

CITY OF EAST PALO ALTO

# ADOPTED BUDGET



Fiscal Year  
2025 - 2026



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# FY 2025-2026 Budget

## Mayor



Martha Barragan

## Vice Mayor



Mark Dinan

## Council Members



Carlos Romero



Ruben Abrica



Webster Lincoln

### MISSION STATEMENT

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



## Executive Staff

### **Executive Staff**

Melvin Gaines, City Manager  
*City Manager's Office*

John Le, City Attorney  
*City Attorney's Office*

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

Tomohito Oku, Finance Director  
*Finance Department*

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

Humza Javed, Public Works Director  
*Public Works*

Jeff Liu, Police Chief  
*Police Department*



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# CITY OF EAST PALO ALTO

## Office of the City Manager

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Honorable Mayor and Members of the City Council,

I am pleased to present the Proposed Fiscal Year 2025–26 Budget for your review and feedback. This budget reflects the City’s continued commitment to transparency, fiscal responsibility, organizational efficiency, and accountability – all while staying aligned with the City Council’s Strategic Priorities. We are navigating an increasingly complex and uncertain economic environment, and this budget is designed to help us do so with care and foresight.

This budget is aligned with the Council’s emerging FY 2025–2029 Strategic Priorities, which focus on public safety, housing, infrastructure, economic development, community facilities, good governance, and civic engagement. These priorities were shaped through a collaborative, data-informed process grounded in extensive community input. While our capacity to launch new initiatives remains limited, I have prioritized the continuation of incomplete projects from the FY 2024-2025 Work Plan and the addition of impactful new projects consistent with the Council’s draft FY 2025–2027 Work Plan.

### **A Cautious and Disciplined Budget Strategy**

Nationally, the economy grew modestly in 2024, with the U.S. Gross Domestic Product increasing by 2.8%, according to the Bureau of Economic Analysis. Interest rates remained near 5%, and the housing market showed little movement. At the federal level, a shift toward reduced spending has added to economic uncertainty.

Locally, East Palo Alto continues to face significant fiscal challenges. Rising resident demand for services strains City resources, while key revenue streams show signs of slowing. A combination of factors including modest property tax growth, uncertainty around Vehicle License Fee (VLF) backfills, the reallocation of Measure JJ revenues, and flat Transient Occupancy Tax collections, has contributed to a projected General Fund deficit.

This FY 2025–26 Budget includes \$63 million in expenditures and \$77.4 million in projected revenues, resulting in a net surplus of \$14.4 million. However, this surplus is mostly tied to capital and enterprise funds, including the East Palo Alto Sanitary District (EPASD) budget, which is presented as a standalone enterprise fund to ensure transparency, maintain its operational identity, and align its financial practices with the City’s systems.

The General Fund, which supports the City’s core services, projects a \$3.6 million deficit. While some of this deficit is due to one-time expenses, approximately \$2 million is structural, meaning the City’s ongoing costs for daily operations exceed expected revenues. This persistent

imbalance between revenues and expenditures, exacerbated by inflation and limited revenue diversity, calls for a cautious and disciplined budget strategy. Though the City has reserves, using them for ongoing operational costs is not sustainable long term. Therefore, this budget focuses on preserving essential services and advancing high-impact projects already in progress.

### **Strategic Investments for the Future**

Despite financial constraints, continued strategic investment is essential. East Palo Alto lacks sufficient water storage capacity, and the existing infrastructure, including the pipes that deliver drinking water to our homes and businesses, is deteriorating. We must repair and upgrade these systems to ensure that when you turn on a faucet in East Palo Alto, safe, clean, and reliable drinking water flows freely with consistent pressure. Improving the system before it fails allows the City to maintain service to residents and save money.

We also continue to invest in local street and road improvements in local neighborhoods across the City, and repaving streets before they deteriorate further and cost more to fix.

Currently, the City's facilities are primarily leased spaces that are scattered throughout the City, undersized, and in poor condition. We continue to work toward the City's long-term goal of developing public facilities that not only serve as welcoming resources for the community but also are environments that facilitate the delivery of efficient, high-quality services.

This budget maintains funding for vital infrastructure improvements including water, storm drains, parks, and roads; and continues work on important resident priorities like expanded park space, ensuring a safe library, an efficient city hall, and an updated public safety facility to improve police services. These efforts will help improve daily life for residents, support economic development, and enhance the City's ability to attract and retain top talent. Balancing immediate needs with long-term investments is essential to building a more resilient, equitable, and financially sound East Palo Alto.

### **Thank You, Community, City Council and Staff**

In closing, I want to thank City staff, especially the Finance team, for their professionalism, hard work, and dedication in preparing this budget and their dedication to providing the services our residents depend on. I also thank the community for its active engagement and the City Council for your continued leadership.

Our organization remains focused on fiscal discipline and delivering real progress on the priorities that matter most to our residents.

Respectfully submitted,



Melvin E. Gaines,  
City Manager



# **How to Use the Budget Document**

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

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

## **The City Manager's Message**

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

## **How to Use the Budget Document**

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

## **The City Council's Strategic Plan**

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

## **Organizational Summary Information**

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

## **Financial Summary Information**

This section contains the FY 2025-26 Budget, by fund and fund group-type, including narrative on the purpose of each budgeted fund and projection of fund balance:

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

## **Departmental Budgets**

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

## **Miscellaneous**

This section contains the major capital project funding, detail Measure P funding, the Appropriation Limit calculated for FY2025-26 and the budget adoption resolutions.

## **Glossary**

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



# City of East Palo Alto Strategic Plan

# FY 2025-2029 Strategic Priorities and FY 2025-2027 Work Plan





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# Introduction



**The City of East Palo Alto is a vibrant and diverse community in the heart of Silicon Valley.**

Since incorporating as a city in 1983, East Palo Alto has grown into a proud and active community of about 31,500 people. Our strong tradition of civic involvement and community leadership continues to shape our vision for an inclusive and just future.

East Palo Alto celebrates its cultural diversity and is committed to being a welcoming place for all. This Strategic Plan reflects those values, offering a clear path forward based on community input and careful planning.

The Plan focuses on seven main goals—called “Strategic Priorities”—that will guide the City’s decisions over the next four years. These priorities help make sure the City’s policies, programs, and services meet community needs and that both funding and staff time are focused on the most urgent challenges.

This document outlines the City Council’s Strategic Priorities for Fiscal Years (FY) 2025–2029 and includes a detailed **Work Plan for FY 2025–2026 and 2026–2027**. A second two-year work plan will be created later to cover the final years. The priorities and projects in this Plan are grounded in community feedback, budget considerations, and direction from the City Council.





# Background to Strategic Planning

Strategic planning is a critical tool for shaping the City's future. It helps identify shared goals, outlines strategies to achieve them, and provides a clear roadmap for implementation. A strong Strategic Plan aligns City departments, clarifies priorities, and creates a shared sense of purpose. It also allows the City to monitor progress over time, make informed adjustments as needed, and maintain transparency with the public.

To ensure that City resources and efforts are focused on the highest community needs, the East Palo Alto City Council engages in a two-part priority-setting process:

1. **Establishing four-year Strategic Priorities** that reflect the long-term goals of the City, and
2. **Developing a two-year Work Plan** that includes specific projects designed to advance those priorities.

Together, these elements make up the City's Strategic Plan. Each project in the Work Plan is tracked over time to measure progress and ensure alignment with the Strategic Priorities.

The Strategic Plan is designed to address the City's most urgent and meaningful community needs while accounting for staffing capacity and budget constraints. The City has local authority over areas such as land use and zoning, public utilities, beautification and greening efforts, code enforcement, and City-maintained roads. However, many other issues fall outside the City's jurisdiction. As a result, the Work Plan focuses limited City resources on a defined set of high-impact priorities that reflect the community's input and values.

## **Terms and Definitions:**

- **Strategic Plan:** A guiding document that sets the City's long-term goals and the strategies to achieve them. Typically covers a 2–5 year timeframe.
- **Strategic Priorities:** Long-term focus areas established by the City Council to guide decision-making over the next four years.
- **Work Plan:** A two-year list of projects and initiatives—beyond routine operations—intended to advance the Strategic Priorities.
- **Projects:** Specific efforts or actions the City takes to carry out the Strategic Priorities.
- **Metrics:** Measurements used to track the status and impact of projects and priorities, including timelines and key performance indicators.







# The Strategic Plan Development Process

This Strategic Plan was developed through a collaborative, multi-step process that centered around community input and used data to guide decisions. The City conducted research, worked closely with project managers, and engaged residents and stakeholders to make sure the final priorities and projects reflect what the community said matters most.

## Process Highlights

- **Environmental Scan:** Reviewed key City plans and documents, especially those shaped by strong public input.
- **Staff Input:** Gathered ideas and insights from City staff to help assess what’s possible based on staffing capacity.
- **Initial Round of Community Engagement:** Collected feedback to shape the first draft of the Strategic Priorities and project ideas:
  - Twelve focus group meetings with community groups and key stakeholders
  - Two pop-up workshops at the EPA Senior Center and Cardenas Supermarket
- **Strategic Planning Workshop/Retreat:** A joint community workshop and City Council retreat held on March 8, 2025 (10am-4pm), to discuss and refine priorities.
- **Draft Development:** Staff analyzed the draft priorities and projects, taking into account staffing, funding, and what’s realistically doable.
- **Second Council Study Session:** On April 22, 2025, the City Council reviewed the updated draft with public input and gave further direction.
- **Revisions:** Staff made updates based on feedback from the Council and community.
- **Second Round of Community Engagement:** Shared the draft priorities and Work Plan projects with the public and gathered more input:
  - Pop-up events at the Farmers Market and Cinco de Mayo Festival
  - Online survey with 183 responses in both English and Spanish
  - One in-person and one virtual workshop
  - Additional outreach across the East Palo Alto community for further input and recommendations
- **Third City Council Meeting on June 3, 2025:** City Council reviewed public input and made final refinements.
- **Fourth City Council Meeting on June 17, 2025:** The Council adopted the final Strategic Plan and approved the City budget.

Figure 1—Process Timeline



# Summary of Strengths, Issues, and Needs

The City's Strategic Priorities and Work Plan are shaped by an understanding of East Palo Alto's strengths, issues, and needs. Key themes from community members, City Council, and City staff include:

## Strengths

- Active and diverse community with a proud history
- Central location on the edge of the Bay
- Abundant natural resources and open space
- Improvements in public safety
- Progressive housing and social policies
- Support for small businesses, entrepreneurs, and economic development
- Strong City partnerships with community nonprofit organizations
- Enhanced transparency and performance in City government
- High levels of civic engagement and community input
- Dedicated and collaborative City staff
- Responsible financial management and strong budget reserves
- Great weather
- Surrounded by communities of wealth with abundant philanthropy
- A community that values self-determination and directs its own future

## Issues and Needs

- Housing for various income levels / preventing displacement
- Limited development and need for business growth
- Need for local job opportunities and small business support
- Lack of retail shops, services, and community gathering spaces
- Infrastructure improvements (water, sewer, roads, parks, sidewalks)
- Improved code enforcement and public safety
- Traffic and pedestrian safety
- Environmental (brownfields) clean ups and beautification
- Climate resilience and emergency preparedness
- Strained working relationships among elected officials
- City staff retention, capacity, and workload
- Insufficient City funding and revenue sources



# Previous City Priorities: Continuing Projects and Accomplishments

The FY 2025–2027 Work Plan builds on progress made through the City’s previous Strategic Priorities. Between FY 2023–2025, the City focused on seven key priorities:

1. Promote Housing, Economic, and Workforce Development
2. Implement the Comprehensive Transportation and Mobility Plan
3. Promote Health and Public Safety
4. Ensure Financial and Organizational Health
5. Improve the City’s Water Infrastructure
6. Develop and Implement a Comprehensive Facilities Master Plan
7. Enhance Community Services and Parks for Residents.

By June 30, 2025, the City expects to complete or operationalize 37 of the 93 projects from the FY 2023–2025 Work Plan. 37 in-progress projects will carry forward into the FY 2025–2027 Work Plan.

The new two-year Work Plan continues this momentum. It includes both carryforward projects and new initiatives under each of the updated Strategic Priorities. This approach helps maintain continuity, respond to changing community needs, and make the most of available resources.

**Table 1—EPA Strategic Priorities (FY 2023-2025)**

| Priority   | Total     | Complete  | Operational | In-Progress | On-hold  |
|--|-----------|-----------|-------------|-------------|----------|
| Priority A: Promote Housing, Economic and Workforce Development          | 18        | 6         | 3           | 9           | 0        |
| Priority B: Implement the Comprehensive Transportation and Mobility Plan | 18        | 6         | 1           | 11          | 0        |
| Priority C: Promote Health and Public Safety                             | 15        | 2         | 1           | 12          | 0        |
| Priority D: Ensure Our Financial and Organizational Health               | 13        | 7         | 2           | 3           | 1        |
| Priority E: Improve the City’s Water Infrastructure                      | 8         | 2         | 1           | 4           | 1        |
| Priority F: Develop and Implement a Comprehensive Facilities Master Plan | 10        | 1         | 0           | 5           | 4        |
| Priority G: Enhance Community Services and Parks for Residents           | 11        | 1         | 4           | 4           | 2        |
| <b>Total</b>   | <b>93</b> | <b>25</b> | <b>12</b>   | <b>48</b>   | <b>8</b> |

# Overview of the FY 2025-2029 Strategic Priorities



## Civic Engagement

Provide diverse and inclusive opportunities for all EPA community members to participate in City meetings, have a voice in City affairs, and develop leadership skills for EPA youth.



## Comprehensive Housing

Increase the City's housing stock at all income levels (from affordable to market rate), facilitate pathways to homeownership, and guard against the displacement of existing residents.



## Governance, Organizational Strength, and Fiscal Sustainability

Strengthen the City's internal capacity, transparency, and long-term financial health by improving core operations, investing in workforce and systems, and implementing data-informed strategies to ensure effective service delivery, accountability, and fiscal resilience.



## Land Use, Economic and Workforce Development

Support balanced development that attracts investment, strengthens local businesses, reduces economic leakage, and expands access to quality jobs and services that meet local needs.



## Parks, Recreation, and Community Facilities

Invest in the modernization and expansion of the City's parks, recreation, and community facilities and services to increase residents' access to open spaces and recreational opportunities.



## Public Health, Safety, and Quality of Life

Implement and enforce strategies to ensure public safety, improve the livability of neighborhoods, and prepare the City for disasters and emergencies.



## Public Infrastructure and Utilities

Maintain, modernize, and expand the City's physical infrastructure (streets, sidewalks, utilities) to support existing homes and businesses, and new development.



## STRATEGIC PRIORITY Civic Engagement

Provide diverse and inclusive opportunities for all EPA community members to participate in City meetings, have a voice in City affairs, and develop leadership skills for EPA youth.

### NEW PROJECTS 1 | CARRYFORWARD PROJECTS 1

Carryforward projects have a “➔”. New projects have a “+”

**CIV-1. ➔ Develop Recommendations for Establishing a Youth Commission or Alternative Youth Civic Engagement Program**

**CIV-2. + Implement Sister City and Cultural Exchange Initiative**



Photo Credit: Treasured Visions.

STRATEGIC PRIORITY

# Comprehensive Housing

Increase the City's housing stock at all income levels (from affordable to market rate), facilitate pathways to homeownership, and guard against the displacement of existing residents.

## NEW PROJECTS 5 | CARRYFORWARD PROJECTS 3

Carryforward projects have a "➔". New projects have a "➕"

CH-1. ➔ Complete Construction of 965 Weeks/Colibri Commons

CH-2. ➕ Develop and Launch Home Repair Program

CH-3. ➔ Establish Rent Registry for Both Rent-Stabilized and Market-Rate Rental Units

CH-4. ➕ Research Feasibility of a Financial Empowerment and Foreclosure Prevention Program

CH-5. ➕ Research Feasibility of a First-Time Homebuyer Assistance Program

CH-6. ➕ Research Feasibility of a Residential Rental Inspection Program

CH-7. ➕ Update the Inclusionary Housing Ordinance

CH-8. ➔ Update the Zoning Code



SP-10





## STRATEGIC PRIORITY

# Governance, Organizational Strength, and Fiscal Sustainability

Strengthen the City's internal capacity, transparency, and long-term financial health by improving core operations, investing in workforce and systems, and implementing data-informed strategies to ensure effective service delivery, accountability, and fiscal resilience.

### NEW PROJECTS 5 | CARRYFORWARD PROJECTS 3

Carryforward projects have a "➔". New projects have a "+".

GOV-1. ➔ Collaborate with the SMC Libraries to Identify and Implement a Comprehensive Funding Strategy for Library Construction

GOV-2. + Conduct Council Term Limit Policy Research

GOV-3. + Develop a 10-Year Fiscal Strategy and Address the Structural Deficit

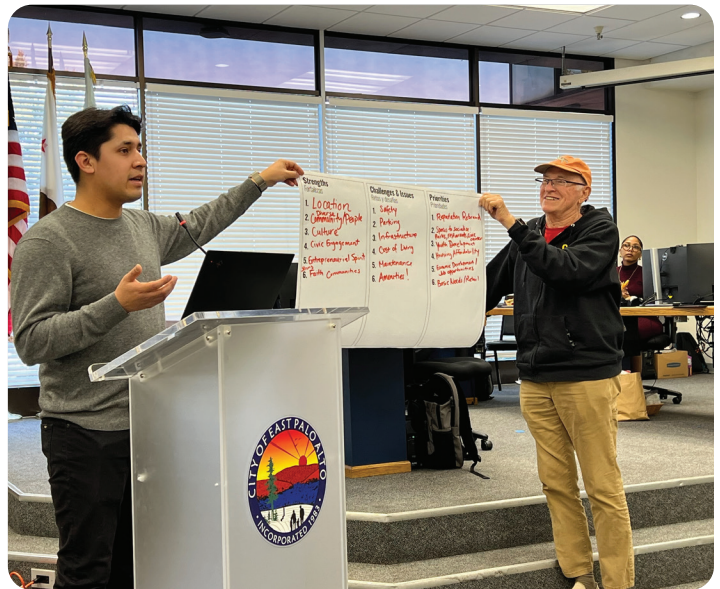
GOV-4. ➔ Develop a Citywide Information Systems Master Plan

GOV-5. + Implement a Centralized Grants Management System

GOV-6. + Prepare 2026 Ballot Measure to Raise Revenue for Infrastructure Improvements and Public Facilities

GOV-7. ➔ Update the City's Personnel Policies and Procedures

GOV-8. + Upgrade and Launch New City Website



## STRATEGIC PRIORITY

# Land Use, Economic and Workforce Development

Support balanced development that attracts investment, strengthens local businesses, and expands access to quality jobs and services that meet local needs.

## CARRYFORWARD PROJECTS 5

Carryforward projects have a “➔”. New projects have a “+”

LU-1. ➔ Conclude Measure HH Pilot Evaluation and Initiate Ongoing Workforce Development Program

LU-4. ➔ Implement Program to Distribute Community Resource Funds Grants for Small Business Assistance

LU-2. ➔ Create an Economic Development Strategic Plan Focusing on Small and Micro Businesses

LU-5. ➔ Renovate the Cummings Loft Property into a Small Business Incubator

LU-3. ➔ Design and Implement a “Pop-Up”/ Sidewalk Vending Policy and Program





## STRATEGIC PRIORITY

# Parks, Recreation, and Community Facilities

Invest in the modernization and expansion of the City's parks, recreation, and community facilities and services to increase residents' access to open spaces and recreational opportunities.

### NEW PROJECTS 5 | CARRYFORWARD PROJECTS 6

Carryforward projects have a "➔". New projects have a "➕".

PR-1. ➔ Complete Construction of Tenant Improvements at City Facilities

PR-2. ➕ Conduct a Comprehensive Evaluation of Senior Service Agreements in East Palo Alto

PR-3. ➔ Construct Access Improvements at Rutgers Street Entrance to the Bay Trail

PR-4. ➔ Create a Pilot Dog Park

PR-5. ➔ Establish a Joint Use Agreement with RCSD for Shared Recreation Sites

PR-6. ➕ Expand EPACENTER Services and Programs Through City Funding

PR-7. ➔ Finalize Architectural Design for the New East Palo Alto Library

PR-8. ➕ Implement Priority Projects from the Parks, Recreation and Open Space Master Plan

PR-9. ➔ Negotiate with County to Finalize Acquisition of Beech Street Property

PR-10. ➕ Plan for Development of New Civic Center Facility

PR-11. ➕ Expand Access to YMCA Programming and Services for the Greater East Palo Alto Community.



## STRATEGIC PRIORITY

# Public Health, Safety, and Quality of Life

Implement and enforce strategies to ensure public safety, improve the livability of neighborhoods, and prepare the City for disasters and emergencies.

### NEW PROJECTS 4 | CARRYFORWARD PROJECTS 5

Carryforward projects have a "➔". New projects have a "➕"

PH-1. ➕ Expand Parking Enforcement Capacity

PH-2. ➔ Implement a Crime Data Analytics Platform for the Police Department

PH-3. ➕ Implement a Shopping Cart Abatement Program

PH-4. ➔ Launch a Residential Parking Permit Program

PH-5. ➕ Launch Emergency Preparedness Program

PH-6. ➕ Maintain Senior/Disabled Individuals' Emergency Contact Database

PH-7. ➔ Strengthen the Clean City Program to Reduce Illegal Dumping

PH-8. ➔ Update the Environmental Justice Element of the General Plan

PH-9. ➔ Update the Safety Element of the General Plan





## STRATEGIC PRIORITY

# Public Infrastructure and Utilities

Maintain, modernize, and expand the City's physical infrastructure (streets, sidewalks, utilities) to support existing homes and businesses, and new development.

### NEW PROJECTS 2 | CARRYFORWARD PROJECTS 14

Carryforward projects have a "➔". New projects have a "+"

PI-1. ➔ Assess Utility Operations and Prepare Transition Plan for Post-Lease Operations

PI-2. ➔ Build Sidewalk and Pedestrian Safety Improvements on East Bayshore Road

PI-3. ➔ Collaborate with City of Palo Alto to Replace the Newell Street Bridge

PI-4. ➔ Collaborate with SFCJPA to Construct San Francisquito Creek Flood Protection Upgrades

PI-5. ➔ Collaborate with SFCJPA to Implement the SAFER Bay Project

PI-6. ➔ Conduct a Siting Study to Identify Locations for Additional Water Storage Tanks

PI-7. ➔ Construct a Bicycle and Pedestrian Overcrossing on University Avenue at US 101

PI-8. ➔ Construct Full Trash Capture Devices to Meet Stormwater Compliance Requirements

PI-9. ➔ Construct Mini Roundabouts to Replace Temporary Traffic Circles on Pulgas Avenue

PI-10. ➔ Create a Financing Strategy for Water Infrastructure Upgrades

PI-11. ➔ Design Roadway Improvements on Woodland Avenue

PI-12. ➔ Develop an Asset Management Database

PI-13. + Develop Citywide Sewer Infrastructure Master Plan

PI-14. + Install Citywide Lighting Improvements - Phase II

PI-15. ➔ Install New Traffic Signal and Complete Safety Upgrades on University Avenue at Runnymede

PI-16. ➔ Modernize Equipment and Complete Rehabilitation of the O'Connor Pump Station



Photo Credit: Climate Resilient Communities.







# City Council Strategic Priorities FY 2025-27 Work Plan

This work plan details the new and ongoing City projects for fiscal years 2025-2026 and 2026-2027 and categorizes them into different priorities detailed below. See the example project key for how to read the work plan. See the division key for division abbreviations.

## EXAMPLE PROJECT KEY—Fiscal years (FY) are July 1–June 30

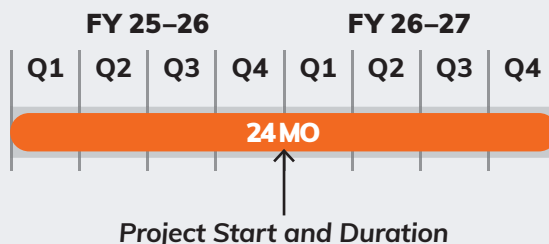
**Project Name.** New projects have a “+”.  
Carryforward projects have a “→”.

**City Division Lead**

↓  
**+ Upgrade and Launch New City Website (City Clerk)** ←

Upgrade the City’s website to be more user-friendly, mobile-accessible, and easier to navigate.

↑  
**Project Description**



## CITY DEPARTMENT/ DIVISION KEY

**CEDD-Building:** Community and Economic Development Department-Building Division

**CEDD-Housing:** Community and Economic Development Department-Housing Division

**CEDD-Planning:** Community and Economic Development Department-Planning Division

**CEDD-RSP:** Community and Economic Development Department-Rent Stabilization Program

**City Clerk**

**CMO-Admin:** City Manager’s Office-Administration

**CMO-CS:** City Manager’s Office-Community Services and Recreation

**CMO-HR:** City Manager’s Office-Human Resources

**CMO-IT:** City Manager’s Office-Information Technology  
**Finance**

**Police**

**PW-Eng:** Public Works-Engineering

**PW-Env:** Public Works-Environment and Sustainability

**PW-Main:** Operations and Maintenance

## FY 2025-29 STRATEGIC PRIORITIES



### Civic Engagement

Provide diverse and inclusive opportunities for all EPA community members to participate in City meetings, have a voice in City affairs, and develop leadership skills for EPA youth.



### Comprehensive Housing

Increase the City’s housing stock at all income levels (from affordable to market rate), facilitate pathways to homeownership, and guard against the displacement of existing residents.



### Governance, Organizational Strength, and Fiscal Sustainability

Strengthen the City’s internal capacity, transparency, and long-term financial health by improving core operations, investing in workforce and systems, and implementing data-informed strategies to ensure effective service delivery, accountability, and fiscal resilience.



### Land Use, Economic and Workforce Development

Support balanced development that attracts investment, strengthens local businesses, reduces economic leakage, and expands access to quality jobs and services that meet local needs.



### Parks, Recreation, and Community Facilities

Invest in the modernization and expansion of the City’s parks, recreation, and community facilities and services to increase residents’ access to open spaces and recreational opportunities.



### Public Health, Safety, and Quality of Life

Implement and enforce strategies to ensure public safety, improve the livability of neighborhoods, and prepare the City for disasters and emergencies.



### Public Infrastructure and Utilities

Maintain, modernize, and expand the City’s physical infrastructure (streets, sidewalks, utilities) to support the existing homes and businesses as well as new development.

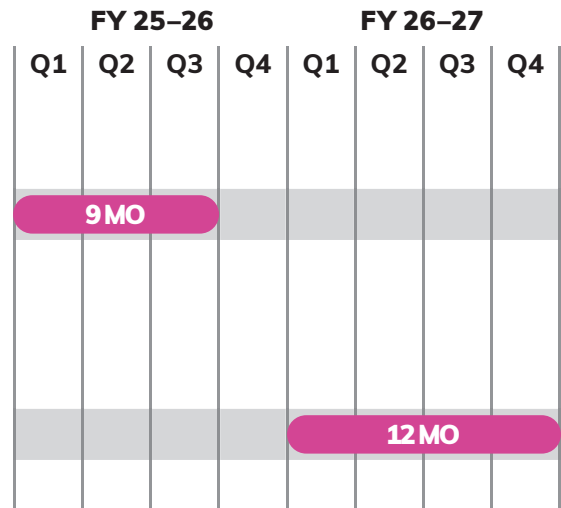
## CIVIC ENGAGEMENT

### CIV-1. ➔ Develop Recommendations for Establishing a Youth Commission or Alternative Youth Civic Engagement Program (CMO-CS)

Enhance the existing process to establish a Youth Commission, expanding it to include diverse youth civic engagement opportunities and pathways for youth from all backgrounds to participate in City government via internships, civic leadership training, and mentorship.

### CIV-2. + Implement Sister City and Cultural Exchange Initiative (City Clerk)

Formalize a sister city relationship with a city in the Kingdom of Tonga, including cultural exchanges and shared events, to foster long-term relationships and cultural, educational, and civic exchanges.



## COMPREHENSIVE HOUSING

### CH-1. ➔ Complete Construction of 965 Weeks/Colibri Commons (CEDD-Building)

Support the final construction activities and project closeout for Colibri Commons, creating 136 affordable housing units.

### CH-2. + Develop and Launch Home Repair Program (CEDD-Housing)

Offer grants or loans for home repairs to qualifying low-income residents.

### CH-3. ➔ Establish Rent Registry for Both Rent-Stabilized and Market-Rate Rental Units (CEDD-RSP)

Launch a new Rent Registry system to register and track all rental units in East Palo Alto, promoting transparency and rental stability.

### CH-4. + Research Feasibility of a Financial Empowerment and Foreclosure Prevention Program (CEDD-Housing)

Conduct research and internal analysis to assess the feasibility of creating a foreclosure prevention fund to support homeowners at risk of losing their homes.

### CH-5. + Research Feasibility of a First-Time Homebuyer Assistance Program (CEDD-Housing)

Research and assess down payment assistance models for eligible first-time homebuyers.

### CH-6. + Research Feasibility of a Residential Rental Inspection Program (CEDD-Building)

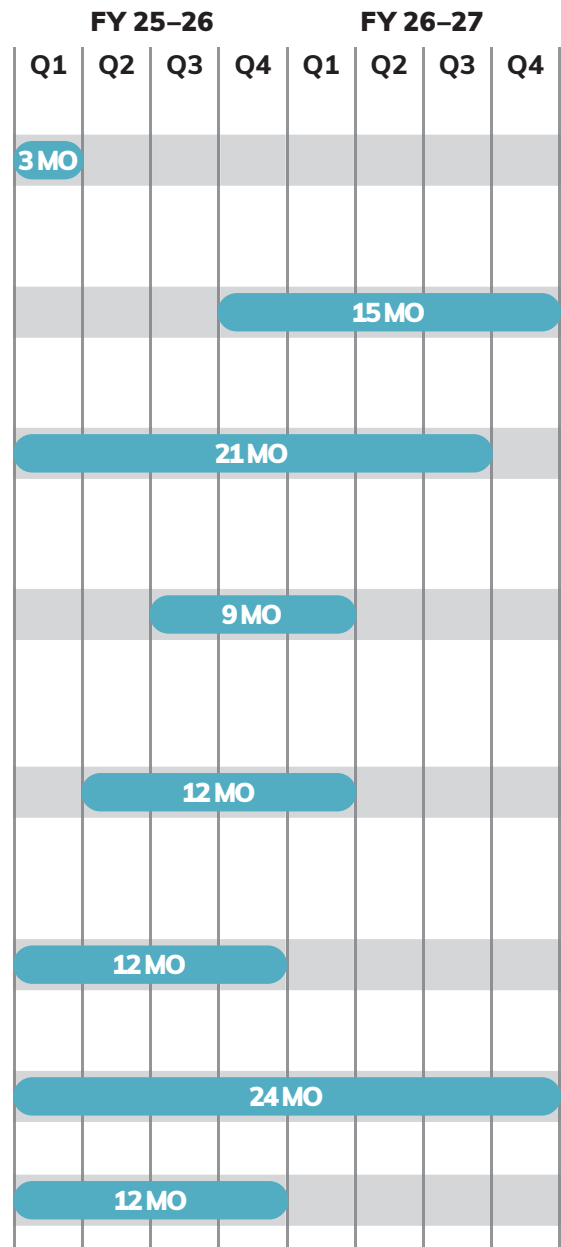
Assess the feasibility of establishing a systematic rental inspection program to ensure safety, habitability, and compliance with health and building codes across residential rental properties.

### CH-7. + Update the Inclusionary Housing Ordinance (CEDD-Housing)

Amend the Inclusionary Housing Ordinance to reduce constraints.

### CH-8. ➔ Update the Zoning Code (CEDD-Planning)

Complete updates to the City's zoning code to comply with State housing requirements and streamline development review processes.



## GOVERNANCE, ORGANIZATIONAL STRENGTH, AND FISCAL SUSTAINABILITY

**GOV-1. ➔ Collaborate with the SMC Libraries to Identify and Implement a Comprehensive Funding Strategy for Library Construction (CMO-Admin)**  
Pursue partnerships and fundraising strategies with San Mateo County Libraries, securing full funding for library construction.

**GOV-2. + Conduct Council Term Limit Policy Research (City Clerk)**  
Analyze how other cities use term limits for elected officials and present options to City Council.

**GOV-3. + Develop a 10-Year Fiscal Strategy and Address the Structural Deficit (Finance)**  
Develop a strategy to reduce the City's budget deficit and keep services funded long term.

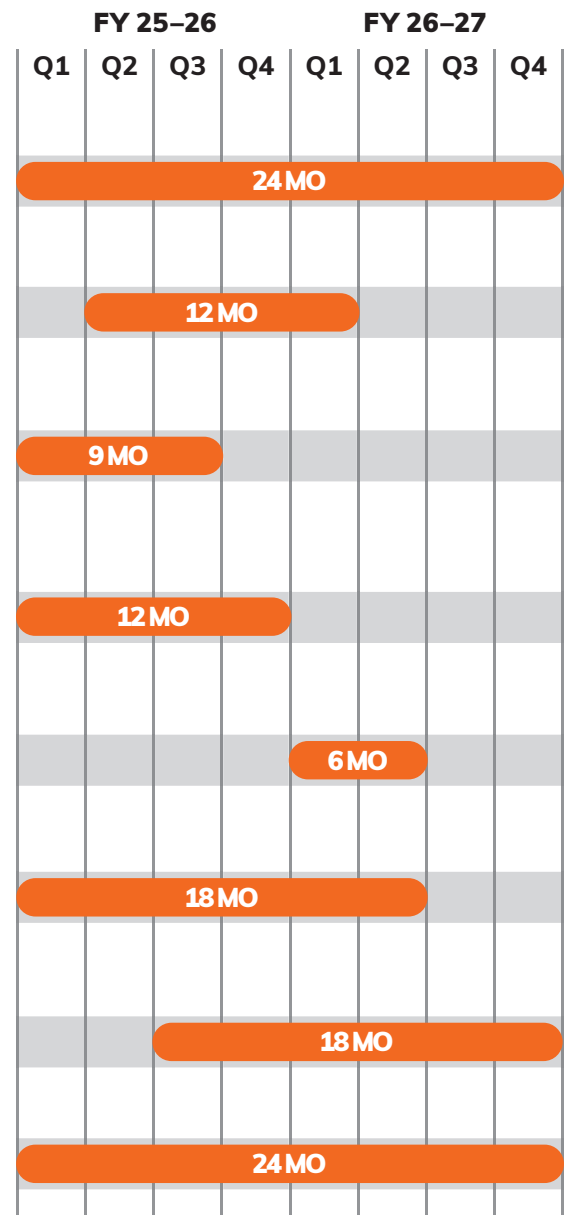
**GOV-4. ➔ Develop a Citywide Information Systems Master Plan (CMO-IT)**  
Create a long-term strategic plan for City technology investments, heightened cybersecurity, and infrastructure upgrades.

**GOV-5. + Implement a Centralized Grants Management System (Finance)**  
Bring in a new system to manage the grants the City applies for and awards to community partners.

**GOV-6. + Prepare 2026 Ballot Measure to Raise Revenue for Infrastructure Improvements and Public Facilities (CMO-Admin)**  
Begin the public process of exploring a future bond measure to fund unfunded infrastructure and buildings.

**GOV-7. ➔ Update the City's Personnel Policies and Procedures (CMO-HR)**  
Update the City's Personnel Policies to align with best practices, support labor relations, and improve Human Resources management.

**GOV-8. + Upgrade and Launch New City Website (City Clerk)**  
Upgrade the City's website to be more user-friendly, mobile-accessible, and easier to navigate.

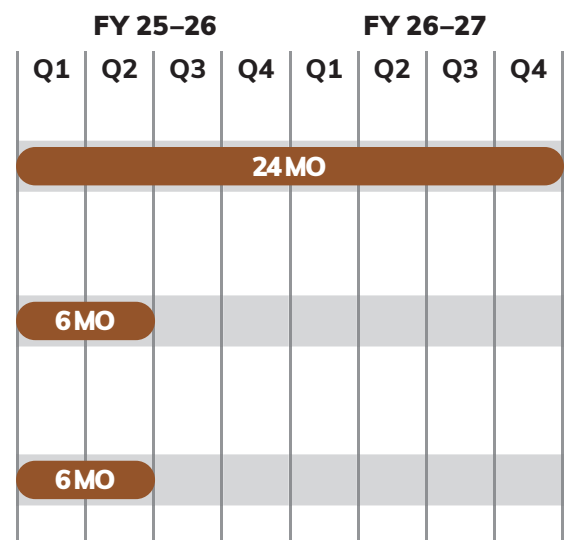


## LAND USE, ECONOMIC AND WORKFORCE DEVELOPMENT

**LU-1. ➔ Conclude Measure HH Pilot Evaluation and Initiate Ongoing Workforce Development Program (CEDD-Housing)**  
Complete an evaluation of the Measure HH Pilot Workforce Development Program to assess impact and guide future workforce investments.

**LU-2. ➔ Create an Economic Development Strategic Plan Focusing on Small and Micro Businesses (CMO-Admin)**  
Develop an Economic Development Strategy aimed at supporting small and micro businesses to grow local jobs and services.

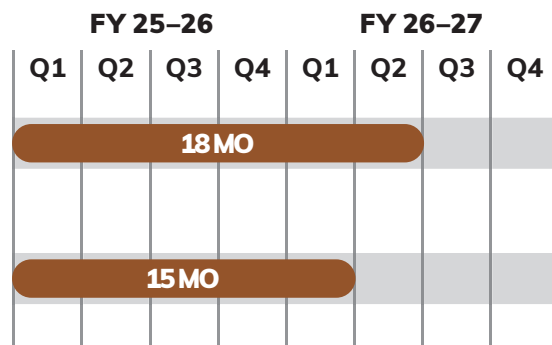
**LU-3. ➔ Design and Implement a "Pop-Up"/Sidewalk Vending Policy and Program (CMO-Admin)**  
Develop regulations and a program for immobile sidewalk vendors, supporting equitable entrepreneurship while protecting health and safety.



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**LU-4. ➔ Implement Program to Distribute Community Resource Funds Grants for Small Business Assistance (CMO-Admin)**  
Distribute grant funding to support assistance to small businesses.

**LU-5. ➔ Renovate the Cummings Loft Property into a Small Business Incubator (PW-Eng)**  
Renovate the City-owned Cummings Loft property, creating an incubator space for local entrepreneurs and startups.



## PARKS, RECREATION, AND COMMUNITY FACILITIES

**PR-1. ➔ Complete Construction of Tenant Improvements at City Facilities (PW-Eng)**  
Perform facility improvements at the police station as well as the Tate Street office building.

**PR-2. + Conduct a Comprehensive Evaluation of Senior Service Agreements in East Palo Alto (CMO-CS)**  
Review the current service levels of operations for the older adult community and use the Age Friendly Action Plan to develop a roadmap for improvements.

**PR-3. ➔ Construct Access Improvements at Rutgers Street Entrance to the Bay Trail (PW-Eng)**  
Complete improvements to open a pedestrian access point to the Bay Trail at Rutgers Street, expanding recreational access for residents.

**PR-4. ➔ Create a Pilot Dog Park (CMO-CS)**  
Establish a pilot dog park at an existing park site.

**PR-5. ➔ Establish a Joint Use Agreement with RCSD for Shared Recreation Sites (CMO-CS)**  
Pursue shared use agreements with local schools, increasing community access to recreational facilities.

**PR-6. + Expand EPACENTER Services and Programs Through City Funding (CMO-CS)**  
Fund new or expanded programs at EPACENTER, increasing access to the arts for the East Palo Alto community.

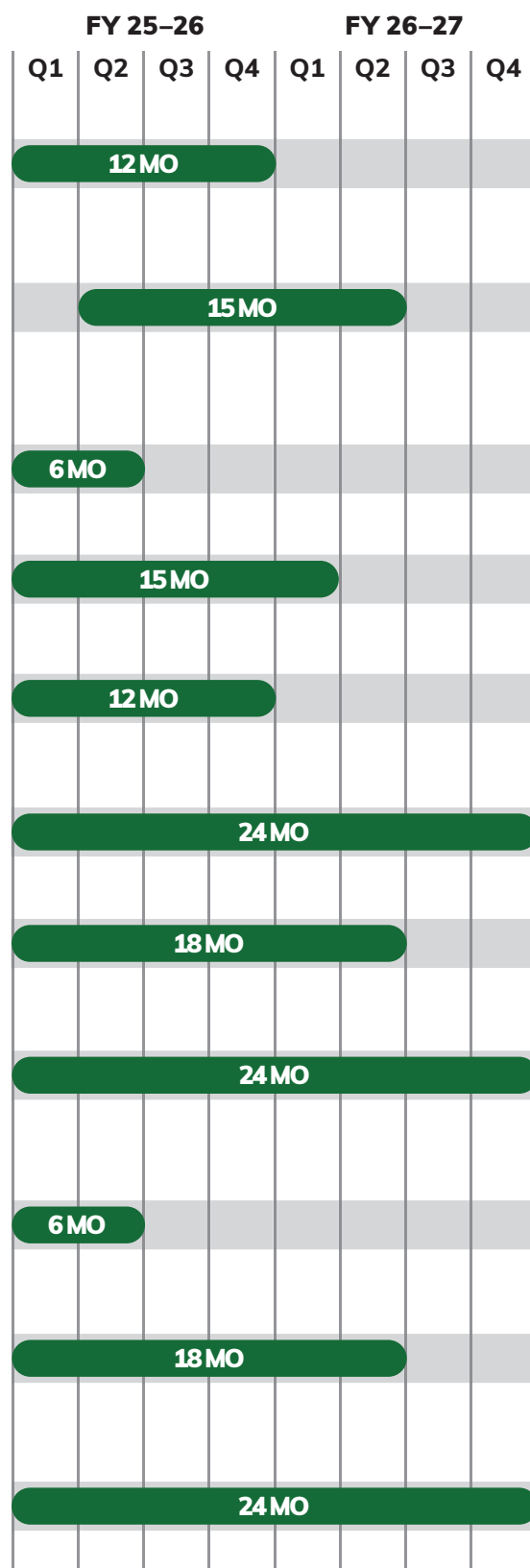
**PR-7. ➔ Finalize Architectural Design for the New East Palo Alto Library (PW-Eng)**  
Finalize the design plans for the new East Palo Alto library, providing modern spaces for learning, technology access, and community programming.

**PR-8. + Implement Priority Projects from the Parks, Recreation and Open Space Master Plan (CMO-CS)**  
Construct small-scale, visible park improvements such as benches, landscaping, and signage.

**PR-9. ➔ Negotiate with County to Finalize Acquisition of Beech Street Property (CMO-Admin)**  
Continue negotiations to acquire County-owned property on Beech Street for future park expansion or community use.

**PR-10. + Plan for Development of New Civic Center Facility (CMO-Admin)**  
Determine funding and begin planning for a new civic center that brings together a new larger library, city hall, police department offices, and park including track and field.

**PR-11. + Expand Access to YMCA Programming and Services for the Greater East Palo Alto Community (CMO-CS)**  
Collaborate with the YMCA to increase accessibility to recreation services for East Palo Alto residents who may otherwise be unable to participate.





## PUBLIC HEALTH, SAFETY, AND QUALITY OF LIFE

### PH-1. + Expand Parking Enforcement Capacity (Police)

Increase resources to enforce parking rules across the City, addressing blocked driveways and long-term vehicle storage on public streets.

### PH-2. ➔ Implement a Crime Data Analytics Platform for the Police Department (Police)

Expand the Police Department's ability to analyze crime, traffic, and community safety trends to inform public safety initiatives.

### PH-3. + Implement a Shopping Cart Abatement Program (CMO-Admin)

Create a program to remove and prevent abandoned shopping carts across town.

### PH-4. ➔ Launch a Residential Parking Permit Program (PW-Eng)

Implement a pilot parking permit program to manage parking availability and reduce congestion.

### PH-5. + Launch Emergency Preparedness Program (CMO-Admin)

Update the City's emergency operations plan, enhance communication systems, and provide training to staff and residents.

### PH-6. + Maintain Senior/Disabled Individuals' Emergency Contact Database (CMO-CS)

Improve and expand the City's emergency contact list for seniors and people with disabilities.

### PH-7. ➔ Strengthen the Clean City Program to Reduce Illegal Dumping (PW-Env)

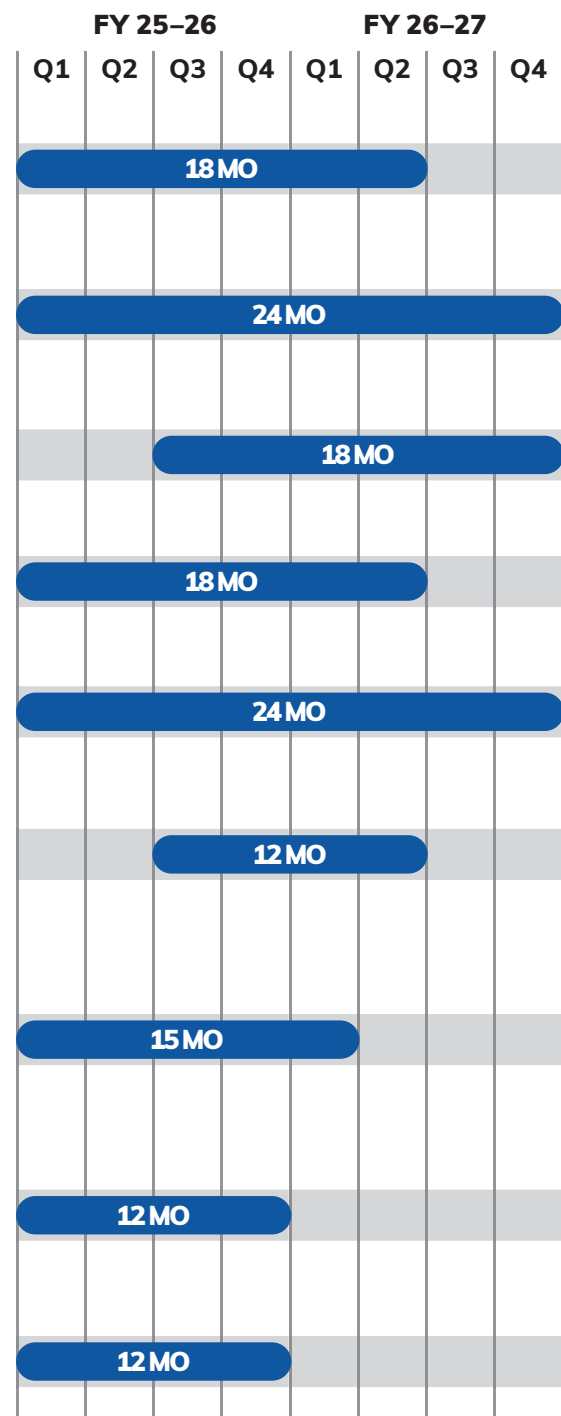
Expand the City's Clean City Program with new enforcement and education strategies to reduce illegal dumping and improve community cleanliness.

### PH-8. ➔ Update the Environmental Justice Element of the General Plan (CEDD-Planning)

Complete the Environmental Justice Element update to strengthen policies addressing health disparities and environmental burdens.

### PH-9. ➔ Update the Safety Element of the General Plan (CEDD-Planning)

Complete the Safety Element update to align with modern risks and community priorities, enhancing the City's resilience to natural hazards.



## PUBLIC INFRASTRUCTURE AND UTILITIES

### PI-1. ➔ Assess Utility Operations and Prepare Transition Plan for Post-Lease Operations (CMO-Admin)

Evaluate options for managing water, sewer, and solid waste utilities to ensure their long-term sustainability after their contracts expire.

### PI-2. ➔ Build Sidewalk and Pedestrian Safety Improvements on East Bayshore Road (PW-Eng)

Build new sidewalks along East Bayshore Road, enhancing pedestrian safety, ADA accessibility, and multimodal connectivity.

### PI-3. ➔ Collaborate with City of Palo Alto to Replace the Newell Street Bridge (PW-Eng)

Coordinate with Palo Alto to replace the Newell Street Bridge, improving flood protection and traffic safety between the cities.

### PI-4. ➔ Collaborate with SFCJPA to Construct San Francisquito Creek Flood Protection Upgrades (PW-Eng)

Continue collaboration with the San Francisquito Creek Joint Powers Authority to enhance flood protection for residents and businesses.

### PI-5. ➔ Collaborate with SFCJPA to Implement the SAFER Bay Project (PW-Eng)

Advance the SAFER Bay Project design to protect the community from tidal flooding and sea level rise impacts.

### PI-6. ➔ Conduct a Siting Study to Identify Locations for Additional Water Storage Tanks (PW-Eng)

Assess and identify suitable sites for new water storage facilities, enhancing emergency and drought resilience.

### PI-7. ➔ Construct a Bicycle and Pedestrian Overcrossing on University Avenue at US 101 (PW-Eng)

Complete construction of a new overcrossing, improving safe pedestrian and bicycle access across University Avenue.

### PI-8. ➔ Construct Full Trash Capture Devices to Meet Stormwater Compliance Requirements (PW-Eng)

Install trash capture devices in the stormwater system to comply with State mandates and reduce pollution in local waterways.

### PI-9. ➔ Construct Mini Roundabouts to Replace Temporary Traffic Circles on Pulgas Avenue (PW-Eng)

Replace temporary traffic circles with permanent mini roundabouts, improving intersection safety and traffic management.

### PI-10. ➔ Create a Financing Strategy for Water Infrastructure Upgrades (Finance)

Create a financing strategy for major water infrastructure improvements, leveraging grants and ratepayer resources.

### PI-11. ➔ Design Roadway Improvements on Woodland Avenue (PW-Eng)

Design comprehensive roadway improvements on Woodland Avenue from University Avenue to Newell Road.

### PI-12. ➔ Develop an Asset Management Database (PW-Main)

Continue development of a database encompassing all City-owned infrastructure to improve asset tracking and long-term maintenance planning.

| FY 25-26  |    |    |    | FY 26-27 |    |    |    |
|-----------|----|----|----|----------|----|----|----|
| Q1        | Q2 | Q3 | Q4 | Q1       | Q2 | Q3 | Q4 |
| 24 MO     |    |    |    |          |    |    |    |
| 15 MO     |    |    |    |          |    |    |    |
| 24 MO     |    |    |    |          |    |    |    |
| 24 MO     |    |    |    |          |    |    |    |
| 24 MO     |    |    |    |          |    |    |    |
| 9 MO      |    |    |    |          |    |    |    |
| 9 MO      |    |    |    |          |    |    |    |
| 9 MO      |    |    |    |          |    |    |    |
| 12 MO     |    |    |    |          |    |    |    |
| 6 MO 3 MO |    |    |    |          |    |    |    |
| ON HOLD   |    |    |    |          |    |    |    |
| 15 MO     |    |    |    |          |    |    |    |

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|  | FY 25-26 |       |    |    | FY 26-27 |    |    |    |
|--|----------|-------|----|----|----------|----|----|----|
|  | Q1       | Q2    | Q3 | Q4 | Q1       | Q2 | Q3 | Q4 |
| <b>PI-13. ➕ Develop Citywide Sewer Infrastructure Master Plan (PW-Eng)</b><br>Assess the current condition of the sewer system and create a long-term plan for replacements and repairs.   | 12 MO    |       |    |    |          |    |    |    |
| <b>PI-14. ➕ Install Citywide Lighting Improvements - Phase II (PW-Eng)</b><br>Finish installing new streetlights and begin the next multi-year phase.  | 24 MO    |       |    |    |          |    |    |    |
| <b>PI-15. ➡ Install New Traffic Signal and Complete Safety Upgrades on University Avenue at Runnymede (PW-Eng)</b><br>Upgrade the University Avenue/Runnymede Street intersection with traffic signal and pedestrian enhancements. |          | 12 MO |    |    |          |    |    |    |
| <b>PI-16. ➡ Modernize Equipment and Complete Rehabilitation of the O'Connor Pump Station (PW-Eng)</b><br>Upgrade the O'Connor Pump Station's engines and electrical systems, improving stormwater management capacity.             |          | 21 MO |    |    |          |    |    |    |




## GET IN TOUCH

Contact us through one of the methods below.

 [cmoffice@cityofepa.org](mailto:cmoffice@cityofepa.org)

 [cityofepa.org](http://cityofepa.org)

 2415 University Avenue, East Palo Alto, CA 94303

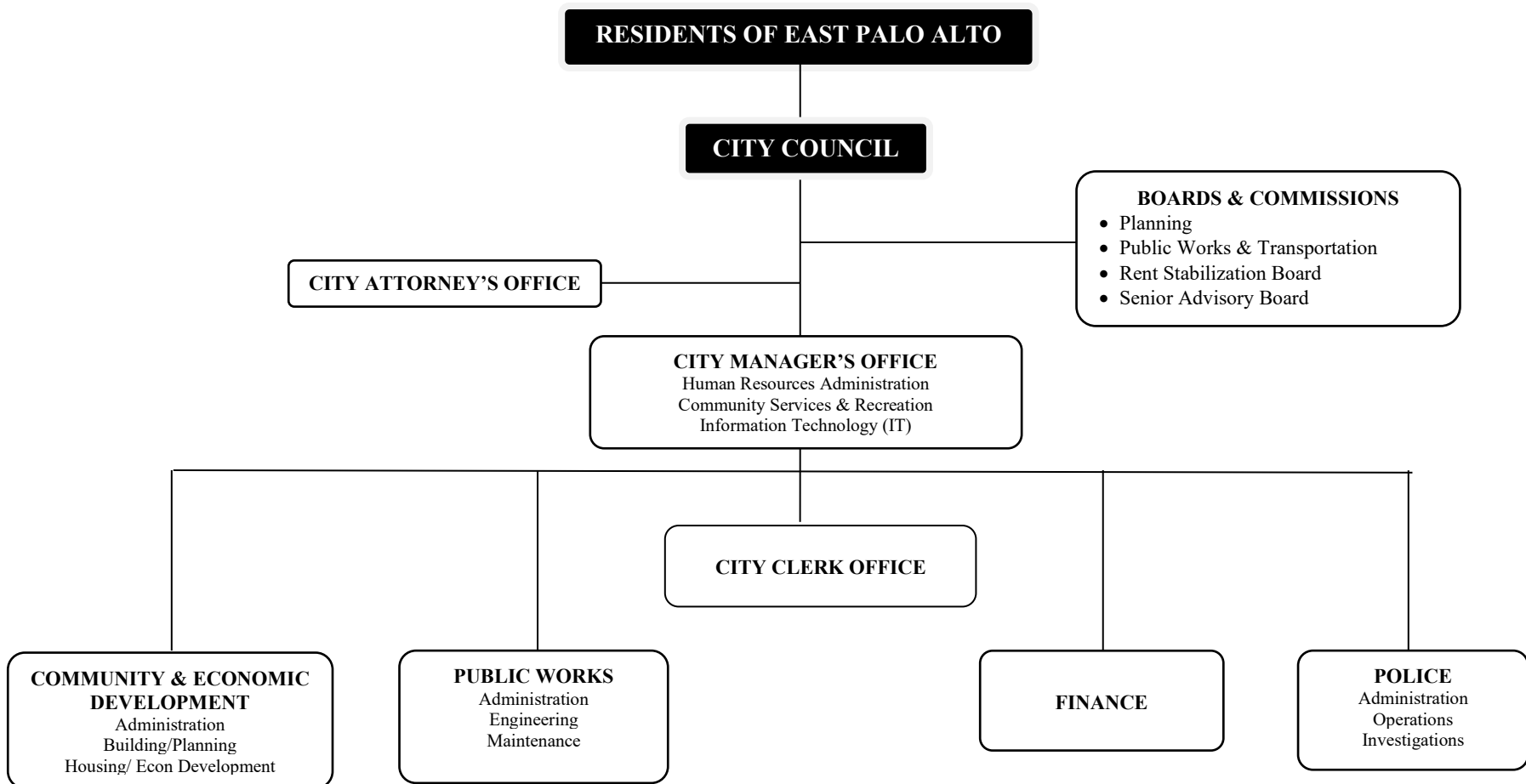
 650-853-3100

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# CITY OF EAST PALO ALTO CITY ORGANIZATIONAL CHART

FY 2025-2026 Budget



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

**FY 2017-18 to FY 2025-26**

|   | <b>FY 17-18</b> | <b>FY 18-19</b> | <b>FY 19-20</b> | <b>FY 20-21</b> | <b>FY 21-22</b> | <b>FY 22-23</b> | <b>FY 23-24</b> | <b>FY 24-25</b> | <b>FY 25-26</b> |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| <b>Policy &amp; Executive</b>             |                 |                 |                 |                 |                 |                 |                 |                 |                 |
| 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            | 2.00            | 2.00            | 2.00            |
| City Attorney's Office                    | 3.00            | 3.00            | 3.00            | 3.00            | 3.00            | 3.00            | 3.00            | 3.00            | 3.00            |
| City Manager's Office                     | 3.00            | 3.00            | 3.00            | 3.00            | 4.00            | 4.00            | 5.00            | 6.00            | 7.00            |
| City Manager - Human Resources            | -               | -               | -               | 2.00            | 2.00            | 2.00            | 2.00            | 2.00            | 2.00            |
| City Manager - Rent Stabilization         | -               | -               | -               | -               | -               | -               | -               | -               | -               |
| City Manager - Community Programs         | -               | -               | -               | -               | -               | -               | -               | 5.70            | 5.70            |
| <b>Sub-Total</b>                          | <b>12.00</b>    | <b>12.00</b>    | <b>12.00</b>    | <b>14.00</b>    | <b>15.00</b>    | <b>15.00</b>    | <b>17.00</b>    | <b>23.70</b>    | <b>24.70</b>    |
| <b>Administrative Support Services</b>    |                 |                 |                 |                 |                 |                 |                 |                 |                 |
| Finance Department                        | 6.00            | 6.00            | 7.00            | 7.00            | 6.00            | 7.00            | 7.00            | 7.00            | 8.00            |
| Administrative Services Admin             | 3.00            | 3.00            | 3.00            | 3.00            | 3.00            | 2.00            | -               | -               | -               |
| Community Services Division               | 4.15            | 4.15            | 4.15            | 3.65            | 5.15            | 5.15            | 5.15            | -               | -               |
| Human Resources                           | 2.00            | 2.00            | 2.00            | -               | -               | -               | -               | -               | -               |
| <b>Sub-Total</b>                          | <b>15.15</b>    | <b>15.15</b>    | <b>16.15</b>    | <b>13.65</b>    | <b>14.15</b>    | <b>14.15</b>    | <b>12.15</b>    | <b>7.00</b>     | <b>8.00</b>     |
| <b>Community and Economic Development</b> |                 |                 |                 |                 |                 |                 |                 |                 |                 |
| Administration Division                   | 5.90            | 6.45            | 6.45            | 3.50            | 4.00            | 4.00            | 4.00            | 4.00            | 4.00            |
| Building Services Division                | 7.00            | 7.00            | 7.00            | 7.00            | 7.00            | 7.00            | 7.00            | 7.00            | 7.00            |
| Planning Division                         | 4.00            | 4.00            | 4.00            | 4.00            | 4.00            | 5.00            | 5.00            | 5.00            | 5.00            |
| Housing/Economic Division                 | 3.00            | 3.00            | 3.00            | 3.00            | 4.00            | 4.00            | 4.00            | 4.00            | 4.00            |
| Senior Services Division                  | -               | -               | -               | -               | -               | -               | -               | -               | -               |
| <b>Sub-Total</b>                          | <b>19.90</b>    | <b>20.45</b>    | <b>20.45</b>    | <b>17.50</b>    | <b>19.00</b>    | <b>20.00</b>    | <b>20.00</b>    | <b>20.00</b>    | <b>20.00</b>    |
| <b>Public Safety</b>                      |                 |                 |                 |                 |                 |                 |                 |                 |                 |
| Administration Division                   | 9.00            | 9.00            | 9.00            | 9.00            | 9.00            | 9.00            | 8.00            | 8.00            | 8.00            |
| Investigations Division                   | 8.25            | 8.25            | 11.15           | 11.15           | 11.15           | 12.25           | 11.25           | 6.45            | 6.00            |
| Operations Division                       | 29.00           | 29.00           | 27.00           | 28.00           | 28.00           | 29.35           | 30.35           | 34.80           | 34.80           |
| <b>Sub-Total</b>                          | <b>46.25</b>    | <b>46.25</b>    | <b>47.15</b>    | <b>48.15</b>    | <b>48.15</b>    | <b>50.60</b>    | <b>49.60</b>    | <b>49.25</b>    | <b>48.80</b>    |
| <b>Public Works</b>                       |                 |                 |                 |                 |                 |                 |                 |                 |                 |
| Administration Division                   | 2.00            | 2.00            | 2.00            | 4.50            | 4.45            | 4.45            | 4.45            | 4.45            | 4.45            |
| Engineering Division                      | 5.00            | 5.00            | 5.00            | 3.75            | 5.00            | 5.00            | 5.00            | 6.00            | 7.00            |
| Maintenance Division                      | 12.00           | 12.00           | 12.00           | 12.00           | 12.00           | 12.00           | 12.00           | 12.00           | 13.00           |
| <b>Sub-Total</b>                          | <b>19.00</b>    | <b>19.00</b>    | <b>19.00</b>    | <b>20.25</b>    | <b>21.45</b>    | <b>21.45</b>    | <b>21.45</b>    | <b>22.45</b>    | <b>24.45</b>    |
| <b>TOTAL POSITIONS</b>                    | <b>112.30</b>   | <b>112.85</b>   | <b>114.75</b>   | <b>113.55</b>   | <b>117.75</b>   | <b>121.20</b>   | <b>120.20</b>   | <b>122.40</b>   | <b>125.95</b>   |

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

|  | FTE's<br>FY 2025-26 |   | FTE's<br>FY 2025-26 |
|--|---------------------|---|---------------------|
| <b>City Council</b>  |                     | <b>Community and Economic Development (Cont'd)</b>      |                     |
| a. Council Member  | 5.00                | <b>Planning Division</b>                                |                     |
|  |                     | a. Planning Manager                                     | 1.00                |
| <b>City Attorney's Office</b>                                    |                     | b. Senior Planner                                       | 1.00                |
| a. City Attorney/District Counsel <sup>1</sup>                   | 1.00                | c. Assistant/Associate Planner                          | 2.00                |
| b. Deputy City Attorney I/II                                     | 1.00                | d. Planning Technician                                  | 1.00                |
| c. Paralegal <sup>2</sup>  | 1.00                |   | 5.00                |
|  | 3.00                |   |                     |
| <b>City Manager's Office</b>                                     |                     | <b>Public Works</b>                                     |                     |
| <b>Admininistration</b>  |                     | <b>Adminstration Division</b>                           |                     |
| a. City Manager/General Manager <sup>1</sup>                     | 1.00                | a. Public Works Director/District Engineer <sup>1</sup> | 1.00                |
| b. Assistant City Manager/Assistant General Manager <sup>1</sup> | 1.00                | b. Administrative Assistant                             | 1.00                |
| c. Assistant to the City Manager                                 | 2.00                | c. Management Analyst I/II                              | 1.00                |
| d. Information Technology (IT) Manager                           | 1.00                | d. Environmental Service Aide                           | 1.45                |
| e. Information Technology (IT) Specialist I/II <sup>2</sup>      | 1.00                |   | 4.45                |
| f. Executive Assist. to City Mgr                                 | 1.00                |   |                     |
|  | 7.00                | <b>Engineering Division</b>                             |                     |
| <b>Human Resources Division</b>                                  |                     | a. City Engineer  | 1.00                |
| a. Human Resources Manager                                       | 1.00                | b. Utility Manager                                      | 1.00                |
| b. Human Resources Technician I/II                               | 1.00                | c. Senior Engineer                                      | 1.00                |
|  | 2.00                | d. Assistant/Associate Engineer                         | 2.00                |
|  |                     | e. Public Works Supervisor                              | 1.00                |
| <b>Community Services Division</b>                               |                     | f. Administrative Assistant <sup>2</sup>                | 1.00                |
| a. Community Services Manager                                    | 1.00                |   | 7.00                |
| b. Recreation Coordinator  | 1.00                | <b>Maintenance Division</b>                             |                     |
| c. Recreation Leader II (1 FTE, 1 PT)                            | 1.45                | a. Maintenance Manager                                  | 1.00                |
| d. Van Driver (2 PT)   | 1.00                | b. Maintenance Worker I                                 | 4.00                |
| e. Nutrition Site Supervisor (1 PT)                              | 0.75                | c. Maintenance Worker II                                | 5.00                |
| f. Kitchen Aide (1 PT)   | 0.50                | d. Maintenance Worker III                               | 2.00                |
|  | 5.70                | e. Secretary I  | 1.00                |
| <b>City Clerk's Office</b>                                       |                     |   | 13.00               |
| a. City Clerk - Public Information Officer (PIO)                 | 1.00                | <b>Police</b>   |                     |
| b. Office Assistant  | 1.00                | <b>Administration Division</b>                          |                     |
|  | 2.00                | a. Police Chief   | 1.00                |
| <b>Finance</b>   |                     | b. Support Services Manager                             | 1.00                |
| a. Finance Director/District Treasurer <sup>1</sup>              | 1.00                | c. Police Records Supervisor                            | 1.00                |
| b. Financial Services Manager                                    | 1.00                | d. Police Record's Clerk I/II                           | 4.00                |
| c. Accountant Senior <sup>2</sup>                                | 2.00                | e. Property & Evidence Technician                       | 1.00                |
| d. Accountant I  | 1.00                |   | 8.00                |
| e. Accounting Technician I/II                                    | 1.00                | <b>Investigations Division</b>                          |                     |
| f. Grant Coordinator   | 1.00                | a. Captain  | 1.00                |
| G. Senior Accounting Technician                                  | 1.00                | b. Police Officer                                       | 4.00                |
|  | 8.00                | c. Police Sergeant                                      | 1.00                |
|  |                     |   | 6.00                |
| <b>Community and Economic Development</b>                        |                     |   |                     |
| <b>Administration Division</b>                                   |                     | <b>Operations Division</b>                              |                     |
| a. Community & Economic Dev Director                             | 1.00                | a. Captain  | 1.00                |
| b. Management Analyst I/II                                       | 1.00                | b. Police Sergeant                                      | 4.00                |
| c. Secretary I/II  | 1.00                | c. Police Officer                                       | 24.00               |
| d. Office Assistant  | 1.00                | d. Community Services Officer                           | 4.00                |
|  | 4.00                | c. Community Services Officer (4 PT)                    | 1.80                |
| <b>Building Services Division</b>                                |                     |   | 34.80               |
| a. Chief Building Official                                       | 1.00                |   |                     |
| b. Building Inspector I/II                                       | 1.00                |   |                     |
| c. Building Permit Technician                                    | 2.00                |   |                     |
| d. Bldg Inspector/Neighborhood Preserv Officer I/II              | 1.00                |   |                     |
| e. Neighborhood Preservation Officer I/II                        | 2.00                |   |                     |
|  | 7.00                |   |                     |
| <b>Housing/Econ Division</b>                                     |                     |   |                     |
| a. Housing & Econ Dev Manager                                    | 1.00                |   |                     |
| b. Housing Project Manager                                       | 1.00                |   |                     |
| c. RSP Administrator   | 1.00                |   |                     |
| d. RSP Coordinator I/II  | 1.00                |   |                     |
|  | 4.00                |   |                     |
|  |                     | <b>Total Authorized FTE's</b>                           | <b>125.95</b>       |

<sup>1</sup> The FY25 Midyear budget session, effective March 18, 2025, approved the updated titles and job description/classification specifications for the following: City Manager to City Manager/General Manager, from City Attorney to City Attorney/District Counsel, from Assistant City Manager to Assistant City Manager/Assistant General Manager, from Finance Director to Finance Director/District Treasurer, and from Public Works Director to Public Works Director/District Engineer.

<sup>2</sup> The FY25 Midyear budget session, effective March 18, 2025, approved an amendment to the City's Classification Plan adding 1.0 FTE Administrative Assistast, adding 1.0 FTE Information Technology Specialist I/II, adding 1.0 FTE Accountant Senior, adding 1.0 FTE Paralegal, and eliminating 1.0 FTE Legal Assistant.

## East Palo Alto at a Glance

### ABOUT EAST PALO ALTO

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

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

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

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

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



## **CITY GEOGRAPHY**

The City of East Palo Alto is located approximately 29 miles south of San Francisco and 19 miles north of San Jose. The City occupies 2.5 square miles. The latest estimates place the City's population at 28,216.

## **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:          | Martha Barragan | Nov. 2026 |
| Vice Mayor:     | Mark Dinan      | Nov. 2028 |
| Council Member: | Ruben Abrica    | Nov. 2026 |
| Council Member: | Carlos Romero   | Nov. 2028 |
| Council Member: | Webster Lincoln | Nov. 2028 |

## **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*

### **Population<sup>i</sup>**

|                |        |
|----------------|--------|
| 1990           | 23,570 |
| 2000           | 29,506 |
| 2005           | 29,431 |
| 2010           | 28,155 |
| 2015           | 29,137 |
| 2020           | 30,034 |
| 2025 Projected | 29,133 |

### **Population by Gender<sup>i</sup>**

|        |       |
|--------|-------|
| Female | 51.6% |
| Male   | 48.4% |

### **Population by Age Group<sup>i</sup>**

|                   |       |
|-------------------|-------|
| Under 5 years     | 5.7%  |
| 5 to 9 years      | 5.7%  |
| 10 to 14 years    | 5.9%  |
| 15 to 19 years    | 8.3%  |
| 20 to 24 years    | 6.8%  |
| 25 to 29 years    | 10.2% |
| 30 to 34 years    | 7.8%  |
| 35 to 39 years    | 6.2%  |
| 40 to 44 years    | 8.3%  |
| 45 to 49 years    | 6.4%  |
| 50 to 54 years    | 5.0%  |
| 55 to 59 years    | 6.6%  |
| 60 to 64 years    | 7.4%  |
| 65 to 69 years    | 3.3%  |
| 70 to 74 years    | 2.1%  |
| 75 to 79 years    | 2.4%  |
| 80 to 84 years    | 1.2%  |
| 85 years and over | 0.5%  |

### **Racial Composition<sup>i</sup>**

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

<sup>i</sup> <https://www.census.gov/>

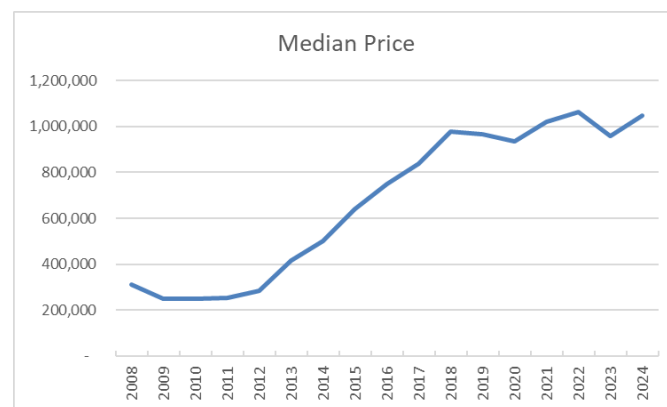
### **Level of Educational Attainment of Persons 25 years and older<sup>i</sup>**

|                                       |       |
|---------------------------------------|-------|
| No High School degree                 | 23.9% |
| High School degree or equivalent      | 23.1% |
| Some college, no degree               | 21.2% |
| Associate's degree, Bachelor's degree | 20.1% |
| Post-grad degree                      | 11.7% |

### **Per Capita Personal Income<sup>i</sup>**

**\$40,141**

### **Median Sales Price for Single Family Residences<sup>ii</sup>** (\$1,050,000 in 2024)



<sup>ii</sup> San Mateo County Associations of Realtors

# FINANCIAL SUMMARY

## FY 2025-2026 Budget

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

### ***Budget Information:***

- **Citywide Budget Overview**
  - FY 2025-26 Budget by Fund Category
- **General Fund Overview**
  - FY 2025-26 General Fund and Internal Reserve Funds Budget
- **Special Revenue Funds Overview**
  - FY 2025-26 Special Revenue Funds Budget
    - FY 2025-26 Community Programs Budget
    - FY 2025-26 Housing Programs Budget
    - FY 2025-26 Transportation and Infrastructure Programs Budget
- **Capital Funds Overview**
  - FY 2025-26 Capital Funds Budget
- **Enterprise Funds Overview**
  - FY 2025-26 Enterprise Fund Budget

### **Other Financial Information:**

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

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## CITYWIDE BUDGET OVERVIEW

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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 2025-2026 BUDGET BY FUND CATEGORY

|   | General Fund<br>and Internal<br>Reserves | Special<br>Revenue<br>Funds | Capital<br>Improvement<br>Funds | Enterprise Funds  | City Total          | Successor<br>Trust Fund | GRAND TOTAL       |
|---|--|-----------------------------|---------------------------------|-------------------|---------------------|-------------------------|-------------------|
| <b>Revenues</b>                         |  |                             |                                 |                   |                     |                         |                   |
| Property Tax                            | 17,773,000                               | 1,059,453                   | -                               | 1,700,000         | 20,532,453          | 1,562,728               | 22,095,181        |
| Sales Tax                               | 5,279,000                                | -                           | -                               | -                 | 5,279,000           | -                       | 5,279,000         |
| Transient Occupancy Tax                 | 2,200,000                                | 550,000                     | -                               | -                 | 2,750,000           | -                       | 2,750,000         |
| Business License Tax                    | 800,000                                  | 1,620,690                   | -                               | -                 | 2,420,690           | -                       | 2,420,690         |
| Utility User Tax                        | 2,094,000                                | -                           | -                               | -                 | 2,094,000           | -                       | 2,094,000         |
| Other Taxes                             | 90,000                                   | 3,321,917                   | -                               | -                 | 3,411,917           | -                       | 3,411,917         |
| Licenses, Fees, and Permits             | 1,552,000                                | 1,394,416                   | 3,691,099                       | 5,463,578         | 12,101,093          | -                       | 12,101,093        |
| Charges for Services                    | 2,719,000                                | 131,325                     | -                               | 9,850,370         | 12,700,695          | -                       | 12,700,695        |
| Fines and Forfeitures                   | 495,000                                  | 2,500                       | -                               | -                 | 497,500             | -                       | 497,500           |
| Use of Money and Property               | 2,010,000                                | 1,700,058                   | 733,117                         | 1,960,034         | 6,403,208           | 81,077                  | 6,484,285         |
| Grants and Intergovernmental            | 65,000                                   | 1,370,000                   | 109,000                         | -                 | 1,544,000           | -                       | 1,544,000         |
| Other Miscellaneous                     | 605,000                                  | 900,000                     | -                               | 6,183,333         | 7,688,333           | -                       | 7,688,333         |
| <b>Total Revenues</b>                   | <b>35,682,000</b>                        | <b>12,050,358</b>           | <b>4,533,216</b>                | <b>25,157,315</b> | <b>77,422,889</b>   | <b>1,643,805</b>        | <b>79,066,694</b> |
| <b>Expenditures</b>                     |  |                             |                                 |                   |                     |                         |                   |
| City Council                            | 272,105                                  | -                           | -                               | 7,500             | 279,605             | -                       | 279,605           |
| City Attorney                           | 1,461,060                                | 42,500                      | -                               | 47,000            | 1,550,560           | 1,400                   | 1,551,960         |
| City Clerk                              | 581,228                                  | -                           | -                               | -                 | 581,228             | -                       | 581,228           |
| City Manager                            | 6,391,414                                | 2,950,000                   | -                               | -                 | 9,341,414           | -                       | 9,341,414         |
| Finance                                 | 1,963,136                                | 8,326                       | 62,671                          | 59,400            | 2,093,533           | 27,593                  | 2,121,126         |
| Community Development                   | 4,282,954                                | 2,866,133                   | -                               | -                 | 7,149,087           | -                       | 7,149,087         |
| Public Works                            | 6,626,667                                | 1,916,966                   | 169,267                         | 5,856,227         | 14,569,127          | -                       | 14,569,127        |
| Police                                  | 16,387,157                               | 320,000                     | -                               | -                 | 16,707,157          | -                       | 16,707,157        |
| <b>Non-Departmental</b>                 |  |                             |                                 |                   |                     |                         |                   |
| Capital/Technology                      | -  | 2,500,000                   | 1,223,122                       | 300,000           | 4,023,122           | -                       | 4,023,122         |
| Insurance and Settlements               | 1,066,347                                | -                           | -                               | -                 | 1,066,347           | -                       | 1,066,347         |
| IT Operations                           | 563,660                                  | -                           | -                               | 15,040            | 578,700             | -                       | 578,700           |
| Other Non-Departmental                  | 1,426,731                                | 107,201                     | -                               | 3,527,143         | 5,061,075           | 1,613,925               | 6,675,000         |
| Overhead Allocation                     | (2,647,709)                              | 855,802                     | 190,210                         | 1,584,413         | (17,284)            | 17,284                  | -                 |
| <b>Total Expenditures</b>               | <b>38,374,750</b>                        | <b>11,566,928</b>           | <b>1,645,270</b>                | <b>11,396,723</b> | <b>62,983,671</b>   | <b>1,660,202</b>        | <b>64,643,873</b> |
| <b>Net Sources / (Uses)</b>             | <b>(2,692,750)</b>                       | <b>483,430</b>              | <b>2,887,946</b>                | <b>13,760,592</b> | <b>14,439,218</b>   | <b>(16,397)</b>         | <b>14,422,821</b> |
| <b>Other Financing Sources / (Uses)</b> |  |                             |                                 |                   |                     |                         |                   |
| Transfers In                            | -  | 874,812                     | -                               | -                 | 874,812             | -                       | 874,812           |
| Transfers Out                           | (874,812)                                | -                           | -                               | -                 | (874,812)           | -                       | (874,812)         |
| <b>Net Operating Transfers</b>          | <b>(874,812)</b>                         | <b>874,812</b>              | <b>-</b>                        | <b>-</b>          | <b>-</b>            | <b>-</b>                | <b>-</b>          |
| <b>Change in Fund Balance</b>           | <b>(3,567,562)</b>                       | <b>1,358,242</b>            | <b>2,887,946</b>                | <b>13,760,592</b> | <b>14,439,218</b>   | <b>(16,397)</b>         | <b>14,422,821</b> |
| <b>Other Changes</b>                    | <b>(20,000,000)</b>                      | <b>-</b>                    | <b>-</b>                        | <b>-</b>          | <b>(20,000,000)</b> | <b>-</b>                | <b>-</b>          |
| <b>Projected Fund Balance</b>           |  |                             |                                 |                   |                     |                         |                   |
| July 01, 2025 Balance*                  | 32,831,000                               | 35,066,000                  | 15,464,000                      | 37,293,000        | 120,654,000         | (13,944,032)            | 106,709,968       |
| June 30, 2026 Balance                   | 9,263,438                                | 36,424,242                  | 18,351,946                      | 51,053,592        | 115,093,218         | (13,960,429)            | 101,132,789       |

\*Excludes certain assets, reserves, and commitments.

# GENERAL FUND OVERVIEW

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## **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 80% 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 2025-2026 GENERAL FUND BUDGET

|   | General Fund<br>F110 | Info Services<br>Reserve<br>F111 | Equipment<br>and Vehicle<br>Reserve<br>F112 | Insurance<br>Reserve F113 | Development<br>Pass Through<br>F117 | Eliminating        | Total               |
|---|----------------------|----------------------------------|---|---------------------------|-------------------------------------|--------------------|---------------------|
| <b>Revenues</b>                         |                      |                                  |   |                           |                                     |                    |                     |
| Property Tax                            | 17,773,000           | -                                | -   | -                         | -                                   | -                  | 17,773,000          |
| Sales Tax                               | 5,279,000            | -                                | -   | -                         | -                                   | -                  | 5,279,000           |
| Transient Occupancy Tax                 | 2,200,000            | -                                | -   | -                         | -                                   | -                  | 2,200,000           |
| Business License Tax                    | 800,000              | -                                | -   | -                         | -                                   | -                  | 800,000             |
| Utility User Tax                        | 2,094,000            | -                                | -   | -                         | -                                   | -                  | 2,094,000           |
| Other Taxes                             | 90,000               | -                                | -   | -                         | -                                   | -                  | 90,000              |
| Licenses, Fees, and Permits             | 1,552,000            | -                                | -   | -                         | -                                   | -                  | 1,552,000           |
| Charges for Services                    | 2,719,000            | -                                | -   | -                         | -                                   | -                  | 2,719,000           |
| Fines and Forfeitures                   | 495,000              | -                                | -   | -                         | -                                   | -                  | 495,000             |
| Use of Money and Property               | 2,010,000            | -                                | -   | -                         | -                                   | -                  | 2,010,000           |
| Grants and Intergovernmental            | 65,000               | -                                | -   | -                         | -                                   | -                  | 65,000              |
| Other Miscellaneous                     | -                    | -                                | -   | -                         | 605,000                             | -                  | 605,000             |
| <b>Total Revenues</b>                   | <b>35,077,000</b>    | <b>-</b>                         | <b>-</b>                                    | <b>-</b>                  | <b>605,000</b>                      | <b>-</b>           | <b>35,682,000</b>   |
| <b>Expenditures</b>                     |                      |                                  |   |                           |                                     |                    |                     |
| City Council                            | 264,605              | 7,500                            | -   | -                         | -                                   |                    | 272,105             |
| City Attorney                           | 1,340,060            | 1,000                            | -   | 70,000                    | 50,000                              |                    | 1,461,060           |
| City Clerk                              | 462,550              | 118,678                          | -   | -                         | -                                   |                    | 581,228             |
| City Manager                            | 5,834,445            | 556,969                          | -   | -                         | -                                   |                    | 6,391,414           |
| Finance                                 | 1,738,522            | 224,614                          | -   | -                         | -                                   |                    | 1,963,136           |
| Community Development                   | 3,722,148            | 60,806                           | -   | -                         | 500,000                             |                    | 4,282,954           |
| Public Works                            | 6,468,764            | 87,903                           | 70,000                                      | -                         | -                                   |                    | 6,626,667           |
| Police                                  | 15,996,413           | 270,244                          | 120,500                                     | -                         | -                                   |                    | 16,387,157          |
| <b>Non-Departmental</b>                 |                      |                                  |   |                           |                                     |                    |                     |
| Major Capital                           | -                    | -                                | -   | -                         | -                                   |                    | -                   |
| Insurance and Settlements               | -                    | -                                | -   | 1,066,347                 | -                                   |                    | 1,066,347           |
| IT Operations                           | -                    | 563,660                          | -   | -                         | -                                   |                    | 563,660             |
| Other Non-Departmental                  | 1,426,731            | -                                | -   | -                         | -                                   |                    | 1,426,731           |
| Overhead Allocation                     | (2,307,892)          | (184,160)                        | -   | (155,657)                 | -                                   |                    | (2,647,709)         |
| <b>Total Expenditures</b>               | <b>34,946,346</b>    | <b>1,707,214</b>                 | <b>190,500</b>                              | <b>980,690</b>            | <b>550,000</b>                      | <b>-</b>           | <b>38,374,750</b>   |
| <b>Net Sources / (Uses)</b>             | <b>130,654</b>       | <b>(1,707,214)</b>               | <b>(190,500)</b>                            | <b>(980,690)</b>          | <b>55,000</b>                       | <b>-</b>           | <b>(2,692,750)</b>  |
| <b>Other Financing Sources / (Uses)</b> |                      |                                  |   |                           |                                     |                    |                     |
| Transfers In                            | -                    | 1,657,214                        | 190,500                                     | 980,690                   | -                                   | (2,828,404)        | -                   |
| Transfers Out                           | (3,703,216)          | -                                | -   | -                         | -                                   | 2,828,404          | (874,812)           |
| <b>Net Operating Transfers</b>          | <b>(3,703,216)</b>   | <b>1,657,214</b>                 | <b>190,500</b>                              | <b>980,690</b>            | <b>-</b>                            | <b>-</b>           | <b>(874,812)</b>    |
| <b>Change in Fund Balance</b>           | <b>(3,572,562)</b>   | <b>(50,000)</b>                  | <b>-</b>                                    | <b>-</b>                  | <b>55,000</b>                       | <b>-</b>           | <b>(3,567,562)</b>  |
| <b>Other Changes</b>                    | <b>(19,945,000)</b>  | <b>-</b>                         | <b>-</b>                                    | <b>-</b>                  | <b>(55,000)</b>                     | <b>-</b>           | <b>(20,000,000)</b> |
| <b>Projected Fund Balance</b>           |                      |                                  |   |                           |                                     |                    |                     |
| <b>July 01, 2025 Balance*</b>           | <b>32,831,000</b>    | <b>3,703,000</b>                 | <b>992,000</b>                              | <b>2,095,000</b>          | <b>-</b>                            | <b>(6,790,000)</b> | <b>32,831,000</b>   |
| <b>June 30, 2026 Balance</b>            | <b>9,313,438</b>     | <b>3,653,000</b>                 | <b>992,000</b>                              | <b>2,095,000</b>          | <b>-</b>                            | <b>(6,790,000)</b> | <b>9,263,438</b>    |

\*Excludes certain reserves and commitments



# SPECIAL REVENUE FUNDS OVERVIEW

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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 a specific 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.

## **Housing Programs**

### **Rent Stabilization**

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

### **Housing in Lieu**

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

### **Housing Assistance**

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

### **Housing Commercial Impact**

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**

# SPECIAL REVENUE FUNDS OVERVIEW

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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.

## **Measure JJ**

The Measure JJ Fund accounts for a 2.5% business license tax on gross receipts from residential rental units. At least 30% of the funds must be used for tenant rental assistance and no more than 20% of the funds may be used for staff and overhead costs to administer the tax. The remaining revenue may be used, at the city's discretion, to support affordable homeownership, preserve affordable housing, provide tenant rental assistance, or protect residents from displacement or homelessness.

## **Housing Successor Agency**

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

## **Silicon Valley Community Foundation**

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

## **Transportation and Infrastructure Programs**

### **State Gas Tax**

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

### **Measure A**

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

### **NPDES**

## SPECIAL REVENUE FUNDS OVERVIEW

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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 2025-2026 SPECIAL REVENUE FUNDS BUDGET**

|   | Community Programs | Housing Programs | Transportation and Infrastructure Programs | Total             |
|---|--------------------|------------------|--|-------------------|
| <b>Revenues</b>                         |                    |                  |  |                   |
| Property Tax                            | -                  | -                | 1,059,453                                  | 1,059,453         |
| Sales Tax                               | -                  | -                | -  | -                 |
| Transient Occupancy Tax                 | 275,000            | 275,000          | -  | 550,000           |
| Business License Tax                    | -                  | 1,620,690        | -  | 1,620,690         |
| Utility User Tax                        | -                  | -                | -  | -                 |
| Other Taxes                             | -                  | 1,677,000        | 1,644,917                                  | 3,321,917         |
| Licenses, Fees, and Permits             | -                  | 1,394,416        | -  | 1,394,416         |
| Charges for Services                    | -                  | -                | 131,325                                    | 131,325           |
| Fines and Forfeitures                   | -                  | 2,500            | -  | 2,500             |
| Use of Money and Property               | 234,728            | 656,511          | 808,818                                    | 1,700,058         |
| Grants and Intergovernmental            | 237,000            | -                | 1,133,000                                  | 1,370,000         |
| Other Miscellaneous                     | 900,000            | -                | -  | 900,000           |
| <b>Total Revenues</b>                   | <b>1,646,728</b>   | <b>5,626,117</b> | <b>4,777,513</b>                           | <b>12,050,358</b> |
| <b>Expenditures</b>                     |                    |                  |  |                   |
| City Council                            | -                  | -                | -  | -                 |
| City Attorney                           | 15,000             | 27,500           | -  | 42,500            |
| City Clerk                              | -                  | -                | -  | -                 |
| City Manager                            | 1,195,000          | -                | 1,755,000                                  | 2,950,000         |
| Finance                                 | -                  | 2,442            | 5,884                                      | 8,326             |
| Community Development                   | 921                | 2,865,212        | -  | 2,866,133         |
| Public Works                            | 123,563            | -                | 1,793,403                                  | 1,916,966         |
| Police                                  | 320,000            | -                | -  | 320,000           |
| <b>Non-Departmental</b>                 | -                  | -                | -  | -                 |
| Capital/Technology                      | -                  | -                | 2,500,000                                  | 2,500,000         |
| Insurance and Settlements               | -                  | -                | -  | -                 |
| IT Operations                           | -                  | -                | -  | -                 |
| Other Non-Departmental                  | -                  | 13               | 107,188                                    | 107,201           |
| Overhead Allocation                     | 9,011              | 344,398          | 502,393                                    | 855,802           |
| <b>Total Expenditures</b>               | <b>1,663,495</b>   | <b>3,239,565</b> | <b>6,663,868</b>                           | <b>11,566,928</b> |
| <b>Net Sources / (Uses)</b>             | <b>(16,767)</b>    | <b>2,386,552</b> | <b>(1,886,355)</b>                         | <b>483,430</b>    |
| <b>Other Financing Sources / (Uses)</b> |                    |                  |  |                   |
| Transfers In                            | -                  | -                | 874,812                                    | 874,812           |
| Transfers Out                           | -                  | -                | -  | -                 |
| <b>Net Operating Transfers</b>          | -                  | -                | 874,812                                    | 874,812           |
| <b>Change in Fund Balance</b>           | <b>(16,767)</b>    | <b>2,386,552</b> | <b>(1,011,543)</b>                         | <b>1,358,242</b>  |
| <b>Other Changes</b>                    | -                  | -                | -  | -                 |
| <b>Projected Fund Balance</b>           |                    |                  |  |                   |
| July 01, 2025 Balance*                  | 2,364,000          | 16,109,000       | 16,593,000                                 | 35,066,000        |
| June 30, 2026 Balance                   | 2,347,233          | 18,495,552       | 15,581,457                                 | 36,424,242        |

\*Excludes certain reserves and commitments



# CITY OF EAST PALO ALTO

## FY 2025-2026 COMMUNITY PROGRAMS BUDGET

|   | Public Safety<br>Grants<br>F213 | Federal and<br>State Grants<br>F215 | Local<br>Grants<br>F230 | CYSFF<br>TOT<br>F231 | Measure<br>C<br>F232 | Total<br>Community<br>Programs |
|---|---------------------------------|-------------------------------------|-------------------------|----------------------|----------------------|--------------------------------|
| <b>Revenues</b>                         |                                 |                                     |                         |                      |                      |                                |
| Property Tax                            | -                               | -                                   | -                       | -                    | -                    | -                              |
| Sales Tax                               | -                               | -                                   | -                       | -                    | -                    | -                              |
| Transient Occupancy Tax                 | -                               | -                                   | -                       | 275,000              | -                    | 275,000                        |
| Business License Tax                    | -                               | -                                   | -                       | -                    | -                    | -                              |
| Utility User Tax                        | -                               | -                                   | -                       | -                    | -                    | -                              |
| Other Taxes                             | -                               | -                                   | -                       | -                    | -                    | -                              |
| Licenses, Fees, and Permits             | -                               | -                                   | -                       | -                    | -                    | -                              |
| Charges for Services                    | -                               | -                                   | -                       | -                    | -                    | -                              |
| Fines and Forfeitures                   | -                               | -                                   | -                       | -                    | -                    | -                              |
| Use of Money and Property               | 19,839                          | 18,064                              | 152,314                 | 44,511               | -                    | 234,728                        |
| Grants and Intergovernmental            | 230,000                         | 7,000                               | -                       | -                    | -                    | 237,000                        |
| Other Miscellaneous                     | -                               | 750,000                             | 150,000                 | -                    | -                    | 900,000                        |
| <b>Total Revenues</b>                   | <b>249,839</b>                  | <b>775,064</b>                      | <b>302,314</b>          | <b>319,511</b>       | <b>-</b>             | <b>1,646,728</b>               |
| <b>Expenditures</b>                     |                                 |                                     |                         |                      |                      |                                |
| City Council                            | -                               | -                                   | -                       | -                    | -                    | -                              |
| City Attorney                           | -                               | -                                   | 15,000                  | -                    | -                    | 15,000                         |
| City Clerk                              | -                               | -                                   | -                       | -                    | -                    | -                              |
| City Manager                            | -                               | -                                   | 590,000                 | 605,000              | -                    | 1,195,000                      |
| Finance                                 | -                               | -                                   | -                       | -                    | -                    | -                              |
| Community Development                   | -                               | 921                                 | -                       | -                    | -                    | 921                            |
| Public Works                            | -                               | -                                   | 123,563                 | -                    | -                    | 123,563                        |
| Police                                  | 170,000                         | -                                   | 150,000                 | -                    | -                    | 320,000                        |
| <b>Non-Departmental</b>                 |                                 |                                     | -                       | -                    | -                    | -                              |
| Capital/Technology                      | -                               | -                                   | -                       | -                    | -                    | -                              |
| Insurance and Settlements               | -                               | -                                   | -                       | -                    | -                    | -                              |
| IT Operations                           | -                               | -                                   | -                       | -                    | -                    | -                              |
| Other Non-Departmental                  | -                               | -                                   | -                       | -                    | -                    | -                              |
| Overhead Allocation                     | -                               | -                                   | -                       | 9,011                | -                    | 9,011                          |
| <b>Total Expenditures</b>               | <b>170,000</b>                  | <b>921</b>                          | <b>878,563</b>          | <b>614,011</b>       | <b>-</b>             | <b>1,663,495</b>               |
| <b>Net Sources / (Uses)</b>             | <b>79,839</b>                   | <b>774,143</b>                      | <b>(576,249)</b>        | <b>(294,500)</b>     | <b>-</b>             | <b>(16,767)</b>                |
| <b>Other Financing Sources / (Uses)</b> |                                 |                                     |                         |                      |                      |                                |
| Transfers In                            | -                               | -                                   | -                       | -                    | -                    | -                              |
| Transfers Out                           | -                               | -                                   | -                       | -                    | -                    | -                              |
| <b>Net Operating Transfers</b>          | <b>-</b>                        | <b>-</b>                            | <b>-</b>                | <b>-</b>             | <b>-</b>             | <b>-</b>                       |
| <b>Change in Fund Balance</b>           | <b>79,839</b>                   | <b>774,143</b>                      | <b>(576,249)</b>        | <b>(294,500)</b>     | <b>-</b>             | <b>(16,767)</b>                |
| <b>Other Changes</b>                    | <b>-</b>                        | <b>-</b>                            | <b>-</b>                | <b>-</b>             | <b>-</b>             | <b>-</b>                       |
| <b>Projected Fund Balance</b>           |                                 |                                     |                         |                      |                      |                                |
| <b>July 01, 2025 Balance*</b>           | <b>429,000</b>                  | <b>378,000</b>                      | <b>663,000</b>          | <b>894,000</b>       | <b>-</b>             | <b>2,364,000</b>               |
| <b>June 30, 2026 Balance</b>            | <b>508,839</b>                  | <b>1,152,143</b>                    | <b>86,751</b>           | <b>599,500</b>       | <b>-</b>             | <b>2,347,233</b>               |

\*Excludes certain reserves and commitments

**CITY OF EAST PALO ALTO**  
**FY 2025-2026 HOUSING PROGRAMS BUDGET**

|   | Rent<br>Stabilization<br>F204 | Housing<br>Lieu<br>F207 | In<br>Housing<br>Assistance<br>F209 | Housing<br>Commercial<br>Impact F216 | Housing TOT<br>F218 | Measure HH<br>F219 | Housing<br>Successor<br>F220 | Silicon Valley<br>Community<br>F233 | Measure JJ<br>F235 | Total             |
|---|-------------------------------|-------------------------|-------------------------------------|--------------------------------------|---------------------|--------------------|------------------------------|-------------------------------------|--------------------|-------------------|
| <b>Revenues</b>                         |                               |                         |                                     |                                      |                     |                    |                              |                                     |                    |                   |
| Property Tax                            | -                             | -                       | -                                   | -                                    | -                   | -                  | -                            | -                                   | -                  | -                 |
| Sales Tax                               | -                             | -                       | -                                   | -                                    | -                   | -                  | -                            | -                                   | -                  | -                 |
| Transient Occupancy Tax                 | -                             | -                       | -                                   | -                                    | 275,000             | -                  | -                            | -                                   | -                  | 275,000           |
| Business License Tax                    | -                             | -                       | -                                   | -                                    | -                   | -                  | -                            | -                                   | 1,620,690          | 1,620,690         |
| Utility User Tax                        | -                             | -                       | -                                   | -                                    | -                   | -                  | -                            | -                                   | -                  | -                 |
| Other Taxes                             | -                             | -                       | -                                   | -                                    | -                   | 1,677,000          | -                            | -                                   | -                  | 1,677,000         |
| Licenses, Fees, and Permits             | 782,000                       | 612,416                 | -                                   | -                                    | -                   | -                  | -                            | -                                   | -                  | 1,394,416         |
| Charges for Services                    | -                             | -                       | -                                   | -                                    | -                   | -                  | -                            | -                                   | -                  | -                 |
| Fines and Forfeitures                   | 2,500                         | -                       | -                                   | -                                    | -                   | -                  | -                            | -                                   | -                  | 2,500             |
| Use of Money and Property               | 19,732                        | 260,317                 | 14,223                              | -                                    | 80,058              | 244,407            | 37,774                       | -                                   | -                  | 656,511           |
| Grants and Intergovernmental            | -                             | -                       | -                                   | -                                    | -                   | -                  | -                            | -                                   | -                  | -                 |
| Other Miscellaneous                     | -                             | -                       | -                                   | -                                    | -                   | -                  | -                            | -                                   | -                  | -                 |
| <b>Total Revenues</b>                   | <b>804,232</b>                | <b>872,733</b>          | <b>14,223</b>                       | <b>-</b>                             | <b>355,058</b>      | <b>1,921,407</b>   | <b>37,774</b>                | <b>-</b>                            | <b>1,620,690</b>   | <b>5,626,117</b>  |
| <b>Expenditures</b>                     |                               |                         |                                     |                                      |                     |                    |                              |                                     |                    |                   |
| City Council                            | -                             | -                       | -                                   | -                                    | -                   | -                  | -                            | -                                   | -                  | -                 |
| City Attorney                           | -                             | -                       | -                                   | -                                    | -                   | -                  | 27,500                       | -                                   | -                  | 27,500            |
| City Clerk                              | -                             | -                       | -                                   | -                                    | -                   | -                  | -                            | -                                   | -                  | -                 |
| City Manager                            | -                             | -                       | -                                   | -                                    | -                   | -                  | -                            | -                                   | -                  | -                 |
| Finance                                 | -                             | -                       | -                                   | -                                    | -                   | 2,442              | -                            | -                                   | -                  | 2,442             |
| Community Development                   | 497,620                       | 173,794                 | 2,255                               | 37,500                               | 23,124              | 1,102,668          | 222,519                      | -                                   | 805,732            | 2,865,212         |
| Public Works                            | -                             | -                       | -                                   | -                                    | -                   | -                  | -                            | -                                   | -                  | -                 |
| Police                                  | -                             | -                       | -                                   | -                                    | -                   | -                  | -                            | -                                   | -                  | -                 |
| <b>Non-Departmental</b>                 |                               |                         |                                     |                                      |                     |                    |                              |                                     |                    |                   |
| Capital/Technology                      | -                             | -                       | -                                   | -                                    | -                   | -                  | -                            | -                                   | -                  | -                 |
| Insurance and Settlements               | -                             | -                       | -                                   | -                                    | -                   | -                  | -                            | -                                   | -                  | -                 |
| IT Operations                           | -                             | -                       | -                                   | -                                    | -                   | -                  | -                            | -                                   | -                  | -                 |
| Other Non-Departmental                  | -                             | -                       | -                                   | -                                    | -                   | 13                 | -                            | -                                   | -                  | 13                |
| Overhead Allocation                     | 317,435                       | 10,466                  | 8,981                               | -                                    | 7,516               | -                  | -                            | -                                   | -                  | 344,398           |
| <b>Total Expenditures</b>               | <b>815,055</b>                | <b>184,260</b>          | <b>11,236</b>                       | <b>37,500</b>                        | <b>30,640</b>       | <b>1,105,123</b>   | <b>250,019</b>               | <b>-</b>                            | <b>805,732</b>     | <b>3,239,565</b>  |
| <b>Net Sources / (Uses)</b>             | <b>(10,823)</b>               | <b>688,473</b>          | <b>2,987</b>                        | <b>(37,500)</b>                      | <b>324,418</b>      | <b>816,284</b>     | <b>(212,245)</b>             | <b>-</b>                            | <b>814,958</b>     | <b>2,386,552</b>  |
| <b>Other Financing Sources / (Uses)</b> |                               |                         |                                     |                                      |                     |                    |                              |                                     |                    |                   |
| Transfers In                            | -                             | -                       | -                                   | -                                    | -                   | -                  | -                            | -                                   | -                  | -                 |
| Transfers Out                           | -                             | -                       | -                                   | -                                    | -                   | -                  | -                            | -                                   | -                  | -                 |
| <b>Net Operating Transfers</b>          | <b>-</b>                      | <b>-</b>                | <b>-</b>                            | <b>-</b>                             | <b>-</b>            | <b>-</b>           | <b>-</b>                     | <b>-</b>                            | <b>-</b>           | <b>-</b>          |
| <b>Change in Fund Balance</b>           | <b>(10,823)</b>               | <b>688,473</b>          | <b>2,987</b>                        | <b>(37,500)</b>                      | <b>324,418</b>      | <b>816,284</b>     | <b>(212,245)</b>             | <b>-</b>                            | <b>814,958</b>     | <b>2,386,552</b>  |
| <b>Other Changes</b>                    | <b>-</b>                      | <b>-</b>                | <b>-</b>                            | <b>-</b>                             | <b>-</b>            | <b>-</b>           | <b>-</b>                     | <b>-</b>                            | <b>-</b>           | <b>-</b>          |
| <b>Projected Fund Balance</b>           |                               |                         |                                     |                                      |                     |                    |                              |                                     |                    |                   |
| <b>July 01, 2025 Balance*</b>           | <b>214,000</b>                | <b>5,383,000</b>        | <b>396,000</b>                      | <b>-</b>                             | <b>2,364,000</b>    | <b>7,218,000</b>   | <b>534,000</b>               | <b>-</b>                            | <b>-</b>           | <b>16,109,000</b> |
| <b>June 30, 2026 Balance</b>            | <b>203,177</b>                | <b>6,071,473</b>        | <b>398,987</b>                      | <b>(37,500)</b>                      | <b>2,688,418</b>    | <b>8,034,284</b>   | <b>321,755</b>               | <b>-</b>                            | <b>814,958</b>     | <b>18,495,552</b> |

\*Excludes certain reserves and commitments

# CITY OF EAST PALO ALTO

## FY 2025-2026 INFRASTRUCTURE PROGRAMS BUDGET

|   | State Gas Tax<br>F201 | Measure A<br>F202 | NPDES<br>F203    | Park in Lieu<br>F206 | Lighting<br>District<br>F221 | Drainage<br>District<br>F222 | Measure W<br>F234 | Total              |
|---|-----------------------|-------------------|------------------|----------------------|------------------------------|------------------------------|-------------------|--------------------|
| <b>Revenues</b>                         |                       |                   |                  |                      |                              |                              |                   |                    |
| Property Tax                            | -                     | -                 | -                | -                    | 892,289                      | 167,164                      | -                 | 1,059,453          |
| Sales Tax                               | -                     | -                 | -                | -                    | -                            | -                            | -                 | -                  |
| Transient Occupancy Tax                 | -                     | -                 | -                | -                    | -                            | -                            | -                 | -                  |
| Business License Tax                    | -                     | -                 | -                | -                    | -                            | -                            | -                 | -                  |
| Utility User Tax                        | -                     | -                 | -                | -                    | -                            | -                            | -                 | -                  |
| Other Taxes                             | 1,644,917             | -                 | -                | -                    | -                            | -                            | -                 | 1,644,917          |
| Licenses, Fees, and Permits             | -                     | -                 | -                | -                    | -                            | -                            | -                 | -                  |
| Charges for Services                    | -                     | -                 | 131,325          | -                    | -                            | -                            | -                 | 131,325            |
| Fines and Forfeitures                   | -                     | -                 | -                | -                    | -                            | -                            | -                 | -                  |
| Use of Money and Property               | 205,886               | 243,588           | 18,917           | 13,193               | 234,247                      | 43,700                       | 49,288            | 808,818            |
| Grants and Intergovernmental            | -                     | 772,500           | -                | -                    | -                            | -                            | 360,500           | 1,133,000          |
| Other Miscellaneous                     | -                     | -                 | -                | -                    | -                            | -                            | -                 | -                  |
| <b>Total Revenues</b>                   | <b>1,850,803</b>      | <b>1,016,088</b>  | <b>150,242</b>   | <b>13,193</b>        | <b>1,126,536</b>             | <b>210,864</b>               | <b>409,788</b>    | <b>4,777,513</b>   |
| <b>Expenditures</b>                     |                       |                   |                  |                      |                              |                              |                   |                    |
| City Council                            | -                     | -                 | -                | -                    | -                            | -                            | -                 | -                  |
| City Attorney                           | -                     | -                 | -                | -                    | -                            | -                            | -                 | -                  |
| City Clerk                              | -                     | -                 | -                | -                    | -                            | -                            | -                 | -                  |
| City Manager                            | -                     | -                 | -                | -                    | 1,755,000                    | -                            | -                 | 1,755,000          |
| Finance                                 | -                     | 1,792             | 2,300            | -                    | -                            | -                            | 1,792             | 5,884              |
| Community Development                   | -                     | -                 | -                | -                    | -                            | -                            | -                 | -                  |
| Public Works                            | 651,887               | -                 | 627,831          | -                    | 177,463                      | 336,222                      | -                 | 1,793,403          |
| Police                                  | -                     | -                 | -                | -                    | -                            | -                            | -                 | -                  |
| <b>Non-Departmental</b>                 |                       |                   |                  |                      |                              |                              |                   |                    |
| Capital/Technology                      | -                     | -                 | -                | -                    | 2,500,000                    | -                            | -                 | 2,500,000          |
| Insurance and Settlements               | -                     | -                 | -                | -                    | -                            | -                            | -                 | -                  |
| IT Operations                           | -                     | -                 | -                | -                    | -                            | -                            | -                 | -                  |
| Other Non-Departmental                  | 89,783                | -                 | 9,963            | -                    | 5,808                        | 1,634                        | -                 | 107,188            |
| Overhead Allocation                     | 161,756               | 53,243            | 149,860          | 1,080                | 53,890                       | 63,760                       | 18,804            | 502,393            |
| <b>Total Expenditures</b>               | <b>903,426</b>        | <b>55,035</b>     | <b>789,954</b>   | <b>1,080</b>         | <b>4,492,161</b>             | <b>401,616</b>               | <b>20,596</b>     | <b>6,663,868</b>   |
| <b>Net Sources / (Uses)</b>             | <b>947,377</b>        | <b>961,053</b>    | <b>(639,712)</b> | <b>12,113</b>        | <b>(3,365,625)</b>           | <b>(190,752)</b>             | <b>389,192</b>    | <b>(1,886,355)</b> |
| <b>Other Financing Sources / (Uses)</b> |                       |                   |                  |                      |                              |                              |                   |                    |
| Transfers In                            | 64,500                | -                 | 622,994          | -                    | -                            | 187,318                      | -                 | 874,812            |
| Transfers Out                           | -                     | -                 | -                | -                    | -                            | -                            | -                 | -                  |
| <b>Net Operating Transfers</b>          | <b>64,500</b>         | <b>-</b>          | <b>622,994</b>   | <b>-</b>             | <b>-</b>                     | <b>187,318</b>               | <b>-</b>          | <b>874,812</b>     |
| <b>Change in Fund Balance</b>           | <b>1,011,877</b>      | <b>961,053</b>    | <b>(16,718)</b>  | <b>12,113</b>        | <b>(3,365,625)</b>           | <b>(3,434)</b>               | <b>389,192</b>    | <b>(1,011,543)</b> |
| <b>Other Changes</b>                    | <b>-</b>              | <b>-</b>          | <b>-</b>         | <b>-</b>             | <b>-</b>                     | <b>-</b>                     | <b>-</b>          | <b>-</b>           |
| <b>Projected Fund Balance</b>           |                       |                   |                  |                      |                              |                              |                   |                    |
| <b>July 01, 2025 Balance*</b>           | <b>3,676,000</b>      | <b>3,650,000</b>  | <b>(20,000)</b>  | <b>375,000</b>       | <b>6,487,000</b>             | <b>953,000</b>               | <b>1,472,000</b>  | <b>16,593,000</b>  |
| <b>June 30, 2026 Balance</b>            | <b>4,687,877</b>      | <b>4,611,053</b>  | <b>(36,718)</b>  | <b>387,113</b>       | <b>3,121,375</b>             | <b>949,566</b>               | <b>1,861,192</b>  | <b>15,581,457</b>  |

\*Excludes certain reserves and commitments

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# CAPITAL FUNDS OVERVIEW

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

## **Capital Improvement**

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

## **Parks and Trails Impact**

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

## **Public Facilities Impact**

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

## **Transportation Infrastructure Impact**

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

## **RBD -I Impact**

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

## **RBD -O Impact**

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



# CITY OF EAST PALO ALTO

## FY 2025-2026 CAPITAL PROJECT FUNDS BUDGET

|   | Capital<br>Improvement<br>F301/303 | Parks and<br>Trails Impact<br>F305 | Public<br>Facilities<br>Impact<br>F306 | Transportatio<br>n Impact<br>F307 | RBD-I<br>Storm Drain<br>Impact<br>F308 | RBD-O<br>Storm Drain<br>Impact<br>F309 | Total             |
|---|------------------------------------|------------------------------------|--|-----------------------------------|--|--|-------------------|
| <b>Revenues</b>                         |                                    |                                    |  |                                   |  |  |                   |
| Property Tax                            | -                                  | -                                  | -                                      | -                                 | -                                      | -                                      | -                 |
| Sales Tax                               | -                                  | -                                  | -                                      | -                                 | -                                      | -                                      | -                 |
| Transient Occupancy Tax                 | -                                  | -                                  | -                                      | -                                 | -                                      | -                                      | -                 |
| Business License Tax                    | -                                  | -                                  | -                                      | -                                 | -                                      | -                                      | -                 |
| Utility User Tax                        | -                                  | -                                  | -                                      | -                                 | -                                      | -                                      | -                 |
| Other Taxes                             | -                                  | -                                  | -                                      | -                                 | -                                      | -                                      | -                 |
| Licenses, Fees, and Permits             | -                                  | 3,003,316                          | 178,223                                | 40,591                            | -                                      | 468,969                                | 3,691,099         |
| Charges for Services                    | -                                  | -                                  | -                                      | -                                 | -                                      | -                                      | -                 |
| Fines and Forfeitures                   | -                                  | -                                  | -                                      | -                                 | -                                      | -                                      | -                 |
| Use of Money and Property               | 633,115                            | 19,254                             | 34,458                                 | 20,504                            | 13,060                                 | 12,725                                 | 733,117           |
| Grants and Intergovernmental            | 109,000                            | -                                  | -                                      | -                                 | -                                      | -                                      | 109,000           |
| Other Miscellaneous                     | -                                  | -                                  | -                                      | -                                 | -                                      | -                                      | -                 |
| <b>Total Revenues</b>                   | <b>742,115</b>                     | <b>3,022,570</b>                   | <b>212,681</b>                         | <b>61,095</b>                     | <b>13,060</b>                          | <b>481,694</b>                         | <b>4,533,216</b>  |
| <b>Expenditures</b>                     |                                    |                                    |  |                                   |  |  |                   |
| City Council                            | -                                  | -                                  | -                                      | -                                 | -                                      | -                                      | -                 |
| City Attorney                           | -                                  | -                                  | -                                      | -                                 | -                                      | -                                      | -                 |
| City Clerk                              | -                                  | -                                  | -                                      | -                                 | -                                      | -                                      | -                 |
| City Manager                            | -                                  | -                                  | -                                      | -                                 | -                                      | -                                      | -                 |
| Finance                                 | 62,671                             | -                                  | -                                      | -                                 | -                                      | -                                      | 62,671            |
| Community Development                   | -                                  | -                                  | -                                      | -                                 | -                                      | -                                      | -                 |
| Public Works                            | 169,267                            | -                                  | -                                      | -                                 | -                                      | -                                      | 169,267           |
| Police                                  | -                                  | -                                  | -                                      | -                                 | -                                      | -                                      | -                 |
| <b>Non-Departmental</b>                 |                                    |                                    |  |                                   |  |  |                   |
| Capital/Technology                      | 1,223,122                          | -                                  | -                                      | -                                 | -                                      | -                                      | 1,223,122         |
| Insurance and Settlements               | -                                  | -                                  | -                                      | -                                 | -                                      | -                                      | -                 |
| IT Operations                           | -                                  | -                                  | -                                      | -                                 | -                                      | -                                      | -                 |
| Other Non-Departmental                  | -                                  | -                                  | -                                      | -                                 | -                                      | -                                      | -                 |
| Overhead Allocation                     | 180,233                            | 2,125                              | 2,125                                  | 2,233                             | 1,873                                  | 1,621                                  | 190,210           |
| <b>Total Expenditures</b>               | <b>1,635,293</b>                   | <b>2,125</b>                       | <b>2,125</b>                           | <b>2,233</b>                      | <b>1,873</b>                           | <b>1,621</b>                           | <b>1,645,270</b>  |
| <b>Net Sources / (Uses)</b>             | <b>(893,178)</b>                   | <b>3,020,445</b>                   | <b>210,556</b>                         | <b>58,862</b>                     | <b>11,187</b>                          | <b>480,073</b>                         | <b>2,887,946</b>  |
| <b>Other Financing Sources / (Uses)</b> |                                    |                                    |  |                                   |  |  |                   |
| Transfers In                            | -                                  | -                                  | -                                      | -                                 | -                                      | -                                      | -                 |
| Transfers Out                           | -                                  | -                                  | -                                      | -                                 | -                                      | -                                      | -                 |
| <b>Net Operating Transfers</b>          | <b>-</b>                           | <b>-</b>                           | <b>-</b>                               | <b>-</b>                          | <b>-</b>                               | <b>-</b>                               | <b>-</b>          |
| <b>Change in Fund Balance</b>           | <b>(893,178)</b>                   | <b>3,020,445</b>                   | <b>210,556</b>                         | <b>58,862</b>                     | <b>11,187</b>                          | <b>480,073</b>                         | <b>2,887,946</b>  |
| <b>Other Changes</b>                    | <b>-</b>                           | <b>-</b>                           | <b>-</b>                               | <b>-</b>                          | <b>-</b>                               | <b>-</b>                               | <b>-</b>          |
| <b>Projected Fund Balance</b>           |                                    |                                    |  |                                   |  |  |                   |
| <b>July 01, 2025 Balance*</b>           | <b>12,846,000</b>                  | <b>510,000</b>                     | <b>919,000</b>                         | <b>497,000</b>                    | <b>357,000</b>                         | <b>335,000</b>                         | <b>15,464,000</b> |
| <b>June 30, 2026 Balance</b>            | <b>11,952,822</b>                  | <b>3,530,445</b>                   | <b>1,129,556</b>                       | <b>555,862</b>                    | <b>368,187</b>                         | <b>815,073</b>                         | <b>18,351,946</b> |

\*Excludes certain reserves and commitments

# ENTERPRISE FUNDS OVERVIEW

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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.

## **Sewer Service Funds**

For external financial reporting, sewer services are reported as a self-supporting enterprise fund covering the operations, maintenance, and capital improvements of the East Palo Alto Sanitary District (EPASD), a subsidiary of the City. For internal management, the District maintains two enterprise funds: one for operating and capital activities, and another to track developer impact fee (connection fee) revenues and related expenditures.

## **Water Service Funds**

Most of East Palo Alto's water connections (about 80%) are served by the City's water system that is operated and leased by Veolia Water North America Operating Services LLC (Veolia). The remaining connections are served by Palo Alto Park Mutual Water Company or O'Connor Tract Co-op Water Company. Veolia supplies the City's water from the San Francisco Public Utilities Commission.

Water Service Fund accounts for lease operating revenue from Veolia. The fund group includes Capital and Meter surcharges and Water Capacity Fees. The surcharge funds are used for capital improvement costs related to the City's operating obligations under the agreement with Veolia.

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

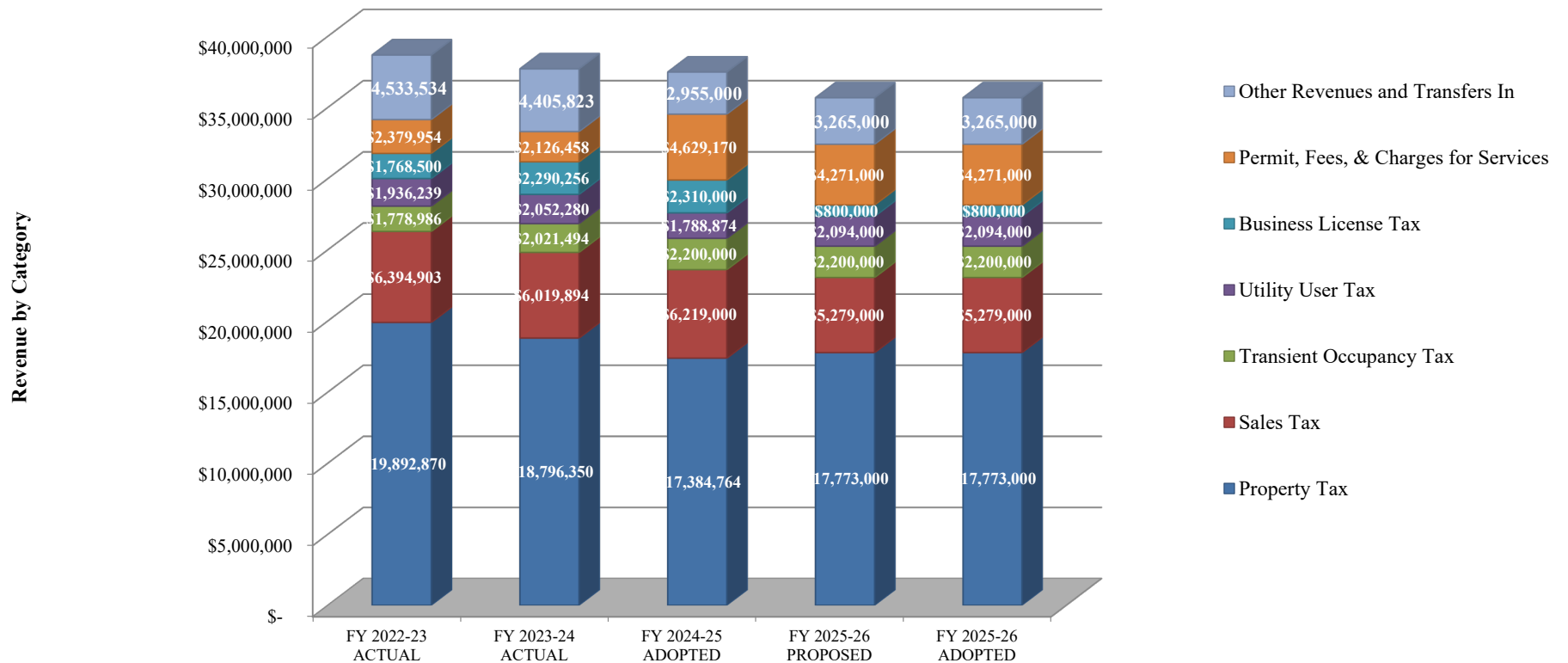
**CITY OF EAST PALO ALTO**  
**FY 2025-2026 ENTERPRISE FUNDS BUDGET**

|   | Water<br>Lease<br>F510 | Water Capital<br>F511 | Water Meter<br>F512 | Water<br>Capacity<br>F513 | Sub-total<br>Water<br>Enterprise | Garbage<br>Service<br>F520 | Sewer<br>Services<br>F530 | Sewer<br>Connection<br>F533 | Total             |
|---|------------------------|-----------------------|---------------------|---------------------------|----------------------------------|----------------------------|---------------------------|-----------------------------|-------------------|
| <b>Revenues</b>                         |                        |                       |                     |                           |                                  |                            |                           |                             |                   |
| Property Tax                            | -                      | -                     | -                   | -                         | -                                | -                          | 1,700,000                 | -                           | 1,700,000         |
| Sales Tax                               | -                      | -                     | -                   | -                         | -                                | -                          | -                         | -                           | -                 |
| Transient Occupancy Tax                 | -                      | -                     | -                   | -                         | -                                | -                          | -                         | -                           | -                 |
| Business License Tax                    | -                      | -                     | -                   | -                         | -                                | -                          | -                         | -                           | -                 |
| Utility User Tax                        | -                      | -                     | -                   | -                         | -                                | -                          | -                         | -                           | -                 |
| Other Taxes                             | -                      | -                     | -                   | -                         | -                                | -                          | -                         | -                           | -                 |
| Licenses, Fees, and Permits             | -                      | -                     | -                   | 5,463,578                 | 5,463,578                        | -                          | -                         | -                           | 5,463,578         |
| Charges for Services                    | 12,000                 | 1,088,370             | -                   | -                         | 1,100,370                        | 3,500,000                  | 5,250,000                 | -                           | 9,850,370         |
| Fines and Forfeitures                   | -                      | -                     | -                   | -                         | -                                | -                          | -                         | -                           | -                 |
| Use of Money and Property               | 494,368                | 456,703               | 63,798              | 34,548                    | 1,049,417                        | 69,257                     | 841,360                   | -                           | 1,960,034         |
| Grants and Intergovernmental            | -                      | -                     | -                   | -                         | -                                | -                          | -                         | -                           | -                 |
| Other Miscellaneous                     | -                      | 23,333                | -                   | -                         | 23,333                           | 250,000                    | -                         | 5,910,000                   | 6,183,333         |
| <b>Total Revenues</b>                   | <b>506,368</b>         | <b>1,568,406</b>      | <b>63,798</b>       | <b>5,498,126</b>          | <b>7,636,698</b>                 | <b>3,819,257</b>           | <b>7,791,360</b>          | <b>5,910,000</b>            | <b>25,157,315</b> |
| <b>Expenditures</b>                     |                        |                       |                     |                           |                                  |                            |                           |                             |                   |
| City Council                            | -                      | -                     | -                   | -                         | -                                | -                          | 7,500                     | -                           | 7,500             |
| City Attorney                           | 5,000                  | -                     | -                   | -                         | 5,000                            | -                          | 42,000                    | -                           | 47,000            |
| City Clerk                              | -                      | -                     | -                   | -                         | -                                | -                          | -                         | -                           | -                 |
| City Manager                            | -                      | -                     | -                   | -                         | -                                | -                          | -                         | -                           | -                 |
| Finance                                 | -                      | -                     | -                   | -                         | -                                | 2,300                      | 57,100                    | -                           | 59,400            |
| Community Development                   | -                      | -                     | -                   | -                         | -                                | -                          | -                         | -                           | -                 |
| Public Works                            | 349,533                | 5,000                 | -                   | -                         | 354,533                          | 294,027                    | 5,207,667                 | -                           | 5,856,227         |
| Police                                  | -                      | -                     | -                   | -                         | -                                | -                          | -                         | -                           | -                 |
| <b>Non-Departmental</b>                 |                        |                       |                     |                           |                                  |                            |                           |                             | -                 |
| Capital/Technology                      | -                      | 150,000               | -                   | -                         | 150,000                          | -                          | 150,000                   | -                           | 300,000           |
| Insurance and Settlements               | -                      | -                     | -                   | -                         | -                                | -                          | -                         | -                           | -                 |
| IT Operations                           | -                      | -                     | -                   | -                         | -                                | -                          | 15,040                    | -                           | 15,040            |
| Other Non-Departmental                  | 18,068                 | -                     | -                   | -                         | 18,068                           | 3,509,075                  | -                         | -                           | 3,527,143         |
| Overhead Allocation                     | 202,218                | 29,022                | 7,405               | 2,665                     | 241,310                          | 219,730                    | 1,123,373                 | -                           | 1,584,413         |
| <b>Total Expenditures</b>               | <b>574,819</b>         | <b>184,022</b>        | <b>7,405</b>        | <b>2,665</b>              | <b>768,911</b>                   | <b>4,025,132</b>           | <b>6,602,680</b>          | <b>-</b>                    | <b>11,396,723</b> |
| <b>Net Sources / (Uses)</b>             | <b>(68,451)</b>        | <b>1,384,384</b>      | <b>56,393</b>       | <b>5,495,461</b>          | <b>6,867,787</b>                 | <b>(205,875)</b>           | <b>1,188,680</b>          | <b>5,910,000</b>            | <b>13,760,592</b> |
| <b>Other Financing Sources / (Uses)</b> |                        |                       |                     |                           |                                  |                            |                           |                             |                   |
| Transfers In                            | -                      | -                     | -                   | -                         | -                                | -                          | -                         | -                           | -                 |
| Transfers Out                           | -                      | -                     | -                   | -                         | -                                | -                          | -                         | -                           | -                 |
| <b>Net Operating Transfers</b>          | <b>-</b>               | <b>-</b>              | <b>-</b>            | <b>-</b>                  | <b>-</b>                         | <b>-</b>                   | <b>-</b>                  | <b>-</b>                    | <b>-</b>          |
| <b>Change in Fund Balance</b>           | <b>(68,451)</b>        | <b>1,384,384</b>      | <b>56,393</b>       | <b>5,495,461</b>          | <b>6,867,787</b>                 | <b>(205,875)</b>           | <b>1,188,680</b>          | <b>5,910,000</b>            | <b>13,760,592</b> |
| <b>Other Changes</b>                    | <b>-</b>               | <b>-</b>              | <b>-</b>            | <b>-</b>                  | <b>-</b>                         | <b>-</b>                   | <b>-</b>                  | <b>-</b>                    | <b>-</b>          |
| <b>Projected Fund Balance</b>           |                        |                       |                     |                           |                                  |                            |                           |                             |                   |
| <b>July 01, 2025 Balance*</b>           | <b>3,231,000</b>       | <b>8,742,000</b>      | <b>1,489,000</b>    | <b>(3,847,000)</b>        | <b>12,248,000</b>                | <b>1,415,000</b>           | <b>22,203,000</b>         | <b>1,427,000</b>            | <b>37,293,000</b> |
| <b>June 30, 2026 Balance</b>            | <b>3,162,549</b>       | <b>10,126,384</b>     | <b>1,545,393</b>    | <b>1,648,461</b>          | <b>19,115,787</b>                | <b>1,209,125</b>           | <b>23,391,680</b>         | <b>7,337,000</b>            | <b>51,053,592</b> |

\*Excludes certain reserves and commitments

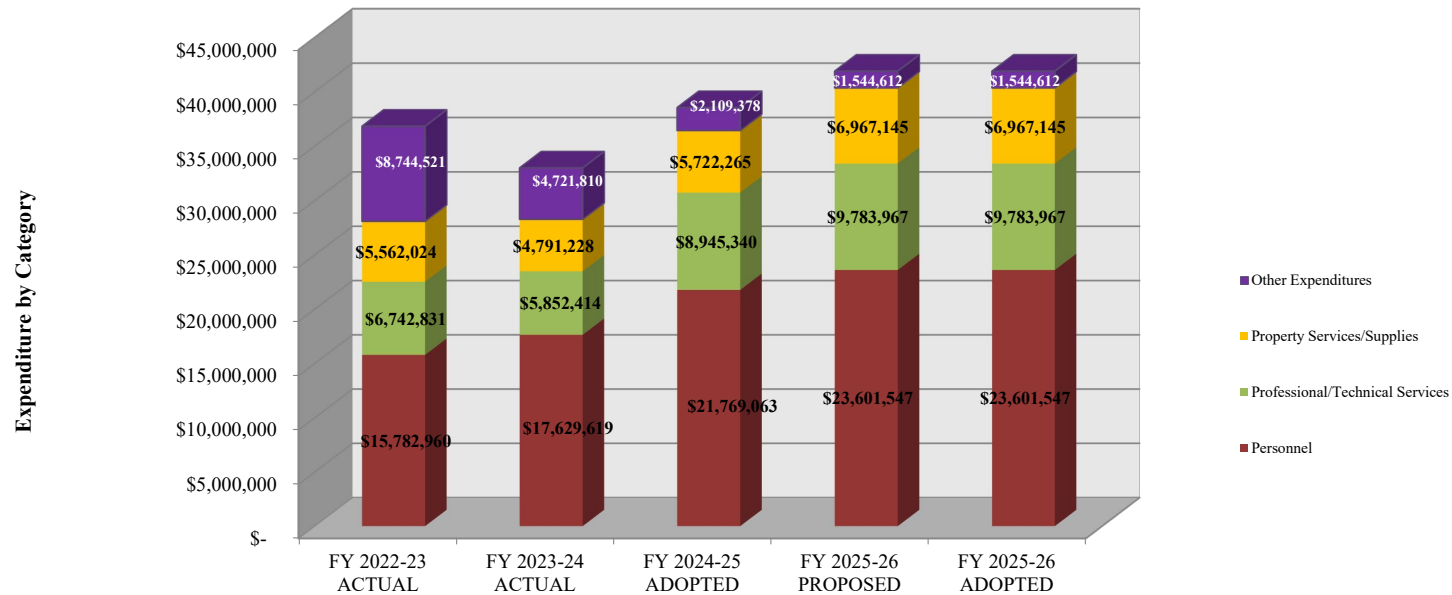
## GENERAL FUND REVENUES BY MAJOR CATEGORY

|                                      | FY 2022-23<br>ACTUAL | FY 2023-24<br>ACTUAL | FY 2024-25<br>ADOPTED | FY 2025-26<br>PROPOSED | FY 2025-26<br>ADOPTED |
|--------------------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Property Tax                         | \$ 19,892,870        | \$ 18,796,350        | \$ 17,384,764         | \$ 17,773,000          | \$ 17,773,000         |
| Sales Tax                            | \$ 6,394,903         | \$ 6,019,894         | \$ 6,219,000          | \$ 5,279,000           | \$ 5,279,000          |
| Transient Occupancy Tax              | \$ 1,778,986         | \$ 2,021,494         | \$ 2,200,000          | \$ 2,200,000           | \$ 2,200,000          |
| Utility User Tax                     | \$ 1,936,239         | \$ 2,052,280         | \$ 1,788,874          | \$ 2,094,000           | \$ 2,094,000          |
| Business License Tax                 | \$ 1,768,500         | \$ 2,290,256         | \$ 2,310,000          | \$ 800,000             | \$ 800,000            |
| Permit, Fees, & Charges for Services | \$ 2,379,954         | \$ 2,126,458         | \$ 4,629,170          | \$ 4,271,000           | \$ 4,271,000          |
| Other Revenues and Transfers In      | \$ 4,533,534         | \$ 4,405,823         | \$ 2,955,000          | \$ 3,265,000           | \$ 3,265,000          |
| <b>Total General Fund Revenues</b>   | <b>38,684,986</b>    | <b>37,712,555</b>    | <b>37,486,808</b>     | <b>35,682,000</b>      | <b>35,682,000</b>     |



## GENERAL FUND EXPENDITURES BY MAJOR CATEGORY

|  | FY 2022-23<br>ACTUAL | FY 2023-24<br>ACTUAL | FY 2024-25<br>ADOPTED | FY 2025-26<br>PROPOSED | FY 2025-26<br>ADOPTED |
|--|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Personnel  | \$ 15,782,960        | \$ 17,629,619        | \$ 21,769,063         | \$ 23,601,547          | \$ 23,601,547         |
| Professional/Technical Services                    | \$ 6,742,831         | \$ 5,852,414         | \$ 8,945,340          | \$ 9,783,967           | \$ 9,783,967          |
| Other Services/Supplies                            | \$ 5,562,024         | \$ 4,791,228         | \$ 5,722,265          | \$ 6,967,145           | \$ 6,967,145          |
| Capital, Transfers, and Other Expenditures         | \$ 8,744,521         | \$ 4,721,810         | \$ 2,109,378          | \$ 1,544,612           | \$ 1,544,612          |
| Total General Fund Expenditures Before Allocations | \$ 36,832,336        | \$ 32,995,071        | \$ 38,546,046         | \$ 41,897,271          | \$ 41,897,271         |
| Overhead Allocation to Other Funds                 | \$ (861,730)         | \$ (913,434)         | \$ (929,182)          | \$ (2,647,709)         | \$ (2,647,709)        |
| <b>Total Net General Fund Expenditures</b>         | <b>\$ 35,970,606</b> | <b>\$ 32,081,637</b> | <b>\$ 37,616,864</b>  | <b>\$ 39,249,562</b>   | <b>\$ 39,249,562</b>  |





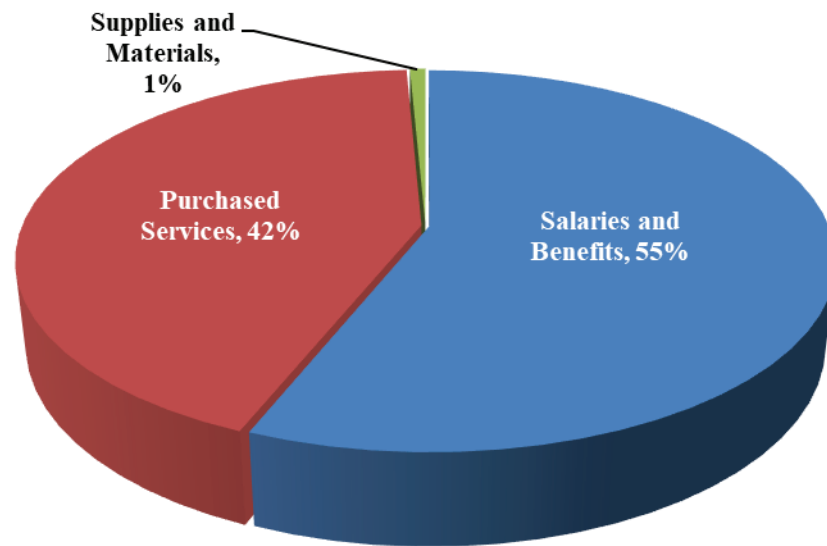
# CITY COUNCIL

FY 2025-2026 Budget

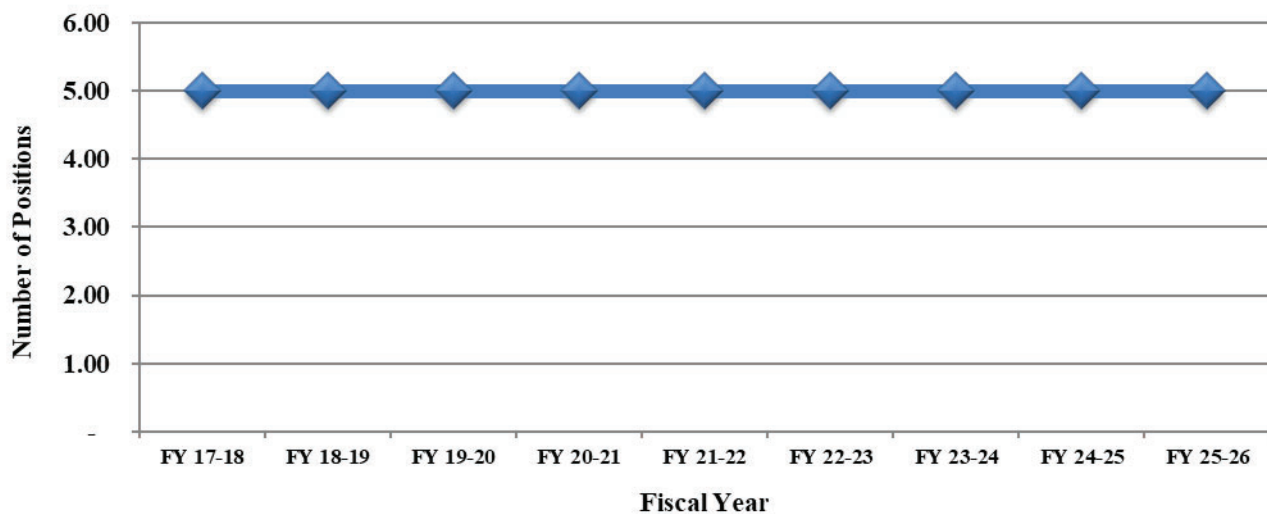
## FY 2025-26

|           |           |
|-----------|-----------|
| Operating | \$279,605 |
| Positions | 5         |

## CHARACTER OF EXPENDITURES



## AUTHORIZED STRENGTH



# CITY COUNCIL

## FY 2025-2026 Budget

### Department Summary

#### SOURCES

|                             | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|-----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| General Fund                |                      |                      |                       |                        |                       |
| Charges/Fees for Services   | -                    | -                    | -                     | -                      | -                     |
| Use of Resources            | 153,818              | 150,382              | 190,693               | 272,105                | 272,105               |
| Special Revenue Funds       | -                    | -                    | -                     | -                      | -                     |
| Capital Project Fund        | -                    | -                    | -                     | -                      | -                     |
| Enterprise Funds            | -                    | -                    | -                     | 7,500                  | 7,500                 |
| Successor Agency Trust Fund | -                    | -                    | -                     | -                      | -                     |
| <b>TOTAL</b>                | <b>153,818</b>       | <b>150,382</b>       | <b>190,693</b>        | <b>279,605</b>         | <b>279,605</b>        |

#### EXPENDITURES BY DEPARTMENT

|              | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|--------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| City Council | 153,818              | 150,382              | 190,693               | 279,605                | 279,605               |
| <b>TOTAL</b> | <b>153,818</b>       | <b>150,382</b>       | <b>190,693</b>        | <b>279,605</b>         | <b>279,605</b>        |

#### CHARACTER OF EXPENDITURES

|                        | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Personnel              |                      |                      |                       |                        |                       |
| Salaries and Benefits  | 84,614               | 97,496               | 126,193               | 152,743                | 152,743               |
| <b>Subtotal</b>        | <b>84,614</b>        | <b>97,496</b>        | <b>126,193</b>        | <b>152,743</b>         | <b>152,743</b>        |
| Supplies and Services  |                      |                      |                       |                        |                       |
| Purchased Services     | 60,980               | 50,424               | 62,500                | 117,362                | 117,362               |
| Supplies and Materials | 8,224                | 2,462                | 2,000                 | 2,000                  | 2,000                 |
| Capital Expenditures   | -                    | -                    | -                     | 7,500                  | 7,500                 |
| Other Expenditures     | -                    | -                    | -                     | -                      | -                     |
| <b>Subtotal</b>        | <b>69,204</b>        | <b>52,886</b>        | <b>64,500</b>         | <b>126,862</b>         | <b>126,862</b>        |
| <b>TOTAL</b>           | <b>153,818</b>       | <b>150,382</b>       | <b>190,693</b>        | <b>279,605</b>         | <b>279,605</b>        |

#### AUTHORIZED STRENGTH

|                | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>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                  |
| <b>TOTAL</b>   | <b>5.00</b>          | <b>5.00</b>          | <b>5.00</b>           | <b>5.00</b>            | <b>5.00</b>           |

# CITY COUNCIL

FY 2025-2026 Budget

## Department Summary

### PURPOSE

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

A five-member Council governs City services for a population of approximately 28,216 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 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of each month (except for an annual recess during the month of August) and often holds special meetings and work study sessions throughout the year. All meetings are held in the East Palo Alto (EPA) Government Center, located in the City Council Chambers at 2415 University Avenue or available through designated media channels.

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

### SIGNIFICANT CHANGES

#### FY 2024-2025 to FY 2025-2026 Budget:

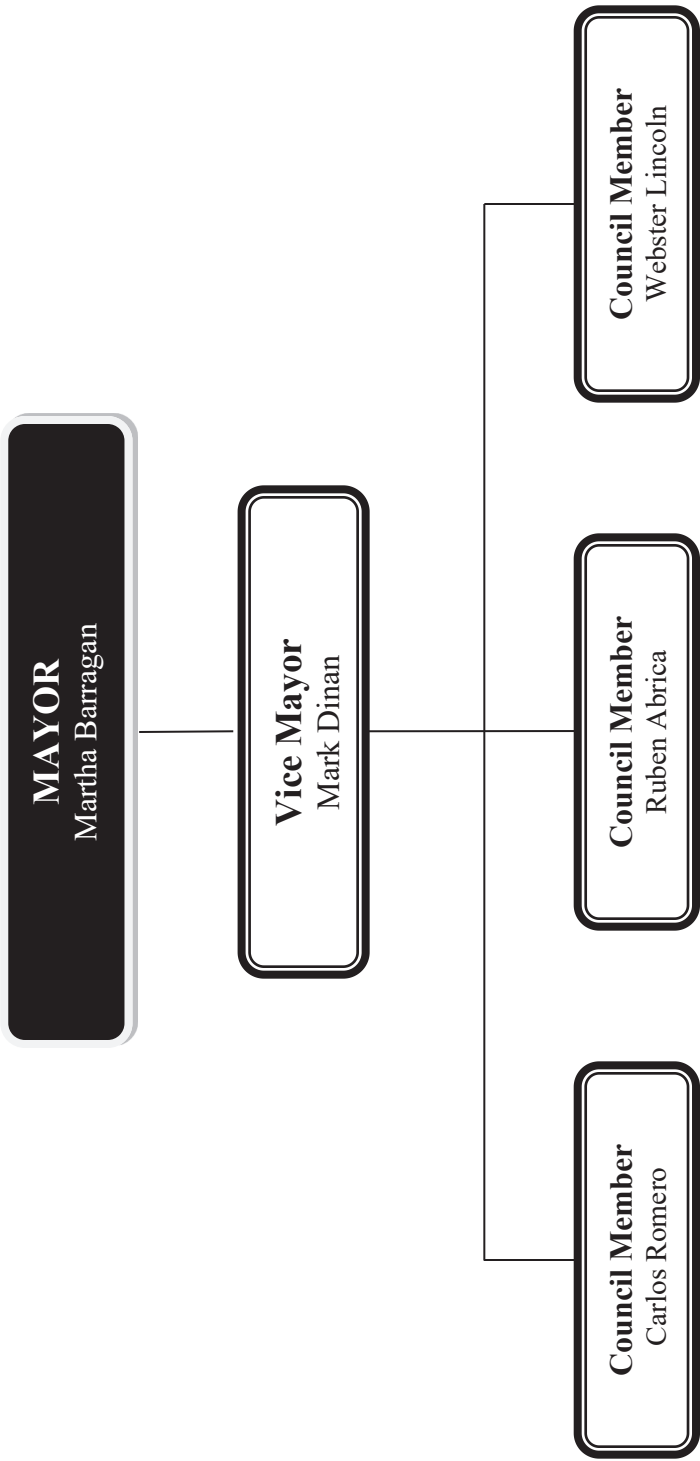
The increase of \$88,912 (+46.6%) from the FY 2024-25 Adopted Budget to the FY 2025-26 Proposed Budget is primarily due to the increase of salaries and benefits by \$26,550, professional, technical and other services by \$54,862, and an additional \$7,500 for furniture and fixtures under \$5,000.

The FY 2025-26 Proposed Budget was adopted without any changes.

| Fiscal Year (FY) | Budget    | \$ Change From Previous FY | % Change From Previous FY |
|------------------|-----------|----------------------------|---------------------------|
| 2024-25 Adopted  | \$190,693 |                            |                           |
| 2025-26 Proposed | \$279,605 | \$88,912                   | 46.6%                     |
| 2025-26 Adopted  | \$279,605 | \$0                        | 0.0%                      |

**CITY COUNCIL**

FY 2025-2026 Budget



Total FTE's: 5.0

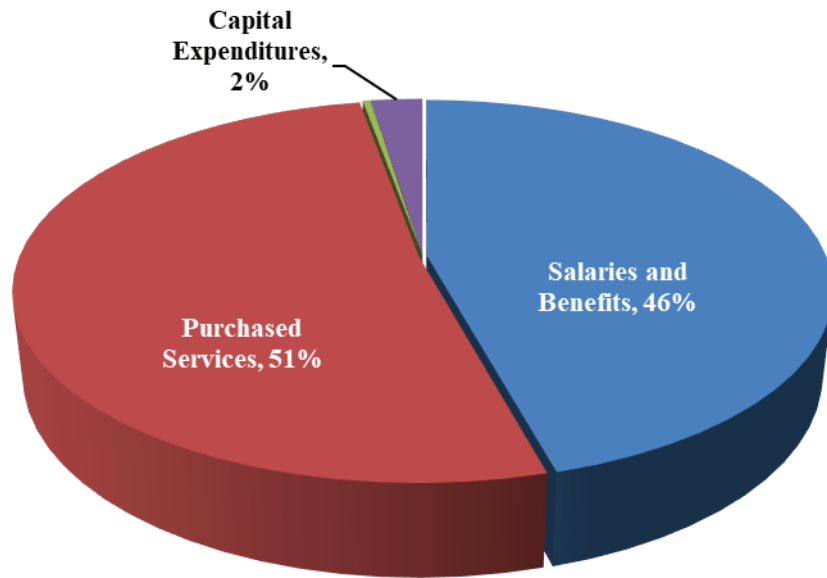
# CITY ATTORNEY'S OFFICE

FY 2025-2026 Budget

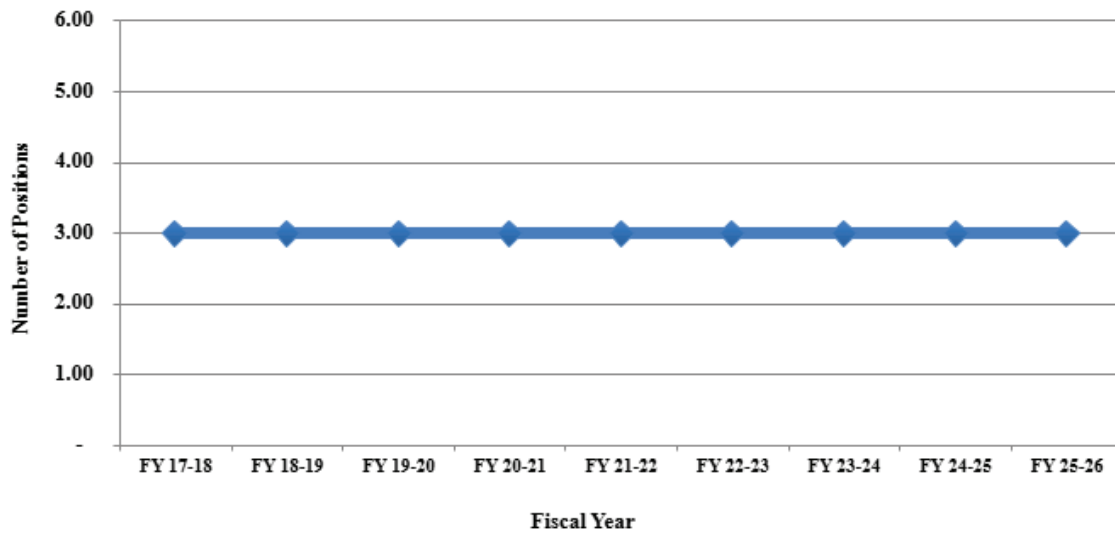
## FY 2025-26

|           |             |
|-----------|-------------|
| Operating | \$1,551,960 |
| Positions | 3           |

## CHARACTER OF EXPENDITURES



## AUTHORIZED STRENGTH





# CITY ATTORNEY'S OFFICE

## FY 2025-2026 Budget

### Department Summary

#### SOURCES

|                             | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|-----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| General Fund                |                      |                      |                       |                        |                       |
| Charges/Fees for Services   | -                    | -                    | -                     | -                      | -                     |
| Use of Resources            | 655,371              | 957,282              | 1,031,428             | 1,461,060              | 1,461,060             |
| Special Revenue Funds       | 21,681               | 6,987                | 35,000                | 42,500                 | 42,500                |
| Capital Project Fund        | -                    | -                    | -                     | -                      | -                     |
| Enterprise Funds            | -                    | 5,000                | -                     | 47,000                 | 47,000                |
| Successor Agency Trust Fund | -                    | -                    | 7,500                 | 1,400                  | 1,400                 |
| <b>TOTAL</b>                | <b>677,052</b>       | <b>969,269</b>       | <b>1,073,928</b>      | <b>1,551,960</b>       | <b>1,551,960</b>      |

#### EXPENDITURES BY DEPARTMENT

|                        | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| City Attorney's Office | 677,052              | 969,269              | 1,073,928             | 1,551,960              | 1,551,960             |
| <b>TOTAL</b>           | <b>677,052</b>       | <b>969,269</b>       | <b>1,073,928</b>      | <b>1,551,960</b>       | <b>1,551,960</b>      |

#### CHARACTER OF EXPENDITURES

|                        | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Personnel              |                      |                      |                       |                        |                       |
| Salaries and Benefits  | 261,740              | 478,172              | 641,128               | 709,510                | 709,510               |
| <b>Subtotal</b>        | <b>261,740</b>       | <b>478,172</b>       | <b>641,128</b>        | <b>709,510</b>         | <b>709,510</b>        |
| Supplies and Services  |                      |                      |                       |                        |                       |
| Purchased Services     | 408,678              | 488,089              | 387,950               | 798,600                | 798,600               |
| Supplies and Materials | 6,634                | 3,008                | 7,750                 | 5,750                  | 5,750                 |
| Capital Expenditures   | -                    | -                    | 37,100                | 38,100                 | 38,100                |
| Other Expenditures     | -                    | -                    | -                     | -                      | -                     |
| <b>Subtotal</b>        | <b>415,312</b>       | <b>491,097</b>       | <b>432,800</b>        | <b>842,450</b>         | <b>842,450</b>        |
| <b>TOTAL</b>           | <b>677,052</b>       | <b>969,269</b>       | <b>1,073,928</b>      | <b>1,551,960</b>       | <b>1,551,960</b>      |

#### AUTHORIZED STRENGTH

|                           | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>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                  |
| Paralegal <sup>1</sup>    | -                    | -                    | -                     | 1.00                   | 1.00                  |
| Legal Assistant           | 1.00                 | 1.00                 | 1.00                  | -                      | -                     |
| <b>TOTAL</b>              | <b>3.00</b>          | <b>3.00</b>          | <b>3.00</b>           | <b>3.00</b>            | <b>3.00</b>           |

<sup>1</sup> The FY25 Midyear budget session, effective March 18, 2025, approved an amendment to the City's Classification Plan adding 1.0 FTE Paralegal, and eliminating 1.0 FTE Legal Assistant.

# CITY ATTORNEY'S OFFICE

FY 2025-2026 Budget

## Department Summary

### MISSION STATEMENT

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

The role of the City Attorney's Office is to provide advisory and litigation services to the City, as represented by the City Council, City Council-appointed boards, commissions and committees, and City departments. The Office has a staffing level of three positions: City Attorney, Deputy City Attorney and Legal Assistant.

The emphasis in the Fiscal Year 2025-2026 budget is the continued delivery of quality professional legal services which promote reliable and useful advice and effective advocacy. The basic services include attendance and advice at public meetings, drafting resolutions and ordinances, providing legal opinions and advice on a wide range of municipal topics, reviewing and drafting legal documents and contracts, providing advice regarding elected and appointed public officials' conflicts of interest, representing the City in litigation before courts and administrative agencies and settling claims and lawsuits based on an impartial evaluation of their merits.

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

- Provide proactive legal advice to the City Council and City staff, including provide regular legal updates to the Council and staff on legal developments that impact the City (e.g., El Dorado County case involving impact fees, Coalition on Homelessness case impacting public camping enforcement, Sutter's Place case affecting regulatory fees, Pimental case and Humboldt case relating to fines and penalties, 1001 Buddhas case relating to building appeals, etc.);
- Issue opinions and draft documents that help achieve the City Council's Strategic Plan and the City Manager's priority action items;
- Advise on significant changes in state and federal law and other regulations impacting City operations and programs, including instituting a working group within the City to observe legislative changes and take affirmative steps to ensure compliance;
- Present Brown Act, Conflict of Interest (Levine Act), and Public Records Act training to the City staff, boards and commissions, and provide legal advice regarding the same;
- Defend the City's interest in court and administrative hearings and initiate legal action to protect the rights and enhance the quality of life of City residents;
- Provide objective and reasonable interpretation of City Council-adopted policies, state and local laws and other matters, as appropriate;

# CITY ATTORNEY'S OFFICE

FY 2025-2026 Budget

## Department Summary (Continued)

- Draft ordinances on topics designated as high priority by the City Council (e.g., Procurement Ordinance or Rent Registry Ordinance);
- Update, revise and add provisions to the Municipal Code and local zoning law as required, including revisions to the Zoning Ordinance related to adoption of the Housing Element;
- Work with the City Manager's Office to reduce exposure to claims, litigation and industrial injuries/illnesses;
- Support the Rent Stabilization Program, including providing legal advice to staff and the Rent Stabilization Board; preparing reports and analyzing appeals; updating program regulations; attending board meetings; and
- Support the Community and Economic Development Department, including providing legal advice to staff and the Planning Commission, attending Commission meetings and analyzing land use issues related to adopted development projects.

## SIGNIFICANT CHANGES

### FY 2024-2025 to FY 2025-2026 Budget:

The increase of \$478,032 (+44.5%) from the FY 2024-25 Adopted Budget to the FY 2025-26 Proposed Budget is primarily due to the personnel expenses increased by \$68,382, legal and accounting services by \$151,250, and several purchased services by \$258,400.

The FY 2025-26 Proposed Budget was adopted without any changes.

| Fiscal Year (FY) | Budget      | \$ Change From<br>Previous FY | % Change From<br>Previous FY |
|------------------|-------------|-------------------------------|------------------------------|
| 2024-25 Adopted  | \$1,073,928 |                               |                              |
| 2025-26 Proposed | \$1,551,960 | \$478,032                     | 44.5%                        |
| 2025-26 Adopted  | \$1,551,960 | \$0                           | 0.0%                         |

# CITY ATTORNEY'S OFFICE

FY 2025-2026 Budget

## ACCOMPLISHMENTS

| OBJECTIVES |   | RESULTS  |
|------------|---|--|
| 1.         | Attend and provide advice at City Council meetings and provide the City Council an update of any relevant changes in applicable law, including regarding public meetings and conflicts of interest.   | Accomplished and ongoing.  |
| 2.         | Assist the City Council and the City Manager's Office to implement Council priorities.  | Accomplished and ongoing.  |
| 3.         | Attend and provide advice at Planning Commission meetings.  | Accomplished and ongoing.  |
| 4.         | Attend and provide advice at Rent Stabilization Board meetings.   | Accomplished and ongoing.  |
| 5.         | Provide training to City boards, commissions, and committees regarding the Brown Act, Public Records Act, conflict of interest laws, and other relevant areas of the law.   | Accomplished.<br><br>Ongoing: How to Run a Meeting training for Senior Advisory Committee.   |
| 6.         | Represent the City in lawsuits and administrative hearings and pursue cost-effective resolution of pending litigation matters and the processing and settlement of claims filed against the City, including affirmative litigation opportunities (e.g., PCBs, PFAS/PFOS, etc.).   | Accomplished: represented City in small claims action, represented City in defensive action challenging the absorption of the District as a subsidiary.<br><br>Ongoing: current litigation docket.   |
| 7.         | Provide legal advice to all City departments regarding responses to PRA requests, record retention and subpoenas, including revamping the City's review, response and compliance with such requests by providing trainings to staff, assisting in procurement/implementation of related tracking and review software and establishing a procedure for responding to requests for Council or Boards/Commissions. | Accomplished: <ul style="list-style-type: none"> <li>Advised staff and consultant in the face of potential litigation related to nexus study updating development impact fees.</li> <li>Advised Planning and Housing Staff at regular internal meetings on various issues that arise.</li> </ul> Ongoing: Legal advice.        |
| 8.         | Draft, review, and process City contracts, agreements, and other legal documents, including conducting prophylactic legal analysis of lease with Veolia for legal issues and helping to analyze options for provision of water services, including continuation of service by Veolia through a negotiated lease or other vendor, as appropriate.  | Accomplished: Reviewed nearly 150 contracts, including soil stock piling agreement, revamped insurance requirements, and provided various individual trainings on contracts and insurance requirements.<br><br>Ongoing: reviewing contracts and actively seeking opportunities to streamline review and approval of contracts. |

# CITY ATTORNEY'S OFFICE

FY 2025-2026 Budget

## ACCOMPLISHMENTS

| OBJECTIVES |   | RESULTS   |
|------------|---|---|
| 9.         | Support the City Council, Human Resources, and other City departments on labor and employment matters.  | Ongoing: current labor and employment matters.  |
| 10.        | Provide legal advice to the City Council, Planning Commission and City departments on major project applications, including Ravenswood Business District Specific Plan Update, amendment to Sand Hill's Four Corner Project, resurrecting City Attorney staffing of the Development Review Committee (DRC) to ensure Planning staff receive end-to-end legal support and provide support on specific major projects, and assist staff in developing a licensing/regulatory regime for pop-up unlicensed businesses. | Accomplished. Legal support for the RBD Specific Plan Update has been completed in December of 2024.<br><br>Ongoing: Sidewalk vending regulatory regime. Four Corners Project.  |
| 11.        | Support the Public Works Department on various matters, including water infrastructure, sewer-related matters, storm preparation, training on public works procurement and contract review, legal risk analysis for legacy contamination sites (Romic, etc.).   | Accomplished: <ul style="list-style-type: none"> <li>Advise staff on updating of public works procurement contracts.</li> <li>Advised staff on potential claims, if any, against successor to Romic site.</li> </ul> Ongoing: general legal advice.   |
| 12.        | Provide training to staff on various issues, including staff report writing, legal compliance issues, including Levine Act and procurement procedures.  | Accomplished: <ul style="list-style-type: none"> <li>Assisted in initial trainings on new procurement ordinance.</li> </ul>   |
| 13.        | Assist with the drafting and legal risk analysis of various ordinances, including Tobacco Retailer Ordinance, Animal Control Ordinance, Sanitary District Ordinances (e.g., District Code, FOG Ordinance, Board Salary Ordinance), Amended Reach Code Ordinance, City Council Salary Ordinance, and Updated Procurement Ordinance.  | Accomplished. The city adopted several ordinances in 2024, including Tobacco Retailer Ordinance, Animal Control Ordinance, Sanitary District Ordinances (e.g., District Code, FOG Ordinance, Board Salary Ordinance), Amended Reach Code Ordinance, City Council Salary Ordinance, and updated the Procurement Ordinance in 2025.<br><br>Ongoing: Illegal Fireworks Ordinance, Sidewalk Vending Ordinance, Title 2 Amendments to codify responsibilities for City Attorney/District Counsel and City Manager/General Manager. |
| 14.        | Provide legal support for various initiatives, including absorption of the East Palo Alto Sanitary District into the City as a Subsidiary, updating enforcement of requirements under the BMR program, exercising eminent domain where legally  | Accomplished. <ul style="list-style-type: none"> <li>The EPA Sanitary District became a subsidiary of the City on October 1, 2024.</li> </ul>   |

# CITY ATTORNEY'S OFFICE

FY 2025-2026 Budget

## ACCOMPLISHMENTS

| OBJECTIVES  | RESULTS  |
|---|--|
| required (e.g., Pet Hospital for Gateway 101 traffic mitigations), and assist staff in establishing a program to address illegal dumping. | <ul style="list-style-type: none"><li>• The City Attorney's Office established an BMR enforcement working group, whose work is ongoing.</li><li>• Analyzed first Disparate Impact Analysis (965 Weeks) and revised Local Preference Guidelines.</li><li>• Reviewed and advised staff on the development and implementation of Bag-and-Tag Policy.</li></ul> <p>Ongoing:</p> <ul style="list-style-type: none"><li>• Updating enforcement requirements under the BMR program.</li><li>• Exercising eminent domain: road widening at both Bay Road and Donohoe Street.</li><li>• Establishing a program to address illegal dumping.</li><li>• Analyzing options for ending the use of Infinity Salvage wrecking yard in the RBD Specific Plan Area.</li><li>• Analyzing options for stopping encroachments along the Baylands.</li><li>• Analyzing options concerning public streets near to Palo Alto Park Mutual Water Company.</li><li>• Member of Internal Homelessness Task Force formed to respond to homeless encampments, including in San Francisquito Creek, Weeks Street, etc.</li><li>• Initiating potential nuisance action involving Curtaccio Property.</li></ul> |



# CITY ATTORNEY'S OFFICE

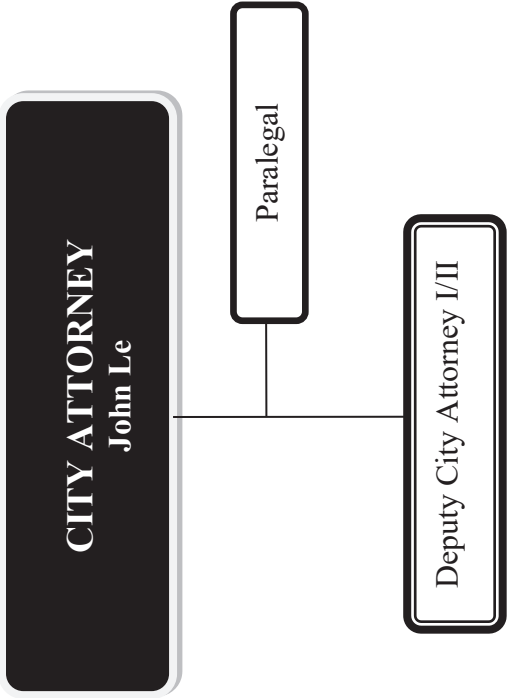
FY 2025-2026 Budget

## OBJECTIVES

|     |  |
|-----|--|
| 1.  | Attend and provide advice at City Council meetings and EPASD Board meetings and provide the City Council an update of any relevant changes in applicable law, including, regarding public meetings and conflicts of interest.  |
| 2.  | Assist the City Council and the City Manager's Office implement Council priorities.  |
| 3.  | Attend and provide advice at Planning Commission meetings.   |
| 4.  | Attend and provide advice at Rent Stabilization Board meetings.  |
| 5.  | Provide training to City boards, commissions, and committees regarding the Brown Act, Public Records Act, conflict of interest laws, and other relevant areas of the law.  |
| 6.  | Represent the City in lawsuits and administrative hearing and pursue cost-effective resolution of pending litigation matters and the processing and settlement of claims filed against the City, including affirmative litigation opportunities (e.g., PCBs, PFAS/PFOS, etc.)  |
| 7.  | Provide legal advice to all City departments regarding responses to PRA requests, record retention and subpoenas, including response and compliance with such requests by providing trainings to staff, assisting in procurement/implementation of related tracking and review software and establishing a procedure for responding to requests for Council or Boards/Commissions. |
| 8.  | Draft, review, and process City contracts, agreements, and other legal documents.  |
| 9.  | Support the City Council, Human Resources, and other City departments on labor and employment matters.   |
| 10. | Provide legal advice to the City Council, Planning Commission and City departments on major project applications, including Ravenswood Business District Specific Plan Update.   |
| 11. | Support the Public Works Department on various matters, including water infrastructure, and sewer-related matters.   |
| 12. | Provide training to staff on various different issues, including staff report writing, contractual risk transfer and procurement procedures.   |
| 13. | Assist with the drafting and legal risk analysis of various ordinances, including the Illegal Fireworks Ordinance, Sidewalk Vending Ordinance, TDM Ordinance, First Source Hiring, etc.  |
| 14. | Provide legal support for various initiatives, including City Attorney Work Plan.  |

CITY ATTORNEY'S OFFICE

FY 2025-2026 Budget



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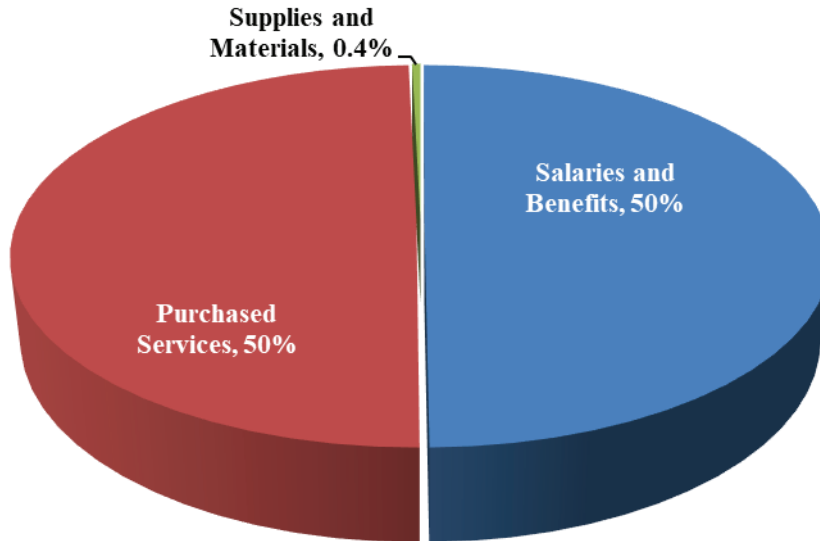
# CITY CLERK'S OFFICE

FY 2025-2026 Budget

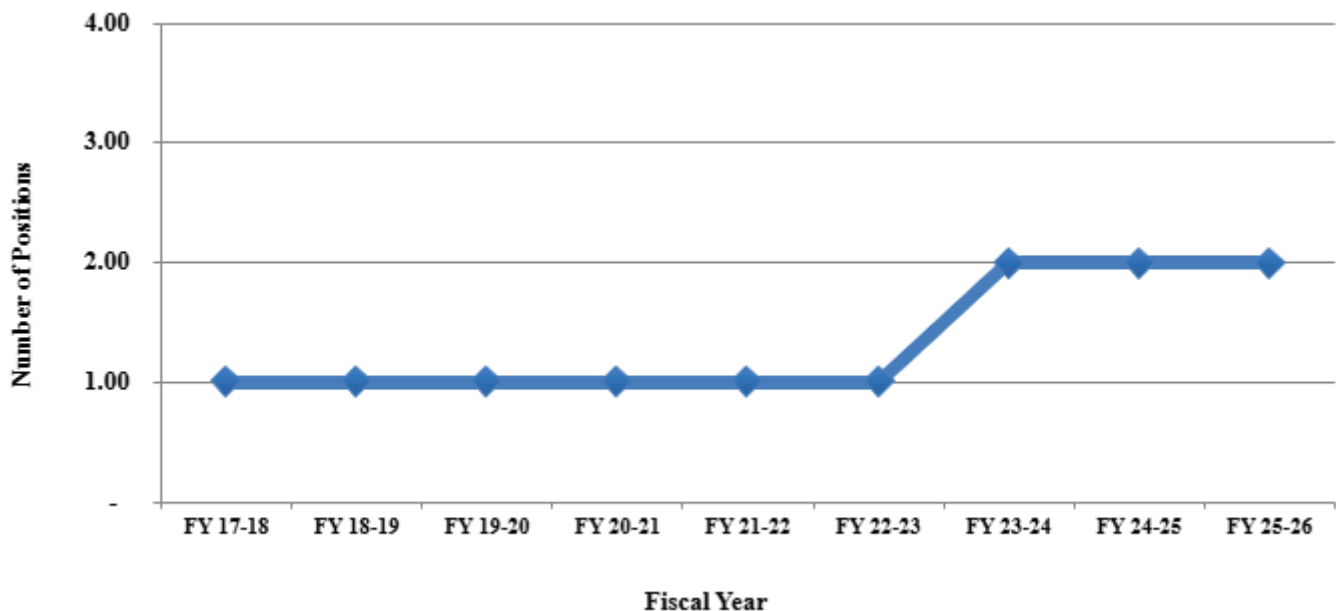
## FY 2025-26

|           |           |
|-----------|-----------|
| Operating | \$581,228 |
| Positions | 2         |

## CHARACTER OF EXPENDITURES



## AUTHORIZED STRENGTH



# CITY CLERK'S OFFICE

## FY 2025-2026 Budget

### Department Summary

#### SOURCES

|                             | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|-----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| General Fund                |                      |                      |                       |                        |                       |
| Charges/Fees for Services   | -                    | -                    | -                     | -                      | -                     |
| Use of Resources            | 261,418              | 265,775              | 592,026               | 581,228                | 581,228               |
| Special Revenue Funds       | -                    | -                    | -                     | -                      | -                     |
| Capital Project Fund        | -                    | -                    | -                     | -                      | -                     |
| Enterprise Funds            | -                    | -                    | -                     | -                      | -                     |
| Successor Agency Trust Fund | -                    | -                    | -                     | -                      | -                     |
| <b>TOTAL</b>                | <b>261,418</b>       | <b>265,775</b>       | <b>592,026</b>        | <b>581,228</b>         | <b>581,228</b>        |

#### EXPENDITURES BY DEPARTMENT

|                     | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|---------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| City Clerk's Office | 261,418              | 265,775              | 592,026               | 581,228                | 581,228               |
| <b>TOTAL</b>        | <b>261,418</b>       | <b>265,775</b>       | <b>592,026</b>        | <b>581,228</b>         | <b>581,228</b>        |

#### CHARACTER OF EXPENDITURES

|                        | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Personnel              |                      |                      |                       |                        |                       |
| Salaries and Benefits  | 136,596              | 179,853              | 291,576               | 289,840                | 289,840               |
| <b>Subtotal</b>        | <b>136,596</b>       | <b>179,853</b>       | <b>291,576</b>        | <b>289,840</b>         | <b>289,840</b>        |
| Supplies and Services  |                      |                      |                       |                        |                       |
| Purchased Services     | 121,992              | 84,551               | 297,900               | 289,088                | 289,088               |
| Supplies and Materials | 2,830                | 1,371                | 2,550                 | 2,300                  | 2,300                 |
| Capital Expenditures   | -                    | -                    | -                     | -                      | -                     |
| Other Expenditures     | -                    | -                    | -                     | -                      | -                     |
| <b>Subtotal</b>        | <b>124,822</b>       | <b>85,922</b>        | <b>300,450</b>        | <b>291,388</b>         | <b>291,388</b>        |
| <b>TOTAL</b>           | <b>261,418</b>       | <b>265,775</b>       | <b>592,026</b>        | <b>581,228</b>         | <b>581,228</b>        |

#### AUTHORIZED STRENGTH

|   | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|---|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| City Clerk - Public Information Officer | 1.00                 | 1.00                 | 1.00                  | 1.00                   | 1.00                  |
| Office Assistant                        | 0.00                 | 0.00                 | 1.00                  | 1.00                   | 1.00                  |
| <b>TOTAL</b>                            | <b>1.00</b>          | <b>1.00</b>          | <b>2.00</b>           | <b>2.00</b>            | <b>2.00</b>           |

# CITY CLERK'S OFFICE

FY 2025-2026 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 2024-2025 to FY 2025-2026 Budget:

The decrease of \$10,798 (-1.8%) from the FY 2024-25 Adopted Budget to the FY 2025-26 Proposed Budget is primarily due to the removal of County Services and advertising notices by \$125,000. These decreases are partially offset by the increase of Conduct Council Term Limit Policy Research by \$7,000, Implementing Sister City and Cultural Exchange Initiative by \$70,610, and an increase in the City Website Update for \$45,000.

The FY 2025-26 Proposed Budget was adopted without any changes.

| Fiscal Year (FY) | Budget    | \$ Change From Previous | % Change From Previous |
|------------------|-----------|-------------------------|------------------------|
| 2024-25 Adopted  | \$592,026 |                         |                        |
| 2025-26 Proposed | \$581,228 | (\$10,798)              | -1.8%                  |
| 2025-26 Adopted  | \$581,228 | \$0                     | 0.0%                   |



# CITY CLERK'S OFFICE

FY 2025-2026 Budget

## ACCOMPLISHMENTS

| OBJECTIVES |   | RESULTS   |
|------------|---|---|
| 1.         | Continue to update Citywide records going back to 1983.   | The City Clerk's Office is continuing its multi-year effort to digitize and organize citywide records dating back to 1983. Continued work is necessary to complete the archive and implement long-term records management solutions.  |
| 2.         | Continue to improve social media outreach and engagement. | The City's social media presence has expanded significantly, with increased post frequency, improved visual branding, and higher community engagement. The Clerk's Office will build on this momentum by refining content strategies, incorporating analytics, and exploring new platforms and outreach methods to further reach underserved audiences.   |
| 3.         | Implement communications plan.                            | The City Clerk's Office will initiate the Request for Proposals (RFP) process to secure professional support for the implementation of the City's Communications Plan. This consultant or firm will assist in developing templates, outreach strategies, and internal workflows to ensure messaging is consistent, accessible, and aligned with the City's strategic goals.   |
| 4.         | Implement a Boards and Commissions engagement plan.       | The Clerk's Office has strengthened support for Boards and Commissions by streamlining recruitment materials, improving orientation processes, and increasing public visibility of available positions. Moving forward, the Office will continue implementing the engagement strategy, which includes targeted outreach to underrepresented groups, clearer appointment timelines, and improved communication with commissioners to ensure ongoing support and retention. |

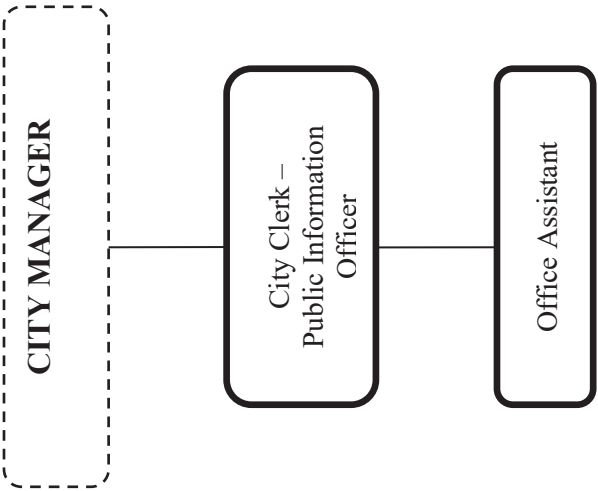
# CITY CLERK'S OFFICE

FY 2025-2026 Budget

## OBJECTIVES

|    |   |
|----|---|
| 1. | Implement Sister City and Cultural Exchange initiative.   |
| 2. | Upgrade and launch new City website.                      |
| 3. | Continue to improve social media outreach and engagement. |
| 4. | Implement communications plan.                            |
| 5. | Implement a Boards and Commissions engagement plan.       |

**CITY CLERK’S OFFICE**  
FY 2025-2026 Budget



Total FTE's: 2.0

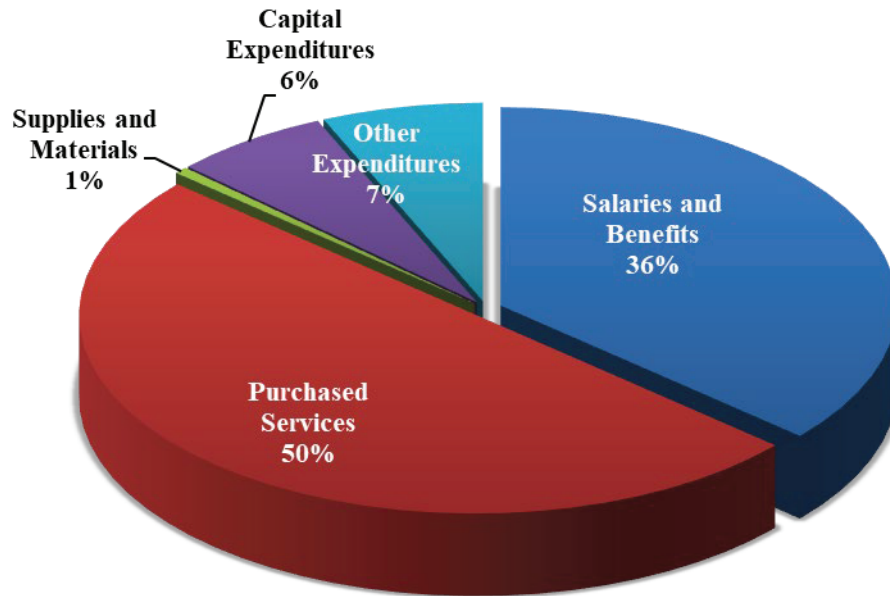
# CITY MANAGER'S OFFICE

FY 2025-2026 Budget

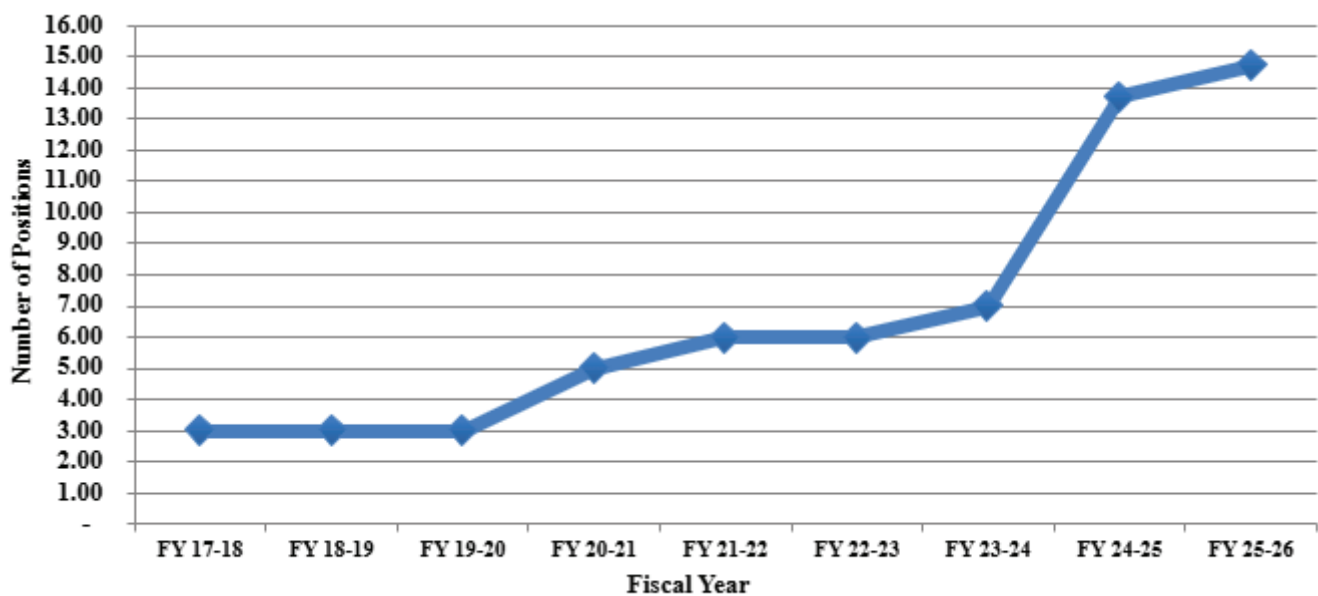
## FY 2025-26

|           |             |
|-----------|-------------|
| Operating | \$9,341,414 |
| Positions | 14.7        |

## CHARACTER OF EXPENDITURES



## AUTHORIZED STRENGTH



# CITY MANAGER'S OFFICE

## FY 2025-2026 Budget

### Department Summary

#### SOURCES

|                             | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|-----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| General Fund                |                      |                      |                       |                        |                       |
| Charges/Fees for Services   | -                    | -                    | 3,500                 | -                      | -                     |
| Use of Resources            | 1,405,816            | 2,293,256            | 4,541,391             | 6,391,414              | 6,391,414             |
| Special Revenue Funds       | 33,871               | -                    | 1,095,000             | 2,950,000              | 2,950,000             |
| Capital Project Funds       | 81,861               | 3,284                | -                     | -                      | -                     |
| Enterprise Funds            | 81,860               | 51,516               | -                     | -                      | -                     |
| Successor Agency Trust Fund | -                    | -                    | -                     | -                      | -                     |
| <b>TOTAL</b>                | <b>1,603,408</b>     | <b>2,348,056</b>     | <b>5,639,891</b>      | <b>9,341,414</b>       | <b>9,341,414</b>      |

#### EXPENDITURES BY DEPARTMENT

|                                    | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|------------------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| City Manager's Office <sup>1</sup> | 1,037,966            | 1,418,306            | 2,345,936             | 3,282,587              | 3,282,587             |
| Human Resources Division           | 565,442              | 929,750              | 1,057,825             | 1,351,914              | 1,351,914             |
| Community Programs <sup>2</sup>    | -                    | -                    | 1,689,241             | 3,941,000              | 3,941,000             |
| Senior Programs <sup>2</sup>       | -                    | -                    | 546,889               | 765,913                | 765,913               |
| <b>TOTAL</b>                       | <b>1,603,408</b>     | <b>2,348,056</b>     | <b>5,639,891</b>      | <b>9,341,414</b>       | <b>9,341,414</b>      |

#### CHARACTER OF EXPENDITURES

|                        | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Personnel              |                      |                      |                       |                        |                       |
| Salaries and Benefits  | 1,418,097            | 1,657,183            | 2,234,523             | 3,346,064              | 3,346,064             |
| <b>Subtotal</b>        | <b>1,418,097</b>     | <b>1,657,183</b>     | <b>2,234,523</b>      | <b>3,346,064</b>       | <b>3,346,064</b>      |
| Supplies and Services  |                      |                      |                       |                        |                       |
| Purchased Services     | 511,183              | 639,405              | 1,141,488             | 4,599,050              | 4,599,050             |
| Supplies and Materials | 27,999               | 40,168               | 21,750                | 51,300                 | 51,300                |
| Capital Expenditures   | -                    | 10,000               | 6,000                 | 590,000                | 590,000               |
| Other Expenditures     | -                    | 11,300               | -                     | 605,000                | 605,000               |
| <b>Subtotal</b>        | <b>539,182</b>       | <b>700,873</b>       | <b>1,169,238</b>      | <b>5,845,350</b>       | <b>5,845,350</b>      |
| <b>TOTAL</b>           | <b>1,957,279</b>     | <b>2,358,056</b>     | <b>3,403,761</b>      | <b>9,191,414</b>       | <b>9,191,414</b>      |

#### AUTHORIZED STRENGTH

|  | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|--|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| City Manager's Office <sup>1</sup>       | 4.00                 | 4.00                 | 6.00                  | 7.00                   | 7.00                  |
| Human Resources Division                 | 2.00                 | 2.00                 | 2.00                  | 2.00                   | 2.00                  |
| Community Services Division <sup>2</sup> | 0.00                 | 0.00                 | 5.70                  | 5.70                   | 5.70                  |
| <b>TOTAL</b>                             | <b>6.00</b>          | <b>6.00</b>          | <b>13.70</b>          | <b>14.70</b>           | <b>14.70</b>          |

<sup>1</sup> The FY25 Midyear budget session, effective March 18, 2025, approved an amendment to the City's Classification Plan adding 1.0 FTE Information Technology Specialist I/II.

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

# CITY MANAGER'S OFFICE

FY 2025-2026 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 its duties.

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

The CMO oversees the City Council Strategic Priorities across all City departments. This team helps the City Council by suggesting and enforcing administrative, fiscal, and operational policies and by ensuring that the information provided for City Council decisions is thorough and reliable.

The Department is comprised of a total 14.7 FTE staff members.

#### Admin 5 FTEs

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

#### Community Services (5.7 FTEs)

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

#### Human Resources (2 FTEs)

- 1 HR Manager
- 1 HR Technician

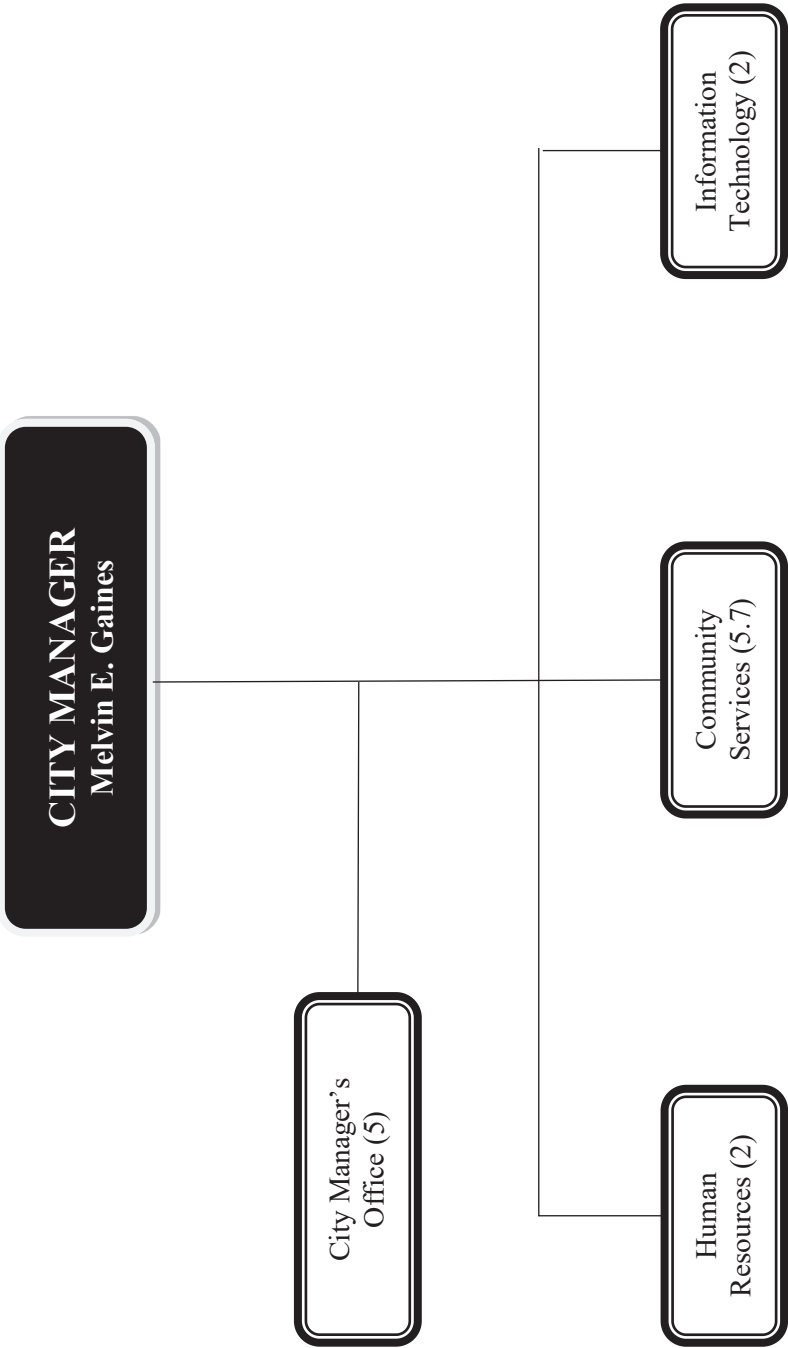
#### Information Technology (2 FTEs)

- 1 IT Manager
- 1 Information Technology Specialist I-II



CITY MANAGER’S OFFICE

FY 2025-2026 Budget



# CITY MANAGER'S OFFICE

## FY 2025-2026 Budget

### Division Summary

#### SOURCES

|                             | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|-----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| General Fund                |                      |                      |                       |                        |                       |
| Charges/Fees for Services   | -                    | -                    | -                     | -                      | -                     |
| Use of Resources            | 874,245              | 1,363,506            | 2,345,936             | 3,282,587              | 3,282,587             |
| Special Revenue Funds       | -                    | -                    | -                     | -                      | -                     |
| Capital Project Funds       | 81,861               | 3,284                | -                     | -                      | -                     |
| Enterprise Funds            | 81,860               | 51,516               | -                     | -                      | -                     |
| Successor Agency Trust Fund | -                    | -                    | -                     | -                      | -                     |
| <b>TOTAL</b>                | <b>1,037,966</b>     | <b>1,418,306</b>     | <b>2,345,936</b>      | <b>3,282,587</b>       | <b>3,282,587</b>      |

#### EXPENDITURES BY DIVISION

|                       | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|-----------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| City Manager's Office | 1,037,966            | 1,418,306            | 2,345,936             | 3,282,587              | 3,282,587             |
| <b>TOTAL</b>          | <b>1,037,966</b>     | <b>1,418,306</b>     | <b>2,345,936</b>      | <b>3,282,587</b>       | <b>3,282,587</b>      |

#### CHARACTER OF EXPENDITURES

|                        | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Personnel              |                      |                      |                       |                        |                       |
| Salaries and Benefits  | 849,605              | 1,101,046            | 1,601,148             | 1,957,187              | 1,957,187             |
| <b>Subtotal</b>        | <b>849,605</b>       | <b>1,101,046</b>     | <b>1,601,148</b>      | <b>1,957,187</b>       | <b>1,957,187</b>      |
| Supplies and Services  |                      |                      |                       |                        |                       |
| Purchased Services     | 165,966              | 300,066              | 733,788               | 1,317,400              | 1,317,400             |
| Supplies and Materials | 22,394               | 7,194                | 5,000                 | 8,000                  | 8,000                 |
| Capital Expenditures   | -                    | 10,000               | 6,000                 | -                      | -                     |
| Other Expenditures     | -                    | -                    | -                     | -                      | -                     |
| <b>Subtotal</b>        | <b>188,360</b>       | <b>317,260</b>       | <b>744,788</b>        | <b>1,325,400</b>       | <b>1,325,400</b>      |
| <b>TOTAL</b>           | <b>1,037,965</b>     | <b>1,418,306</b>     | <b>2,345,936</b>      | <b>3,282,587</b>       | <b>3,282,587</b>      |

#### AUTHORIZED STRENGTH

|  | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|--|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| City Manager/General Manager                             | 1.00                 | 1.00                 | 1.00                  | 1.00                   | 1.00                  |
| Assistant City Manager/Assistant General Manager         | 1.00                 | 1.00                 | 1.00                  | 1.00                   | 1.00                  |
| Assistant to the City Manager                            | -                    | -                    | 2.00                  | 2.00                   | 2.00                  |
| Senior Management Analyst                                | 1.00                 | 1.00                 | -                     | -                      | -                     |
| Information Technology (IT) Manager                      | -                    | -                    | 1.00                  | 1.00                   | 1.00                  |
| Information Technology (IT) Specialist I/II <sup>1</sup> | -                    | -                    | 0.00                  | 1.00                   | 1.00                  |
| Executive Assistant to City Manager                      | 1.00                 | 1.00                 | 1.00                  | 1.00                   | 1.00                  |
| <b>TOTAL</b>   | <b>4.00</b>          | <b>4.00</b>          | <b>6.00</b>           | <b>7.00</b>            | <b>7.00</b>           |

<sup>1</sup> The FY25 Midyear budget session, effective March 18, 2025, approved an amendment to the City's Classification Plan adding 1.0 FTE Information Technology Specialist I/II.

# CITY MANAGER’S OFFICE

FY 2025-2026 Budget

## Department Summary

### SERVICE DESCRIPTION

The City Manager’s Office serves as the Chief Executive Officer and manages programs and policies, ensuring effective execution to support the City’s mission. 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 resident involvement.

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

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

### SIGNIFICANT CHANGES

#### FY 2024-2025 to FY 2025-2026 Budget:

The increase of \$936,651 (+39.9%) from the FY 2024-25 Adopted Budget to the FY 2025-26 Proposed Budget is primarily due to increases in salaries and benefits by \$356,039, implementation of the “Pop-Up” Sidewalk Vending Policy and Program with \$572,952, and an increase in trainings for \$7,660.

The FY 2025-26 Proposed Budget was adopted without any changes.

| Fiscal Year (FY) | Budget      | \$ Change From Previous FY | % Change From Previous FY |
|------------------|-------------|----------------------------|---------------------------|
| 2024-25 Adopted  | \$2,345,936 |                            |                           |
| 2025-26 Proposed | \$3,282,587 | \$936,651                  | 39.9%                     |
| 2025-26 Adopted  | \$3,282,587 | \$0                        | 0.0%                      |

# CITY MANAGER'S OFFICE

FY 2025-2026 Budget

## ACCOMPLISHMENTS

| OBJECTIVES |  | RESULTS  |
|------------|--|--|
| 1.         | Develop an economic development strategy                         | In October 2024, staff issued a request for proposals to hire a consultant for the City's Economic Development Strategic Plan. After a thorough selection process, HR&A Advisors was chosen to lead the project. Work began on February 18, 2025, with a virtual kickoff, and completion is expected by December 2025. Key project components include data analysis, market engagement, opportunity identification, strategy development, and community engagement.  |
| 2.         | Conduct a process to develop a four-year strategic plan          | By the end of FY25, the City will have completed the development of the FY2025-29 Strategic Priorities along with the FY2025-27 Work Plan. This process, which has included Council direction, community input, and staff coordination, will result in a formally adopted plan in June 2025. Together, these deliverables will help set clear direction on major policy areas over the next four years and guide the City's budgeting and implementation efforts. This effort represents both an actionable short-term roadmap and an initial step toward longer-range strategic planning in accordance with the City's Vision 2035. |
| 3.         | Finalize the update to the City's Emergency Operation Plan (EOP) | Staff conducted information gathering to understand City's past and current efforts related to emergency preparedness, learned best practices from neighboring jurisdictions, and attended multi-jurisdictional tabletop exercises to network and engage with others doing similar work. At its March 25, 2025, study session, the City Council requested staff to complete an update to the City's EOP during Fiscal Year (FY) 2025-26. Other initiatives requested included developing a Crisis Communications plan, identifying emergency shelters, and increasing community preparedness and awareness.                          |
| 4.         | Complete the Nexus Study and Feasibility Analysis                | On March 4, 2025, the City Council adopted the Nexus Study Update and accepted the Development Impact Fee Financial Feasibility Analysis and Development Impact Fee Comparison Survey.   |
| 5.         | Plan for water system operations in 2026                         | Staff continue to explore various options for water system operations in 2026 including extending the agreement with Veolia.   |
| 6.         | Oversee transition of EPASD to City governance                   | The City began governance of EPASD on October 1, 2024. The City Council appointed the City   |

# CITY MANAGER'S OFFICE

FY 2025-2026 Budget

## ACCOMPLISHMENTS

| OBJECTIVES |   | RESULTS  |
|------------|---|--|
|            |   | Manager as District Manager, City Attorney as District Counsel, Public Works Director as District Engineer, and City Clerk as Secretary. The City assigned the Utility Manager to oversee day-to-day operations of EPASD, which are primarily performed by West Bay Sanitary District, and are recruiting an Office Assistant, Senior Accountant and IT Tech. Operations continue to evolve. |
| 7.         | Develop water infrastructure financing plan | The City is working on a water infrastructure fundraising plan with expected completion in the first quarter of FY 2025-26.  |
| 8.         | Fundraise for library construction          | The City continues to work with the San Mateo County Library Foundation to implement a fundraising strategy.   |

# CITY MANAGER'S OFFICE

FY 2025-2026 Budget

## OBJECTIVES

|     |   |
|-----|---|
| 1.  | Prepare the City for disasters and emergencies by developing a comprehensive plan and detailed implementation strategies that includes preparing, educating, exercising, and recovery measures. |
| 2.  | Adopt an economic development strategic plan with various implementable projects to achieve potential short-term goals and maintain economic sustainability.                                    |
| 3.  | Prepare an infrastructure bond for 2026.  |
| 4.  | Plan for the development of a Community Hub, which will include a new library, Police department, administrative offices, and park.   |
| 5.  | Initiate a five-year performance audit of all departments and divisions to identify ways to improve system and process efficiencies.  |
| 6.  | Implement Shopping Cart Abatement Program.  |
| 7.  | Implement a pop-up/sidewalk vending policy and program.   |
| 8.  | Distribute the Community Resource Grant funds for senior home repair assistance, small business assistance, senior programs and youth civic engagement activities.                              |
| 9.  | Work with the San Mateo County Libraries to identify and implement a comprehensive funding strategy for library construction.   |
| 10. | Finalize acquisition of County-owned Beech Street property.   |
| 11. | Study the creation of Parks and Recreation department.  |



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# CITY MANAGER'S OFFICE

## FY 2025-2026 Budget

### Human Resources Division

#### Division Summary

##### SOURCES

|                             | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|-----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| General Fund                |                      |                      |                       |                        |                       |
| Charges/Fees for Services   | -                    | -                    | -                     | -                      | -                     |
| Use of Resources            | 531,571              | 929,750              | 1,057,825             | 1,351,914              | 1,351,914             |
| Special Revenue Funds       | 33,871               | -                    | -                     | -                      | -                     |
| Capital Project Funds       | -                    | -                    | -                     | -                      | -                     |
| Enterprise Funds            | -                    | -                    | -                     | -                      | -                     |
| Successor Agency Trust Fund | -                    | -                    | -                     | -                      | -                     |
| <b>TOTAL</b>                | <b>565,442</b>       | <b>929,750</b>       | <b>1,057,825</b>      | <b>1,351,914</b>       | <b>1,351,914</b>      |

##### EXPENDITURES BY DIVISION

|                          | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|--------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Human Resources Division | 565,442              | 929,750              | 1,057,825             | 1,351,914              | 1,351,914             |
| <b>TOTAL</b>             | <b>565,442</b>       | <b>929,750</b>       | <b>1,057,825</b>      | <b>1,351,914</b>       | <b>1,351,914</b>      |

##### CHARACTER OF EXPENDITURES

|                        | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Personnel              |                      |                      |                       |                        |                       |
| Salaries and Benefits  | 402,204              | 556,137              | 633,375               | 764,114                | 764,114               |
| <b>Subtotal</b>        | <b>402,204</b>       | <b>556,137</b>       | <b>633,375</b>        | <b>764,114</b>         | <b>764,114</b>        |
| Supplies and Services  |                      |                      |                       |                        |                       |
| Purchased Services     | 157,946              | 339,339              | 407,700               | 423,000                | 423,000               |
| Supplies and Materials | 4,392                | 32,974               | 16,750                | 14,800                 | 14,800                |
| Capital Expenditures   | -                    | -                    | -                     | -                      | -                     |
| Other Expenditures     | 900                  | 1,300                | -                     | -                      | -                     |
| <b>Subtotal</b>        | <b>163,238</b>       | <b>373,613</b>       | <b>424,450</b>        | <b>437,800</b>         | <b>437,800</b>        |
| <b>TOTAL</b>           | <b>565,442</b>       | <b>929,750</b>       | <b>1,057,825</b>      | <b>1,201,914</b>       | <b>1,201,914</b>      |

##### AUTHORIZED STRENGTH

|                           | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>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                  |
| <b>TOTAL</b>              | <b>2.00</b>          | <b>2.00</b>          | <b>2.00</b>           | <b>2.00</b>            | <b>2.00</b>           |

# CITY MANAGER'S OFFICE

FY 2025-2026 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 (HR) Division currently is within the City Manager's Office with two permanent positions: Human Resources Manager and Human Resources Technician II. This fiscal year two limited term duration positions were authorized: Human Resources Technician I and a Management Analyst I.

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;
- Serving as a liaison between departments, employees and leadership, ensuring clear and consistent communication of policies and initiatives;
- Providing disability and leave management, employee advocacy and engagement by administering job-protected leaves (FMLA, CFRA, ADA, etc.), and support reasonable accommodations process;
- Promoting a respectful and inclusive workplace by providing confidential support, to employees and facilitating issue resolution.
- Reviewing and interpreting policies and procedures to provide guidance for Directors/Managers/Supervisors to resolve issues;
- Maintaining the respective functions of the Enterprise Resource Planning (ERP) software to ensure that the HR processes are setup correctly;
- Managing and maintaining the City's Human Resources Information System (HRIS).
- Maintaining and developing the employee wellness policies and programs;
- Managing and providing support and guidance to management when dealing with personnel issues, employee performance evaluations, salary step increases, grievances, exit interviews for resignations, and retirement;
- Conducting new hire orientation on quarterly basis;
- Developing and ensuring professional staff development and training opportunities;
- Managing and conducting benefit meetings to provide employees with information regarding medical, dental, life insurance, retirement, and other benefits;
- Developing and implementing a workers' compensation management program;

# CITY MANAGER'S OFFICE

FY 2025-2026 Budget

## Human Resources Division Summary

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

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

HR's emphasis for the Fiscal Year 2025-2026 is to continue working to achieve the City of East Palo Alto's strategic mission while ensuring City employees are engaged and motivated to help East Palo Alto residents, businesses, organizations, and visitors. This will be accomplished by identifying issues and executing corrective measures effectively.

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

The focus this year is to proactively support organizational resilience and employee engagement through strategic initiatives this year focused on workforce well-being, legal compliance, and market competitiveness through the following projects:

- **Ergonomic Refresh:** Will promote employee health, reduce workplace injuries, and support hybrid work adaptability through conducting ergonomic assessments and implement modern, adjustable workstation setups citywide. This effort supports ADA compliance, improves productivity, and reduces workers' compensation claims and absenteeism.
- **Classification Specification Update:** Will ensure our job classifications reflect current duties, industry best practices, and compliance with evolving employment laws (e.g., SB 1100 and 1162). This update will require collaboration with staff, departments, and labor groups to review and update outdated specifications, aligning them with functional roles and future City needs. The completion of this project ensures internal equity, succession planning, and defensibility in recruitment and promotional processes.
- **Compensation Refresh:** Supports maintaining a competitive compensation structure to attract and retain top-tier talent in a competitive labor market while balancing the fiscal health of the City. Updating the existing compensation study using current benchmark data, incorporating equity adjustments and strategic pay positioning. This effort supports fiscal planning, reduces turnover, and strengthens employer branding.

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

# CITY MANAGER’S OFFICE

FY 2025-2026 Budget

## Human Resources Division Summary

### SIGNIFICANT CHANGES

#### FY 2024-2025 to FY 2025-2026 Budget:

The increase of \$294,089 (+27.8%) from the FY 2024-25 Adopted Budget to the FY 2025-26 Proposed Budget is primarily due to an increase in personnel services of \$130,739 and increase in professional and technical services for EEOC potential claims, classification study, and recruitment marketing.

The FY 2025-26 Proposed Budget was adopted without any changes.

| Fiscal Year (FY) | Budget      | \$ Change From<br>Previous FY | % Change From<br>Previous FY |
|------------------|-------------|-------------------------------|------------------------------|
| 2024-25 Adopted  | \$1,057,825 |                               |                              |
| 2025-26 Proposed | \$1,351,914 | \$294,089                     | 27.8%                        |
| 2025-26 Adopted  | \$1,351,914 | \$0                           | 0.0%                         |

# CITY MANAGER'S OFFICE

FY 2025-2026 Budget  
Human Resources Division

## ACCOMPLISHMENTS

| OBJECTIVES |   | RESULTS  |
|------------|---|--|
| 1.         | Continue to recruit new staff and improve recruitment marketing for vacant positions as needed.   | Staff interviewed approximately 139 applicants to recruit and retain the most talented and qualified staff for vacant positions. The City is almost at full capacity for the first time in several years due to these efforts.   |
| 2.         | Maintain and continue to improve the leave administration program.  | Successfully established the program and now transitioning to maintain it.   |
| 3.         | Continue to provide leadership and implementation of all types of training to all levels of the workforce.  | This is the second year of the annual training and coaching program. This fiscal year was a success due to staff establishing a regular cadence with a training calendar.  |
| 4.         | Develop and implement a workers' compensation management program.   | Staff successfully launched a workers' compensation management program, which significantly improved how we support employees during their return-to-work process. We now coordinate medical referrals more efficiently, ensure providers respond promptly, and help employees understand and access their benefits. Our structured approach allows us to communicate clearly with staff and supervisors, streamline accommodations, and provide timely assistance. As a result, employees receive the consistent support they need and deserve throughout their recovery. |
| 5.         | Review and update Personnel Policies and Procedures manual and meet and confer with employee bargaining units prior to City Council final approval. | This objective was postponed, redirecting our focus to updating key administrative policies. We plan to begin the Personnel Policies and Procedures review in the upcoming fiscal year.  |

# CITY MANAGER'S OFFICE

FY 2025-2026 Budget  
Human Resources Division

## OBJECTIVES

|    |   |
|----|---|
| 1. | Continue to improve marketing strategy to recruit and retain qualified staff. |
| 2. | Update the classification specifications.                                     |
| 3. | Update the compensation study.  |
| 4. | Conduct an ergonomic citywide refresh.  |
| 5. | Update the City's personnel policies and procedures.                          |
| 6. | Increase labor management check-in meetings.                                  |



# CITY MANAGER'S OFFICE

FY 2025-2026 Budget

## Community Services & Recreation Division

### Division Summary

#### SOURCES

|                             | FY 2022-23 <sup>1</sup><br>Actual | FY 2023-24 <sup>1</sup><br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|-----------------------------|-----------------------------------|-----------------------------------|-----------------------|------------------------|-----------------------|
| General Fund                |                                   |                                   |                       |                        |                       |
| Charges/Fees for Services   | -                                 | -                                 | 3,500                 | -                      | -                     |
| Use of Resources            | -                                 | -                                 | 1,137,630             | 1,756,913              | 1,756,913             |
| Special Revenue Funds       | -                                 | -                                 | 1,095,000             | 2,950,000              | 2,950,000             |
| Capital Project Fund        | -                                 | -                                 | -                     | -                      | -                     |
| Enterprise Funds            | -                                 | -                                 | -                     | -                      | -                     |
| Successor Agency Trust Fund | -                                 | -                                 | -                     | -                      | -                     |
| <b>TOTAL</b>                | <b>-</b>                          | <b>-</b>                          | <b>2,236,130</b>      | <b>4,706,913</b>       | <b>4,706,913</b>      |

#### EXPENDITURES BY DIVISION

|                    | FY 2022-23 <sup>1</sup><br>Actual | FY 2023-24 <sup>1</sup><br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|--------------------|-----------------------------------|-----------------------------------|-----------------------|------------------------|-----------------------|
| Community Programs | -                                 | -                                 | 1,689,241             | 3,941,000              | 3,941,000             |
| Senior Programs    | -                                 | -                                 | 546,889               | 765,913                | 765,913               |
| <b>TOTAL</b>       | <b>-</b>                          | <b>-</b>                          | <b>2,236,130</b>      | <b>4,706,913</b>       | <b>4,706,913</b>      |

#### CHARACTER OF EXPENDITURES

|                        | FY 2022-23 <sup>1</sup><br>Actual | FY 2023-24 <sup>1</sup><br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|------------------------|-----------------------------------|-----------------------------------|-----------------------|------------------------|-----------------------|
| Personnel              |                                   |                                   |                       |                        |                       |
| Salaries and Benefits  | -                                 | -                                 | 536,330               | 624,763                | 624,763               |
| <b>Subtotal</b>        | <b>-</b>                          | <b>-</b>                          | <b>536,330</b>        | <b>624,763</b>         | <b>624,763</b>        |
| Supplies and Services  |                                   |                                   |                       |                        |                       |
| Purchased Services     | -                                 | -                                 | 577,800               | 2,858,650              | 2,858,650             |
| Supplies and Materials | -                                 | -                                 | 27,000                | 28,500                 | 28,500                |
| Capital Expenditures   | -                                 | -                                 | 570,000               | 590,000                | 590,000               |
| Other Expenditures     | -                                 | -                                 | 525,000               | 605,000                | 605,000               |
| <b>Subtotal</b>        | <b>-</b>                          | <b>-</b>                          | <b>1,699,800</b>      | <b>4,082,150</b>       | <b>4,082,150</b>      |
| <b>TOTAL</b>           | <b>-</b>                          | <b>-</b>                          | <b>2,236,130</b>      | <b>4,706,913</b>       | <b>4,706,913</b>      |

#### AUTHORIZED STRENGTH

|   | FY 2022-23 <sup>1</sup><br>Actual | FY 2023-24 <sup>1</sup><br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|---|-----------------------------------|-----------------------------------|-----------------------|------------------------|-----------------------|
| Community Services Manager                      | -                                 | -                                 | 1.00                  | 1.00                   | 1.00                  |
| Recreation Coordinator                          | -                                 | -                                 | 1.00                  | 1.00                   | 1.00                  |
| Recreation Leader II (1 FTE, 1 PT) <sup>2</sup> | -                                 | -                                 | 1.45                  | 1.45                   | 1.45                  |
| Van Drivers (2-PT)                              | -                                 | -                                 | 1.00                  | 1.00                   | 1.00                  |
| Nutrition Site Supervisor (PT)                  | -                                 | -                                 | 0.75                  | 0.75                   | 0.75                  |
| Kitchen Aide (PT)                               | -                                 | -                                 | 0.50                  | 0.50                   | 0.50                  |
| <b>TOTAL</b>                                    | <b>-</b>                          | <b>-</b>                          | <b>5.70</b>           | <b>5.70</b>            | <b>5.70</b>           |

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

# CITY MANAGER'S OFFICE

FY 2025-2026 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 5.70 proposed full-time equivalent positions:

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

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 Committee, 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 2024-2025 to FY 2025-2026 Budget:

The increase of \$2,630,709 (+126.7%) from the FY 2024-25 Adopted Budget to the FY 2025-26 Proposed Budget is primarily due to an increase of \$88,433 in personnel services and an increase of \$2.3M in professional services for park improvements such as cameras, audio/visual improvements, lighting, and a park project manager.

The FY 2025-26 Proposed Budget was adopted without any changes.

| Fiscal Year (FY)             | Budget      | \$ Change From Previous FY | % Change From Previous FY |
|------------------------------|-------------|----------------------------|---------------------------|
| 2024-25 <sup>1</sup> Adopted | \$2,076,204 |                            |                           |
| 2025-26 Proposed             | \$4,706,913 | \$2,630,709                | 126.7%                    |
| 2025-26 Adopted              | \$4,706,913 | \$0                        | 0.0%                      |

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

# CITY MANAGER'S OFFICE

FY 2025-2026 Budget

## Community Services Division

### ACCOMPLISHMENTS

| OBJECTIVES   | RESULTS   |
|--|---|
| <p>1. <b>Cultural Arts, Events and Entertainment:</b></p> <ul style="list-style-type: none"><li>• Continue activation of parks through Summer Park Activation series and Family Day events</li><li>• Evaluate and update the process of support for City-Sponsored events (Cinco de Mayo, Juneteenth, Children's Day), cultural services, special events, and educational opportunities for the community.</li><li>• Partner with local artists and arts organizations to amplify events and creative opportunities for residents.</li><li>• Complete implementation of Utility Box arts project in collaboration with EPACenter for the Arts.</li></ul> | <p>The sixth year of the Summer Parks Activation program saw its participation rates grow to the largest number ever.</p> <p>2019-20: 382 participants<br/>2020-21: 108 participants<br/>2021-22: 320 participants<br/>2022-23: 815 participants<br/>2023-24: 920 participants<br/>2024-25: 1821 participants (may include duplicates)</p> <p>Staff engaged with local partners along with internal conversations to understand the full cost of hosting large-scale City events and determined that the delivery of services has risen since the 2017 decision to increase co-sponsorship to \$5,000 from \$1,500. Staff requested an increase during the FY2025-26 budget cycle. The evaluation of the City-sponsored events showed that the co-sponsorship funding is minimal compared to the overall budgets for these events. Staff are proposing an increase in this year's budget to account for inflation and more support.</p> <p>We completed Phase One of the Utility Box Art Project in partnership with EPACENTER and look to do more in the future.</p> |
| <p>2. <b>Lifelong Learning:</b></p> <ul style="list-style-type: none"><li>• Provide ongoing opportunities for the community to learn new skills, explore opportunities, and pursue knowledge for personal and/or professional development.</li><li>• Enhance Literacy and STEM access and services through successful collaborations and grants.</li></ul>   | <p>We utilized funding from the Community Resource Funding to offer technology training programs for seniors through multiple methods and worked with Menlo Park Fire District to extend Emergency Preparedness Training</p>  |

# CITY MANAGER'S OFFICE

FY 2025-2026 Budget

## Community Services Division

### ACCOMPLISHMENTS

| OBJECTIVES  | RESULTS  |
|---|--|
| <p>3. <b>Community Outreach and Engagement:</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>Increase Library/City community engagement and collaboration to exceed over 3000 residents with more Digital Literacy classes, Farmers' Markets, and school visits.</li> <li>Host community Resource Fair and/or Flea Market at City Room at the Y or Bell Street Park.</li> <li>Increase social media posts and events to promote Community Services and Recreation programs and special events.</li> </ul> | <p>Finding new ways to collaborate with all City events that are generally hosted on the same day allowed us to reach more participants and provided them with a greater experience rather than going from one event to another. Combining our Holiday Tree Lighting with the Police Holiday Toy Drive. We offered over 1000 toys and bikes to children ages 4-18 and gave away the majority of these items</p> <p>The City is seeking to partner with the Library more on programming that works together.</p> <p>Community Services Division partnered with the City's Communications Team to identify a social media strategy and timeline with best practices to expand the reach of viewers and potential participants.</p> |
| <p>4. <b>Recreation:</b></p> <ul style="list-style-type: none"> <li>Implement seventh year of summer recreation programs and services.</li> <li>Complete the master plan for Martin Luther King, Junior Park</li> <li>Increase the amount of youth participating in recreation programs that promote healthy habits, by 15% and provide additional programming for Senior programs.</li> <li>Increase emotional and social support for seniors by implementing intergenerational programs between youth and senior populations.</li> <li>Increase recreation space through partnerships and field rentals.</li> </ul>   | <p>The master plan for Martin Luther King, Jr. Park is near completion as we await components to finalize CEQA and return to Council.</p> <p>We drastically increased the number of participants in Summer Parks Activation from 815 to almost 2000 participants</p> <p>The partnership with EPACenter allowed us to grow the type of programming we offer and opened up a new space to the community that has increased collaborations. Along with that, we also hosted a Senior Prom that served residents from 30-90+.</p> <p>Through partnerships with EPACENTER and the YMCA, we hosted dance programs and youth sports at various sites that have amenities that the City does not currently have in its inventory.</p>    |
| <p>5. <b>Senior Services:</b></p> <ul style="list-style-type: none"> <li>Evaluate how to reach our seniors more effectively in the community through database and/or canvassing.</li> <li>Increase senior programs and services.</li> <li>Mobilize Senior Advisory Committee to assist seniors with their needs and</li> </ul>  | <p>The Senior Advisory Committee made this one of their priorities for the FY25-26 and sought to evaluate how they reach more seniors in a time of need.</p> <p>The City added programming and trainings through grant funds that we received and also completed the Age Friendly Action Plan to guide</p>   |

# CITY MANAGER'S OFFICE

FY 2025-2026 Budget

## Community Services Division

### ACCOMPLISHMENTS

| OBJECTIVES |  | RESULTS  |
|------------|--|--|
|            | any other assistance they might require.   | us in the future. Staff served more than 3,200 seniors to date through the Congregate Nutrition Program.   |
| 6.         | <b>Youth Leadership Development:</b> <ul style="list-style-type: none"><li>• Provide opportunities for youth ages 12 through 25 to develop leadership life skills, job preparation, and college readiness through interactive programming.</li><li>• Launch Youth Commission with initial objectives identified through Youth Summit and Consultation.</li></ul> | The City issued a request for proposals and contracted with three consultants to help identify the best path forward for establishing a Youth Commission. Staff will return to Council by the end of 2025 with a plan for initiating this new Commission as well as possible alternatives. |

# CITY MANAGER'S OFFICE

FY 2025-2026 Budget

## Community Services Division

### OBJECTIVES

|    |   |
|----|---|
| 1. | Complete the evaluation of the Youth Commission project and launch said initiative or pivot to alternative based on information received. |
| 2. | Launch pilot Dog Park to determine feasibility for permanent space at Martin Luther King Junior Park or other site.                       |
| 3. | Work with Ravenswood School District to rollout Memorandum of Understanding/JUA to expand available parkland space for residents.         |
| 4. | Maintain and expand senior and disabled individuals' vulnerability and emergency contact database.  |
| 5. | Conduct comprehensive evaluation of the Senior Center (as required per contract).   |
| 6. | Implement quick-win projects from the Parks Master Plan.  |
| 7. | Fund Community Services for YMCA, such as subsidized memberships.   |
| 8. | Fund Community Services for EPACENTER to expand services and programs.  |

# CITY MANAGER'S OFFICE

FY 2025-2026 Budget

## Information Technology Division Summary

### SERVICE DESCRIPTION

The Information Technology (IT) Division serves as the central technology resource for the City, providing and maintaining the essential technology infrastructure, systems, and support necessary for all departments.

Our objective is to ensure reliable, secure, efficient technological resources that enable the employees to deliver services to the benefit of the community.

The Information Technology (IT) Division currently is within the City Manager's Office with two permanent positions: Information Technology Manager, and Information Technology Specialist I-II.

Core functions of the IT Division include:

#### 1. Network Infrastructure Management:

- **Wired and Wireless Network Support:** Design, implementation, maintenance, and troubleshooting of the City's local area network (LAN), wide area network (WAN) and wireless network (Wi-Fi) infrastructure across all City facilities.
- **Internet Connectivity Management:** Ensuring reliable and secure internet access for all City operations.
- **Network Security:** Implementing and maintaining firewalls, intrusion detection/prevention systems, virtual private network (VPNs), and other security measures to protect the City's network and data from cyber threats.
- **Network Monitoring and Performance Management:** Proactive monitoring of network health and performance to identify and resolve potential issues before they impact operations.

#### 2. Systems and Server Administration:

- **Server Infrastructure Management:** Installation, configuration, maintenance, and monitoring of physical and virtual servers hosting critical City applications and data.
- **Operating System Support:** Providing support for server and desktop operating systems.
- **Data Backup and Recovery:** Implementing and managing robust data backup and recovery solutions to ensure business continuity in the event of data loss.
- **Cloud Services Management:** Evaluating, implementing, and managing cloud-based services as appropriate for City needs (e.g., e-mail, storage, software-as-a-service).

#### 3. End-User Support and Help Desk Services:

- **Technical Support:** Providing timely and effective technical assistance to all City employees for hardware, software, and network-related issues via phone, email, remote access and in-person support.
- **Desktop and Laptop/Tablet Management:** Configuration, deployment, maintenance, and troubleshooting of employee workstations (desktops and laptops) and tablets.
- **Software Installation and Support:** Installing, configuring, and providing basic support for standard City software applications.



# CITY MANAGER'S OFFICE

FY 2025-2026 Budget

## Information Technology Division Summary

- **User Account Management:** Creating, managing, and disabling user accounts and access permissions.
- **IT Training and Guidance:** Providing basic IT training and guidance to employees on the use of City technology resources and best practices.

### 4. Application Support and Management:

- **Business Application Support:** Providing technical support for core City applications (e.g., financial management, permitting, public safety systems). This may involve vendor coordination.
- **Database Administration:** Managing and maintaining City databases.
- **Application Integration (as needed):** Assisting with the integration of different software applications to improve data flow and efficiency.

### 5. IT Security and Compliance:

- **Security Policy Enforcement:** Implementing and enforcing IT security policies and procedures.
- **Security Awareness Training:** Conducting security awareness training for employees to promote safe computing practices.
- **Vulnerability Management:** Identifying and addressing security vulnerabilities in City systems and applications.
- **Compliance with Regulations:** Ensuring IT systems and practices comply with relevant federal, State, and local regulations.

### 6. IT Planning and Procurement:

- **Technology Needs Assessment:** Collaborating with City departments to understand their technology needs and research, recommend, and implement appropriate solutions.
- **IT Strategic Planning:** Developing and maintaining the City's IT strategic plan, aligning technology investments with organizational goals.
- **Hardware and Software Procurement:** Managing the procurement process for IT hardware, software, and services, ensuring cost-effectiveness and compliance with purchasing policies.
- **IT Budget Management:** Assisting with the development and management of the IT budget.

### 7. Website and Digital Presence Support:

- **Website Content Management System (CMS) Support:** Providing technical support for the City's website content management system.
- **Basic Website Maintenance (if applicable):** Performing basic website troubleshooting.

### Service Levels and Response Times:

The IT Division strives to provide timely and effective support. Specific service levels and response times may vary depending on the severity and complexity of the issue. Prioritization is typically based on impact to critical City operations.

**The IT Division is committed to providing reliable and innovative technology solutions that empower the City to effectively serve its community.**

# CITY MANAGER'S OFFICE

FY 2025-2026 Budget

## Information Technology Division

### ACCOMPLISHMENTS

| OBJECTIVES |  | RESULTS  |
|------------|--|--|
| 1.         | Transition IT Service Function to the City.  | As IT Services are no longer outsourced to Redwood City, staff now has a singular focus towards the support of the organization as a whole.  |
| 2.         | Provide critical technical support for Council Priority Projects which ensured timely progress, as well as assisting on various other ad-hoc technical requests for smaller projects from different departments. | The Rent Registry required the support of IT in order to extract data from several different databases and ensure that data was valid and thus allowed vendor to continue the development of their application with live data. |
| 3.         | Continue to improve City's IT Infrastructure.  | Upgrades to outdated IT infrastructure components (e.g., servers, storage) have improved performance, scalability, and energy efficiency.  |
| 4.         | Continue to Improve Network Security.  | Implementation of cybersecurity tools has automated the monitoring process, allowing staff to focus on other areas of concern.   |
| 5.         | Provide Consistent and Reliable IT End-User Support  | By resolving user-reported issues, staff has contributed to uninterrupted workflow across City departments.  |

# CITY MANAGER'S OFFICE

FY 2025-2026 Budget

## Information Technology Division

### OBJECTIVES

|    |  |
|----|--|
| 1. | Develop a Citywide Information Systems Master Plan.  |
| 2. | Create inter-departmental IT working group to foster communication, share best practices, and proactively address technological needs across the City.   |
| 3. | Collaborate with other departments to assist with the implementation of new applications and processes as directed by City Council priorities while providing technical expertise and ensuring seamless integration with the existing City infrastructure. |
| 4. | Continue to strengthen cybersecurity and data protection by enhancing cybersecurity posture, improving patch management compliance, strengthening data backup and recovery, and ensuring regulatory compliance.  |
| 5. | Continue to explore and implement emerging technologies.   |

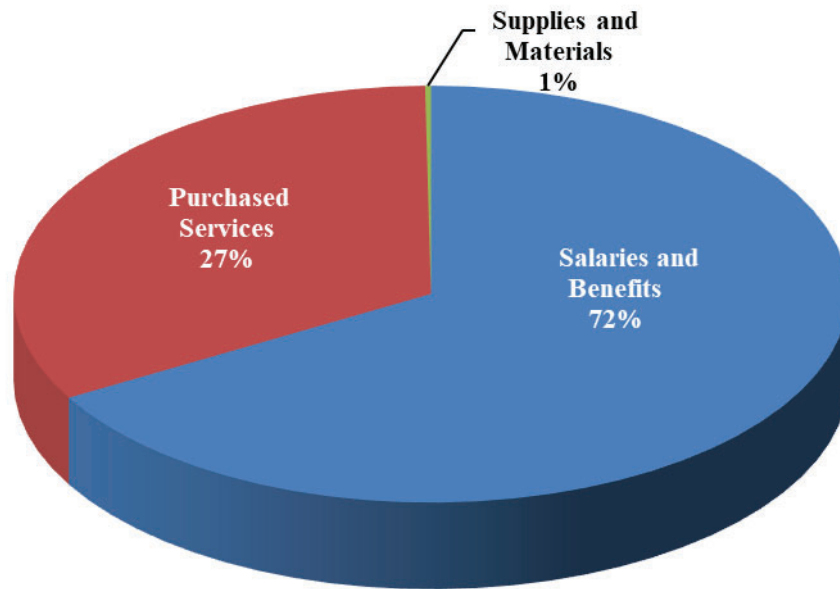
# FINANCE DEPARTMENT

FY 2025-2026 Budget

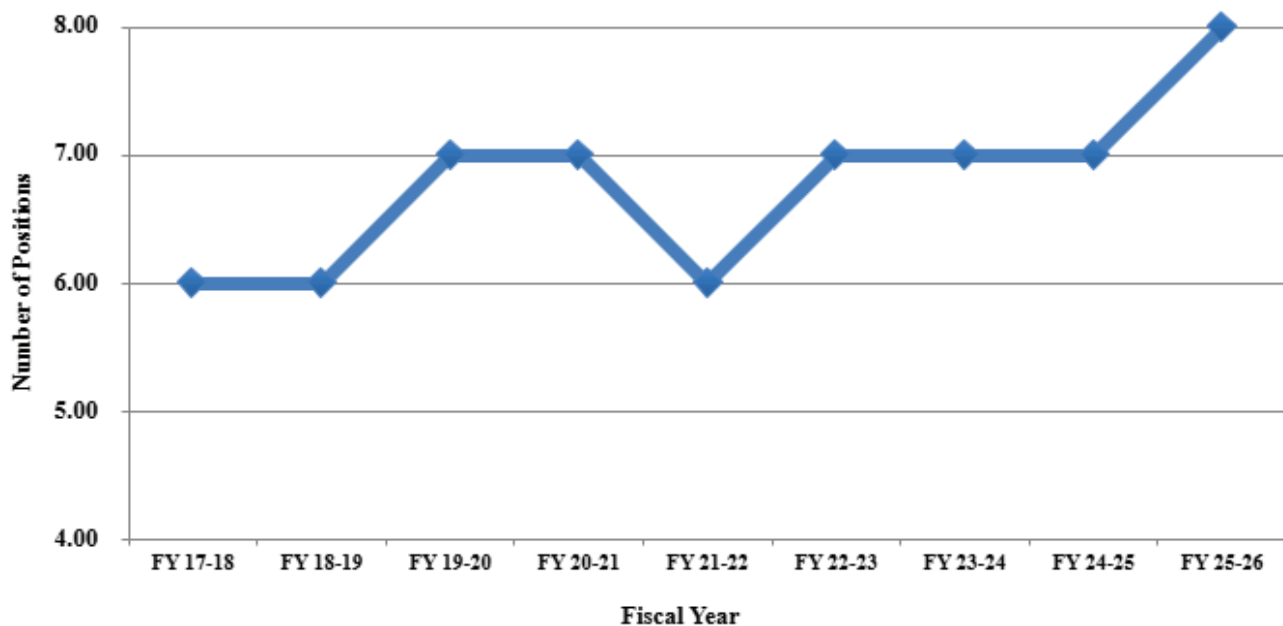
## FY 2025-26

|           |             |
|-----------|-------------|
| Operating | \$2,121,126 |
| Positions | 8           |

## CHARACTER OF EXPENDITURES



## AUTHORIZED STRENGTH



# FINANCE DEPARTMENT

## FY 2025-2026 Budget

### Department Summary

#### SOURCES

|                             | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|-----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| General Fund                |                      |                      |                       |                        |                       |
| Charges/Fees for Services   | -                    | -                    | -                     | -                      | -                     |
| Use of Resources            | 1,013,694            | 1,097,014            | 1,489,587             | 1,963,136              | 1,963,136             |
| Special Revenue Funds       | 7,280                | 1,996                | 7,520                 | 8,326                  | 8,326                 |
| Capital Project Fund        | -                    | 25,032               | 69,436                | 62,671                 | 62,671                |
| Enterprise Funds            | 1,940                | 5,738                | 52,300                | 59,400                 | 59,400                |
| Successor Agency Trust Fund | 30,749               | 30,433               | 23,518                | 27,593                 | 27,593                |
| <b>TOTAL</b>                | <b>1,053,663</b>     | <b>1,160,213</b>     | <b>1,642,361</b>      | <b>2,121,126</b>       | <b>2,121,126</b>      |

#### EXPENDITURES BY DEPARTMENT

|                    | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|--------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Finance Department | 1,053,663            | 1,160,213            | 1,642,361             | 2,121,126              | 2,121,126             |
| <b>TOTAL</b>       | <b>1,053,663</b>     | <b>1,160,213</b>     | <b>1,642,361</b>      | <b>2,121,126</b>       | <b>2,121,126</b>      |

#### CHARACTER OF EXPENDITURES

|                        | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Personnel              |                      |                      |                       |                        |                       |
| Salaries and Benefits  | 880,874              | 976,555              | 1,168,752             | 1,414,780              | 1,414,780             |
| <b>Subtotal</b>        | <b>880,874</b>       | <b>976,555</b>       | <b>1,168,752</b>      | <b>1,414,780</b>       | <b>1,414,780</b>      |
| Supplies and Services  |                      |                      |                       |                        |                       |
| Purchased Services     | 163,360              | 174,867              | 467,109               | 701,546                | 701,546               |
| Supplies and Materials | 6,787                | 8,791                | 6,500                 | 4,800                  | 4,800                 |
| Capital Expenditures   | -                    | -                    | -                     | -                      | -                     |
| Other Expenditures     | 2,642                | -                    | -                     | -                      | -                     |
| <b>Subtotal</b>        | <b>172,789</b>       | <b>183,658</b>       | <b>473,609</b>        | <b>706,346</b>         | <b>706,346</b>        |
| <b>TOTAL</b>           | <b>1,053,663</b>     | <b>1,160,213</b>     | <b>1,642,361</b>      | <b>2,121,126</b>       | <b>2,121,126</b>      |

#### AUTHORIZED STRENGTH

|   | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|---|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Finance Director                          | 1.00                 | 1.00                 | 1.00                  | 1.00                   | 1.00                  |
| Financial Services Manager                | 1.00                 | 1.00                 | 1.00                  | 1.00                   | 1.00                  |
| Senior Management Analyst                 | 1.00                 | -                    | -                     | -                      | -                     |
| Accountant Senior <sup>2</sup>            | -                    | 1.00                 | 1.00                  | 2.00                   | 2.00                  |
| Accountant I                              | 1.00                 | 1.00                 | 1.00                  | 1.00                   | 1.00                  |
| Account Technician I/II <sup>1</sup>      | 2.00                 | 2.00                 | 1.00                  | 1.00                   | 1.00                  |
| Senior Accounting Technician <sup>1</sup> | -                    | -                    | 1.00                  | 1.00                   | 1.00                  |
| Grant Coordinator                         | 1.00                 | 1.00                 | 1.00                  | 1.00                   | 1.00                  |
| <b>TOTAL</b>                              | <b>7.00</b>          | <b>7.00</b>          | <b>7.00</b>           | <b>8.00</b>            | <b>8.00</b>           |

<sup>1</sup>

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

<sup>2</sup> The FY25 Midyear budget session, effective March 18, 2025, approved an amendment to the City's Classification Plan adding 1.0 FTE Accountant Senior.

# FINANCE DEPARTMENT

FY 2025-2026 Budget

## Department Summary

### MISSION STATEMENT

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

Finance Department functions include administration, financial reporting, tax administration, budgeting, forecasting, cash management and treasury, capital financing and debt management, and risk management. The department has an authorized staffing level of eight positions, including: Finance Director/District Treasurer, Financial Services Manager, Accountant Senior (2), Accountant I, Senior Accounting Technician, Accounting Technician I/II, and Grants Coordinator.

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

- Research new and diverse revenue sources, including grants and/or fees
- Maintain 10-year financial forecasts to enhance transparency and accountability
- Assess community needs, strategies, and support for funding public infrastructure initiatives.
- Assist the Sanitary District in developing finance and accounting procedures, improving efficiency, and supporting integration within the City.
- Research options for the early termination of the Successor Agency to expedite dissolution and maximize the allocation of local tax revenues.
- Maintain an ongoing focus on improving daily operations to enhance effectiveness and efficiency in serving both City staff and external clients.

### SIGNIFICANT CHANGES

#### FY 2024-2025 to FY 2025-2026 Budget:

The increase of \$478,765 (+29.2%) from the FY 2024-25 Adopted Budget to the FY 2025-26 Proposed Budget is primarily due to the increases of salaries and benefits by \$246,028 for the new Finance position. Additionally, there's an increase in professional and technical services by \$378,599 which encompasses Caselle, a 10-Year fiscal strategy and structural deficit plan, and the implementation of a centralized grants management system. These are partially offset with a decrease in legal and accounting services of \$379,175.

The FY 2025-26 Proposed Budget was adopted without any changes.

| Fiscal Year (FY) | Budget      | \$ Change from Previous FY | % Change from Previous FY |
|------------------|-------------|----------------------------|---------------------------|
| 2024-25 Adopted  | \$1,642,361 |                            |                           |
| 2025-26 Proposed | \$2,121,126 | \$478,765                  | 29.2%                     |
| 2025-26 Adopted  | \$2,121,126 | \$0                        | 0.0%                      |

# FINANCE DEPARTMENT

FY 2025-2026 Budget

## ACCOMPLISHMENTS

| OBJECTIVES |  | RESULTS   |
|------------|--|---|
| 1.         | Assess and Prepare for Utility Operational and Finance Needs.  | On going effort.  |
| 2.         | Analyze needs, strategies and community support for funding public infrastructure improvements.  | On going effort.  |
| 3.         | Perform Impact Fee Nexus Study.  | Completed.<br>The New fee is effective as of May 2025.  |
| 4.         | Maintain and Update 10-year Financial Projections.   | On going effort.<br>The City reviews the Forecasting Model annually and updates it based on economic indicators and input from Departments.       |
| 5.         | Continue ERP Implementation – Budget module has not been implemented yet for the fiscal year 2024-25 budget development.   | Completed.<br>In the preparation of FY25-26 Budget, the City utilized the Budget module embedded in ERP System.                                   |
| 6.         | Implementation of new credit card payment system for various City services.  | The Payment system test is completed both at Tate building and PD office. Waiting for PCI Compliance training to be provided.                     |
| 7.         | Complete FY2023-24 Annual Comprehensive Financial Report and submit application to Government Finance Officers Association (GFOA) by December 2024.  | ACFR was issued and submitted to GFOA on December 23, 2024.   |
| 8.         | Tasks related to Sanitary District incorporation to the City as a subsidiary district including but not limited to examination and investigation of the District's financial records, and assumption of the budget administration and management, the financial operation and the financial reporting. | EPASD Financial data migration is completed (Budget and GL).<br>Operational procedures are set up.<br>EPASD Audit was completed on March 6, 2025. |
| 9.         | Issue an RFP for and perform Cost Allocation and Master Fee studies reflecting the incorporation of the Sanitary District as a subsidiary district.  | Completed.<br>The City entered into a contract with Matrix. Inc. The Council Presentation is scheduled for June 3, 2025.                          |



# FINANCE DEPARTMENT

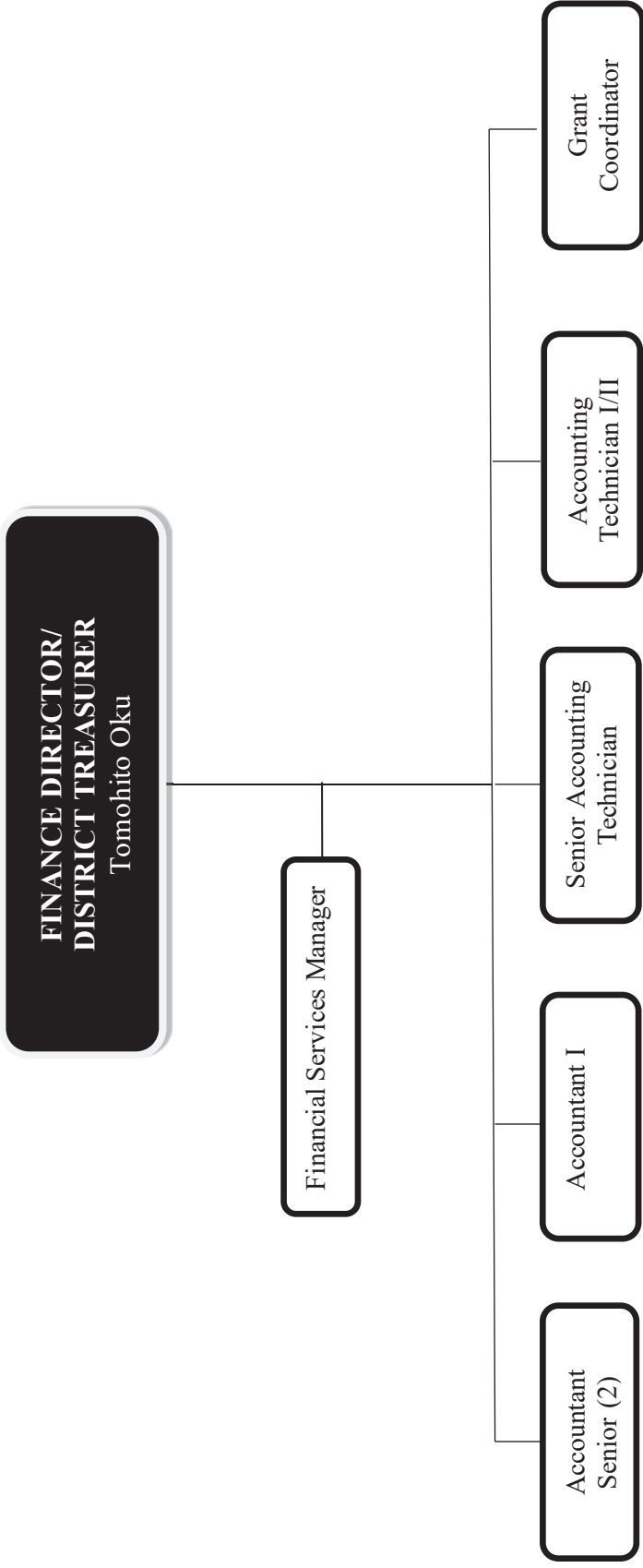
FY 2025-2026 Budget

## OBJECTIVES

|    |   |
|----|---|
| 1. | Develop a Long-Term Fiscal Strategy and Structural Deficit Plan (Council Strategic Priority Work Plan).   |
| 2. | Maintain and Update 10-year Financial Projections to Enhance Transparency and Accountability.   |
| 3. | Research Options for the Early Termination of the Successor Agency to Expedite Dissolution and Maximize the Allocation of Local Tax Revenues.   |
| 4. | Develop and Implement CalPERS Prefunding Strategy.  |
| 5. | Assess and prepare for utility operational and finance needs (Council Strategic Priority Work Plan).  |
| 6. | Implement a Grants Management System (Council Strategic Priority Work Plan).  |
| 7. | Conduct a Comprehensive review of Financial Policies Including Credit Card Policy and Internal Control Policy.  |
| 8. | Complete FY2024-25 Annual Comprehensive Financial Report and submit application to Government Finance Officers Association (GFOA) by December 2024 for both City and Sanitary District. |

# FINANCE DEPARTMENT

FY 2025-2026 Budget



Total FTE's: 8.0

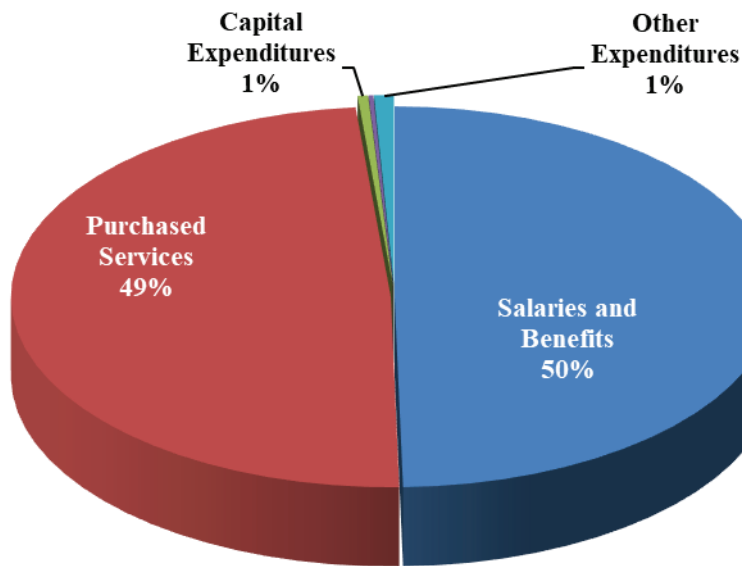
# COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2025-2026 Budget

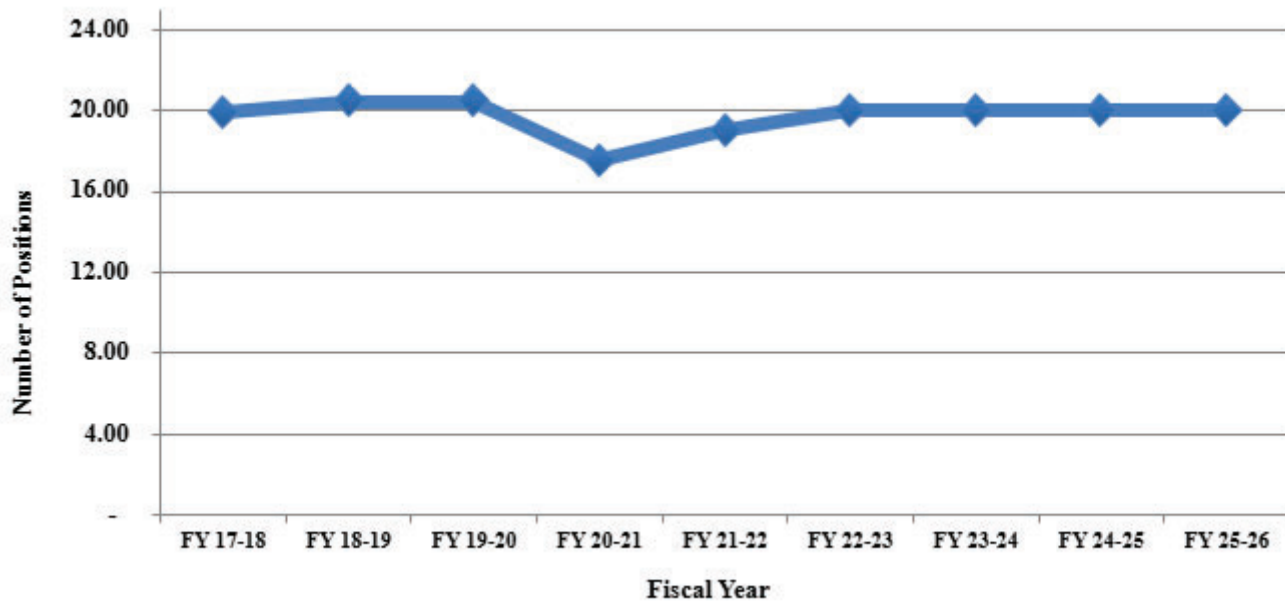
## FY 2025-26

|           |             |
|-----------|-------------|
| Operating | \$7,149,087 |
| Positions | 20          |

## CHARACTER OF EXPENDITURES



## AUTHORIZED STRENGTH



# COMMUNITY AND ECONOMIC DEVELOPMENT

## FY 2025-2026 Budget

### Department Summary

#### SOURCES

|                            | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| General Fund               |                      |                      |                       |                        |                       |
| Charges/Fees for Services  | 883,792              | 714,232              | 2,905,799             | 2,061,132              | 2,061,132             |
| Use of Resources           | 2,423,033            | 2,554,967            | 3,188,544             | 2,637,516              | 2,637,516             |
| Special Revenue Funds      | 2,519,077            | 1,800,742            | 1,585,130             | 2,450,439              | 2,450,439             |
| Capital Project Funds      | -                    | -                    | -                     | -                      | -                     |
| Enterprise Funds           | 87                   | -                    | -                     | -                      | -                     |
| Succesor Agency Trust Fund | -                    | -                    | -                     | -                      | -                     |
| <b>TOTAL</b>               | <b>5,825,989</b>     | <b>5,069,941</b>     | <b>7,679,474</b>      | <b>7,149,087</b>       | <b>7,149,087</b>      |

#### EXPENDITURES BY DIVISION

|                            | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Administration Division    | 895,483              | 680,671              | 908,186               | 887,782                | 887,782               |
| Building Services Division | 786,374              | 1,165,948            | 2,931,620             | 1,735,132              | 1,735,132             |
| Housing & Econ Development | 2,094,709            | 1,698,191            | 1,654,595             | 2,798,131              | 2,798,131             |
| Planning Division          | 2,049,423            | 1,525,131            | 2,185,073             | 1,728,042              | 1,728,042             |
| <b>TOTAL</b>               | <b>5,825,989</b>     | <b>5,069,941</b>     | <b>7,679,474</b>      | <b>7,149,087</b>       | <b>7,149,087</b>      |

#### CHARACTER OF EXPENDITURES

|                        | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Personnel              |                      |                      |                       |                        |                       |
| Salaries and Benefits  | 2,327,847            | 2,699,721            | 3,406,945             | 3,549,229              | 3,549,229             |
| <b>Subtotal</b>        | <b>2,327,847</b>     | <b>2,699,721</b>     | <b>3,406,945</b>      | <b>3,549,229</b>       | <b>3,549,229</b>      |
| Supplies and Services  |                      |                      |                       |                        |                       |
| Purchased Services     | 1,761,430            | 2,282,873            | 4,155,541             | 3,493,958              | 3,493,958             |
| Supplies and Materials | 36,709               | 26,514               | 47,188                | 31,600                 | 31,600                |
| Capital Expenditures   | -                    | 833                  | 9,800                 | 14,300                 | 14,300                |
| Other Expenditures     | 1,700,005            | 60,000               | 60,000                | 60,000                 | 60,000                |
| <b>Subtotal</b>        | <b>3,498,143</b>     | <b>2,370,220</b>     | <b>4,272,529</b>      | <b>3,599,858</b>       | <b>3,599,858</b>      |
| <b>TOTAL</b>           | <b>5,825,990</b>     | <b>5,069,941</b>     | <b>7,679,474</b>      | <b>7,149,087</b>       | <b>7,149,087</b>      |

#### AUTHORIZED STRENGTH

|                            | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Administration Division    | 4.00                 | 4.00                 | 4.00                  | 4.00                   | 4.00                  |
| Building Services Division | 7.00                 | 7.00                 | 7.00                  | 7.00                   | 7.00                  |
| Housing & Econ Development | 4.00                 | 4.00                 | 4.00                  | 4.00                   | 4.00                  |
| Planning Division          | 4.00                 | 5.00                 | 5.00                  | 5.00                   | 5.00                  |
| <b>TOTAL</b>               | <b>19.00</b>         | <b>20.00</b>         | <b>20.00</b>          | <b>20.00</b>           | <b>20.00</b>          |

# COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2025-2026 Budget

## Department Summary

### MISSION STATEMENT

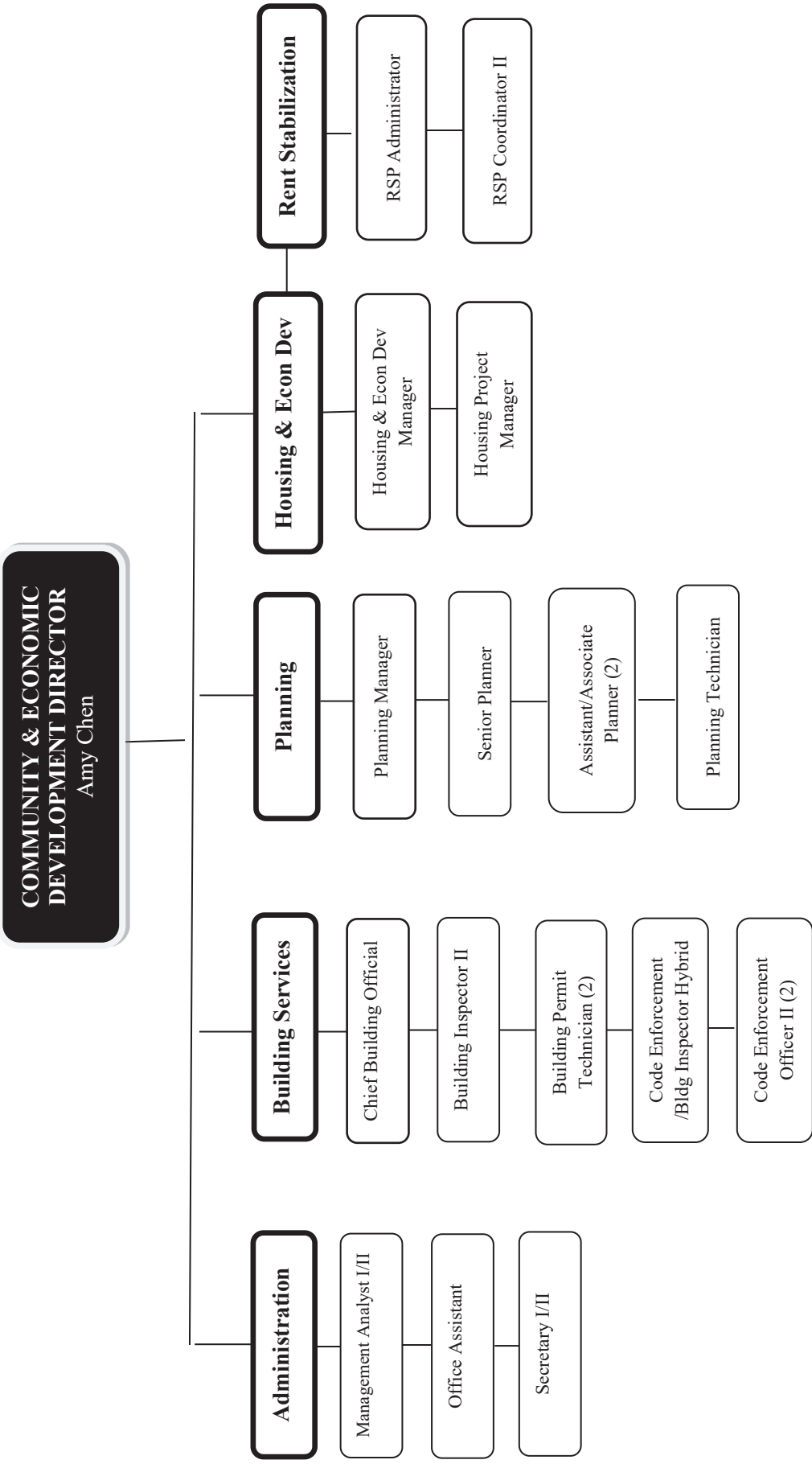
The Community & Economic Development Department seeks to make East Palo Alto a wonderful place to live, work, and play. The Department accomplishes this through effective current and long-range municipal planning, housing management, ensuring code compliance, and managing business attraction, small-business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

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

- Coordinating and managing the City's development related functions (e.g. planning entitlement and permit processing; long range planning and development review; inspection services; assisting the production, preservation, and protections of affordable housing; and supporting compliance with the building code through enforcement);
- Coordinating business development and retention efforts through both capital projects and direct economic development efforts;
- Providing staff support to the Planning Commission and Rent Stabilization Board;
- Collaborating with regional organizations (e.g. County Collaborative: 21 Elements, City/County Association of Governments (C/CAG), Metropolitan Transportation Committee (MTC), the South Bayside Waste Management Authority and the San Francisquito Creek Joint Powers Authority).

# COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

FY 2025-2026 Budget



Total FTE's: 20.0

# COMMUNITY AND ECONOMIC DEVELOPMENT

## FY 2025-2026 Budget

### Administration Division

#### Division Summary

##### SOURCES

|                            | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| General Fund               |                      |                      |                       |                        |                       |
| Charges/Fees for Services  | -                    | -                    | -                     | -                      | -                     |
| Use of Resources           | 880,004              | 558,523              | 742,926               | 686,231                | 686,231               |
| Special Revenue Funds      | 15,392               | 122,148              | 165,260               | 201,551                | 201,551               |
| Capital Project Funds      | -                    | -                    | -                     | -                      | -                     |
| Enterprise Funds           | 87                   | -                    | -                     | -                      | -                     |
| Succesor Agency Trust Fund | -                    | -                    | -                     | -                      | -                     |
| <b>TOTAL</b>               | <b>895,483</b>       | <b>680,671</b>       | <b>908,186</b>        | <b>887,782</b>         | <b>887,782</b>        |

##### EXPENDITURES BY DIVISION

|                         | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|-------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Administration Division | 895,483              | 680,671              | 908,186               | 887,782                | 887,782               |
| <b>TOTAL</b>            | <b>895,483</b>       | <b>680,671</b>       | <b>908,186</b>        | <b>887,782</b>         | <b>887,782</b>        |

##### CHARACTER OF EXPENDITURES

|                        | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Personnel              |                      |                      |                       |                        |                       |
| Salaries and Benefits  | 518,720              | 509,069              | 688,584               | 675,672                | 675,672               |
| <b>Subtotal</b>        | <b>518,720</b>       | <b>509,069</b>       | <b>688,584</b>        | <b>675,672</b>         | <b>675,672</b>        |
| Supplies and Services  |                      |                      |                       |                        |                       |
| Purchased Services     | 373,109              | 167,504              | 206,202               | 205,210                | 205,210               |
| Supplies and Materials | 3,654                | 4,098                | 12,600                | 6,100                  | 6,100                 |
| Capital Expenditures   | -                    | -                    | 800                   | 800                    | 800                   |
| Other Expenditures     | -                    | -                    | -                     | -                      | -                     |
| <b>Subtotal</b>        | <b>376,763</b>       | <b>171,602</b>       | <b>219,602</b>        | <b>212,110</b>         | <b>212,110</b>        |
| <b>TOTAL</b>           | <b>895,483</b>       | <b>680,671</b>       | <b>908,186</b>        | <b>887,782</b>         | <b>887,782</b>        |

##### AUTHORIZED STRENGTH

|                                       | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|---------------------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Community & Econ Development Director | 1.00                 | 1.00                 | 1.00                  | 1.00                   | 1.00                  |
| Management Analyst II                 | 1.00                 | 1.00                 | 1.00                  | 1.00                   | 1.00                  |
| Secretary II                          | 1.00                 | 1.00                 | 1.00                  | 1.00                   | 1.00                  |
| Office Assistant                      | 1.00                 | 1.00                 | 1.00                  | 1.00                   | 1.00                  |
| <b>TOTAL</b>                          | <b>4.00</b>          | <b>4.00</b>          | <b>4.00</b>           | <b>4.00</b>            | <b>4.00</b>           |



# COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2025-2026 Budget

## Administration Division Summary

### SERVICE DESCRIPTION

The Community and Economic Development Department provides a wide array of services to the community. The Department provides planning and development related services to property owners and businesses. The Community and Economic Development Department serves as the focal point for business and economic development efforts as well as administration of local affordable housing funds, implementation of the General Plan and Building Codes, and other services including regional agency coordination.

The Administration of the Community and Economic Development Department is led by the Community and Economic Development Director with the assistance of one Management Analyst I/II and two (2) administrative support staff. The Administration Division manages the activities of and sets policy for the Department, manages budgets, and coordinates grant partnerships and contract administration, and oversees other administrative processes. Additionally, the Administration Division of Community and Economic Development works collaboratively with Public Works and is co-located with the Public Works Administration Division at the Tate Street offices which is referred to as the City Permit Center.

### SIGNIFICANT CHANGES

#### FY 2024-2025 to FY 2025-2026 Budget:

The decrease of \$20,404 (-2.2%) from the FY 2024-25 Adopted Budget to the FY 2025-26 Proposed Budget is primarily due to the decreases of personnel expenses by \$12,912, the removal of postage and delivery services by \$6,500, and decrease in membership dues by \$10,120.

The FY 2025-26 Proposed Budget was adopted without any changes.

| Fiscal Year (FY) | Budget    | \$ Change From Previous | % Change From Previous FY |
|------------------|-----------|-------------------------|---------------------------|
| 2024-25 Adopted  | \$908,186 |                         |                           |
| 2025-26 Proposed | \$887,782 | (\$20,404)              | -2.2%                     |
| 2025-26 Adopted  | \$887,782 | \$0                     | 0.0%                      |

# COMMUNITY AND ECONOMIC DEVELOPMENT

## FY 2025-2026 Budget

### Building Services Division

#### Division Summary

##### SOURCES

|                            | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| General Fund               |                      |                      |                       |                        |                       |
| Charges/Fees for Services  | 639,125              | 359,071              | 2,558,880             | 1,735,132              | 1,735,132             |
| Use of Resources           | 147,249              | 806,785              | 372,740               | -                      | -                     |
| Special Revenue Funds      | -                    | 92                   | -                     | -                      | -                     |
| Capital Project Funds      | -                    | -                    | -                     | -                      | -                     |
| Enterprise Funds           | -                    | -                    | -                     | -                      | -                     |
| Succesor Agency Trust Fund | -                    | -                    | -                     | -                      | -                     |
| <b>TOTAL</b>               | <b>786,374</b>       | <b>1,165,948</b>     | <b>2,931,620</b>      | <b>1,735,132</b>       | <b>1,735,132</b>      |

##### EXPENDITURES BY DIVISION

|                            | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Building Services Division | 786,374              | 1,165,948            | 2,931,620             | 1,735,132              | 1,735,132             |
| <b>TOTAL</b>               | <b>786,374</b>       | <b>1,165,948</b>     | <b>2,931,620</b>      | <b>1,735,132</b>       | <b>1,735,132</b>      |

##### CHARACTER OF EXPENDITURES

|                        | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Personnel              |                      |                      |                       |                        |                       |
| Salaries and Benefits  | 746,404              | 750,461              | 1,103,320             | 1,132,246              | 1,132,246             |
| <b>Subtotal</b>        | <b>746,404</b>       | <b>750,461</b>       | <b>1,103,320</b>      | <b>1,132,246</b>       | <b>1,132,246</b>      |
| Supplies and Services  |                      |                      |                       |                        |                       |
| Purchased Services     | 34,630               | 407,309              | 1,805,000             | 579,736                | 579,736               |
| Supplies and Materials | 5,341                | 8,178                | 17,800                | 13,150                 | 13,150                |
| Capital Expenditures   | -                    | -                    | 5,500                 | 10,000                 | 10,000                |
| Other Expenditures     | -                    | -                    | -                     | -                      | -                     |
| <b>Subtotal</b>        | <b>39,970</b>        | <b>415,487</b>       | <b>1,828,300</b>      | <b>602,886</b>         | <b>602,886</b>        |
| <b>TOTAL</b>           | <b>786,374</b>       | <b>1,165,948</b>     | <b>2,931,620</b>      | <b>1,735,132</b>       | <b>1,735,132</b>      |

##### AUTHORIZED STRENGTH

|   | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|---|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Chief Building Official                             | 1.00                 | 1.00                 | 1.00                  | 1.00                   | 1.00                  |
| Building Inspector II                               | 1.00                 | 1.00                 | 1.00                  | 1.00                   | 1.00                  |
| Building Permit Technician                          | 2.00                 | 2.00                 | 2.00                  | 2.00                   | 2.00                  |
| Code Enforcement/Bldg Inspector Hybrid <sup>1</sup> | -                    | -                    | 1.00                  | 1.00                   | 1.00                  |
| Code Enforcement Officer II                         | 3.00                 | 3.00                 | 2.00                  | 2.00                   | 2.00                  |
| <b>TOTAL</b>  | <b>7.00</b>          | <b>7.00</b>          | <b>7.00</b>           | <b>7.00</b>            | <b>7.00</b>           |

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

# COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2025-2026 Budget

## Building Services Division Summary

### SERVICE DESCRIPTION

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

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

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

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

### SIGNIFICANT CHANGES

#### FY 2024-2025 to FY 2025-2026 Budget:

The decrease of \$1,196,488 (-40.8%) from the FY 2024-25 Adopted Budget to the FY 2025-26 Proposed Budget is primarily due to a reduction in professional and technical services, specifically the Outside Plan Review and Inspections by \$1,366,667.

The FY 2025-26 Proposed Budget was adopted without any changes.

| Fiscal Year (FY) | Budget      | \$ Change From Previous FY | % Change From Previous FY |
|------------------|-------------|----------------------------|---------------------------|
| 2024-25 Adopted  | \$2,931,620 |                            |                           |
| 2025-26 Proposed | \$1,735,132 | (\$1,196,488)              | -40.8%                    |
| 2025-26 Adopted  | \$1,735,132 | \$0                        | 0.0%                      |

# COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2025-2026 Budget

## Building Services Division

### ACCOMPLISHMENTS

| OBJECTIVES |  | RESULTS  |
|------------|--|--|
| 1.         | Ongoing improvements of service quality, efficiency and customer service levels in all areas of the Building Division's Permit Center, Building Inspections, Building Plan Review, and Code Enforcement.   | Implemented technology to improve efficiencies, including Bluebeam for digital plan review, by Q1 2025. Developed a Standard Operating Procedure (SOP) for Building Division operations to ensure consistency and efficiency across all services. Began beta testing SolarApp+, a platform that streamlines solar permit applications by automating approvals for code-compliant residential solar systems, in Q1 2025, with plans to fully roll out the tool by the next fiscal year (Q3 2025). |
| 2.         | Develop and implement efficient processes aimed at streamlining the approval of Accessory Dwelling Units (ADUs) by introducing pre-approved plans. Collaborate with other agencies who are also developing similar processes to reduce duplicate efforts while harnessing their knowledge and expertise in facilitating a smoother, more predictable path for property owners. | Partnered with the San Mateo County ADU Resource Center in 2024 to integrate their expertise and ensure consistency with county-wide best practices for ADU development. The Building Division website will be updated by April 2025 to include a dedicated ADU section featuring resources, guides, and pre-approved ADU plans, providing clear, accessible information on ADU construction, zoning requirements, and permitting processes.   |
| 3.         | Continue to support staff to pursue all applicable certification, training, and education in order for staff to develop and achieve their potential for exemplary customer benefits.   | Supported staff development through year-round training opportunities, including in-person and remote sessions with CACEO, CALBO, and EduCode programs, ensuring all Building Division staff participated as these sessions occurred. Provided on-the-job training as situational topics arise, enhancing staff's technical and customer service skills.   |
| 4.         | Conduct public outreach relevant to the new state mandates and building codes.   | Prepared content for the Building Division website to include information on new state ADU laws, with a planned rollout in Q2 2025, to ensure residents are informed of the latest mandates and requirements. Coordinated with the San Mateo County ADU Resource Center to integrate a link to their website, which will provide access to additional resources and guides to support ADU development and compliance with state building codes upon completion of the website enhancements.      |
| 5.         | Foster interdepartmental collaboration to ensure compliance with all laws and regulations relating to the built and natural environment.   | Provided interdepartmental training on Bluebeam software for digital plan review, enabling seamless collaboration between departments on plan reviews and ensuring compliance with   |

# COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2025-2026 Budget

## Building Services Division

### ACCOMPLISHMENTS

| OBJECTIVES |  | RESULTS  |
|------------|--|--|
|            |  | building regulations. Actively participated in Development Review Committee meetings to coordinate on projects impacting the built and natural environment. Collaborated with Police, Planning, and Public Works departments to address interdepartmental cases.   |
| 6.         | Implement the current building codes, and adopted amendments (as needed) to ensure a safe and healthy community.                                       | Continued ongoing implementation of current building codes and adopted amendments through regular inspections, ensuring compliance with safety and health standards. Reviewed and adopted code amendments as needed to address community needs, enhancing structural safety and accessibility in new constructions over the past year. |
| 7.         | Implement an electronic submittal, approval, and inspection process where applicants are not required to submit hardcopies of plans.                   | Plans are submitted electrically for review. Upon approval, one set of plans are printed by the applicant for construction use.  |
| 8.         | Deploy inspection application for 24/7 scheduling by homeowners or contractors, ensuring precise inspection timings while optimizing staff efficiency. | Issued an informal bid proposal to select a vendor for an inspection application that will enable 24/7 scheduling by homeowners and contractors, with vendor selection planned for Q2 2025. Testing and rollout of the application to follow, aiming to ensure precise inspection timings and optimize staff efficiency.               |

# COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2025-2026 Budget

## Building Services Division

### OBJECTIVES

|    |  |
|----|--|
| 1. | Ongoing improvements of service quality, efficiency and customer service levels in all areas of the Building Division's Permit Center, Building Inspections, Building Plan Review, and Code Enforcement. |
| 2. | Implement the 2025 California Building Standards Code and adopted local amendments to maintain safety, sustainability, and code consistency.   |
| 3. | Continue to support staff to pursue all applicable certification, training, and education in order for staff to develop and achieve their potential for exemplary customer benefits.                     |
| 4. | Conduct targeted public outreach to educate stakeholders on the 2025 code adoption, major changes, and their implications for building permit applicants.  |
| 5. | Launch and support SolarAPP+ for the automated, same-day permitting of eligible residential solar energy systems, improving turnaround time and reducing staff review workload.                          |
| 6. | Conduct proactive code enforcement with dedicated staff time allocated to address Tier 3 code violations, ensuring compliance and community safety.  |

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# COMMUNITY AND ECONOMIC DEVELOPMENT

## FY 2025-2026 Budget

### Housing and Economic Development Division

#### Division Summary

##### SOURCES

|                             | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|-----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| General Fund                |                      |                      |                       |                        |                       |
| Charges/Fees for Services   | -                    | -                    | -                     |                        |                       |
| Use of Resources            | 93,254               | 236,357              | 234,725               | 549,243                | 549,243               |
| Special Revenue Funds       | 2,001,455            | 1,461,834            | 1,419,870             | 2,248,888              | 2,248,888             |
| Capital Project Funds       | -                    | -                    | -                     | -                      | -                     |
| Enterprise Funds            | -                    | -                    | -                     | -                      | -                     |
| Successor Agency Trust Fund | -                    | -                    | -                     | -                      | -                     |
| <b>TOTAL</b>                | <b>2,094,709</b>     | <b>1,698,191</b>     | <b>1,654,595</b>      | <b>2,798,131</b>       | <b>2,798,131</b>      |

##### EXPENDITURES BY DIVISION

|                                  | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|----------------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Housing and Economic Development | 1,803,387            | 1,230,713            | 1,196,626             | 2,382,437              | 2,382,437             |
| Rent Stabilization Program       | 291,322              | 467,478              | 457,969               | 415,694                | 415,694               |
| <b>TOTAL</b>                     | <b>2,094,709</b>     | <b>1,698,191</b>     | <b>1,654,595</b>      | <b>2,798,131</b>       | <b>2,798,131</b>      |

##### CHARACTER OF EXPENDITURES

|                            | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Personnel                  |                      |                      |                       |                        |                       |
| Salaries and Benefits      | 490,162              | 662,893              | 741,298               | 835,625                | 835,625               |
| <b>Subtotal</b>            | <b>490,162</b>       | <b>662,893</b>       | <b>741,298</b>        | <b>835,625</b>         | <b>835,625</b>        |
| Supplies and Services      |                      |                      |                       |                        |                       |
| Purchased Services         | 381,339              | 964,631              | 843,399               | 1,897,006              | 1,897,006             |
| Supplies and Materials     | 23,203               | 10,667               | 9,898                 | 5,500                  | 5,500                 |
| Capital Expenditures       | -                    | -                    | -                     | -                      | -                     |
| Other Expenditures (Loans) | 1,200,005            | 60,000               | 60,000                | 60,000                 | 60,000                |
| <b>Subtotal</b>            | <b>1,604,547</b>     | <b>1,035,298</b>     | <b>913,297</b>        | <b>1,962,506</b>       | <b>1,962,506</b>      |
| <b>TOTAL</b>               | <b>2,094,709</b>     | <b>1,698,191</b>     | <b>1,654,595</b>      | <b>2,798,131</b>       | <b>2,798,131</b>      |

##### AUTHORIZED STRENGTH

|                                    | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|------------------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Housing & Economic Development Mgr | 1.00                 | 1.00                 | 1.00                  | 1.00                   | 1.00                  |
| Housing Project Manager            | 1.00                 | 1.00                 | 1.00                  | 1.00                   | 1.00                  |
| RSP Administrator                  | 1.00                 | 1.00                 | 1.00                  | 1.00                   | 1.00                  |
| RSP Coordinator II                 | 1.00                 | 1.00                 | 1.00                  | 1.00                   | 1.00                  |
| <b>TOTAL</b>                       | <b>4.00</b>          | <b>4.00</b>          | <b>4.00</b>           | <b>4.00</b>            | <b>4.00</b>           |

# COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2025-2026 Budget

## Housing and Economic Development Division Summary

### SERVICE DESCRIPTION

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

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

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

### SIGNIFICANT CHANGES

#### FY 2024-2025 to FY 2025-2026 Budget:

The increase of \$1,143,536 (+69.1%) from the FY 2024-25 Adopted Budget to the FY 2025-26 Proposed Budget is primarily due to increases in personnel expenses by \$94,327, staff augmentation by \$875,000, and several professional and technical services increased by \$174,209.

The FY 2025-26 Proposed Budget was adopted without any changes.

| Fiscal Year (FY) | Budget      | \$ Change From Previous FY | % Change From Previous FY |
|------------------|-------------|----------------------------|---------------------------|
| 2024-25 Adopted  | \$1,654,595 |                            |                           |
| 2025-26 Proposed | \$2,798,131 | \$1,143,536                | 69.1%                     |
| 2025-26 Adopted  | \$2,798,131 | \$0                        | 0.0%                      |

# COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2025-2026 Budget

## Housing and Economic Development Division

### ACCOMPLISHMENTS

| OBJECTIVES |   | RESULTS   |
|------------|---|---|
| 1.         | Leverage additional funds for housing from State and Federal sources for affordable housing.  | The current CalHome loan program is coming to an end in June 2025. The Housing team partnered with EPACANDO once more to apply for the CalHome Loan program in 2025.  |
| 2.         | Pursue state and regional funds to support affordable housing projects and programs and to address homelessness in the City.  | The City was not awarded for the ERF-2 grant in 2024, however, staff meets on a monthly basis with County and social service partners to coordinate the response to homelessness.   |
| 3.         | Implement Measure L and which is now called Measure JJ - the City's existing Gross Receipts Tax on rental residential properties for affordable housing and support programs.   | This is an ongoing activity. The Housing and RSP team brought an update to City Council on April 1, 2025 and later in Spring 2025, City Council will consider further proposals to implement what is now Measure JJ.  |
| 4.         | Collaborate with affordable housing developers to ensure widespread marketing and outreach when units are open to applications.   | This is an ongoing activity. In the beginning of 2025, staff collaborated with MidPen for the marketing and outreach of Colibri Commons lease-up.   |
| 5.         | Implement annual updates to the Inclusionary Housing Ordinance, including the Inclusionary Guidelines and in-lieu fees, in addition to any necessary amendments to adapt the ordinance to small projects and projects with Accessory Dwelling Units (ADUs). | City Council adopted new in-lieu fees for FY 2024-25 on July 16, 2024, and staff updated the Inclusionary Housing webpage and Chapters 2A and 2B of the Inclusionary Guidelines for calculation of ownership and rental in-lieu fees.   |
| 6.         | In coordination with the Planning Division, complete the City's Housing Element and General Plan Annual Progress Report. At least every two years, evaluate the progress on meeting the City's RHNA and adjust the Sites Inventory as needed.               | The Housing Element was adopted by City Council on March 19, 2024. As of April 29, 2024, the City of East Palo Alto's Housing Element was considered substantially compliant with State Housing Element Law (Gov. Code, § 65580 et seq).  |
| 7.         | Identify funding sources for all affordable housing activities; identifying opportunities for housing preservation; and capacity-building for affordable housing preservation in East Palo Alto.  | The City identified local funding for affordable housing activities in its 2024-2028 Affordable Housing Strategy. The City applied for and was awarded \$100,000 from the County of San Mateo's Equity Innovation Fund (EIF) for the development of affordable housing preservation guidelines and NOFA. The City also applied for and was awarded the Partnership for the Bay's Future (PBF) Policy Grant and is receiving capacity-building for affordable housing preservation through the allocation of PBF Fellow Jaz Gonzalez. In addition, on May 6, 2025, the City Council will be considering the reallocation |

# COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2025-2026 Budget

## Housing and Economic Development Division

### ACCOMPLISHMENTS

| OBJECTIVES |  | RESULTS  |
|------------|--|--|
|            |  | of \$2,050,000 in Housing In Lieu Funds from the Palo Mobile Estates Loan Program to an Affordable Housing Preservation Program.   |
| 8.         | Work with other City agencies to ensure that tenants are provided with proper notices and relocation benefits when granted under the Municipal Code.   | This is an ongoing activity of the Rent Stabilization Program (RSP). The RSP works with both internal departments to ensure landlords/owners are compliant and community partners to disseminate information and resources. The RSP has provided oversight over the Euclid Improvement Relocation Plan.  |
| 9.         | Implement anti-displacement services, fair housing and anti-eviction program using Measure O and other qualifying local revenue sources. Administer funding and monitor delivery of services and completion of deliverables specified in agreements.                             | Measure O anti-displacement contracts will complete as of 3/31/2025. The Housing and RSP team brought an update to City Council on April 1, 2025. Measure O funding was utilized for anti-displacement services such as eviction defense, rental assistance, case management and know your rights workshops. Later in Spring 2025, City Council will consider further proposals to implement what is now Measure JJ. |
| 10.        | 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.                    | This is an ongoing activity of the Rent Stabilization Program. Staff has worked with Building to notify the owner(s) when a unit's habitability is in question. The city would only be informed if the tenant complains or submits a petition, or if a code enforcement complaint is filed by the tenant or someone from the public.   |
| 11.        | 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. | This is an ongoing activity of the Rent Stabilization Program. At this time there are no needed regulations or amendments to the Rent Stabilization ordinances. RSP staff will continue to provide trainings and coordinate with the Rent Stabilization Board to keep them informed.   |
| 12.        | Implement a Citywide Rent Registry and make any necessary programming adjustments to the Rent Stabilization Program's registration database and petition tracking system to be incorporated in the same system.  | This is still in process. Rent Stabilization staff are working closely with Tolemi and necessary internal staff to work towards completion and implementation. Goal date is to fully launch the Rent Registry by January 1, 2026.  |
| 13.        | Conduct community outreach to educate both landlords and tenants of their rights and responsibilities under the City's ordinances, including distributing an informative Guide to Rent Control in East Palo Alto.  | Rent Stabilization staff worked with Measure O partners to disseminate know your rights knowledge and resources. Staff also provided tenants and landlords with resources, their rights and responsibilities under the Rent Stabilization Ordinance.   |
| 14.        | Provide information on the requirements for eviction in the ordinances to landlords and  | Staff provided referrals for rental assistance, and reviewed notices for compliance with the Just  |

# COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2025-2026 Budget

## Housing and Economic Development Division

### ACCOMPLISHMENTS

| OBJECTIVES |  | RESULTS   |
|------------|--|---|
|            | tenants, including mailing information to tenants within one business day of receipt of notices of eviction.   | Cause for Eviction Ordinance. Educated with landlords when notices were noncompliant and provided tenants with resources and their rights under the Rent Stabilization Ordinance.   |
| 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.  | This is an ongoing activity of the Rent Stabilization Program. Staff have worked with landlords to educate requirements under the ordinance. Staff have worked to bring landlords back into compliance when tenant registrations have not been submitted.   |
| 16.        | Mail Annual Program Fee Statements forms to landlords of regulated rental units under the 2010 Ordinance (regulated residential dwelling units) in November, so landlords can timely submit them and meet the deadlines established by the ordinances.   | Staff sent out the 2024-2025 Annual Program Fee Statement forms in November 2024. Notices were mailed to regulated residential dwelling units.  |
| 17.        | Process pending petitions submitted by landlords and tenants within the timelines established in the Rent Stabilization Ordinance and regulations.   | This is an ongoing activity of the Rent Stabilization Program. 30 petitions were submitted by residents living in Woodland Park under Sandhill Properties. RSP staff are reviewing those petitions and hearings have begun but are not yet resolved.  |
| 18.        | 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. | This is an ongoing activity of the Rent Stabilization Program. Staff track regulated rental units; noncompliance notices are sent out and penalty fees are accrued for noncompliance and penalty waivers are processed for good cause.  |
| 19.        | Develop underwriting guidelines for use in the Inclusionary Housing Ordinance and Commercial Linkage Fee Programs.   | The City is working with a regional collaborative, 21 Elements, for the Grand Nexus Study to review its inclusionary housing in-lieu fees and commercial linkage fee programs. Upon completion of the study, staff will be able to provide recommendations to update the underwriting guidelines. |
| 20.        | Coordinate with the County and social service partners to reduce homelessness in East Palo Alto.   | This is an ongoing activity. Staff continue to coordinate monthly check-in meetings with the County of San Mateo, Life Moves, and Project WeHope.   |

# COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2025-2026 Budget

## Housing and Economic Development Division

### ACCOMPLISHMENTS

| OBJECTIVES  | RESULTS   |
|---|---|
| 21. Implement a comprehensive, cross-departmental strategy for unhoused residents in East Palo Alto that addresses both RVs in the public right of way and residents experiencing homelessness, including but not limited to implementation of Master Temporary Use Permit Program, and employment and services opportunities for people experiencing homelessness  | Staff implemented a cross-departmental strategy that addresses RVs in the public right of way. Any RV not working with a service provider in the public right of way, that presents a health or safety hazard, receives a red tag notice from Public Works and gets towed if no action is taken after the notice, with assistance from the Police Department staff. Public Works staff coordinate noticing and encampment clean-up, and work with service providers to ensure people experiencing homelessness are receiving the services they need. Housing staff track report-backs and work to identify funding opportunities to support programs for people experiencing homelessness. City Council adopted a Master Temporary Use Permit program to work with private property owners in providing temporary shelters, and staff continues to seek opportunities for partnerships. |
| 22. Continue to support the low barrier navigation center and emergency shelter operated by WeHope, and explore opportunities to accommodation of at-risk youths, households with children, and persons with disabilities.  | This is an ongoing activity.  |
| 23. Encourage smaller-scale housing that is relatively more affordable, including accessory dwelling units (ADUs). Collaborate with 21 Elements and ADU Working Group, and with Planning and Building to develop and implement a “next phase” strategy for promotion of ADUs, SB 9 units, and any future small development. This includes development code amendments and consideration of free waivers or reductions, financial incentives and previously approved and modular ADU design plans. | Coordinated with the Building Division and joined the San Mateo County ADU Resource Center, which will provide access to additional resources and guides to support ADU development and compliance with state building codes.   |
| 24. Provide update to City Council on progress made on the City’s 2024-2028 Affordable Housing Strategy.  | The 2024 Housing Element Annual Progress Report (APR) was provided and approved by City Council on March 18, 2025. The Housing Element APR is aligned with the 2024-2028 Affordable Housing Strategy. Staff will continue to return to City Council with updates on specific Affordable Housing Strategy projects.  |
| 25. Continue to engage in strategic housing advocacy, including comment letters to the  | This is an ongoing activity.  |



# COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2025-2026 Budget

## Housing and Economic Development Division

### ACCOMPLISHMENTS

| OBJECTIVES  | RESULTS  |
|---|--|
| relevant state and/or federal agencies regarding key housing grant programs.  |  |
| 26. Create homeownership opportunities for East Palo Alto residents and stability for existing homeowners. Research and report to City Council on barriers to homebuying for households in East Palo Alto and effectiveness of federal, state, and local programs, with recommendation of either a City led program or partnership with local organization. Determine how such a program should be funded, and whether a Request for Proposals (RFP) is needed. | The City of East Palo Alto applied to and was granted a housing fellow through the Partnership for the Bay's Future Policy Grant. This fellowship in coordination with community partners, EPACANDO, YUCA, and CLSEPA will focus on preservation including affordability among homeownership, among other things.                                      |
| 27. Promote stewardship and preservation of the City's existing affordable housing stock. By first quarter 2023, report on progress made under existing Below Market Rate (BMR) contract and seek City Council direction on future BMR administration for the issuance of a new Request for Proposals (RFP).  | On February 20, 2024, City Council received a report on progress made under the BMR program. The City issued an RFP for BMR Administration on April 11, 2024. On May 7, 2024 City Council received an update on the progress made under the BMR program and approved the execution of a BMR administration contract with EPACANDO through May 9. 2027. |
| 28. Implement an effective and fair housing compliant Local Preference Policy and post to website.  | The City Council approved an updated Local Preference Policy on January 21, 2025 and a webpage has been created:<br><a href="https://www.cityofepa.org/housing/page/local-preference">https://www.cityofepa.org/housing/page/local-preference</a> .  |
| 29. Execute agreements and administer Measure HH Pilot Workforce Development Program. Monitor success of meeting performance goals and quantified metrics.  | This pilot is in its final stages and being evaluated by Informing Change. Staff anticipate returning to City Council near the end of the current fiscal year into the new fiscal year with an update.   |
| 30. Improve and maintain the Housing and Rent Stabilization webpages as a primary means of communicating information, and expand proactive measures to inform homeowners, landlords and tenants about available local and County housing resources and supportive services.   | This is an ongoing activity. The following new Housing webpages were created: 1) Apply for Affordable Rental Housing; 2) Affordable Housing Preservation; and 3) Local Preference.   |
| 31. Create a budget at the start of each fiscal year to increase accessibility including mailers/non-digital outreach on the Housing workplan items, translation of materials and interpretation for public meetings in alignment with City's Language Access Plan.   | A budget was created for added mailer/non-digital outreach. In addition, the City included a budget for language translation and interpretation in its Equity Innovation Fund (EIF) grant application with the County of San Mateo.  |



# COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2025-2026 Budget

## Housing and Economic Development Division

### ACCOMPLISHMENTS

| OBJECTIVES |  | RESULTS   |
|------------|--|---|
| 32.        | Join with other cities in San Mateo County to share housing staff to support longer-term housing initiatives and programs. | The City Council approved the execution of a contract with Housing Endowment and Regional Trust of San Mateo County (HEART) for shared housing staff support. |

# COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2025-2026 Budget

## Housing and Economic Development Division

### OBJECTIVES

|     |   |
|-----|---|
| 1.  | Identify, apply for, and leverage regional, state and federal funding sources for affordable housing activities.  |
| 2.  | Collaborate with affordable housing developers to ensure widespread marketing and outreach when units are open to applications.   |
| 3.  | Implement the City's Below Market Rate Program through monitoring and enforcement.  |
| 4.  | Participate in the Grand Nexus Study of inclusionary housing in-lieu fees and commercial linkage fees.  |
| 5.  | Implement and provide annual updates to the Inclusionary Housing Ordinance, including the Inclusionary Guidelines and in-lieu fees, in addition to any necessary amendments to adapt the ordinance to small projects.   |
| 6.  | Track progress toward meeting RHNA goals through the production of inclusionary housing units, ADUs, SB 9 units, SB 35 units, Density Bonus units, and housing for special needs and low-resourced populations.   |
| 7.  | Implement a preservation strategy that addresses funding sources, identification of properties, and partnerships that can lead to preservation of existing affordable and rent-stabilized housing units in East Palo Alto. Prioritize assistance to lower resource neighborhoods identified in the Housing Element's Affirmatively Furthering Fair Housing (AFFH) analysis.   |
| 8.  | Issue a Notice of Funding Availability (NOFA) for affordable housing preservation and production to expense affordable housing funds.   |
| 9.  | Encourage smaller-scale housing that is relatively more affordable, including accessory dwelling units (ADUs). Collaborate with 21 Elements, the ADU Resource Center, and the ADU Technical Working Group, and with Planning and Building to develop and implement a "next-phase" strategy for promotion of ADUs, SB 9 units, and any future small development. This includes development code amendments and consideration of free waivers or reductions, financial incentives and previously approved and modular ADU design plans. |
| 10. | Monitor and continue administration of the CalHome ADU/JADU Loan Program.   |
| 11. | Implement an effective and fair housing-compliant Local Preference Policy and post to website.  |
| 12. | Coordinate with the County and social service partners to reduce homelessness in East Palo Alto.  |
| 13. | Improve transparency and communication between the City and the public on housing issues, making the City website, social media, and newsletter a reliable source of housing information and making parallel efforts to reach residents through mailers and in-person meetings.   |
| 14. | Monitor and update City Council on progress made on the City's Housing Element and Affordable Housing Strategy Regularly assess the level of staffing or contract assistance to ensure that sufficient staffing is committed to implementing the policies and programs in a timely manner.  |
| 15. | Join with other cities in San Mateo County to share housing staff to support longer-term housing initiatives and programs.  |
| 16. | With added staffing capacity, establish and implement a rent registry for both stabilized and market-rate rental units.   |
| 17. | With added staffing capacity, create homeownership opportunities for East Palo Alto residents and housing stability for existing homeowners, prioritizing seniors aging in place and lower-   |

# COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2025-2026 Budget

## Housing and Economic Development Division

### OBJECTIVES

|     |  |
|-----|--|
|     | resourced neighborhoods. Programs can include home repair program, first-time homebuyer program, and foreclosure prevention. |
| 18. | Evaluate and monitor program outcomes for the Measure HH Pilot Workforce Development Program.                                |
| 19. | Establish an RFP and execute contracts to continue the City's Measure HH Workforce Development Program.                      |

# COMMUNITY AND ECONOMIC DEVELOPMENT

## FY 2025-2026 Budget

### Planning Division

#### Division Summary

##### SOURCES

|                            | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|----------------------------|----------------------|----------------------|----------------------|------------------------|-----------------------|
| General Fund               |                      |                      |                      |                        |                       |
| Charges/Fees for Services  | 244,667              | 355,161              | 346,919              | 326,000                | 326,000               |
| Use of Resources           | 1,302,526            | 953,302              | 1,838,154            | 1,402,042              | 1,402,042             |
| Special Revenue Funds      | 502,230              | 216,668              | -                    | -                      | -                     |
| Capital Project Funds      | -                    | -                    | -                    | -                      | -                     |
| Enterprise Funds           | -                    | -                    | -                    | -                      | -                     |
| Succesor Agency Trust Fund | -                    | -                    | -                    | -                      | -                     |
| <b>TOTAL</b>               | <b>2,049,423</b>     | <b>1,525,131</b>     | <b>2,185,073</b>     | <b>1,728,042</b>       | <b>1,728,042</b>      |

##### EXPENDITURES BY DIVISION

|                   | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|-------------------|----------------------|----------------------|----------------------|------------------------|-----------------------|
| Planning Division | 2,049,423            | 1,525,131            | 2,185,073            | 1,728,042              | 1,728,042             |
| <b>TOTAL</b>      | <b>2,049,423</b>     | <b>1,525,131</b>     | <b>2,185,073</b>     | <b>1,728,042</b>       | <b>1,728,042</b>      |

##### CHARACTER OF EXPENDITURES

|                        | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|------------------------|----------------------|----------------------|----------------------|------------------------|-----------------------|
| Personnel              |                      |                      |                      |                        |                       |
| Salaries and Benefits  | 572,561              | 777,298              | 873,743              | 905,686                | 905,686               |
| <b>Subtotal</b>        | <b>572,561</b>       | <b>777,298</b>       | <b>873,743</b>       | <b>905,686</b>         | <b>905,686</b>        |
| Supplies and Services  |                      |                      |                      |                        |                       |
| Purchased Services     | 972,352              | 743,429              | 1,300,940            | 812,006                | 812,006               |
| Supplies and Materials | 4,510                | 3,571                | 6,890                | 6,850                  | 6,850                 |
| Capital Expenditures   | -                    | 833                  | 3,500                | 3,500                  | 3,500                 |
| Other Expenditures     | 500,000              | -                    | -                    | -                      | -                     |
| <b>Subtotal</b>        | <b>1,476,862</b>     | <b>747,833</b>       | <b>1,311,330</b>     | <b>822,356</b>         | <b>822,356</b>        |
| <b>TOTAL</b>           | <b>2,049,423</b>     | <b>1,525,131</b>     | <b>2,185,073</b>     | <b>1,728,042</b>       | <b>1,728,042</b>      |

##### AUTHORIZED STRENGTH

|                             | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|-----------------------------|----------------------|----------------------|----------------------|------------------------|-----------------------|
| Planning Manager            | 1.00                 | 1.00                 | 1.00                 | 1.00                   | 1.00                  |
| Senior Planner              | 1.00                 | 1.00                 | 1.00                 | 1.00                   | 1.00                  |
| Assistant/Associate Planner | 2.00                 | 2.00                 | 2.00                 | 2.00                   | 2.00                  |
| Planning Technician         | -                    | 1.00                 | 1.00                 | 1.00                   | 1.00                  |
| <b>TOTAL</b>                | <b>4.00</b>          | <b>5.00</b>          | <b>5.00</b>          | <b>5.00</b>            | <b>5.00</b>           |

# COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2025-2026 Budget

## Planning Division Summary

### SERVICE DESCRIPTION

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

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

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

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

# COMMUNITY DEVELOPMENT

FY 2025-2026 Budget

## Planning Division Summary (Continued)

### SIGNIFICANT CHANGES

#### FY 2024-2025 to FY 2025-2026 Budget:

The decrease of \$457,031 (-20.9%) from the FY 2024-25 Adopted Budget to the FY 2025-26 Proposed Budget is primarily due to a decrease in professional services for Master Consultant Agreements (MCA).

The FY 2025-26 Proposed Budget was adopted without any changes.

| Fiscal Year (FY) | Budget      | \$ Change From<br>Previous | % Change From<br>Previous |
|------------------|-------------|----------------------------|---------------------------|
| 2024-25 Adopted  | \$2,185,073 |                            |                           |
| 2025-26 Proposed | \$1,728,042 | (\$457,031)                | -20.9%                    |
| 2025-26 Adopted  | \$1,728,042 | \$0                        | 0.0%                      |

# COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2025-2026 Budget

## Planning Division

### ACCOMPLISHMENTS

| OBJECTIVES |  | RESULTS   |
|------------|--|---|
| 1.         | Ensure Planning Division staff capacity to handle current and future projects, including ability to utilize consultants. | With the stability afforded by a full staff team, the planning team has been able to process all small and medium sized current planning projects without outside consultant support. Utilizing the active project spreadsheet to guide assignments, staff have been able to make progress on projects that have been in the pipeline for some time. The Good City Company is still on retainer to continue managing the major RBD projects which are funded directly by the developers. Due to greater capacity and experience, staff has also been able to successfully take on project amendments that were previously managed by consultant staff. Staff is being assisted by the consulting firm, Placeworks, to update the Safety and Environmental Justice elements of the General Plan. The work program has been shaped to ensure that planners have a variety of projects to provide an interesting range of projects and to build institutional knowledge.   |
| 2.         | Work on both a balanced range of current and long-range projects to implement city priorities.                           | The Planning Division has taken on a range of both current and long-range projects. Staff have continued to process all newly filed current planning projects and has assisted consultants on the RBD projects. Staff have also taken on the permit amendments for complex projects that were originally managed by consultants, such as Woodland Park and University Circle. Long range projects accomplished include the comprehensive update of the Development Code for consistency with state legislation, the Housing Element and process improvements. The next phase will be additional development code updates to incorporate objective design standards per the Housing Accountability Act and process improvements consistent with the General Plan. Staff has also worked with Raimi and Associates to complete the RBD Update and SEIR. The next step will be the implementation of the RBD Update. Planning has also provided assistance to the Housing team in the first Housing Annual Progress Report for the newly certified Housing Element. Simultaneously, staff has continued to work on the update of the General Plan's Safety and Environmental Justice elements, which |



# COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2025-2026 Budget

## Planning Division

### ACCOMPLISHMENTS

| OBJECTIVES |  | RESULTS  |
|------------|--|--|
|            |  | includes significant public outreach and implementation of a grant for outreach.   |
| 3.         | Utilize consultant staff to seamlessly augment city staff for complex projects and in the preparation of significant long-range planning documents, as needed. | Stable staffing levels have enabled City staff to take on more planning projects. However, the division maintains contracts to utilize consultant help to help with complex and long-range planning projects. These projects include the RBD implementation, RBD development proposals, and the updates to the General Plan Elements, such as the Open Space Element. The City currently has contracts with Placeworks and CPC to help prepare updates to the Safety and Environmental Justice (Health and Equity) General Plan Elements.  |
| 4.         | Staff the public counter efficiently and effectively.  | Planning has implemented a counter schedule to best complement the work schedules of planners/technician to ensure timely responses to public inquiries and best delivery of customer service. Regular communication with the front desk staff and adequate staffing has enabled robust coverage of the counter. Each staff member has a city cell phone to enable direct communication. Counter schedules are made available to administrative staff to ensure ready access to a planner when needed. Staff has also continued to maintain an online appointment system (Bookings) that enables the public to schedule meetings with Planning staff to allow in-depth discussions of a variety of planning issues prior to the submittal of a formal application. |
| 5.         | Enhance communication between staff and the public through outreach efforts and social media.  | Staff has maintained the Division's website for user-friendliness and has continued to make regular updates to post project information, CEQA notices, and resources such as the ADU resource page. Staff have also refined applications and handouts, including information about ADUs, to make it more easily understandable and clear to the public. Staff has also continued to implement the city's community outreach policy to provide consistent, early and enhanced outreach for projects of various sizes. Staff has provided larger mailing radii for projects  |

# COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2025-2026 Budget

Planning Division

## ACCOMPLISHMENTS

| OBJECTIVES |   | RESULTS   |
|------------|---|---|
|            |   | of special interest, such as the 4 Corners development applications, and continues to post quarterly updates of pending and approved administrative level projects.   |
| 6.         | Address technology enhancements for better design/development review and improved website experience to better address needs of the public. | City has procured GIS and Bluebeam software to allow enhanced georeferencing of sites and efficient review of project plans. These acquisitions will leverage the work previously executed by Raimi and Associates to enhance the City's GIS capacity and improves technology to better and more efficiently communicate with the public. Staff has subscribed to online training to facilitate better utilization of GIS capacity. Staff has also coordinated closely with other departments for GIS data. City staff has continued to update the city's website to provide more information to the public regarding information on ADUs, SB 35 and SB 9 implementation. |
| 7.         | Prepare long range and advanced planning policies consistent with state law.  | The City Council recently adopted code changes to bring East Palo Alto Municipal Code (EPAMC) into alignment with state legislation, including housing and ADUs. Additionally, Staff has also continued to refine the procedures for processing housing applications ministerially in conformance with SB 9 and 35 by preparing Preliminary Ministerial Review clearance form for use by applicants. Training is continually provided to staff and Planning Commission on changes to state housing and zoning legislation, and the applicability of the Housing Accountability Act through participation in conferences, workshops, and webinars.                         |
| 8.         | Continue the growth and training of Planning Division staff.  | The Division actively encourages staff to seek training opportunities, especially now that most training is offered remotely. Staff have continued to take trainings when time permits. Trainings include CEQA, planning and housing law updates, GIS, and conferences, workshops, and webinars. Planning staff have attended the California APA conference. Planning has subscribed for online courses through Planetizen, which provides a variety of training, including policy and GIS.   |

# COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2025-2026 Budget

Planning Division

## ACCOMPLISHMENTS

| OBJECTIVES |   | RESULTS   |
|------------|---|---|
| 9.         | Improve record keeping and enhance access to records.   | The Planning staff has continued to obtain and consolidate records onto SharePoint, ensuring that the records are readily available. Staff has developed a Planner FAQ to list all the various resources in one place. The Planning secretary is also in process of digitizing hard copy files for storage on SharePoint. |
| 10.        | Respond to state mandates in a timely manner in regard to housing based on local needs, including SB 9 and SB 35. | Staff continues to receive training and develop processes and materials to implement new State legislation pertaining housing. This includes the regular updating of the website, training materials, and handouts to reflect the annual to bi-annual legislative updates.  |
| 11.        | Develop a pop-up and unlicensed businesses policy and program.  | Staff is in process of evaluating existing policies and regulations regarding pop-ups and other unlicensed businesses. Staff will continue to work closely with the City Manager's office and Code Enforcement staff to identify priority changes and safety improvements.  |

# COMMUNITY AND ECONOMIC DEVELOPMENT

FY 2025-2026 Budget

## Planning Division

### OBJECTIVES

|    |   |
|----|---|
| 1. | Ensure Planning Division staff capacity to handle current and future projects, including ability to augment capacity with consultants, and a balanced range of current and long-range projects to implement Vista 2035 and the City's priorities. |
| 2. | Staff the public counter efficiently and effectively.   |
| 3. | Enhance communication between staff and the public through outreach efforts and social media, as well as technology enhancements. Improve record keeping and enhance access to records.   |
| 4. | Respond to state mandates in a timely manner in regards to housing based on local needs, including SB 9 and SB 35. Prepare long range and advanced planning policies consistent with state law.   |
| 5. | Work with the City Manager's Office and Code Enforcement staff to develop a pop-up and unlicensed businesses policy and program.  |

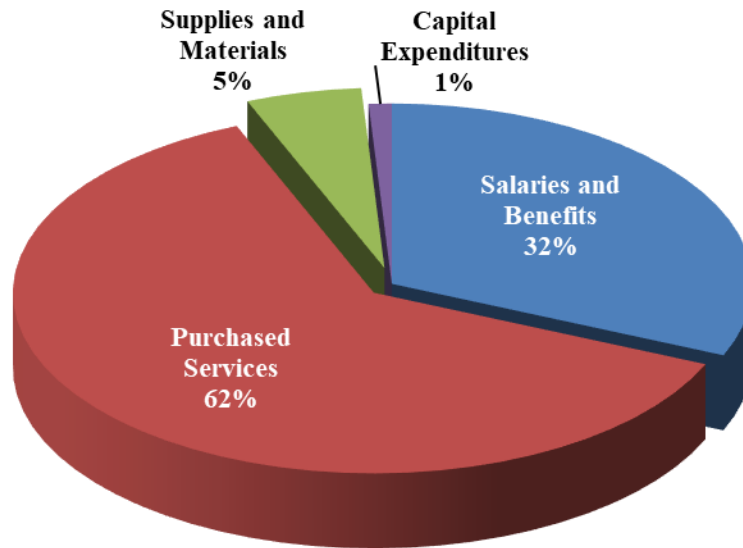
# PUBLIC WORKS DEPARTMENT

FY 2025-2026 Budget

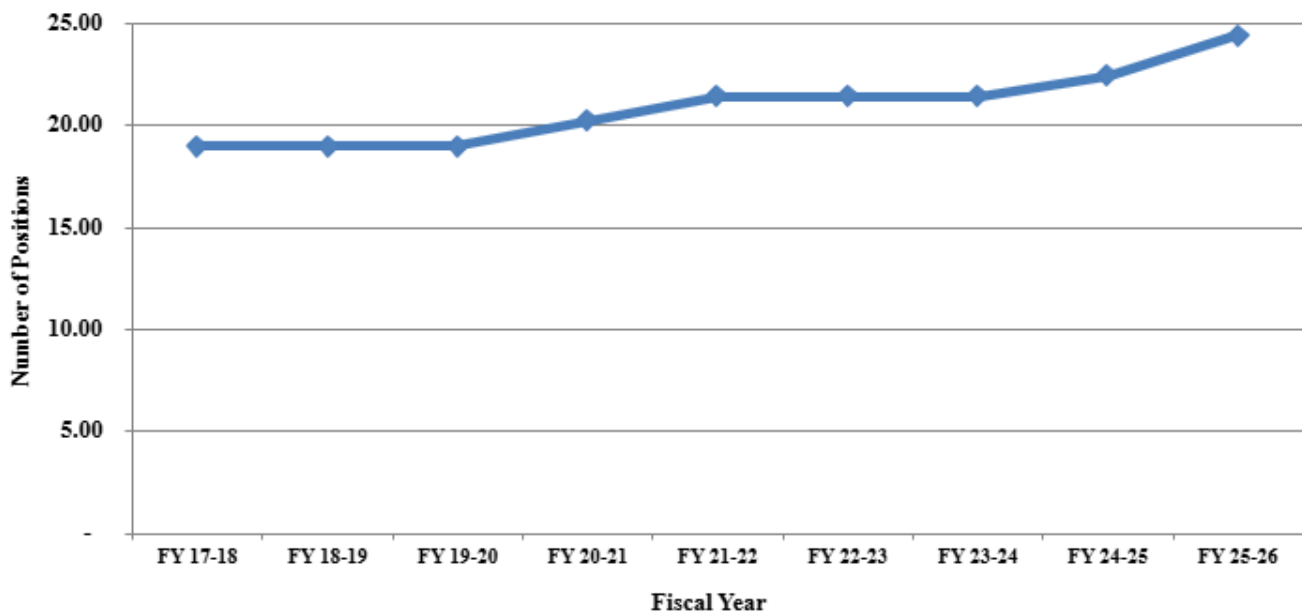
## FY 2025-26

|           |              |
|-----------|--------------|
| Operating | \$14,569,127 |
| Positions | 24.45        |

## CHARACTER OF EXPENDITURES



## AUTHORIZED STRENGTH



# PUBLIC WORKS DEPARTMENT

FY 2025-2026 Budget

## Department Summary

### SOURCES

|                            | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| General Fund               |                      |                      |                       |                        |                       |
| Charges/Fees for Services  | 121,572              | 183,770              | 114,871               | 123,000                | 123,000               |
| Use of Resources           | 3,614,763            | 3,946,717            | 4,921,693             | 6,503,667              | 6,503,667             |
| Special Revenue Funds      | 726,470              | 1,096,026            | 2,167,968             | 1,916,966              | 1,916,966             |
| Capital Project Fund       | 5,652                | 25,218               | -                     | 169,267                | 169,267               |
| Enterprise Funds           | 294,728              | 287,764              | 888,112               | 5,856,227              | 5,856,227             |
| Succesor Agency Trust Fund | 2,338                | -                    | -                     | -                      | -                     |
| <b>TOTAL</b>               | <b>4,765,524</b>     | <b>5,539,495</b>     | <b>8,092,644</b>      | <b>14,569,127</b>      | <b>14,569,127</b>     |

### EXPENDITURES BY DIVISION

|                         | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|-------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Administration Division | 420,879              | 977,147              | 1,687,068             | 1,650,840              | 1,650,840             |
| Engineering Division    | 1,310,947            | 1,143,209            | 1,871,598             | 7,561,070              | 7,561,070             |
| Maintenance Division    | 3,033,698            | 3,419,139            | 4,533,978             | 5,357,217              | 5,357,217             |
| <b>TOTAL</b>            | <b>4,765,524</b>     | <b>5,539,495</b>     | <b>8,092,644</b>      | <b>14,569,127</b>      | <b>14,569,127</b>     |

### CHARACTER OF EXPENDITURES

|                        | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Personnel              |                      |                      |                       |                        |                       |
| Salaries and Benefits  | 2,525,420            | 2,812,611            | 3,725,481             | 4,585,783              | 4,585,783             |
| <b>Subtotal</b>        | <b>2,525,420</b>     | <b>2,812,611</b>     | <b>3,725,481</b>      | <b>4,585,783</b>       | <b>4,585,783</b>      |
| Supplies and Services  |                      |                      |                       |                        |                       |
| Purchased Services     | 1,675,060            | 1,968,834            | 3,439,663             | 9,078,462              | 9,078,462             |
| Supplies and Materials | 510,055              | 632,710              | 652,000               | 754,882                | 754,882               |
| Capital Expenditures   | 44,363               | 89,933               | 275,500               | 150,000                | 150,000               |
| Other Expenditures     | 10,626               | 35,407               | -                     | -                      | -                     |
| <b>Subtotal</b>        | <b>2,240,104</b>     | <b>2,726,884</b>     | <b>4,367,163</b>      | <b>9,983,344</b>       | <b>9,983,344</b>      |
| <b>TOTAL</b>           | <b>4,765,524</b>     | <b>5,539,495</b>     | <b>8,092,644</b>      | <b>14,569,127</b>      | <b>14,569,127</b>     |

### AUTHORIZED STRENGTH

|                         | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|-------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Administration Division | 4.45                 | 4.45                 | 4.45                  | 4.45                   | 4.45                  |
| Engineering Division    | 5.00                 | 5.00                 | 6.00                  | 7.00                   | 7.00                  |
| Maintenance Division    | 12.00                | 12.00                | 12.00                 | 13.00                  | 13.00                 |
| <b>TOTAL</b>            | <b>21.45</b>         | <b>21.45</b>         | <b>22.45</b>          | <b>24.45</b>           | <b>24.45</b>          |

# **PUBLIC WORKS DEPARTMENT**

**FY 2025-2026 Budget**

## **Department Summary**

### **MISSION STATEMENT**

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

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

### **Divisions Overview:**

#### **Administration Division**

Administration performs oversight of Engineering, Environmental and Maintenance; and also performs direct budget preparation, scheduling, and operational contract and invoice payment processing. Administration performs a variety of direct collaboration with stakeholders including the San Francisco Creek Joint Powers Authority flood control projects, Cal TRANS transportation issues, BAWSCA water related issues, and general county-statewide collaboration with CCAG and MTC and local environmental programs

#### **Environmental Division**

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

#### **Engineering Division**

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

#### **Maintenance Division**

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

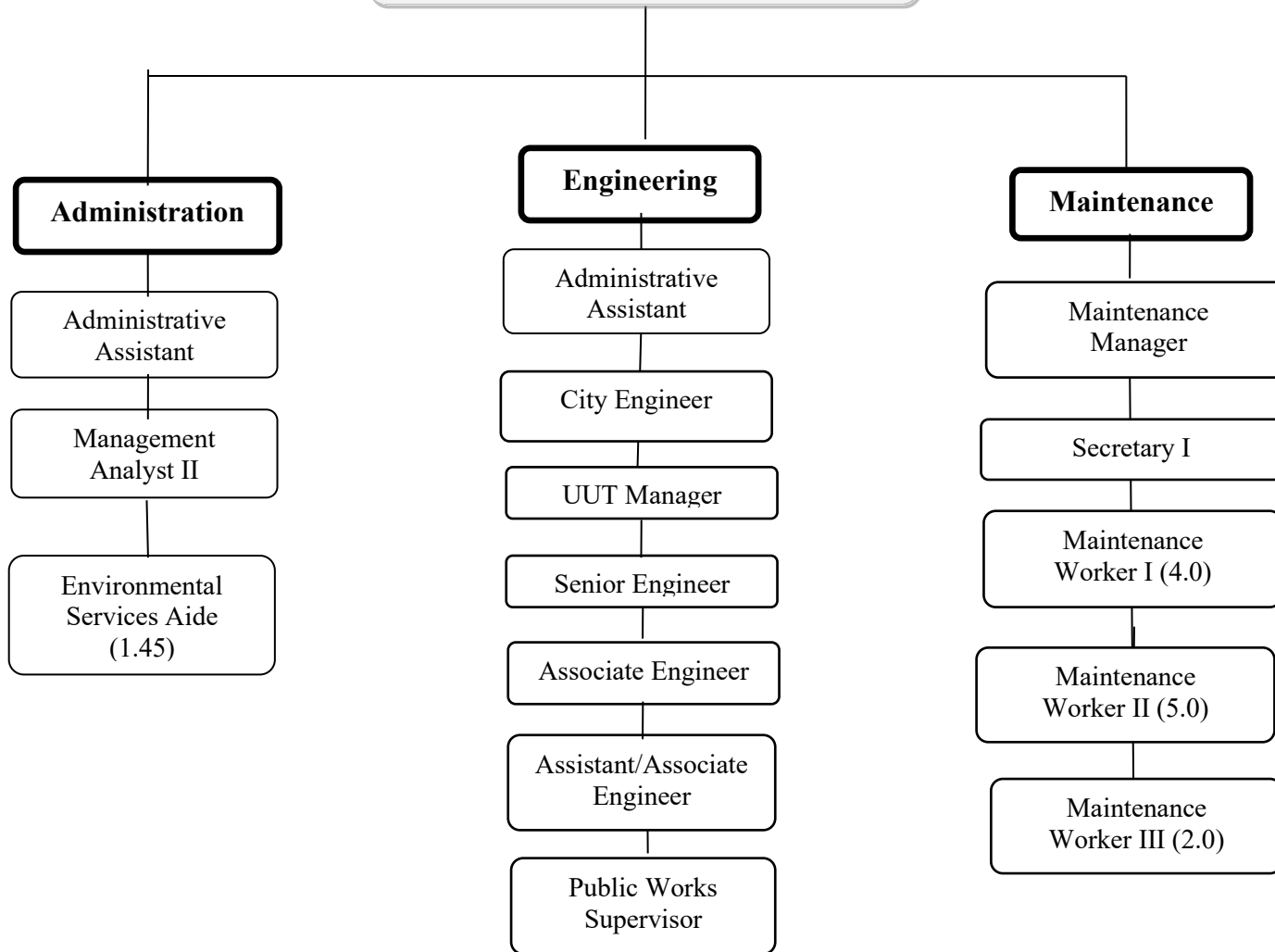


# PUBLIC WORKS DEPARTMENT

FY 2025-2026 Budget

## PUBLIC WORKS DIRECTOR

Humza Javed



Total FTE's: 24.45

# PUBLIC WORKS DEPARTMENT

FY 2025-2026 Budget

## Administration Division

### Division Summary

#### SOURCES

|                             | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|-----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| General Fund                |                      |                      |                       |                        |                       |
| Charges/Fees for Services   | 481                  | 1,718                | 20,000                | 10,000                 | 10,000                |
| Use of Resources            | 369,495              | 637,279              | 958,078               | 1,059,839              | 1,059,839             |
| Special Revenue Funds       | 24,767               | 272,999              | 652,526               | 534,932                | 534,932               |
| Capital Project Funds       | 5,652                | -                    | -                     | -                      | -                     |
| Enterprise Funds            | 18,146               | 65,151               | 56,463                | 46,069                 | 46,069                |
| Successor Agency Trust Fund | 2,338                | -                    | -                     | -                      | -                     |
| <b>TOTAL</b>                | <b>420,879</b>       | <b>977,147</b>       | <b>1,687,068</b>      | <b>1,650,840</b>       | <b>1,650,840</b>      |

#### EXPENDITURES BY DIVISION

|                         | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|-------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Administration Division | 154,975              | 446,447              | 708,181               | 862,649                | 862,649               |
| Environmental Programs  | 265,904              | 530,700              | 978,887               | 788,191                | 788,191               |
| <b>TOTAL</b>            | <b>420,879</b>       | <b>977,147</b>       | <b>1,687,068</b>      | <b>1,650,840</b>       | <b>1,650,840</b>      |

#### CHARACTER OF EXPENDITURES

|                        | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Personnel              |                      |                      |                       |                        |                       |
| Salaries and Benefits  | 269,346              | 561,101              | 762,105               | 843,427                | 843,427               |
| <b>Subtotal</b>        | <b>269,346</b>       | <b>561,101</b>       | <b>762,105</b>        | <b>843,427</b>         | <b>843,427</b>        |
| Supplies and Services  |                      |                      |                       |                        |                       |
| Purchased Services     | 134,534              | 379,972              | 899,963               | 798,663                | 798,663               |
| Supplies and Materials | 16,999               | 15,380               | 25,000                | 8,750                  | 8,750                 |
| Capital Expenditures   | -                    | -                    | -                     | -                      | -                     |
| Other Expenditures     | -                    | 20,694               | -                     | -                      | -                     |
| <b>Subtotal</b>        | <b>151,533</b>       | <b>416,046</b>       | <b>924,963</b>        | <b>807,413</b>         | <b>807,413</b>        |
| <b>TOTAL</b>           | <b>420,879</b>       | <b>977,147</b>       | <b>1,687,068</b>      | <b>1,650,840</b>       | <b>1,650,840</b>      |

#### AUTHORIZED STRENGTH

|                            | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Public Works Director      | 1.00                 | 1.00                 | 1.00                  | 1.00                   | 1.00                  |
| Management Analyst II      | 1.00                 | 1.00                 | 1.00                  | 1.00                   | 1.00                  |
| Administrative Assistant   | 1.00                 | 1.00                 | 1.00                  | 1.00                   | 1.00                  |
| Environmental Service Aide | 1.45                 | 1.45                 | 1.45                  | 1.45                   | 1.45                  |
| <b>TOTAL</b>               | <b>4.45</b>          | <b>4.45</b>          | <b>4.45</b>           | <b>4.45</b>            | <b>4.45</b>           |

# PUBLIC WORKS DEPARTMENT

FY 2025-2026 Budget

## Administration Division Summary

### SERVICE DESCRIPTION

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

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

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

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

#### 1. *Enhance Public Safety and Emergency Preparedness*

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

#### 2. *Enhance Economic Vitality*

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

# **PUBLIC WORKS DEPARTMENT**

**FY 2025-2026 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*

- Continue to support the Engineering Division in managing the capital improvement program.
- 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 2025-2026 Budget**

## **Administration Division Summary (Continued)**

### **SIGNIFICANT CHANGES**

#### **FY 2024-2025 to FY 2025-2026 Budget:**

The decrease of \$36,228 (-2.1%) from the FY 2024-25 Adopted Budget to the FY 2025-26 Proposed Budget is primarily due to a reduction in professional and technical services for \$247,000. This is partially offset by the increases in Developing Asset management Database for \$100,000, additional membership dues which include One Shoreline Annual Funding Contributions FSLRRA of \$40,000, and the overall increase in transportation, training, catering, special events for a total of \$70,772.

The FY 2025-26 Proposed Budget was adopted without any changes.

| <b>Fiscal Year (FY)</b> | <b>Budget</b> | <b>\$ Change From<br/>Previous FY</b> | <b>% Change From<br/>Previous FY</b> |
|-------------------------|---------------|---------------------------------------|--------------------------------------|
| 2024-25 Adopted         | \$1,687,068   |                                       |                                      |
| 2025-26 Proposed        | \$1,650,840   | (\$36,228)                            | -2.1%                                |
| 2025-26 Adopted         | \$1,650,840   | \$0                                   | 0.0%                                 |

# PUBLIC WORKS DEPARTMENT

FY 2025-2026 Budget  
Administration Division

## ACCOMPLISHMENTS

| OBJECTIVES |  | RESULTS  |
|------------|--|--|
| 1.         | Establishment of EPASD as a City subsidiary.   | Assisted in the establishment and incorporation of EPASD as a City subsidiary; supported the establishment of the EPASD Advisory Committee and finalized administrative procedures and processes.  |
| 2.         | Assist in management of over a dozen contracts, purchase orders, and processing of invoices.                                 | <p>Significantly enhanced the management of contracts, purchase orders, and invoice procedures to decrease inefficiencies and increase standardization.</p> <p>Designed and implemented a new invoice processing workflow and tracking mechanism, streamlining operations and improving efficiencies.</p> <p>Successfully processed over \$12M in accounts payable payments, and improved payment turnaround times.</p> <p>Developed a new contract management tracker to monitor contracts; centralizing contract data, increasing accuracy, efficiency and transparency.</p> |
| 3.         | Oversee and manage the City's water operator.  | Continued to successfully manage and oversee the City's water operator.  |
| 4.         | Oversee groundwater management and monitoring.   | Successfully oversaw the ground water management and monitoring.   |
| 5.         | Provide staff support with the Public Works and Transportation Commission.   | Successfully supported PWTC management and functions during the Fiscal Year.   |
| 6.         | General Administration supports the Environmental Division, Maintenance Division, and Engineering Division.                  | Strengthen the general administrative support of the Maintenance and Engineering Divisions by implementing new tools, resources and procedures to improve efficiency and communications.   |
| 7.         | Coordinate with neighboring cities, regional agencies, and water providers regarding various city activities and operations. | <p>Successfully coordinate with neighboring cities, regional agencies, and water providers regarding various city activities and operations.</p> <p>Developed a comprehensive contact sheet guide with details of all PW division key functions and primary points of contact for PW services and requests.</p> <p>Coordinated a watermain extension project on Kavanaugh and O'Brien with the City of Menlo Park.</p>   |

# PUBLIC WORKS DEPARTMENT

FY 2025-2026 Budget

## Environmental Program

### ACCOMPLISHMENTS

| OBJECTIVES |  | RESULTS  |
|------------|--|--|
| 1.         | Oversee the City Clean City program.   | <p>Successfully oversaw the Clean City program.</p> <p>Received Tree City USA certification from the National Arbor Day Foundation.</p> <p>Successfully managed the street sweeping program.</p>   |
| 2.         | Oversee the Grassroots Ecology as well as Canopy contract for plantings and public education events. | <p>Successfully oversaw the Grassroots Ecology contract for planting and public education events.</p> <p>In partnership with Canopy, planted 40 new trees and cared for 52 young trees while also providing educational workshops, including tree biology lessons for students, a tree care session for Public Works staff, and bilingual programs on tree planting and care. In partnership with local schools and Canopy, organized the MLK Day of Service community planting and expanded outreach through canvassing, community events, and volunteer engagement, reaching 1,390 participants and logging 400 volunteer hours. Additionally, led a bilingual tree walk with an arborist in collaboration with the East Palo Alto Library to further community education on urban forestry.</p> <p>Helped establish planting areas at Cooley Landing and improved park beautification in partnership with Grassroots Ecology, hosting 19 trash cleanup days with Nuestra Casa's Bayshore Limpieza program, GE internship program, and the community at large with a total of 248 participants.</p> <p>Hosted the annual California Coastal Cleanup Day where 159 volunteers collected approximately 385 pounds of trash.</p> <p>In partnership with Grassroots Ecology, hosted field trips at Cooley Landing where local students engaged in hands-on environmental activities like invasive plant removal and learned about climate change and community resilience, and organized 16 community events, including a King Tide Walk, Dia de los Muertos, and Wetlands and Watts, reaching 470 participants and leading four</p> |



# PUBLIC WORKS DEPARTMENT

FY 2025-2026 Budget

## Environmental Program

### ACCOMPLISHMENTS

| OBJECTIVES   | RESULTS   |
|--|---|
|  | <p>workdays to restore native plants along the Bay Trail. Staff and interns avegetation and habitat restoration by removing invasive plants, maintaining native vegetation, and expanding sheet mulch for winter planting.</p> <p>Began the expansion and development of the illegal dumping program by creating and implementing a response flowchart, mapping dumping locations, and standardizing procedures in partnership with the Maintenance Division.</p> <p>Began the improvement and expansion of the City's encampment response program.</p> <p>Brought multi-family units on Woodland Avenue up to compliance with SB1383 in partnership with Recology and Woodland Park Management.</p> <p>Reduced the number of SB 1383 non-compliance accounts from 25 to 12, and continued efforts towards meeting compost procurement targets.</p> <p>Developed County-wide Compost Quality Improvement Campaign in partnership with San Mateo County jurisdictions and consultant.</p> <p>Successfully expensed and closed out the first cycle of SB 1383 Grant funding from CalRecycle (OWR1) in the amount of \$43,000.00.</p> <p>Scheduled all 33 of the required Commercial/Industrial inspections under the City's MRP 4 permit.</p> <p>Applied for and received CalRecycle's City/County Payment Program grant in the amount of \$7,594.00, to be used for clean-up activities.</p> |
| 3. Continue to implement requirements of the NPDES MRP permit including the trash program, business inspection program, LID program and development compliance, as a well as monitor for and document illicit discharge. | <p>Continued to implement requirements of the NPDES MRP permit including the trash program, business inspection program, LID program and development compliance, as a well as monitor for and document illicit discharge.</p> <p>Supported the submission of the Annual Report to the San Francisco Regional Water Quality Control Board by completing required tracking, reporting, and inspections.</p>   |
| 4. Continue implementation of Climate Action Plan, with emphasis on Existing Building Electrification  | Accomplished the acceptance into PG&E's GK-12 program. In partnership with PCE, procured a combination of incentive funding to install 7 heat pump water heaters at the following City  |

# PUBLIC WORKS DEPARTMENT

FY 2025-2026 Budget

## Environmental Program

### ACCOMPLISHMENTS

| OBJECTIVES |   | RESULTS   |
|------------|---|---|
|            |   | <p>buildings: 1960 Tate St., Corp Yard, and Senior Center. In addition to saving the City \$55,758.00 in estimated costs.</p> <p>Applied and was awarded grant from the Metropolitan Transportation Commission Climate Program Implementation Grant in the amount of \$741,060.00, to be shared by co-applicants for the San Mateo County Regional EV Charging Project.</p> <p>Applied and was awarded a one-time \$243,000 Member Agency Grant from Peninsula Clean Energy and an additional \$28,000 charging incentive for the implementation of the 1960 Tate St. EV Charging Project and the acquisition of 4 EVs for the Public Works Division.</p> <p>Successfully completed the design phase of the 1960 Tate St. EV Charging Installation Project and moved into bidding phase.</p> <p>Enrolled in PCE's GovBE Program to capture and track fleet inventory, retirement schedules, and EV acquisitions.</p> <p>Increased Access to San Francisco Bay Trail via Rutgers St, collaborated with Midpeninsula Open Space District to design a pedestrian gate to improve neighborhood access to the Bay Trail, finalized and approved MOU between Midpeninsula Open Space District and the City, and submitted gate design to San Francisco Public Utilities Commission for approval</p> |
| 5.         | Participate and lead education events such as Bike to Work Day, recycling programs, and Earth Day/watershed cleanup events, as well as Hazardous Waste and annual E-Waste events. | <p>Ongoing</p> <p>Worked with Youth Community Services to organize 3 park clean-up events for East Palo Alto Academy students at MLK Park, in partnership with Maintenance Division.</p> <p>Organized the annual Earth Day Festival, in partnership with City of Menlo Park and other non-profit partners, to be hosted at the new Belle Haven Community Center on April 26.</p>  |

# PUBLIC WORKS DEPARTMENT

FY 2025-2026 Budget

## Environmental Program

### ACCOMPLISHMENTS

| OBJECTIVES |   | RESULTS  |
|------------|---|--|
|            |   | <p>Organized the annual E-Waste &amp; Shred event held on April 19 at Cooley Landing.</p> <p>Organized the Bike to Work Day event on May 26, with the City hosting two energizer stations at Friendship Bridge and the Clarke Overcrossing.</p> <p>Organizing, in partnership with Canopy, the annual Arbor Day Celebration, to be hosted on April 25 at Joel Davis Park.</p> <p>Organized, in conjunction with non-profit partners and the City of Menlo Park, a Wetlands &amp; Watts educational event at Cooley Landing for a community birding and environmental tabling event, hosted on November 17, 2024.</p> <p>Tabled at the MLK Day National Day of Service event hosted by Canopy to raise awareness about the City's solid waste resources and promote the Sustainability Newsletter .</p> <p>Continued development of the City's Sustainability E-Newsletter and increased self-registration to 100+ subscribers.</p> |
| 6.         | Continue building out fleet electrification in accordance with CARB policy and monitoring for compliance. | Ongoing.   |

# PUBLIC WORKS DEPARTMENT

FY 2025-2026 Budget  
Administration Division

## OBJECTIVES

|     |   |
|-----|---|
| 1.  | Incorporate tools to strengthen, innovate and increase efficiency in all PW divisions leveraging technology.  |
| 2.  | Develop and implement standardized and streamlined procedures for contract, purchase order, invoice tracking management for all PW divisions.   |
| 3.  | Develop and implement standardized and streamlined procedures for Council approved items tracking and management for all PW divisions.  |
| 4.  | Develop and implement standardized and streamlined project management and grant tracking system for all PW divisions.   |
| 5.  | Assist in the monitoring and adjustment of the Gloria Way well water treatment system to provide redundancy in the water supply in case of water interruption or emergencies at the SFPUC Hetch Hetchy Water Supply Aqueduct System. While also evaluate and assess improvement upgrades and create efficiencies for the well operations. |
| 6.  | Assist in the oversight and management of the City's water operator and work towards a lease extension with Veolia.   |
| 7.  | Continue to oversee groundwater management and monitoring.  |
| 8.  | Continue to coordinate with neighboring cities, regional agencies, and water providers regarding various city activities and operations.  |
| 9.  | Provide administration support to the Public Works and Transportation Commission (PWTC).  |
| 10. | Manage and oversee the Environmental Services Division.   |
| 11. | Provide general administration support to Maintenance and Engineering Divisions.  |
| 12. | Assist with the development, implementation, and management of EPASD operations and capital projects.   |
| 13. | Provide administration support to the EPASD Advisory Committee.   |
| 14. | Begin planning for the establishment of a utility division.   |
| 15. | Continue to set up and enhance the City's Asset Management Plan   |
| 16. | Continue to work with the SFCJPA on the Reach II and Safer Bay project advancement  |

# PUBLIC WORKS DEPARTMENT

FY 2025-2026 Budget

## Environmental Programs

### OBJECTIVES

|     |   |
|-----|---|
| 1.  | Develop comprehensive and improved illegal dumping response program, along with expanded education and outreach campaigns for the reduction of illegal dumping instances and beautification of the City.  |
| 2.  | Expand the asset management system to incorporate illegal dumping request into the work order system.   |
| 3.  | Develop comprehensive and improved encampment response program. Establish and expand partnerships with County resources to increase resources and incorporate humane practices.   |
| 4.  | Audit the street sweeping program to increase services, efficiencies, and study the possibility of bringing the program inhouse.  |
| 5.  | Review street sweeping program and create consistency in signage and sweeping locations   |
| 6.  | Continue efforts towards meeting compost procurement targets and reduce SB 1383 non-compliance to single digits.  |
| 7.  | Implement the developed County-wide Compost Quality Improvement Campaign.   |
| 8.  | Execute Metropolitan Transportation Commission Climate Program Implementation Grant for the installation of 24 publicly accessible chargers in East Palo Alto, prioritizing curbside and multi-family housing locations.  |
| 9.  | Complete the 1960 Tate Street EV Charging Installation Project.   |
| 10. | Expand the City's electrification plan.   |
| 11. | Improve and update Environmental Services pages on the City's website to improve organization and clarity.  |
| 12. | Audit, update, and revamp the flood information and resource pages on the City's website.   |
| 13. | Improve the Community Rating System annual recertification score for the City.  |
| 14. | Participate, expand, and lead education events such as Bike to Work Day, recycling programs, Earth Day/watershed cleanup events, as well as Hazardous Waste and annual E-Waste events.  |
| 15. | Continue the development of the City's Sustainability E-Newsletter and increased self-registration to 100+ subscribers.   |
| 16. | Expand tree planting efforts to 50 new trees and provide care for 60 young trees while enhancing educational programs, including bilingual workshops and specialized training for EPA Public Works staff. Increase community engagement efforts through increased school partnerships, more outreach events, and expanded volunteer participation, aiming for over 1,400 participants and 500 volunteer hours. Additionally, strengthen outreach strategies with more canvassing, tree walks, and presence at community events to further urban forestry awareness in East Palo Alto. |
| 17. | Enhance environmental stewardship by expanding community-led restoration efforts, educational programs, and public engagement initiatives. They will continue to foster volunteer participation in habitat restoration, trash cleanups, and native plantings while providing hands-on learning opportunities for students and local groups. Through collaborative events and outreach, they seek to   |

# PUBLIC WORKS DEPARTMENT

FY 2025-2026 Budget

## Environmental Programs

### OBJECTIVES

|  |  |
|--|--|
|  | strengthen community connections to local ecosystems and promote long-term environmental resilience. |
|--|--|

# PUBLIC WORKS DEPARTMENT

## FY 2025-2026 Budget

### Engineering Division

#### Division Summary

##### SOURCES

|                            | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| General Fund               |                      |                      |                       |                        |                       |
| Charges/Fees for Services  | 121,091              | 182,052              | 94,871                | 113,000                | 113,000               |
| Use of Resources           | 1,022,613            | 825,446              | 920,107               | 1,757,054              | 1,757,054             |
| Special Revenue Funds      | 10,809               | 67,409               | 230,000               | 130,000                | 130,000               |
| Capital Project Fund       | -                    | 25,218               | -                     | 169,267                | 169,267               |
| Enterprise Funds           | 156,434              | 43,084               | 626,620               | 5,391,749              | 5,391,749             |
| Succesor Agency Trust Fund | -                    | -                    | -                     | -                      | -                     |
| <b>TOTAL</b>               | <b>1,310,947</b>     | <b>1,143,209</b>     | <b>1,871,598</b>      | <b>7,561,070</b>       | <b>7,561,070</b>      |

##### EXPENDITURES BY DIVISION

|                      | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|----------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Engineering Division | 1,310,947            | 1,143,209            | 1,871,598             | 7,561,070              | 7,561,070             |
| <b>TOTAL</b>         | <b>1,310,947</b>     | <b>1,143,209</b>     | <b>1,871,598</b>      | <b>7,561,070</b>       | <b>7,561,070</b>      |

##### CHARACTER OF EXPENDITURES

|                        | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Personnel              |                      |                      |                       |                        |                       |
| Salaries and Benefits  | 875,030              | 759,339              | 1,168,598             | 1,694,247              | 1,694,247             |
| <b>Subtotal</b>        | <b>875,030</b>       | <b>759,339</b>       | <b>1,168,598</b>      | <b>1,694,247</b>       | <b>1,694,247</b>      |
| Supplies and Services  |                      |                      |                       |                        |                       |
| Purchased Services     | 414,060              | 364,448              | 696,500               | 5,779,323              | 5,779,323             |
| Supplies and Materials | 5,075                | 3,195                | 6,000                 | 87,500                 | 87,500                |
| Capital Expenditures   | 9,848                | 3,751                | 500                   | -                      | -                     |
| Other Expenditures     | 6,934                | 12,476               | -                     | -                      | -                     |
| <b>Subtotal</b>        | <b>435,917</b>       | <b>383,870</b>       | <b>703,000</b>        | <b>5,866,823</b>       | <b>5,866,823</b>      |
| <b>TOTAL</b>           | <b>1,310,947</b>     | <b>1,143,209</b>     | <b>1,871,598</b>      | <b>7,561,070</b>       | <b>7,561,070</b>      |

##### AUTHORIZED STRENGTH

|                                       | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|---------------------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Administrative Assistant <sup>1</sup> | -                    | -                    | -                     | 1.00                   | 1.00                  |
| Assistant/Associate Engineer          | 2.00                 | 2.00                 | 2.00                  | 2.00                   | 2.00                  |
| City Engineer                         | 1.00                 | 1.00                 | 1.00                  | 1.00                   | 1.00                  |
| Public Works Supervisor               | 1.00                 | 1.00                 | 1.00                  | 1.00                   | 1.00                  |
| Senior Engineer                       | 1.00                 | 1.00                 | 1.00                  | 1.00                   | 1.00                  |
| UUT Manager                           | -                    | -                    | 1.00                  | 1.00                   | 1.00                  |
| <b>TOTAL</b>                          | <b>5.00</b>          | <b>5.00</b>          | <b>6.00</b>           | <b>7.00</b>            | <b>7.00</b>           |

<sup>1</sup>The FY25 Midyear budget session, effective March 18, 2025, approved an amendment to the City's Classification Plan adding 1.0 FTE Administrative Assistant.

# PUBLIC WORKS DEPARTMENT

FY 2025-2026 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 2024-2025 to FY 2025-2026 Budget:

The increase of \$5,689,472 (+304.0%) from the FY 2024-25 Adopted Budget to the FY 2025-26 Proposed Budget is primarily due to the increases in personnel expenses by \$525,649, professional and technical services by \$1,443,300, and staff augmentation by \$364,250.

The FY 2025-26 Proposed Budget was adopted without any changes.

| Fiscal Year (FY) | Budget      | \$ Change From Previous FY | % Change From Previous FY |
|------------------|-------------|----------------------------|---------------------------|
| 2024-25 Adopted  | \$1,871,598 |                            |                           |
| 2025-26 Proposed | \$7,561,070 | \$5,689,472                | 304.0%                    |
| 2025-26 Adopted  | \$7,561,070 | \$0                        | 0.0%                      |



# PUBLIC WORKS DEPARTMENT

FY 2025-2026 Budget

Engineering Division

## ACCOMPLISHMENTS

| OBJECTIVES |  | RESULTS   |
|------------|--|---|
| 1.         | Adopt the 5-year pavement management plan and design the 2024 Annual Street Resurfacing Project.   | Complete  |
| 2.         | Complete sidewalk improvements as part of the Sidewalk Improvement Program.  | Ongoing   |
| 3.         | Install bike lanes per the City's adopted Bicycle Transportation Plan.   | Ongoing, and completed annually.                  |
| 4.         | Coordinate/Collaborate with SFC JPA on Design, Entitlements, & Permitting of Reach II Upstream Flood Control Project as well as the Safer Bay Project. | Ongoing   |
| 5.         | Coordinate with the City of Palo Alto on the construction of the Newell Bridge Replacement Project.  | Ongoing   |
| 6.         | Continued implementation of the Climate Action Plan.   | Ongoing   |
| 7.         | Complete construction of the Addison Avenue Improvements Project and closeout grant reimbursements.  | Complete  |
| 8.         | Complete construction of the Street Light Improvement Project.   | Phase I complete. The citywide project is ongoing |
| 9.         | Continue construction of the 12" Water Transmission main along University Avenue and Weeks Street.   | Ongoing   |
| 10.        | Complete construction of the Woodland Avenue Watermain gap and Palo Alto intertie project.   | Complete  |
| 11.        | Coordinate Bay trail access with MidPen Open Space and San Francisco Public Utilities Commission (SFPUC) at Rutgers Street.                            | Ongoing   |
| 12.        | Work with SFPUC towards a fourth water turnout in the City.  | Ongoing   |
| 13.        | Continue construction of the 101 pedestrian overcrossing project.  | Ongoing   |
| 14.        | Complete construction of the Joel Davis Park Restroom project.   | Complete  |
| 15.        | Begin construction of the University Avenue safety improvements project for traffic signal and intersection safety improvements at Runnymede Street.   | Ongoing   |
| 16.        | Scope and preliminary design of O'Connor Pump station improvements.  | Ongoing   |
| 17.        | Perform review and approval of development projects throughout the City.   | Ongoing   |

# PUBLIC WORKS DEPARTMENT

FY 2025-2026 Budget

Engineering Division

## ACCOMPLISHMENTS

| OBJECTIVES |   | RESULTS  |
|------------|---|----------|
| 18.        | Complete the plans, specifications, and estimates (PS&E) package for the East Bayshore Cyclist and Pedestrian Improvements Project.   | Complete |
| 19.        | Adopt a permit parking pilot program.   | Ongoing  |
| 20.        | Work towards identifying options for additional water storage.  | Ongoing  |
| 21.        | Complete the design of the Pulgas Avenue Mini-Roundabout Projec.  | Ongoing  |
| 22.        | Complete the design of the Cummings Loft improvements Project and begin construction.   | Ongoing  |
| 23.        | Begin design of the East Palo Alto Library Project.   | Complete |
| 24.        | Complete the design of the the tenant improvements at City Hall, the Tate Office, and the Police Station.   | Complete |
| 25.        | Complete the Bus Shelter Improvements Project construction.   | Complete |
| 26.        | Continue to implement the Mobility Study measures, and begin work on the University Avenue Grand Corridor study which will review some of the Mobility Study mid-term strategies. | Ongoing  |

# PUBLIC WORKS DEPARTMENT

FY 2025-2026 Budget

Engineering Division

## OBJECTIVES

|     |  |
|-----|--|
| 1.  | Complete construction of the 2024-2025 Annual Street Resurfacing Project.  |
| 2.  | Complete sidewalk improvements as part of the Sidewalk Improvement Program.  |
| 3.  | Install bike lanes per the City's adopted Bicycle Transportation Plan.   |
| 4.  | Coordinate/Collaborate with SFC JPA on Design, Entitlements, & Permitting of Reach II Upstream Flood Control Project as well as begin the design of the Safer Bay Project. |
| 5.  | Coordinate with the City of Palo Alto on the construction of the Newell Bridge Replacement Project.  |
| 6.  | Continued implementation of the Climate Action Plan.   |
| 7.  | Complete construction of the 12" Water Transmission main along University Avenue and Weeks Street.   |
| 8.  | Coordinate Bay trail access with MidPen Open Space and San Francisco Public Utilities Commission (SFPUC) at Rutgers Street.  |
| 9.  | Work with SFPUC towards a fourth water turnout in the City.  |
| 10. | Complete construction of the 101 pedestrian overcrossing project and close out the grants.   |
| 11. | Begin construction of the University Avenue safety improvements project for traffic signal and intersection safety improvements at Runnymede Street.                       |
| 12. | Complete the Phase I O'Connor Pump station improvements design and construction.   |
| 13. | Perform review and approval of development projects throughout the City.   |
| 14. | Begin construction of the East Bayshore Cyclist and Pedestrian Improvements Project.   |
| 15. | Adopt a permit parking pilot program.  |
| 16. | Identify options for additional water storage.   |
| 17. | Begin Construction of the Pulgas Avenue Mini-Roundabout Project.   |
| 18. | Complete the design of the Cummings Loft improvements Project and begin construction.  |
| 19. | Continue the design of the East Palo Alto Library Project.   |
| 20. | Complete construction of the tenant improvements at City Hall, the Tate Office, and the Police Station.  |
| 21. | Complete the outreach plan and begin the design of the University Avenue Grand Corridor Project.   |
| 22. | Complete a citywide streetlight assessment and identify areas of improvement and begin work.   |

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# PUBLIC WORKS DEPARTMENT

## FY 2025-2026 Budget

### Maintenance Division

#### Division Summary

##### SOURCES

|                            | FY 2022-23       | FY 2023-24       | FY 2024-25       | FY 2025-26       | FY 2025-26       |
|----------------------------|------------------|------------------|------------------|------------------|------------------|
|                            | Actual           | Actual           | Adopted          | Proposed         | Adopted          |
| General Fund               |                  |                  |                  |                  |                  |
| Charges/Fees for Services  | -                | -                | -                | -                | -                |
| Use of Resources           | 2,222,656        | 2,483,992        | 3,043,508        | 3,686,774        | 3,686,774        |
| Special Revenue Funds      | 690,894          | 755,618          | 1,285,442        | 1,252,034        | 1,252,034        |
| Capital Project Fund       | -                | -                | -                |                  |                  |
| Enterprise Funds           | 120,148          | 179,529          | 205,028          | 418,409          | 418,409          |
| Succesor Agency Trust Fund | -                | -                | -                |                  |                  |
| <b>TOTAL</b>               | <b>3,033,698</b> | <b>3,419,139</b> | <b>4,533,978</b> | <b>5,357,217</b> | <b>5,357,217</b> |

##### EXPENDITURES BY DIVISION

|                      | FY 2022-23       | FY 2023-24       | FY 2024-25       | FY 2025-26       | FY 2025-26       |
|----------------------|------------------|------------------|------------------|------------------|------------------|
|                      | Actual           | Actual           | Adopted          | Proposed         | Adopted          |
| Maintenance Division | 3,033,698        | 3,419,139        | 4,533,978        | 5,357,217        | 5,357,217        |
| <b>TOTAL</b>         | <b>3,033,698</b> | <b>3,419,139</b> | <b>4,533,978</b> | <b>5,357,217</b> | <b>5,357,217</b> |

##### CHARACTER OF EXPENDITURES

|                        | FY 2022-23       | FY 2023-24       | FY 2024-25       | FY 2025-26       | FY 2025-26       |
|------------------------|------------------|------------------|------------------|------------------|------------------|
|                        | Actual           | Actual           | Adopted          | Proposed         | Adopted          |
| Personnel              |                  |                  |                  |                  |                  |
| Salaries and Benefits  | 1,381,044        | 1,492,171        | 1,794,778        | 2,048,109        | 2,048,109        |
| <b>Subtotal</b>        | <b>1,381,044</b> | <b>1,492,171</b> | <b>1,794,778</b> | <b>2,048,109</b> | <b>2,048,109</b> |
| Supplies and Services  |                  |                  |                  |                  |                  |
| Purchased Services     | 1,126,466        | 1,224,414        | 1,843,200        | 2,500,476        | 2,500,476        |
| Supplies and Materials | 487,981          | 614,135          | 621,000          | 658,632          | 658,632          |
| Capital Expenditures   | 34,515           | 86,182           | 275,000          | 150,000          | 150,000          |
| Other Expenditures     | 3,692            | 2,237            | -                | -                | -                |
| <b>Subtotal</b>        | <b>1,652,654</b> | <b>1,926,968</b> | <b>2,739,200</b> | <b>3,309,108</b> | <b>3,309,108</b> |
| <b>TOTAL</b>           | <b>3,033,698</b> | <b>3,419,139</b> | <b>4,533,978</b> | <b>5,357,217</b> | <b>5,357,217</b> |

##### AUTHORIZED STRENGTH

|                        | FY 2022-23   | FY 2023-24   | FY 2024-25   | FY 2025-26   | FY 2025-26   |
|------------------------|--------------|--------------|--------------|--------------|--------------|
|                        | Actual       | Actual       | Adopted      | Proposed     | Adopted      |
| Maintenance Manager    | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| Maintenance Worker I   | 4.00         | 4.00         | 3.00         | 4.00         | 4.00         |
| Maintenance Worker II  | 4.00         | 4.00         | 5.00         | 5.00         | 5.00         |
| Maintenance Worker III | 2.00         | 2.00         | 2.00         | 2.00         | 2.00         |
| Secretary I            | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| <b>TOTAL</b>           | <b>12.00</b> | <b>12.00</b> | <b>12.00</b> | <b>13.00</b> | <b>13.00</b> |

# PUBLIC WORKS DEPARTMENT

FY 2025-2026 Budget

## Maintenance Division

### SERVICE DESCRIPTION

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

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

- **Drainage District:** Maintain the citywide storm drainage system, including operation of O'Connor pump station. Ensure compliance with National Pollution Discharge Elimination System (NPDES) mandates of the San Francisco Bay Regional Water Quality Control Board.
- **Facilities:** Provide maintenance services to the Senior Center, Police Department, Police sub-station, Corporation Yard, Community Development, Cooley Landing building, Reentry Program, Space at YMCA, Jack Farrell Park and MLK Park concession buildings.
- **Parks:** Maintain Martin Luther King Jr., Jack Farrell, Bell Street, Joel Davis, Cooley Landing, and the Newbridge pocket park and Bay Road pocket parks.
- **Open Space Landscaping:** Maintain Street medians, alleyways, sound walls, Bay Trails and the Rail Spurs.
- **Trees:** Prune and maintain the health of approximately 8,000 trees in public right of ways, parks and city facilities.
- **Graffiti Abatement Program:** Remove graffiti in public right of way, facilities, bus shelters, parks, playgrounds, on regulatory signage, Bay Trails, traffic signal controller cabinets, POC and the pump station area.
- **Sidewalks:** Repair broken and uplifted sidewalks to prevent pedestrian trip and fall.
- **Street:** Maintaining existing streets and shoulders, repair potholes and pavement crack sealant project throughout the city.
- **Regulatory Signages:** Install new regulatory signage and repair damaged signage including recently approved additional stop signs.
- **Red Curb:** Maintain over four (4) miles of red- curbs (no parking zones) throughout the City.
- **Illegal Dumping:** Respond to the Clean City Program by picking up illegal dumping including hazardous material citywide.
- **Street Sweeping Program:** Install new signage; repair damaged signs.
- **Fleet:** Manage repair and services of Community Development and Public Works Department vehicles.
- **Underground Utility: Mark underground utilities for new projects**
- **Emergency:** Respond to afterhours and weekend emergencies 24/7.

# PUBLIC WORKS DEPARTMENT

## FY 2025-2026 Budget Maintenance Division

### SIGNIFICANT CHANGES

#### FY 2024-2025 to FY 2025-2026 Budget:

The increase of \$823,239 (+18.2%) from the FY 2024-25 Adopted Budget to the FY 2025-26 Proposed Budget is primarily due to a \$46,000 increase for the Corpyard Security Project camera, and an increase of \$565,800 in newly added professional and technical services – specifically, Graffiti Abatement Program, Precision Concrete Cutting, Tree and Public Tree Inventory & Assessment, and Pump Station Pond Maintenance. Additionally, there is an increase of \$211,439 in building, landscape, vehicle, janitorial maintenance and equipment rental.

The FY 2025-26 Proposed Budget was adopted without any changes.

| Fiscal Year (FY) | Budget      | \$ Change From<br>Previous FY | % Change From<br>Previous FY |
|------------------|-------------|-------------------------------|------------------------------|
| 2024-25 Adopted  | \$4,533,978 |                               |                              |
| 2025-26 Proposed | \$5,357,217 | \$823,239                     | 18.2%                        |
| 2025-26 Adopted  | \$5,357,217 | \$0                           | 0.0%                         |

# PUBLIC WORKS DEPARTMENT

FY 2025-2026 Budget

## Maintenance Division

### ACCOMPLISHMENTS

| OBJECTIVES |  | RESULTS  |
|------------|--|--|
| 1.         | Increase facility maintenance and repair due to aging facilities.  | Ongoing - In progress  |
| 2.         | Increase public tree pruning to prevent property damages.  | Tree Pruning: 250 Trees<br>Tree Removals: 11 Trees<br>Tree Stump Only Removal: 2<br>Tree Planting: 1 tree<br>Plant Health Care Systemic Treatment: 3 Trees |
| 3.         | Finalizing the Land Use Covenant (LUC) and the Operations and Maintenance (O&M) amendment for Cooley Landing regarding sea level rise. | Ongoing- In progress   |
| 4.         | Provide training for the maintenance staff to become certified by the California Environmental Water Association.                      | Completed  |
| 5.         | To repair more damaged and uplifting sidewalk to prevent trip and fall.  | Ongoing - In progress  |



# PUBLIC WORKS DEPARTMENT

FY 2025-2026 Budget  
Maintenance Division

## OBJECTIVES

|    |   |
|----|---|
| 1. | Upgrades to O'Connor Pump Station                             |
| 2. | Repair defective sidewalks citywide to prevent trip and fall. |
| 3. | Conduct public tree assessment and inventory.                 |
| 4. | Maintain EPASD Facility at 901 Weeks Street.                  |
| 5. | Improve maintenance of bus shelters, POC's and trails.        |

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# POLICE DEPARTMENT

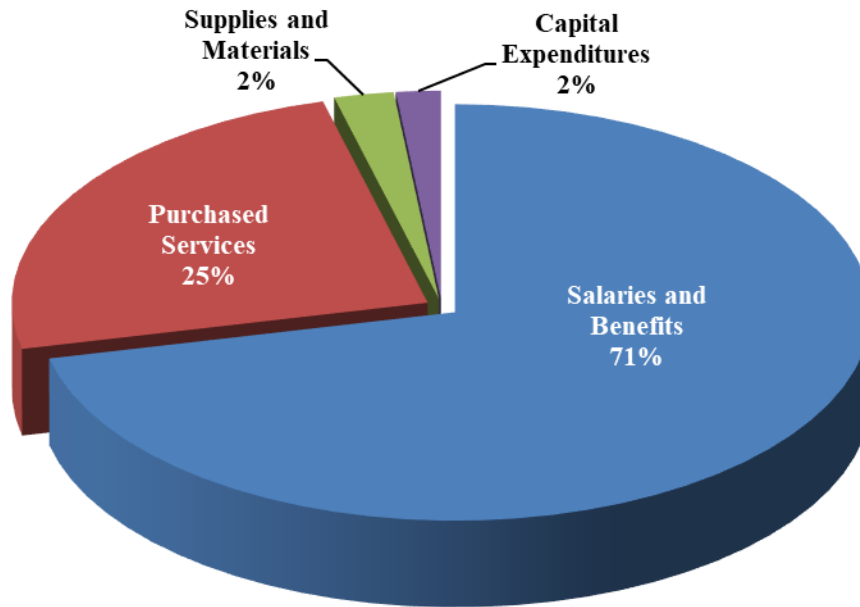
FY 2025-2026 Budget

## FY 2025-26

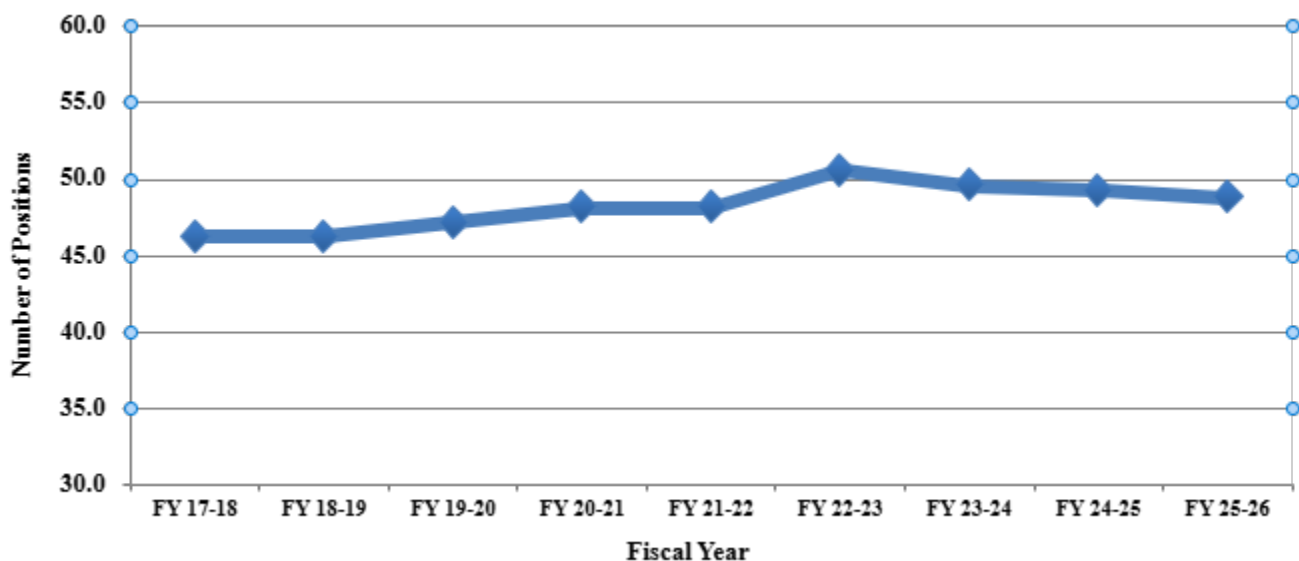
Operating \$16,707,157

Positions 48.80

## CHARACTER OF EXPENDITURES



## AUTHORIZED STRENGTH



# POLICE DEPARTMENT

## FY 2025-2026 Budget

### Department Summary

#### SOURCES

|                            | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| General Fund               |                      |                      |                       |                        |                       |
| Charges/Fees for Services  | 336,678              | 414,605              | 285,000               | 545,000                | 545,000               |
| Use of Resources           | 11,284,199           | 12,424,563           | 14,621,446            | 15,842,157             | 15,842,157            |
| Special Revenue Funds      | 1,035,689            | 224,110              | 320,000               | 320,000                | 320,000               |
| Capital Project Fund       | -                    | -                    | -                     | -                      | -                     |
| Enterprise Funds           | -                    | -                    | -                     | -                      | -                     |
| Succesor Agency Trust Fund | -                    | -                    | -                     | -                      | -                     |
| <b>TOTAL</b>               | <b>12,656,566</b>    | <b>13,063,278</b>    | <b>15,226,446</b>     | <b>16,707,157</b>      | <b>16,707,157</b>     |

#### EXPENDITURES BY DIVISION

|                         | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|-------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Administration Division | 4,419,028            | 5,081,256            | 5,435,218             | 6,060,147              | 6,060,147             |
| Investigations Division | 1,030,981            | 940,444              | 1,748,150             | 2,582,994              | 2,582,994             |
| Operations Division     | 7,206,557            | 7,041,578            | 8,043,078             | 8,064,016              | 8,064,016             |
| <b>TOTAL</b>            | <b>12,656,566</b>    | <b>13,063,278</b>    | <b>15,226,446</b>     | <b>16,707,157</b>      | <b>16,707,157</b>     |

#### CHARACTER OF EXPENDITURES

|                        | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Personnel              |                      |                      |                       |                        |                       |
| Salaries and Benefits  | 9,443,042            | 9,452,796            | 11,274,566            | 11,934,674             | 11,934,674            |
| <b>Subtotal</b>        | <b>9,443,042</b>     | <b>9,452,796</b>     | <b>11,274,566</b>     | <b>11,934,674</b>      | <b>11,934,674</b>     |
| Supplies and Services  |                      |                      |                       |                        |                       |
| Purchased Services     | 2,755,751            | 2,988,140            | 3,514,315             | 4,094,833              | 4,094,833             |
| Supplies and Materials | 377,109              | 384,823              | 307,000               | 387,150                | 387,150               |
| Capital Expenditures   | 80,664               | 237,519              | 130,566               | 290,500                | 290,500               |
| Other Expenditures     | -                    | -                    | -                     | -                      | -                     |
| <b>Subtotal</b>        | <b>3,213,523</b>     | <b>3,610,482</b>     | <b>3,951,881</b>      | <b>4,772,483</b>       | <b>4,772,483</b>      |
| <b>TOTAL</b>           | <b>12,656,565</b>    | <b>13,063,278</b>    | <b>15,226,446</b>     | <b>16,707,157</b>      | <b>16,707,157</b>     |

#### AUTHORIZED STRENGTH

|                         | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|-------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Administration Division | 9.00                 | 8.00                 | 8.00                  | 8.00                   | 8.00                  |
| Investigations Division | 10.25                | 10.25                | 6.45                  | 6.00                   | 6.00                  |
| Operations Division     | 30.35                | 35.15                | 35.15                 | 34.80                  | 34.80                 |
| <b>TOTAL</b>            | <b>49.60</b>         | <b>53.40</b>         | <b>49.60</b>          | <b>48.80</b>           | <b>48.80</b>          |

<sup>1</sup> CSO transfered from Investigations Division to Operations Division

# POLICE DEPARTMENT

FY 2025-2026 Budget

## Department Summary

### MISSION STATEMENT

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

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

The emphasis of this fiscal year's budget is to improve current service levels to the public. Attention will be focused on the priority of employee and organizational development, as well as community policing, crime reduction, traffic enforcement, and parking enforcement. Additionally, 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. Work with the City Manager's Office on site selection, funding strategy, and space needs for a new police facility, ensuring the design supports modern policing, community engagement, and long-term operational growth by the end of the fiscal year.
2. Implement a targeted recruitment and hiring strategy to fill all vacant sworn and professional staff positions.
3. Implement a new Computer Aided Dispatch (CAD) system designed to improve efficiency for patrol personnel by streamlining workflows, reducing response delays, and delivering enhanced data accuracy to support informed decision making and resource deployment

#### **Operations:**

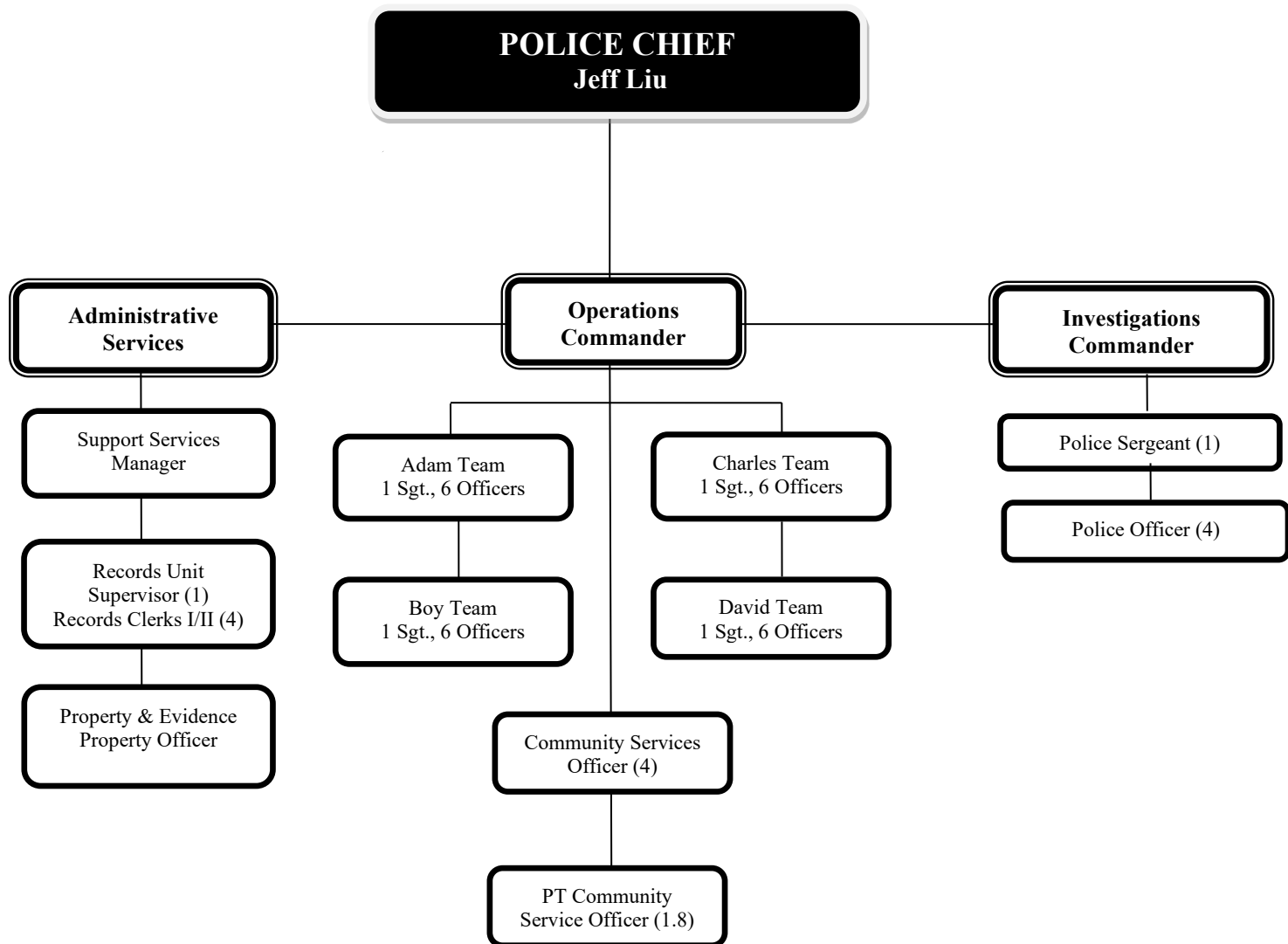
1. Collaborate with the administrative division and Human Resources to recruit, hire, and deploy enough sworn Officers and CSO's to fully staff all positions
2. Collaborate with department leadership to creatively restructure existing resources and assignments to pilot a dedicated traffic enforcement unit focused on neighborhood traffic complaints
3. Partner with the City Manager's Office to implement a comprehensive parking management strategy, including the acquisition or contracting of dedicated parking enforcement personnel and technology, to improve traffic flow, enhance neighborhood livability, and support equitable enforcement across the city by the end of the fiscal year.

#### **Investigations:**

1. Work with the operations and administrations divisions to recruit, assign, and train qualified investigators to fill all vacant positions within the division.
2. Expand victim support services by formalizing partnerships with advocacy organizations, increasing referrals to mental health and trauma recovery resources.
3. Partner with the City Manager's Office to develop and implement a robust emergency preparedness plan that engages the community and enhances public awareness.

# POLICE DEPARTMENT

FY 2025-2026 Budget



Total FTE's: 48.80

# POLICE DEPARTMENT

## FY 2025-2026 Budget

### Administration Division

#### Division Summary

##### SOURCES

|                            | FY 2022-23       | FY 2023-24       | FY 2024-25       | FY 2025-26       | FY 2025-26       |
|----------------------------|------------------|------------------|------------------|------------------|------------------|
|                            | Actual           | Actual           | Adopted          | Proposed         | Adopted          |
| General Fund               |                  |                  |                  |                  |                  |
| Charges/Fees for Services  | 336,678          | 414,605          | 285,000          | 545,000          | 545,000          |
| Use of Resources           | 3,930,385        | 4,442,541        | 4,830,218        | 5,195,147        | 5,195,147        |
| Special Revenue Funds      | 151,965          | 224,110          | 320,000          | 320,000          | 320,000          |
| Capital Project Fund       | -                | -                | -                | -                | -                |
| Enterprise Funds           | -                | -                | -                | -                | -                |
| Succesor Agency Trust Fund | -                | -                | -                | -                | -                |
| <b>TOTAL</b>               | <b>4,419,028</b> | <b>5,081,256</b> | <b>5,435,218</b> | <b>6,060,147</b> | <b>6,060,147</b> |

##### EXPENDITURES BY DIVISION

|                         | FY 2022-23       | FY 2023-24       | FY 2024-25       | FY 2025-26       | FY 2025-26       |
|-------------------------|------------------|------------------|------------------|------------------|------------------|
|                         | Actual           | Actual           | Adopted          | Proposed         | Adopted          |
| Administration Division | 4,419,028        | 5,081,256        | 5,435,218        | 6,060,147        | 6,060,147        |
| <b>TOTAL</b>            | <b>4,419,028</b> | <b>5,081,256</b> | <b>5,435,218</b> | <b>6,060,147</b> | <b>6,060,147</b> |

##### CHARACTER OF EXPENDITURES

|                        | FY 2022-23       | FY 2023-24       | FY 2024-25       | FY 2025-26       | FY 2025-26       |
|------------------------|------------------|------------------|------------------|------------------|------------------|
|                        | Actual           | Actual           | Adopted          | Proposed         | Adopted          |
| Personnel              |                  |                  |                  |                  |                  |
| Salaries and Benefits  | 1,295,054        | 1,578,168        | 1,583,338        | 1,763,822        | 1,763,822        |
| <b>Subtotal</b>        | <b>1,295,054</b> | <b>1,578,168</b> | <b>1,583,338</b> | <b>1,763,822</b> | <b>1,763,822</b> |
| Supplies and Services  |                  |                  |                  |                  |                  |
| Purchased Services     | 2,755,127        | 2,986,521        | 3,514,315        | 3,778,675        | 3,778,675        |
| Supplies and Materials | 288,184          | 279,048          | 207,000          | 227,150          | 227,150          |
| Capital Expenditures   | 80,664           | 237,519          | 130,566          | 290,500          | 290,500          |
| Other Expenditures     | -                | -                | -                | -                | -                |
| <b>Subtotal</b>        | <b>3,123,974</b> | <b>3,503,088</b> | <b>3,851,881</b> | <b>4,296,325</b> | <b>4,296,325</b> |
| <b>TOTAL</b>           | <b>4,419,028</b> | <b>5,081,256</b> | <b>5,435,218</b> | <b>6,060,147</b> | <b>6,060,147</b> |

##### AUTHORIZED STRENGTH

|                                | FY 2022-23  | FY 2023-24  | FY 2024-25  | FY 2025-26  | FY 2025-26  |
|--------------------------------|-------------|-------------|-------------|-------------|-------------|
|                                | Actual      | Actual      | Adopted     | Proposed    | Adopted     |
| Police Chief                   | 1.00        | 1.00        | 1.00        | 1.00        | 1.00        |
| Support Services Manager       | 1.00        | 1.00        | 1.00        | 1.00        | 1.00        |
| Property & Evidence Technician | 1.00        | 1.00        | 1.00        | 1.00        | 1.00        |
| Police Record's Clerk I/II     | 4.00        | 4.00        | 4.00        | 4.00        | 4.00        |
| Police Record's Supervisor     | 1.00        | 1.00        | 1.00        | 1.00        | 1.00        |
| Police Sergeant                | 1.00        | -           | -           | -           | -           |
| <b>TOTAL</b>                   | <b>9.00</b> | <b>8.00</b> | <b>8.00</b> | <b>8.00</b> | <b>8.00</b> |

# POLICE DEPARTMENT

FY 2025-2026 Budget

## Administration Division Summary

### SERVICE DESCRIPTION

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

Under the supervision of the Chief of Police and the Support Services Manager, the Division is comprised of the Records Division, including the Property and Evidence Officer. The Administration Division has a direct staffing level of 8.0 positions.

### SIGNIFICANT CHANGES

#### FY 2024-2025 to FY 2025-2026 Budget:

The increase of \$624,929 (+11.5%) from the Adopted FY 2024-25 Budget to the Proposed FY 2025-26 Budget is primarily due to a \$180,484 increase in personnel expenses and a \$526,245 increase in professional and technical services that include the expansion of parking enforcement capacity, Turbo Data citation processing and Flock.

The FY 2025-26 Proposed Budget was adopted without any changes.

| Fiscal Year (FY) | Budget      | \$ Change From<br>Previous FY | % Change From<br>Previous FY |
|------------------|-------------|-------------------------------|------------------------------|
| 2024-25 Adopted  | \$5,435,218 |                               |                              |
| 2025-26 Proposed | \$6,060,147 | \$624,929                     | 11.5%                        |
| 2025-26 Adopted  | \$6,060,147 | \$0                           | 0.0%                         |



**POLICE DEPARTMENT**

**FY 2025-2026 Budget**

**Administration Division**

**ACCOMPLISHMENTS**

| <b>OBJECTIVES</b> |   | <b>RESULTS</b> |
|-------------------|---|----------------|
| 1.                | Develop a detailed strategy for the new Police Department Building. | In process     |
| 2.                | Ongoing recruitment of new personnel to fill vacancies.             | Ongoing        |
| 3.                | Invest in training and development of all personnel.                | Ongoing        |

# POLICE DEPARTMENT

FY 2025-2026 Budget

## Administration Division

### OBJECTIVES

|    |   |
|----|---|
| 1. | Work with the City Manager's Office on site selection, funding strategy, and space needs for a new police facility, ensuring the design supports modern policing, community engagement, and long-term operational growth by the end of the fiscal year.         |
| 2. | Implement a targeted recruitment and hiring strategy to fill all vacant sworn and professional staff positions.   |
| 3. | Implement a new Computer Aided Dispatch (CAD) system designed to improve efficiency for patrol personnel by streamlining workflows, reducing response delays, and delivering enhanced data accuracy to support informed decision making and resource deployment |

# POLICE DEPARTMENT

FY 2025-2026 Budget

Investigations Division

## Division Summary

### SOURCES

|                             | FY 2022-23       | FY 2023-24     | FY 2024-25       | FY 2025-26       | FY 2025-26       |
|-----------------------------|------------------|----------------|------------------|------------------|------------------|
|                             | Actual           | Actual         | Adopted          | Proposed         | Adopted          |
| General Fund                |                  |                |                  |                  |                  |
| Charges/Fees for Services   | -                | -              | -                | -                | -                |
| Use of Resources            | 994,300          | 940,444        | 1,748,150        | 2,582,994        | 2,582,994        |
| Special Revenue Funds       | 36,681           | -              | -                | -                | -                |
| Capital Project Fund        | -                | -              | -                | -                | -                |
| Enterprise Funds            | -                | -              | -                | -                | -                |
| Successor Agency Trust Fund | -                | -              | -                | -                | -                |
| <b>TOTAL</b>                | <b>1,030,981</b> | <b>940,444</b> | <b>1,748,150</b> | <b>2,582,994</b> | <b>2,582,994</b> |

### EXPENDITURES BY DIVISION

|                         | FY 2022-23       | FY 2023-24     | FY 2024-25       | FY 2025-26       | FY 2025-26       |
|-------------------------|------------------|----------------|------------------|------------------|------------------|
|                         | Actual           | Actual         | Adopted          | Proposed         | Adopted          |
| Investigations Division | 1,030,981        | 940,444        | 1,748,150        | 2,582,994        | 2,582,994        |
| <b>TOTAL</b>            | <b>1,030,981</b> | <b>940,444</b> | <b>1,748,150</b> | <b>2,582,994</b> | <b>2,582,994</b> |

### CHARACTER OF EXPENDITURES

|                        | FY 2022-23       | FY 2023-24     | FY 2024-25       | FY 2025-26       | FY 2025-26       |
|------------------------|------------------|----------------|------------------|------------------|------------------|
|                        | Actual           | Actual         | Adopted          | Proposed         | Adopted          |
| Personnel              |                  |                |                  |                  |                  |
| Salaries and Benefits  | 1,030,774        | 940,444        | 1,748,150        | 2,456,836        | 2,456,836        |
| <b>Subtotal</b>        | <b>1,030,774</b> | <b>940,444</b> | <b>1,748,150</b> | <b>2,456,836</b> | <b>2,456,836</b> |
| Supplies and Services  |                  |                |                  |                  |                  |
| Purchased Services     | 207              | -              | -                | 116,158          | 116,158          |
| Supplies and Materials | -                | -              | -                | 10,000           | 10,000           |
| Capital Expenditures   | -                | -              | -                | -                | -                |
| Other Expenditures     | -                | -              | -                | -                | -                |
| <b>Subtotal</b>        | <b>207</b>       | <b>-</b>       | <b>-</b>         | <b>126,158</b>   | <b>126,158</b>   |
| <b>TOTAL</b>           | <b>1,030,981</b> | <b>940,444</b> | <b>1,748,150</b> | <b>2,582,994</b> | <b>2,582,994</b> |

### AUTHORIZED STRENGTH

|  | FY 2022-23   | FY 2023-24   | FY 2024-25  | FY 2025-26  | FY 2025-26  |
|--|--------------|--------------|-------------|-------------|-------------|
|  | Actual       | Actual       | Adopted     | Proposed    | Adopted     |
| Commander                                      | 1.00         | 1.00         | 1.00        | 1.00        | 1.00        |
| Police Officer                                 | 4.00         | 4.00         | 4.00        | 4.00        | 4.00        |
| Police Sergeant                                | -            | 1.00         | 1.00        | 1.00        | 1.00        |
| Community Services Officer <sup>1</sup>        | 3.00         | 3.00         | -           | -           | -           |
| Cold Case Investigator (PT)                    | 0.45         | 0.45         | 0.45        | -           | -           |
| Community Services Officer (4 PT) <sup>1</sup> | 1.80         | 1.80         | -           | -           | -           |
| <b>TOTAL</b>                                   | <b>10.25</b> | <b>11.25</b> | <b>6.45</b> | <b>6.00</b> | <b>6.00</b> |

<sup>1</sup> CSO transferred to Operations Division

# POLICE DEPARTMENT

FY 2025-2026 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 Captain, the Investigations Division is comprised of (1) Captain, (1) Detective Sergeant, (4) Police Officers (Detectives) and (2) Part-time Special Projects Managers Investigating “Cold Case” Homicides.

### SIGNIFICANT CHANGES

#### FY 2024-2025 to FY 2025-2026 Budget:

The increase of \$834,844 (+47.8%) from the FY 2024-25 Adopted Budget to the FY 2025-26 Proposed Budget is primarily due to an increase in personnel expenses by \$708,686 an increase in professional and technical services by \$116,158, and an increase in undercover fund by \$10,000.

The FY 2025-26 Proposed Budget was adopted without any changes.

| Fiscal Year (FY) | Budget      | \$ Change From Previous | % Change From Previous |
|------------------|-------------|-------------------------|------------------------|
| 2024-25 Adopted  | \$1,748,150 |                         |                        |
| 2025-26 Proposed | \$2,582,994 | \$834,844               | 47.8%                  |
| 2025-26 Adopted  | \$2,582,994 | \$0                     | 0.0%                   |

**POLICE DEPARTMENT**

**FY 2025-2026 Budget**

**Investigations Division**

**ACCOMPLISHMENTS**

| <b>OBJECTIVES</b> |  | <b>RESULTS</b> |
|-------------------|--|----------------|
| 1.                | Resume Cold Case Investigator.   | Ongoing        |
| 2.                | Establish an Intern program through local universities to assist with investigations and recruit future police officers. | In process     |
| 3.                | Appoint and train a new detective.   | In process     |

# POLICE DEPARTMENT

FY 2025-2026 Budget

## Investigations Division

### OBJECTIVES

|    |  |
|----|--|
| 1. | Work with the operations and administrations divisions to recruit, assign, and train qualified investigators to fill all vacant positions within the division. |
| 2. | Expand victim support services by formalizing partnerships with advocacy organizations, increasing referrals to mental health and trauma recovery resources.   |
| 3. | Partner with the City Manager's Office to develop and implement a robust emergency preparedness plan that engages the community and enhances public awareness. |

# POLICE DEPARTMENT

## FY 2025-2026 Budget

### Operations Division

#### Division Summary

##### SOURCES

|                             | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|-----------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| General Fund                |                      |                      |                       |                        |                       |
| Charges/Fees for Services   | -                    | -                    | -                     | -                      | -                     |
| Use of Resources            | 6,359,514            | 7,041,578            | 8,043,078             | 8,064,016              | 8,064,016             |
| Special Revenue Funds       | 847,043              |                      | -                     | -                      | -                     |
| Capital Project Fund        | -                    | -                    | -                     | -                      | -                     |
| Enterprise Funds            | -                    | -                    | -                     | -                      | -                     |
| Successor Agency Trust Fund | -                    | -                    | -                     | -                      | -                     |
| <b>TOTAL</b>                | <b>7,206,557</b>     | <b>7,041,578</b>     | <b>8,043,078</b>      | <b>8,064,016</b>       | <b>8,064,016</b>      |

##### EXPENDITURES BY DIVISION

|                     | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|---------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Operations Division | 7,206,557            | 7,041,578            | 8,043,078             | 8,064,016              | 8,064,016             |
| <b>TOTAL</b>        | <b>7,206,557</b>     | <b>7,041,578</b>     | <b>8,043,078</b>      | <b>8,064,016</b>       | <b>8,064,016</b>      |

##### CHARACTER OF EXPENDITURES

|                        | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|------------------------|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Personnel              |                      |                      |                       |                        |                       |
| Salaries and Benefits  | 7,117,214            | 6,934,184            | 7,943,078             | 7,714,016              | 7,714,016             |
| <b>Subtotal</b>        | <b>7,117,214</b>     | <b>6,934,184</b>     | <b>7,943,078</b>      | <b>7,714,016</b>       | <b>7,714,016</b>      |
| Supplies and Services  |                      |                      |                       |                        |                       |
| Purchased Services     | 417                  | 1,619                | -                     | 200,000                | 200,000               |
| Supplies and Materials | 88,925               | 105,775              | 100,000               | 150,000                | 150,000               |
| Capital Expenditures   | -                    | -                    | -                     | -                      | -                     |
| Other Expenditures     | -                    | -                    | -                     | -                      | -                     |
| <b>Subtotal</b>        | <b>89,342</b>        | <b>107,394</b>       | <b>100,000</b>        | <b>350,000</b>         | <b>350,000</b>        |
| <b>TOTAL</b>           | <b>7,206,556</b>     | <b>7,041,578</b>     | <b>8,043,078</b>      | <b>8,064,016</b>       | <b>8,064,016</b>      |

##### AUTHORIZED STRENGTH

|  | FY 2022-23<br>Actual | FY 2023-24<br>Actual | FY 2024-25<br>Adopted | FY 2025-26<br>Proposed | FY 2025-26<br>Adopted |
|--|----------------------|----------------------|-----------------------|------------------------|-----------------------|
| Commander                                      | 1.00                 | 1.00                 | 1.00                  | 1.00                   | 1.00                  |
| Police Sergeant                                | 4.00                 | 4.00                 | 4.00                  | 4.00                   | 4.00                  |
| Police Officer                                 | 24.00                | 24.00                | 24.00                 | 24.00                  | 24.00                 |
| Police Officer (3PT)                           | 1.35                 | 1.35                 | 1.35                  | -                      | -                     |
| Community Services Officer <sup>1</sup>        | -                    | -                    | 3.00                  | 4.00                   | 4.00                  |
| Community Services Officer (4 PT) <sup>1</sup> | -                    | -                    | 1.80                  | 1.80                   | 1.80                  |
| <b>TOTAL</b>                                   | <b>30.35</b>         | <b>30.35</b>         | <b>35.15</b>          | <b>34.80</b>           | <b>34.80</b>          |

<sup>1</sup> CSO transferred from Investigations Division

# POLICE DEPARTMENT

FY 2025-2026 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) Captain. The Operations Division performs police patrols, calls for service response, traffic enforcement, and special enforcement activities. The Operations Division has an authorized direct staffing level of 34.80 positions.

### SIGNIFICANT CHANGES

#### FY 2024-2025 to FY 2025-2026 Budget:

The increase of \$20,938 (+0.3%) from the FY 2024-25 Adopted Budget to the FY 2025-26 Proposed Budget is primarily due to the implementation of parking program amounting to \$200,000 and an increase of fuel by \$50,000 and a decrease of personnel services expenditures of \$229,062.

The FY 2025-26 Proposed Budget was adopted without any changes.

| Fiscal Year (FY) | Budget      | \$ Change From Previous | % Change From Previous |
|------------------|-------------|-------------------------|------------------------|
| 2024-25 Adopted  | \$8,043,078 |                         |                        |
| 2025-26 Proposed | \$8,064,016 | \$20,938                | 0.3%                   |
| 2025-26 Adopted  | \$8,064,016 | \$0                     | 0.0%                   |



**POLICE DEPARTMENT**

**FY 2025-2026 Budget**

**Operations Division**

**ACCOMPLISHMENTS**

| <b>OBJECTIVES</b> |   | <b>RESULTS</b> |
|-------------------|---|----------------|
| 1.                | Staff a Racial Identity Act implementation and management team. | Completed      |
| 2.                | Staff a dedicated traffic enforcement division.                 | Deferred       |
| 3.                | Train new Police Personnel members.                             | Ongoing        |

# POLICE DEPARTMENT

FY 2025-2026 Budget

Operations Division

## OBJECTIVES

|    |   |
|----|---|
| 1. | Collaborate with the administrative division and Human Resources to recruit, hire, and deploy enough sworn Officers and CSO's to fully staff all positions.   |
| 2. | Collaborate with department leadership to creatively restructure existing resources and assignments to pilot a dedicated traffic enforcement unit focused on neighborhood traffic complaints.   |
| 3. | Partner with the City Manager's Office to implement a comprehensive parking management strategy, including the acquisition or contracting of dedicated parking enforcement personnel and technology, to improve traffic flow, enhance neighborhood livability, and support equitable enforcement across the city by the end of the fiscal year. |

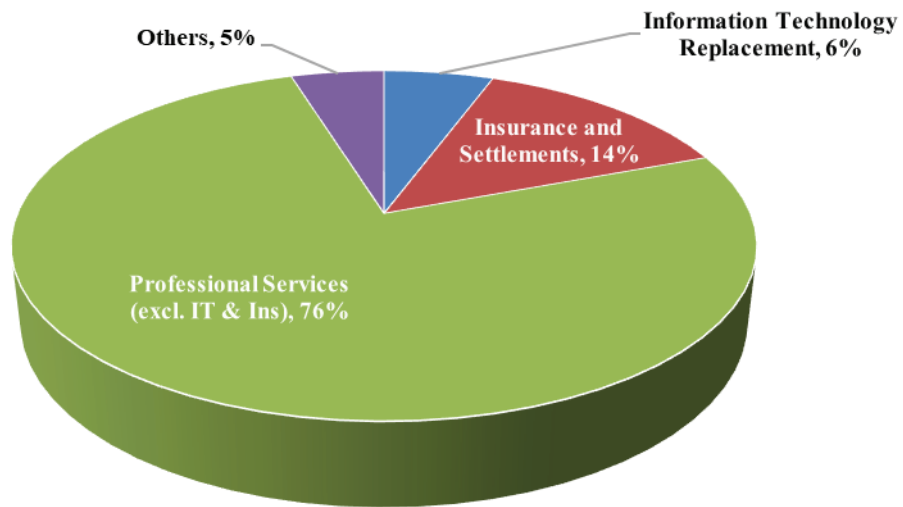
# NON-DEPARTMENTAL

FY 2025-2026 Budget

**FY 2025-2026**

Operating    \$9,285,229

## CHARACTER OF EXPENDITURES



# NON-DEPARTMENTAL

## FY 2025-2026 Budget

### Department Summary

#### SOURCES

|                           | FY 2022-23       | FY 2023-24       | FY 2024-25       | FY 2024-25       | FY 2025-26       |
|---------------------------|------------------|------------------|------------------|------------------|------------------|
|                           | Actual           | Actual           | Adopted          | Proposed         | Adopted          |
| General Fund              |                  |                  |                  |                  |                  |
| Charges/Fees for Services | -                | -                | -                | -                | -                |
| Use of Resources          | 896,272          | 798,642          | 1,572,848        | 589,262          | 589,262          |
| Special Revenue Funds     | 1,145,450        | 3,177,414        | 889,346          | 972,980          | 972,980          |
| Capital Project Fund      | -                | 9,238,459        | -                | 180,233          | 180,233          |
| Enterprise Funds          | 3,266,171        | 3,716,186        | 3,661,110        | 5,126,596        | 5,126,596        |
|                           | <b>5,307,893</b> | <b>7,692,242</b> | <b>6,123,304</b> | <b>6,688,838</b> | <b>6,688,838</b> |

#### EXPENDITURES BY DEPARTMENT\*

|  | FY 2022-23       | FY 2023-24       | FY 2024-25       | FY 2024-25       | FY 2025-26       |
|--|------------------|------------------|------------------|------------------|------------------|
|  | Actual           | Actual           | Adopted          | Adopted          | Adopted          |
| Information Technology Replacement     | 201,000          | 526,879          | 374,318          | 379,500          | 379,500          |
| Insurance and Settlements              | 806,859          | 814,687          | 1,052,624        | 910,690          | 910,690          |
| Professional Services (excl. IT & Ins) | 3,665,439        | 4,001,734        | 4,696,362        | 5,076,115        | 5,076,115        |
| Others                                 | 634,595          | 2,348,942        | -                | 322,533          | 322,533          |
| <b>Subtotal</b>                        | <b>5,307,893</b> | <b>7,692,242</b> | <b>6,123,304</b> | <b>6,688,838</b> | <b>6,688,838</b> |

\*Excludes Successor Agency activities

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

# Miscellaneous

## Introduction

This section contains the following items of interest:

MISC- 2: FY 2025-26 Capital Improvement Funding

MISC- 3: FY 2025-26 Cost Allocation Plan Overhead  
Charges

## FY 2025-2026 Capital Improvement Funding

| PROJECT #                                     | DESCRIPTION                         | FUND | SOURCE                       | TOTAL              |
|---|-------------------------------------|------|------------------------------|--------------------|
| ST-04A/B                                      | Street Light Upgrade                | F221 | Lighting fund                | \$2,500,000        |
| <b>Sub-total Lighting fund</b>                |                                     |      |                              | <b>\$2,500,000</b> |
| N/A   | Corpyard Security Project (Fencing) | F301 | CIP Local Match Fund         | \$100,000          |
| SP-02B  | San Francisquito Creek Reach II     | F301 | CIP Local Match Fund         | \$1,000,000        |
| N/A   | Fordham St. Improvement             | F301 | CIP Local Match Fund         | \$14,122           |
| <b>Sub-total CIP (Local match)</b>            |                                     |      |                              | <b>\$1,114,122</b> |
| N/A   | Fordham St. Improvement             | F303 | CIP Grant Fund               | \$109,000          |
| <b>Sub-total CIP (Grant)</b>                  |                                     |      |                              | <b>\$109,000</b>   |
| N/A   | Urban Water Management Plan 2025    | F511 | Water Capital Surcharge Fund | \$150,000          |
| <b>Sub-total Water Capital Surcharge fund</b> |                                     |      |                              | <b>\$150,000</b>   |
| N/A   | Manhole Replacement                 | F530 | EPA Sanitary District        | \$150,000          |
| <b>Sub-total Sewer Capital Surcharge fund</b> |                                     |      |                              | <b>\$150,000</b>   |
| <b>TOTAL FY 2025-26 CIP FUNDING</b>           |                                     |      |                              | <b>\$4,023,122</b> |

Note:

Major CIP does not include technology asset replacement.

# FY 2025-26 Cost Allocation Plan Overhead Charges

| Allocation           | Building Use | City Council | City Manager's Office | Clerk Services | Human Resource | City Attorney | Finance      | PW - Admin   | Maintenance | Non-Departmental | Information Technology ISF | Insurance ISF | TOTAL          |
|----------------------|--------------|--------------|-----------------------|----------------|----------------|---------------|--------------|--------------|-------------|------------------|----------------------------|---------------|----------------|
| General              | \$ (127,500) | \$ (49,000)  | \$ (400,160)          | \$ (72,135)    | \$ (111,960)   | \$ (293,413)  | \$ (787,194) | \$ (452,795) | \$ -        | \$ (13,737)      | \$ (184,160)               | \$ (155,656)  | \$ (2,647,709) |
| State Gas Tax        | \$ -         | \$ 2,970     | \$ 26,330             | \$ 2,598       | \$ 7,914       | \$ -          | \$ 59,151    | \$ 49,573    | \$ -        | \$ -             | \$ 7,165                   | \$ 6,056      | \$ 161,756     |
| Measure A            | \$ -         | \$ -         | \$ 56                 | \$ -           | \$ -           | \$ -          | \$ 7,066     | \$ 46,121    | \$ -        | \$ -             | \$ -                       | \$ -          | \$ 53,243      |
| Measure W            | \$ -         | \$ -         | \$ 27                 | \$ -           | \$ -           | \$ -          | \$ 6,524     | \$ 12,253    | \$ -        | \$ -             | \$ -                       | \$ -          | \$ 18,804      |
| NPDES                | \$ 26,250    | \$ -         | \$ 19,119             | \$ -           | \$ 16,198      | \$ -          | \$ 43,318    | \$ 17,917    | \$ -        | \$ -             | \$ 14,664                  | \$ 12,395     | \$ 149,860     |
| Lighting District    | \$ -         | \$ -         | \$ 5,675              | \$ -           | \$ 1,003       | \$ -          | \$ 30,151    | \$ 15,386    | \$ -        | \$ -             | \$ 908                     | \$ 767        | \$ 53,890      |
| Drainage District    | \$ -         | \$ -         | \$ 6,279              | \$ -           | \$ 2,862       | \$ -          | \$ 37,299    | \$ 12,539    | \$ -        | \$ -             | \$ 2,591                   | \$ 2,190      | \$ 63,760      |
| CIP (Local Matching) | \$ -         | \$ -         | \$ 3,660              | \$ -           | \$ 5,510       | \$ -          | \$ 28,852    | \$ 133,007   | \$ -        | \$ -             | \$ 4,988                   | \$ 4,216      | \$ 180,233     |
| Impact Fee           | \$ -         | \$ -         | \$ -                  | \$ -           | \$ -           | \$ -          | \$ 9,977     | \$ -         | \$ -        | \$ -             | \$ -                       | \$ -          | \$ 9,977       |
| Rent Stabilization   | \$ -         | \$ 2,970     | \$ 28,568             | \$ 14,304      | \$ 22,038      | \$ 139,835    | \$ 59,167    | \$ -         | \$ -        | \$ 13,737        | \$ 19,952                  | \$ 16,864     | \$ 317,435     |
| Housing in Lieu      | \$ -         | \$ -         | \$ 1,654              | \$ -           | \$ -           | \$ -          | \$ 8,812     | \$ -         | \$ -        | \$ -             | \$ -                       | \$ -          | \$ 10,466      |
| Housing TOT          | \$ -         | \$ -         | \$ 464                | \$ -           | \$ -           | \$ -          | \$ 7,051     | \$ -         | \$ -        | \$ -             | \$ -                       | \$ -          | \$ 7,516       |
| Housing Assistance   | \$ -         | \$ -         | \$ 50                 | \$ -           | \$ -           | \$ -          | \$ 8,931     | \$ -         | \$ -        | \$ -             | \$ -                       | \$ -          | \$ 8,981       |
| Park in Lieu         | \$ -         | \$ -         | \$ -                  | \$ -           | \$ -           | \$ -          | \$ 1,080     | \$ -         | \$ -        | \$ -             | \$ -                       | \$ -          | \$ 1,080       |
| CYSFF TOT            | \$ -         | \$ -         | \$ 771                | \$ -           | \$ -           | \$ -          | \$ 8,240     | \$ -         | \$ -        | \$ -             | \$ -                       | \$ -          | \$ 9,011       |
| Water                | \$ 37,500    | \$ 8,909     | \$ 36,343             | \$ 7,795       | \$ 11,019      | \$ 31,569     | \$ 66,988    | \$ 22,780    | \$ -        | \$ -             | \$ 9,976                   | \$ 8,431      | \$ 241,310     |
| Garbage Service      | \$ 63,750    | \$ 4,454     | \$ 24,371             | \$ 3,897       | \$ 25,613      | \$ -          | \$ 45,731    | \$ 9,128     | \$ -        | \$ -             | \$ 23,188                  | \$ 19,599     | \$ 219,731     |
| Successor Agency     | \$ -         | \$ -         | \$ 499                | \$ -           | \$ 1,071       | \$ -          | \$ 13,925    | \$ -         | \$ -        | \$ -             | \$ 970                     | \$ 820        | \$ 17,284      |
| EPASD                | \$ -         | \$ 29,697    | \$ 246,295            | \$ 43,541      | \$ 18,732      | \$ 122,009    | \$ 344,932   | \$ 134,091   | \$ -        | \$ -             | \$ 99,758                  | \$ 84,318     | \$ 1,123,373   |

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# Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**FORFEITURE**- See Fines, forfeitures, and penalties.

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

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

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

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

**FY** - Fiscal year.

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

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

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

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

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

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

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

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

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

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

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

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

but still are relevant for sound financial management and oversight.

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

**PERS** - Public Employees' Retirement System.

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

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

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

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

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

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

**RDA** - Redevelopment Agency.

#### **RECEIVABLES-REDEVELOPMENT**

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

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

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

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

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

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

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

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

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

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

**SERVICES** - Expenditures/expenses for services.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- a) Economic downturns

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

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

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

**VLF** - See Motor Vehicle In-Lieu Fee.

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