



EAST PALO ALTO CITY COUNCIL SPECIAL MEETING AGENDA

Tuesday, September 2, 2025, 5:30 PM
EPA Government Center
2415 University Avenue, First Floor
East Palo Alto, CA 94303

NOTICE

This meeting will be held virtually and in-person at the Council Chambers located on 2415 University Ave, First Floor East Palo Alto, CA 94303. The virtual portion of this City Council meeting will be conducted in accordance with City of East Palo Alto Resolution adopted pursuant to Assembly Bill 361.

The public may participate in the City Council Meeting via Zoom Meeting or by attending in-person in the Council Chambers at 2415 University Ave, First Floor East Palo Alto, CA 94303. Community members may provide comments by emailing cityclerk@cityofepa.org, submitting a speaker card at the meeting, or using the **RAISE HAND** feature when the Mayor or City Clerk call for public comment. Emailed comments should include the specific agenda item on which you are commenting.

Please click this URL to join

<https://us06web.zoom.us/j/82145529660>

Or join by phone:

Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or

+ 1 346 248 7799 or

+ 1 253 215 8782 or

+ 1 312 626 6799 or

+ 1 929 205 6099 or

+ 1 301 715 8592

Webinar ID: 821 4552 9660

International numbers available: <https://zoom.us/u/aMWYF4KT>

CALL TO ORDER AND ROLL CALL

1. APPROVAL OF THE AGENDA

2. CLOSED SESSION

**2.1 CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
(Government Code Section 54956.9(d)(1)).**

Name of Case: Yu v. City of East Palo Alto

**2.2 CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
(Government Code Section 54956.9(d)(2)).**

Number of matters: one.

3. APPROVAL OF CONSENT CALENDAR

3.1 Suicide Prevention Day Proclamation

Recommendation: Present the proclamation for Suicide Prevention Day

**3.2 University Avenue Safety Enhancements Project (ST-17) Construction
Contract Award**

Recommendation:

Adopt the resolution:

1. Authorizing the City Manager to award, negotiate and execute a construction contract with, Sposeto Engineering Inc., in a form approved by the City Attorney, for a total contract value of \$824,803.00; and establishing a ten percent (10%) construction contingency in the amount of \$82,480.30 for a total construction budget of \$907,283.30;
2. Finding that the project is exempt from the California Environmental Quality Act (CEQA) under Sections 15301, 15303, and 15304 of the CEQA Guidelines.

3.3 Monthly Cash Treasury Report for May 2025

Recommendation:

Accept and file the Cash Treasury Report for the month of May 2025

**3.4 Classification Specification Update for the Neighborhood Preservation
Officer/ Building Inspector I/II**

Recommendation:

Adopt a resolution:

1. Approving an amendment to the City's Classification Plan eliminating Building Inspector/ Neighborhood Preservation Officer I/II and adding 1.0 FTE Neighborhood Preservation Officer/ Building Inspector I/II and this classification's job description update; and
2. Finding that the proposed actions do not constitute "projects" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines sections 15378(b)(4) and (5) in that they are governmental fiscal, organizational or administrative activities that will not result in direct or indirect changes in the environment.

3.5 Memorandum of Understanding with Bay Area Community Resources

Recommendation: Adopt a resolution:

1. Authorizing the City Manager to negotiate and execute a Memorandum of Understanding with Bay Area Community Resources (BACR), in a form approved by the City Attorney, for the recruitment of an 11-month limited term Sustainability Service Corps Fellow, in a match amount not-to-exceed \$31,000.00.
2. Find that the action being considered by the City Council is exempt from the California Environmental Quality Act (CEQA) because it is not a "project" pursuant to 15378(b)(4) because it is a fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant impact on the environment.

3.6 Trash Capture Device Project (SD-9) Construction Contract Award

Recommendation:

Adopt a resolution:

1. Authorizing the City Manager to award and execute a construction contract with, Ranger Pipelines Incorporated, in a form approved by the City Attorney, for a total contract value of \$1,113,400.00; and establishing a ten percent (10%) construction contingency in the amount of \$111,340.00 for a total construction budget of \$1,224,740.00;
2. Authorizing the funding source for the SD-09 Project to be provided through Caltrans and state funding, specifically from the State Highway Operation and Protection Program (SHOPP);
3. Finding that the project is exempt from the California Environmental Quality Act (CEQA) under Sections 15301, 15303, and 15304 of the CEQA Guidelines.
4. Exemptions apply, and the project will have no adverse environmental impacts.

3.7 FY 2024-25 Fourth Quarter Treasury Report

Recommendation: Accept and file the Cash Treasury Report for the month of June 2025.

4. **ADJOURN CITY COUNCIL REGULAR MEETING TO THE EAST PALO ALTO SANITARY DISTRICT BOARD MEETING**

5. **APPROVAL OF THE EPASD BOARD MEETING AGENDA**

6. **APPROVAL OF THE EPASD BOARD CONSENT CALENDAR**

6.1 **Cash Disbursement Report for May 2025**

Recommendation: Accept the cash disbursement report required pursuant to California Health and Safety Code Section 6794.

6.2 **Cash Disbursement Report for June 2025**

Recommendation: Accept the cash disbursement report required pursuant to California Health and Safety Code Section 6794.

7. **EPASD BOARD MEETING PUBLIC COMMENT**

8. **ADJOURNMENT**

This AGENDA is posted in accordance with Government Code Section 54954.2(a)

This Notice of Availability of Public Records: All public records relating to an open session item which are not exempt from disclosure pursuant to the Public Records Act, that are distributed to the majority of the City Council will be available for public inspection at the City Clerk's Office, 2415 University Avenue, East Palo Alto, CA at the same time that the public records are distributed or made available to the City Council. Such documents may also be available on the East Palo Alto website www.cityofepa.org subject to staff's ability to post the documents prior to the meeting. Information may be obtained by calling (650) 853-3100.

The City Council meeting packet may be reviewed by the public in the Library or the City Clerk's Office. Any writings or documents pertaining to an open session item provided to a majority of the City Council less than 72 hours prior to the meeting, shall be made available for public inspection at the front counter at the City Clerk's Office, 2ND Floor, City Hall, 2415 University Avenue, East Palo Alto, California 94303 during normal business hours. Information distributed to the Council at the Council meeting becomes part of the public record. A copy of written material, pictures, etc. should be provided for this purpose.

East Palo Alto City Council Chambers is ADA compliant. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability to the City Clerk's office at (650) 853-3127 no less than 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof.

DECLARATION OF POSTING

This Notice is posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website. Under penalty of perjury, this Agenda was posted to the public at least 72 hours prior to the meeting.

POSTED: August 26th, 2025

ATTEST:

Lucero Avila-Garcia

Lucero Avila-Garcia
Executive Assistant to the City
Manager



EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: September 2, 2025

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: James Colin, City Clerk

SUBJECT: **Suicide Prevention Day Proclamation**

Recommendation

Present the proclamation for Suicide Prevention Day. (September 10th, 2025)

Attachments

1. Proclamation

PROCLAMATION OF THE CITY EAST PALO ALTO CITY COUNCIL DESIGNATING THE MONTH OF SEPTEMBER 2025 AS SUICIDE PREVENTION MONTH

WHEREAS, East Palo Alto will join the county, state and country in honoring Suicide Prevention Month (September), National Suicide Prevention Week (September 4-10) and World Suicide Prevention Day (September 10) to spread the message that suicide can be prevented; and

WHEREAS, in 2021, 54 people died by suicide (34% decrease from 82 in 2020) in San Mateo County; and

WHEREAS, in 2020, 12, 297 contacts were received by the San Mateo County StarVista Crisis Hotline. In July 2022, the StarVista Crisis Hotline received a 10% increase compared to July 2021, likely due to the debut of the 988 number on July 16.; and

WHEREAS, East Palo Alto residents are urged to play a role in supporting each other and preventing suicide by knowing the signs of suicide, finding the words to communicate and reaching out to local 24/7 resources, including our local San Mateo County StarVista Crisis Hotline (650-579-0350) or National Suicide Prevention Lifeline (988 or 1-800-273-TALK; and

WHEREAS, residents can also play a role in suicide prevention by supporting local Suicide Prevention Month events, advocacy days and communication campaign. Across the city, county and state, the 2022 September Suicide Prevention Month theme is “Take Action for Suicide Prevention – Thriving at All Ages”; and

WHEREAS, beyond September, East Palo Alto has joined the San Mateo County Mayors Mental Health Initiative where mayors across the 20 cities in San Mateo County have come together with the mission of promoting awareness of and access to mental health resources in their communities; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of East Palo Alto, State of California, hereby designates September 2025 as Suicide Prevention Month and calls upon everyone in our community to find their role in suicide prevention.



Dated: September 2, 2025

Martha Barragan, Mayor



EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: September 2, 2025

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: Batool Zaro, Senior Engineer
Humza Javed, Public Works Director

SUBJECT: **University Avenue Safety Enhancements Project (ST-17) Construction Contract Award**

Recommendation

Adopt the resolution:

1. Authorizing the City Manager to award, negotiate and execute a construction contract with, Sposeto Engineering Inc., in a form approved by the City Attorney, for a total contract value of \$824,803.00; and establishing a ten percent (10%) construction contingency in the amount of \$82,480.30 for a total construction budget of \$907,283.30;
2. Finding that the project is exempt from the California Environmental Quality Act (CEQA) under Sections 15301, 15303, and 15304 of the CEQA Guidelines.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Public Infrastructure and Utilities
Public Health, Safety, and Quality of Life

Background

University Avenue is a major arterial highway within the limits of East Palo Alto with an average daily traffic (ADT) of over 30,000 vehicles per day. This corridor along University Avenue is one of the busiest commuter corridors in the peninsula due to its proximity to Highway 84 (Dumbarton Bridge).

 **CONSENT ITEM 3.2**

In 2020 the City applied for Highway Safety Improvement Program (HSIP) Cycle 10 funds to design and construct the University Avenue improvements project. The City was awarded \$1.23 million for the project. Out of the \$1.23 million in grant funds, \$206,000 was budgeted for the design phase and the remainder was set aside for construction.

The HSIP grant supports East Palo Alto’s “Vision Zero” goal of eliminating traffic fatalities and reducing the number of non-fatal injury collisions by 50% by 2030 throughout the City. The project includes improvements at the intersection of University Avenue and Runnymede Street.

Improvements include enhancing pedestrian crossings, installing upgraded signal equipment to increase visibility, installing protected left turn traffic signal phases to separate conflicting vehicle movements, ADA (Americans with disabilities Act) accessible curb ramps, updated pedestrian push buttons, high visibility crosswalks, etc.

On April 4, 2023, City Council adopted Resolution Number 29-2023 awarding a \$206,000 design contract to TJKM Transportation Consultants (TJKM) to provide civil engineering and traffic engineering design services for the University Avenue Safety Enhancements Project. The design was funded using Caltrans HSIP Cycle 10 funds. HSIP funds are federal and State funds administered by Caltrans that require extensive administration and approval process. Caltrans approved the design package in 2024, and the City of East Palo Alto City Council approved the plans, specifications and estimates (PS&E) package on November 19, 2024, via Resolution Number 126-2024.

The PS&E package is included on the City’s website at the following link:

<https://www.cityofepa.org/publicworks/project/highway-safety-improvement-project-hsip>

Analysis

The project was published for advertisement in the local newspaper as well as the City’s website on Friday, June 27, 2025, for the solicitation of construction bids. On Thursday, July 24, 2025, sealed bids were received, publicly opened, and read aloud by staff. The City received a total of six bids for the project. The results have been tabulated below:

| BID NO. | COMPANY | TOTAL BASE BID |
|----------------|-------------------------|-----------------------|
| 1 | Ray's Electric | \$969,472.10 |
| 2 | FBD Vanguard | \$913,258.00 |
| 3 | C2R Construction | \$887,111.00 |
| 4 | Golden Bay Construction | \$858,716.00 |
| 5 | Redgwick | \$1,147,670.00 |
| 6 | Sposeto | \$824,803.00 |

City staff performed an analysis of the bids, verified qualifications and licenses, and contacted the listed references in the bid package.

CONSENT ITEM 3.2

Contingent upon completing all insurance and bonding requirements of the contract specifications, staff recommends that the City Council authorize the City Manager to award, negotiate and execute a construction contract with Sposeto Engineering Inc., the lowest responsible bidder; establishing a construction contract in an amount not-to-exceed \$824,803.00. Staff further recommends the Council appropriate an additional 10% construction contingency in the amount of \$82,480.30 for a total construction budget of \$907,283.30.

Fiscal Impact

This project is budgeted in the City's CIP budget and fully funded by HSIP Cycle 10 funds that were awarded to the City. There is no City match required.

Public Notice

The public was provided notice by making the agenda and report available on the City's website and on a bulletin board located at City Hall: 2415 University Avenue, East Palo Alto.

Environmental

The University Avenue Safety Enhancements Project would be exempt from environmental review pursuant to the California Environmental Quality Act (CEQA) Guidelines Sections 15301 (Existing Facilities), 15303 (New Construction or Conversion of Small Structures), and 15304 (Minor alterations to land).

The scope of work involves installing upgraded signal equipment, upgrading the ADA curb ramps, installing bulb outs, and improving the thermoplastic striping within the existing right of way.

Government Code § 84308

Applicability of Levine Act: No, as the proposed project involves a contract that was competitively bid.

Analysis of Levine Act Compliance: Not applicable.

Attachments

1. Resolution
2. Bid Tabulation

RESOLUTION NO. XX– 2025

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

AUTHORIZING THE CITY MANAGER TO AWARD, NEGOTIATE AND EXECUTE A CONSTRUCTION CONTRACT WITH, SPOSETO ENGINEERING IN THE AMOUNT OF \$824,803.00 FOR THE UNIVERSITY AVENUE SAFETY ENHANCEMENTS PROJECT (ST-17); ESTABLISHING A 10% CONSTRUCTION CONTINGENCY IN THE AMOUNT OF \$82,480.30, FOR A TOTAL CONSTRUCTION BUDGET OF \$907,283.30; AND FINDING THE PROJECT EXEMPT FROM CEQA

WHEREAS, the University Avenue Safety Enhancements Project (project) is a City priority project that aims to provide safety infrastructure improvements; and

WHEREAS, the project involves improving pedestrian crossings, installing upgraded signal equipment to increase visibility, and installing protected left-turn traffic signal phases to separate conflicting vehicle movements at the intersection of University Avenue and Runnymede Avenue; and

WHEREAS, on April 4, 2023, City Council awarded a design contract to TJKM Transportation Consultants Inc. to provide civil engineering design services for the project; and

WHEREAS, on November 19, 2024, City Council approved the project Plans, Specifications, and Estimate (PS&E) and authorized the advertisement of the project; and

WHEREAS, on June 27, 2025, the project was advertised for construction bids in conformance with applicable law; and

WHEREAS, on July 24, 2025, the City received sealed bids that were publicly opened and read aloud by City staff; and

WHEREAS, there were a total of six contractors who submitted bids for the project, with Sposeto Engineering Inc. being the lowest responsible bidder with a base bid amount of \$824,803.00; and

WHEREAS, City staff performed a bid review, verified qualifications, and checked license and references for the lowest responsible bidder, and deemed the package satisfactory.

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

1. Finds the foregoing recitals are true and correct, and are incorporated by this reference into this action;
2. Authorizes the City Manager to award, negotiate and execute a construction contract with, Sposeto Engineering, Inc., in a form approved by the City Attorney, for a total contract value of \$824,803.00; and establishes a ten percent (10%) construction contingency in the amount of \$82,480.30 for a total construction budget of \$907,283.30;
3. Finds that the project is exempt from the California Environmental Quality Act (CEQA) under Sections 15301, 15303, and 15304 of the CEQA Guidelines.

PASSED AND ADOPTED this 2nd day of September 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Martha Barragan, Mayor

ATTEST:

APPROVED AS TO FORM:

James Colin, City Clerk

John D. Lê, City Attorney

University Avenue Safety Improvements Project - HSIP Project Bid Analysis

Base Bid

University Avenue Safety Improvements Project - HSIP

| No. | Name | Amount | Addendum 1 | Addendum 2 |
|-----|------------------|-----------------|------------|------------|
| 1 | Ray's Electric | \$ 969,472.10 | y | y |
| 2 | FBD Vanguard | \$ 913,258.00 | y | y |
| 3 | C2R Construction | \$ 887,111.00 | y | y |
| 4 | Golden Bay Const | \$ 858,716.00 | y | y |
| 5 | Redgwick | \$ 1,147,670.00 | y | y |
| 6 | Sposeto | \$ 824,803.00 | y | y |

University Avenue Safety Improvements Project - HSIP Project
Bid Analysis
Base Bid

| BID ITEM NO. | ITEM DESCRIPTION | EST. QTY. | UNIT | SPOSETO | | Ray's Electric | | FBD Vanguard | | CZR Construction | | Golden Bay Construction | | Redgwick | | Engineers Estimate | |
|--------------|---|-----------|-------|---------------|-----------------------|----------------|-----------------------|---------------|-----------------------|------------------|-----------------------|-------------------------|-----------------------|---------------|-----------------------|--------------------|-----------------------|
| | | | | UNIT COST | EXTENDED TOTAL AMOUNT | UNIT COST | EXTENDED TOTAL AMOUNT | UNIT COST | EXTENDED TOTAL AMOUNT | UNIT COST | EXTENDED TOTAL AMOUNT | UNIT COST | EXTENDED TOTAL AMOUNT | UNIT COST | EXTENDED TOTAL AMOUNT | UNIT COST | EXTENDED TOTAL AMOUNT |
| 1 | Mobilization (5%) | | 1 LS | \$ 20,000.00 | \$ 20,000.00 | \$ 46,000.00 | \$ 46,000.00 | \$ 45,000.00 | \$ 45,000.00 | \$ 57,100.00 | \$ 57,100.00 | \$ 40,000.00 | \$ 40,000.00 | \$ 40,000.00 | \$ 40,000.00 | \$ 32,000.00 | \$ 32,000.00 |
| 2 | Field Engineering and Survey Work | | 1 LS | \$ 6,000.00 | \$ 6,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 12,000.00 | \$ 12,000.00 | \$ 7,100.00 | \$ 7,100.00 | \$ 5,500.00 | \$ 5,500.00 | \$ 15,000.00 | \$ 15,000.00 | \$ 16,000.00 | \$ 16,000.00 |
| 3 | Traffic Control and Construction Area Signs | | 1 LS | \$ 52,000.00 | \$ 52,000.00 | \$ 47,400.00 | \$ 47,400.00 | \$ 89,460.00 | \$ 89,460.00 | \$ 204,900.00 | \$ 204,900.00 | \$ 57,655.00 | \$ 57,655.00 | \$ 80,000.00 | \$ 80,000.00 | \$ 16,000.00 | \$ 16,000.00 |
| 4 | Construction in Progress Sign | | 1 EA | \$ 2,000.00 | \$ 2,000.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 1,400.00 | \$ 1,400.00 | \$ 1,200.00 | \$ 1,200.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 750.00 | \$ 750.00 |
| 5 | Temporary Water Pollution Control | | 1 LS | \$ 4,700.00 | \$ 4,700.00 | \$ 10,400.00 | \$ 10,400.00 | \$ 4,300.00 | \$ 4,300.00 | \$ 13,100.00 | \$ 13,100.00 | \$ 3,000.00 | \$ 3,000.00 | \$ 10,000.00 | \$ 10,000.00 | \$ 7,500.00 | \$ 7,500.00 |
| 6 | Utility Location | | 1 LS | \$ 15,000.00 | \$ 15,000.00 | \$ 18,000.00 | \$ 18,000.00 | \$ 8,000.00 | \$ 8,000.00 | \$ 9,100.00 | \$ 9,100.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 10,000.00 | \$ 10,000.00 |
| 7 | Remove Asphalt Concrete Pavement | 4,934 | SF | \$ 8.00 | \$ 39,472.00 | \$ 14.00 | \$ 69,076.00 | \$ 10.00 | \$ 49,340.00 | \$ 9.00 | \$ 44,406.00 | \$ 12.00 | \$ 59,208.00 | \$ 5.00 | \$ 24,670.00 | \$ 7.00 | \$ 34,538.00 |
| 8 | Remove PCC Concrete | 1,259 | SF | \$ 6.00 | \$ 7,554.00 | \$ 22.00 | \$ 27,698.00 | \$ 20.00 | \$ 25,180.00 | \$ 14.00 | \$ 17,626.00 | \$ 11.00 | \$ 13,849.00 | \$ 15.00 | \$ 18,885.00 | \$ 10.00 | \$ 12,590.00 |
| 9 | Remove Curb | 108 | LF | \$ 18.50 | \$ 1,998.00 | \$ 31.00 | \$ 3,348.00 | \$ 15.00 | \$ 1,620.00 | \$ 44.00 | \$ 4,752.00 | \$ 18.00 | \$ 1,944.00 | \$ 15.00 | \$ 1,620.00 | \$ 10.00 | \$ 1,080.00 |
| 10 | Remove Curb & Gutter | 248 | LF | \$ 18.50 | \$ 4,588.00 | \$ 32.00 | \$ 7,936.00 | \$ 30.00 | \$ 7,440.00 | \$ 67.00 | \$ 16,616.00 | \$ 31.00 | \$ 7,688.00 | \$ 15.00 | \$ 3,720.00 | \$ 24.00 | \$ 5,952.00 |
| 11 | Remove Drainage Inlet (and Pipe) | | 2 EA | \$ 5,800.00 | \$ 11,600.00 | \$ 3,158.00 | \$ 6,316.00 | \$ 240.00 | \$ 480.00 | \$ 4,100.00 | \$ 8,200.00 | \$ 2,300.00 | \$ 4,600.00 | \$ 1,000.00 | \$ 2,000.00 | \$ 2,100.00 | \$ 4,200.00 |
| 12 | Adjust Utility/Valve Box to Grade | | 4 EA | \$ 300.00 | \$ 1,200.00 | \$ 1,550.00 | \$ 6,200.00 | \$ 1,600.00 | \$ 6,400.00 | \$ 1,300.00 | \$ 5,200.00 | \$ 1,650.00 | \$ 6,600.00 | \$ 2,000.00 | \$ 8,000.00 | \$ 1,000.00 | \$ 4,000.00 |
| 13 | Adjust Manhole to Grade | | 2 EA | \$ 2,300.00 | \$ 4,600.00 | \$ 2,264.00 | \$ 4,528.00 | \$ 5,400.00 | \$ 10,800.00 | \$ 2,700.00 | \$ 5,400.00 | \$ 1,650.00 | \$ 3,300.00 | \$ 2,000.00 | \$ 4,000.00 | \$ 2,200.00 | \$ 4,400.00 |
| 14 | Relocate Chain Link Fence | | 23 LF | \$ 24.00 | \$ 552.00 | \$ 200.00 | \$ 4,600.00 | \$ 220.00 | \$ 5,060.00 | \$ 210.00 | \$ 4,830.00 | \$ 140.00 | \$ 3,220.00 | \$ 100.00 | \$ 2,300.00 | \$ 100.00 | \$ 2,300.00 |
| 15 | Class 2 Aggregate Base | 130 | CY | \$ 210.00 | \$ 27,300.00 | \$ 147.00 | \$ 19,110.00 | \$ 200.00 | \$ 26,000.00 | \$ 290.00 | \$ 37,700.00 | \$ 370.00 | \$ 48,100.00 | \$ 30.00 | \$ 3,900.00 | \$ 160.00 | \$ 20,800.00 |
| 16 | HMA (Type A) | 158 | TONS | \$ 350.00 | \$ 55,300.00 | \$ 504.00 | \$ 79,632.00 | \$ 452.00 | \$ 71,416.00 | \$ 510.00 | \$ 80,580.00 | \$ 480.00 | \$ 75,840.00 | \$ 300.00 | \$ 47,400.00 | \$ 300.00 | \$ 47,400.00 |
| 17 | 2" AC Grind | 866 | SY | \$ 23.00 | \$ 19,918.00 | \$ 22.00 | \$ 19,052.00 | \$ 9.00 | \$ 7,794.00 | \$ 27.00 | \$ 23,382.00 | \$ 29.00 | \$ 25,114.00 | \$ 35.00 | \$ 30,310.00 | \$ 5.00 | \$ 4,330.00 |
| 18 | Remove Slurry Seal | | | | | | | | | | | | | | | | |
| 19 | Construct Sidewalk and Walkway/Driveway Conform | 1,913 | SF | \$ 16.00 | \$ 30,608.00 | \$ 38.00 | \$ 72,694.00 | \$ 27.00 | \$ 51,651.00 | \$ 32.00 | \$ 61,216.00 | \$ 15.00 | \$ 28,695.00 | \$ 32.00 | \$ 61,216.00 | \$ 25.00 | \$ 47,825.00 |
| 20 | Construct Type A2-6 Curb and Gutter | 183 | LF | \$ 70.00 | \$ 12,810.00 | \$ 156.00 | \$ 28,548.00 | \$ 45.00 | \$ 8,235.00 | \$ 140.00 | \$ 25,620.00 | \$ 65.00 | \$ 11,895.00 | \$ 120.00 | \$ 21,960.00 | \$ 78.00 | \$ 14,274.00 |
| 21 | Construct Type A1-6 Curb | 49 | LF | \$ 60.00 | \$ 2,940.00 | \$ 135.00 | \$ 6,615.00 | \$ 158.00 | \$ 7,742.00 | \$ 128.00 | \$ 6,272.00 | \$ 55.00 | \$ 2,695.00 | \$ 130.00 | \$ 6,370.00 | \$ 52.00 | \$ 2,548.00 |
| 22 | Construct Curb Ramp | | 8 EA | \$ 3,200.00 | \$ 25,600.00 | \$ 7,200.00 | \$ 57,600.00 | \$ 4,375.00 | \$ 35,000.00 | \$ 7,100.00 | \$ 56,800.00 | \$ 3,800.00 | \$ 30,400.00 | \$ 7,000.00 | \$ 56,000.00 | \$ 5,350.00 | \$ 42,800.00 |
| 23 | 15" Reinforced Concrete Pipe | 40 | LF | \$ 1,475.00 | \$ 59,000.00 | \$ 656.00 | \$ 26,240.00 | \$ 1,080.00 | \$ 43,200.00 | \$ 830.00 | \$ 33,200.00 | \$ 600.00 | \$ 24,000.00 | \$ 1,100.00 | \$ 44,000.00 | \$ 550.00 | \$ 22,000.00 |
| 24 | Construct Storm Drain Inlet | | 4 EA | \$ 10,000.00 | \$ 40,000.00 | \$ 11,214.00 | \$ 44,856.00 | \$ 9,490.00 | \$ 37,960.00 | \$ 13,700.00 | \$ 54,800.00 | \$ 13,000.00 | \$ 52,000.00 | \$ 9,200.00 | \$ 36,800.00 | \$ 5,000.00 | \$ 20,000.00 |
| 25 | Remove Striping and Pavement Markings | | 1 LS | \$ 1,200.00 | \$ 1,200.00 | \$ 2,475.00 | \$ 2,475.00 | \$ 7,380.00 | \$ 7,380.00 | \$ 6,500.00 | \$ 6,500.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 15,000.00 | \$ 15,000.00 | \$ 2,500.00 | \$ 2,500.00 |
| 26 | Install 6" Thermoplastic Stripe | 1,295 | LF | \$ 6.00 | \$ 7,770.00 | \$ 5.58 | \$ 7,226.10 | \$ 4.00 | \$ 5,180.00 | \$ 4.00 | \$ 5,180.00 | \$ 5.00 | \$ 6,475.00 | \$ 8.00 | \$ 10,360.00 | \$ 4.00 | \$ 5,180.00 |
| 27 | Install 6" Thermoplastic Stripe | 200 | LF | \$ 9.50 | \$ 1,900.00 | \$ 6.08 | \$ 1,216.00 | \$ 4.50 | \$ 900.00 | \$ 4.00 | \$ 800.00 | \$ 8.00 | \$ 1,600.00 | \$ 10.00 | \$ 2,000.00 | \$ 5.00 | \$ 1,000.00 |
| 28 | Install High Visibility Crosswalk | 1,360 | SF | \$ 14.20 | \$ 19,312.00 | \$ 8.10 | \$ 11,016.00 | \$ 9.00 | \$ 12,240.00 | \$ 8.00 | \$ 10,880.00 | \$ 13.00 | \$ 17,680.00 | \$ 20.00 | \$ 27,200.00 | \$ 10.00 | \$ 13,600.00 |
| 29 | Install Thermoplastic Pavement Markings | 155 | SF | \$ 14.20 | \$ 2,210.00 | \$ 22.00 | \$ 3,410.00 | \$ 28.00 | \$ 4,340.00 | \$ 26.00 | \$ 4,030.00 | \$ 13.00 | \$ 2,015.00 | \$ 20.00 | \$ 3,100.00 | \$ 12.00 | \$ 1,860.00 |
| 30 | Install Green Thermoplastic Pavement Markings | 80 | SF | \$ 71.00 | \$ 5,680.00 | \$ 47.25 | \$ 3,780.00 | \$ 28.00 | \$ 2,240.00 | \$ 26.00 | \$ 2,080.00 | \$ 66.00 | \$ 5,280.00 | \$ 60.00 | \$ 4,800.00 | \$ 16.00 | \$ 1,280.00 |
| 31 | Traffic Signal Modifications | | 1 LS | \$ 342,000.00 | \$ 342,000.00 | \$ 327,000.00 | \$ 327,000.00 | \$ 325,500.00 | \$ 325,500.00 | \$ 339,100.00 | \$ 339,100.00 | \$ 315,863.00 | \$ 315,863.00 | \$ 300,000.00 | \$ 300,000.00 | \$ 342,000.00 | \$ 342,000.00 |
| | | | | | \$ 824,803.00 | | \$ 969,472.10 | | \$ 913,258.00 | | \$ 1,147,670.00 | | \$ 858,716.00 | | \$ 887,111.00 | | \$ 740,707.00 |



EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: September 2, 2025

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: Tomohito Oku, Finance Director
Jessica Y Caballero, Financial Services Manager

SUBJECT: Monthly Cash Treasury Report for May 2025

Recommendation

Accept and file the Cash Treasury Report for the month of May 2025.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority: Governance, Organizational Strength, and Fiscal Sustainability

Background

Pursuant to Section 53646 of the Government Code of the State of California, the City Treasurer may submit a quarterly report to the City Council regarding the funds and investments of the City. Further, City Investment Policy Section XVIII requires monthly reporting of investment transactions, as specified. Because the City participates in State and County investments pools and does not independently broker or engage outside investment advisors to transact investments, the monthly reporting provides a snapshot of overall cash receipts, transfers, and disbursements.

Analysis

The Monthly Cash Treasury Report (“Report”) covers cash and investments of the City in the four cash and investment accounts: Wells Fargo Bank, San Mateo County Pool, California State Local Agency Investment Fund, and the California Asset Management Program (CAMP). The Report does not include petty cash, or the California State Community Infrastructure Program

(SCIP) bond proceeds held by a trustee in the name of the City. For investment purposes, City cash is pooled, except for bond proceeds held by a trustee. The City does not have, nor is it legally required to have, separate bank accounts for each individual fund. However, all cash is segregated in the City’s accounting records. Monthly cash transactions for the monthly period ending May 31, 2025, are as follows:

| Account | Beginning Balance | Receipts | Disbursements | Interest Allocation | Inter-Account Transfers | Ending Balance |
|-----------------------|-----------------------|---------------------|-----------------------|---------------------|-------------------------|-----------------------|
| Wells Fargo Bank | 3,003,885.67 | 3,006,085.96 | (5,865,405.85) | - | 4,400,000.00 | 4,544,565.78 |
| LAIF | 10,452,627.76 | - | - | - | - | 10,452,627.76 |
| San Mateo County Pool | 35,865,250.99 | 3,779,422.98 | - | - | (4,400,000.00) | 35,244,673.97 |
| CAMP | 107,614,036.91 | - | - | 404,244.16 | - | 108,018,281.07 |
| Total | 156,935,801.33 | 6,785,508.94 | (5,865,405.85) | 404,244.16 | - | 158,260,148.58 |

The Wells Fargo cash balance reflects the book value balance (i.e., total outstanding checks not cashed are deducted from the account balance). The month-to-date cash and investment balance increased by approximately \$1.3M compared to the balance as of April 30, 2025.

May receipts, a total of approximately \$6.8M, consist of Redevelopment Property Tax Trust Fund (RPTTF) Allocation and Distribution for Recognized Obligations Payment Schedule (ROPS) 25-26A (\$2.2M), grant reimbursement from the Department of Housing and Community Development for Light Tree AHSC (\$1.5M), Current Secured Tax (\$1.4M), other tax distributions (\$0.2M), Veolia water vendor (\$0.2M), Four Seasons Hotel Transient Occupancy Tax (\$0.2M), Road Maintenance and Rehabilitation and Highway Users Tax (\$0.1M), and other various receipts.

May disbursements, a total of approximately \$5.9M, primarily consist of Payroll costs (\$1.2M), Recology San Mateo County for refuse collection and recycling services (\$0.8M), C2R Engineering, Inc. for the University Avenue and Weeks Street water main project (\$0.6M), City of Palo Alto for O&M of Regional Water Quality Control Plant (RWQCP)/Sludge Dewatering Facility SRF loan repayment (\$0.6M) Range Pipeline, Inc. for EPASD Sanitary Sewer Replacement project (\$0.2M), Goodfellow Bros. California, LLC for Annual Street Resurfacing project (\$0.2M), Kaiser Foundation Health Plan (\$0.1M), and other recurring operating expenditures.

The table below reflects recent treasury yield comparisons up to five-year notes since that is the maximum maturity the City may invest¹:

| | May-25 | Apr-25 | May-24 |
|-----------------------|--------|--------|--------|
| 6-Month Treasury Bill | 4.17 | 4.04 | 5.17 |
| 2-Year Treasury Note | 3.89 | 3.60 | 4.89 |
| 5-Year Treasury Note | 3.96 | 3.72 | 4.52 |

Local Agency Investment Fund (LAIF) average monthly effective yields were 4.48% in May compared to 4.28% in April 2025. San Mateo County monthly gross earnings for May were 4.09% compared to 3.99% in April 2025. The estimated County Pool earnings for FY 24-25 are

¹ Daily US Treasury Yield Curve. Treasury.gov

at 3.85%. As of May 2025, the current annualized yield for California Asset Management Program (CAMP) is 4.42% compared to 4.45% in April 2025.

Staff believes the City has investment liquidity and anticipated revenues to meet the City’s anticipated expenditure requirements for the ensuing six months. The following table shows a breakdown of cash and investment balance by fund type.

| Summary May 31, 2025 | | |
|--|-----------------------|-----------------------|
| | Deposit Value | Market Value |
| General Fund (Inc. Petty cash of \$10,800) | \$ 48,134,369 | \$ 48,134,369 |
| General Sub-Funds (Committed/Restricted) | \$ 18,242,797 | \$ 18,242,797 |
| City Funds Restricted and Committed | \$ 90,387,612 | \$ 90,387,612 |
| Successor Agency Trust | \$ 2,131,766 | \$ 2,131,766 |
| Unrealized Gain/(Loss) on Investment Pools | \$ - | \$ 204,460 |
| | \$ 158,896,544 | \$ 159,101,004 |

The deposit market value totals \$159,101,004 including an unrealized gain² of \$204,460, reflecting treasury yields during the calendar year. All except for the General Fund balance is restricted by either City Council or external parties for specific purposes. Unrestricted cash and investment balance under General Fund (\$48,134,369) may be used at Council discretion.

Fiscal Impact

There is no fiscal impact for this item. This report is informational.

Public Notice

The public was provided notice by making the agenda and report available on the City’s website and on a bulletin board located at City Hall: 2415 University Avenue, East Palo Alto.

Environmental

The action being considered by the City Council is exempt from the California Environmental Quality Act (CEQA) because it is not a “project” pursuant to 15378(b)(4) because it is a fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant impact on the environment.

Government Code § 84308

Applicability of Levine Act: No, as the proposed action does not involve an entitlement.

Analysis of Levine Act Compliance: Not applicable.

² Investment Fair Market Value (FMV) factor is provided on a quarterly basis. Thus, as of March 31, 2025, FMV factor is used to calculate Unrealized Gain/(Loss) on Investments.



EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: September 2, 2025

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: Shiri Klima, Assistant City Manager
Ana Maria Torres-Mondragon, Human Resources Manager

SUBJECT: **Classification Specification Update for Neighborhood Preservation Officer/
Building Inspector I/II**

Recommendation

Adopt a resolution:

1. Approving an amendment to the City's Classification Plan eliminating Building Inspector/ Neighborhood Preservation Officer I/II and adding 1.0 FTE Neighborhood Preservation Officer/ Building Inspector I/II and this classification's job description update; and
2. Finding that the proposed actions do not constitute "projects" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines sections 15378(b)(4) and (5) in that they are governmental fiscal, organizational or administrative activities that will not result in direct or indirect changes in the environment.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority: Governance, Organizational Strength, and Fiscal Sustainability

Background

Because of the evolving needs of the City, changes related to staffing, community expectations, and management's intent to continue pursuing Council's strategic goal of "Governance, Organizational Strength, and Fiscal Sustainability," staff is proposing a complete overhaul of the Neighborhood Preservation Officer/Building Inspector I/II classification. These proposed changes will support critical ongoing Community and Economic Development initiatives,

ultimately strengthening the overall managerial control and responsibility for the City's current service levels.

As codified in the City's Personnel Policies and Procedures approved by the City Council on August 28, 1985 (Resolution #00210), Rule 3.4.05 states: "A job specification shall be a written statement providing the title and definition of a class, examples of the duties to be performed and the minimum qualifications." As a member of the California Public Employees' Retirement System (CalPERS), the City is also subject to applicable provisions of the Public Employee Retirement Law (PERL) referenced in the California Government Code and the California Code of Regulations.

Section 3.4.06 of the City of East Palo Alto Personnel Policies and Procedures manual establishes the procedures for department heads or the Personnel Officer (which is the City Manager) to create a new classification. Requests for the creation of a new class can be made by a department head to the Personnel Officer, or by the Personnel Officer. After review, the Personnel Officer submits the updated job specification, class title and salary range to the City Council to be updated in the Classification Plan. The new class is officially established upon adoption by the City Council.

Analysis

The Community and Economic Development Department oversees Building/Neighborhood Preservation (Code Enforcement), Economic Development, Housing/Rent Stabilization, and Planning services for the City. Staff is proposing a classification overhaul for the Neighborhood Preservation Officer/Building Inspector I/II classification as a strategic effort to allow for operational flexibility. The update to the Neighborhood Preservation Officer/Building Inspector I/II classification is a much-needed clarification to ensure alignment between the job description and the actual scope of responsibilities and align the position with current City priorities. The substantive changes are:

- Allows more flexibility for upward mobility from a I to II level
- Greater emphasis on neighborhood preservation and code compliance
- Includes proactive enforcement language
- Highlights collaboration with other City departments and agencies
- Both versions involve working with property owners and professionals, but the updated version focuses more on education and compliance rather than just technical review
- Stronger language about preparing legal cases and supporting court actions around violations indicating increased formality in enforcement processes

This revision provides greater transparency and helps ensure that incumbents fully understand their role, expectations, and areas of accountability, supporting both operational efficiency and employee success. Also, this change creates greater operational flexibility. By creating a hybrid role, the Division can more effectively deploy staff to address the most pressing public needs, whether it's a surge in building permits or a need for proactive Code Enforcement.

All meet and confer obligations required for this staff report have been met.

These proposed changes will improve the efficiency of existing services related to the Community and Economic Development Department.

Fiscal Impact

There is no fiscal impact for this item. This item involves approving the job descriptions only.

Public Notice

The public was provided notice by making the agenda and report available on the City's website and on a bulletin board located at City Hall: 2415 University Avenue, East Palo Alto.

Environmental

The proposed action does not constitute a "project" with the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines sections 15378(b)(4) and (5) in that it is a governmental fiscal, organizational or administrative activity that will not result in direct or indirect changes in the environment.

Government Code § 84308

Applicability of Levine Act: No, as there are no entitlements related to the proposed action.

Analysis of Levine Act Compliance: Not applicable.

Attachments

1. Resolution
 - a. Exhibit A: Neighborhood Preservation Officer/Building Inspector I/II Classification Specification/ Job Description clean version
 - b. Exhibit B: Neighborhood Preservation Officer/Building Inspector I/II Classification Specification/ Job Description redline

RESOLUTION NO. XX– 2025

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

**APPROVING AN AMENDMENT TO THE CITY’S CLASSIFICATION PLAN ELIMINATING
BUILDING INSPECTOR/ NEIGHBORHOOD PRESERVATION OFFICER I/II TITLE AND ADDING
NEIGHBORHOOD PRESERVATION OFFICER/ BUILDING INSPECTOR I/II, APPROVING
CLASSIFICATION UPDATE TO NEIGHBORHOOD PRESERVATION OFFICER/ BUILDING
INSPECTOR I/II.**

WHEREAS, because of the evolving needs of the City, changes related to staffing, community expectations, and management’s intent to continue pursuing Council’s strategic goal to “Governance, Organizational Strength, and Fiscal Sustainability,” staff is proposing several changes related to the City’s departmental organization and staffing; and

WHEREAS, these proposed changes will support critical ongoing Community Development initiatives, ultimately strengthening the overall managerial control and responsibility for the City’s current service levels; and

WHEREAS, as codified in the City’s Personnel Policies and Procedures approved by the City Council on August 28, 1985 (Resolution #00210), Rule 3.4.05 states: “A job specification shall be a written statement providing the title and definition of a class, examples of the duties to be performed and the minimum qualifications”; and

WHEREAS, staff is proposing a classification update for the Neighborhood Preservation Officer/ Building Inspector I/II classification as a strategic effort to clarify expectations and broaden the applicant pool.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of East Palo Alto hereby:

1. Finds the foregoing recitals are true and correct, and are incorporated by this action; and
2. Approves an amendment to the City’s Classification Plan eliminating Building Inspector/ Neighborhood Preservation Officer I/II and adding 1.0 FTE Neighborhood Preservation Officer/ Building Inspector I/II and this classification’s job description update, as attached hereto and incorporated herein as **Exhibit A**; and
3. Finds the proposed actions do not constitute “projects” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines sections 15378(b)(4) and (5) in that they are governmental fiscal, organizational or administrative activities that will not result in direct or indirect changes in the environment.

[Continued on next page]

PASSED AND ADOPTED this 2nd day of September 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Martha Barragan, Mayor

ATTEST:

APPROVED AS TO FORM:

James Colin, City Clerk

John D. Lê, City Attorney



NEIGHBORHOOD PRESERVATION OFFICER/BUILDING INSPECTOR I/II

DEFINITION

Under general supervision, performs a range of technical, routine, and complex duties to support the City's neighborhood preservation, residential safety, and code compliance programs. The position ensures compliance with applicable regulations and standards for residential, commercial, and industrial properties by conducting inspections at various stages of construction, alteration, and repair to ensure compliance with building, plumbing, mechanical, electrical, and environmental codes, as well as investigating and resolving violations of municipal, zoning, housing, development, and signage codes. Key duties involve investigating citizen complaints, addressing quality of life issues, securing voluntary compliance, issuing citations, and initiating abatement procedures. Additionally, the role provides information to property owners, developers, architects, engineers, and contractors, utilizing computer systems for data entry and report preparation. The incumbent works collaboratively with other city departments and agencies and operates electronic equipment and field entry devices in adherence to City standards as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief Building Official, or designee. Exercises functional and technical direction over technical staff.

DISTINGUISHING CHARACTERISTICS

Neighborhood Preservation Officer/Building Inspector I

This is the entry-level classification in the Building Inspector/Neighborhood Preservation Officer classification series. Initially under close supervision, incumbents learn and perform a variety of routine, technical, and functional duties in support of the City's code enforcement program related to code compliance, building inspection, and neighborhood preservation. As experience is gained, assignments become more complex and varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the position at the Neighborhood Preservation Officer/Building Inspector II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

Incumbents are given detailed instructions in the performance of routine tasks, which may include investigating code violations, conducting inspections at various stages of construction, and interacting with the public to enforce City codes and ordinances. Positions that are limited to duties of a more routine, repetitive nature may be permanently allocated at the Neighborhood Preservation Officer/Building Inspector I.

Neighborhood Preservation Officer/Building Inspector II

This is the journey-level classification in the Neighborhood Preservation Officer/Building Inspector classification series. Positions at this level are distinguished from the Neighborhood Preservation Officer/Building Inspector I by the performance of the full range of duties, working independently, and exercising significant independent judgment and initiative. Incumbents in this classification perform complex code enforcement and inspection duties, including neighborhood preservation, code compliance, and building

inspection, with minimal supervision. Incumbents are expected to handle new or unusual situations as they arise, requiring only occasional instruction or assistance. Work is normally reviewed upon completion for overall results, rather than detail, reflecting the expectation of a high degree of independence in carrying out responsibilities. Incumbents exercise discretion and independent judgment when conducting routine to complex inspections, investigating code violations, ensuring compliance with applicable City, State, and Federal codes, and resolving complex issues related to neighborhood preservation and building safety. Incumbents may provide lead direction and functional supervision to assigned clerical, technical, and professional staff.

Positions in the Neighborhood Preservation Officer/Building Inspector series are flexibly staffed and positions at the II level are normally filled by advancement from the next lower level, after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Maintains accurate case files, databases, and records of inspections, citations, and violations; prepares various written reports, correction notices, memoranda, and other documentation related to code enforcement and building inspection activities.
- Provides information and guidance to property owners, developers, architects, engineers, contractors, and the general public regarding code requirements, alternatives, and compliance processes. Attends pre-construction meetings and resolves complaints or problems.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public, as assigned by the Chief Building Official or designee.
- Confers with legal, fire, public works, and other City staff regarding building, fire, life safety, zoning, and other code interpretations and applications.
- Prepares non-compliance cases for legal action and presents testimony at hearings or court proceedings, as necessary.
- Performs a variety of public relations and outreach activities related to code compliance and neighborhood preservation, ensuring effective communication with the public, business community, and government agencies.
- Drafts and recommends revisions to City code enforcement policies and procedures to ensure efficient and effective program operations in compliance with City guidelines, standards, and objectives.
- Receives, records, and investigates complaints from the public and staff regarding violations of building, zoning codes, ordinances, housing standards, and health and safety regulations; documents violations by securing photographs, conducting research, and collecting pertinent data to determine whether a violation has occurred.
- Initiates contact with residents, business representatives, and other parties to explain violations and encourages voluntary compliance with City codes, ordinances, and community standards; takes action to abate dangerous or nuisance conditions on vacant properties and addresses vector control issues.
- Makes drive-by or on-site inspections of residential, industrial, and commercial areas, noting practicable violations and addressing them during the course of field investigations.
- Prepares and issues notices of violation, noncompliance letters, final notices, and misdemeanor according to applicable codes and regulations; affixes notices of violation on properties when appropriate to abate fire and public safety hazards and nuisances.
- Coordinates activities with other code compliance personnel and departments, including follow-up abatement procedures such as the preparation of additional correspondence, site visits, and communication with property owners and attorneys.
- Performs field inspections of new and existing residential, commercial, and industrial properties at

- various stages of construction, alterations, and repairs to enforce compliance with building, plumbing, mechanical, electrical, and environmental codes, as well as zoning, grading, fire, and safety regulations.
- Reviews building plans for completeness, accuracy, and code compliance for new construction, alterations, or remodeling of residential, commercial, and industrial structures; ensures compliance with applicable codes and engineering practices.
 - Posts stop-work orders in response to complaints regarding unpermitted work or work not conforming to approved plans, specifications, or applicable codes and ordinances.
 - Investigates complaints related to existing buildings or new construction to determine if code violations or unsafe conditions exist.
 - Issues building permits and certificates of occupancy; reviews applications and plans for permit submittals and performs inspections during various phases of construction to verify compliance with approved plans.
 - Reviews energy calculations to ensure compliance with State codes.
 - Reviews damaged buildings for safe occupancy following fires, disasters, or other occurrences.
 - Conducts follow-up inspections to ensure compliance with code violations and conformance with approved plans, specifications, and safety standards.
 - Performs other related duties as assigned.

JOB-RELATED QUALIFICATIONS

Some knowledge, skills, and abilities may be performed by positions at the entry (I) level in a learning capacity:

Knowledge of:

- Principles and procedures of record-keeping, technical report writing, and preparation of correspondence and presentations.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to the assigned area of responsibility.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, business and regulatory organizations, property owners, developers, contractors, and the public.
- California construction codes, zoning ordinances, and related codes.
- Basic requirements of zoning and related codes, ordinances, and regulations.
- Methods and procedures used in code compliance, including citation issuance procedures, methods used to obtain various types of inspection warrants, and principles used to prepare legal documents.
- Research and reporting methods, techniques, and procedures.
- Occupational hazards and standard safety practices necessary in the area of building inspection and construction.
- Principles, practices, methods, and techniques of code violation investigation and compliance.
- Practices for documenting inspections, correcting violations, and following through with court procedures.
- Principles, practices, methods, materials, techniques, and safety standards of building construction, building inspection, and structural design for commercial, industrial, and residential buildings.
- Demonstrate proficiency in core mathematical disciplines and be able to apply these concepts to solve practical problems.
- Principles of providing functional direction and mentoring team members.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.
- Safety equipment and practices related to the work, including safe driving rules and practices.

- Record-keeping principles and procedures, report preparation, filing methods, and records management techniques.

Ability to:

- Prepare accurate and effective reports, correspondence, change orders, specifications, and other written materials; maintain accurate and precise records.
- Maintain accurate logs, records, and written documentation of work performed.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures related to code compliance.
- Educate property owners, residents, and other parties on codes and regulations in a clear and approachable way.
- Recognize and explain occupational hazards, standard safety practices and potential occupational risks in code compliance work.
Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Review, understand, interpret, and analyze construction blueprints, plans, specifications, architect and engineering drawings, and maps for conformance with City standards and policies.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and timely manner.
- Make sound, independent decisions within established policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Detect faulty materials and workmanship and determine the stage of construction during which defects are most easily found and remedied.
- Make accurate arithmetic, financial, and statistical computations.
- Coordinate and deal with contractors, engineers, and property owners, as well as investigate building code violations and respond to inquiries and complaints in a fair, tactful, and timely manner.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Prepare clear and concise reports, correspondence, and other written materials.
- Learn and understand the organization and operation of the City and outside agencies as necessary to assume assigned responsibilities.
- Understand and carry out oral and written instructions.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Neighborhood Preservation Officer/Building Inspector I

Education: Equivalent to the completion of the twelfth (12th) grade, supplemented by college-level coursework or technical training in fields such as code compliance, law enforcement, construction technology, building inspection, or a related area.

Experience: Two (2) years of journey-level experience in craft work within the building trades, processing permit applications, enforcing various building and/or planning codes, or reviewing plans for compliance with regulations and codes, including one (1) year of experience involving the interpretation, explanation, or enforcement of laws and regulations.

Neighborhood Preservation Officer/Building Inspector II

Experience: Two (2) years of experience equivalent to a Building Inspector I or Neighborhood Preservation Officer I with the City of East Palo Alto; or Three (3) years of increasingly responsible municipal code compliance experience; or

Licenses and Certifications:

Neighborhood Preservation Officer/Building Inspector I:

- Possession of a valid International Code Council (I.C.C.) Residential Building Inspector Certificate at the time of appointment. Within 12 months of hire, must obtain a residential certification in one (1) of the following disciplines: Mechanical, Electrical, or Plumbing Inspection. The remaining two (2) certifications must be completed within 24 months of hire, for a total of four (4) certifications. Certifications must be issued by the International Code Council (I.C.C.) or the International Association of Plumbing and Mechanical Officials (I.A.P.M.O.), or alternative certifications recognized by these organizations, if deemed acceptable.
- Must obtain certification from a recognized Neighborhood Preservation/Code Enforcement Association (such as the California Association of Code Enforcement Officers [CACEO] or equivalent) at date of hire.

Building Inspector/Neighborhood Preservation Office II:

- At the time of appointment, possession of two (2) certifications in Commercial and two (2) certifications in Residential Building, Mechanical, Electrical, or Plumbing Inspection. The remaining four (4) certifications must be obtained within 24 months of hire, for a total of eight (8) certifications. Certification as a Residential Plans Examiner must be obtained within 36 months of hire. Candidates with a minimum of two (2) years of experience as a Building Inspector I with the City of East Palo Alto must possess all eight (8) certifications in Commercial and Residential Building, Mechanical, Electrical, and Plumbing Inspection at the time of hire. Certification as a Residential Plans Examiner must be obtained within 24 months of hire.

Additional Requirement for both levels:

- Possession of a valid California Class C Driver's License and a good driving record at the time of appointment.
- Certifications must be issued by the International Code Council (I.C.C.) or the International Association of Plumbing and Mechanical Officials (I.A.P.M.O.). Alternative certifications recognized by these organizations may be accepted if deemed appropriate.
- Possession of a certificate of completion of Penal Code § 832 Course in Arrest, Search, and Seizure, issued by the California Commission on Peace Officer Standards and Training, within one (1) year of appointment. Also required is compliance with CA Codes § 18949.25-18949.31 under the 2007 California Health and Safety Code, Chapter 7 (Construction Inspectors, Plans Examiners, and Building Officials).

PHYSICAL DEMANDS

Must possess the mobility to work in both office and field environments, including standard office settings and various commercial and residential development or inspection sites. In an office setting, duties involve the use of standard office equipment, such as a computer, requiring finger dexterity to access, enter, and retrieve data using a keyboard or calculator, and the ability to operate other office equipment. Vision is required to read printed materials and a computer screen, and hearing and speech are needed to communicate in person and over the telephone. The position may occasionally require standing, walking between work areas, and bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information.

When working in the field, the role requires the mobility, strength, and stamina to perform light to medium physical work, including walking on level, uneven, or slippery surfaces, climbing ladders, stairs, and other temporary access points, and the ability to sit, stand, twist, turn, kneel, and bend. The position may involve frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials at some site locations. Field inspections also require vision to inspect site conditions, materials, structures, and ongoing work, including color vision to identify potential hazards, materials, and wiring. Hearing and speech are needed to communicate effectively in person and before groups. Employees must have the ability to lift, carry, push, and pull materials and objects averaging 30 pounds, and up to 50 pounds with proper equipment or assistance.

ENVIRONMENTAL CONDITIONS

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field. Fieldwork may expose employees to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confined workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff, public, and private representatives, as well as contractors, in interpreting and enforcing departmental policies and procedures.

May 2025

FLSA: Non-Exempt

September 2025FLSA:

Non-Exempt



NEIGHBORHOOD PRESERVATION OFFICER/BUILDING INSPECTOR I/II

DEFINITION

Under general supervision, performs a range of technical, routine, and complex duties to support the City's neighborhood preservation, residential safety, and code compliance programs. The position ensures compliance with applicable regulations and standards for residential, commercial, and industrial properties by conducting inspections at various stages of construction, alteration, and repair to ensure compliance with building, plumbing, mechanical, electrical, and environmental codes, as well as investigating and resolving violations of municipal, zoning, housing, development, and signage codes. Key duties involve investigating citizen complaints, addressing quality of life issues, securing voluntary compliance, issuing citations, and initiating abatement procedures. Additionally, the role provides information to property owners, developers, architects, engineers, and contractors, utilizing computer systems for data entry and report preparation. The incumbent works collaboratively with other city departments and agencies and operates electronic equipment and field entry devices in adherence to City standards as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief Building Official, or designee. Exercises functional and technical direction over technical staff..

DISTINGUISHING CHARACTERISTICS

Neighborhood Preservation Officer/Building Inspector I

This is the entry-level classification in the Building Inspector/Neighborhood Preservation Officer classification series. Initially under close supervision, incumbents learn and perform a variety of routine, technical, and functional duties in support of the City's code enforcement program related to code compliance, building inspection, and neighborhood preservation. As experience is gained, assignments become more complex and varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the position at the Neighborhood Preservation Officer/Building Inspector II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

Incumbents are given detailed instructions in the performance of routine tasks, which may include investigating code violations, conducting inspections at various stages of construction, and interacting with the public to enforce City codes and ordinances. Positions that are limited to duties of a more routine, repetitive nature may be permanently allocated at the Neighborhood Preservation Officer/Building Inspector I.

Neighborhood Preservation Officer/Building Inspector II

This is the journey-level classification in the Neighborhood Preservation Officer/Building Inspector classification series. Positions at this level are distinguished from the Neighborhood Preservation Officer/Building Inspector I by the performance of the full range of duties, working independently, and exercising significant independent judgment and initiative. Incumbents in this classification perform complex

code enforcement and inspection duties, including neighborhood preservation, code compliance, and building inspection, with minimal supervision. Incumbents are expected to handle new or unusual situations as they arise, requiring only occasional instruction or assistance. Work is normally reviewed upon completion for overall results, rather than detail, reflecting the expectation of a high degree of independence in carrying out responsibilities. Incumbents exercise discretion and independent judgment when conducting routine to complex inspections, investigating code violations, ensuring compliance with applicable City, State, and Federal codes, and resolving complex issues related to neighborhood preservation and building safety. Incumbents may provide lead direction and functional supervision to assigned clerical, technical, and professional staff.

Positions in the Neighborhood Preservation Officer/Building Inspector series are flexibly staffed and positions at the II level are normally filled by advancement from the next lower level, after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Maintains accurate case files, databases, and records of inspections, citations, and violations; prepares various written reports, correction notices, memoranda, and other documentation related to code enforcement and building inspection activities.
- Provides information and guidance to property owners, developers, architects, engineers, contractors, and the general public regarding code requirements, alternatives, and compliance processes. Attends pre-construction meetings and resolves complaints or problems.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public, as assigned by the Chief Building Official or designee.
- Confers with legal, fire, public works, and other City staff regarding building, fire, life safety, zoning, and other code interpretations and applications.
- Prepares non-compliance cases for legal action and presents testimony at hearings or court proceedings, as necessary.
- Performs a variety of public relations and outreach activities related to code compliance and neighborhood preservation, ensuring effective communication with the public, business community, and government agencies.
- Drafts and recommends revisions to City code enforcement policies and procedures to ensure efficient and effective program operations in compliance with City guidelines, standards, and objectives.
- Receives, records, and investigates complaints from the public and staff regarding violations of building, zoning codes, ordinances, housing standards, and health and safety regulations; documents violations by securing photographs, conducting research, and collecting pertinent data to determine whether a violation has occurred.
- Initiates contact with residents, business representatives, and other parties to explain violations and encourages voluntary compliance with City codes, ordinances, and community standards; takes action to abate dangerous or nuisance conditions on vacant properties and addresses vector control issues.
- Makes drive-by or on-site inspections of residential, industrial, and commercial areas, noting practicable violations and addressing them during the course of field investigations.
- Prepares and issues notices of violation, noncompliance letters, final notices, and misdemeanor according to applicable codes and regulations; affixes notices of violation on properties when appropriate to abate fire and public safety hazards and nuisances.
- Coordinates activities with other code compliance personnel and departments, including follow-up abatement procedures such as the preparation of additional correspondence, site visits, and communication with property owners and attorneys.

- Performs field inspections of new and existing residential, commercial, and industrial properties at various stages of construction, alterations, and repairs to enforce compliance with building, plumbing, mechanical, electrical, and environmental codes, as well as zoning, grading, fire, and safety regulations.
- Reviews building plans for completeness, accuracy, and code compliance for new construction, alterations, or remodeling of residential, commercial, and industrial structures; ensures compliance with applicable codes and engineering practices.
- Posts stop-work orders in response to complaints regarding unpermitted work or work not conforming to approved plans, specifications, or applicable codes and ordinances.
- Investigates complaints related to existing buildings or new construction to determine if code violations or unsafe conditions exist.
- Issues building permits and certificates of occupancy; reviews applications and plans for permit submittals and performs inspections during various phases of construction to verify compliance with approved plans.
- Reviews energy calculations to ensure compliance with State codes.
- Reviews damaged buildings for safe occupancy following fires, disasters, or other occurrences.
- Conducts follow-up inspections to ensure compliance with code violations and conformance with approved plans, specifications, and safety standards.
- Performs other related duties as assigned.

JOB-RELATED QUALIFICATIONS

Some knowledge, skills, and abilities may be performed by positions at the entry (I) level in a learning capacity:

Knowledge of:

- Principles and procedures of record-keeping, technical report writing, and preparation of correspondence and presentations.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to the assigned area of responsibility.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, business and regulatory organizations, property owners, developers, contractors, and the public.
- California construction codes, zoning ordinances, and related codes.
- Basic requirements of zoning and related codes, ordinances, and regulations.
- Methods and procedures used in code compliance, including citation issuance procedures, methods used to obtain various types of inspection warrants, and principles used to prepare legal documents.
- Research and reporting methods, techniques, and procedures.
- Occupational hazards and standard safety practices necessary in the area of building inspection and construction.
- Principles, practices, methods, and techniques of code violation investigation and compliance.
- Practices for documenting inspections, correcting violations, and following through with court procedures.
- Principles, practices, methods, materials, techniques, and safety standards of building construction, building inspection, and structural design for commercial, industrial, and residential buildings.
- Demonstrate proficiency in core mathematical disciplines and be able to apply these concepts to solve practical problems.
- Principles of providing functional direction and mentoring team members.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

- Safety equipment and practices related to the work, including safe driving rules and practices.
- Record-keeping principles and procedures, report preparation, filing methods, and records management techniques.

Ability to:

- Prepare accurate and effective reports, correspondence, change orders, specifications, and other written materials; maintain accurate and precise records.
- Maintain accurate logs, records, and written documentation of work performed.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures related to code compliance.
- Educate property owners, residents, and other parties on codes and regulations in a clear and approachable way.
- Recognize and explain occupational hazards, standard safety practices and potential occupational risks in code compliance work.
Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Review, understand, interpret, and analyze construction blueprints, plans, specifications, architect and engineering drawings, and maps for conformance with City standards and policies.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and timely manner.
- Make sound, independent decisions within established policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Detect faulty materials and workmanship and determine the stage of construction during which defects are most easily found and remedied.
- Make accurate arithmetic, financial, and statistical computations.
- Coordinate and deal with contractors, engineers, and property owners, as well as investigate building code violations and respond to inquiries and complaints in a fair, tactful, and timely manner.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Prepare clear and concise reports, correspondence, and other written materials.
- Learn and understand the organization and operation of the City and outside agencies as necessary to assume assigned responsibilities.
- Understand and carry out oral and written instructions.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Neighborhood Preservation Officer/Building Inspector I

Education: Equivalent to the completion of the twelfth (12th) grade, supplemented by college-level coursework or technical training in fields such as code compliance, law enforcement, construction technology, building inspection, or a related area.

Experience: Two (2) years of journey-level experience in craft work within the building trades, processing permit applications, enforcing various building and/or planning codes, or reviewing plans for compliance with regulations and codes, including one (1) year of experience involving the interpretation, explanation, or enforcement of laws and regulations.

Neighborhood Preservation Officer/Building Inspector II

Experience: Two (2) years of experience equivalent to a Building Inspector I or Neighborhood Preservation Officer I with the City of East Palo Alto; or Three (3) years of increasingly responsible municipal code compliance experience; or

Licenses and Certifications:

Neighborhood Preservation Officer/Building Inspector I:

- Possession of a valid International Code Council (I.C.C.) Residential Building Inspector Certificate at the time of appointment. Within 12 months of hire, must obtain a residential certification in one (1) of the following disciplines: Mechanical, Electrical, or Plumbing Inspection. The remaining two (2) certifications must be completed within 24 months of hire, for a total of four (4) certifications. Certifications must be issued by the International Code Council (I.C.C.) or the International Association of Plumbing and Mechanical Officials (I.A.P.M.O.), or alternative certifications recognized by these organizations, if deemed acceptable.
- **Must obtain certification from a recognized Neighborhood Preservation/Code Enforcement Association (such as the California Association of Code Enforcement Officers [CACEO] or equivalent) at date of hire.**

Building Inspector/Neighborhood Preservation Office II :

- At the time of appointment, possession of two (2) certifications in Commercial and two (2) certifications in Residential Building, Mechanical, Electrical, or Plumbing Inspection. The remaining four (4) certifications must be obtained within 24 months of hire, for a total of eight (8) certifications. Certification as a Residential Plans Examiner must be obtained within 36 months of hire. Candidates with a minimum of two (2) years of experience as a Building Inspector I with the City of East Palo Alto must possess all eight (8) certifications in Commercial and Residential Building, Mechanical, Electrical, and Plumbing Inspection at the time of hire. Certification as a Residential Plans Examiner must be obtained within 24 months of hire.

Additional Requirement for both levels:

- Possession of a valid California Class C Driver's License and a good driving record at the time of appointment.
- Certifications must be issued by the International Code Council (I.C.C.) or the International Association of Plumbing and Mechanical Officials (I.A.P.M.O.). Alternative certifications recognized by these organizations may be accepted if deemed appropriate.
- Possession of a certificate of completion of Penal Code § 832 Course in Arrest, Search, and Seizure, issued by the California Commission on Peace Officer Standards and Training, within one (1) year of appointment. Also required is compliance with CA Codes § 18949.25-18949.31 under the 2007 California Health and Safety Code, Chapter 7 (Construction Inspectors, Plans Examiners, and Building Officials).

Must possess the mobility to work in both office and field environments, including standard office settings and various commercial and residential development or inspection sites. In an office setting, duties involve the use of standard office equipment, such as a computer, requiring finger dexterity to access, enter, and retrieve data using a keyboard or calculator, and the ability to operate other office equipment. Vision is required to read printed materials and a computer screen, and hearing and speech are needed to communicate in person and over the telephone. The position may occasionally require standing, walking between work areas, and bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information.

When working in the field, the role requires the mobility, strength, and stamina to perform light to medium physical work, including walking on level, uneven, or slippery surfaces, climbing ladders, stairs, and other temporary access points, and the ability to sit, stand, twist, turn, kneel, and bend. The position may involve frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials at some site locations. Field inspections also require vision to inspect site conditions, materials, structures, and ongoing work, including color vision to identify potential hazards, materials, and wiring. Hearing and speech are needed to communicate effectively in person and before groups. Employees must have the ability to lift, carry, push, and pull materials and objects averaging 30 pounds, and up to 50 pounds with proper equipment or assistance.

ENVIRONMENTAL CONDITIONS

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field. Fieldwork may expose employees to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confined workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff, public, and private representatives, as well as contractors, in interpreting and enforcing departmental policies and procedures.



EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: **SEPTEMBER 2, 2025**

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: Fatima Khan, Environmental Services Aide
 Humza Javed, Public Works Director

SUBJECT: Memorandum of Understanding with Bay Area Community Resources

Recommendation

Adopt a resolution:

1. Authorizing the City Manager to negotiate and execute a Memorandum of Understanding with Bay Area Community Resources (BACR), in a form approved by the City Attorney, for the recruitment of an 11-month limited term Sustainability Service Corps Fellow, in a match amount not-to-exceed \$31,000.00.
2. Finding that the action being considered by the City Council is exempt from the California Environmental Quality Act (CEQA) because it is not a “project” pursuant to 15378(b)(4) because it is a fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant impact on the environment.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

- Priority: Governance, Organizational Strength, and Fiscal Sustainability
- Priority: Public Health, Safety, and Quality of Life

Background

On September 5, 2023, the City of East Palo Alto adopted the updated Climate Action Plan and Adaptation Strategies 2030 (CAP). The CAP has been implemented with the support of an ongoing partnership with Bay Area Community Resources (BACR) and their Sustainability Service Corps (SSC) Program, which places early-career sustainability professionals at various host sites to increase staff capacity and advance environmental projects.

This program is made possible through AmeriCorps, a national service program which is partially funded by the United States federal government. BACR administers this competitive program, with 50% of the cost of the fellowship covered by federal funds. The City is responsible for the remaining 50% (\$31,000).

The City has been in a partnership with BACR since September 2022 and has since applied annually to this competitive program. After funding delays due to unforeseen federal cuts from the Department of Government Efficiency (DOGE) in April 2025, BACR worked to secure funding for a fourth placement, and the City was notified of its selection for the 2025-2026 program year in July of 2025.

The recruitment phase of the SSC Program commenced in early August. This program year, SSC is working to place 27 fellows in sustainability-related fields across the Bay Area, including in other local government agencies, non-profits, and schools. The City of East Palo Alto will receive one of these fellows to fulfill the Sustainability Coordinator Fellowship role, and they will work with the Environmental Division under the Public Works Department.

Analysis

The City's Environmental Division is made up of one permanent full-time and one permanent part-time staff member who work on tasks that require additional capacity to execute. As such, the Sustainability Coordinator Fellowship position allows permanent City staff to focus on Division priority projects while receiving support from the fellow on additional tasks related to sustainability, community outreach, and community event coordination. This year the City expanded the fellowship scope of work to include issues highlighted by the City Council. The fellow will work with Environmental Division staff on preparing and implementing a more robust illegal dumping outreach campaign as well as supporting flood resiliency education and the City's Federal Emergency Management Agency (FEMA) Community Rating System program.

These tasks will be undertaken by the fellow in addition to the existing scope of work that fellows have been supporting since 2022, including: assisting in the implementation of required provisions in Senate Bill 1383 (regarding mandatory organic waste collection), assisting in preparing the City's National Pollutant Discharge and Elimination System (NPDES) Permit annual report, continuing to support fleet electrification efforts, leading efforts to conduct additional bilingual outreach related to City sustainability programming, organizing and coordinating annual community events, including the Earth Day Festival, and identifying and applying for outside funding which may support the abovementioned programs and other programs in the CAP.

Fiscal Impact

A budget of \$31,000, funded through the City's General Fund, was included in the adopted FY 2025/2026 annual Public Works Budget for the Environmental Division.

Public Notice

The public was provided notice by making the agenda and report available on the City's website and on a bulletin board located at City Hall: 2415 University Avenue, East Palo Alto.

Environmental

Finding that the action being considered by the City Council is exempt from the California Environmental Quality Act (CEQA) because it is not a "project" pursuant to 15378(b)(4) because it is a fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant impact on the environment.

Government Code § 84308

Applicability of Levine Act: Yes.

Analysis of Levine Act Compliance: The signatories for the MOU are the City Manager for the City of East Palo Alto and the Director of National Service Adolfo Rivera for BACR. Staff is unaware of any other parties or participants relevant to the Council's consideration of this item.

Attachments

1. Resolution
2. Draft Memorandum of Understanding

RESOLUTION NO. XX– 2025

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

AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A MEMORANDUM OF UNDERSTANDING WITH BAY AREA COMMUNITY RESOURCES, IN A FORM APPROVED BY THE CITY ATTORNEY, FOR THE RECRUITMENT OF AN 11-MONTH LIMITED TERM SUSTAINABILITY SERVICE CORPS FELLOW, IN A MATCH AMOUNT NOT-TO-EXCEED \$31,000

WHEREAS, Bay Area Community Resources (BACR) collaborates with public and nonprofit organizations across the state of California to recruit, train, and place AmeriCorps Fellows at public and nonprofit organizations; and

WHEREAS, the City of East Palo Alto has applied for a Sustainability Service Corps Fellow to support the work of implementing the Climate Action Plan and Adaptation Strategies 2030 (CAP) and other environmental projects in the Public Works Department; and

WHEREAS, the City of East Palo Alto is dedicated to supporting the development of early career sustainability professionals and seeks to benefit from staff augmentation through the fellowship program; and

WHEREAS, BACR is committed to training and supporting the Fellow with a comprehensive training program, a variety of benefits and financial incentives and rewards; and

WHEREAS, the City intends to support the Fellow by providing supervision, direction, and meaningful inclusion in implementation of the City’s sustainability, climate, and environmental projects.

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

1. Finds the foregoing recitals true and correct, and are incorporated by this reference into this action;
2. Authorizes the City Manager to negotiate and execute a Memorandum of Understanding with Bay Area Community Resources (BACR), in a form approved by the City Attorney, for the recruitment of an 11-month limited term Sustainability Service Corps Fellow, in a match amount not-to-exceed \$31,000.00; and
3. Finds that the action being considered by the City Council is exempt from the California Environmental Quality Act (CEQA) because it is not a “project” pursuant to 15378(b)(4) because it is a fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant impact on the environment.

PASSED AND ADOPTED this 2nd day of September, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Martha Barragan, Mayor

ATTEST:

APPROVED AS TO FORM:

James Colin, City Clerk

John D. Lê, City Attorney

SUSTAINABILITY SERVICE 3 ZINNIAS O
PLACEMENT AGREEMENT

This PLACEMENT AGREEMENT ("Agreement") is made and entered into as of [DATE SENT] by and between Bay Area Community Resources, EIN 94-2346815 (hereinafter referred to as "BACR") and {{AGENCY_APPLICATION_AGENCY_NAME}} (hereinafter referred to as PARTNER to HOST Sustainability Service Corps (SSC) Fellows at PARTNER site(s).

RECITALS

The Sustainability Service Corps (SSC) is an initiative of California Volunteers, Office of the Governor (CV), designed to educate adults and youth about environmental stewardship and/or environmentally-conscious practices, support greenhouse gas reduction programs or other climate action projects, develop Greenhouse Gas Inventories, Climate Action Plans, and other capacity-building documents; and conduct outreach to raise community engagement.

BACR will collaborate with public agencies and nonprofit organizations across the state of California to recruit, train, and place Sustainability Service Corps Fellows, hereinafter referred to as "Fellow(s)."

1. The Sustainability Service Corps Fellowship provides Climate Education for Adults and Youth; Climate Action Projects; Community Outreach; and Volunteer Engagement, in California through service provided by AmeriCorps Fellows ("fellows").
2. Fellows can only serve on contracted and allowable service activities.
3. The high-profile nature of the program necessitates Partner participation in timely outcome reporting, storytelling, and responsiveness to media engagement.
4. Partner desires to host fellow(s), and BACR desires to provide fellows' service to Partner. This document establishes the basic guidelines and expectations between the Partner and BACR.
5. The Partner and BACR enter into this Agreement in order to memorialize the terms of BACR's performance of the services and the Partner's obligations with respect thereto.

AGREEMENT

BACR has contracted with AmeriCorps (formerly Corporation for National and Community Service - CNCS) through California Volunteers to implement the Sustainability Service Corps Fellowship. **Fellows can only serve on contracted activities approved by AmeriCorps and California Volunteers and must abide by Federal guidelines for AmeriCorps program implementation.**

The objectives of the program are as follows:

- Partner will be able to report measurable outcomes of SSC Performance Measures, including: 1) Climate Education for Adults and Youth; 2) Climate Action Projects; 3)

Community Outreach; and 4) Volunteer Engagement, developed collaboratively by the Parties.

- Fellows will develop a practical skill set and expertise in climate change management at the community level.
- Communities served by Partner will increase community participation in local climate action needs and projects, and report a change in behavior to better protect the environment.
- Partner agrees that any Fellows assigned to the Partner will only participate in the activities described in the mutually agreed upon Scope of Work. The Scope of Work will be completed within 45 days of the Fellow being assigned to the site.

Fellows may raise resources directly in support of Partner's service activities.

Examples of fundraising activities Fellows members may perform include, but are not limited to, the following:

- (1) Seeking donations of books from companies and individuals for a program in which volunteers teach children to read;
- (2) Writing a grant proposal to a foundation to secure resources to support the training of volunteers;
- (3) Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals;
- (4) Securing financial resources from the community to assist in launching or expanding a program that provides social services to the members of the community and is delivered, in whole or in part, through the members of a community-based organization;
- (5) Seeking donations from alumni of the program for specific service projects being performed by current members.

Fellows may not:

- (1) Raise funds for living allowances or for an organization's general (as opposed to project) operating expenses or endowment;
- (2) Write a grant application to AmeriCorps or to any other Federal agency.
- (3) Spend more than 10% of their term of service performing fundraising activities.

In addition to only serving on contracted performance measure service activities, the following activities are prohibited (see 45 CFR § 2520.65):

1. Attempting to influence legislation;
2. Organizing or engaging in protests, petitions, boycotts, or strikes;
3. Assisting, promoting, or deterring union organizing;

4. Impairing existing contracts for services or collective bargaining agreements;
5. Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office;
6. Participating in or endorsing events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
8. Providing a direct benefit to:
 - a. A business organized for profit;
 - b. A labor union;
 - c. A partisan political organization;
 - d. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or a substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - e. An organization engaged in the religious activities described above;
9. Conducting a voter registration drive;
10. Providing abortion services or referrals for the receipt of such services; and
11. Such other activities that the Corporation for National and Community Service (CNCS) may prohibit.

SSC Fellows, like other private citizens, **may** participate in the above-listed activities **on their own time, at their own expense, and on their own initiative**. However, the AmeriCorps and Sustainability Service Corps logos **must not** be worn while doing so.

Additionally, per the [Code of Federal Regulations](#) § 2540.100, the following restrictions apply:

- A. *Supplantation*. CNCS assistance may not be used to replace State and local public funds that had been used to support programs of the type eligible to receive CNCS support. For any given program, this condition will be satisfied if the aggregate non-Federal public expenditure for that program in the fiscal year in which support is to be provided is not less than the previous fiscal year.
- B. *Religious use*. CNCS assistance may not be used to provide religious instruction, conduct worship services, or engage in any form of proselytization.
- C. *Political activity*. CNCS assistance may not be used by program participants or staff to assist, promote, or deter union organizing; or finance, directly or indirectly, any activity designed to influence the outcome of a Federal, State or local election to public office.
- D. *Contracts or collective bargaining agreements*. CNCS assistance may not be used to impair existing contracts for services or collective bargaining agreements.
- E. *Nonduplication*. CNCS assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of

paragraph (f) of this section are met, CNCS assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.

F. *Nondisplacement.*

1. An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving CNCS assistance.
2. An organization may not displace a volunteer by using a participant in a program receiving CNCS assistance.
3. A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
4. A participant in a program receiving CNCS assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
5. A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that—
 - i. Will supplant the hiring of employed workers; or
 - ii. Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
6. A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any—
 - i. Presently employed worker;
 - ii. Employee who recently resigned or was discharged;
 - iii. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
 - iv. Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
 - v. Employee who is on strike or who is being locked out.

Per Federal guidelines and BACR policies, the Sustainability Service Corps Fellowship must follow equal opportunity employment requirements and be accessible to persons with disabilities by providing reasonable accommodation. In support of this:

1. BACR and Partner will comply with Equal Opportunity Employment guidelines.
2. BACR and Partner will endeavor to make reasonable accommodations to known physical or mental limitations of Fellows with disabilities unless the accommodation would impose an undue hardship on the program operations.
3. BACR and Partner will endeavor to accommodate the sincere religious beliefs of Fellows to the extent such accommodation does not pose an undue hardship on the Organization's operations.
4. BACR and Partner will not allow any form of retaliation against individuals who raise issues of equal employment opportunity or reasonable accommodation.

5. BACR, as the implementing agency of the program, is the only party that can write up or terminate a Fellow. Partners must work with SSC staff to address disciplinary issues, but cannot issue a warning or terminate a Fellow themselves.
6. BACR, as the implementing agency, supports the Fellows through BACR's Human Resources Department, People and Culture (P&C). Partners who want to involve Human Resources for disciplinary concerns or accommodations must defer to BACR People and Culture. Partner's HR department can work with BACR People and Culture, but cannot address HR concerns without including BACR.

II. Scope of Services

BACR will perform the following services:

General Program Responsibilities

1. BACR will recruit and screen Fellow(s).
2. Conduct mandatory background checks prior to the Fellows' start date.
3. Provide the living stipend bi-weekly (7th and 22nd of each month).
4. Assign a Regional Supervisor to support Partner site and Fellow during the term of service.
5. Provide clear guidelines to Fellows regarding program regulations and expectations.
6. Work to support and guide Fellows, addressing any concerns that might develop during the service year.
7. Work to provide support and guidance for Partners, addressing any concerns that might develop during the service year, in conjunction with SSC staff and CV.
8. Provide HR support through BACR's People and Culture department.
9. BACR provides Workers' Compensation and General Liability insurance for all SSC Fellows.
10. BACR reserves the right to terminate a SSC Fellow for cause at its sole discretion. Under no circumstances may partner sites terminate or release a fellow from their service term. Any performance or conduct concerns must be reported to BACR, which will handle all disciplinary actions in alignment with program policy.
11. **BACR reserves the right to remove SSC Fellows from Partners should the placement become unsuitable or unsafe for Fellows or Partners violate the terms of this MOU. BACR will make reasonable attempts to address and appropriately mitigate concerns with Partners.**

Expectations for Regional Supervisor (BACR staff)

1. Offer monthly check-in meetings, email support, professional development resources, and conflict resolution (if needed).
2. Provide virtual supervision meetings attended by Fellow(s), Site Supervisor, and the Regional Supervisor.
3. Conduct two (2) Fellowship performance reviews which include surveys completed by Partner site and Fellow. Debrief conversations over the results of the review will be facilitated by the Regional Supervisor.
4. Define metrics for the Fellow, including: 1) Climate Education for Adults and Youth; 2) Climate Action Projects; 3) Community Outreach; and 4) Volunteer Engagement, developed collaboratively by the Parties.

Fellow Responsibilities

1. Pass a state, national, and National Sex Offender Public Website (NSOPW) background check before starting their service year.
2. Complete at least 170 hours, and no more than 340 hours, of training through dedicated SSC Fellow training, development, and service days.
 - a. If a Fellow is unable to complete the expected number of hours by the end date in their contract (i.e. Member Service Agreement) due to allowable unforeseen circumstances that disrupt their term they may, at the discretion of BACR and Partner, be allowed time to complete their hours at Partner site, or at another approved agency.

The last day Fellows are eligible to earn hours for the 2025-26 program year will be September 30, 2026.

3. Serve an average of 40 hours per week for 11 months, serving a minimum of 1,700 total hours. Fellows must consistently strive for an average of 40 hours per week of service. Fellows cannot serve part-time hours with the intention of not completing the program.
 - a. If BACR is not able to secure an adequate number of placement sites to allow all Fellows to be placed in a 1,700 hour term, they may be offered a shorter term (e.g. 1,200 hours or 900 hours) depending on availability. SSC staff will reach out to impacted Fellows to coordinate term lengths if/when these circumstances occur.
4. Participate in days of national service, including, but not limited to: Martin Luther King, Jr. Day of Service.
5. Comply with guidelines for performance measures and abide by regulations on prohibited activities described in Section I above.

III. Partner Requirements, Responsibilities, and Expectations

In order to provide a clear and well-defined service experience for participating Fellows, Partner shall meet and uphold the following requirements to host a Fellow:

Partner Responsibilities:

1. Interview and select Fellows from the pool of pre-screened and qualified candidates provided by SSC staff. Partner staff must make time to meet with candidates and select Fellows who will be a good fit for the program and their site.
 - a. Cannot select SSC Fellows who are related to any employees of Partner who are in the supervision chain or would be working with the Fellow.
2. Identify one staff fellow to act as the "Site Supervisor" (SS) for the project who will act as the point person for both the Fellows and SSC staff. SS must understand and agree to follow all program requirements and expectations. Partners are responsible for communicating with their intended Site Supervisor about AmeriCorps regulations, program scope, and requirements.

3. **Follow BACR's disciplinary procedure** for the Fellow(s), if necessary, which includes verbal warnings (up to two issued by the Site Supervisor to the Fellow(s) and reported to the Regional Supervisor), a written Performance Improvement Plan signed by all Parties (includes clear expectations and consequences for improvement within a minimum of two weeks), and a final review by BACR before terminating the Fellow(s).
4. **Prohibit all forms of discrimination and harassment** based on the protected categories of race, color, national origin, sex, age, religion, sexual orientation, disability (mental or physical), political affiliation, marital or parental status, pregnancy, reprisal, genetic information (including family medical history), or military service. Partners must be free from all forms of discrimination and harassment as articulated in the AmeriCorps [Program Civil Rights and Non-Harassment Policy](#).
5. For those situations where it is determined teleservice is appropriate or when a number of a Fellow's service hours can properly be accrued through teleservice;
 - a. Teleservice is appropriate only when the activity can be meaningfully supervised and hours verified independently. Additionally, Fellows **must live within the community they are serving through teleservice**. If it is determined that Fellows will be allowed to teleserve, Partner must provide an established agreement.
 - The agreement must state that Fellows **cannot** perform teleservice full-time; only **hybrid** (part-time teleservice, part-time in-person) will be approved.
 - The agreement must specify an in-person schedule with a set location, including a minimum of one **in-person meeting per week**.
 - b. Remote service - where the Fellow **is not located** within the commuting area of the geographic community where the service is to occur and is not expected to be physically present at the service site and/or community events, is **not allowed**.
 - c. Virtual service site - organizations with no physical location are **not allowed**.
6. Provide an office location for Fellows to meet, with adequate professional workspace for at least one (1) day of on-site, in-person service each week. At a minimum, this includes a desk, workspace, computer, bathrooms, adequate break areas, a private meeting space for Regional Supervisor check-ins, and other workplace essentials for Fellows to support the intended project. Ensure that the site and workplace are accessible to individuals with disabilities if needed.
7. Provide at least one (1) specific climate action project that aligns with SSC's AmeriCorps objectives that the Fellow(s) can support and accomplish during their term of service. Initiatives must be well-defined, approved for implementation, and include specific emissions, water, waste, or energy reduction, and/or education, community outreach, or capacity-building targets.
8. Provide workplace safety training and personal protective equipment, review of emergency procedures, and safety equipment as applicable to the Fellow's service. Provide an on-site first aid kit. Provide specialized training, support, and resources for high-risk safety duties (e.g., operating equipment) or hazardous conditions. It is strongly encouraged that fellows serving with site-specific staff are trained in basic first aid and CPR. SSC will provide this training to fellows during their orientation.
9. Adhere to Cal/OSHA's [heat illness prevention standards](#) when duties and/or job worksites are outdoors.
10. Provide a site-specific email address to Fellows for communication throughout the term.

11. Must provide an average of 40 hours of project work each week throughout the program term that is focused on district climate action within the parameters of the site's approved project. **Administrative tasks are not allowed.**
12. Familiarize Fellows with the host organization's culture, resources, and project scope, including safety procedures and protocols.
13. Publicly display "AmeriCorps Member Serving Here" sign, provided physically and digitally by Program staff.
14. If Partner allows Fellows to drive vehicles owned/leased by the organization, Partner will assume liability for any auto accidents.

Expectations for Site Supervisors

Site Supervisors (SS) are the primary coaches and managers for SSC Fellows throughout the program. They guide, direct, and evaluate Fellows in all service projects and professional development, and are responsible for Fellows on a day-to-day basis.

Each SS should expect to spend an average of **4 hours per month per Fellow**. With guidance from the team at BACR, each SS must commit to the following:

1. Complete a draft Scope of Work within 45 days and onboarding checklist before the Fellows' term.
2. Meet weekly with Fellows, for at least one hour, to direct their service projects. This Fellowship is a professional development program and not a job. Many Fellows are new workforce entrants with limited professional experience. Site Supervisors are strongly encouraged and may be required to meet more frequently with their Fellows, depending on the needs of each individual. Site Supervisors are expected to play an active role in each Fellow's professional development. They should expect to provide coaching throughout the term, in addition to the regular direction for service projects.
3. Complete monthly verbal reporting to BACR via Regional Supervisor check-in meetings, indicating whether progress is being made on the initiatives and how the Fellow(s) is integrating into the workplace and advancing their professional development goals.
4. Manage Fellows' service hours and timesheets, including verifying on a bi-weekly basis, with support from SSC staff.
5. Provide time for Fellows to complete all program requirements, separate from their service projects. At a minimum, this will include 170 hours of training and professional development (10% of their SSC Fellowship term), including 3-6 hours of training provided by BACR staff each month, University of California Climate Stewards coursework (or equivalent) for a total of 40-50 hours of live classes and asynchronous coursework, and other professional development training. **Monthly training provided by BACR is typically held on the second Friday of each month from 9:00 AM - 5:00 PM.** Training and professional development hours provided by BACR and Partner site cannot exceed 340 hours or 20% of their term.
6. Provide feedback on the Fellow(s)' performance: two times a year, fill out and submit an evaluation form to provide feedback on Fellow activities, performance, and professional development goals.
7. Attend all training, monthly meetings, and information sessions organized by SSC before and during the program term. At a minimum, this will include a 1-hour monthly check-in with SSC Fellows and SSC staff.

8. Commit to working with fellows to complete their timecards by the 15th and 30th of each month and approve all fellow timecards by the 16th and 1st of each month.
9. Seek opportunities to integrate Fellows' professional goals into project activities.
10. As appropriate, facilitate Fellows' transition at the end of their service term by introducing Fellows to relevant colleagues and networks.
11. **If the Site Supervisor changes during the program term, outgoing SS will complete the transfer process provided by BACR with incoming SS.**

Reporting and Collective Impact Responsibilities

Support BACR's tracking and collection of project metrics by offering data on specific outcomes or greenhouse gas reduction targets;

In order to support success, realize the Fellowship's desired collective impact, and assist with demonstrating California's commitment to service, Partner shall:

1. Advance community climate goals by developing defined project scope(s) to be completed before the service term. Defined scopes shall:
 - a. Ensure service activities are consistent with the defined scope and aligned with Program goals.
 - b. Keep SSC staff apprised of project developments and/or challenges, redefine project scope(s) and goals as necessary, and specify Fellow roles in advancing projects.
 - c. Identify climate action and education or outreach targets, tracking, and reporting methods.
2. Support broader storytelling and collective impact by
 - a. Supporting any additional project reporting as requested by SSC staff.
 - b. Allowing BACR to share all reporting results with California Volunteers for required grant reporting.
 - c. Sharing climate action activities and outcomes through social media and press as appropriate and tagging BACR, Sustainability Service Corps, and CV communications teams where relevant.

Key Officials

The individuals listed below are identified as key personnel considered essential to the project being performed under this Agreement.

For BACR

Job Title: Director of National Service
 Name: Adolfo Rivera
 Address: 11175 San Pablo Ave, El Cerrito, CA 94530
 Phone Contact: (510) 559-5550
 Email Contact: arivera@bayac.org

For Host Agency:

Job Title Public Works Director
 Name Humza Javed

Address 1960 Tate Street, East Palo Alto, CA 94303
Phone Number 650-853-3130
Email Contact hjaved@cityofepa.org

No change in key officials will be made by either BACR or Host Agency without written notification thirty (30) days in advance of the proposed change. The notification will include a justification in sufficient detail to permit evaluation of the impact of such a change on the scope of work.

State of Emergency

California Volunteers, Office of the Governor (CV), may declare an emergency during the Agreement. During a state-declared emergency, CV reserves the right to redirect fellow resources to support the state's disaster response and recovery efforts.

If a service activity is disrupted due to an emergency, Partner must first redirect fellows to help support state/local emergency needs identified by CV, unless such service opportunities are not available where the fellow resides.

Fellow Recruitment and Early Hiring Termination Penalty

1. If Partner fails to select a Fellow from the list of applicants deemed qualified by BACR, Partner will pay BACR a \$2,500 fee. Penalty fee covers the cost of recruiting efforts by BACR and must be paid within 15 days of receipt of invoice.
2. The Parties will explore reasonable next steps for recruitment in the event that BACR is unable to place a qualified Fellow at Partner site by the final possible start date. Next steps include a shorter term of service, with corresponding lower payment amount of matching funds (dependent on availability), postponement to a future term of service, or whatever solution is deemed most beneficial to the Parties.
3. In the event that the Fellow(s) is placed after the start of the program, the full match will still be required. All full-time AmeriCorps Members receive the same benefits and are expected to finish the term of service regardless of their start date so the cost remains the same.
4. Partner agrees not to hire the Fellow as a full-time employee until, and unless, the Fellow completes their entire term of service described in this MOU. If the Partner hires the Fellow before the end of the program year, Partner is required to pay the entirety of the cost per Fellow, as outlined in Matching Funds Enclosure. Partner will not be reimbursed for payments already made to BACR. If Partner hires the Fellow prior to the end of the term, Partner should be aware that BACR may choose to discontinue the partnership with Partner.

Other Requirements

1. Not displace Partner staff or volunteers through the use of Sustainability Service Corps Fellows, nor have Sustainability Service Corps Fellows perform any services or duties that would supplant the hiring of employed workers.
2. Not offer the Sustainability Service Corps Fellow part-time work that is substantially similar to their Fellowship scope of work, nor offer them full-time employment with a start date prior to the Service Term end date.
3. If challenges arise (related to professionalism, work performance, managing expectations, etc.), provide specific written feedback to the Fellow and share it with SSC staff in a timely manner. SSC staff can then assess the challenges and intervene as needed. Partners cannot issue warnings or terminate Fellow(s). BACR, as the implementing agency, must be involved in all performance-related conversations.
4. As applicable to project activities and SSC Fellow roles, Partner is required to follow local, state and/or federal health guidelines to ensure appropriate COVID-related training, resources, and safety measures for Fellows and to avoid placing them in unsafe conditions or asking them to conduct activities without appropriate safety management protocols in place.

IV. Reimbursable Expenses

BACR does not cover expenses related to the service. All service-related expenses, including mileage expenses for SSC Fellows traveling for their regular service, are the responsibility of the Partner. Fellows must be reimbursed within 30 days of submitting a reimbursement request to the Partner.

V. Non-appropriation of Funds

This Agreement is subject to the budget and fiscal policies, regulations and practices of the federal government, and approval and appropriation of funds for this Agreement. If funds are appropriated for only a portion of a fiscal year, this Agreement will terminate, without penalty, at the end of the period for which funds are appropriated. Partner's assumption of risk of possible non-appropriation is part of the consideration for this Agreement.

VI. Mutual Indemnification

To the fullest extent permitted by law, each Party (the "Indemnifying Party") shall defend, indemnify and hold harmless the other Party, its officers, directors, employees and agents ("Indemnitees") from and against any and all claims, demands, suits, liabilities, proceedings, actions, causes of action, losses, expenses, damages, fines, and penalties (collectively, "Claims") arising out of (a) the Indemnifying Party's breach of this Agreement; (b) violations of law by the Indemnifying Party or any of its employees and authorized agents; provided, however, that any violation of law does not arise out of any act or failure to act by the Indemnitees; and (c) the sole negligence or willful misconduct of Indemnifying Party or any of its employees and authorized agents in the performance of its duties and obligations under this Agreement.

Notwithstanding anything to the contrary in this paragraph, any obligation of the Indemnifying Party to defend, indemnify, and hold harmless the Indemnitees under this

Agreement shall be limited to amounts actually covered and paid for by the Indemnifying Party's insurance.

VII. Correction and Termination

1. Either party may terminate this Agreement upon thirty (30) calendar days' written notice to the other party, with or without cause.
2. If, in BACR's reasonable discretion, Partner has failed to meet the material requirements applicable to it under this Agreement, BACR may deliver to the Partner a Letter of Corrective Action specifying (a) the deficiencies in Partner's performance, (b) the manner in which Partner shall correct such deficiencies, and (c) a reasonable period of time in which Partner shall correct such deficiencies.

If Partner has not demonstrated in writing to BACR's reasonable satisfaction, within the time period specified in the Letter of Corrective Action, that Partner has either (i) corrected the deficiencies specified in the Letter or (ii) if such correction cannot reasonably be accomplished within such time period, taken steps to correct such deficiencies as quickly as possible, BACR shall have the right to terminate this Agreement immediately upon written notice to Partner.

3. In cases where Partner's deficiencies are severe and BACR reasonably believes that urgent action is necessary, BACR may terminate this Agreement immediately upon written notice to Partner, without use of a Letter of Corrective Action.
4. The terms of this section are cumulative to any other termination right set forth in this Agreement, including but not limited to the termination provision under Section VIII (Default) below.

VIII. Default

This Agreement depends upon the continued availability of funds awarded by the funder. If, for any reason, the funder fails to appropriate funds or the funds become unavailable, this Agreement will be terminated by BACR without further cause. Termination can be originated by either for cause with no less than thirty (30) days written notice of the decision to terminate. The 30-day notice may be waived in the event of extenuating circumstances that constitute grounds for immediate termination.

If this Agreement is terminated due to Default, BACR may terminate all other Agreements with Partner without further cause.

Events of Default

- Failure to follow [AmeriCorps Civil Rights and Non-Harassment Policy](#).
- Requiring Fellow(s) to perform unallowed activities.
- Failure to follow guidance on the use of BACR People and Culture department for Human Resource matters.
- Incoming Site Supervisor does not follow BACR Site Supervisor transition plan.

Please see Item 11 under Expectations for Site Supervisors.

IX. Publicity and Acknowledgment(s)

Subcontractor must obtain permission from BACR at marcom@bacr.org prior to publicizing quotes, videos, pictures, and any other media associated with services performed under this Agreement or of BACR staff, volunteers, board fellows, or program participants and their families.

X. Amendment

This Agreement may be amended through writing and upon signature by an authorized representative of each of the parties hereto.

XI. Entire Agreement

This Agreement, [and any exhibits attached hereto,] is the entire, final, complete, and fully integrated agreement between BACR and Partner with respect to the subject matter hereof and supersedes any prior or other agreements and communications between BACR and Partner, whether written, oral, electronic, or otherwise.

XII. Governing Law; Jurisdiction and Venue; Non-Waiver

This Agreement shall be governed by the laws of the State of California, as applied to contracts to be performed entirely within such State. For the purpose of any action or proceeding arising out of or relating to this Agreement, each Contractor and Subcontractor irrevocably submits to the exclusive jurisdiction of the state courts of California and to the jurisdiction of the United States District Court for the District of Northern California. Time is of the essence of this Agreement and of each and every provision hereof. The failure of either party to exercise any of its rights under this Agreement shall not be deemed a waiver of such rights.

XIII. Assignment

This Agreement and each of the rights and duties hereunder may not be assigned, in whole or in part, by either party, without the express written consent of the other party, which consent may be withheld for any reason.

XIV. Attorney's Fees

In the event of any controversy, claim, or dispute between the parties arising out of or related to this Agreement, or the alleged breach thereof, the prevailing party shall, in addition to any other relief, be entitled to recover its reasonable attorneys' fees and costs of sustaining its position.

XV. Force Majeure

Neither party shall be liable for the failure or delay in performance of its obligations under

this agreement if such delay or failure is caused by force majeure. "Force majeure" means an occurrence that is beyond the control of the party affected and occurs without the party's fault or negligence. Force majeure may include, but is not limited to, acts of nature, acts of government (including, but not limited to, political subdivisions, school districts, or local education agencies that authorize and oversee School's charter petition) not related to breach of any legal or regulatory obligation by either party, fire, earthquake, strike, lockout, civil disorder, war or commandeering by any agency of government, epidemics, and quarantine restrictions.

Partner and BACR shall work cooperatively to address any issues of force majeure that result in the inability to operate the SSC Fellowship.

XVI. Term of the Agreement

The term of this Agreement shall commence on **October 01, 2025, and end on September 30, 2026**, unless sooner terminated in accordance with the terms hereof.

XVII. CONCLUSION

In Witness Whereof, the parties signify and approve their agreement:

Signatory:

DATED:

TableStart:AuthorizingContact}}
CONTACT}}
CONTACT_TITLE}}
ACCOUNT_NAME}}
TableEnd:AuthorizingContact}}

Implementing Agency:

DATED:

Adolfo Rivera
Director, National Service Programs
Bay Area Community Resources

MATCHING FUNDS

PARTNER will provide BACR with \$31,000 per Fellow, also known as the “Host Agency Match.” PARTNER will receive an invoice one (1) month prior to the scheduled payment date of the matching funds. Timely payments of invoices are required. Failure to pay invoices will result in a re-evaluation of the partnership, and if payment cannot be resolved, the cancellation of Fellow placements at the Partner site.

Total amount in matching funds required is \$31,000 (see calculation below)

Total number of Fellows: **1**

(1) x \$31,000 = **\$31,000**

PARTNER payment will be made according to the following schedule.

| Payment # | Due Date | Amount |
|-----------|-------------------|----------------------------|
| #1 | November 30, 2025 | \$15,500.00 - (50%) |
| #2 | January 31, 2026 | \$7,750.00 - (25%) |
| #3 | March 31, 2026 | \$7,750.00 - (25%) |

Matching payments are required by California Volunteers and are used throughout the year for AmeriCorps Member stipends, benefits, training, and programmatic costs.

Refund Procedure

In the event that the Fellow(s) leave the program for any reason aside from being offered employment by the Host Agency prior to the end date in the Fellow's contract (i.e. Member Service Agreement), a prorated amount will be issued for match funds up until April 30, 2026. All match funds will have been absorbed by the program by April 30, 2026, no refunds will be issued after that date.

Prorated amounts are determined by the following equation:

Total # of stipends received by Fellow divided by the total # of stipends for the term (22). Multiply by \$31,000 and then subtract the total amount of Partner match paid to date. In some cases, the Partner may be asked to pay BACR additional matching funds to cover the stipends already awarded to Fellow that were not covered in the payment installments to date.

Signatory:

DATED:



EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: September 2, 2025

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: Anwar Mirza, City Engineer
Humza Javed, Public Works Director

SUBJECT: Trash Capture Device Project (SD-9) Construction Contract Award

Recommendation

Adopt a resolution:

1. Authorizing the City Manager to award, negotiate and execute a construction contract with Ranger Pipelines Incorporated, in a form approved by the City Attorney, for a total contract value of \$1,113,400.00; and establishing a ten percent (10%) construction contingency in the amount of \$111,340.00 for a total construction budget of \$1,224,740.00; and
2. Finding that the project is exempt from the California Environmental Quality Act (CEQA) under Sections 15301, 15303, and 15304 of the CEQA Guidelines.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Public Infrastructure and Utilities
Public Health, Safety, and Quality of Life

Background

Over the last several years, the City of East Palo Alto has invested significant resources to identify trash-generating areas and implement measures to control and reduce trash in stormwater, as required by the State Water Resources Control Board’s Municipal Regional Permit (MRP). These efforts include "true" source controls to prevent trash generation,



CONSENT ITEM 3.6

“institutional controls” to intercept trash before entering the storm sewer system, and the installation of Full Trash Capture (FTC) systems.

The City’s last major trash capture project is the FTC system at Newbridge Street and Saratoga Avenue. This project treats 772 acres (including 13.4 acres of Caltrans right-of-way) and is projected to reduce trash by 16%, supporting the MRP 3.0 goal of 100% city-wide trash capture for watersheds draining into San Francisco Bay.

On October 1, 2024, City Council adopted Resolution Number 98-2024 awarding a design contract to Schaaf & Wheeler Consulting Civil Engineers (Designer) to provide civil engineering design services for the project in the amount of \$248,639.60.

Under staff’s guidance, the Designer prepared the project plans, which can be found on the project page linked here, as described more fully below (i.e., installation of a new FTC system):

<https://www.cityofepa.org/publicworks/page/trash-capture-device-sd-9-project>

Analysis

The project was published for advertisement on Wednesday, June 12, 2025, for the solicitation of construction bids. On July 10, 2025, one sealed bid was received, publicly opened, and read aloud by staff. The results have been tabulated below:

| BID NO. | COMPANY | TOTAL BASE BID |
|---------|------------------------|----------------|
| 1 | Ranger Pipelines, Inc. | \$1,113,400.00 |

The Engineer’s estimate for the project is \$1,130,000.00. City staff performed an analysis of the bid, verified qualifications and licenses, and contacted the listed references in the bid package. It is recommended the City Council award the project to Ranger Pipelines, Inc.

This project entails the installation of a new FTC system to improve stormwater quality as part of the existing municipal storm drain system beneath Newbridge Street, located between Willow Road and Saratoga Avenue in East Palo Alto, California. The proposed work includes the integration of a Debris Separating Baffle Box (DSBB) unit, which will connect directly to the existing storm drain infrastructure beneath the westbound lanes of Newbridge Street. The DSBB unit is designed to capture trash, debris, and sediment from stormwater runoff before it enters downstream waterways, supporting compliance with regional trash reduction and water quality requirements. The unit has an estimated total structure weight of approximately 179,000 pounds and will be installed at a depth of roughly 17.3 feet below ground surface. Construction will involve significant excavation, shoring, and utility coordination to make sure proper placement and integration with the existing storm drain network, while minimizing disruptions to traffic and surrounding infrastructure.

This is joint project between the City of East Palo Alto and Caltrans; the City of East Palo Alto is the project lead. The State Highway Operation and Protection Program (SHOPP) coordinated



CONSENT ITEM 3.6

by Caltrans is fully funding this project.

Fiscal Impact

This project is included in the capital fund for FY 24/25. The project cost will be fully reimbursed through the SHOPP.

Public Notice

The public was provided notice by making the agenda and report available on the City's website and on a bulletin board located at City Hall: 2415 University Avenue, East Palo Alto.

Environmental

The Trash Capture Device Project is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Sections 15301 (Repair, maintenance and/or minor alteration of an existing facility) and Sections 15303 (construction and location of limited numbers of new, small facilities or structures), and 15304 (Minor alterations to land).

The scope of work involves construction of an approved trash capture device in-line within the existing 60-inch concrete storm drain pipe in the existing City and Caltrans right-of-way. The project is consistent with the General Plan Infrastructure, Services and Facilities Goal ISF-1 to manage stormwater safely, efficiently and sustainably. It is specifically consistent with Policies 1.1, 1.2 and 1.8. The site is not on a scenic highway and there are no listed hazardous sites or historic properties on or adjacent to the site. Therefore, there are no exceptions to the exemptions, and the Project would have no adverse effect on the environment.

Government Code § 84308

Applicability of Levine Act: No, as the entitlement involves a contract that was competitively bid, the Levine Act is not applicable.

Analysis of Levine Act Compliance: Not applicable.

Attachments

1. Resolution
2. Bid Tabulation

RESOLUTION NO. XX- 2025

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

AWARDING, AND AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE, A CONSTRUCTION CONTRACT WITH RANGER PIPELINES INCORPORATED, IN A FORM APPROVED BY THE CITY ATTORNEY, FOR A TOTAL CONTRACT VALUE OF \$1,113,400.00; AND ESTABLISHING A TEN PERCENT (10%) CONSTRUCTION CONTINGENCY IN THE AMOUNT OF \$111,340.00 FOR A TOTAL CONSTRUCTION BUDGET OF \$1,224,740.00

WHEREAS, since 2009, the City of East Palo Alto (City) has invested significant resources to identify trash-generating areas and implement measures to control and reduce trash in stormwater, as required by the stormwater Municipal Regional Permit (MRP); and

WHEREAS, a key project is the Trash Capture Device Project (SD-9) that includes the installation of a Large Full Trash Capture System at Newbridge Street and Saratoga Avenue; and

WHEREAS, the goal of the Trash Capture Device Project (SD-9) is to ensure that the City is well-positioned to comply with the requirements of MRP by preventing trash from entering the waterways; and

WHEREAS, to achieve this, the City is working towards the installation of a full trash capture (FTC) system beneath Newbridge Street, located between Willow Road and Saratoga Avenue in East Palo Alto; and

WHEREAS, On October 1, 2024, the City Council awarded a \$248,639.60 design contract to Schaaf & Wheeler Consulting Civil Engineers (“Schaaf & Wheeler”), and the design has been completed; and

WHEREAS, as designed by Schaaf & Wheeler, the project would involve installing a new Treatment Control Device (TCD) as part of the existing storm drain system beneath Newbridge Street near Saratoga Avenue. The proposed improvements include a new TCD that will connect to the current storm drain system located under the westbound lanes of Newbridge Street. The TCD will be a Debris Separating Baffle Box (DSBB) unit with an estimated total structure weight of 179,000 pounds. Installation of the unit will require excavation to a depth of approximately 17.3 feet below ground surface; and

WHEREAS, City staff issued a request for construction bids on June 12, 2025, for the project, and on July 10, 2025, the City received one (1) sealed bid (Ranger Pipelines Incorporated); and

WHEREAS, City staff reviewed and performed an analysis of the bid, verified qualifications, and contacted the listed references in the bid package, and the lowest responsible bidder was Ranger Pipelines, Incorporated.

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

1. Finds the foregoing recitals are true and correct, and are incorporated by this reference into this action;

2. Awards, and authorizes the City Manager to negotiate and execute, an agreement with Ranger Pipelines, Incorporated in a form approved by the City Attorney, for \$1,113,400.00; and establishes a 10% contingency of \$111,340.00, bringing the total not-to-exceed amount to \$1,224,740.00 for installing a trash capture device beneath Newbridge Street near Saratoga Avenue; and
3. Finds that the project is exempt from the California Environmental Quality Act (CEQA) under Sections 15301 ,15303, and 15304 of the CEQA Guidelines.

PASSED AND ADOPTED this 2nd day of September, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Martha Barragan, Mayor

ATTEST:

APPROVED AS TO FORM:

James Colin, City Clerk

John D. Lê, City Attorney

**Trash Capture Device SD-09 Project
Bid Analysis
Base Bid**

| BID ITEM NO. | ITEM DESCRIPTION | EST. QTY. | UNIT | Ranger Pipelines | | Engineers Estimate | |
|--------------|--------------------------------|-----------|------|------------------|-----------------------|--------------------|-----------------------|
| | | | | UNIT COST | EXTENDED TOTAL AMOUNT | UNIT COST | EXTENDED TOTAL AMOUNT |
| 1 | Construction Waste Removal | 1 | LS | \$ 1,000.00 | \$ 1,000.00 | \$ 16,000.00 | \$ 16,000.00 |
| 2 | Mobilization & Demobilization | 1 | LS | \$ 110,000.00 | \$ 110,000.00 | \$ 76,000.00 | \$ 76,000.00 |
| 3 | Water Pollution Control | 1 | LS | \$ 1,000.00 | \$ 1,000.00 | \$ 10,000.00 | \$ 10,000.00 |
| 4 | Maintaining Traffic | 1 | LS | \$ 30,000.00 | \$ 30,000.00 | \$ 36,000.00 | \$ 36,000.00 |
| 5 | Pothole and Protection | 1 | LS | \$ 50,000.00 | \$ 50,000.00 | \$ 5,000.00 | \$ 5,000.00 |
| 6 | Site Preparation, Clearing | 1 | LS | \$ 50,000.00 | \$ 50,000.00 | \$ 5,000.00 | \$ 5,000.00 |
| 7 | Excavation and Hauling | 255 | CY | \$ 1,000.00 | \$ 255,000.00 | \$ 200.00 | \$ 51,000.00 |
| 8 | Excavation Protection | 1,140 | SF | \$ 100.00 | \$ 114,000.00 | \$ 120.00 | \$ 136,800.00 |
| 9 | Dewatering and Storage | 30 | Day | \$ 100.00 | \$ 3,000.00 | \$ 3,000.00 | \$ 90,000.00 |
| 10 | Backfill | 114 | CY | \$ 800.00 | \$ 91,200.00 | \$ 40.00 | \$ 4,560.00 |
| 11 | Bedding Stabilization | 30 | CY | \$ 150.00 | \$ 4,500.00 | \$ 32.00 | \$ 960.00 |
| 12 | Geotextiles | 1 | LS | \$ 1,000.00 | \$ 1,000.00 | \$ 5,000.00 | \$ 5,000.00 |
| 13 | Trash Capture Device | 1 | EA | \$ 350,000.00 | \$ 350,000.00 | \$ 226,000.00 | \$ 226,000.00 |
| 14 | Site Restoration | 1 | LS | \$ 10,000.00 | \$ 10,000.00 | \$ 5,000.00 | \$ 5,000.00 |
| 15 | Stop Logs | 2 | EA | \$ 10,000.00 | \$ 20,000.00 | \$ 30,000.00 | \$ 60,000.00 |
| 16 | Construction Staking | 1 | LS | \$ 4,000.00 | \$ 4,000.00 | \$ 5,000.00 | \$ 5,000.00 |
| 17 | Site Restoration: 6" Aggregate | 85 | SY | \$ 220.00 | \$ 18,700.00 | \$ 100.00 | \$ 8,500.00 |
| 29 | | | | | | | |
| 30 | | | | | | | |
| | | | | \$ 1,113,400.00 | | \$ 740,820.00 | |

**Trash Capture Device (SD-9)
Bid Analysis**

Trash Capture Device Installation SD-09 Project

| No. | Name | Amount | Addendum 1 | Addendum 2 |
|-----|-----------------------|-----------------|------------|------------|
| 1 | Ranger Pipelines Inc. | \$ 1,113,400.00 | y | y |
| | | | | |



EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: September 2, 2025

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: Tomohito Oku, Finance Director
Jessica Y Caballero, Financial Services Manager

SUBJECT: FY 2024-25 Fourth Quarter Treasury Report

Recommendation

Accept and file the Cash Treasury Report for the month of June 2025.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority: Governance, Organizational Strength, and Fiscal Sustainability

Background

Pursuant to Section 53646 of the Government Code of the State of California, the City Treasurer may submit a quarterly report to the City Council regarding the funds and investments of the City. Finance staff provides quarterly reporting to the City Council indicating the summary of investments for the period and denoting the ability of the City to meet its expenditure requirements for the next three months.

Analysis

This report covers primary cash and investments of the City. For investment purposes, City cash is pooled, except for bond proceeds, which are held in trust by a trustee. The City does not have, nor is it legally required to have, separate bank accounts for each individual fund. However, all cash is segregated in the City's accounting records.



CONSENT ITEM 3.7

| Summary June 30, 2025 | | | | |
|----------------------------------|------------------------|------------------------|----------------------|----------------------|
| | Average Maturity (YRS) | Average Earnings (QTR) | Deposit Value | Market Value |
| Petty Cash | n/a | n/a | \$ 10,800 | \$ 10,800 |
| Bank Checking | n/a | n/a | \$ 3,781,214 | \$ 3,781,214 |
| Local Agency Investment Fund | 0.68 | 4.27% | \$ 10,452,628 | \$ 10,465,153 |
| San Mateo County Pool Investment | 2.28 | 4.05% | \$ 35,796,609 | \$ 36,191,446 |
| CA Asset Management Program | 0.11 | 4.51% | \$108,409,364 | \$108,409,364 |
| | | | \$158,450,615 | \$158,857,977 |

As of June 30, 2025, the total deposit value of cash and investments equals \$158,450,615, including outstanding checks and other minor adjustments of \$2,788,944. Compared to the prior quarter ending in March 2025, the FY2024-25 fourth quarter (Q4) ending on June 30, 2025, total book value balance increased by approximately \$8.2M. The overall increase is mainly due to Redevelopment Property Tax Trust Fund (RPTTF) Allocation and Distribution for Recognized Obligations Payment Schedule (ROPS) 25-26A (\$2.2M) in May 2025, Current Secured Tax (\$4.9M) in May 2025, and other operating revenues.

The following table shows a breakdown of cash and investment balance by fund type.

| Summary June 30, 2025 | | |
|--|-----------------------|-----------------------|
| | Deposit Value | Market Value |
| General Fund (Inc. Petty cash of \$10,800) | \$ 49,633,588 | \$ 49,633,588 |
| General Sub-Funds (Committed/Restricted) | \$ 18,334,639 | \$ 18,334,639 |
| City Funds Restricted and Committed | \$ 88,217,101 | \$ 88,217,101 |
| Successor Agency Trust | \$ 2,265,287 | \$ 2,265,287 |
| Unrealized Gain/(Loss) on Investment Pools | \$ - | \$ 407,362 |
| | \$ 158,450,614 | \$ 158,857,976 |

The deposit market value totals \$158,857,976, including an unrealized gain of \$407,362, reflecting treasury yields during the calendar year. All except for General Fund balance is restricted by either City Council or external parties for specific purposes. Unrestricted cash and investment balance under General Fund (\$49,633,588) including the contingency reserve may be used at Council discretion.



CONSENT ITEM 3.7

The table below reflects changes in rates since June 30, 2024, and compared to the previous month of May 2025, demonstrates a decrease in Long-term and Short-Term Treasury yields since June 30, 2024¹:

| | Jun-25 | May-25 | Jun-24 |
|-----------------------|--------|--------|--------|
| 6-Month Treasury Bill | 4.11 | 4.17 | 5.11 |
| 2-Year Treasury Note | 3.72 | 3.89 | 4.71 |
| 5-Year Treasury Note | 3.79 | 3.96 | 4.33 |

The City’s portfolio is invested in the Local Agency Investment Fund (LAIF), the San Mateo County Treasurer’s Pool, and the California Asset Management Program (CAMP). LAIF is a highly liquid investment pool operated by the State Treasurer, and the City has same-day access to the funds. The County Treasurer’s Pool is less liquid, and the maturity and diversification of the underlying securities which in normally functioning markets is generally expected to result in higher yield. The CAMP Pool is a highly liquid investment pool directed by a Board of Trustees that provides same-day liquidity, competitive yields, and interest paid monthly. City staff does not control or direct the underlying investment of funds, and each pool is managed by the respective agency’s investment staff and oversight committee or board. June to March over quarter LAIF yields decreased from 4.34% for QE March 2025 to 4.27% for quarter-end (QE) June 2025 and San Mateo County Pool average gross pool earnings increased from 4.01% for QE March 2025 to 4.05% for QE June 2025. San Mateo County Pool earnings are quoted on gross earnings. LAIF fair value factor increased from 1.0008 in the previous quarter to 1.0011. The County Pool factor increased from 0.1006 for QE March 2025 to 1.0110 for QE June 2025. As of June 2025, CAMP has an annualized yield of 4.40%, representing a decrease of 0.07% from the 4.47% yield reported in March 2025.

Based on the foregoing, pursuant to California Government Code Section 53646, the City shall meet its expenditure requirements for the next six months.

Fiscal Impact

There is no fiscal impact for this item. This report is informational.

Public Notice

The public was provided notice by making the agenda and report available on the City’s website and on a bulletin board located at City Hall: 2415 University Avenue, East Palo Alto.

Environmental

The action being considered by the City Council is exempt from the California Environmental Quality Act (CEQA) because it is not a “project” pursuant to 15378(b)(4) because it is a fiscal activity which does not involve any commitment to any specific project which may result in a

¹ Daily US Treasury Yield Curve. Treasury.gov



CONSENT ITEM 3.7

potentially significant impact on the environment.

Government Code § 84308

Applicability of Levine Act: No, as the proposed action does not involve an entitlement.

Analysis of Levine Act Compliance: Not applicable.

Attachments

1. Treasury Report QE June 2025

Treasury Summary

CITY AND SUCCESSOR AGENCY OF EAST PALO ALTO

SUMMARY OF INVESTMENTS For Quarter Ended June 30, 2025

| Category | Average Maturity | | Average Interest Earnings For QTR | DEPOSIT AND BOOK VALUE | % | MARKET VALUE |
|---|------------------|-------|-----------------------------------|------------------------|---------------|--------------------|
| | Days | Years | | | | |
| Cash and Investments | | | | | | |
| 1. Petty Cash | na | na | 0.000% | 10,800 | 0.0% | 10,800 |
| 2. On Demand Deposits (Wells Fargo checking) | na | na | 0.000% | 3,781,214 | 2.4% | 3,781,214 |
| 3. Local Agency Investment Fund (LAIF) | 248 | 0.68 | 4.274% | 10,452,628 | 6.6% | 10,465,153 |
| 4. San Mateo County Pool Investment | 832 | 2.28 | 4.050% | 35,796,609 | 22.8% | 36,191,446 |
| 5. CA Asset Management Program | 41 | 0.11 | 4.510% | 108,409,364 | 68.2% | 108,409,364 |
| Total Cash and Investments on Deposit | | | 4.283% | 158,450,615 | 100.0% | 158,857,977 |
| General Fund (including petty cash of \$10,800) | | | | 49,633,588 | | 49,633,588 |
| General Sub - Funds (Committed/Reserved) | | | | 18,334,639 | | 18,334,639 |
| City Funds Restricted and Committed | | | | 88,217,101 | | 88,217,101 |
| Successor Agency Trust | | | | 2,265,287 | | 2,265,287 |
| Unrealized Gain/(Loss) on Investment Pools | | | | - | | 407,362 |
| Total Book Balance | | | | 158,450,615 | | 158,857,977 |
| Bank to Book Adjustments | | | | | | |
| Checks Outstanding/Other AJE | | | | 2,788,944 | | 2,788,944 |
| Total Book Adjustment | | | | 2,788,944 | | 2,788,944 |
| Total Cash and Investment Portfolio | | | | 161,239,559 | | 158,857,977 |

CERTIFICATION:

Pursuant to Government Code Section 53646, the City will meet its expenditure requirements for the next six months. Total funds invested represent the consolidation of all fund types, and availability of certain funds is restricted by law.

Tomohito Oku
Director of Finance

8/12/2025
Date

For Reporting Information Regarding Investment Pools:

LAIF <http://www.treasurer.ca.gov/pmia-laif/laif/index.asp>
San Mateo County Pool <http://sanmateocountytreasurer.org/index.html>
CA Asset Management Program <https://www.camponline.com/>



EAST PALO ALTO SANITARY DISTRICT STAFF REPORT

DATE: September 2, 2025

TO: Honorable Members of the City of East Palo Alto City Council, Governing Board to the East Palo Sanitary District, a Subsidiary of the City of East Palo Alto

VIA: Melvin E. Gaines, General Manager

BY: Tomohito Oku, District Treasurer
Jessica Y Caballero, Financial Services Manager

SUBJECT: Cash Disbursement Report for May 2025

Recommendation

Accept the cash disbursement report required pursuant to California Health and Safety Code Section 6794.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority: Governance, Organizational Strength, and Fiscal Sustainability
Priority: Public Health, Safety, and Quality of Life

Background

On November 15, 2023, the San Mateo Local Area Formation Commission (“LAFCo”) unanimously approved the City of East Palo Alto’s application requesting that the East Palo Alto Sanitary District (“District” or “EPASD”) be made a subsidiary of the City of East Palo Alto.

On October 1, 2024, the reorganization of the District as a subsidiary of the City of East Palo Alto (“City”), and the City Council its governing board, became effective. Prior to and since that time, staff has worked diligently toward a peaceful and smooth transition. To that end, one aspect of that transition has required staff to review local rules and regulations of EPASD that may require amendment in light of the reorganization.

California Health and Safety Code (H&S) Section 6794 allows the Board to adopt a procedure

EPASD BOARD CONSENT ITEM 6.1

that provides for checks or warrants to pay claims and demands without approval by the Board of Directors before payment if the District Treasurer determines that the demands are payable within the District’s approved budget.

On December 3, 2024, the Board adopted an ordinance amending various provisions of the Sanitary District Code including Section 303 Appointed Positions, which authorizes District Treasurers to perform duties including the deposit and withdrawal of funds of the District, issuance of checks or warrants to pay claims and demands without approval by the Board before payment if the District Treasurer determines that the demands are payable within the District’s approved budget.

Furthermore, H&S Section 6794 requires staff to present cash disbursements to the Board at the next regular Board meeting and seek Board approval if demands exceed the District’s approved budget.

This staff report is informational and includes all cash disbursements for the month ending May 31, 2025, approved by District Treasurer. As of May 31, 2025, the actual expenses did not exceed the District’s approved budget.

Analysis

The following cash disbursements have been approved by the District Treasurer pursuant to the District Code Section 303, and are hereby reported to the Board:

EPASD Cash Disbursement Reports For Period Ending May 31, 2025

| Vendor Name | Description | Check Amount | Check Issue Date |
|-----------------------------------|--|---------------|------------------|
| PACIFIC GAS & ELECTRIC | PACIFIC GAS & ELECTRIC EPASD | \$ 144.07 | 5/2/2025 |
| AppleOne, Inc | Staffing Services | \$ 1,782.40 | 5/2/2025 |
| AppleOne, Inc | Staffing Services | \$ 1,425.92 | 5/2/2025 |
| AppleOne, Inc | Staffing Services | \$ 1,865.62 | 5/2/2025 |
| AppleOne, Inc | Staffing Services | \$ 1,769.44 | 5/2/2025 |
| Degree HVAC, Inc | Quarterly Maintenance | \$ 250.00 | 5/2/2025 |
| Ranger Pipeline, Inc | EPASD Sanitary Sewer Replacement Project at Beech St | \$ 238,016.90 | 5/2/2025 |
| Caltronics Business Systems | Equipment base charge and Usage | \$ 187.67 | 5/2/2025 |
| Caltronics Business Systems | Equipment base charge and Usage | \$ 162.85 | 5/2/2025 |
| Caltronics Business Systems | Equipment base charge and Usage | \$ 122.94 | 5/2/2025 |
| Caltronics Business Systems | Equipment base charge and Usage | \$ 122.94 | 5/2/2025 |
| Caltronics Business Systems | Equipment base charge and Usage | \$ 122.94 | 5/2/2025 |
| Caltronics Business Systems | Equipment base charge and Usage | \$ 140.15 | 5/2/2025 |
| Caltronics Business Systems | Equipment base charge and Usage | \$ 122.94 | 5/2/2025 |
| Caltronics Business Systems | Equipment base charge and Usage | \$ 129.09 | 5/2/2025 |
| PACIFIC GAS & ELECTRIC | PACIFIC GAS & ELECTRIC EPASD | \$ 125.59 | 5/9/2025 |
| U.S.BANK CORPORATE PAYMENT SYSTEM | General Office Supplies | \$ 188.47 | 5/9/2025 |
| U.S.BANK CORPORATE PAYMENT SYSTEM | General Office Supplies | \$ 56.99 | 5/9/2025 |
| U.S.BANK CORPORATE PAYMENT SYSTEM | Marissa Training | \$ 175.00 | 5/9/2025 |
| U.S.BANK CORPORATE PAYMENT SYSTEM | Certified Mail NOV | \$ 42.57 | 5/9/2025 |
| U.S.BANK CORPORATE PAYMENT SYSTEM | Certified Mail NOV | \$ 5.58 | 5/9/2025 |
| VEOLIA WATER NORTH AMERIC | WATER BILL FOR EPASD FOR 3/24/25-4/24/25 | \$ 645.56 | 5/9/2025 |
| Everon, LLC | Service at EPASD for 5/18/25-6/17/25 | \$ 1,072.62 | 5/9/2025 |
| Green Source Janitorial | Janitorial Services for May 2025 | \$ 1,953.00 | 5/9/2025 |
| Marquee Pest Management, Inc. | SERVICE FOR E.B.S | \$ 125.00 | 5/9/2025 |

**EPASD Cash Disbursement Reports
For Period Ending May 31, 2025
(Continued)**

| Vendor Name | Description | Check Amount | Check Issue Date |
|-----------------------------------|---|----------------------|------------------|
| CITY OF PALO ALTO | 4TH QUARTER FY24-25 O&M OF RWQCP | \$ 604,376.48 | 5/16/2025 |
| COMCAST | Recurring charges for ACCT#8155 20 007 0165362 for May 2025 EPASD | \$ 450.50 | 5/16/2025 |
| Recology San Mateo County | Waste for month of April 2025 | \$ 206.80 | 5/16/2025 |
| AppleOne, Inc | Staffing Services | \$ 3,112.87 | 5/16/2025 |
| AppleOne, Inc | Staffing Services | \$ 3,325.23 | 5/16/2025 |
| AT&T | PHONE CHARGES FOR EPASD | \$ 1,050.51 | 5/23/2025 |
| COMCAST | Recurring charges for ACCT#905067630 EPASD | \$ 407.30 | 5/23/2025 |
| VEOLIA WATER NORTH AMERIC | WATER BILL FOR EPASD FOR 4/6/25-5/5/25 | \$ 367.18 | 5/23/2025 |
| VEOLIA WATER NORTH AMERIC | WATER BILL FOR EPASD FOR 4/6/25-5/5/25 | \$ 65.18 | 5/23/2025 |
| VEOLIA WATER NORTH AMERIC | WATER BILL FOR EPASD FOR 4/6/25-5/5/25 | \$ 31.13 | 5/23/2025 |
| Caltronics Business Systems | Equipment base charge and Usage | \$ 129.09 | 5/23/2025 |
| CASA | Webster Lincoln registration 2025 Annual Conf July-Aug. 1-full conf | \$ 750.00 | 5/23/2025 |
| ACE FIRE EQUIPMENT AND SERVICE | Annual fire extinguishers testing and certifications at EPASD | \$ 380.17 | 5/30/2025 |
| CALIF PUBLIC EMPLOYEES' | EPASD UAL FOR JUNE 2022 | \$ 2,290.25 | 5/30/2025 |
| CALIF PUBLIC EMPLOYEES' | EPASD PAYROLL ADJUSTMENT | \$ 387.38 | 5/30/2025 |
| CALIF PUBLIC EMPLOYEES' | UAL FOR JUNE 2022 | \$ 53.67 | 5/30/2025 |
| CALIF PUBLIC EMPLOYEES' | EPASD HEALTH PREMIUM | \$ 9,408.50 | 5/30/2025 |
| CALIF PUBLIC EMPLOYEES' | EPASD PAYROLL ADJUSTMENT | \$ 387.38 | 5/30/2025 |
| CALIF PUBLIC EMPLOYEES' | EPASD PAYROLL ADJUSTMENT | \$ 387.38 | 5/30/2025 |
| FREYER & LAURETA INC. | General technical support prepare master plan update | \$ 48,956.75 | 5/30/2025 |
| PACIFIC GAS & ELECTRIC | PACIFIC GAS & ELECTRIC EPASD | \$ 63.92 | 5/30/2025 |
| U.S.BANK CORPORATE PAYMENT SYSTEM | Certifile Mail NOV | \$ 5.86 | 5/30/2025 |
| U.S.BANK CORPORATE PAYMENT SYSTEM | General Office Supplies | \$ 43.85 | 5/30/2025 |
| U.S.BANK CORPORATE PAYMENT SYSTEM | Orientation and Training for new staff | \$ 39.22 | 5/30/2025 |
| U.S.BANK CORPORATE PAYMENT SYSTEM | 4/23/2025 Catering | \$ 185.12 | 5/30/2025 |
| AppleOne, Inc | Staffing Services | \$ 3,061.62 | 5/30/2025 |
| ADP | ADP PAYROLL FEES | \$ 49.85 | 5/30/2025 |
| Degree HVAC, Inc | Cleaning of Condenser Coils | \$ 1,500.00 | 5/30/2025 |
| Grand Total | | \$ 932,229.44 | |

Fiscal Impact

There is no budget impact by this action as the year-to-date cash disbursements did not exceed the District's approved budget.

Public Notice

The public was provided notice by making the agenda and report available on the City's website and on a bulletin board located at City Hall: 2415 University Avenue, East Palo Alto.

Environmental

The proposed action is not a "project" under California Environmental Quality Act (CEQA) pursuant to CEQA Guideline section 15378(b)(4) because it is a fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant impact on the environment.

Government Code § 84308

Applicability of Levine Act: No, as the proposed action involves no entitlement.

Analysis of Levine Act Compliance: Not applicable.

Attachments: None.



EAST PALO ALTO SANITARY DISTRICT STAFF REPORT

DATE: September 2, 2025

TO: Honorable Members of the City of East Palo Alto City Council, Governing Board to the East Palo Sanitary District, a Subsidiary of the City of East Palo Alto

VIA: Melvin E. Gaines, General Manager

BY: Tomohito Oku, District Treasurer
Jessica Y Caballero, Financial Services Manager

SUBJECT: Cash Disbursement Report for June 2025

Recommendation

Accept the cash disbursement report required pursuant to California Health and Safety Code Section 6794.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority: Governance, Organizational Strength, and Fiscal Sustainability
Priority: Public Health, Safety, and Quality of Life

Background

On November 15, 2023, the San Mateo Local Area Formation Commission (“LAFCo”) unanimously approved the City of East Palo Alto’s application requesting that the East Palo Alto Sanitary District (“District” or “EPASD”) be made a subsidiary of the City of East Palo Alto.

On October 1, 2024, the reorganization of the District as a subsidiary of the City of East Palo Alto (“City”), and the City Council its governing board, became effective. Prior to and since that time, staff has worked diligently toward a peaceful and smooth transition. To that end, one aspect of that transition has required staff to review local rules and regulations of EPASD that may require amendment in light of the reorganization.

California Health and Safety Code (H&S) Section 6794 allows the Board to adopt a procedure

EPASD BOARD CONSENT ITEM 6.2

that provides for checks or warrants to pay claims and demands without approval by the Board of Directors before payment if the District Treasurer determines that the demands are payable within the District’s approved budget.

On December 3, 2024, the Board adopted an ordinance amending various provisions of the Sanitary District Code including Section 303 Appointed Positions, which authorizes District Treasurers to perform duties including the deposit and withdrawal of funds of the District, issuance of checks or warrants to pay claims and demands without approval by the Board before payment if the District Treasurer determines that the demands are payable within the District’s approved budget.

Furthermore, H&S Section 6794 requires staff to present cash disbursements to the Board at the next regular Board meeting and seek Board approval if demands exceed the District’s approved budget.

This staff report is informational and includes all cash disbursements for the month ending June 30, 2025, approved by District Treasurer. As of June 30, 2025, the actual expenses did not exceed the District’s approved budget.

Analysis

The following cash disbursements have been approved by the District Treasurer pursuant to the District Code Section 303, and are hereby reported to the Board:

| Vendor Name | Description | Check Amount | Check Issue Date |
|-------------------------------|---|---------------------|------------------|
| VEOLIA WATER NORTH AMERIC | Total Charges for ACCT 501630 - Invoice Date: 05/19/2025 | \$ 645.56 | 6/6/2025 |
| AppleOne, Inc | Staffing Services WE 05/24/2025 - Sick Leave 05/17/2025 | \$ 3,417.85 | 6/6/2025 |
| Marquee Pest Management, Inc. | R&M Ants/Roach /GP | \$ 77.00 | 6/6/2025 |
| Marquee Pest Management, Inc. | SERVICE FOR E.B.S | \$ 125.00 | 6/6/2025 |
| COMCAST | Reoccurring charges for services | \$ 449.87 | 6/13/2025 |
| IVORQ SYSTEMS INC. | iworq systems internet software management and support for July 2025-June 2026 | \$ 5,000.00 | 6/13/2025 |
| PG&E CFM/ PPC DEPARTMENT | Monthly electric charges for EPASD | \$ 167.69 | 6/13/2025 |
| RECOLOGY SAN MATEO COUNTY | Waste for May 2025 EPASD | \$ 206.80 | 6/13/2025 |
| Everon, LLC | Services provided equipment lease June-July 2025 | \$ 1,072.62 | 6/13/2025 |
| AppleOne, Inc | Staffing Services WE 04/12/2025 | \$ 1,826.78 | 6/13/2025 |
| AppleOne, Inc | Staffing Services ending May 17, 2025 | \$ 2,583.31 | 6/13/2025 |
| AppleOne, Inc | Staffing Services ending May 31, 2025 | \$ 3,201.25 | 6/13/2025 |
| Green Source Janitorial | Monthly Janitorial Service May 2025 | \$ 1,953.00 | 6/13/2025 |
| COMCAST | Reoccurring charges for ACC#905067630 | \$ 407.30 | 6/20/2025 |
| VEOLIA WATER NORTH AMERIC | Charges for account 385576 | \$ 357.43 | 6/20/2025 |
| VEOLIA WATER NORTH AMERIC | Charges for account 386303 | \$ 104.19 | 6/20/2025 |
| VEOLIA WATER NORTH AMERIC | Charges for account 415720 | \$ 31.13 | 6/20/2025 |
| WILLDAN FINANCIAL SERVICE | Impact fee Nexus study, financial feasibility analysis and transportation infrastructure, utili | \$ 645.00 | 6/20/2025 |
| Michael Woo | Forensic Accounting Services for EPASD | \$ 1,512.50 | 6/20/2025 |
| Degree HVAC, Inc | Server room 2nd floor AC check filter error | \$ 270.00 | 6/20/2025 |
| Caltronics Business Systems | Equipment base charge and Usage | \$ 129.09 | 6/20/2025 |
| PG&E | June 2025 bill for 2205881930-5 | \$ 38.90 | 6/27/2025 |
| Lagerlof, LLP | EPASD-LAFCO issues audit inquiry | \$ 240.00 | 6/27/2025 |
| CALIF PUBLIC EMPLOYEES' | Employer contributions PEPRA | \$ 387.38 | 6/30/2025 |
| CALIF PUBLIC EMPLOYEES' | Employer contributions PEPRA | \$ 387.38 | 6/30/2025 |
| CALIF PUBLIC EMPLOYEES' | Employer contributions PEPRA | \$ 387.38 | 6/30/2025 |
| CALIF PUBLIC EMPLOYEES' | Employer contributions UAL CLASSIC | \$ 2,290.25 | 6/30/2025 |
| CALIF PUBLIC EMPLOYEES' | Employer contributions UAL, PEPRA | \$ 53.67 | 6/30/2025 |
| ADP | EPASD PAYROLL FEES | \$ 49.85 | 6/30/2025 |
| Total | | \$ 28,018.18 | |

*Manual Checks have three-digit check numbers.

Fiscal Impact

There is no budget impact by this action as the year-to-date cash disbursements did not exceed the District’s approved budget.

Public Notice

The public was provided notice by making the agenda and report available on the City's website and on a bulletin board located at City Hall: 2415 University Avenue, East Palo Alto.

Environmental

The proposed action is not a "project" under California Environmental Quality Act (CEQA) pursuant to CEQA Guideline section 15378(b)(4) because it is a fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant impact on the environment.

Government Code § 84308

Applicability of Levine Act: No, as the proposed action involves no entitlement.

Analysis of Levine Act Compliance: Not applicable.

Attachments: None.