



CITY OF EAST PALO ALTO

**ADOPTED BUDGET
2021-2022**



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FY 2021-2022 Budget

Mayor



Carlos Romero

Vice Mayor



Ruben Abrica

Council Members



Lisa Gauthier



Antonio López



Regina Wallace-Jones

MISSION STATEMENT

The City of East Palo Alto provides responsive, respectful, and efficient public services to enhance the quality of life and safety for its multi-cultural community.

Executive Staff

Executive Staff

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 (PIO)
City Clerk's Office

Marie McKenzie, Administrative Services Director
Administrative Services Department

Brenda Olwin, Finance Director
Finance Department

Amy Chen, Community Development Director
Community and Economic Development

Kamal Fallaha, Public Works Director
Public Works

Albert Pardini, Police Chief
Police Department

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CITY OF EAST PALO ALTO

OFFICE OF THE CITY MANAGER

2415 UNIVERSITY AVENUE
EAST PALO ALTO, CA 94303

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

As the City embarks on the second budget season since the global spread of COVID-19, we remain deeply immersed in pandemic response efforts and attending to the impacts of our shared community experiences. If grappling with the COVID-19 pandemic has revealed anything, it is most simply that the impacts are as multi-directional and sweeping in form as is the virus itself.

From a resident service perspective, the City's strategic resource planning, targeted budget reductions, and healthy reserve levels enabled the city to weather the abrupt economic disruption without a decrease in service levels, while also supporting robust community response efforts – a first in East Palo Alto's fiscal history.

The adopted budget reflects the City's philosophy of keeping community service levels intact, however realized revenue losses and sustained suppression of revenues challenges the ability to maintain this philosophy. The city proposes targeted use of Federal American Rescue Plan Act Funding for pandemic response, lost revenue replacement, temporary resources to backfill pandemic workload and diversion, and community housing response. The City's pandemic response is a caring and sustained effort aimed at ensuring our residents are well-informed, have access to familiar assistance, and experience low barriers to testing and vaccination resources.

The city budget also reflects bold initiatives for increased parks activation, improved oversight of utility enterprises and customer service, increased housing services, and responding to new State policing mandates. These initiatives bring attention to the changing needs of the community and organization.

COVID-19 Budget Framework

The framework for considering the second year of COVID-19 fiscal implications is as follows:

1. Changes in social behaviors, consumer consumption and buying patterns, and work habits sustains disruption in the office, retail, and hospitality industries.
2. Long-term economic "scarring" combined with potential innovative or destructive industry disruption is evolving and unknown, resulting in heightened and sustained revenue uncertainty.
3. Brisk economic recovery supported by federal fiscal stimulus and successful pharmaceutical intervention measures.
4. American Rescue Plan Act Funds actively budgeted within consideration of funding guidelines.

5. Despite possibility, no assumption of significant health mitigation measures or sustained, disruptive economic activity that might result in regression of current recovery trends.

FY 2021-22 Adopted Budget

FY 21-22 Budget (In Thousands)						
Description	General Fund / Reserves	Capital Funds	Special Revenue Funds	Enterprise Funds	Total City Funds	Successor Trust
Total Revenues	\$ 28,920	\$ 271	\$ 9,802	\$ 3,996	\$42,989	\$ 4,222
Total Expenditures	(29,398)	(377)	(7,828)	(3,815)	(41,418)	(1,686)
Net Sources / (Uses)	(478)	(106)	1,974	181	1,571	2,536
Net Transfers	478	221	(699)	-	-	-
Change in Fund Balance	-	115	1,275	181	1,571	2,536

The FY 2021-22 Adopted Budget (excluding Successor Trust) reflects total revenues of \$43M and total expenditures of \$41.4M resulting in positive net change in fund balance of \$1.6M across all funds.

Balancing the General Fund remains an on-going challenge. An initial baseline deficit of \$2.4M was ultimately balanced primarily due to capital expenditure deferrals, allocation of qualified operating costs directly to the American Rescue Plan Act (ARPA) Fund, and approximately \$1.3M in ARPA transfers. Targeting reductions to improve the General Fund baseline deficit proved more challenging in the second year of suppressed resources particularly due to extremely low vacancies and new staff positions adopted to meet key mandates and strategic priorities of Council. Increased staff levels recommended by the City Manager rely heavily on assumptions the State will repay lost property tax revenues and other impacted revenues will recover.

We further note the budget does not reflect: (1) supplemental program requests totaling nearly \$1.2M related to Police traffic division and additional maintenance staff; (2) unfunded Capital Improvement Plan project requests including mandated Department of Justice radio encryption (\$0.5M), City Hall tenant improvements (\$1.4M), and San Francisquito Creek JPA Reach II additional funding (\$2.5M); (3) cost, project oversight, and support to implement new information system; and (4) funding of all listed Strategic Priorities.

Addressing Suppressed Resource Impacts, General Fund Deficits, 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.

The Adopted FY 2021-22 budget diverges significantly from the City’s desired fiscal resiliency framework and includes additional staff to support strategic and community demands. These initiatives illustrate the changing requirements of the organization to meet new service demands and

mandates, and we soberly recognize the potential long-term implications of additional staff resources at the same time the City is grappling with a baseline General Fund deficit and uncertain trajectory of resource recovery from COVID-19. The current ARPA funding allows City management a brief window of time to maintain services and propose long-term balancing solutions.

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

Respectfully Submitted,



Jaime Fontes
City Manager



Brenda Olwin
Finance Director

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How to Use the Budget Document

The East Palo Alto Budget Document is a spending plan for the financial, human, and capital resources available to the City. Through these resources, services are provided to meet the needs of the East Palo Alto residents. The City Council and City staff address the community's needs and priorities through the planning process which, in turn, culminates in the budget document as a fiscal spending plan. The budget document balances not only revenues and expenditures, but also community priorities and interests. The Budget Document is divided into eight major sections:

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

The City Manager's Message

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

How to Use the Budget Document

Below is a summary of the sections within the document, describing how each section may be used effectively to understand the make-up of the document.

The City Council's Strategic Plan

The City Council's Strategic Plan sets the goals and objectives for the organization. It provides Council direction on a variety of initiatives to be accomplished over a two-year period and informs the work plan and budget of the Departments tasked with achieving the initiatives pending resource availability.

Organizational Summary Information

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

Financial Summary Information

This section contains the FY 2021-22 Budget, by fund and fund group-type, including narrative on the purpose of each budgeted fund and projection of fund balance:

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

Departmental Budgets

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

Miscellaneous

This section contains the major capital project funding, detail Measure P funding, the Appropriation Limit calculated for FY2021-22 and the budget adoption resolutions.

Glossary

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

**CITY COUNCIL
STRATEGIC PRIORITIES
FY 2021-22 Budget**

Priority A. Enhance Community Services and Parks for Residents

- Goal A.1. Foster Community Cultural Events & Activities
- Goal A.2. Completion of a Parks Master Plan

Priority B. Establish/Implement a Transportation Mobility Plan

- Goal B.1. Develop a Comprehensive Transportation and Mobility Plan
- Goal B.2. Expand Pedestrian/Bicycle Facilities and Interconnectivity
- Goal B.3. Advance the University Overpass Project
- Goal B.4. Investigate University Avenue Improvements/Changes (eg. Congestion Pricing, Tools)

Priority C. Housing & Economic/Workforce Development

- Goal C.1. Develop & Implement Measure HH Employment & First Source Hiring Programs
- Goal C.2. Provide Assistance to Small Local Businesses
- Goal C.3. Continue to Implement the City's Affordable Housing Strategy Through 2023
- Goal C.4. Investigate Potential Ballot Measure to Increase TOT to Support the Housing Trust Fund
- Goal C.5. Engage with Community & Partner Agencies to Improve Educational Resources/Outcomes

Priority D. Ensure Health & Public Safety

- Goal D.1. Enhance Flood Protection for Residents, Businesses, and Property Owners
- Goal D.2. Establish Pilot Traffic Enforcement Division for the Police Department

Priority E. Develop Comprehensive Strategy to Address City's Structural Deficit

- Goal E.1. Address Structural Deficit Through Fiscal Resiliency Measures
- Goal E.2. Develop 25 Year Financial Projections
- Goal E.3. Plan and Implement an Enterprise Resource Planning (ERP) System

Priority F. Develop and Implement a Comprehensive Facilities Master Plan

- Goal F.1. Completion of the City's Comprehensive Facilities Master Plan
- Goal F.2. Investigate Potential Options for Developing County Vacant Property Located on Beech Street
- Goal F.3. Coordinate with the County Library District Regarding Potential New Library in East Palo Alto
- Goal F.4. Develop a Detailed Strategy for the Location of the Future Police Department
- Goal F.5. Complete the City Hall Tenant Improvement Project

Priority G. Improve the City's Water Infrastructure

- Goal G.1. Improve Operations and Infrastructure of Water System
- Goal G.2. Advance Key Water Infrastructure Projects

EAST PALO ALTO CITY COUNCIL PRIORITY WORKPLAN

DEPT: CITY MANAGER'S OFFICE/COMMUNITY & ECONOMIC DEVELOPMENT

LEAD: Marie McKenzie

GOAL ACTION	CC PRIORITY: Enhance Community Services and Parks for Residents	STATUS	FY 2020-2021				FY 2021-2022			
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SP-2

1	GOAL: Foster Community Cultural Events & Activities	STATUS	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.1	Implement Summer Programming for East Palo Alto Residents	Done	X				X			
1.2	Facilitate City Sponsored Events on On-going Basis	Doing	X	X	X	X	X	X	X	X

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

EAST PALO ALTO CITY COUNCIL PRIORITY WORKPLAN

DEPT: PUBLIC WORKS DEPARTMENT

LEAD: Kamal Fallaha

GOAL ACTION	CC PRIORITY: Establish/Implement a Transportation Mobility Plan	STATUS	FY 2020-2021	FY 2021-2022
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S-P-3

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

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

X

3	GOAL: Advance the University Overpass Project	STATUS	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
3.1	Apply for ATP Grant for the University Ave/HWY 101 POC Project	Done		X						
3.2	Apply for Additional Stanford Recreation Mitigation Funds for the Project	Done	X							
3.3	Obtain Caltrans Approval for the Project	Doing				X				

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

EAST PALO ALTO CITY COUNCIL PRIORITY WORKPLAN

DEPT: COMMUNITY AND ECONOMIC DEVELOPMENT

LEAD: P. Heisinger & Amy Chen

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

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

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

4	GOAL: Investigate Potential Ballot Measure to Increase TOT to Support the Housing Trust Fund	STATUS	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
4.1	If Applicable, Obtain Final Direction from Council to Pursue Measure	Done	X							
4.2	Draft Ballot Language	Done	X							
4.3	Submit Appropriate Documents to the County to Finalize Ballot Requirements	Done		X						

5	GOAL: Engage with Community & Partner Agencies to Improve Educational Resources/Outcomes	STATUS	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
5.1	Identify Consultant to Complete an Education Needs Assessment for City	Done	X							
5.2	City Council Consideration of Draft Education Assessment	Doing						X		
5.3	Final Recommendations for City Council Consideration	To Do				X		X		
5.4	Build Relationships with Foundations and Other Philanthropic Organizations to Identify Partnerships	Doing		X	X	X	X	X		

SP-4

EAST PALO ALTO CITY COUNCIL PRIORITY WORKPLAN

DEPT: PUBLIC WORKS DEPARTMENT

LEAD: Kamal Fallaha

GOAL ACTION	CC PRIORITY: Ensure Health & Public Safety	STATUS	FY 2020-2021				FY 2021-2022			
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SP-5

1	GOAL: Enhance Flood Protection for Residents, Businesses, and Property Owners	STATUS	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.1	Project	Doing	X	X			X			
1.2	Implement \$22M Safer Bay Project CALOES/FEMA Grant w/ San Francisquito Creek JPA - Design & Permitting	Doing						X		
1.3	Implement \$22M Safer Bay Project CALOES/FEMA Grant w/ San Francisquito Creek JPA - Construction	To Do							X	X
1.4	Coordinate with City of Palo Alto on the Construction of Newell Street Bridge Replacement Project	Doing								X
1.5	Update Hazard Mitigation Plan	To Do						X		

2	GOAL: Establish Pilot Traffic Enforcement Division for the Police Department	STATUS	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
2.1	Complete Recruitment of Essential Personnel	To Do				X				
2.2	Training & Initiation of Parking Enforcement Program	To Do				X				
2.3	Training & Initiation of Traffic Enforcement Program	To Do			X	X				

EAST PALO ALTO CITY COUNCIL PRIORITY WORKPLAN

DEPT: PUBLIC WORKS DEPARTMENT/CITY MANAGER'S OFFICE

LEAD: K. Fallaha/P. Heisinger

GOAL ACTION	CC PRIORITY: Develop and Implement a Comprehensive Facilities Master Plan	STATUS	FY 2020-2021				FY 2021-2022			
1	GOAL: Completion of the City's Comprehensive Facilities Master Plan	STATUS	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.1	Provide a Plan for City Council Adoption	Doing			X					
1.2	Initiate City Hall/Council Chambers Tenant Improvement Project	Doing				X				
2	GOAL: Investigate Potential Options for Developing County Vacant Property Located on Beech Street	STATUS	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
2.1	Initiate Discussion with County on the Beech Street Property	Done	X							
2.2	Based on Discussions with County, Embark on Process to Solicit Input from the Community	Done		X						
2.3	City Council to Host a Study Session to Discuss Options for Beech Street Property	Done			X					
2.4	If Applicable, Draft Formal Recommendations for City Council Consideration	To Do				X				
3	GOAL: Coordinate with the County Library District Regarding the Potential New Library in East Palo Alto	STATUS	Q1	Q2	X	Q4	Q1	Q2	Q3	Q4
3.1	Initiate Discussion with Goldman Foundation, the Library JPA, and County on Potential New Library	Done	X					X		
3.2	Based on Discussions with Stakeholders, Provide the City Council with Update on Potential New Library	Doing			X					
4	GOAL: Develop a Detailed Strategy for the Location of the Future Police Department	STATUS	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
4.1	Investigate Potential Opportunities for Future Proposed Development Projects	Doing	X							
4.2	Provide the City Council with Update on Options for Future Proposed Development Projects	Doing				X				
5	GOAL: Complete the City Hall Tenant Improvement Project	STATUS	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
5.1	Investigate Potential Partnership Opportunities for Future Development Projects	NEW					X	X		
5.2	Explore Potential of City Becoming Owner (or partial owner) of 2415 University	NEW				X				

SP-7

EAST PALO ALTO CITY COUNCIL PRIORITY WORKPLAN

DEPT: PUBLIC WORKS DEPARTMENT

LEAD: Kamal Fallaha

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

SP-8

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

CITY OF EAST PALO ALTO CITY ORGANIZATIONAL CHART

FY 2021-2022 Budget

RESIDENTS OF EAST PALO ALTO

CITY COUNCIL

CITY ATTORNEY'S OFFICE

BOARDS & COMMISSIONS

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

CITY MANAGER'S OFFICE

OS-1

**COMMUNITY & ECONOMIC
DEVELOPMENT**

Administration
Building/Planning
Housing/ Econ Development

PUBLIC WORKS

Administration
Engineering
Maintenance

ADMINISTRATIVE SERVICES

Administration
Community Services
Information Technology

FINANCE

POLICE

Administration
Operations
Investigations

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

FY 2013-14 to FY 2021-22

OS-2

	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Policy & Executive									
City Council	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
City Clerk's Office	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
City Attorney's Office	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
City Manager's Office	4.00	4.00	4.00	5.00	3.00	3.00	3.00	3.00	4.00
City Manager - Human Resources	2.00	2.00	-	-	-	-	-	2.00	2.00
City Manager - Rent Stabilization	2.00	2.00	2.00	2.00	-	-	-	-	-
City Manager - Community Programs	4.00	5.13	-	-	-	-	-	-	-
Sub-Total	21.00	22.13	15.00	16.00	12.00	12.00	12.00	14.00	15.00
Administrative Support Services									
Finance Department	5.00	5.00	5.00	6.00	6.00	6.00	7.00	7.00	6.00
Administrative Services Admin	-	-	1.00	3.00	3.00	3.00	3.00	3.00	3.00
Community Services Division	-	-	4.38	4.38	4.15	4.15	4.15	3.65	5.15
Human Resources	-	-	2.00	2.00	2.00	2.00	2.00	-	-
Sub-Total	5.00	5.00	12.38	15.38	15.15	15.15	16.15	13.65	14.15
Community and Economic Development									
Administration Division	7.00	8.00	4.00	4.00	5.90	6.45	6.45	3.50	4.00
Building Services Division	4.00	5.00	6.00	7.00	7.00	7.00	7.00	7.00	7.00
Planning Division	4.00	3.00	3.00	4.00	4.00	4.00	4.00	4.00	4.00
Housing/Economic Division	2.00	-	-	-	3.00	3.00	3.00	3.00	4.00
Senior Services Division	1.63	-	-	-	-	-	-	-	-
Sub-Total	18.63	16.00	13.00	15.00	19.90	20.45	20.45	17.50	19.00
Public Safety									
Administration Division	10.50	8.00	8.00	8.00	9.00	9.00	9.00	9.00	9.00
Investigations Division	5.00	8.00	8.00	8.25	8.25	8.25	11.15	11.15	11.15
Operations Division	32.00	28.00	29.50	29.00	29.00	29.00	27.00	28.00	28.00
Sub-Total	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	4.50	4.45
Engineering Division	6.00	6.00	5.00	5.00	5.00	5.00	5.00	3.75	5.00
Maintenance Division	11.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
Sub-Total	17.00	18.00	19.00	19.00	19.00	19.00	19.00	20.25	21.45
TOTAL POSITIONS	109.13	105.13	104.88	110.63	112.30	112.85	114.75	113.55	117.75

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

	FTE's FY 2021-22		FTE's FY 2021-22
City Council		Community and Economic Development (Cont'd)	
a. Council Member	5.00	Housing/Econ Division	
City Attorney's Office		a. Housing & Econ Dev Manager	1.00
a. City Attorney	1.00	b. RSP Administrator	1.00
b. Deputy City Attorney I/II	1.00	c. Housing Project Manager	1.00
c. Legal Assistant	<u>1.00</u>	d. RSP Coordinator II	<u>1.00</u>
	3.00		4.00
City Manager's Office		Planning Division	
a. City Manager	1.00	a. Planning Manager	1.00
b. Assistant City Manager	1.00	b. Senior Planner	1.00
c. Sr. Management Analyst	1.00	c. Associate Planner	1.00
d. Executive Assist. to City Mgr	1.00	d. Assistant/Associate Planner	<u>1.00</u>
			4.00
Human Resources Division		Public Works	
a. Human Resources Manager	1.00	Administration Division	
b. Human Resources Assistant	<u>1.00</u>	a. Public Works Director	1.00
	6.00	b. Administrative Assistant	1.00
City Clerk's Office		c. Management Analyst	1.00
a. City Clerk	1.00	d. Environmental Service Aide	<u>1.45</u>
			4.45
Administrative Services		Engineering Division	
Administration Division		a. City Engineer	1.00
a. Administrative Svcs Director	1.00	b. Senior Engineer	1.00
b. Grants Coordinator	1.00	c. Associate Engineer	1.00
c. Office Assistant	<u>1.00</u>	d. Assistant/Associate Civil Engineer	1.00
	3.00	e. Public Works Inspector	<u>1.00</u>
Community Services Division			5.00
a. Community Services Manager	1.00	Maintenance Division	
b. Recreation Coordinator	1.00	a. Maintenance Manager	1.00
c. Recreation Leader II (2 PT)	0.90	b. Maintenance Worker I	4.00
d. Van Driver (2 PT)	1.00	c. Maintenance Worker II	4.00
e. Nutrition Site Supervisor (1 PT)	0.75	d. Maintenance Worker III	2.00
f. Kitchen Aide (1 PT)	<u>0.50</u>	e. Secretary I	<u>1.00</u>
	5.15		12.00
Finance		Police	
a. Finance Director	1.00	Administration Division	
b. Financial Services Manager	1.00	a. Police Chief	1.00
c. Management Analyst II	1.00	b. Administrative Manager	1.00
d. Accountant I/II	1.00	c. Police Sergeant	1.00
e. Accounting Technician I/II	<u>2.00</u>	d. Police Records Supervisor	1.00
	6.00	e. Police Records Clerk I/II	4.00
Community and Economic Development		f. Police Property Officer	<u>1.00</u>
Administration Division			9.00
a. Community Dev Director	1.00	Investigations Division	
b. Management Analyst	1.00	a. Commander	1.00
c. Secretary II	1.00	b. Police Officer	6.00
d. Office Assistant	<u>1.00</u>	c. Community Services Officer	1.00
	4.00	d. Community Service Aide (6 PT)	2.70
Building Services Division		e. Cold Case Investigator	<u>0.45</u>
a. Chief Building Official	1.00		11.15
b. Building Inspector	1.00	Operations Division	
c. Building Permit Technician	2.00	a. Commander	1.00
d. Code Enforcement Officer II	<u>3.00</u>	b. Police Sergeant	4.00
	7.00	c. Police Officer	<u>23.00</u>
			28.00
		Total Authorized FTE's	<u><u>117.75</u></u>

East Palo Alto at a Glance

ABOUT EAST PALO ALTO

The City of East Palo Alto is in the heart of the Silicon Valley and is uniquely positioned to maximize its potential as a significant city in the region. Founded by speculators and farmers in 1849, the town was originally named Ravenswood. For most of its history, the area regarded as East Palo Alto was 13 square miles and part of unincorporated San Mateo County. As such, it did not have an official boundary until it incorporated in 1983. However, the area was much larger than the City's current 2.5 square miles. Large tracts of land were annexed by surrounding cities from the late 1940's to the early 1960's. This trend ended in 1983 when the residents incorporated to gain local control over land use and municipal services.

The original inhabitants were Ohlone/Costanoan Native Americans. Spanish ranchers took over, followed by an influx of speculators and settlers of European origin. For a time, Asian and Italian flower growers preceded the flood of middle-class migrants drawn to post-war housing developments. East Palo Alto later became the largest African American community on the Peninsula. Today, due to significant demographic changes during the last decade, the City possesses a broad multi-ethnic profile that includes a majority Latino and growing Pacific Island population.

Trade has alternately focused on ranching, transportation and shipping, brick manufacturing, farming, servicing travelers of Bayshore Highway and Dumbarton Bridge, and flower growing. At present there is a mix of industrial, agricultural, and commercial businesses.

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

Today, the City of East Palo Alto is closer than ever to realizing its potential. As the City continues to make progress and become more self-sufficient, there is evidence that East Palo Alto will be able to strike a harmonious balance between a goal of establishing a sound commercial base and the dream of an idyllic and welcoming community.

CITY GEOGRAPHY

The City of East Palo Alto is located approximately 29 miles south of San Francisco and 19 miles north of San Jose. The City occupies 2.5 square miles. The latest estimates place the City's population at 30,545.

CITY AUTHORITY

The City of East Palo Alto is a general law city under California State law and its rights, powers, privileges, authority, and functions are established through the State constitution and the State Law. The powers granted to California cities by state statute include the power to: sue and be sued; purchase, receive by gift or bequest and hold land, make contracts and purchases and hold personal property necessary to the exercise of its powers, manage, sell, lease, or otherwise dispose of its property as the interest of its inhabitants require; levy and collect taxes authorized by law and exercise such other and further powers as may be especially conferred by law or as may be necessarily implied from those expressed.

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

The City provides a range of services to its residents including public protection through the Police Department, the construction and maintenance of streets and infrastructure, community and economic development affordable housing programs, financial management, and administrative and community services.

THE CITY COUNCIL

The members of the City Council are elected by the voters to serve overlapping four-year terms. The Mayor is elected by, and from, the City Council for a one-year term. The City Council sets policy and exercises the legislative authority of the City. By City Ordinance, the City Council holds meetings on the first and third Tuesdays of every month and at other times as, in the opinion of the City Council, the public interest may require.

The current City Council members and the dates upon which their respective terms expire are as follows:

Mayor:	Carlos Romero	Nov. 2024
Vice Mayor:	Ruben Abrica	Nov. 2022
Council Member:	Lisa Gauthier	Nov. 2024
Council Member:	Antonio López	Nov. 2024
Council Member:	Regina Wallace-Jones	Nov. 2022

ADMINISTRATION AND MANAGEMENT

East Palo Alto is a Council-Manager form of government. The City Council appoints the City Attorney and the City Manager. The City Manager appoints all other City employees and is charged with overseeing the City's daily operations. Many boards, commissions, and committees assist the City Council and Administration in carrying out various aspects and functions of city government.

Demographic Information

Land Area: 2.5 square miles

Populationⁱ

1990	23,570
2000	29,506
2005	29,431
2010	28,155
2015	29,137
2019-20 Projected	29,593

Population by Genderⁱ

Female	50.9%
Male	49.1%

Population by Age Groupⁱ

Under 5 years	7.6%
5 to 9 years	9.1%
10 to 14 years	6.4%
15 to 19 years	7.9%
20 to 24 years	7.9%
25 to 29 years	10.3%
30 to 34 years	8.4%
35 to 39 years	7.7%
40 to 44 years	6.6%
45 to 49 years	7.8%
50 to 54 years	6.5%
55 to 59 years	3.5%
60 to 64 years	3.4%
65 to 69 years	2.6%
70 to 74 years	1.9%
75 to 79 years	0.9%
80 to 84 years	0.8%
85 years and over	0.6%

Racial Compositionⁱ

Hispanic or Latino	66.1%
Black or African Amer	10.9%
White	10.1%
Asian	5.1%
Pacific Islander	4.6%
Two or More	2.9%
Other	0.4%

ⁱ <https://www.census.gov/>

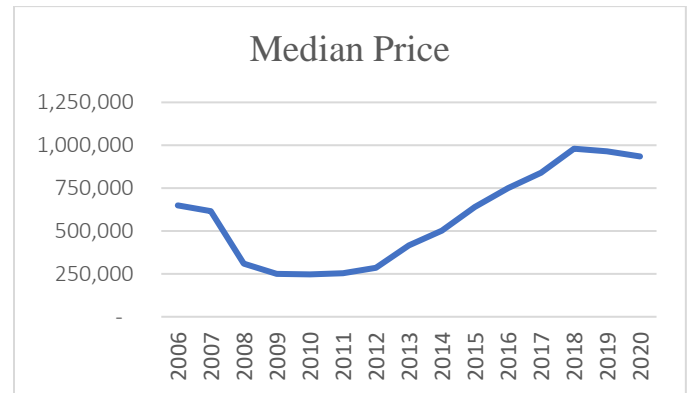
Level of Educational Attainment of Persons 25 years and olderⁱ

No High School degree	44.5%
High School degree or equivalent	24.2%
Some college, no degree	17.0%
Associate degree	3.7%
Bachelor's degree	12.1%
Graduate or professional degree	8.5%

Per Capital Personal Incomeⁱ

Female	\$36,367
Male	\$39,896

Median Sales Price for Single Family Residencesⁱⁱ (\$935,000 in 2020)



ⁱⁱ San Mateo County Associations of Realtors

FINANCIAL SUMMARY

FY 2021-2022 Budget

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

Budget Information:

- **Citywide Budget Overview**
 - FY 2021-22 Budget by Fund Category
- **General Fund Overview**
 - FY 2021-22 General Fund and Internal Reserve Funds Budget
- **Special Revenue Funds Overview**
 - FY 2021-22 Special Revenue Funds Budget
 - FY 2021-22 Community Programs Budget
 - FY 2021-22 Housing Programs Budget
 - FY 2021-22 Transportation and Infrastructure Programs Budget
- **Capital Funds Overview**
 - FY 2021-22 Capital Funds Budget
- **Enterprise Funds Overview**
 - FY 2021-22 Enterprise Fund Budget

Other Financial Information:

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

CITYWIDE BUDGET OVERVIEW

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

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

CITY OF EAST PALO ALTO
FY 2021-2022 BUDGET BY FUND CATEGORY

	General Fund and Internal Reserves	Special Revenue Funds	Capital Improvement Funds	Enterprise Funds	City Total	Successor Trust Fund	GRAND TOTAL
Revenues							
Property Tax	13,935,000	805,600	-	-	14,740,600	4,207,250	18,947,850
Sales Tax	5,575,000	-	-	-	5,575,000	-	5,575,000
Utility Users Tax	1,535,000	-	-	-	1,535,000	-	1,535,000
Transient Occupancy Tax	550,000	137,500	-	-	687,500	-	687,500
Other State and Local Taxes	1,380,000	3,887,740	-	-	5,267,740	-	5,267,740
Franchise Fees	1,065,000	-	-	-	1,065,000	-	1,065,000
Licenses, Fees, and Permits	396,500	840,000	111,000	50,000	1,397,500	-	1,397,500
Fines and Forfeitures	285,000	-	-	-	285,000	-	285,000
Use of Money and Property	347,500	244,500	160,000	385,500	1,137,500	15,000	1,152,500
Grants and Intergovernmental	45,000	3,816,750	-	-	3,861,750	-	3,861,750
Charges for Current Services	936,000	10,000	-	3,385,000	4,331,000	-	4,331,000
Other Miscellaneous	2,870,000	60,000	-	175,000	3,105,000	-	3,105,000
Total Revenues	28,920,000	9,802,090	271,000	3,995,500	42,988,590	4,222,250	47,210,840
Expenditures							
City Council	175,250	-	-	-	175,250	-	175,250
City Attorney	816,435	35,000	-	-	851,435	7,500	858,935
City Clerk	299,130	-	-	-	299,130	-	299,130
City Manager	1,588,285	15,000	71,915	44,960	1,720,160	-	1,720,160
Administrative Services	1,427,985	664,135	265,000	-	2,357,120	-	2,357,120
Finance	1,338,035	7,840	-	21,000	1,366,875	21,205	1,388,080
Community Development	5,309,550	3,433,800	-	-	8,743,350	-	8,743,350
Public Works	4,051,150	1,309,470	40,000	345,500	5,746,120	-	5,746,120
Police	13,011,410	164,855	-	-	13,176,265	-	13,176,265
Non-Departmental							
Capital/Technology	579,085	1,250,000	-	625,000	2,454,085	-	2,454,085
Debt Service	-	-	-	-	-	1,580,690	1,580,690
Insurance and Settlements	615,000	-	-	-	615,000	-	615,000
Other Non-Departmental	1,020,790	249,010	-	2,654,630	3,924,430	65,500	3,989,930
Overhead Allocation	(833,910)	698,575	-	124,040	(11,295)	11,295	-
Total Expenditures	29,398,195	7,827,685	376,915	3,815,130	41,417,925	1,686,190	43,104,115
Net Sources / (Uses)	(478,195)	1,974,405	(105,915)	180,370	1,570,665	2,536,060	4,106,725
Other Financing Sources / (Uses)							
Transfers In	1,301,450	602,340	220,915	-	2,124,705	-	2,124,705
Transfers Out	(823,255)	(1,301,450)	-	-	(2,124,705)	-	(2,124,705)
Net Operating Transfers	478,195	(699,110)	220,915	-	-	-	-
Change in Fund Balance	-	1,275,295	115,000	180,370	1,570,665	2,536,060	4,106,725
Other Changes	(375,000)	-	-	640,000	265,000	975,000	1,240,000
Projected Fund Balance							
July 01, 2021 Balance*	19,500,000	31,963,750	12,239,700	11,099,500	74,802,950	(19,320,000)	55,482,950
June 30, 2022 Balance	19,125,000	33,239,045	12,354,700	11,919,870	76,638,615	(15,808,940)	60,829,675

*Excludes certain assets, reserves, and commitments.

GENERAL FUND OVERVIEW

General Fund

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

General Fund revenues are derived from five major sources including, Property Tax, Sales and Use Tax, Transient Occupancy Tax (TOT), Utility Users Tax, and Business License Tax. These taxes account for approximately 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.

Development Pass-Through

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

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

CITY OF EAST PALO ALTO
FY 2021-2022 GENERAL FUND BUDGET

	General Fund F010	Info Services Reserve F011	Equipment and Vehicle Reserve F012	Insurance Reserve F013	Development Pass Through F017	Eliminating	Total
Revenues							
Property Tax	13,935,000	-	-	-	-	-	13,935,000
Sales Tax	5,575,000	-	-	-	-	-	5,575,000
Utility Users Tax	1,535,000	-	-	-	-	-	1,535,000
Transient Occupancy Tax	550,000	-	-	-	-	-	550,000
Other State and Local Taxes	1,380,000	-	-	-	-	-	1,380,000
Franchise Fees	1,065,000	-	-	-	-	-	1,065,000
Licenses, Fees, and Permits	396,500	-	-	-	-	-	396,500
Fines and Forfeitures	285,000	-	-	-	-	-	285,000
Use of Money and Property	347,500	-	-	-	-	-	347,500
Grants and Intergovernmental	45,000	-	-	-	-	-	45,000
Charges for Current Services	641,000	-	-	-	295,000	-	936,000
Other Miscellaneous	70,000	-	-	-	2,800,000	-	2,870,000
Total Revenues	25,825,000	-	-	-	3,095,000	-	28,920,000
Expenditures							
City Council	175,250	-	-	-	-	-	175,250
City Attorney	741,435	-	-	75,000	-	-	816,435
City Clerk	261,630	37,500	-	-	-	-	299,130
City Manager	1,586,785	1,500	-	-	-	-	1,588,285
Administrative Services	1,062,985	365,000	-	-	-	-	1,427,985
Finance	1,323,035	15,000	-	-	-	-	1,338,035
Community Development	2,586,050	18,500	5,000	-	2,700,000	-	5,309,550
Public Works	3,841,550	34,600	75,000	-	100,000	-	4,051,150
Police	12,817,310	114,100	80,000	-	-	-	13,011,410
Non-Departmental							
Major Capital	579,085	-	-	-	-	-	579,085
Debt Service	-	-	-	-	-	-	-
Insurance and Settlements	-	-	-	615,000	-	-	615,000
Other Non-Departmental	679,190	341,600	-	-	-	-	1,020,790
Overhead Allocation	(833,910)	-	-	-	-	-	(833,910)
Total Expenditures	24,820,395	927,800	160,000	690,000	2,800,000	-	29,398,195
Net Sources / (Uses)	1,004,605	(927,800)	(160,000)	(690,000)	295,000	-	(478,195)
Other Financing Sources / (Uses)							
Transfers In	1,301,450	927,800	240,000	690,000	-	(1,857,800)	1,301,450
Transfers Out	(2,681,055)	-	-	-	-	1,857,800	(823,255)
Net Operating Transfers	(1,379,605)	927,800	240,000	690,000	-	-	478,195
Change in Fund Balance	(375,000)	-	80,000	-	295,000	-	-
Other Changes	-	-	-	-	-	(375,000)	(375,000)
Projected Fund Balance							
July 01, 2021 Balance*	19,500,000	2,000,000	900,000	2,050,000	(100,000)	(4,850,000)	19,500,000
June 30, 2022 Balance	19,125,000	2,000,000	980,000	2,050,000	195,000	(5,225,000)	19,125,000

*Excludes certain reserves and commitments, including contingency reserve of \$4.2M.

SPECIAL REVENUE FUNDS OVERVIEW

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

Community Programs

Public Safety Grants

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

Federal and State Grants

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

Local Grants

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

CYSFF

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

Measure C

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

American Rescue Plan Act (ARPA)

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

Housing Programs

Rent Stabilization

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

SPECIAL REVENUE FUNDS OVERVIEW

Housing in Lieu

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

Housing Assistance

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

Housing Commercial Impact

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

Housing TOT

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

Measure HH

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

Housing Successor Agency

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

Silicon Valley Community Foundation

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

Transportation and Infrastructure Programs

State Gas Tax

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

SPECIAL REVENUE FUNDS OVERVIEW

Measure A

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

NPDES

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

Lighting District

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

Drainage District

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

Measure W

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

CITY OF EAST PALO ALTO
FY 2021-2022 SPECIAL REVENUE FUNDS BUDGET

	Community Programs	Housing Programs	Transportation and Infrastructure Programs	Total
Revenues				
Property Tax	-	-	805,600	805,600
Sales Tax	-	-	-	-
Utility Users Tax	-	-	-	-
Transient Occupancy Tax	68,750	68,750	-	137,500
Other State and Local Taxes	-	1,677,280	2,210,460	3,887,740
Franchise Fees	-	-	-	-
Licenses, Fees, and Permits	-	530,000	310,000	840,000
Fines and Forfeitures	-	-	-	-
Use of Money and Property	37,000	117,500	90,000	244,500
Grants and Intergovernmental	3,816,750	-	-	3,816,750
Charges for Current Services	-	2,500	7,500	10,000
Other Miscellaneous	-	60,000	-	60,000
Total Revenues	3,922,500	2,456,030	3,423,560	9,802,090
Expenditures				
City Council	-	-	-	-
City Attorney	-	35,000	-	35,000
City Clerk	-	-	-	-
City Manager	15,000	-	-	15,000
Administrative Services	664,135	-	-	664,135
Finance	800	3,000	4,040	7,840
Community Development	465,500	2,968,300	-	3,433,800
Public Works	115,640	-	1,193,830	1,309,470
Police	164,855	-	-	164,855
Non-Departmental	-	-	-	-
Capital/Technology	-	-	1,250,000	1,250,000
Debt Service	-	-	-	-
Insurance and Settlements	-	-	-	-
Other Non-Departmental	-	10	249,000	249,010
Overhead Allocation	43,040	328,880	326,655	698,575
Total Expenditures	1,468,970	3,335,190	3,023,525	7,827,685
Net Sources / (Uses)	2,453,530	(879,160)	400,035	1,974,405
Other Financing Sources / (Uses)				
Transfers In	-	281,130	321,210	602,340
Transfers Out	(1,301,450)	-	-	(1,301,450)
Net Operating Transfers	(1,301,450)	281,130	321,210	(699,110)
Change in Fund Balance	1,152,080	(598,030)	721,245	1,275,295
Other Changes	-	-	-	-
Projected Fund Balance				
July 01, 2021 Balance*	5,263,750	15,690,000	11,010,000	31,963,750
June 30, 2022 Balance	6,415,830	15,091,970	11,731,245	33,239,045

*Excludes certain assets, reserves, and commitments.

CITY OF EAST PALO ALTO
FY 2021-2022 COMMUNITY PROGRAMS BUDGET

	Public Safety Grants F213	Federal and State Grants F215	Local Grants F230	CYSFF TOT F231	Measure C F232	ARPA F290	Total Community Programs
Revenues							
Property Tax	-	-	-	-	-	-	-
Sales Tax	-	-	-	-	-	-	-
Utility Users Tax	-	-	-	-	-	-	-
Transient Occupancy Tax	-	-	-	68,750	-	-	68,750
Other State and Local Taxes	-	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-	-
Licenses, Fees, and Permits	-	-	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-	-	-
Use of Money and Property	2,000	-	3,000	6,000	1,000	25,000	37,000
Grants and Intergovernmental	155,000	155,500	-	-	-	3,506,250	3,816,750
Charges for Current Services	-	-	-	-	-	-	-
Other Miscellaneous	-	-	-	-	-	-	-
Total Revenues	157,000	155,500	3,000	74,750	1,000	3,531,250	3,922,500
Expenditures							
City Council	-	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-	-
City Clerk	-	-	-	-	-	-	-
City Manager	-	-	-	-	-	15,000	15,000
Administrative Services	-	40,000	-	245,000	206,500	172,635	664,135
Finance	-	-	-	-	800	-	800
Community Development	-	115,500	-	-	-	350,000	465,500
Public Works	-	-	-	-	-	115,640	115,640
Police	153,575	-	-	-	-	11,280	164,855
Non-Departmental							
Capital/Technology	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Insurance and Settlements	-	-	-	-	-	-	-
Other Non-Departmental	-	-	-	-	-	-	-
Overhead Allocation	-	-	-	43,040	-	-	43,040
Total Expenditures	153,575	155,500	-	288,040	207,300	664,555	1,468,970
Net Sources / (Uses)	3,425	-	3,000	(213,290)	(206,300)	2,866,695	2,453,530
Other Financing Sources / (Uses)							
Transfers In	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	(1,301,450)	(1,301,450)
Net Operating Transfers	-	-	-	-	-	(1,301,450)	(1,301,450)
Change in Fund Balance	3,425	-	3,000	(213,290)	(206,300)	1,565,245	1,152,080
Other Changes	-	-	-	-	-	-	-
Projected Fund Balance							
July 01, 2021 Balance	200,000	90,000	350,000	945,000	222,500	3,456,250	5,263,750
June 30, 2022 Balance	203,425	90,000	353,000	731,710	16,200	5,021,495	6,415,830

CITY OF EAST PALO ALTO
FY 2021-2022 HOUSING PROGRAMS BUDGET

	Rent Stabilization F204	Housing In Lieu F207	Housing Assistance F209	Housing TOT F218	Measure HH F219	Housing Successor F220	Silicon Valley Community F233	Total
Revenues								
Property Tax	-	-	-	-	-	-	-	-
Sales Tax	-	-	-	-	-	-	-	-
Utility Users Tax	-	-	-	-	-	-	-	-
Transient Occupancy Tax	-	-	-	68,750	-	-	-	68,750
Other State and Local Taxes	-	-	-	-	1,677,280	-	-	1,677,280
Franchise Fees	-	-	-	-	-	-	-	-
Licenses, Fees, and Permits	530,000	-	-	-	-	-	-	530,000
Fines and Forfeitures	-	-	-	-	-	-	-	-
Use of Money and Property	8,500	41,000	2,000	20,000	25,000	20,000	1,000	117,500
Grants and Intergovernmental	-	-	-	-	-	-	-	-
Charges for Current Services	-	-	2,500	-	-	-	-	2,500
Other Miscellaneous	-	-	-	-	-	60,000	-	60,000
Total Revenues	538,500	41,000	4,500	88,750	1,702,280	80,000	1,000	2,456,030
Expenditures								
City Council	-	-	-	-	-	-	-	-
City Attorney	-	-	-	-	-	35,000	-	35,000
City Clerk	-	-	-	-	-	-	-	-
City Manager	-	-	-	-	-	-	-	-
Administrative Services	-	-	-	-	-	-	-	-
Finance	-	-	-	-	3,000	-	-	3,000
Community Development	490,930	1,200,000	14,500	-	628,335	485,115	149,420	2,968,300
Public Works	-	-	-	-	-	-	-	-
Police	-	-	-	-	-	-	-	-
Non-Departmental								
Capital/Technology	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Insurance and Settlements	-	-	-	-	-	-	-	-
Other Non-Departmental	-	-	-	-	10	-	-	10
Overhead Allocation	244,095	28,665	1,520	28,665	-	25,935	-	328,880
Total Expenditures	735,025	1,228,665	16,020	28,665	631,345	546,050	149,420	3,335,190
Net Sources / (Uses)	(196,525)	(1,187,665)	(11,520)	60,085	1,070,935	(466,050)	(148,420)	(879,160)
Other Financing Sources / (Uses)								
Transfers In	-	-	-	-	-	281,130	-	281,130
Transfers Out	-	-	-	-	-	-	-	-
Net Operating Transfers	-	-	-	-	-	281,130	-	281,130
Change in Fund Balance	(196,525)	(1,187,665)	(11,520)	60,085	1,070,935	(184,920)	(148,420)	(598,030)
Other Changes	-	-	-	-	-	-	-	-
Projected Fund Balance								
July 01, 2021 Balance*	620,000	6,860,000	475,000	3,190,000	3,120,000	1,275,000	150,000	15,690,000
June 30, 2022 Balance	423,475	5,672,335	463,480	3,250,085	4,190,935	1,090,080	1,580	15,091,970

*Excludes certain assets, reserves, and commitments.

CITY OF EAST PALO ALTO
FY 2021-2022 INFRASTRUCTURE PROGRAMS BUDGET

	State Gas Tax F201	Measure A F202	NPDES F203	Lighting District F221	Drainage District F222	Measure W F234	Total
Revenues							
Property Tax	-	-	-	667,700	137,900	-	805,600
Sales Tax	-	-	-	-	-	-	-
Utility Users Tax	-	-	-	-	-	-	-
Transient Occupancy Tax	-	-	-	-	-	-	-
Other State and Local Taxes	1,385,460	575,000	-	-	-	250,000	2,210,460
Franchise Fees	-	-	-	-	-	-	-
Licenses, Fees, and Permits	-	-	310,000	-	-	-	310,000
Fines and Forfeitures	-	-	-	-	-	-	-
Use of Money and Property	11,000	36,000	4,000	31,000	4,000	4,000	90,000
Grants and Intergovernmental	-	-	-	-	-	-	-
Charges for Current Services	-	-	7,500	-	-	-	7,500
Other Miscellaneous	-	-	-	-	-	-	-
Total Revenues	1,396,460	611,000	321,500	698,700	141,900	254,000	3,423,560
Expenditures							
City Council	-	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-	-
City Clerk	-	-	-	-	-	-	-
City Manager	-	-	-	-	-	-	-
Administrative Services	-	-	-	-	-	-	-
Finance	-	1,540	1,000	-	-	1,500	4,040
Community Development	-	-	-	-	-	-	-
Public Works	516,450	-	234,890	172,995	239,495	30,000	1,193,830
Police	-	-	-	-	-	-	-
Non-Departmental	-	-	-	-	-	-	-
Capital/Technology	550,000	500,000	-	-	-	200,000	1,250,000
Debt Service	-	-	-	-	-	-	-
Insurance and Settlements	-	-	-	-	-	-	-
Other Non-Departmental	73,150	-	170,000	4,600	1,250	-	249,000
Overhead Allocation	123,165	1,585	72,180	43,430	86,295	-	326,655
Total Expenditures	1,262,765	503,125	478,070	221,025	327,040	231,500	3,023,525
Net Sources / (Uses)	133,695	107,875	(156,570)	477,675	(185,140)	22,500	400,035
Other Financing Sources / (Uses)							
Transfers In	64,500	-	156,570	-	100,140	-	321,210
Transfers Out	-	-	-	-	-	-	-
Net Operating Transfers	64,500	-	156,570	-	100,140	-	321,210
Change in Fund Balance	198,195	107,875	-	477,675	(85,000)	22,500	721,245
Other Changes	-	-	-	-	-	-	-
Projected Fund Balance							
July 01, 2021 Balance*	1,680,000	4,155,000	450,000	3,735,000	540,000	450,000	11,010,000
June 30, 2022 Balance	1,878,195	4,262,875	450,000	4,212,675	455,000	472,500	11,731,245

*Excludes certain assets, reserves, and commitments.

CAPITAL FUNDS OVERVIEW

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

Capital Improvement

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

Parks and Trails Impact

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

Public Facilities Impact

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

Transportation Infrastructure Impact

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

RBD -I Impact

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

RBD -O Impact

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

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CITY OF EAST PALO ALTO
FY 2021-2022 CAPITAL PROJECT FUNDS BUDGET

	Capital Improvement F301/303	Parks and Trails Impact F305	Public Facilities Impact F306	Transportation Impact F307	RBD-I Storm Drain Impact F308	RBD-O Storm Drain Impact F309	Total
Revenues							
Property Tax	-	-	-	-	-	-	-
Sales Tax	-	-	-	-	-	-	-
Utility Users Tax	-	-	-	-	-	-	-
Transient Occupancy Tax	-	-	-	-	-	-	-
Other State and Local Taxes	-	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-	-
Licenses, Fees, and Permits	-	15,000	40,000	15,000	1,000	40,000	111,000
Fines and Forfeitures	-	-	-	-	-	-	-
Use of Money and Property	156,000	-	-	2,000	-	2,000	160,000
Grants and Intergovernmental	-	-	-	-	-	-	-
Charges for Current Services	-	-	-	-	-	-	-
Other Miscellaneous	-	-	-	-	-	-	-
Total Revenues	156,000	15,000	40,000	17,000	1,000	42,000	271,000
Expenditures							
City Council	-	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-	-
City Clerk	-	-	-	-	-	-	-
City Manager	71,915	-	-	-	-	-	71,915
Administrative Services	265,000	-	-	-	-	-	265,000
Finance	-	-	-	-	-	-	-
Community Development	-	-	-	-	-	-	-
Public Works	40,000	-	-	-	-	-	40,000
Police	-	-	-	-	-	-	-
Non-Departmental							
Capital/Technology	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
Insurance and Settlements	-	-	-	-	-	-	-
Other Non-Departmental	-	-	-	-	-	-	-
Overhead Allocation	-	-	-	-	-	-	-
Total Expenditures	376,915	-	-	-	-	-	376,915
Net Sources / (Uses)	(220,915)	15,000	40,000	17,000	1,000	42,000	(105,915)
Other Financing Sources / (Uses)							
Transfers In	220,915	-	-	-	-	-	220,915
Transfers Out	-	-	-	-	-	-	-
Net Operating Transfers	220,915	-	-	-	-	-	220,915
Change in Fund Balance	-	15,000	40,000	17,000	1,000	42,000	115,000
Other Changes	-	-	-	-	-	-	-
Projected Fund Balance							
July 01, 2021 Balance*	11,679,700	25,000	60,000	200,000	-	275,000	12,239,700
June 30, 2022 Balance	11,679,700	40,000	100,000	217,000	1,000	317,000	12,354,700

*Excludes certain assets, reserves, and commitments.

ENTERPRISE FUNDS OVERVIEW

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

Garbage Collection Fund

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

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

Water Service Funds

Most of East Palo Alto's water connections (about 80%) are served by the City's water system that is operated and leased by 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.

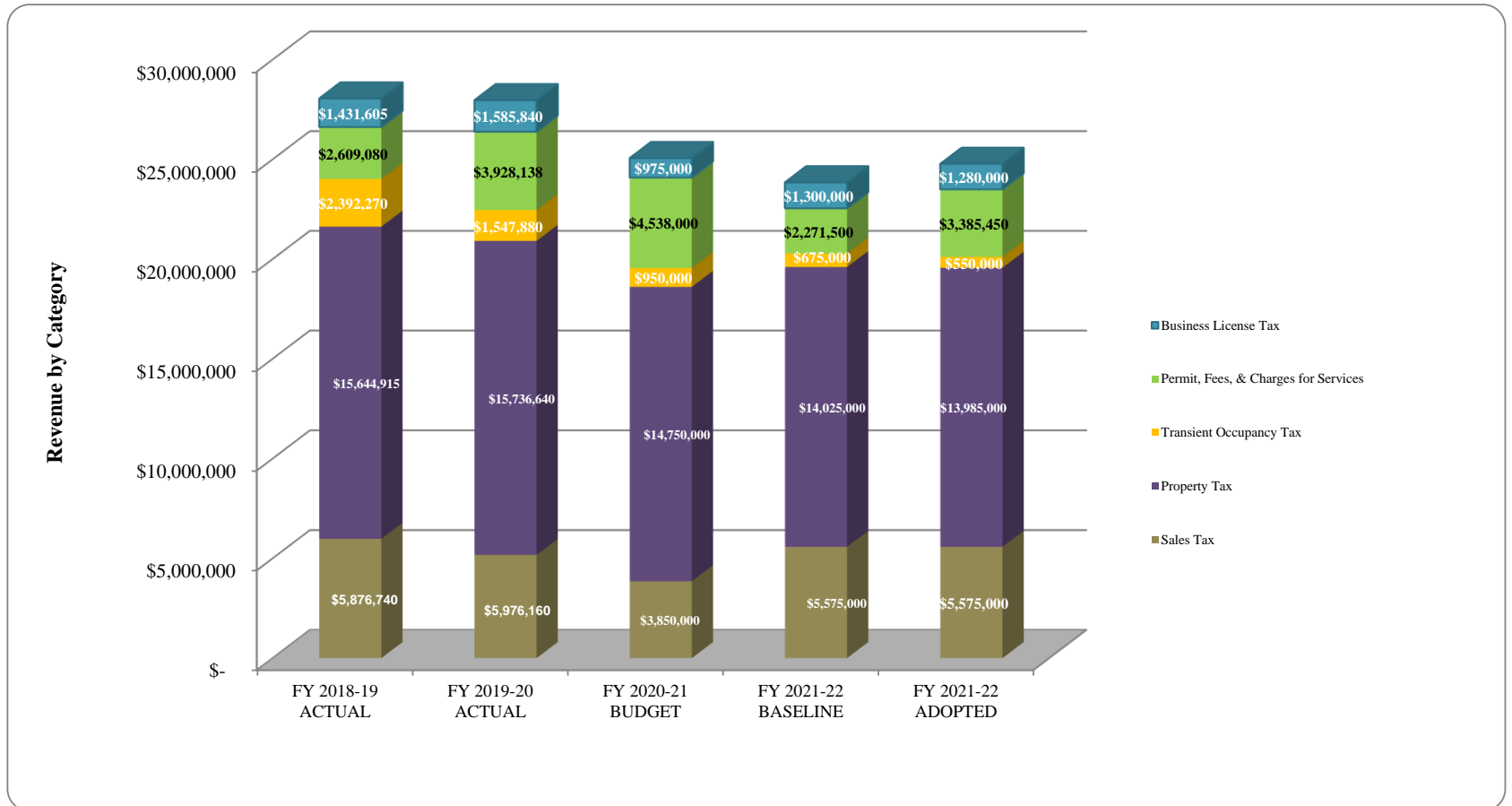
CITY OF EAST PALO ALTO
FY 2021-2022 ENTERPRISE FUNDS BUDGET

	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	-	-	-	50,000	50,000	-	50,000
Fines and Forfeitures	-	-	-	-	-	-	-
Use of Money and Property	320,500	33,000	14,000	5,000	372,500	13,000	385,500
Grants and Intergovernmental	-	-	-	-	-	-	-
Charges for Current Services	-	500,000	275,000	-	775,000	2,610,000	3,385,000
Other Miscellaneous	-	-	-	-	-	175,000	175,000
Total Revenues	320,500	533,000	289,000	55,000	1,197,500	2,798,000	3,995,500
Expenditures							
City Council	-	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-	-
City Clerk	-	-	-	-	-	-	-
City Manager	44,960	-	-	-	44,960	-	44,960
Administrative Services	-	-	-	-	-	-	-
Finance	20,000	-	-	-	20,000	1,000	21,000
Community Development	-	-	-	-	-	-	-
Public Works	108,200	100,000	-	-	208,200	137,300	345,500
Police	-	-	-	-	-	-	-
Non-Departmental							-
Capital/Technology	-	340,000	285,000	-	625,000	-	625,000
Debt Service	-	-	-	-	-	-	-
Insurance and Settlements	-	-	-	-	-	-	-
Other Non-Departmental	20,780	-	-	-	20,780	2,633,850	2,654,630
Overhead Allocation	66,825	-	-	-	66,825	57,215	124,040
Total Expenditures	260,765	440,000	285,000	-	985,765	2,829,365	3,815,130
Net Sources / (Uses)	59,735	93,000	4,000	55,000	211,735	(31,365)	180,370
Other Financing Sources / (Uses)							
Transfers In	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-
Net Operating Transfers	-	-	-	-	-	-	-
Change in Fund Balance	59,735	93,000	4,000	55,000	211,735	(31,365)	180,370
Other Changes	-	340,000	300,000	-	640,000	-	640,000
Projected Fund Balance							
July 01, 2021 Balance*	2,518,500	3,684,400	3,725,800	175,800	10,104,500	995,000	11,099,500
June 30, 2022 Balance	2,578,235	4,117,400	4,029,800	230,800	10,956,235	963,635	11,919,870

*Excludes certain assets, reserves, and commitments.

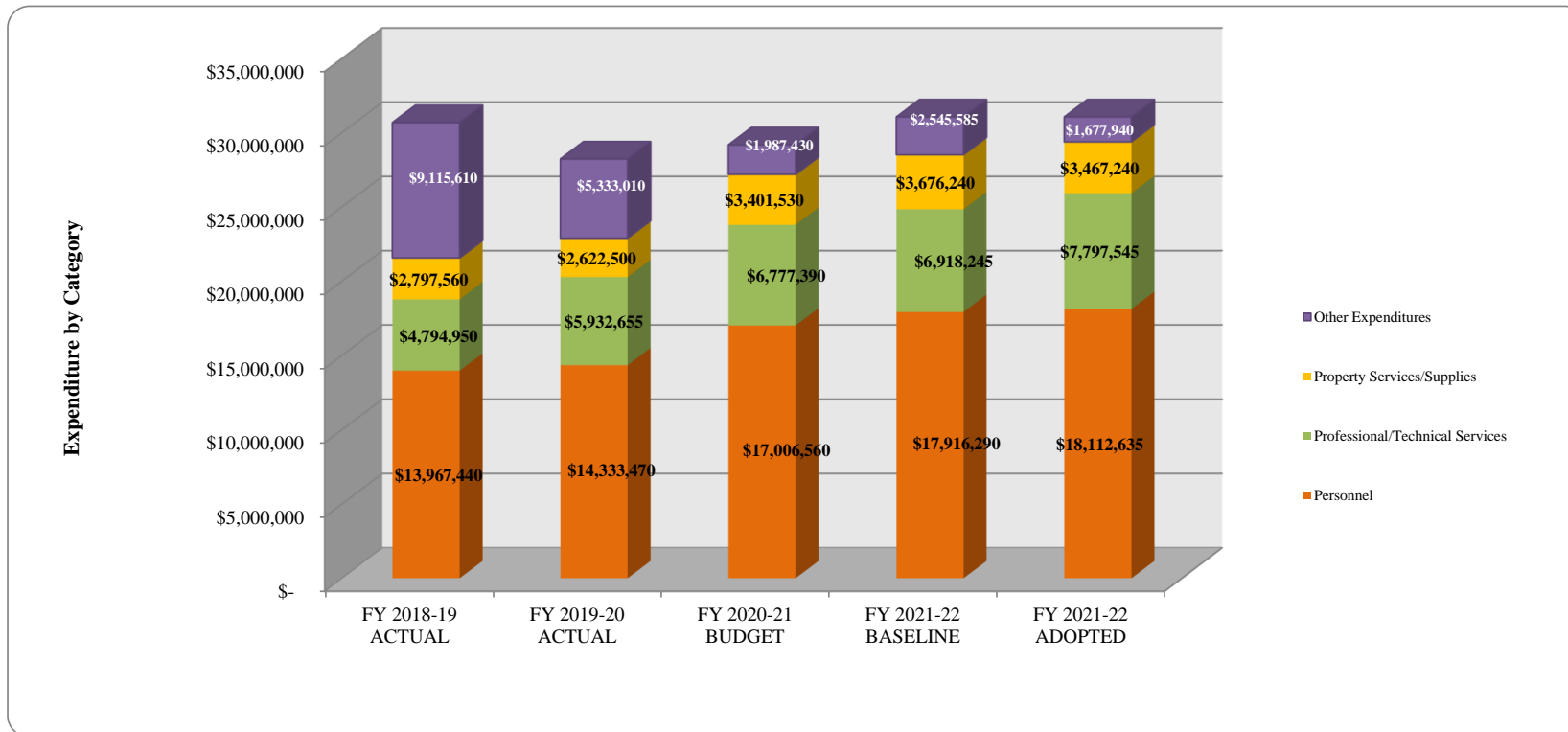
GENERAL FUND REVENUES BY MAJOR CATEGORY

	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 BUDGET	FY 2021-22 BASELINE	FY 2021-22 ADOPTED
Property Tax	\$ 15,644,915	\$ 15,736,640	\$ 14,750,000	\$ 14,025,000	\$ 13,985,000
Sales Tax	\$ 5,976,160	\$ 5,171,000	\$ 3,850,000	\$ 5,575,000	\$ 5,575,000
Transient Occupancy Tax	\$ 2,392,270	\$ 1,547,880	\$ 950,000	\$ 675,000	\$ 550,000
Utility User Tax	\$ 1,537,990	\$ 1,553,920	\$ 1,380,000	\$ 1,535,000	\$ 1,535,000
Business License Tax	\$ 1,431,605	\$ 1,585,840	\$ 975,000	\$ 1,300,000	\$ 1,280,000
Permit, Fees, & Charges for Services	\$ 2,609,080	\$ 3,928,138	\$ 4,538,000	\$ 2,271,500	\$ 3,385,450
Other Revenues and Transfers In	\$ 1,821,930	\$ 1,850,587	\$ 396,500	\$ 2,443,500	\$ 3,911,000
Total General Fund Revenues	<u>31,413,950</u>	<u>31,374,005</u>	<u>26,839,500</u>	<u>27,825,000</u>	<u>30,221,450</u>



GENERAL FUND EXPENDITURES BY MAJOR CATEGORY

	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 BUDGET	FY 2021-22 BASELINE	FY 2021-22 ADOPTED
Personnel	\$ 13,967,440	\$ 14,333,470	\$ 17,006,560	\$ 17,916,290	\$ 18,112,635
Professional/Technical Services	\$ 4,794,950	\$ 5,932,655	\$ 6,777,390	\$ 6,918,245	\$ 7,797,545
Property Services/Supplies	\$ 2,797,560	\$ 2,622,500	\$ 3,401,530	\$ 3,676,240	\$ 3,467,240
Capital, Transfers, and Other Expenditures	\$ 9,115,610	\$ 5,333,010	\$ 1,987,430	\$ 2,545,585	\$ 1,677,940
Total General Fund Expenditures Before Allocations	\$ 30,675,560	\$ 28,221,635	\$ 29,172,910	\$ 31,056,360	\$ 31,055,360
Overhead Allocation to Other Funds	\$ (644,845)	\$ (649,890)	\$ (833,410)	\$ (833,910)	\$ (833,910)
Total Net General Fund Expenditures	\$ 30,030,715	\$ 27,571,745	\$ 28,339,500	\$ 30,222,450	\$ 30,221,450



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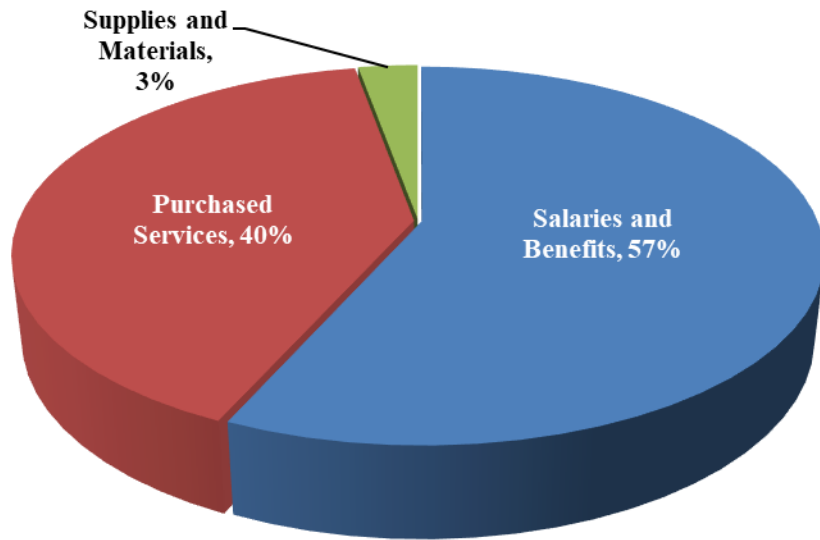
CITY COUNCIL

FY 2021-2022 Budget

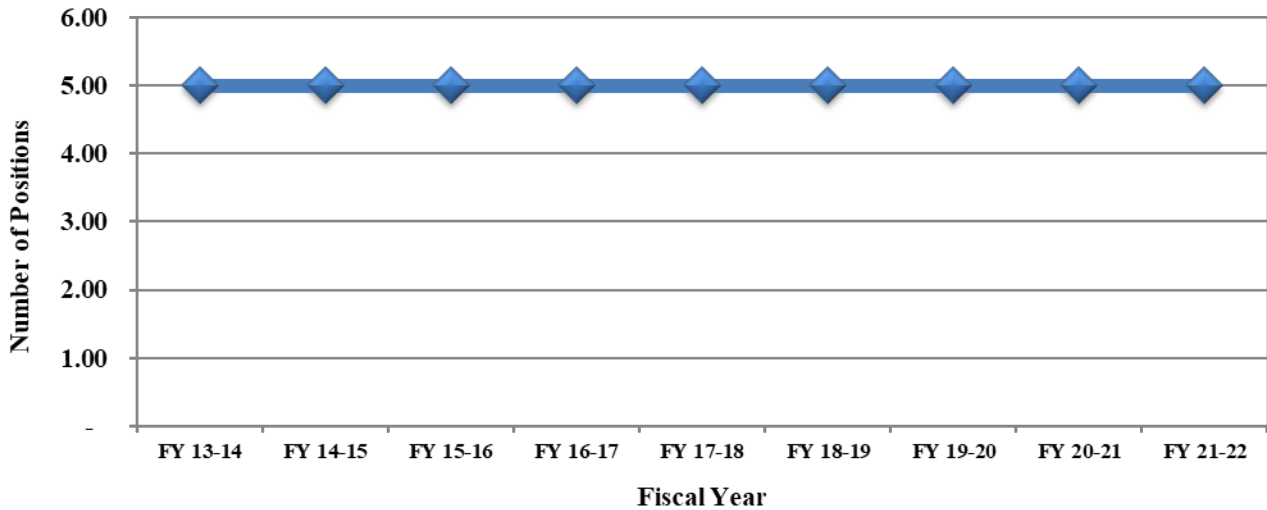
FY 2021-22

Operating	\$175,250
Positions	5

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



CITY COUNCIL

FY 2021-2022 Budget

Department Summary

SOURCES

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
General Fund					
Charges/Fees for Services	-	-	-	-	-
Use of Resources	111,100	116,865	165,765	192,770	175,250
Special Revenue Funds	-	-	-	-	-
Capital Project Fund	-	-	-	-	-
Enterprise Funds	-	-	-	-	-
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	111,100	116,865	165,765	192,770	175,250

EXPENDITURES BY DEPARTMENT

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
City Council	111,100	116,865	165,765	192,770	175,250
TOTAL	111,100	116,865	165,765	192,770	175,250

CHARACTER OF EXPENDITURES

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Personnel					
Salaries and Benefits	64,886	80,980	100,415	119,420	99,400
Subtotal	64,886	80,980	100,415	119,420	99,400
Supplies and Services					
Purchased Services	41,210	31,270	60,350	68,350	70,850
Supplies and Materials	5,003	3,448	5,000	5,000	5,000
Capital Expenditures	-	1,167	-	-	-
Other Expenditures	-	-	-	-	-
Subtotal	46,214	35,885	65,350	73,350	75,850
TOTAL	111,100	116,865	165,765	192,770	175,250

AUTHORIZED STRENGTH

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 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 2021-2022 Budget

Department Summary

PURPOSE

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

A five-member Council governs City services for a population of approximately 30,915 residents. Each Council Member is elected at large and serves a four-year term. The Mayor is appointed by the members of the Council and serves a one-year term. The Council convenes in regular session on the 1st and 3rd Tuesdays of each month (except for an annual recess during month of August), and often holds special meetings and work study sessions throughout the year. All meetings are held in the East Palo Alto (EPA) Government Center, located in the City Council Chamber at 2415 University Avenue or available through designated media channels.

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

SIGNIFICANT CHANGES

FY 2020-2021 to FY 2021-2022 Budget:

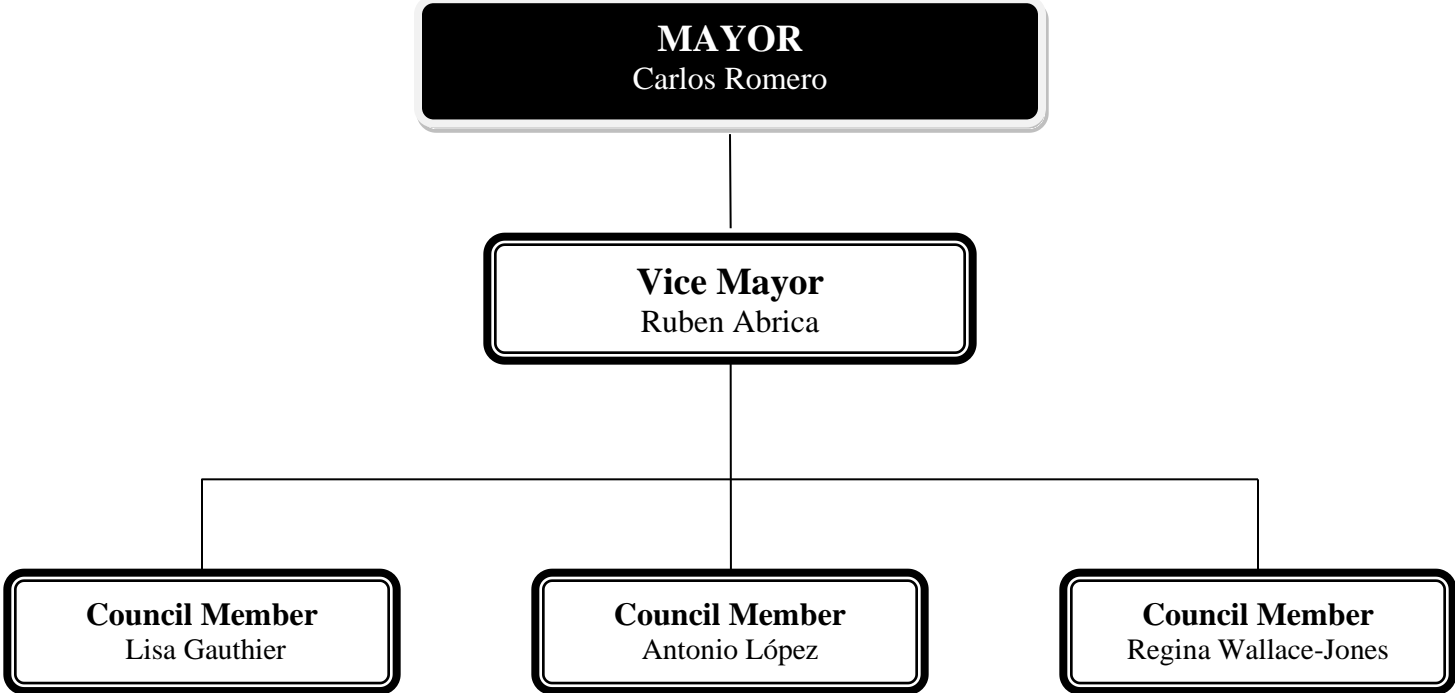
The increase of \$27,005 (16.3%) from the Adopted FY 20-21 Budget to the Baseline FY 21-22 Budget is primarily due to both personnel and service increases.

The decrease of \$17,520 (-9.1%) from the Baseline FY 21-22 Budget to the Adopted FY 21-22 Budget is primarily due to a reduction in estimated health benefit costs.

Fiscal Year (FY)	Budget	\$ Change From Previous FY	% Change From Previous FY
2020-21 Adopted	\$165,765		
2021-22 Baseline	\$192,770	\$27,005	16.3%
2021-22 Adopted	\$175,250	(\$17,520)	-9.1%

CITY COUNCIL

FY 2021-2022 Budget



DB-4

Total FTE's: 5.0

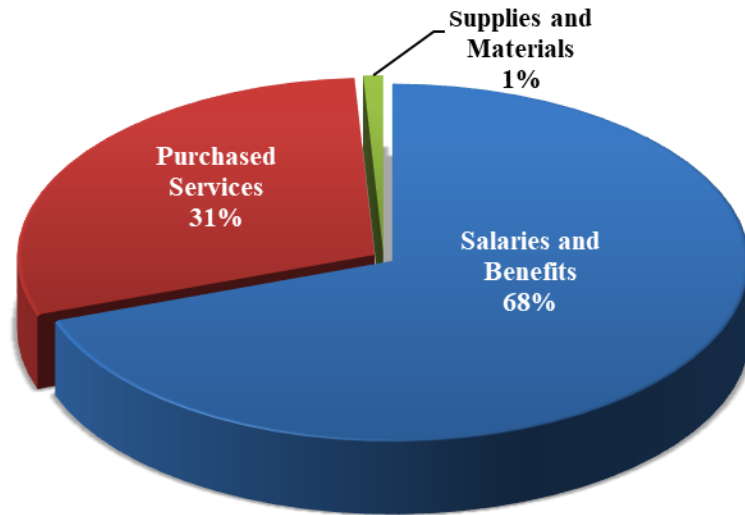
CITY ATTORNEY'S OFFICE

FY 2021-2022 Budget

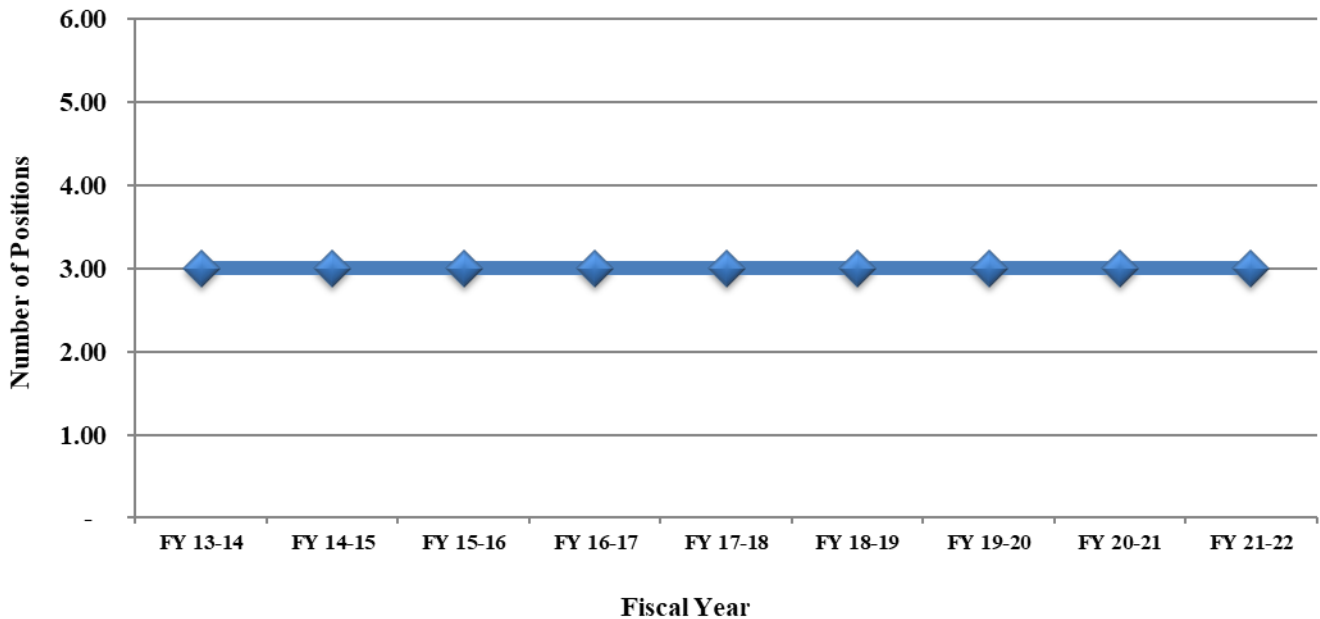
FY 2021-22

Operating \$858,935
Positions 3

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



CITY ATTORNEY'S OFFICE

FY 2021-2022 Budget

Department Summary

SOURCES

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
General Fund					
Charges/Fees for Services	-	-	-	-	-
Use of Resources	652,050	677,980	809,065	846,435	816,435
Special Revenue Funds	-	40,949	42,500	35,000	35,000
Capital Project Fund	-	-	-	-	-
Enterprise Funds	-	-	20,000	-	-
Successor Agency Trust Fund	27,400	4,767	3,000	7,500	7,500
TOTAL	679,450	723,695	874,565	888,935	858,935

EXPENDITURES BY DEPARTMENT

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
City Attorney's Office	679,450	723,695	874,565	888,935	858,935
TOTAL	679,450	723,695	874,565	888,935	858,935

CHARACTER OF EXPENDITURES

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Personnel					
Salaries and Benefits	487,111	427,472	591,365	597,535	597,535
Subtotal	487,111	427,472	591,365	597,535	597,535
Supplies and Services					
Purchased Services	180,202	285,325	275,200	253,650	253,650
Supplies and Materials	10,270	6,649	8,000	7,750	7,750
Capital Expenditures	1,867	4,249	-	30,000	-
Other Expenditures	-	-	-	-	-
Subtotal	192,339	296,223	283,200	291,400	261,400
TOTAL	679,450	723,695	874,565	888,935	858,935

AUTHORIZED STRENGTH

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 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 2021-2022 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 emphasis in the Fiscal Year 2021-2022 budget is the continued delivery of quality professional legal services which promote reliable and useful advice and effective advocacy. The basic services include attendance and advice at public meetings, drafting resolutions and ordinances, providing legal opinions and advice on a wide range of municipal topics, reviewing and drafting legal documents and contracts, providing advice regarding elected and appointed public officials' conflicts of interest, representing the City in litigation before courts and administrative agencies and settling claims and lawsuits based on an impartial evaluation of their merits.

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

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

CITY ATTORNEY'S OFFICE

FY 2021-2022 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 2020-2021 to FY 2021-2022 Budget:

The increase of \$14,370 (1.6%) from the Adopted FY 20-21 Budget to the Baseline FY 21-22 Budget is primarily due to capital expenditure request for office remodel (\$30,000) and personnel increases offset by decrease in purchased services.

The decrease of \$30,000 (-3.4%) from the Baseline FY 21-22 Budget to the Adopted FY 21-22 Budget is due to transfer of capital office remodeling costs to non-departmental capital budget.

Fiscal Year (FY)	Budget	\$ Change From Previous FY	% Change From Previous FY
2020-21 Adopted	\$874,565		
2021-22 Baseline	\$888,935	\$14,370	1.6%
2021-22 Adopted	\$858,935	(\$30,000)	-3.4%

CITY ATTORNEY'S OFFICE

FY 2021-2022 Budget

ACCOMPLISHMENTS

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

CITY ATTORNEY'S OFFICE

FY 2021-2022 Budget

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
14. Assist development of an updated ordinance governing Accessory Dwelling Units.	14. Accomplished
15. Draft an ordinance authorizing the use of Electronic and Digital signatures.	15. Accomplished
16. Draft a TOT Ordinance Amendment and Resolution for the November 2020 election.	16. Accomplished
17. Provide legal advice regarding the public bidding and administration of public works projects and provide legal advice regarding City procurement practices and policies.	17. Ongoing
18. Provide legal advice to Planning Division on major project applications.	18. Ongoing

CITY ATTORNEY'S OFFICE

FY 2021-2022 Budget

OBJECTIVES

1. Attend and provide advice at City Council meetings and provide the City Council an update of any changes in state law regarding public meetings and conflicts of interest.
2. Assist the City Council and the City Manager's Office implement Council priorities.
3. Attend and provide advice at Planning Commission meetings.
4. Attend and provide advice at Rent Stabilization Board meetings.
5. Provide training to City boards, commissions, and committees regarding the Brown Act, Public Records Act and conflict of interest laws.
6. Represent the City in lawsuits and administrative hearings and pursue cost-effective resolution of pending litigation matters and the processing and settlement of claims filed against the City.
7. Provide legal advice to all City departments regarding responses to PRA requests, record retention and subpoenas.
8. Draft, review, and process City contracts, agreements, and other legal documents.
9. Support the City Council, Human Resources, and other City departments on labor and employment matters.
10. Provide legal advice to the City Council, Planning Commission and City departments on major project applications.
11. Assist implementation of Measure HH and support development of an updated First Source Hiring program.
12. Provide legal guidance and support regarding COVID-19-related state of emergency, local emergency, and associated impacts.
13. Support the Public Works Department on water infrastructure and sewer-related matters.
14. Provide legal advice to the Code Enforcement Division and file code enforcement actions as needed.

CITY ATTORNEY'S OFFICE
FY 2021-2022 Budget

CITY ATTORNEY
Rafael E. Alvarado Jr.

Legal Assistant

Deputy City Attorney I/II

DB-12

Total FTE's: 3.0

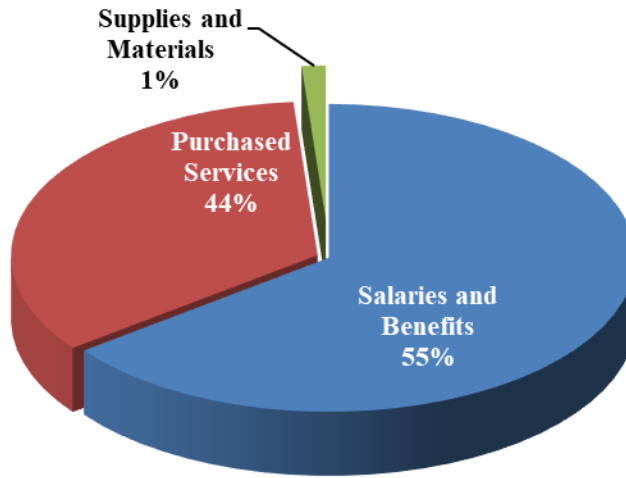
CITY CLERK'S OFFICE

FY 2021-2022 Budget

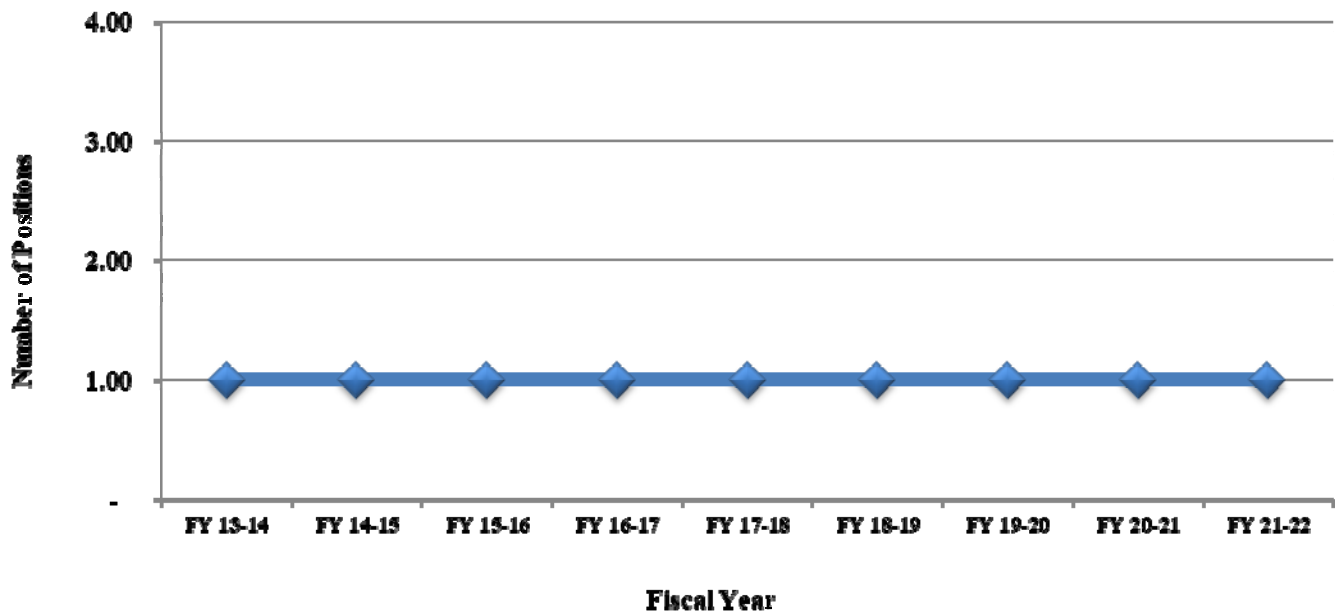
FY 2021-22

Operating	\$299,130
Positions	1

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



CITY CLERK'S OFFICE

FY 2021-2022 Budget

Department Summary

SOURCES

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
General Fund					
Charges/Fees for Services	-	-	-	-	-
Use of Resources	237,130	220,615	301,605	375,260	299,130
Special Revenue Funds	-	-	-	-	-
Capital Project Fund	-	-	-	-	-
Enterprise Funds	-	-	-	-	-
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	237,130	220,615	301,605	375,260	299,130

EXPENDITURES BY DEPARTMENT

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
City Clerk's Office	237,130	220,615	301,605	375,260	299,130
TOTAL	237,130	220,615	301,605	375,260	299,130

CHARACTER OF EXPENDITURES

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Personnel					
Salaries and Benefits	122,674	148,565	166,590	173,070	191,940
Subtotal	122,674	148,565	166,590	173,070	191,940
Supplies and Services					
Purchased Services	110,787	66,621	131,265	195,940	100,940
Supplies and Materials	2,307	4,592	3,750	3,750	3,750
Capital Expenditures	1,362	837	-	2,500	2,500
Other Expenditures	-	-	-	-	-
Subtotal	114,456	72,050	135,015	202,190	107,190
TOTAL	237,130	220,615	301,605	375,260	299,130

AUTHORIZED STRENGTH

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 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 2021-2022 Budget

MISSION STATEMENT

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

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

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

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

SIGNIFICANT CHANGES

FY 2020-2021 to FY 2021-2022 Budget:

The increase of \$73,655 (24.4%) from the Adopted FY 20-21 Budget to the Baseline FY 21-22 Budget is primarily due to personnel costs and increased purchased services for Council translation services during meetings.

The decrease of \$76,130 (-20.3%) from the Baseline FY 21-22 Budget to the Adopted FY 21-22 Budget is due to temporary staffing increases to support staff diversion related to pandemic emergency response and decreases of other technical services.

Fiscal Year (FY)	Budget	\$ Change From Previous	% Change From Previous
2020-21 Adopted	\$301,605		
2021-22 Baseline	\$375,260	\$73,655	24.4%
2021-22 Adopted	\$299,130	(\$76,130)	-20.3%

CITY CLERK'S OFFICE

FY 2021-2022 Budget

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Develop a Communications Plan with Branding & Messaging	1. Final stage to be completed Summer 2021
2. New Website	2. Completed
3. Electronic Filing System for statements of economic interest and campaign filings	3. Completed
4. Educational Internship Program	4. Completed
5. Re-organization of Election Day logistics	5. Completed
6. Create Newsletter	6. Completed
7. Public Engagement Interface to Website	7. Completed

CITY CLERK'S OFFICE

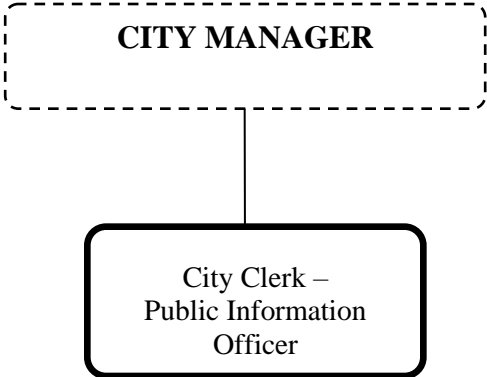
FY 2021-2022 Budget

OBJECTIVES

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

CITY CLERK'S OFFICE

FY 2021-2022 Budget



DB-18

Total FTE's: 1.0

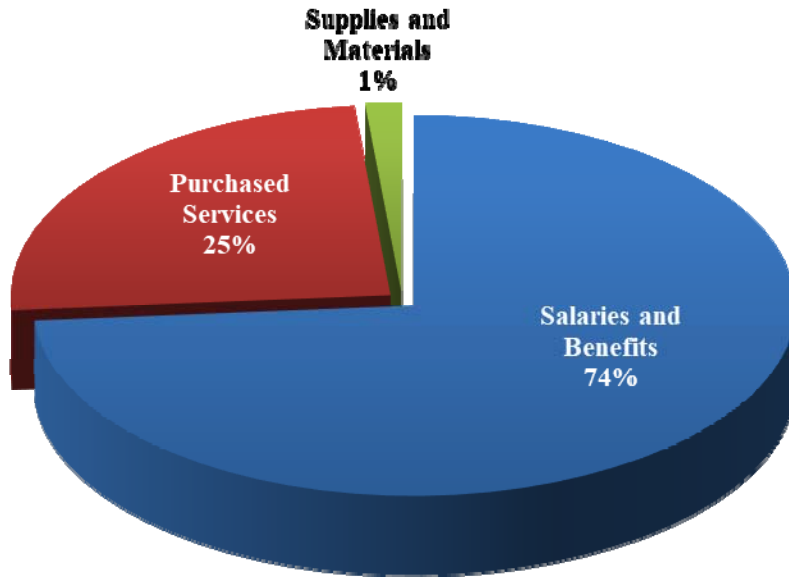
CITY MANAGER'S OFFICE

FY 2021-2022 Budget

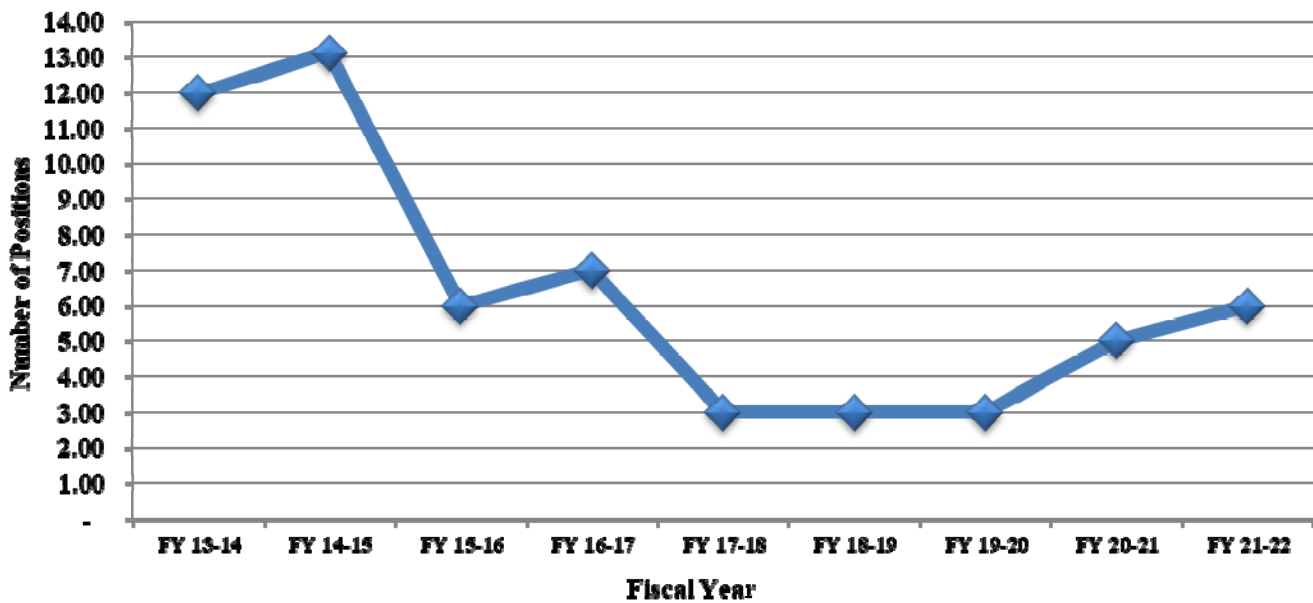
FY 2021-22

Operating \$1,720,160
Positions 6

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



CITY MANAGER'S OFFICE

FY 2021-2022 Budget

Department Summary

SOURCES

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
General Fund					
Charges/Fees for Services	-	-	-	-	-
Use of Resources	702,705	803,406	1,482,475	1,540,455	1,588,285
Special Revenue Funds	-	345	-	-	15,000
Capital Project Funds	84,400	6,499	-	-	71,915
Enterprise Funds	9,860	-	-	-	44,960
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	796,965	810,250	1,482,475	1,540,455	1,720,160

EXPENDITURES BY DEPARTMENT

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
City Manager's Office	796,965	810,250	978,405	958,410	1,128,205
Human Resources Division ¹	-	-	504,070	582,045	591,955
TOTAL	796,965	810,250	1,482,475	1,540,455	1,720,160

CHARACTER OF EXPENDITURES

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Personnel					
Salaries and Benefits	537,817	533,765	1,056,360	1,073,130	1,267,835
Subtotal	537,817	533,765	1,056,360	1,073,130	1,267,835
Supplies and Services					
Purchased Services	248,549	265,087	414,615	434,325	424,325
Supplies and Materials	5,054	4,949	11,500	31,500	26,500
Capital Expenditures	5,546	1,408	-	1,500	1,500
Other Expenditures	-	5,040	-	-	-
Subtotal	259,149	276,485	426,115	467,325	452,325
TOTAL	796,965	810,250	1,482,475	1,540,455	1,720,160

AUTHORIZED STRENGTH

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
City Manager's Office	3.00	3.00	3.00	3.00	4.00
Human Resources Division ¹	0.00	0.00	2.00	2.00	2.00
TOTAL	3.00	3.00	5.00	5.00	6.00

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

CITY MANAGER'S OFFICE

FY 2021-2022 Budget

Department Summary

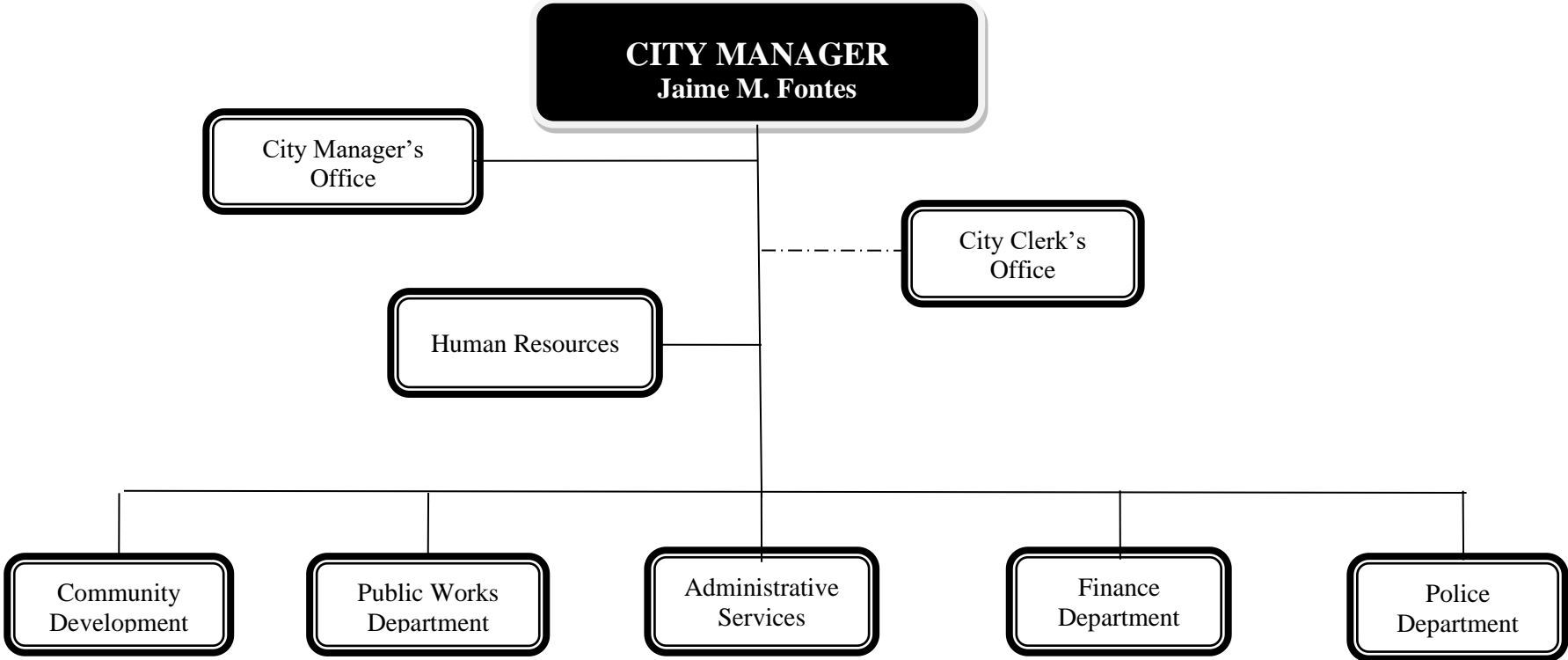
MISSION STATEMENT

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

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

CITY MANAGER'S OFFICE

FY 2021-2022 Budget



DB-22

Total FTE's: 6.0

CITY MANAGER'S OFFICE

FY 2021-2022 Budget

Division Summary

SOURCES

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
General Fund					
Charges/Fees for Services	-	-	-	-	-
Use of Resources	702,705	803,406	978,405	958,410	1,011,330
Special Revenue Funds	-	345	-	-	-
Capital Project Funds	84,400	6,499	-	-	71,915
Enterprise Funds	9,860	-	-	-	44,960
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	796,965	810,250	978,405	958,410	1,128,205

EXPENDITURES BY DIVISION

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
City Manager's Office	796,965	810,250	978,405	958,410	1,128,205
TOTAL	796,965	810,250	978,405	958,410	1,128,205

CHARACTER OF EXPENDITURES

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Personnel					
Salaries and Benefits	537,817	533,765	727,390	727,395	907,190
Subtotal	537,817	533,765	727,390	727,395	907,190
Supplies and Services					
Purchased Services	248,549	265,087	245,515	225,515	215,515
Supplies and Materials	5,054	4,949	5,500	5,500	5,500
Capital Expenditures	5,546	1,408	-	-	-
Other Expenditures	-	5,040	-	-	-
Subtotal	259,149	276,485	251,015	231,015	221,015
TOTAL	796,965	810,250	978,405	958,410	1,128,205

AUTHORIZED STRENGTH

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00	1.00	1.00
Executive Assistant to City Manager	1.00	1.00	1.00	1.00	1.00
Senior Management Analyst	0.00	0.00	0.00	0.00	1.00
TOTAL	3.00	3.00	3.00	3.00	4.00

CITY MANAGER'S OFFICE

FY 2021-2022 Budget

Division Summary

SERVICE DESCRIPTION

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

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

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

SIGNIFICANT CHANGES

FY 2020-2021 to FY 2021-2022 Budget:

The decrease of \$19,995 (-2.0%) from the Adopted FY 20-21 Budget to the Baseline FY 21-22 Budget is primarily due to reduced purchased services.

The increase of \$169,795 (17.7%) from the Baseline FY 21-22 Budget to the Adopted FY 21-22 Budget is primarily due to the addition of Senior Management Analyst.

Fiscal Year (FY)	Budget	\$ Change From Previous FY	% Change From Previous FY
2020-21 Adopted	\$978,405		
2021-22 Baseline	\$958,410	(\$19,995)	-2.0%
2021-22 Adopted	\$1,128,205	\$169,795	17.7%

CITY MANAGER'S OFFICE

FY 2021-2022 Budget

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Manage the City's COVID-19 Emergency Operations and response.	1. The City, under the guidance of the City Manager's Office has led an effective COVID-19 response. Staff have responded from every Division at the City. The City's response has been both broad and targeted with multiple programs including local food distribution traffic support, and community testing and vaccine outreach and support.
2. Improve communication with the Public.	2. The City's Manager's Office, in coordination with the City Clerk, improved the City's outreach. Communication has improved in frequency and leveraged technology to reach the public in new media spaces. While this past year has focused on critical COVID-19 information, these methods and techniques will carry forward.
3. Enhance Community Services and Parks	3. While much of the City's recreation programs have been shuttered during COVID-19 the City Manager's Office, in coordination with Administrative Services, has made recreation and parks a driving focus coming out of the pandemic. The City Manager's Office is spearheading the Parks Master Plan and other efforts.

CITY MANAGER'S OFFICE

FY 2021-2022 Budget

OBJECTIVES

1. Continue to oversee local community COVID-19 Emergency response.
2. In coordination with Administrative Services Department, enhance City Parks.
3. In coordination with the Community Development Department, improve opportunities for housing.
4. In coordination with the Community Development Department, increase the City's economic and workforce development.
5. In coordination with the Public Works Department, develop and implement a comprehensive Facilities Master Plan.

CITY MANAGER'S OFFICE

FY 2021-22 Budget

Human Resources Division

Division Summary

SOURCES

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
General Fund					
Charges/Fees for Services	-	-	-	-	-
Use of Resources	508,835	568,515	504,070	582,045	576,955
Special Revenue Funds	-	-	-	-	15,000
Capital Project Funds	-	-	-	-	-
Enterprise Funds	-	-	-	-	-
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	508,835	568,515	504,070	582,045	591,955

EXPENDITURES BY DIVISION

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Human Resources Division ¹	508,835	568,515	504,070	582,045	591,955
TOTAL	508,835	568,515	504,070	582,045	591,955

CHARACTER OF EXPENDITURES

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Personnel					
Salaries and Benefits	315,516	327,680	328,970	345,735	360,645
Subtotal	315,516	327,680	328,970	345,735	360,645
Supplies and Services					
Purchased Services	180,095	224,036	169,100	208,810	208,810
Supplies and Materials	10,500	15,414	6,000	26,000	21,000
Capital Expenditures	2,724	1,385	-	1,500	1,500
Other Expenditures	-	-	-	-	-
Subtotal	193,319	240,835	175,100	236,310	231,310
TOTAL	508,835	568,515	504,070	582,045	591,955

AUTHORIZED STRENGTH

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Human Resources Manager	1.00	1.00	1.00	1.00	1.00
Human Resources Assistant	1.00	1.00	1.00	1.00	1.00
TOTAL	2.00	2.00	2.00	2.00	2.00

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

CITY MANAGER'S OFFICE

FY 2021-2022 Budget

Human Resources Division Summary

SERVICE DESCRIPTION

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

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

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

Core functions of the HR Division include:

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

The HR Division is increasingly requiring additional staff assistance due to a high volume of work projects and compliance tasks. The division has been impacted by the 2020 Pandemic, including numerous compliance issues, personnel responses, new initiatives for local emergency response, and other tasks.

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

CITY MANAGER'S OFFICE

FY 2021-2022 Budget

Human Resources Division Summary

HR's emphasis for the Fiscal Year 2021-2022 is to continue working to achieve the City of East Palo Alto's strategic mission while ensuring City employees are engaged and motivated to help East Palo Alto residents, businesses, organizations, and visitors. This will be accomplished by identifying issues and executing corrective measures effectively.

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

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

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

SIGNIFICANT CHANGES

FY 2020-2021 to FY 2021-2022 Budget:

The increase of \$77,975 (15.5%) from the Adopted FY 2020-21 Budget to the Baseline FY 2021-22 Budget is primarily due to personnel and purchased services for outside expert advice support.

The increase of \$9,910 (1.7%) from the Baseline FY 2021-22 Budget to the Adopted FY 2021-22 Budget is primarily related to temporary staff and consulting services to backfill COVID-19 Pandemic impacts on the division. Such costs will be paid from American Rescue Funds transferred to the General Fund.

Fiscal Year (FY)	Budget	\$ Change From Previous FY	% Change From Previous FY
2020-21 Adopted	\$504,070		
2021-22 Baseline	\$582,045	\$77,975	15.5%
2021-22 Adopted	\$591,955	\$9,910	1.7%

CITY MANAGER'S OFFICE

FY 2021-2022 Budget

Human Resources Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Comprehensive Update to HR Policies/Procedures	1. HR is reviewing the professionally prepared draft. In Progress.
2. Maintain Strong Staffing with Employee Recruitment/Retention Initiatives	2. On-going
3. Conduct labor negotiations with all three (3) employee bargaining units.	3. To begin April 2021
4. Conduct virtual conferencing new hire orientations at least 4 times a year when needed.	4. On-going
5. Implement a new Employee Assistance Program to promote health and wellness to City staff.	5. To begin 3rd Quarter of 2021

CITY MANAGER'S OFFICE

FY 2021-2022 Budget

Human Resources Division

OBJECTIVES

1. Recruit new staff and fill vacant positions as needed.
2. With assistance from Koff & Associates, review several classifications, provide direction, leadership and information related to the needs of the City for developing job descriptions and compensation schedules.
3. Conduct labor negotiations with all three (3) employee bargaining units.
4. Implement new staff training programs for all levels of workforce.
5. Review and update Personnel Policies and Procedures manual including conferring with employee bargaining units prior to City Council approval.
6. Implement a new Employee Assistance Program (EAP) and work with Wellness Solutions program in order to improve employee access to health and wellness resources.

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ADMINISTRATIVE SERVICES DEPARTMENT

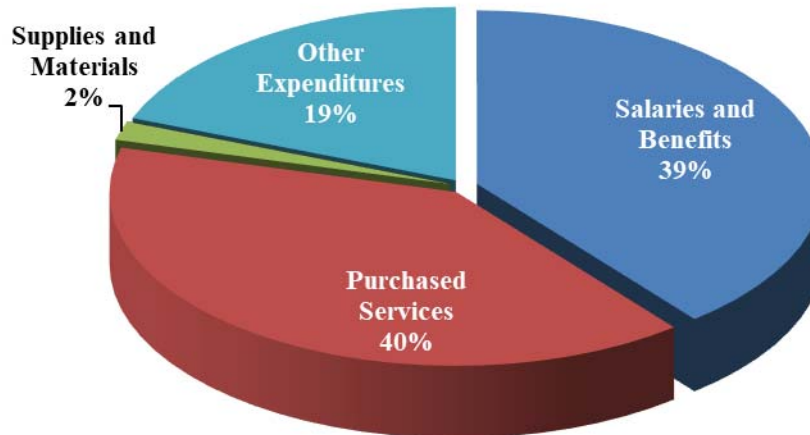
FY 2021-2022 Budget

FY 2021-22

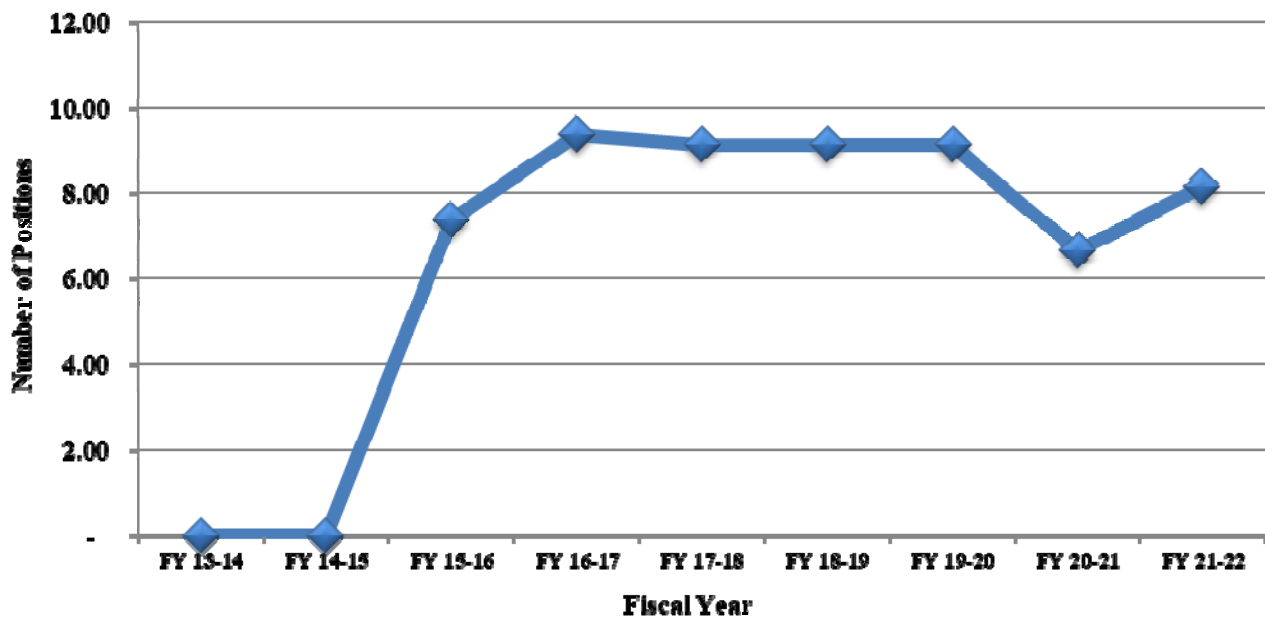
Operating \$2,357,120

Positions 8.15

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



ADMINISTRATIVE SERVICES DEPARTMENT

FY 2021-2022 Budget

Department Summary

SOURCES	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
General Fund					
Charges/Fees for Services	34,804	19,652	40,000	90,650	90,650
Use of Resources	1,692,976	1,803,292	1,427,210	1,354,840	1,337,335
Special Revenue Funds	702,405	493,576	397,250	491,500	664,135
Capital Project Fund	-	-	100,000	-	265,000
Enterprise Funds	-	-	-	-	-
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	2,430,185	2,316,520	1,964,460	1,936,990	2,357,120

EXPENDITURES BY DIVISION	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Administration Division	767,720	746,510	940,020	882,350	893,020
Community Services Division	1,153,630	1,001,495	1,024,440	1,054,640	1,464,100
Human Resources Division	508,835	568,515	-	-	-
TOTAL	2,430,185	2,316,520	1,964,460	1,936,990	2,357,120

CHARACTER OF EXPENDITURES	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Personnel					
Salaries and Benefits	1,005,655	1,025,474	769,010	823,540	923,870
Subtotal	1,005,655	1,025,474	769,010	823,540	923,870
Supplies and Services					
Purchased Services	640,335	768,598	814,750	636,000	940,800
Supplies and Materials	27,624	36,161	29,200	25,950	40,950
Capital Expenditures	7,703	6,083	6,500	-	-
Other Expenditures	748,867	480,204	345,000	451,500	451,500
Subtotal	1,424,529	1,291,046	1,195,450	1,113,450	1,433,250
TOTAL	2,430,185	2,316,520	1,964,460	1,936,990	2,357,120

AUTHORIZED STRENGTH	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Administrative Services Admin Division	3.00	3.00	3.00	3.00	3.00
Community Services Division	4.15	4.15	3.65	4.15	5.15
Human Resources Division ¹	2.00	2.00	-	-	-
TOTAL	9.15	9.15	6.65	7.15	8.15

¹ Division transferred to City Manager's Office

ADMINISTRATIVE SERVICES DEPARTMENT

FY 2021-2022 Budget

Department Summary

MISSION STATEMENT

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

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

Administration

- Managing the submittal, review, recommendation, and awards of TOT grants processes;
- Developing the City's emergency response preparation and readiness and coordinating emergency response exercises and training with regional first responders agencies, City staff and the Community Emergency Response Team;
- Emergency Response efforts related to 2020 Pandemic community outreach and support for testing and vaccination programs.

Community Services

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

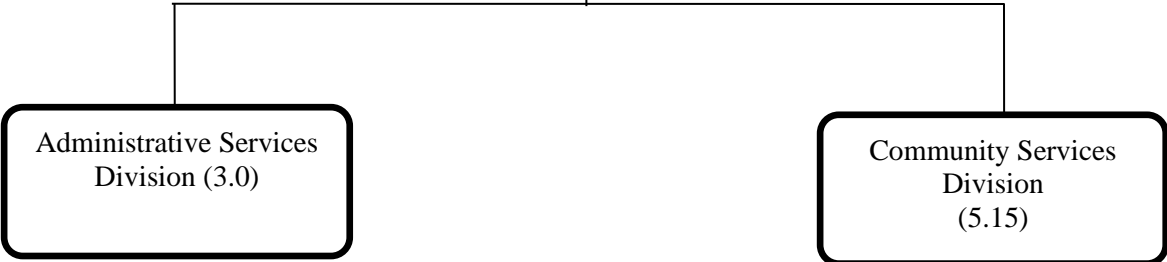
Information Technology

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

ADMINISTRATIVE SERVICES DEPARTMENT

FY 2021-2022 Budget

**ADMINISTRATIVE SERVICES
DIRECTOR
Marie McKenzie**



DB-36

Total FTE's: 8.15

ADMINISTRATIVE SERVICES DEPARTMENT

FY 2021-2022 Budget

Administration Division

Division Summary

SOURCES

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
General Fund					
Charges/Fees for Services	-	-	-	-	-
Use of Resources	766,620	746,510	940,020	882,350	720,385
Special Revenue Funds	1,100	-	-	-	172,635
Capital Project Fund	-	-	-	-	-
Enterprise Funds	-	-	-	-	-
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	767,720	746,510	940,020	882,350	893,020

EXPENDITURES BY DIVISION

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Administration Division	767,720	746,510	940,020	882,350	893,020
TOTAL	767,720	746,510	940,020	882,350	893,020

CHARACTER OF EXPENDITURES

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Personnel					
Salaries and Benefits	374,805	366,790	448,620	461,550	442,420
Subtotal	374,805	366,790	448,620	461,550	442,420
Supplies and Services					
Purchased Services	335,105	366,909	486,900	416,300	431,100
Supplies and Materials	5,195	10,170	4,500	4,500	19,500
Capital Expenditures	2,615	2,641	-	-	-
Other Expenditures	50,000	-	-	-	-
Subtotal	392,916	379,720	491,400	420,800	450,600
TOTAL	767,720	746,510	940,020	882,350	893,020

AUTHORIZED STRENGTH

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 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 2021-2022 Budget

Administration Division Summary

SERVICE DESCRIPTION

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

The Administrative Services Administration Division is organized in the following programmatic functions: Administration of the Information Technology (IT), Community Services division functions and direct administration of Council initiatives related to community services, including 2020 Pandemic response and outreach efforts. The Division currently has an authorized staffing level of three positions and Redwood City IT contract services equal to a full-time Senior IT technician. The authorized staffing does not include temporary workers hired to assist with pandemic outreach and response.

SIGNIFICANT CHANGES

FY 2020-2021 to FY 2021-2022 Budget:

The decrease of \$57,670 (-6.1%) from the Adopted FY 20-21 Budget to the Baseline FY 21-22 Budget is primarily due to the reduction in purchased services related to IT Strategic Plan budgeted in the prior year.

The increase of \$10,670 (1.2%) from the Baseline FY 21-22 Budget to the Adopted FY 21-22 Budget is due to estimated emergency response costs for temporary pandemic employees, mailing, and communication outreach related to Pandemic response efforts assumed to March 2021. Such costs are budgeted from American Rescue Act Special Revenue Fund.

Fiscal Year (FY)	Budget	\$ Change From Previous FY	% Change From Previous FY
2020-21 Adopted	\$940,020		
2021-22 Baseline	\$882,350	(\$57,670)	-6.1%
2021-22 Adopted	\$893,020	\$10,670	1.2%

ADMINISTRATIVE SERVICES DEPARTMENT

FY 2021-2022 Budget

Community Services Division

Division Summary

SOURCES

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
General Fund					
Charges/Fees for Services	34,804	19,652	40,000	90,650	90,650
Use of Resources	417,521	488,267	487,190	472,490	616,950
Special Revenue Funds	701,305	493,576	397,250	491,500	491,500
Capital Project Fund	-	-	100,000	-	265,000
Enterprise Funds	-	-	-	-	-
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	1,153,630	1,001,495	1,024,440	1,054,640	1,464,100

EXPENDITURES BY DIVISION

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Community Programs	890,248	732,039	716,315	745,950	1,130,410
Senior Programs	263,382	269,456	308,125	308,690	333,690
TOTAL	1,153,630	1,001,495	1,024,440	1,054,640	1,464,100

CHARACTER OF EXPENDITURES

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Personnel					
Salaries and Benefits	315,335	331,004	320,390	361,990	481,450
Subtotal	315,335	331,004	320,390	361,990	481,450
Supplies and Services					
Purchased Services	125,135	177,653	327,850	219,700	509,700
Supplies and Materials	11,929	10,577	24,700	21,450	21,450
Capital Expenditures	2,365	2,057	6,500	-	-
Other Expenditures	698,867	480,204	345,000	451,500	451,500
Subtotal	838,295	670,491	704,050	692,650	982,650
TOTAL	1,153,630	1,001,495	1,024,440	1,054,640	1,464,100

AUTHORIZED STRENGTH

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Community Services Manager	1.00	1.00	1.00	1.00	1.00
Recreation Coordinator	-	-	-	-	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	0.50	1.00	1.00
Nutrition Site Supervisor (PT)	0.75	0.75	0.75	0.75	0.75
Kitchen Aide (PT)	0.50	0.50	0.50	0.50	0.50
TOTAL	4.15	4.15	3.65	4.15	5.15

¹ Temporary 0.5 position freeze in FY 2020-21

ADMINISTRATIVE SERVICES DEPARTMENT

FY 2021-2022 Budget

Community Services Division Summary

SERVICE DESCRIPTION

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

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

The Division is staffed with 5.15 proposed full-time equivalent positions equating to a total of ten staff:

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

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

SIGNIFICANT CHANGES

FY 2020-2021 to FY 2021-2022 Budget:

The increase of \$30,200 (2.9%) from the Adopted FY 20-21 Budget to the Proposed FY 21-22 Budget is primarily due to increase in personnel services offset by reduction in purchased services due to prior year budget for parks master plan.

The increase of \$409,460 (38.8%) from the Baseline FY 21-22 Budget to the Adopted FY 21-22 Budget is due to a limited duration Recreation position (\$120,000) and an increase in purchased services for the MLK Parks master planning (\$265,000) and security services.

Fiscal Year (FY)	Budget	\$ Change From Previous FY	% Change From Previous FY
2020-21 Adopted	\$1,024,440		
2021-22 Baseline	\$1,054,640	\$30,200	2.9%
2021-22 Adopted	\$1,464,100	\$409,460	38.8%

ADMINISTRATIVE SERVICES DEPARTMENT

FY 2021-2022 Budget

Community Services Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Implement 2020 Summer Programming for East Palo Alto Residents	1. Completed.
2. Facilitate City Sponsored Events	2. On-Going.
3. Draft, Issue, and Evaluate Park Master Plan RFP/Q and Subsequent Responses	3. Completed.
4. City Council Consideration of Agreement with Firm to Provide Master Plan Services	4. Completed.
5. Partner with Selected Consultant to Conduct Community Outreach on Park Master Plan	5. In Progress.
6. City Council Consideration of Final Park's Master Plan	6. In Progress.
7. Draft Recommendations Regarding: Potential Dog Park, Security, & Wi-fi as Part of the Park's Master Plan	7. In Progress.
8. Conduct Community Outreach to Determine what Types of Activities are Possible	8. Completed.
9. Coordinate with Primary School to Establish a Draft Plan around Utilizing Gym Facilities	9. In Progress.
10. City Council Consideration of Joint Use Agreement with Primary School	10. In Progress.
11. Initiate Community Use of the Primary School Gym	11. In Progress.
12. Initiate Summer Programs for 2021	12. In Progress.

ADMINISTRATIVE SERVICES DEPARTMENT

FY 2021-2022 Budget

Community Services Division

OBJECTIVES

1. **Cultural Arts, Events and Entertainment:**

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

2. **Lifelong Learning:**

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

3. **Recreation:**

- Implement fourth (4th) year of summer recreation programs and services.
- Increase the amount of youth participating in recreation programs that promote healthy habits, by 5%.
- Increase emotional and social support for seniors by implementing intergenerational programs between youth and senior populations.

4. **Community Outreach and Engagement:**

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

5. **Senior Services:**

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

ADMINISTRATIVE SERVICES DEPARTMENT

FY 2021-2022 Budget

Community Services Division

OBJECTIVES

6. **Youth Leadership Development:**

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

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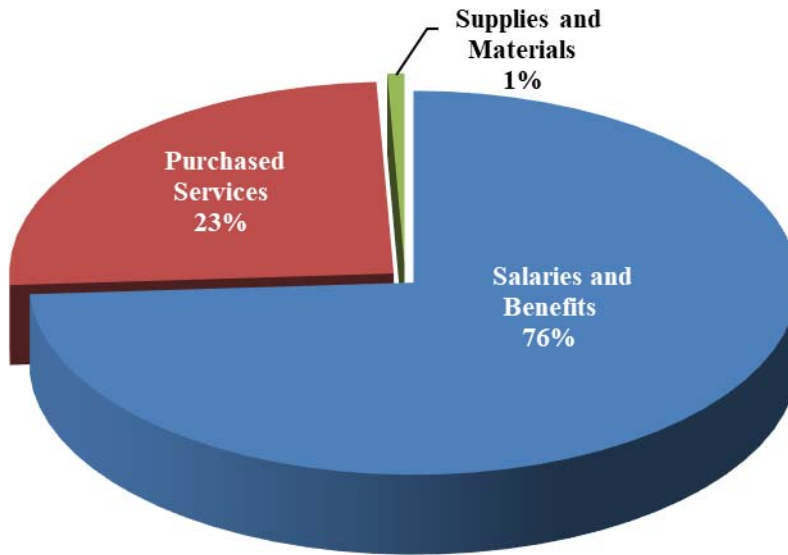
FINANCE DEPARTMENT

FY 2021-2022 Budget

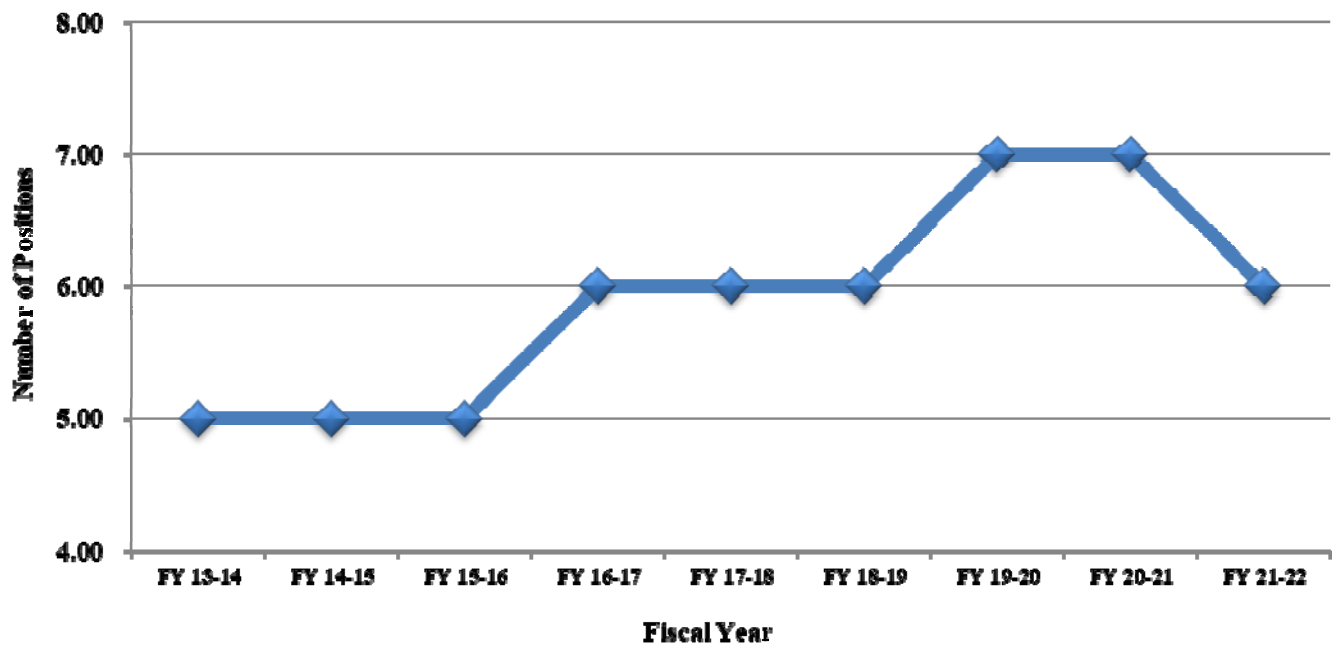
FY 2021-22

Operating	\$1,388,080
Positions	6

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



FINANCE DEPARTMENT

FY 2021-2022 Budget

Department Summary

SOURCES

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
General Fund					
Charges/Fees for Services	21,355	58,195	25,000	15,000	15,000
Use of Resources	1,006,565	1,181,379	1,257,955	1,270,745	1,323,035
Special Revenue Funds	670	4,372	67,795	7,840	7,840
Capital Project Fund	-	-	25,000	-	-
Enterprise Funds	37,875	37,261	50,300	21,000	21,000
Successor Agency Trust Fund	5,645	12,342	4,000	21,205	21,205
TOTAL	1,072,110	1,293,550	1,430,050	1,335,790	1,388,080

EXPENDITURES BY DEPARTMENT

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Finance Department	1,072,110	1,293,550	1,430,050	1,335,790	1,388,080
TOTAL	1,072,110	1,293,550	1,430,050	1,335,790	1,388,080

CHARACTER OF EXPENDITURES

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Personnel					
Salaries and Benefits	840,351	984,269	1,097,450	1,010,365	1,027,655
Subtotal	840,351	984,269	1,097,450	1,010,365	1,027,655
Supplies and Services					
Purchased Services	215,500	292,700	324,100	315,425	350,425
Supplies and Materials	7,659	8,244	8,500	10,000	10,000
Capital Expenditures	8,600	8,337	-	-	-
Other Expenditures	-	-	-	-	-
Subtotal	231,760	309,281	332,600	325,425	360,425
TOTAL	1,072,110	1,293,550	1,430,050	1,335,790	1,388,080

AUTHORIZED STRENGTH

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 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	-	1.00	1.00	1.00	1.00
Accountant I/II	2.00	1.00	1.00	1.00	1.00
Account Technician I/II	2.00	2.00	2.00	2.00	2.00
Sr Finance Project Manager- LTD	-	1.00	1.00	-	-
TOTAL	6.00	7.00	7.00	6.00	6.00

FINANCE DEPARTMENT

FY 2021-2022 Budget

Department Summary

MISSION STATEMENT

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

Finance Department functions include administration, financial reporting, risk management, tax administration, budgeting, forecasting, cash management and treasury, and capital financing and debt management. The department has an authorized staffing level of six positions, including: Finance Director, Financial Services Manager, Management Analyst II, Accountant II, two (2) Account Technicians I/II.

The Finance Department emphasis has focused on goals primarily targeted toward organization-wide issues that improve organizational risk mitigation, financial stability, and resiliency planning. In order to improve citywide efficiency and risk mitigation, better data-based decision capacity, and improved graphical information transparency – it is critical to focus on areas of internal and citywide procedural and technology information process improvements.

Current Finance objectives span a two-year period depending upon further COVID Pandemic impacts, staff capacity, and Council strategic objectives. The Department completed several milestones related to implementing, securing, and stabilizing local resources in recent years; however, we note marked rather severe operating impacts and diversion related to the COVID-19 Pandemic. These impacts affect every major transactional operation of the department.

Aside from absorbing direct impacts of processing transactions in a remote work environment, the department continues to support emergency logistics, management of Federal, State, and County resource compliance and reporting, assisting response staff with contracts and timekeeping, and providing support documentation for costs related to the City's emergency efforts. The department assisted Human Resources with implementation of new regulatory benefits and compliance mandates, as well as, risk and safety management issues – in addition to assisting other diverted departments with normal operating responsibilities.

Major areas of on-going emphases are: (a) implementing organizational technology improvements, and (b) improving financial analytics, practices, and risk mitigation strategies. Departmental progress on risk mitigation strategies is in process, and the Department's primary focus is on emergency response support and technology improvements.

Organizational Technology Improvements

Focus area includes:

- Recommend and negotiate Enterprise Resource Planning (ERP) software vendor contract;
- Hire Project Oversight and initiate implementation of major information system modules: General Ledger, Human Resources Information System.
- Issue Request for Proposals (RFP) to consider third party administrator for Business License Tax annual renewal and collection.

FINANCE DEPARTMENT

FY 2020-2021 Budget

Department Summary

Improving Financial Analytics, Practices, and Risk Mitigation Strategies

Focus area includes:

- Implementation of improved Federal and State grant procedures and controls
- General Fund Reserve Policy;
- Policy to pre-fund CalPERS unfunded liabilities;
- Implementation of improved Federal and State grant procedures and controls;
- Mandated reporting and compliance related to the COVID-19 Pandemic, including:
 - Quarterly Emergency Reporting
 - Submitting Federal Emergency Management Agency reporting
 - Coronavirus Aid and Economic Security Act (CARES) Funds
 - American Rescue Plan Act of 2021

The following duties are planned oversight transfer to City Manager's Office with Senior Management Analyst position:

- Emergency Operations internal communications, budgeting, and logistical planning;
- Remote Contract Management – including potential to hire third party administrator for contractual insurance requirements;
- Utility-related oversight of operational issues, rates, and studies for water and solid waste systems.

SIGNIFICANT CHANGES

FY 2020-2021 to FY 2021-2022 Budget:

The decrease of \$94,260 (-6.6%) from the Adopted FY 20-21 Budget to the Baseline FY 21-22 Budget is primarily due to the end of limited duration appointment for Senior Financial Services Manager position offset by personnel salary and benefit increases.

The increase of \$52,290 (3.9%) from the Baseline FY 21-22 Budget to the Adopted FY 21-22 Budget is primarily related to temporary staff to backfill and consulting costs due to the COVID-19 Pandemic diversion and transition impacts on the Department. Such costs will be paid from American Rescue Funds transferred to the General Fund.

Fiscal Year (FY)	Budget	\$ Change from Previous FY	% Change from Previous FY
2020-21 Adopted	\$1,430,050		
2021-22 Baseline	\$1,335,790	(\$94,260)	-6.6%
2021-22 Adopted	\$1,388,080	\$52,290	3.9%

FINANCE DEPARTMENT

FY 2021-2022 Budget

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Support COVID-19 emergency funding requirements, logistics and cost recovery efforts.	1. Performed emergency resolutions, updated federal reporting portals, coordinated with County, and supported and advised departments regarding risk management, new Federal and State benefits, contract procurement, allowable costs, and City Manager authority. Implemented mobile timekeeping, trained, and supported response staff regarding proper timekeeping to maximize cost recovery efforts.
2. Prepare Quarterly Emergency Report to Council regarding emergency authority, sources, expenditures, and activities.	2. Objective met and on-going.
3. Prepare additional Quarterly Budget Report to Council (formally only mid-year).	3. Objective met and on-going.
4. Perform Citywide Enterprise Resource Planning (ERP) System selection.	4. ERP software vendor proposal request (RFP) issued, reviewed, and vendor candidates selected April 2020; Citywide vendor proof of capabilities September - October 2020; due diligence, references, organizational fit, implementation and post-implementation cost analysis, and project achievability concluded March 2021. Recommendation to Council June 2021.
5. Perform RFP to consider hiring a third-party administrator to implement on-line business license tax renewal and application process supported by credit card capability by December 2019.	5. Project decision deferred pending results of ERP software vendor selection. Planned objective for FY 2021-22.
6. Complete FY 2019-20 Comprehensive Annual Financial Report and submit application to Government Finance Officers Association (GFOA) for excellence in financial reporting award by December 31, 2020.	6. Completed December 2020.
7. Perform analytical risk studies and present to Council to determine risk-based allocation of accumulated General Fund reserves.	7. Completed September 2020.

FINANCE DEPARTMENT

FY 2021-2022 Budget

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
8. Adopt a General Fund Reserve Policy.	8. Council Study session in April 2021; in process for final adoption.
9. 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.	9. Council Study session March 2021; in process for further discussion of options and funding strategy.
10. Support Public Works Infrastructure and District Studies to reduce General Fund support of NPDES and Storm Drain District activities.	10. Public Works Department studies not initiated.
11. Adopt California Uniform Public Construction Cost Accounting Act procedures and update City Purchasing Ordinance.	11. Project deferred due to COVID. Planned objective for FY 2021-22.
12. Initiate a financial plan for Disaster Planning and Recovery.	12. Contract procurement and timekeeping improvements implemented with COVID; Specific Financial Recovery Planning is deferred pending cross-departmental support of citywide emergency functions.
13. Prepare and present the Preliminary FY 2021-22 Financial Summary and Budget Message by April 30, 2021. Prepare and adopt the FY 2020-21 Budget by June 30, 2021.	13. Completed.
14. Prepare forecast and analytics for Council Strategic Planning process.	14. Completed January 2021.
15. Provide strategic analytics for the Calendar Year (CY) 2021 negotiations with employee union bargaining groups.	15. CY 2021 negotiations in process.

FINANCE DEPARTMENT

FY 2021-22 Budget

OBJECTIVES

1. Support COVID 19 emergency response; maximize and support cost recovery efforts. Inform Council regarding Federal Treasury Regulations for use of American Rescue Act Funds (ARPA).
2. Prepare Quarterly Emergency Reports.
3. Select Enterprise Resource Planning (ERP) software vendor and negotiate contract.
4. Hire ERP implementation project management oversight for major general ledger and human resource modules, prepare and plan implementation, begin implementation by January 2022.
5. Conduct oversight of grant management procedural and control improvements, including implementation of recommendations to properly staff and fund grant control and oversight activities by October 2021.
6. Issue Request for Proposals to consider third-party administrator for on-line business license tax renewal, application, and compliance processes supported by credit card capability, and prepare improved procedural rules by October 2021.
7. Issue Request for Proposals for outside, professional audit services by December 2021.
8. Complete a Long-term General Fund Forecast and present to Council to inform the 2022 Strategic Planning Process by January 2022.
9. Complete FY 2021-22 Comprehensive Annual Financial Report and submit application to Government Finance Officers Association (GFOA) by December 2021.

Due to COVID Pandemic impacts and significant management transition within Department, proposed deferral and/or prioritization of the following critical projects:

10. Adopt final Council Reserve Policy.
11. CalPERS Unfunded Liability options for pre-funding liabilities and reducing overall costs and risks.
12. Support Public Works Infrastructure and District Studies to reduce General Fund support of NPDES and Storm Drain District activities.
13. Perform economics-based long-term General Fund forecast.
14. Adopt California Uniform Public Construction Cost Accounting Act procedures, update City Purchase Ordinance, and update comprehensive purchasing policies and procedures.
15. Financial Planning for Disaster Planning and Recovery.
16. Engage risk management expert to: amend City lease agreements; ensure City facilities and contents are adequately insured, confirm City asset-type coverage, and consider additional coverages.
17. Properly transition oversight of the following to City Manager's Office Senior Management Analyst:
 - a. Emergency Operations internal communications, budgets, logistics;
 - b. Remote Contract Management;
 - c. Utility-systems oversight of cross-departmental operational issues, rates, and studies.

FINANCE DEPARTMENT

FY 2021-2022 Budget

FINANCE DIRECTOR

Brenda L. Cooley-Olwin

Financial Services Manager

Management Analyst II

Accountant I/II (UF)

Account Technician I/II (2)

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Total FTE's: 6.0

COMMUNITY AND ECONOMIC DEVELOPMENT

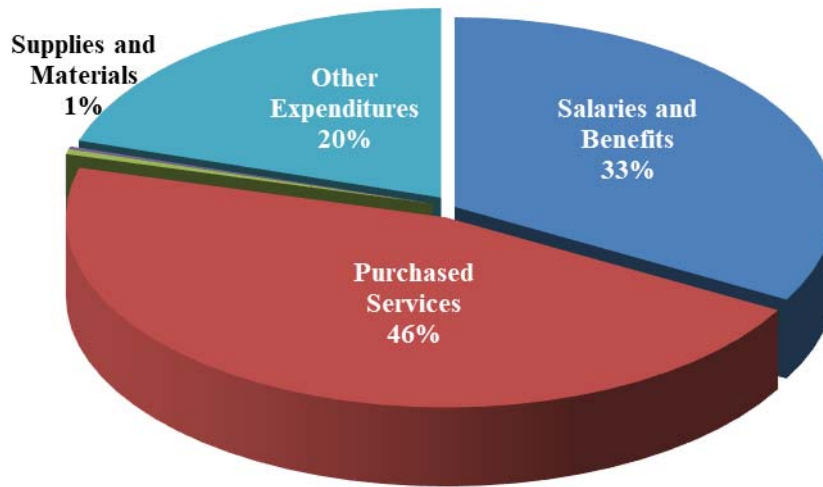
FY 2021-2022 Budget

FY 2021-22

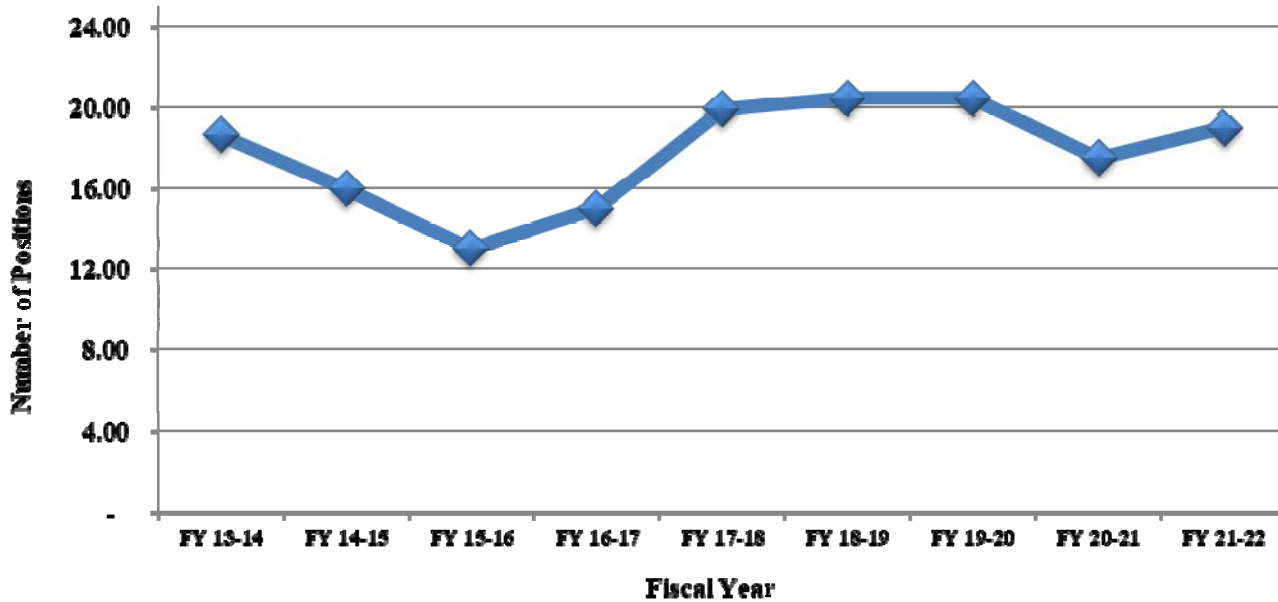
Operating \$8,743,350

Positions 19

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2021-22 Budget

Department Summary

SOURCES	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2021-22
	Actual	Actual	Adopted	Baseline	Adopted
General Fund					
Charges/Fees for Services	1,265,390	2,301,133	2,679,500	2,420,000	3,740,000
Use of Resources	1,369,385	1,452,939	2,161,805	2,047,670	1,569,550
Special Revenue Funds	581,580	854,088	2,042,065	2,916,290	3,433,800
Capital Project Funds	192,835	61,059	-	-	-
Enterprise Funds	86,380	59,681	-	-	-
Successor Agency Trust Fund	38,355	-	-	-	-
TOTAL	3,533,925	4,728,900	6,883,370	7,383,960	8,743,350

EXPENDITURES BY DIVISION	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2021-22
	Actual	Actual	Adopted	Baseline	Adopted
Administration Division	874,530	926,110	931,565	687,230	687,230
Building Services Division	889,925	1,266,900	1,912,900	1,639,460	1,839,460
Housing & Econ Development	568,565	878,830	2,126,715	3,275,510	3,434,900
Planning Division	1,200,905	1,657,060	1,912,190	1,781,760	2,781,760
TOTAL	3,533,925	4,728,900	6,883,370	7,383,960	8,743,350

CHARACTER OF EXPENDITURES	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2021-22
	Actual	Actual	Adopted	Baseline	Adopted
Personnel					
Salaries and Benefits	1,757,755	2,168,281	2,546,585	2,686,050	2,895,440
Subtotal	1,757,755	2,168,281	2,546,585	2,686,050	2,895,440
Supplies and Services					
Purchased Services	1,708,910	2,502,408	3,515,935	2,880,710	4,030,710
Supplies and Materials	29,070	34,298	37,500	39,200	39,200
Capital Expenditures	38,190	19,252	8,350	18,000	18,000
Other Expenditures	-	4,661	775,000	1,760,000	1,760,000
Subtotal	1,776,170	2,560,620	4,336,785	4,697,910	5,847,910
TOTAL	3,533,925	4,728,900	6,883,370	7,383,960	8,743,350

AUTHORIZED STRENGTH	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2021-22
	Actual	Actual	Adopted	Baseline	Adopted
Administration Division	6.45	6.45	3.50	4.00	4.00
Building Services Division	7.00	7.00	7.00	7.00	7.00
Housing & Econ Development	3.00	3.00	3.00	3.00	4.00
Planning Division	4.00	4.00	4.00	4.00	4.00
TOTAL	20.45	20.45	17.50	18.00	19.00

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2021-2022 Budget

Department Summary

MISSION STATEMENT

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

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

- Coordinating and managing the City's development related functions (e.g. long range planning, development review, entitlement and permit processing, inspection services, housing and code compliance/enforcement);
- Coordinating business development and retention efforts through both capital projects and direct economic development efforts;
- Managing the Community environmental programs;
- Serving as the City's Floodplain Coordinator by managing the National Flood Insurance Program (NFIP) and Community Rating System (CRS);
- Providing staff support to the Planning Commission;
- Monitoring and collaborating with regional organizations (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 2021-2022 Budget

ASSISTANT CITY
MANAGER

COMMUNITY & ECONOMIC
DEVELOPMENT DIRECTOR
Amy Chen

Administration

Secretary II

Office Assistant

Management
Analyst II

Building Services

Chief Building Official

Permit Technician (2)

Building Inspector I

Code Enforcement
Officer II (3)

Planning

Planning
Manager

Senior Planner

Associate Planner

Assistant/Associate
Planner

Housing/Econ Dev

Econ Dev & Housing
Manager

Housing Project
Manager

RSP Administrator

RSP Coordinator II

Total FTE's: 19.0

DB-55

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2021-2022 Budget

Administration Division

Division Summary

SOURCES

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
General Fund					
Charges/Fees for Services	-	-	-	-	-
Use of Resources	620,280	775,293	688,715	639,950	639,950
Special Revenue Funds	98,635	73,351	242,850	47,280	47,280
Capital Project Funds	61,700	17,785	-	-	-
Enterprise Funds	86,380	59,681	-	-	-
Successor Agency Trust Fund	7,535	-	-	-	-
TOTAL	874,530	926,110	931,565	687,230	687,230

EXPENDITURES BY DIVISION

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Administration Division	874,530	625,496	931,565	687,230	687,230
Environmental Programs ¹	-	300,614	-	-	-
TOTAL	874,530	926,110	931,565	687,230	687,230

CHARACTER OF EXPENDITURES

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Personnel					
Salaries and Benefits	482,872	710,704	494,295	587,530	587,530
Subtotal	482,872	710,704	494,295	587,530	587,530
Supplies and Services					
Purchased Services	358,360	193,395	424,770	87,200	87,200
Supplies and Materials	12,412	14,591	7,500	12,500	12,500
Capital Expenditures	20,885	2,759	5,000	-	-
Other Expenditures	-	4,661	-	-	-
Subtotal	391,657	215,406	437,270	99,700	99,700
TOTAL	874,530	926,110	931,565	687,230	687,230

AUTHORIZED STRENGTH

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Community & Econ Development Director	1.00	1.00	1.00	1.00	1.00
Management Analyst II ¹	2.00	2.00	0.50	1.00	1.00
Secretary II	1.00	1.00	1.00	1.00	1.00
Office Assistant	1.00	1.00	1.00	1.00	1.00
Environmental Services Aide ¹	1.45	1.45	-	-	-
TOTAL	6.45	6.45	3.50	4.00	4.00

¹ Net Positions Transferred to/from Public Works

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2021-2022 Budget

Administration Division Summary

SERVICE DESCRIPTION

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

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

SIGNIFICANT CHANGES

FY 2020-2021 to FY 2021-2022 Budget:

The decrease of \$244,335 (-26.2%) from the Adopted FY 20-21 Budget to the Baseline FY 21-22 Budget is primarily due to personnel increase for 0.5 Management Analyst II (\$74,200) back from Public Works offset by professional services decreases for Measure HH (\$150,000), First Source Hiring (\$70,000), and planning for Sobrato Phase II community benefits space (\$100,000) in prior year.

There is no change from the FY 2021-22 Baseline Budget to the FY 2021-22 Adopted Budget.

Fiscal Year (FY)	Budget	\$ Change From Previous	% Change From Previous FY
2020-21 Adopted	\$931,565		
2021-22 Baseline	\$687,230	(\$244,335)	-26.2%
2021-22 Adopted	\$687,230	\$0	0.0%

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2021-2022 Budget

Building Services Division

Division Summary

SOURCES

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
General Fund					
Charges/Fees for Services	545,095	891,823	1,165,000	1,035,000	1,255,000
Use of Resources	344,830	375,077	747,900	604,460	584,460
Special Revenue Funds	-	-	-	-	-
Capital Project Funds	-	-	-	-	-
Enterprise Funds	-	-	-	-	-
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	889,925	1,266,900	1,912,900	1,639,460	1,839,460

EXPENDITURES BY DIVISION

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Building Services Division	889,925	1,266,900	1,912,900	1,639,460	1,839,460
TOTAL	889,925	1,266,900	1,912,900	1,639,460	1,839,460

CHARACTER OF EXPENDITURES

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Personnel					
Salaries and Benefits	442,665	603,780	914,800	965,360	965,360
Subtotal	442,665	603,780	914,800	965,360	965,360
Supplies and Services					
Purchased Services	433,941	643,421	984,600	653,600	853,600
Supplies and Materials	7,870	8,959	13,500	13,500	13,500
Capital Expenditures	5,449	10,740	-	7,000	7,000
Other Expenditures	-	-	-	-	-
Subtotal	447,260	663,120	998,100	674,100	874,100
TOTAL	889,925	1,266,900	1,912,900	1,639,460	1,839,460

AUTHORIZED STRENGTH

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 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 2021-2022 Budget

Building Services Division Summary

SERVICE DESCRIPTION

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

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

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

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

SIGNIFICANT CHANGES

FY 2020-2021 to FY 2021-2022 Budget:

The decrease of \$273,440 (-14.3%) from the Adopted FY 20-21 Budget to the Baseline FY 21-22 Budget is primarily increased personnel costs (\$50,500) offset by decrease in estimated development consulting services for large projects.

The increase of \$200,000 (12.2%) from the Baseline FY 21-22 Budget to the Adopted FY 21-22 Budget is primarily due to inspection services related to pass through agreements.

Fiscal Year (FY)	Budget	\$ Change From Previous FY	% Change From Previous FY
2020-21 Adopted	\$1,912,900		
2021-22 Baseline	\$1,639,460	(\$273,440)	-14.3%
2021-22 Adopted	\$1,839,460	\$200,000	12.2%

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2021-2022 Budget

Building Services Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Continue to improve service quality, efficiency and customer service levels in all areas of the Building Division's Permit Center, Building Inspections, Building Plan Review and Code Enforcement.	1. Completed the following while under COVID-19 restrictions: <ul style="list-style-type: none">Continued to provide Division services while our office is closed to the public.Receiving and processing building permits electronically.Conducting virtual building and code enforcement inspections where practicable.Conducting virtual "over the counter" plan review sessions to expedite the plan review process.
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">Provided training to staff on introduction to residential plan review.Attended CACEO Training.Completed training for Reach Code.
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 17, 2020 staff hosted a public meeting and on September 1, 2020 hosted a City Council session on the potential proposal of new building Reach Codes.On October 20, 2020, Ordinance (07-2020) was adopted by the City Council which amends Municipal Code Chapter 15 of Title 15 (Buildings and Construction) in EPA to include reach codes that apply to California Energy Code and Green Building Code.On December 9, 2020, the EPA Reach Codes were approved by the California Energy Commission and

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2021-2022 Budget

Building Services Division

ACCOMPLISHMENTS

- took effect on January 1, 2021 on all new submissions for new construction.
- Updated on the Building Division webpage and the EPA Municipal Code to reflect this update.
4. Continue to update technology and tools to better serve the community and provide a modern work environment.
4. Completed the following:
- Utilized cloud services to transmit and receive electronic plans and documents for the building permit process.
 - Utilized tablets and smart phones to conduct virtual building and code enforcement inspections where practicable.
5. Foster interdepartmental collaboration to ensure compliance with all laws and regulations relating to the built and natural environment.
5. Completed the following:
- Participated in Development Review Committee (DRC) Meeting for interdepartmental preapplication reviews of planning entitlement projects.
 - Attend weekly Department meetings for coordination between Divisions.
6. Continue to collaborate with external agencies to provide financially challenged customers with resources for project assistance.
6. Completed the following:
- Participated in ongoing meetings with EPA ADU Technical Working Group and EPACANDO to improve the efficiencies of obtaining building permits.
 - Worked with San Mateo County's HEART program to develop standard drawings for ADUs to assist residents in reducing cost and time in obtaining building permits for new accessory dwelling units.

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2021-2022 Budget

Building Services Division

OBJECTIVES

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

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2021-22 Budget

Housing and Economic Development Division

Division Summary

SOURCES

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
General Fund					
Charges/Fees for Services	-	-	-	-	-
Use of Resources	54,800	100,072	327,500	406,500	48,380
Special Revenue Funds	482,945	778,758	1,799,215	2,869,010	3,386,520
Capital Project Funds	-	-	-	-	-
Enterprise Funds	-	-	-	-	-
Successor Agency Trust Fund	30,820	-	-	-	-
TOTAL	568,565	878,830	2,126,715	3,275,510	3,434,900

EXPENDITURES BY DIVISION

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Housing and Economic Development	241,412	487,085	1,719,480	2,874,580	3,033,970
Rent Stabilization Program	327,153	391,745	407,235	400,930	400,930
TOTAL	568,565	878,830	2,126,715	3,275,510	3,434,900

CHARACTER OF EXPENDITURES

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Personnel					
Salaries and Benefits	406,363	414,340	502,100	474,450	683,840
Subtotal	406,363	414,340	502,100	474,450	683,840
Supplies and Services					
Purchased Services	156,525	453,525	833,765	1,029,860	979,860
Supplies and Materials	5,176	8,410	12,500	9,200	9,200
Capital Expenditures	501	2,555	3,350	2,000	2,000
Other Expenditures (Loans)	-	-	775,000	1,760,000	1,760,000
Subtotal	162,202	464,490	1,624,615	2,801,060	2,751,060
TOTAL	568,565	878,830	2,126,715	3,275,510	3,434,900

AUTHORIZED STRENGTH

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Housing & Economic Development Mgr	-	-	-	-	1.00
Housing Project Manager	1.00	1.00	1.00	1.00	1.00
RSP Administrator	1.00	1.00	1.00	1.00	1.00
RSP Coordinator II	1.00	1.00	1.00	1.00	1.00
TOTAL	3.00	3.00	3.00	3.00	4.00

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2021-2022 Budget

Housing and Economic Development Division Summary

SERVICE DESCRIPTION

Administer affordable housing and economic development programs, including the Rent Stabilization Program. The Program administers the Rent Stabilization and Eviction for Just Cause Ordinances. The primary purpose of these Ordinances is to 1) stabilize rents, 2) protect residential tenants from unreasonable rent increases and unjust or retaliatory evictions; and 3) facilitate improvements for an economically viable rental housing market. The Affordable Housing and economic development programs including various initiatives to increase housing affordability, business development, workforce development, and job creation in East Palo Alto.

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

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

SIGNIFICANT CHANGES

FY 2020-2021 to FY 2021-2022 Budget:

The increase of \$1,148,795 (54.0%) from the Adopted FY 20-21 Budget to the Baseline FY 21-22 Budget is primarily due to an increase in other services related to budgeted affordable housing loans (\$985,000) and RV Safe Parking services (\$250,000).

The increase of \$159,390 (4.9%) from the Baseline FY 21-22 Budget to the Adopted FY 21-22 Budget is due to the Housing and Economic Development Manager position for the division.

Fiscal Year (FY)	Budget	\$ Change From Previous FY	% Change From Previous FY
2020-21 Adopted	\$2,126,715		
2021-22 Baseline	\$3,275,510	\$1,148,795	54.0%
2021-22 Adopted	\$3,434,900	\$159,390	4.9%

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2021-2022 Budget

Housing and Economic Development Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. In collaboration with the City Attorney's Office, assist the City Council to review, adopt and implement any rent stabilization ordinance amendments as a result of any proposed policies designed under the San Francisco Foundation's Challenge Grant if needed.	1. Under the San Francisco Foundation's Challenge Grant work, staff was involved in the drafting and Council's proposed Measure V to provide additional housing revenue which obtained a 64.66% of the vote but did not reach the required 2/3 majority to pass.
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. The Rent Stabilization Program staff worked with the Housing Division and Code Enforcement Division to ensure that tenants were provided with proper referrals if their homes were subject of code enforcement actions.
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. The Rent Stabilization Program staff worked with and referred tenants to the Housing Division when property owners failed to address Health and Building Code violations.
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 amendments to the City's Rent Stabilization ordinances were proposed during this fiscal year. However, the Program and the City Attorney have identified the applicability of the annual general adjustment that could be further clarified through a new regulation and will be bringing this issue to the Rent Stabilization Board's attention for its consideration.
5. Work with the IT services provider to make any necessary programming adjustment to the Program's registration database and petition tracking system.	5. No need for substantial changes to the Program's registration database were identified this fiscal year.
6. Conduct community outreach to educate both landlords and tenants of their rights and responsibilities under the ordinances, including distributing an informative Guide to Rent Control in East Palo Alto.	6. The Program conducted outreach and education activities especially related the City's, County's, and State's legislative actions responding to the COVID19 pandemic.
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. This ongoing activity was even more important this fiscal year since temporary eviction moratoria were adopted by the City, the County, the State, and the Federal government due to COVID19.

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2021-2022 Budget

Housing and Economic Development Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
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. The Program continues this on-going activity and issues initial Maximum Allowable Rent certificates within the required 5-day deadline upon a request is filed.
9. Mail 2021 Annual Program Fee Statements to landlords of regulated rental units November (2010 Ordinance regulated units) and May (1988 Ordinance regulated mobile home park spaces), so landlords they can be submitted in time to meet the deadlines established by the ordinances.	9. The Program timely sent annual program fee statement forms to landlords as required under both the 1988 and 2010 Ordinances.
10. Process pending petitions submitted by landlords and tenants within the timelines established in the Rent Stabilization Ordinance and regulations.	10. The Program continues to process rent adjustment petitions and has successfully encouraged landlords and tenants to electronically submit their filings.
11. Submit notices of noncompliance to landlords when regulated rental units are not properly registered as required by the ordinances and regulations with information about how to comply, the penalty fees that are accruing for noncompliance, and the procedure for submittal of a penalty waiver request for good cause.	11. The Program continues to review annual program registration statements and to follow up with those landlords who have failed to substantially comply with the registration's requirements.
12. Leverage additional funds for housing from State and Federal sources for affordable housing.	12. Total of \$3.85 million in state grant funds leveraged through Local Housing Trust Fund, Cal Home, and Local Early Action Planning (LEAP) programs.
13. Fully implement Inclusionary Housing Ordinance, including the Inclusionary Guidelines and in-lieu fees, and make necessary amendments to corresponding sections of the East Palo Alto Municipal Code.	13. Ordinance fully implemented and incorporated into Municipal Code. Guidelines completed and Inclusionary Housing In-Lieu Fees adopted by the City Council on October 20, 2020.
14. In coordination with the Planning Division, complete early planning for the City's Housing Element update for the upcoming Regional Housing Needs Assessment (RHNA) cycle. Obtain state funding sources to support these efforts, including the Local Early Action Planning (LEAP) program.	14. LEAP funds secured and applications submitted for further funding administered by ABAG/MTC (REAP and PDA grants). RHNA update provided to City Council on February 18, 2021; Annual Housing Element Annual Progress Report to City Council March 16, 2021, and special presentation by 21 Elements provided on April 6, 2021 City Council meeting. Staff are participating in biweekly meetings led by 21 Elements.

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2021-2022 Budget

Housing and Economic Development Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
15. Fully implement all 3 activities associated with the City's SB 2 Planning Grant award (affordable housing overlay zone; site feasibility analysis for affordable housing development; ADU streamlining).	15. Site feasibility analysis completed for one site; other site in progress. ADU Streamlining continues. \$3.85 million leveraged in state funds, including Local Housing Trust Fund, Cal Home, and Local Early Action Planning (LEAP) programs.
16. Complete Year 1 tasks in the Partnership for the Bay's Future/Challenge Grant Workplan related to the development of a community land trust affordable housing preservation model.	16. Ballot measure (Measure V) placed on November 2020 ballot to increase Transient Occupancy Tax (TOT) to raise additional funds for housing preservation and production. Staff participate in weekly meetings with Challenge Grant community partners (EPACANDO, CLSEPA, and YUCA). Staff conducting background research on TOPA/COPA. Challenge Grant's partners working on potential preservation of Palo Mobile Estates mobile-home park.

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2021-2022 Budget

Housing and Economic Development Division

OBJECTIVES

1. In collaboration with the City Attorney's Office, assist the City Council to review, adopt and implement any proposed policies designed under the San Francisco Foundation's Challenge Grant such a Community Opportunity Purchase Act (COPA) or Tenant Opportunity Purchase Act (TOPA) policy.
2. In collaboration with the City Attorney's Office, assist the City Council to consider the adoption of a Smoke-Free Multi-unit Housing ordinance.
3. Leverage additional funds for housing from State and Federal sources for affordable housing.
4. Fully implement Inclusionary Housing Ordinance, including the Inclusionary Guidelines and in-lieu fees, and make necessary amendments to corresponding sections of the East Palo Alto Municipal Code.
5. In coordination with the Planning Division, complete early planning for the City's Housing Element update for the upcoming Regional Housing Needs Assessment (RHNA) cycle, seek state funding sources to support these efforts, including the Local Early Action Planning (LEAP) program.
6. Fully implement all three activities associated with the SB 2 Planning Grant award (affordable housing overlay zone; site feasibility analysis for affordable housing development; ADU streamlining).
7. Complete first year tasks in the Partnership for the Bay's Future/Challenge Grant Workplan related to the development of a community land trust affordable housing preservation model.
8. In collaboration with community partners and the City's Planning Division, meet and/or exceed the goal of 50 new ADUs set forth in the Affordable Housing Strategy.
9. Collaborate with other City agencies to ensure that tenants are provided proper notices and relocation benefits in conformance with the City's Municipal Code.
10. Accomplish Rent Stabilization Ordinance habitability goals through collaboration with the Rent Stabilization Board and City Building Services Division to ensure rental units meet the building, housing and safety code standards.
11. With assistance from the City Attorney's Office, draft any required regulations and amendments to the Rent Stabilization Ordinances. Communicate with Rent Stabilization Board and perform procedural update of forms, notices, and informative materials regarding revisions adopted.
12. Adjust and program the Rent Stabilization Program registration database and petition tracking system, as necessary.
13. Conduct community outreach to educate both landlords and tenants of rights and responsibilities under the City's ordinances and any other laws adopted in response to the COVID-19 Pandemic, including distributing an informative Guide to Rent Control in East Palo Alto.

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2021-2022 Budget

Housing and Economic Development Division

OBJECTIVES

14. Distribute information on the requirements for eviction in the ordinances to landlords and tenants, including mailing information to tenants within one business day of receipt of notices of eviction.
15. Under the 2010 Ordinance, issue Certificates of Maximum Allowable Rent for new tenants within five business days of the Board's receipt of a completed Vacancy Registration Statement to comply with the Ordinance and regulations.
16. Mail 2021-22 Annual Program Fee Statements forms to landlords of regulated rental units under the 1988 Ordinance (regulated mobile home park spaces) in May and under the 2010 Ordinance (regulated residential dwelling units) in November, so landlords meet the deadlines established by the ordinances.
17. Process pending petitions submitted by landlords and tenants within the timelines established in the Rent Stabilization Ordinance and regulations.
18. Submit notices of noncompliance to landlords for improperly registered regulated rental units as required by the ordinances and regulations with information about how to comply, the penalty fees that are accruing for noncompliance, and the procedure for submittal of a penalty waiver request for good cause.
19. Develop underwriting guidelines for the Inclusionary Housing Ordinance and Commercial Linkage Fee Programs.
20. Preserve the 32 units at Nugent Square Apartments.
21. Continue oversight of the RV Safe Parking Program through April 2022.
22. Coordinate with the County and social service partners to reduce homelessness in East Palo Alto.
23. Provide semiannual update to City Council on progress made on the City's 2018-2023 Affordable Housing Strategy.
24. Continue to engage in strategic housing advocacy, including comment letters to the relevant state and/or federal agencies regarding key housing grant programs.

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2021-22 Budget

Planning Division

Division Summary

SOURCES	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
General Fund					
Charges/Fees for Services	720,295	1,409,310	1,514,500	1,385,000	2,485,000
Use of Resources	349,475	202,497	397,690	396,760	296,760
Special Revenue Funds	-	1,979	-	-	-
Capital Project Funds	131,135	43,274	-	-	-
Enterprise Funds	-	-	-	-	-
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	1,200,905	1,657,060	1,912,190	1,781,760	2,781,760

EXPENDITURES BY DIVISION	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Planning Division	1,200,905	1,657,060	1,912,190	1,781,760	2,781,760
TOTAL	1,200,905	1,657,060	1,912,190	1,781,760	2,781,760

CHARACTER OF EXPENDITURES	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Personnel					
Salaries and Benefits	425,856	439,457	635,390	658,710	658,710
Subtotal	425,856	439,457	635,390	658,710	658,710
Supplies and Services					
Purchased Services	760,085	1,212,067	1,272,800	1,110,050	2,110,050
Supplies and Materials	3,610	2,337	4,000	4,000	4,000
Capital Expenditures	11,355	3,198	-	9,000	9,000
Other Expenditures	-	-	-	-	-
Subtotal	775,049	1,217,603	1,276,800	1,123,050	2,123,050
TOTAL	1,200,905	1,657,060	1,912,190	1,781,760	2,781,760

AUTHORIZED STRENGTH	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 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 2021-2022 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. The CRS certification process will be transferred to the Public Works Department in late 2021. 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 City Community Service Officer and the County of San Mateo), the General Plan Safety and EJ, and the City's Bicycle Transportation Plan Update. Planning staff also collaborates with the Housing Program Manager in the update of the Housing Element and associated annual progress reports.

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

COMMUNITY DEVELOPMENT

FY 2021-2022 Budget

Planning Division Summary (Continued)

SIGNIFICANT CHANGES

FY 2020-2021 to FY 2021-2022 Budget:

The decrease of \$130,430 (-6.8%) from the Adopted FY 20-21 Budget to the Baseline FY 21-22 Budget is primarily due to personnel cost increases (\$23,000) offset by initial estimate reduction in pass-through development contract services.

The increase of \$1,000,000 (56.1%) from the Baseline FY 20-21 Budget to the Adopted FY 21-22 Budget is due to revised estimate of volume in pass-through development contract services.

Fiscal Year (FY)	Budget	\$ Change From Previous	% Change From Previous
2020-21 Adopted	\$1,912,190		
2021-22 Baseline	\$1,781,760	(\$130,430)	-6.8%
2021-22 Adopted	\$2,781,760	\$1,000,000	56.1%

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2021-2022 Budget

Planning Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Ensure Planning Division staff capacity to handle current and future projects.	1. Staff is utilizing active project spreadsheet to guide project assignments. Department hired planning manager. Planning utilizes consultant staff to process specific projects. The City hired Good City Company to manage the four major RBD projects. Staff to focus on long range and current planning that require faster turn-around times.
2. Staff the public counter efficiently and effectively.	2. Planning has refined the counter schedule that would best respond to schedule needs of planners, while ensuring timely responses to public inquiries. Each staff member has a city cell phone to enable direct communication while working remotely. Counter schedules are made available to administrative staff to ensure that there is a planner to respond.
3. Enhance communication between staff and the public through outreach efforts.	3. Staff has continued to make website updates, including project information, CEQA notices and other resources, such as the ADU resource page. Staff has also continued to implement the community outreach policy to provide early and enhanced outreach for projects of various sizes.
4. Address technology deficiencies to better address needs of the public.	4. City has executed a contract with Raimi and Associates to enhance the City's GIS capacity. Staff has also started training to increase GIS proficiency. City staff has also obtained training and begun website updates to provide more information to the public.
5. Prepare long range and advanced planning policies consistent with state law.	5. City staff continues to recertify with FEMA's Community Ratings System and is in good standing. Staff has also implemented a new procedure to process housing applications ministerially in conformance with SB 35. Staff has also updated the Municipal Code to comply with the 2020 legislative changes for accessory dwelling units.

COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2021-2022 Budget

Planning Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
6. Continue the growth and training of Planning Division staff.	6. The Division actively encourages staff to seek training opportunities, especially now that most training is offered remotely. Staff has continued to take trainings when time permits. Trainings include CEQA, flood plain management, planning law updates, including housing, GIS, and APA conferences.

COMMUNITY AND ECONOMIC DEVELOPMENT

2021-2022 Budget

Planning Division

OBJECTIVES

1. Ensure Planning Division staff capacity to handle current and future projects, including ability to utilize consultants.
2. Staff the public counter efficiently and effectively.
3. Enhance communication between staff and the public through outreach efforts.
4. Address technology deficiencies, including website, to better address needs of the public.
5. Prepare long range and advanced planning policies consistent with state law.
6. Continue the growth and training of Planning Division staff.

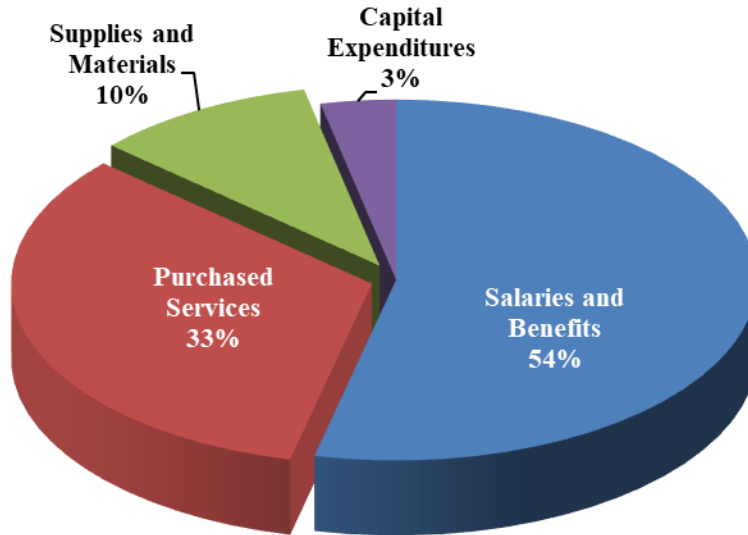
PUBLIC WORKS DEPARTMENT

FY 2021-2022 Budget

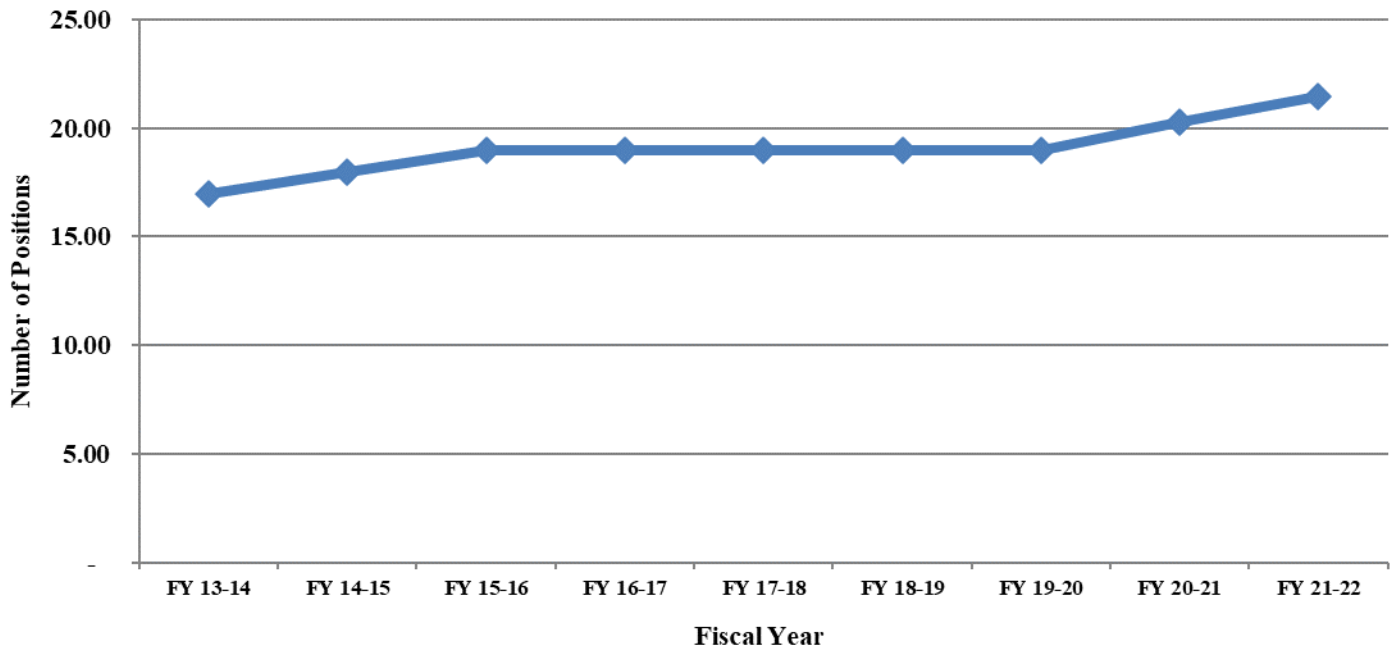
FY 2021-22

Operating \$5,746,120
Positions 21.45

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



PUBLIC WORKS DEPARTMENT

FY 2021-22 Budget

Department Summary

SOURCES

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
General Fund					
Charges/Fees for Services	303,510	125,300	355,000	291,500	291,500
Use of Resources	2,799,275	3,023,249	3,394,730	3,848,590	3,759,650
Special Revenue Funds	616,340	639,530	1,084,120	1,218,725	1,309,470
Capital Project Fund	447,220	56,173	219,150	40,000	40,000
Enterprise Funds	103,990	307,679	369,405	383,895	345,500
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	4,270,335	4,151,930	5,422,405	5,782,710	5,746,120

EXPENDITURES BY DIVISION

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Administration Division	377,475	416,530	974,490	946,925	886,925
Engineering Division	1,371,355	1,044,590	1,380,880	1,386,345	1,376,345
Maintenance Division	2,521,505	2,690,810	3,067,035	3,449,440	3,482,850
TOTAL	4,270,335	4,151,930	5,422,405	5,782,710	5,746,120

CHARACTER OF EXPENDITURES

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Personnel					
Salaries and Benefits	2,195,373	2,276,700	2,759,855	3,036,910	3,081,820
Subtotal	2,195,373	2,276,700	2,759,855	3,036,910	3,081,820
Supplies and Services					
Purchased Services	1,186,945	1,406,214	2,078,500	1,917,850	1,895,850
Supplies and Materials	409,955	455,914	524,050	594,350	574,850
Capital Expenditures	45,310	13,102	60,000	233,600	193,600
Other Expenditures	432,751	-	-	-	-
Subtotal	2,074,961	1,875,230	2,662,550	2,745,800	2,664,300
TOTAL	4,270,335	4,151,930	5,422,405	5,782,710	5,746,120

AUTHORIZED STRENGTH

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Administration Division ¹	2.00	2.00	4.50	4.45	4.45
Engineering Division ²	5.00	5.00	3.75	5.00	5.00
Maintenance Division	12.00	12.00	12.00	12.00	12.00
TOTAL	19.00	19.00	20.25	21.45	21.45

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

² Vacant position freeze.

PUBLIC WORKS DEPARTMENT

FY 2021-2022 Budget

Department Summary

MISSION STATEMENT

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

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

Divisions Overview:

Administration Division

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

Engineering Division

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

Maintenance Division

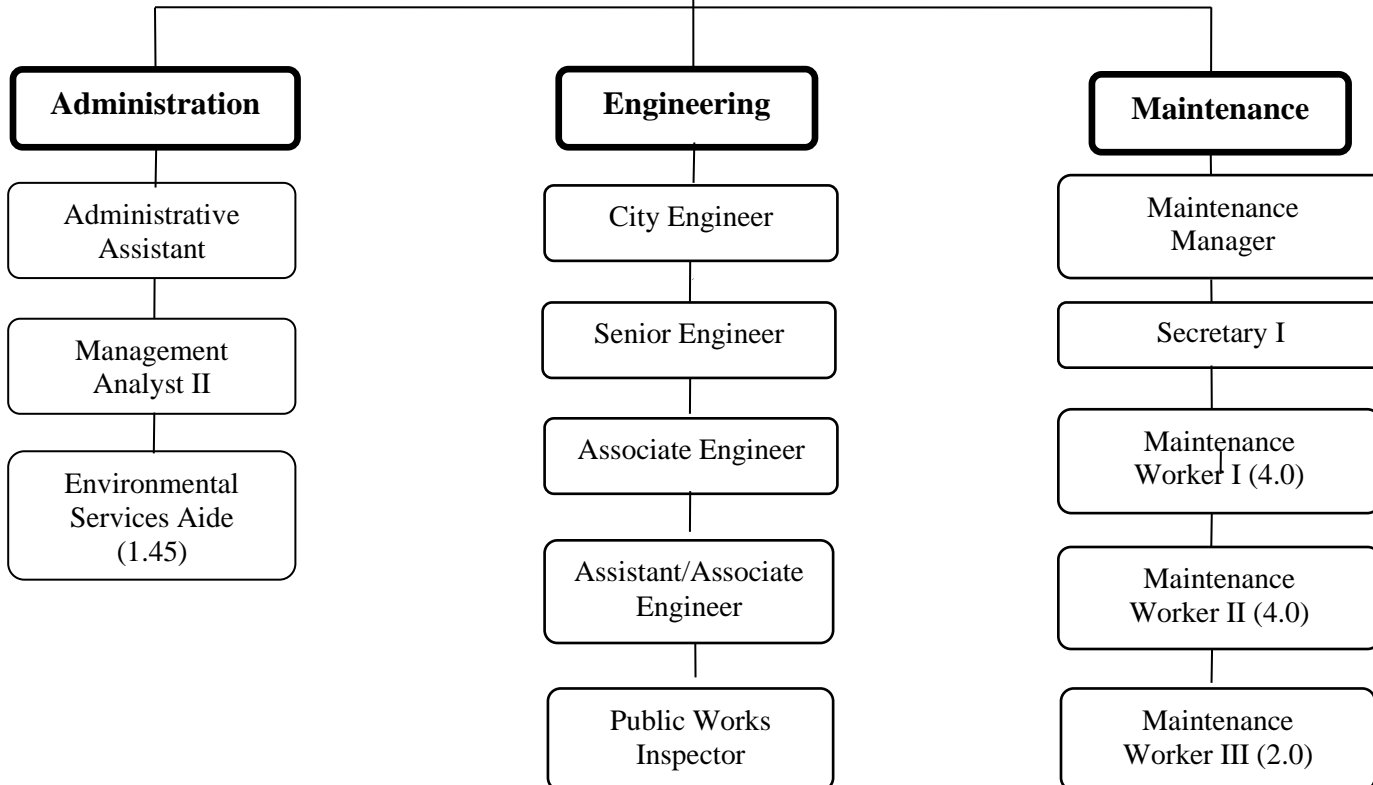
The Maintenance Division is responsible for the day-to-day maintenance of all City-owned facilities, parks and infrastructure. It coordinates and assists other departments with the use of City facilities during special events, holidays, as well as the general use of City facilities and parks.

PUBLIC WORKS DEPARTMENT

FY 2021-2022 Budget

PUBLIC WORKS DIRECTOR

Kamal Fallaha



DB-79

Total FTE's: 21.45

PUBLIC WORKS DEPARTMENT

FY 2021-22 Budget

Administration Division

Division Summary

SOURCES

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
General Fund					
Charges/Fees for Services	-	-	-	-	-
Use of Resources	361,105	409,221	672,995	670,025	611,085
Special Revenue Funds	16,370	1,260	183,170	166,450	188,785
Capital Project Funds	-	-	7,150	-	-
Enterprise Funds	-	6,049	111,175	110,450	87,055
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	377,475	416,530	974,490	946,925	886,925

EXPENDITURES BY DIVISION

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Administration Division	377,475	416,530	556,055	494,820	464,820
Environmental Programs ¹	-	-	418,435	452,105	422,105
TOTAL	377,475	416,530	974,490	946,925	886,925

CHARACTER OF EXPENDITURES

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Personnel					
Salaries and Benefits	346,201	400,390	696,540	684,425	684,425
Subtotal	346,201	400,390	696,540	684,425	684,425
Supplies and Services					
Purchased Services	24,379	5,880	265,650	224,650	194,650
Supplies and Materials	6,896	7,971	12,300	7,850	7,850
Capital Expenditures	-	2,290	-	30,000	-
Other Expenditures	-	-	-	-	-
Subtotal	31,275	16,140	277,950	262,500	202,500
TOTAL	377,475	416,530	974,490	946,925	886,925

AUTHORIZED STRENGTH

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Public Works Director	1.00	1.00	1.00	1.00	1.00
Management Analyst II ¹	-	-	1.50	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Environmental Service Aide ^{1 2}	-	-	1.00	1.45	1.45
TOTAL	2.00	2.00	4.50	4.45	4.45

¹ Transferred from/to Community and Economic Development

² Temporary Freeze of Vacant Position FY 2020-21

PUBLIC WORKS DEPARTMENT

FY 2021-2022 Budget

Administration Division Summary

SERVICE DESCRIPTION

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

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

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

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

1. *Enhance Public Safety and Emergency Preparedness*

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

2. *Enhance Economic Vitality*

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

PUBLIC WORKS DEPARTMENT

FY 2021-2022 Budget

Administration Division Summary (Continued)

3. *Increase Organizational Effectiveness*

- Develop software to provide reports and other information to the City Manager and Finance Department.
- Attend and monitor activities of special districts and regional agencies/authorities that affect the City of East Palo Alto.
- More fully implement the IWORQ software within Maintenance.
- Evaluate opportunities to utilize interns.

4. *Improve Public Facilities and Infrastructure*

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

5. *Improve Communication and Enhance Community Engagement*

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

6. *Create a Healthy and Safe Community*

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

PUBLIC WORKS DEPARTMENT

FY 2021-2022 Budget

Administration Division Summary (Continued)

SIGNIFICANT CHANGES

FY 2020-2021 to FY 2021-2022 Budget:

The decrease of \$27,565 (-2.8%) from the Adopted FY 20-21 Budget to the Baseline FY 21-22 Budget is primarily due to the transfer of budgeted purchased services to the Engineering Division offset by request for Director vehicle (\$30,000).

The decrease of \$60,000 (-6.3%) from the Baseline FY 21-22 Budget to the Adopted FY 21-22 Budget is due to deferring the purchase of a Director vehicle offset by increase for temporary backfill for COVID-19 Pandemic assistance, and reduction of environmental services property services.

Fiscal Year (FY)	Budget	\$ Change From Previous FY	% Change From Previous FY
2020-21 Adopted	\$974,490		
2021-22 Baseline	\$946,925	(\$27,565)	-2.8%
2021-22 Adopted	\$886,925	(\$60,000)	-6.3%

PUBLIC WORKS DEPARTMENT

FY 2021-2022 Budget

Administration Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Conduct in-house training for Maintenance Division staff to update them on construction methods, techniques and new tools to enhance quality and efficiency	1. On-going
2. Provide Engineering Division staff with training opportunities to improve performance.	2. On-going
3. Monitor and solicit grant opportunities to fund necessary ATP and SRTS capital projects.	3. On-going
4. Complete Bay Road Phase II/III Improvements to serve the Ravenswood Business Park area.	4. On-going
5. 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.	5. Underway, 95% plans are completed. This project was delayed due to lack of funding. In addition, the City is not able to construct two POC Projects concurrently.
6. Complete the Runnymede Storm Drain Phase II & O'Connor Pump Station Outfall Projects to reduce local storm flooding for a large portion of the city, including the Ravenswood area.	6. Construction work was completed late 2017. The diversion system helped drain the City and prevented localized flooding risk throughout the City. The O'Connor Pump Station needs to be upgraded. Staff is pursuing funding opportunities to implement the improvements.
7. Update the City 2020 Urban Water Management Plan.	7. Underway, the plan will be adopted June 2021.
8. Work with Palo Alto on the completion of design for the Newell Bridge Replacement Project.	8. Underway, PA City Council will be reviewing/approving the Agreement June 2021.
9. 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.	9. The San Francisquito Creek JPA is working on the planning and environmental phase for Reach 2, upstream of HWY 101, flood control project. The project is scheduled for construction in 2024/25, including replacement of the Newell and Pope Chaucer Bridges.

PUBLIC WORKS DEPARTMENT

FY 2021-2022 Budget

Administration Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
10. Complete design of essential water capital infrastructure projects, including major water transmission lines throughout the City.	10. Completed
11. Construct new water main transmission lines: University/Cooley Line.	11. Staff is pursuing grant opportunities to construct these essential water infrastructure projects.
12. Complete Design and Construction of Addison Street Green Improvements Project.	12. Underway, construction is anticipated to start February 2022.
13. Complete the City Water Master Plan.	13. December 2021
14. Complete the City Water Assets Master Plan.	14. December 2021

PUBLIC WORKS DEPARTMENT

FY 2021-2022 Budget

Administration Division

OBJECTIVES

1. Implement the City Mobility Study near-term recommendations.
2. Complete the environmental and Design Phase for the new groundwater well at Pad D and apply for a standby emergency ground water well permit from the State.
3. Improve training opportunities across Department, including: (a) in-house training for Maintenance Division staff to update them on construction methods, techniques and new tools to enhance quality and efficiency, and (b) provide Engineering Division staff opportunities to improve performance.
4. Complete construction of Bay Road Phase II/III Improvements to serve the Ravenswood Business Park area
5. Design the University Avenue/Highway 101 Interchange Improvements Project
6. Complete the construction of Pedestrian/Bicycle improvements throughout the City to enhance connectivity and improve pedestrian and bicycle access.
7. Monitor and adjust the Gloria Way well water treatment system to provide redundancy in the water supply in case of water interruption or emergencies at the SFPUC Hetch Hetchy Water Supply Aqueduct System.
8. Continue groundwater management and monitoring plan.
9. Complete the maintenance and upgrade to the Runnymede Storm Drain Phase II & the O'Connor Pump Station Outfall Projects to reduce local storm flooding for a large portion of the city, including the Ravenswood area.
10. 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. Complete a new round of Sidewalk improvements project, Tier II.
12. Add more Streetlights at needed locations throughout the City.
13. Implement speed calming improvements and programs to enhance traffic safety throughout the City.
14. Implement some of the ADA Transition Plan identified improvements and program them into the City CIP.
15. Complete essential water capital infrastructure projects, including establishing a new water intertie between Palo Alto and East Palo Alto.
16. Construct new water main transmission lines: University/Cooley Line.
17. Complete Design and Construction of Addison Street Green Improvements Project

PUBLIC WORKS DEPARTMENT

FY 2021-2022 Budget

Administration Division

OBJECTIVES

18. Ensure compliance with the MRP3 Water Discharge Permit and NPDES Compliance as mandated by the State Water Control Board
19. Replace about 2000 Water Meters throughout the City as part of the Water Rate Capital Surcharge & Water Meter Replacement Surcharge.
20. Add new Street Sweeping Street Signs.
21. Establish Water Interties with Palo Alto, PAPWMC, and the O'Connor Water Tract Systems.
22. Increase water flow from the SFPUC by adding a new the water turnout at Purdue, upstream of University Avenue.
23. Monitor and solicit grant opportunities to fund necessary ATP and SRTS to construct capital projects.

PUBLIC WORKS DEPARTMENT

FY 2021-22 Budget

Engineering Division

Division Summary

SOURCES

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
General Fund					
Charges/Fees for Services	303,510	125,300	355,000	291,500	291,500
Use of Resources	594,105	641,761	563,880	752,345	752,345
Special Revenue Funds	-	755	100,000	140,000	140,000
Capital Project Fund	425,550	56,173	212,000	40,000	40,000
Enterprise Funds	48,190	220,602	150,000	162,500	152,500
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	1,371,355	1,044,590	1,380,880	1,386,345	1,376,345

EXPENDITURES BY DIVISION

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Engineering Division	1,371,355	1,044,590	1,380,880	1,386,345	1,376,345
TOTAL	1,371,355	1,044,590	1,380,880	1,386,345	1,376,345

CHARACTER OF EXPENDITURES

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Personnel					
Salaries and Benefits	616,985	617,210	605,730	827,945	827,945
Subtotal	616,985	617,210	605,730	827,945	827,945
Supplies and Services					
Purchased Services	315,553	420,001	734,150	547,800	537,800
Supplies and Materials	6,065	2,737	6,000	7,000	7,000
Capital Expenditures	-	4,642	35,000	3,600	3,600
Other Expenditures	432,752	-	-	-	-
Subtotal	754,370	427,380	775,150	558,400	548,400
TOTAL	1,371,355	1,044,590	1,380,880	1,386,345	1,376,345

AUTHORIZED STRENGTH

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Assistant/Associate Engineer ¹	2.00	2.00	1.75	2.00	2.00
City Engineer	1.00	1.00	1.00	1.00	1.00
Public Works Inspector	1.00	1.00	1.00	1.00	1.00
Senior Engineer ¹	1.00	1.00	-	1.00	1.00
TOTAL	5.00	5.00	3.75	5.00	5.00

¹ Temporary Freeze of Vacant Position FY 2020-21

PUBLIC WORKS DEPARTMENT

FY 2021-2022 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 2020-2021 to FY 2021-2022 Budget:

The increase of \$5,465 (0.4%) from the Adopted FY 20-21 Budget to the Baseline FY 21-22 Budget is primarily due to personnel cost increases (\$222,200) attributable to full Senior Engineer and partial Associate Engineer positions frozen in prior year offset by decreases in purchased services due to prior budget for Safer Bay project oversight and vehicle purchases.

The decrease of \$10,000 (-0.7%) from the Baseline FY 21-22 Budget to the Adopted FY 21-22 Budget is due to reduced contract costs for annual groundwater monitoring.

Fiscal Year (FY)	Budget	\$ Change From Previous FY	% Change From Previous FY
2020-21 Adopted	\$1,380,880		
2021-22 Baseline	\$1,386,345	\$5,465	0.4%
2021-22 Adopted	\$1,376,345	(\$10,000)	-0.7%

PUBLIC WORKS DEPARTMENT

FY 2021-2022 Budget

Engineering Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Implement the City Bicycle Transportation Plan with the 19/20 Street Resurfacing Project	1. Completed
2. Apply for the ATP Grant and Stanford Recreation Mitigation Grant for the University Ave/HWY 101 POC Project	2. Completed
3. Apply for the HSIP and STP grants for the University Ave. Street Improvements Project	3. Completed
4. Complete the Police Department Backup Generator Project	4. Planned completion June 2021.
5. Begin Construction of Bay Road Phase II/III Project	5. Began Construction
6. Complete Construction of the 19/20 Annual Street Resurfacing Project	6. Completed
7. Coordinate/Collaborate with SFC JPA on Design, Entitlements, & Permitting of Phase II Upstream Flood Control Project	7. Ongoing
8. Coordinate with City of Palo Alto on the Construction of Newell Street Bridge Replacement Project	8. Ongoing
9. Release RFP and Award Consultant Contract to Update the City Water Master Plan	9. Planned completion June 2021.
10. Construct the Senior Center Roof Repair Project	10. Completed
11. Update the City Urban Water Management Plan (2020 UWMP) as Required by State Law	11. Planned completion June 2021.
12. Complete Upgrade of the O'Brien Turnout	12. Completed
13. Initiate and Design 12" Watermain across University Ave to Fill a Missing Gap in the Water System	13. Completed
14. Apply for EDA grant for the 12" Water Transmission Line on University/Cooley	14. Completed

PUBLIC WORKS DEPARTMENT

FY 2021-2022 Budget

Engineering Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
15. Apply for Infill Infrastructure Grant (IIG) for the 12" Water Transmission Line on University/Cooley Ave	15. Completed
16. Issue RFP for the Design of 12" Water Transmission Line on University/Cooley, Award a Contract	16. Completed
17. Complete the Mobility Study	17. Completed
18. Complete an Agreement with Palo Alto to Re-establish the Water Intertie at University/Woodland	18. Ongoing
19. Design of Water Intertie at University/Woodland with Palo Alto	19. Ongoing
20. Complete Design of the Pad D Well project	20. Completed
21. Provide Engineering review on development projects, and issue Grading, Encroachment, and Transportation permits	21. Ongoing

PUBLIC WORKS DEPARTMENT

FY 2021-2022 Budget

Engineering Division

OBJECTIVES

1. Complete construction of the Bay Road Phase II/III Improvements Project.
2. Design and construct the FY 21-22 Annual Street Resurfacing Project.
3. Complete sidewalk improvements as part of the Sidewalk Improvement Program.
4. Install bike lanes per the City's Adopted Bicycle Transportation Plan.
5. Coordinate and collaborate with San Francisquito Creek Joint Powers Authority on design, entitlements, & permitting of Phase II Upstream Flood Control Project.
6. Coordinate with City of Palo Alto on the construction of the Newell Bridge Replacement Project.
7. Complete the update of the City's 2021 Water Master Plan.
8. Complete Mobility Study near-term measures.
9. Complete the Facilities Master Plan.
10. Complete the design of the Addison Avenue Improvements Project.
11. Complete construction of the Street Sweeping Signage Project.
12. Complete construction of the Street Light Improvement Project.
13. Adopt a Residential Streets Management Policy.
14. Begin construction of 12-inch Water Transmission main at University/Cooley Avenue.
15. Begin construction of the Woodland water-main project.
16. Perform review and approval of development projects throughout the City.

PUBLIC WORKS DEPARTMENT

FY 2021-22 Budget

Maintenance Division

Division Summary

SOURCES

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
General Fund					
Charges/Fees for Services	-	-	-	-	-
Use of Resources	1,844,065	1,972,267	2,157,855	2,426,220	2,396,220
Special Revenue Funds	599,970	637,515	800,950	912,275	980,685
Capital Project Fund	21,670	-	-	-	-
Enterprise Funds	55,800	81,028	108,230	110,945	105,945
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	2,521,505	2,690,810	3,067,035	3,449,440	3,482,850

EXPENDITURES BY DIVISION

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Maintenance Division	2,521,505	2,690,810	3,067,035	3,449,440	3,482,850
TOTAL	2,521,505	2,690,810	3,067,035	3,449,440	3,482,850

CHARACTER OF EXPENDITURES

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Personnel					
Salaries and Benefits	1,232,188	1,259,100	1,457,585	1,524,540	1,569,450
Subtotal	1,232,188	1,259,100	1,457,585	1,524,540	1,569,450
Supplies and Services					
Purchased Services	847,013	980,333	1,078,700	1,145,400	1,163,400
Supplies and Materials	396,994	445,206	505,750	579,500	560,000
Capital Expenditures	45,310	6,170	25,000	200,000	190,000
Other Expenditures	-	-	-	-	-
Subtotal	1,289,317	1,431,710	1,609,450	1,924,900	1,913,400
TOTAL	2,521,505	2,690,810	3,067,035	3,449,440	3,482,850

AUTHORIZED STRENGTH

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 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 2021-2022 Budget Maintenance Division

SERVICE DESCRIPTION

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

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

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

PUBLIC WORKS DEPARTMENT

FY 2021-2022 Budget Maintenance Division

SIGNIFICANT CHANGES

FY 2020-2021 to FY 2021-2022 Budget:

The increase of \$382,405 (12.5%) from the Adopted FY 20-21 Budget to the Baseline FY 21-22 Budget is primarily due to personnel cost increases (\$66,900), increase in leases, utilities, and supplies (\$140,400), and increase in capital outlay for pump station shaft \$ (75,000) and corporate yard tractor to manage illegal dumping and recycling (\$60,000) and other improvements.

The increase of \$33,410 (1.0%) from the Baseline FY 21-22 Budget to the Adopted FY 21-22 Budget is due to anticipated COVID-19 emergency response efforts for community food banks, testing, and vaccination outreach and request for services to prepare division standard operating procedures.

Fiscal Year (FY)	Budget	\$ Change From Previous FY	% Change From Previous FY
2020-21 Adopted	\$3,067,035		
2021-22 Baseline	\$3,449,440	\$382,405	12.5%
2021-22 Adopted	\$3,482,850	\$33,410	1.0%

PUBLIC WORKS DEPARTMENT

FY 2021-2022 Budget

Maintenance Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Responding to public work order requests.	1. Completed
2. Maintenance of public spaces, facilities, and public right -of-way.	2. Completed
3. Maintenance of stormwater and underground utilities.	3. Completed
4. Abatement of all graffiti and/or illegal dumping.	4. Supporting Clean City Program by removing illegal dumping daily
5. Daily maintenance of pedestrian over crossing	5. Ongoing
6. Install UV lighting at all city facilities to address potential transmission of COVID-19 virus.	6. Completed
7. Install new roof at the senior center	7. In progress, to be completed Summer 2021
8. Repair pump shaft at O'Connor pump station	8. In progress, to be completed June 2021
9. Public Works provided traffic control for Covid-19 community testing and vaccination emergency response outreach, and daily food distribution at the Boys & girls Club	9. Ongoing

PUBLIC WORKS DEPARTMENT

**FY 2021-2022 Budget
Maintenance Division**

OBJECTIVES

1. Respond to daily public work order requests.
2. Maintenance of public spaces, facilities, and public right-of-way.
3. Maintenance of stormwater and underground utilities.
4. Abatement of graffiti and/or illegal dumping in the public right-of-way.

POLICE DEPARTMENT

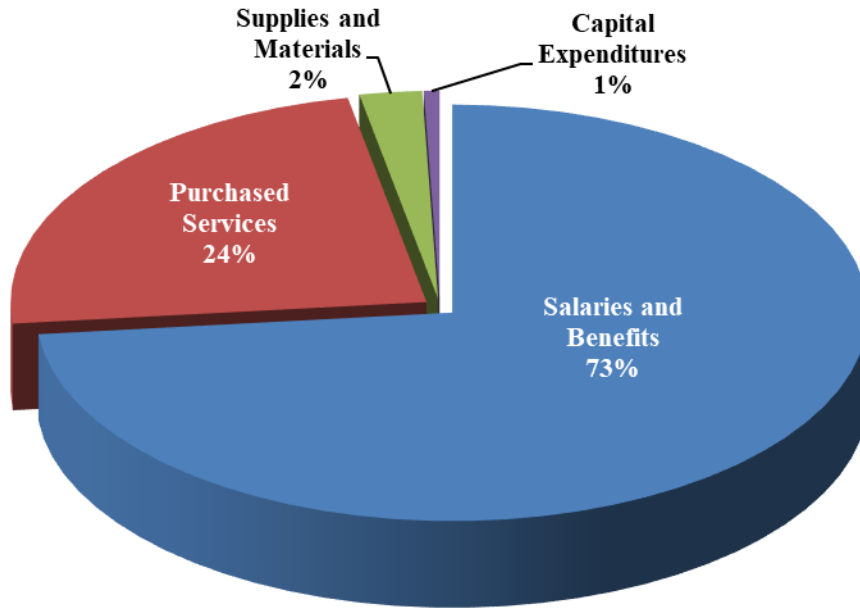
FY 2021-2022 Budget

FY 2021-22

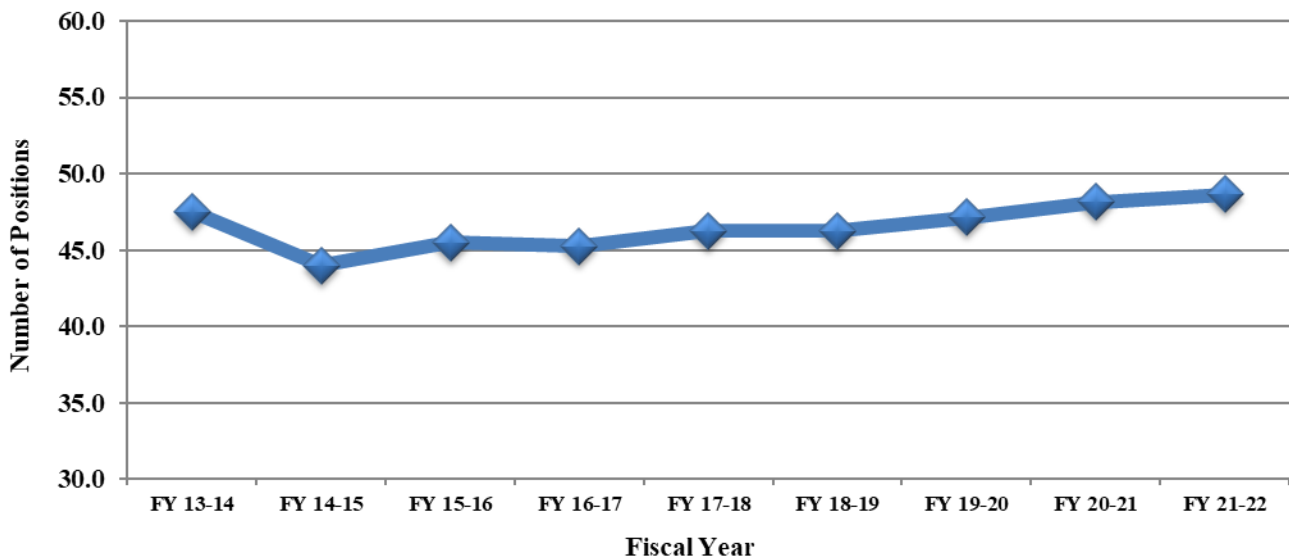
Operating \$13,176,265

Positions 48.15

CHARACTER OF EXPENDITURES



AUTHORIZED STRENGTH



POLICE DEPARTMENT

FY 2021-22 Budget

Department Summary

SOURCES

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
General Fund					
Charges/Fees for Services	423,110	353,230	430,500	320,000	320,000
Use of Resources	10,712,194	10,307,173	11,904,535	12,684,670	12,691,410
Special Revenue Funds	116,870	259,597	358,450	360,230	164,855
Capital Project Fund	4,770	-	-	-	-
Enterprise Funds	-	-	-	-	-
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	11,256,945	10,920,000	12,693,485	13,364,900	13,176,265

EXPENDITURES BY DIVISION

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Administration Division	4,552,670	4,599,420	4,652,895	4,963,120	4,943,120
Investigations Division	1,620,270	1,192,075	1,672,765	1,535,000	1,547,700
Operations Division	5,084,005	5,128,505	6,367,825	6,866,780	6,685,445
TOTAL	11,256,945	10,920,000	12,693,485	13,364,900	13,176,265

CHARACTER OF EXPENDITURES

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Personnel					
Salaries and Benefits	7,856,124	7,585,822	9,316,305	9,762,900	9,664,265
Subtotal	7,856,124	7,585,822	9,316,305	9,762,900	9,664,265
Supplies and Services					
Purchased Services	2,874,162	2,778,837	2,992,680	3,121,800	3,111,800
Supplies and Materials	300,173	302,390	310,000	320,200	320,200
Capital Expenditures	226,486	252,952	74,500	160,000	80,000
Other Expenditures	-	-	-	-	-
Subtotal	3,400,821	3,334,179	3,377,180	3,602,000	3,512,000
TOTAL	11,256,945	10,920,000	12,693,485	13,364,900	13,176,265

AUTHORIZED STRENGTH

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Administration Division	9.00	9.00	9.00	9.00	9.00
Investigations Division	8.25	11.15	11.15	11.15	11.15
Operations Division	29.00	27.00	28.00	28.00	28.00
TOTAL	46.25	47.15	48.15	48.15	48.15

POLICE DEPARTMENT

FY 2021-2022 Budget

Department Summary

MISSION STATEMENT

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

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

The emphasis of Fiscal Year 2021-2022 budget is to maintain current service levels to the public. Attention will be focused on the priority of employee and organizational development, as well as community policing and crime reduction. In addition, the department will focus on ongoing maintenance of mandated services for general law enforcement, vehicle abatement and emergency response (as a single agency or in concert with other federal, state, and/or local agencies). The Police Department will strive for successful completion of the following strategic priorities:

Administration:

1. Develop a Detailed Strategy around the Location of the Future Police Department
2. Ongoing Recruitment of New Personnel

Operations:

1. Staff “The Racial and Identity Profiling Act” (RIPA) for Stop data collection
2. Train New Police Personnel members

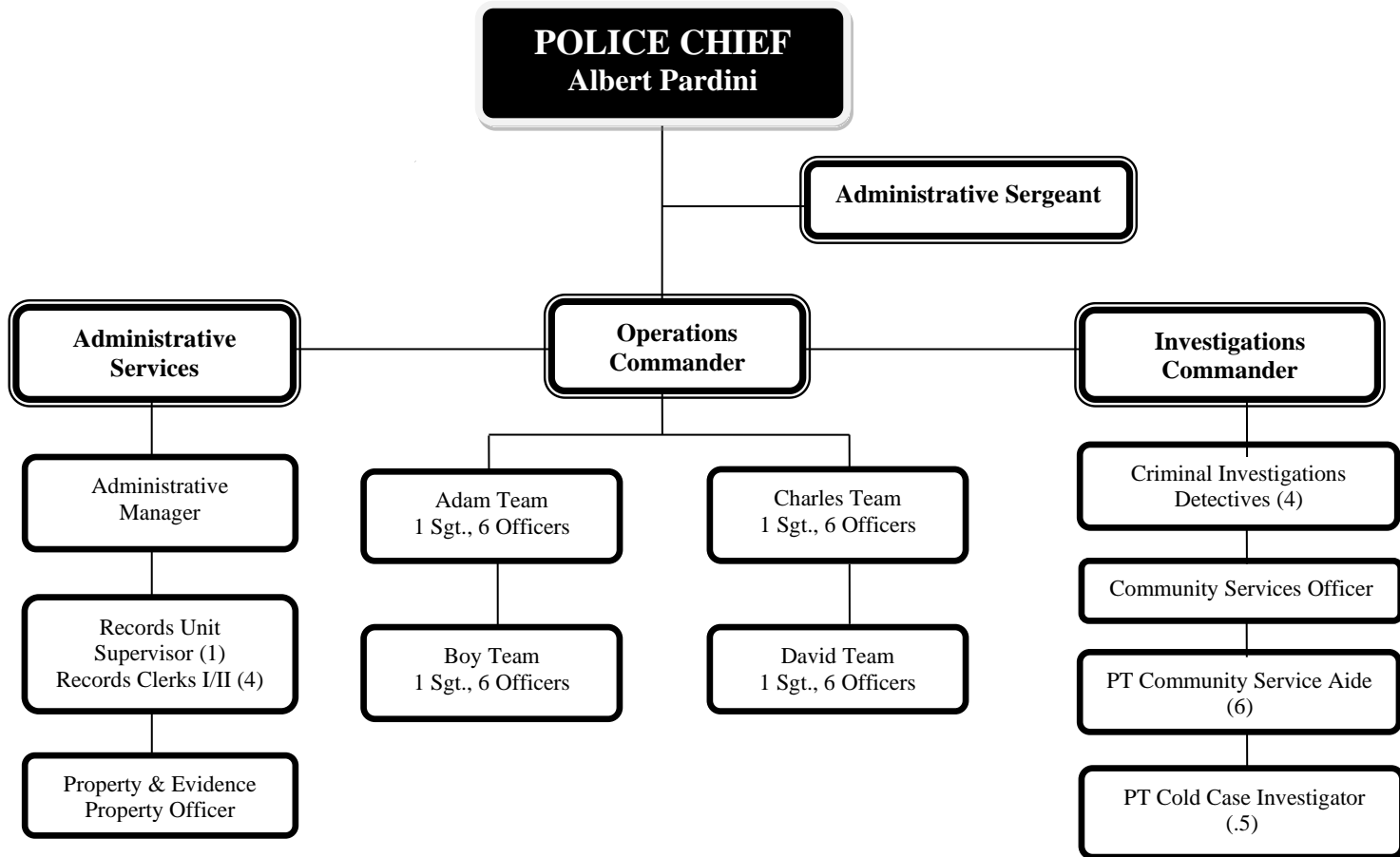
Investigations:

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

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

POLICE DEPARTMENT

FY 2021-2022 Budget



POLICE DEPARTMENT

FY 2021-22 Budget

Administration Division

Division Summary

SOURCES

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
General Fund					
Charges/Fees for Services	35,350	30,055	35,500	35,000	35,000
Use of Resources	4,443,310	4,420,770	4,538,895	4,834,620	4,814,620
Special Revenue Funds	69,240	148,595	78,500	93,500	93,500
Capital Project Fund	4,770	-	-	-	-
Enterprise Funds	-	-	-	-	-
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	4,552,670	4,599,420	4,652,895	4,963,120	4,943,120

EXPENDITURES BY DIVISION

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Administration Division	4,552,670	4,599,420	4,652,895	4,963,120	4,943,120
TOTAL	4,552,670	4,599,420	4,652,895	4,963,120	4,943,120

CHARACTER OF EXPENDITURES

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Personnel					
Salaries and Benefits	1,287,965	1,376,085	1,405,715	1,483,820	1,553,820
Subtotal	1,287,965	1,376,085	1,405,715	1,483,820	1,553,820
Supplies and Services					
Purchased Services	2,864,045	2,770,697	2,992,680	3,121,800	3,111,800
Supplies and Materials	183,248	212,129	180,000	197,500	197,500
Capital Expenditures	217,412	240,510	74,500	160,000	80,000
Other Expenditures	-	-	-	-	-
Subtotal	3,264,705	3,223,336	3,247,180	3,479,300	3,389,300
TOTAL	4,552,670	4,599,420	4,652,895	4,963,120	4,943,120

AUTHORIZED STRENGTH

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 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 2021-2022 Budget

Administration Division Summary

SERVICE DESCRIPTION

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

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

SIGNIFICANT CHANGES

FY 2020-2021 to FY 2021-2022 Budget:

The increase of \$310,225 (6.7%) from the Adopted FY 20-21 Budget to the Baseline FY 21-22 Budget is primarily due to personnel costs (\$78,000), and increased costs for San Mateo County dispatch, animal control and forensic services, building and AXON equipment leases, and other technical services (\$129,000) increased vehicle replacement requests due to deferred replacement in prior year (\$85,000).

The decrease of \$20,000 (-0.4%) from the Baseline FY 21-22 Budget to the Adopted FY 21-22 Budget is due to funding for a temporary Data Analyst position (\$70,000) offset by deferral of one SUV vehicle replacement and minor purchased services reduction.

Fiscal Year (FY)	Budget	\$ Change From Previous FY	% Change From Previous FY
2020-21 Adopted	\$4,652,895		
2021-22 Baseline	\$4,963,120	\$310,225	6.7%
2021-22 Adopted	\$4,943,120	(\$20,000)	-0.4%

POLICE DEPARTMENT

FY 2021-2022 Budget

Administration Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Develop a Detailed Strategy around the location of the Future Police Department	1. Collaborate with City Manager's Office regarding potential site locations and alternative locations and solutions.
2. Establish a Pilot Traffic Enforcement Division for the Police Department	2. Deferred pending funding source.
3. Ongoing Recruitment of New Personnel	3. Ongoing

POLICE DEPARTMENT

FY 2021-2022 Budget

Administration Division

OBJECTIVES

1. Develop a detailed strategy for the new Police Department building.
2. Pending funding, establish a Pilot Traffic Enforcement Division (deferred objective).
3. Continue recruitment and development of new personnel.

POLICE DEPARTMENT

FY 2021-22 Budget

Investigations Division

Division Summary

SOURCES

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
General Fund					
Charges/Fees for Services	317,255	287,645	355,000	250,000	250,000
Use of Resources	1,264,825	798,199	1,249,805	1,237,630	1,237,625
Special Revenue Funds	38,190	106,231	67,960	47,370	60,075
Capital Project Fund	-	-	-	-	-
Enterprise Funds	-	-	-	-	-
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	1,620,270	1,192,075	1,672,765	1,535,000	1,547,700

EXPENDITURES BY DIVISION

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Investigations Division	1,620,270	1,192,075	1,672,765	1,535,000	1,547,700
TOTAL	1,620,270	1,192,075	1,672,765	1,535,000	1,547,700

CHARACTER OF EXPENDITURES

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Personnel					
Salaries and Benefits	1,614,970	1,186,135	1,662,765	1,532,300	1,545,000
Subtotal	1,614,970	1,186,135	1,662,765	1,532,300	1,545,000
Supplies and Services					
Purchased Services	2,241	1,531	-	-	-
Supplies and Materials	-	798	10,000	2,700	2,700
Capital Expenditures	3,059	3,611	-	-	-
Other Expenditures	-	-	-	-	-
Subtotal	5,300	5,940	10,000	2,700	2,700
TOTAL	1,620,270	1,192,075	1,672,765	1,535,000	1,547,700

AUTHORIZED STRENGTH

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Commander	1.00	1.00	1.00	1.00	1.00
Police Officer	4.00	6.00	6.00	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	2.70	2.70	2.70	2.70
TOTAL	8.25	11.15	11.15	11.15	11.15

POLICE DEPARTMENT

FY 2021-2022 Budget

Investigations Division Summary

SERVICE DESCRIPTION

The Investigations Division conducts all major criminal investigations, including homicides and aggravated assaults.

Under the direct supervision of the Criminal Investigations Commander, the Investigations Division is comprised of (1) Commander (4) Police Officers (Detectives) and (1) Part-time Detective Investigating “Cold Case” Homicides.

Additionally, The Commander is responsible for up to 6 Permanent Part-Time positions assigned to Parking Enforcement and (1) Community Service Officer assigned to Crime Analysis/Crime Prevention.

SIGNIFICANT CHANGES

FY 2020-2021 to FY 2021-2022 Budget:

The decrease of \$137,765 (-8.2%) from the Adopted FY 20-21 Budget to the Baseline FY 21-22 Budget is primarily due to personnel cost decreases.

The increase of \$12,700 (0.8%) from the Baseline FY 21-22 Budget to Adopted FY 21-22 is due to personnel cost increase.

Fiscal Year (FY)	Budget	\$ Change From Previous FY	% Change From Previous FY
2020-21 Adopted	\$1,672,765		
2021-22 Baseline	\$1,535,000	(\$137,765)	-8.2%
2021-22 Adopted	\$1,547,700	\$12,700	0.8%

POLICE DEPARTMENT

FY 2021-2022 Budget

Investigations Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Appoint a Permanent Commander	1. Completed
2. Resume Cold Case Investigations	2. Ongoing
3. Train Community Service Aides on proper procedures related to parking citation, reporting, and community protocol.	3. Ongoing

POLICE DEPARTMENT

FY 2021-2022 Budget

Investigations Division

OBJECTIVES

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

POLICE DEPARTMENT

FY 2021-22 Budget

Operations Division

Division Summary

SOURCES

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
General Fund					
Charges/Fees for Services	70,505	35,530	40,000	35,000	35,000
Use of Resources	5,004,060	5,088,205	6,115,835	6,612,420	6,639,165
Special Revenue Funds	9,440	4,770	211,990	219,360	11,280
Capital Project Fund	-	-	-	-	-
Enterprise Funds	-	-	-	-	-
Successor Agency Trust Fund	-	-	-	-	-
TOTAL	5,084,005	5,128,505	6,367,825	6,866,780	6,685,445

EXPENDITURES BY DIVISION

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Operations Division	5,084,005	5,128,505	6,367,825	6,866,780	6,685,445
TOTAL	5,084,005	5,128,505	6,367,825	6,866,780	6,685,445

CHARACTER OF EXPENDITURES

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Personnel					
Salaries and Benefits	4,953,188	5,023,602	6,247,825	6,746,780	6,565,445
Subtotal	4,953,188	5,023,602	6,247,825	6,746,780	6,565,445
Supplies and Services					
Purchased Services	7,876	6,609	-	-	-
Supplies and Materials	116,925	89,463	120,000	120,000	120,000
Capital Expenditures	6,015	8,831	-	-	-
Other Expenditures	-	-	-	-	-
Subtotal	130,816	104,903	120,000	120,000	120,000
TOTAL	5,084,005	5,128,505	6,367,825	6,866,780	6,685,445

AUTHORIZED STRENGTH

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 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	22.00	23.00	23.00	23.00
TOTAL	29.00	27.00	28.00	28.00	28.00

POLICE DEPARTMENT

FY 2021-2022 Budget

Operations Division Summary

SERVICE DESCRIPTION

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

Under the direction of the Chief of Police, the Operations Division is led by (1) Commander. The Operations Division performs police patrols, calls for service response, traffic enforcement, and special enforcement activities. The Operations Division has a direct staffing level of 28 positions.

SIGNIFICANT CHANGES

FY 2020-2021 to FY 2021-2022 Budget:

The increase of \$498,955 (7.8%) from the Adopted FY 20-21 Budget to the Baseline FY 21-22 Budget is primarily due to personnel costs increase.

The decrease of \$181,335 (-2.6%) from the Baseline FY 21-22 Budget to the Adopted FY 21-22 Budget is primarily due to personnel costs decrease.

Fiscal Year (FY)	Budget	\$ Change From Previous FY	% Change From Previous FY
2020-21 Adopted	\$6,367,825		
2021-22 Baseline	\$6,866,780	\$498,955	7.8%
2021-22 Adopted	\$6,685,445	(\$181,335)	-2.6%

POLICE DEPARTMENT

FY 2021-2022 Budget

Operations Division

ACCOMPLISHMENTS

OBJECTIVES	RESULTS
1. Staff School Resource Officer	1. Completed
2. Respond to COVID-19 Pandemic	2. Responded to changed community protocols including State-mandated shelter in place orders, COVID safety protocols for arrests and court cases, and diversion and impacts of staff exposed to COVID-19. Also, supported daily traffic control for community food bank efforts.
3. Train New Police Personnel	3. Ongoing

POLICE DEPARTMENT

FY 2021-2022 Budget

Operations Division

OBJECTIVES

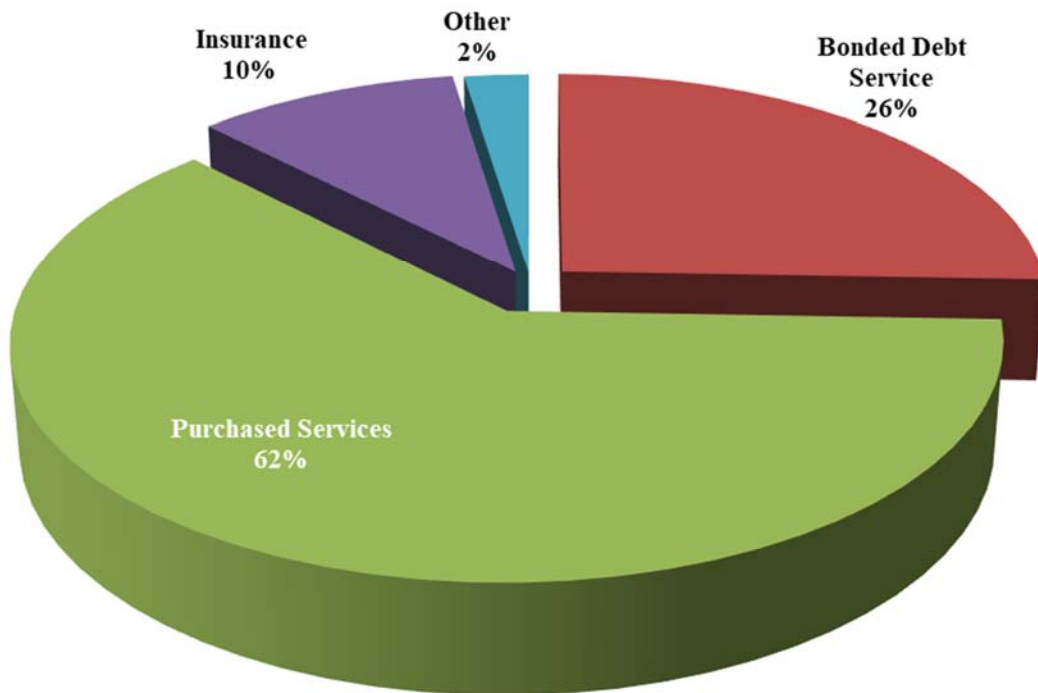
1. Staff a Racial Identity Profiling Act implementation and management team.
2. Staff a Traffic Division (Deferred for indefinite period).
3. Train New Police Personnel members.

NON-DEPARTMENTAL

FY 2021-2022 Budget

FY 2021-22
Operating \$6,185,620

CHARACTER OF EXPENDITURES



NON-DEPARTMENTAL

FY 2021-2022 Budget

Department Summary

SOURCES

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
General Fund					
Charges/Fees for Services	-	-	-	-	-
Use of Resources	706,185	800,813	1,506,675	1,605,790	1,635,790
Special Revenue Funds	273,810	248,178	247,610	249,010	249,010
Capital Project Fund	(6,105)	-	-	30,000	-
Enterprise Funds	2,590,930	2,774,120	2,652,110	2,654,630	2,654,630
Successor Agency Trust Fund	684,115	724,549	1,697,920	2,976,585	1,646,190
	4,248,935	4,547,660	6,104,315	7,516,015	6,185,620

EXPENDITURES BY DEPARTMENT

	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Adopted	FY 2021-22 Baseline	FY 2021-22 Adopted
Information Technology Replacement*	201,995	262,905	81,500	75,000	75,000
Subtotal	201,995	262,905	81,500	75,000	75,000
Debt Service and Related (Successor)	638,510	577,131	1,632,420	1,580,690	1,580,690
Subtotal	638,510	577,131	1,632,420	1,580,690	1,580,690
Insurance and Settlements	222,005	296,138	555,000	615,000	615,000
Subtotal	222,005	296,138	555,000	615,000	615,000
Other Non-Departmental					
Purchased Services	3,093,010	3,230,260	3,757,895	3,839,430	3,839,430
Supplies and Materials	46,360	20,825	10,000	10,000	10,000
Low Income Housing Advances	-	-	60,000	1,390,395	60,000
Other Charges	47,055	160,398	7,500	5,500	5,500
Subtotal	3,186,425	3,411,483	3,835,395	5,245,325	3,914,930
TOTAL	4,248,935	4,547,657	6,104,315	7,516,015	6,185,620

Detail of Purchased Services:

Residential Garbage Services	2,355,960	2,464,322	2,625,000	2,626,700	2,626,700
Street Sweeping Services	149,155	154,309	157,500	162,500	162,500
Leases and Other Property Services	172,285	174,055	206,810	212,150	212,150
JPA Dues & Other Memberships	294,415	296,104	418,500	486,900	486,900
County Property Tax Administration	79,500	81,785	85,950	94,580	94,580
IT and Other Miscellaneous	41,695	59,685	264,135	256,600	256,600
Total	3,093,010	3,230,260	3,757,895	3,839,430	3,839,430

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

Miscellaneous

Introduction

This section contains the following items of interest:

- MISC- 2: Resolution No. 84-2021 Adopting the FY 2021-22 Revenue and Expenditure Budget
- MISC- 5: Resolution No. 85-2021 Establishing an Appropriation Limit for FY 2021-22
- MISC- 12: FY 2021-22 Capital Improvement Funding
- MISC- 13: FY 2021-22 Measure P Budget
- MISC- 14: FY 2021-22 Cost Allocation Plan Overhead Charges

RESOLUTION NO. 84 – 2021

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

**ADOPTING THE FISCAL YEAR 2021-22 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 2021-22 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 30th prior to the beginning of the fiscal year; and

WHEREAS, the City Council held City Manager's Budget Message and Budget study sessions between April 27, 2021 and June 3, 2021, including a final Budget Hearing on this date whereby such sessions were held to discuss the City's anticipated revenues and expenditure programs and to obtain public comment regarding the Fiscal Year 2021-22 Budget; and

WHEREAS, such public hearings were duly noticed not less than seven days nor more than 21 days prior to the first hearing held on May 21, 2021 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 2021-22 Budget as follows:

FY 2021-22 Adopted Budget Summary							
Fund	Description	Operating		Capital Improvement Plan	Operating Transfers		Net Change Fund Balance
		Revenues	Expenditures		In	Out	
10	General Fund	\$ 25,825,000	\$ (24,241,310)	\$ (579,085)	\$ 1,301,450	\$ (2,681,055)	\$ (375,000)
11	IT Replacement Fund	\$ -	\$ (927,800)	\$ -	\$ 927,800	\$ -	\$ -
12	Equipment & Vehicles	\$ -	\$ (160,000)	\$ -	\$ 240,000	\$ -	\$ 80,000
13	Self Insurance	\$ -	\$ (690,000)	\$ -	\$ 690,000	\$ -	\$ -
17	Com Dev Pass Thru	\$ 3,095,000	\$ (2,800,000)	\$ -	\$ -	\$ -	\$ 295,000
	ELIMINATING ENTRY	\$ -	\$ -	\$ -	\$ (1,857,800)	\$ 1,857,800	\$ -
	General Fund	\$ 28,920,000	\$ (28,819,110)	\$ (579,085)	\$ 1,301,450	\$ (823,255)	\$ -
213	Police Grants	\$ 157,000	\$ (153,575)	\$ -	\$ -	\$ -	\$ 3,425
215	Misc Federal and State Grants	\$ 155,500	\$ (155,500)	\$ -	\$ -	\$ -	\$ -
230	Local Grants	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ 3,000
231	CYSFF TOT	\$ 74,750	\$ (288,040)	\$ -	\$ -	\$ -	\$ (213,290)
232	Measure C	\$ 1,000	\$ (207,300)	\$ -	\$ -	\$ -	\$ (206,300)
290	American Rescue Plan Act	\$ 3,531,250	\$ (664,555)	\$ -	\$ -	\$ (1,301,450)	\$ 1,565,245
	Community Programs	\$ 3,922,500	\$ (1,468,970)	\$ -	\$ -	\$ (1,301,450)	\$ 1,152,080
201	State Gas Tax	\$ 1,396,460	\$ (712,765)	\$ (550,000)	\$ 64,500	\$ -	\$ 198,195
202	Measure A	\$ 611,000	\$ (3,125)	\$ (500,000)	\$ -	\$ -	\$ 107,875
203	NPDES	\$ 321,500	\$ (478,070)	\$ -	\$ 156,570	\$ -	\$ -
221	Lighting District	\$ 698,700	\$ (221,025)	\$ -	\$ -	\$ -	\$ 477,675
222	Drainage District	\$ 141,900	\$ (327,040)	\$ -	\$ 100,140	\$ -	\$ (85,000)
234	County Measure W	\$ 254,000	\$ (31,500)	\$ (200,000)	\$ -	\$ -	\$ 22,500
	Infrastructure Programs	\$ 3,423,560	\$ (1,773,525)	\$ (1,250,000)	\$ 321,210	\$ -	\$ 721,245
204	Rent Stabilization	\$ 538,500	\$ (735,025)	\$ -	\$ -	\$ -	\$ (196,525)
207	Housing In Lieu	\$ 41,000	\$ (1,228,665)	\$ -	\$ -	\$ -	\$ (1,187,665)
209	Housing Assistance Program	\$ 4,500	\$ (16,020)	\$ -	\$ -	\$ -	\$ (11,520)
218	Affordable Housing TOT	\$ 88,750	\$ (28,665)	\$ -	\$ -	\$ -	\$ 60,085
219	Measure HH	\$ 1,702,280	\$ (631,345)	\$ -	\$ -	\$ -	\$ 1,070,935
220	Lo-Mod Housing Successor	\$ 80,000	\$ (546,050)	\$ -	\$ 281,130	\$ -	\$ (184,920)
233	Silicon Valley Community	\$ 1,000	\$ (149,420)	\$ -	\$ -	\$ -	\$ (148,420)
	Affordable Housing Programs	\$ 2,456,030	\$ (3,335,190)	\$ -	\$ 281,130	\$ -	\$ (598,030)
	Total Special Revenue Funds	\$ 9,802,090	\$ (6,577,685)	\$ (1,250,000)	\$ 602,340	\$ (1,301,450)	\$ 1,275,295
301	Capital Improvement Fund	\$ 156,000	\$ (376,915)	\$ -	\$ 220,915	\$ -	\$ -
305	Parks & Trails	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
306	Public Facilities	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000
307	Transportation	\$ 17,000	\$ -	\$ -	\$ -	\$ -	\$ 17,000
308	RBD-I Storm D	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000
309	RBD-O Storm D	\$ 42,000	\$ -	\$ -	\$ -	\$ -	\$ 42,000
	Capital Funds	\$ 271,000	\$ (376,915)	\$ -	\$ 220,915	\$ -	\$ 115,000
510	Water Service Fund	\$ 320,500	\$ (260,765)	\$ -	\$ -	\$ -	\$ 59,735
511	Water Capital Fund	\$ 533,000	\$ (100,000)	\$ (340,000)	\$ -	\$ -	\$ 93,000
512	Water Meter Fund	\$ 289,000	\$ -	\$ (285,000)	\$ -	\$ -	\$ 4,000
513	Water Capacity Fee Fund	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ 55,000
	Water Enterprise	\$ 1,197,500	\$ (360,765)	\$ (625,000)	\$ -	\$ -	\$ 211,735
520	Garbage Service Fund	\$ 2,798,000	\$ (2,829,365)	\$ -	\$ -	\$ -	\$ (31,365)
	Total Enterprise	\$ 3,995,500	\$ (3,190,130)	\$ (625,000)	\$ -	\$ -	\$ 180,370
	Total Operating	\$ 42,988,590	\$ (38,963,840)	\$ (2,454,085)	\$ 2,124,705	\$ (2,124,705)	\$ 1,570,665
705	Successor Operating	\$ 2,671,950	\$ (140,765)	\$ -	\$ -	\$ -	\$ 2,531,185
706	Successor Debt Service	\$ 1,550,300	\$ (1,545,425)	\$ -	\$ -	\$ -	\$ 4,875
	Successor Agency	\$ 4,222,250	\$ (1,686,190)	\$ -	\$ -	\$ -	\$ 2,536,060

2. Authorizes the use of available Reserve Balances totaling \$2,640,005 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 2021-22		
Budgeted Use of Reserves		
10	General Fund	\$ (375,000)
231	CYSFF TOT	\$ (213,290)
232	Measure C	\$ (206,300)
222	Drainage District	\$ (85,000)
204	Rent Stabilization	\$ (196,525)
207	Housing In Lieu	\$ (1,187,665)
209	Housing Assistance Program	\$ (11,520)
220	Lo-Mod Housing Successor	\$ (184,920)
233	Silicon Valley Community	\$ (148,420)
520	Garbage Service Fund	\$ (31,365)
Total Use of Fund Reserves		\$ (2,640,005)

BE IT FURTHER RESOLVED that, collectively, such appropriations are passed and adopted as the "FY 2021-22 Adopted Budget."

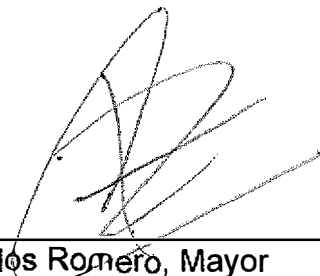
PASSED AND ADOPTED this 15th day of June 2021, by the following vote:

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

NOES:


ABSENT:

ABSTAIN:




Carlos Romero, Mayor

ATTEST:



James Colin ^A Acting

APPROVED AS TO FORM:



Rafael E. Alvarado Jr., City Attorney

RESOLUTION NO. 85 – 2021

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

ESTABLISHING AN APPROPRIATION LIMIT OF \$35,514,101 FOR FISCAL YEAR 2021-22

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

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

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

WHEREAS, the City elects to use the following factors relevant to the calculation of the Appropriation Limit for FY 2021-22:

- Per Capita Personal Income Change: +5.73% (Plus Five Point Seven Three Percent)
- County of San Mateo Population Adjustment: -0.75% (Minus Point Seventy-Five 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; and

WHEREAS, the City Council held public hearings and adopted the Fiscal Year 2021-22 budget on June 15, 2021, and appropriations therein were determined within the calculated appropriation limit; and

WHEREAS, a determination of the FY 2021-22 Appropriations Limit has been made available to the public fifteen days prior to the meeting held herein.

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

1. The Appropriation Limit for Fiscal Year 2021-22 shall be and is hereby set at \$35,514,101 pursuant to **Exhibit A** attached hereto and incorporated herein by this reference.
2. The Appropriation Limit of \$35,514,101 exceeds the Appropriations Subject to Limitation calculated in the amount of \$26,063,251 by \$9,450,850. Therefore, the City of East Palo Alto complies with the provisions of Article XIII B of the State Constitution.

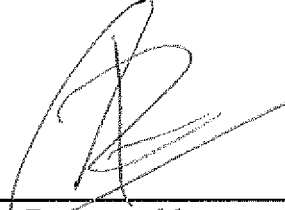
PASSED AND ADOPTED this 15th day of June 2021, by the following vote:

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

NOES:

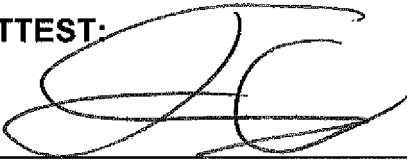
ABSENT:

ABSTAIN:



Carlos Romero, Mayor

ATTEST:



Walfred Solorzano, City Clerk

James Colin Aetings

APPROVED AS TO FORM:



Rafael E. Alvarado Jr., City Attorney

CITY OF EAST PALO ALTO
Appropriation Limitation Calculation
2021-22

EXHIBIT A

Executive Summary

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

The City's 2021-22 proposed budget appropriations that are subject to limitation are \$9,450,850 million under the limitation as shown below:

I. Determination of Appropriation Limit:

2021-22 Appropriation Limit (Schedule 3)	\$	35,514,101
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II. Determination of Appropriations Subject to Limitation:

2021-22 Revenue Sources for Appropriations (Schedule 2)	\$	47,210,840
Deductions of Exempt Revenues and Qualified Capital (Schedule 1)		<u>(21,147,589)</u>

2021-22 Appropriations Subject to Limitation (Schedule 1)	\$	<u>26,063,251</u>
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III. Amount Under/(Over) Appropriation Limit (I-II)	\$	<u>9,450,850</u>
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IV. Remaining Capacity as a Percent of FY 2021-22 Limit		<u>26.61%</u>
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CITY OF EAST PALO ALTO
CALCULATION OF APPROPRIATIONS SUBJECT TO LIMITATION
2021-22

Total Revenue Sources For Appropriations (Schedule 2)	<u>\$ 47,210,840</u>
<u>Exclusions:</u>	
Non-Proceeds of Taxes (Schedule 2)	(21,147,589)
Qualifying Capital Outlay	<u>-</u>
Total Exclusions	<u>(21,147,589)</u>
Net Revenue Sources Subject to Limitation	<u>\$ 26,063,251</u>

CITY OF EAST PALO ALTO
SUMMARY OF REVENUES-BY CATEGORY
2021-22

SCHEDULE 2

	Budgeted Proceeds of Tax	Budgeted Non-Proceeds of Tax	Total Revenues
Taxes			
Property Taxes	\$ 14,740,600	\$ 4,207,250	\$ 18,947,850
Sales and Use Tax	5,575,000	-	5,575,000
Utility Users Tax	1,535,000	-	1,535,000
Transient Occupancy Tax	687,500	-	687,500
Other Taxes	3,057,280	2,210,460	5,267,740
	<u>\$ 25,595,380</u>	<u>\$ 6,417,710</u>	<u>\$ 32,013,090</u>
Franchise Fees			
Franchise Fees	\$ -	\$ 1,065,000	\$ 1,065,000
Licenses, Fees, and Permits			
Building and Other Permits	\$ -	\$ 396,500	396,500
Rent Stabilization Fees	-	530,000	530,000
NPDES	-	136,500	136,500
CCAG Measure M Vehicle Fee	-	173,500	173,500
Development Impact Fees	-	161,000	161,000
	<u>\$ -</u>	<u>\$ 1,397,500</u>	<u>\$ 1,397,500</u>
Fines and Forfeitures			
Vehicle Code and Parking Fines	\$ -	\$ 250,000	\$ 250,000
Other Fees and Fines	-	35,000	35,000
	<u>\$ -</u>	<u>\$ 285,000</u>	<u>\$ 285,000</u>
Grants and Intergovernmental			
California SLESF	\$ -	\$ 155,000	\$ 155,000
California Department of Aging	-	40,000	\$ 40,000
California SB2	-	115,500	\$ 115,500
ARPA Grant	-	3,506,250	\$ 3,506,250
Subventions and Reimbursements	-	45,000	45,000
	<u>\$ -</u>	<u>\$ 3,861,750</u>	<u>\$ 3,861,750</u>
Charges for Current Services			
Solid Waste and Recycling Charges	\$ -	\$ 2,610,000	\$ 2,610,000
Water Capital Replacement Fees	-	775,000	775,000
Building Charges	-	995,000	995,000
Engineering Charges	-	345,000	345,000
Planning Charges	-	2,340,000	2,340,000
Police Services	-	35,000	35,000
Miscellaneous Charges	-	31,000	31,000
	<u>\$ -</u>	<u>\$ 7,131,000</u>	<u>\$ 7,131,000</u>

CITY OF EAST PALO ALTO
SUMMARY OF REVENUES-BY CATEGORY
2019-20

SCHEDULE 2

	Budgeted Proceeds of Tax	Budgeted Non-Proceeds of Tax	Total Revenues
Use of Money and Property (ex. Interest)			
Facility Use and Leases	-	290,000	290,000
Penalties	-	15,000	15,000
	<u>\$ -</u>	<u>\$ 305,000</u>	<u>\$ 305,000</u>
Other Miscellaneous			
Solid Waste Reimbursements	\$ -	\$ 175,000	\$ 175,000
Loan Proceeds and Reimbursements	-	60,000	60,000
Other	-	70,000	70,000
	<u>\$ -</u>	<u>\$ 305,000</u>	<u>\$ 305,000</u>
Operating Budget Subtotal	\$ 25,595,380	\$ 20,767,960	\$ 46,363,340
Percent of Total	55.21%	44.79%	100.00%
Interest Allocation	\$ 467,871	\$ 379,629	\$ 847,500
TOTAL	\$ 26,063,251	\$ 21,147,589	\$ 47,210,840

CITY OF EAST PALO ALTO
 APPROPRIATIONS LIMIT COMPUTATION
 CUMULATIVE GROWTH RATE
 2021-22

FISCAL YEAR	BEGINNING LIMIT	POPULATION FACTOR	PER CAPITA INCOME FACTOR	ASSESSED VALUATION CHANGE FACTOR	ENDING LIMIT
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
2021-22	33,843,252	0.9925	1.0573	N/A	35,514,101

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

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

Notes:

Population factor: San Mateo County, $((-0.75+100)/100 = 0.9925)$

Per Capita Income Factor, $((5.73+100)/100 = 1.0573)$

Total Change Factor $(0.9925 \times 1.0573) = 1.0494$

FY 2021-2022 Capital Improvement Funding

PROJECT #	DESCRIPTION	FUND	SOURCE	TOTAL
N/A	Major Improvements	F010	General Fund	\$ 579,085
Sub-total General Fund				\$ 579,085
ST-07	Street Resurfacing Program	F201	State Gas Tax - SB1 Funds	\$ 550,000
Sub-total State Gas Tax				\$ 550,000
ST-07	Street Resurfacing Program	F202	Measure A	\$ 400,000
ST-15	Signage and Striping Improvements			\$ 50,000
ST-11	Sidewalk Repair			\$ 50,000
Sub-total Measure A				\$ 500,000
ST-11	Sidewalk Repair	F234	Measure W	\$ 200,000
Sub-total Measure W				\$ 200,000
WD-01	Water Master Plan	F511	Water Capital	\$ 340,000
Sub-total water Capital				\$ 340,000
WD-05	Water Meter Replacement	F512	Water Meter	\$ 285,000
Sub-total Water Meter				\$ 285,000
TOTAL FY 2021-22 PROPOSED CIP FUNDING				\$ 2,454,085

Note:

Major CIP does not include technology asset replacement.

FY 2021-2022 Measure P Budget

	<i>FY 2020-21 Adopted</i>	<i>FY 2021-22 Adopted</i>
Measure P Local TUT	\$ 1,300,000	\$ 2,025,000
CD Director	205,660	189,170
FIT-Clean Zones:		
Community Service Aides	45,300	44,560
Project WeHope	-	-
Capital Transfers:		
Unallocated	225,000	579,085
	475,960	812,815
Net Available - Other General Purposes	\$ 824,040	\$ 1,212,185

FY 2021-22 Cost Allocation Plan Overhead Charges

Allocating	General	State Gas Tax	Measure A	NPDES	Rent Stabilization	Housing in Lieu	Housing Assistance	Housing TOT	LMIH Successor Fund	Lighting District	Drainage District	CYSFF TOT	Water Lease	Garbage Service	Trust and Agency
	F010	F201	F202	F203	F204	F207	F209	F218	F220	F221	F222	F231	F510	F520	F705
Bld	(26,658)	-	-	-	-	-	-	-	-	-	26,658	-	-	-	-
Equip	(1,579)	-	-	-	1,579	-	-	-	-	-	-	-	-	-	-
CC	(31,616)	5,461	71	2,522	6,014	1,695	68	1,695	2,010	1,291	1,706	1,130	6,192	1,760	-
CA	(154,618)	13,554	242	8,497	93,493	1,963	228	1,963	2,674	5,704	4,693	3,809	13,792	4,008	-
CM	(131,006)	24,319	368	12,904	24,543	5,868	348	5,868	7,218	6,062	7,160	5,785	22,994	7,569	-
Clerk	(33,215)	5,538	39	1,971	7,093	1,494	37	1,494	2,004	1,750	2,275	629	6,477	2,413	-
Admin Srvs	(29,453)	2,484	-	1,208	2,933	-	-	-	-	1,242	1,242	18,077	-	2,266	-
HR	(53,409)	11,665	-	5,671	13,771	-	-	-	-	5,833	5,833	-	-	10,636	-
Fin	(134,661)	30,701	543	21,042	25,081	1,474	513	1,474	2,798	9,965	8,763	8,542	12,548	11,219	-
Maint	(17,218)	-	-	-	-	-	-	-	-	-	17,218	-	-	-	-
Non-Dept	(86,431)	14,913	322	11,301	36,458	200	324	200	923	4,319	3,481	5,068	4,825	4,096	-
Admin Srvs	(25,261)	5,517	-	2,682	6,514	-	-	-	-	2,759	2,759	-	-	5,031	-
Non-Dept	(19,067)	4,164	-	2,024	4,917	-	-	-	-	2,082	2,082	-	-	3,797	-
CA	(3,576)	782	-	380	922	-	-	-	-	390	390	-	-	712	-
Non-Dept	(18,627)	4,068	-	1,978	4,803	-	-	-	-	2,035	2,035	-	-	3,710	-
Admin-PW	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Admin-CDD	(56,226)	-	-	-	15,973	15,973	-	15,973	8,306	-	-	-	-	-	-
Successor Charges	(11,295)	-	-	-	-	-	-	-	-	-	-	-	-	-	11,295
Total¹	833,910	123,165	1,585	72,180	244,095	28,665	1,520	28,665	25,935	43,430	86,295	43,040	66,825	57,215	11,295

MISC-4

1. Totals rounded to the nearest 5.

Glossary

AB x1 26 - legislation adopted and signed by Governor Jerry Brown in June 2011 and upheld by the California Supreme Court in California Redevelopment Association, et al. v. Ana Matosantos, et al., which eliminated redevelopment agencies. As a result, the Redevelopment Agency of the City of East Palo Alto (RDA) was dissolved effective February 1, 2012. AB x1 26 provides that the City may become the Successor Agency to the Redevelopment Agency (affirmed by the City Council on January 10, 2012), and continue to satisfy “enforceable obligations” of the former RDA and administer the dissolution and wind down of the former RDA

AB 1484 - legislation adopted and signed by Governor Jerry Brown in June 2012 that amended various provisions of AB x1 26.

ADOPTED BUDGET - The City budget for a fiscal year, adopted by the City Council by resolution following the close of budget hearings.

APPROPRIATION - Legal authorization granted by City Council or other policy body to make expenditures and incur obligations for a specific purpose within a specific time frame.

ASSESSED VALUATION - A dollar value placed on real estate or other property by the County as a basis for levying property taxes.

AUDIT - A review of the City's accounts by an independent auditing firm to substantiate fiscal year-end balances and assure compliance with generally accepted standards for financial accounting and reporting.

AVAILABLE FUND BALANCE - The amount of fund balance available to finance appropriation requirements after deducting reserves.

BOND PROCEEDS - The money paid to the issuer by the purchaser or underwriter of a new issue of municipal securities. These moneys are used to finance the project or purpose for which the securities were issued and to pay certain costs of issuance as may be provided in the bond contract.

BONDS - A certificate of debt issued by an entity, guaranteeing payment of the original investment, plus interest, by a specified future date.

BUDGET - A plan of financial operation, embodying an estimate of expenditures/ expenses for a given period (typically a fiscal year) and the means of financing them (revenue estimates). Upon approval by the City Council, the budget appropriation resolution is the legal basis for expenditures in the fiscal year.

BUDGET AUTHORITY - Under certain circumstances, the City Council may adjust the budgeted appropriations for reasons unforeseen at the time of the adoption of the original budget. Such amendments are made by Council resolution. The City Manager may make transfers of appropriations within a fund.

BUDGETARY CONTROL – The control or management of a government or enterprise in accordance with an approved budget to keep expenditures within the limitations of available appropriations and available revenues.

BUSINESS LICENSE TAX - This is a general tax on businesses for the privilege of conducting business within the city. Rates are set at each city's discretion but may not be discriminatory or confiscatory.

CAPITAL IMPROVEMENT BUDGET - Annual appropriations for capital improvement projects such as street improvements, building construction and various kinds of major facility maintenance. Capital projects are outlined in a five-year expenditure plan which details funding sources and expenditure amounts. They often are multi-year projects which require funding beyond the one-year period of the annual budget.

CAPITAL OUTLAY - Expenditures which result in the acquisition of, or addition to, fixed assets.

CAPITAL PROJECT - Any project having assets of significant value and a useful life of five years or more. Capital projects include the purchase of land, design, engineering, and construction of buildings, infrastructure such as streets, bridges, drainage, street lighting, water/sewer systems, etc. Capital projects may include the acquisition of heavy equipment management control technique of

formal budgetary and machinery or rolling stock using capital funding sources.

CAPITAL PROJECTS FUND - A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds).

CAPITALIZATION POLICY - The criteria used by a government to determine which outlays should be reported as fixed assets.

CASH WITH FISCAL AGENT - An asset account reflecting deposits with fiscal agents, such as commercial banks, for the payment of bond principal and interest.

CAPITAL INVESTMENT PROGRAM (CIP) - A section in the five-year capital plan listing projects for which some level of funding is available.

COMMUNITY ORIENTED POLICING SERVICES (COPS) - A grant program supporting community involvement offered by the U.S. Department of Justice.

CONSUMER PRICE INDEX (CPI) - A statistical description of price levels provided by the U.S. Department of Labor. The change in this index from year to year is used to measure the cost of living and economic inflation.

CONTINGENCY - An amount of money appropriated for unforeseen expenditures. It is limited to not more than 15% of the appropriations in any fund.

CURRENT SERVICE CHARGES - These are charges imposed to support services provided to individuals. These charges may not exceed the cost of providing the service plus overhead. The rationale behind service charges is that certain services are primarily for the benefit of individuals rather than the general public.

DEBT SERVICE - Payment of the principal and interest on an obligation resulting from the issuance of bonds, notes or leasing arrangements.

DEBT SERVICE FUND - A fund established to account for the accumulation of resources for, and

the payment of, general long term debt principal and interest.

DEFICIT - An excess of expenditures or expenses over revenues (resources).

DEPARTMENT - An organizational unit comprised of divisions or programs. It is the basic unit of service responsibility encompassing a broad mandate of related activities.

DEPRECIATION - (1) Expiration in the service life of fixed assets, other than wasting assets, attributable to wear and tear, deterioration, action of the physical elements, inadequacy and obsolescence. (2) The portion of the cost of a fixed asset, other than wasting assets, charged as an expense during a particular period. In accounting for depreciation, the cost of a fixed asset, less any salvage value, is prorated over the estimated service life of such an asset, and each period is charged with a portion of such cost. Through this process, the entire cost of the asset is ultimately charged off as an expense.

DESIGNATED FUND BALANCE- A portion of an unreserved fund balance that has been "earmarked" by the City Manager or the City Council for specified purposes.

DESIGNATION - An account containing money set aside by the City Council for a specific future use. Money in a designation is earmarked for specific use, but may not be legally restricted to that use.

DEVELOPMENT IMPACT FEES - Fees placed on the development of land or conditions required for the approval of a development project such as the donation ("dedication" or "exaction") of certain lands (or money) to specific public uses. The fees are typically justified as an offset to the future impact that development will have on existing infrastructure.

DIVISION - A sub-section (or activity) within a department which furthers the objectives of the City by providing specific services or programs.

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

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

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

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

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

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

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

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

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

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

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

FORFEITURE- See Fines, forfeitures, and penalties.

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

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

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

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

FY - Fiscal year.

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

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

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

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

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

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

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

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

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

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

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

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

but still are relevant for sound financial management and oversight.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PERS - Public Employees' Retirement System.

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

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

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

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

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

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

RDA - Redevelopment Agency.

RECEIVABLES-REDEVELOPMENT

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

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

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

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

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

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

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

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

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

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

SERVICES - Expenditures/expenses for services.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- a) Economic downturns

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

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

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

VLF - See Motor Vehicle In-Lieu Fee.