

AGENDA ITEM cc #26  
MEETING DATE 11-20-89

# **CITY OF EAST PALO ALTO**

**FINANCIAL REPORT ON CITY OPERATIONS  
FOR THE PERIOD  
JULY 1, 1989 THROUGH OCTOBER 31, 1989**

**CITY OF EAST PALO ALTO  
ADMINISTRATIVE REPORT**

**DATE;** November 15, 1989  
**TO:** The Honorable Mayor and Councilmembers  
**FROM:** Stanley H. Hall, City Manager  
**PREPARED BY:** Russell Bouligny, Finance Director  
**SUBJECT:** FINANCIAL REPORT ON CITY OPERATIONS FOR THE  
PERIOD OF JULY 1, 1989 THROUGH OCTOBER 31, 1989.

**OVERVIEW**

The purpose of this report is to provide Council with a year-to-date statement of revenues and expenditures of the City for the period of July 1, 1989 through October 31, 1989.

In addition, the accompanying statements present a comparison of revenues and expenditures with the approved 1989-90 Fiscal Year budget.

**REPORT FORMAT**

**Exhibit I (1 page)**

Summarizes the Fiscal Year 1989-90 Budget and the actual revenues and expenditures for the month of October, 1989 and the four (4) months ended October 31, 1989.

**Exhibit II (2 pages)**

Provides revenue detail for the General and Special Revenue Funds and a budgetary impact presented on a percentage basis.

**Exhibit III (2 pages)**

Summarizes expenditures by department and major category and provides budgetary impact presented on a percentage basis.

**Exhibit IV (2 pages)**

Presents expenditures by department and program and provides budgetary impact presented on a percentage basis.

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# **EXHIBIT I**

**Summary of General and Special Municipal  
Revenue and Expenditures by Major Category**

**CITY OF EAST PALO ALTO**  
**SUMMARY OF GENERAL AND SPECIAL MUNICIPAL REVENUE**  
**AND EXPENDITURES BY MAJOR CATEGORY - FY 1988-89**  
**FOR THE PERIOD JULY 1, 1989 - OCTOBER 31, 1989**

REVENUE	<u>APPROVED BUDGET FY 89/90</u>	<u>ACTUAL MONTH OF OCT. 1989</u>	<u>YTD ACTUAL</u>	<u>ACTUAL (OVER)/UNDER</u>	<u>% OF BUDGET</u>
<b><u>General Fund</u></b>					
Taxes, Licenses & Subventions	\$2,742,799	\$ 249,312	\$ 634,230	\$ 2,108,569	23%
Fees	231,614	18,806	38,410	193,204	17%
Miscellaneous	22,600	9,336	20,239	2,361	90%
Contingent Revenue	826,515	--	--	826,515	--%
<b>TOTAL GENERAL FUND</b>	<b>3,823,528</b>	<b>277,454</b>	<b>692,879</b>	<b>3,130,649</b>	<b>18%</b>
<b><u>Special Revenues</u></b>					
Grants	929,696	152	37,849	891,847	4%
Other Special Revenues	1,034,883	52,981	344,588	690,295	33%
<b>TOTAL SPECIAL REVENUE</b>	<b>1,964,579</b>	<b>53,133</b>	<b>382,437</b>	<b>1,582,142</b>	<b>19%</b>
<b>TOTAL REVENUE</b>	<b>5,788,107</b>	<b>330,587</b>	<b>1,075,316</b>	<b>4,712,791</b>	<b>19%</b>
<b>EXPENDITURES</b>					
Personnel	2,279,060	166,946	659,384	1,619,676	29%
Operating	1,754,689	91,541	559,752	1,194,937	32%
Capital	90,800	3,559	3,559	87,241	4%
<b>TOTAL</b>	<b>4,124,549</b>	<b>262,046</b>	<b>1,222,695</b>	<b>2,901,854</b>	<b>30%</b>
<b>CAPITAL IMPROVEMENT PROGRAM</b>	<b>1,285,700</b>	<b>699</b>	<b>699</b>	<b>1,285,001</b>	<b>.05%</b>
<b>CONTINGENT ACCOUNT</b>	<b>50,000</b>	<b>--</b>	<b>--</b>	<b>50,000</b>	<b>--%</b>
<b>TOTAL EXPEND. &amp; RESERVES</b>	<b>5,460,249</b>	<b>262,745</b>	<b>1,223,394</b>	<b>4,236,855</b>	<b>22%</b>
<b>EXCESS REVENUE/(EXPEND.)</b>	<b>\$ 327,858</b>	<b>\$ 67,842</b>	<b>(\$ 148,078)</b>	<b>\$ 475,936</b>	



# **EXHIBIT II**

**Schedule of Revenue Detail**

**CITY OF EAST PALO ALTO**  
**SCHEDULE OF REVENUE DETAIL - FY 1989-90**  
**FOR THE PERIOD JULY 1, 1989 - OCTOBER 31, 1989**

EXHIBIT II

<u>REVENUE SOURCE</u>	<u>APPROVED BUDGET FY 89/90</u>	<u>ACTUAL MONTH OF OCT. 1989</u>	<u>YTD ACTUAL</u>	<u>ACTUAL (OVER)/UNDER</u>	<u>% OF BUDGET</u>
<b><u>General Fund</u></b>					
<b><u>Taxes, Licenses and Sunventions</u></b>					
Property Transfer Tax	\$ 18,700	\$ --	\$ 9,055	\$ 9,645	48%
Cigarette Tax	38,687	3,224	8,805	29,882	23%
Vehicle In-Lieu Tax	962,961	76,150	321,496	641,465	33%
Property Tax	1,432,651	151,619	202,695	1,229,956	14%
Sales Tax	215,000	15,200	77,934	137,066	36%
Business License	28,000	3,034	13,936	14,064	50%
Misc. Tax and Subventions	46,800	85	309	46,491	1%
<b>TOTAL</b>	<b>2,742,799</b>	<b>249,312</b>	<b>634,230</b>	<b>2,108,569</b>	<b>23%</b>
<b><u>Fees</u></b>					
P.G. & E. Franchise	66,000	--	--	66,000	--%
Garbage Franchise	11,614	--	--	11,614	--%
Building Permits	100,000	12,810	22,485	77,515	22%
Planning Applications	28,000	5,422	7,848	20,152	28%
Parks and Recreation	6,000	--	714	5,286	12%
Police Fees & Post	20,000	574	7,363	12,637	37%
<b>TOTAL</b>	<b>231,614</b>	<b>18,806</b>	<b>38,410</b>	<b>193,204</b>	<b>17%</b>
<b><u>Miscellaneous</u></b>					
Interest Earned	20,000	--	6,124	13,876	31%
Other	2,600	9,336	14,115	(11,515)	543%
<b>TOTAL</b>	<b>22,600</b>	<b>9,336</b>	<b>20,239</b>	<b>2,361</b>	<b>90%</b>
<b>SUB-TOTAL GENERAL FUND BAL.</b>	<b>2,997,013</b>	<b>277,454</b>	<b>692,879</b>	<b>2,304,134</b>	<b>23%</b>
<b><u>Contingent Revenue</u></b>					
Supplemental Taxes	494,515	--	--	494,515	--%
Development Fees	200,000	--	--	200,000	--%
Storage Bin Usage Tax	132,000	--	--	132,000	--%
<b>TOTAL</b>	<b>826,515</b>	<b>--</b>	<b>--</b>	<b>826,515</b>	<b>--%</b>
<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$3,823,528</b>	<b>\$ 277,454</b>	<b>\$ 692,879</b>	<b>\$ 3,130,649</b>	<b>18%</b>

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**CITY OF EAST PALO ALTO**  
**SCHEDULE OF REVENUE DETAIL - FY 1989-90**  
**FOR THE PERIOD JULY 1, 1989 - OCTOBER 31, 1989**

EXHIBIT II  
(Continued)

<u>REVENUE SOURCE</u>	<u>APPROVED BUDGET FY 89/90</u>	<u>ACTUAL MONTH OF OCT. 1989</u>	<u>YTD ACTUAL</u>	<u>ACTUAL (OVER)/UNDER</u>	<u>% OF BUDGET</u>
<b><u>Special Revenue</u></b>					
<b><u>Grants</u></b>					
Police C- Cap	\$ --	\$ 152	\$ 14,028	(\$ 14,028)	14,028%
CDBG (Carryover)	200,000	--	--	200,000	--%
St. Pks. & Rec.(Carryover)	226,600	--	--	226,600	--%
State Parks & Rec. (New)	57,000	--	--	57,000	--%
Coastal Conserv. (Carryover)	147,025	--	6,021	141,004	4%
Summer Yth Theatre Project	25,821	--	1,900	23,921	7%
Youth Tennis Foundation	6,750	--	4,500	2,250	67%
Depart. of Transportation	53,100	--	--	53,100	--%
Sam Trans - Carryover	200,000	--	--	200,000	--%
Robert Z.Berg Harris Prog.	13,400	--	--	13,400	--%
* Miscellaneous	--	--	--	--	--%
<b>TOTAL GRANTS</b>	<b><u>929,696</u></b>	<b><u>152</u></b>	<b><u>37,849</u></b>	<b><u>( 11,400)</u></b>	<b><u>11,400%</u></b>
<b>TOTAL GRANTS</b>			<b>37,849</b>	<b>891,847</b>	<b>4%</b>
<b><u>Other Special Revenue</u></b>					
Fines and Forfeitures	90,000	7,550	24,349	65,651	27%
Off-Highway	450	--	277	173	62%
Gas Tax	385,734	34,118	126,930	258,804	33%
Transportation Safety	6,000	--	6,000	--	100%
Measure A Funds	115,000	11,033	63,232	51,768	55%
Garbage Collection	327,495	--	19,241	308,254	6%
Rent Stabilization Fees	110,204	280	104,559	5,645	95%
<b>TOTAL OTHER</b>	<b><u>1,034,883</u></b>	<b><u>52,981</u></b>	<b><u>344,588</u></b>	<b><u>690,295</u></b>	<b><u>33%</u></b>
<b>TOTAL SPECIAL REVENUES</b>	<b><u>1,964,579</u></b>	<b><u>53,133</u></b>	<b><u>382,437</u></b>	<b><u>1,582,142</u></b>	<b><u>19%</u></b>
<b>TOTAL ALL REVENUES</b>	<b><u>\$5,788,107</u></b>	<b><u>\$ 330,587</u></b>	<b><u>\$ 1,075,316</u></b>	<b><u>\$ 4,712,791</u></b>	<b><u>19%</u></b>
(General/Special Funds)					

\* Hewlett Packard Consultant Grant \$10,000 and Special Police Grant \$1,400.

# **EXHIBIT III**

**Summary of Expenditures by  
Department and Major Category**



**CITY OF EAST PALO ALTO  
SUMMARY OF EXPENDITURES  
BY DEPARTMENT AND MAJOR CATEGORY - FY 1989-90  
FOR THE PERIOD JULY 1, 1989 - OCTOBER 31, 1989**

	<u>APPROVED BUDGET FY 89/90</u>	<u>ACTUAL MONTH OF OCT. 1989</u>	<u>YTD ACTUAL</u>	<u>ACTUAL (OVER)/UNDER</u>	<u>% OF BUDGET</u>
<b><u>CITY COUNCIL</u></b>					
Personnel	\$ 8,795	\$ 1,789	\$ 2,274	\$ 6,521	26%
Operation	23,205	--	5,268	17,937	23%
Capital	--	--	--	--	-%
<b>TOTAL</b>	<u>32,000</u>	<u>1,789</u>	<u>7,542</u>	<u>24,458</u>	24%
<b><u>CITY ADMINISTRATION</u></b>					
Personnel	407,110	26,734	100,115	306,995	25%
Operation	425,344	33,969	165,182	206,162	39%
Capital	--	--	--	--	-%
<b>TOTAL</b>	<u>832,454</u>	<u>60,703</u>	<u>265,297</u>	<u>567,157</u>	32%
<b><u>LEGAL SERVICES</u></b>					
Personnel	--	--	--	--	-%
Operation	204,100	5,046	68,283	135,817	33%
Capital	--	--	--	--	-%
<b>TOTAL</b>	<u>204,100</u>	<u>5,046</u>	<u>68,283</u>	<u>135,817</u>	33%
<b><u>COMMUNITY DEVELOPMENT</u></b>					
Personnel	140,202	9,356	36,871	103,331	26%
Operation	19,081	239	5,439	13,642	29%
Capital	--	--	--	--	-%
<b>TOTAL</b>	<u>159,283</u>	<u>9,595</u>	<u>42,310</u>	<u>116,973</u>	27%
<b><u>POLICE DEPARTMENT</u></b>					
Personnel	1,343,784	104,116	423,852	919,932	32%
Operation	455,403	38,041	161,187	294,216	35%
Capital	84,500	1,928	1,928	82,572	2%
<b>TOTAL</b>	<u>1,883,687</u>	<u>144,085</u>	<u>586,967</u>	<u>1,296,720</u>	31%

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CITY OF EAST PALO ALTO  
SUMMARY OF EXPENDITURES  
BY DEPARTMENT AND MAJOR CATEGORY - FY 1989-90  
FOR THE PERIOD JULY 1, 1989 - OCTOBER 31, 1989

	<u>APPROVED BUDGET FY 89/90</u>	<u>ACTUAL MONTH OF OCT. 1989</u>	<u>YTD ACTUAL</u>	<u>ACTUAL (OVER)/UNDER</u>	<u>% OF BUDGET</u>
<b><u>PUBLIC WORKS</u></b>					
Personnel	\$ 257,534	\$ 17,214	\$ 64,367	\$ 193,167	25%
Operation	512,724	11,624	106,788	405,936	21%
Capital	--	1,631	1,631	( 1,631)	1,631%
TOTAL	<u>770,258</u>	<u>30,469</u>	<u>172,786</u>	<u>597,472</u>	22%
<b><u>COMMUNITY SERVICES</u></b>					
Personnel	54,821	3,088	12,060	42,761	22%
Operation	44,946	1,151	20,398	24,548	45%
Capital	--	--	--	--	-%
TOTAL	<u>99,767</u>	<u>4,239</u>	<u>32,458</u>	<u>67,309</u>	67%
<b><u>RENT STABILIZATION</u></b>					
Personnel	66,814	4,649	19,845	46,969	30%
Operation	69,886	1,471	27,207	42,679	39%
Capital	6,300	--	--	6,300	-%
TOTAL	<u>143,000</u>	<u>6,120</u>	<u>47,052</u>	<u>95,948</u>	33%
<b><u>TOTAL DEPARTMENTS</u></b>					
Personnel	2,279,060	166,946	659,384	1,619,676	29%
Operation	1,754,689	91,541	559,752	1,194,937	32%
Capital	90,800	3,559	3,559	87,241	4%
TOTAL	<u>4,124,549</u>	<u>262,046</u>	<u>1,222,695</u>	<u>2,901,854</u>	30%
CAPITAL IMPROVEMENT PROGRAM	<u>1,285,700</u>	<u>699</u>	<u>699</u>	<u>1,285,001</u>	.05%
CONTINGENT ACCOUNT	<u>50,000</u>	<u>--</u>	<u>--</u>	<u>50,000</u>	-%
GRAND TOTAL	<u>\$5,460,249</u>	<u>\$ 262,745</u>	<u>\$ 1,223,394</u>	<u>\$4,236,855</u>	22%

# **EXHIBIT IV**

**Summary of Expenditures by  
Department and Program**

85  
 240  
 3400  
 32 hrs

85  
 32  
 170  
 5.5  
 2120

EXHIBIT IV

CITY OF EAST PALO ALTO  
 SUMMARY OF EXPENDITURES  
 BY DEPARTMENT AND PROGRAM - FY 1989-90  
 FOR THE PERIOD JULY 1, 1989 - OCTOBER 31, 1989

DEPARTMENT AND PROGRAM	APPROVED BUDGET FY 89/90	ACTUAL MONTH OF OCT. 1989	YTD ACTUAL	ACTUAL (OVER)/UNDER	% OF BUDGET
<b><u>CITY COUNCIL</u></b>					
Legislative Operations	\$ 32,000	\$ 1,789	\$ 7,542	\$ 24,458	24%
TOTAL	<u>32,000</u>	<u>1,789</u>	<u>7,542</u>	<u>24,458</u>	24%
<b><u>CITY ADMINISTRATION</u></b>					
City Clerk	30,108	--	8,713	21,395	29%
City Manager	82,203	5,136	33,905	48,298	41%
Management, Budget & Strategic Planning	38,001	2,624	8,707	29,294	23%
Non-Dptl. Cost Center	378,207	32,212	137,587	240,620	36%
Clerical Services	134,103	10,786	31,782	102,321	24%
Personnel	45,731	3,418	14,912	30,819	33%
Financial Operations	124,101	6,527	29,691	94,410	24%
TOTAL	<u>832,454</u>	<u>60,703</u>	<u>265,297</u>	<u>567,157</u>	32%
<b><u>LEGAL SERVICES</u></b>					
Legal Counsel	108,100	5,046	49,150	58,950	45%
Litigation	96,000	--	19,133	76,867	20%
TOTAL	<u>204,100</u>	<u>5,046</u>	<u>68,283</u>	<u>135,817</u>	33%
<b><u>COMMUNITY DEVELOPMENT</u></b>					
Administration	16,042	526	526	15,516	3%
Planning	54,612	2,937	13,443	41,169	25%
Building Inspection	55,629	3,959	16,722	38,907	30%
Code Enforcement	33,000	2,173	11,619	21,381	35%
TOTAL	<u>159,283</u>	<u>9,595</u>	<u>42,310</u>	<u>116,973</u>	27%
<b><u>POLICE</u></b>					
Admin. & Support Servs	553,952	41,217	159,416	394,536	29%
Patrol	1,044,352	87,817	366,284	678,068	35%
Investigative Servs.	202,925	15,051	61,267	141,658	30%
Traffic	82,458	--	--	82,458	-
TOTAL	<u>1,883,687</u>	<u>144,085</u>	<u>586,967</u>	<u>1,296,720</u>	31%



CITY OF EAST PALO ALTO  
SUMMARY OF EXPENDITURES  
BY DEPARTMENT AND PROGRAM - FY 1989-90  
FOR THE PERIOD JULY 1, 1989 - OCTOBER 31, 1989

DEPARTMENT AND PROGRAM	<u>APPROVED BUDGET FY 89/90</u>	<u>ACTUAL MONTH OF OCT. 1989</u>	<u>YTD ACTUAL</u>	<u>ACTUAL (OVER)/UNDER</u>	<u>% OF BUDGET</u>
<b><u>PUBLIC WORKS</u></b>					
Admin. & Engineering	\$ 123,367	\$ 7,808	\$ 33,805	\$ 89,562	27%
Streets and Drains	68,643	4,769	15,638	53,005	23%
Street Cleaning	47,169	1,402	2,699	44,470	6%
Waste Disposal	340,969	1,923	80,416	260,553	24%
Building Maintenance	28,033	2,648	9,827	18,206	35%
Parks and Landscaping	45,892	4,807	14,762	31,130	32%
City Services	8,824	--	--	8,824	-%
Emergency Services	8,842	201	804	8,038	9%
Traffic	98,519	6,911	14,835	83,684	15%
<b>TOTAL</b>	<b><u>770,258</u></b>	<b><u>30,469</u></b>	<b><u>172,786</u></b>	<b><u>597,472</u></b>	<b>22%</b>
<b><u>COMMUNITY SERVICES</u></b>					
Administration	21,854	3,545	11,608	10,246	53%
Cult. Aff. & Human Serv	39,139	694	9,733	29,406	25%
Recreation	38,774	--	11,117	27,657	29%
<b>TOTAL</b>	<b><u>99,767</u></b>	<b><u>4,239</u></b>	<b><u>32,458</u></b>	<b><u>67,309</u></b>	<b>33%</b>
<b><u>RENT STABILIZATION</u></b>					
Admin. & Board Support	34,002	2,431	28,142	5,860	83%
Counslg. & Publ. Info.	48,058	1,884	7,512	40,546	16%
Ordinance Enforcement	60,940	1,805	11,398	49,542	19%
<b>TOTAL</b>	<b><u>143,000</u></b>	<b><u>6,120</u></b>	<b><u>47,052</u></b>	<b><u>95,948</u></b>	<b>33%</b>
<b><u>CAPITAL IMPROVEMENT PROG</u></b>	<b><u>1,285,700</u></b>	<b><u>699</u></b>	<b><u>699</u></b>	<b><u>1,285,001</u></b>	<b>.05%</b>
<b><u>CONTINGENT ACCOUNT</u></b>	<b><u>50,000</u></b>	<b><u>--</u></b>	<b><u>--</u></b>	<b><u>50,000</u></b>	<b>-%</b>
<b>GRAND TOTAL</b>	<b><u>\$5,460,249</u></b>	<b><u>\$ 262,745</u></b>	<b><u>\$1,223,394</u></b>	<b><u>\$4,236,855</u></b>	<b>22%</b>

