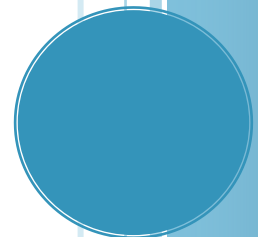




CITY OF EAST PALO ALTO ADOPTED BUDGET

FISCAL YEAR 2020- 2021



This Page Intentionally Left Blank

FY 2020-2021 Budget

Mayor



Regina Wallace-Jones

Vice Mayor



Carlos Romero

Council Members



Lisa Gauthier



Larry Moody



Rubén Abrica

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

Jaime M. Fontes, City Manager
City Manager's Office

Patrick Heisinger, Assistant City Manager
City Manager's Office

Rafael E. Alvarado Jr., City Attorney
City Attorney's Office

Walfred Solorzano, City Clerk- Public Information Officer
City Clerk's Office

Marie McKenzie, Administrative Services Director
Administrative Services Department

Brenda Olwin, Finance Director
Finance Department

Amy Chen, Community and Economic Development Director
Community and Economic Development

Kamal Fallaha, Public Works Director
Public Works

Albert Pardini, Police Chief
Police Department

Budget Team

Brenda Olwin, Finance Director
Agnes Pabis, Financial Services Manager
Ana Maria Torres, Management Analyst II
Jessica Caballero, Account Technician I

Table of Contents

Elected Officials.....	i
Executive Staff.....	ii
Table of Contents.....	iii
Introduction	
City Manager’s Message.....	CM- 1
Organizational Summary	
Master Organization Chart.....	OS- 1
Nine-Year Position Summary.....	OS- 2
Detail Position Listing.....	OS- 3
Financial Summary	
FY 2020-2021 Budget.....	FS- 1
General Fund Revenues by Major Category.....	FS- 16
General Fund Expenditures by Major Category.....	FS- 17
Departmental Budgets	
City Council.....	DB- 1
City Attorney's Office.....	DB- 5
City Clerk's Office.....	DB- 13
City Manager's Office.....	DB- 19
Administrative Services Department.....	DB- 25
Administration.....	DB- 29
Community Services.....	DB- 31
Finance Department.....	DB- 35
Community and Economic Development	DB- 43
Administration.....	DB- 47
Building Services.....	DB- 49
Housing.....	DB- 53
Planning.....	DB- 59
Public Works.....	DB- 63
Administration.....	DB- 67
Engineering.....	DB- 69
Maintenance.....	DB- 75
Police Department	DB- 79
Administration.....	DB- 83
Investigations.....	DB- 87
Operations.....	DB- 91
Non Departmental.....	DB- 95
Miscellaneous.....	MISC- 1
Glossary.....	GLOS- 1

This Page Intentionally Left Blank



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

The City enters the 2020-21 Budget season amid the most serious global public health threat since the 1918 H1N1 Influenza pandemic.¹ The COVID-19 pandemic is stunning both in the scale of transmission across the globe and in the unprecedented widespread implementation of mitigating measures including a nearly-synchronous “switch off” of non-essential global economic activity.

Notwithstanding the public health crisis, battling COVID-19 has ushered in previously incomprehensible financial impacts to our residents, our students, our workers, and business owners– and to the City’s budget.

To clearly reflect the service alignments necessary as a result of COVID-19, Council approved a modified approach for the current budget process. Under this approach, staff is presenting budget comparisons for FY2020-21. First, a Fiscal Year (FY) 2020-21 Baseline Budget is presented to communicate the City’s “baseline” operational budget before the City proposed measures to address the negative impacts caused by COVID-19. Next, the FY2020-21 Adopted Budget reflects the initial service and spending cuts adopted to address the negative revenue impacts of COVID-19.

COVID-19 Budget Framework

The framework for considering COVID-19 fiscal implications continues to evolve. The basic framework communicated in the early stages of the pandemic remains unchanged with increased understanding of California’s resolve to mitigate transmission of the virus, as follows:

1. Widespread mitigation results in sharp, deep economic impacts due to closure of non-essential businesses for a period estimated at approximately three months;
2. Non-essential businesses open in staged phases and at less than full capacity due to requirements to ensure social distancing until testing, contact tracing, and pharmaceutical interventions are adequate to address and manage public health issues;
3. The shape of recovery from a complete shut-down of non-essential services for a sustained period coupled with unknown effects of “re-opening” the economy with proscribed mitigation measures in effect results in potentially volatile business outcomes; and,
4. Forms of required mitigation will occur for an extended period leading to rapid changes in social behaviors, consumer consumption and buying patterns, and work habits creating

¹ Imperial College COVID-19 Response Team

potential disruption in the retail, hospitality, and transportation industries. These industries comprise significant segments of the City’s major tax contributors.

We are now experiencing the initial recovery trajectory of our “re-opened” economy. Beyond changes in consumer outcomes, uncertainty also exists regarding global supply chain disruptions, shifts in job recovery, further mitigations for an unknown duration, and the longer-term effects of unprecedented global fiscal and monetary policy stimulus.

FY 2020-21 Baseline Budget

The FY 2020-21 Baseline Budget presented in the FY 2020-21 Adopted Budget document is as follows:

FY2020-21 Baseline Budget - Citywide All Funds (In 000's)						
Description	General Fund / General Reserves	Capital Funds	Restricted Funds	Enterprise Funds	TOTAL CITY FUNDS	Trust & Agency
Total Revenues	26,650	2,545	8,007	4,580	41,782	3,325
Total Expenditures	(29,248)	(344)	(5,370)	(3,225)	(38,187)	(1,755)
Net Sources / (Uses)	(2,598)	2,201	2,637	1,355	3,595	1,570
Net Transfers	(1,319)	540	779	-	-	-
Change in Fund Balance	(3,917)	2,741	3,416	1,355	3,595	1,570

The FY 2020-21 Baseline Budget (excluding Trust & Agency) reflects total revenues of \$41.8M and total expenditures of \$38.2M resulting in positive net change in fund balance of \$3.6M across total city funds.

The increased dispersion of revenues across the General, Capital, Restricted, and Enterprise fund groups indicates significant improvement in the complexity and diversity of funding sources to support related resident services; including housing, streets, capital, grants, and water infrastructure.

FY 2020-21 Adopted Budget

The primary concern regarding the FY 202-21 baseline budget above, is the General Fund deficit of approximately \$3.9M driven by a lack of meaningful near-term revenue growth and exacerbated by COVID-related reductions in sales, transient occupancy tax and business license taxes, among others.

The FY 2020-21 Adopted Budget reflects initial spending reductions, delayed or reduced capital spending, vacant position freezes, transfer reductions, and targeted utilization of fund balance reserves. The City passed a budget utilizing fund balance reserves due to a) high uncertainty of COVID revenue projections, and b) Council’s goal of minimizing disruption to the City’s current service delivery structure. The FY 2020-21 Adopted Budget is as follows:

(In 000's)						
Description	General Fund / General Reserves	Capital Funds	Restricted Funds	Enterprise Funds	TOTAL CITY FUNDS	Trust & Agency
Total Revenues	26,840	2,547	8,374	4,579	42,340	3,325
Total Expenditures	(27,334)	(344)	(5,628)	(3,215)	(36,521)	(1,738)
Net Sources / (Uses)	(494)	2,203	2,746	1,364	5,819	1,587
Net Transfers	(1,006)	265	741	-	-	-
Change in Fund Balance	(1,500)	2,468	3,487	1,364	5,819	1,587

The FY 2020-21 Adopted Budget (excluding Trust & Agency) reflects totals revenues of \$42.3M and total expenditures of \$36.5M resulting in positive net change in fund balance of \$5.8M across total city funds.

The General Fund deficit is reduced from \$3.9M to \$1.5M – a net decrease of \$2.4M. On balance, the budget focuses on reduction of non-critical service priorities or delaying costs for service priorities – including those that may not be possible during the extended COVID-19 social distancing and mitigation period we are currently experiencing; while at the same time proposing measures to move the City forward on key strategic priorities of Council – all within the framework of minimizing the overall disruption to the City’s service structure until a better understanding, or narrowing, of the range of potential economic outcomes occurs.

The remaining General Fund deficit is recommended to be funded through targeted use of fund balance reserves (\$1.5M) as we carefully navigate the extreme uncertainty of this global public health crisis and brace for the long-term economic impacts of extended social distancing coupled with unprecedented global monetary and fiscal policy.

The budget does not reflect: (1) supplemental program requests totaling nearly \$2.8M related to Police traffic division, additional maintenance, recreational, and analytical staff, and electric charging stations; (2) Capital Improvement Plan funding requests; (3) funding for COVID recovery activity; and, (4) funding of all Strategic Priorities - indicating the wide disparity between community service requests and the City’s resource capacity to deliver such services, as further exacerbated by COVID.

Addressing COVID Impacts and Fiscal Resiliency

Since the Great Recession, the City has engaged in prudent financial resiliency planning by approving tax ballot measures, accumulating healthy fund reserves, and utilizing operating surplus to strategically advance and improve numerous, long-standing organizational and infrastructure issues.

Reserves give the City ballast to withstand the economic volatility and extreme uncertainty surrounding COVID-19; bearing in mind that the City continues to grapple projected, near-term

structural deficits, rising CalPERS pension costs, critical infrastructure projects, and high demands for additional services.

This is not the first time in the City's history we have encountered rapidly evolving deficits of such sheer uncertainty; and the City met those difficult challenges. Today, we are prepared to respond to the impacts of COVID-19 through collaboration, and with humility, as our decisions surely will require strategic recalibration, creative solutions, and difficult choices as we navigate the path of this global crisis.

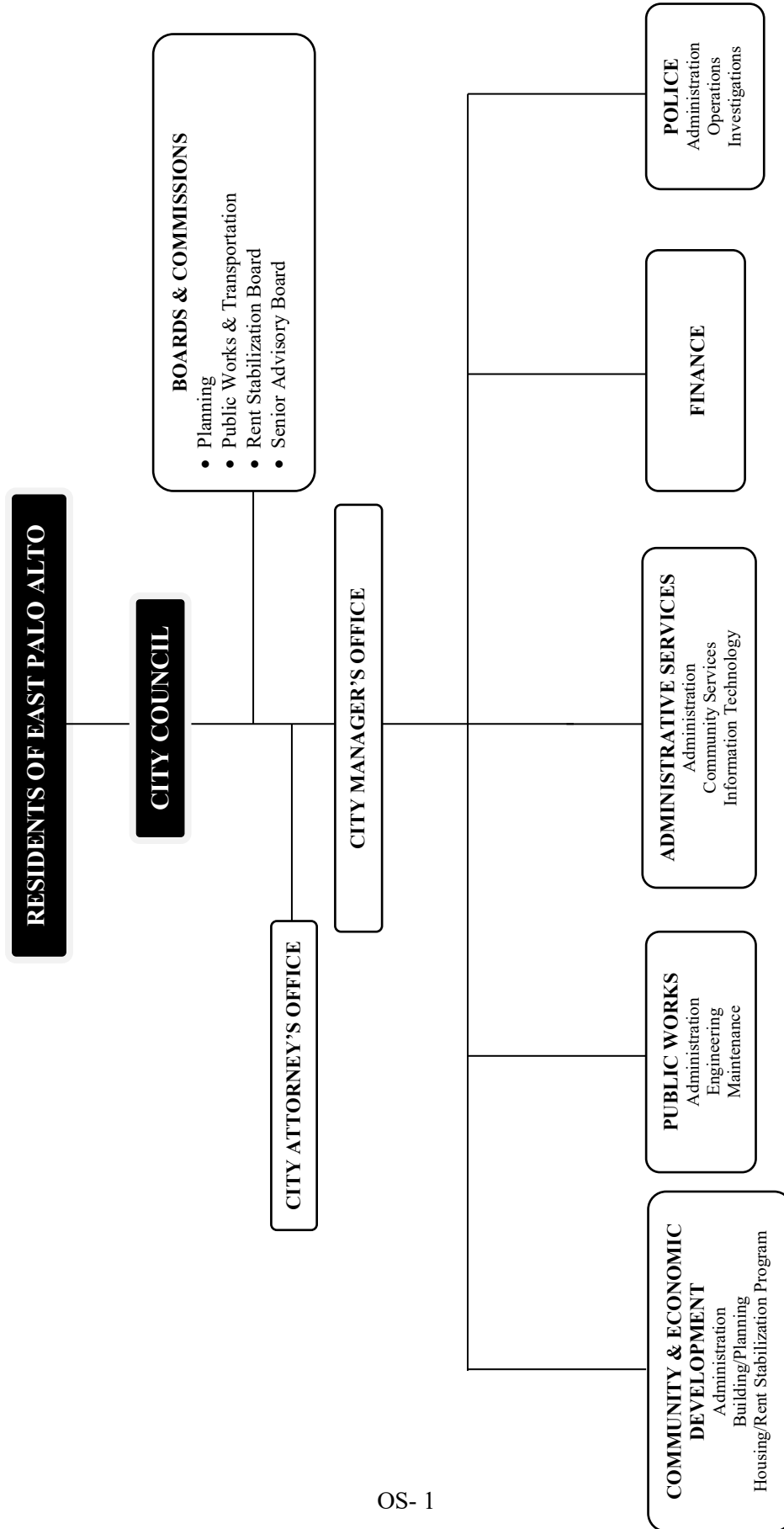
Respectfully Submitted,



Jaime M. Fontes
City Manager

CITY OF EAST PALO ALTO CITY ORGANIZATIONAL CHART

FY 2020-2021 Budget



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

Fiscal Year 2012-13 Through Fiscal Year 2020-2021 Baseline and Adopted

	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21 Baseline	FY 20-21 Adopted
Policy & Executive										
City Council	5.00	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	1.00
City Attorney's Office	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
City Manager's Office	3.00	4.00	4.00	4.00	3.00	3.00	3.00	3.00	5.00	5.00
Sub-Total	12.00	13.00	13.00	13.00	12.00	12.00	12.00	12.00	14.00	14.00
Administrative Support Services										
Finance Department	5.00	5.00	5.00	5.00	6.00	6.00	6.00	7.00	7.00	7.00
Administrative Services	-	-	-	1.00	3.00	3.00	3.00	3.00	3.00	3.00
Community Services	2.00	4.00	5.13	4.38	4.38	4.15	4.15	4.15	4.15	3.65
Human Resources	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	-	-
Sub-Total	9.00	11.00	12.13	12.38	15.38	15.15	15.15	16.15	14.15	13.65
Community and Economic Development										
Administration Division	5.50	7.00	8.00	4.00	4.00	5.90	6.45	6.45	3.50	3.50
Building Services Division	3.00	4.00	5.00	6.00	7.00	7.00	7.00	7.00	7.00	7.00
Economic Development	5.00	2.00	-	-	-	-	-	-	-	-
Planning Division	3.00	4.00	3.00	3.00	4.00	4.00	4.00	4.00	4.00	4.00
Housing Division (Rent Stabilization)	2.00	2.00	2.00	2.00	2.00	3.00	3.00	3.00	3.00	3.00
Senior Services Division	1.63	1.63	-	-	-	-	-	-	-	-
Sub-Total	20.13	20.63	18.00	15.00	17.00	19.90	20.45	20.45	17.50	17.50
Public Safety										
Administration Division	10.50	10.50	8.00	8.00	8.00	9.00	9.00	9.00	9.00	9.00
Investigations Division	5.00	5.00	8.00	8.00	8.25	8.25	8.25	11.15	11.15	11.15
Operations Division	32.00	32.00	28.00	29.50	29.00	29.00	29.00	27.00	28.00	28.00
Sub-Total	47.50	47.50	44.00	45.50	45.25	46.25	46.25	47.15	48.15	48.15
Public Works										
Administration Division	-	-	-	2.00	2.00	2.00	2.00	2.00	4.95	4.50
Engineering Division	5.00	6.00	6.00	5.00	5.00	5.00	5.00	5.00	5.00	3.75
Maintenance Division	11.00	11.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
Sub-Total	16.00	17.00	18.00	19.00	19.00	19.00	19.00	19.00	21.95	20.25
TOTAL POSITIONS	104.63	109.13	105.13	104.88	108.63	112.30	112.85	114.75	115.75	113.55

**CITY OF EAST PALO ALTO
Detail Position Listing**

	FTE's FY 2020-21		FTE's FY 2020-21
City Council		Housing Division	
a. Council Member	5.00	a. RSP Administrator	1.00
City Attorney's Office		b. Housing Project Manager	1.00
a. City Attorney	1.00	c. RSP Program Coordinator II	<u>1.00</u>
b. Deputy City Attorney I/II	1.00		3.00
c. Legal Assistant	<u>1.00</u>	Planning Division	
	3.00	a. Planning Manager	1.00
City Manager's Office		b. Senior Planner	1.00
a. City Manager	1.00	c. Assistant/Associate Planner	1.00
b. Assistant City Manager	1.00	d. Assistant/Associate Planner	<u>1.00</u>
c. Executive Assist. to City Mgr	<u>1.00</u>		4.00
	3.00	Public Works	
Human Resources Division		Administration Division	
a. Human Resources Manager	1.00	a. Public Works Director	1.00
b. Human Resources Technician	1.00	b. Administrative Assistant	1.00
	<u>1.00</u>	c. Management Analyst II	1.50
	2.00	d. Environmental Service Aide	<u>1.00</u>
City Clerk's Office			4.50
a. City Clerk- Public Information Officer	1.00	Engineering Division	
Administrative Services		a. City Engineer	1.00
Administration Division		b. Senior Engineer	-
a. Administrative Svcs Director	1.00	c. Assistant/Associate Engineer	1.00
b. Admin Grants Coordinator	1.00	d. Assistant/Associate Engineer ¹	0.75
c. Office Assistant	<u>1.00</u>	e. Public Works Inspector	<u>1.00</u>
	3.00		3.75
Community Services Division		Maintenance Division	
a. Community Services Manager	1.00	a. Maintenance Manager	1.00
b. Recreation Leader II (3 PT)	0.90	b. Maintenance Worker I	4.00
c. Van Driver (1 PT)	0.50	c. Maintenance Worker II	4.00
d. Nutrition Site Supervisor (1 PT)	0.75	d. Maintenance Worker III	2.00
e. Kitchen Aide (1 PT)	<u>0.50</u>	e. Secretary I	<u>1.00</u>
	3.65		12.00
Finance		Police	
a. Finance Director	1.00	Administration Division	
b. Financial Services Manager	1.00	a. Police Chief	1.00
c. SR Finance Project Manager- LTD	1.00	b. Support Services Manager	1.00
d. Management Analyst II	1.00	c. Property & Evidence Technician	1.00
e. Accountant II	1.00	d. Police Record's Clerk I/II	4.00
f. Accounting Technician I/II	<u>2.00</u>	e. Police Records Supervisor	1.00
	7.00	f. Police Sergeant	<u>1.00</u>
Community and Economic Development			9.00
Administration Division		Investigations Division	
a. Community & Economic Dev Director	1.00	a. Commander	1.00
b. Management Analyst II	0.50	b. Police Officer	6.00
c. Secretary II	1.00	c. Community Services Officer	1.00
d. Office Assistant	<u>1.00</u>	d. Community Service Aide (6 PT)	2.70
	3.50	e. Cold Case Investigator	<u>0.45</u>
Building Services Division			11.15
a. Chief Building Official	1.00	Operations Division	
b. Building Inspector I	1.00	a. Commander	1.00
c. Building Permit Technician	2.00	b. Police Sergeant	4.00
d. Code Enforcement Officer II	<u>3.00</u>	c. Police Officer	<u>23.00</u>
	7.00		28.00

Total Authorized FTE's 113.55

¹Full-time position for three-quarters of fiscal year.

This Page Intentionally Left Blank

FINANCIAL SUMMARY

FY 2020-2021 Budget

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

Budget Information:

- **Citywide Budget Overview**
 - FY 2020-21 Budget by Fund Category
- **General Fund Overview**
 - FY 2020-21 General Fund and Internal Reserve Funds Budget
- **Special Revenue Funds Overview**
 - FY 2020-21 Special Revenue Funds Budget
 - FY 2020-21 Community and Housing Programs Budget
 - FY 2020-21 Transportation and Infrastructure Programs Budget
- **Capital Funds Overview**
 - FY 2020-21 Capital Funds Budget
- **Enterprise Funds Overview**
 - FY 2020-21 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 Improvement Projects Funds**
- **Enterprise Funds**
- **Successor Agency Trust Fund**

CITY OF EAST PALO ALTO
FY 2020-2021 BUDGET BY FUND CATEGORY

	General Fund and Internal Reserves	Special Revenue Funds	Capital Improvement Funds	Enterprise Funds	City Operating Total	Successor Trust Fund	GRAND TOTAL
Revenues							
Property Tax	14,750,000	752,245	-	-	15,502,245	3,320,000	18,822,245
Sales Tax	3,850,000	-	-	-	3,850,000	-	3,850,000
Utility Users Tax	1,380,000	-	-	-	1,380,000	-	1,380,000
Transient Occupancy Tax	950,000	237,500	-	-	1,187,500	-	1,187,500
Other State and Local Taxes	80,000	3,552,305	-	-	3,632,305	-	3,632,305
Franchise Fees	965,000	-	-	-	965,000	-	965,000
Licenses, Fees, and Permits	4,073,000	3,110,800	2,465,300	1,519,415	11,168,515	-	11,168,515
Fines and Forfeitures	395,000	-	-	-	395,000	-	395,000
Use of Money and Property	190,000	84,000	53,000	360,000	687,000	5,000	692,000
Grants and Intergovernmental	-	559,240	29,150	-	588,390	-	588,390
Charges for Current Services	6,500	10,000	-	2,400,000	2,416,500	-	2,416,500
Other Miscellaneous	200,000	67,500	-	300,000	567,500	-	567,500
Total Revenues	26,839,500	8,373,590	2,547,450	4,579,415	42,339,955	3,325,000	45,664,955
Expenditures							
City Council	165,765	-	-	-	165,765	-	165,765
City Attorney	809,065	42,500	-	20,000	871,565	3,000	874,565
City Clerk	301,605	-	-	-	301,605	-	301,605
City Manager	1,482,475	-	-	-	1,482,475	-	1,482,475
Administrative Services	1,467,210	397,250	100,000	-	1,964,460	-	1,964,460
Finance	1,282,955	67,795	25,000	50,300	1,426,050	4,000	1,430,050
Community Development	4,841,305	2,042,065	-	-	6,883,370	-	6,883,370
Public Works	3,749,730	1,084,120	219,150	369,405	5,422,405	-	5,422,405
Police	12,335,035	358,450	-	-	12,693,485	-	12,693,485
Non-Departmental							
Capital/Technology	306,500	711,815	-	-	1,018,315	-	1,018,315
Debt Service	-	-	-	-	-	1,632,420	1,632,420
Insurance and Settlements	555,000	-	-	-	555,000	-	555,000
Other Non-Departmental	870,175	247,610	-	2,652,110	3,769,895	65,500	3,835,395
Overhead Allocation	(833,410)	676,370	-	124,040	(33,000)	33,000	-
Total Expenditures	27,333,410	5,627,975	344,150	3,215,855	36,521,390	1,737,920	38,259,310
Net Sources / (Uses)	(493,910)	2,745,615	2,203,300	1,363,560	5,818,565	1,587,080	7,405,645
Other Financing Sources / (Uses)							
Transfers In	-	741,090	265,000	-	1,006,090	-	1,006,090
Transfers Out	(1,006,090)	-	-	-	(1,006,090)	-	(1,006,090)
Net Operating Transfers	(1,006,090)	741,090	265,000	-	-	-	-
Change in Fund Balance	(1,500,000)	3,486,705	2,468,300	1,363,560	5,818,565	1,587,080	7,405,645
Other Changes	343,955	-	-	(1,060,815)	(716,860)	900,000	183,140
Projected Fund Balance							
July 01, 2020 Balance*	29,239,900	21,244,700	6,030,500	7,573,000	64,088,100	(23,088,800)	40,999,300
June 30, 2021 Balance	28,083,855	24,731,405	8,498,800	7,875,745	69,189,805	(20,601,720)	48,588,085

*Does not include certain assets and reserves.

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 89% 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.

Contingency Reserve

The Contingency Reserve is a separate sub-fund created to hold cash reserves of a minimum of 15% of total General Fund actual expenditures.

Community Benefit

The Community Benefit Fund accounts for activity related to community benefit payments and programs by developers.

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.

CITY OF EAST PALO ALTO
FY 2020-2021 GENERAL FUND BUDGET

	General Fund F010	Info Services Reserve F011	Equipment and Vehicle Reserve F012	Insurance Reserve F013	Contingency Reserve F015	Community Benefits F016	Development Pass Through F017	Total
Revenues								
Property Tax	14,750,000	-	-	-	-	-	-	14,750,000
Sales Tax	3,850,000	-	-	-	-	-	-	3,850,000
Utility Users Tax	1,380,000	-	-	-	-	-	-	1,380,000
Transient Occupancy Tax	950,000	-	-	-	-	-	-	950,000
Other State and Local Taxes	80,000	-	-	-	-	-	-	80,000
Franchise Fees	965,000	-	-	-	-	-	-	965,000
Licenses, Fees, and Permits	1,788,500	-	-	-	-	-	2,284,500	4,073,000
Fines and Forfeitures	395,000	-	-	-	-	-	-	395,000
Use of Money and Property	190,000	-	-	-	-	-	-	190,000
Grants and Intergovernmental	-	-	-	-	-	-	-	-
Charges for Current Services	6,500	-	-	-	-	-	-	6,500
Other Miscellaneous	25,000	-	-	125,000	-	50,000	-	200,000
Total Revenues	24,380,000	-	-	125,000	-	50,000	2,284,500	26,839,500
Expenditures								
City Council	165,765	-	-	-	-	-	-	165,765
City Attorney	719,065	-	-	90,000	-	-	-	809,065
City Clerk	272,105	29,500	-	-	-	-	-	301,605
City Manager	1,482,475	-	-	-	-	-	-	1,482,475
Administrative Services	1,010,710	456,500	-	-	-	-	-	1,467,210
Finance	1,167,150	115,805	-	-	-	-	-	1,282,955
Community Development	2,766,305	35,000	-	-	-	50,000	1,990,000	4,841,305
Public Works	3,488,730	11,000	50,000	-	-	-	200,000	3,749,730
Police	12,155,185	119,850	60,000	-	-	-	-	12,335,035
Non-Departmental								
Capital/Technology	225,000	81,500	-	-	-	-	-	306,500
Debt Service	-	-	-	-	-	-	-	-
Insurance and Settlements	-	-	-	555,000	-	-	-	555,000
Other Non-Departmental	596,040	274,135	-	-	-	-	-	870,175
Overhead Allocation	(833,410)	-	-	-	-	-	-	(833,410)
Total Expenditures	23,215,120	1,123,290	110,000	645,000	-	50,000	2,190,000	27,333,410
Net Sources / (Uses)	1,164,880	(1,123,290)	(110,000)	(520,000)	-	-	94,500	(493,910)
Other Financing Sources / (Uses)								
Transfers In	94,500	1,123,290	50,000	420,000	-	-	(1,687,790)	-
Transfers Out	(2,599,380)	-	-	-	-	-	1,593,290	(1,006,090)
Net Operating Transfers	(2,504,880)	1,123,290	50,000	420,000	-	-	(94,500)	(1,006,090)
Change in Fund Balance	(1,340,000)	-	(60,000)	(100,000)	-	-	-	(1,500,000)
Other Changes	343,955	-	-	-	-	-	-	343,955
Projected Fund Balance								
July 01, 2020 Balance	19,500,000	2,372,900	1,081,100	2,098,000	3,750,000	250,000	187,900	29,239,900
June 30, 2021 Balance	18,503,955	2,372,900	1,021,100	1,998,000	3,750,000	250,000	187,900	28,083,855

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 Funds account 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.

Affordable Housing Programs

Rent Stabilization

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

Housing in Lieu

The Housing in Lieu Fund accounts for developer fees and deposits 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.

SPECIAL REVENUE FUNDS OVERVIEW

Housing TOT

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

Measure HH

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

Housing Successor Agency

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

Silicon Valley Community Foundation

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

Transportation and Infrastructure Programs

State Gas Tax

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

Measure A

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

NPDES

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

Park in Lieu

The Park in Lieu Fund accounts for all fees collected from developers to be used to acquire new parkland or fund capital improvements at existing recreational and park facilities which will serve residents of new development.

SPECIAL REVENUE FUNDS OVERVIEW

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 2020-2021 SPECIAL REVENUE FUNDS BUDGET

	Community Programs	Housing Programs	Transportation and Infrastructure Programs	Total
Revenues				
Property Tax	-	-	752,245	752,245
Sales Tax	-	-	-	-
Utility Users Tax	-	-	-	-
Transient Occupancy Tax	118,750	118,750	-	237,500
Other State and Local Taxes	-	1,677,280	1,875,025	3,552,305
Franchise Fees	-	-	-	-
Licenses, Fees, and Permits	-	2,980,800	130,000	3,110,800
Fines and Forfeitures	-	-	-	-
Use of Money and Property	4,000	47,000	33,000	84,000
Grants and Intergovernmental	559,240	-	-	559,240
Charges for Current Services	-	5,000	5,000	10,000
Other Miscellaneous	-	67,500	-	67,500
Total Revenues	681,990	4,896,330	2,795,270	8,373,590
Expenditures				
City Council	-	-	-	-
City Attorney	-	40,000	2,500	42,500
City Clerk	-	-	-	-
City Manager	-	-	-	-
Administrative Services	397,250	-	-	397,250
Finance	-	63,475	4,320	67,795
Community Development	230,000	1,812,065	-	2,042,065
Public Works	10,000	-	1,074,120	1,084,120
Police	358,450	-	-	358,450
Non-Departmental	-	-	-	-
Capital/Technology	-	-	711,815	711,815
Debt Service	-	-	-	-
Insurance and Settlements	-	-	-	-
Other Non-Departmental	-	10	247,600	247,610
Overhead Allocation	43,040	301,425	331,905	676,370
Total Expenditures	1,038,740	2,216,975	2,372,260	5,627,975
Net Sources / (Uses)	(356,750)	2,679,355	423,010	2,745,615
Other Financing Sources / (Uses)				
Transfers In	-	343,955	397,135	741,090
Transfers Out	-	-	-	-
Net Operating Transfers	-	343,955	397,135	741,090
Change in Fund Balance	(356,750)	3,023,310	820,145	3,486,705
Other Changes	-	-	-	-
Projected Fund Balance				
July 01, 2020 Balance	1,371,800	10,828,900	9,044,000	21,244,700
June 30, 2021 Balance	1,015,050	13,852,210	9,864,145	24,731,405

CITY OF EAST PALO ALTO
FY 2020-2021 COMMUNITY PROGRAMS BUDGET

	Public Safety Grants F213	Federal and State Grants F215	Local Grants F230	CYSFF TOT F231	Total Community Programs
Revenues					
Property Tax	-	-	-	-	-
Sales Tax	-	-	-	-	-
Utility Users Tax	-	-	-	-	-
Transient Occupancy Tax	-	-	-	118,750	118,750
Other State and Local Taxes	-	-	-	-	-
Franchise Fees	-	-	-	-	-
Licenses, Fees, and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money and Property	1,000	-	1,000	2,000	4,000
Grants and Intergovernmental	125,000	222,250	211,990	-	559,240
Charges for Current Services	-	-	-	-	-
Other Miscellaneous	-	-	-	-	-
Total Revenues	126,000	222,250	212,990	120,750	681,990
Expenditures					
City Council	-	-	-	-	-
City Attorney	-	-	-	-	-
City Clerk	-	-	-	-	-
City Manager	-	-	-	-	-
Administrative Services	-	52,250	100,000	245,000	397,250
Finance	-	-	-	-	-
Community Development	-	160,000	70,000	-	230,000
Public Works	-	10,000	-	-	10,000
Police	146,460	-	211,990	-	358,450
Non-Departmental					
Capital/Technology	-	-	-	-	-
Debt Service	-	-	-	-	-
Insurance and Settlements	-	-	-	-	-
Other Non-Departmental	-	-	-	-	-
Overhead Allocation	-	-	-	43,040	43,040
Total Expenditures	146,460	222,250	381,990	288,040	1,038,740
Net Sources / (Uses)	(20,460)	-	(169,000)	(167,290)	(356,750)
Other Financing Sources / (Uses)					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Operating Transfers	-	-	-	-	-
Change in Fund Balance	(20,460)	-	(169,000)	(167,290)	(356,750)
Other Changes	-	-	-	-	-
Projected Fund Balance					
July 01, 2020 Balance	194,200	104,500	229,900	843,200	1,371,800
June 30, 2021 Balance	173,740	104,500	60,900	675,910	1,015,050

CITY OF EAST PALO ALTO
FY 2020-2021 HOUSING PROGRAMS BUDGET

	Rent Stabilization F204	Housing In Lieu F207	Housing Assistance F209	Housing Commercial Impact F217	Housing TOT F218	Measure HH F219	LMIF Housing Successor F220	Silicon Valley Community F233	Total
Revenues									
Property Tax	-	-	-	-	-	-	-	-	-
Sales Tax	-	-	-	-	-	-	-	-	-
Utility Users Tax	-	-	-	-	-	-	-	-	-
Transient Occupancy Tax	-	-	-	-	118,750	-	-	-	118,750
Other State and Local Taxes	-	-	-	-	-	1,677,280	-	-	1,677,280
Franchise Fees	-	-	-	-	-	-	-	-	-
Licenses, Fees, and Permits	530,000	-	-	2,450,800	-	-	-	-	2,980,800
Fines and Forfeitures	-	-	-	-	-	-	-	-	-
Use of Money and Property	4,000	20,000	1,000	4,000	7,000	5,000	5,000	1,000	47,000
Grants and Intergovernmental	-	-	-	-	-	-	-	-	-
Charges for Current Services	-	-	5,000	-	-	-	-	-	5,000
Other Miscellaneous	-	-	-	-	-	-	67,500	-	67,500
Total Revenues	534,000	20,000	6,000	2,454,800	125,750	1,682,280	72,500	1,000	4,896,330
Expenditures									
City Council	-	-	-	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-	40,000	-	40,000
City Clerk	-	-	-	-	-	-	-	-	-
City Manager	-	-	-	-	-	-	-	-	-
Administrative Services	-	-	-	-	-	-	-	-	-
Finance	8,430	-	-	-	-	3,185	51,860	-	63,475
Community Development	407,235	-	35,250	-	-	231,400	1,108,910	29,270	1,812,065
Public Works	-	-	-	-	-	-	-	-	-
Police	-	-	-	-	-	-	-	-	-
Non-Departmental									
Capital/Technology	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Insurance and Settlements	-	-	-	-	-	-	-	-	-
Other Non-Departmental	-	-	-	-	-	10	-	-	10
Overhead Allocation	244,095	57,330	-	-	-	-	-	-	301,425
Total Expenditures	659,760	57,330	35,250	-	-	234,595	1,200,770	29,270	2,216,975
Net Sources / (Uses)	(125,760)	(37,330)	(29,250)	2,454,800	125,750	1,447,685	(1,128,270)	(28,270)	2,679,355
Other Financing Sources / (Uses)									
Transfers In	-	-	-	-	-	-	343,955	-	343,955
Transfers Out	-	-	-	-	-	-	-	-	-
Net Operating Transfers	-	-	-	-	-	-	343,955	-	343,955
Change in Fund Balance	(125,760)	(37,330)	(29,250)	2,454,800	125,750	1,447,685	(784,315)	(28,270)	3,023,310
Other Changes	-	-	-	-	-	-	-	-	-
Projected Fund Balance									
July 01, 2020 Balance	578,800	3,913,900	286,300	-	3,224,900	836,100	1,756,600	232,300	10,828,900
June 30, 2021 Balance	453,040	3,876,570	257,050	2,454,800	3,350,650	2,283,785	972,285	204,030	13,852,210

CITY OF EAST PALO ALTO
FY 2020-2021 INFRASTRUCTURE PROGRAMS BUDGET

	State Gas Tax F201	Measure A F202	NPDES F203	Park In Lieu Fees F206	Lighting District F221	Drainage District F222	Measure W F234	Total
Revenues								
Property Tax	-	-	-	-	620,100	132,145	-	752,245
Sales Tax	-	-	-	-	-	-	-	-
Utility Users Tax	-	-	-	-	-	-	-	-
Transient Occupancy Tax	-	-	-	-	-	-	-	-
Other State and Local Taxes	1,064,025	500,000	108,500	-	-	-	202,500	1,875,025
Franchise Fees	-	-	-	-	-	-	-	-
Licenses, Fees, and Permits	-	-	130,000	-	-	-	-	130,000
Fines and Forfeitures	-	-	-	-	-	-	-	-
Use of Money and Property	7,000	11,000	1,000	1,000	10,000	2,000	1,000	33,000
Grants and Intergovernmental	-	-	-	-	-	-	-	-
Charges for Current Services	-	-	5,000	-	-	-	-	5,000
Other Miscellaneous	-	-	-	-	-	-	-	-
Total Revenues	1,071,025	511,000	244,500	1,000	630,100	134,145	203,500	2,795,270
Expenditures								
City Council	-	-	-	-	-	-	-	-
City Attorney	-	-	-	-	-	2,500	-	2,500
City Clerk	-	-	-	-	-	-	-	-
City Manager	-	-	-	-	-	-	-	-
Administrative Services	-	-	-	-	-	-	-	-
Finance	-	1,635	1,000	-	-	-	1,685	4,320
Community Development	-	-	-	-	-	-	-	-
Public Works	501,060	-	261,550	-	159,155	122,355	30,000	1,074,120
Police	-	-	-	-	-	-	-	-
Non-Departmental	-	-	-	-	-	-	-	-
Capital/Technology	540,000	-	-	-	-	-	171,815	711,815
Debt Service	-	-	-	-	-	-	-	-
Insurance and Settlements	-	-	-	-	-	-	-	-
Other Non-Departmental	78,000	-	164,300	-	4,200	1,100	-	247,600
Overhead Allocation	123,165	1,585	72,180	5,250	43,430	86,295	-	331,905
Total Expenditures	1,242,225	3,220	499,030	5,250	206,785	212,250	203,500	2,372,260
Net Sources / (Uses)	(171,200)	507,780	(254,530)	(4,250)	423,315	(78,105)	-	423,010
Other Financing Sources / (Uses)								
Transfers In	64,500	-	254,530	-	-	78,105	-	397,135
Transfers Out	-	-	-	-	-	-	-	-
Net Operating Transfers	64,500	-	254,530	-	-	78,105	-	397,135
Change in Fund Balance	(106,700)	507,780	-	(4,250)	423,315	-	-	820,145
Other Changes	-	-	-	-	-	-	-	-
Projected Fund Balance								
July 01, 2020 Balance	2,124,300	3,120,500	(8,500)	109,500	3,150,700	277,500	270,000	9,044,000
June 30, 2021 Balance	2,017,600	3,628,280	(8,500)	105,250	3,574,015	277,500	270,000	9,864,145

This Page Intentionally Left Blank

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 American Water Enterprises (AWE). The remaining connections are served by Palo Alto Park Mutual Water Company or O'Connor Tract Co-op Water Company. American Water Enterprises supplies the City's water from the San Francisco Public Utilities Commission.

The Water Service Fund accounts for the lease operating revenue and connection fees from American Water Services and uses such fees for expenses and capital improvement costs related to the City's operating obligations under the agreement with AWE.

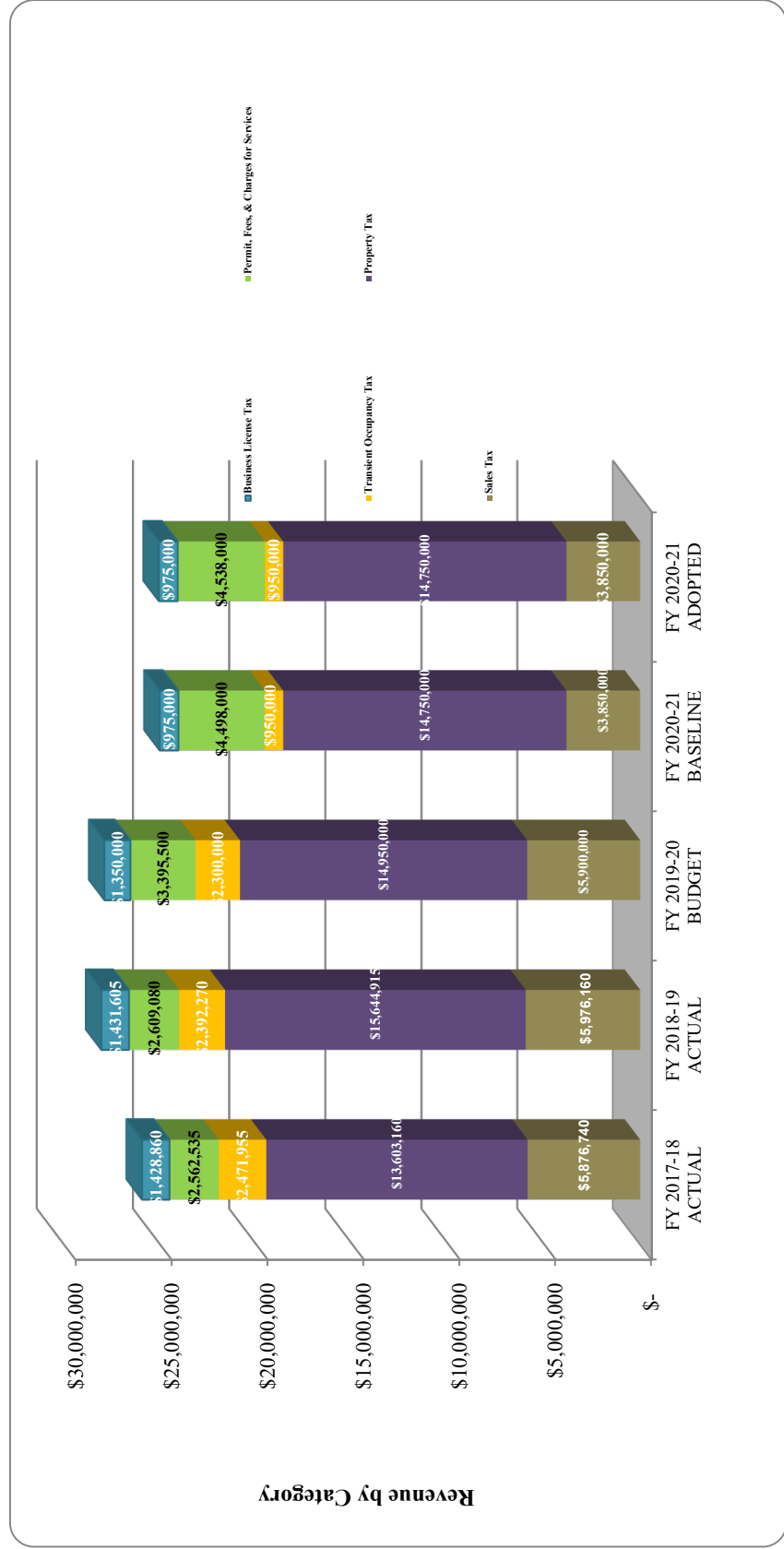
The fund group also includes the Capital and Meter Surcharges, Water Capacity Fees.

CITY OF EAST PALO ALTO
FY 2020-2021 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	-	550,000	300,000	669,415	1,519,415	-	1,519,415
Fines and Forfeitures	-	-	-	-	-	-	-
Use of Money and Property	344,000	7,000	4,000	1,000	356,000	4,000	360,000
Grants and Intergovernmental	-	-	-	-	-	-	-
Charges for Current Services	-	-	-	-	-	2,400,000	2,400,000
Other Miscellaneous	-	-	-	-	-	300,000	300,000
Total Revenues	344,000	557,000	304,000	670,415	1,875,415	2,704,000	4,579,415
Expenditures							
City Council	-	-	-	-	-	-	-
City Attorney	20,000	-	-	-	20,000	-	20,000
City Clerk	-	-	-	-	-	-	-
City Manager	-	-	-	-	-	-	-
Administrative Services	-	-	-	-	-	-	-
Finance	33,430	-	-	-	33,430	16,870	50,300
Community Development	-	-	-	-	-	-	-
Public Works	115,000	100,000	-	-	215,000	154,405	369,405
Police	-	-	-	-	-	-	-
Non-Departmental							
Capital/Technology	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Insurance and Settlements	-	-	-	-	-	-	-
Other Non-Departmental	20,610	-	-	-	20,610	2,631,500	2,652,110
Overhead Allocation	66,825	-	-	-	66,825	57,215	124,040
Total Expenditures	255,865	100,000	-	-	355,865	2,859,990	3,215,855
Net Sources / (Uses)	88,135	457,000	304,000	670,415	1,519,550	(155,990)	1,363,560
Other Financing Sources / (Uses)							
Transfers In	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-
Net Operating Transfers	-	-	-	-	-	-	-
Change in Fund Balance	88,135	457,000	304,000	670,415	1,519,550	(155,990)	1,363,560
Other Changes	-	-	-	(1,060,815)	(1,060,815)	-	(1,060,815)
Projected Fund Balance							
July 01, 2020 Balance	2,863,400	2,850,000	508,600	390,400	6,612,400	960,600	7,573,000
June 30, 2021 Balance	2,951,535	3,307,000	812,600	-	7,071,135	804,610	7,875,745

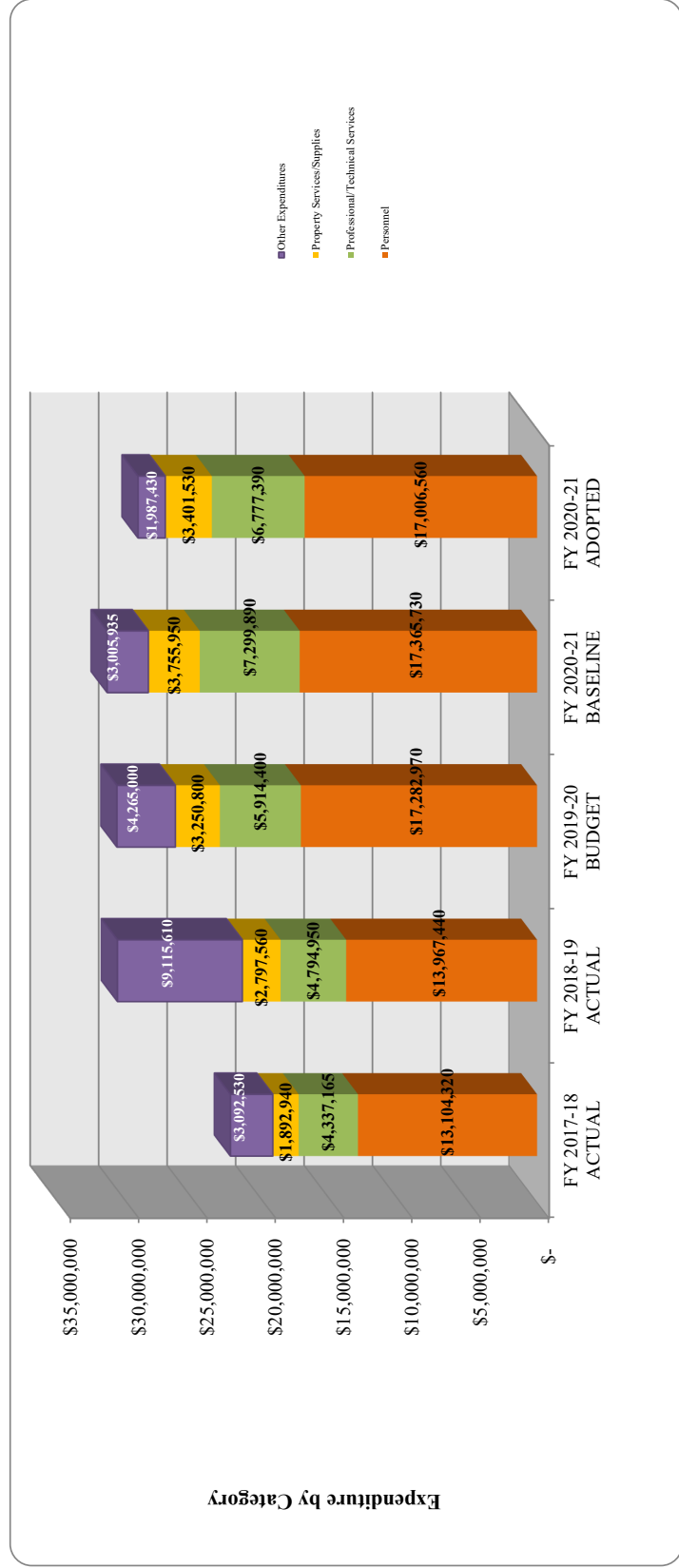
GENERAL FUND REVENUES BY MAJOR CATEGORY

	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGET	FY 2020-21 BASELINE	FY 2020-21 ADOPTED
Property Tax	\$ 13,603,160	\$ 15,644,915	\$ 14,950,000	\$ 14,750,000	\$ 14,750,000
Sales Tax	\$ 5,876,740	\$ 5,976,160	\$ 5,900,000	\$ 3,850,000	\$ 3,850,000
Transient Occupancy Tax	\$ 2,471,955	\$ 2,392,270	\$ 2,300,000	\$ 950,000	\$ 950,000
Utility User Tax	\$ 1,680,280	\$ 1,537,990	\$ 1,570,000	\$ 1,380,000	\$ 1,380,000
Business License Tax	\$ 1,428,860	\$ 1,431,605	\$ 1,350,000	\$ 975,000	\$ 975,000
Permit, Fees, & Charges for Services	\$ 2,562,535	\$ 2,609,080	\$ 3,395,500	\$ 4,498,000	\$ 4,538,000
Other Revenues and Transfers In	\$ 1,473,220	\$ 1,821,930	\$ 1,059,500	\$ 247,000	\$ 396,500
Total General Fund Revenues	29,096,750	31,413,950	30,525,000	26,650,000	26,839,500



GENERAL FUND EXPENDITURES BY MAJOR CATEGORY

	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGET	FY 2020-21 BASELINE	FY 2020-21 ADOPTED
Personnel	\$ 13,104,320	\$ 13,967,440	\$ 17,282,970	\$ 17,365,730	\$ 17,006,560
Professional/Technical Services	\$ 4,337,165	\$ 4,794,950	\$ 5,914,400	\$ 7,299,890	\$ 6,777,390
Property Services/Supplies	\$ 1,892,940	\$ 2,797,560	\$ 3,250,800	\$ 3,755,950	\$ 3,401,530
Capital, Transfers, and Other Expenditures	\$ 3,092,530	\$ 9,115,610	\$ 4,265,000	\$ 3,005,935	\$ 1,987,430
Total General Fund Expenditures Before Allocations	\$ 22,426,955	\$ 30,675,560	\$ 30,713,170	\$ 31,427,505	\$ 29,172,910
Overhead Allocation to Other Funds	\$ (660,460)	\$ (644,845)	\$ (456,000)	\$ (860,280)	\$ (833,410)
Total Net General Fund Expenditures	\$ 21,766,495	\$ 30,030,715	\$ 30,257,170	\$ 30,567,225	\$ 28,339,500



This Page Intentionally Left Blank

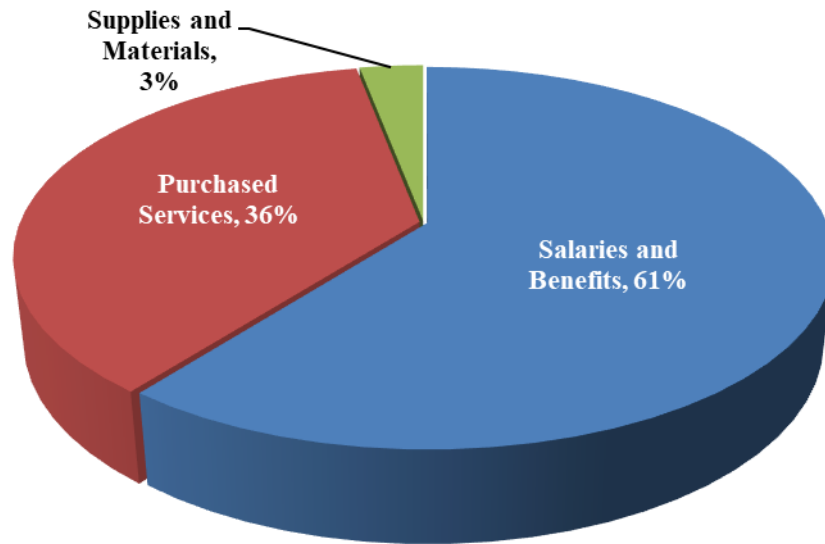
CITY COUNCIL

FY 2020-2021 Budget

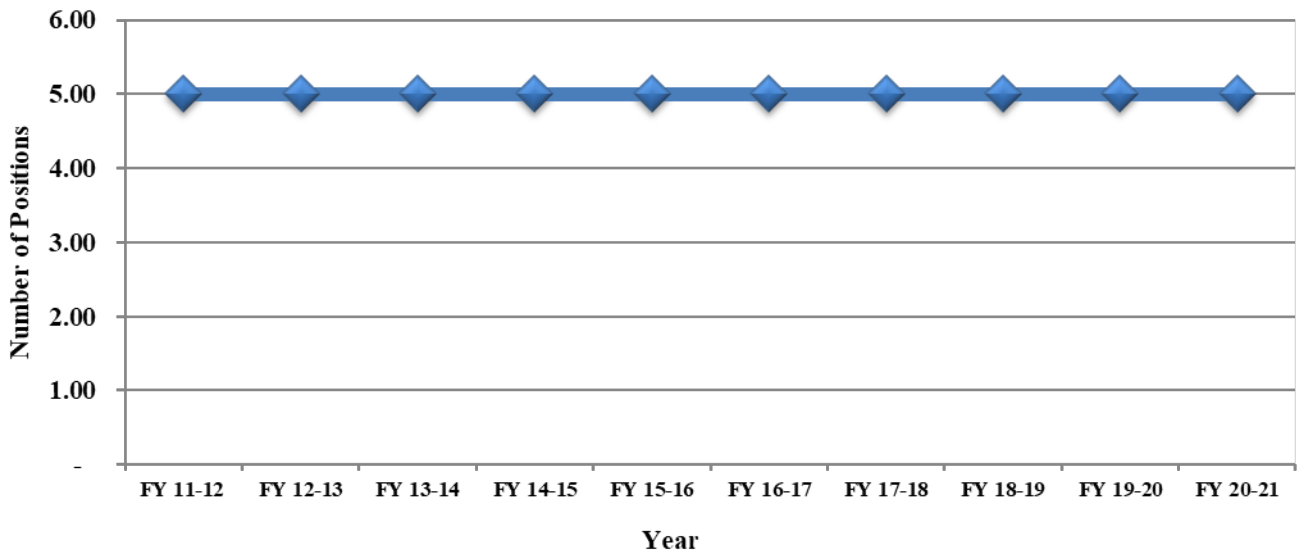
FY 2020-21

Operating	\$165,765
Positions	5

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



CITY COUNCIL

FY 2020-2021 Budget

Department Summary

SOURCES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
General Fund					
Charges/Fees for Services	-	-	-	-	-
Assigned Funds	10,290	-	108,500	-	-
Use of Resources	119,940	111,100	170,000	182,265	165,765
Special Revenue Funds	-	-	-	-	-
Capital Project Fund	-	-	-	-	-
Enterprise Funds	-	-	-	-	-
Successory Agency Trust Fund	-	-	-	-	-
TOTAL	130,230	111,100	278,500	182,265	165,765

EXPENDITURES BY DEPARTMENT

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
City Council	130,230	111,100	278,500	182,265	165,765
TOTAL	130,230	111,100	278,500	182,265	165,765

CHARACTER OF EXPENDITURES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Personnel					
Salaries and Benefits	59,855	64,886	100,000	110,415	100,415
Subtotal	59,855	64,886	100,000	110,415	100,415
Supplies and Services					
Purchased Services	65,080	41,210	66,350	66,850	60,350
Supplies and Materials	4,010	5,003	3,650	5,000	5,000
Capital Expenditures	1,285	-	108,500	-	-
Other Expenditures	-	-	-	-	-
Subtotal	70,375	46,213	178,500	71,850	65,350
TOTAL	130,230	111,100	278,500	182,265	165,765

AUTHORIZED STRENGTH

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 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 2020-2021 Budget

Department Summary

PURPOSE

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

A five-member Council governs City services for a population of approximately 30,915 residents. Each Council Member is elected at large and serves a four-year term. The Mayor is appointed by the members of the Council and serves a one-year term. The Council convenes in regular session on the 1st and 3rd Tuesdays of each month (except for a recess each year during the 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, and, except those designated as Closed Sessions, all meetings are open to the public.

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

SIGNIFICANT CHANGES

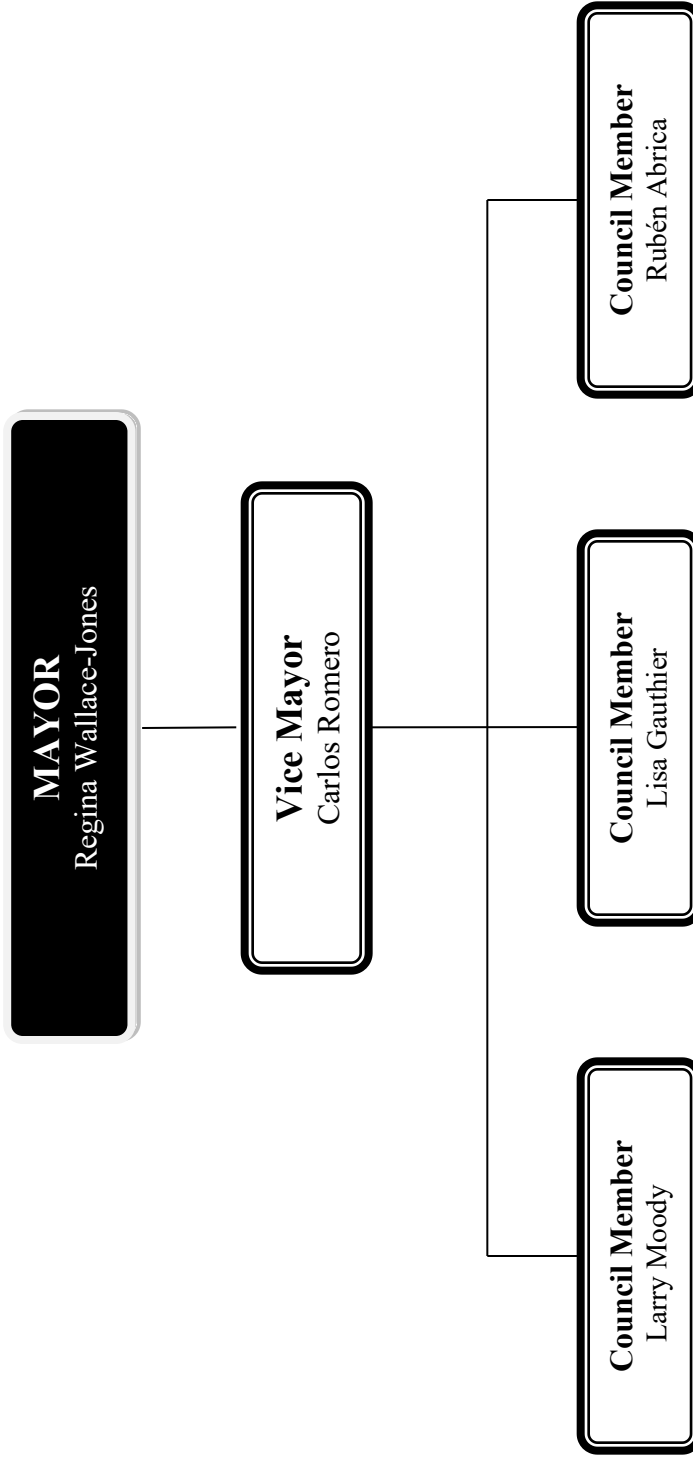
FY 2019-2020 to FY 2020-2021 Budget:

The decrease of \$96,235 (34.6%) from the Adopted FY 19-20 Budget to the Baseline FY 20-21 Budget is primarily due to a capital improvement for Council Chambers upgrades in FY 2019-20.

The decrease of \$16,500 (9.1%) from the Baseline FY 20-21 Budget to the Adopted FY 20-21 Budget is comprised of estimated health benefit savings and reductions in travel and special events.

Fiscal Year (FY)	Budget	\$ Change From Previous FY	% Change From Previous FY
2019-20 Adopted	278,500		
2020-21 Baseline	182,265	(96,235)	-34.6%
2020-21 Proposed	165,765	(16,500)	-9.1%

CITY COUNCIL
FY 2020-2021 Budget



Total FTE's: 5

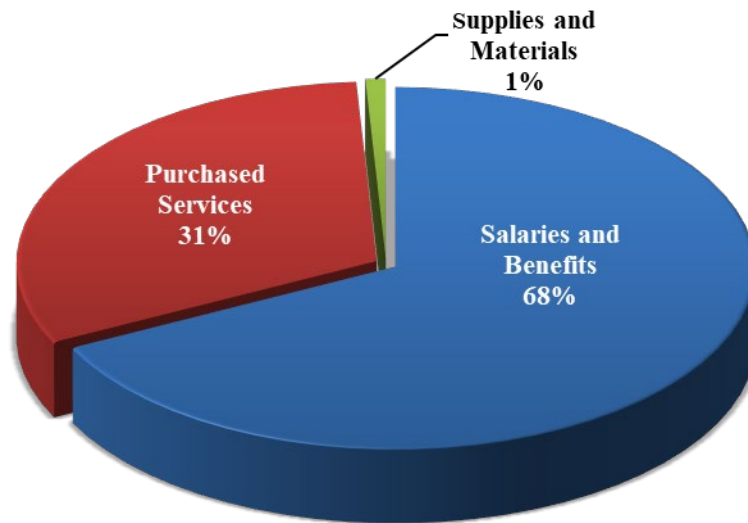
CITY ATTORNEY'S OFFICE

FY 2020-2021 Budget

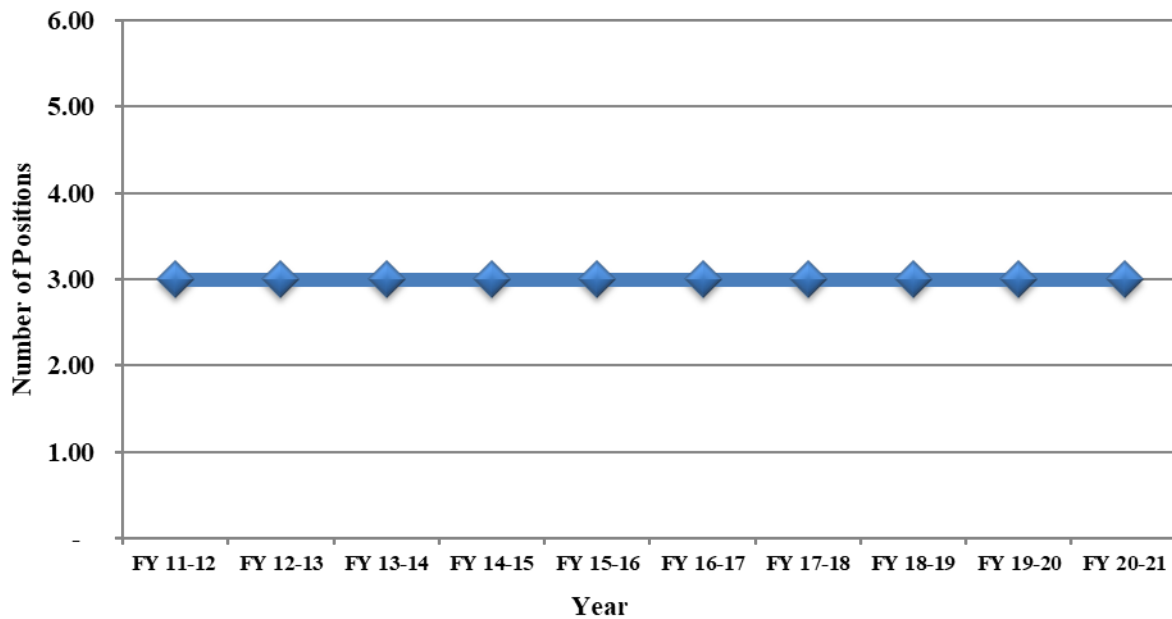
FY 2020-21

Operating \$874,565
Positions 3

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



CITY ATTORNEY'S OFFICE

FY 2020-2021 Budget

Department Summary

SOURCES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
General Fund					
Charges/Fees for Services	-	-	-	-	-
Assigned Funds	28,940	90,300	40,000	60,000	90,000
Use of Resources	593,985	561,750	745,300	782,515	719,065
Special Revenue Funds	18,595	-	60,000	42,500	42,500
Capital Project Fund	-	-	-	-	-
Enterprise Funds	-	-	10,000	20,000	20,000
Successory Agency Trust Fund	-	27,400	7,500	3,000	3,000
TOTAL	641,520	679,450	862,800	908,015	874,565

EXPENDITURES BY DEPARTMENT

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
City Attorney's Office	641,520	679,450	862,800	908,015	874,565
TOTAL	641,520	679,450	862,800	908,015	874,565

CHARACTER OF EXPENDITURES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Personnel					
Salaries and Benefits	488,010	487,111	584,400	591,365	591,365
Subtotal	488,010	487,111	584,400	591,365	591,365
Supplies and Services					
Purchased Services	143,730	180,202	270,400	278,650	275,200
Supplies and Materials	8,520	10,270	8,000	8,000	8,000
Capital Expenditures	1,260	1,867	-	30,000	-
Other Expenditures	-	-	-	-	-
Subtotal	153,510	192,339	278,400	316,650	283,200
TOTAL	641,520	679,450	862,800	908,015	874,565

AUTHORIZED STRENGTH

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 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 2020-2021 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.

The Office focuses on the 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;
- Give opinions and draft documents that help achieve the City Council's Strategic Plan and the City Manager's priority action items;
- Advise on significant changes in state and federal law and other regulations impacting City operations and programs;
- 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 2020-2021 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 2019-2020 to FY 2020-2021 Budget:

The increase of \$45,215 (5.2%) from the Adopted FY 19-20 Budget to the Baseline FY 20-21 Budget is primarily due to capital expenditure request for office remodel (\$30,000), and personnel and service increases.

The decrease of \$33,450 (3.7%) from the Baseline FY 20-21 Budget to the Adopted FY 20-21 Budget is due to delay of the planned capital expenditure for office remodel, and minor training and outside service reductions.

Fiscal Year (FY)	Budget	\$ Change From Previous FY	% Change From Previous FY
2019-20 Adopted	\$862,800		
2020-21 Baseline	\$908,015	\$45,215	5.2%
2020-21 Adopted	\$874,565	(\$33,450)	-3.7%

CITY ATTORNEY'S OFFICE

FY 2020-2021 Budget

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Attend and provide advice at City Council meetings.	1. Accomplished
2. Attend and provide advice at Planning Commission meetings.	2. Accomplished
3. Attend and provide advice at Rent Stabilization Board meetings.	3. Accomplished
4. Respond to Pitchess motions 100% of the time.	4. Accomplished
5. 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.	5. Accomplished
6. Provide legal advice to the Code Enforcement Division and file code enforcement actions as needed.	6. Accomplished
7. Provide legal advice to all City departments regarding responses to PRA requests.	7. Accomplished
8. Provide legal advice to all City departments regarding responses to subpoenas.	8. Accomplished
9. Draft, review and/or process all City contracts, agreements and other legal documents.	9. Accomplished
10. Assist development of an updated inclusionary housing ordinance.	10. Accomplished
11. Provide training to all City boards, commissions and committees regarding the Brown Act, Public Records Act and conflict of interest laws.	11. Accomplished
12. Provide legal advice to the Human Resources Department and other City departments on employment matters	12. Accomplished
13. Develop an ordinance prohibiting the sale of flavored tobacco and electronic cigarettes.	13. Accomplished
14. Develop a City of East Palo Alto Donation Acceptance Policy.	14. Accomplished

CITY ATTORNEY'S OFFICE

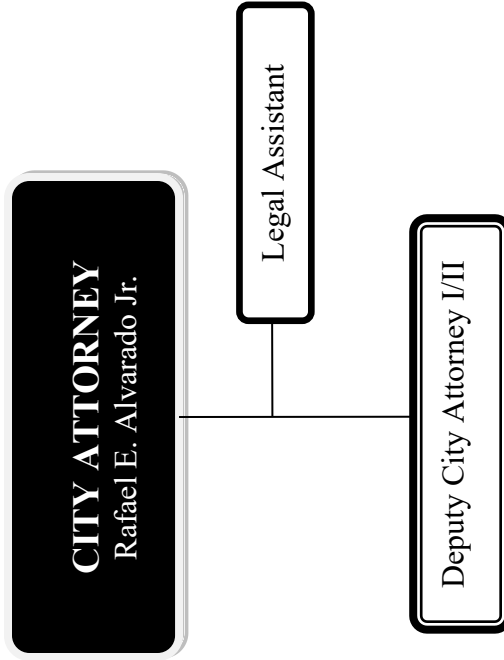
FY 2020-2021 Budget

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
15. Recruit and hire a Legal Secretary and Deputy City Attorney.	15. Accomplished
16. Provide legal advice regarding the public bidding and administration of public works projects and provide legal advice regarding City procurement practices and policies.	16. Ongoing
17. Provide legal advice to Planning Division on major project applications.	17. Ongoing
18. Provide legal guidance and support regarding COVID-19-related state of emergency, local emergency, and associated impacts.	18. Ongoing

CITY ATTORNEY'S OFFICE

FY 2020-2021 Budget



This Page Intentionally Left Blank

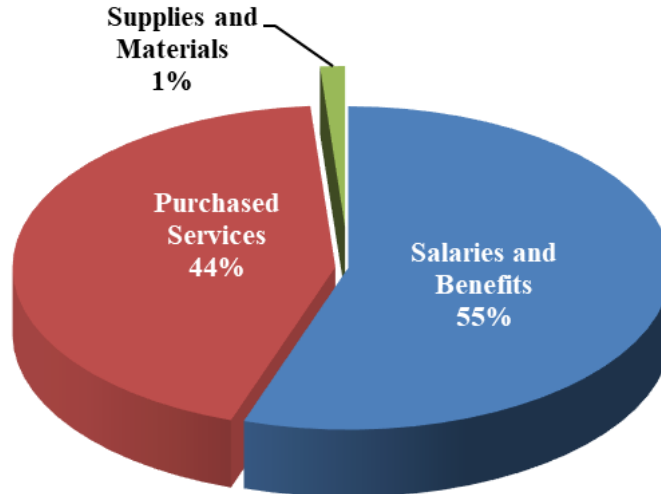
CITY CLERK'S OFFICE

FY 2020-2021 Budget

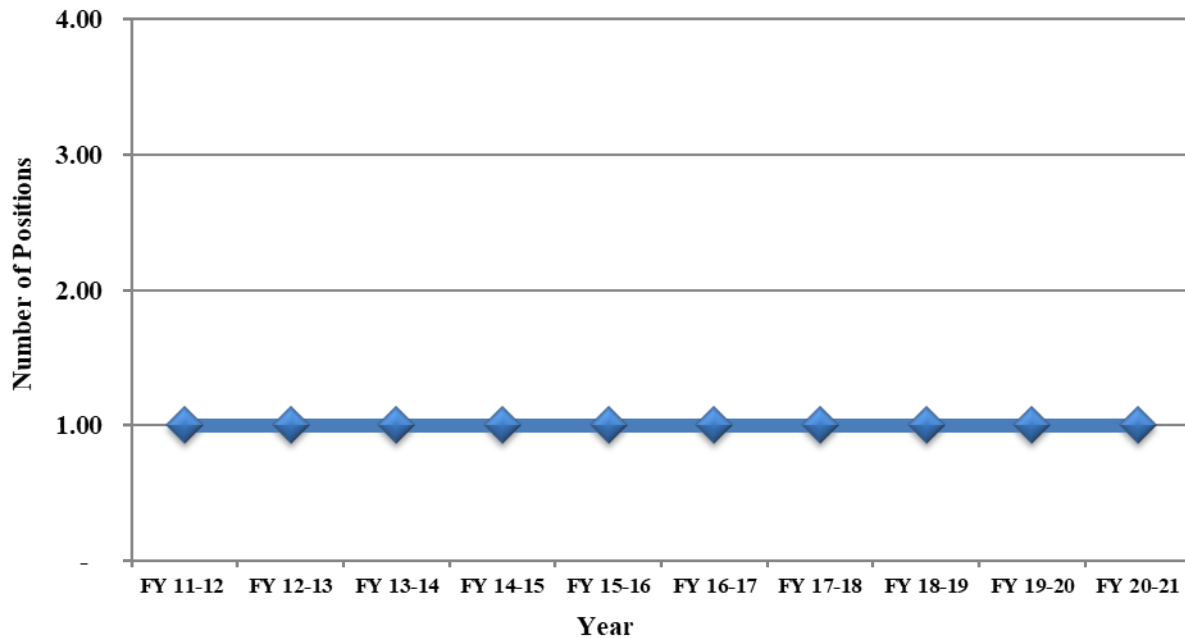
FY 2020-21

Operating	\$301,605
Positions	1

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



CITY CLERK'S OFFICE

FY 2020-2021 Budget

Department Summary

SOURCES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
General Fund					
Charges/Fees for Services	-	-	-	-	-
Assigned Funds	-	31,240	140,000	47,500	29,500
Use of Resources	140,030	205,890	241,600	274,005	272,105
Special Revenue Funds	-	-	-	-	-
Capital Project Fund	-	-	-	-	-
Enterprise Funds	-	-	-	-	-
Successory Agency Trust Fund	-	-	-	-	-
TOTAL	140,030	237,130	381,600	321,505	301,605

EXPENDITURES BY DEPARTMENT

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
City Clerk's Office	140,030	237,130	381,600	321,505	301,605
TOTAL	140,030	237,130	381,600	321,505	301,605

CHARACTER OF EXPENDITURES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Personnel					
Salaries and Benefits	102,730	122,674	147,350	181,590	166,590
Subtotal	102,730	122,674	147,350	181,590	166,590
Supplies and Services					
Purchased Services	31,600	110,787	229,000	133,165	131,265
Supplies and Materials	5,700	2,307	5,250	3,750	3,750
Capital Expenditures	-	1,362	-	3,000	-
Other Expenditures	-	-	-	-	-
Subtotal	37,300	114,456	234,250	139,915	135,015
TOTAL	140,030	237,130	381,600	321,505	301,605

AUTHORIZED STRENGTH

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 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 2020-2021 Budget

MISSION STATEMENT

The City Clerk's office is committed to provide our residents of East Palo Alto with accurate and transparent official City records and documents, dedicated to support the City Council and other City Departments with outstanding support; and work with the State of California and the Federal Government to ensure that compliance of these laws and regulations are observed.

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; it 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 2019-2020 to FY 2020-2021 Budget:

The decrease of \$60,095 (15.7%) from the Adopted FY 19-20 Budget to the Baseline FY 20-21 Budget is primarily due to personnel and temporary staffing increases and County election costs offset by project cost reduction for digital scanning (\$100,000), and other general reductions in outside professional, training, and technical services.

The decrease of \$19,900 (6.2%) from the Baseline FY 20-21 Budget to the Adopted FY 20-21 Budget is due to reducing temporary staff project costs (\$15,000), and other minor decreases in purchased services and delayed capital purchase.

Fiscal Year (FY)	Budget	\$ Change From Previous FY	% Change From Previous FY
2019-20 Adopted	\$381,600		
2020-21 Baseline	\$321,505	(\$60,095)	-15.7%
2020-21 Proposed	\$301,605	(\$19,900)	-6.2%

CITY CLERK'S OFFICE

FY 2020-2021 Budget

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Prepare for election process for the 2020 Presidential Election, and re-election of three Council seats. Attend San Mateo County Elections office meetings as they are coordinated in preparation for 2020 election.	1. Completed
2. Conduct a Request for Proposals to purchase/maintain high efficiency citywide copiers.	2. Objective transferred to Administrative Services Department.
3. Work with FUSE Fellow, IT and other staff in preparation for the improvements to Council Chambers and Community Room.	3. In progress
4. Hire a vendor to conduct a needs assessment on City-wide records and create a naming nomenclature to be adopted; digitize all documents; and secure a safe storage location for City's archives.	4. Completed
5. Launch Granicus, the automated Agenda Management System, to creates an efficient workflow between City Departments for the agenda and staff reports to be compiled and posted onto the website via automation technology.	5. Completed
6. Continue the inventory of active and inactive records which may be eligible for destruction and/or proper retention pursuant to the records retention schedule.	6. Completed
7. Continue to provide training to staff as needed on the policy, retention schedule, and legal destruction of inactive records, as well as the Public Records Act and Brown Act.	7. Completed
8. Ensure proper posting and noticing of agendas for public meetings/hearings to comply with Brown Act and to maintain open and transparent government.	8. Completed
9. Coordinate a seamless and systematic Advisory Body annual recruitment and appointment process; and conduct an orientation for them.	9. Completed

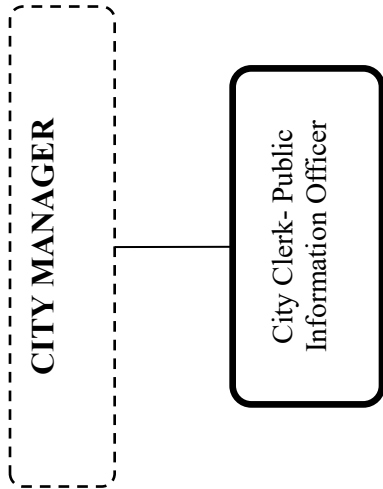
CITY CLERK'S OFFICE

FY 2020-2021 Budget

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
10. Continue to recruit applicants for various Council advisory bodies year-round or as vacancies occur.	10. Completed
11. Continue working with the City Council, staff, and candidates to process various annual filings of Fair Political Practices Commission forms.	11. Completed
12. Continue informing the Media Center of upcoming City Council and Planning Commission meeting to schedule for public broadcasting.	12. Completed
13. Assist Council with registration for the 2019 Council of Cities' Dinner/Meetings and assist President with 2019 calendar activities/conferences for CA League of Cities, Peninsula Chapter.	13. N/A
14. Update the City's Conflict of Interest Code.	14. Completed annual process.
15. Continue to maintain official City records and provide support to all staff with records management support services.	15. Completed
16. Continue to provide excellent response to our citizens with records, and other assistance.	16. Completed

CITY CLERK'S OFFICE
FY 2020-2021 Budget



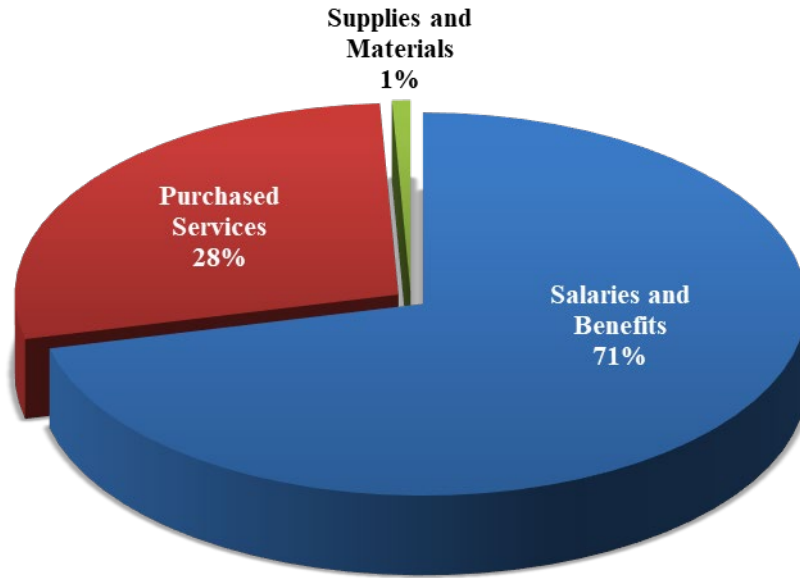
CITY MANAGER'S OFFICE

FY 2020-2021 Budget

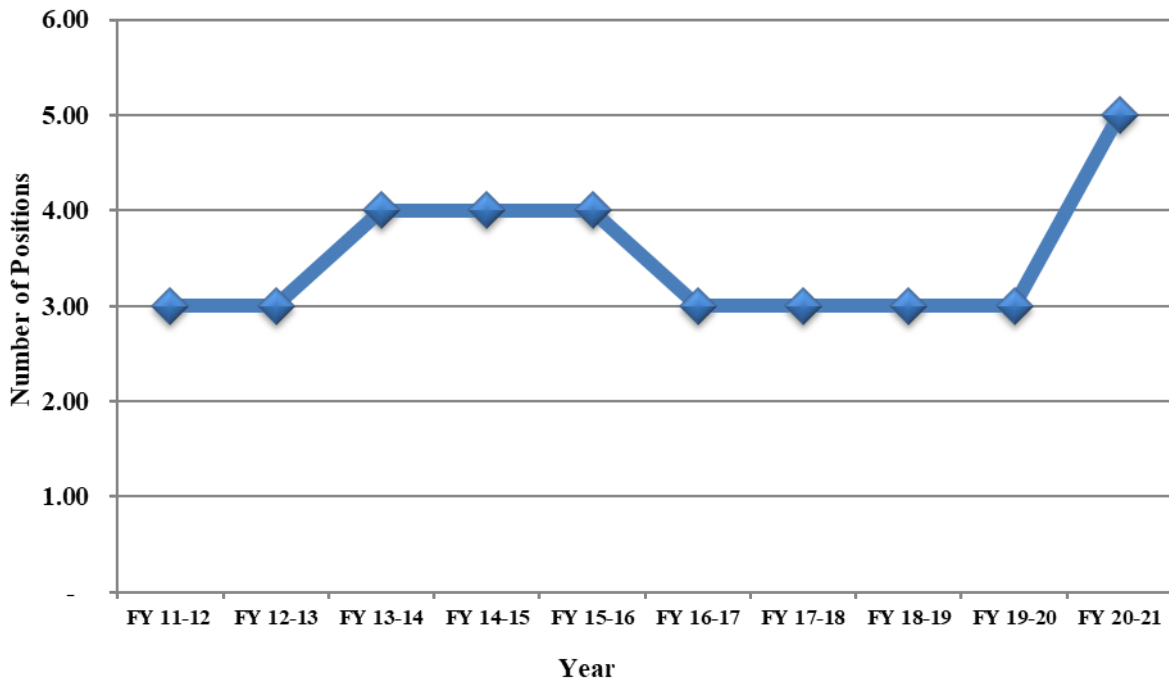
FY 2020-21

Operating \$ 1,482,475
Positions 5

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



CITY MANAGER'S OFFICE

FY 2020-2021 Budget

Department Summary

SOURCES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
General Fund					
Charges/Fees for Services	-	-	-	-	-
Assigned Funds	3,960	4,085	-	35,000	-
Use of Resources	787,100	698,620	1,000,000	1,534,575	1,482,475
Special Revenue Funds	-	-	135,000	-	-
Capital Project Fund	-	84,400	50,000	-	-
Enterprise Funds	-	9,860	-	-	-
Successory Agency Trust Fund	-	-	-	-	-
TOTAL	791,060	796,965	1,185,000	1,569,575	1,482,475

EXPENDITURES BY DEPARTMENT

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
City Manager's Office	791,060	980,760	1,185,000	1,040,405	978,405
Human Resources Division	-	-	-	529,170	504,070
TOTAL	791,060	796,965	1,185,000	1,569,575	1,482,475

CHARACTER OF EXPENDITURES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Personnel					
Salaries and Benefits	630,380	537,817	723,100	1,071,360	1,056,360
Subtotal	630,380	537,817	723,100	1,071,360	1,056,360
Supplies and Services					
Purchased Services	154,190	248,549	458,300	486,715	414,615
Supplies and Materials	6,490	5,054	3,600	11,500	11,500
Capital Expenditures	-	5,546	-	-	-
Other Expenditures	-	-	-	-	-
Subtotal	160,680	259,149	461,900	498,215	426,115
TOTAL	791,060	796,965	1,185,000	1,569,575	1,482,475

AUTHORIZED STRENGTH

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 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
Human Resources Manager*	-	-	-	1.00	1.00
Human Resources Technician*	-	-	-	1.00	1.00
TOTAL	3.00	3.00	3.00	5.00	5.00

* Positions transferred from Administrative Services.

CITY MANAGER'S OFFICE

FY 2020-2021 Budget

Department Summary

MISSION STATEMENT

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

The City Manager's Office is organized into the following programmatic functions: Administration and Policy Oversight, Legislative Analysis, Special Projects, Development activity, Human Resources and Organizational Effectiveness. As part of an organizational restructure, the Office directly oversees the Human Resources division for total authorized staff of five.

The City Manager's Office performs oversight of the organization to provide a professional delivery of quality public services, efficient government, community health and safety, fiscal stability, organizational effectiveness and development, economic vitality, quality of life, and citizen involvement.

The emphasis of Fiscal Year 2020-21 budget is to manage the organization through the COVID-19 Pandemic, including responding to community needs and carefully navigating a wide range of uncertain economic impacts at the same time moving forward on key strategic priorities of the organization.

SIGNIFICANT CHANGES

FY 2019-2020 to FY 2020-2021 Budget:

The increase of \$384,575 (32.5%) from the Adopted FY 19-20 Budget to the Baseline FY 20-21 Budget is primarily due to the transfer of the Human Resources division from Administrative Services (\$535,000) offset by reduced professional services due to transferring Measure HH initiatives to Community Development (\$135,000) and other minor service reductions.

The decrease of \$87,100 (5.5%) from the Baseline FY 20-21 Budget to the Adopted FY 20-21 Budget is due to further decreases in professional services and training, including transferring camera costs for the Pedestrian Overcrossing (\$35,000) to Public Works Maintenance.

Fiscal Year (FY)	Budget	\$ Change from Previous FY	% Change from Previous FY
2019-20 Adopted	\$1,185,000		
2020-21 Baseline	\$1,569,575	\$384,575	32.5%
2020-21 Proposed	\$1,482,475	(\$87,100)	-5.5%

CITY MANAGER'S OFFICE

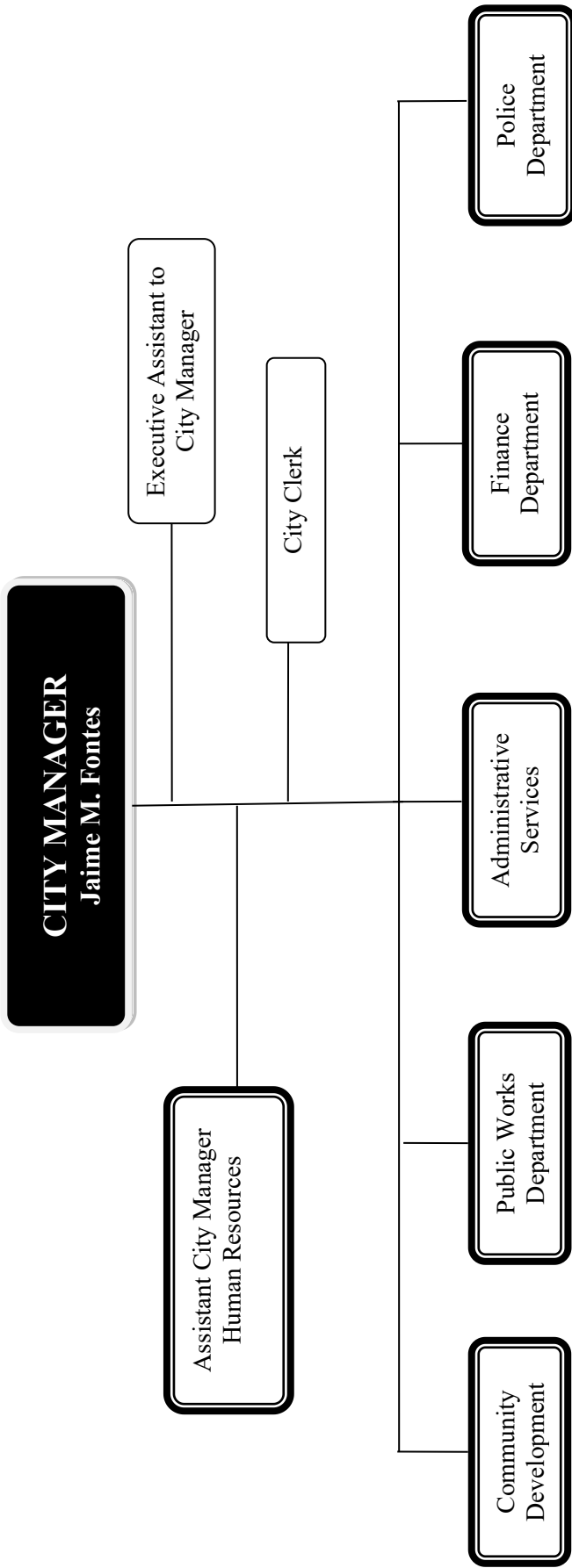
FY 2020-2021 Budget

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Present to the City Council a fiscal year 2020-2021 balanced budget and present options for strengthening the organization.	1. FY 2020-21 Adopted Budget included targeted General Fund use of fund reserves of \$1.5M due to severity of COVID-19.
2. Continue to use current public outreach communication venues (e.g. City Manager's Update newsletter, City website, e-mail blasts) and develop new means of communication including a stronger social network presence.	2. Expanded public outreach due to COVID-19, improved website design, and bi-weekly City newsletter.
3. Revise Strategic Planning cycle and begin the 2020 Strategic Priorities Session in December.	3. Strategic Planning schedule will initiate with 2021 Calendar adoption in December 2020.
4. Complete Union negotiations with all three bargaining units.	4. Completed July 2020.
5. Strengthen organization through Granicus implementation and ERP Needs Assessment and timeline for implementation.	5. Granicus implementation completed; ERP Needs Assessment, RFP, and vendor selection approximately December 2020.
6. Work with City Council to design implementation program for Measure HH to improve job training opportunities and expand affordable housing.	6. Implementation schedule and consultant RFP and selection estimated in Fall 2020.
7. Ensure that critical infrastructure projects progress, including Bay Road, Safer Bay Levee, Addison Street, Meter Replacement, and University Ave overpass.	7. All projects progressed. Bay Road initiated construction in May 2020.
8. Support current planning projects, affordable housing projects and initiatives, and key policy improvements such as update of Inclusionary Housing, update of Traffic Demand Management (TDM), and new Vehicle Miles Traveled (VMT) policy.	8. Key housing initiatives and policy improvement goals met. Major TDM and VMT policies completion planned in Fall 2020.

CITY MANAGER'S OFFICE

FY 2020-2021 Budget



This Page Intentionally Left Blank

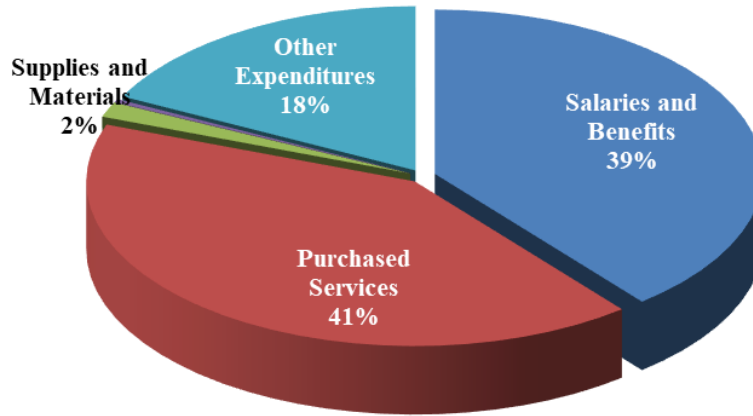
ADMINISTRATIVE SERVICES DEPARTMENT

FY 2020-2021 Budget

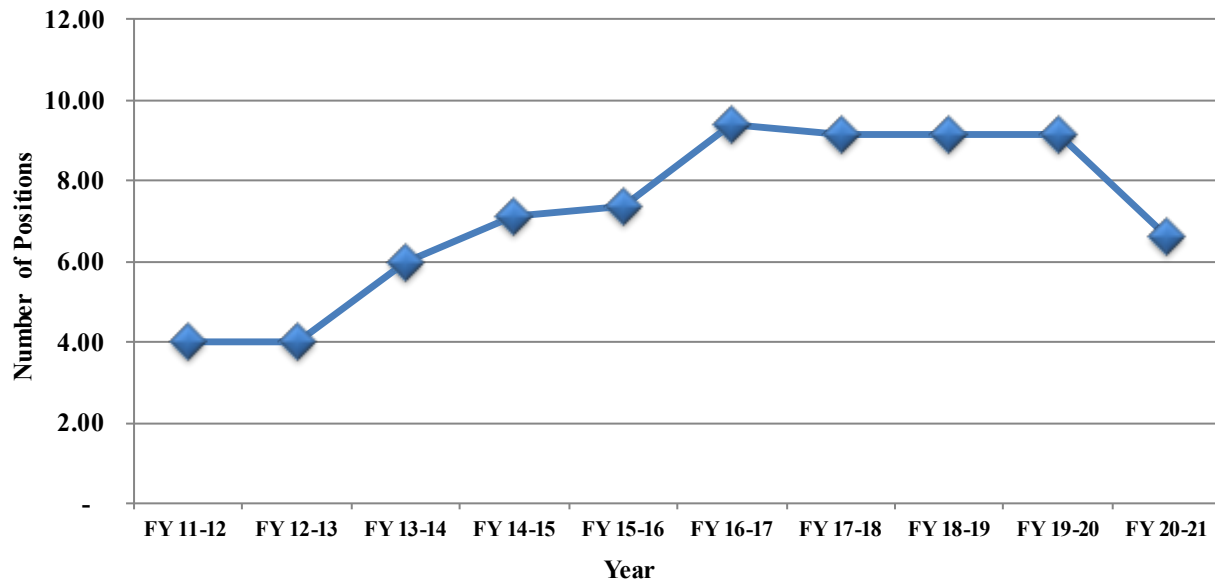
FY 2020-21

Operating \$ 1,964,460
Positions 6.65

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



ADMINISTRATIVE SERVICES DEPARTMENT

FY 2020-2021 Budget

Department Summary

SOURCES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
General Fund					
Charges/Fees for Services	54,885	34,804	40,000	24,500	24,500
Assigned Funds	402,150	381,775	600,000	711,500	556,500
Use of Resources	1,144,475	1,311,201	1,522,750	1,127,105	986,210
Special Revenue Funds	730,920	702,405	310,000	290,000	297,250
Capital Project Fund	-	-	-	100,000	100,000
Enterprise Funds	-	-	-	-	-
Succesory Agency Trust Fund	-	-	-	-	-
TOTAL	2,332,430	2,430,185	2,472,750	2,253,105	1,964,460

EXPENDITURES BY DIVISION

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Administration Division	705,110	767,720	1,074,500	1,018,420	940,020
Community Services Division	1,218,860	1,153,630	863,800	1,234,685	1,024,440
Human Resources Division	408,460	508,835	534,450	-	-
TOTAL	2,332,430	2,430,185	2,472,750	2,253,105	1,964,460

CHARACTER OF EXPENDITURES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Personnel					
Salaries and Benefits	931,370	1,005,656	1,130,300	813,555	769,010
Subtotal	931,370	1,005,656	1,130,300	813,555	769,010
Supplies and Services					
Purchased Services	592,030	640,334	796,900	1,140,900	814,750
Supplies and Materials	33,170	27,624	30,550	37,150	29,200
Capital Expenditures	74,410	7,704	-	16,500	6,500
Other Expenditures	701,450	748,867	515,000	245,000	345,000
Subtotal	1,401,060	1,424,529	1,342,450	1,439,550	1,195,450
TOTAL	2,332,430	2,430,185	2,472,750	2,253,105	1,964,460

AUTHORIZED STRENGTH

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Administrative Services Admin Division	3.00	3.00	3.00	3.00	3.00
Community Services Division	4.15	4.15	4.15	4.15	3.65
Human Resources Division*	2.00	2.00	2.00	-	-
TOTAL	9.15	9.15	9.15	7.15	6.65

* Division transferred to City Manager's Office

ADMINISTRATIVE SERVICES DEPARTMENT

FY 2020-2021 Budget

Department Summary

MISSION STATEMENT

The Administrative Services Department consists of Community Programs, Information Technology, Administrative Contracts and Front Desk Reception. The mission of the Department is to manage the Park and Recreation activities, allocation of local grants through TOT Hotel Tax, and information technology needs, and community outreach for a variety of strategic projects.

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

Administration Director + 2 staff

- Administrative Grant Contracts
- Contract compliance and local grant funding to Community based organizations
- Front Desk Reception
- Special Community projects
- City's emergency response preparation and readiness and coordinating emergency response exercises and training with regional agencies, City staff and the Community Emergency Response Team (CERT)

Technology (Contract SR IT)

- Oversees all computer technology and telephone systems within City Hall and other City offices
- Manages body camera hardware and software applications for Police Department
- Maintains all City used hardware/software
- Manages the City's website
- Coordinates information regarding technology bids and procurements

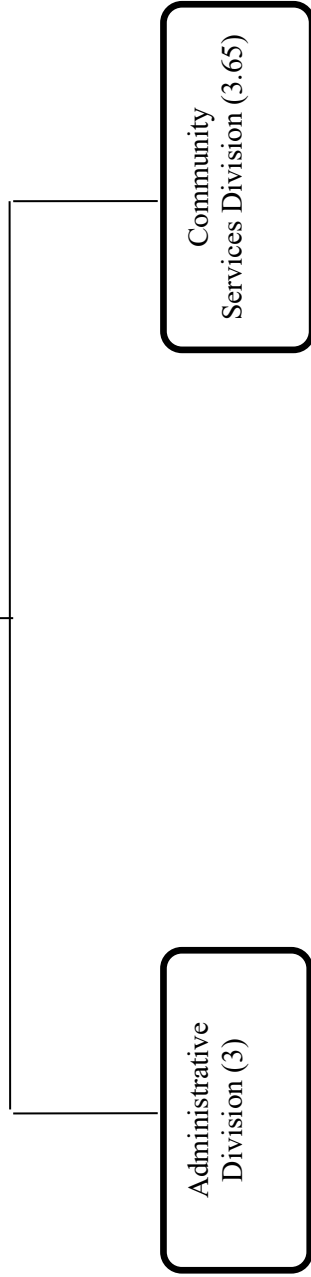
Community Services (Manager + 3.5 FTE)

- Managing park and limited recreation activities, City facilities, parks and public meeting areas;
- Managing the City's Senior Nutrition & Transportation Program;
- Cooley Landing operator;
- Plans organizes Citywide celebrations and sponsored events
- Creates and implements various community programs, such as COVID testing sites

ADMINISTRATIVE SERVICES DEPARTMENT

FY 2020-2021 Budget

**ADMINISTRATIVE SERVICES
DIRECTOR
Marie McKenzie**



DB- 28

Frozen:

Community Services Division (0.5)

Total FTE's: 6.65

ADMINISTRATIVE SERVICES DEPARTMENT

FY 2020-2021 Budget

Administration Division

Division Summary

SOURCES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
General Fund					
Charges/Fees for Services	-	-	-	-	-
Assigned Funds	324,460	376,685	600,000	455,000	450,000
Use of Resources	379,720	389,935	474,500	563,420	490,020
Special Revenue Funds	930	1,100	-	-	-
Capital Project Fund	-	-	-	-	-
Enterprise Funds	-	-	-	-	-
Successory Agency Trust Fund	-	-	-	-	-
TOTAL	705,110	767,720	1,074,500	1,018,420	940,020

EXPENDITURES BY DIVISION

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Administration Division	705,110	767,720	1,074,500	1,018,420	940,020
TOTAL	705,110	767,720	1,074,500	1,018,420	940,020

CHARACTER OF EXPENDITURES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Personnel					
Salaries and Benefits	349,480	374,805	456,300	458,620	448,620
Subtotal	349,480	374,805	456,300	458,620	448,620
Supplies and Services					
Purchased Services	326,850	335,105	364,100	545,300	486,900
Supplies and Materials	3,670	5,195	4,100	4,500	4,500
Capital Expenditures	-	2,615	-	10,000	-
Other Expenditures	25,110	50,000	250,000	-	-
Subtotal	355,630	392,916	618,200	559,800	491,400
TOTAL	705,110	767,720	1,074,500	1,018,420	940,020

AUTHORIZED STRENGTH

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Administrative Services Director	1.00	1.00	1.00	1.00	1.00
Administrative Grants Coordinator	1.00	1.00	1.00	1.00	1.00
Office Assistant	1.00	1.00	1.00	1.00	1.00
TOTAL	3.00	3.00	3.00	3.00	3.00

ADMINISTRATIVE SERVICES DEPARTMENT

FY 2020-2021 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 and Information Technology.

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

SIGNIFICANT CHANGES

FY 2019-2020 to FY 2020-2021 Budget:

The decrease of \$56,080 (5.2%) from the Adopted FY 19-20 Budget to the Baseline F Y20-21 Budget is primarily due to consulting costs for Measure C program review, IT Strategic Plan, and minor capital purchases offset by a transfer of budget for Cooley Landing operator in FY 2019-20 to community programs in FY 2020-21 (\$250,000).

The decrease of \$78,400 (7.7%) from the Baseline FY 20-21 Budget to the Adopted FY 20-21 Budget is due to delay or elimination of Measure C consulting review (\$50,000), City Hall washing equipment (\$10,000), and other reductions for training, special events, and IT services.

Fiscal Year (FY)	Budget	\$ Change from Previous FY	% Change from Previous FY
2019-20 Adopted	\$1,074,500		
2020-21 Baseline	\$1,018,420	(\$56,080)	-5.2%
2020-21 Proposed	\$940,020	(\$78,400)	-7.7%

ADMINISTRATIVE SERVICES DEPARTMENT

FY 2020-2021 Budget

Community Services Division

Division Summary

SOURCES	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
General Fund					
Charges/Fees for Services	54,885	34,804	40,000	24,500	24,500
Assigned Funds	74,420	2,365	-	256,500	106,500
Use of Resources	359,565	415,156	513,800	563,685	496,190
Special Revenue Funds	729,990	701,305	310,000	290,000	297,250
Capital Project Fund	-	-	-	100,000	100,000
Enterprise Funds	-	-	-	-	-
Successory Agency Trust Fund	-	-	-	-	-
TOTAL	1,218,860	1,153,630	863,800	1,234,685	1,024,440

EXPENDITURES BY DIVISION	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Community Programs	860,960	890,248	515,000	892,265	716,315
Senior Programs	357,900	263,382	348,800	342,420	308,125
TOTAL	1,218,860	1,153,630	863,800	1,234,685	1,024,440

CHARACTER OF EXPENDITURES	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Personnel					
Salaries and Benefits	277,890	315,335	343,200	354,935	320,390
Subtotal	277,890	315,335	343,200	354,935	320,390
Supplies and Services					
Purchased Services	172,580	125,135	213,200	595,600	327,850
Supplies and Materials	17,640	11,929	22,400	32,650	24,700
Capital Expenditures	74,410	2,365	-	6,500	6,500
Other Expenditures	676,340	698,867	285,000	245,000	345,000
Subtotal	940,970	838,295	520,600	879,750	704,050
TOTAL	1,218,860	1,153,630	863,800	1,234,685	1,024,440

AUTHORIZED STRENGTH	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Community Services Manager	1.00	1.00	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	1.00	1.00	1.00	0.50
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	4.15	4.15	4.15	3.65

¹ Vacant 0.5 position freeze.

ADMINISTRATIVE SERVICES DEPARTMENT

FY 2020-2021 Budget

Community Services Division Summary

SERVICE DESCRIPTION

The Community Services Division provides research and analysis on a broad range of issues and policies and manages a variety of special projects. The Division also oversees special events, park and recreations, facility and park rentals.

Under the direction of the Administrative Services Director, the Division is staffed with 4.15 authorized positions, with 3.65 positions proposed due to proposal to freeze one vacant part-time van driver position pending COVID-19.

The Community Services Division activities rely 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 2019-2020 to FY 2020-2021 Budget:

The increase of \$370,885 (42.9%) from the Adopted FY 19-20 Budget to the Baseline FY 20-21 Budget is primarily due to the transfer of budget for the Cooley Landing Operator (\$250,000) from Administrative division and capital consulting costs for a Parks Master Plan (\$100,000).

The decrease of \$210,245 (17.0%) from the Baseline FY 20-21 Budget to the Adopted FY 20-21 Budget is due to delaying budget for Cooley Landing Operator due to COVID uncertainty (community benefit funding remains earmarked) and temporary freeze of vacant part-time van operator (\$35,000) and other operating reductions pending COVID outcomes.

Fiscal Year (FY)	Budget	\$ Change from Previous FY	% Change from Previous FY
2019-20 Adopted	\$863,800		
2020-21 Baseline	\$1,234,685	\$370,885	42.9%
2020-21 Proposed	\$1,024,440	(\$210,245)	-17.0%

ADMINISTRATIVE SERVICES DEPARTMENT

FY 2020-2021 Budget

Community Services Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Plan, organize and implement citywide events, celebrations, and sponsored activities.	1. Accomplished
2. Solicit a qualified operator manager for Cooley Landing Environmental Education Center.	2. Ongoing
3. Implement My Brother's Keeper (MBK) Initiative and launch website.	3. Ongoing
4. Maintain Senior Nutrition Program's good standing with the San Mateo County Office of Aging and Adult Services (OAAS)	4. Accomplished
5. Solicit a qualified operator manager for the Cooley Landing Park.	5. Ongoing
6. Evaluate opportunities to enhance senior ridership and participation in nutrition programs.	6. Accomplished
7. Evaluate potential senior center program models.	7. Accomplished
8. Strengthen the Senior Congregate Nutrition and Transportation programs participation and education.	8. Accomplished
9. Revamp content and forms on Community Programs section on the City Website.	9. Accomplished
10. Plan, design and deliver Graffiti Utility Box Project with East Palo Alto Youth.	10. Ongoing

This Page Intentionally Left Blank

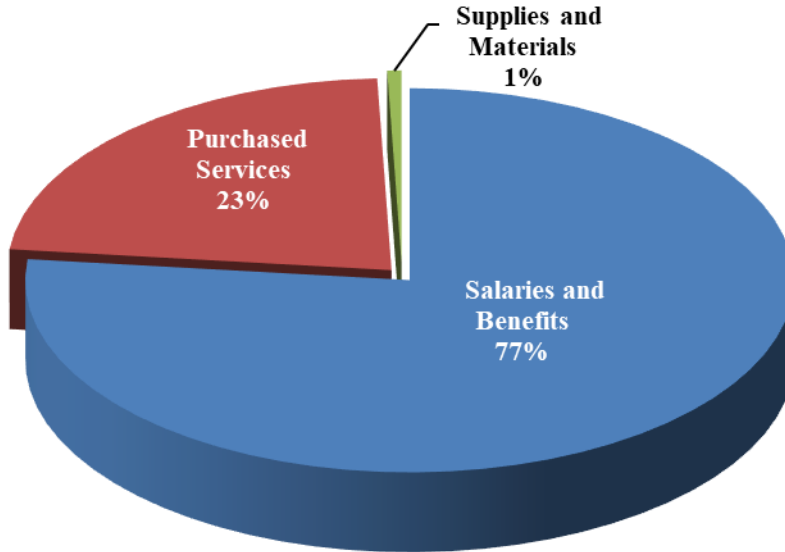
FINANCE DEPARTMENT

FY 2020-2021 Budget

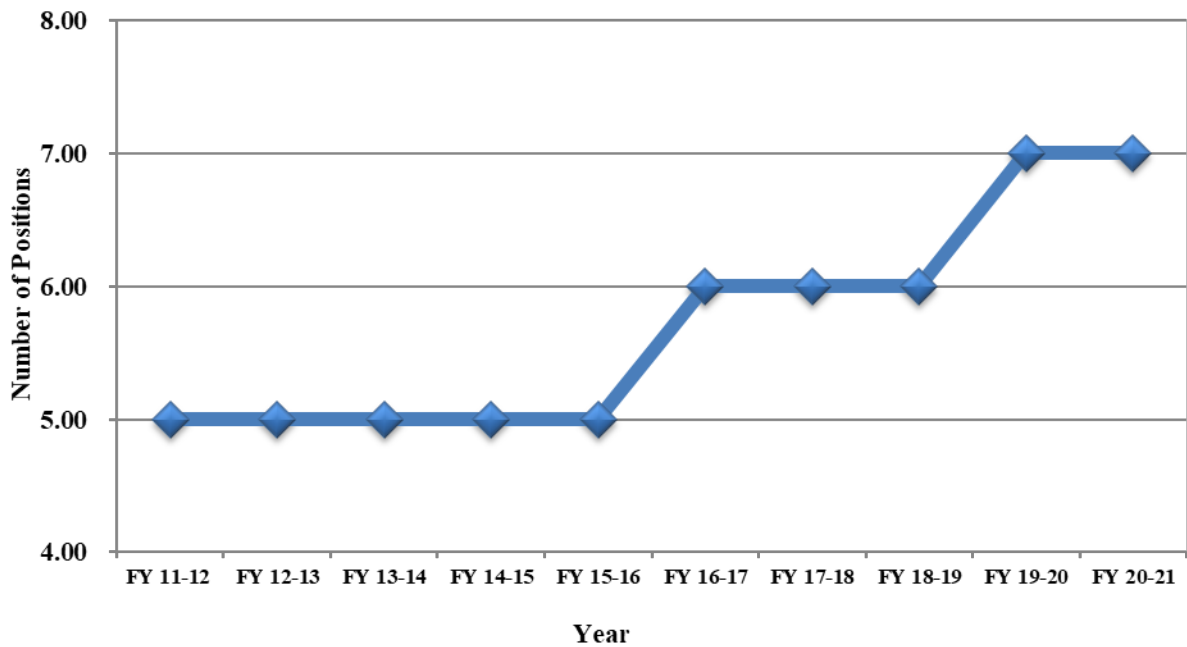
FY 2020-21

Operating	\$1,430,050
Positions	7

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



FINANCE DEPARTMENT

FY 2020-2021 Budget

Department Summary

SOURCES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
General Fund					
Charges/Fees for Services	-	-	-	-	-
Assigned Funds	5,760	8,600	204,300	131,500	115,805
Use of Resources	922,540	1,019,990	1,136,900	1,252,355	1,167,150
Special Revenue Funds	2,080	670	4,100	67,795	67,795
Capital Project Fund	-	-	-	25,000	25,000
Enterprise Funds	5,860	37,875	20,000	50,300	50,300
Successor Agency Trust Fund	5,600	5,645	3,500	4,000	4,000
TOTAL	941,840	1,072,780	1,368,800	1,530,950	1,430,050

EXPENDITURES BY DEPARTMENT

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Finance Department	941,840	1,072,110	1,368,800	1,530,950	1,430,050
TOTAL	941,840	1,072,110	1,368,800	1,530,950	1,430,050

CHARACTER OF EXPENDITURES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Personnel					
Salaries and Benefits	767,610	840,351	1,057,800	1,097,450	1,097,450
Subtotal	767,610	840,351	1,057,800	1,097,450	1,097,450
Supplies and Services					
Purchased Services	158,320	215,500	301,000	425,000	324,100
Supplies and Materials	10,140	7,659	10,000	8,500	8,500
Capital Expenditures	5,770	8,600	-	-	-
Other Expenditures	-	-	-	-	-
Subtotal	174,230	231,760	311,000	433,500	332,600
TOTAL	941,840	1,072,110	1,368,800	1,530,950	1,430,050

AUTHORIZED STRENGTH

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 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
Management Analyst II ¹	-	-	1.00	1.00	1.00
Accountant II (UF)	2.00	2.00	1.00	1.00	1.00
Account Technician I/II	2.00	2.00	2.00	2.00	2.00
SR Finance Project Manager- LTD	-	-	1.00	1.00	1.00
TOTAL	6.00	6.00	7.00	7.00	7.00

¹ Previously classified as Payroll/HRIS Analyst

FINANCE DEPARTMENT

FY 2020-2021 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, maintain and enhance the City's financial reporting systems, controls, and disbursements.

The functions of the Finance Department include administration, financial reporting, risk management, tax administration, budgeting, forecasting and planning, 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, Management Analyst II, Accountant II, two (2) Account Technicians I/II, and a limited duration Senior Finance Project Manager.

The Finance Department emphasis has focused on goals primarily targeted toward organization-wide issues that improve organizational risk mitigation, financial stability and technical resiliency planning. The Department considers that it is critical to focus on several areas of internal and citywide procedural and technology information process improvements, and institute and improve City ordinance and Council policy documents in order to articulate risk and financial policies and practices for the future.

The current Finance objectives span a three-year period between FY 19-20 and FY 21-22 depending upon capacity and Council strategic objectives. The Department completed several milestones related to implementing, securing, and stabilizing local resources in recent years; although COVID-19 economic impacts will likely necessitate further priority in this area. Major areas of on-going emphases are: (a) implementing major organizational technology improvements, and (b) improving financial analytics, practices, and risk mitigation strategies. The Department progress on risk mitigation strategies is in process, and the Department will primarily focus on technology improvements. These improvements have been at critical need; however, the COVID-19 Pandemic and need to address efficient remote work capacity adds urgency and necessity to the City's current technology requirements.

Organizational Technology Improvements

This focus area includes:

- Select and negotiate Enterprise Resource Planning (ERP) software contract.
- Initiate implementation of major information system modules: General Ledger, Human Resources Information System, Land Management Planning System, Business License

Improving Financial Analytics, Practices, and Risk Mitigation Strategies

This focus area includes:

- Present Risk-based Analysis of General Reserves Study
- Council Reserve Policy
- Study strategies for pre-funding CalPERS pension liabilities
- Continue Disaster Planning and Recovery Documentation

FINANCE DEPARTMENT

FY 2020-2021 Budget

Department Summary

SIGNIFICANT CHANGES

FY 2019-2020 to FY 2020-2021 Budget:

The decrease of \$162,150 (11.8%) from the Adopted FY 19-20 Budget to the Baseline FY 20-21 Budget is primarily due to personnel costs (\$40,000), and increased professional service costs to improve City's federal grant control processes on major housing and capital grants (\$50,000), and consulting costs to support technical ERP implementation (\$100,000).

The decrease of \$100,900 (6.6%) from the Baseline FY 20-21 Budget to the Adopted FY 20-21 Budget is due to transferring the ERP technical implementation costs of \$100,000 to the capital budget.

Fiscal Year (FY)	Budget	\$ Change from Previous FY	% Change from Previous FY
2019-20 Adopted	\$1,368,800		
2020-21 Proposed	\$1,530,950	\$162,150	11.8%
2020-21 Proposed	\$1,430,050	(\$100,900)	-6.6%

FINANCE DEPARTMENT

FY 2020-2021 Budget

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Provide strategic analytics for the 2019 negotiations with employee union bargaining groups.	1. Completed. Provided analytics by position and bargaining group to implement both COLA and equity adjustments. Additionally, revised and issued HR Compensation schedules due to complexity for FY 2018-19 to FY 2020-21.
2. Adopt an Investment Policy and make recommendations regarding the City's investment portfolio practices by September 2019.	2. Completed July 2019.
3. Complete Cost Allocation Plan and Comprehensive Master Fee Study by October 2019.	3. Completed July 2020.
4. Complete a Long-term General Fund Forecast and present to Council to inform the 2020 Strategic Planning Process by October 2019.	4. General Fund Forecast completed and presented to Council in graphical format in February 2020. COVID Emergency Disaster recession planning and fund balance projection model conducted and presented in June 2020.
5. Initiate an Enterprise Resource Planning (ERP) System Needs Assessment and complete and present initial analysis by November 2019.	5. ERP Planning consultant hired June 2019; ERP Citywide Kick-off October 2019; software RFP issued, reviewed, and vendor candidates selected April 2020; vendor demonstrations October 2020; final vendor selection estimated December 2020.
6. Perform RFP to consider hiring a third-party administrator to implement on-line business license tax renewal and application process to be supported by credit card capability by December 2019.	6. Deferred pending results of ERP software vendor selection.
7. Complete FY 2018-19 Comprehensive Annual Financial Report and submit application to Government Finance Officers Association (GFOA) for excellence in financial reporting award by December 31, 2019.	7. Completed December 2019.

FINANCE DEPARTMENT

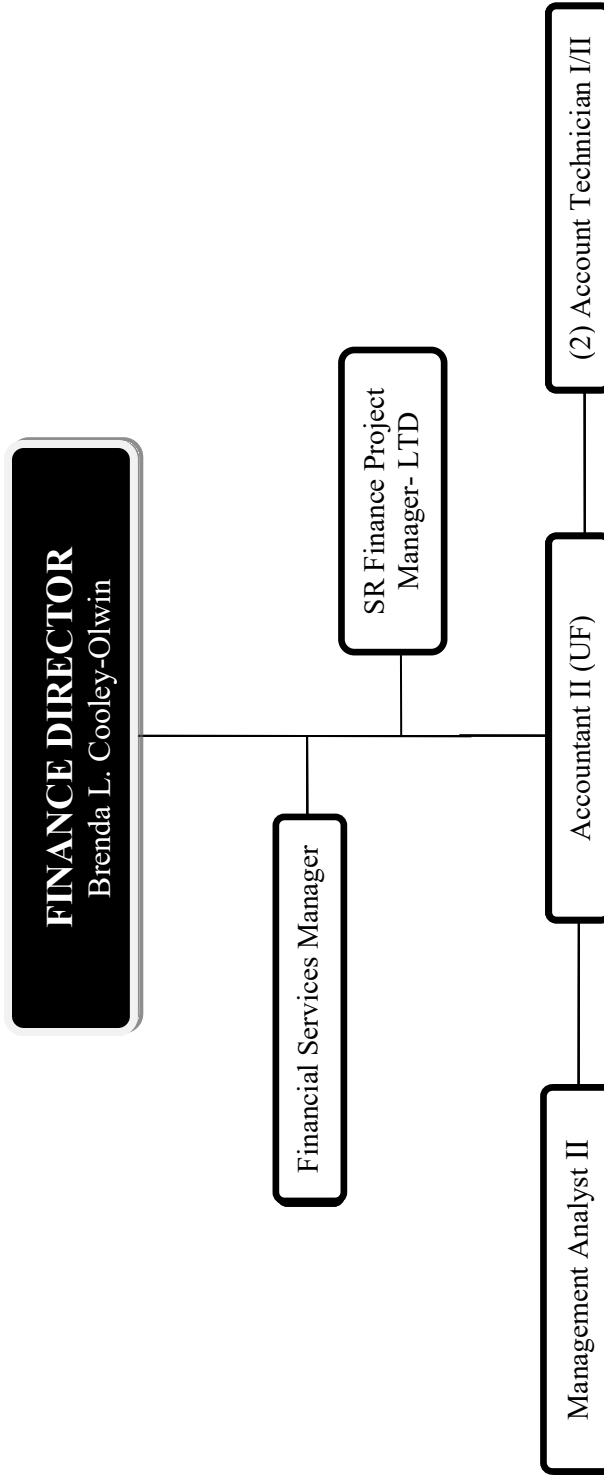
FY 2020-2021 Budget

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
8. Perform analytical risk studies and present to Council to determine risk-based allocation of accumulated General Fund reserves by January 2020.	8. General Fund Risk Study draft completed February 2020; Council study session planned September 2020 due to COVID.
9. Adopt a Council Reserve Policy by February 2020.	9. Deferred to Winter 2021 due to COVID and other City priority objectives.
10. Present Mid-Cycle Operating Budget Update for the budget period by February 2020.	10. Completed February 2020.
11. Prepare in-depth study and analysis of CalPERS Unfunded Liability and present options for pre-funding liabilities and reducing overall costs and risks by February 2020.	11. Deferred to Fall 2020 due to COVID and other City priority objectives.
12. Support Public Works Infrastructure and District Studies to reduce General Fund support of NPDES and Storm Drain District activities.	12. Public Works Department studies not initiated.
13. Assess procedures to consider adopting California Uniform Public Construction Cost Accounting Act procedures to better-manage and simplify bidding processes by March 2020.	13. Deferred to Spring 2021 due to COVID and other City priority objectives.
14. Initiate a financial plan for Disaster Planning and Recovery and present to Council by May 2020.	14. Specific Financial Recovery Planning deferred pending COVID pandemic recovery. Cross-trained finance positions; implemented and documented remote work procedures and processes due to COVID. Implemented disaster-recessionary revenue planning model, and FEMA contract provision and procurement requirements.
15. Prepare and adopt the FY 2020-21 Budget by June 30, 2020.	15. Completed with additional COVID planning, presentation, and near-term projections reported in April, May, and June 2020.

FINANCE DEPARTMENT

FY 2020-2021 Budget



This Page Intentionally Left Blank

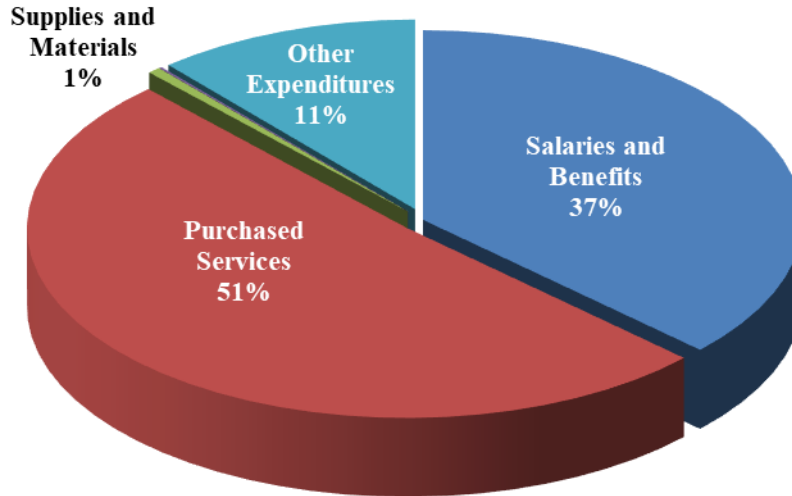
COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2020-2021 Budget

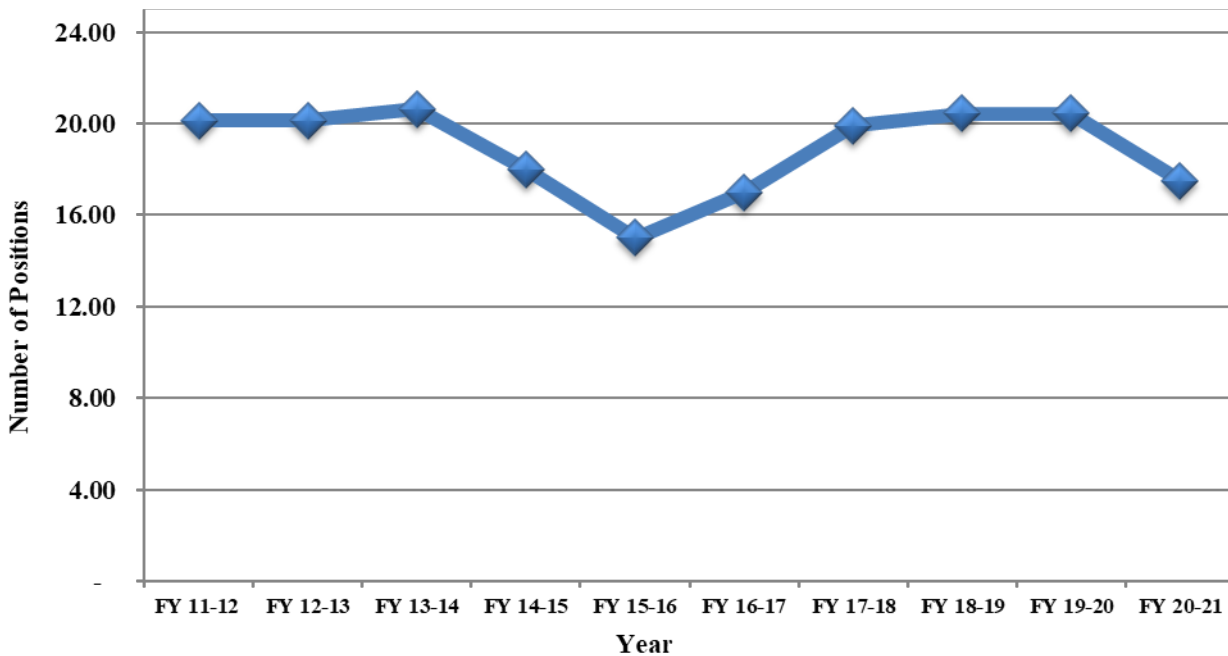
FY 2020-21

Operating \$6,883,370
Positions 17.50

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2020-2021 Budget

Department Summary

SOURCES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
General Fund					
Charges/Fees for Services	1,200,170	967,450	722,500	615,000	615,000
Assigned Funds	33,705	18,960	832,000	2,075,000	2,075,000
Use of Resources	1,071,775	1,648,620	2,527,150	2,429,105	2,151,305
Special Revenue Funds	522,095	581,580	3,575,730	2,042,065	2,042,065
Capital Project Fund	9,675	192,830	-	-	-
Enterprise Funds	82,765	86,380	116,450	-	-
Successory Agency Trust Fund	145	38,355	-	-	-
TOTAL	2,920,330	3,534,175	7,773,830	7,161,170	6,883,370

EXPENDITURES BY DIVISION

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Administration Division	528,760	874,533	1,095,230	1,024,615	931,565
Building Services Division	869,270	889,923	1,100,500	1,975,900	1,912,900
Housing Division	446,010	568,816	3,793,200	2,105,465	2,126,715
Planning Division	1,076,290	1,200,904	1,784,900	2,055,190	1,912,190
TOTAL	2,920,330	3,534,175	7,773,830	7,161,170	6,883,370

CHARACTER OF EXPENDITURES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Personnel					
Salaries and Benefits	1,526,930	1,757,755	2,763,830	2,546,585	2,546,585
Subtotal	1,526,930	1,757,755	2,763,830	2,546,585	2,546,585
Supplies and Services					
Purchased Services	1,317,770	1,708,913	2,406,700	3,793,735	3,515,935
Supplies and Materials	31,950	29,069	43,300	37,500	37,500
Capital Expenditures	35,800	38,438	-	8,350	8,350
Other Expenditures	7,880	-	2,560,000	775,000	775,000
Subtotal	1,393,400	1,776,419	5,010,000	4,614,585	4,336,785
TOTAL	2,920,330	3,534,175	7,773,830	7,161,170	6,883,370

AUTHORIZED STRENGTH

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Administration Division	5.90	6.45	6.45	3.50	3.50
Building Services Division	7.00	7.00	7.00	7.00	7.00
Housing Division	3.00	3.00	3.00	3.00	3.00
Planning Division	4.00	4.00	4.00	4.00	4.00
TOTAL	19.90	20.45	20.45	17.50	17.50

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2020-2021 Budget

Department Summary

MISSION STATEMENT

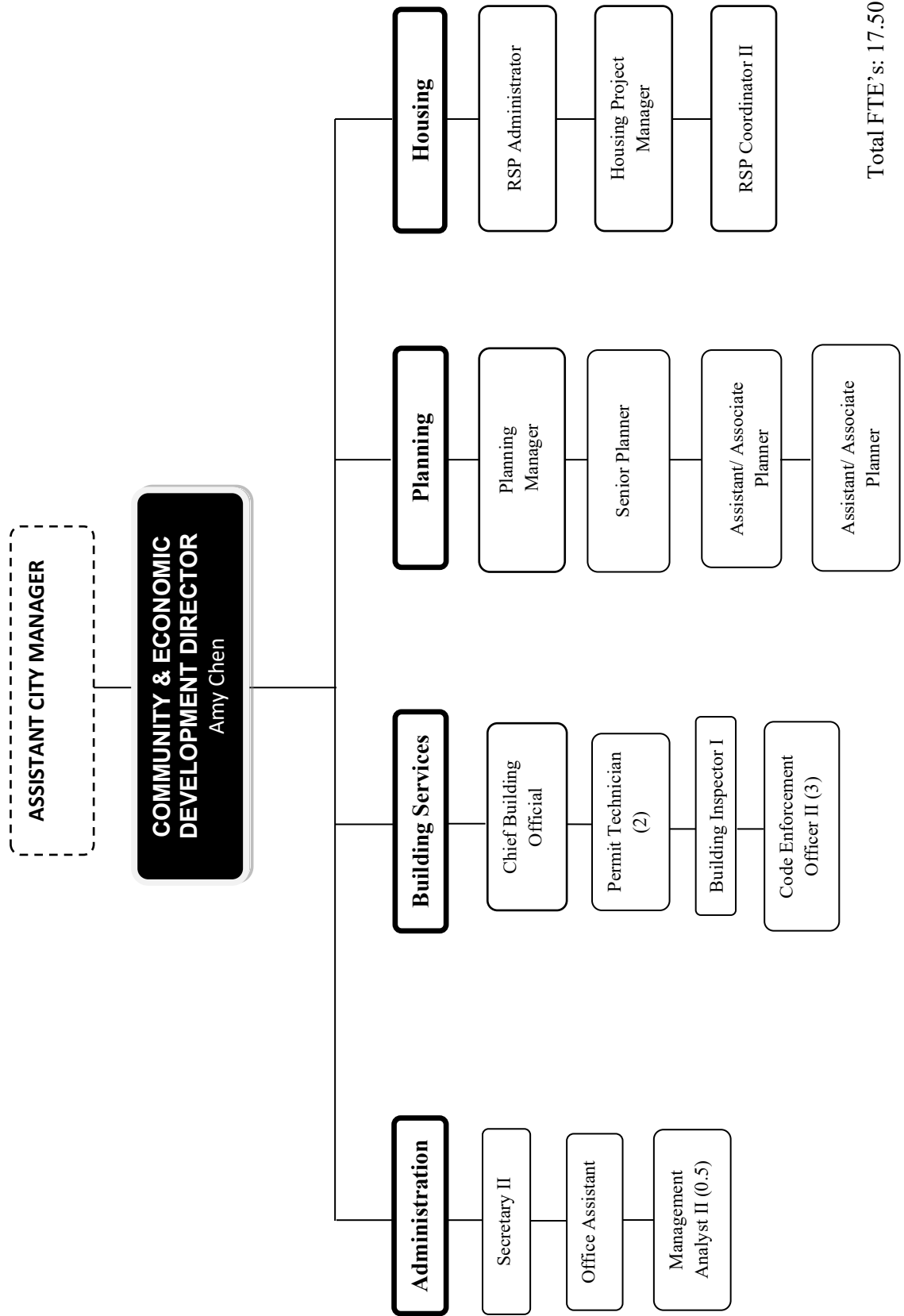
The Community & Economic Development Department seeks to make East Palo Alto a wonderful place to live, work, and play. The Department accomplishes this through effective current and long-range municipal planning, housing management, ensuring code compliance, and managing business attraction, development,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

The Community and Economic Development Department consists of four (4) Divisions: Administration, Building, Planning, and Housing. 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;
- Serving as the City's Floodplain Coordinator by managing the National Flood Insurance Program (NFIP) and Community Rating System (CRS);
- Monitoring and 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 2020-2021 Budget



COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2020-2021 Budget

Administration Division

Division Summary

SOURCES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
General Fund					
Charges/Fees for Services	-	-	-	-	-
Assigned Funds	-	9,590	-	55,000	55,000
Use of Resources	366,145	610,690	771,750	726,765	633,715
Special Revenue Funds	79,705	98,635	207,030	242,850	242,850
Capital Project Fund	-	61,700	-	-	-
Enterprise Funds	82,765	86,380	116,450	-	-
Successory Agency Trust Fund	145	7,535	-	-	-
TOTAL	528,760	874,530	1,095,230	1,024,615	931,565

EXPENDITURES BY DIVISION

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Administration Division	528,760	874,530	680,050	1,024,615	931,565
Environmental Programs	-	-	415,180	-	-
TOTAL	528,760	874,530	1,095,230	1,024,615	931,565

CHARACTER OF EXPENDITURES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Personnel					
Salaries and Benefits	344,000	482,872	807,030	494,295	494,295
Subtotal	344,000	482,872	807,030	494,295	494,295
Supplies and Services					
Purchased Services	170,440	358,360	270,400	517,820	424,770
Supplies and Materials	6,440	12,412	17,800	7,500	7,500
Capital Expenditures	-	20,885	-	5,000	5,000
Other Expenditures	7,880	-	-	-	-
Subtotal	184,760	391,657	288,200	530,320	437,270
TOTAL	528,760	874,530	1,095,230	1,024,615	931,565

AUTHORIZED STRENGTH

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Community & Economic Development Director	1.00	1.00	1.00	1.00	1.00
Management Analyst II ¹	2.00	2.00	2.00	0.50	0.50
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 ²	0.90	1.45	1.45	-	-
TOTAL	5.90	6.45	6.45	3.50	3.50

¹ Net Positions Transferred to Public Works.

² Previously Community Service Aide

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2020-2021 Budget

Administration Division Summary

SERVICE DESCRIPTION

The Community and Economic Development Department provides a wide array of services to the community. The Department maintains the critical infrastructure and facilities of the City and ensures ongoing operation and enhancement of public facilities and infrastructure. The Department provides planning and development related services to property owners and businesses. 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 shared (0.5) Management Analyst II and two (2) administrative support staff. The Administration Division manages the activities of and sets policy for the Department, prepares and maintains 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 2019-2020 to FY 2020-2021 Budget:

The decrease of \$70,615 (6.4%) from the Adopted FY 19-20 Budget to the Baseline FY 20-21 Budget is primarily due to transfer of Environmental Services program (\$415,000) and 0.5 Management Analyst II (\$71,500) to Public Works offset by professional services increases for Measure HH (\$150,000), First Source Hiring (\$70,000), and planning for Sobrato Phase II community benefits space (\$100,000) and mural art (\$100,000).

The decrease of \$93,050 (9.1%) from the Baseline FY 20-21 Budget to the Adopted FY 20-21 Budget is due to reductions for requested Stanford interns (\$40,000) and correction of double count of mural art contract (\$50,000).

Fiscal Year (FY)	Budget	\$ Change from Previous FY	% Change from Previous FY
2019-20 Adopted	\$1,095,230		
2020-21 Baseline	\$1,024,615	(\$70,615)	-6.4%
2020-21 Proposed	\$931,565	(\$93,050)	-9.1%

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2020-2021 Budget

Building Services Division

Division Summary

SOURCES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
General Fund					
Charges/Fees for Services	580,220	545,095	562,500	360,000	360,000
Assigned Funds	25,815	5,450	-	845,000	845,000
Use of Resources	263,235	339,380	538,000	770,900	707,900
Special Revenue Funds	-	-	-	-	-
Capital Project Fund	-	-	-	-	-
Enterprise Funds	-	-	-	-	-
Successory Agency Trust Fund	-	-	-	-	-
TOTAL	869,270	889,925	1,100,500	1,975,900	1,912,900

EXPENDITURES BY DIVISION

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Building Services Division	869,270	889,925	1,100,500	1,975,900	1,912,900
TOTAL	869,270	889,925	1,100,500	1,975,900	1,912,900

CHARACTER OF EXPENDITURES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Personnel					
Salaries and Benefits	552,920	442,665	885,500	914,800	914,800
Subtotal	552,920	442,665	885,500	914,800	914,800
Supplies and Services					
Purchased Services	275,760	433,941	200,000	1,047,600	984,600
Supplies and Materials	14,780	7,870	15,000	13,500	13,500
Capital Expenditures	25,810	5,449	-	-	-
Other Expenditures	-	-	-	-	-
Subtotal	316,350	447,260	215,000	1,061,100	998,100
TOTAL	869,270	889,925	1,100,500	1,975,900	1,912,900

AUTHORIZED STRENGTH

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Chief Building Official	1.00	1.00	1.00	1.00	1.00
Building Inspector I	1.00	1.00	1.00	1.00	1.00
Building Permit Technician	2.00	2.00	2.00	2.00	2.00
Code Enforcement Officer	3.00	3.00	3.00	3.00	3.00
TOTAL	7.00	7.00	7.00	7.00	7.00

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2020-2021 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 laws 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 3 Code Enforcement Officers, 2 Permit Technicians and 1 Building Inspector I.

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

SIGNIFICANT CHANGES

FY 2019-2020 to FY 2020-2021 Budget:

The increase of \$875,400 (79.5%) from the Adopted FY 19-20 Budget to the Baseline FY 20-21 Budget is primarily due to personnel costs (\$30,000) and pass-through inspection services (\$845,000) for Light tree Apartments, the Primary School, and Sobrato II as city transitions to new Master Fee Schedule.

The decrease of \$63,000 (3.2%) from the Baseline FY 20-21 Budget to the Adopted FY 20-21 Budget is due to reduction in budget request for outside plan check and inspection support (\$60,000) for non-major building activity.

Fiscal Year (FY)	Budget	\$ Change from Previous FY	% Change from Previous FY
2019-20 Adopted	\$1,100,500		
2020-21 Baseline	\$1,975,900	\$875,400	79.5%
2020-21 Proposed	\$1,912,900	(\$63,000)	-3.2%

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2020-2021 Budget

Building Services Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Continue to make great strides 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. Completed the following: <ul style="list-style-type: none">• Provided all building inspections within 24 hours of the request.• Assisted Finance Division restructure and update to the Building Division's fee schedule.• Created new Submittal Requirements handouts, including Garage Conversion, streamlining projects and improving review turnaround times.• Fillable forms now available on the Building Division's webpage.
2. Continue to support staff to pursue all applicable certification, training and education in order for staff to develop and achieve great potential that results in exemplary customer benefits.	2. Completed the following: <ul style="list-style-type: none">• Cross Division training mechanism improved staff ability to deliver customer service.• Accomplished City's first Certified Playground Safety Inspector.• Attended training offered by the International Code Council, California Association of Code Enforcement Officers, and California Building Officials.
3. Conduct public outreach relevant to the new state mandates and building codes.	3. Completed the following: <ul style="list-style-type: none">• On August 25, 2019, made new building codes available to the public at the front counter and on the Building Division webpage.• On September 25, 2019, hosted a public workshop on code changes at East Palo Alto's Cooley Landing.

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2020-2021 Budget

Building Services Division

ACCOMPLISHMENTS

- On June 1, 2019, represented City at the ADU Resource Fair, hosted by the ADU Initiative Partners.
4. Continue to update technology and tools to better serve the community and provide a modern work environment.
 5. Foster interdepartmental collaboration to ensure compliance with all laws and regulations relating to the built and natural environment.
 6. Continue to collaborate with external agencies to provide financially challenged customers with resources for project assistance.
 7. Update the City's Construction and Demolition Requirements in order to satisfy both the State CalRecycle and the California Green Building Code mandates.
 8. Adopt and implement the Municipal Regional Permit Requirements ("MRP") relevant to Polychlorinated Biphenyls ("PCB") by establishing demolition requirements to document and properly abate PCBs.
4. Established a digital review mechanism and currently accepting some digital applications; also, continued digitizing archived building permit records.
 5. Participated in interdepartmental pre-application reviews of Planning projects, and interdepartmental meetings.
 6. Participated in the 2nd unit task force meetings. At the meetings, staff addresses procedural queries and provides direction to the group related to submittal of documents to facilitate project submittals, inspections, and reviews.
 7. Completed
 8. Completed

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2020-2021 Budget

Housing Division

Division Summary

SOURCES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
General Fund					
Charges/Fees for Services	-	-	-	-	-
Assigned Funds	3,090	500	-	-	-
Use of Resources	3,585	54,300	424,500	306,250	327,500
Special Revenue Funds	439,335	482,945	3,368,700	1,799,215	1,799,215
Capital Project Fund	-	-	-	-	-
Enterprise Funds	-	-	-	-	-
Successory Agency Trust Fund	-	30,820	-	-	-
TOTAL	446,010	568,565	3,793,200	2,105,465	2,126,715

EXPENDITURES BY DIVISION

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Affordable Housing Program	129,570	241,412	3,380,600	1,698,230	1,719,480
Rent Stabilization Program	316,440	327,153	412,600	407,235	407,235
TOTAL	446,010	568,565	3,793,200	2,105,465	2,126,715

CHARACTER OF EXPENDITURES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Personnel					
Salaries and Benefits	281,280	406,363	480,200	502,100	502,100
Subtotal	281,280	406,363	480,200	502,100	502,100
Supplies and Services					
Purchased Services	154,990	156,525	746,000	812,515	833,765
Supplies and Materials	4,550	5,176	7,000	12,500	12,500
Capital Expenditures	5,190	501	-	3,350	3,350
Other Expenditures (Loans)	-	-	2,560,000	775,000	775,000
Subtotal	164,730	162,202	3,313,000	1,603,365	1,624,615
TOTAL	446,010	568,565	3,793,200	2,105,465	2,126,715

AUTHORIZED STRENGTH

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
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
Housing Project Manager	1.00	1.00	1.00	1.00	1.00
TOTAL	3.00	3.00	3.00	3.00	3.00

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2020-2021 Budget

Housing Division Summary

SERVICE DESCRIPTION

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

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

The Division has a staffing level of three (3) 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 2019-2020 to FY 2020-2021 Budget:

The decrease of \$1,687,735 (44.5%) from the Adopted FY 19-20 Budget to the Baseline FY 20-21 Budget is primarily due to decrease in affordable housing loans (\$1,785,000) and Measure O funding (\$101,250) offset by increases in personnel (\$22,000) and SB160 grant services (\$160,000).

The increase of \$21,250 (1.0%) from the Baseline FY 20-21 Budget to the Adopted FY 20-21 Budget is due to adjustment to match reduction Measure O revenue allocations.

Fiscal Year (FY)	Budget	\$ Change from Previous FY	% Change from Previous FY
2019-20 Adopted	\$3,793,200		
2020-21 Baseline	\$2,105,465	(\$1,687,735)	-44.5%
2020-21 Proposed	\$2,126,715	\$21,250	1.0%

NOTE: The General Fund Measure O-allocated funding for affordable housing includes division request to allocate \$100,000 for new additional-dwelling-unit (ADU) micro-loan program. The allocation request reduces General Fund displacement and rental assistance to a net budget of \$203,750.

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2020-2021 Budget

Housing Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. In collaboration with the City Attorney's Office, assist the City Council to review, adopt and implement any rent stabilization ordinance amendments if needed.	1. No necessary amendments to the Ordinance identified.
2. Work with other City agencies to ensure that tenants are provided with proper notices and relocation benefits when granted under the Municipal Code.	2. Collaborated with the City's Code Enforcement Division to ensure that landlords provided tenants information about their rights and proper referrals.
3. 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.	3. Collaborated with the Building Services Division through referrals and inquiries to inspect residential units, when needed, verifying compliance with building and health code requirements.
4. 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.	4. No necessary amendments to the Regulations that implement the City's rent stabilization ordinances identified.
5. Work with the IT services provider to make any necessary programming adjustment to the Program's registration database and petition tracking system.	5. Completed minor programming adjustments and added the issuance of regular tenant mailers.
6. Conduct community outreach to educate both landlords and tenants of their rights and responsibilities under the ordinances, including distributing an informative Updated Guide to Rent Control in East Palo Alto.	6. Collaborated with the Board and community volunteers to reach out to tenants directly impacted by the proposed development projects. Communicated with tenants regarding the 35 th Board Anniversary, designed as an education and outreach event.
7. 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.	7. Provided tenants with timely referrals. Unlawful detainers were filed as required by the Ordinance for approximately 50 cases.

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2020-2021 Budget

Housing Division

ACCOMPLISHMENTS

OBJECTIVE	RESULT
8. 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.	8. Issued approximately 313 Certificates.
9. Mail 2020 Annual Program Fee Statements to landlords of regulated rental units by November 15, so that they can be submitted in time to meet the January 2, 2020 deadline established by the Ordinance.	9. Completed.
10. Process pending petitions submitted by landlords and tenants within the timelines established in the Rent Stabilization Ordinance and regulations.	10. Processed 115 rent adjustment petitions, 111 of which were consolidated mobile home park petitions.
11. Submit notices of noncompliance to landlords when regulated rental units are not properly registered as required by the Ordinance and regulations with information about how to comply, the penalty fees that are accruing for noncompliance, and the procedure for submittal of a penalty waiver request for good cause.	11. Successfully guided landlords who failed to submit their annual program fee statement and payment on time.
12. Approve entitlements for 965 Weeks.	12. The Planning Commission approved the 965 Weeks project on December 16, 2019.
13. Break ground on the Light Tree development.	13. The developer of Light Tree has submitted its building permit application and plans to begin construction in June 2020.
14. Complete 2nd Unit Taskforce activities.	14. The Taskforce met twice in 2019. The Taskforce formed 3 subcommittees. Staff received a final report in November 2019 with recommendations for a comprehensive Second Unit strategy.
15. Identify additional affordable housing opportunities.	15. Conducting a site feasibility analysis for East Palo Alto faith communities interested in developing affordable housing on their properties.
16. Study intensification of underutilized properties; lead City Council discussion of affordable housing overlay zone.	16. \$50,000 in SB 2 funds were used to engage a consultant to develop an affordable housing overlay zone.

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2020-2021 Budget

Housing Division

ACCOMPLISHMENTS

OBJECTIVE	RESULT
17. Develop and implement a policy for Local Preference for affordable housing projects.	17. Developed a policy with community input and returned to City Council with a proposed policy in March 2020.
18. Implement the RV Safe Parking Program.	18. The RV Safe Parking Program, launched on May 1, 2019, has helped 19 households to secure permanent housing.
19. Adopt an Inclusionary Housing Ordinance.	19. Adopted November 2019.

This Page Intentionally Left Blank

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2020-2021 Budget

Planning Division

Division Summary

SOURCES	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
General Fund					
Charges/Fees for Services	619,950	422,355	160,000	255,000	255,000
Assigned Funds	4,800	3,170	832,000	1,175,000	1,175,000
Use of Resources	438,810	644,245	792,900	625,190	482,190
Special Revenue Funds	3,055	-	-	-	-
Capital Project Fund	9,675	131,135	-	-	-
Enterprise Funds	-	-	-	-	-
Successory Agency Trust Fund	-	-	-	-	-
TOTAL	1,076,290	1,200,905	1,784,900	2,055,190	1,912,190

EXPENDITURES BY DIVISION	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Planning Division	1,076,290	1,200,905	1,784,900	2,055,190	1,912,190
TOTAL	1,076,290	1,200,905	1,784,900	2,055,190	1,912,190

CHARACTER OF EXPENDITURES	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Personnel					
Salaries and Benefits	348,730	425,856	591,100	635,390	635,390
Subtotal	348,730	425,856	591,100	635,390	635,390
Supplies and Services					
Purchased Services	716,580	760,085	1,190,300	1,415,800	1,272,800
Supplies and Materials	6,180	3,610	3,500	4,000	4,000
Capital Expenditures	4,800	11,355	-	-	-
Other Expenditures	-	-	-	-	-
Subtotal	727,560	775,049	1,193,800	1,419,800	1,276,800
TOTAL	1,076,290	1,200,905	1,784,900	2,055,190	1,912,190

AUTHORIZED STRENGTH	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 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	1.00	1.00	1.00	1.00	1.00
Assistant/ Associate Planner	1.00	1.00	1.00	1.00	1.00
TOTAL	4.00	4.00	4.00	4.00	4.00

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2020-2021 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.

The Planning Division continues to implement FEMA's Community Rating System (CRS), which has resulted in significant flood insurance savings. Along with CRS, the Planning Division is tasked with completing several other long-range planning efforts such as the Hazard Mitigation Plan Update (in collaboration with the County of San Mateo), Housing Element Update, and the City's Bicycle Transportation Plan Update.

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.

SIGNIFICANT CHANGES

FY 2019-2020 to FY 2020-2021 Budget:

The increase of \$270,290 (15.1%) from the Adopted FY 19-20 Budget to the Baseline FY 20-21 Budget is primarily due to personnel cost increases (\$44,400) and increased pass-through development contract services (\$320,000) offset by a reduction in prior year services for new CEQA policy related to traffic (VMT).

COMMUNITY DEVELOPMENT

FY 2018-2019 Budget

Planning Division Summary

FY 2019-2020 to FY 2020-2021 Budget, continued:

The decrease of \$143,000 (7.0%) from the Baseline FY 20-21 Budget to the Adopted FY 20-21 Budget is due to reduction for summer intern request (\$40,000) and reduction of general “on-call” consulting services (\$100,000).

Fiscal Year (FY)	Budget	\$ Change from Previous	% Change from Previous
2019-20 Adopted	\$1,784,900		
2020-21 Baseline	\$2,055,190	\$270,290	15.1%
2020-21 Proposed	\$1,912,190	(\$143,000)	-7.0%

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2020-2021 Budget

Planning Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. To complete the processing of four major projects (2020 Bay Road, Sobrato Phase II, Primary School, EPA Center Arts) by the Fall of 2019.	1. Completed the processing (by receiving planning entitlements) of 3 of 4 majors projects. Only 2020 Bay Road remains to be remaining to be entitled.
2. To provide support to the Public Works Department for the completion of the Mobility Study.	2. Collaborated with Public Works Department and Fuse Fellow to complete the mobility study. Performed leadership role on the LOS to VMT Policy update.
3. To continue to implement the Community Rating System (CRS) and obtain a Class 6 designation from FEMA.	3. Collected necessary information from applicants and developers related to floodplain management. East Palo Alto is a Class 7 Community (15% reduction in flood insurance). Plan to improve to a Class 6 designation in FY 2020-21.
4. Improve the customer service experience by enhancing the department website and providing user friendly forms.	4. Improvements included updating the planning webpage and providing resource handouts to assist those applying for projects and/ or permits.
5. Provide environmental planning support to the Engineering Division for the PAD D project.	5. In-progress pending final PAD D design.
6. Approve a minimum of 8 secondary dwelling units in support of the Housing Element.	6. Approved 19 units.
7. To continue to provide support to the Second Unit Task Force and the Garage Conversion Working Group.	7. Participated in several Task Force outreach events to engage the community regarding ADUs and garage conversions.
8. To organize a study session with the Planning Commission to discuss the change from level of service (LOS) to Vehicle Miles Traveled (VMT).	8. Organized a study session with the Planning Commission on March 9, 2020 to discuss the change from LOS to VMT in East Palo Alto.

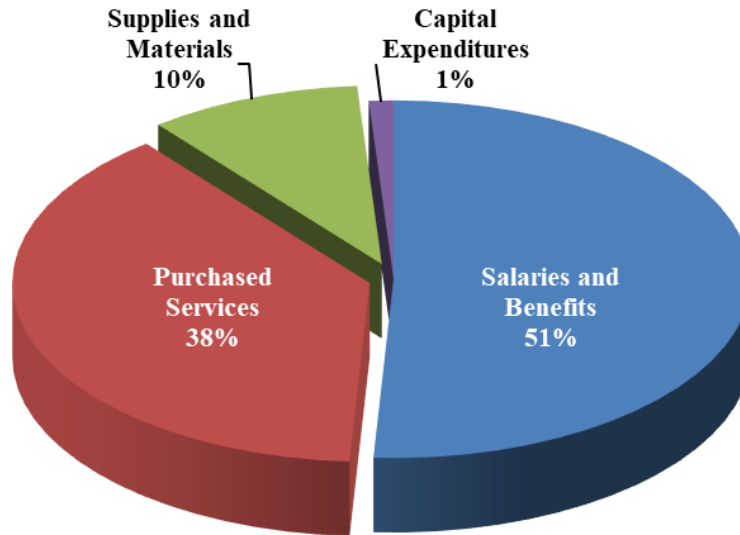
PUBLIC WORKS DEPARTMENT

FY 2020-2021 Budget

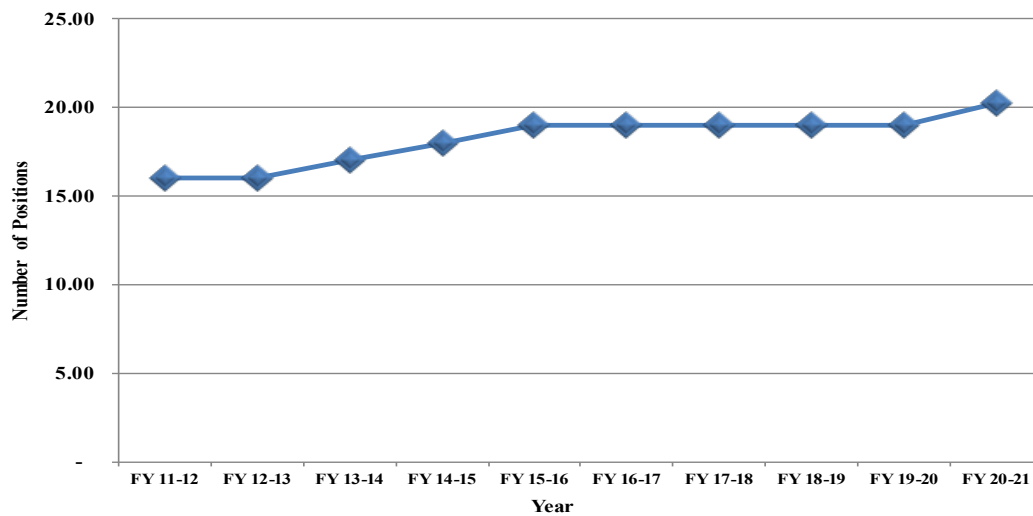
FY 2020-21

Operating \$5,422,405
Positions 20.25

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



PUBLIC WORKS DEPARTMENT

FY 2020-2021 Budget

Department Summary

SOURCES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
General Fund					
Charges/Fees for Services	276,495	310,495	280,000	135,000	135,000
Assigned Funds	402,845	56,375	415,000	361,000	261,000
Use of Resources	2,386,960	2,735,915	3,049,370	3,629,955	3,360,880
Special Revenue Funds	683,240	600,092	1,209,110	1,104,765	1,084,120
Capital Project Fund	501,750	447,220	150,000	219,150	212,000
Enterprise Funds	97,360	120,363	114,850	378,550	369,405
Successory Agency Trust Fund	-	-	-	-	-
TOTAL	4,348,650	4,270,460	5,218,330	5,828,420	5,422,405

EXPENDITURES BY DIVISION

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Administration Division	356,700	377,475	402,500	1,078,510	974,490
Engineering Division	1,212,520	1,371,355	1,580,500	1,621,375	1,380,880
Maintenance Division	2,779,430	2,521,630	3,235,330	3,128,535	3,067,035
TOTAL	4,348,650	4,270,460	5,218,330	5,828,420	5,422,405

CHARACTER OF EXPENDITURES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Personnel					
Salaries and Benefits	2,039,720	2,195,375	2,566,430	2,993,270	2,759,855
Subtotal	2,039,720	2,195,375	2,566,430	2,993,270	2,759,855
Supplies and Services					
Purchased Services	1,071,780	1,186,943	1,936,500	2,125,100	2,078,500
Supplies and Materials	430,560	410,081	494,400	525,050	524,050
Capital Expenditures	386,590	45,309	214,500	185,000	60,000
Other Expenditures	420,000	432,752	6,500	-	-
Subtotal	2,308,930	2,075,085	2,651,900	2,835,150	2,662,550
TOTAL	4,348,650	4,270,460	5,218,330	5,828,420	5,422,405

AUTHORIZED STRENGTH

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Administration Division	2.00	2.00	2.00	3.00	4.50
Engineering Division	5.00	5.00	5.00	5.00	3.75
Maintenance Division	12.00	12.00	12.00	12.00	12.00
TOTAL	19.00	19.00	19.00	20.00	20.25

PUBLIC WORKS DEPARTMENT

FY 2020-2021 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 enough to meet the needs of East Palo Alto residents, businesses, and visitors.

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

Administration Division

The Administration Division oversees the operations of the department as well as special projects, grants, interaction with various outside agencies to advance the interests of the City. The division also recently acquired oversight of environmental services programs related to encampment hazards, storm discharge, solid waste “Clean City” services and other related programs.

Engineering Division

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

Maintenance Division

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

The Public Works Department is responsible for a range of functions including:

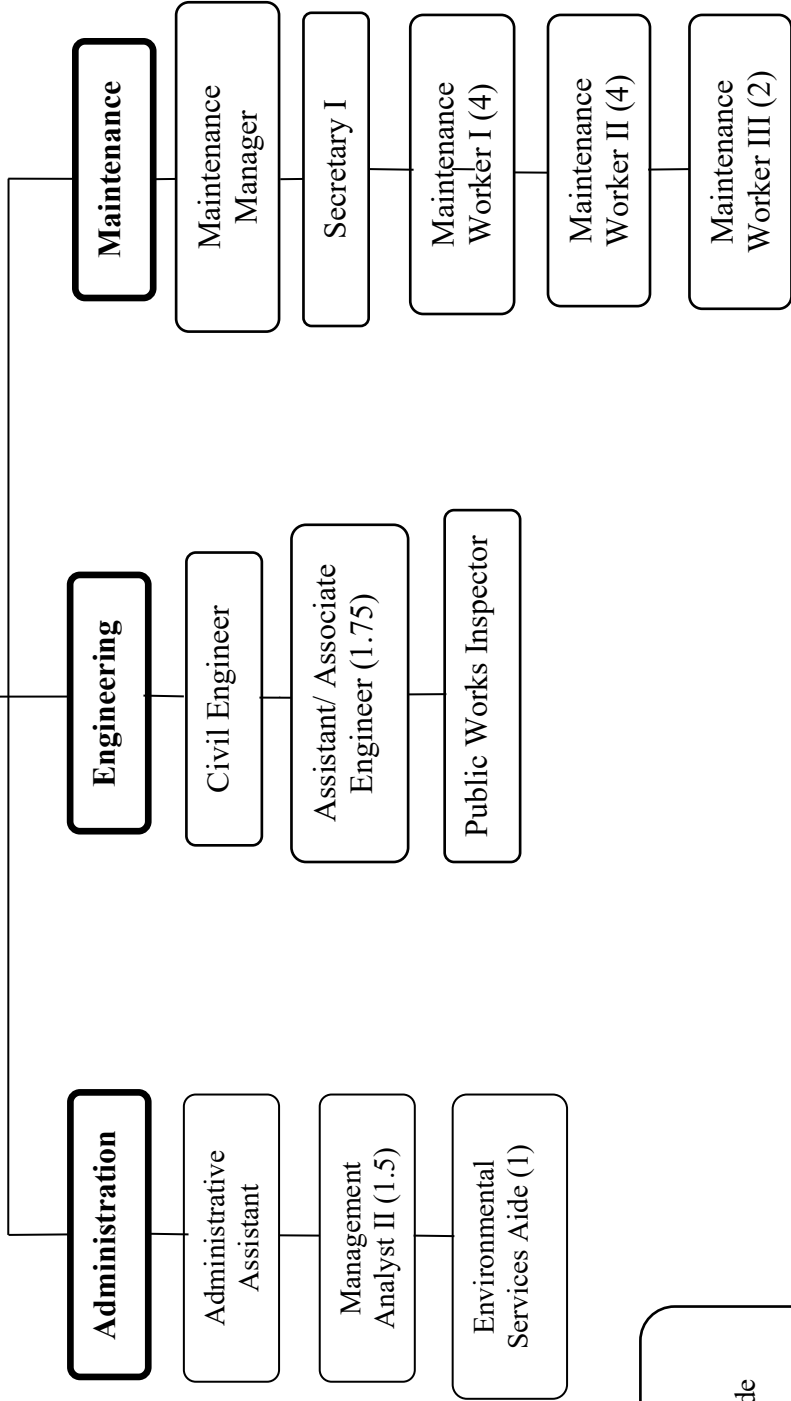
- Maintaining existing streets, utilities and facilities;
- Developing and managing the City’s Ten-Year Capital Improvement Program and annual Capital Budget;
- Serving as the Disabled Access Coordinator to ensure safe and reasonable access for all citizens under the Americans with Disabilities Act (ADA)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

PUBLIC WORKS DEPARTMENT

FY 2020-2021 Budget

PUBLIC WORKS DIRECTOR

Kamal Fallaha



Frozen:

Senior Engineer
(1.0 Freeze)
Environmental Services Aide
(0.45 Freeze)
Assistant/Associate Engineer
(0.25 Freeze)

PUBLIC WORKS DEPARTMENT

FY 2020-2021 Budget

Administration Division

Division Summary

SOURCES	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
	Actual	Actual	Adopted	Baseline	Adopted
General Fund					
Charges/Fees for Services	-	-	-	-	-
Assigned Funds	-	-	-	30,000	-
Use of Resources	356,700	361,105	397,500	718,725	672,995
Special Revenue Funds	-	16,370	5,000	202,315	183,170
Capital Project Fund	-	-	-	7,150	7,150
Enterprise Funds	-	-	-	120,320	111,175
Successory Agency Trust Fund	-	-	-	-	-
TOTAL	356,700	377,475	402,500	1,078,510	974,490

EXPENDITURES BY DIVISION	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
	Actual	Actual	Adopted	Baseline	Adopted
Administration Division	356,700	377,475	402,500	600,955	556,055
Environmental Programs	-	-	-	477,555	418,435
TOTAL	356,700	377,475	402,500	1,078,510	974,490

CHARACTER OF EXPENDITURES	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
	Actual	Actual	Adopted	Baseline	Adopted
Personnel					
Salaries and Benefits	330,100	346,201	366,700	722,660	696,540
Subtotal	330,100	346,201	366,700	722,660	696,540
Supplies and Services					
Purchased Services	24,270	24,379	25,000	313,550	265,650
Supplies and Materials	2,330	6,896	9,300	12,300	12,300
Capital Expenditures	-	-	1,500	30,000	-
Other Expenditures	-	-	-	-	-
Subtotal	26,600	31,275	35,800	355,850	277,950
TOTAL	356,700	377,475	402,500	1,078,510	974,490

AUTHORIZED STRENGTH	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
	Actual	Actual	Adopted	Baseline	Adopted
Public Works Director	1.00	1.00	1.00	1.00	1.00
Management Analyst II ¹	-	-	-	1.50	1.50
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Environmental Service Aide ¹²	-	-	-	1.45	1.00
TOTAL	2.00	2.00	2.00	4.95	4.50

¹ Transferred from CEDE Administration.

² Vacant position freeze.

PUBLIC WORKS DEPARTMENT

FY 2020-2021 Budget

Administration Division Summary

SERVICE STATEMENT

The Public Works Administration Division provides oversight of the 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 Division is responsible for the oversight of a range of functions including:

- 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 discharge 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. Caltrans, ABAG, MTC, City/County Association of Governments (C/CAG), Metropolitan Transportation Committee (MTC), the Association of Bay Area Governments (ABAG), the South Bayside Waste Management Authority and the San Francisco Creek Joint Powers Authority).
- Oversee the Maintenance and Operation of the City Water System by AWE and ensure water quality and water sampling is carried out in accordance with the State Drinking Water Quality Control Board and EPA's Standards.

SIGNIFICANT CHANGES

FY 2019-2020 to FY 2020-2021 Budget:

The increase of \$676,010 (168.0%) from the Adopted FY 19-20 Budget to the Baseline FY 20-21 Budget is primarily due to the transfer of Environmental Programs (\$477,000) and 0.5 Management Analyst II (\$71,500), other personal cost increases (\$14,000), and various engineering studies typically performed in Engineering (\$80,000), and division vehicle request (\$30,000).

The decrease of \$104,020 (9.6%) from the Baseline FY 20-21 Budget to the Adopted FY 20-21 Budget is due to personnel savings from freezing 0.45 vacant environmental services position (\$26,000), environmental services and other reductions (\$48,000), and delay of vehicle purchase (\$30,000).

Fiscal Year (FY)	Budget	\$ Change from Previous FY	% Change from Previous FY
2019-20 Adopted	\$402,500		
2020-21 Baseline	\$1,078,510	\$676,010	168.0%
2020-21 Proposed	\$974,490	(\$104,020)	-9.6%

PUBLIC WORKS DEPARTMENT

FY 2020-2021 Budget

Engineering Division

Division Summary

SOURCES

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
	Actual	Actual	Adopted	Baseline	Adopted
General Fund					
Charges/Fees for Services	276,495	310,495	280,000	135,000	135,000
Assigned Funds	6,700	6,680	355,000	240,000	240,000
Use of Resources	408,525	580,440	639,500	784,375	543,880
Special Revenue Funds	170	-	126,000	100,000	100,000
Capital Project Fund	501,750	425,550	150,000	212,000	212,000
Enterprise Funds	18,880	48,190	30,000	150,000	150,000
Succesory Agency Trust Fund	-	-	-	-	-
TOTAL	1,212,520	1,371,355	1,580,500	1,621,375	1,380,880

EXPENDITURES BY DIVISION

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
	Actual	Actual	Adopted	Baseline	Adopted
Engineering Division	1,212,520	1,371,355	1,580,500	1,621,375	1,380,880
TOTAL	1,212,520	1,371,355	1,580,500	1,621,375	1,380,880

CHARACTER OF EXPENDITURES

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
	Actual	Actual	Adopted	Baseline	Adopted
Personnel					
Salaries and Benefits	547,040	616,985	781,500	813,025	605,730
Subtotal	547,040	616,985	781,500	813,025	605,730
Supplies and Services					
Purchased Services	240,640	315,553	746,500	767,850	734,150
Supplies and Materials	4,840	6,065	7,500	5,500	6,000
Capital Expenditures	-	-	5,000	35,000	35,000
Other Expenditures	420,000	432,752	40,000	-	-
Subtotal	665,480	754,370	799,000	808,350	775,150
TOTAL	1,212,520	1,371,355	1,580,500	1,621,375	1,380,880

AUTHORIZED STRENGTH

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
	Actual	Actual	Adopted	Baseline	Adopted
Assistant/ Associate Engineer ¹	2.00	2.00	2.00	2.00	1.75
City Engineer	1.00	1.00	1.00	1.00	1.00
Public Works Inspector	1.00	1.00	1.00	1.00	1.00
Senior Engineer ¹	1.00	1.00	1.00	1.00	-
TOTAL	5.00	5.00	5.00	5.00	3.75

¹ Vacant position freeze.

PUBLIC WORKS DEPARTMENT

FY 2020-2021 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 2019-2020 to FY 2020-2021 Budget:

The increase of \$40,875 (2.6%) from the Adopted FY 19-20 Budget to the Baseline FY 20-21 Budget is primarily due to personnel costs (\$31,000) and vehicle request (\$35,000), transfer of signal and lighting contract from maintenance (\$50,000) and requests for water and flood capital project support (\$100,000) offset by reduction in general on-call and pass-through development consulting activity (\$175,000).

The decrease of \$240,495 (14.8%) from the Baseline FY 20-21 Budget to the Adopted FY 20-21 Budget is due to personnel vacancy savings from freezing senior engineer and 0.25 of assistant/associate engineer (\$207,000) and eliminating request for Civic Spark internship (\$26,500).

Fiscal Year (FY)	Budget	\$ Change from Previous FY	% Change from Previous FY
2019-20 Adopted	\$1,580,500		
2020-21 Baseline	\$1,621,375	\$40,875	2.6%
2020-21 Proposed	\$1,380,880	(\$240,495)	-14.8%

PUBLIC WORKS DEPARTMENT

FY 2020-2021 Budget

Engineering Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Improve public services and performance of the Engineering Division and enhance communication/coordination among CEDD divisions.	1. Ongoing
2. Oversee the design and delivery of strategic capital improvement projects, including water and flood control, bridges, streets, bike/pedestrian projects.	2. Ongoing
3. Work closely with maintenance division to improve overall efficiency and quality of maintenance services of city infrastructure.	3. Ongoing
4. Adopt City Standard Plans and Specifications and boiler plate to address current codes and reflect the needs of the City of East Palo Alto.	4. Ongoing and as needed.
5. Work on a comprehensive and feasible traffic circulation and parking study (Mobility Study) to address parking problems and focus on pedestrian safety and accessibility (starting in The Gardens neighborhood)	5. In progress
6. Provide Engineering Division staff with training opportunities to improve performance.	6. Ongoing
7. Complete Safe Routes to School (SRTS) project construction	7. Completed
8. Monitor and solicit grant opportunities to fund necessary SRTS at ATP cycles.	8. Working on a grant application for the ATP Cycle 5 to fund the University Ave./101 overcrossing
9. Complete Design and begin Construction on the Bay Road Phase II/III Improvement Project.	9. Completed
10. Design the University Avenue/Highway 101 Interchange improvements as well as the Pedestrian/Bicycle Overcrossing to enhance connectivity between areas east and west of Highway 10 and improve pedestrian and bicycle access.	10. Design document completion in progress.

PUBLIC WORKS DEPARTMENT

FY 2020-2021 Budget

Engineering Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
11. Work with the San Francisquito Creek Joint Powers Authority (SFCJPA) on the flood control projects to Provide flood protection from San Francisquito Creek and the San Francisco Bay.	11. Ongoing
12. Trash Capture Device at the O'Conner Pump Station Outfall	12. Completed
13. Complete construction on the Cooley Landing Phase IV and V Project	13. Completed
14. Complete construction on the Highway 101/Clarke Avenue Pedestrian Overcrossing	14. Completed
15. Complete the design of Street Sweeping Signage project	15. Design complete.
16. Implement the City's ADA Transition Plan	16. Ongoing
17. Provide support in preparation of the IIG grant application	17. Completed
18. Provide support in preparation of the AHSC grant application	18. Completed
19. Review and provide comments on private development projects.	19. Ongoing
20. Review and process Grading, Encroachment, and Transportation Permits	20. Ongoing
21. Complete the 2019 Annual Street Resurfacing Project.	21. Completed
22. Complete Design of the 2020 Street Resurfacing Project.	22. Completed
23. Complete Design of the Senior Center Roof Project.	23. Completed
24. Prepare the 10-year Capital Improvement Budget.	24. In progress. Complete Fall 2020.
25. Design development of the Addison Ave. Street Improvement Project.	25. In progress

PUBLIC WORKS DEPARTMENT

FY 2020-2021 Budget

Engineering Division

ACCOMPLISHMENTS

- | | |
|--|----------------------------------|
| 26. Work with Regional on projects such as Cooley Landing and Bay Trail Improvements. | 26. In progress |
| 27. Work with SFPUC and AWE/Veolia on the O'Brien Turnout project. | 27. In progress |
| 28. Work with AWE/Veolia to begin the water meter replacement project | 28. In progress |
| 29. Work towards a design for the 12" water transmission line along University Ave. and Cooley Ave. | 29. In progress |
| 30. Seek grant funds through the Stanford Recreation Mitigation program for MLK park and University Ave./101 overcrossing. | 30. Completed grant application. |

This Page Intentionally Left Blank

PUBLIC WORKS DEPARTMENT

FY 2020-2021 Budget

Maintenance Division

Division Summary

SOURCES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
General Fund					
Charges/Fees for Services	-	-	-	-	-
Assigned Funds	396,145	49,700	60,000	91,000	21,000
Use of Resources	1,621,735	1,794,370	2,012,370	2,126,855	2,136,855
Special Revenue Funds	683,070	599,970	1,078,110	802,450	800,950
Capital Project Fund	-	21,670	-	-	-
Enterprise Funds	78,480	55,800	84,850	108,230	108,230
Successory Agency Trust Fund	-	-	-	-	-
TOTAL	2,779,430	2,521,510	3,235,330	3,128,535	3,067,035

EXPENDITURES BY DIVISION

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Maintenance Division	2,779,430	2,521,510	3,235,330	3,128,535	3,067,035
TOTAL	2,779,430	2,521,510	3,235,330	3,128,535	3,067,035

CHARACTER OF EXPENDITURES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Personnel					
Salaries and Benefits	1,162,580	1,232,188	1,418,230	1,457,585	1,457,585
Subtotal	1,162,580	1,232,188	1,418,230	1,457,585	1,457,585
Supplies and Services					
Purchased Services	806,870	847,013	1,117,600	1,043,700	1,078,700
Supplies and Materials	423,390	396,999	485,000	507,250	505,750
Capital Expenditures	386,590	45,310	214,500	120,000	25,000
Other Expenditures	-	-	-	-	-
Subtotal	1,616,850	1,289,322	1,817,100	1,670,950	1,609,450
TOTAL	2,779,430	2,521,510	3,235,330	3,128,535	3,067,035

AUTHORIZED STRENGTH

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Maintenance Manager	1.00	1.00	1.00	1.00	1.00
Maintenance Worker I	4.00	4.00	4.00	4.00	4.00
Maintenance Worker II	4.00	4.00	4.00	4.00	4.00
Maintenance Worker III	2.00	2.00	2.00	2.00	2.00
Secretary I	1.00	1.00	1.00	1.00	1.00
TOTAL	12.00	12.00	12.00	12.00	12.00

PUBLIC WORKS DEPARTMENT

FY 2020-2021 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.
- **Emergency:** Respond to afterhours and weekend emergencies 24/7.

PUBLIC WORKS DEPARTMENT

FY 2020-2021 Budget

Maintenance Division

SIGNIFICANT CHANGES

FY 2019-2020 to FY 2020-2021 Budget:

The decrease of \$106,795 (3.3%) from the Adopted FY 19-20 Budget to the Baseline FY 20-21 Budget is primarily due to reduction for tree planting, signs and signals (\$75,000) contracts transferred to other Public Works divisions and reduction in capital project requests (\$95,000) offset by personnel cost increases (\$40,000) and increases for operating supplies (\$22,000).

The decrease of \$61,500 (2.0%) from the Baseline FY 20-21 Budget to the Adopted FY 20-21 Budget is due to delay of capital purchases (\$95,000) for Tate Street improvements, compact sweeper, overpassing video surveillance offset by security camera contract transferred from City Manager's Office (\$35,000).

Fiscal Year (FY)	Budget	\$ Change from Previous FY	% Change from Previous FY
2019-20 Adopted	\$3,235,330		
2019-20 Baseline	\$3,128,535	(\$106,795)	-3.3%
2019-20 Proposed	\$3,067,035	(\$61,500)	-2.0%

PUBLIC WORKS DEPARTMENT

FY 2020-2021 Budget
Maintenance Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. To upgrade the pump control SCADA system for O'Connor Pump Station Operation.	1. Not completed; scheduled to follow the pump station improvements.
2. To assist Engineering Department replacing one diesel pump with an electric pump at the pump station.	2. Not completed; planned for 2022.
3. To implement preventive maintenance plan for Cooley Landing facility.	3. Completed the following: <ul style="list-style-type: none">• Installed trash, recycle, and green waste bins in coordination with Recology of San Mateo for weekly service; performed litter control.• Replaced soil gas alarm detection system in the building.• Scheduled regular janitorial services.• Implemented Heating and Air Conditioning preventive maintenance program.• Annual backflow devices and fire extinguishers.• Re-striped parking lot; maintained parking signage and red curbs.• Maintained automatic entry gate.• Conducted annual inspection with County of San Mateo.• Implemented quarterly Fire Sprinkler testing.• Installed Landscaping Irrigation System.• Contracted for plumbing and electrical work.• Monitored burglary alarm system 24/7 and cameras.
4. Ensure State required safety training is implemented and identify staff certifications required.	4. Provided monthly safety tailgating trainings by consultant, Du-All Safety LLC.

POLICE DEPARTMENT

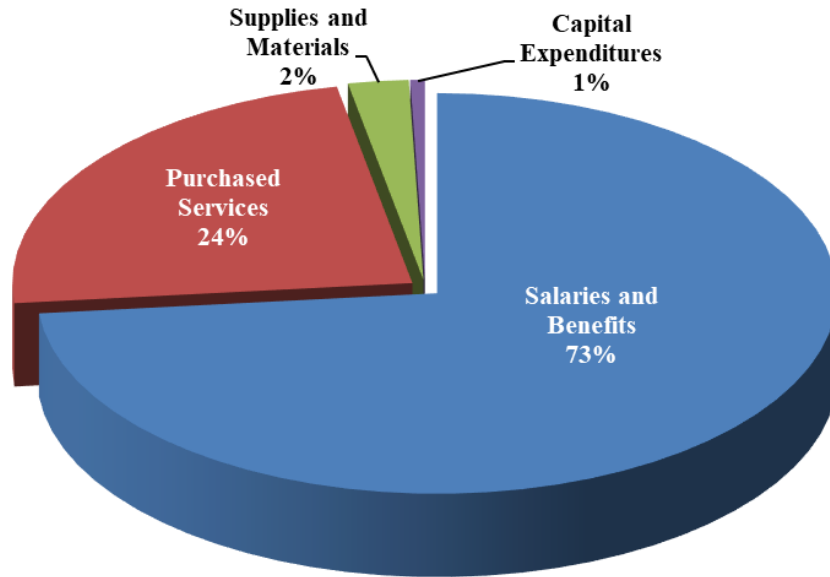
FY 2020-2021 Budget

FY 2020-21

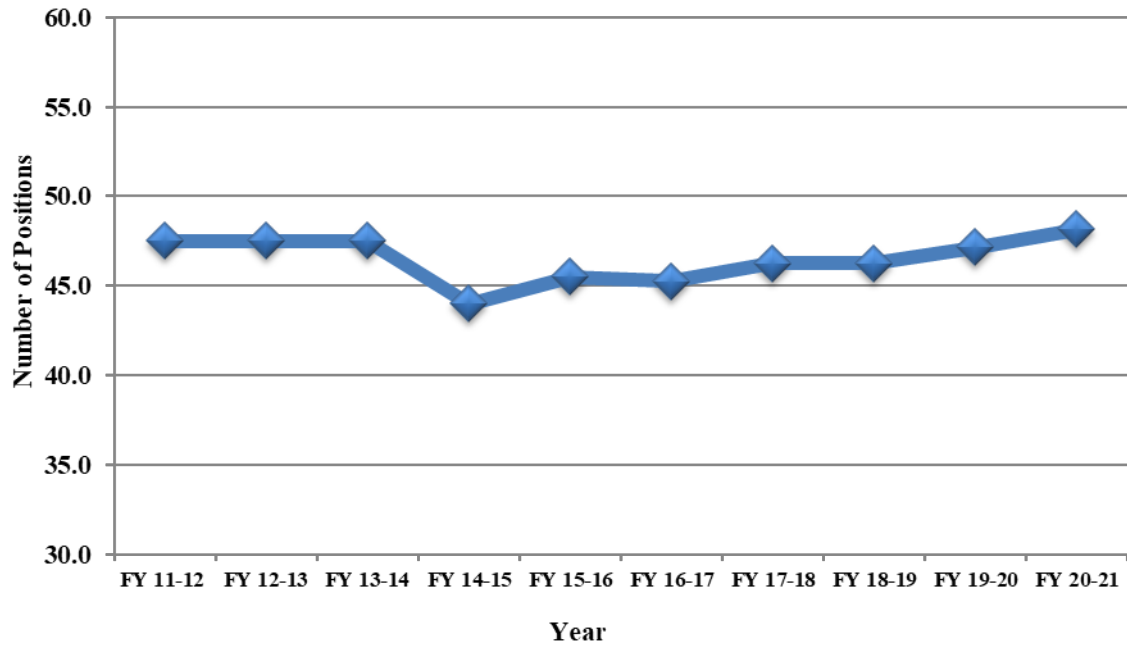
Operating \$12,693,485

Positions 48.15

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



POLICE DEPARTMENT

FY 2020-2021 Budget

Department Summary

SOURCES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
General Fund					
Charges/Fees for Services	595,725	423,115	460,500	405,500	445,500
Assigned Funds	255,840	268,755	250,000	269,850	179,850
Use of Resources	9,226,435	10,443,435	11,646,900	11,865,505	11,709,685
Special Revenue Funds	119,780	116,865	175,000	348,450	358,450
Capital Project Fund	-	4,770	-	-	-
Enterprise Funds	-	-	-	-	-
Successory Agency Trust Fund	-	-	-	-	-
TOTAL	10,197,780	11,256,940	12,532,400	12,889,305	12,693,485

EXPENDITURES BY DIVISION

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Administration Division	3,902,060	4,552,665	4,653,900	4,785,715	4,652,895
Investigations Division	1,431,740	1,620,270	1,609,830	1,672,765	1,672,765
Operations Division	4,863,980	5,084,005	6,268,670	6,430,825	6,367,825
TOTAL	10,197,780	11,256,940	12,532,400	12,889,305	12,693,485

CHARACTER OF EXPENDITURES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Personnel					
Salaries and Benefits	7,346,510	7,856,121	9,116,900	9,375,805	9,316,305
Subtotal	7,346,510	7,856,121	9,116,900	9,375,805	9,316,305
Supplies and Services					
Purchased Services	2,328,180	2,874,160	2,862,900	3,035,500	2,992,680
Supplies and Materials	320,800	300,173	312,600	313,500	310,000
Capital Expenditures	202,290	226,486	240,000	164,500	74,500
Other Expenditures	-	-	-	-	-
Subtotal	2,851,270	3,400,819	3,415,500	3,513,500	3,377,180
TOTAL	10,197,780	11,256,940	12,532,400	12,889,305	12,693,485

AUTHORIZED STRENGTH

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Administration Division	9.00	9.00	9.00	9.00	9.00
Investigations Division	8.25	8.25	11.15	11.15	11.15
Operations Division	29.00	29.00	27.00	28.00	28.00
TOTAL	46.25	46.25	47.15	48.15	48.15

POLICE DEPARTMENT

FY 2020-2021 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 Department currently has a staffing level of 51.5 funded positions (37.5 sworn, 8.8 FTE-civilian and 6PT-CSA's).

The emphasis of Fiscal Year 2020-2021 budget is to maintain current service levels to the public. Attention will be focused on the priority of employee and organizational development, as well as community policing and crime reduction. In addition, the department will focus on ongoing maintenance of mandated services for general law enforcement, vehicle abatement and emergency response (as a single agency or in concert with other federal, state, and/or local agencies). The Police Department will strive for successful completion of the following strategic priorities:

Administration:

1. Develop a Detailed Strategy around the Location of the Future Police Department
2. Establish a Pilot Traffic Enforcement Division for the Police Department (Pending Funding)
3. Ongoing Recruitment of New Personnel

Operations:

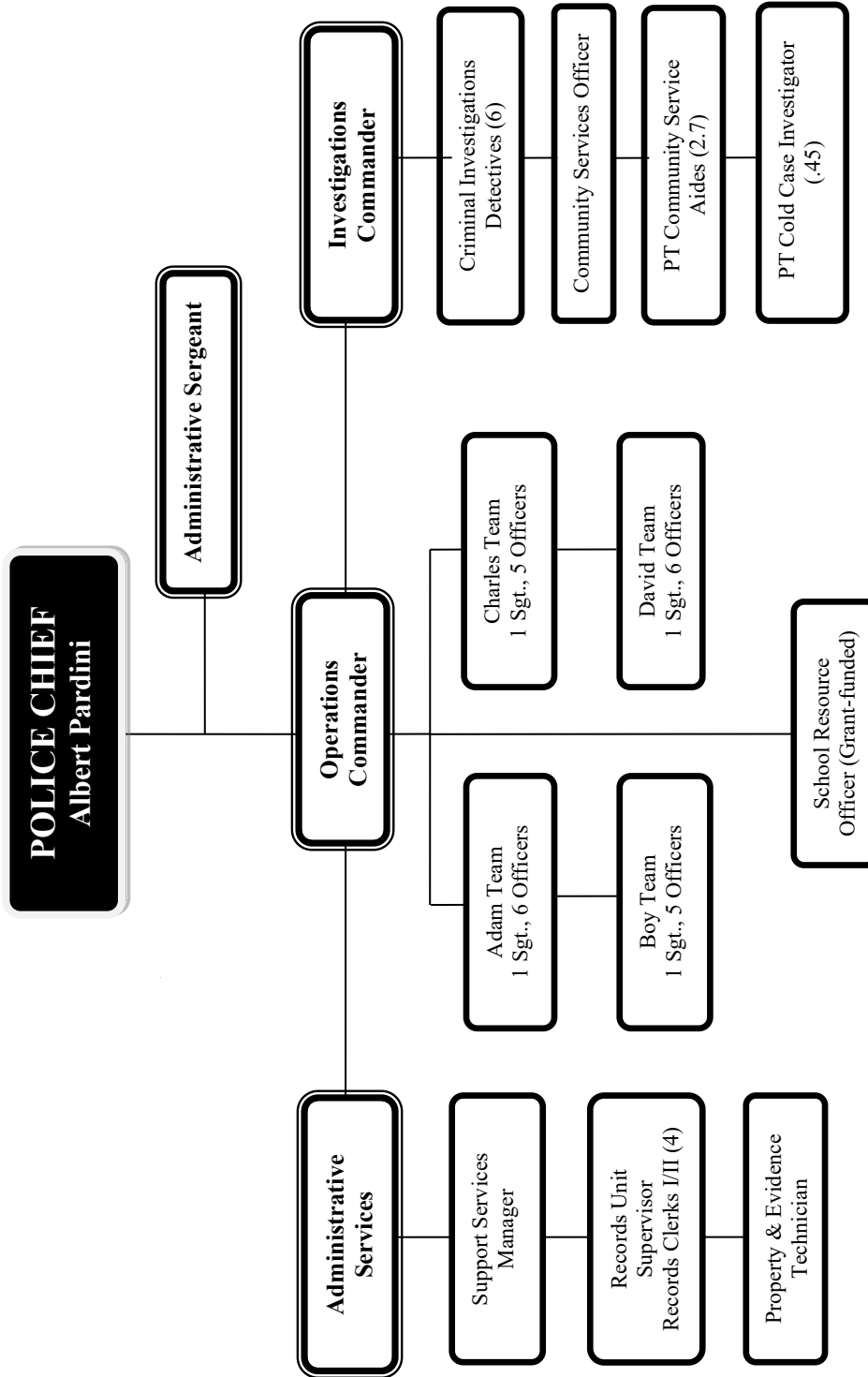
1. Staff an SRO
2. Staff a Traffic Division (Pending Funding)
3. Train New Police Personnel members

Investigations:

1. Appoint a Permanent Commander
2. Resume Cold Case Investigations
3. Train five new CSA's

POLICE DEPARTMENT

FY 2020-2021 Budget



POLICE DEPARTMENT

FY 2020-2021 Budget

Administration Division

Division Summary

SOURCES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
General Fund					
Charges/Fees for Services	-	-	-	15,000	15,000
Assigned Funds	241,505	259,680	250,000	269,850	179,850
Use of Resources	3,586,595	4,218,980	4,331,900	4,432,365	4,379,545
Special Revenue Funds	73,960	69,240	72,000	68,500	78,500
Capital Project Fund	-	4,770	-	-	-
Enterprise Funds	-	-	-	-	-
Successory Agency Trust Fund	-	-	-	-	-
TOTAL	3,902,060	4,552,670	4,653,900	4,785,715	4,652,895

EXPENDITURES BY DIVISION

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Administration Division	3,902,060	4,552,670	4,653,900	4,785,715	4,652,895
TOTAL	3,902,060	4,552,670	4,653,900	4,785,715	4,652,895

CHARACTER OF EXPENDITURES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Personnel					
Salaries and Benefits	1,188,080	1,287,965	1,365,500	1,405,715	1,405,715
Subtotal	1,188,080	1,287,965	1,365,500	1,405,715	1,405,715
Supplies and Services					
Purchased Services	2,315,750	2,864,045	2,862,400	3,035,500	2,992,680
Supplies and Materials	195,940	183,248	186,000	180,000	180,000
Capital Expenditures	202,290	217,412	240,000	164,500	74,500
Other Expenditures	-	-	-	-	-
Subtotal	2,713,980	3,264,705	3,288,400	3,380,000	3,247,180
TOTAL	3,902,060	4,552,670	4,653,900	4,785,715	4,652,895

AUTHORIZED STRENGTH

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Police Chief	1.00	1.00	1.00	1.00	1.00
Support Services Manager	1.00	1.00	1.00	1.00	1.00
Property and Evidence Officer	1.00	1.00	1.00	1.00	1.00
Police Record's Clerk I/II	4.00	4.00	4.00	4.00	4.00
Police Record's Supervisor	1.00	1.00	1.00	1.00	1.00
Police Sergeant	1.00	1.00	1.00	1.00	1.00
TOTAL	9.00	9.00	9.00	9.00	9.00

POLICE DEPARTMENT

FY 2020-2021 Budget

Administration Division Summary

SERVICE DESCRIPTION

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

Under the supervision of the Chief of Police, Professional Standards Conduct Unit-Sergeant and the Support Services Manager, the Division is comprised of the Records Section, Property and Evidence Unit. The Administration Division has a direct staffing level of 9 positions.

SIGNIFICANT CHANGES

FY 2019-2020 to FY 2020-2021 Budget:

The increase of \$131,815 (2.8%) from the Adopted FY 19-20 Budget to the Baseline FY 20-21 Budget is primarily due to personnel costs (\$40,000), and increased costs for San Mateo County dispatch, animal control and forensic services, building and AXON equipment leases, and other technical services (\$173,000) offset by reduction in capital requests related to prior year emergency generator and other capital (\$75,000).

The decrease of \$132,820 (2.8%) from the Baseline FY 20-21 Budget to the Adopted FY 20-21 Budget is due to proposal to suspend Clean Zone activity, but maintain the two community service aides, reduce training, contributions, and other service costs (\$43,000) and delay capital vehicle purchases \$(90,000).

Fiscal Year (FY)	Budget	\$ Change from Previous FY	% Change from Previous FY
2019-20 Adopted	\$4,653,900		
2020-21 Baseline	\$4,785,715	\$131,815	2.8%
2020-21 Proposed	\$4,652,895	(\$132,820)	-2.8%

POLICE DEPARTMENT

FY 2020-2021 Budget

Administration Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Review of existing policies and creation of new policy manual	1. Completed
2. Revise warrant entry procedure in RIMS for better tracking	2. Completed
3. Public Records Law training for Records Staff	3. Completed
4. Continue with Gun inventory audit	4. Ongoing
5. Provide RIMS training for Officers	5. Ongoing
6. Purge outdated warrants from the system	6. In Process
7. Purge documents as part of the Records Destruction Schedule.	7. Completed
8. Provide Workplace Violence & CPR/AED training.	8. Completed
9. Move Evidence Room to 219 Demeter St.	9. Completed
10. Implement Body Worn Camera Program	10. Ongoing

This Page Intentionally Left Blank

POLICE DEPARTMENT

FY 2020-2021 Budget

Investigations Division

Division Summary

SOURCES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
General Fund					
Charges/Fees for Services	508,035	317,255	375,000	315,000	355,000
Assigned Funds	10,650	3,060	-	-	-
Use of Resources	867,235	1,261,765	1,181,830	1,289,805	1,249,805
Special Revenue Funds	45,820	38,190	53,000	67,960	67,960
Capital Project Fund	-	-	-	-	-
Enterprise Funds	-	-	-	-	-
Successory Agency Trust Fund	-	-	-	-	-
TOTAL	1,431,740	1,620,270	1,609,830	1,672,765	1,672,765

EXPENDITURES BY DIVISION

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Investigations Division	1,431,740	1,620,270	1,609,830	1,672,765	1,672,765
TOTAL	1,431,740	1,620,270	1,609,830	1,672,765	1,672,765

CHARACTER OF EXPENDITURES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Personnel					
Salaries and Benefits	1,413,860	1,614,970	1,603,230	1,662,765	1,662,765
Subtotal	1,413,860	1,614,970	1,603,230	1,662,765	1,662,765
Supplies and Services					
Purchased Services	7,230	2,241	-	-	-
Supplies and Materials	10,650	-	6,600	10,000	10,000
Capital Expenditures	-	3,059	-	-	-
Other Expenditures	-	-	-	-	-
Subtotal	17,880	5,300	6,600	10,000	10,000
TOTAL	1,431,740	1,620,270	1,609,830	1,672,765	1,672,765

AUTHORIZED STRENGTH

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Commander	1.00	1.00	1.00	1.00	1.00
Police Officer	4.00	4.00	5.00	6.00	6.00
Community Services Officer	1.00	1.00	1.00	1.00	1.00
Cold Case Investigator (PT)	0.45	0.45	0.45	0.45	0.45
Community Service Aide (6 PT)	1.80	1.80	2.70	2.70	2.70
TOTAL	8.25	8.25	10.15	11.15	11.15

POLICE DEPARTMENT

FY 2020-2021 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 (4) Police Officers (Detectives) and (1) Commander. Police Officers assigned to the Investigations Division include (4) detectives assigned to criminal investigations, and (1) Part-time/ Grant Funded Detective Investigating "Cold Case" Homicides.

Up to 6 (0.4 FTE) Permanent Part-Time positions assigned to Parking Enforcement, 1 Community Service Officer assigned to Crime Analysis/Crime Prevention.

SIGNIFICANT CHANGES

FY 2019-2020 to FY 2020-2021 Budget:

The increase of \$62,935 (3.9%) from the Adopted FY 19-20 Budget to the Baseline FY 20-21 Budget is primarily due to personnel cost increases (\$60,000) and minor supplies.

No change from the Baseline FY 20-21 Budget to the Adopted FY 20-21.

Fiscal Year (FY)	Budget	\$ Change from Previous FY	% Change from Previous FY
2019-20 Adopted	\$1,609,830		
2020-21 Baseline	\$1,672,765	\$62,935	3.9%
2020-21 Proposed	\$1,672,765	\$0	0.0%

POLICE DEPARTMENT

FY 2020-2021 Budget

Investigations Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Supporting City Planners work on Medical Marijuana growing & delivery ordinance	1. Completed
2. Reorganization of case and evidence files	2. On-Going
3. Train New CSA's on proper procedures related to citation, report & community policing	3. Completed
4. Train New Detectives for CID	4. On-Going
5. Streamline cross-reports tracking and follow up procedures	5. Completed

This Page Intentionally Left Blank

POLICE DEPARTMENT

FY 2020-2021 Budget

Operations Division

Division Summary

SOURCES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
General Fund					
Charges/Fees for Services	87,690	105,860	85,500	75,500	75,500
Assigned Funds	3,685	6,015	-	-	-
Use of Resources	4,772,605	4,962,690	6,133,170	6,143,335	6,080,335
Special Revenue Funds	-	9,440	50,000	211,990	211,990
Capital Project Fund	-	-	-	-	-
Enterprise Funds	-	-	-	-	-
Successory Agency Trust Fund	-	-	-	-	-
TOTAL	4,863,980	5,084,005	6,268,670	6,430,825	6,367,825

EXPENDITURES BY DIVISION

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Operations Division	4,863,980	5,084,005	6,268,670	6,430,825	6,367,825
TOTAL	4,863,980	5,084,005	6,268,670	6,430,825	6,367,825

CHARACTER OF EXPENDITURES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Personnel					
Salaries and Benefits	4,744,570	4,953,188	6,148,170	6,307,325	6,247,825
Subtotal	4,744,570	4,953,188	6,148,170	6,307,325	6,247,825
Supplies and Services					
Purchased Services	5,200	7,876	500	-	-
Supplies and Materials	114,210	116,925	120,000	123,500	120,000
Capital Expenditures	-	6,015	-	-	-
Other Expenditures	-	-	-	-	-
Subtotal	119,410	130,816	120,500	123,500	120,000
TOTAL	4,863,980	5,084,005	6,268,670	6,430,825	6,367,825

AUTHORIZED STRENGTH

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 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	24.00	24.00	23.00	22.00	23.00
TOTAL	29.00	29.00	28.00	27.00	28.00

POLICE DEPARTMENT

FY 2020-2021 Budget

Operations Division Summary

SERVICE DESCRIPTION

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

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

SIGNIFICANT CHANGES

FY 2019-2020 to FY 2020-2021 Budget:

The increase of \$162,155 (2.6%) from the Adopted FY 19-20 Budget to the Baseline FY 20-21 Budget is primarily due to personnel costs (\$160,000) related to adding a grant-funded school resource officer and minor supplies.

The decrease of \$63,000 (1.0%) from the Baseline FY 20-21 Budget to the Adopted FY 20-21 Budget is due to proposals to reduce overtime by suspending National Night Out and the Annual Holiday Toy Drive Giveaway, and suspend overtime-related community policing activities such as celebrations, graduations, and school reading programs.

Fiscal Year (FY)	Budget	\$ Change From Previous FY	% Change From Previous FY
2019-20 Adopted	\$6,268,670		
2020-21 Baseline	\$6,430,825	\$162,155	2.6%
2020-21 Proposed	\$6,367,825	(\$63,000)	-1.0%

POLICE DEPARTMENT

FY 2020-2021 Budget

Operations Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Assigned vehicles for improved fleet maintenance and accountability	1. Completed
2. Crisis Intervention Training for New Officers	2. Completed
3. Major Accident Investigation Team (MAIT) training	3. Completed
4. Firearms Force on force training exercise	4. Continuous
5. Active shooter practical training exercise	5. Continuous
6. Implement Body worn camera use	6. Completed

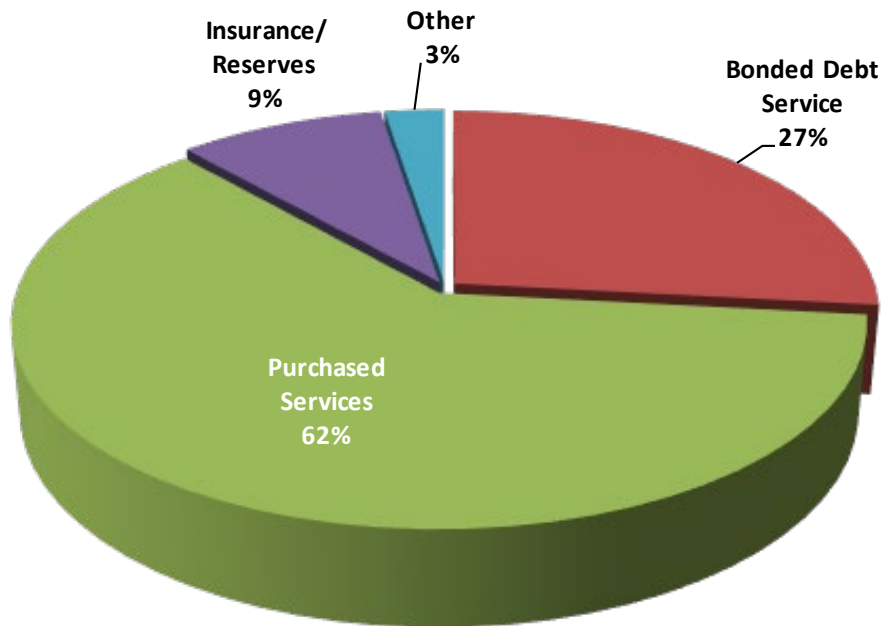
This Page Intentionally Left Blank

NON-DEPARTMENTAL

FY 2020-2021 Budget

FY 2020-21
Operating \$6,104,315

CHARACTER OF EXPENDITURES



NON-DEPARTMENTAL

FY 2020-2021 Budget

Department Summary

SOURCES

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
General Fund					
Charges/Fees for Services	-	-	-	-	-
Assigned Funds	292,310	295,540	750,200	970,635	910,635
Use of Resources	371,965	410,645	843,200	607,150	596,040
Special Revenue Funds	253,800	273,810	255,900	247,610	247,610
Capital Project Fund	400	(6,105)	-	-	-
Enterprise Funds	2,292,040	2,590,930	2,529,900	2,652,110	2,652,110
Successory Agency Trust Fund	710,535	649,010	1,727,000	1,697,970	1,697,920
	3,921,050	4,213,830	6,106,200	6,175,475	6,104,315

EXPENDITURES BY DEPARTMENT

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2020-21 Baseline	FY 2020-21 Adopted
Capital Technology/Depreciation*	198,380	201,995	140,000	81,500	81,500
Subtotal	198,380	201,995	140,000	81,500	81,500
Debt Service and Related (Successor)	697,770	638,510	1,661,500	1,632,420	1,632,420
Subtotal	697,770	638,510	1,661,500	1,632,420	1,632,420
Insurance and Settlements	242,825	222,005	460,000	615,000	555,000
Subtotal	242,825	222,005	460,000	615,000	555,000
Other Non-Departmental					
Purchased Services	2,732,560	3,093,010	3,454,000	3,768,555	3,757,895
Benefits and Other Reserves	-	-	280,000	-	-
Supplies and Materials	34,815	46,360	40,200	10,000	10,000
Low Income Housing Advances	-	-	60,000	60,000	60,000
Other Charges	14,700	11,950	10,500	8,000	7,500
Subtotal	2,782,075	3,151,320	3,844,700	3,846,555	3,835,395
TOTAL	3,921,050	4,213,830	6,106,200	6,175,475	6,104,315

Detail of Major Purchased Services:

Residential Garbage Services	2,081,670	2,355,960	2,500,000	2,625,000	2,625,000
Street Sweeping Services	149,150	149,155	160,000	157,500	157,500
Leases and Other Property Services	164,385	172,285	256,600	208,310	206,810
JPA Dues & Other Memberships	261,340	294,415	335,800	425,500	418,500
County Property Tax Administration	63,280	79,500	91,600	88,110	85,950
IT and Other Miscellaneous	12,735	41,695	110,000	264,135	264,135
Total	2,732,560	3,093,010	3,454,000	3,768,555	3,757,895

*Excludes Major Capital Improvement Projects of \$936,815 and Departmental Capital Equipment

Miscellaneous

Introduction

This section contains the following items of interest:

- MISC- 2: Resolution No. 83-2020 Adopting the FY 2020-21 Revenue and Expenditure Budget
- MISC- 5: Resolution No. 116-2020 Establishing the Appropriation Limit for FY 2020-21
- MISC- 12: FY 2020-21 Capital Improvements
- MISC- 13: FY 2020-21 Measure P Budget
- MISC- 14: FY 2020-21 Cost Allocation Plan Overhead Charges

RESOLUTION NO. 83 – 2020

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

**ADOPTING THE FISCAL YEAR 2020-21 REVENUE AND
EXPENDITURE BUDGET FOR THE CITY OF EAST PALO ALTO**

WHEREAS, City Council desires a spending plan for the City of East Palo Alto General, Special Revenue, Capital, Fiduciary, and Enterprise Funds in order to account for Fiscal Year 2020-21 anticipated revenues and to appropriate projected expenditures; and

WHEREAS, the City of East Palo Alto Municipal Code Section 3.08.110 requires the adoption of an annual budget no later than June 30, 2020, prior to the beginning of the fiscal year; and

WHEREAS, the City Council held COVID-19 Information Sessions and Budget hearing sessions between April 7, 2020 and June 4, 2020, including a final Budget Hearing on this date whereby such hearings were held to discuss the City's anticipated revenues and expenditure programs and to obtain public comment regarding the Fiscal Year 2020-21 Budget excluding new capital funding; and

WHEREAS, such public hearings were duly noticed not less than seven days nor more than twenty-one days prior to the first hearing held on June 2, 2020, in accordance with East Palo Alto Municipal Code Section 3.08.070

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

1. Adopts the FY 2020-21 Budget as follows:

CITY OF EAST PALO ALTO
FY 2020-21 ADOPTED BUDGET SUMMARY BY FUND

Fund	Description	Operating		Capital Improvement Plan	Operating Transfers		Net Change Fund Balance
		Revenues	Expenditures		In	Out	
10	General Fund	\$ 24,380,000	\$ (22,415,120)	\$ (800,000)	\$ 94,500	\$ (2,599,380)	\$ (1,340,000)
11	IT Replacement Fund	\$ -	\$ (1,123,290)	\$ -	\$ 1,123,290	\$ -	\$ -
12	Equipment & Vehicles	\$ -	\$ (110,000)	\$ -	\$ 50,000	\$ -	\$ (60,000)
13	Self Insurance	\$ 125,000	\$ (645,000)	\$ -	\$ 420,000	\$ -	\$ (100,000)
15	Contingency Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16	Community Benefit Fund	\$ 50,000	\$ (50,000)	\$ -	\$ -	\$ -	\$ -
17	Com Dev Pass Thru	\$ 2,284,500	\$ (2,190,000)	\$ -	\$ -	\$ (94,500)	\$ -
99	Emergency Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	ELIMINATING ENTRY	\$ -	\$ -	\$ -	\$ (1,687,790)	\$ 1,687,790	\$ -
	TOTAL GENERAL FUND	\$ 26,839,500	\$ (26,533,410)	\$ (800,000)	\$ -	\$ (1,006,090)	\$ (1,500,000)
201	State Gas Tax	\$ 1,071,025	\$ (702,225)	\$ (540,000)	\$ 64,500	\$ -	\$ (106,700)
202	Measure A	\$ 511,000	\$ (3,220)	\$ -	\$ -	\$ -	\$ 507,780
203	NPDES	\$ 244,500	\$ (499,030)	\$ -	\$ 254,530	\$ -	\$ -
204	Rent Stabilization	\$ 534,000	\$ (659,760)	\$ -	\$ -	\$ -	\$ (125,760)
206	Park In Lieu	\$ 1,000	\$ (5,250)	\$ -	\$ -	\$ -	\$ (4,250)
207	Housing In Lieu	\$ 20,000	\$ (57,330)	\$ -	\$ -	\$ -	\$ (37,330)
209	Housing Assistance Program	\$ 6,000	\$ (35,250)	\$ -	\$ -	\$ -	\$ (29,250)
213	Police Grants	\$ 126,000	\$ (146,460)	\$ -	\$ -	\$ -	\$ (20,460)
215	Misc Federal and State Grants	\$ 222,250	\$ (222,250)	\$ -	\$ -	\$ -	\$ -
217	Residential IF	\$ 2,454,800	\$ -	\$ -	\$ -	\$ -	\$ 2,454,800
218	Affordable Housing TOT	\$ 125,750	\$ -	\$ -	\$ -	\$ -	\$ 125,750
219	Measure HH	\$ 1,682,280	\$ (234,595)	\$ -	\$ -	\$ -	\$ 1,447,685
220	Lo-Mod Housing Successor	\$ 72,500	\$ (1,200,770)	\$ -	\$ 343,955	\$ -	\$ (784,315)
221	Lighting District	\$ 630,100	\$ (206,785)	\$ -	\$ -	\$ -	\$ 423,315
222	Drainage District	\$ 134,145	\$ (212,250)	\$ -	\$ 78,105	\$ -	\$ -
230	Local Grants	\$ 212,990	\$ (381,990)	\$ -	\$ -	\$ -	\$ (169,000)
231	CYSFF Grant Fund	\$ 120,750	\$ (288,040)	\$ -	\$ -	\$ -	\$ (167,290)
233	Silicon Valley Community	\$ 1,000	\$ (29,270)	\$ -	\$ -	\$ -	\$ (28,270)
234	County Measure W	\$ 203,500	\$ (31,685)	\$ (171,815)	\$ -	\$ -	\$ -
301	Capital Improvement Fund	\$ 50,000	\$ (315,000)	\$ -	\$ 265,000	\$ -	\$ -
303	Capital Grant	\$ 29,150	\$ (29,150)	\$ -	\$ -	\$ -	\$ -
305	Parks & Trails	\$ 253,000	\$ -	\$ -	\$ -	\$ -	\$ 253,000
306	Public Facilities	\$ 443,200	\$ -	\$ -	\$ -	\$ -	\$ 443,200
307	Transportation	\$ 1,614,600	\$ -	\$ -	\$ -	\$ -	\$ 1,614,600
309	RBD-O Storm D	\$ 157,500	\$ -	\$ -	\$ -	\$ -	\$ 157,500
510	Water Service Fund	\$ 344,000	\$ (255,865)	\$ -	\$ -	\$ -	\$ 88,135
511	Water Capital Fund	\$ 557,000	\$ (100,000)	\$ -	\$ -	\$ -	\$ 457,000
512	Water Meter Fund	\$ 304,000	\$ -	\$ -	\$ -	\$ -	\$ 304,000
513	Water Capacity Fee Fund	\$ 670,415	\$ -	\$ -	\$ -	\$ -	\$ 670,415
520	Garbage Service Fund	\$ 2,704,000	\$ (2,859,990)	\$ -	\$ -	\$ -	\$ (155,990)
	CITY OPERATING FUNDS	\$ 42,339,955	\$ (35,009,575)	\$ (1,511,815)	\$ 1,006,090	\$ (1,006,090)	\$ 5,818,565
705	Successor Agency Trust Fund	\$ 3,325,000	\$ (1,737,920)	\$ -	\$ -	\$ -	\$ 1,587,080
	SUCCESSOR AGENCY TRUST	\$ 3,325,000	\$ (1,737,920)	\$ -	\$ -	\$ -	\$ 1,587,080
	TOTAL OF ALL FUNDS	\$ 45,664,955	\$ (36,747,495)	\$ (1,511,815)	\$ 1,006,090	\$ (1,006,090)	\$ 7,405,645

2. Authorizes the use of available Reserve Balances totaling \$3,128,615 and the Finance Director asserts such funds are available, in order to fund certain General Fund operations, capital improvements and other restricted fund deficits, as follows:

FY 2020-21 Budgeted Use of Fund Reserves		
Fund	Description	Net Change Fund Balance
10	General Fund	\$ (1,340,000)
12	Equipment & Vehicles	\$ (60,000)
13	Self Insurance	\$ (100,000)
TOTAL GENERAL FUND		\$ (1,500,000)
201	State Gas Tax	\$ (106,700)
204	Rent Stabilization	\$ (125,760)
206	Park In Lieu	\$ (4,250)
207	Housing In Lieu	\$ (37,330)
209	Housing Assistance Program	\$ (29,250)
213	Police Grants	\$ (20,460)
220	Lo-Mod Housing Successor	\$ (784,315)
230	Local Grants	\$ (169,000)
231	CYSFF Grant Fund	\$ (167,290)
233	Silicon Valley Community	\$ (28,270)
520	Garbage Service Fund	\$ (155,990)
OTHER CITY FUNDS		\$ (1,628,615)
TOTAL OF ALL FUNDS		\$ (3,128,615)

BE IT FURTHER RESOLVED that, collectively, such appropriations are passed and adopted as the "FY 2020-21 Adopted Budget."

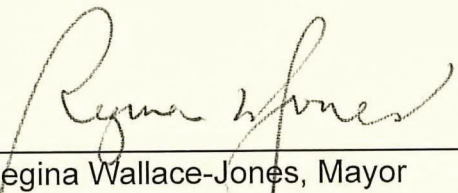
PASSED AND ADOPTED this 16th day of June 2020, by the following vote:

AYES: Abrica, Gauthier, Moody, Romero, and Wallace-Jones

NOES:

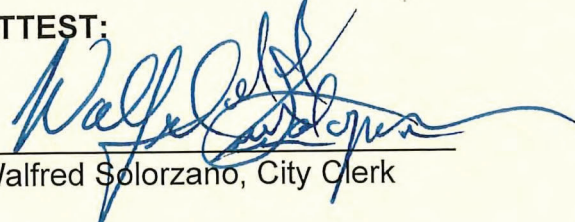
ABSENT:

ABSTAIN:

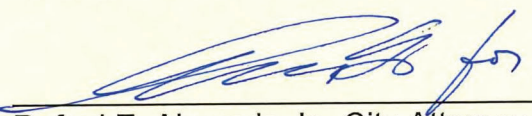


 Regina Wallace-Jones, Mayor

APPROVED AS TO FORM

ATTEST:


 Walfred Solorzano, City Clerk



 Rafael E. Alvarado Jr., City Attorney

RESOLUTION NO. 116 – 2020

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

ESTABLISHING AN APPROPRIATION LIMIT OF \$33,843,252
FOR FISCAL YEAR 2020-21

WHEREAS, the City of East Palo Alto (“City”) is required to adopt a limit on appropriations subject to a formula outlined in Article XIII B of the California Constitution; and

WHEREAS, the California Constitution also requires a method of inflation be chosen; and

WHEREAS, due to COVID-19 pandemic, the cost of living factor related to growth in nonresidential assessment valuation was not calculated nor made available by the San Mateo County Assessor’s Office; and

WHEREAS, the City elects to use the following factors relevant to the calculation of the Appropriation Limit for FY 2020-21:

- Per Capita Personal Income Change: +3.73% (+ Three Point Seven Three Percent)
- County of San Mateo Population Adjustment: -0.13% (- Point Thirteen Percent)

WHEREAS, a resolution establishing the annual appropriation limit is to be adopted at a regularly scheduled meeting or noticed special meeting of the City Council (“City Council”); and

WHEREAS, the City Council held public hearings and adopted the Fiscal Year 2020-21 budget on June 16, 2020; and appropriations therein were determined within the estimated appropriation limit (excluding the Proposition 111 considerations unavailable at budget adoption, and remaining unavailable to date due to the COVID-19 pandemic; and

WHEREAS, a determination of the FY 2020-21 Appropriations Limit has been made available to the public fifteen days prior to the meeting held herein.

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

1. Establishes that the Appropriation Limit for Fiscal Year 2020-21 shall be and is hereby set at \$33,843,252 pursuant to **Exhibit A** attached hereto and incorporated herein by this reference; and
2. Finds that the City of East Palo Alto complies with the provisions of Article XIII B of the California Constitution, as the Appropriation Limit of \$33,843,252 exceeds the Appropriations Subject to Limitation calculated in the amount of \$24,769,003 by \$9,074,249.

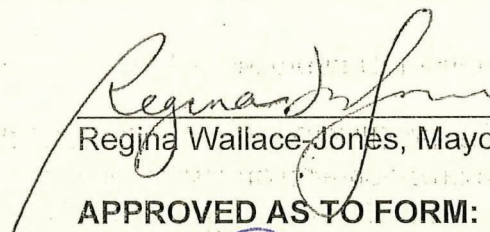
PASSED AND ADOPTED this 1st day of September 2020, by the following vote:

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

NOES:

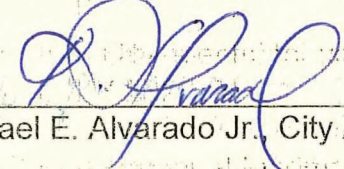
ABSENT:

ABSTAIN:



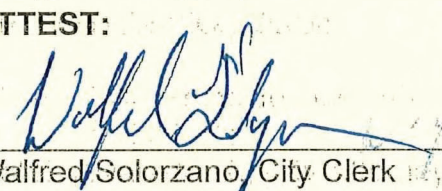
Regina Wallace Jones, Mayor

APPROVED AS TO FORM:



Rafael E. Alvarado Jr., City Attorney

Regina Wallace Jones, Mayor

ATTEST:


Walfred Solorzano, City Clerk

Walfred Solorzano, City Clerk

Rafael E. Alvarado Jr., City Attorney

CITY OF EAST PALO ALTO
 Appropriation Limitation Calculation
 2020-21

EXHIBIT A

Executive Summary

An annual calculation of the City's appropriation limitation is required by Article XIII B of the California Constitution. City expenditures may increase only in relation to changes in per capita income or growth in non-residential assessment valuation, whichever is greater, and the population change for the City or County, whichever is greater. Due to COVID-19, the factor related to growth in non-residential assessment valuation was not calculated and made available by the San Mateo County Assessor's Office. This factor is not estimated as a significant difference in determination of Appropriation Limit.

The City's 2020-21 budget appropriations that are subject to limitation are \$9,074,249 million under the limitation as shown below:

I. Determination of Appropriation Limit:

2020-21 Appropriation Limit (Schedule 3)	\$	33,843,252
--	----	------------

II. Determination of Appropriations Subject to Limitation:

2020-21 Revenue Sources for Appropriations (Schedule 2)	\$	45,664,955
Deductions of Exempt Revenues and Qualified Capital (Schedule 1)		<u>(20,895,952)</u>
2020-21 Appropriations Subject to Limitation (Schedule 1)	\$	<u>24,769,003</u>

III. Amount Under/(Over) Appropriation Limit (I-II)	\$	<u>9,074,249</u>
---	----	------------------

IV. Remaining Capacity as a Percent of FY 2020-21 Limit ¹		<u>26.81%</u>
--	--	---------------

¹ Remaining capacity as a percent of limit is approximately 15% higher than expected due to COVID-19.

CITY OF EAST PALO ALTO
CALCULATION OF APPROPRIATIONS SUBJECT TO LIMITATION
2020-21

Total Revenue Sources For Appropriations (Schedule 2)	<u>\$ 45,664,955</u>
<u>Exclusions:</u>	
Non-Proceeds of Taxes (Schedule 2)	(20,895,952)
Qualifying Capital Outlay	-
Total Exclusions	<u>(20,895,952)</u>
Net Revenue Sources Subject to Limitation	<u><u>\$ 24,769,003</u></u>

CITY OF EAST PALO ALTO
SUMMARY OF REVENUES-BY CATEGORY
2020-21

SCHEDULE 2

	Budgeted Proceeds of Tax	Budgeted Non-Proceeds of Tax	Total Revenues
Taxes			
Property Taxes	\$ 15,542,245	\$ 3,320,000	\$ 18,862,245
Sales and Use Tax	3,850,000	-	3,850,000
Utility Users Tax	1,380,000	-	1,380,000
Transient Occupancy Tax	1,187,500	-	1,187,500
Other Taxes	2,667,280	1,766,525	4,433,805
	<u>\$ 24,627,025</u>	<u>\$ 5,086,525</u>	<u>\$ 29,713,550</u>
Franchise Fees			
Franchise Fees	\$ -	\$ 965,000	\$ 965,000
Licenses, Fees, and Permits			
Building and Other Permits	\$ -	\$ 1,000,000	\$ 1,000,000
Rent Stabilization Fees	-	530,000	530,000
NPDES	-	130,000	130,000
CCAG Measure M Vehicle Fee	-	108,500	108,500
Development Impact Fees	-	5,585,515	5,585,515
	<u>\$ -</u>	<u>\$ 7,354,015</u>	<u>\$ 7,354,015</u>
Fines and Forfeitures			
Vehicle Code and Parking Fines	\$ -	\$ 355,000	\$ 355,000
Other Fees and Fines	-	40,000	40,000
	<u>\$ -</u>	<u>\$ 395,000</u>	<u>\$ 395,000</u>
Grants and Intergovernmental			
California SLESF	\$ -	\$ 125,000	\$ 125,000
Ravenswood School District	-	211,990	211,990
California Department of Aging	-	52,250	52,250
California SB2	-	160,000	160,000
California Beverage Recycle	-	10,000	10,000
Subventions and Reimbursements	-	54,150	54,150
	<u>\$ -</u>	<u>\$ 613,390</u>	<u>\$ 613,390</u>
Charges for Current Services			
Solid Waste and Recycling Charges	\$ -	\$ 2,400,000	\$ 2,400,000
Water Capital Replacement Fees	-	850,000	850,000
Building Charges	-	165,000	165,000
Engineering Charges	-	360,000	360,000
Planning Charges	-	1,514,500	1,514,500
Police Services	-	35,500	35,500
Miscellaneous Charges	-	14,500	14,500
	<u>\$ -</u>	<u>\$ 5,339,500</u>	<u>\$ 5,339,500</u>

CITY OF EAST PALO ALTO
SUMMARY OF REVENUES-BY CATEGORY
2020-21

SCHEDULE 2

	Budgeted Proceeds of Tax	Budgeted Non-Proceeds of Tax	Total Revenues
Use of Money and Property (ex. Interest)			
Loan Interest	\$ -	\$ 79,245	\$ 79,245
Facility Use and Leases	-	350,000	350,000
Penalties	-	26,000	26,000
	<u>\$ -</u>	<u>\$ 455,245</u>	<u>\$ 455,245</u>
Other Miscellaneous			
Solid Waste Reimbursements	\$ -	\$ 300,000	\$ 300,000
Loan Proceeds and Reimbursements	-	242,500	242,500
Other	-	25,000	25,000
	<u>\$ -</u>	<u>\$ 567,500</u>	<u>\$ 567,500</u>
Operating Budget Subtotal	\$ 24,627,025	\$ 20,776,175	\$ 45,403,200
Percent of Total	54.24%	45.76%	100.00%
Interest Allocation	\$ 141,978	\$ 119,777	\$ 261,755
TOTAL	\$ 24,769,003	\$ 20,895,952	\$ 45,664,955

CITY OF EAST PALO ALTO
 APPROPRIATIONS LIMIT COMPUTATION
 CUMULATIVE GROWTH RATE
 2020-21

FISCAL YEAR	BEGINNING LIMIT	POPULATION FACTOR	PER CAPITA INCOME FACTOR	ASSESSED VALUATION CHANGE FACTOR	ENDING LIMIT
2005-06	10,941,091	1.0123	N/A	1.3297	14,727,314
2006-07	14,727,314	1.0100	1.0396	N/A	15,463,621
2007-08	15,463,621	1.0139	1.0442	N/A	16,371,558
2008-09	16,371,558	1.0126	N/A	1.0920	18,103,000
2009-10	18,103,000	1.0121	N/A	1.1120	20,374,116
2010-11	20,374,116	1.0117	N/A	1.0080	20,777,393
2011-12	20,777,393	1.0080	N/A	0.9810	20,545,684
2012-13	20,545,684	1.0098	1.0377	N/A	21,529,194
2013-14	21,529,194	1.0109	1.0512	N/A	22,878,172
2014-15	22,878,172	1.0117	N/A	1.1160	25,830,765
2015-16	25,830,765	1.0100	1.0382	N/A	27,085,675
2016-17	27,085,675	1.0091	1.0537	N/A	28,799,892
2017-18	28,799,892	1.0056	1.0369	N/A	30,029,838
2018-19	30,029,838	1.0065	N/A	1.0379	31,369,806
2019-20	31,369,806	1.0028	1.0385	N/A	32,668,760
2020-21	32,668,760	0.9987	1.0373	N/A	33,843,252

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

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

FY 2020-2021 Capital Improvement Funding

PROJECT	FUND	SOURCE	TOTAL
Major Improvements	F010	General Fund	\$ 225,000
Sub-total General Fund			\$ 225,000
SB 1 Street Funding	F201	SB1 Funds	\$ 540,000
Sub-total State Gas Tax			\$ 540,000
Street Funding	F234	Measure W	\$ 171,815
Sub-total Measure W			\$ 171,815
TOTAL FY 2020-21 PROPOSED CIP FUNDING			\$ 936,815

Note:

Major CIP does not include technology asset replacement of \$81,500.

FY 2020-2021 Measure P Budget

	<i>FY 2019-20</i> <i>Adopted</i>	<i>FY 2020-21</i> <i>Adopted</i>
Measure P Local TUT	\$ 1,750,000	\$ 1,300,000
CD Director	235,325	205,660
FIT-Clean Zones:		
Community Service Aides	43,000	45,300
Project WeHope	7,000	-
Capital Transfers:		
Unallocated	1,350,000	225,000
	1,635,325	475,960
Net Available - Other General Purposes	\$ 114,675	\$ 824,040

FY 2020-2021 Cost Allocation Plan Overview Charges

Allocating	General F010	State Tax F201	Gas Measure A F202	NPDES F203	Rent Stabilization F204	Par in Lieu Fees F206	Lighting in District F207	Drainage District F222	CYSFF TOT F231	Water Lease F510	Garbage Service F520	Trust and Agen F705
Facilities	2,555											
Counselling	1,580											
City Council	30,255	5,400	70	2,520	710	3,300	1,250	1,715	1,130	1,000	1,700	
City Attorney	152,500	13,555	245	8,500	3,400	780	5,705	4,500	3,810	13,700	4,005	
City Manager	125,870	24,320	370	12,000	24,540	11,735	1,050	7,100	5,785	22,500	7,570	
City Clerk	32,010	5,535	40	1,700	7,000	840	1,750	2,280	300	475	2,410	
Human Resources	2,445	2,480		1,210	2,300		1,240	1,240	18,075		2,270	
Finance	53,410	11,700		5,700	13,770		5,830	5,830			10,400	
Maintenance	131,850	30,700	540	21,050	25,000	400	8,700	8,540	12,550	11,220		
Non-Department	17,215						17,215					
Administration	85,180	14,100	320	11,300	3,400	400	4,320	3,480	5,070	4,825	4,050	
Non-Department	25,200	5,520		2,800	510		2,700	2,700		5,030		
City Clerk	1,050	4,150		2,025	4,200		2,080	2,080		3,750		
City Clerk	3,575	780		380	250		300	300		710		
Non-Department	18,250	4,070		1,750	4,800		2,035	2,035		3,710		
Administration	47,150			15,750	31,400							
Successor Charges	33,000											33,000
Total	833,410	123,165	1,585	72,180	244,095	5,250	43,430	86,295	43,040	66,825	57,215	33,000

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 pass by the voters on the November 2006 ballot that calls for a 10 year special tax on all City parcels. Revenue generated from such tax will be used for public safety and crime prevention programs.

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

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

OPERATING BUDGET - Annual appropriation of funds for on-going program costs, including salaries and benefits, services and supplies, debt service and capital outlay.

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

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

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

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

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

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

OVERSIGHT BOARD – this board provides some oversight to the Successor Agency (see definition) and has the fiduciary responsibility to

holders of enforceable obligations and the taxing entities that benefit from the distribution of the revenues, especially property tax revenue.

PERFORMANCE MEASURE- An annual indicator of achievement or measures of prediction for a program of work unit as defined in the organization of the budget. Measures may be expressed as a number count, fraction, or a percent of achievement related to the size of the problem or service being provided.

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

PERS - Public Employees' Retirement System.

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

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

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

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

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

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

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

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

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

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

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

SERVICES - Expenditures/expenses for services.

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

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

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

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

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

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

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

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

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

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

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

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

and families services and another 10% for housing services for the residents of East Palo Alto.

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

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

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

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

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

VLF - See Motor Vehicle In-Lieu Fee.

This Page Intentionally Left Blank