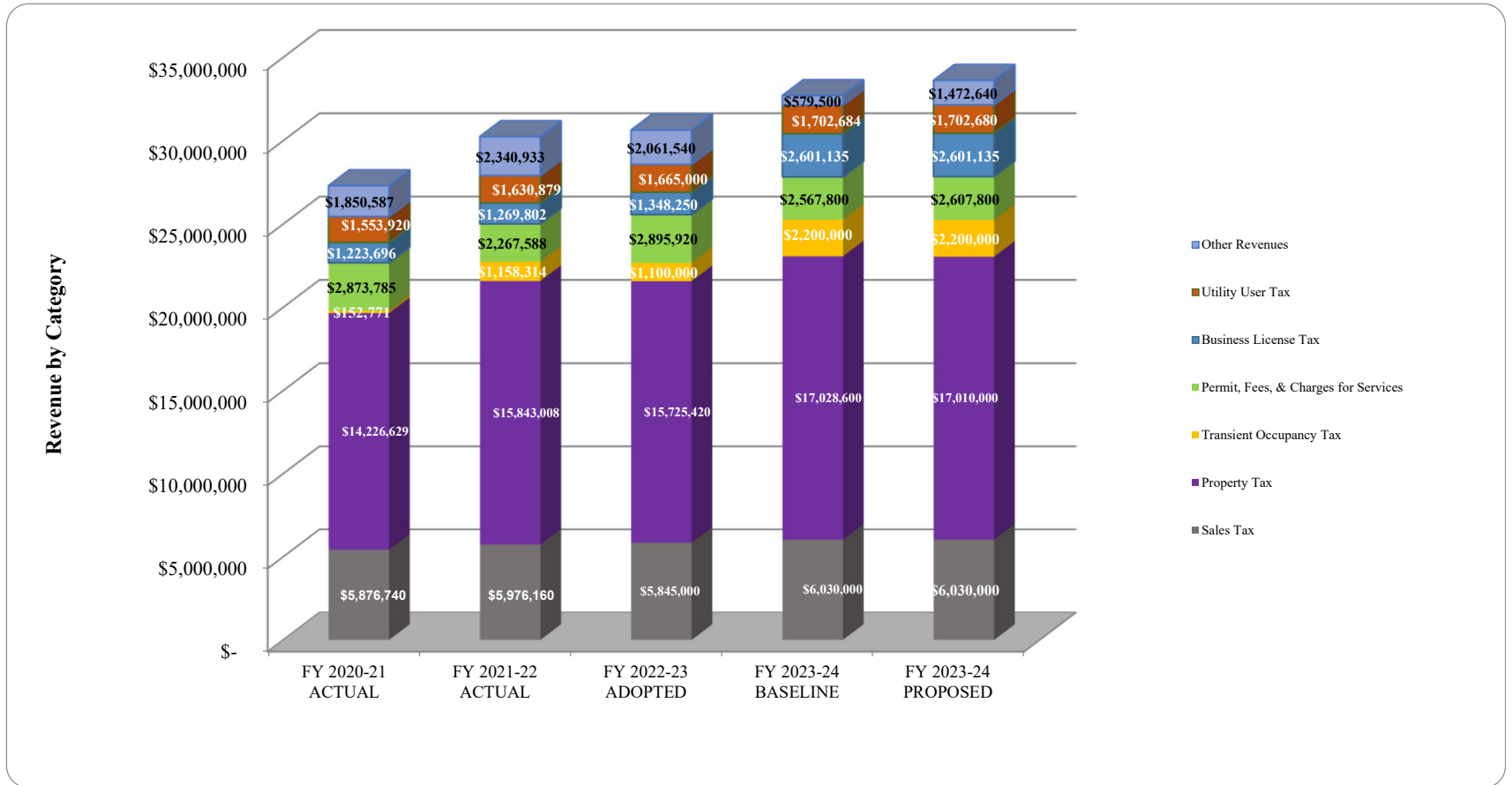
CITY OF EAST PALO ALTO
FY 2023-2024 ENTERPRISE FUNDS BUDGET

| | Water Lease F510 | Water Capital F511 | Water Meter F512 | Water Capacity F513 | Sub-total Water Enterprise | Garbage Service F520 | Total |
|---|---------------------|-----------------------|---------------------|------------------------|----------------------------------|----------------------------|------------------|
| Revenues | | | | | | | |
| Property Tax | - | - | - | - | - | - | - |
| Sales Tax | - | - | - | - | - | - | - |
| Utility Users Tax | - | - | - | - | - | - | - |
| Transient Occupancy Tax | - | - | - | - | - | - | - |
| Other State and Local Taxes | - | - | - | - | - | - | - |
| Franchise Fees | - | - | - | - | - | - | - |
| Licenses, Fees, and Permits | - | - | - | 777,863 | 777,863 | - | 777,863 |
| Fines and Forfeitures | - | - | - | - | - | - | - |
| Use of Money and Property | 524,720 | 64,000 | 22,400 | 8,000 | 619,120 | 19,200 | 638,320 |
| Grants and Intergovernmental | - | - | - | - | - | - | - |
| Charges for Current Services | - | 1,200,000 | - | - | 1,200,000 | 2,988,000 | 4,188,000 |
| Other Miscellaneous | - | - | - | - | - | 276,000 | 276,000 |
| Total Revenues | 524,720 | 1,264,000 | 22,400 | 785,863 | 2,596,983 | 3,283,200 | 5,880,183 |
| Expenditures | | | | | | | |
| City Council | - | - | - | - | - | - | - |
| City Attorney | - | - | - | - | - | - | - |
| City Clerk | - | - | - | - | - | - | - |
| City Manager | 49,098 | - | - | - | 49,098 | - | 49,098 |
| Administrative Services | - | - | - | - | - | - | - |
| Finance | 20,000 | - | - | - | 20,000 | 2,000 | 22,000 |
| Community Development | - | - | - | - | - | - | - |
| Public Works | 176,500 | 25,000 | 10,000 | 83,333 | 294,833 | 205,953 | 500,786 |
| Police | - | - | - | - | - | - | - |
| Non-Departmental | | | | | | | - |
| Capital/Technology | - | - | - | - | - | - | - |
| Debt Service | - | - | - | - | - | - | - |
| Insurance and Settlements | - | - | - | - | - | - | - |
| Other Non-Departmental | 73,000 | 300,000 | - | - | 373,000 | 2,995,500 | 3,368,500 |
| Overhead Allocation | 74,518 | - | - | - | 74,518 | 63,801 | 138,319 |
| Total Expenditures | 393,116 | 325,000 | 10,000 | 83,333 | 811,449 | 3,267,254 | 4,078,703 |
| Net Sources / (Uses) | 131,604 | 939,000 | 12,400 | 702,530 | 1,785,534 | 15,946 | 1,801,480 |
| Other Financing Sources / (Uses) | | | | | | | |
| Transfers In | - | - | - | - | - | - | - |
| Transfers Out | - | - | - | - | - | - | - |
| Net Operating Transfers | - | - | - | - | - | - | - |
| Change in Fund Balance | 131,604 | 939,000 | 12,400 | 702,530 | 1,785,534 | 15,946 | 1,801,480 |
| Other Changes | - | - | - | - | - | - | - |
| Projected Fund Balance | | | | | | | |
| July 01, 2023 Balance* | 2,643,000 | 6,728,000 | 1,583,000 | 531,000 | 11,485,000 | 1,263,000 | 12,748,000 |
| June 30, 2024 Balance | 2,774,604 | 7,667,000 | 1,595,400 | 1,233,530 | 13,270,534 | 1,278,946 | 14,549,480 |

*Excludes certain reserves and commitments

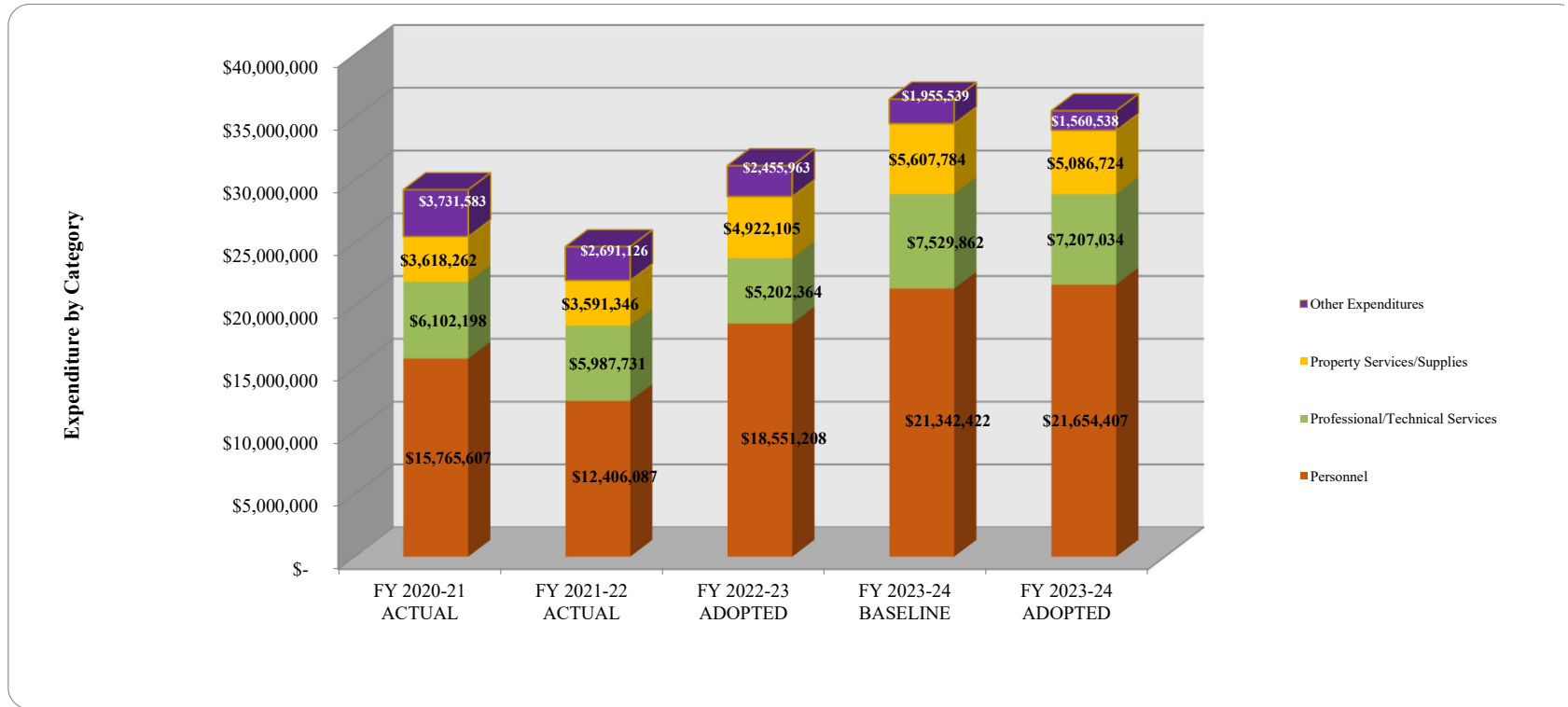
GENERAL FUND REVENUES BY MAJOR CATEGORY

| | FY 2020-21 ACTUAL | FY 2021-22 ACTUAL | FY 2022-23 ADOPTED | FY 2023-24 BASELINE | FY 2023-24 PROPOSED |
|--------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Property Tax | \$ 14,226,629 | \$ 15,843,008 | \$ 15,725,420 | \$ 17,028,600 | \$ 17,010,000 |
| Sales Tax | \$ 5,422,953 | \$ 5,738,443 | \$ 5,845,000 | \$ 6,030,000 | \$ 6,030,000 |
| Transient Occupancy Tax | \$ 152,771 | \$ 1,158,314 | \$ 1,100,000 | \$ 2,200,000 | \$ 2,200,000 |
| Utility User Tax | \$ 1,630,879 | \$ 1,631,049 | \$ 1,702,680 | \$ 1,726,043 | \$ 1,726,043 |
| Business License Tax | \$ 1,223,696 | \$ 1,269,802 | \$ 1,348,250 | \$ 2,601,135 | \$ 2,601,135 |
| Permit, Fees, & Charges for Services | \$ 2,873,785 | \$ 2,267,588 | \$ 2,895,920 | \$ 2,567,800 | \$ 2,607,800 |
| Other Revenues and Transfers In | \$ 2,657,240 | \$ 1,602,978 | \$ 1,652,640 | \$ 2,549,000 | \$ 2,567,600 |
| Total General Fund Revenues | <u>28,187,953</u> | <u>29,511,182</u> | <u>30,269,910</u> | <u>34,702,578</u> | <u>34,742,578</u> |



GENERAL FUND EXPENDITURES BY MAJOR CATEGORY

| | FY 2020-21 ACTUAL | FY 2021-22 ACTUAL | FY 2022-23 ADOPTED | FY 2023-24 BASELINE | FY 2023-24 ADOPTED |
|---|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Personnel | \$ 15,765,607 | \$ 12,406,087 | \$ 18,551,208 | \$ 21,342,422 | \$ 21,654,407 |
| Professional/Technical Services | \$ 6,102,198 | \$ 5,987,731 | \$ 5,202,364 | \$ 7,529,862 | \$ 7,207,034 |
| Property Services/Supplies | \$ 3,618,262 | \$ 3,591,346 | \$ 4,922,105 | \$ 5,607,784 | \$ 5,086,724 |
| Capital, Transfers, and Other Expenditures | \$ 3,731,583 | \$ 2,691,126 | \$ 2,455,963 | \$ 1,955,539 | \$ 1,560,538 |
| Total General Fund Expenditures Before Allocations | \$ 29,217,650 | \$ 24,676,290 | \$ 31,131,640 | \$ 36,435,607 | \$ 35,508,703 |
| Overhead Allocation to Other Funds | \$ (826,223) | \$ (833,910) | \$ (861,730) | \$ (913,434) | \$ (913,434) |
| Total Net General Fund Expenditures | \$ 28,391,427 | \$ 23,842,380 | \$ 30,269,910 | \$ 35,522,173 | \$ 34,595,269 |



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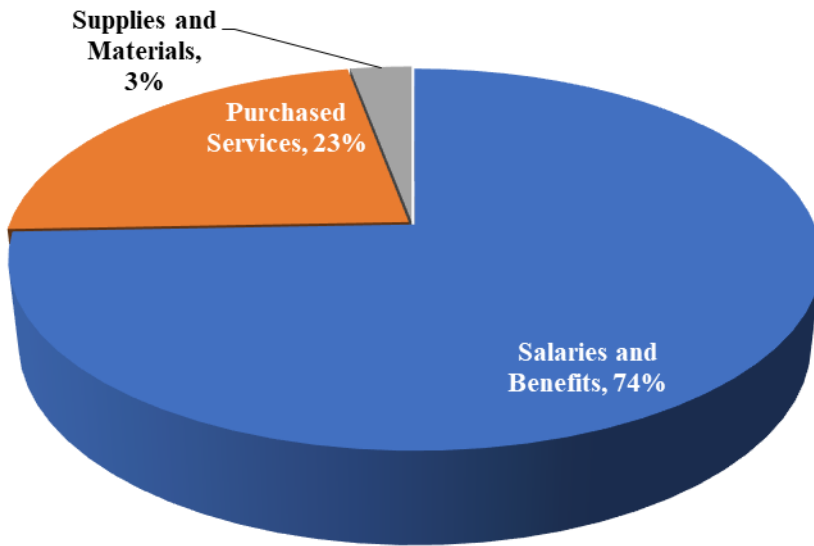
CITY COUNCIL

FY 2023-2024 Budget

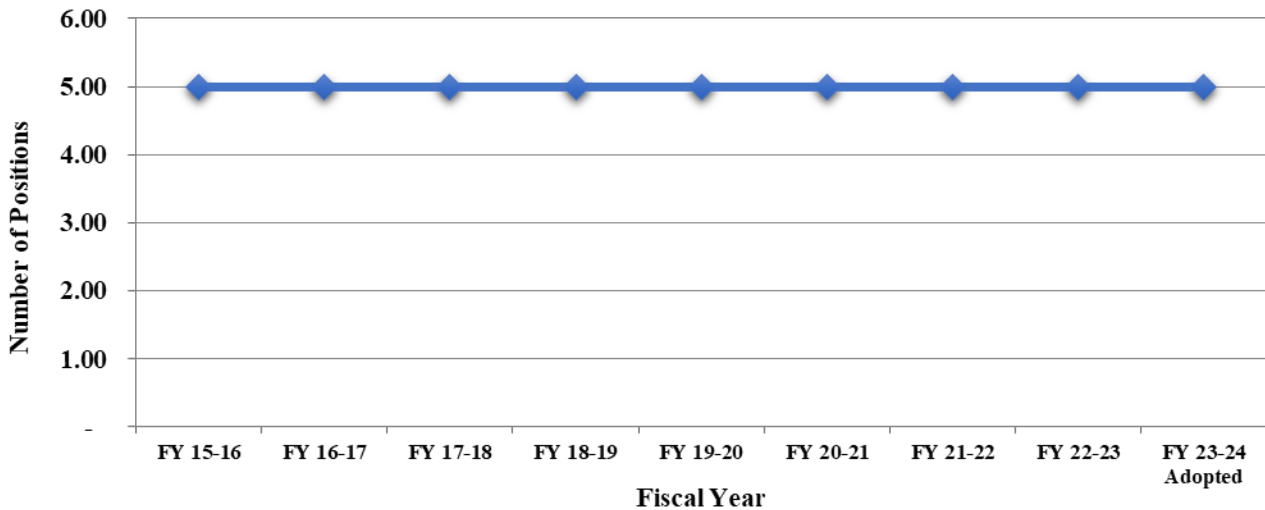
FY 2023-24

Operating \$171,150
Positions 5

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



CITY COUNCIL

FY 2023-2024 Budget

Department Summary

SOURCES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|-----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| General Fund | | | | | |
| Charges/Fees for Services | - | - | - | - | - |
| Use of Resources | 104,796 | 109,373 | 169,028 | 171,150 | 171,150 |
| Special Revenue Funds | - | - | - | - | - |
| Capital Project Fund | - | - | - | - | - |
| Enterprise Funds | - | - | - | - | - |
| Successor Agency Trust Fund | - | - | - | - | - |
| TOTAL | 104,796 | 109,373 | 169,028 | 171,150 | 171,150 |

EXPENDITURES BY DEPARTMENT

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|--------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| City Council | 104,796 | 109,373 | 169,028 | 171,150 | 171,150 |
| TOTAL | 104,796 | 109,373 | 169,028 | 171,150 | 171,150 |

CHARACTER OF EXPENDITURES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Personnel | | | | | |
| Salaries and Benefits | 84,167 | 86,962 | 122,028 | 127,330 | 127,330 |
| Subtotal | 84,167 | 86,962 | 122,028 | 127,330 | 127,330 |
| Supplies and Services | | | | | |
| Purchased Services | 13,346 | 19,284 | 42,000 | 38,820 | 38,820 |
| Supplies and Materials | 3,256 | 3,126 | 5,000 | 5,000 | 5,000 |
| Capital Expenditures | 4,027 | - | - | - | - |
| Other Expenditures | - | - | - | - | - |
| Subtotal | 20,629 | 22,410 | 47,000 | 43,820 | 43,820 |
| TOTAL | 104,796 | 109,373 | 169,028 | 171,150 | 171,150 |

AUTHORIZED STRENGTH

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 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 2023-2024 Budget

Department Summary

PURPOSE

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

A five-member Council governs City services for a population of approximately 28,586 residents. Each Council Member is elected at large and serves a four-year term. The Mayor is appointed by the members of the Council and serves a one-year term. The Council convenes in regular session on the 1st and 3rd Tuesdays of each month (except for an annual recess during month of August), and often holds special meetings and work study sessions throughout the year. All meetings are held in the East Palo Alto (EPA) Government Center, located in the City Council Chamber at 2415 University Avenue or available through designated media channels.

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

SIGNIFICANT CHANGES

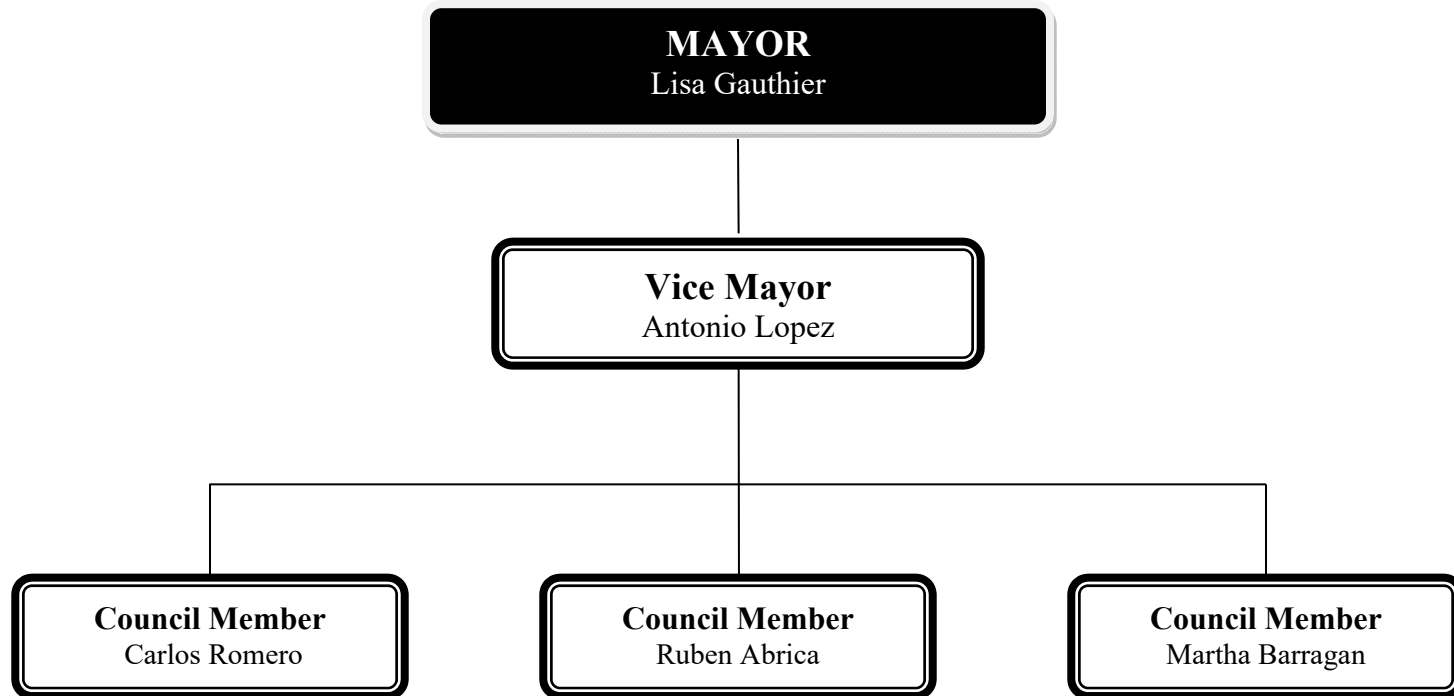
FY 2022-2023 to FY 2023-2024 Budget:

The increase of \$2,122 (+1.3%) from the Adopted FY 22-23 Budget to the Baseline FY 23-24 Budget is primarily due to an increase in personnel offset by the decrease in professional services and event expenses.

There is no change from the FY 2023-24 Baseline Budget to the FY 2023-24 Adopted Budget

| Fiscal Year (FY) | Budget | \$ Change From Previous FY | % Change From Previous FY |
|------------------|-----------|----------------------------|---------------------------|
| 2022-23 Adopted | \$169,028 | | |
| 2023-24 Baseline | \$171,150 | \$2,122 | 1.3% |
| 2023-24 Adopted | \$171,150 | \$0 | 0.0% |

CITY COUNCIL
FY 2023-2024 Budget



Total FTE's: 5.0

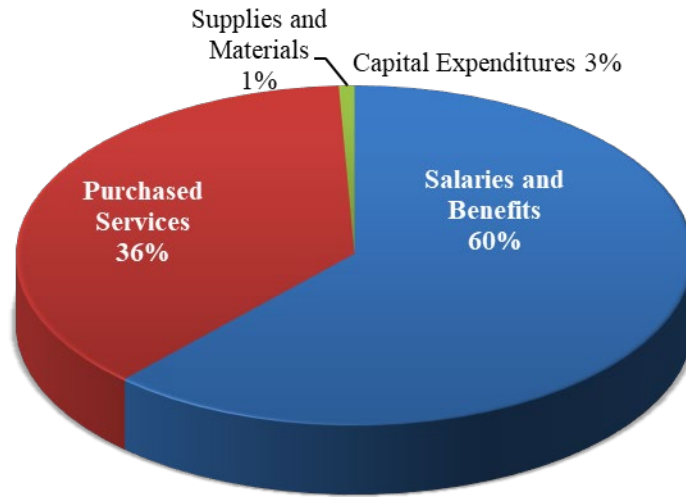
CITY ATTORNEY'S OFFICE

FY 2023-2024 Budget

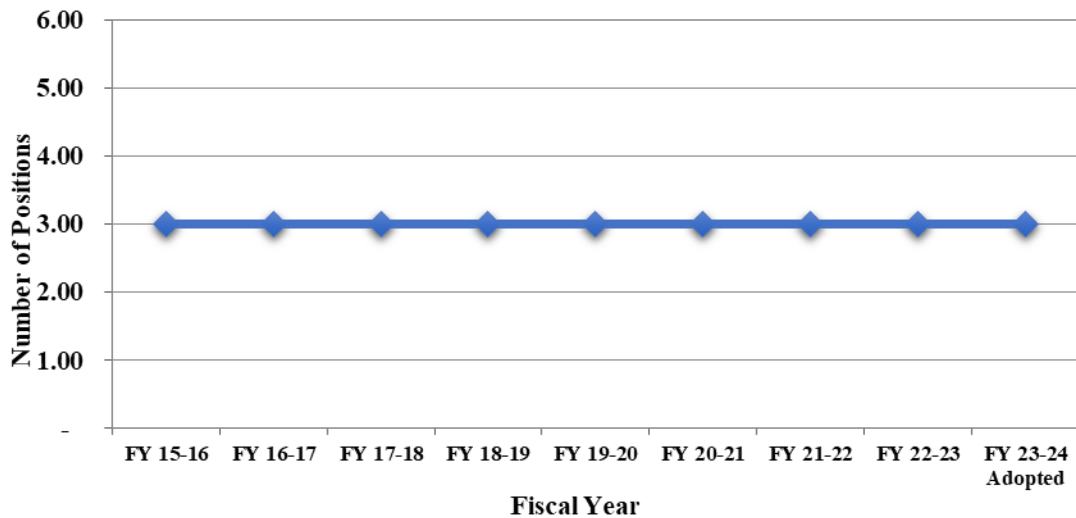
FY 2023-24

Operating \$1,073,928
Positions 3

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



CITY ATTORNEY'S OFFICE

FY 2023-2024 Budget

Department Summary

SOURCES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|-----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| General Fund | | | | | |
| Charges/Fees for Services | - | - | - | - | |
| Use of Resources | 823,024 | 821,202 | 827,827 | 1,031,428 | 1,031,428 |
| Special Revenue Funds | 83,114 | 15,283 | 35,000 | 35,000 | 35,000 |
| Capital Project Fund | - | - | - | - | - |
| Enterprise Funds | - | - | - | - | - |
| Successor Agency Trust Fund | 532 | 1,000 | 7,500 | 7,500 | 7,500 |
| TOTAL | 906,670 | 837,486 | 870,327 | 1,073,928 | 1,073,928 |

EXPENDITURES BY DEPARTMENT

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| City Attorney's Office | 906,670 | 837,486 | 870,327 | 1,073,928 | 1,073,928 |
| TOTAL | 906,670 | 837,486 | 870,327 | 1,073,928 | 1,073,928 |

CHARACTER OF EXPENDITURES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Personnel | | | | | |
| Salaries and Benefits | 584,906 | 358,054 | 608,927 | 641,128 | 641,128 |
| Subtotal | 584,906 | 358,054 | 608,927 | 641,128 | 641,128 |
| Supplies and Services | | | | | |
| Purchased Services | 312,499 | 473,705.67 | 253,650 | 387,950 | 387,950 |
| Supplies and Materials | 5,589 | 5,725.68 | 7,750 | 7,750 | 7,750 |
| Capital Expenditures | 3,676 | - | - | 37,100 | 37,100 |
| Other Expenditures | - | - | - | - | - |
| Subtotal | 321,764 | 479,431 | 261,400 | 432,800 | 432,800 |
| TOTAL | 906,670 | 837,486 | 870,327 | 1,073,928 | 1,073,928 |

AUTHORIZED STRENGTH

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 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 2023-2024 Budget

Department Summary

MISSION STATEMENT

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

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

The emphasis in the Fiscal Year 2023-2024 budget is the continued delivery of quality professional legal services which promote reliable and useful advice and effective advocacy. The basic services include attendance and advice at public meetings, drafting resolutions and ordinances, providing legal opinions and advice on a wide range of municipal topics, reviewing, and drafting legal documents and contracts, providing advice regarding elected and appointed public officials' conflicts of interest, representing the City in litigation before courts and administrative agencies and settling claims and lawsuits based on an impartial evaluation of their merits.

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

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

CITY ATTORNEY'S OFFICE

FY 2023-2024 Budget

Department Summary (Continued)

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

SIGNIFICANT CHANGES

FY 2022-2023 to FY 2023-2024 Budget:

The increase of \$203,601 from the Adopted FY 22-23 Budget to the Baseline FY 23-24 Budget is primarily due to an investigation expense increase in City Attorney's office (\$45,000) and investigation expenses transferred from HR (\$78,000) for the Budget management efficiency. In addition, the Attorney's office plans to remodel its office (\$32,000).

There is no change from the FY 2023-24 Baseline Budget to the FY 2023-24 Adopted Budget.

| Fiscal Year (FY) | Budget | \$ Change From Previous FY | % Change From Previous FY |
|------------------|-------------|----------------------------|---------------------------|
| 2022-23 Adopted | \$870,327 | | |
| 2023-24 Baseline | \$1,073,928 | \$203,601 | 23.4% |
| 2023-24 Adopted | \$1,073,928 | \$0 | 0.0% |

CITY ATTORNEY'S OFFICE

FY 2023-2024 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. |

CITY ATTORNEY'S OFFICE

FY 2023-2024 Budget

ACCOMPLISHMENTS

| OBJECTIVES | RESULTS |
|--|--|
| 11. Assist implementation of Measure HH and support development of an updated First Source Hiring program. | 11. Accomplished. |
| 12. Provide legal guidance and support regarding COVID-19-related state of emergency, local emergency, and associated impacts. | 12. Ongoing. |
| 13. Support the Public Works Department on water infrastructure and sewer-related matters. | 13. Ongoing. |
| 14. Provide legal advice to the Code Enforcement Division and file code enforcement actions as needed. | 14. Accomplished. |
| 15. Assist with drafting the Opportunity to Purchase Act Ordinance. | 15. Accomplished. Ordinance not adopted. |
| 16. Assist with amendments to the Lease of Real Property (Water System –Veolia). | 16. Accomplished. |

CITY ATTORNEY'S OFFICE

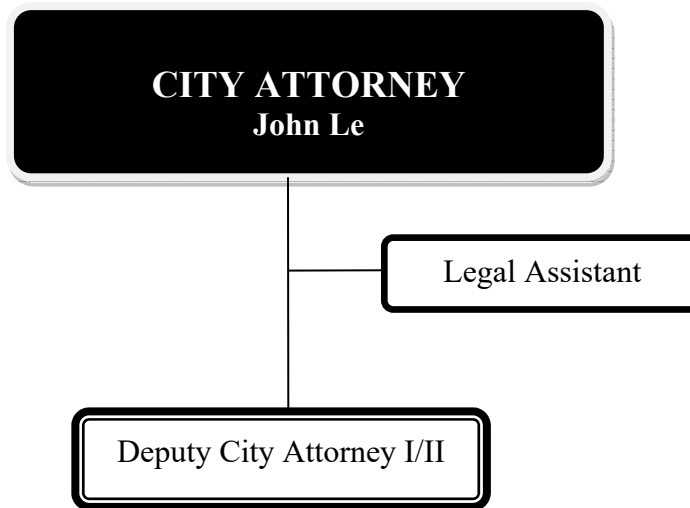
FY 2023-2024 Budget

OBJECTIVES

1. Attend and provide advice at City Council meetings and provide the City Council with an update of any changes in state law regarding public meetings and conflicts of interest.
2. Assist the City Council and the City Manager's Office 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, and conflict of interest laws.
6. Represent the City in lawsuits and administrative hearings and pursue cost-effective resolution of pending litigation matters and the processing and settlement of claims filed against the City.
7. Provide legal advice to all City departments regarding responses to PRA requests, record retention and subpoenas.
8. Draft, review, and process City contracts, agreements, and other legal documents.
9. Support the City Council, Human Resources, and other City departments on labor and employment matters.
10. Provide legal advice to the City Council, Planning Commission and City departments on major project applications.
11. Continue to provide legal guidance and support regarding COVID-19 related state of emergency, local emergency, and associated impacts.
12. Support the Public Works Department on water infrastructure and sewer-related matters.
13. Housing Element.
14. Assist with drafting the Gun Control Ordinance.

CITY ATTORNEY'S OFFICE

FY 2023-2024 Budget



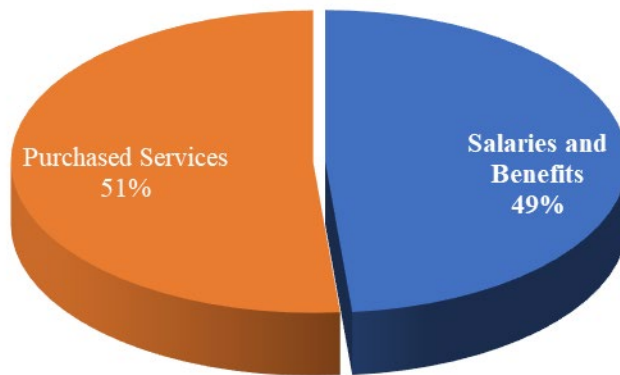
CITY CLERK'S OFFICE

FY 2023-2024 Budget

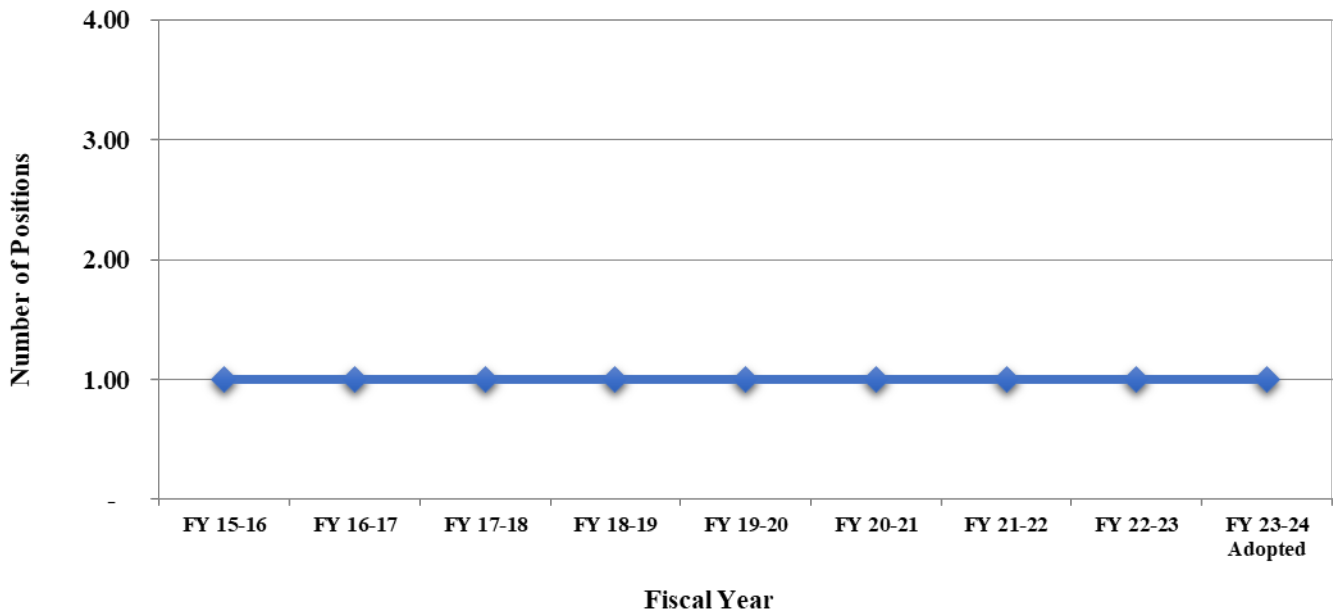
FY 2023-24

| | |
|-----------|-----------|
| Operating | \$361,068 |
| Positions | 1 |

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



CITY CLERK'S OFFICE

FY 2023-2024 Budget

Department Summary

SOURCES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|-----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| General Fund | | | | | |
| Charges/Fees for Services | - | - | - | - | - |
| Use of Resources | 416,925 | 164,977 | 405,324 | 361,068 | 361,068 |
| Special Revenue Funds | - | - | - | - | - |
| Capital Project Fund | - | - | - | - | - |
| Enterprise Funds | - | - | - | - | - |
| Successor Agency Trust Fund | - | - | - | - | - |
| TOTAL | 416,925 | 164,977 | 405,324 | 361,068 | 361,068 |

EXPENDITURES BY DEPARTMENT

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|---------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| City Clerk's Office | 416,925 | 164,977 | 405,324 | 361,068 | 361,068 |
| TOTAL | 416,925 | 164,977 | 405,324 | 361,068 | 361,068 |

CHARACTER OF EXPENDITURES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Personnel | | | | | |
| Salaries and Benefits | 204,534 | 102,842 | 160,884 | 175,378 | 175,378 |
| Subtotal | 204,534 | 102,842 | 160,884 | 175,378 | 175,378 |
| Supplies and Services | | | | | |
| Purchased Services | 210,596 | 61,886 | 169,440 | 185,690 | 185,690 |
| Supplies and Materials | 1,796 | 249 | - | - | - |
| Capital Expenditures | - | - | 75,000 | - | - |
| Other Expenditures | - | - | - | - | - |
| Subtotal | 212,391 | 62,135 | 244,440 | 185,690 | 185,690 |
| TOTAL | 416,925 | 164,977 | 405,324 | 361,068 | 361,068 |

AUTHORIZED STRENGTH

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|--|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| City Clerk- Public Information Officer | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| TOTAL | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |

CITY CLERK'S OFFICE

FY 2023-2024 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 2022-2023 to FY 2023-2024 Budget:

The decrease of \$44,256 (-10.9%) from the Adopted FY 22-23 Budget to the Baseline FY 23-24 Budget is primarily due to no expenses for equipment (-\$75,000) and decreased county services expenses such as elections (-\$42,000), offset by Software lease (\$52,600) and other operating expenses.

There is no change from the FY 2023-24 Baseline Budget to the FY 2023-24 Adopted Budget.

| Fiscal Year (FY) | Budget | \$ Change From Previous | % Change From Previous |
|------------------|-----------|-------------------------|------------------------|
| 2022-23 Adopted | \$405,324 | | |
| 2023-24 Baseline | \$361,068 | (\$44,256) | -10.9% |
| 2023-24 Adopted | \$361,068 | \$0 | 0.0% |

CITY CLERK'S OFFICE

FY 2023-2024 Budget

ACCOMPLISHMENTS

| OBJECTIVES | RESULTS |
|--|--|
| 1. Implement electronic public request tracking system | 1. The City Clerk's office has started the process of meeting with vendors and researching the best PRA tracking 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 in order to properly train staff on how to use the software. Training sessions are expected to start Summer of 2023. |
| 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 will release an RFP mid-March for interpretation services that can serve City Council meetings and other necessary 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 |

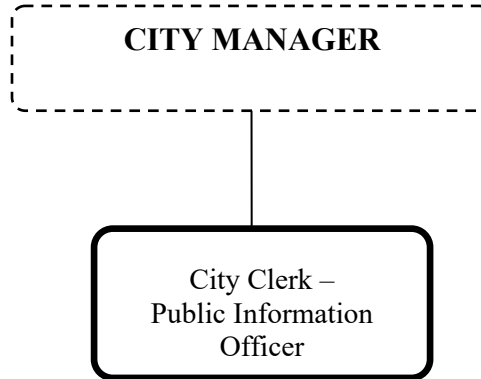
CITY CLERK'S OFFICE

FY 2023-2024 Budget

OBJECTIVES

1. Implement electronic public request tracking system.
2. Continue to update Citywide records going back to 1983.
3. Continue to improve social media outreach and engagement.
4. Implement communications plan.
5. Implement upgraded agenda management system.

CITY CLERK'S OFFICE
FY 2023-2024 Budget



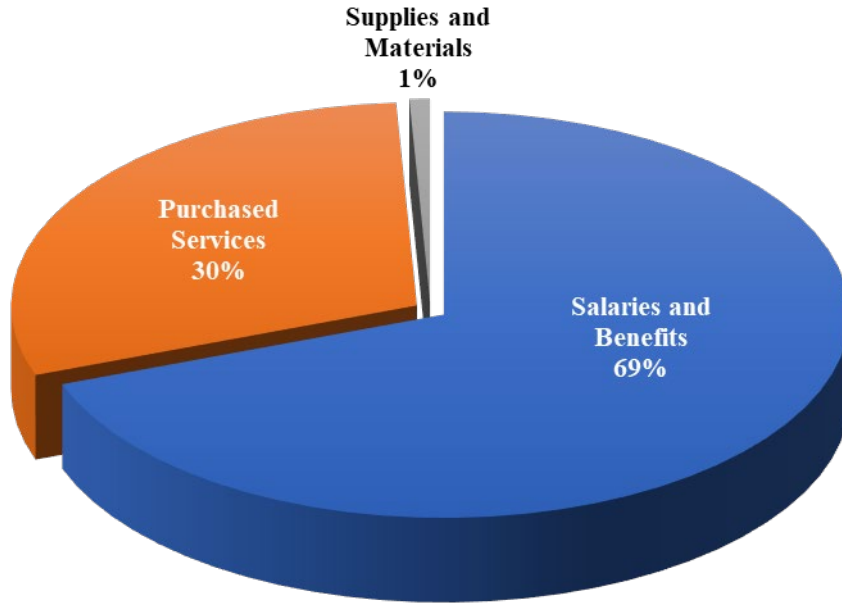
CITY MANAGER'S OFFICE

FY 2023-2024 Budget

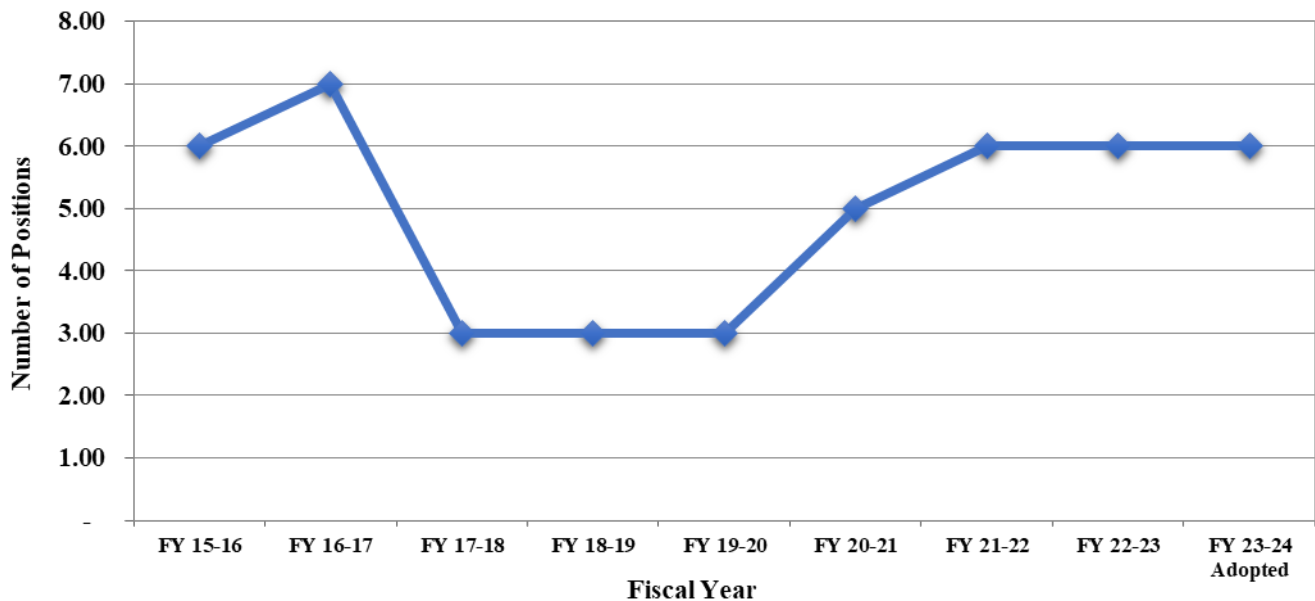
FY 2023-24

Operating \$2,447,017
Positions 6

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



CITY MANAGER'S OFFICE

FY 2023-2024 Budget

Department Summary

SOURCES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2023-24 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|-----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| General Fund | | | | | |
| Charges/Fees for Services | - | - | - | - | - |
| Use of Resources | 967,963 | 1,814,009 | 1,606,767 | 2,182,770 | 2,392,293 |
| Special Revenue Funds | 1,319 | 18,242 | 37,290 | - | - |
| Capital Project Funds | 66,303 | 54,962 | 70,849 | 78,556 | 5,625 |
| Enterprise Funds | 10,000 | 70,066 | 44,282 | 49,098 | 49,098 |
| Successor Agency Trust Fund | - | - | - | - | - |
| TOTAL | 1,045,586 | 1,957,279 | 1,759,188 | 2,310,424 | 2,447,017 |

EXPENDITURES BY DEPARTMENT

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2023-24 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|---------------------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| City Manager's Office | 1,045,586 | 1,364,244 | 982,616 | 1,278,316 | 1,520,290 |
| Human Resources Division ¹ | - | 593,035 | 776,572 | 1,032,108 | 926,727 |
| TOTAL | 1,045,586 | 1,957,279 | 1,759,188 | 2,310,424 | 2,447,017 |

CHARACTER OF EXPENDITURES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2023-24 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Personnel | | | | | |
| Salaries and Benefits | 689,740 | 1,418,097 | 1,300,108 | 1,045,531 | 1,698,964 |
| Subtotal | 689,740 | 1,418,097 | 1,300,108 | 1,045,531 | 1,698,964 |
| Supplies and Services | | | | | |
| Purchased Services | 346,072 | 511,183 | 437,580 | 1,238,893 | 728,053 |
| Supplies and Materials | 9,773 | 27,999 | 21,500 | 26,000 | 20,000 |
| Capital Expenditures | - | - | - | - | - |
| Other Expenditures | - | - | - | - | - |
| Subtotal | 355,845 | 539,182 | 459,080 | 1,264,893 | 748,053 |
| TOTAL | 1,045,586 | 1,957,279 | 1,759,188 | 2,310,424 | 2,447,017 |

AUTHORIZED STRENGTH

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2023-24 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|---------------------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| City Manager's Office | 3.00 | 3.00 | 4.00 | 4.00 | 4.00 |
| Human Resources Division ¹ | 0.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| TOTAL | 3.00 | 5.00 | 6.00 | 6.00 | 6.00 |

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

CITY MANAGER'S OFFICE

FY 2023-2024 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.

City Council appoints the City Manager to serve as the chief executive officer of the municipal corporation. The City Manager is tasked with ensuring sound, cost-effective, and efficient management of all City programs and services. The City Manager supports the City Council by recommending and implementing administrative, fiscal, and operational policies; assuring that the analysis for items presented for City Council action is complete and sufficient to support City Council decision-making.

The City Manager's Office (CMO) supports strategic collaboration among State, County, and local leaders and stakeholders, and manages Council strategic priorities across all City departments. The CMO is also responsible for overseeing personnel in Human Resources and the City Clerk's Office.

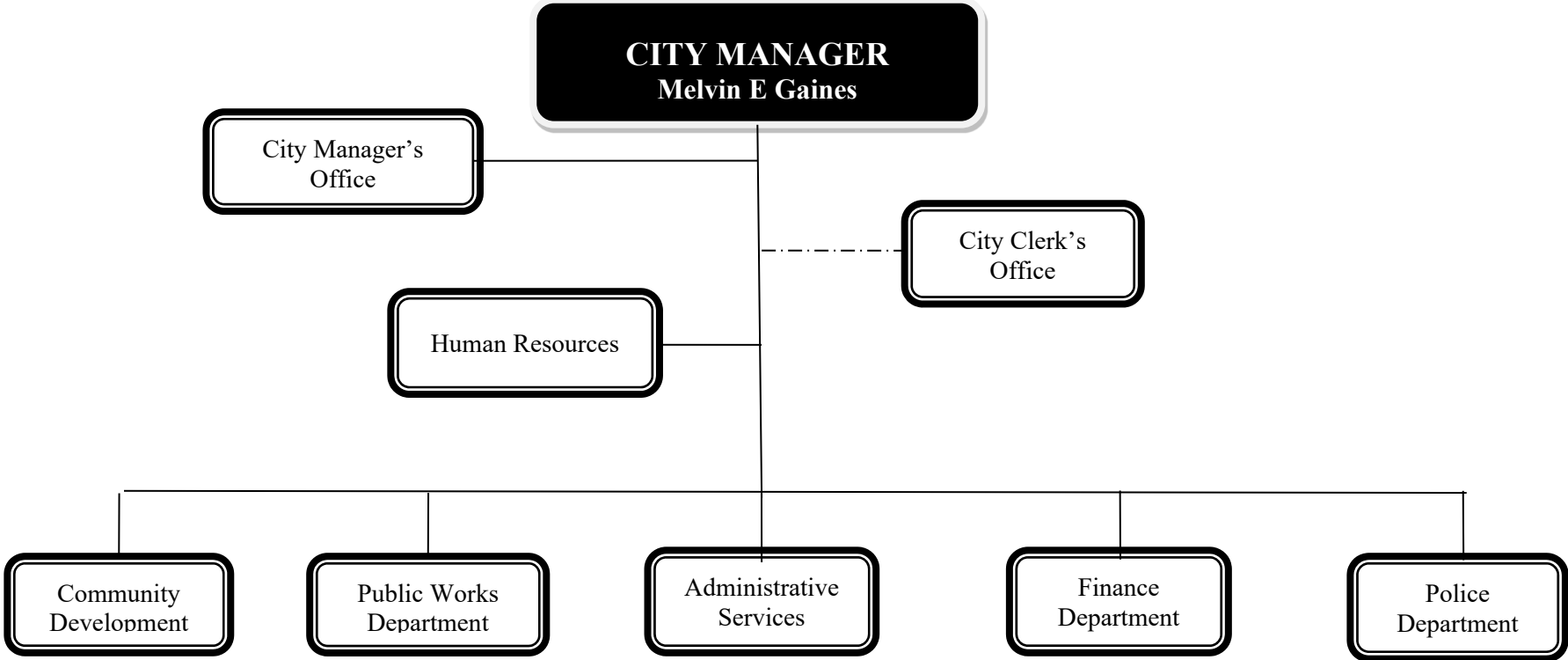
The City Manager's Office also is managing the City's Emergency Preparedness and Response.

The Department is comprised of a total of seven (7) staff members: (6) permanent full-time employees and one (1) limited full-time employee.

- 1 City Manager
- 1 Assistant City Manager
- 1 Assistant to the City Manager (Limited)
- 1 Executive Assistant to the City Manager
- 1 Senior Management Analyst
- 1 Human Resources Manager
- 1 Human Resources Assistant

CITY MANAGER'S OFFICE

FY 2023-2024 Budget



CITY MANAGER'S OFFICE

FY 2023-2024 Budget

Division Summary

SOURCES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|-----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| General Fund | | | | | |
| Charges/Fees for Services | - | - | - | - | - |
| Use of Resources | 967,963 | 1,238,005 | 867,485 | 1,150,662 | 1,465,567 |
| Special Revenue Funds | 1,319 | 1,211 | - | - | - |
| Capital Project Funds | 66,303 | 54,962 | 70,849 | 78,556 | 5,625 |
| Enterprise Funds | 10,000 | 70,066 | 44,282 | 49,098 | 49,098 |
| Successor Agency Trust Fund | - | - | - | - | - |
| TOTAL | 1,045,586 | 1,364,244 | 982,616 | 1,278,316 | 1,520,290 |

EXPENDITURES BY DIVISION

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|-----------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| City Manager's Office | 1,045,586 | 1,364,244 | 982,616 | 1,278,316 | 1,520,290 |
| TOTAL | 1,045,586 | 1,364,244 | 982,616 | 1,278,316 | 1,520,290 |

CHARACTER OF EXPENDITURES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Personnel | | | | | |
| Salaries and Benefits | 689,740 | 1,090,582 | 940,101 | 691,763 | 1,242,975 |
| Subtotal | 689,740 | 1,090,582 | 940,101 | 691,763 | 1,242,975 |
| Supplies and Services | | | | | |
| Purchased Services | 346,072 | 257,403 | 37,015 | 581,053 | 271,815 |
| Supplies and Materials | 9,773 | 16,259 | 5,500 | 5,500 | 5,500 |
| Capital Expenditures | - | - | - | - | - |
| Other Expenditures | - | - | - | - | - |
| Subtotal | 355,845 | 273,662 | 42,515 | 586,553 | 277,315 |
| TOTAL | 1,045,586 | 1,364,244 | 982,616 | 1,278,316 | 1,520,290 |

AUTHORIZED STRENGTH

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|-------------------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| City Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant City Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Executive Assistant to City Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Management Analyst | 0.00 | 0.00 | 1.00 | 1.00 | 1.00 |
| TOTAL | 3.00 | 3.00 | 4.00 | 4.00 | 4.00 |

CITY MANAGER’S OFFICE

FY 2023-2024 Budget

Division Summary

SERVICE DESCRIPTION

The City Manager’s Office serves as the Chief Executive Officer and performs the public administrative function for the City. The Office collaborates with Federal, State, and local stakeholders and directs and oversees implementation of Council strategic planning and priorities. The City Manager’s Office performs oversight of the organization to provide professional delivery of quality public services, efficient government, community health and safety, fiscal stability, organizational effectiveness and development, economic vitality, quality of life, and citizen involvement.

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

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

SIGNIFICANT CHANGES

FY 2022-2023 to FY 2023-2024 Budget:

The increase of \$295,700 (30.1%) from the Adopted FY 22-23 Budget to the Baseline FY 23-24 Budget is primarily due to the Strategic consulting retainer service of \$140,000, City policy update of \$25,000, Emergency response document preparation of \$50,000, and software lease of \$25,000.

The increase of \$241,974 (18.9%) from the Baseline FY23-24 Budget to the Adopted FY 23-24 Budget is due to the Assistant to the City Manager position base salary.

| Fiscal Year (FY) | Budget | \$ Change From Previous FY | % Change From Previous FY |
|------------------|-------------|----------------------------|---------------------------|
| 2022-23 Adopted | \$982,616 | | |
| 2023-24 Baseline | \$1,278,316 | \$295,700 | 30.1% |
| 2023-24 Adopted | \$1,520,290 | \$241,974 | 18.9% |

CITY MANAGER'S OFFICE

FY 2023-2024 Budget

ACCOMPLISHMENTS

| OBJECTIVES | RESULTS |
|---|--|
| 1. Continue to oversee local community COVID-19 Emergency response. | The City continued to respond strongly to the COVID-19 Pandemic. However, with the January closure of the County vaccine program and the February 28, 2023 State of California end of the COVID emergency declaration, the City wound down response. While COVID will remain a chronic issue, |
| 2. In coordination with Administrative Services Department, continue critical planning efforts to improve City parks. | a. The City refurbished the playing field at Martin Luther King Junior Park to provide safe places for residents to play. b. Implemented online reservation system to improve transparency and provide greater equity in securing City owned parks & facilities. c. Successfully returned to mostly in-person Community Services activities from Shelter in Place or Remote conditions. d. The City Council approved the Citywide Parks Master Plan to provide a policy document for the future of East Palo Alto on April 4th, 2023. The Master Plan examines opportunities for Parks, Open Space, and Recreation. |
| 3. In coordination with the Community Development Department, improve opportunities for housing. | a. Supported Nugent Square resyndication b. Collaborated with School District for potential development on school site c. Collaborated with the County for potential land swap (between 2277 University, City owned, and Beech St, County owned) and potential affordable housing development at 2277 University d. Secured \$8 million in state funding for Colibri Commons (fka 965 Weeks) affordable housing development, \$1.5M of which is going toward citywide water infrastructure improvements |
| 4. In coordination with the Community Development Department, increase the City's economic and workforce development. | The City has issued a request for proposals to attract qualified organization to provide Measure HH job training services. On November 15, 2022 the City Council authorized the appropriation \$1.3M in Measure HH funds for workforce development programs. |
| 5. In coordination with the Public Works Department, complete and implement a | On October 4, 2022, the City Council adopted the City's updated Water Master Plan for water |

CITY MANAGER'S OFFICE

FY 2023-2024 Budget

ACCOMPLISHMENTS

comprehensive Capital Improvement Plan for water infrastructure.

infrastructure. Further, the Council approved \$7.6M in funding for the University Avenue and Weeks Street watermain projects.

CITY MANAGER'S OFFICE

FY 2023-2024 Budget

OBJECTIVES

1. Establish and launch follow-up actions resulting from community survey results.
2. Refine and implement comprehensive strategy to address City's structural deficit.
3. Assess workplace culture, develop and implement improvement plan.
4. Assess organizational structure, identify and propose modifications to improve efficiency and effectiveness.
5. Propose short, mid, and long-term steps to implement the City's facilities master plan, including any modifications.
6. Update the City's emergency preparedness plan
7. Improve communications and the City's community engagement efforts.
8. Explore launching a City strategic planning effort including community members, City Council and City staff.

CITY MANAGER'S OFFICE

FY 2023-2024 Budget

Human Resources Division

Division Summary

SOURCES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|-----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| General Fund | | | | | |
| Charges/Fees for Services | - | - | - | - | - |
| Use of Resources | 453,198 | 576,004 | 739,282 | 1,032,108 | 926,727 |
| Special Revenue Funds | - | 17,031 | 37,290 | - | - |
| Capital Project Funds | - | - | - | - | - |
| Enterprise Funds | - | - | - | - | - |
| Successor Agency Trust Fund | - | - | - | - | - |
| TOTAL | 453,198 | 593,035 | 776,572 | 1,032,108 | 926,727 |

EXPENDITURES BY DIVISION

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|---------------------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Human Resources Division ¹ | 453,198 | 593,035 | 776,572 | 1,032,108 | 926,727 |
| TOTAL | 453,198 | 593,035 | 776,572 | 1,032,108 | 926,727 |

CHARACTER OF EXPENDITURES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Personnel | | | | | |
| Salaries and Benefits | 333,981 | 327,515 | 360,007 | 353,768 | 455,989 |
| Subtotal | 333,981 | 327,515 | 360,007 | 353,768 | 455,989 |
| Supplies and Services | | | | | |
| Purchased Services | 108,626 | 253,780 | 400,565 | 657,840 | 456,238 |
| Supplies and Materials | 10,591 | 11,739 | 16,000 | 20,500 | 14,500 |
| Capital Expenditures | - | - | - | - | - |
| Other Expenditures | - | - | - | - | - |
| Subtotal | 119,217 | 265,520 | 416,565 | 678,340 | 470,738 |
| TOTAL | 453,198 | 593,035 | 776,572 | 1,032,108 | 926,727 |

AUTHORIZED STRENGTH

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|---------------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Human Resources Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Human Resources Assistant | 1.00 | 1.00 | 1.00 | - | - |
| Human Resources Technician I/II | - | - | - | 1.00 | 1.00 |
| TOTAL | 2.00 | 2.00 | 2.00 | 1.00 | 1.00 |

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

CITY MANAGER'S OFFICE

FY 2023-2024 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 and Human Resources Assistant.

Core functions of the HR Division include:

- Recruiting, attracting new staff, and filling vacant positions with talented and well-qualified candidates;
- Providing labor negotiations to three bargaining units; meet and confer with labor representatives to cultivate and foster a positive working environment and build collaboration among all divisions;
- Reviewing and interpreting policies and procedures and provide guidance for Directors/Managers/Supervisors to resolve issues;
- Take a leadership role in the implementation of the Enterprise Resource Planning (ERP) software and learn the system to ensure that the HR processes are setup correctly.
- Developing and implementing 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;
- Ensuring professional staff development and training opportunities;
- Managing and conducting open enrollment meetings to provide employees with information regarding medical, dental, life, and retirement benefits.

The HR Division is increasingly requiring additional staff assistance due to a high volume of work projects and compliance tasks. The division has been impacted by the 2020 Pandemic, including numerous compliance issues, personnel responses, 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 the Pandemic; however, long-term the current staff level and current workload may not be sustainable.

CITY MANAGER'S OFFICE

FY 2023-2024 Budget

Human Resources Division Summary

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

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

The focus this year is to offer online training as well as streamline new recognition and wellness programs to continue working in our efforts to retain our employees by creating an environment that makes our team feel like an asset to our City. Generate 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 and NorCal and this way staying informed of state and local developments and changes in laws that may affect our City.

SIGNIFICANT CHANGES

FY 2022-2023 to FY 2023-2024 Budget:

The increase of \$255,536 (32.9%) from the Adopted FY 2022-23 Budget to the Baseline FY 2023-24 Budget is primarily due to the Recruitment and Labor relation consulting of \$120,000 and Labor negotiation expense increase by \$87,500.

The decrease of \$105,381 (-10.2%) from the Baseline FY 2023-24 Budget to the Adopted FY 2023-24 Budget is primarily due to a decrease in Temp agency cost of \$100,000 which will be charged to each department.

| Fiscal Year (FY) | Budget | \$ Change From Previous FY | % Change From Previous FY |
|-------------------------|---------------|-----------------------------------|----------------------------------|
| 2022-23 Adopted | \$776,572 | | |
| 2023-24 Baseline | \$1,032,108 | \$255,536 | 32.9% |
| 2023-24 Adopted | \$926,727 | (\$105,381) | -10.2% |

CITY MANAGER'S OFFICE

FY 2023-2024 Budget

Human Resources Division

ACCOMPLISHMENTS

| OBJECTIVES | RESULTS |
|--|--|
| 1. Continue to recruit new staff and fill vacant positions as needed. | 1. On-going. |
| 2. Conduct labor negotiations with all three (3) employee bargaining units. | 2. On-going. Previous administration did not close all MOU articles. |
| 3. Provide leadership and implementation of all types of training to all levels of the workforce. | 3. On-going. |
| 4. Review and update Personnel Policies and Procedures manual and meet and confer with employee bargaining units prior to City Council final approval. | 4. Postponed. Will start next fiscal year. |
| 5. HR will work with labor to explore savings and other strategies through negotiations or the meet and confer process. | 5. On-going. |
| 6. Comply with all Federal and State laws and regulations to protect the City. | 6. On-going. |

CITY MANAGER'S OFFICE

**FY 2023-2024 Budget
Human Resources Division**

OBJECTIVES

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

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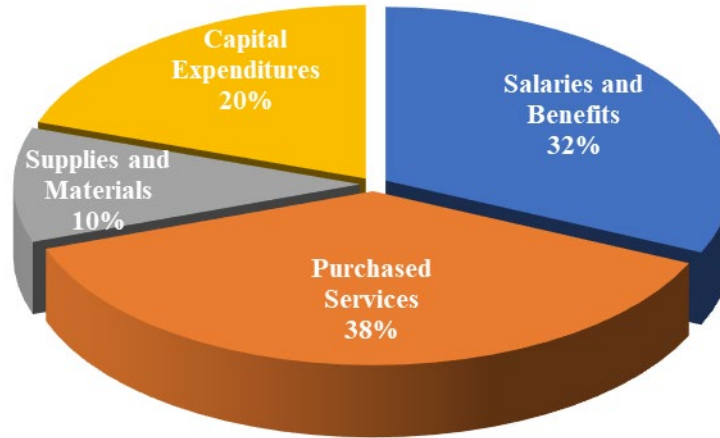
ADMINISTRATIVE SERVICES DEPARTMENT

FY 2023-2024 Budget

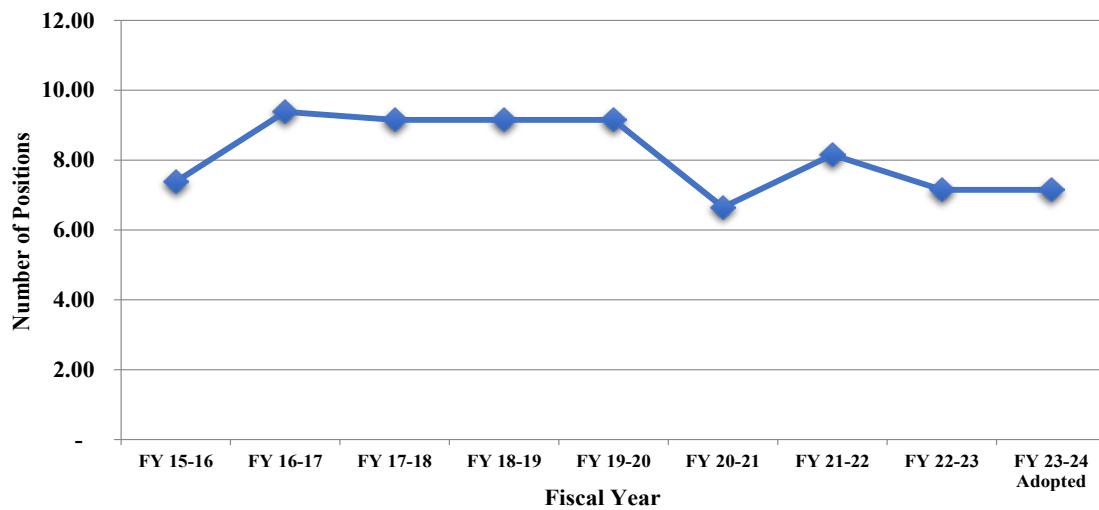
FY 2023-24

Operating \$2,889,686
Positions 7.15

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



ADMINISTRATIVE SERVICES DEPARTMENT

FY 2023-2024 Budget

Department Summary

SOURCES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|-----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| General Fund | | | | | |
| Charges/Fees for Services | - | 19,759 | 34,000 | 101,100 | 150,100 |
| Use of Resources | 1,936,679 | 1,633,583 | 1,862,606 | 1,805,236 | 1,759,236 |
| Special Revenue Funds | 167,335 | 501,488 | 292,624 | 410,350 | 980,350 |
| Capital Project Fund | 18,257 | - | - | - | - |
| Enterprise Funds | - | - | - | - | - |
| Successor Agency Trust Fund | - | - | - | - | - |
| TOTAL | 2,122,271 | 2,154,830 | 2,189,230 | 2,316,686 | 2,889,686 |

EXPENDITURES BY DIVISION

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|-----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Administration Division | 853,065 | 935,065 | 981,098 | 793,482 | 813,482 |
| Community Services Division | 700,691 | 1,219,765 | 1,208,132 | 1,523,204 | 2,076,204 |
| Human Resources Division | 568,515 | - | - | - | - |
| TOTAL | 2,122,271 | 2,154,830 | 2,189,230 | 2,316,686 | 2,889,686 |

CHARACTER OF EXPENDITURES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Personnel | | | | | |
| Salaries and Benefits | 1,089,842 | 871,390 | 1,024,282 | 918,819 | 918,819 |
| Subtotal | 1,089,842 | 871,390 | 1,024,282 | 918,819 | 918,819 |
| Supplies and Services | | | | | |
| Purchased Services | 892,113 | 1,269,780 | 929,148 | 1,079,867 | 1,092,867 |
| Supplies and Materials | 40,441 | 13,660 | 29,300 | 43,000 | 33,000 |
| Capital Expenditures | 4,498 | - | - | - | 570,000 |
| Other Expenditures | 95,377 | - | 206,500 | 275,000 | 275,000 |
| Subtotal | 1,032,429 | 1,283,440 | 1,164,948 | 1,397,867 | 1,970,867 |
| TOTAL | 2,122,272 | 2,154,830 | 2,189,230 | 2,316,686 | 2,889,686 |

AUTHORIZED STRENGTH

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|--|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Administrative Services Admin Division | 3.00 | 3.00 | 2.00 | 2.00 | 2.00 |
| Community Services Division | 4.15 | 3.65 | 5.15 | 5.15 | 5.15 |
| Human Resources Division ¹ | 2.00 | - | - | - | - |
| TOTAL | 9.15 | 6.65 | 7.15 | 7.15 | 7.15 |

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

ADMINISTRATIVE SERVICES DEPARTMENT

FY 2023-2024 Budget

Department Summary

MISSION STATEMENT

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

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

Administration

- Managing the submittal, review, recommendation, and awards of TOT grants processes;
- Developing the City's emergency response preparation and readiness and coordinating emergency response exercises and training with regional first responders agencies, City staff and the Community Emergency Response Team.

Community Services & Recreation

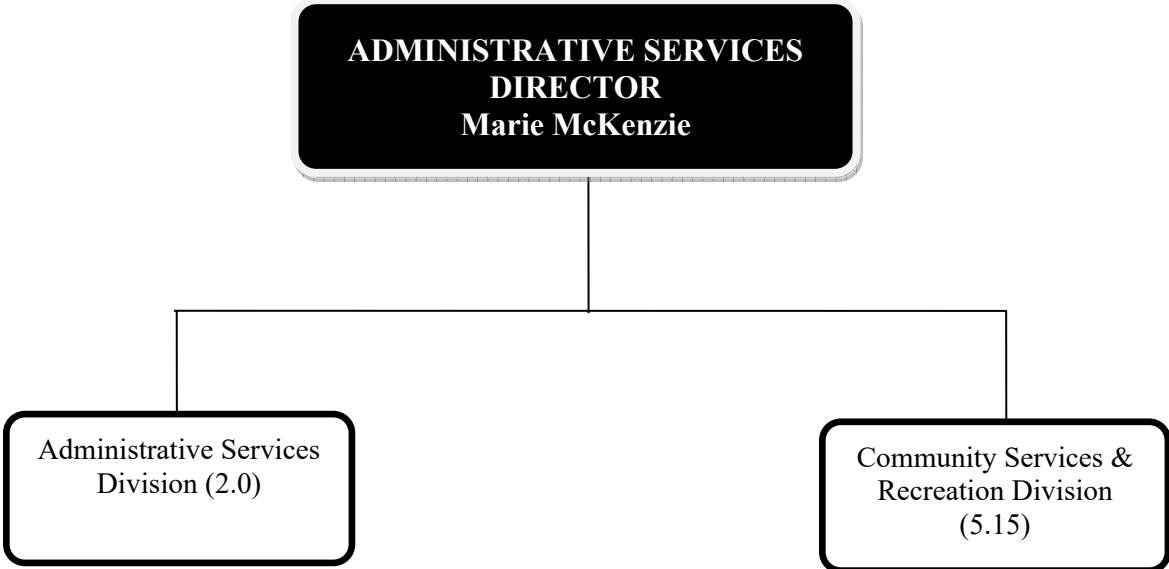
- Managing parks and recreation activities in City facilities, parks and public meeting areas;
- Managing the City's Senior Nutrition & Transportation Program.

Information Technology

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

ADMINISTRATIVE SERVICES DEPARTMENT

FY 2023-2024 Budget



ADMINISTRATIVE SERVICES DEPARTMENT

FY 2023-2024 Budget

Administration Division

Division Summary

SOURCES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| General Fund | | | | | |
| Charges/Fees for Services | - | - | - | - | - |
| Use of Resources | 853,065 | 926,065 | 939,974 | 793,482 | 813,482 |
| Special Revenue Funds | - | 9,000 | 41,124 | - | - |
| Capital Project Fund | - | - | - | - | - |
| Enterprise Funds | - | - | - | - | - |
| Succesor Agency Trust Fund | - | - | - | - | - |
| TOTAL | 853,065 | 935,065 | 981,098 | 793,482 | 813,482 |

EXPENDITURES BY DIVISION

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|-------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Administration Division | 853,065 | 935,065 | 981,098 | 793,482 | 813,482 |
| TOTAL | 853,065 | 935,065 | 981,098 | 793,482 | 813,482 |

CHARACTER OF EXPENDITURES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Personnel | | | | | |
| Salaries and Benefits | 383,844 | 434,070 | 500,650 | 362,715 | 362,715 |
| Subtotal | 383,844 | 434,070 | 500,650 | 362,715 | 362,715 |
| Supplies and Services | | | | | |
| Purchased Services | 451,131 | 498,202 | 475,948 | 430,767 | 450,767 |
| Supplies and Materials | 14,977 | 2,793 | 4,500 | - | - |
| Capital Expenditures | 3,113 | - | - | - | - |
| Other Expenditures | - | - | - | - | - |
| Subtotal | 469,221 | 500,995 | 480,448 | 430,767 | 450,767 |
| TOTAL | 853,065 | 935,065 | 981,098 | 793,482 | 813,482 |

AUTHORIZED STRENGTH

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|-----------------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Administrative Services Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Administrative Grants Coordinator | 1.00 | 1.00 | - | - | - |
| Office Assistant | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| TOTAL | 3.00 | 3.00 | 2.00 | 2.00 | 2.00 |

ADMINISTRATIVE SERVICES DEPARTMENT

FY 2023-2024 Budget

Administration Division Summary

SERVICE DESCRIPTION

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

The Administrative Services Administration Division is organized in the following programmatic functions: Administration of the Information Technology (IT), Community Services division functions and direct administration of Council initiatives related to community services. The Division currently has an authorized staffing level of two positions and Redwood City IT contract services equal to a full-time Senior IT technician.

SIGNIFICANT CHANGES

FY 2022-2023 to FY 2023-2024 Budget:

The decrease of \$187,616 (-19.1%) from the Adopted FY 22-23 Budget to the Baseline FY 23-24 Budget is primarily due to the reduced personnel salaries and wages and other operating expenses.

The increase of \$20,000 (2.5%) from the Baseline FY 23-24 Budget to the Adopted FY 23-24 Budget is due to the annual payment based on Gateway 101 agreement.

| Fiscal Year (FY) | Budget | \$ Change From Previous FY | % Change From Previous FY |
|------------------|-----------|----------------------------|---------------------------|
| 2022-23 Adopted | \$981,098 | | |
| 2023-24 Baseline | \$793,482 | (\$187,616) | -19.1% |
| 2023-24 Adopted | \$813,482 | \$20,000 | 2.5% |

ADMINISTRATIVE SERVICES DEPARTMENT

FY 2023-2024 Budget

Community Services & Recreation Division

Division Summary

SOURCES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|-----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| General Fund | | | | | |
| Charges/Fees for Services | | 19,759 | 34,000 | 101,100 | 150,100 |
| Use of Resources | 515,099 | 707,517 | 922,632 | 1,011,754 | 945,754 |
| Special Revenue Funds | 167,335 | 492,488 | 251,500 | 410,350 | 980,350 |
| Capital Project Fund | 18,257 | - | - | - | - |
| Enterprise Funds | - | - | - | - | - |
| Successor Agency Trust Fund | - | - | - | - | - |
| TOTAL | 700,691 | 1,219,765 | 1,208,132 | 1,523,204 | 2,076,204 |

EXPENDITURES BY DIVISION

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|--------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Community Programs | 412,354 | 948,680 | 895,006 | 1,008,947 | 1,561,947 |
| Senior Programs | 288,337 | 271,084 | 313,126 | 514,257 | 514,257 |
| TOTAL | 700,691 | 1,219,765 | 1,208,132 | 1,523,204 | 2,076,204 |

CHARACTER OF EXPENDITURES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Personnel | | | | | |
| Salaries and Benefits | 378,318 | 437,319 | 523,632 | 556,104 | 556,104 |
| Subtotal | 378,318 | 437,319 | 523,632 | 556,104 | 556,104 |
| Supplies and Services | | | | | |
| Purchased Services | 216,947 | 771,579 | 453,200 | 649,100 | 642,100 |
| Supplies and Materials | 10,049 | 10,867 | 24,800 | 43,000 | 308,000 |
| Capital Expenditures | - | - | - | - | 570,000 |
| Other Expenditures | 95,377 | - | 206,500 | 275,000 | - |
| Subtotal | 322,373 | 782,445 | 684,500 | 967,100 | 1,520,100 |
| TOTAL | 700,691 | 1,219,765 | 1,208,132 | 1,523,204 | 2,076,204 |

AUTHORIZED STRENGTH

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|---------------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Community Services Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Recreation Coordinator | - | - | 1.00 | 1.00 | 1.00 |
| Recreation Leader II (3 PT) | 0.90 | 0.90 | 0.90 | 0.90 | 0.90 |
| Van Drivers (2-PT) ¹ | 1.00 | 0.50 | 1.00 | 1.00 | 1.00 |
| Nutrition Site Supervisor (PT) | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 |
| Kitchen Aide (PT) | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 |
| TOTAL | 4.15 | 3.65 | 5.15 | 5.15 | 5.15 |

¹ Temporary 0.5 position freeze in FY 2020-21

ADMINISTRATIVE SERVICES DEPARTMENT

FY 2023-2024 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 programming.

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 5.15 proposed full-time equivalent positions equating to a total of ten staff.

- 1 Community Services Manager
- 1 Recreation Coordinator
- 1 Nutrition Site Supervisor
- 1 Kitchen Aide
- 2 Van Drivers
- 3 Part-time (0.3) Recreation Leaders
- 1 Administrative Assistant

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 2022-2023 to FY 2023-2024 Budget:

The increase of \$315,072 (26.1%) from the Adopted FY 22-23 Budget to the Baseline FY 23-24 Budget is primarily due to the children and family expenses increased (\$275,000) and the Consulting for Parks services and Open space study (\$100,000), offset by other operating expenses.

The increase of \$503,000 (33.0%) from the Baseline FY 23-24 Budget to the Adopted FY 23-24 Budget is mainly due to the Lighting equipment purchase for parks (\$530,000.)

| Fiscal Year (FY) | Budget | \$ Change From Previous FY | % Change From Previous FY |
|------------------|-------------|----------------------------|---------------------------|
| 2022-23 Adopted | \$1,208,132 | | |
| 2023-24 Baseline | \$1,523,204 | \$315,072 | 26.1% |
| 2023-24 Adopted | \$2,076,204 | \$553,000 | 36.3% |

ADMINISTRATIVE SERVICES DEPARTMENT

FY 2023-2024 Budget

Community Services Division

ACCOMPLISHMENTS

| OBJECTIVES | RESULTS |
|------------|---------|
|------------|---------|

1. Cultural Arts, Events and Entertainment:

- | | |
|--|----------------|
| • Promote, support, and provide City-Sponsored events (Cinco de Mayo, Juneteenth, Children’s Day, and Tree Lighting Ceremony), cultural services, special events, and educational opportunities for the community. | 1. Completed |
| • Support local artists and arts organizations through promotion and events. | 2. Completed |
| • Implementation of Utility Box arts project. | 3. In-Progress |

2. Lifelong Learning:

- | | |
|--|----------------|
| • Provide ongoing opportunities for the community to learn new skills, explore opportunities, and pursue knowledge for personal and/or professional development. | 1. Continuing |
| • Enhance Literacy and STEM access and services. | 2. In Progress |

3. Recreation:

- | | |
|--|----------------|
| • Streamline the Summer Park Activation process utilizing the best practices from the Parks Master Plan | 1. In Progress |
| • Complete first (ever) Comprehensive Park Master Plan | 2. Completed |
| • Increase emotional and social support for Seniors by implementing intergenerational programs between youth and senior populations. | 3. Completed |
| • Increase recreation space through partnerships and field rentals. | 4. Completed |

ADMINISTRATIVE SERVICES DEPARTMENT

FY 2023-2024 Budget

Community Services Division

ACCOMPLISHMENTS

| OBJECTIVES | RESULTS |
|---|---|
| <p>4. Community Outreach and Engagement:</p> <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. | <ol style="list-style-type: none">CompletedIn-ProgressCompletedCompleted |
| <p>5. Senior Services:</p> <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. | <ol style="list-style-type: none">CompletedIn-ProgressIn-Progress |
| <p>6. Youth Leadership Development:</p> <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. | <ol style="list-style-type: none">In-Progress |

ADMINISTRATIVE SERVICES DEPARTMENT

FY 2023-2024 Budget

Community Services Division

OBJECTIVES

1. Cultural Arts, Events and Entertainment:

- Implement and host City's 40th Anniversary Celebration, Gala, and Parade.
- Promote, support, and provide City-Sponsored events (Cinco de Mayo, Juneteenth, Children's Day, and Tree Lighting Ceremony), cultural services, special events, and educational opportunities for the community.
- Support local artists and arts organizations through promotions and events.
- Implementation of Utility Box arts project in collaboration with EPA Arts Center.

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.

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 fifth (5th) year of summer recreation programs and services.
- Complete the master plans for Martin Luther King Junior and Bell Street parks
- 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:

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

6. Youth Leadership Development:

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

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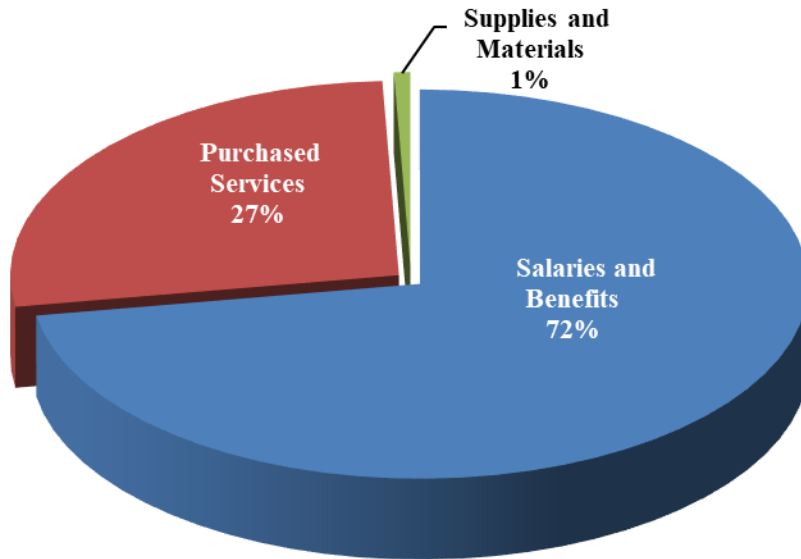
FINANCE DEPARTMENT

FY 2023-2024 Budget

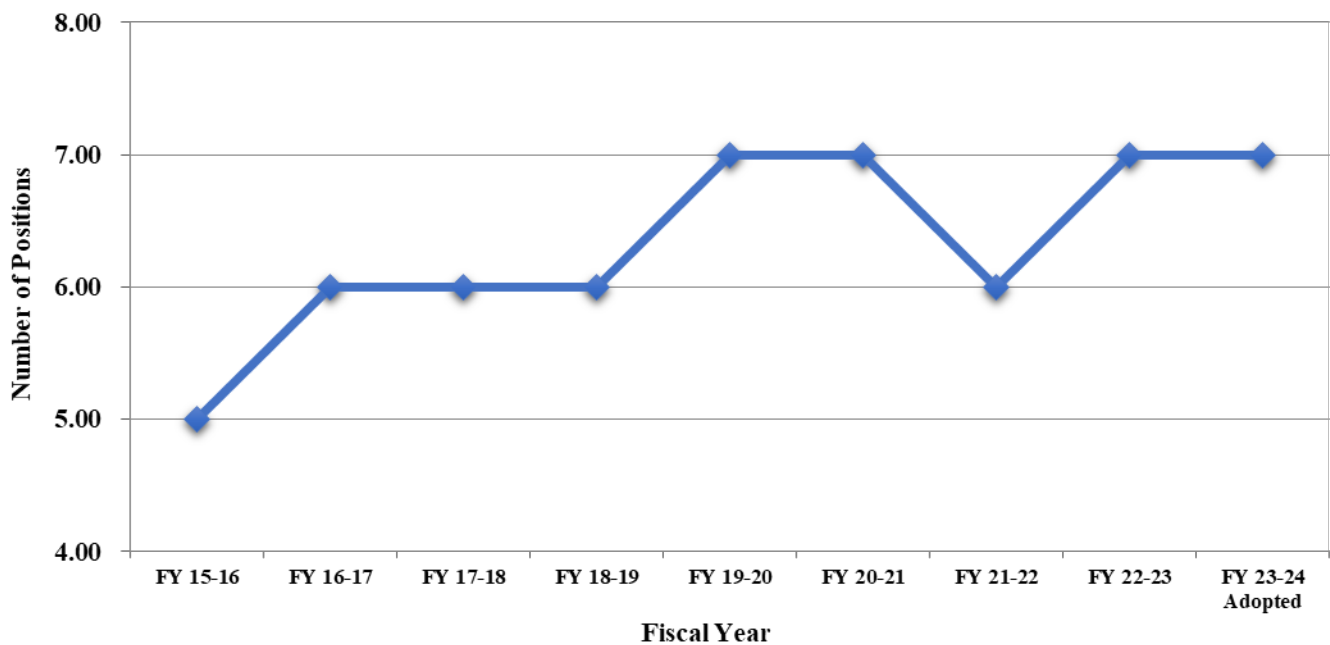
FY 2022-23

| | |
|-----------|-------------|
| Operating | \$1,467,090 |
| Positions | 7 |

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



FINANCE DEPARTMENT

FY 2023-2024 Budget

Department Summary

SOURCES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|-----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| General Fund | | | | | |
| Charges/Fees for Services | 55,618 | 44,215 | 53,810 | 68,858 | 63,080 |
| Use of Resources | 1,234,827 | 981,660 | 1,197,561 | 1,469,688 | 1,344,914 |
| Special Revenue Funds | 10,665 | 9,957 | 59,870 | 9,067 | 9,067 |
| Capital Project Fund | - | - | - | - | - |
| Enterprise Funds | 36,197 | 1,816 | 21,000 | 22,000 | 22,000 |
| Successor Agency Trust Fund | 13,655 | 11,126 | 23,225 | 28,029 | 28,029 |
| TOTAL | 1,350,962 | 1,048,774 | 1,355,466 | 1,597,643 | 1,467,090 |

EXPENDITURES BY DEPARTMENT

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|--------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Finance Department | 1,350,962 | 1,048,774 | 1,355,466 | 1,597,643 | 1,467,090 |
| TOTAL | 1,350,962 | 1,048,774 | 1,355,466 | 1,597,643 | 1,467,090 |

CHARACTER OF EXPENDITURES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Personnel | | | | | |
| Salaries and Benefits | 1,097,224 | 889,013 | 1,009,157 | 1,192,711 | 1,062,158 |
| Subtotal | 1,097,224 | 889,013 | 1,009,157 | 1,192,711 | 1,062,158 |
| Supplies and Services | | | | | |
| Purchased Services | 234,036 | 154,554 | 336,309 | 394,932 | 391,932 |
| Supplies and Materials | 19,702 | 5,207 | 10,000 | 10,000 | 10,000 |
| Capital Expenditures | - | - | - | - | 3,000 |
| Other Expenditures | - | - | - | - | - |
| Subtotal | 253,738 | 159,761 | 346,309 | 404,932 | 404,932 |
| TOTAL | 1,350,962 | 1,048,774 | 1,355,466 | 1,597,643 | 1,467,090 |

AUTHORIZED STRENGTH

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|--------------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Finance Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Financial Services Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Management Analyst | 1.00 | 1.00 | 1.00 | - | - |
| Accountant Senior ¹ | - | - | - | 1.00 | 1.00 |
| Accountant I/II | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Account Technician I/II | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Grant Coordinator | - | - | 1.00 | 1.00 | 1.00 |
| TOTAL | 7.00 | 6.00 | 7.00 | 7.00 | 7.00 |

¹ Converting Sr. Management Analyst to Accountant Senior

FINANCE DEPARTMENT

FY 2023-2024 Budget

Department Summary

MISSION STATEMENT

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

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

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

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

SIGNIFICANT CHANGES

FY 2022-2023 to FY 2023-2024 Budget:

The increase of \$242,177 (17.9%) from the Adopted FY 22-23 Budget to the Baseline FY 23-24 Budget is primarily due to increases in the personnel costs by COLA and merit increases, and IT services, such as the new EPP implementation and annual subscription fee.

The decrease of \$130,552 (-8.2%) from the Baseline FY 23-24 Budget to the Adopted FY 23-24 Budget is primarily related to a decrease in Pandemic workers backfill (\$85,000) and Salary savings due to the position conversion from Senior Management Analyst to Accountant Senior (\$42,000).

| Fiscal Year (FY) | Budget | \$ Change from Previous FY | % Change from Previous FY |
|------------------|-------------|----------------------------|---------------------------|
| 2021-22 Adopted | \$1,355,466 | | |
| 2022-23 Baseline | \$1,597,643 | \$242,177 | 17.9% |
| 2022-23 Adopted | \$1,467,090 | (\$130,552) | -8.2% |

FINANCE DEPARTMENT

FY 2023-2024 Budget

ACCOMPLISHMENTS

| OBJECTIVES | RESULTS |
|--|---|
| 1. Implement Enterprise Resource Planning (ERP) software by September 2022. | 1. In the system integration phase. We will receive trainings and go on live by September 2023 |
| 2. Complete a Long-term General Fund Forecast and present to Council by January 2023. | 2. Selected and contracted with Urban Futures for the 10-year financial forecast model. |
| 3. Continue supporting COVID 19 emergency response; maximize and support cost recovery efforts. Inform Council regarding Federal Treasury Regulations for use of American Rescue Act Funds (ARPA). | 3. Presented to Council for the use of the funds via Quarterly Emergency Fund reporting and concluded the Covid emergency in May 2023. |
| 4. Conduct oversight of grant management procedural and control improvements, including implementation of recommendations to properly staff and fund grant control and oversight activities. | 4. Released the updated grant managing procedures and trained project managers and on-going. |
| 5. Select a third-party administrator for on-line business license tax renewal application, and compliance processes supported by credit card capability, and implement the new processes by September 2022. | 5. Contracted with HDL for the Business Discovery Program to find non-compliant businesses in the City, and they began collecting business license taxes on behalf of the City. |
| 6. Issue Request for Proposals for outside, professional audit services by December 2022. | 6. Selected and contracted with Eide Bailly for audit services from Fiscal year 2023 to 2025. |
| 7. Complete FY2021-22 Comprehensive Annual Financial Report and submit application to Government Finance Officers Association (GFOA) by December 2022. | 7. Annual Comprehensive Annual Financial Report (ACFR) was issued and submitted to GFOA on December 23,2022. |
| 8. Select a CalPERS Unfunded Liability option for pre-funding liabilities and reducing overall costs and risks. | 8. Committed \$3 million in General Fund for pre-funding options. |
| 9. Support Public Works Infrastructure and District Studies to reduce General Fund support of NPDES and Storm Drain District activities. | 9. On-going efforts to be made. |
| 10. Adopt California Uniform Public Construction Cost Accounting Act procedures, update City Purchase Ordinance, and update comprehensive purchasing policies and procedures. | 10. On-going efforts to be made. |

FINANCE DEPARTMENT

FY 2023-2024 Budget

ACCOMPLISHMENTS

| OBJECTIVES | RESULTS |
|---|---|
| 11. Analyze funding strategies for & community perspectives on public infrastructure improvements. 12. Assist Human Resources on improving staff morale, retention, recruitment & succession planning. | 11. Retained a consultant to perform a community engagement survey. The survey is currently being conducted. 12. Objective met and on-going efforts. |

FINANCE DEPARTMENT

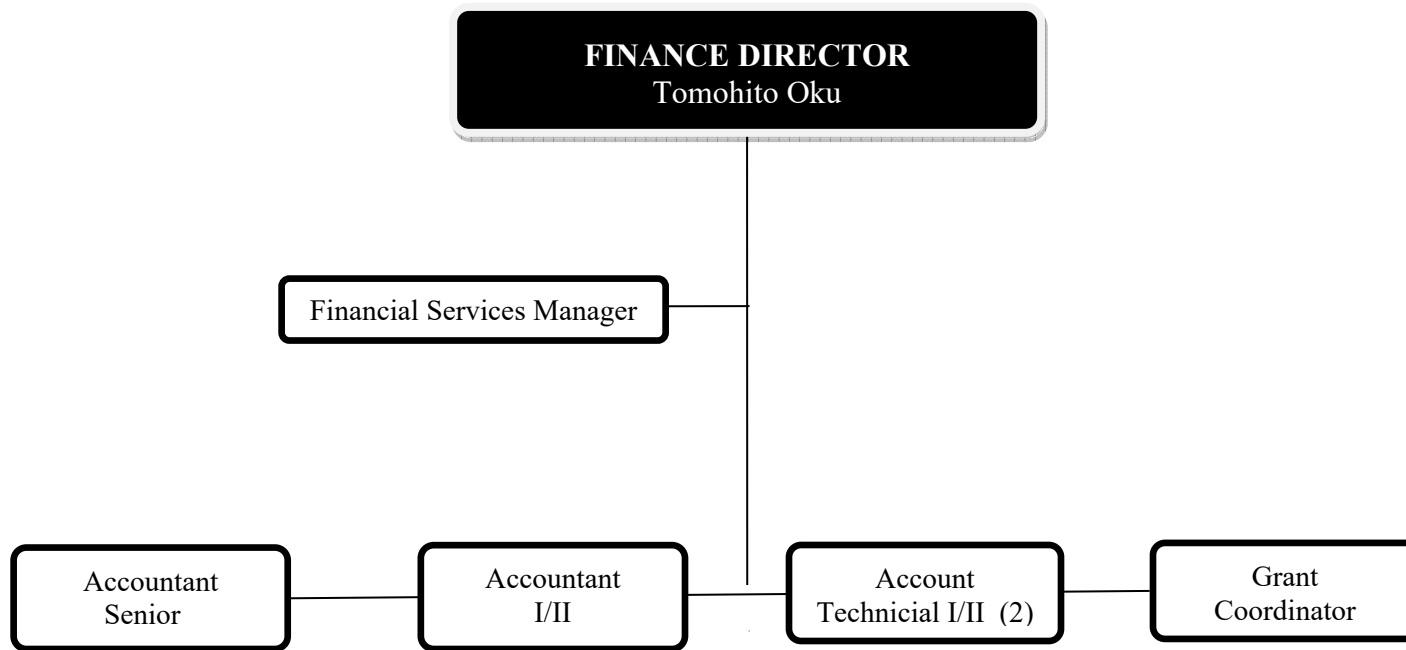
FY 2023-24 Budget

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. Develop 10 year Financial Projections
5. ERP Implementation
6. Support Public Works Infrastructure and District Studies to reduce General Fund support of NPDES and Storm Drain District activities
7. Adopt California Uniform Public Construction Cost Accounting Act procedures, update City Purchase Ordinance, and update comprehensive purchasing policies and procedures
8. Complete FY2022-23 Annual Comprehensive Financial Report and submit application to Government Finance Officers Association (GFOA) by December 2023

FINANCE DEPARTMENT

FY 2023-2024 Budget



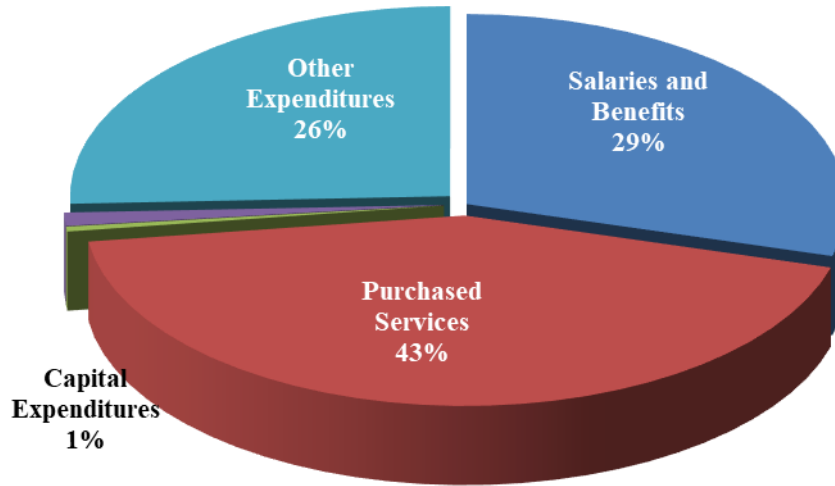
COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2023-2024 Budget

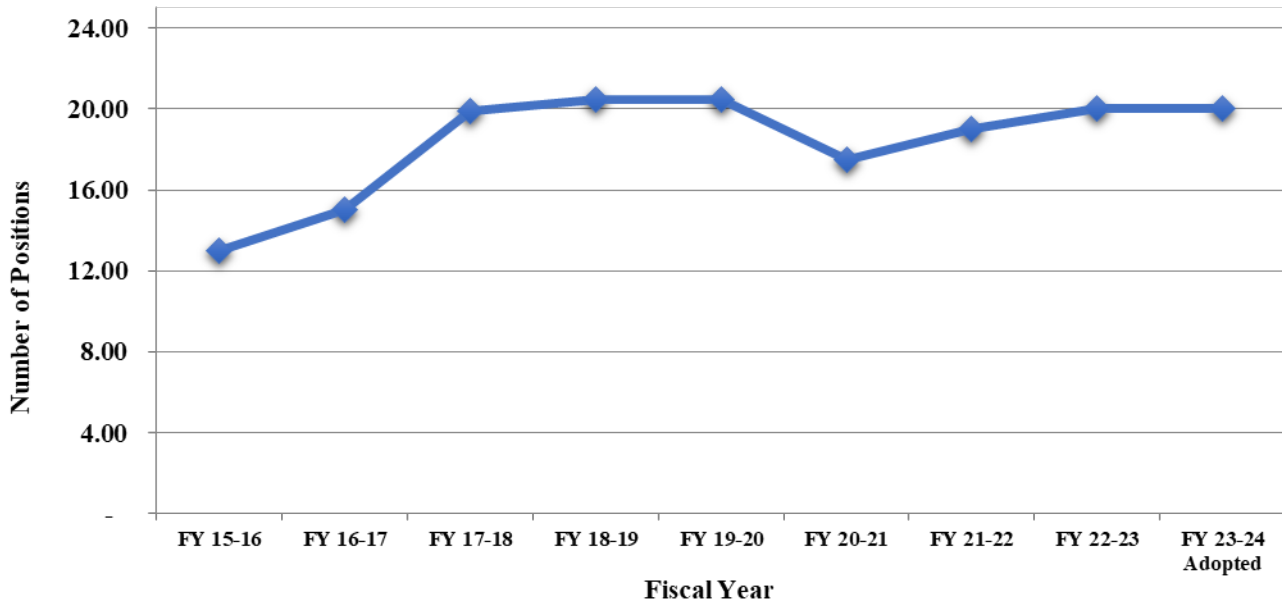
FY 2023-24

Operating \$11,156,860
Positions 20

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2023-2024 Budget

Department Summary

SOURCES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|-----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| General Fund | | | | | |
| Charges/Fees for Services | 2,301,133 | 1,573,002 | 2,450,648 | 2,899,279 | 2,916,349 |
| Use of Resources | 2,017,922 | 1,773,463 | 668,748 | 2,380,784 | 2,351,665 |
| Special Revenue Funds | 1,165,183 | 1,458,694 | 6,363,235 | 5,114,700 | 5,888,847 |
| Capital Project Funds | 24,084 | - | - | - | - |
| Enterprise Funds | - | - | - | - | - |
| Successor Agency Trust Fund | - | - | - | - | - |
| TOTAL | 5,508,322 | 4,805,159 | 9,482,631 | 10,394,762 | 11,156,860 |

EXPENDITURES BY DIVISION

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Administration Division | 1,017,882 | 1,087,213 | 682,074 | 734,305 | 734,306 |
| Building Services Division | 917,201 | 1,129,440 | 1,287,113 | 1,712,559 | 1,729,629 |
| Housing & Econ Development | 1,389,111 | 1,051,296 | 6,335,909 | 5,246,178 | 6,180,205 |
| Planning Division | 2,184,127 | 1,537,209 | 1,177,535 | 2,701,720 | 2,512,720 |
| TOTAL | 5,508,322 | 4,805,159 | 9,482,631 | 10,394,762 | 11,156,860 |

CHARACTER OF EXPENDITURES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Personnel | | | | | |
| Salaries and Benefits | 2,084,660 | 2,161,736 | 3,039,711 | 3,263,544 | 3,280,642 |
| Subtotal | 2,084,660 | 2,161,736 | 3,039,711 | 3,263,544 | 3,280,642 |
| Supplies and Services | | | | | |
| Purchased Services | 3,391,749 | 2,591,755 | 1,042,070 | 4,097,868 | 4,842,868 |
| Supplies and Materials | 29,513 | 49,986 | 44,850 | 47,350 | 47,350 |
| Capital Expenditures | 2,403 | 1,683 | 81,000 | 126,000 | 126,000 |
| Other Expenditures | - | - | 5,275,000 | 2,860,000 | 2,860,000 |
| Subtotal | 3,423,664 | 2,643,424 | 6,442,920 | 7,131,218 | 7,876,218 |
| TOTAL | 5,508,323 | 4,805,160 | 9,482,631 | 10,394,762 | 11,156,860 |

AUTHORIZED STRENGTH

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Administration Division | 6.45 | 3.50 | 4.00 | 4.00 | 4.00 |
| Building Services Division | 7.00 | 7.00 | 7.00 | 7.00 | 7.00 |
| Housing & Econ Development | 3.00 | 3.00 | 4.00 | 4.00 | 4.00 |
| Planning Division | 4.00 | 4.00 | 4.00 | 5.00 | 5.00 |
| TOTAL | 20.45 | 17.50 | 19.00 | 20.00 | 20.00 |

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2023-2024 Budget

Department Summary

MISSION STATEMENT

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

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

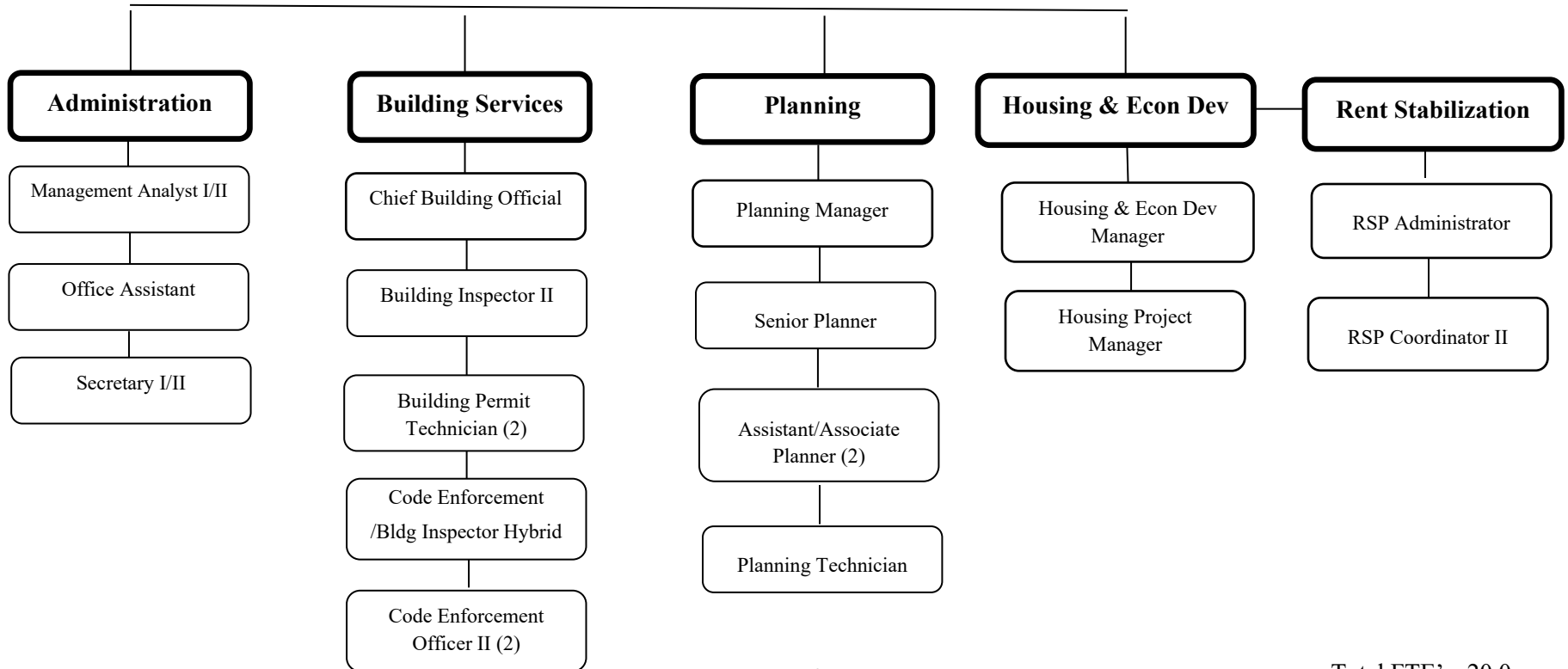
- Coordinating and managing the City's development related functions (e.g. long range planning, development review, entitlement and permit processing, inspection services, housing and code compliance/enforcement);
- Coordinating business development and retention efforts through both capital projects and direct economic development efforts;
- Providing staff support to the Planning Commission and Rent Stabilization Board;
- Collaborating with regional organizations (e.g. 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 2023-2024 Budget

ASSISTANT CITY
MANAGER

COMMUNITY & ECONOMIC
DEVELOPMENT DIRECTOR
Amy Chen



DB - 54

Total FTE's: 20.0

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2023-2024 Budget

Administration Division

Division Summary

SOURCES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|-----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| General Fund | | | | | |
| Charges/Fees for Services | - | - | - | - | - |
| Use of Resources | 891,241 | 472,264 | 629,770 | 678,453 | 578,693 |
| Special Revenue Funds | 107,712 | 614,950 | 52,304 | 55,852 | 155,613 |
| Capital Project Funds | 18,929 | - | - | - | - |
| Enterprise Funds | - | - | - | - | - |
| Successor Agency Trust Fund | - | - | - | - | - |
| TOTAL | 1,017,882 | 1,087,213 | 682,074 | 734,305 | 734,306 |

EXPENDITURES BY DIVISION

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|-------------------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Administration Division | 1,017,882 | 1,087,213 | 682,074 | 734,305 | 734,306 |
| Environmental Programs ¹ | - | - | - | - | - |
| TOTAL | 1,017,882 | 1,087,213 | 682,074 | 734,305 | 734,306 |

CHARACTER OF EXPENDITURES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Personnel | | | | | |
| Salaries and Benefits | 524,370 | 488,481 | 621,374 | 672,605 | 672,606 |
| Subtotal | 524,370 | 488,481 | 621,374 | 672,605 | 672,606 |
| Supplies and Services | | | | | |
| Purchased Services | 483,494 | 588,925 | 48,200 | 49,200 | 49,200 |
| Supplies and Materials | 8,273 | 9,807 | 12,500 | 12,500 | 12,500 |
| Capital Expenditures | 1,745 | - | - | - | - |
| Other Expenditures | - | - | - | - | - |
| Subtotal | 493,512 | 598,732 | 60,700 | 61,700 | 61,700 |
| TOTAL | 1,017,882 | 1,087,213 | 682,074 | 734,305 | 734,306 |

AUTHORIZED STRENGTH

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|--|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Community & Econ Development Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Management Analyst II ¹ | 2.00 | 0.50 | 1.00 | 1.00 | 1.00 |
| Secretary II | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Office Assistant | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Environmental Services Aide ¹ | 1.45 | - | - | - | - |
| TOTAL | 6.45 | 3.50 | 4.00 | 4.00 | 4.00 |

¹ Net Positions Transferred to/from Public Works

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2023-2024 Budget

Administration Division Summary

SERVICE DESCRIPTION

The Community and Economic Development Department provides a wide array of services to the community. The Department provides planning and development related services to property owners and businesses. The Community and Economic Development Department serves as the focal point for business and economic development efforts as well as administration of local affordable housing funds and programs. Other services include regional agency coordination, environmental coordination, and transportation coordination.

The Administration of the Community and Economic Development Department is led by the Community and Economic Development Director with the assistance of one Management Analyst II and two (2) administrative support staff. The Administration Division manages the activities of and sets policy for the Department, manages budgets, 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 to support engineering and capital projects, parks, streets and facilities maintenance, long-range planning and development services and environmental programs.

SIGNIFICANT CHANGES

FY 2022-2023 to FY 2023-2024 Budget:

The increase of \$52,231 (7.7%) from the Adopted FY 2022-23 Budget to the Baseline FY 2023-24 Budget is primarily due to the increase in personnel cost.

There is no change from the FY 2023-24 Baseline Budget to the FY 2023-24 Adopted Budget.

| Fiscal Year (FY) | Budget | \$ Change From Previous | % Change From Previous FY |
|------------------|-----------|-------------------------|---------------------------|
| 2022-23 Adopted | \$682,074 | | |
| 2023-24 Baseline | \$734,305 | \$52,231 | 7.7% |
| 2023-24 Adopted | \$734,306 | \$1 | 0.0% |

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2023-2024 Budget

Building Services Division

Division Summary

SOURCES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|-----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| General Fund | | | | | |
| Charges/Fees for Services | 891,823 | 1,129,029 | 1,287,113 | 1,642,559 | 1,659,629 |
| Use of Resources | 25,378 | 411 | - | 70,000 | 70,000 |
| Special Revenue Funds | - | - | - | - | - |
| Capital Project Funds | - | - | - | - | - |
| Enterprise Funds | - | - | - | - | - |
| Successor Agency Trust Fund | - | - | - | - | - |
| TOTAL | 917,201 | 1,129,440 | 1,287,113 | 1,712,559 | 1,729,629 |

EXPENDITURES BY DIVISION

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Building Services Division | 917,201 | 1,129,440 | 1,287,113 | 1,712,559 | 1,729,629 |
| TOTAL | 917,201 | 1,129,440 | 1,287,113 | 1,712,559 | 1,729,629 |

CHARACTER OF EXPENDITURES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Personnel | | | | | |
| Salaries and Benefits | 574,259 | 755,368 | 971,013 | 1,042,959 | 1,060,029 |
| Subtotal | 574,259 | 755,368 | 971,013 | 1,042,959 | 1,060,029 |
| Supplies and Services | | | | | |
| Purchased Services | 335,579 | 358,898 | 228,300 | 569,300 | 569,300 |
| Supplies and Materials | 6,706 | 13,751 | 17,800 | 20,300 | 20,300 |
| Capital Expenditures | 657 | 1,423 | 70,000 | 80,000 | 80,000 |
| Other Expenditures | - | - | - | - | - |
| Subtotal | 342,942 | 374,072 | 316,100 | 669,600 | 669,600 |
| TOTAL | 917,201 | 1,129,440 | 1,287,113 | 1,712,559 | 1,729,629 |

AUTHORIZED STRENGTH

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 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 |
| Code Enforcement Officer II | 3.00 | 3.00 | 3.00 | 3.00 | 2.00 |
| TOTAL | 7.00 | 7.00 | 7.00 | 7.00 | 7.00 |

¹Converting Code Enforcement Officer II to Code Enforcement/Bldg Inspector Hybrid

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2023-2024 Budget

Building Services Division Summary

SERVICE DESCRIPTION

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

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

Enhancement and constant improvement of building services and streamlining of the permitting and inspection processes are a major component of the City's economic and business development effort. The Division is managed by the Chief Building Official and is staffed with two Code Enforcement Officers II, one Code Enforcement/Building Inspector Hybrid, two Permit Technicians, and one Building Inspector II. (The Code Enforcement/Building Inspector Hybrid position is subject to Council approval.)

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 2022-2023 to FY 2023-2024 Budget:

The increase of \$425,446 (33.1%) from the Adopted FY 2022-23 Budget to the Baseline FY 2023-24 Budget is primarily due to the increase of professional services for post-entitlement review, building inspection, and other building division support services.

The increase of \$17,070 (1.0%) from the Baseline FY 2023-24 Budget to the Adopted FY 2023-24 Budget is due to the adjustment of the personnel cost.

| Fiscal Year (FY) | Budget | \$ Change From Previous FY | % Change From Previous FY |
|------------------|-------------|----------------------------|---------------------------|
| 2022-23 Adopted | \$1,287,113 | | |
| 2023-24 Baseline | \$1,712,559 | \$425,446 | 33.1% |
| 2023-24 Adopted | \$1,729,629 | \$17,070 | 1.0% |

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2023-2024 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. Staff has continued to attend remote and in-person trainings. |
| 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. Current TRAKiT permitting system needs to be updated. |
| 5. Foster interdepartmental collaboration to ensure compliance with all laws and regulations relating to the built and natural environment. | 5. Ongoing. |
| 6. Continue to collaborate with external agencies to provide financially challenged customers with resources for project assistance. | 6. Ongoing. |
| 7. Implement the newly adopted Reach Code standards for new construction. | 7. Adopted new 2023 REACH Codes. |
| 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 2023-2024 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. Continue to support staff to pursue all applicable certification, training and education in order for staff to develop and achieve their potential for exemplary customer benefits.
3. Conduct public outreach relevant to the new state mandates and building codes.
4. Foster interdepartmental collaboration to ensure compliance with all laws and regulations relating to the built and natural environment.
5. Implement the newly adopted Reach Code standards for new construction.
6. Manage the influx load of Code Enforcement cases per the City's existing Code Enforcement Program under Resolution 57-2021 with limited allowance for anonymous complaints.

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2023-2024 Budget

Housing and Economic Development Division

Division Summary

SOURCES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|-----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| General Fund | | | | | |
| Charges/Fees for Services | - | - | - | - | - |
| Use of Resources | 331,641 | 207,552 | 24,978 | 187,330 | 446,971 |
| Special Revenue Funds | 1,057,471 | 843,744 | 6,310,931 | 5,058,848 | 5,733,234 |
| Capital Project Funds | - | - | - | | |
| Enterprise Funds | - | - | - | | |
| Successor Agency Trust Fund | - | - | - | | |
| TOTAL | 1,389,111 | 1,051,296 | 6,335,909 | 5,246,178 | 6,180,205 |

EXPENDITURES BY DIVISION

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|----------------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Housing and Economic Development | 929,458 | 739,077 | 4,134,840 | 2,916,847 | 3,700,874 |
| Rent Stabilization Program | 459,653 | 312,220 | 2,201,069 | 2,329,331 | 2,479,331 |
| TOTAL | 1,389,111 | 1,051,296 | 6,335,909 | 5,246,178 | 6,180,205 |

CHARACTER OF EXPENDITURES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Personnel | | | | | |
| Salaries and Benefits | 444,602 | 490,552 | 680,489 | 735,899 | 735,926 |
| Subtotal | 444,602 | 490,552 | 680,489 | 735,899 | 735,926 |
| Supplies and Services | | | | | |
| Purchased Services | 932,796 | 537,847 | 368,220 | 1,638,079 | 2,572,079 |
| Supplies and Materials | 11,713 | 22,897 | 10,200 | 10,200 | 10,200 |
| Capital Expenditures | - | - | 2,000 | 2,000 | 2,000 |
| Other Expenditures (Loans) | - | - | 5,275,000 | 2,860,000 | 2,860,000 |
| Subtotal | 944,509 | 560,744 | 5,655,420 | 4,510,279 | 5,444,279 |
| TOTAL | 1,389,111 | 1,051,296 | 6,335,909 | 5,246,178 | 6,180,205 |

AUTHORIZED STRENGTH

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|------------------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Housing & Economic Development Mgr | - | - | 1.00 | 1.00 | 1.00 |
| Housing Project Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| RSP Administrator | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| RSP Coordinator II | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| TOTAL | 3.00 | 3.00 | 4.00 | 4.00 | 4.00 |

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2023-2024 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 and the Finance Department. The Division also contracts Information Technology providers, hearing examiners, consultants, and temporary staff as needed.

SIGNIFICANT CHANGES

FY 2022-2023 to FY 2023-2024 Budget:

The decrease of \$1,089,731 (-17.2%) from the Adopted FY 2022-23 Budget to the Baseline FY 2023-24 Budget is primarily due to a decrease of HCD Loan Advance by \$1,200,000 and offset by other operating expenses increased.

The increase of \$934,027 (+17.8%) from the Baseline FY2023-24 to the Adopted 2023-24 Budget is due to the Mid-Peninsula Gap Funding for Colibri Commons (\$714,000) and Rent registry (\$150,000).

| Fiscal Year (FY) | Budget | \$ Change From Previous FY | % Change From Previous FY |
|------------------|-------------|----------------------------|---------------------------|
| 2022-23 Adopted | \$6,335,909 | | |
| 2023-24 Baseline | \$5,246,178 | (\$1,089,731) | -17.2% |
| 2023-24 Adopted | \$6,180,205 | \$934,027 | 17.8% |

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2023-2024 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. received \$70,000 in Regional Early Action Planning (REAP) grant funds from ABAG/MTC for planning and housing activities and an Affordable Housing and Sustainable Communities (AHSC) award for the Colibri Commons (fka 965 Weeks) Affordable Housing Development consisting of \$11.7M in housing loan funds and \$8M in grant funds, or \$19.87M total. The City is also matching \$1.7M in state funds for the Local Housing Trust Fund (LHTF) program 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 2022-23 (July 1, 2022 – June 30, 2023) on June 7, 2022, 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. |
| 3. In coordination with the Planning Division, complete the City’s Housing Element update for the upcoming Regional Housing Needs Assessment (RHNA) cycle. | 3. Staff worked with 21 Elements to draft and edit individual Housing Element sections. Staff held Housing Element community meetings and public hearings in July 2021, February 2022, and May 2022. Staff also prepared City Council and Planning Commission informational items and public hearings in March 2022, April 2022, July 2022, January 2023, and February 2023. Staff submitted the draft Housing Element on October 21, 2022, and a revised and adopted Housing Element on February 24, 2023, after City Council adoption on February 21, 2023. Staff also updated a webpage with surveys, interactive tools, and other information. |
| 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. The Affordable Housing Overlay Zone work will no longer be continued given state affordable housing overlay zone improvements that the City is implementing. Staff has begun to discuss |

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2023-2024 Budget

Housing and Economic Development Division

ACCOMPLISHMENTS

- the work plan for additional ADU streamlining activities with 21 Elements.
5. Develop workplan and complete Year 1 tasks in the Partnership for the Bay's Future/Breakthrough Grant related to; implementation of EPA OPA (if adopted); securing sustainable funding sources for all affordable housing activities; identifying opportunities for housing preservation; and capacity-building of tenant organizations in East Palo Alto.
 5. Staff developed workplan for Breakthrough Grant and has worked with the Fellow to advance housing preservation efforts. City Council will consider EPA OPA policy in 2023. City Council placed Measure L on the ballot as sustainable funding sources for affordable housing activities and is currently working on implementation. Fellow has finalized research on funding opportunities for housing preservation and is working with local nonprofits for capacity-building.
 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. An RFP was released to provide anti-displacement assistance to tenants of East Palo Alto. Services include eviction assistance, know your rights workshops and case management care.
 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.
 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 adjust database as needed to ensure proper tracking is taking place.

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2023-2024 Budget

Housing and Economic Development Division

ACCOMPLISHMENTS

- | | |
|--|--|
| <p>10. Conduct community outreach to educate both landlords and tenants of their rights and responsibilities under the City's ordinances and any other laws adopted in response to the COVID19 pandemic, including distributing an informative Guide to Rent Control in East Palo Alto.</p> <p>11. Provide information on the requirements for eviction in the ordinances to landlords and tenants, including mailing information to tenants within one business day of receipt of notices of eviction.</p> <p>12. Under the 2010 Ordinance, issue Certificates of Maximum Allowable Rent for new tenants within five business days of the Board's receipt of a completed Vacancy Registration Statement to comply with the Ordinance and regulations.</p> <p>13. Mail 2022-23 Annual Program Fee Statements forms to landlords of regulated rental units under the 1988 Ordinance (regulated mobile home park spaces) in May and under the 2010 Ordinance (regulated residential dwelling units) in November, so landlords can timely submit them and meet the deadlines established by the ordinances.</p> <p>14. Process pending petitions submitted by landlords and tenants within the timelines established in the Rent Stabilization Ordinance and regulations.</p> <p>15. Submit notices of noncompliance to landlords when regulated rental units are not properly registered as required by the ordinances and regulations with information about how to comply, the penalty fees that are accruing for noncompliance, and the procedure for submittal of a penalty waiver request for good cause.</p> <p>16. Develop underwriting guidelines for use in the Inclusionary Housing Ordinance and Commercial Linkage Fee Programs.</p> | <p>10. The Rent Stabilization Program worked with Measure O partners to disseminate information related to the State eviction moratorium and assist tenants with Housing is Key applications. The Program also provided tenants with community resources on affordable housing.</p> <p>11. With the State eviction moratorium ending in 2022 the Rent Stabilization Program provided referrals for rental assistance, reviewed notices to verify.</p> <p>12. This is an ongoing activity of the Rent Program.</p> <p>13. The Rent Stabilization Program sent out this notice in November 2022. 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 in the books, but the Fees are not collected for the mobile home park spaces.</p> <p>14. This is an ongoing activity of the Rent Stabilization Program.</p> <p>15. This is an ongoing activity of the Rent Stabilization Program.</p> <p>16. This action was not completed in FY2021-22.</p> |
|--|--|

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2023-2024 Budget

Housing and Economic Development Division

ACCOMPLISHMENTS

- | | |
|---|---|
| <p>17. Continue the RV Safe Parking Program through April 2023.</p> <p>18. Coordinate with the County and social service partners to reduce homelessness in East Palo Alto.</p> <p>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.</p> <p>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.</p> | <p>17. The RV Safe Parking Program successfully operated through April 2022 on an overnight and daytime basis with the City support. In April 2022, City Council extended the program for daytime operations for an additional year from May 1, 2022, to April 30, 2023.</p> <p>18. Staff meet monthly with County and social service partners to coordinate the response to homelessness. Staff presented a comprehensive strategy for addressing unhoused residents, for City Council consideration in April 2022.</p> <p>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 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 notice 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.</p> <p>20. Planning is working with consultants to develop Objective Design Standards for ADUs, and received direction from City Council on December 6, 2022 to return to City Council with fee waiver, pre-approved plans, and other streamlining options for the promotion of ADUs.</p> |
|---|---|

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2023-2024 Budget

Housing and Economic Development Division

ACCOMPLISHMENTS

- | | |
|---|---|
| <p>21. Provide semiannual update to City Council on progress made on the City's 2018-2023 Affordable Housing Strategy.</p> <p>22. Continue to engage in strategic housing advocacy, including comment letters to the relevant state and/or federal agencies regarding key housing grant programs.</p> | <p>21. An update on the Affordable Housing Strategy goals is now provided annually during the City Council priority-setting process. Staff are preparing a comprehensive Affordable Housing Strategy for 2023.</p> <p>22. City staff partnered with Oakland and other cities in September 2022 to submit comments to CDLAC (California Debt Limit Allocation Committee) concerning allocation of tax-exempt bonds in the Bay Area and to HCD (Department of Housing and Community Development) and the Strategic Growth Council concerning the AHSC (Affordable Housing and Sustainable communities) program.</p> |
|---|---|

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2023-2024 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. Complete Year 2 tasks in the Partnership for the Bay's Future/Breakthrough Grant related to housing preservation: implementation of EPA OPA (if adopted); securing additional 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. Execute agreements and administer funding. 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. Work with the IT services provider to make any necessary programming adjustment to the Program's registration database and petition tracking system.

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2023-2024 Budget

Housing and Economic Development Division

OBJECTIVES

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.
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 2022-23 Annual Program Fee Statements forms to landlords of regulated rental units under the 1988 Ordinance (regulated mobile home park spaces) in May and under the 2010 Ordinance (regulated residential dwelling units) in November, so landlords can timely submit them and meet the deadlines established by the ordinances.
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 pre-approved and modular ADU design plans.
26. Provide update to City Council on progress made on the City's 2018-2023 Affordable Housing Strategy, and develop new 5-year strategic plan.

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2023-2024 Budget

Housing and Economic Development Division

OBJECTIVES

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 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 2023-2024 Budget

Planning Division

Division Summary

| SOURCES | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|-----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| General Fund | | | | | |
| Charges/Fees for Services | 1,409,310 | 443,973 | 1,163,535 | 1,256,720 | 1,256,720 |
| Use of Resources | 769,662 | 1,093,237 | 14,000 | 1,445,000 | 1,256,000 |
| Special Revenue Funds | - | | - | - | - |
| Capital Project Funds | 5,155 | | - | - | - |
| Enterprise Funds | - | | - | - | - |
| Successor Agency Trust Fund | - | - | - | - | - |
| TOTAL | 2,184,127 | 1,537,209 | 1,177,535 | 2,701,720 | 2,512,720 |

| EXPENDITURES BY DIVISION | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|--------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Planning Division | 2,184,127 | 1,537,209 | 1,177,535 | 2,701,720 | 2,512,720 |
| TOTAL | 2,184,127 | 1,537,209 | 1,177,535 | 2,701,720 | 2,512,720 |

| CHARACTER OF EXPENDITURES | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|---------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Personnel | | | | | |
| Salaries and Benefits | 541,428 | 427,335 | 766,835 | 812,081 | 812,081 |
| Subtotal | 541,428 | 427,335 | 766,835 | 812,081 | 812,081 |
| Supplies and Services | | | | | |
| Purchased Services | 1,639,879 | 1,106,086 | 397,350 | 1,841,289 | 1,652,289 |
| Supplies and Materials | 2,820 | 3,530 | 4,350 | 4,350 | 4,350 |
| Capital Expenditures | - | 259 | 9,000 | 44,000 | 44,000 |
| Other Expenditures | - | | - | - | - |
| Subtotal | 1,642,699 | 1,109,875 | 410,700 | 1,889,639 | 1,700,639 |
| TOTAL | 2,184,127 | 1,537,209 | 1,177,535 | 2,701,720 | 2,512,720 |

| AUTHORIZED STRENGTH | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|-----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Planning Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Planner | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant/Associate Planner | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Planning Technician | - | - | - | 1.00 | 1.00 |
| TOTAL | 4.00 | 4.00 | 4.00 | 5.00 | 5.00 |

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2023-2024 Budget

Planning Division Summary

SERVICE DESCRIPTION

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

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

In the past fiscal year, the recruitment for new planners has been a challenge due to the economy and competition with other jurisdictions and companies. The Division is comprised of a Planning Manager, senior planner, two assistant/associate planners, and a planning technician that was added during this most recent budget cycle. Currently the division is filling the last remaining vacancy, one of the assistant/associate planner positions, and plans to focus on training with the soon to be complete team. Even with the current pandemic, applications, especially for minor projects, have not decreased. To address the workload, the Division has relied on consultant planners and has sought out grant funding to provide support for the zoning code update. Recruitment for the remaining the position, as well as retention of staff, continue to be a priority.

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

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

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2023-2024 Budget

Planning Division Summary (Continued)

SIGNIFICANT CHANGES

FY 2022-2023 to FY 2023-2024 Budget:

The increase of \$1,524,185 (129.4%) from the Adopted FY 2022-23 Budget to the Baseline FY 2023-24 Budget is primarily due to the MCA Planning and Support increase of \$1,000,000 and State mandated General plan update of \$342,000.

The decrease of \$189,000 (-7.0%) from Baseline FY2023-24 to the Adopted FY2023-24 is due to the reduced General plan update expense (-\$162,000) and transcription services (-\$27,000).

| Fiscal Year (FY) | Budget | \$ Change From Previous | % Change From Previous |
|------------------|-------------|-------------------------|------------------------|
| 2022-23 Adopted | \$1,177,535 | | |
| 2023-24 Baseline | \$2,701,720 | \$1,524,185 | 129.4% |
| 2023-24 Adopted | \$2,512,720 | (\$189,000) | -7.0% |

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2023-2024 Budget

Planning Division

ACCOMPLISHMENTS

| OBJECTIVES | RESULTS |
|---|--|
| 1. Ensure Planning Division staff capacity to handle current and future projects, including ability to utilize consultants. | 1. Staff is utilizing active project spreadsheet to guide project assignments. Planning has continued to utilize consultant staff to process specific projects. The City hired Good City Company to manage the four major RBD projects and two major applications in the West Side Area. Staff to focus on long range and current planning that require faster turn around times. |
| 2. 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 current planning projects, such as residential and commercial redevelopment and long-range projects such as the Housing Element and Zoning Code updates. |
| 3. Utilize consultant staff to seamlessly augment city staff | 3. The Planning Division has continued to utilize contract staff to process larger applications that would have otherwise taken up substantial time for staff. This has enabled staff to focus on projects that require a faster turnaround time. |
| 4. Staff the public counter efficiently and effectively | 4. Planning has refined the counter schedule that would best respond to schedule needs of planners, while ensuring timely responses to public inquiries. Each staff member has a city cell phone to enable direct communication. Counter schedules are made available to administrative staff to ensure that there is a planner to respond. Staff has also implemented an online appointment system (Bookings) that enables the public to schedule meetings with Planning staff on topics that may need dedicated discussion time. |
| 5. Enhance communication between staff and the public through outreach efforts | 5. Staff has continued to make website updates, including project information, CEQA notices and other resources, such as the ADU resource page. Staff has also continued to implement the community outreach policy to provide early and enhanced outreach for projects of various sizes. Staff has provided larger mailing radii for projects of special interest, such as the RBD update. Staff posts quarterly updates of pending and approved administrative level projects. |

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2023-2024 Budget

Planning Division

ACCOMPLISHMENTS

6. Address technology deficiencies, including website, to better address needs of the public
7. Prepare long range and advanced planning policies consistent with state law
8. Continue the growth and training of Planning Division staff
9. Improve record keeping and enhance access to records
10. Respond to state mandates in a timely manner regards to housing based on local needs, including SB 9 and SB 35.
6. City has executed a contract with Raimi and Associates to enhance the City's GIS capacity. Staff is working with Raimi to enhance GIS use. City staff has also obtained training and begun website updates to provide more information to the public. Improvements include information on ADUs, SB 35 and SB 9 implementation. Staff is also providing regular reports online with a list of pending projects.
7. Staff has also continued to refine the new procedure to process housing applications ministerially in conformance with SB 9 and 35. Training provided to staff and Planning Commission on recent changes to and applicability of the Housing Accountability Act.
8. The Division actively encourages staff to seek training opportunities, especially now that most training is offered remotely. Staff has continued to take trainings when time permits. Trainings include CEQA, planning law updates, including housing, GIS, and APA conferences.
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. Staff has obtained training and developed processes and materials to implement the new State mandates for housing. This has included website updates, training materials and handouts for the public.

COMMUNITY AND ECONOMIC DEVELOPMENT

2023-2024 Budget

Planning Division

OBJECTIVES

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

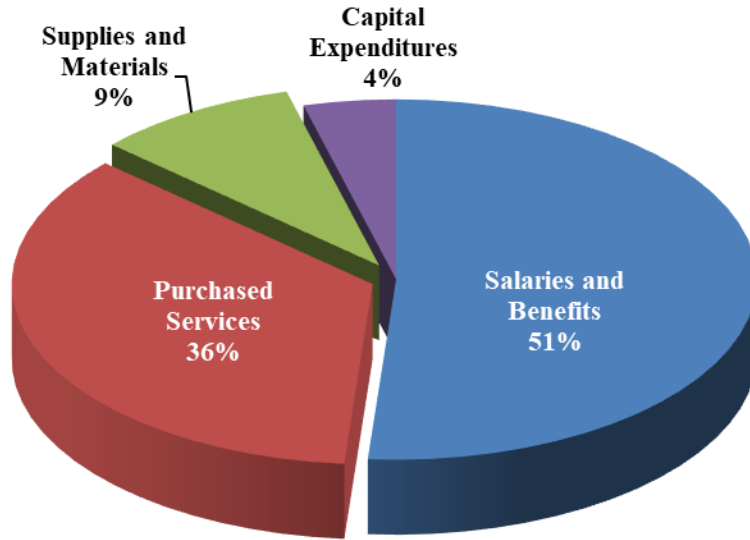
PUBLIC WORKS DEPARTMENT

FY 2023-2024 Budget

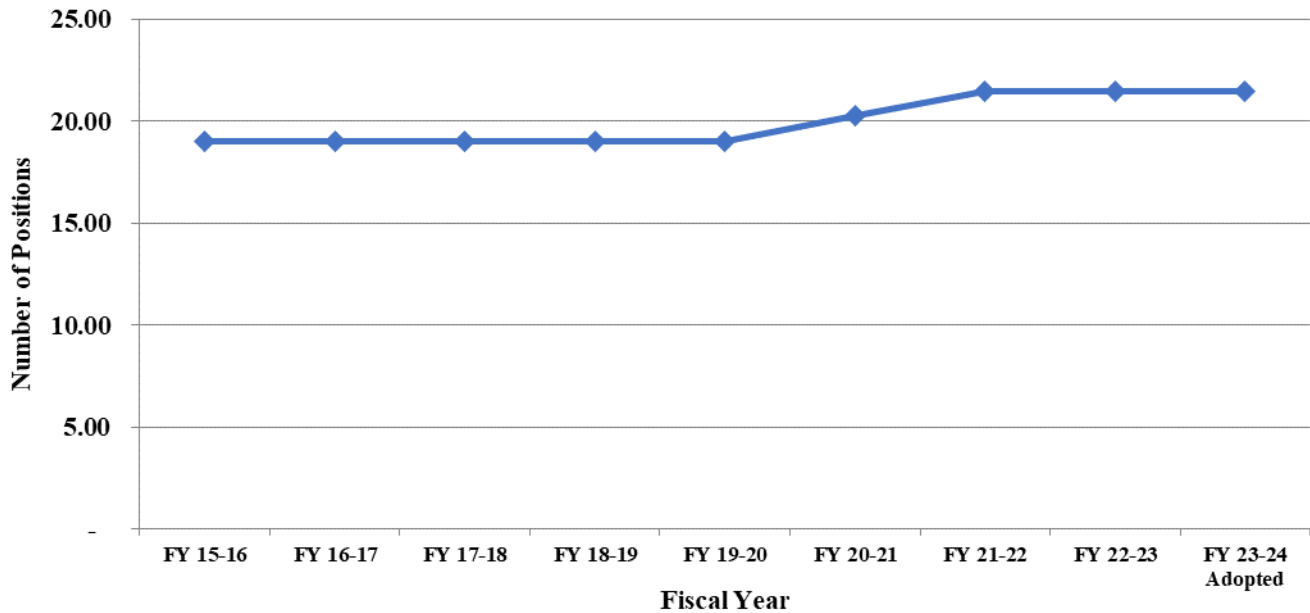
FY 2023-24

Operating \$7,095,785
Positions 21.45

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



PUBLIC WORKS DEPARTMENT

FY 2023-24 Budget

Department Summary

SOURCES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| General Fund | | | | | |
| Charges/Fees for Services | 125,300 | 91,096 | 935,099 | 997,153 | 997,153 |
| Use of Resources | 3,368,303 | 3,250,049 | 3,433,150 | 4,190,145 | 3,836,579 |
| Special Revenue Funds | 694,621 | 853,359 | 1,317,284 | 1,672,934 | 1,517,934 |
| Capital Project Fund | 40,685 | 40,000 | 40,000 | 160,000 | 243,333 |
| Enterprise Funds | 343,552 | 548,193 | 565,189 | 492,453 | 500,786 |
| Succesor Agency Trust Fund | - | - | - | - | - |
| TOTAL | 4,572,461 | 4,782,697 | 6,290,722 | 7,512,685 | 7,095,785 |

EXPENDITURES BY DIVISION

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|-------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Administration Division | 879,491 | 840,545 | 840,851 | 951,459 | 876,459 |
| Engineering Division | 905,023 | 1,187,280 | 1,359,249 | 1,583,553 | 1,833,553 |
| Maintenance Division | 2,787,947 | 2,754,872 | 4,090,622 | 4,977,672 | 4,385,772 |
| TOTAL | 4,572,461 | 4,782,697 | 6,290,722 | 7,512,685 | 7,095,785 |

CHARACTER OF EXPENDITURES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Personnel | | | | | |
| Salaries and Benefits | 2,562,436 | 2,585,222 | 3,229,572 | 3,636,635 | 3,636,635 |
| Subtotal | 2,562,436 | 2,585,222 | 3,229,572 | 3,636,635 | 3,636,635 |
| Supplies and Services | | | | | |
| Purchased Services | 1,498,324 | 1,691,501 | 2,193,850 | 2,621,300 | 2,516,300 |
| Supplies and Materials | 461,596 | 468,452 | 648,700 | 706,250 | 659,350 |
| Capital Expenditures | 50,105 | 37,523 | 218,600 | 548,500 | 283,500 |
| Other Expenditures | - | - | - | - | - |
| Subtotal | 2,010,025 | 2,197,475 | 3,061,150 | 3,876,050 | 3,459,150 |
| TOTAL | 4,572,461 | 4,782,697 | 6,290,722 | 7,512,685 | 7,095,785 |

AUTHORIZED STRENGTH

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|--------------------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Administration Division ¹ | 2.00 | 4.50 | 4.45 | 4.45 | 4.45 |
| Engineering Division | 5.00 | 3.75 | 5.00 | 5.00 | 5.00 |
| Maintenance Division | 12.00 | 12.00 | 12.00 | 12.00 | 12.00 |
| TOTAL | 19.00 | 20.25 | 21.45 | 21.45 | 21.45 |

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

PUBLIC WORKS DEPARTMENT

FY 2023-2024 Budget

Department Summary

MISSION STATEMENT

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

The Public Works Department includes the Administrative, 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 Francisquito 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 oversees a number of environmental contracts including solid waste/recycling trash services, street sweeping, tree services (Canopy) as well as planing 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

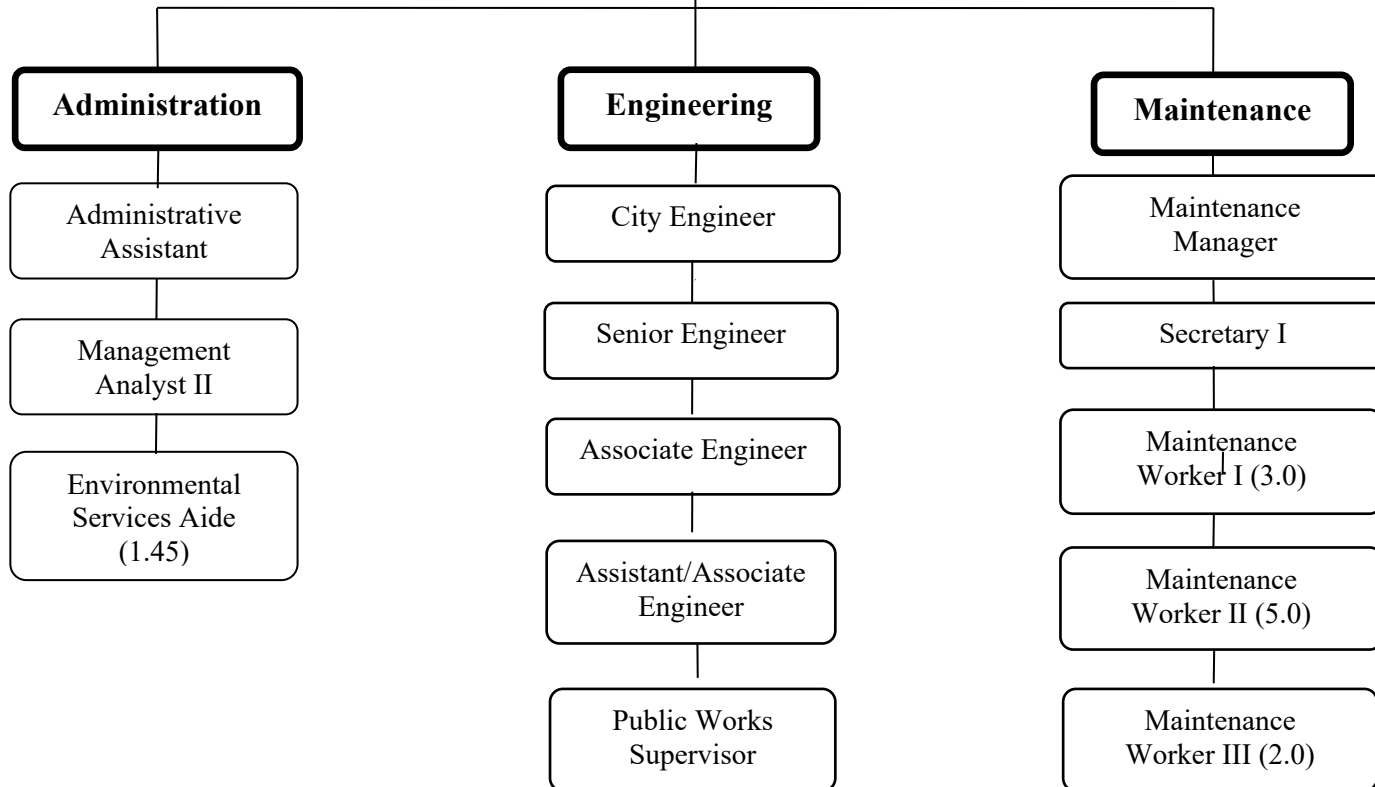
The Maintenance Division is responsible for the day-to-day maintenance of all City-owned facilities, parks and infrastructure. It coordinates and assists other departments with the use of City facilities during special events, holidays, as well as the general use of City facilities and parks.

PUBLIC WORKS DEPARTMENT

FY 2023-2024 Budget

PUBLIC WORKS DIRECTOR

Humza Javed



PUBLIC WORKS DEPARTMENT

FY 2023-24 Budget

Administration Division

Division Summary

SOURCES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|-----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| General Fund | | | | | |
| Charges/Fees for Services | | - | - | - | - |
| Use of Resources | 670,182 | 489,674 | 593,247 | 634,907 | 634,907 |
| Special Revenue Funds | 95,625 | 182,640 | 136,302 | 123,026 | 123,026 |
| Capital Project Funds | - | - | - | - | - |
| Enterprise Funds | 113,685 | 168,232 | 111,302 | 193,526 | 118,526 |
| Successor Agency Trust Fund | - | - | - | - | - |
| TOTAL | 879,491 | 840,545 | 840,851 | 951,459 | 876,459 |

EXPENDITURES BY DIVISION

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|-------------------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Administration Division | 582,791 | 502,442 | 448,501 | 480,968 | 480,968 |
| Environmental Programs ¹ | 296,699 | 338,104 | 392,350 | 470,491 | 395,491 |
| TOTAL | 879,491 | 840,545 | 840,851 | 951,459 | 876,459 |

CHARACTER OF EXPENDITURES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Personnel | | | | | |
| Salaries and Benefits | 591,392 | 494,229 | 691,251 | 741,859 | 741,859 |
| Subtotal | 591,392 | 494,229 | 691,251 | 741,859 | 741,859 |
| Supplies and Services | | | | | |
| Purchased Services | 276,892 | 330,453 | 141,050 | 201,850 | 126,850 |
| Supplies and Materials | 11,207 | 15,863 | 8,550 | 7,750 | 7,750 |
| Capital Expenditures | - | - | - | - | - |
| Other Expenditures | - | - | - | - | - |
| Subtotal | 288,098 | 346,316 | 149,600 | 209,600 | 134,600 |
| TOTAL | 879,491 | 840,545 | 840,851 | 951,459 | 876,459 |

AUTHORIZED STRENGTH

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|---|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Public Works Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Management Analyst II | - | 1.50 | 1.00 | 1.00 | 1.00 |
| Administrative Assistant | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Environmental Service Aide ^{1 2} | - | 1.00 | 1.45 | 1.45 | 1.45 |
| TOTAL | 2.00 | 4.50 | 4.45 | 4.45 | 4.45 |

¹ Transferred from/to Community and Economic Development in FY2021

² Temporary Freeze of Vacant Position FY 2020-21

PUBLIC WORKS DEPARTMENT

FY 2023-2024 Budget

Administration Division Summary

SERVICE DESCRIPTION

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

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

- Maintaining existing streets, utilities and facilities.
- Developing and managing the City's Ten-Year Capital Improvement Program.
- As the environmental coordinator for the City, ensuring compliance with the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA).
- Serving as the Disabled Access Coordinator to ensure safe and reasonable access for all citizens under the Americans with Disabilities Act (ADA) and California Title 24.
- Managing storm water efforts to ensure compliance with the Clean Water Act and other mandates of the San Francisco Bay Regional Water Quality Control Board.
- Providing staff support to the City Council and Public Works and Transportation Commission
- Monitoring and collaborating with regional organizations (e.g., City/County Association of Governments (C/CAG), Metropolitan Transportation Committee (MTC), the Association of Bay Area Governments (ABAG), the South Bayside Waste Management Authority and the San Francisquito Creek Joint Powers Authority).

Through these core functions, the Department supports Council Strategic Priorities by undertaking the following initiatives:

1. *Enhance Public Safety and Emergency Preparedness*

- Conduct inspections for new construction, remodels and public improvements throughout the City.
- Coordinate with Menlo Park Fire Protection District, West Bay Sanitary District, East Palo Alto Sanitation District, Palo Alto Park Mutual Water Company and other entities on new development and infrastructure projects.
- Coordinate and collaborate with East Palo Police Department, MPFPD and others on emergency preparedness efforts.
- Maintain the storm drain system including the O'Connor Pump Station, streets and other infrastructure.
- Continue to abate graffiti and illegal dumping on public facilities, within parks and adjacent to City streets.

2. *Enhance Economic Vitality*

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

PUBLIC WORKS DEPARTMENT

FY 2023-2024 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 2023-2024 Budget

Administration Division Summary (Continued)

SIGNIFICANT CHANGES

FY 2022-2023 to FY 2023-2024 Budget:

The increase of \$110,608 (13.2%) from the Adopted FY 22-23 Budget to the Baseline FY 23-24 Budget is primarily due to the Consultant hiring to assist Storm Water Program Compliance and other operating expenses increased.

The decrease of \$75,000 (-7.9%) from the Baseline FY23-24 Budget to the Adopted FY23-24 Budget is that the Division will use FY 22-23 Budget savings for a Consultant for Storm Water Program Compliance.

| Fiscal Year (FY) | Budget | \$ Change From Previous FY | % Change From Previous FY |
|------------------|-----------|----------------------------|---------------------------|
| 2022-23 Adopted | \$840,851 | | |
| 2023-24 Baseline | \$951,459 | \$110,608 | 13.2% |
| 2023-24 Adopted | \$876,459 | (\$75,000) | -7.9% |

PUBLIC WORKS DEPARTMENT

FY 2023-2024 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 2023-2024 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.
3. Oversee groundwater management and monitoring
4. Coordinate with neighboring cities, Regional agencies, and water providers regarding various city activities and operations
5. Provide staff support the Public Works and Transportation Commission
6. General Administration support for the Environmental Division, Maintenance Division, and Engineering Division

PUBLIC WORKS DEPARTMENT

FY 2023-24 Budget

Engineering Division

Division Summary

SOURCES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|-----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| General Fund | | | | | |
| Charges/Fees for Services | 125,300 | 91,096 | 935,099 | 997,153 | 997,153 |
| Use of Resources | 521,034 | 782,433 | 31,650 | 201,400 | 284,734 |
| Special Revenue Funds | 64,604 | 22,622 | 50,000 | 100,000 | 100,000 |
| Capital Project Fund | 40,685 | 40,000 | 40,000 | 160,000 | 243,333 |
| Enterprise Funds | 153,400 | 251,128 | 302,500 | 125,000 | 208,333 |
| Successor Agency Trust Fund | - | - | - | - | - |
| TOTAL | 905,023 | 1,187,280 | 1,359,249 | 1,583,553 | 1,833,553 |

EXPENDITURES BY DIVISION

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|----------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Engineering Division | 905,023 | 1,187,280 | 1,359,249 | 1,583,553 | 1,833,553 |
| TOTAL | 905,023 | 1,187,280 | 1,359,249 | 1,583,553 | 1,833,553 |

CHARACTER OF EXPENDITURES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Personnel | | | | | |
| Salaries and Benefits | 558,247 | 765,367 | 870,099 | 947,153 | 947,153 |
| Subtotal | 558,247 | 765,367 | 870,099 | 947,153 | 947,153 |
| Supplies and Services | | | | | |
| Purchased Services | 315,952 | 417,681 | 477,800 | 626,400 | 876,400 |
| Supplies and Materials | 2,930 | 4,232 | 7,750 | 6,500 | 6,500 |
| Capital Expenditures | 27,894 | - | 3,600 | 3,500 | 3,500 |
| Other Expenditures | - | - | - | - | - |
| Subtotal | 346,776 | 421,913 | 489,150 | 636,400 | 886,400 |
| TOTAL | 905,023 | 1,187,280 | 1,359,249 | 1,583,553 | 1,833,553 |

AUTHORIZED STRENGTH

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|------------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Assistant/Associate Engineer | 2.00 | 1.75 | 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 |
| TOTAL | 5.00 | 3.75 | 5.00 | 5.00 | 5.00 |

PUBLIC WORKS DEPARTMENT

FY 2023-2024 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 2022-2023 to FY 2023-2024 Budget:

The increase of \$224,304 (16.5%) from the Adopted FY 22-23 Budget to the Baseline FY 23-24 Budget is primarily due to the limited term staff hiring to oversee Safer Bay Capital Project (\$120,000) and Asset Management software purchase \$120,000).

The increase of \$250,000 (15.8%) from the FY 2023-24 Baseline Budget to the FY 2023-24 Adopted Budget is due to the impact fee studies for RBD.

| Fiscal Year (FY) | Budget | \$ Change From Previous FY | % Change From Previous FY |
|------------------|-------------|----------------------------|---------------------------|
| 2022-23 Adopted | \$1,359,249 | | |
| 2023-24 Baseline | \$1,583,553 | \$224,304 | 16.5% |
| 2023-24 Adopted | \$1,833,553 | \$250,000 | 15.8% |

PUBLIC WORKS DEPARTMENT

FY 2023-2024 Budget

Engineering Division

ACCOMPLISHMENTS

| OBJECTIVES | RESULTS |
|---|-------------|
| 1. Closeout Bay Road Phase II/III Improvements Project | 1. Complete |
| 2. Design and construct 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 City of Palo Alto on the design completion of the Newell Bridge Replacement Project | 6. Ongoing |
| 7. Implement traffic calming per the Mobility Study | 7. Ongoing |
| 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 begin design of the 12" Water Transmission main along University Avenue | 10. Ongoing |
| 11. Secure construction funding and begin construction of the Woodland water main project | 11. Ongoing |
| 12. Complete design package of the City Hall Tenant Improvements project | 12. Ongoing |

PUBLIC WORKS DEPARTMENT

FY 2023-2024 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 plans, specifications, and estimate (PS&E) package for the Joel Davis Park Restroom 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 O'Connor Pump station improvements | 19. Ongoing |
| 20. Perform review and approval of development projects throughout the City | 20. Ongoing |

PUBLIC WORKS DEPARTMENT

FY 2023-2024 Budget

Engineering Division

OBJECTIVES

1. Closeout grants associated with the Bay Road Phase II/III Improvements Project
2. 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 City of Palo Alto on the design completion of the Newell Bridge Replacement Project
7. Continue 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. Complete design of the 12" Water Transmission main along University Avenue and begin construction
11. Complete design of the 12" Watermain along Weeks Street and begin construction
12. Begin construction of the Woodland Avenue Watermain gap and Palo Alto intertie project
13. Coordinate Bay trail access with MidPen Open Space and San Francisco Public Utilities Commission (SFPUC) at Rutgers Street
14. Work with SFPUC towards a fourth water turnout in the City
15. Begin construction of the 101 pedestrian overcrossing project
16. Complete the plans, specifications, and estimates (PS&E) package for the Demeter Waterline loop project.
17. Begin construction of the Joel Davis Park Restroom project
18. Complete design for the University Avenue safety improvements project for various traffic signal and intersection safety improvements
19. Scope and preliminary design of O'Connor Pump station improvements
20. Perform review and approval of development projects throughout the City
21. Complete conceptual design plans for the East Bayshore sidewalk improvements project
22. Prepare a permit parking pilot program
23. Work towards identifying options for additional water storage

PUBLIC WORKS DEPARTMENT

FY 2023-24 Budget

Maintenance Division

Division Summary

SOURCES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|-----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| General Fund | | | | | |
| Charges/Fees for Services | - | - | - | - | - |
| Use of Resources | 2,177,087 | 1,977,942 | 2,808,253 | 3,353,838 | 2,916,938 |
| Special Revenue Funds | 534,393 | 648,097 | 1,130,982 | 1,449,908 | 1,294,908 |
| Capital Project Fund | - | - | - | - | - |
| Enterprise Funds | 76,467 | 128,833 | 151,387 | 173,927 | 173,927 |
| Successor Agency Trust Fund | - | - | - | - | - |
| TOTAL | 2,787,947 | 2,754,872 | 4,090,622 | 4,977,672 | 4,385,772 |

EXPENDITURES BY DIVISION

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|----------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Maintenance Division | 2,787,947 | 2,754,872 | 4,090,622 | 4,977,672 | 4,385,772 |
| TOTAL | 2,787,947 | 2,754,872 | 4,090,622 | 4,977,672 | 4,385,772 |

CHARACTER OF EXPENDITURES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Personnel | | | | | |
| Salaries and Benefits | 1,412,796 | 1,325,626 | 1,668,222 | 1,947,622 | 1,947,622 |
| Subtotal | 1,412,796 | 1,325,626 | 1,668,222 | 1,947,622 | 1,947,622 |
| Supplies and Services | | | | | |
| Purchased Services | 905,480 | 943,367 | 1,575,000 | 1,793,050 | 1,513,050 |
| Supplies and Materials | 447,460 | 448,357 | 632,400 | 692,000 | 645,100 |
| Capital Expenditures | 22,211 | 37,523 | 215,000 | 545,000 | 280,000 |
| Other Expenditures | - | - | - | - | - |
| Subtotal | 1,375,151 | 1,429,247 | 2,422,400 | 3,030,050 | 2,438,150 |
| TOTAL | 2,787,947 | 2,754,872 | 4,090,622 | 4,977,672 | 4,385,772 |

AUTHORIZED STRENGTH

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Maintenance Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Maintenance Worker I | 4.00 | 4.00 | 4.00 | 4.00 | 3.00 |
| Maintenance Worker II | 4.00 | 4.00 | 4.00 | 4.00 | 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 2023-2024 Budget

Maintenance Division

SERVICE DESCRIPTION

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

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

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

PUBLIC WORKS DEPARTMENT

FY 2023-2024 Budget

Maintenance Division

SIGNIFICANT CHANGES

FY 2022-2023 to FY 2023-2024 Budget:

The increase of \$887,050 (21.7%) from the Adopted FY 22-23 Budget to the Baseline FY 23-24 Budget is primarily due to the combination of increased expenditures of personnel and merit (\$280,000), Janitorial services (\$60,000), Tate building roof (\$80,000), Pump replacement (\$45,000), Vehicles purchases (200,000), and other operating expenses.

The decrease of \$591,900 (11.9%) from the Baseline FY 23-24 Budget to the Adopted FY 23-24 Budget is due to the combination of reduced expenditures of US 101 Street maintenance (\$40,000), General building maintenance (\$155,000), Janitorial services (63,000), Moved to CIP budget (\$100,000), Other improvement budgets (\$145,000).

| Fiscal Year (FY) | Budget | \$ Change From Previous FY | % Change From Previous FY |
|------------------|-------------|----------------------------|---------------------------|
| 2022-23 Adopted | \$4,090,622 | | |
| 2023-24 Baseline | \$4,977,672 | \$887,050 | 21.7% |
| 2023-24 Adopted | \$4,385,772 | (\$591,900) | -11.9% |

PUBLIC WORKS DEPARTMENT

FY 2023-2024 Budget

Maintenance Division

ACCOMPLISHMENTS

| OBJECTIVES | RESULTS |
|---|---------------------|
| 1. Respond to public work order requests. | 1. Done and ongoing |
| 2. Maintenance of public spaces, facilities, and public right of way. | 2. Done and ongoing |
| 3. Maintenance of stormwater and underground utilities. | 3. Done and ongoing |
| 4. Abatement of graffiti and/or illegal dumping in the public right-of-way. | 4. Done and ongoing |
| 5. Maintaining and operating O'Connor pump station | 5. Done and ongoing |
| 6. Coordinate baseball field renovations at MLK Park | 6. Done |
| 7. Replace heat pump at the Police station | 7. Done |

PUBLIC WORKS DEPARTMENT

FY 2023-2024 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 with California Environmental Water Association.
5. To repair more damaged and uplifting sidewalk to prevent trip and fall.

POLICE DEPARTMENT

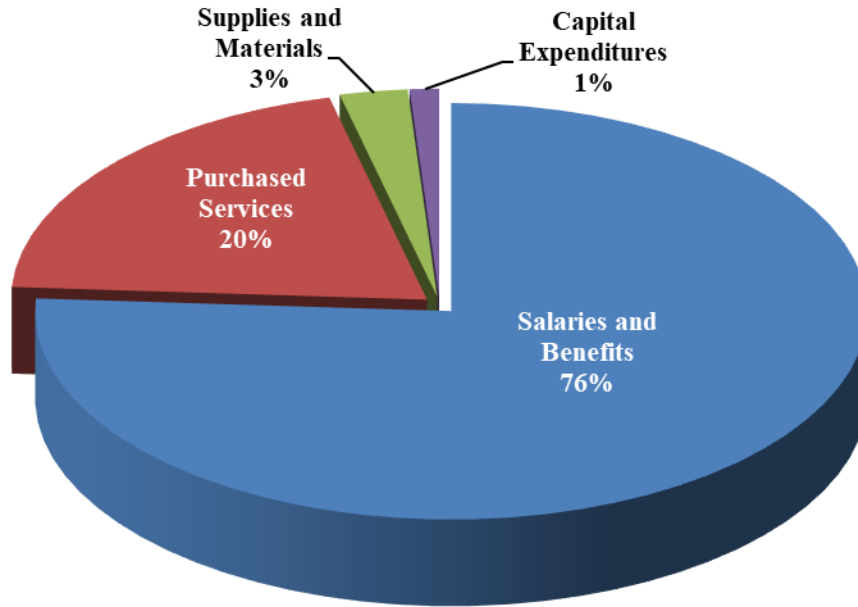
FY 2023-2024 Budget

FY 2023-24

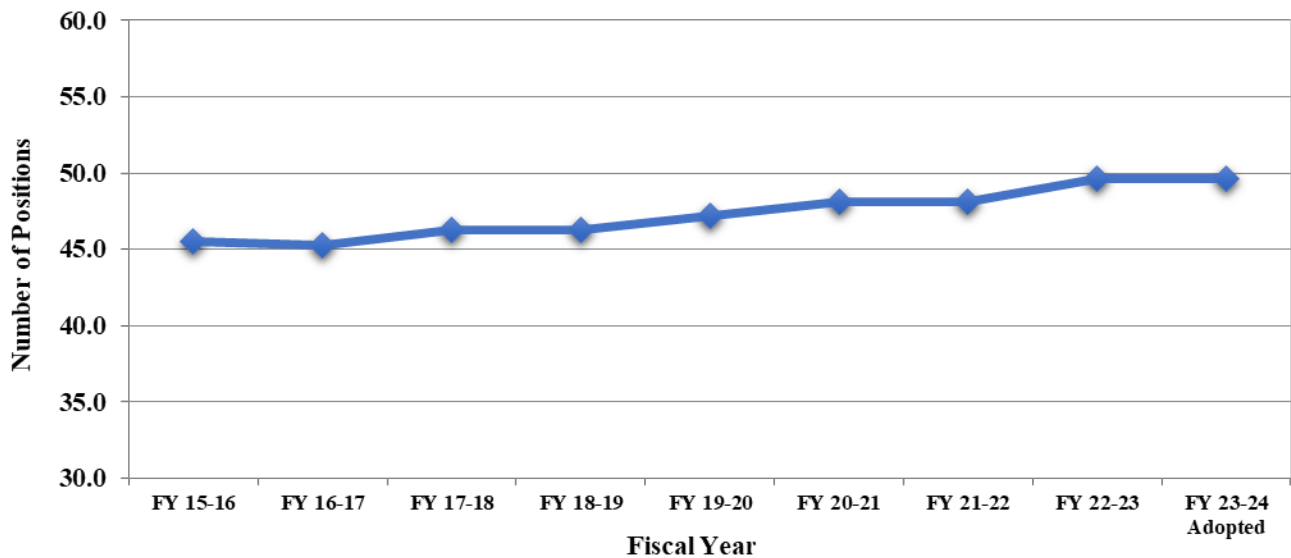
Operating \$15,733,306

Positions 49.60

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



POLICE DEPARTMENT

FY 2023-2024 Budget

Department Summary

SOURCES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|-----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| General Fund | | | | | |
| Charges/Fees for Services | 353,230 | 3,030,489 | 3,258,389 | 1,738,054 | 1,038,053 |
| Use of Resources | 10,936,245 | 9,746,825 | 10,789,755 | 13,686,807 | 14,369,024 |
| Special Revenue Funds | 231,185 | 565,660 | 227,240 | 106,729 | 326,229 |
| Capital Project Fund | - | - | - | - | - |
| Enterprise Funds | - | - | - | - | - |
| Successor Agency Trust Fund | - | - | - | - | - |
| TOTAL | 11,520,660 | 13,342,973 | 14,275,384 | 15,531,590 | 15,733,306 |

EXPENDITURES BY DIVISION

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|-------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Administration Division | 4,551,350 | 4,373,591 | 5,306,002 | 5,180,865 | 5,382,581 |
| Investigations Division | 1,192,075 | 1,738,665 | 1,738,665 | 2,117,373 | 2,117,373 |
| Operations Division | 5,777,235 | 7,230,717 | 7,230,717 | 8,233,352 | 8,233,352 |
| TOTAL | 11,520,660 | 13,342,973 | 14,275,384 | 15,531,590 | 15,733,306 |

CHARACTER OF EXPENDITURES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Personnel | | | | | |
| Salaries and Benefits | 8,205,257 | 10,088,132 | 10,431,415 | 11,757,160 | 11,952,762 |
| Subtotal | 8,205,257 | 10,088,132 | 10,431,415 | 11,757,160 | 11,952,762 |
| Supplies and Services | | | | | |
| Purchased Services | 2,829,519 | 2,741,443 | 3,394,669 | 3,183,930 | 3,186,544 |
| Supplies and Materials | 335,477 | 355,929 | 359,300 | 415,500 | 415,500 |
| Capital Expenditures | 150,406 | 157,469 | 90,000 | 175,000 | 178,500 |
| Other Expenditures | - | - | - | - | - |
| Subtotal | 3,315,402 | 3,254,841 | 3,843,969 | 3,774,430 | 3,780,544 |
| TOTAL | 11,520,659 | 13,342,973 | 14,275,384 | 15,531,590 | 15,733,306 |

AUTHORIZED STRENGTH

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|-------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Administration Division | 9.00 | 9.00 | 9.00 | 8.00 | 8.00 |
| Investigations Division | 11.15 | 10.25 | 10.25 | 11.25 | 11.25 |
| Operations Division | 27.00 | 30.35 | 30.35 | 30.35 | 30.35 |
| TOTAL | 47.15 | 49.60 | 49.60 | 49.60 | 49.60 |

POLICE DEPARTMENT

FY 2023-2024 Budget

Department Summary

MISSION STATEMENT

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

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

The emphasis of Fiscal Year 2023 - 2024 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

Operations:

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

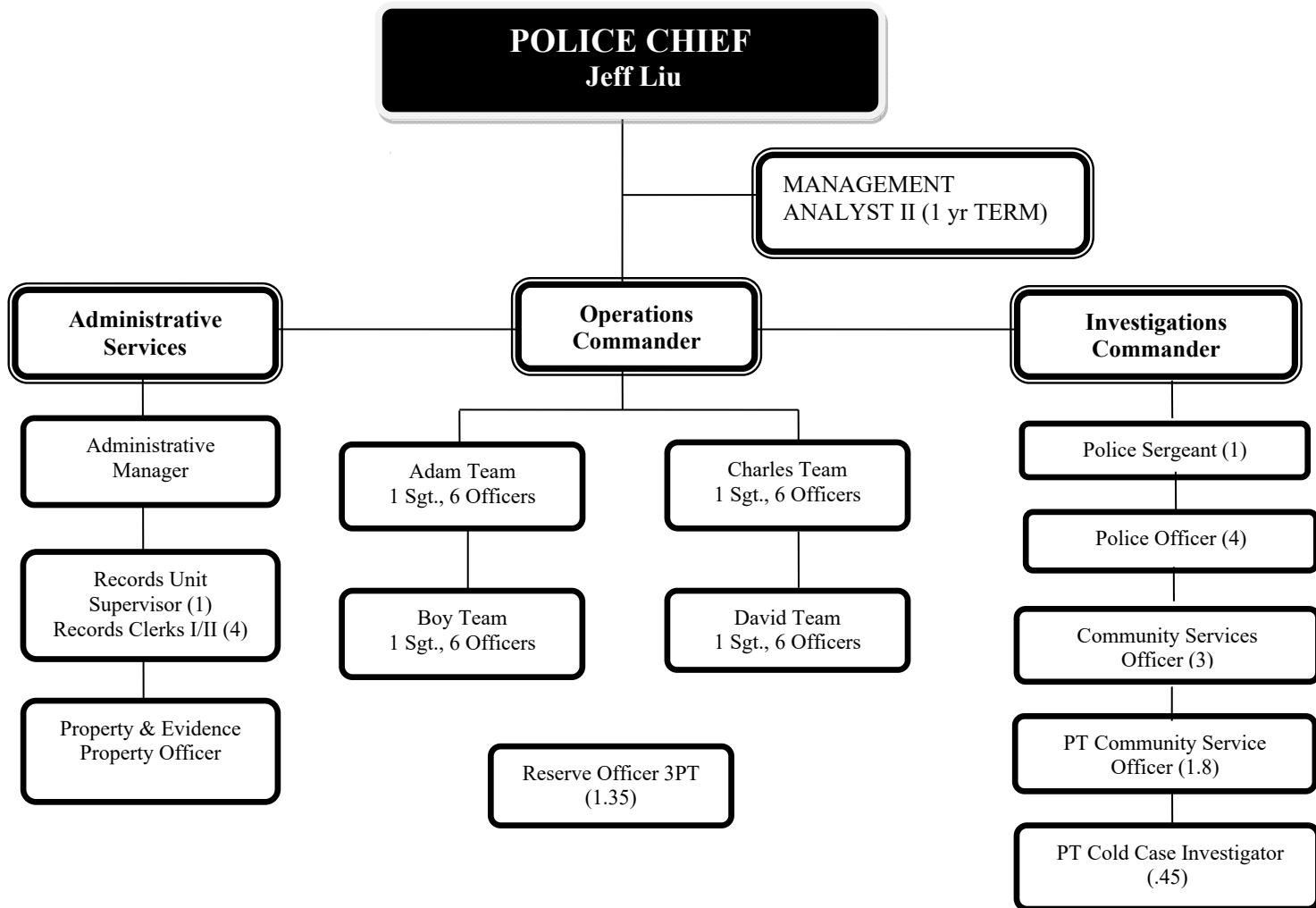
Investigations:

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 2023-2024 Budget



POLICE DEPARTMENT

FY 2023-2024 Budget

Administration Division

Division Summary

SOURCES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|-----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| General Fund | | | | | |
| Charges/Fees for Services | 30,055 | 203,542 | 431,442 | 180,000 | 180,000 |
| Use of Resources | 4,401,112 | 3,702,130 | 4,745,060 | 4,931,365 | 4,913,581 |
| Special Revenue Funds | 120,183 | 467,919 | 129,500 | 69,500 | 289,000 |
| Capital Project Fund | - | - | - | - | - |
| Enterprise Funds | - | - | - | - | - |
| Successor Agency Trust Fund | - | - | - | - | - |
| TOTAL | 4,551,350 | 4,373,591 | 5,306,002 | 5,180,865 | 5,382,581 |

EXPENDITURES BY DIVISION

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|-------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Administration Division | 4,551,350 | 4,373,591 | 5,306,002 | 5,180,865 | 5,382,581 |
| TOTAL | 4,551,350 | 4,373,591 | 5,306,002 | 5,180,865 | 5,382,581 |

CHARACTER OF EXPENDITURES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Personnel | | | | | |
| Salaries and Benefits | 1,363,447 | 1,266,750 | 1,610,033 | 1,568,435 | 1,764,037 |
| Subtotal | 1,363,447 | 1,266,750 | 1,610,033 | 1,568,435 | 1,764,037 |
| Supplies and Services | | | | | |
| Purchased Services | 2,824,534 | 2,741,443 | 3,394,669 | 3,183,930 | 3,186,544 |
| Supplies and Materials | 212,962 | 207,929 | 211,300 | 253,500 | 253,500 |
| Capital Expenditures | 150,406 | 157,469 | 90,000 | 175,000 | 178,500 |
| Other Expenditures | - | - | - | - | - |
| Subtotal | 3,187,902 | 3,106,841 | 3,695,969 | 3,612,430 | 3,618,544 |
| TOTAL | 4,551,350 | 4,373,591 | 5,306,002 | 5,180,865 | 5,382,581 |

AUTHORIZED STRENGTH

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Police Chief | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Administrative Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Police Property Officer | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Police Record's Clerk I/II | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 |
| Police Record's Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Police Sergeant | 1.00 | 1.00 | 1.00 | - | - |
| TOTAL | 9.00 | 9.00 | 9.00 | 8.00 | 8.00 |

POLICE DEPARTMENT

FY 2023-2024 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 Administrative 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 and one of 1-year term Management Analyst II.

SIGNIFICANT CHANGES

FY 2022-2023 to FY 2023-2024 Budget:

The decrease of \$125,137 (-2.4%) from the Adopted FY 2022-23 Budget to the Baseline FY 2023-24 Budget is primarily due to the decreased personnel costs (\$41,600) and county services such as message services (\$44,000) and animal control (\$77,000), offset by rolling stock and general operating expenses.

The increase of \$201,716 (3.9%) from the Baseline FY 2023-24 Budget to the Adopted FY 2023-24 Budget is mainly due to the personnel cost (\$195,600).

| Fiscal Year (FY) | Budget | \$ Change From Previous FY | % Change From Previous FY |
|------------------|-------------|----------------------------|---------------------------|
| 2022-23 Adopted | \$5,306,002 | | |
| 2023-24 Baseline | \$5,180,865 | (\$125,137) | -2.4% |
| 2023-24 Adopted | \$5,382,581 | \$201,716 | 3.9% |

POLICE DEPARTMENT

FY 2023-2024 Budget

Administration Division

ACCOMPLISHMENTS

| OBJECTIVES | RESULTS |
|--|---|
| 1. Develop a detailed strategy for the new Police Department Building. | 1. Ongoing project with the City Manager's Office |
| 2. Ongoing Recruitment of New Personnel | 2. 14 employees hired in FY 22/23 (11 sworn, 3 professional) |
| 3. Increase staff development and training | 3. Training and development has been primarily focused on training new personnel. |

POLICE DEPARTMENT

FY 2023-2024 Budget

Administration Division

OBJECTIVES

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

POLICE DEPARTMENT

FY 2023-2024 Budget

Investigations Division

Division Summary

SOURCES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|-----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| General Fund | | | | | |
| Charges/Fees for Services | 287,645 | 101,788 | 642,924 | 858,053 | 858,053 |
| Use of Resources | 798,199 | 131,053 | 1,033,824 | 1,222,091 | 1,222,091 |
| Special Revenue Funds | 106,231 | 980,533 | 61,917 | 37,229 | 37,229 |
| Capital Project Fund | - | - | - | - | - |
| Enterprise Funds | - | - | - | - | - |
| Successor Agency Trust Fund | - | - | - | - | - |
| TOTAL | 1,192,075 | 1,213,375 | 1,738,665 | 2,117,373 | 2,117,373 |

EXPENDITURES BY DIVISION

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|-------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Investigations Division | 1,192,075 | 1,213,375 | 1,738,665 | 2,117,373 | 2,117,373 |
| TOTAL | 1,192,075 | 1,213,375 | 1,738,665 | 2,117,373 | 2,117,373 |

CHARACTER OF EXPENDITURES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Personnel | | | | | |
| Salaries and Benefits | 1,186,203 | 1,213,375 | 1,728,665 | 2,107,373 | 2,107,373 |
| Subtotal | 1,186,203 | 1,213,375 | 1,728,665 | 2,107,373 | 2,107,373 |
| Supplies and Services | | | | | |
| Purchased Services | 1,420 | - | - | - | - |
| Supplies and Materials | 4,452 | - | 10,000 | 10,000 | 10,000 |
| Capital Expenditures | - | - | - | - | - |
| Other Expenditures | - | - | - | - | - |
| Subtotal | 5,872 | - | 10,000 | 10,000 | 10,000 |
| TOTAL | 1,192,075 | 1,213,375 | 1,738,665 | 2,117,373 | 2,117,373 |

AUTHORIZED STRENGTH

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|-----------------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Commander | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Police Officer | 6.00 | 6.00 | 4.00 | 4.00 | 4.00 |
| Police Sergeant | - | - | - | 1.00 | 1.00 |
| Community Services Officer | 1.00 | 1.00 | 3.00 | 3.00 | 3.00 |
| Cold Case Investigator (PT) | 0.45 | 0.45 | 0.45 | 0.45 | 0.45 |
| Community Services Officer (4 PT) | 2.70 | 2.70 | 1.80 | 1.80 | 1.80 |
| TOTAL | 11.15 | 11.15 | 10.25 | 11.25 | 11.25 |

POLICE DEPARTMENT

FY 2023-2024 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) Detective Sergeant (4) Police Officers (Detectives) and (1) Part-time Detective Investigating “Cold Case” Homicides.

Additionally, The Detective Sergeant is responsible for up to (3) Permanent Full-Time and (4) Part-Time Community Service Officers assigned to Parking Enforcement, high visibility patrols, and low level criminal investigations.

SIGNIFICANT CHANGES

FY 2022-2023 to FY 2023-2024 Budget:

The increase of \$378,708 (21.8%) from the Adopted FY 2022-23 Budget to the Baseline FY 2023-24 Budget is primarily due to personnel cost.

There is no change from the FY 2023-24 Base Budget to the FY 2023-24 Adopted Budget.

| Fiscal Year (FY) | Budget | \$ Change From Previous FY | % Change From Previous FY |
|------------------|-------------|----------------------------|---------------------------|
| 2022-23 Adopted | \$1,738,665 | | |
| 2023-24 Baseline | \$2,117,373 | \$378,708 | 21.8% |
| 2023-24 Adopted | \$2,117,373 | \$0 | 0.0% |

POLICE DEPARTMENT

FY 2023-2024 Budget

Investigations Division

ACCOMPLISHMENTS

| OBJECTIVES | RESULTS |
|--------------------------------------|--|
| 1. Resume Cold Case Investigations | 1. Cold case investigations have been ongoing, although the cold case investigator has been assisting with new homicide cases, which resulted in a 100% clearance rate in 2022 |
| 2. Train new CSA's | 2. New Community Service Officer position was established, replacing the CSA classification. CSO hiring and training is ongoing |
| 3. Appoint and train a new detective | 3. Detective Richard Moore was appointed and trained |

POLICE DEPARTMENT

FY 2023-2024 Budget

Investigations Division

OBJECTIVES

1. Resume Cold Case Investigations
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 2023-2024 Budget

Operations Division

Division Summary

SOURCES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|-----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| General Fund | | | | | |
| Charges/Fees for Services | 35,530 | 35,530 | 2,184,023 | 700,001 | - |
| Use of Resources | 5,736,935 | 6,140,043 | 5,010,871 | 7,533,351 | 8,233,352 |
| Special Revenue Funds | 4,770 | 4,770 | 35,823 | - | - |
| Capital Project Fund | - | - | - | - | - |
| Enterprise Funds | - | - | - | - | - |
| Successor Agency Trust Fund | - | - | - | - | - |
| TOTAL | 5,777,235 | 6,180,343 | 7,230,717 | 8,233,352 | 8,233,352 |

EXPENDITURES BY DIVISION

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|---------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Operations Division | 5,777,235 | 6,180,343 | 7,230,717 | 8,233,352 | 8,233,352 |
| TOTAL | 5,777,235 | 6,180,343 | 7,230,717 | 8,233,352 | 8,233,352 |

CHARACTER OF EXPENDITURES

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Personnel | | | | | |
| Salaries and Benefits | 5,655,606 | 6,046,575 | 7,092,717 | 8,081,352 | 8,081,352 |
| Subtotal | 5,655,606 | 6,046,575 | 7,092,717 | 8,081,352 | 8,081,352 |
| Supplies and Services | | | | | |
| Purchased Services | 3,565 | 37,106 | - | - | - |
| Supplies and Materials | 118,063 | 96,662 | 138,000 | 152,000 | 152,000 |
| Capital Expenditures | - | - | - | - | - |
| Other Expenditures | - | - | - | - | - |
| Subtotal | 121,628 | 133,768 | 138,000 | 152,000 | 152,000 |
| TOTAL | 5,777,235 | 6,180,343 | 7,230,717 | 8,233,352 | 8,233,352 |

AUTHORIZED STRENGTH

| | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|----------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Commander | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Police Sergeant | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 |
| Police Officer | 22.00 | 23.00 | 24.00 | 24.00 | 24.00 |
| Police Officer (3PT) | - | - | 1.35 | 1.35 | 1.35 |
| TOTAL | 27.00 | 28.00 | 30.35 | 30.35 | 30.35 |

POLICE DEPARTMENT

FY 2023-2024 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 30.35 positions.

SIGNIFICANT CHANGES

FY 2022-2023 to FY 2023-2024 Budget:

The increase of \$1,002,635 (13.9%) from the Adopted FY 2022-23 Budget to the Baseline FY 2023-24 Budget is primarily due to personnel costs increase.

There is no change from the FY 2023-24 Base Budget to the FY 2023-24 Adopted Budget.

| Fiscal Year (FY) | Budget | \$ Change From Previous FY | % Change From Previous FY |
|------------------|-------------|----------------------------|---------------------------|
| 2022-23 Adopted | \$7,230,717 | | |
| 2023-24 Baseline | \$8,233,352 | \$1,002,635 | 13.9% |
| 2023-24 Adopted | \$8,233,352 | \$0 | 0.0% |

POLICE DEPARTMENT

FY 2023-2024 Budget

Operations Division

ACCOMPLISHMENTS

| OBJECTIVES | RESULTS |
|---|--|
| 1. Implement "Racial and Identity Profiling Act" mandates | 1. Mandated RIPA reporting is underway |
| 2. Train and develop new Police Officers | 2. 9 new officers have either completed or are in the process of being trained |
| 3. Maintain existing and develop new community engagement projects. | 3. In addition to the annual community engagement projects, this year the police department hosted a "Trunk or Treat" event at the police department on Halloween, where we engaged with families and provided a safe location for children to collect candy |

POLICE DEPARTMENT

FY 2023-2024 Budget

Operations Division

OBJECTIVES

1. Develop new mentoring opportunities with our youth in neighborhood schools and after school programs
2. Train and develop new Police Officers
3. Maintain existing and develop new community engagement projects

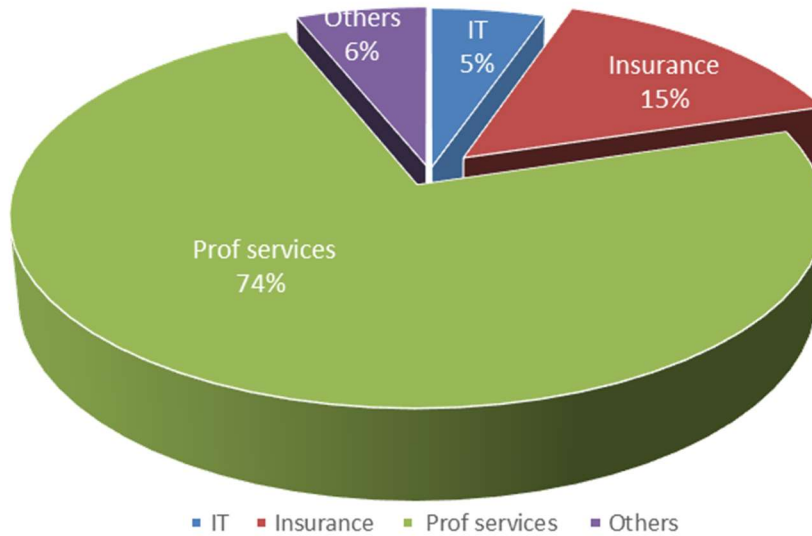
NON-DEPARTMENTAL

FY 2023-2024 Budget

FY 2023-24

Operating \$5,717,743

CHARACTER OF EXPENDITURES



NON-DEPARTMENTAL

FY 2023-2024 Budget

Department Summary

| SOURCES | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|---------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| General Fund | | | | | |
| Charges/Fees for Services | - | - | - | - | - |
| Use of Resources | 1,163,728 | 706,165 | 1,084,893 | 995,808 | 995,808 |
| Special Revenue Funds | 239,542 | 942,022 | 991,037 | 1,215,116 | 1,215,116 |
| Capital Project Fund | - | - | - | - | - |
| Enterprise Funds | 2,816,463 | 3,267,791 | 3,009,998 | 3,506,819 | 3,506,819 |
| | 4,219,733 | 4,915,978 | 5,085,928 | 5,717,743 | 5,717,743 |

| EXPENDITURES BY DEPARTMENT * | FY 2020-21 Actual | FY 2021-22 Actual | FY 2022-23 Adopted | FY 2023-24 Baseline | FY 2023-24 Adopted |
|--|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Information Technology Replacement** | 131,363 | 270,989 | 301,213 | 303,500 | 303,500 |
| Insurance and Settlements | 386,865 | 551,587 | 897,168 | 854,684 | 854,684 |
| Professional Services (excl. IT & Ins) | 3,701,505 | 3,577,351 | 3,887,547 | 4,209,559 | 4,209,559 |
| Others | - | 516,051 | - | 350,000 | 350,000 |
| TOTAL | 4,219,733 | 4,915,978 | 5,085,928 | 5,717,743 | 5,717,743 |

*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- 2: FY 2023-24 Capital Improvement Funding

MISC- 3: FY 2023-24 Measure P Budget

MISC- 4: FY 2023-24 Cost Allocation Plan
Overhead Charges

FY 2023-2024 Capital Improvement Funding

| PROJECT # | DESCRIPTION | FUND | SOURCE | TOTAL |
|---|-----------------------------------|------|---------------------------|---------------------|
| ST-07 | Street Resurfacing Program | F201 | State Gas Tax - SB1 Funds | \$ 550,000 |
| Sub-total State Gas Tax | | | | \$ 550,000 |
| ST-07 | Street Resurfacing Program | F202 | Measure A | \$ 450,000 |
| ST-15 | Signage and Striping Improvements | F202 | Measure A | \$ 50,000 |
| ST-11 | Sidewalk Repair | F202 | Measure A | \$ 50,000 |
| Sub-total Measure A | | | | \$ 550,000 |
| ST-11 | Sidewalk Repair | F234 | Measure W | \$ 220,000 |
| Sub-total Measure W | | | | \$ 220,000 |
| TOTAL FY 2023-24 Adopted CIP FUNDING | | | | \$ 1,320,000 |

Note:

Major CIP does not include technology asset replacement.

FY 2023-2024 Measure P Budget

| | <i>FY 2022-23 Adopted</i> | <i>FY 2023-24 Proposed</i> |
|----------------------------------|---------------------------|--------------------------------|
| Measure P Local TUT | \$ 2,269,000 | \$ 2,230,000 |
| CD Director | 209,220 | 207,960 |
| Community Service Aides Programs | 55,000 | 55,000 |
| Clean Zone - Project WeHope | 5,000 | - |
| Capital Transfers: | | |
| Unallocated | 700,000 | - |
| | 969,220 | 262,960 |
| Used for Other General Purposes | \$ 1,299,780 | \$ 1,967,040 |

FY 2023-24 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 | (29,726) | - | - | - | - | - | - | - | - | - | 29,726 | - | - | - | - |
| Equip | (1,761) | - | - | - | 1,761 | - | - | - | - | - | - | - | - | - | - |
| CC | (34,067) | 6,089 | 80 | 2,812 | 6,706 | 1,890 | 76 | 2,241 | 702 | 1,440 | 1,903 | 1,260 | 6,905 | 1,963 | - |
| CA | (172,591) | 15,114 | 270 | 9,476 | 104,254 | 2,188 | 254 | 2,982 | 2,363 | 6,360 | 5,233 | 4,247 | 15,379 | 4,470 | - |
| CM | (143,131) | 27,119 | 410 | 14,390 | 27,368 | 6,544 | 388 | 8,049 | 3,589 | 6,760 | 7,984 | 6,451 | 25,641 | 8,440 | - |
| Clerk | (35,762) | 6,176 | 44 | 2,197 | 7,910 | 1,666 | 42 | 2,234 | 390 | 1,951 | 2,537 | 702 | 7,222 | 2,691 | - |
| Admin Srvs | (32,844) | 2,770 | - | 1,347 | 3,271 | - | - | - | - | 1,385 | 1,385 | 20,158 | - | 2,527 | - |
| HR | (59,557) | 13,008 | - | 6,323 | 15,357 | - | - | - | - | 6,504 | 6,504 | - | - | 11,861 | - |
| Fin | (153,818) | 34,235 | 605 | 23,464 | 27,968 | 1,643 | 572 | 3,120 | 5,300 | 11,112 | 9,772 | 9,525 | 13,993 | 12,510 | - |
| Maint | (19,200) | - | - | - | - | - | - | - | - | - | 19,200 | - | - | - | - |
| Non-Dept | (99,301) | 16,630 | 359 | 12,602 | 40,655 | 223 | 361 | 1,030 | 3,144 | 4,816 | 3,882 | 5,652 | 5,380 | 4,567 | - |
| Admin Srvs | (28,169) | 6,152 | - | 2,990 | 7,264 | - | - | - | - | 3,076 | 3,076 | - | - | 5,610 | - |
| Non-Dept | (21,261) | 4,643 | - | 2,257 | 5,483 | - | - | - | - | 2,322 | 2,322 | - | - | 4,234 | - |
| CA | (3,988) | 872 | - | 423 | 1,029 | - | - | - | - | 435 | 435 | - | - | 794 | - |
| Non-Dept | (20,771) | 4,536 | - | 2,206 | 5,355 | - | - | - | - | 2,269 | 2,269 | - | - | 4,137 | - |
| Admin-PW | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Admin-CDD | (44,887) | - | - | - | 17,812 | 17,812 | - | 9,263 | - | - | - | - | - | - | - |
| Successor Charges | (12,595) | - | - | - | - | - | - | - | - | - | - | - | - | - | 12,595 |
| Total¹ | (913,435) | 137,345 | 1,770 | 80,485 | 272,195 | 31,965 | 1,695 | 28,920 | 15,485 | 48,430 | 96,230 | 47,995 | 74,520 | 63,805 | 12,595 |

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.

ENCUMBERANCE - An anticipated expenditure committed for the payment of goods and services not yet received or paid for. Used in budgeting, encumbrances are not GAAP expenditures or liabilities, but represent the estimated amount of

expenditures ultimately to result if unperformed contracts in process are completed.

ENTERPRISE FUND - A fund established to account for operations financed and operated in a manner similar to private business enterprises (e.g., water, gas and electric utilities, airports, parking garages, or transit systems). In this case the governing body intends that costs (i.e., expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. A fund established because the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management controls, accountability or other purposes.

ERAF - Educational Revenue Augmentation Fund. The state enacted legislation in 1992 whereby partial responsibility of funding education was shifted to local governments, directing specified amounts of local agency property taxes to be deposited into such funds to support schools.

EXCESS ERAF REFUND - Accounts for the remaining funds in ERAF account after the County of San Mateo has met the State's revenue limits for schools and community colleges. The revenue limit is based on several factors such as average daily attendance and cost of living increases. The excess is then refunded proportionally to each agency's contribution based on state statute.

EXPENDITURES - Monies spent, including current operating expenses, debt service and capital outlays.

EXPENSE - The actual spending of funds by an enterprise fund set aside by an appropriation.

FINES FORFEITURES AND PENALTIES - Revenues received and/or bail monies forfeited upon conviction of a misdemeanor or municipal infraction.

FISCAL YEAR - In accounting terms, it is the net of a twelve-month period used for budgeting and accounting purposes. For the City of East Palo Alto, the fiscal year is from July 1 to June 30.

FIXED ASSETS - Long-lived tangible assets obtained or controlled as a result of past

transactions, events or circumstances. Fixed assets include buildings, equipment, and improvements other than buildings and land. In the private sector, these assets are referred to most often as property, plant and equipment.

FORFEITURE- See Fines, forfeitures, and penalties.

FRANCHISES FEES- Fees paid to a municipality from a franchisee for "rental" or as a "toll" for the use of city streets and rights-of-way. The businesses required to pay franchise fees in East Palo Alto include utilities such as water, gas, electricity, cable television and solid waste collection and disposal. Telephone utilities are specifically exempted from franchise fees by State law.

FULL-TIME EQUIVALENT (FTE) - The amount of time a regular full or part-time position has been budgeted for in terms of the amount of time an employee works in a year. Except as noted, part-time services provided by casual/seasonal employees, such as those for summer recreation programs, are not included.

FUND - An independent fiscal and accounting entity with a self-balancing set of accounts. Examples are the General Fund, Special Revenue Funds, Capital Projects, Enterprise, and Internal Service Funds.

FUND BALANCE - The amount of financial resources available for use. Generally, this represents a summary of all the annual operating surpluses and deficits since the fund's inception.

FY - Fiscal year.

GASOLINE TAX (HIGHWAY USERS TAX) - The Gasoline Tax is a 26-cent per gallon tax on fuel used to propel a motor vehicle or aircraft. The use of these revenues is restricted to "research, planning, construction, improvement, maintenance, and operation of public streets and highways or public mass transit guideways". The basic means of distribution to cities is population. The allocation formula is very complicated.

GENERAL FUND - The primary fund used to account for all revenues and expenditures of the City not legally restricted as to use. This fund is used to offset the cost of the City's general

operations. Examples of departments financed by the General Fund include the Police and Administrative Support Services Departments, such as the City Manager's Office.

GOVERNMENT ACCOUNTING STANDARDS BOARD (GASB) - A standard-setting body, associated with the Financial Accounting Foundation, which prescribes standard accounting practices for governmental units.

GRANT - Contributions, gifts of cash or other assets from another governmental entity to be used or expended for a specific purpose, activity or facility.

HOMEOWNER'S PROPERTY TAX RELIEF - Revenue from the state to offset city loss of property tax for state-imposed \$7,000 per dwelling homeowner exemption.

INFRASTRUCTURE - Facilities on which the continuance and growth of a community depend, such as streets and roads, sewers, public buildings, parks, etc.

INTRAFUND TRANSFERS - A transfer of moneys between departments in the same fund.

INVESTMENT EARNINGS - Revenue earned from the investment of idle public funds.

JOINING POWERS AUTHORITY - The Joint Exercise of Powers Act authorizes local public agencies to exercise common powers and to form joint powers authorities (JPAs) for the purpose of jointly receiving or providing specific services.

LEGAL LEVEL OF BUDGETARY CONTROL - The level at which spending in excess of budgeted amounts would be a violation of law.

LEVEL OF BUDGETARY CONTROL - One of the three possible levels of budgetary control and authority to which organizations, programs, activities and functions may be subject. These levels of budgetary control are: (a) appropriated budget, (b) legally authorized non-appropriated budget review and approval process, which is outside the appropriated budget process or (c) non-budgeted financial activities, which are not subject to the appropriated budget and the appropriation process or to any legally authorized non-appropriated budget review and approval process,

but still are relevant for sound financial management and oversight.

LEVY - (Verb) to impose taxes, special assessments or service charges for the support of governmental activities; (noun) the total amounts of taxes, and/or special assessments and/or service charges imposed by a governmental agency.

LICENSES AND PERMITS - Charge designed to reimburse City for costs of regulating activities being licensed, such as licensing of animals and bicycles, etc.

LIEN - A claim on assets, especially property, for the payment of taxes or utility service charges.

LIQUIDITY - Refers to the ability to rapidly convert an investment into cash.

LOCAL AGENCY INVESTMENT FUND (LAIF) - Was established by the state to enable treasurers to place idle funds in a pool for investment. Each agency is currently limited to LAIF to an investment of \$20 million plus any bond proceeds.

MISSION STATEMENT- A succinct description of the scope and purpose of a City department.

MEASURE C PARCEL TAX - A measure passed by the voters on the November 2006 ballot that calls for a 10 year special tax on all City parcels. Revenue generated from such tax will be used for public safety and crime prevention programs.

MOTOR VEHICLE IN-LIEU FEES - State residents pay a fee to the State each year that is computed as a percent of the depreciated value of their motor vehicles. Each city and county in California receives a portion, based on population, of the total motor vehicle license fees collected by the State. In 2004, the State reduced local government allocation from 2.0% to 0.67%. The difference of 1.33% was a swap for local property tax, now known as Property Tax in Lieu of VLF.

OBJECTIVES - The expected results or achievements of a budget activity which can be measured and achieved within a given time frame. Achievement of the objective advances the organization towards a corresponding goal.

OPERATING BUDGET - Annual appropriation of funds for on-going program costs, including

salaries and benefits, services and supplies, debt service and capital outlay.

ORDINANCE - A formal legislative enactment by the City Council. It has the full force and effect of law within City boundaries unless preempted by a higher form of law. An ordinance has a higher legal

OTHER EXPENDITURES- This category reflects transfer outs of the General Fund and excise tax settlement payments. Transfers are used to move funds to other operating funds in order to finance the operations of another fund or to reimburse the other fund for certain services provided to the General Fund.

OTHER FINANCING SOURCES - Governmental fund general long-term debt proceeds, amounts equal to the present value of minimum lease payments arising from capital leases, proceeds from the sale of general fixed assets, and operating transfers in.

OTHER FINANCING USES - Governmental fund operating transfers out and the amount of refunding bond proceeds deposited with the escrow agent. Such amounts are classified separately from expenditures on the governmental operating statement.

OTHER REVENUES - This category includes reimbursements from other government agencies, interest earned on investments and contributions. This category also includes some loan repayments made to the General Fund, i.e., from the Redevelopment Agency for budget purposes only.

OVERHEAD ALLOCATION - A methodology for identifying and allocating overhead, (indirect) costs incurred by central services departments to the direct cost programs.

OVERSIGHT BOARD – this board provides some oversight to the Successor Agency (see definition) and has the fiduciary responsibility to holders of enforceable obligations and the taxing entities that benefit from the distribution of the revenues, especially property tax revenue.

PERFORMANCE MEASURE- An annual indicator of achievement or measures of prediction for a program of work unit as defined in the organization of the budget. Measures may be

expressed as a number count, fraction, or a percent of achievement related to the size of the problem or service being provided.

PERMITS, FEES AND CHARGES FOR SERVICES- This category includes the City's charges and fees for licenses and permits issued by the City; as well as, the community development services of staff, provided to customers. The license and permit revenues are designed to reimburse the City for costs of regulating the activities being licensed. Fees and charges for services are imposed to support services provided to individuals and businesses.

PERS - Public Employees' Retirement System.

P.O.S.T - Peace Officer Standards and Training - a State reimbursement program for Police Officer Training.

PROPERTY TAX - Homes, businesses, and other taxable real and personal property are subject to a property tax rate of 1% of assessed value. Since Proposition 13 was enacted in 1978, the assessed valuation of real property in the "base year" of 1975-1976 may increase each year by the change in the Consumer Price Index (CPI), not to exceed 2% as long as it is held by the same owner. When there is a transfer of property ownership, or when property is newly constructed, it is reappraised at its current full market value. The property tax is imposed on real property (land and permanently attached improvements such as buildings) and tangible personal property (movable property) located within the state. By definition, this ad valorem tax is based on the property value, as defined in law, rather than on a fixed amount or benefit.

ADOPTED BUDGET - The financial and operating document submitted by the City Manager to the City Council for consideration.

PROPOSITION 13 - Article XIII A of the California Constitution, commonly known as Proposition 13, which limits the maximum annual increase of any ad valorem tax on real property to 1% of the full cash value of such property.

PURCHASED SERVICES - This category covers a wide-range of services such as consulting services, outside professional, legal, and auditing

services, county services, i.e., supplemental police patrol, and animal control services; City facilities maintenance services, etc.

RDA - Redevelopment Agency.

RECEIVABLES-REDEVELOPMENT

AGENCY- This receivable sets out amounts due the City from the Redevelopment Agency making those funds unavailable for appropriations until received.

REGULAR POSTISION - Any permanent position in the classified service that is required to be filled through certification, or by provisional appointment.

REIMBURSEMENT FOR STATE MANDATED COSTS - Article XIII B, Section 6 of the California Constitution which requires the State to reimburse local agencies for the cost of state-imposed programs. Process is commonly called "SB 90" after its original 1972 legislation.

RESERVE - An account used to record a portion of the fund balance as legally segregated for a specific use, usually at a future time.

RESOLUTION - A special order of the City Council which has a lower legal standing than an ordinance.

REVENUES - Monies received or anticipated by a local government from both tax and non-tax sources during the fiscal year.

SALARIES AND BENEFITS - This major category accounts for full-time and part-time employees, overtime expenses and all employee benefits, such as medical, dental, retirement, life insurance, long term disability, and workers compensation. Where applicable, uniform allowance is also included in this category.

SALES TAX - This tax is levied on goods and services at the point-of-sale. Sales tax in San Mateo County is 8.25% of which approximately 1% is returned to East Palo Alto for those sales which take place in East Palo Alto.

SB 90 - Reimbursement process for state mandated costs, named after its original 1972 legislation.

SERVICE CHARGES - Charges imposed to support services to individuals or to cover the cost of providing such services. The fees charged are limited to the cost of providing the service or regulation required (plus overhead).

SERVICES - Expenditures/expenses for services.

SINGLE AUDIT - An audit performed in accordance with the Single Audit Act of 1984 and the Office of Management & Budget (OMB) Circular A-128, Audits of State and Local Governments. The Single Audit Act allows or requires governments (depending on the amount of federal assistance received) to have one audit performed to meet the needs of the federal agencies.

SPECIAL REVENUE FUND - A fund used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditure for specific purposes. GAAP only require the use of special revenue funds when legally mandated.

SUCCESSOR AGENCY – designated as the entity to the former redevelopment agency. The agency is given the authority, rights, powers, duties, and obligations previously provided to the former redevelopment agency under the Community Redevelopment Law, except for those that were repealed, restricted or amended in Assembly Bill 1X26. The purpose of the agency are 1)make payments on the redevelopment agency's enforceable obligations; and 2)wind down the activities of the redevelopment agency.

SUPPLEMENTAL PROPERTY TAX - In the event a property changes ownership, the county collects a supplemental property tax assessment in the current tax year by determining a supplemental value. In future tax periods, the property carries the full cash value.

SUPPLIES AND MATERIALS - This category of expenses relates to supplies needed and required to operate as a cost of doing business. Some of the major supplies consist of general office supplies, safety supplies, utilities and fuel for City vehicles, etc.

TAX - Compulsory charge levied by a government for the purpose of financing services performed for the common benefit.

TAX ALLOCATED BONDS - Bonds issued by redevelopment agencies to revitalize blighted and economically depressed areas of the community and to promote economic growth.

TAX BASE - The objects or transactions to which a tax is applied (e.g., parcels of property, retail sales, etc.). State law or local ordinances define the tax base and the objects or transactions exempted from taxation.

TAX INCREMENT FINANCING - A tax incentive designed to attract business investment by dedicating to the project area the new property tax revenues generate by redevelopment. The increase in revenues (increment) is used to finance development-related costs in that district.

TAX RATE - The amount of tax applied to the tax base. The rate may be flat, incremental or a percentage of the tax base, or any other reasonable method.

TEMPORARY POSITION - A non-regular, temporary position created to meet a peak workload or other unusual work situation; can include seasonal or recurrent intermittent employment.

TRANSIENT OCCUPANCY TAX (TOT) - This is a general tax imposed on occupants for the privilege of occupying rooms in hotels, motels, inns, or other lodging facilities for 30 days or less. The current tax rate in East Palo Alto is 12%. Of the total tax anticipated to be received by the City, there is a 10% set-aside for children, youth, senior and families services and another 10% for housing services for the residents of East Palo Alto.

TRUST FUNDS - Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments and/or other funds.

UNDESIGNATED FUND BALANCE - The City will maintain an Undesignated General Fund Balance to help mitigate the effects of such unanticipated situations as the following:

- a) Economic downturns

- b) Loss of revenues to or imposition of additional costs by other governmental agencies
- c) Errors in financial forecasting
- d) Natural disasters

UNRESERVED FUND BALANCE - That portion of a fund balance available for spending or appropriation in the future.

UTILITY USER'S TAX - This tax is imposed on the consumer (residential or commercial) of utilities – electric, gas, cable television, and telephone services. The current tax rate is 5%. The tax is collected by the companies providing the service as part of their billing process and is issued to the City.

VLF - See Motor Vehicle In-Lieu Fee.

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