



# EAST PALO ALTO CITY COUNCIL REGULAR SESSION AGENDA

Tuesday, May 19, 2026, 6:00 PM  
EPA Government Center  
2415 University Avenue, First Floor  
East Palo Alto, CA 94303

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## 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](mailto: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/86559152281>

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: 865 5915 2281

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

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## 1. REQUESTS TO APPEAR REMOTELY

Pursuant to Government Code Section 54953, members of the body may appear remotely for the following reasons:

A. **Teleconference Exception (Gov't Code § 54953(b)):** None.

B. **Just Cause (Gov't Code § 54953.8.3):**

Mayor Webster Lincoln

General description: (travel for city business, Gov't Code § 54953.8.3((c)(4))

Affirmation (18 year or older participants)

Admonitions: (a) video and audio must remain on; (b) disruption causes cease of council action.

C. **Emergency Circumstances (Gov't Code § 54953.8.2 (Approval Required)):** None.

### 1. CALL TO ORDER AND ROLL CALL

### 2. APPROVAL OF THE AGENDA

### 3. APPROVAL OF CONSENT CALENDAR

#### 3.1 **Approval of Agreement with Regional Government Services for Classification and Compensation Study**

##### **Recommendation:**

1. Adopt a resolution authorizing the City Manager to Execute an Agreement with Regional Government Services (RGS) in amount not to exceed \$147,000, to conduct a comprehensive classification and compensation study.
2. The action being considered does not constitute a "Project" within the meaning of the California Environmental Quality Act (CEQA), pursuant to CEQA Guideline section 15378 (b)(5), in that it is a government administrative activity that will not result in direct or indirect changes in the environment.

#### 3.2 **Approval of Memorandum of Understanding (MOU) for the San Mateo County Regional EV Charging Project**

##### **Recommendation:**

Adopt a resolution:

1. Authorizing the City Manager to enter into a Memorandum of Understanding with the City of Half Moon Bay, the City of San Carlos,

and the Town of Portola Valley for the joint procurement of design and project management services for the San Mateo County Regional Electric Vehicle Charging Project.

1. Find that the action being considered does not constitute a “Project” within the meaning of the California Environmental Quality Act (CEQA), pursuant to CEQA Guideline section 15378 (b)(5), in that it is a government administrative activity that will not result in direct or indirect changes in the environment.

### **3.3 Safer Bay Project Design, Permitting and Bid Support**

**Recommendation:** City Council authorization to award a professional services agreement for engineering design services for the SAFER Bay Project Phase 1 – North of Bay Road Reach (STA 52+27 to 69+00).

### **3.4 FY 2025-26 Third Quarter Treasury Report**

**Recommendation:**

Accept and file the Cash Treasury Report for the month of March 2026.

### **3.5 Minutes of the May 5, 2026 Meeting**

**Recommendation:** Adopt the minutes of the May 5, 2026 Meeting

### **3.6 Memorial Day Proclamation**

**Recommendation:** Present the proclamation.

## **4. CLOSED SESSION**

## **5. PUBLIC COMMENT**

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

## **7. EPASD PUBLIC COMMENT**

## **8. APPROVAL OF EPASD CONSENT CALENDAR**

### **8.1 EPASD Cash Disbursement Report for March 2026**

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

## **9. EPASD BOARD MEETING INFORMATIONAL REPORTS**

10. **ADJOURN EAST PALO ALTO SANITARY DISTRICT BOARD MEETING AND RECONVENE CITY COUNCIL REGUALR MEETING**

11. **INFORMATIONAL REPORTS**

12. **SPECIAL PRESENTATIONS**

12.1 101 Corridor Connect Program Update

13. **PUBLIC HEARINGS**

13.1 **Comprehensive Fee Schedule Update**

**Recommendation:**

Adopt a resolution approving the Comprehensive Fee Schedule to become effective July 18, 2026.

13.2 **Fiscal Year 2026-27 Proposed Budget Session Hearing No. 2**

**Recommendation:**

Staff recommends that the City Council receive this presentation and provide feedback on the Fiscal Year 2026-27 proposed budget.

14. **POLICY AND ACTION**

15. **COUNCIL REPORTS**

16. **ADJOURNMENT**

**Upcoming meetings:**

Budget Meeting	May 21, 2026	6:00 PM
Regular Meeting	June 2, 2026	6:00 PM
Regular Meeting	June 16, 2026	6:00 PM

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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](http://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.*

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#### 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: May 13, 2026

ATTEST:

***James Colin***

\_\_\_\_\_  
City Clerk



# EAST PALO ALTO CITY COUNCIL STAFF REPORT

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**DATE:** May 19, 2026

**TO:** Honorable Mayor and Members of the City Council

**VIA:** Melvin E. Gaines, City Manager

**BY:** Regina Rubier, Interim Human Resources Manager  
Nancy Murguia, Management Analyst II

**SUBJECT:** Approval of Agreement with Regional Government Services for Classification and Compensation Study

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## Recommendation

Adopt a resolution:

1. Authorizing the City Manager to award and execute an agreement, in a form approved by the City Attorney, with Regional Government Services (RGS) in amount not to exceed \$147,000, to conduct a comprehensive classification and compensation study;
2. Authorizing the City Manager (or designee) to take all necessary actions to implement the agreement; and
3. Finding that the action being considered does not constitute a “Project” within the meaning of the California Environmental Quality Act (CEQA), pursuant to CEQA Guideline section 15378 (b)(5), in that it is a government administrative activity that will not result in direct or indirect changes in the environment.

## Executive Summary

The City is preparing for upcoming labor negotiations and requires a comprehensive classification and compensation study. After a request for proposals (RFP) issued in December 2025 yielded no responses, staff conducted targeted outreach to reputable firms and obtained three proposals.

Staff recommends entering into an agreement with Regional Government Services (RGS) in an amount not to exceed \$147,000, based on its public sector expertise, capacity, and ability to

meet project timelines. City Council approval is requested to authorize the City Manager to execute the agreement.

### **Alignment with City Council Strategic Plan**

This recommendation is primarily aligned with:

Priority: Governance, Organizational Strength, and Fiscal Sustainability

### **Background**

The City has existing memoranda of understanding with its three labor unions – Management Employees’ Association, Service Employees International Union, and Police Officers Association – that are set to expire on June 30, 2027. The City is thus preparing for upcoming labor negotiations and has identified the need for a comprehensive classification and compensation study to ensure that the City’s salary structures remain competitive, internally equitable, and aligned with current labor market conditions. This study will serve as a critical tool in evaluating the City’s existing job classifications, assessing compensation practices, and identifying any gaps or inconsistencies that may impact recruitment, retention, and overall organizational effectiveness. The results of this effort will provide a data-driven foundation to support informed decision-making during negotiations and help position the City as an employer of choice in an increasingly competitive public sector labor market.

In December 2025, the City issued a formal request for proposals (RFP) to solicit qualified firms with expertise in public sector classification and compensation studies. The RFP did not yield any responses, which may reflect current market constraints, limited vendor availability, or competing demands for these specialized services. To avoid delays and maintain momentum in advance of anticipated negotiation timelines, staff initiated a targeted outreach process to identify and engage firms with a proven track record of delivering similar work for public agencies. This outreach resulted in the receipt of three qualified and responsive proposals from Lyala Jane, Muchmore Than Consulting (MTC), and Regional Government Services (RGC).

Staff conducted a thorough evaluation of the proposals, considering factors such as the firms’ experience and qualifications, project approach and methodology, proposed timelines, references, and overall cost. Based on this evaluation, staff recommends entering into an agreement with Regional Government Services (RGS) in an amount not to exceed \$147,000. RGS distinguishes itself through its extensive experience in the public sector, including work with cities of similar size and complexity, its depth of technical expertise, and its ability to deliver a comprehensive and defensible study within the City’s required timeframe. Additionally, RGS has demonstrated a strong understanding of best practices in classification design, compensation analysis, and stakeholder engagement, all of which are essential to the success of this project.

The proposed scope of work includes a detailed review and analysis of existing job classifications, facilitation of stakeholder engagement through interviews and workshops, development of updated classification specifications, and a comprehensive compensation

analysis that incorporates relevant labor market data. The study will also provide actionable recommendations to ensure internal equity and external competitiveness, as well as tools and guidance to support the City in maintaining and updating its classification and compensation structures over time.

Staff requests the City Council's approval to authorize the City Manager to award and execute an agreement with RGS and take any related actions necessary to move this important project forward. Approval of this agreement will enable the City to proceed in a timely manner, ensuring that the study is completed in advance of labor negotiations and that the City is well-positioned to engage in those discussions with accurate, current, and reliable information.

### **Analysis**

Targeted outreach efforts resulted in three proposals:

- Layla Jane
- Muchmore Than Consulting (MTC)
- Regional Government Services (RGS)

All firms are highly qualified and experienced in conducting classification and compensation studies for public agencies. After careful evaluation and analysis, staff recommend selecting RGS based on overall value, capacity, and alignment with the City's needs.

Staff evaluated all firms based on these criteria and recommend RGS for the following reasons:

- **Capacity and Availability:** While Layla Jane and MTC are currently providing services to the City, there is concern that adding a project of this scale may impact their ability to effectively deliver existing assignments.
- **Public Sector Expertise:** RGS is staffed entirely by retired public sector professionals (government annuitants) with extensive municipal experience. This structure provides a strong understanding of public agency operations, organizational structures, and compensation frameworks.
- **Project Focus:** RGS is well-positioned to dedicate the necessary resources and attention to complete the study within the required timeframe, ensuring readiness for upcoming labor negotiations.
- **Balanced Value:** RGS presents a strong combination of competitive pricing, relevant expertise, and dedicated resources, positioning the firm to deliver the project effectively and achieve successful outcomes. Its employees' extensive experience in public sector classification and compensation studies, coupled with a clear and structured project approach, ensures alignment with the City's objectives, timelines, and regulatory requirements. Additionally, RGS's ability to provide consistent project oversight and responsive support further strengthens confidence in its capacity to produce high-quality, actionable results that will support the City's upcoming labor negotiations.

**Fiscal Impact**

The total cost of the agreement will not exceed One Hundred Forty-Seven Thousand (\$147,000) dollars. Funding for this agreement is available in the approved Fiscal Year 2025-26 operating budget.

In the current FY 2025-26 approved operating budget, the City appropriated One Hundred Thousand (\$100,000) dollars for Compensation and Salary Study and Eighty Thousand (\$80,000) dollars for Classification Study services.

There are no additional fiscal impacts.

**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 does not constitute a "Project" within the meaning of the California Environmental Quality Act (CEQA), pursuant to CEQA Guideline section 15378 (b)(5), in that it is a government administrative activity that will not result in direct or indirect changes in the environment.

**Attachments**

1. Resolution Authorizing Agreement with RGS

**RESOLUTION NO. XX- 2026**

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

**AUTHORIZING THE CITY MANAGER TO AWARD AND EXECUTE AN AGREEMENT, IN A  
FORM APPROVED BY THE CITY ATTORNEY, WITH REGIONAL GOVERNMENT  
SERVICES TO CONDUCT A CLASSIFICATION AND COMPENSATION STUDY**

**WHEREAS**, the City of East Palo Alto is preparing for upcoming labor negotiations and requires a comprehensive classification and compensation study to ensure its compensation structure remains competitive, equitable, and aligned with current labor market conditions; and

**WHEREAS**, in December 2025, the Human Resources Department issued a request for proposals (RFP) for a benchmark, classification, and compensation study, and the City received no proposals; and

**WHEREAS**, City staff conducted targeted outreach to qualified firms with demonstrated expertise in public sector classification and compensation studies and obtained three proposals; and

**WHEREAS**, proposals were received from Layla Jane, Muchmore Than Consulting, and Regional Government Services; and

**WHEREAS**, after evaluation of qualifications, capacity, expertise, and overall value, staff determined that Regional Government Services is best suited to perform the work due to its public sector experience, ability to dedicate sufficient resources, and capacity to meet project timelines; and

**WHEREAS**, the total cost of the agreement will not exceed One Hundred Forty-Seven Thousand Dollars (\$147,000), and funding is available in the approved Fiscal Year 2025-26 operating budget; and

**WHEREAS**, this action does not constitute a project under the California Environmental Quality Act pursuant to CEQA Guidelines Section 15378(b)(5), as it is an administrative activity that will not result in direct or indirect physical changes in the environment.

**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; and
2. Authorize the City Manager to award and execute an agreement with Regional Government Services to conduct a comprehensive classification and compensation study in an amount not to exceed One Hundred Forty Seven Thousand Dollars (\$147,000), in a form approved by the City Attorney, and to make any non-substantive amendments necessary to carry out the intent of this Resolution;

3. Authorizes the City Manager (or designee) is authorized to take all necessary actions to

implement the agreement; and

4. Find that the action being considered does not constitute a "Project" within the meaning of the California Environmental Quality Act (CEQA), pursuant to CEQA Guideline section 15378 (b)(5), in that it is a government administrative activity that will not result in direct or indirect changes in the environment..

**PASSED AND ADOPTED** this 19<sup>th</sup> day of May 2026, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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Webster Lincoln, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

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James Colin, City Clerk

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John D. Lê, City Attorney



# **EAST PALO ALTO CITY COUNCIL STAFF REPORT**

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**DATE:** May 19, 2026

**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:** Approval of Memorandum of Understanding (MOU) for the San Mateo County Regional EV Charging Project

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## **Recommendation**

Adopt a resolution:

1. Authorizing the City Manager to enter into a Memorandum of Understanding with the City of Half Moon Bay, the City of San Carlos, and the Town of Portola Valley for the joint procurement of design and project management services for the San Mateo County Regional Electric Vehicle Charging Project; and
2. Finding that the action being considered does not constitute a “Project” within the meaning of the California Environmental Quality Act (CEQA), pursuant to CEQA Guideline section 15378 (b)(5), in that it is a government administrative activity 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: Public Health, Safety, and Quality of Life  
Priority: Public Infrastructure and Utilities

**Background**

In December 2024, the City of East Palo Alto, in partnership with the City of Half Moon Bay, the City of San Carlos, and the Town of Portola Valley, applied jointly for the Metropolitan Transportation Commission (MTC) Climate Program Implementation Grant. This grant cohort submitted an application under a broad regional effort called the San Mateo County Regional Electric Vehicle (EV) Charging Project. MTC notified the cohort of its project approval and funding amounts in March 2025.

On May 6, 2025, the City Council adopted a resolution of local support to approve the City’s successful application for this grant and commit the City to completing the grant project (installing 24 publicly accessible EV chargers). The total cost of the project is approximately \$753,422.00. MTC awarded \$580,000 to the City of East Palo Alto. Peninsula Clean Energy will provide the remaining funding as a match.

Across the four participating jurisdictions, the project will install a total of **66 publicly accessible EV charging stations**, including:

- 62 Level 2 chargers
- 4 DC Fast Chargers (DCFC)

Within the City of East Palo Alto, the project includes installation of 24 Level 2 chargers, listed in Table 1.

Charging stations will be installed at strategically selected locations, prioritizing areas near multi-unit housing (MUH), transit-oriented communities (TOCs), and neighborhood destinations such as community centers, parks, and commercial corridors. These locations were selected to expand access to EV charging for residents who may not have access to at-home charging, including renters. Customers will pay for the use of these chargers directly at the port, both at City and curbside locations. The cost of charging may be adjusted to cover ongoing maintenance of the equipment.

<b>Location</b>	<b>Proposed Infrastructure</b>
2100 Bay Rd. (Cooley Landing)	2 dual-port 19.2 kW L2 chargers
901 Weeks St. (Sanitary District)	2 dual-port 19.2 kW L2 chargers
1730-1748 Bay Rd. (curbside)	3 single-port 7.6 kW L2 chargers
599-501 Sacramento St. (curbside)	3 single-port 7.6 kW L2 chargers
204-326 E Okeefe St. (curbside)	4 single-port 7.6 kW L2 chargers
1977 Tate St. (curbside)	3 single-port 7.6 kW L2 chargers
25 Newell Rd. (curbside)	3 single-port 7.6 kW L2 chargers
2415 University Ave. (City Hall)	2 dual-port 19.2 kW L2 chargers
560 Bell St. (Senior Center)	2 dual-port 19.2 kW L2 chargers

*Table 1: The location of the charger(s) in the accepted MTC grant application and the*

*corresponding number of ports and capacity.*

### **Analysis**

This grant project aligns broadly with the City of East Palo Alto's adopted 2030 Climate Action Plan's emission reduction goals and specifically with the Plan's following measures:

**Measure T2.2** - Encourage expansion of EV charging infrastructure through incentives and partnerships.

**Measure T2.7** - Improve local EV adoption rates.

The cohort has moved in tandem through all parts of this process so far, including application submission, resolution adoption, and funding obligation. Although each jurisdiction has received its own funding allocation and will implement its own EV charging installations, the four jurisdictions will continue to coordinate to improve efficiency and outcomes. This proposed approach has been presented to and discussed with the MTC, PCE, and the California Department of Transportation (CalTrans). All three agencies are working with the cities on funding authorizations as a single group.

The proposed MOU establishes a framework for a coordinated procurement approach, whereby the participating jurisdictions will conduct a joint request for proposals (RFP) to procure a consultant to provide design and project management services.

This coordinated approach offers several benefits:

- **Improved efficiency:** A single, coordinated procurement process reduces duplicative staff effort across jurisdictions.
- **Cost savings:** Shared procurement can lower administrative costs and create economies of scale.
- **More competitive bids:** Coordinating across multiple jurisdictions may attract more qualified firms and encourage more competitive pricing.
- **Consistency in project delivery:** Standardized design and specifications can support streamlined construction and long-term maintenance.

Importantly, while procurement of design and project management services will be coordinated, each jurisdiction will:

- Enter into its own contract with the selected consultant
- Maintain its own project budget and scope
- Independently bid and award construction contracts

This structure allows the City to benefit from a collaborative approach while maintaining

compliance with all applicable state and local procurement requirements and retaining full control over project implementation.

**Fiscal Impact**

There is no fiscal impact for this item.

**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 does not constitute a "Project" within the meaning of the California Environmental Quality Act (CEQA), pursuant to CEQA Guideline section 15378 (b)(5), in that it is a government administrative activity that will not result in direct or indirect changes in the environment.

**Government Code § 84308**

**Applicability of Levine Act:** No, as the proposed action does involve an entitlement but instead a nonmonetary inter-governmental agreement.

**Analysis of Levine Act Compliance:** Not applicable.

**Attachments**

1. Resolution
2. Draft MOU

**RESOLUTION NO. XX– 2026**

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

**AUTHORIZING THE CITY MANAGER TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE CITY OF HALF MOON BAY, THE CITY OF SAN CARLOS, AND THE TOWN OF PORTOLA VALLEY FOR THE JOINT PROCUREMENT OF DESIGN AND PROJECT MANAGEMENT SERVICES FOR THE SAN MATEO COUNTY REGIONAL ELECTRIC VEHICLE CHARGING PROJECT.**

**WHEREAS**, the City of East Palo Alto’s 2030 Climate Action Plan and Adaptation Strategies was adopted in September 2023 and includes measures highlighting the importance of electrifying public infrastructure and expanding the electric vehicle charging network; and

**WHEREAS**, the City of East Palo Alto applied for and received \$580,000.00 in grant funds from the Metropolitan Transportation Commission for the installation of 24 publicly accessible electric vehicle charging stations through a regional application; and

**WHEREAS**, all the jurisdictions on this regional application have been coordinating submissions for the obligation and authorization of this funding; and

**WHEREAS**, the regional applicants including the City of East Palo Alto, the City of San Carlos, the City of Half Moon Bay, and the Town of Portola Valley would like to combine a portion of their grant funding to procure a single design and project management firm in order to continue working as partners to receive similar services and products from a single consultant; and

**WHEREAS**, construction of the project must be completed in January 2027 per the grant requirements and the pooling of resources and time by the regional applicants will allow the City to remain on track for this deadline; and

**WHEREAS**, a single lead agency from among this group of jurisdictions would issue a request for proposals (RFP) in accordance with state and local procurements laws;

**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 enter into a Memorandum of Understanding with the City of Half Moon Bay, the City of San Carlos, and the Town of Portola Valley for the joint procurement of design and project management services for the San Mateo County Regional Electric Vehicle Charging Project; and
3. Finds that the action being considered does not constitute a “Project” within the meaning of the California Environmental Quality Act (CEQA), pursuant to CEQA Guideline section 15378 (b)(5), in that it is a government administrative activity that will not result in direct or indirect changes in the environment.

**PASSED AND ADOPTED** this 19<sup>th</sup> day of May 2026, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
Webster Lincoln, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
James Colin, City Clerk

\_\_\_\_\_  
John D. Lê, City Attorney

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN THE CITY OF HALF MOON BAY, THE CITY OF EAST PALO ALTO, THE CITY OF SAN CARLOS, AND THE TOWN OF PORTOLA VALLEY FOR COORDINATED PROCUREMENT OF DESIGN AND PROJECT MANAGEMENT SERVICES FOR EV CHARGING INFRASTRUCTURE**

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is entered into on this **XX day of XXX**, 2026, by and between the City of Half Moon Bay, the City of East Palo Alto, the City of San Carlos, and the Town of Portola Valley (collectively referred to as the “Participating Jurisdictions” and individually as a “Jurisdiction”).

**WITNESSETH:**

**WHEREAS**, the Participating Jurisdictions are pursuing the installation of electric vehicle (EV) charging infrastructure within their respective jurisdictions; and

**WHEREAS**, in December 2024, the Metropolitan Transportation Commission (MTC) awarded funding through its Climate Program Implementation Grant to support the expansion of publicly accessible electric vehicle (EV) charging infrastructure across the region; and

**WHEREAS**, the funding supports the San Mateo County Regional EV Charging Project: Scaling Accessible and Sustainable Solutions, a collaborative initiative between the City of East Palo Alto, the City of San Carlos, the City of Half Moon Bay, and the Town of Portola Valley; and

**WHEREAS**, the project will include the installation of sixty-six (66) publicly accessible EV charging stations across the four Participating Jurisdictions; and

**WHEREAS**, the Participating Jurisdictions desire to coordinate certain procurement activities for specific purposes and benefits, including to improve efficiency, reduce administrative burden, increase contractor interest, and enhance competitive pricing; and

**WHEREAS**, the Participating Jurisdictions intend to conduct a single joint request for proposals (RFP) process to procure a qualified consultant or consultant team to provide design and project management services to support EV charging infrastructure projects across the Participating Jurisdictions; and

**WHEREAS**, each Jurisdiction intends to use this joint RFP to enter into its own agreement with the selected consultant or consultant team to support implementation of EV charging infrastructure projects within its jurisdiction; and

**WHEREAS**, each Jurisdiction will independently procure and enter into its own construction contract for EV charging infrastructure within its jurisdiction; and

**WHEREAS**, the Participating Jurisdictions wish to formalize their collaborative approach through this MOU while maintaining their independent authority over project implementation.

**NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:**

**1. Purpose of the MOU**

The purpose of this MOU is to establish a framework for collaboration among the Participating Jurisdictions to:

- A. Conduct a single, coordinated procurement process to secure the services of a consultant or consultant team to provide design and project management services, with each Jurisdiction entering into its own agreement with the selected consultant or consultant team.
- B. Coordinate the preparation of plans, specifications, and other construction contract bid materials to promote consistency across Participating Jurisdictions where feasible.
- C. Coordinate the timing and release of construction contract bid packages to facilitate contractor participation.
- D. Facilitate collaboration while maintaining the authority of each Jurisdiction to independently procure and manage construction within its Jurisdiction.

**2. Joint Procurement of Professional Services**

The Participating Jurisdictions shall collaborate to conduct a joint RFP process to procure a qualified consultant or consultant team to provide design and project management services to support EV charging infrastructure projects across the Participating Jurisdictions.

The selected consultant or consultant team may provide services including, but not limited to:

*A. Design Services*

Design-related services may include:

- Site assessments
- Preparation of plans and specifications for EV charging installations within each Jurisdiction
- Development of standardized bid package components
- Coordination with Participating Jurisdictions regarding site-specific design requirements
- Technical support during the construction procurement process

*B. Project Management Services*

Project management services may include:

- Project coordination across Participating Jurisdictions
  - Coordination with contractors
  - Monitoring schedule and performance
  - Supporting grant compliance and reporting
- Submitting funding authorizations and other grant-related documentation

Each Jurisdiction will enter into its own agreement with the selected consultant or consultant team for services performed within each Jurisdiction, unless the Participating Jurisdictions mutually agree to another contracting structure.

Participation in the final contract shall remain at the discretion of each Jurisdiction.

### **3. Coordination of Construction Bid Packages**

To the extent feasible, the Participating Jurisdictions shall coordinate the preparation and release of construction bid packages to promote consistency across Participating Jurisdictions.

Coordination may include:

- Using common or standardized sections of bid documents where feasible.
- Including language in bid materials indicating that similar projects are being bid by multiple jurisdictions.
- Aligning warranty requirements and technical standards where feasible.
- Considering inclusion of operations and maintenance (O&M) provisions or repair provisions to support proper functioning of EV charging infrastructure.
- Coordinating the timing of construction bid releases and bid notices to the extent practicable.
- Considering extended bid periods to allow contractors sufficient time to prepare bids for multiple jurisdictions.

Nothing in this section requires the Participating Jurisdictions to adopt identical bid documents if doing so conflicts with local requirements or procurement policies.

### **4. Independent Construction Procurement**

Each Jurisdiction shall independently:

- Issue its own construction bid solicitation
- Evaluate bids and select contractors
- Enter into construction contracts

- Manage construction activities within its jurisdiction

Nothing in this MOU obligates a Jurisdiction to select the same contractor as another participating jurisdiction.

## **5. Lead Agency**

The Participating Jurisdictions may designate one Jurisdiction to serve as Lead Agency for the purposes of coordinating the joint RFP process, described in Section 2, to procure a consultant or consultant team to provide design and project management services.

If designated, the Lead Agency may be responsible for:

- Preparing and releasing the joint RFP
- Coordinating proposal review and evaluation
- Facilitating selection of the recommended consultant or project manager

The Lead Agency shall not be responsible for oversight of contracts between consultant or contractors and each Jurisdiction, even if the joint RFP was used to select the consultant or contractor.

## **6. Cost Responsibilities**

Each Jurisdiction shall be responsible for:

- Its share of costs associated with design and project management services, as detailed in the separate agreements developed between each Jurisdiction and the selected consultant or consultant team.
- All costs associated with construction, operation, and maintenance of EV charging infrastructure located within its jurisdiction.
- All costs associated with supporting the development of associated RFPs.

Cost-sharing arrangements for joint services may be defined in a separate agreement or written amendment to this MOU.

## **7. Compliance with Procurement Laws**

Each Jurisdiction shall conduct its procurement activities in accordance with its applicable local policies, ordinances, and state laws governing public contracting.

Nothing in this MOU supersedes or modifies any Jurisdiction's legal procurement requirements.

## **8. Relationship of Parties**

It is expressly understood that this MOU establishes a collaborative relationship between independent governmental entities for the specific purposes and benefits set forth above. Nothing in this MOU creates a partnership, joint venture, joint powers authority, or agency relationship between the Participating Jurisdictions.

Each Jurisdiction retains full authority over its own procurement processes, contracting decisions, and project implementation.

## **9. Hold Harmless**

Each Jurisdiction ("Indemnifying Party") shall defend, indemnify, and hold harmless the other Participating Jurisdictions and their officers, employees, and agents from any claims, suits, or actions of every nature, kind or description, arising out of the acts or omissions of that Indemnifying Party, or its officers, employees, contractors, or agents in connection with this MOU.

Liability shall be apportioned in accordance with California law in cases involving concurrent negligence.

## **10. Amendment of MOU**

This MOU constitutes the sole MOU of the Participating Jurisdictions hereto regarding this subject matter and correctly states the rights, duties, and obligations of each Jurisdiction as of this document's date. In the event that any term, condition, provision, requirement or specification set forth in the body of this MOU conflicts with or is inconsistent with any term, condition, provision, requirement, or specification in any exhibit and/or attachment to this MOU, the provisions of this body of the MOU shall prevail. Any prior MOU, promises,

negotiations, or representations between the Participating Jurisdictions regarding the subject matter of this MOU not expressly stated in this document are not binding. All Jurisdictions may request a modification to this MOU at any time. All subsequent modifications shall be in writing and will become effective when signed by all Participating Jurisdictions.

#### **11. Notices**

Any written notice, request, demand, or other communication required or permitted hereunder shall be deemed to be properly given when deposited with the United States Postal Service, postage prepaid, or when transmitted by email communication, addressed to the following:

Attn: City Attorney  
East Palo Alto City Attorney's Office  
2415 University Avenue, 2nd Floor  
East Palo Alto, CA 94303  
[cityattorney@cityofepa.org](mailto:cityattorney@cityofepa.org)

Attn: City Attorney  
Half Moon Bay Attorney's Office  
501 Main Street  
Half Moon Bay, CA 94019  
[dbazzano@bwslaw.com](mailto:dbazzano@bwslaw.com)

Attn: City Attorney  
San Carlos Attorney's Office  
600 Elm Street  
San Carlos, CA 94070  
[CA@cityofsancarlos.org](mailto:CA@cityofsancarlos.org)

Attn: Town Attorney  
Shute, Mihaly & Weinberger LLP  
396 Hayes Street  
San Francisco, CA 94102  
[engberg@smwlaw.com](mailto:engberg@smwlaw.com)

#### **12. Controlling Law and Venue**

The validity of this MOU, the interpretation of its terms and conditions, and the performance of the parties hereto shall be governed by the laws of the State of California. Any action brought to enforce this MOU must be brought in the Superior Court of California in and for the County of San Mateo.

#### **13. Term and Termination**

This MOU shall become effective upon execution by all Participating Jurisdictions and shall remain in effect until two (2) years following the obligation of construction funds for the San Mateo County Regional EV Charging Project under the Metropolitan Transportation Commission Climate Program Implementation Grant, unless terminated earlier as provided herein.

Any Jurisdiction may terminate its participation in this MOU upon thirty (30) days written notice to the other Participating Jurisdictions.

#### **14. Electronic Signatures**

Participating Jurisdictions wish to permit this MOU and future documents relating to this MOU to be digitally signed in accordance with California law and County's Electronic Signature Administrative Memo. Any party to this MOU may revoke such agreement to permit electronic signatures at any time in relation to all future documents by providing notice pursuant to this Agreement.

#### **15. Authority**

The Participating Jurisdictions warrant that the signatories to the MOU have the authority to bind their respective entities.

IN WITNESS WHEREOF, the Participating Jurisdictions hereto, by their duly authorized representatives, have affixed their hands.

**CITY OF HALF MOON BAY**

By:

Title:

Date:

**CITY OF EAST PALO ALTO**

By:

Title:

Date:

**CITY OF SAN CARLOS**

By:

Title:

Date:

**TOWN OF PORTOLA VALLEY**

By:

Title:

Date:



# **EAST PALO ALTO CITY COUNCIL STAFF REPORT**

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**DATE:** May 19, 2026

**TO:** Honorable Mayor and Members of the City Council

**VIA:** Melvin E. Gaines, City Manager

**BY:** Alec Nicholas, Special Projects Manager  
Humza Javed, Public Works Director

**SUBJECT:** SAFER Bay Project (City Project No. SP-02C) Phase 1 Design Award - North of Bay Road Reach

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## **Recommendation**

Adopt a resolution:

1. Authorizing the City Manager to award, negotiate, and execute an agreement with Sherwood Design Engineers, Ltd., in a form approved by the City Attorney, for a contract amount of \$1,759,080.00 and to establish a 10% contingency of \$175,908.00, for a total not-to-exceed amount of \$1,934,988.00 for professional engineering services to complete the design of the SAFER Bay Flood Control Project (SP-02C), Phase 1 North of Bay Road Reach, STA 52+27 to 69+00; and
2. Appropriating \$670,028.91 from the CIP local fund; andS
- 3.
4. Finding that the proposed action does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines sections 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment. .

## **Alignment with City Council Strategic Plan**

This recommendation is primarily aligned with:

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

 **CONSENT ITEM 3.3****Background**

The SAFER Bay Project is a multi-jurisdictional flood protection initiative designed to address increasing tidal flooding and projected sea level rise along the southeastern shoreline of the San Francisco Bay in the cities of East Palo Alto and Menlo Park. The project integrates engineered flood protection features with nature-based solutions and ecosystem restoration to improve shoreline resilience while maintaining public access and habitat connectivity.

Regional vulnerability assessments, including the Adapting to Rising Tides analysis, have identified East Palo Alto as one of the communities most vulnerable to tidal flooding and sea level rise in the San Francisco Bay Area. Portions of the City are low-lying and susceptible to flooding during extreme tidal events and storm surge, which places residential neighborhoods, transportation corridors, utilities, and other critical infrastructure at risk. The SAFER Bay Project was initiated to reduce these risks and provide long-term flood protection for shoreline communities.

To allow for phased implementation and efficient use of available funding, the SAFER Bay Project within East Palo Alto is being advanced in defined shoreline reaches. The City previously advanced Phase 1 design for the reach south of Bay Road. The next phase of work focuses on the north of Bay Road reach, which extends from Bay Road north along the boundary of the Ravenswood Open Space Preserve before turning west and terminating at high ground near Tara Street (approximately Station 52+27 to Station 69+00 of the project alignment). This reach represents a key segment of the overall SAFER Bay flood protection alignment within the City.

Planning and feasibility studies for the broader SAFER Bay Project were completed in 2016. For the North of Bay Road reach, preliminary planning and concept-level design have been completed to approximately the 10 percent design level through a separate contract managed by the San Francisquito Creek Joint Powers Authority (SFCJPA). The City is now seeking to advance this reach through additional planning, environmental review support, design, permitting support, and bid support activities to move the project toward construction readiness.

Phase 1 work for the North of Bay Road reach is funded through the Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program (HMGP), Grant No. DR-4344-541-93R, SAFER Bay Mitigation Project, Phase 1. The grant supports planning, environmental review, and design activities necessary to advance multiple reaches of the SAFER Bay Project toward implementation.

**Analysis**

To advance the SAFER Bay Project North of Bay Road reach toward implementation, the City issued a request for proposals (RFP) on February 4, 2026, seeking qualified consulting firms to provide professional engineering and related services for design, permitting support, environmental review support, public outreach support, and bid support. Proposals were due on March 6, 2026.

The scope of services outlined in the RFP is intended to advance the project from its current

 **CONSENT ITEM 3.3**

approximately ten percent design level through subsequent Phase 1 design milestones. The selected consultant will review the existing ten percent design and prepare engineering design documents at the thirty percent, sixty percent, ninety percent, and final design stages. The consultant will also assist the City with regulatory permitting, environmental documentation support, and bid support services necessary to prepare the project for construction.

In addition to engineering design, the consultant will assist the City with technical support during the ongoing environmental review process and coordination with partner agencies involved in the broader SAFER Bay Project. The consultant will also provide technical support for public outreach activities led by the City and assist with preparation of documentation necessary for regulatory permit applications once the design has advanced to an appropriate level of detail.

On March 6, 2026, in response to the City's posted RFP, one proposal was received by Sherwood Design Engineers, Ltd. An evaluation committee consisting of two city staff and one representative from the San Francisquito Creek Joint Powers Authority (SFCJPA) reviewed the proposal in accordance with the evaluation criteria outlined in the RFP. The evaluation committee considered the firm's qualifications and experience, project team expertise, technical approach, understanding of the project, and ability to successfully deliver the required services.

Based on the evaluation process, the selection committee determined that the proposer, Sherwood Design Engineers, Ltd. meets the qualifications to provide the required services for the SAFER Bay Project Phase 1 – North of Bay Road reach. The firm demonstrated strong experience with shoreline flood protection projects, environmental permitting coordination, and multidisciplinary engineering design services relevant to the SAFER Bay Project. The initial proposal included a cost of \$3,425,607. After multiple rounds of negotiations over four weeks, an agreement was reached for an amount of \$1,759,080.

Staff recommends entering into a professional services agreement with Sherwood Design Engineers, Ltd. for an amount of **\$1,759,080**, with a contingency of 10% (**\$175,908**), for a total not-to-exceed amount of **\$1,934,988**. The contingency is included to allow the City to address unforeseen conditions, regulatory coordination needs, or additional technical analyses that may arise during the design and permitting process.

Advancing the design of the North of Bay Road reach represents an important step in implementing the SAFER Bay Project and improving long-term flood protection and resilience for the City of East Palo Alto. Completion of Phase 1 design and permitting activities will position the City to pursue future funding opportunities and move the project toward construction.

The proposed agreement with Sherwood Design Engineers, Ltd. will provide professional engineering and related services to advance the SAFER Bay Project Phase 1 – North of Bay Road reach (Station 52+27 to 69+00) from the existing approximately 10 percent design level through final design and bid support.

The consultant's services will generally include the following:

- Project management and coordination with City staff and partner agencies



## CONSENT ITEM 3.3

- Review of existing ten percent design documents and supporting technical information
- Preparation of thirty percent, sixty percent, ninety percent, and final design documents
- Environmental documentation support and regulatory coordination
- Preparation and support of permit applications required for construction
- Technical support for City-led public outreach activities
- Preparation of final plans, specifications, and estimates (PS&E) and bid support services

The project includes flood protection improvements along the SAFER Bay alignment within the City of East Palo Alto, as well as associated Bay Trail access improvements, and on-site habitat mitigation features necessary to support levee construction and maintain tidal marsh connectivity and habitat functions.

### Next Steps

Following City Council approval, staff will execute a professional services agreement with Sherwood Design Engineers, Ltd. and issue a Notice to Proceed. The consultant will begin by reviewing the existing ten percent design and advancing the project through the Phase 1 design milestones required under the FEMA Hazard Mitigation Grant Program (HMGP).

The anticipated schedule for Phase 1 design and permitting activities is shown below.

<b>Milestone</b>	<b>Estimated Completion</b>
Contract Execution / Notice to Proceed	May 2026
30% Design	June 2026
60% Design	July 2026
90% Design	September 2026
Final Design, O&M Plan, Bid Support, Updated BCA	October 17, 2026
Regulatory Permits (anticipated) by SFCJPA	Summer 2027
Construction Bid & Award Prep	TBD

Staff will continue coordinating with the SFCJPA, FEMA, and other regulatory agencies as the project advances through design, environmental review, and permitting. Future actions related to construction will be brought to the City Council at a later date.

### Fiscal Impact

SAFER Bay project Phase 1 is included in the FY 2025-26 Capital Budget.

FEMA has approved and obligated HMGP funds for the City of East Palo Alto's SAFER Bay Project – Phase 1 (HMGP DR-4344-541-93R). These funds are inclusive for both reaches, namely, south of Bay Road and north of Bay Road. The total project cost is \$4,649,240, including a 75% federal share of \$3,486,930 and a 25% non-federal match of \$1,162,310. An additional \$156,323 has been obligated to cover Subrecipient Management Costs at 100% federal share. These funds are now available for eligible disbursements.

In April 2025, the City of East Palo Alto executed an agreement for the design of the SAFER

 **CONSENT ITEM 3.3**

Bay project Phase 1 - South of Bay Road reach for \$3,384,280.90. Under the funding agreement, FEMA will cover 75% of the project cost, or \$2,538,210.68, while the City of East Palo Alto is responsible for the remaining 25%, totaling \$846,070.23. This cost share will support Phase I of the project, scheduled for implementation during 2025 and 2026. These funds have already been encumbered.

For the SAFER Bay project Phase 1– North of Bay Road reach, the total not to exceed amount is \$1,934,988. There are left over funds from the design phase of the HMGP grant in the amount of \$948,719.32. The remainder of \$986,268.68 will be funded through the City’s capital funds. The City has previously committed up to \$5.5 million toward this project through Resolution 5031, of which \$316,239.77 will be funded from the previously committed amount. Staff is requesting an additional appropriation of \$670,028.91 from the CIP Local Fund to fully fund the remaining project costs. Please see the summary funding table below.

<b>Project Phase</b>	<b>Federal Share</b>	<b>Non-Federal Share (East Palo Alto) \$5.5 million committed</b>	<b>Non-Federal Share (additional appropriation from CIP)</b>	<b>Total Project Cost</b>
Phase I, Supplement 3019 (South of Bay Rd Reach)	\$2,538,210.68	\$846,070.23	N/A	\$3,384,280.90
Phase I, Supplement 3019 (North of Bay Rd Reach)	\$948,719.32	\$316,239.77	\$670,028.91	\$1,934,988.00

**Public Notice**

The public was provided notice of this City Council agenda item by posting it on the City's official bulletin board outside the City of East Palo Alto City Hall and making the agenda and report available at the City's website and at the San Mateo County Library located at 2415 University Avenue, East Palo Alto, California 94303.

**Environmental**

The SAFER Bay Project is subject to environmental review under both the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA). The San Francisquito Creek Joint Powers Authority (SFCJPA) is preparing an Environmental Impact Report (EIR) for the SAFER Bay Project, with the public draft EIR released in December 2025 and final EIR certification anticipated by June 2026. The EIR evaluates the SAFER Bay Project reaches at varying levels of detail; for the North of Bay Road Reach, the EIR provides programmatic-level coverage.

Because the design for this reach was advanced to the ten percent level at the time of the EIR's



## **CONSENT ITEM 3.3**

preparation, additional project-level CEQA documentation may be required as the design progresses. The scope of services under this contract includes provisions for the selected consultant to prepare supplemental CEQA documentation, such as an Addendum or Supplemental EIR, if determined to be necessary following certification of the Final EIR. The specific CEQA pathway will be determined based on the certified EIR and the results of the consultant's value engineering and environmental documentation strategy assessment, as described in the scope of work.

The proposed action before the City Council, awarding a professional services agreement for engineering design services, does not itself constitute a "project" within the meaning of CEQA pursuant to CEQA Guidelines sections 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.. Awarding this contract does not commit the City to any specific course of action with respect to construction, and all future project-level approvals will be subject to appropriate environmental review.

### **Government Code § 84308**

**Applicability of Levine Act:** No, as the entitlement in question is an agreement between two or more governmental entities.

**Analysis of Levine Act Compliance:** Not applicable.

### **Attachments**

1. Resolution
1. Sherwood Design Engineers, Ltd. Proposal
2. Sherwood Design Engineers, Ltd. Fee Table

**RESOLUTION NO. XX– 2026**

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

**AUTHORIZING THE CITY MANAGER TO AWARD, NEGOTIATE AND EXECUTE A CONTRACT WITH SHERWOOD DESIGN ENGINEERS, LTD. IN A FORM TO BE APPROVED BY THE CITY ATTORNEY, IN THE AMOUNT OF \$1,759,080.00 AND TO ESTABLISH A 10% CONTINGENCY IN THE AMOUNT OF \$175,908.00 FOR A NOT-TO-EXCEED OF \$1,934,988.00 TO PROVIDE CIVIL ENGINEERING DESIGN SERVICES FOR THE SAFER BAY PROJECT – PHASE 1 NORTH OF BAY ROAD REACH (STA 52+27 TO 69+00)**

**WHEREAS**, the City of East Palo Alto has identified flood risks for the City's most vulnerable areas (the Ravenswood neighborhood, the Weeks Street neighborhood, the Baylands, the Cooley Landing area, Kavanaugh Tract, Clarke Avenue area, University Village, and the Pulgas Avenue corridor); and

**WHEREAS**, the Strategy to Advance Flood Protection, Ecosystems, and Recreation along the Bay (SAFER Bay) Project (Project) aims to ultimately remove the City's most vulnerable areas from the Federal Emergency Management Agency's (FEMA's) 100-year floodplain designation and improve long-term resilience against climate change impacts; and

**WHEREAS**, the Hazard Mitigation Grant Program (HMGP) funds from FEMA, under the Department of Homeland Security (DHS), were issued on September 1, 2022, to support the design and planning of flood protection improvements aimed at protecting vulnerable areas from sea level rise; and

**WHEREAS**, the City's application as subapplicant was selected and awarded \$3,486,930.00 for design costs and \$156,323.00 for subrecipient management costs for the Project; and

**WHEREAS**, in April 2025 the City Council authorized an agreement with Sherwood Design Engineers, Ltd. for professional engineering services for the SAFER Bay Project Phase 1 – South of Bay Road Reach in the amount of \$3,384,280.90; and

**WHEREAS**, the City now seeks to advance the Phase 1 – North of Bay Road Reach (STA 52+27 to 69+00) from the existing approximately 10 percent design level through final design and bid support; and

**WHEREAS**, as part of the design process, the City will oversee consultants managing the flood protection levee project's design, environmental documentation, regulatory permitting support, right-of-way coordination, public outreach support, and bid support to ensure alignment with project goals, FEMA grant requirements, and regulatory requirements; and

**WHEREAS**, the City issued a Request for Proposals on February 4, 2026, and on March 6, 2026, the City received one proposal from Sherwood Design Engineers, Ltd.; and

**WHEREAS**, Sherwood Design Engineers, Ltd. meets the qualifications required to perform the work; and

**WHEREAS**, staff negotiated the cost with Sherwood Design Engineers, Ltd. and is recommending awarding a design contract.

**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 an agreement with Sherwood Design Engineers, Ltd., in a form approved by the City Attorney, for \$1,759,080.00, and to establish a 10% contingency in the amount of \$175,908.00, for a not-to-exceed total of \$1,934,988.00 for professional engineering services to complete the design of the SAFER Bay Project – Phase 1 North of Bay Road Reach (STA 52+27 to 69+00); and
3. Appropriating \$670,028.91 from the CIP local fund; and
4. Finding that the proposed action does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines sections This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

**PASSED AND ADOPTED** this 19<sup>th</sup> Day of May 2026, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
Webster Lincoln, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
James Colin, City Clerk

\_\_\_\_\_  
John D. Lê, City Attorney

# **SAFER Bay East Palo Alto, California**

## **Scope and Fee for Civil Engineering Services**

**Design, Permitting & Bid Support  
(Phase 1 – North of Bay Road Reach, STA 52+27 to 69+00)**

**Sherwood Design Engineers  
May 4, 2026**



## Scope and Fee

**May 4, 2026**

**City of East Palo Alto**  
Public Works Department  
Engineering Division  
c/o Alec Nicholas  
1960 Tate Street  
East Palo Alto, CA 94303

**RE: Scope and Fee for Civil Engineering Services  
SAFER Bay EPA  
Design, Permitting & Bid Support (Phase 1 – North of Bay Road Reach, STA 52+27 to 69+00)**

Dear Alec,

In response to your request, Sherwood Design Engineers (“Sherwood” hereinafter) is pleased to submit this scope and fee to the City of East Palo Alto (the “Client” or “City” hereinafter) for engineering services for the SAFER Bay Design, Permitting, and Bid Support (Phase 1 – North of Bay Road Reach, STA 52+27 to 69+00) project located at the Bay Trail between Bay Road and Tara Street in the City of East Palo Alto, California. This scope describes professional civil engineering services to be performed by Sherwood in collaboration, as appropriate, with Sherwood’s subconsultants and the Client’s other design team members (the “Design Team” hereinafter).

This proposal is valid for 45 days from the date submitted to East Palo Alto. Any proposed project or portion thereof not accepted during this timeframe, will become void and will require a new proposal if requested in future.

We will initiate proposed services upon the written approval of these terms and conditions or upon receipt of a written Notice to Proceed that identifies that a formal signed contract will be forthcoming from the Client.

## 1.0 PROJECT UNDERSTANDING

The project includes approximately 1,700 LF of earthen levee and one vehicular floodgate. Additional efforts will support habitat restoration through a tidal channel realignment in the marshes fronting the Project. The North of Bay Road (NOBR) Project builds upon the South of Bay Road (SOBR) Project currently under contract.

Sherwood will work closely in a collaborative manner with the Design Team to complete the contracted civil engineering services in accordance with the appropriate requirements of the governing agencies. The understood scope of work has been established by the City of East Palo Alto’s February 4, 2026 Request for Proposals (RFP) and subsequent refinements by Sherwood and Client. The project consists of civil engineering services as described below.

Every project is subject to specific requirements and conditions that cannot be fully anticipated and may require additional documentation and support not covered in the original scope. If additional scope items are identified, outside those listed within this proposal Sherwood will work with the Client to develop an Additional Services agreement for approval prior to advancing the work.

## 1.1 Limits of Work

The Limits of Work for this project encompasses the area(s) bounded in Exhibit A. Any additional work not included herein may be scoped in a separate contract.

## 2.0 PROJECT PHASING AND DELIVERABLES

Sherwood proposes the following design phases relative to the anticipated permit approvals process, planning documents, and construction documents production. Each phase is intended to enhance the design upon successive approvals to help the project realize the intended design upon completion.

The proposed design phases (“tasks”) for this project are:

1. Project Management
2. [NOT USED]
3. Data Collection and Investigations
4. Basis for Design
5. 30% Design Document
6. Environmental and Regulatory Compliance
7. 60% Design
8. 90% Design
9. 100% Final Design

It is understood that Sherwood will provide electronic files to the Client for submittal to the appropriate stakeholders and design review committee. Refer to phase(s) below for specific deliverables.

### Task 1. Project Management

Task 1 will initiate the Project with clear and methodical Project Management by starting off with a well-organized kickoff meeting to set the stage for consistent expectations and procedures throughout the duration of the project. Subsequent subtasks, including work plan development and additional dedicated meetings, are designed to provide feedback loops throughout the Project in a way that supports overall development. The fee provided herein assumes one (1) review cycle per design phase (30%, 60%, 90%, 100%). Additional review cycles or major redesign efforts will be treated as Additional Services. Agency and stakeholder coordination is limited to the meetings identified herein; additional meetings will be considered Additional Services.

#### Subtask 1.1. Kick-off Meeting

A kickoff meeting will be held to introduce key City of East Palo Alto and Sherwood Team members to one another, acquaint all participants with the purpose of and expectations for the Project, describe team members’ roles and responsibilities, describe Project procedures, and summarize scope and schedule. Sherwood Team attendance at the Kickoff Meeting is anticipated to represent leadership from each key area of contribution.

#### Subtask 1.2 Project Design Work Plan

The Project Design Work Plans shall include Project objectives, requirements, constraints, a detailed Project Schedule (showing major tasks and deliverables), a breakdown of the Sherwood Team’s costs for the major tasks, a list of the Sherwood Team members and their roles and responsibilities, communication protocols (internal and external), and other administrative procedures.

#### Subtask 1.3 Progress Meetings

Following the kick-off meetings, the Sherwood Team will coordinate and attend periodic progress meetings and workshops with City of East Palo Alto Staff. Progress meetings are anticipated to include monthly design coordination meetings which will be held coincident with the ongoing South of Bay Road Project meetings. No additional deliverables will be provided separately under the North of Bay Road Project.

#### **Subtask 1.4 One-on-One Meetings with City of East Palo Alto**

Recurring weekly meetings will be held between the Sherwood Project Manager and City representative. These meetings will provide updates on the team's work activities, look-ahead activities, and any issues or action required by the City. These are anticipated to be held over video conference and will extend from the already scheduled meetings under the SOBR contract.

#### **Subtask 1.5 Coordination and Communication with External Agencies and Stakeholders**

In collaboration with the City's Project Manager, the Sherwood Team will coordinate and communicate with appropriate regulatory or other federal, state, and local agencies and stakeholders. These entities are anticipated to include FEMA, CalOES, PG&E, SFCJPA, and other utility service providers. Utility coordination meetings are assumed not to exceed four (4) meetings. Remaining meetings for the non-utility agencies will not exceed six (6) meetings for a total of 10 meetings maximum.

Support to the City for grant status reporting under the CalOES Hazard Mitigation Grant Program (HMGP) will be provided to describe any changes in scope, schedule or budget, and suggested corrective actions.

#### **Subtask 1.6 Public Outreach**

Two public outreach efforts are included under Subtask 1.6: direct community engagement and participation in BCDC DRB meetings. Per client requests to streamline, the community engagement efforts will be limited to creation of up to two (2) exhibits for EPA staff to present to the residents of East Palo Alto and supporting community outreach worker efforts to distribute information to the residents. No Sherwood Team engineers or other technical staff will attend community meetings for this North of Bay Road project.

In addition to coordination with the general public, subtask 1.6 provides for preparation and attendance at two (2) BCDC DRB meetings. The meetings will be scheduled and led by the JPA team and coordinated with the SAFER Menlo Park consultant team. The Sherwood Team assumes these presentations will be made in-person and cover up to 20 exhibits addressing the Design Review Board's public access and landscape requirements.

It is assumed that no BCDC Engineering Criteria Review Board (ECRB) meetings or review will be required due to the future FEMA certification of the levee.

Deliverables:

- Exhibit creation for two (2) BCDC DRB meetings
- Attendance of relevant key personnel at two (2) BCDC DRB meetings

#### **Subtask 1.7 Additional Review Meetings**

Sherwood will schedule and attend additional meetings, workshops, and consultations with the City as noted under (and connected to) subsequent tasks. Up to a maximum of two (2) one-day workshops are accommodated.

### **Task 2. [NOT USED]**

### **Task 3. Data Collection and Investigations**

As part of Task 3, the Sherwood Team will review, verify, and incorporate available planning- and design-level data previously prepared for the project, and identify and address gaps. Data review is expected to include review of the geotechnical data (as acquired under SOBR contract ASP02) required to design the proposed levees, characterize the natural ecology of the disturbed area, and design appropriate flood mitigation in the context of minimizing environmental impact. These services will include:

#### **Subtask 3.1 Research and Review of Available Project Documentation**

The Sherwood team will review the HDR 10% design for North of Bay Road stations 52+27 to 69+00, existing or in-progress survey, geotechnical, and environmental information, and planning level studies as made available by the Client. A memorandum deliverable is excluded from this scope of work per Client request.

#### **Subtask 3.2 Project Base Map**

Incorporating work from the Sherwood Team's South of Bay Road efforts and any additional City-furnished mapping, Task 3.2 will assemble a project base map. This base mapping process will include a verification of internal consistency amongst data, resolution of discrepancies identified under Task 5, and coordination with the City regarding conflicts or uncertainties.

Assumptions:

- No new field work will be required, including no utility potholing, CCTV, or GPR. Accuracy and completeness of project base map is limited to the accuracy and completeness of record data available, and that which is readily visible in the field.

Deliverables:

- One (1) updated, compiled Project Base Map DWG file

#### **Subtask 3.3 Right-of-Way Acquisition and Negotiations**

[SEE OPTIONAL ADDITIONAL SERVICES]

#### **Subtask 3.4 Geotechnical Investigations – Analysis and Design**

Led by subconsultant Geosyntec, the Sherwood Team will review, interpret, and incorporate previously completed geotechnical investigations and analyses into the Project design. This scope includes review of the existing geotechnical investigations information as acquired under the South of Bay Road project ASP02 (North of Bay Exploration), supplemental engineering analysis and design support, and geotechnical design criteria and support of the plans, specifications, and estimates. Geotechnical efforts covered under this subtask will fold into deliverables which are shared with the South of Bay Road Project.

#### **Subtask 3.5 Interior Drainage**

The Sherwood Team, as part of the South of Bay Road Project, is currently completing a portion of the Interior Drainage analysis needed for this project segment. The scope of work below proceeds with the remaining task to complete the analysis.

The proposed design phases for this project are:

1. FEMA Coordination and Compliance Alignment
2. Data Collection and Infrastructure Inventory

3. Design Basis and Scenario Development
4. Residual FEMA Risk Mapping
5. Pump Station and Detention Performance Evaluation
6. O&M and Closure Systems Review
7. Interior Drainage Certification Report

It is understood that Sherwood will provide electronic files to the Client for submission to the appropriate stakeholders and design review committee. Refer to phase(s) below for specific deliverables.

### **3.5.1 FEMA Coordination and Compliance**

Sherwood will lead technical coordination with FEMA Region IX, the California Department of Water Resources (DWR) NFIP coordinator, and other relevant partners to confirm alignment with applicable FEMA mapping guidance, particularly the levee-specific interior drainage requirements outlined in 44 CFR §65.10 and related appendices of the FEMA LAMP (Levee Analysis and Mapping Procedures) guidance. This task includes:

- A kickoff meeting to confirm approach and assumptions
- Interim check-ins to share scenario definitions, data sources, and results
- Maintenance of a compliance tracking matrix
- Preparation of coordination memos and documentation of FEMA's informal concurrence with modeling assumptions and design basis

Deliverables:

- Meeting Notes and Agendas
- Preparation of materials and presentation at up to 2 FEMA coordination meetings

### **3.5.2 Data Collection and Infrastructure Inventory (Survey)**

This task includes up to 40 drainage structures that will be field surveyed (e.g., manholes, culverts, outfalls, tide gates) to validate locations, inverts, and sizes.

Deliverables:

- GIS-based structure inventory and updated storm network database (to be included with final deliverable)

### **3.5.3 Design Basis and Scenario Development**

Sherwood will define the hydraulic and hydrologic parameters that establish the basis for modeling and performance evaluation. This includes:

- Defining the 1% annual chance (100-year) precipitation design storm
- Establishing joint-probability rainfall + tailwater events (e.g., 10-year rainfall + 10-year tide) per EM 1110-2-1414 and LAMP
- Identifying critical sea level rise (SLR) and climate-adjusted rainfall scenarios for sensitivity testing
- Developing a detailed scenario matrix aligned with FEMA requirements
- Assumes that Client will review and provide comprehensive comments on Basis of Design before Design Team proceeds with Interior Drainage Modeling

Deliverables:

- One (1) Design Basis Memorandum with up to 3 final design scenarios

### **3.5.4 Residual FEMA Risk Mapping**

Once the residual flood extent area is accepted by the City, Sherwood will delineate AO, AH, or A Zones consistent with FEMA's DFIRM specifications. Sherwood will prepare mapping and GIS deliverables suitable for inclusion in the Letter of Map Revision submittal.

Deliverables:

- Residual risk maps, GIS shapefiles, metadata

### ***3.5.5 Pump Station and Detention Performance Evaluation***

Sherwood will conduct a focused technical evaluation of existing pump stations and detention facilities. The analysis will address:

- Pump reliability, backup power, and redundancy
- Basin capacity versus modeled inflow volumes
- Sensitivity of system performance to tide and SLR

Deliverables:

- Existing pump station and detention performance appendix

Assumptions:

- This task does not include any field testing of pumps.
- Existing pump documentation will be provided by the City.
- No proposed pumps are modeled in this scope of work.

### ***3.5.6 O&M and Closure Systems Review***

In support of the Original Services Agreement's levee system Operations & Maintenance plan, Sherwood will prepare a dedicated section documenting the routine and emergency operations of interior drainage systems, including:

- Pump station operations, inspections, and redundancy plans
- Tide gate functionality and backup procedures
- Any temporary closures required for drainage control

Deliverables:

- Draft & Final O&M section for FEMA certification package

Assumptions:

- This assumes documentation of existing O&M plans (by Others) for the interior drainage infrastructure. It does not include creating new O&M plans.

### ***3.5.7 Draft and Final Interior Drainage Certification Report***

Sherwood will compile all modeling results, technical analysis, compliance documentation, and mapping products into a comprehensive Interior Drainage Certification Report. This report will be:

- Structured to FEMA's standards and cross-referenced to 44 CFR §65.10
- Submitted first in draft form for client and stakeholder review
- Finalized with Professional Engineer (PE) certification for inclusion in the MT-2 LOMR application

Deliverables:

- Draft and final Interior Drainage Report
- Signed PE certification letter

## **Task 4. Basis of Design and Calculations**

### **Subtask 4.1. Design Criteria Memorandum**

The Design Criteria Memorandum (DCM) will define the basic criteria and guidance that will be utilized during design. It will include basic operations requirements, Project performance requirements, and other stakeholders' design criteria as identified by the City. The DCM will document geotechnical, civil, structural, mechanical, traffic, hydrologic and/or hydraulic standards to be used in the analyses and design. Pertinent codes and references will be cited. The Design Criteria Memorandum will be issued in Updated Draft form as a merged document with the ongoing South of Bay Road (SOBR) DCM, and updated as design progresses through the various design stages. One final compiled DCM, inclusive of this proposal's North of Bay Road (NOBR) criteria and the separately contracted SOBR shall be provided.

Deliverables are covered by Subtask 4.2, below. The DCM becomes the BODR as design progresses and therefore the documents are tracked together.

### **Subtask 4.2. Basis of Design Report**

The Sherwood team will prepare a full Basis of Design Report to define the technical requirements and parameters for the entire Project including the fields of civil, geotechnical, structural, hydrologic, hydraulic, mechanical, traffic controls, maintenance, and others, as appropriate.

The Basis of Design Report may include but is not limited to the following: description of the general arrangement of existing and new Project facilities; summary of the pertinent findings of field investigations; basis for material properties for use in analyses; construction materials source assessment (on-site and commercial); foundation characterization to assess excavation requirements and foundation acceptance criteria; groundwater dewatering requirements; civil and geotechnical design of the Project elements for analyses; hydraulic and structural design of various elements; mechanical facilities design; access roadwork, and restoration performance criteria and monitoring methods.

Deliverables:

- One (1) draft Design Criteria Memorandum Addendum to the SOBR DCM
- One (1) final compiled Design Criteria Memorandum, reflecting updates per comments from the Client on NOBR criteria
- One (1) draft and one (1) final Basis of Design Report (combined deliverable with SOBR)

## **Task 5. 30% Design Documentation**

### **Subtask 5.1 NOT USED**

### **Subtask 5.2 30% Plans and Specifications**

The North of Bay Road design will start from the 10% drawings produced by the previous JPA team and progress toward 30% design. Plans will be provided as a progress plot without final review. Specifications will be provided as a table of contents outline. A list of cost items (categories, names) and units (LF, CY) will be provided, without itemization of any quantities or costs. These will be the first 30% documents produced for North of Bay Road, not revised 30% documents as noted in the RFP.

The primary scope of the 30% design encompasses approximately 1,700 linear feet of earthen levee from Station 52+27 to Station 69+00. The 30% design progression for the levee will establish the horizontal and vertical alignment, typical cross sections, crest elevation and width, side slopes, seepage and stability design criteria integration from the geotechnical analysis (Subtask 3.4), earthwork, and material

source considerations. The design will address tie-ins to existing grade at the northern terminus near Tara Street and to the floodgate structure at Bay Road. The floodgate structure at Bay Road will be a buoyant prefabricated product from FloodBreak or similar manufacturer. The crossing will include design considerations for vehicular and pedestrian traffic.

A key element of the North of Bay Road design will include the closure structure across Bay Road. In addition to the civil, geotechnical, and structural requirements of a gate structure, mechanical, cathodic protection, and traffic consultants have joined the Sherwood Team to address the unique requirements of this gate.

The Sherwood Team will conduct a geometric and programmatic assessment for the prescribed passive floodgate as stipulated by the City to provide flood protection across Bay Road. Only a passive buoyancy gate will be considered. Swing gates, sliding gates, stop logs, lift gates, or others will not be evaluated. This 30% design progression will evaluate for structural, geotechnical, and seismic feasibility, tie-in to adjacent flood walls, constructability, operations and maintenance, and public access (vehicle, bike and pedestrian). COWI will coordinate with Geosyntec to evaluate foundation options for the gate and wiper wall abutments.

To accommodate the unique perpendicular feature requirements of a passive buoyant gate with its edge conditions, the flood protection alignment is anticipated to be reconfigured from the 10% geometry shown in order to cross Bay Road at 90 degrees instead of diagonally.

The exposed gate element will also require cathodic protection to prevent corrosion. Subconsultant WS Nelson will lead the development of the necessary mechanical and cathodic protection scopes.

It is also anticipated that, due to the proximity of the Bay Trail immediately adjacent to the future gate, traffic signalization will be required to provide for pedestrian/vehicular safety. The 30% design phase will consider appropriate signalization at the newly sight-distance impacted crossing. Design development will conform to the CA MUTCD and City of East Palo Alto guidelines for a functional traffic signal.

Working with FloodBreak or similar gate manufacturer, COWI will provide the structural design of the concrete wing walls and foundations. It is anticipated that the foundations for the U-shaped structure will be either pile supported or gravity foundation on improved soil. The gate structure will be a performance-based design element, designed by FloodBreak or similar gate manufacturer prior to construction commencing. The flood gate will tie into the South of Bay Road levee with sheet pile wall on the south side. The flood gate will tie into North of Bay Road earthen levee on the north side.

In addition to the flood protection system and floodgate crossing Bay Road as identified in the 10% drawings, a tidal channel realignment within the Ravenswood Open Space and Faber-Laumeister Marshes will be required. Led by Sherwood subconsultant WRA, the plans will address rerouting of the tidal channels impacted by the planned levee alignment. The soil excavated from the marshes for new tidal channel creation is anticipated to be reused in place to create high-tide refugia, improving habitat function.

The 30% plans, produced on 24"x36" sheets, will be marked "Progress Plot" and include:

- A. Cover/Title sheet
- B. Index map and sheet
- C. General Notes, Abbreviations and Legend sheets
- D. General site plan sheet
- E. Survey control points and table with topographic survey and mapping data
- F. Plan and Profile sheets
- G. Cross sections
- H. Typical Sections
- I. Contractor layout, staging, access, and work areas
- J. Existing and required fee, permanent easement and temporary construction easements
- K. Additional temporary construction easements required to construct the Projects

Deliverables:

- One (1) “Progress Plot” 30% plan set
- One (1) outline specification set
- One (1) list of cost item categories and units

### **Subtask 5.3 Right-of-Way**

Subtask 5.3 provides for the delineation of existing property lines and take lines (ROW, easements, and property acquisitions) needed for Project construction and/or ongoing maintenance and access.

### **Subtask 5.4 Review Meetings**

The Sherwood Team will conduct a 30% review meeting with the City and stakeholders to review and discuss comments. Note that no fee is associated with this task as its efforts are funded under Task 1.7.

## **Task 6. Environmental Documentation and Regulatory Compliance**

This task provides an overview of the environmental documentation and regulatory compliance approaches recommended for the project. There are two alternative CEQA pathways for consideration: Alternative 1, preparation of an Addendum to the previously certified EIR pursuant to State CEQA Guidelines Section 15164; and Alternative 2, preparation of a Supplemental EIR pursuant to Section 15163 (and consistent with the standards set forth in Section 15162). The appropriate pathway will ultimately be determined based on the project’s design and the extent to which the proposed modifications would result in new significant impacts or a substantial increase in the severity of previously identified impacts. It is assumed that Subtask 6.1 for the EIR Addendum will be provided. If it is determined that an EIR Addendum is inappropriate and a Supplemental EIR is required, the Sherwood Team will notify the Client as soon as practicable.

The City will serve as the CEQA Lead Agency and will be responsible for ensuring that the project complies with all applicable requirements of CEQA and the State CEQA Guidelines.

### **Subtask 6.1 Alternative 1: EIR Addendum**

Section 15164 of the State CEQA Guidelines provides that a lead agency “shall prepare an addendum to a previously certified EIR if some changes or additions are necessary but none of the conditions” that necessitate preparation of a subsequent EIR (as described in Section 15162) have occurred. As summarized in the Environmental Strategies Memo from the SOBR Project, Sherwood subconsultant Circlepoint will evaluate strategies for preparing the CEQA Addendum for the project and identify any gaps, if applicable, in the existing EIR’s analysis.

#### **6.1.1 Review Programmatic EIR and Related Project Materials**

To support preparation of the EIR Addendum (Addendum), Circlepoint will prepare a data request sheet to obtain any additional information needed from the project team.

Deliverables:

- Data Request Sheet

#### **6.1.2. Updated Project Description**

The Circlepoint team will prepare a detailed and updated project description for the Addendum utilizing the SFCJPA EIR as a reference. The project description will include project background, purpose and need, project objectives, and a description of proposed components. Each component will be described in

sufficient detail to facilitate determination of the nature and scale of environmental impacts, including area of disturbance and construction equipment scenarios. The project description will also identify discretionary approvals by regulatory agencies.

Deliverables:

- One (1) CEQA Project Description

#### 6.1.3. Environmental Investigations and Studies

Based on review of the SFCJPA Draft EIR, as well as public comments and draft responses to those comments, the document provides foundational CEQA coverage for the area North of Bay Road. The EIR's mitigation measures are generally comprehensive and conservative, supporting reliance on the EIR as a basis for tiering. This conservative approach generally precludes the need for additional technical analysis and reduces the likelihood that new significant impacts or additional mitigation measures would need to be identified at the Addendum stage, consistent with CEQA requirements.

One EIR mitigation measure, however, pertains to cultural resources and requires a project-level cultural resources review. Accordingly, we recommend preparation of a cultural resources survey report to satisfy the requirements of the soon-to-be certified EIR and to support the Addendum. Circlepoint has partnered with Archaeological/Historical Consultants (A/HC), who have experience in the project area with knowledge of archaeological and historical resources.

The following cultural resources tasks would be conducted to support the Addendum:

- Record Search. To identify previously recorded resources, a record search for prior studies and recorded cultural sites will be requested from the Northwest Information Center, Sonoma State University, Rohnert Park, to include the project study area and a ¼-mile radius around it. A/HC will also request a Sacred Lands File search and tribal contact list for San Mateo County from the California Native American Heritage Commission in Sacramento, and review East Palo Alto's inventory of historic resources.
- Area of Potential Effect Map. In consultation with the City and project engineers, A/HC will prepare an Area of Potential Effects (APE) map for review by relevant federal agencies.
- Cultural Resources Field Survey. An archaeologist meeting the Secretary of the Interior's Standards will complete a pedestrian survey of the project APE. The surveyor will identify any archaeological resources or built environment resources exceeding 50 years of age and record them as necessary on State of California DPR 523 forms. We assume that parts of the existing levee system will require recording, along with ancillary structures such as weirs, gates, or pumping systems.
- Background Research. A qualified archaeologist will use historical ecological data, historic-era topographic and other maps, geotechnical studies, aerial photos, and other sources to identify previously recorded resources and assess the buried site sensitivity of the Project APE.
- AB 52 and Section 106 Native American Consultation. A/HC will assist the City with Native American consultation by transmitting consultation letters to tribes on the NAHC contact list, completing two rounds of follow-up emails, recording any responses, and attending two consultation meetings.
- Cultural Resources Survey Report. The above data will be used to complete a Cultural Resources Survey Report.
- Finding of Effect Memorandum. A/HC will prepare an FOE memorandum recommending a Section 106 finding of effect.

Deliverables:

- One (1) Cultural Resources Report

#### 6.1.4. Draft Addendum

Pursuant to Section 15164 of the State CEQA Guidelines, Circlepoint will prepare a Draft Addendum to the previously certified Final EIR prepared by SFCJPA, as applicable. The Addendum will evaluate whether the proposed project revisions would result in new significant environmental effects or a substantial increase in the severity of previously identified significant effects, consistent with Section 15162 of the CEQA Guidelines. The Draft Addendum will be prepared in accordance with the CEQA Guidelines and will include all required components necessary to support the City's findings.

While the precise scope of analysis will be informed by the final project design and the conclusions of the certified SFCJPA EIR, the Draft Addendum is anticipated to include:

- An updated Project Description;
- A detailed comparison of the project and the programmatic analysis in the certified EIR;
- A summary of applicable certified EIR findings and mitigation measures;
- An evaluation of environmental effects associated with the proposed modifications;
- A checklist-style analysis (similar to Appendix G of the CEQA Guidelines) to clearly document whether:
  - New significant impacts would occur;
  - Previously identified impacts would become more severe; or
  - New information of substantial importance would alter prior conclusions.

The Draft Addendum will clearly document the basis for the determination that none of the conditions described in Section 15162 requiring preparation of a Subsequent or Supplemental EIR have occurred. The Draft Addendum will be submitted electronically for Agency review and comment.

Deliverables:

- One (1) Draft Addendum

#### 6.1.5 Final Addendum

Following receipt of consolidated Agency comments on the Draft Addendum after the second round of review, Circlepoint will review and evaluate all remaining comments and revise the document as necessary to address feedback and incorporate clarifications. Circlepoint will then prepare a Final Addendum suitable for consideration and action by the City. The Final Addendum will be provided as a clean, consolidated electronic document incorporating all revisions, updates, and finalized technical appendices. Consistent with Section 15164 of the State CEQA Guidelines, public circulation of an Addendum is not required. The Final Addendum will document and support the City's determination that the North of Bay Road project does not involve substantial changes, new information, or substantially more severe impacts that would require preparation of a Subsequent or Supplemental Environmental Impact Report pursuant to Section 15162 of the CEQA Guidelines.

Deliverables:

- One (1) Final Addendum

#### 6.1.6 Notice of Determination

Upon adoption of the Final Addendum by the City, the Circlepoint will prepare a Notice of Determination (NOD) in accordance with CEQA Guidelines Sections 15075 and 15094, as applicable. The NOD will:

- Summarize the Lead Agency's action;
- Reference the certified Final EIR and the Addendum prepared pursuant to Section 15164;
- Include the certified EIR's NOD and receipt proof of payment of the CDFW CEQA review fee (so as to not have to pay the CDFW fee twice);
- Include the required CEQA findings; and

- Identify the determination that no Subsequent or Supplemental EIR is required under Section 15162.

Circlepoint will coordinate execution of the NOD and will file the NOD with the San Mateo County Clerk and the State Clearinghouse, as required. Proof of filing will be provided to the City for its records.

Deliverables:

- One (1) NOD

Summary of Deliverables (Task 6.1):

- Data Request Sheet
- Project Description for NEPA and Project Description Changes for CEQA (Draft and Final)
- Cultural Resources Report
- Draft Addendum
- Final Addendum
- Notice of Determination (Draft and Final)

Assumptions:

1. The determination of whether an EIR Addendum (Subtask 6.1) or Supplemental EIR (Subtask 6.2) is the appropriate CEQA pathway shall be made no later than completion of the 30% design milestone. The Design Team shall present a written recommendation to the City at or before the 30% review meeting, identifying the recommended pathway with supporting rationale. If the Supplemental EIR pathway is required, the Design Team shall submit a scope and fee amendment for City consideration within 15 business days of that determination.
2. The Project Description will build on the Program EIR Project Description and will more fully develop components of the Project that are either not described or not described in detail in the existing Program EIR. Consultant will respond to a single round of consolidated City comments on Project Description prior to finalizing. The CEQA project description (Subtask 6.1.2) shall be prepared based on the 30% design approved by the City.
3. The base scope and fee assume that the SFCJPA Final EIR will be certified in sufficient time to allow completion of the EIR Addendum within the Agreement schedule. The Consultant shall perform all preparatory work that can be lawfully completed in advance of certification. The Draft Addendum (Subtask 6.1.4) shall not commence until the Final EIR has been certified. If certification is delayed such that the Agreement schedule cannot be met, the Design Team shall promptly notify the City and the parties shall confer to determine appropriate schedule adjustments.
4. No major project modifications will occur after the Addendum analysis is underway. Significant changes requiring repeated analysis or rewriting may require a scope amendment. Design evolution resulting from the Consultant's own design progression shall not constitute a "major project modification" and shall not be a basis for additional CEQA scope or fees.
5. If after further investigation, any project change appears likely to create a new significant impact or substantially increase the severity of an existing impact, or otherwise triggers recirculation thresholds, such findings may necessitate additional CEQA review (e.g., Task 6.2).
6. The Draft Addendum will be provided to the City for up to two rounds of review and comment prior to preparation of the Final Addendum.
7. The City is responsible for paying any fees associated with filing the Notice of Determination.

### **Subtask 6.2 Alternative 2: Supplemental EIR (OPTIONAL)**

[SEE OPTIONAL ADDITIONAL SERVICES]

### **Subtask 6.3 Regulatory Compliance**

The SFCJPA is leading permit applications with the BRRIT for all reaches of the SAFER Bay project. The Sherwood Team will support preparation of permit applications; final preparation, submittal, and agency coordination for permits are by others unless specifically included. This subtask covers supporting material needed for Project implementation for permits to be obtained through the BRRIT which are not covered by the JPA. We have assumed two (2) BRRIT meetings and two (2) Refuge meetings will be held. WRA will lead the data sharing efforts with the JPA team. Support to JPA is anticipated for the following permits:

- USACE Section 404, Rivers and Harbors Act Section 10
- USFWS and NMFS Endangered Species Act Section 7
- RWQCB Clean Water Action Section 401
- CDFW Streambed Alteration Agreement
- BCDC Major Permit

Support is also provided for National Historic Preservation Act Section 106, as aligns with Subtask 6.1.

#### **Subtask 6.4 As-Needed NEPA Support (OPTIONAL)**

[SEE OPTIONAL SERVICES]

### **Task 7. 60-Percent Design**

#### **Subtask 7.1 60% Plan Development**

The Sherwood team will progress design to 60% level completion through advancing drawings and specifications. The drawings, sections, and details will progress the scope identified in the RFP in general compliance with local, state, and federal requirements. The design progression will include utility upgrades and coordination, earthwork analysis, environmental and biological impact minimization, structural details, mechanical, and cathodic protection design at the one anticipated floodgate on Bay Road, landscaping and irrigation design, and maintenance and protection of traffic. The design will endeavor to address review comments from 30% Client input as received under Subtask 5.4.

Assumptions:

- The only known hazardous materials are outside of the limits of work of the project. No remediation or reporting is required. Should information be revealed to counter this assumption, the Sherwood Team can provide a scope and fee proposal for remediation at that time.

#### **Subtask 7.2 Review Meeting**

Approximately halfway through the implementation of the 60% design, a Design Review Workshop will be scheduled with the Client and appropriate stakeholders to review key considerations for incorporation into the 60% PS&E. These considerations will build upon the Basis of Design Report and Design Analysis Report to further refine changes to the 30% design documentation. The Design Review Workshop will be documented and outcomes will be thoroughly investigated and implemented. Any outcomes from the Workshop that are not implemented will be documented for stakeholder review and comment. This subtask is excluded from the fee table as it is funded under Task 1.7.

### **Task 8. 90-Percent Design**

#### **Subtask 8.1 90% Plans, Specifications, & Estimates**

The 90% plans will reflect revisions and resolutions required from comments received through the 60% design process. The Sherwood team will prepare and submit 90% drawings and specifications. The submittal will be a complete drawing and specification set at or near the level of completion for

construction. A list of cost items (categories, names) and units (LF, CY) will be provided for the City's use; an ACE Class 1 construction cost estimate is not included in this task.

Deliverables:

- One (1) 90% plan set in PDF and AutoCAD, to include all sheets provided under Task 5.2 with the following additional sheets:
  - Drawing Index Sheet
  - Demolition Sheets
  - Civil/Detail including grading and known hazardous material locations (assumed outside the Project LOW)
  - Traffic control and detour plans
  - Structural sheets
  - Landscape, tree demolition, revegetation plans and details
  - Irrigation plans and details
  - ROW Layout and control sheets
  - Standard details
  - Geotechnical investigation logs
- One (1) set of 90% Technical Specifications
- One (1) list of cost items and units

If Optional Task 3.3 is authorized, the 90% plans will include clear delineation of existing property lines and final take lines needed for Project construction and/or ongoing maintenance or access, with finalized ROW mapping and plats and legals.

The Sherwood team will review, coordinate, and resolve design comments and issues via comments received from the City, stakeholders or resource/regulatory agencies received during the 60% design progression.

Structural design calculations for the floodgate will include all analysis and computations that were necessary in designing the structures or elements of the Project. Independent check calculations will include analysis and computations necessary to independently check all aspects of the design shown on the unchecked details. Any comments or discrepancies identified by the check calculations will be compared with the design. Discrepancies shall be resolved between the designer and checker and the resolutions documented.

An independent check will be performed by a third party, not previously involved with the Project, for the design calculations, plans, and specifications prior to the 90% submittal. Independent check and the Sherwood team will prepare a comment resolution form detailing comments and responses.

If major comments are received from third party check, and these comments result in significant rework/revisions, the Sherwood team will address the comments and resubmit the 90% Design Submittal for review before proceeding to finalize the contract documents.

### **Subtask 8.2 Mitigation and Permitting Design.**

Following Task 6.1 EIR Addendum and the certification thereof, the Sherwood team will identify necessary mitigation requirements in the certified CEQA document and incorporate into the 90% Design documents.

### **Subtask 8.3 Review Meetings**

Approximately halfway through the implementation of the 90% design, a Design Review Workshop will be scheduled with the Client and appropriate stakeholders to review key considerations for incorporation into the 90% PS&E. This subtask is excluded from the fee table as it is funded under Task 1.7.

### **Subtask 8.5 Technical Design Document Update**

NOT USED.

### **Subtask 8.6 Draft Bid Items**

The Sherwood Team will create a Bid Technical Memorandum to describe the 90% level of design. The Technical Memorandum will explain the basis for bid items and strategies related to risk and cost uncertainty associated with any work which may be difficult to define. Provisions will be provided regarding milestones, testing and acceptance schedule, and criteria for the Project aligned with completion and payment for the Contractor's completion of each milestone.

Deliverables:

- One (1) Bid Technical Memorandum

### **Subtask 8.7 Constructability/Sequencing Requirements for the Contractor**

Subtask 8.7 provides for a construction sequencing plan or specification to identify key milestone dates to be met during construction and will include specific provisions for incorporation into the Contractor's plan, as needed.

Deliverables:

- One (1) Construction Sequencing Plan

### **Subtask 8.8 Operations and Maintenance Guidance Manual**

The Sherwood Team will prepare an Operations and Maintenance (O&M) Guidance Manual in order to communicate key Project information to Operations and Maintenance individuals to provide for proper operation and appropriate maintenance of the facility and long-term protection of the asset. This deliverable will be merged with the O&M manual to be produced under the SOBR contract for a single manual.

### **Subtask 8.9 Preliminary SWPPP**

Based on the 90% Design scope, a Draft Stormwater Pollution Prevention Plan (SWPPP) will be developed in accordance with the California NPDES requirements for review by the State Water Resources Control Board. The Draft SWPPP will include all narratives, figures, calculations, and supporting documentation for permit based on the 90% Design. The SWPPP will be finalized based on the 100% Design Documentation.

The City shall serve as the Legally Responsible Person (LRP).

Deliverable:

- One (1) Draft SWPPP for City submission to SWRCB

## **Task 9. 100-Percent Design**

### **Subtask 9.1 100% PS&E**

Final Design to be completed under Task 9.1 will begin upon acceptance of the 90% PS&E response to comments. Changes made for the 100% PS&E will address Client comments and any permitting agency comments provided, if arriving at least 1 month prior to the 100% PS&E delivery.

The Sherwood Team understands from recently provided JPA schedules that some agency applications are not anticipated until after this contract's CalOES Period of Performance closes. As such, those

approvals will not be in place prior to 100% PS&E are required to be delivered. The Sherwood Team will meet with the Client to strategize appropriate mitigating measures for this.

The Consultant shall arrange for an independent review of the AACE Class 1 Engineer's Cost Estimate by a qualified estimator not previously involved in the preparation of the estimate. The independent review shall verify quantity takeoffs, unit pricing, escalation assumptions, and contingency allowances, and shall confirm consistency between the estimate and the 100% plans and specifications. The Consultant shall provide a written summary of the independent review findings, including any discrepancies identified and their resolution, for City review concurrent with the 100% PS&E submittal.

This 100% Design Set will be fully completed, signed, and sealed, accompanied by a Class 1 AACE Engineer's Cost Estimate.

Notwithstanding Section 4.0 Additional Assumption 4, the 100% PS&E and all associated Task 9 deliverables shall be completed and submitted to the City no later than October 30, 2026. The Consultant shall notify the City in writing no less than ninety (90) days in advance if, in the Consultant's professional judgment, this deadline is at risk, along with recommended corrective actions.

### **Subtask 9.2 Geotechnical Review**

Under this subtask, Geosyntec will review and revise the 100% PS&E for consistency with the geotechnical design criteria, findings from the geotechnical analyses, and geotechnical recommendations developed as part of Subtask 3.4. Geotechnical review will also be completed as part of the 30% and 90% PS&E, and therefore the Sherwood Team anticipates the 100% PS&E geotechnical review to be relatively minor as part of the verification of the final design. This geotechnical review will be concurrent with the City's 100% review.

### **Subtask 9.3 Bid Set**

Upon the City's advertisement of the Project bid, the Sherwood Team will provide services in support of the City. These services are anticipated to include responding to bidder's questions (assumed up to 20 questions) regarding the Bid Set within 2 business days of receipt, maintaining a log of the questions and responses, and noting whether any questions require the preparation of addenda to the Bid Set. A pre-bid conference including a site visit will be attended, where documents will be distributed by the City to potential bidders.

After the questions and pre-bid conference have been concluded, the Sherwood team will prepare the bid document addenda or letter of clarification, noting impacts to construction schedule or cost. These addenda will be submitted to the City for approval. Changes may also be deferred until the bid is awarded and issued as a Construction Change Order.

#### **Deliverables:**

- Attend one (1) contractor pre-bid conference and site walk
- Respond to up to 10 bidder RFIs
- One (1) bid document addenda summary or letter of clarification

### **Subtask 9.4 Design-to-Construction Phase Transition Report**

The Sherwood Team will prepare one (1) Design-to-Construction Phase Transition Report.

### **Subtask 9.5 Final SWPPP**

A final SWPPP will be produced and submitted to the State Water Resources Control Board via the Stormwater Multiple Application and Report Tracking System (SMARTS). This work product will be merged with the South of Bay Road Project deliverable. No standalone deliverable is included. The City will serve as the Legally Responsible Person (LRP) associated with the application.

### **Subtask 9.6 Revised Benefit Cost Ratio Analysis**

[SEE OPTIONAL ADDITIONAL SERVICES]

## **3.0 OPTIONAL ADDITIONAL SERVICES**

Optional services not identified in Section 2.0 of this proposal may arise in accordance with the needs and direction of the project. Should these optional services be identified as required, Sherwood would be pleased to provide these and other additional services via a contract addendum. The optional scope and fee are provided herein for consideration.

Potential additional services may include:

### **Subtask 3.3 Right-of-Way Acquisitions and Negotiations**

Led by subconsultants Monument Right-of-Way and Mark Thomas, the Sherwood team will conduct ROW acquisition negotiations for up to eight (8) properties to address temporary construction easements (TCEs) or permanent ROW acquisition. The efforts will have three primary stages: appraisals, appraisal review, and acquisition and negotiations.

The appraisal stage will include appraisal preparation, property owner notification, property reviews, and reporting for up to eight (8) properties. The appraisals will be conducted in accordance with 49 CFS Part 24 and the Uniform Standards of Professional Appraisal Practice (USPAP). Appraisal fees may vary based on actual market rates at the time of assignment. Appraisal fees assume no significant impacts to improvements or damages to remainder parcels.

The appraisal review stage will identify the intended users and purpose, develop an opinion as to the completeness and adequacy of the appraisal and methods used, and be forwarded to the City for establishment of just compensation prior to the preparation of offers to acquire the proposed land rights for the project.

In the acquisition and negotiation stage, Monument will provide all services required for the City to purchase the ROWs required to construct the project. Specifically, Monument will:

- Coordinate and manage the acquisition process with the City, legal counsel, design team, property owners, tenants, title company, appraisers, and other consultants.
- Prepare acquisition offer packages consisting of the City's written purchase offer, appraisal summary statement, acquisition brochure, acquisition agreement, conveying instruments (Grant Deed, Permanent and/or Temporary Easement, etc), Certificate of Acceptance, recommendation of Just Compensation, plat maps and legal descriptions, and Title VI Information.
- Attempt to meet personally with each property owner.
- Negotiate in good faith with each property owner.
- Establish and maintain an acquisition file for each property owner and maintain a checklist pursuant to the City's specifications.
- Transmit executed documents to the City for acceptance and processing.
- If necessary, prepare and submit a Letter of Recommendation for any proposed administrative settlements, which will include a chronology of the negotiation efforts, and provide supporting documentation and an explanation of the rationale behind the recommendation.
- The primary goal will be to reach an agreement with each property owner, and we will work with the City to develop solutions to achieve this goal. Should negotiations reach an impasse, we will provide a written recommendation condemnation action, including all required justification and supporting documentation.
- Provide bilingual acquisition agents, if necessary.

Assumptions:

- Preliminary Title Reports to be provided by others.
- 90 Day negotiating period from date of first written offer.
- One offer package per impacted property/owner.
- Excludes any fees for certification, condemnation support, or utility coordination

### **Subtask 3.4 Geotechnical Investigations – Piezometers**

In accordance with RFP section 3.4.5, up to five piezometers would be installed between stations 0+00 and 69+00, in close proximity to the alignment of the proposed flood protection system. These would be installed using vibrating wire piezometers from a CPT truck, to a depth of between 10 and 30 ft below the ground surface. A datalogger will be connected to the cables to allow manual data downloads at intervals to be selected later. This Task includes equipment to install the piezometers, including transducer, cable, data logger, box, and readout device. It also includes four quarterly site visits to monitor the instruments for the first year after installation.

Prior to piezometer installation, the following items will be submitted and/or coordinated as appropriate: field work plan to describe the location and details, property access coordination and San Mateo County Environmental Health Services permits, temporary encroachment permits with traffic control plans for trail reroute, utility locate services within a 20-foot radius of each piezometer location, site-specific health and safety plan for the installation.

During installation, any spoils will be contained in 55-gallon steel drums and stored temporarily at an appropriate on-site location as coordinated with the City. It is assumed that all spoils will be characterized as non-hazardous. After the installation, as-built locations via GPS will be provided to the City for final records.

Due to the Ridgway's Rail nesting season, it is anticipated that installation will occur between September 16, 2026 and February 1, 2027.

### **Subtask 6.2 Supplemental EIR**

If the EIR Addendum completed in Subtask 6.1 concludes that there are substantial changes requiring major revisions to the certified EIR, Circlepoint will provide a Supplemental EIR, due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects.

If this Optional Task is coordinated and authorized, Circlepoint will lead the efforts including development of a technical memo summarizing any gaps and information needs and recommended strategies for completing the CEQA and NEPA work, update the Project Description, provide and publish the Notification of Preparation, prepare or coordinate any additional Environmental Investigations and Studies, provide Project Scoping, generate, coordinate with stakeholders, and issue a Draft SEIR, assist the City in holding a Draft SEIR Public Meeting, conduct Stakeholder Outreach, prepare and issue a Final SEIR.

### **Subtask 6.4 NEPA Support**

If directed by the City, Circlepoint will provide technical and administrative support to assist with NEPA compliance. Services under this task will be provided on an as-needed basis and may include, but are not limited to, assistance with development and refinement of the Project Description, preparation of specific sections of the NEPA document, additional data collection or technical studies, evaluation of alternatives, public engagement, and other related tasks as requested by the City.

FEMA will be the lead agency for NEPA. Circlepoint will develop a project description, associated material, and provide supporting technical information and services for the NEPA document. The Sherwood Team will coordinate its CEQA work, to the extent practicable, with the work of FEMA and other federal agencies in meeting NEPA requirements.

Because the scope and level of effort for these services will depend on the NEPA Lead Agency's requirements and the City's priorities, an allowance has been included for this task. Specific work under Task 6.4 will be scoped and confirmed in detail at the time services are requested to provide alignment with NEPA requirements and efficient coordination with ongoing CEQA documentation.

### **Subtask 9.6 Revised Benefit Cost Ratio Analysis**

Conversations held previously with CalOES, Sherwood, and Client indicate that CalOES may consider the Benefit Cost Ratio Analysis for the SAFER Bay East Palo Alto project complete. Subtask 9.6 is provided as optional if CalOES determines the BCA is not already approved and requires updates.

A revised Benefit-Cost Ratio (BCR) analysis will be provided based on the 90% design deliverables from Task 8.1. This analysis will comply with all FEMA requirements and reflect any changes in project scope, cost, and anticipated benefits from design refinements. Future risk reduction benefits will be compared to the costs and deemed cost effective when the BCR is 1.0 or greater.

## **4.0 ASSUMPTIONS**

The following items are to be provided by the Client prior to commencement of work:

1. Available site utility information, record documents, existing engineering and utility analysis.
2. Building finish floor elevations.
3. Historical project information.
4. Environmental Assessments Reports.
5. Arborist Reports.

Additional Assumptions:

1. Phase durations will generally correspond to those shown in Section 4.0. Extensions to the project schedule and associated engineering efforts will be addressed by contract addendum.
2. This scope/fee is based on the RFP dated February 4, 2026, subsequent phone conversations between March 11, 2026 and April 29, 2026 between Client and Sherwood. Changes to scope directed by the City or necessitated by permitting will be addressed by contract addendum in accordance with Section 5.0.
3. Sherwood assumes Client and stakeholder comments will be provided with sufficient lead time to begin the subsequent phase of work. Sherwood assumes milestone 30% deliverables will receive comments not later than 2 weeks after submission and milestone 90% deliverables will receive comments not later than 3 weeks after submission.
4. Sherwood acknowledges the importance of the City's project schedule and shall use diligent efforts to perform the services in a manner consistent with that schedule, including the October 30, 2026 deliverable deadline and the CalOES HMGP Period of Performance ending December 1, 2026. The City acknowledges and agrees that Sherwood's services shall be performed in accordance with the professional standard of care ordinarily exercised by members of the same profession practicing under similar circumstances, and that Sherwood's performance must be governed by sound professional judgment and practices. Project schedules are dependent upon numerous factors, including but not limited to the City's timely decisions, reviews, approvals, the accuracy, and completeness of information provided by others, changes in scope, regulatory agency actions, and events beyond Sherwood's reasonable control. Sherwood shall not be responsible for delays arising from such factors provided that Sherwood has promptly notified the City of the delay-causing event and has taken reasonable steps to mitigate its impact on the project schedule. For delays attributable to Sherwood's own performance, staffing, or subconsultant management, and not caused by the factors identified above, Sherwood shall remain responsible for meeting the established schedule and shall, at no additional cost to the City, take reasonable corrective measures to abide by the schedule. Failure to deliver Task 9 deliverables by October 30, 2026, where such failure is primarily attributable to Sherwood-caused delays, shall constitute a material breach of this Agreement. If, in Sherwood's professional judgment, it becomes reasonably apparent that the established schedule may not be achievable, Sherwood shall notify the City in writing within five (5) business days of becoming aware of the

condition giving rise to the potential delay, identifying the cause, anticipated duration, and recommended corrective actions. For delays not attributable to Sherwood, such notice shall not be deemed a breach of this Agreement. The parties shall promptly confer to determine appropriate schedule adjustments and, if applicable, equitable allocation of any resulting cost impacts. In the event that Sherwood-caused delays result in services extending beyond the CalOES HMGP Period of Performance, Sherwood shall remain obligated to complete all contracted services. Any costs incurred by Sherwood to complete such services after December 1, 2026 that are ineligible for HMGP reimbursement due to Sherwood-caused delays shall be borne by Sherwood and shall not be the City's responsibility.

5. Sherwood is not responsible for any inconsistencies with the survey identified in the field which may arise from changed or not visible conditions from the date the survey was conducted that affect civil engineering, geotechnical, structural, traffic, and/or landscape design drawings. Sherwood would be prepared to modify design drawings to remedy unforeseen site conditions based upon an agreed upon additional scope and fee.
6. As identified in the RFP, it is assumed that Sherwood and the Design Team will deliver plans and supporting documents consistent with the standard styles established under the South of Bay Road contract. No changes to presentation formats, including additional plan sheets, use of specific fonts, CAD layers, sheets size, or other styles have been anticipated. Minor note and keynotes usage changes will be accommodated. Any new changes requested will be addressed by contract addendum.
7. No contamination remediation or reporting is included in this proposal. If it is discovered that the project will create unavoidable conflicts with areas of contamination, an additional scope and fee will be submitted.
8. Coastal hydraulics analysis and results are provided by Others and excluded from services herein.
9. No public access design is required North of Bay Road as due to private property frontages with future development plans. The only lateral access provided to the Bay Trail will occur at the Bay Road crossing.
10. If the City issues a written notice directing the Consultant to suspend work for a period exceeding thirty (30) calendar days, the Consultant may reassign staff to other projects. Upon the City's written notice to resume, a remobilization period of up to two (2) weeks shall be accommodated. Remobilization costs, if any, shall be documented by the Consultant and approved by the City in advance. Periods between design milestones, awaiting City or agency review comments, or awaiting regulatory actions shall not constitute a suspension of work.
11. Client approval of the 30% PS&E constitutes approval of the overall project alignment, major design elements, and general configuration. Refinements to details, dimensions, and specifications during subsequent design phases shall not constitute changes to the approved design. City-directed changes to the approved alignment or major design elements after 30% approval will be subject to additional services.
12. The client may not copy, republish or use any imagery provided by Sherwood as part of any submissions as this imagery may be subject to copyright infringement. Sherwood relinquishes all responsibility for use of any copy-righted image that is furnished to the client as part of any submission. Client agrees to indemnify, defend and hold Sherwood harmless from and against any claims or damages that may result from the subsequent use, reuse, transfer or modification of any imagery provided by Sherwood in its submission.
13. It's assumed that the Project as scoped has a Benefit Cost Ratio significantly greater than 1.0 based on a cost estimate with appropriate source data and construction cost and escalation methodology and appropriately estimated benefits. If the cost of the scope included in the RFP is significantly greater than what was included in the BCA, the Project will not be cost effective. Similarly, if the benefits of the scope included in the RFP are significant less than what was included in the BCA, the Project will not be cost effective. If it is determined that the RFP scope is not cost effective by an updated BCA without significantly changing the Project scope, Sherwood will support revising the scope and/or attempt to increase benefits to make the Project cost effective based upon an agreed upon additional scope and fee. The revised scope may impact the previously delivered phases of this scope of work, including, but not limited to, the permit impacts, field investigations, cost estimating, and engineering.

## 5.0 BASE AND OPTIONAL FEES FOR SERVICES

Fees below will be billed on a time and materials (T&M) not-to-exceed (NTE) basis in accordance with CITY STANDARD CONTRACTOR AND PROFESSIONAL SERVICES AGREEMENT. Fee estimates are based on the schedule below. Fees shall not be subject to revision due to changes in task durations within the Consultant's control. Fee adjustments may be considered only where schedule changes result from (a) City-directed scope modifications, or (b) other circumstances beyond the reasonable control of either party, and only upon prior written approval by the City. Additional services shall be authorized only by contract addendum approved by the City, with a time and materials not-to-exceed amount established for each addendum.

A. BASE SERVICES	Schedule (Duration*)	T&M Not-to-Exceed	Estimated Reimbursable Expenses
<b>Project Scope and Fees</b>			
Task 1. Project Management	6 months	\$202,900	
Task 3. Data Collection and Investigations	2 weeks	\$210,174	
Task 4. Basis for Design	2 weeks	\$144,323	
Task 5. 30% Design Document	1 month	\$226,210	
Task 6. Environmental and Regulatory Compliance	6 months	\$135,813	
Task 7. 60% Design	6 weeks	\$289,294	
Task 8. 90% Design	6 weeks	\$298,842	
Task 9. 100% Final Design	1 month	\$251,524	
<b>Total Fee Estimate</b>		<b>\$1,759,080</b>	<b>-</b>

*\*Duration is defined as elapsed time from initiation of phase or scope of work upon our receipt of your written authorization to proceed.*

B. OPTIONAL ADDITIONAL SERVICES	Schedule (Duration*)	T&M Not-to-Exceed	Estimated Reimbursable Expenses
<b>Project Scope and Fees</b>			
Task 3.3. ROW Acquisition and Negotiations	6 months	\$213,190	
Task 3.4 Geotechnical Investigations – Piezometers	1 year	\$70,000	
Task 6.2. Supplemental EIR	TBD	\$353,854	
Task 6.4 NEPA Support	TBD	\$23,910	
Task 9.6 Revised Benefit Cost Ratio Analysis	1 month	\$59,580	
<b>Total Optional Fee Estimate</b>		<b>\$720,534</b>	<b>-</b>

*\*Duration is defined as elapsed time from initiation of phase or scope of work upon our receipt of your written authorization to proceed.*

Note: Notwithstanding the individual task durations identified above, all base services through Task 9 shall be completed and delivered no later than October 30, 2026. The CalOES HMGP Period of Performance ends December 1, 2026; costs incurred after that date are not eligible for HMGP reimbursement and shall not be the City's responsibility unless otherwise agreed in writing. The Consultant shall plan and sequence work to meet the October 30, 2026 deliverable deadline with sufficient time remaining within the Period of Performance for City review, acceptance, and grant closeout activities.

## 6.0 EXCLUSIONS

Sherwood shall not be required to provide the following services:

1. Agency Fees
2. Legal Descriptions
3. Construction Staking Site Cleanup
4. Mitigation of contaminants resulting from unidentified leaking above ground or underground storage tanks
5. Soils remediation, removal, or cathodic protection design
6. MEP Design Service
7. Hazardous Waste Remediation
8. O&M plans for Mechanical systems
9. Building Waterproofing
10. Utility demand engineering for electrical, gas, telecommunication service, or streetlights and sidewalk lights
11. Connection location for buildings by others
12. Traffic Engineering and Traffic Studies
13. Verification or inspection of construction activities in the field
14. Flow/pressure or hydrant flow test

## 7.0 REIMBURSABLE EXPENSES

Reimbursable costs as defined in the schedule will be billed in accordance with Sherwood Design Engineers' Fee Schedule – see **Attachment I**.

## 8.0 INITIATION

For your reference, a copy of our current fee schedule has been included with this proposal and will be part of this agreement. Should you find the terms of this proposal acceptable, please sign and return via email to **Cody Anderson** at [canderson@sherwoodengineers.com](mailto:canderson@sherwoodengineers.com) and **Sonya Gabrielson** at [sgabrielson@sherwoodengineers.com](mailto:sgabrielson@sherwoodengineers.com) and **CC Accounts Payable** at [ap@sherwoodengineers.com](mailto:ap@sherwoodengineers.com).

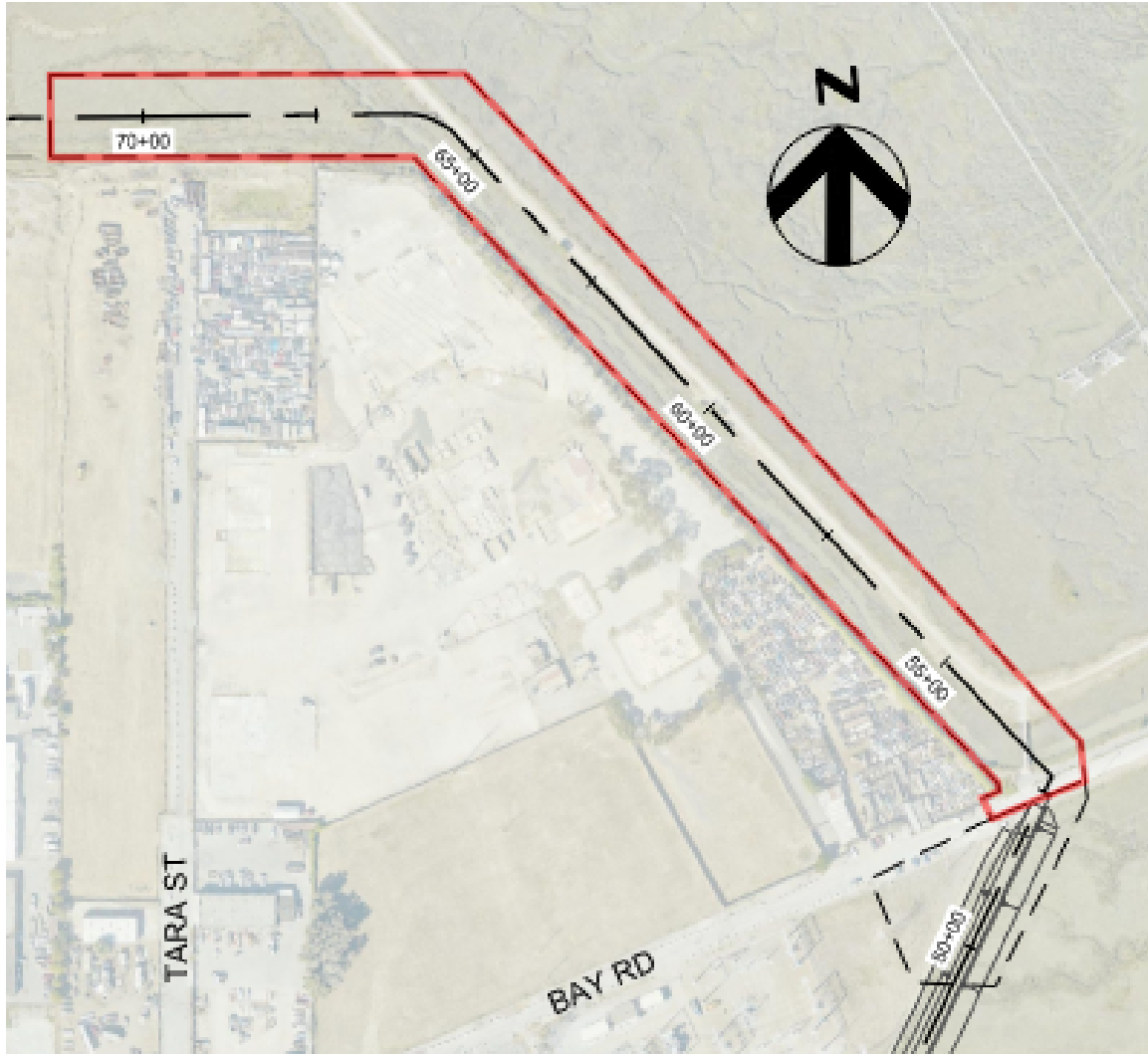
We thank you for this opportunity to submit this proposal and look forward to beginning work with you on this exciting project!

Sincerely,

Cody Anderson, PE  
Managing Principal

Sonya Gabrielson, PE, WEDG  
Associate Principal

**EXHIBIT A – LIMIT OF WORK**



**ATTACHMENT I**

**PROFESSIONAL PERSONNEL SERVICE FEES**

Rates shall remain fixed for the duration of this agreement and shall not be subject to mid-term adjustment.

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# BILLING RATES



2548 MISSION STREET, SAN FRANCISCO, CA 94110  
(415) 677-7300 | WWW.SHERWOODENGINEERS.COM

## PROFESSIONAL PERSONNEL SERVICE FEES

JANUARY 1, 2026 – DECEMBER 31, 2026

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<u>Personnel</u>	<u>Rate</u>
Associate Principal	\$ 275
Senior Project Manager	\$ 265
Senior Engineer	\$ 260
Director of Technology	\$ 260
Senior Project Strategist	\$ 255
Project Manager / Senior Project Engineer	\$ 250
Project Engineer / Project Strategist / Computational Strategist	\$ 230
Design Engineer III / Designer III	\$ 215
Design Engineer II / Designer II	\$ 205
CAD Manager	\$ 200
Senior CAD Technician	\$ 195
Design Engineer I / Designer I	\$ 195
CAD Technician	\$ 175
Graphic Designer	\$ 170
Project Assistant	\$ 150

Principals', Managing Principals' and Design Principals' time on projects is chargeable at \$300 to \$370 per hour.

*Charges for outside services, equipment, and facilities not furnished directly by Sherwood Design Engineers will be billed at cost plus 10%. Such charges may include, but shall not be limited to, printing reproduction services; shipping, delivery, and courier charges; sub consultant fees and expenses; special fees, permits and insurance; transportation on public carriers, and consumable materials. Mileage will be charged at the prevailing IRS rate per mile.*

These rates apply to the current period and are subject to increase by SDE each January 1 and July 1 or when foreign exchange rates cause the hourly rates to decrease in relation to the USD by more than 5% from the rate at the date of this Proposal.

# BILLING RATES



## COWI North America Inc. 2026 SAFER North of Bay Rd Rates

Labor Category	COWI Level	Rate (USD)
Project Director	9 & 10	\$ 421
Assoc. Technical Director	8	\$ 337
Senior Specialist	7	\$ 268
Senior Engineer II	6	\$ 243
Senior Engineer I	5	\$ 202
Engineer	4	\$ 191
Designer	3	\$ 175
Specialist	2	\$ 147
CAD Manager	CAD 6	\$ 227
CAD Specialist	CAD 5	\$ 206
Senior CAD Technician	CAD 4	\$ 185
CAD Technician	CAD 3	\$ 173
Senior Project Coordinator	PC 5	\$ 185
Project Coordinator II	PC 3	\$ 160
Project Coordinator I	PC 2	\$ 123
Assistant	PC 1	\$ 98

### Additional Notes

The above rates include direct overhead, indirect overhead, and profit.

The above rates do not include Other Direct Costs (ODC).

Annual escalation is minimum 3%.

# BILLING RATES

## GEOSYNTEC CONSULTANTS 2026 U.S. RATE SCHEDULE

Staff Professional	\$185
Senior Staff Professional	\$210
Professional	\$239
Project Professional	\$268
Senior Professional	\$300
Principal	\$325
Senior Principal	\$345
Technician I	\$100
Technician II	\$110
Senior Technician I	\$120
Senior Technician II	\$132
Site Manager I	\$142
Site Manager II	\$162
Construction Manager I	\$174
Construction Manager II	\$189
Senior Designer	\$225
Designer	\$190
Senior Drafter/Senior CADD Operator	\$175
Drafter/CADD Operator/Artist	\$158
Project Administrator	\$104
Clerical	\$ 84
Direct Expenses	Cost plus 12%
Subcontract Services	Cost plus 12%
Technology/Communications Fee	3% of Professional Fees
Specialized Computer Applications (per hour)	\$ 15
Personal Automobile (per mile)	Current Gov't Rate
Photocopies (per page)	\$ .09

Rates are provided on a confidential basis and are client and project specific.  
 Unless otherwise agreed, rates will be adjusted annually based on a minimum of the BLS reported change  
 in the average hourly earnings of all employees, engineering and drafting services.  
 Rates for field equipment, health and safety equipment, and graphical supplies presented upon request.  
 Construction management fee presented upon request.

# BILLING RATES

## RATE SCHEDULE

Effective: January 1, 2026



Director/Principal.....	\$310
Senior Associate .....	\$269
Associate.....	\$227
Senior Scientist.....	\$207
Scientist.....	\$190
Senior Technician.....	\$163
Technician .....	\$135

Rates shown are per hour and subject to an annual adjustment each January 1<sup>st</sup>.

Necessary project expenses and subconsultants are billed at cost plus ten percent.

### Landscape Design

Sr Associate Landscape Architect.....	\$269
Associate Landscape Architect .....	\$227
Landscape Architect .....	\$207
Landscape Designer III .....	\$190
Landscape Designer II .....	\$163
Landscape Designer I .....	\$143

### Environmental Planning

Senior Environmental Planner .....	\$287
Sr Associate Environmental Planner .....	\$269
Associate Environmental Planner.....	\$227
Environmental Planner II .....	\$207
Environmental Planner I .....	\$190
Assistant Environmental Planner II .....	\$163
Assistant Environmental Planner .....	\$143

### Conservation Strategies

Conservation Strategies Sr Project Mgr.....	\$287
Conservation Strategies Sr Associate .....	\$269
Conservation Strategies Associate.....	\$244
Conservation Strategies Sr Scientist.....	\$216
Conservation Strategies Scientist .....	\$195
Conservation Strategies Sr Technician .....	\$174
Conservation Strategies Technician.....	\$153

### Engineering

Senior Engineer .....	\$281
Sr Associate Engineer .....	\$272
Associate Engineer.....	\$239
Engineer II / Geomorphologist II.....	\$212
Engineer I / Geomorphologist I.....	\$191
Assistant Engineer II.....	\$171
Assistant Engineer .....	\$150

### GIS Mapping & Analysis

GIS Manager .....	\$269
GIS Professional III.....	\$216
GIS Professional II.....	\$207
GIS Professional .....	\$190
GIS Sr Technician .....	\$163
GIS Technician.....	\$143

### Field Specialists

Senior Field Technician.....	\$190
Field Technician .....	\$143

### Compliance Monitoring (OT = Rate x 1.5)

Senior Project Biologist.....	\$133
Project Biologist.....	\$111

### Grant Cultivation & Administration

Community Resilience Team .....	\$92-206
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Clerical Support .....	\$99
Expert Witness.....	Rate x 1.5

# BILLING RATES



## 2026 TIME & MATERIALS FEE SCHEDULE\*

I. Professional services will be rendered based on the following hourly rates:

Senior Principal	\$300 - \$420
Senior Environmental Planning Consultant	\$300 - \$400
Principal	\$290 - \$350
Associate Principal	\$270 - \$300
Senior Project Manager	\$250 - \$300
Project Manager	\$220 - \$280
Sr. Associate	\$200 - \$250
Associate	\$165 - \$205
Assistant/Coordinator	\$140 - \$180

II. Creative services will be rendered based on the following hourly rates:

Art Director	\$200 - \$240
Web/Graphic Designer	\$150 - \$180

III. Supportive services will be rendered based on the following hourly rates:

Project Accountant/Controller	\$165 - \$320
Administrative Support	\$160 - \$200

IV. Provision of related services and reimbursable expenses will be charged to the client as follows:

Black and White Prints/Copies, In House	\$0.20+ per page, depending on paper size
Color Prints/Copies, In House	\$1.89-\$3.49 per page, depending on paper size
Translation	\$0.27-\$0.54 per word, depending on language
Interpretation	\$150-\$250 per hour
Phone/Postage	at cost
Mileage	Per IRS Standard Mileage Rate
Online Surveys	\$60 each
Project Email Account	at cost
Eblasts	\$20 each
Web Hosting	\$300 per year
Domain	\$20-25 per year
SSL Certificate	\$75 per year
Vendor & Subconsultant Services	15% mark up for administration
AV/Equipment Rental	at cost

V. Expert witness testimony or technical assistance on legal matters shall be provided at the rate of \$350 per hour of witness and preparation time.

\* Rates are effective through December 31, 2026, and subject to escalation in January 2027.



## MONUMENT 2026 HOURLY RATE SCHEDULE

Right of Way Management & Implementation	
Principal	\$310.00 per hour
Project Director	\$260.00 per hour
Program Manager	\$240.00 per hour
Senior Project Manager	\$231.00 per hour
ROW Project Manager 2	\$210.00 per hour
ROW Project Manager 1	\$178.50 per hour
Senior Acquisition Agent / Senior Relocation Agent	\$155.00 per hour
Acquisition Agent 2 / Relocation Agent 2	\$130.00 per hour
Acquisition Agent 1/ Relocation Agent 1	\$120.00 per hour
Senior Technical Specialist	\$210.00 per hour
Technical Specialist	\$170.00 per hour
Senior Analyst	\$165.00 per hour
Analyst 2	\$145.00 per hour
Analyst 1	\$135.00 per hour
Senior Project Coordinator	\$140.00 per hour
Project Coordinator 2	\$125.00 per hour
Project Coordinator 1	\$115.50 per hour
Project Controller 2/Project Accountant 2	\$130.00 per hour
Project Controller 1/Project Accountant 1	\$110.00 per hour
Project Support Specialist 3	\$115.00 per hour
Project Support Specialist 2	\$105.00 per hour
Project Support Specialist 1	\$90.00 per hour

# BILLING RATES



1200 ST. CHARLES AVENUE  
NEW ORLEANS, LA 70130  
Phone (504) 523-5281

**WALDEMAR S. NELSON AND COMPANY**  
INCORPORATED

**ENGINEERS**

[www.wsnelson.com](http://www.wsnelson.com)

All professional services performed under authority of duly licensed staff.

4 CITYNORTH  
16945 NORTHCHASE DRIVE  
SUITE 200  
HOUSTON, TX 77060  
Phone (281) 999-1989

*Please Respond to the  
Houston Address*

January 1, 2026

## COMPUTER/CADD USE

<u>Computer/Software:</u>	<u>UNIT</u>	<u>RATE</u>
All use except special programs listed below	Hour	\$6.00
EasyPower//SKM Power*Tools/ ETAP/ AmpCalc/ Cable3D	Hour	\$20.00
Allen-Bradley or other PLC Software	Hour	\$20.00
ASPEN OneLiner; Power Line/PLS-CADD	Hour	\$45.00
SACS Structural Analysis	Hour	\$50.00
ArcGIS Geospatial Tool	Hour	\$25.00
RISA	Hour	\$20.00
PHA PRO	Hour	\$40.00
Pipe-FLO	Hour	\$20.00
PIPEPHASE	Hour	\$50.00
Carrier E20 II	Hour	\$25.00
CAESAR II Pipe Stress	Hour	\$35.00
Scanning Equipment	Hour	\$50.00
Scan Conversion Software	Hour	\$35.00
HYSYS/UNISIM Process Simulation	Hour	\$35.00
AutoCAD Workstation	Hour	\$20.00
AutoPLANT 3D or 2D Workstation	Hour	\$20.00
CADWorx Plant	Hour	\$20.00
MICROSTATION Workstation	Hour	\$20.00
AVEVA (PDMS/E3D) Workstation	Hour	\$40.00
PRIMAVERA/NetPoint	Hour	\$20.00
Other Special Software	As required by cost analysis	

# BILLING RATES



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Phone (281) 999-1989

*Please Respond to the  
Houston Address*

January 1, 2026

## SCHEDULE OF HOURLY INVOICE RATES

Schedule of hourly invoice rates is subject to review and revision on January 1 and July 1 each year.

### Classifications

### Straight-Time Rates

Engineer, Architect, Scientist, Specialist 1	\$ 90.00
Engineer, Architect, Scientist, Specialist 2	95.00
Engineer, Architect, Scientist, Specialist 3	105.00
Senior Engineer, Architect, Scientist, Specialist 1	\$ 125.00
Senior Engineer, Architect, Scientist, Specialist 2	170.00
Staff Engineer, Architect, Scientist or Specialist or Consultant	\$ 195.00
Senior Staff Engineer, Architect, Scientist or Specialist or Senior Consultant	270.00
Engineering, Architectural or Scientific Aide	\$ 45.00
Engineering, Architectural or Scientific Technician	55.00
Engineering, Architectural or Scientific Technologist	75.00
Senior Engineering, Architectural or Scientific Technologist	185.00
Drafter 1	\$ 50.00
Drafter 2	60.00
Drafter 3	70.00
Designer 1	\$ 75.00
Designer 2	85.00
Senior Designer 1	\$ 110.00
Senior Designer 2	155.00
Clerk-Typist	\$ 30.00
Administrative Assistant	50.00
Senior Administrative Assistant	85.00

# BILLING RATES



1200 ST. CHARLES AVENUE  
NEW ORLEANS, LA 70130  
Phone (504) 523-5281

**WALDEMAR S. NELSON AND COMPANY**  
INCORPORATED  
**ENGINEERS**

[www.wsnelson.com](http://www.wsnelson.com)

4 CITYNORTH  
16945 NORTHCHASE DRIVE  
SUITE 200  
HOUSTON, TX 77060  
Phone (281) 999-1989

*Please Respond to the  
Houston Address*

All professional services performed under authority of duly licensed staff.

January 1, 2026

## SCHEDULE OF PRINTING AND REPRODUCTION BY WALDEMAR S. NELSON & CO., INC.

### Prints

#### Size

8½" x 11"  
8½" x 14"  
11" x 17"  
18" x 24"  
24" x 36"  
30" x 42" or greater

### Cost Per Copy

#### B & W

#### Color

#### Reproducible

\$.11	\$.50	\$ 1.75
.12	.75	2.00
.28	1.00	2.50
.40	3.00	5.00
.80	6.00	10.00
1.20	9.00	15.00

In between sizes prices at next larger size cost.

### Binders

3 Ring Standard \$5.00  
Pressboard (11" x 17") \$7.00

### Tabs

8 ½" x 11" \$0.25  
11" x 17" \$0.50

### CD/DVD

\$10.00 each

# BILLING RATES

Alta Planning + Design, Inc.



## Bill Rates - 2026-2028

Labor Category	Typical Classifications Included in Rate	2026	2027	2028
Labor Category 1	Executive Principal	\$ 400.00	\$ 415.00	\$ 430.00
Labor Category 2	Executive Principal	\$ 370.00	\$ 380.00	\$ 390.00
Labor Category 3	Principal, Executive Principal	\$ 340.00	\$ 360.00	\$ 370.00
Labor Category 4	Principal, Executive Principal	\$ 320.00	\$ 330.00	\$ 340.00
Labor Category 5	Sr. Associate, Principal, Executive Principal	\$ 300.00	\$ 300.00	\$ 300.00
Labor Category 6	Sr. Associate, Principal	\$ 280.00	\$ 290.00	\$ 300.00
Labor Category 7	Leader, Sr. Associate, Principal	\$ 260.00	\$ 270.00	\$ 280.00
Labor Category 8	Associate II, Sr. Associate, Director, Principal	\$ 240.00	\$ 250.00	\$ 260.00
Labor Category 9	Associate I, Associate II, Sr. Associate	\$ 230.00	\$ 240.00	\$ 250.00
Labor Category 10	Level III, Associate I, Associate II, Sr. Associate	\$ 220.00	\$ 230.00	\$ 240.00
Labor Category 11	Level III, Associate I, Associate II	\$ 200.00	\$ 225.00	\$ 230.00
Labor Category 12	Level III, Associate I, Associate II	\$ 180.00	\$ 190.00	\$ 200.00
Labor Category 13	Level II, Level III, Associate I	\$ 160.00	\$ 170.00	\$ 180.00
Labor Category 14	Level I, Level II, Level III	\$ 150.00	\$ 160.00	\$ 170.00
Labor Category 15	Level I, Level II, Level III	\$ 140.00	\$ 150.00	\$ 160.00
Labor Category 16	Level I, Level II	\$ 130.00	\$ 140.00	\$ 150.00
Labor Category 17	Administration/Specialist	\$ 120.00	\$ 125.00	\$ 130.00
Labor Category 18	Intern/Specialist	\$ 110.00	\$ 115.00	\$ 120.00

*Rates are presented are subject to change at any time.*

Subconsultants and reimbursable expenses will be charged at cost + **10%** markup.

Mileage will be charged at the provisional standard rate.

In-house reproductions will be charged as follows:

*Color copies \$0.85/ page*

*Black and white copies \$0.40/page*

*24" x 36" large format plot \$20.00/sheet*

*36" x 48" large format plot \$35.00/sheet*

# BILLING RATES



## 2026 Billing Rate

Staff Name	Billing Rate (p.h.)
Jon Christensen	\$175
Tony Baker	\$175

## Belle Haven Community Development Fund SAFER Bay East Palo Alto - Public Outreach



### Full Billing Rate Table

Staff role	Billing Rate
Program Manager (primary)	\$50.00
Project Manager (primary)	\$35.00
Community Outreach Worker	\$30.00
Community Outreach Worker	\$30.00

## MARK THOMAS & COMPANY, INC. RATE SCHEDULE

EXPIRES JUNE 30, 2026

### Engineering

Intern	\$65 - \$120
Technician	\$100 - \$145
Design Engineer I	\$130 - \$185
Design Engineer II	\$150 - \$235
Sr. Technician	\$165 - \$230
Civil Engineering Designer	\$175 - \$275
Project Engineer	\$180 - \$255
Sr. Project Engineer	\$220 - \$315
Sr. Technical Engineer	\$225 - \$260
CADD Manager	\$240 - \$285
Technical Lead	\$255 - \$315
Sr. Technical Lead	\$300 - \$375
Design Manager	\$385 - \$430
Engineering Manager	\$385 - \$430
Sr. Engineering Manager	\$385 - \$520

### Construction Management

Office Engineer	\$180 - \$285
* Inspector - CM	\$205 - \$290
* Asst. Resident Engineer	\$250 - \$285
* Sr. Inspector - CM	\$260 - \$360
Construction Manager	\$280 - \$325
Area Manager - CM	\$280 - \$325
Resident Engineer	\$305 - \$365
Sr. Resident Engineer	\$365 - \$405

### Planning

Planner I	\$115 - \$150
Economist	\$145 - \$170
Planner II	\$150 - \$185
Sr. Planner	\$180 - \$250

### Landscape Architecture/Urban Design

Landscape Intern	\$95 - \$115
Landscape Designer I	\$115 - \$140
Landscape Designer II	\$135 - \$180
Landscape Architect	\$175 - \$205
Sr. Landscape Architect	\$195 - \$225

### Grant Writing

Funding Specialist	\$145 - \$270
Sr. Funding Specialist	\$280 - \$325
Funding Manager	\$350 - \$410

### Surveying

Survey Technician I-III	\$70 - \$195
Lead Survey Technician	\$150 - \$175
Survey Specialist I-III	\$140 - \$295
Asst Surveyor I-III	\$150 - \$210
Project Surveyor I-III	\$205 - \$325
* Chief of Party	\$215 - \$270
* Instrumentperson	\$205 - \$245
* Chainperson	\$195 - \$230
* Apprentice	\$130 - \$195
* 2-Person Crew	\$415 - \$480
* 3-Person Crew	\$590 - \$710
* Utility Locator	\$210 - \$270
Drone	\$290

### Project Management & Oversight

Project Manager	\$195 - \$355
Sr. Project Manager	\$260 - \$400
Survey Manager I-II	\$250 - \$435
SUE Program Manager	\$300 - \$335
Division Manager	\$295 - \$445
Principal	\$500 - \$550

### Project Support

Technical/Sr. Technical Writer	\$125 - \$170
Project/Sr. Project Assistant	\$95 - \$185
Survey Coordinator	\$125 - \$130
Project/Sr. Project Coordinator	\$135 - \$230
Graphic/Sr. Graphic Designer	\$140 - \$250
Project/Sr. Project Accountant	\$130 - \$200
Sr. Graphic Manager	\$225 - \$290
Project Delivery Manager	\$230 - \$255
Project Accountant Manager	\$250 - \$280
Safety Manager	\$270 - \$275

### District Management

* Inspector - Apprentice	\$100 - \$120
* Inspector/Sr. Inspector	\$115 - \$205
* Lead Inspector	\$165 - \$185
Assistant/Associate Sanitary Engineer	\$180 - \$250
Sanitary/Sr. Sanitary Project Engineer	\$225 - \$315
Operations/Deputy District Manager	\$285 - \$405
District Manager-Engineer	\$415 - \$465

### Special Services

Expert Witness	\$550
Strategic Consulting	\$550

**Reimbursables** including, but not limited to; reproductions, delivery and filing fees; outside consultant fees; and survey field expenses will be billed at *Cost Plus 5%*. **Mileage** will be billed per *current IRS Rate*.

*Additional promotional steps exist within various rate categories.*

*This rate schedule expires June 30, 2026; rates are subject to escalation with new hourly rate schedule as of July 1, 2026.*

*\* These charge rates are subject to Prevailing Wage laws and Union contract.*

# BILLING RATES



201 North Civic Drive, Suite 245  
Walnut Creek, CA 94596  
(925) 939-1378

## PROFESSIONAL PERSONNEL SERVICE FEES

JANUARY 1, 2026 – DECEMBER 31, 2026

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<u>Personnel</u>	<u>Rate</u>
Matt Sparks	\$ 150
CAD Drafter	\$ 125

**SAFER Bay East Palo Alto**

Scope Responsibilities

5/4/2026

Phase/Task	Sherwood	WRA	COWI	CirclePoint	Geosyntec	Mark Thomas	BH CDF	C&B	Monument	Alta	WS Nelson	BASE	OPTIONAL
<b>Task 1</b>	<b>Project Management</b>	\$ 79,890	\$ 74,880	\$ 9,098	\$ 14,970	\$ -	\$ -	\$ -	\$ -	\$ 4,610	\$ 4,904	\$ 202,900	\$ -
Task 1.1	Kick Off Meeting	\$ 8,500	\$ 1,468	\$ 758	\$ 1,140	\$ -	\$ -	\$ 100	\$ -	\$ 760	\$ -	\$ 12,726	\$ -
Task 1.2	Project Design Work Plan	\$ 6,370	\$ 2,592	\$ 320	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,282	\$ -
Task 1.3	Project Meetings	\$ 7,330	\$ 11,861	\$ 8,020	\$ 4,340	\$ 5,448	\$ -	\$ 300	\$ 3,150	\$ -	\$ 3,850	\$ 4,904	\$ 49,203
Task 1.4	One-on-One Meeting with City of EPA	\$ 5,500	\$ 6,270	\$ -	\$ 3,420	\$ -	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ 15,490	\$ -
Task 1.5	Coordination w/ External Agencies	\$ 17,290	\$ 12,370	\$ -	\$ -	\$ -	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ 29,960	\$ -
Task 1.6	Public Outreach	\$ 17,380	\$ 40,319	\$ -	\$ -	\$ -	\$ -	\$ 4,950	\$ -	\$ -	\$ -	\$ 62,649	\$ -
Task 1.7	Project Specific Subtasks	\$ 17,520	\$ -	\$ -	\$ 6,070	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,590	\$ -
<b>Task 2</b>	<b>NOT USED</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 2.1	NOT USED	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Task 3</b>	<b>Data Collection and Investigations</b>	\$ 148,220	\$ 5,614	\$ 4,824	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 520	\$ 5,460	\$ 210,174	\$ 283,190
Task 3.1	Research and Review Docs	\$ 7,760	\$ 5,614	\$ 4,824	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 520	\$ 5,460	\$ 24,178	\$ -
Task 3.2	Project Base Map	\$ 10,710	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,710	\$ -
Task 3.3	ROW Acquisition and Negotiations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 213,190
Task 3.4	Geotechnical Investigations	\$ 4,230	\$ -	\$ -	\$ -	\$ 45,536	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49,766	\$ 70,000
Task 3.5	Interior Drainage	\$ 125,520	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,520	\$ -
<b>Task 4</b>	<b>Basis for Design</b>	\$ 39,290	\$ 57,903	\$ 10,370	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,120	\$ -	\$ 144,323	\$ -
Task 4.1	Design Criteria Memorandum	\$ 14,990	\$ 18,398	\$ 3,982	\$ -	\$ -	\$ -	\$ 2,100	\$ -	\$ 1,040	\$ -	\$ 40,510	\$ -
Task 4.2	Basis of Design Report	\$ 24,300	\$ 39,505	\$ 6,388	\$ -	\$ 28,740	\$ -	\$ 2,800	\$ -	\$ 2,080	\$ -	\$ 103,813	\$ -
<b>Task 5</b>	<b>30% Design Document</b>	\$ 74,440	\$ 90,834	\$ 26,486	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,720	\$ 13,830	\$ 226,210	\$ -
Task 5.1	Sample Drawings and Specifications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,854	\$ 9,854	\$ -
Task 5.2	30% Plans & Specs	\$ 52,840	\$ 90,834	\$ 26,486	\$ -	\$ 6,300	\$ -	\$ 5,600	\$ -	\$ 8,720	\$ 3,976	\$ 194,756	\$ -
Task 5.3	Right-of-Way	\$ 21,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,600	\$ -
<b>Task 6</b>	<b>Environmental and Regulatory Compliance</b>	\$ 24,215	\$ 21,200	\$ -	\$ 90,398	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 135,813	\$ 377,764
Task 6.1	Alt 1: EIR Addendum (OPT)	\$ 2,755	\$ -	\$ -	\$ 90,398	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 93,153	\$ -
Task 6.2	Alt 2: Supplemental EIR (OPT)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 353,854
Task 6.3	Regulatory Compliance	\$ 21,460	\$ 21,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,660	\$ -
Task 6.4	NEPA Support (Optional)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,910
<b>Task 7</b>	<b>60% Design</b>	\$ 164,760	\$ 53,354	\$ 44,366	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,780	\$ 3,734	\$ 289,294	\$ -
Task 7.1	60% Plan Development	\$ 164,760	\$ 53,354	\$ 44,366	\$ -	\$ 6,300	\$ -	\$ -	\$ -	\$ 16,780	\$ 3,734	\$ 289,294	\$ -
Task 7.4	NOT USED	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 7.5	NOT USED	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Task 8</b>	<b>90% Design</b>	\$ 164,340	\$ 49,870	\$ 35,474	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,140	\$ 22,718	\$ 298,842	\$ -
Task 8.1	90% PS&E	\$ 95,840	\$ 33,519	\$ 35,474	\$ -	\$ 6,300	\$ -	\$ 7,000	\$ -	\$ 10,820	\$ 9,342	\$ 198,295	\$ -
Task 8.2	Mitigation and Permitting	\$ 5,270	\$ 8,642	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,912	\$ -
Task 8.5	Technical Design Doc Update	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 8.6	Draft Bid Items	\$ 18,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,320	\$ 13,376	\$ 33,996	\$ -
Task 8.7	Constructability/Sequencing Requirements	\$ 20,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,500	\$ -
Task 8.8	O&M Guidance Manual	\$ 11,040	\$ 7,709	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,749	\$ -
Task 8.9	Preliminary SWPPP	\$ 13,390	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,390	\$ -
<b>Task 9</b>	<b>100% Final Design</b>	\$ 104,840	\$ 36,050	\$ 49,560	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,580	\$ 7,814	\$ 251,524	\$ 59,580
Task 9.1	100% PS&E	\$ 52,620	\$ 27,507	\$ 30,690	\$ -	\$ -	\$ -	\$ 38,500	\$ -	\$ 5,580	\$ 7,814	\$ 162,711	\$ -
Task 9.2	Geotechnical Review	\$ 21,470	\$ -	\$ -	\$ -	\$ 9,180	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,650	\$ -
Task 9.3	Bid Set	\$ 11,800	\$ 8,543	\$ 18,870	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,213	\$ -
Task 9.4	Construction Phase Transition Report	\$ 10,280	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,280	\$ -
Task 9.5	Final SWPPP	\$ 8,670	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,670	\$ -
Task 9.6	Revised Benefit Cost Ratio Analysis	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59,580

<b>TOTAL</b>	\$ 799,995	\$ 389,705	\$ 180,178	\$ 105,368	\$ 107,804	\$ -	\$ 5,950	\$ 59,150	\$ -	\$ 52,470	\$ 58,460	\$ 1,759,080	\$ 720,534
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Sherwood	WRA	COWI	CirclePoint	Geosyntec	Mark Thomas	BH CDF	C&B	Monument	Alta	WS Nelson			
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SAFER North Bay  
Scope Responsibilities  
5/4/2026

Fringe Benefit Rate	60.90%
Indirect Overhead Rate	154%
Profit Rate	12%

Sherwood  
Prime / Civil Engineering

Phase/Task	Assumptions	Managing Principal		Associate Principal		Sr Project Manager		Project Manager		Project Strategist		Project Engineer		Design Engineer III		Design Engineer II		Design Engineer I		Sr CAD Technician		Estimated Total Hours	Estimated Total Fee	Other Direct Costs	Base Fee	Optional Fee	
		Rate: \$	330	Rate: \$	275	Rate: \$	260	Rate: \$	250	Rate: \$	230	Rate: \$	230	Rate: \$	215	Rate: \$	195	Rate: \$	185	Rate: \$	195						
		Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees						
<b>Task 1</b>	<b>Project Management</b>	18	\$ 5,940	88	\$ 24,200	0	\$ -	18	\$ 4,500	24	\$ 5,520	110	\$ 25,300	0	\$ -	74	\$ 14,430	0	\$ -	0	\$ -	332	\$ 79,890	\$ -	\$ 79,890	\$ -	
Task 1.1	Kick Off Meeting	1 day prep, 1/2 day mtg	6	\$ 1,980	8	\$ 2,200	\$ -	\$ -	\$ -	\$ -	12	\$ 2,760	\$ -	\$ -	8	\$ 1,560	\$ -	\$ -	\$ -	\$ -	\$ -	34	\$ 8,500	\$ -	\$ 8,500	\$ -	
Task 1.2	Project Design Work Plan	1 draft, 1 final	1	\$ 330	8	\$ 2,200	\$ -	\$ -	8	\$ 2,000	\$ -	\$ -	8	\$ 1,840	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	25	\$ 6,370	\$ -	\$ 6,370	\$ -	
Task 1.3	Project Meetings	10 meetings by 1hrs mtg and no prep (merged w/ SOBR)	1	\$ 330	10	\$ 2,750	\$ -	\$ -	\$ -	\$ -	10	\$ 2,300	\$ -	\$ -	10	\$ 1,950	\$ -	\$ -	\$ -	\$ -	\$ -	31	\$ 7,330	\$ -	\$ 7,330	\$ -	
Task 1.4	One-on-One Meeting with City of EPA	40 mtgs at 1/2hr each		\$ -	20	\$ 5,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	20	\$ 5,500	\$ -	\$ 5,500	\$ -	
Task 1.5	Coordination w/ External Agencies	10 coord mtgs w/ prep, mtg, minutes of 4 hrs per		\$ -	10	\$ 2,750	\$ -	\$ -	10	\$ 2,500	8	\$ 1,840	24	\$ 5,520	\$ -	\$ -	24	\$ 4,680	\$ -	\$ -	\$ -	76	\$ 17,290	\$ -	\$ 17,290	\$ -	
Task 1.6	Public Outreach	assume no public mtgs attendance, max 2 exhibits created for public mtgs, 2 BCDC DRB mtgs w/ prep	2	\$ 660	16	\$ 4,400	\$ -	\$ -	\$ -	16	\$ 3,680	24	\$ 5,520	\$ -	\$ -	16	\$ 3,120	\$ -	\$ -	\$ -	\$ -	74	\$ 17,380	\$ -	\$ 17,380	\$ -	
Task 1.7	Project Specific Subtasks	(2) full day mtgs and prep	8	\$ 2,640	16	\$ 4,400	\$ -	\$ -	\$ -	\$ -	32	\$ 7,360	\$ -	\$ -	16	\$ 3,120	\$ -	\$ -	\$ -	\$ -	\$ -	72	\$ 17,520	\$ -	\$ 17,520	\$ -	
<b>Task 2</b>	<b>Value Engineering and Strategy</b>		0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ -	\$ -	\$ -	
Task 2.1	Initial Assessment	NOT USED		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		0	\$ -	\$ -	\$ -	\$ -	
<b>Task 3</b>	<b>Data Collection and Investigations</b>		12	\$ 3,960	12	\$ 3,300	66	\$ 17,160	0	\$ -	0	\$ -	202	\$ 46,460	0	\$ -	284	\$ 55,380	112	\$ 20,720	20	\$ 3,900	708	\$ 150,880	\$ 20,000	\$ 148,220	\$ 22,660
Task 3.1	Research and Review Docs			\$ -	4	\$ 1,100	\$ -	\$ -	\$ -	\$ -	12	\$ 2,760	\$ -	\$ -	20	\$ 3,900	\$ -	\$ -	\$ -	\$ -	\$ -	36	\$ 7,760	\$ -	\$ 7,760	\$ -	
Task 3.2	Project Base Map			\$ -	2	\$ 550	2	\$ 520	\$ -	\$ -	8	\$ 1,840	\$ -	\$ -	20	\$ 3,900	\$ -	\$ -	20	\$ 3,900	\$ -	52	\$ 10,710	\$ -	\$ 10,710	\$ -	
Task 3.3	ROW Acquisition and Negotiations	parcel selection	2	\$ 660	4	\$ 1,100	\$ -	\$ -	\$ -	\$ -	40	\$ 9,200	\$ -	\$ -	60	\$ 11,700	\$ -	\$ -	\$ -	\$ -	\$ -	106	\$ 22,660	\$ -	\$ 22,660	\$ 22,660	
Task 3.4	Geotechnical Investigations (Piezometers)	permit support		\$ -	2	\$ 550	\$ -	\$ -	\$ -	\$ -	16	\$ 3,680	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	18	\$ 4,230	\$ -	\$ 4,230	\$ -	
Task 3.5	Interior Drainage	ODC = survey allowance	10	\$ 3,300		\$ -	64	\$ 16,640	\$ -	\$ -	126	\$ 28,980	\$ -	\$ -	184	\$ 35,880	112	\$ 20,720	\$ -	\$ -	\$ -	496	\$ 105,520	\$ 20,000	\$ 125,520	\$ -	
<b>Task 4</b>	<b>Basis for Design</b>		4	\$ 1,320	10	\$ 2,750	0	\$ -	0	\$ -	12	\$ 2,760	64	\$ 14,720	0	\$ -	72	\$ 14,040	20	\$ 3,700	0	\$ -	182	\$ 39,290	\$ -	\$ 39,290	\$ -
Task 4.1	Design Criteria Memorandum		2	\$ 660	6	\$ 1,650	\$ -	\$ -	\$ -	4	\$ 920	24	\$ 5,520	\$ -	\$ -	32	\$ 6,240	\$ -	\$ -	\$ -	\$ -	68	\$ 14,990	\$ -	\$ 14,990	\$ -	
Task 4.2	Basis of Design Report		2	\$ 660	4	\$ 1,100	\$ -	\$ -	\$ -	8	\$ 1,840	40	\$ 9,200	\$ -	\$ -	40	\$ 7,800	20	\$ 3,700	\$ -	\$ -	114	\$ 24,300	\$ -	\$ 24,300	\$ -	
<b>Task 5</b>	<b>30% Design Document</b>		2	\$ 660	24	\$ 6,600	8	\$ 2,080	8	\$ 2,000	0	\$ -	76	\$ 17,480	0	\$ -	76	\$ 14,820	40	\$ 7,400	120	\$ 23,400	354	\$ 74,440	\$ -	\$ 74,440	\$ -
Task 5.1	Sample Drawings and Specifications	NOT USED		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		0	\$ -	\$ -	\$ -	\$ -	
Task 5.2	30% Plans, Specs, Est, Sched	assumes 6 linear 20-scale sheets for NOBR, with enlarged plans at details and public access points (4 total including SOBR) - JUST HIT PRINT.	2	\$ 660	20	\$ 5,500	8	\$ 2,080	\$ -	\$ -	60	\$ 13,800	\$ -	\$ -	60	\$ 11,700	40	\$ 7,400	60	\$ 11,700	\$ -	250	\$ 52,840	\$ -	\$ 52,840	\$ -	
Task 5.3	Right-of-Way			\$ -	4	\$ 1,100	\$ -	\$ -	8	\$ 2,000	16	\$ 3,680	\$ -	\$ -	16	\$ 3,120	60	\$ 11,700	60	\$ 11,700	\$ -	104	\$ 21,600	\$ -	\$ 21,600	\$ -	
<b>Task 6</b>	<b>Environmental and Reg Compliance</b>		0	\$ -	9	\$ 2,475	20	\$ 5,200	0	\$ -	0	\$ -	52	\$ 11,960	8	\$ 1,720	64	\$ 12,480	0	\$ -	0	\$ -	153	\$ 33,835	\$ -	\$ 33,835	\$ 9,620
Task 6.1	Alt 1: EIR Addendum			\$ -	1	\$ 275	\$ -	\$ -	\$ -	\$ -	4	\$ 920	\$ -	\$ -	8	\$ 1,560	\$ -	\$ -	\$ -	\$ -	\$ -	13	\$ 2,755	\$ -	\$ 2,755	\$ -	
Task 6.2	Alt 2: Supplemental EIR			\$ -	2	\$ 550	\$ -	\$ -	\$ -	\$ -	8	\$ 1,840	\$ -	\$ -	16	\$ 3,120	\$ -	\$ -	\$ -	\$ -	\$ -	26	\$ 5,510	\$ -	\$ 5,510	\$ 5,510	
Task 6.3	Regulatory Compliance			\$ -	4	\$ 1,100	20	\$ 5,200	\$ -	\$ -	32	\$ 7,360	\$ -	\$ -	40	\$ 7,800	\$ -	\$ -	\$ -	\$ -	\$ -	96	\$ 21,460	\$ -	\$ 21,460	\$ -	
Task 6.4	NEPA Support (Optional)			\$ -	2	\$ 550	\$ -	\$ -	\$ -	\$ -	8	\$ 1,840	8	\$ 1,720	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	18	\$ 4,110	\$ -	\$ 4,110	\$ 4,110	
<b>Task 7</b>	<b>60% Design</b>		20	\$ 6,600	40	\$ 11,000	16	\$ 4,160	40	\$ 10,000	0	\$ -	180	\$ 41,400	0	\$ -	200	\$ 39,000	200	\$ 37,000	80	\$ 15,600	776	\$ 164,760	\$ -	\$ 164,760	\$ -
Task 7.1	60% Plan Development	NO DELIVERABLE, only design progression	20	\$ 6,600	40	\$ 11,000	16	\$ 4,160	40	\$ 10,000	\$ -	\$ -	180	\$ 41,400	\$ -	\$ -	200	\$ 39,000	200	\$ 37,000	80	\$ 15,600	776	\$ 164,760	\$ -	\$ 164,760	\$ -
Task 7.4	NOT USED	No scope		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		0	\$ -	\$ -	\$ -	\$ -	
Task 7.5	NOT USED	No scope		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		0	\$ -	\$ -	\$ -	\$ -	
<b>Task 8</b>	<b>90% Design</b>		14	\$ 4,620	52	\$ 14,300	96	\$ 24,960	40	\$ 10,000	0	\$ -	172	\$ 39,560	0	\$ -	196	\$ 38,220	8	\$ 1,480	160	\$ 31,200	738	\$ 164,340	\$ -	\$ 164,340	\$ -
Task 8.1	90% PS&E		8	\$ 2,640	32	\$ 8,800	60	\$ 15,600	20	\$ 5,000	\$ -	\$ -	40	\$ 9,200	\$ -	\$ -	120	\$ 23,400	\$ -	\$ -	160	\$ 31,200	440	\$ 95,840	\$ -	\$ 95,840	\$ -
Task 8.2	Mitigation and Permitting			\$ -	2	\$ 550	4	\$ 1,040	\$ -	\$ -	16	\$ 3,680	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	22	\$ 5,270	\$ -	\$ 5,270	\$ -	
Task 8.5	Technical Design Doc Update	No updates to BOD or DCM		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		0	\$ -	\$ -	\$ -	\$ -	
Task 8.6	Draft Bid Items		2	\$ 660	4	\$ 1,100	\$ -	\$ -	20	\$ 5,000	\$ -	\$ -	40	\$ 9,200	\$ -	\$ -	12	\$ 2,340	\$ -	\$ -	\$ -	78	\$ 18,300	\$ -	\$ 18,300	\$ -	
Task 8.7	Constructability/Sequencing Requirements		4	\$ 1,320	8	\$ 2,200	16	\$ 4,160	\$ -	\$ -	32	\$ 7,360	\$ -	\$ -	28	\$ 5,460	\$ -	\$ -	\$ -	\$ -	\$ -	88	\$ 20,500	\$ -	\$ 20,500	\$ -	
Task 8.8	O&M Guidance Manual			\$ -	4	\$ 1,100	8	\$ 2,080	\$ -	\$ -	24	\$ 5,520	\$ -	\$ -	12	\$ 2,340	\$ -	\$ -	\$ -	\$ -	\$ -	48	\$ 11,040	\$ -	\$ 11,040	\$ -	
Task 8.9	Preliminary SWPPP			\$ -	2	\$ 550	8	\$ 2,080	\$ -	\$ -	20	\$ 4,600	\$ -	\$ -	24	\$ 4,680	8	\$ 1,480	\$ -	\$ -	\$ -	62	\$ 13,390	\$ -	\$ 13,390	\$ -	
<b>Task 9</b>	<b>100% Final Design</b>		13	\$ 4,290	38	\$ 10,450	72	\$ 18,720	0	\$ -	0	\$ -	134	\$ 30,820	160	\$ 34,400	108	\$ 21,060	28	\$ 5,180	100	\$ 19,500	653	\$ 144,420	\$ 20,000	\$ 104,840	\$ 59,580
Task 9.1	100% PS&E		4	\$ 1,320	16	\$ 4,400	40	\$ 10,400	\$ -	\$ -	40	\$ 9,200	\$ -	\$ -	40	\$ 7,800	\$ -	\$ -	100	\$ 19,500	\$ -	240	\$ 52,620	\$ -	\$ 52,620	\$ -	
Task 9.2	Geotechnical Review	ODC = third party review		\$ -	2	\$ 550	\$ -	\$ -	\$ -	\$ -	4	\$ 920	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	6	\$ 1,470	\$ 20,000	\$ 21,470	\$ -	
Task 9.3	Bid Set	CAPPED RESPONSES	4	\$ 1,320	8	\$ 2,200	8	\$ 2,080	\$ -	\$ -	10	\$ 2,300	\$ -	\$ -	20	\$ 3,900	\$ -	\$ -	\$ -	\$ -	\$ -	50	\$ 11,800	\$ -	\$ 11,800	\$ -	
Task 9.4	Construction Phase Transition Report		1	\$ 330	2	\$ 550	4	\$ 1,040	\$ -	\$ -	16	\$ 3,680	\$ -	\$ -	24	\$ 4,680	\$ -	\$ -	\$ -	\$ -	\$ -	47	\$ 10,280	\$ -	\$ 10,280	\$ -	
Task 9.5	Final SWPPP			\$ -	2	\$ 550	4	\$ 1,040	\$ -	\$ -	4	\$ 920	\$ -	\$ -	24	\$ 4,680	8	\$ 1,480	\$ -	\$ -	\$ -	42	\$ 8,670	\$ -	\$ 8,670	\$ -	
Task 9.6	Revised Benefit Cost Ratio Analysis	Optional - if CalOES confirms the BCA is already approved	4	\$ 1,320	8	\$ 2,200	16	\$ 4,160	\$ -	\$ -	60	\$ 13,800	160	\$ 34,400	\$ -	\$ -	20	\$ 3,700	\$ -	\$ -	\$ -	268	\$ 59,580	\$ -	\$ 59,580	\$ 59,580	
<b>TOTAL</b>			83	\$ 27,390	273	\$ 75,075	278	\$ 72,280	106	\$ 26,500	36	\$ 8,280	99														

**SAFER North Bay**  
**Scope Responsibilities**  
**5/4/2026**

**Alta**  
 Traffic Signal and Temp Traffic Control

Phase/Task	Assumptions	Project Manager		Engineer II		Admin		QC		Principal		Estimated Total Hours	Estimated Total Fee	Other Direct Costs	Total Fee	Optional Fee
		Rate: \$	260	Rate: \$	160	Rate: \$	125	Rate: \$	300	Rate: \$	340					
		Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees					
<b>Task 1</b>	<b>Project Management</b>	11	\$ 2,860	1	\$ 160	10	\$ 1,250	0	\$ -	1	\$ 340	23	\$ 4,610	\$ -	\$ 4,610	\$ -
Task 1.1	Kick Off Meeting	1	\$ 260	1	\$ 160		\$ -		\$ -	1	\$ 340	3	\$ 760		\$ 760	
Task 1.2	Project Design Work Plan		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 1.3	Project Meetings	10	\$ 2,600		\$ -	10	\$ 1,250		\$ -		\$ -	20	\$ 3,850		\$ 3,850	
Task 1.4	One-on-One Meeting with City of EPA		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 1.5	Coordination w/ External Agencies		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 1.6	Public Outreach		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 1.7	Project Specific Subtasks		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 2</b>	<b>Value Engineering and Strategy</b>	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 2.1	Initial Assessment		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 3</b>	<b>Data Collection and Investigations</b>	2	\$ 520	0	\$ -	0	\$ -	0	\$ -	0	\$ -	2	\$ 520	\$ -	\$ 520	\$ -
Task 3.1	Research and Review Docs	2	\$ 520		\$ -		\$ -		\$ -		\$ -	2	\$ 520		\$ 520	
Task 3.2	Project Base Map		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 3.3	ROW Acquisition and Negotiations		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 3.4	Geotechnical Investigations		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 3.5	Interior Drainage		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 4</b>	<b>Basis for Design</b>	12	\$ 3,120	0	\$ -	0	\$ -	0	\$ -	0	\$ -	12	\$ 3,120	\$ -	\$ 3,120	\$ -
Task 4.1	Design Criteria Memorandum	4	\$ 1,040		\$ -		\$ -		\$ -		\$ -	4	\$ 1,040		\$ 1,040	
Task 4.2	Basis of Design Report	8	\$ 2,080		\$ -		\$ -		\$ -		\$ -	8	\$ 2,080		\$ 2,080	
<b>Task 5</b>	<b>30% Design Document</b>	14	\$ 3,640	28	\$ 4,480	0	\$ -	2	\$ 600	0	\$ -	44	\$ 8,720	\$ -	\$ 8,720	\$ -
Task 5.1	Sample Drawings and Specifications		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 5.2	30% Plans, Specs, Est, Sched	14	\$ 3,640	28	\$ 4,480		\$ -	2	\$ 600		\$ -	44	\$ 8,720		\$ 8,720	
Task 5.3	Right-of-Way		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 6</b>	<b>Environmental and Reg Compliance</b>	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 6.1	Alt 1: EIR Addendum		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 6.2	Alt 2: Supplemental EIR		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 6.3	Regulatory Compliance		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 6.4	NEPA Support (Optional)		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 7</b>	<b>60% Design</b>	24	\$ 6,240	60	\$ 9,600	0	\$ -	2	\$ 600	1	\$ 340	87	\$ 16,780	\$ -	\$ 16,780	\$ -
Task 7.1	60% Plan Development	24	\$ 6,240	60	\$ 9,600		\$ -	2	\$ 600	1	\$ 340	87	\$ 16,780		\$ 16,780	
Task 7.4	NOT USED		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 7.5	NOT USED		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 8</b>	<b>90% Design</b>	20	\$ 5,200	40	\$ 6,400	0	\$ -	4	\$ 1,200	1	\$ 340	65	\$ 13,140	\$ -	\$ 13,140	\$ -
Task 8.1	90% PS&E	16	\$ 4,160	32	\$ 5,120		\$ -	4	\$ 1,200	1	\$ 340	53	\$ 10,820		\$ 10,820	
Task 8.2	Mitigation and Permitting		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 8.5	Technical Design Doc Update		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 8.6	Draft Bid Items	4	\$ 1,040	8	\$ 1,280		\$ -		\$ -		\$ -	12	\$ 2,320		\$ 2,320	
Task 8.7	Constructability/Sequencing Requirements		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 8.8	O&M Guidance Manual		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 8.9	Preliminary SWPPP		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 9</b>	<b>100% Final Design</b>	8	\$ 2,080	16	\$ 2,560	0	\$ -	2	\$ 600	1	\$ 340	27	\$ 5,580	\$ -	\$ 5,580	\$ -
Task 9.1	100% PS&E	8	\$ 2,080	16	\$ 2,560		\$ -	2	\$ 600	1	\$ 340	27	\$ 5,580		\$ 5,580	
Task 9.2	Geotechnical Review		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 9.3	Bid Set		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 9.4	Construction Phase Transition Report		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 9.5	Final SWPPP		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 9.6	Revised Benefit Cost Ratio Analysis		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>TOTAL</b>		91	\$ 23,660	145	\$ 23,200	10	\$ 1,250	10	\$ 3,000	4	\$ 1,360	260	\$ 52,470	\$ -	\$ 52,470	\$ -

SAFER North Bay  
Scope Responsibilities  
5/4/2026

Belle Haven Community Development Fund  
Community Outreach

Phase/Task	Assumptions	Program Manager		Project Manager		Community Outreach Worker		Estimated Total Hours	Estimated Total Fee	Other Direct Costs	Total Fee	Optional Fee
		Rate: \$	50	Rate: \$	35	Rate: \$	30					
		Hrs	Fees	Hrs	Fees	Hrs	Fees					
<b>Task 1</b>	<b>Project Management</b>	35	\$ 1,750	40	\$ 1,400	60	\$ 1,800	135	\$ 4,950	\$ 1,000	\$ 5,950	\$ -
Task 1.1	Kick Off Meeting	2	\$ 100		\$ -		\$ -	2	\$ 100		\$ 100	
Task 1.2	Project Design Work Plan		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 1.3	Project Meetings	6	\$ 300		\$ -		\$ -	6	\$ 300		\$ 300	
Task 1.4	One-on-One Meeting with City of EPA	6	\$ 300		\$ -		\$ -	6	\$ 300		\$ 300	
Task 1.5	Coordination w/ External Agencies	6	\$ 300		\$ -		\$ -	6	\$ 300		\$ 300	
Task 1.6	Public Outreach	15	\$ 750	40	\$ 1,400	60	\$ 1,800	115	\$ 3,950	\$ 1,000	\$ 4,950	
Task 1.7	Project Specific Subtasks		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 2</b>	<b>Value Engineering and Strategy</b>	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 2.1	Initial Assessment		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 3</b>	<b>Data Collection and Investigations</b>	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 3.1	Research and Review Docs		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 3.2	Project Base Map		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 3.3	ROW Acquisition and Negotiations		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 3.4	Geotechnical Investigations		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 3.5	Interior Drainage		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 4</b>	<b>Basis for Design</b>	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 4.1	Design Criteria Memorandum		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 4.2	Basis of Design Report		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 5</b>	<b>30% Design Document</b>	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 5.1	Sample Drawings and Specifications		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 5.2	30% Plans, Specs, Est, Sched		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 5.3	Right-of-Way		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 6</b>	<b>Environmental and Reg Compliance</b>	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 6.1	Alt 1: EIR Addendum		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 6.2	Alt 2: Supplemental EIR		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 6.3	Regulatory Compliance		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 6.4	NEPA Support (Optional)		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 7</b>	<b>60% Design</b>	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 7.1	60% Plan Development		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 7.4	NOT USED		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 7.5	NOT USED		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 8</b>	<b>90% Design</b>	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 8.1	90% PS&E		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 8.2	Mitigation and Permitting		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 8.5	Technical Design Doc Update		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 8.6	Draft Bid Items		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 8.7	Constructability/Sequencing Requirements		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 8.8	O&M Guidance Manual		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 8.9	Preliminary SWPPP		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 9</b>	<b>100% Final Design</b>	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 9.1	100% PS&E		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 9.2	Geotechnical Review		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 9.3	Bid Set		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 9.4	Construction Phase Transition Report		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 9.5	Final SWPPP		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 9.6	Revised Benefit Cost Ratio Analysis		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>TOTAL</b>		35	\$ 1,750	40	\$ 1,400	60	\$ 1,800	135	\$ 4,950	\$ 1,000	\$ 5,950	\$ -

SAFER North Bay  
 Scope Responsibilities  
 5/4/2026

CirclePoint  
 CEQA

Phase/Task	Assumptions	Geoff Reilly		Juliet Martin		Krysten McCue		Cristina LeFemine		Ashlyn Reining		Simon Stahl		Betty Wong		Estimated Total Hours	Estimated Total Fee	Other Direct Costs	Total Fee	Optional Fee
		PIC/PM		Deputy PM		Sr. Associate		Associate Planner		Assistant Planner		Graphics Director		Project Accountant						
		Rate: \$	340	Rate: \$	230	Rate: \$	210	Rate: \$	175	Rate: \$	150	Rate: \$	203	Rate: \$	175					
		Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees					
<b>Task 1</b>	<b>Project Management</b>																			
Task 1.1	Kick Off Meeting																			
Task 1.2	Project Design Work Plan																			
Task 1.3	Project Meetings			Reduced PIC Meeting allotment from 12 to 6. Reduced PM Meeting Allotment from 12 to 10.																
Task 1.4	One-on-One Meeting with City of EPA																			
Task 1.5	Coordination w/ External Agencies																			
Task 1.6	Public Outreach																			
Task 1.7	Project Specific Subtasks																			
<b>Task 2</b>	<b>Value Engineering and Strategy</b>																			
Task 2.1	Initial Assessment																			
<b>Task 3</b>	<b>Data Collection and Investigations</b>																			
Task 3.1	Research and Review Docs																			
Task 3.2	Project Base Map																			
Task 3.3	ROW Acquisition and Negotiations																			
Task 3.4	Geotechnical Investigations																			
Task 3.5	Interior Drainage																			
<b>Task 4</b>	<b>Basis for Design</b>																			
Task 4.1	Design Criteria Memorandum																			
Task 4.2	Basis of Design Report																			
<b>Task 5</b>	<b>30% Design Document</b>																			
Task 5.1	Sample Drawings and Specifications																			
Task 5.2	30% Plans, Specs, Est, Sched																			
Task 5.3	Right-of-Way																			
<b>Task 6</b>	<b>Environmental and Reg Compliance</b>																			
Task 6.1	Alt 1: EIR Addendum																			
Task 6.2	Alt 2: Supplemental EIR																			
Task 6.3	Regulatory Compliance																			
Task 6.4	NEPA Support (Optional)																			
<b>Task 7</b>	<b>60% Design</b>																			
Task 7.1	60% Plan Development																			
Task 7.4	NOT USED																			
Task 7.5	NOT USED																			
<b>Task 8</b>	<b>90% Design</b>																			
Task 8.1	90% PS&E																			
Task 8.2	Mitigation and Permitting																			
Task 8.5	Technical Design Doc Update																			
Task 8.6	Draft Bid Items																			
Task 8.7	Constructability/Sequencing Requirements																			
Task 8.8	O&M Guidance Manual																			
Task 8.9	Preliminary SWPPP																			
<b>Task 9</b>	<b>100% Final Design</b>																			
Task 9.1	100% PS&E																			
Task 9.2	Geotechnical Review																			
Task 9.3	Bid Set																			
Task 9.4	Construction Phase Transition Report																			
Task 9.5	Final SWPPP																			
Task 9.6	Revised Benefit Cost Ratio Analysis																			
<b>TOTAL</b>																				

SAFER North Bay  
Scope Responsibilities  
5/4/2026

COWI  
Structural Engineering

Phase/Task	Assumptions	Proj. Director		Assoc. Proj. Director		Senior Engineer II		Senior Engineer I		Engineer		Sr CAD Tech		Project Coord II		Estimated Total Hours	Estimated Total Fee	Other Direct Costs	Total Fee	Optional Fee
		Rate: \$ 421		Rate: \$ 337		Rate: \$ 243		Rate: \$ 202		Rate: \$ 191		Rate: \$ 198		Rate: \$ 160						
		Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees					
<b>Task 1</b>	<b>Project Management</b>	1	\$ 421	21	\$ 7,077	0	\$ -	0	\$ -	0	\$ -	0	\$ -	10	\$ 1,600	32	\$ 9,098	\$ -	\$ 9,098	\$ -
Task 1.1	Kick Off Meeting	1	\$ 421	1	\$ 337		\$ -		\$ -		\$ -		\$ -		\$ -	2	\$ 758		\$ 758	
Task 1.2	Project Design Work Plan		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	2	\$ 320	2	\$ 320		\$ 320	
Task 1.3	Project Meetings		\$ -	20	\$ 6,740		\$ -	0	\$ -		\$ -		\$ -	8	\$ 1,280	28	\$ 8,020		\$ 8,020	
Task 1.4	One-on-One Meeting with City of EPA		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 1.5	Coordination w/ External Agencies		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 1.6	Public Outreach		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 1.7	Project Specific Subtasks		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 2</b>	<b>Value Engineering and Strategy</b>	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 2.1	Initial Assessment	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -		\$ -	
<b>Task 3</b>	<b>Data Collection and Investigations</b>	2	\$ 842	2	\$ 674	4	\$ 972	4	\$ 808	8	\$ 1,528	0	\$ -	0	\$ -	20	\$ 4,824	\$ -	\$ 4,824	\$ -
Task 3.1	Research and Review Docs	2	\$ 842	2	\$ 674	4	\$ 972	4	\$ 808	8	\$ 1,528		\$ -	0	\$ -	20	\$ 4,824		\$ 4,824	
Task 3.2	Project Base Map		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 3.3	ROW Acquisition and Negotiations		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 3.4	Geotechnical Investigations		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 3.5	Interior Drainage		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 4</b>	<b>Basis for Design</b>	2	\$ 842	6	\$ 2,022	10	\$ 2,430	10	\$ 2,020	16	\$ 3,056	0	\$ -	0	\$ -	44	\$ 10,370	\$ -	\$ 10,370	\$ -
Task 4.1	Design Criteria Memorandum		\$ -	2	\$ 674	4	\$ 972	4	\$ 808	8	\$ 1,528		\$ -		\$ -	18	\$ 3,982		\$ 3,982	
Task 4.2	Basis of Design Report	2	\$ 842	4	\$ 1,348	6	\$ 1,458	6	\$ 1,212	8	\$ 1,528		\$ -		\$ -	26	\$ 6,388		\$ 6,388	
<b>Task 5</b>	<b>30% Design Document</b>	2	\$ 842	4	\$ 1,348	16	\$ 3,888	24	\$ 4,848	40	\$ 7,640	40	\$ 7,920	0	\$ -	126	\$ 26,486	\$ -	\$ 26,486	\$ -
Task 5.1	Sample Drawings and Specifications		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	0	\$ -		\$ -	
Task 5.2	30% Plans, Specs, Est, Sched	2	\$ 842	4	\$ 1,348	16	\$ 3,888	24	\$ 4,848	40	\$ 7,640	40	\$ 7,920	0	\$ -	126	\$ 26,486		\$ 26,486	
Task 5.3	Right-of-Way		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 6</b>	<b>Environmental and Reg Compliance</b>	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 6.1	Alt 1: EIR Addendum		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 6.2	Alt 2: Supplemental EIR		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 6.3	Regulatory Compliance		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 6.4	NEPA Support (Optional)		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 7</b>	<b>60% Design</b>	2	\$ 842	8	\$ 2,696	20	\$ 4,860	24	\$ 4,848	80	\$ 15,280	80	\$ 15,840	0	\$ -	214	\$ 44,366	\$ -	\$ 44,366	\$ -
Task 7.1	60% Plan Development	2	\$ 842	8	\$ 2,696	20	\$ 4,860	24	\$ 4,848	80	\$ 15,280	80	\$ 15,840	0	\$ -	214	\$ 44,366		\$ 44,366	
Task 7.4	NOT USED		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 7.5	NOT USED	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -		\$ -	0	\$ -		\$ -	
<b>Task 8</b>	<b>90% Design</b>	2	\$ 842	8	\$ 2,696	16	\$ 3,888	24	\$ 4,848	80	\$ 15,280	40	\$ 7,920	0	\$ -	170	\$ 35,474	\$ -	\$ 35,474	\$ -
Task 8.1	90% PS&E	2	\$ 842	8	\$ 2,696	16	\$ 3,888	24	\$ 4,848	80	\$ 15,280	40	\$ 7,920	0	\$ -	170	\$ 35,474		\$ 35,474	
Task 8.2	Mitigation and Permitting		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 8.5	Technical Design Doc Update	0	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 8.6	Draft Bid Items		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 8.7	Constructability/Sequencing Requirements	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -		\$ -	0	\$ -		\$ -	
Task 8.8	O&M Guidance Manual	0	\$ -	0	\$ -	0	\$ -		\$ -	0	\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 8.9	Preliminary SWPPP		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 9</b>	<b>100% Final Design</b>	4	\$ 1,684	8	\$ 2,696	40	\$ 9,720	60	\$ 12,120	60	\$ 11,460	60	\$ 11,880	0	\$ -	232	\$ 49,560	\$ -	\$ 49,560	\$ -
Task 9.1	100% PS&E	2	\$ 842	4	\$ 1,348	20	\$ 4,860	40	\$ 8,080	40	\$ 7,640	40	\$ 7,920	0	\$ -	146	\$ 30,690		\$ 30,690	
Task 9.2	Geotechnical Review		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 9.3	Bid Set	2	\$ 842	4	\$ 1,348	20	\$ 4,860	20	\$ 4,040	20	\$ 3,820	20	\$ 3,960	0	\$ -	86	\$ 18,870		\$ 18,870	
Task 9.4	Construction Phase Transition Report		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 9.5	Final SWPPP		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 9.6	Revised Benefit Cost Ratio Analysis		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>TOTAL</b>		15	\$ 6,315	57	\$ 19,209	106	\$ 25,758	146	\$ 29,492	284	\$ 54,244	220	\$ 43,560	10	\$ 1,600	838	\$ 180,178	\$ -	\$ 180,178	\$ -

**SAFER North Bay**  
**Scope Responsibilities**  
**5/4/2026**

Currie and Brown  
 Cost Estimator

Phase/Task	Assumptions	Chief Estimator		Lead Structural Estimator		Lead Civil Estimator		Structural Estimator		Civil Estimator		Lead Electrical Estimator		Estimated Total Hours	Estimated Total Fee	Other Direct Costs	Total Fee	Optional Fee
		Rate:		Rate:		Rate: \$ 175		Rate:		Rate:		Rate: \$ 175						
		Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees					
<b>Task 1</b>	<b>Project Management</b>	0	\$ -	0	\$ -	18	\$ 3,150	0	\$ -	0	\$ -	0	\$ -	18	\$ 3,150	\$ -	\$ 3,150	\$ -
Task 1.1	Kick Off Meeting		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 1.2	Project Design Work Plan		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 1.3	Project Meetings		\$ -		\$ -	18	\$ 3,150		\$ -		\$ -		\$ -	18	\$ 3,150		\$ 3,150	
Task 1.4	One-on-One Meeting with City of EPA		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 1.5	Coordination w/ External Agencies		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 1.6	Public Outreach		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 1.7	Project Specific Subtasks		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 2</b>	<b>Value Engineering and Strategy</b>	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 2.1	Initial Assessment		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 3</b>	<b>Data Collection and Investigations</b>	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 3.1	Research and Review Docs		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 3.2	Project Base Map		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 3.3	ROW Acquisition and Negotiations		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 3.4	Geotechnical Investigations		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 3.5	Interior Drainage		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 4</b>	<b>Basis for Design</b>	0	\$ -	0	\$ -	28	\$ 4,900	0	\$ -	0	\$ -	0	\$ -	28	\$ 4,900	\$ -	\$ 4,900	\$ -
Task 4.1	Design Criteria Memorandum		\$ -		\$ -	12	\$ 2,100		\$ -		\$ -		\$ -	12	\$ 2,100		\$ 2,100	
Task 4.2	Basis of Design Report		\$ -		\$ -	16	\$ 2,800		\$ -		\$ -		\$ -	16	\$ 2,800		\$ 2,800	
<b>Task 5</b>	<b>30% Design Document</b>	0	\$ -	0	\$ -	32	\$ 5,600	0	\$ -	0	\$ -	0	\$ -	32	\$ 5,600	\$ -	\$ 5,600	\$ -
Task 5.1	Sample Drawings and Specifications		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 5.2	30% Plans, Specs, Est, Sched	list only	\$ -		\$ -	32	\$ 5,600		\$ -		\$ -		\$ -	32	\$ 5,600		\$ 5,600	
Task 5.3	Right-of-Way		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 6</b>	<b>Environmental and Reg Compliance</b>	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 6.1	Alt 1: EIR Addendum		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 6.2	Alt 2: Supplemental EIR		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 6.3	Regulatory Compliance		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 6.4	NEPA Support (Optional)		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 7</b>	<b>60% Design</b>	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 7.1	60% Plan Development	NO ESTIMATE	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 7.4	NOT USED		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 7.5	NOT USED		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 8</b>	<b>90% Design</b>	0	\$ -	0	\$ -	40	\$ 7,000	0	\$ -	0	\$ -	0	\$ -	40	\$ 7,000	\$ -	\$ 7,000	\$ -
Task 8.1	90% PS&E	list only	\$ -		\$ -	40	\$ 7,000		\$ -		\$ -		\$ -	40	\$ 7,000		\$ 7,000	
Task 8.2	Mitigation and Permitting		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 8.5	Technical Design Doc Update		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 8.6	Draft Bid Items		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 8.7	Constructability/Sequencing Requirements		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 8.8	O&M Guidance Manual		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 8.9	Preliminary SWPPP		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 9</b>	<b>100% Final Design</b>	0	\$ -	0	\$ -	220	\$ 38,500	0	\$ -	0	\$ -	0	\$ -	220	\$ 38,500	\$ -	\$ 38,500	\$ -
Task 9.1	100% PS&E		\$ -		\$ -	220	\$ 38,500		\$ -		\$ -		\$ -	220	\$ 38,500		\$ 38,500	
Task 9.2	Geotechnical Review		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 9.3	Bid Set		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 9.4	Construction Phase Transition Report		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 9.5	Final SWPPP		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 9.6	Revised Benefit Cost Ratio Analysis		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>TOTAL</b>		0	\$ -	0	\$ -	338	\$ 59,150.00	0	\$ -	0	\$ -	0	\$ -	338	\$ 59,150.00	\$ -	\$ 59,150.00	\$ -

SAFER North Bay  
Scope Responsibilities  
5/4/2026

Geosyntec  
Geotechnical

Phase/Task	Assumptions	Senior Principal		Sr. Geotech Engineer/ Project Manager		Sr. Staff Professional		Project Administrator		Senior Designer		Estimated Total Hours	Estimated Total Fee	Other Direct Costs	Total Fee	Optional Fee
		Rate: \$ 345		Rate: \$ 300		Rate: \$ 210		Rate: \$ 104		Rate: \$ 225						
		Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees					
<b>Task 1</b>	<b>Project Management</b>	0	\$ -	14	\$ 4,200	0	\$ -	12	\$ 1,248	0	\$ -	26	\$ 5,448	\$ -	\$ 5,448	\$ -
Task 1.1	Kick Off Meeting		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 1.2	Project Design Work Plan		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 1.3	Project Meetings		\$ -	14	\$ 4,200		\$ -	12	\$ 1,248		\$ -	26	\$ 5,448		\$ 5,448	
Task 1.4	One-on-One Meeting with City of EPA		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 1.5	Coordination w/ External Agencies		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 1.6	Public Outreach		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 1.7	Project Specific Subtasks		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 2</b>	<b>Value Engineering and Strategy</b>	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 2.1	Initial Assessment		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 3</b>	<b>Data Collection and Investigations</b>	16	\$ 5,520	67	\$ 20,100	80	\$ 16,800	4	\$ 416	12	\$ 2,700	179	\$ 45,536	\$ -	\$ 45,536	\$ 70,000
Task 3.1	Research and Review Docs		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 3.2	Project Base Map		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 3.3	ROW Acquisition and Negotiations		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 3.4	Geotechnical Investigations	16	\$ 5,520	67	\$ 20,100	80	\$ 16,800	4	\$ 416	12	\$ 2,700	179	\$ 45,536		\$ 45,536	\$ 70,000
		<p>The following subtasks are associated with geotechnical design of the project and have therefore been included in the base scope of work:            * Task 3.4.1 - Review of Existing Geotechnical Information            * Task 3.4.2 - Supplemental Engineering Analysis and Design Support            * Task 3.4.3 - Geotechnical Design Criteria and PS&amp;E Support</p> <p>The following subtasks are associated with piezometer installation (including preparation, permitting, installation of 5 piezometers south and north of Bay Road, and post-construction monitoring for 1 year). These subtasks are not included in the base scope and are instead included as an optional fee.            * Task 3.4.4 - Field Work Plan * Task 3.4.4.1 - Field Work Coordination, Permits, and Applicable Regulations            * Task 3.4.4.2 - Encroachment Permits, Access Authorization, and Traffic Control Plans            * Task 3.4.4.3 - Utility and Access Verification            * Task 3.4.4.4 - Health and Safety Plan            * Task 3.4.4.5 - Survey Work            * Task 3.4.4.6 - Subsurface Exploration, Classification, Sampling, Backfilling            * Task 3.4.4.7 - Investigation Spoils            * Task 3.4.5 - Installation of Monitoring Wells or Piezometers            The total optional fee for these items include approximately \$40,000 of direct costs and \$30,000 of labor.</p>														
Task 3.5	Interior Drainage		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 4</b>	<b>Basis for Design</b>	12	\$ 4,140	40	\$ 12,000	60	\$ 12,600	0	\$ -	0	\$ -	112	\$ 28,740	\$ -	\$ 28,740	\$ -
Task 4.1	Design Criteria Memorandum		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 4.2	Basis of Design Report	12	\$ 4,140	40	\$ 12,000	60	\$ 12,600		\$ -		\$ -	112	\$ 28,740		\$ 28,740	
<b>Task 5</b>	<b>30% Design Document</b>	4	\$ 1,380	8	\$ 2,400	12	\$ 2,520	0	\$ -	0	\$ -	24	\$ 6,300	\$ -	\$ 6,300	\$ -
Task 5.1	Sample Drawings and Specifications		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 5.2	30% Plans, Specs, Est, Sched	4	\$ 1,380	8	\$ 2,400	12	\$ 2,520		\$ -		\$ -	24	\$ 6,300		\$ 6,300	
Task 5.3	Right-of-Way		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 6</b>	<b>Environmental and Reg Compliance</b>	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 6.1	Alt 1: EIR Addendum		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 6.2	Alt 2: Supplemental EIR		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 6.3	Regulatory Compliance		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 6.4	NEPA Support (Optional)		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 7</b>	<b>60% Design</b>	4	\$ 1,380	8	\$ 2,400	12	\$ 2,520	0	\$ -	0	\$ -	24	\$ 6,300	\$ -	\$ 6,300	\$ -
Task 7.1	60% Plan Development	4	\$ 1,380	8	\$ 2,400	12	\$ 2,520		\$ -		\$ -	24	\$ 6,300		\$ 6,300	
Task 7.4	NOT USED		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 7.5	NOT USED		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 8</b>	<b>90% Design</b>	4	\$ 1,380	8	\$ 2,400	12	\$ 2,520	0	\$ -	0	\$ -	24	\$ 6,300	\$ -	\$ 6,300	\$ -
Task 8.1	90% PS&E	4	\$ 1,380	8	\$ 2,400	12	\$ 2,520		\$ -		\$ -	24	\$ 6,300		\$ 6,300	
Task 8.2	Mitigation and Permitting		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 8.5	Technical Design Doc Update		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 8.6	Draft Bid Items		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 8.7	Constructability/Sequencing Requirements		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 8.8	O&M Guidance Manual		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 8.9	Preliminary SWPPP		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 9</b>	<b>100% Final Design</b>	4	\$ 1,380	12	\$ 3,600	20	\$ 4,200	0	\$ -	0	\$ -	36	\$ 9,180	\$ -	\$ 9,180	\$ -
Task 9.1	100% PS&E		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 9.2	Geotechnical Review	4	\$ 1,380	12	\$ 3,600	20	\$ 4,200		\$ -		\$ -	36	\$ 9,180		\$ 9,180	
Task 9.3	Bid Set		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 9.4	Construction Phase Transition Report		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 9.5	Final SWPPP		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 9.6	Revised Benefit Cost Ratio Analysis		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>TOTAL</b>		44	\$ 15,180	157	\$ 47,100	196	\$ 41,160	16	\$ 1,664	12	\$ 2,700	425	\$ 107,804	\$ -	\$ 107,804	\$ 70,000

SAFER North Bay  
Scope Responsibilities  
5/4/2026

Mark Thomas  
Survey

Phase/Task	Assumptions	Survey Manager II		Project Surveyor II		Lead Survey		Survey Tech II		2 Person Field Crew		Senior Proj Coordinator		Estimated Total Hours	Estimated Total Fee	Other Direct Costs	Total Fee	Optional Fee
		Rate: \$ 295		Rate: \$ 235		Rate: \$ 155		Rate: \$ 150		Rate: \$ 395		Rate: \$ 185						
		Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees					
<b>Task 1</b>	<b>Project Management</b>	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 1.1	Kick Off Meeting		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 1.2	Project Design Work Plan		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 1.3	Project Meetings		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 1.4	One-on-One Meeting with City of EPA		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 1.5	Coordination w/ External Agencies		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 1.6	Public Outreach		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 1.7	Project Specific Subtasks		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 2</b>	<b>Value Engineering and Strategy</b>	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 2.1	Initial Assessment		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 3</b>	<b>Data Collection and Investigations</b>	10	\$ 2,950	40	\$ 9,400	40	\$ 6,200	160	\$ 24,000	0	\$ -	4	\$ 740	254	\$ 43,290	\$ 4,500	\$ -	\$ 47,790
Task 3.1	Research and Review Docs		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 3.2	Project Base Map		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 3.3	ROW Acquisition and Negotiations	10	\$ 2,950	40	\$ 9,400	40	\$ 6,200	160	\$ 24,000		\$ -	4	\$ 740	254	\$ 43,290	\$ 4,500		\$ 47,790
Task 3.4	Geotechnical Investigations		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 3.5	Interior Drainage		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 4</b>	<b>Basis for Design</b>	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 4.1	Design Criteria Memorandum		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 4.2	Basis of Design Report		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 5</b>	<b>30% Design Document</b>	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 5.1	Sample Drawings and Specifications		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 5.2	30% Plans, Specs, Est, Sched		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 5.3	Right-of-Way		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 6</b>	<b>Environmental and Reg Compliance</b>	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 6.1	Alt 1: EIR Addendum		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 6.2	Alt 2: Supplemental EIR		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 6.3	Regulatory Compliance		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 6.4	NEPA Support (Optional)		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 7</b>	<b>60% Design</b>	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 7.1	60% Plan Development		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 7.4	NOT USED		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 7.5	NOT USED		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 8</b>	<b>90% Design</b>	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 8.1	90% PS&E		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 8.2	Mitigation and Permitting		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 8.5	Technical Design Doc Update		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 8.6	Draft Bid Items		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 8.7	Constructability/Sequencing Requirements		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 8.8	O&M Guidance Manual		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 8.9	Preliminary SWPPP		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 9</b>	<b>100% Final Design</b>	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 9.1	100% PS&E		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 9.2	Geotechnical Review		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 9.3	Bid Set		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 9.4	Construction Phase Transition Report		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 9.5	Final SWPPP		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 9.6	Revised Benefit Cost Ratio Analysis		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>TOTAL</b>		10	\$ 2,950	40	\$ 9,400	40	\$ 6,200	160	\$ 24,000	0	\$ -	4	\$ 740	254	\$ 43,290	\$ 4,500	\$ -	\$ 47,790

SAFER North Bay  
Scope Responsibilities  
5/4/2026

Monument ROW  
ROW Agent

Phase/Task	Assumptions	Principal		Senior Project Manager		Project Manager		Senior Agent		Senior Project Coordinator		Project Support Specialist		Project Accountant		Estimated Total Hours	Estimated Total Fee	Other Direct Costs	Total Fee	Optional Fee
		Rate: \$	310	Rate: \$	231	Rate: \$	178.50	Rate: \$	155	Rate: \$	140	Rate: \$	90	Rate: \$	130					
		Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees					
<b>Task 1</b>	<b>Project Management</b>	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 1.1	Kick Off Meeting		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 1.2	Project Design Work Plan		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 1.3	Project Meetings		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 1.4	One-on-One Meeting with City of EPA		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 1.5	Coordination w/ External Agencies		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 1.6	Public Outreach		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 1.7	Project Specific Subtasks		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -	\$ -	\$ -	\$ -
<b>Task 2</b>	<b>Value Engineering and Strategy</b>	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 2.1	Initial Assessment		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -	\$ -	\$ -	\$ -
<b>Task 3</b>	<b>Data Collection and Investigations</b>	8	\$ 2,480	40	\$ 9,240	64	\$ 11,424	144	\$ 22,320	80	\$ 11,200	40	\$ 3,600	8	\$ 1,040	384	\$ 61,304	\$ 81,436	\$ -	\$ 142,740
Task 3.1	Research and Review Docs		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 3.2	Project Base Map		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 3.3	ROW Acquisition and Negotiations	8	\$ 2,480	40	\$ 9,240	64	\$ 11,424	144	\$ 22,320	80	\$ 11,200	40	\$ 3,600	8	\$ 1,040	384	\$ 61,304	\$ 81,436	\$ -	\$ 142,740
Task 3.4	Geotechnical Investigations		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 3.5	Interior Drainage		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -	\$ -	\$ -	\$ -
<b>Task 4</b>	<b>Basis for Design</b>	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 4.1	Design Criteria Memorandum		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 4.2	Basis of Design Report		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -	\$ -	\$ -	\$ -
<b>Task 5</b>	<b>30% Design Document</b>	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 5.1	Sample Drawings and Specifications		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 5.2	30% Plans, Specs, Est, Sched		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 5.3	Right-of-Way		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -	\$ -	\$ -	\$ -
<b>Task 6</b>	<b>Environmental and Reg Compliance</b>	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 6.1	Alt 1: EIR Addendum		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 6.2	Alt 2: Supplemental EIR		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 6.3	Regulatory Compliance		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 6.4	NEPA Support (Optional)		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -	\$ -	\$ -	\$ -
<b>Task 7</b>	<b>60% Design</b>	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 7.1	60% Plan Development		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 7.4	NOT USED		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 7.5	NOT USED		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -	\$ -	\$ -	\$ -
<b>Task 8</b>	<b>90% Design</b>	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 8.1	90% PS&E		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 8.2	Mitigation and Permitting		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 8.5	Technical Design Doc Update		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 8.6	Draft Bid Items		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 8.7	Constructability/Sequencing Requirements		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 8.8	O&M Guidance Manual		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 8.9	Preliminary SWPPP		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -	\$ -	\$ -	\$ -
<b>Task 9</b>	<b>100% Final Design</b>	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 9.1	100% PS&E		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 9.2	Geotechnical Review		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 9.3	Bid Set		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 9.4	Construction Phase Transition Report		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 9.5	Final SWPPP		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 9.6	Revised Benefit Cost Ratio Analysis		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>		8	\$ 2,480	40	\$ 9,240	64	\$ 11,424	144	\$ 22,320	80	\$ 11,200	40	\$ 3,600	8	\$ 1,040	384	\$ 61,304	\$ 81,436	\$ -	\$ 142,740

SAFER North Bay  
Scope Responsibilities  
5/4/2026

WRA  
Biology / Permitting / Restoration / Landscape

Phase/Task	Assumptions	Principal / Director		Senior Associate		Associate Engineer		Engineer		Assistant Engineer		Associate Landscape Architect		Senior Technician		GIS Professional II		Clerical Support		Estimated Total Hours	Estimated Total Fee	Other Direct Costs	Total Fee	Optional Fee
		Rate:	\$ 310	Rate:	\$ 269	Rate:	\$ 239	Rate:	\$ 212	Rate:	\$ 150	Rate:	\$ 227	Rate:	\$ 163	Rate:	\$ 207	Rate:	\$ 99					
		Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees					
<b>Task 1</b>	<b>Project Management</b>	41	\$ 12,710	62	\$ 16,678	34	\$ 8,126	0	\$ -	64	\$ 9,600	48	\$ 10,896	80	\$ 13,040	10	\$ 2,070	15	\$ 1,485	354	\$ 74,605	\$ 275	\$ 74,880	\$ -
Task 1.1	Kick Off Meeting	3	\$ 930	2	\$ 538		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	5	\$ 1,468		\$ 1,468	
Task 1.2	Project Design Work Plan	2	\$ 620	2	\$ 538	6	\$ 1,434		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	10	\$ 2,592		\$ 2,592	
Task 1.3	Project Meetings	10	\$ 3,100	16	\$ 4,304	12	\$ 2,868		\$ -		\$ -	7	\$ 1,589		\$ -		\$ -		\$ -	45	\$ 11,861		\$ 11,861	
Task 1.4	One-on-One Meeting with City of EPA	6	\$ 1,860	6	\$ 1,614	6	\$ 1,434		\$ -		\$ -	6	\$ 1,362		\$ -		\$ -		\$ -	24	\$ 6,270		\$ 6,270	
Task 1.5	Coordination w/ External Agencies	10	\$ 3,100	20	\$ 5,380	10	\$ 2,390		\$ -	10	\$ 1,500		\$ -		\$ -		\$ -		\$ -	50	\$ 12,370		\$ 12,370	
Task 1.6	Public Outreach	10	\$ 3,100	16	\$ 4,304		\$ -		\$ -	54	\$ 8,100	35	\$ 7,945	80	\$ 13,040	10	\$ 2,070	15	\$ 1,485	220	\$ 40,044	\$ 275	\$ 40,319	
Task 1.7	Project Specific Subtasks		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 2</b>	<b>Value Engineering and Strategy</b>	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 2.1	Initial Assessment		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 3</b>	<b>Data Collection and Investigations</b>	4	\$ 1,240	4	\$ 1,076	10	\$ 2,390	0	\$ -	0	\$ -	4	\$ 908	0	\$ -	0	\$ -	0	\$ -	22	\$ 5,614	\$ -	\$ 5,614	\$ -
Task 3.1	Research and Review Docs	4	\$ 1,240	4	\$ 1,076	10	\$ 2,390		\$ -		\$ -	4	\$ 908		\$ -		\$ -		\$ -	22	\$ 5,614		\$ 5,614	
Task 3.2	Project Base Map		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 3.3	ROW Acquisition and Negotiations		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 3.4	Geotechnical Investigations		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 3.5	Interior Drainage		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 4</b>	<b>Basis for Design</b>	22	\$ 6,820	22	\$ 5,918	30	\$ 7,170	16	\$ 3,392	113	\$ 16,950	14	\$ 3,178	75	\$ 12,225	8	\$ 1,656	6	\$ 594	306	\$ 57,903	\$ -	\$ 57,903	\$ -
Task 4.1	Design Criteria Memorandum	8	\$ 2,480	8	\$ 2,152	14	\$ 3,346	8	\$ 1,696	40	\$ 6,000	12	\$ 2,724		\$ -		\$ -		\$ -	90	\$ 18,398		\$ 18,398	
Task 4.2	Basis of Design Report	14	\$ 4,340	14	\$ 3,766	16	\$ 3,824	8	\$ 1,696	73	\$ 10,950	2	\$ 454	75	\$ 12,225	8	\$ 1,656	6	\$ 594	216	\$ 39,505		\$ 39,505	
Task 5	30% Design Document	35	\$ 10,850	12	\$ 3,228	44	\$ 10,516	90	\$ 19,080	190	\$ 28,500	30	\$ 6,810	60	\$ 9,780	10	\$ 2,070	0	\$ -	471	\$ 90,834	\$ -	\$ 90,834	\$ -
Task 5.1	Sample Drawings and Specifications		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 5.2	30% Plans, Specs, Est, Sched	35	\$ 10,850	12	\$ 3,228	44	\$ 10,516	90	\$ 19,080	190	\$ 28,500	30	\$ 6,810	60	\$ 9,780	10	\$ 2,070		\$ -	471	\$ 90,834		\$ 90,834	
Task 5.3	Right-of-Way		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 6</b>	<b>Environmental and Reg Compliance</b>	10	\$ 3,100	20	\$ 5,380	20	\$ 4,780	20	\$ 4,240	0	\$ -	0	\$ -	10	\$ 1,630	10	\$ 2,070	0	\$ -	90	\$ 21,200	\$ -	\$ 21,200	\$ -
Task 6.1	Alt 1: EIR Addendum		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 6.2	Alt 2: Supplemental EIR		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 6.3	Regulatory Compliance	10	\$ 3,100	20	\$ 5,380	20	\$ 4,780	20	\$ 4,240		\$ -		\$ -	10	\$ 1,630	10	\$ 2,070		\$ -	90	\$ 21,200		\$ 21,200	
Task 6.4	NEPA Support (Optional)		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 7</b>	<b>60% Design</b>	18	\$ 5,580	12	\$ 3,228	30	\$ 7,170	40	\$ 8,480	97	\$ 14,550	20	\$ 4,540	50	\$ 8,150	8	\$ 1,656	0	\$ -	275	\$ 53,354	\$ -	\$ 53,354	\$ -
Task 7.1	60% Plan Development	18	\$ 5,580	12	\$ 3,228	30	\$ 7,170	40	\$ 8,480	97	\$ 14,550	20	\$ 4,540	50	\$ 8,150	8	\$ 1,656		\$ -	275	\$ 53,354		\$ 53,354	
Task 7.4	NOT USED		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 7.5	NOT USED		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 8</b>	<b>90% Design</b>	21	\$ 6,510	20	\$ 5,380	19	\$ 4,541	29	\$ 6,148	77	\$ 11,550	23	\$ 5,221	62	\$ 10,106	2	\$ 414	0	\$ -	253	\$ 49,870	\$ -	\$ 49,870	\$ -
Task 8.1	90% PS&E	14	\$ 4,340	10	\$ 2,690	15	\$ 3,585	15	\$ 3,180	55	\$ 8,250	20	\$ 4,540	40	\$ 6,520	2	\$ 414		\$ -	171	\$ 33,519		\$ 33,519	
Task 8.2	Mitigation and Permitting	4	\$ 1,240	8	\$ 2,152		\$ -	10	\$ 2,120	10	\$ 1,500		\$ -	10	\$ 1,630		\$ -		\$ -	42	\$ 8,642		\$ 8,642	
Task 8.5	Technical Design Doc Update		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 8.6	Draft Bid Items		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 8.7	Constructability/Sequencing Requirements		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 8.8	O&M Guidance Manual	3	\$ 930	2	\$ 538	4	\$ 956	4	\$ 848	12	\$ 1,800	3	\$ 681	12	\$ 1,956		\$ -		\$ -	40	\$ 7,709		\$ 7,709	
Task 8.9	Preliminary SWPPP		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 9</b>	<b>100% Final Design</b>	18	\$ 5,580	7	\$ 1,883	21	\$ 5,019	18	\$ 3,816	60	\$ 9,000	24	\$ 5,448	30	\$ 4,890	2	\$ 414	0	\$ -	180	\$ 36,050	\$ -	\$ 36,050	\$ -
Task 9.1	100% PS&E	8	\$ 2,480	4	\$ 1,076	17	\$ 4,063	12	\$ 2,544	50	\$ 7,500	20	\$ 4,540	30	\$ 4,890	2	\$ 414		\$ -	143	\$ 27,507		\$ 27,507	
Task 9.2	Geotechnical Review		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 9.3	Bid Set	10	\$ 3,100	3	\$ 807	4	\$ 956	6	\$ 1,272	10	\$ 1,500	4	\$ 908	956	\$ -	1,272	\$ -		\$ -	37	\$ 8,543		\$ 8,543	
Task 9.4	Construction Phase Transition Report		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 9.5	Final SWPPP		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 9.6	Revised Benefit Cost Ratio Analysis		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>TOTAL</b>		169	\$ 52,390	159	\$ 42,771	208	\$ 49,712	213	\$ 45,156	601	\$ 90,150	163	\$ 37,001	367	\$ 59,821	50	\$ 10,350	21	\$ 2,079	1951	\$ 389,430	\$ 275	\$ 389,705	\$ -

**SAFER North Bay**  
**Scope Responsibilities**  
**5/4/2026**

**WS Nelson**  
 Mechanical & Electrical Engineering

Phase/Task	Assumptions	Project Manager		Mech Design		Elect Design		Control System Design		Estimated Total Hours	Estimated Total Fee	Other Direct Costs	Total Fee	Optional Fee
		Rate: \$	195	Rate: \$	170	Rate: \$	170	Rate: \$	170					
		Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees					
<b>Task 1</b>	<b>Project Management</b>	8	\$ 1,560	8	\$ 1,360	0	\$ -	8	\$ 1,360	24	\$ 4,280	\$ 624	\$ 4,904	\$ -
Task 1.1	Kick Off Meeting		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 1.2	Project Design Work Plan		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 1.3	Project Meetings	8	\$ 1,560	8	\$ 1,360		\$ -	8	\$ 1,360	24	\$ 4,280	\$ 624	\$ 4,904	
Task 1.4	One-on-One Meeting with City of EPA		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 1.5	Coordination w/ External Agencies		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 1.6	Public Outreach		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 1.7	Project Specific Subtasks		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 2</b>	<b>Value Engineering and Strategy</b>	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 2.1	Initial Assessment		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 3</b>	<b>Data Collection and Investigations</b>	0	\$ -	6	\$ 1,020	0	\$ -	24	\$ 4,080	30	\$ 5,100	\$ 360	\$ 5,460	\$ -
Task 3.1	Research and Review Docs		\$ -	6	\$ 1,020		\$ -	24	\$ 4,080	30	\$ 5,100	\$ 360	\$ 5,460	
Task 3.2	Project Base Map		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 3.3	ROW Acquisition and Negotiations		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 3.4	Geotechnical Investigations		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 3.5	Interior Drainage		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 4</b>	<b>Basis for Design</b>	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 4.1	Design Criteria Memorandum		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 4.2	Basis of Design Report		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 5</b>	<b>30% Design Document</b>	2	\$ 390	32	\$ 5,440	0	\$ -	40	\$ 6,800	74	\$ 12,630	\$ 1,200	\$ 13,830	\$ -
Task 5.1	Sample Drawings and Specifications		\$ 390	12	\$ 2,040		\$ -	40	\$ 6,800	54	\$ 9,230	\$ 624	\$ 9,854	
Task 5.2	30% Plans, Specs, Est, Sched		\$ -	20	\$ 3,400		\$ -		\$ -	20	\$ 3,400	\$ 576	\$ 3,976	
Task 5.3	Right-of-Way		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 6</b>	<b>Environmental and Reg Compliance</b>	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ -	\$ -
Task 6.1	Alt 1: EIR Addendum		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 6.2	Alt 2: Supplemental EIR		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 6.3	Regulatory Compliance		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 6.4	NEPA Support (Optional)		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 7</b>	<b>60% Design</b>	2	\$ 390	16	\$ 2,720	0	\$ -	0	\$ -	18	\$ 3,110	\$ 624	\$ 3,734	\$ -
Task 7.1	60% Plan Development		\$ 390	16	\$ 2,720		\$ -		\$ -	18	\$ 3,110	\$ 624	\$ 3,734	
Task 7.4	NOT USED		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 7.5	NOT USED		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 8</b>	<b>90% Design</b>	2	\$ 390	32	\$ 5,440	0	\$ -	92	\$ 15,640	126	\$ 21,470	\$ 1,248	\$ 22,718	\$ -
Task 8.1	90% PS&E		\$ 390	16	\$ 2,720		\$ -	32	\$ 5,440	50	\$ 8,550	\$ 792	\$ 9,342	
Task 8.2	Mitigation and Permitting		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 8.5	Technical Design Doc Update		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 8.6	Draft Bid Items		\$ -	16	\$ 2,720		\$ -	60	\$ 10,200	76	\$ 12,920	\$ 456	\$ 13,376	
Task 8.7	Constructability/Sequencing Requirements		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 8.8	O&M Guidance Manual		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 8.9	Preliminary SWPPP		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>Task 9</b>	<b>100% Final Design</b>	2	\$ 390	16	\$ 2,720	0	\$ -	24	\$ 4,080	42	\$ 7,190	\$ 624	\$ 7,814	\$ -
Task 9.1	100% PS&E		\$ 390	16	\$ 2,720		\$ -	24	\$ 4,080	42	\$ 7,190	\$ 624	\$ 7,814	
Task 9.2	Geotechnical Review		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 9.3	Bid Set		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 9.4	Construction Phase Transition Report		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 9.5	Final SWPPP		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
Task 9.6	Revised Benefit Cost Ratio Analysis		\$ -		\$ -		\$ -		\$ -	0	\$ -		\$ -	
<b>TOTAL</b>		16	\$ 3,120	110	\$ 18,700	0	\$ -	188	\$ 31,960	314	\$ 53,780	\$ 4,680	\$ 58,460	\$ -



# EAST PALO ALTO CITY COUNCIL STAFF REPORT

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**DATE:** May 19, 2026

**TO:** Honorable Mayor and Members of the City Council

**VIA:** Melvin E. Gaines, City Manager

**BY:** Tomohito Oku, Finance Director  
Esther Aguirre, Senior Accountant

**SUBJECT:** FY 2025-26 Third Quarter Treasury Report

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## **Recommendation**

Accept and file the Cash Treasury Report for the month of March 2026.

## **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 3.4**

<b>Summary March 31, 2026</b>				
	<b>Average Maturity (YRS)</b>	<b>Average Earnings (QTR)</b>	<b>Deposit Value</b>	<b>Market Value</b>
Petty Cash	n/a	n/a	\$ 10,800	\$ 10,800
Bank Checking	n/a	n/a	\$ 3,572,741	\$ 3,572,741
Local Agency Investment Fund	0.72	3.92%	\$ 24,260,808	\$ 24,260,343
San Mateo County Pool Investment	2.76	3.99%	\$ 53,341,488	\$ 53,752,218
CA Asset Management Program	0.14	3.83%	\$ 103,059,951	\$ 103,059,951
			<b>\$ 184,245,787</b>	<b>\$ 184,656,052</b>

March 31, 2026, the total deposit value of cash and investments equals \$184,245,787. Outstanding checks and other minor adjustments totaled \$1,780,533. Compared to the prior quarter ending December 2025, the FY2025-26 third quarter (Q3) ending March 31, 2026, reflects an increase in total book value of approximately \$23.3M. The overall increase is primarily attributable to several significant receipts received during the quarter, including the transfer and consolidation of all EPASD bank balances into a single City of East Palo Alto account under the SM Pool account (\$22.3M), Current Secured Tax revenues (\$2.6M), Excess ERAF distribution revenues (\$0.9M), and other operating revenues.

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

<b>Summary March 31, 2026</b>		
	<b>Deposit Value</b>	<b>Market Value</b>
General Fund (Inc. Petty cash of \$10,800)	\$ 48,901,604	\$ 48,901,604
General Sub-Funds (Committed/Restricted)	\$ 18,399,740	\$ 18,399,740
City Funds Restricted and Committed	\$ 115,188,249	\$ 115,188,249
Successor Agency Trust	\$ 1,756,194	\$ 1,756,194
Unrealized Gain/(Loss) on Investment Pools	\$ -	\$ 410,264
	<b>\$ 184,245,787</b>	<b>\$ 184,656,052</b>

The deposit market value totals \$184,656,052 including an unrealized gain of \$410,264 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 (\$48,901,604) including the contingency reserve may be used at Council discretion.

The table below reflects changes in rates since March 31, 2025, and compared to the previous month of February 2026, demonstrates a decrease in Long-term and Short-Term Treasury yields since March 31, 2026<sup>1</sup>:

<sup>1</sup> Daily US Treasury Yield Curve. Treasury.gov

## CONSENT ITEM 3.4

	Mar-26	Feb-26	Mar-25
6-Month Treasury Bill	3.60	3.51	4.08
2-Year Treasury Note	3.79	3.38	3.89
5-Year Treasury Note	3.92	3.51	3.96

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. From January to March, LAIF yields decreased from 4.09% at quarter-end (QE) December 2025 to 3.92% at quarter-end (QE) March 2026 and San Mateo County Pool average gross pool earnings increased from 3.96% for QE December 2025 to 3.99% for QE March 2026. San Mateo County Pool earnings are quoted on gross earnings. LAIF fair value factor decreased from 1.0022 in the previous quarter to 1.0000. The County Pool factor decreased from 1.0122 for QE December 2025 to 1.0077 for QE March 2026. As of March 2026, CAMP has an annualized yield of 3.80%, representing a decrease of 0.15% from the 3.95% yield reported in December 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 potentially significant impact on the environment.

The action being considered does not constitute a "Project" within the meaning of the California Environmental Quality Act (CEQA), pursuant to CEQA Guideline section 15378 (b)(5), in that it is a government administrative activity that will not result in direct or indirect changes in 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 March 2026

## Treasury Summary

**CITY AND SUCCESSOR AGENCY OF EAST PALO ALTO**

**SUMMARY OF INVESTMENTS**  
**For Quarter Ended March 31, 2026**

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%	3,572,741	1.9%	3,572,741
3. Local Agency Investment Fund (LAIF)	261	0.72	3.920%	24,260,808	13.1%	24,260,343
4. San Mateo County Pool Investment	1007	2.76	3.990%	53,341,488	29.1%	53,752,218
5. CA Asset Management Program	52	0.14	3.827%	103,059,951	55.8%	103,059,951
<b>Total Cash and Investments on Deposit</b>			<b>3.812%</b>	<b>184,245,787</b>	<b>100.0%</b>	<b>184,656,052</b>

General Fund (including petty cash of \$10,800)	47,121,071	47,121,071
General Sub - Funds (Committed/Reserved)	18,399,740	18,399,740
City Funds Restricted and Committed	115,188,249	115,188,249
Successor Agency Trust	1,756,194	1,756,194
Unrealized Gain/(Loss) on Investment Pools	-	410,264
<b>Total Book Balance</b>	<b>182,465,254</b>	<b>182,875,519</b>

Bank to Book Adjustments		
Checks Outstanding/Other AJE	1,780,533	1,780,533
<b>Total Book Adjustment</b>	<b>1,780,533</b>	<b>1,780,533</b>

<b>Total Cash and Investment Portfolio</b>	<b>184,245,787</b>	<b>184,656,052</b>
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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.

DocuSigned by:  
  
81A2788FAEC34D8...  
**Tomohito Oku**  
 Director of Finance

5/10/2026  
 \_\_\_\_\_  
 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 CITY COUNCIL STAFF REPORT

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**DATE:** May 19, 2026  
**TO:** Honorable Mayor and Members of the City Council  
**VIA:** Melvin E. Gaines, City Manager  
**BY:** James Colin, City Clerk  
**SUBJECT:** City Council Meeting Minutes

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## **Recommendation**

Adopt May 5, 2026, City Council Meeting Minutes.

## **Attachments**

1. May 5, 2026, Minutes



# EAST PALO ALTO CITY COUNCIL REGULAR SESSION AGENDA

Tuesday, May 5, 2026, 6:00 PM  
EPA Government Center  
2415 University Avenue, First Floor  
East Palo Alto, CA 94303

## 1. CALL TO ORDER AND ROLL CALL

Mayor Lincoln called the meeting to order at 6:04 PM. City Clerk James Colin announced that Council Member Martha Barragan would be participating remotely pursuant to a just cause exemption for contagious illness and confirmed the requisite conditions for remote attendance. A roll call was conducted.

Attendee Name	Title	Status	Arrived
Webster Lincoln	Mayor	Present	
Ruben Abrica	Vice Mayor	Present	
Carlos Romero	Councilmember	Present	
Mark Dinan	Councilmember	Present	
Martha Barragan	Councilmember	Remote	

## 2. APPROVAL OF THE AGENDA

Mayor Lincoln proposed that following the Consent Calendar, the Council proceed to Policy and Action items before Closed Session, citing staff capacity constraints. Council Member Romero subsequently moved to place the Closed Session at the end of the meeting rather than in the middle of the agenda. That amendment was adopted. The agenda was approved as modified by roll call vote (5-0).

## 3. APPROVAL OF CONSENT CALENDAR

Council Member Dinan pulled items 3.2, 3.4, and 3.6 for separate discussion. The remaining items on the consent calendar were approved without public comment.

Motion to approve the Consent Calendar absent items 3.2, 3.4, and 3.6 was made by Mayor Lincoln and seconded by Council Member Romero. The motion carried 5-0.

### 3.1 **On-Call Contract Award with CSG Consultants and CSWST2**

### 3.2 **Jewish Heritage Month Proclamation**

Mayor Lincoln read the full text of the Jewish American Heritage Month Proclamation recognizing May 2026 as Jewish American Heritage Month in the City of East Palo Alto. The proclamation acknowledged Jewish Americans' contributions to civil rights, the labor movement, and women's suffrage, and noted a 344% increase in antisemitic incidents over the prior five years.

Vice Mayor Abrica noted that the City had been issuing similar proclamations for diverse communities over many years, having first adopted a Jewish Heritage Month proclamation when he served as mayor in 2022, and extended congratulations to both the Jewish and Asian Pacific Islander communities recognized that evening.

Public comment was received from Astrid Reber, a bilingual speech-language pathologist serving East Palo Alto families, who expressed gratitude for the proclamation and the City's commitment to diversity. Julia Maes of JCRC Bay Area also spoke in support, representing over 70 Bay Area Jewish organizations. Adit, a Jewish East Palo Alto resident and homeowner, received the proclamation on behalf of the local Jewish community, sharing the personal significance of the recognition and expressing concern for her family's safety at public Jewish events in the current climate.

Motion to approve the Jewish Heritage Month Proclamation was made by Council Member Romero and seconded by Council Member Dinan. The motion carried 5-0.

### **3.3 Asian American & Pacific Islander Month Proclamation**

### **3.4 Proclamation of The City of East Palo Alto Affirming the City's Commitment to Combat Antisemitism**

This item generated the most extensive and contentious public discussion of the evening. The proclamation proposed adopting the International Holocaust Remembrance Alliance (IHRA) Working Definition of Antisemitism as a non-binding educational and analytical framework to guide municipal training, policy development, and awareness efforts.

#### **Public Comment**

Approximately 35 in-person speakers and several online participants addressed the Council, with testimony deeply divided. Supporters of the proclamation, including community members, representatives of JCRC Bay Area, and the Combat Antisemitism Movement, argued that antisemitism is a documented and rising threat, that the IHRA definition is an internationally recognized tool already adopted by 42 governments and numerous U.S. states and municipalities, and that the proclamation is explicitly non-binding and does not restrict First Amendment rights or legitimate criticism of any government. Several Jewish community members shared personal experiences of fear and harassment and appealed to the Council to take a clear stand.

Opponents—including representatives from CAIR (Council on American Islamic Relations), Palestinian community members, legal scholars, and other residents—argued that the IHRA definition is deeply flawed and has been weaponized to suppress protected speech, particularly regarding Palestinian human rights and criticism of Israeli government policies. They contended that several of the IHRA's illustrative examples, such as the prohibition against comparing Israeli policy to that of the Nazis, could constitute censorship of legitimate political expression. Several speakers noted that the definition's own co-author, Kenneth Stern, has publicly criticized its misuse. Another speaker spoke in opposition, urging the Council to read a letter submitted by Antonio Lopez on the subject.

Public comment was received from the following speakers:

- David Ron
- Anna Stepenenko
- Helena T.
- JP Bruno
- Robin
- Mayrar

- Arik P.
- Zahra Biloh
- Sarah
- Likbin Khoo
- Mousa
- Habiba G.
- Batool Zaro
- Ofelia
- Luis Rosas
- Hibah M.
- Gail Dixon
- Stephanie
- Joseph Monretto
- Adina Eplmen
- Mario
- Jabran Khalil
- Adit Noar
- Donna Wallach
- Mariam Buzi
- Adina Danzig
- David Riber
- Lisa Katz
- Fili Zaragoza
- Wendy Feng
- Liban Sheikh
- Jula Mates
- Asiya Patel
- Allan Fisher
- Francisca
- Zaynab
- Neda
- Leonel Angel Santibanez Vargas
- Yusra Hussain
- Colin Bookman
- Mike Sanford
- Brian
- Sami
- Stewart Hyland

The session was repeatedly interrupted by audience disruptions. Mayor Lincoln issued multiple warnings and, following an extended period of disorder after the IHRA vote was taken, the Council voted to clear the chambers pursuant to Government Code Section 54957.9. The meeting was called into recess and reconvened after the disruptions ceased.

#### Council Discussion

The City Manager read aloud the full IHRA Working Definition text and its illustrative examples at the request of Council Member Dinan. City Attorney John Le then confirmed that the proclamation is not legally binding and does not itself constitute a policy; it would serve only to guide future policy development.

Council Member Dinan expressed support for the proclamation, stating that antisemitism in the United States is real, increasing, and distinct from the Israeli-Palestinian conflict, and that adopting a widely recognized definition is a reasonable, symbolic step. He emphasized that the

resolution does not prevent criticism of the Israeli government and noted that dozens of cities and 35 states have already recognized the IHRA definition.

Council Member Romero moved to amend the proclamation by removing the "whereas" clauses and "be it further resolved" paragraph that specifically reference the IHRA Working Definition (clauses 5 through 9), arguing that while affirming opposition to antisemitism is important, the IHRA definition itself is contentious and its inclusion could endanger free speech protections. That motion did not receive a second.

Vice Mayor Abrica stated he was not in support of the proclamation as written, expressing concern that the IHRA definition was politically divisive and that a broader anti-hatred resolution would be more appropriate for the City.

Mayor Lincoln delivered a formal statement in support, invoking Dr. Martin Luther King Jr.'s address to the American Jewish Congress, citing documented anti-Jewish hate crimes nationally, and asserting that the proclamation explicitly affirms First Amendment rights and does not constrain criticism of any government. He distinguished the proclamation from the City's ceasefire resolution, stating that the two positions reflect the same underlying commitment to human dignity rather than competing ones. He proposed the alternative motion to adopt the resolution as written.

Motion to adopt the Proclamation of the City of East Palo Alto Affirming the City's Commitment to Combat Antisemitism, including the IHRA Working Definition of Antisemitism, as presented was made by Mayor Lincoln and seconded by Council Member Dinan. The motion carried 3-2, with Mayor Lincoln, Council Member Barragan, and Council Member Dinan voting yes, and Vice Mayor Abrica and Council Member Romero voting no.

### **3.5 Public Safety Dispatch Services**

### **3.6 Execute the updated Animal Control Services Agreement with County of San Mateo for the period July 1, 2026 – June 30, 2029.**

Council Member Dinan, who had pulled this item, voiced significant dissatisfaction with the current level of animal control services provided in East Palo Alto by the Peninsula Humane Society, which operates under contract with San Mateo County. He cited the lack of spay/neuter outreach, vaccination and microchipping services, insufficient community engagement at local events, and the distance of the shelter in San Mateo as ongoing problems. He noted the contract cost of approximately \$689,683 for FY 2026-27, totaling approximately \$2,454,279 over three years.

The Assistant City Manager acknowledged the concerns, noting that this is a collaborative contract shared with approximately 20 other San Mateo County cities and that alternatives are limited. She noted the City Council had not previously prioritized a comprehensive review of alternatives during strategic priority setting.

Lori Morton of San Mateo County Health Services addressed the Council and provided data to counter some of the concerns. She reported that East Palo Alto accounts for a disproportionately high share of spay/neuter voucher redemptions relative to other cities in the county, that 562 field service calls were conducted in East Palo Alto over the past 12 months, that 73 dogs and 182 cats were returned to owners, and that Peninsula Humane Society responded to police assistance requests 79 times. She acknowledged the distance of the facility and offered to meet directly with Council Member Dinan to explore adding local services such as vaccine clinics. She also noted that a shortage of veterinarians has hampered the mobile spay/neuter program. Council Member Romero noted that for the purposes of this contract's renewal, the service data

appeared encouraging, and expressed openness to exploring improvements in subsequent years.

Motion to approve the updated Animal Control Services Agreement with the County of San Mateo for the period July 1, 2026 through June 30, 2029 was made by Council Member Romero and seconded by Mayor Lincoln. The motion carried 5-0.

### **3.7 City Council Strategic Priorities Fiscal Years (FY) 2025-27 Work Plan - Third Quarter Status Update**

#### **4. CLOSED SESSION**

#### **5. PUBLIC COMMENT**

The following speakers provided public comments:

- Leland Francois
- Deborah Lewis Virges
- Ravneel
- Angel
- Gail Dixon
- Mario
- Luis Rosas

#### **6. INFORMATIONAL REPORTS**

##### **6.1 First Time Homebuyer Program Research**

Housing and Economic Development Manager Karen Camacho and Alex Wagner from Heart of San Mateo County co-presented the results of a four-month feasibility study on establishing a first-time homebuyer program in East Palo Alto. Staff had contacted 18 banks and credit unions, interviewed three financial institutions and two nonprofits, and conducted a landscape and cost analysis.

The presentation identified five potential program types: (1) down payment assistance loans (silent second or traditional), (2) closing cost assistance grants, (3) interest rate buydown programs, (4) forgivable loans, and (5) homebuyer education and counseling.

The analysis found that the current real estate environment—with San Mateo County's median home price at \$2.08 million and East Palo Alto's at approximately \$1.1 million, and a 30-year fixed mortgage rate of approximately 6.3%—makes a traditional large-scale down payment assistance program financially infeasible for the City. The City's Housing Assistance Fund holds approximately \$405,000, which is insufficient to fund the eight-loan goal identified in the Housing Element. Additionally, administrative costs alone for such a program were estimated at approximately \$150,000 for eight loans. Heart of San Mateo County's own first-time homebuyer loan product had been discontinued due to the same market conditions.

Staff recommended against pursuing a traditional large down payment assistance program at this time, and instead suggested pursuing more targeted, cost-efficient alternatives such as homebuyer education and counseling, closing cost assistance, and leveraging external funding partnerships.

Council Member Romero raised foundational questions about program eligibility—specifically, who the program would serve in terms of residency, income levels, and connection to existing BMR (Below Market Rate) units—and noted that the subsidy gap to make homeownership

affordable to residents at 100% of Area Median Income could be as high as \$525,000 per household, making traditional programs a poor use of limited resources compared to affordable rental production. He suggested that homebuyer education and counseling, combined with any closing cost assistance, be the immediate focus.

Mayor Lincoln expressed interest in narrowing the program's scope to support purchasers of inclusionary or BMR units rather than market-rate homes, and noted that the rate buydown approach might offer the most efficient subsidy structure. Council Member Dinan expressed general support for further research and asked about the silent second model as a way to preserve the City's investment over time.

Staff was directed to return with more detailed program design, funding strategy, and an implementation plan, including an analysis of the rate buydown approach and the feasibility of targeting BMR unit purchasers. Staff also confirmed they would examine local preference provisions applicable to the program.

## **7. SPECIAL PRESENTATIONS**

### **7.1 Fresh Approach Community Garden Presentation**

Laura from Fresh Approach presented on the progress of the new East Palo Alto Community Garden, which launched in April 2025 on a half-acre leased parcel behind Bloom House, following the organization's eviction from its 17-year home at the Collective Roots Community Garden. The presentation detailed how the site was transformed from a blank, mulch-covered field into a functioning community garden with 22 active family garden plots, a waiting list of 20 families, a greenhouse, community event space, and monthly workshops for residents.

The East Palo Alto Community Compost Hub was also relaunched in 2025 in conjunction with the new garden. The hub had engaged nearly 100 residents by year's end, diverted over 7,000 pounds of food scraps, and produced 3.5 cubic yards of compost distributed back to residents in its first six months. The compost hub had previously launched with county Office of Sustainability support in anticipation of SB 1383 requirements.

Fresh Approach requested that the Council direct city staff to explore using SB 1383-related spending (as enabled by AB 2346, which allows jurisdictions to meet up to 10% of their compost procurement obligation through investment in community composting infrastructure) to formally support the East Palo Alto Community Compost Hub—similar to an arrangement the City of San Mateo has with the organization.

Council Member Dinan and Vice Mayor Abrica offered strong support for Fresh Approach's work and encouraged the organization's continued collaboration with the community. Council Member Romero asked for clarification on the scale of community composting relative to the City's overall SB 1383 obligations, and the presenter acknowledged that further coordination with city staff on the financial and regulatory mechanics would be needed. Staff was informally directed to explore the SB 1383 investment pathway further.

## **8. PUBLIC HEARINGS**

### **8.1 Development Code Text Amendment (ZTA25-002) to amend various Chapters and Sections of Title 18 (Development Code) of the East Palo Alto Municipal Code (continued from 4/21/2026 Council meeting)**

Planning staff presented the second part of the annual Development Code update, focusing on the proposed Objective Design Standards (ODS) required to bring the City into compliance with

state housing law, specifically the State Housing Accountability Act and the Housing Crisis Act. These laws require that housing projects be reviewed against objective, measurable standards rather than subjective ones.

The ODS were developed in consultation with Remy and Associates and vetted through outreach to architects, designers, and developers active in East Palo Alto, including the design teams for Colibra Commons, the Dar Group, J&Go and Associates, the His Group, Sunhill Properties, and SC Design Group.

Staff presented standards covering a range of topics for both small-scale residential (single-family through fourplex) and larger multifamily and mixed-use developments, including: building placement and orientation; front setback compatibility; garage deemphasis (limiting garage frontage to 22 feet or 60% of facade); privacy protections including upper-story window offsets; facade articulation and materials; balcony setbacks; parking layout and screening; active ground floor uses; common and private open space requirements; and mechanical equipment screening.

### Key Council Discussion Points

Council Member Romero raised concerns about the proposed maximum building facade lengths. Staff explained that the previously adopted limits of 200 feet for residential and 300 feet for mixed-use buildings had been revised upward to 350 feet (residential) and 400 feet (mixed-use) based on a review of existing and proposed projects in the city, several of which already approached or exceeded 250 feet. Council Member Romero disagreed with these increases, characterizing a 400-foot building length as equivalent to the length of a football field and inappropriate in character for East Palo Alto's residential neighborhoods. Vice Mayor Abrica expressed similar reservations.

Council Member Dinan expressed general support for design standards that reduce building mass above the fifth floor and raised detailed questions about window recess requirements and the distinction between individual window trim depths (minimum two inches) and the depth of facade plane modulations containing flush windows (four inches).

Council Member Dinan also cautioned against requiring active commercial ground-floor uses in all mixed-use frontages given the City's limited commercial market absorption capacity.

Staff noted that all residential and mixed-use projects that qualify for the State Density Bonus Law may request waivers of objective design standards if compliance would reduce the number of achievable housing units, providing a built-in relief mechanism for developers.

Following discussion, the Council agreed to amend the proposed facade length limits back to 250 feet (residential) and 300 feet (mixed-use) as a condition of approval.

Motion to waive the first reading and introduce the ordinance approving Development Code Amendment ZTA25-002, as amended to set maximum building facade lengths at 250 feet for residential zones and 300 feet for mixed-use zones, was made by Mayor Lincoln and seconded by Council Member Dinan. The motion carried 5-0. A second reading is anticipated at the June 2, 2026 Council meeting.

## **9. POLICY AND ACTION**

### **9.1 Adoption of Legislative Platform and Formalization of Legislative Advocacy and Intergovernmental Relations Program**

Assistant City Manager Orly Amey presented the City's first formal Legislative Platform, designed to codify East Palo Alto's approach to advocacy at the federal, state, and regional levels. The platform is organized around seven pillars aligned with the Council's FY 2025–2029 Strategic Priorities and the General Plan Vision 2035: (1) Civic Engagement, (2) Comprehensive Housing, (3) Governance and Fiscal Sustainability, (4) Land Use, Economic and Workforce Development, (5) Parks, Recreation and Community Facilities, (6) Public Health, Safety and Quality of Life, and (7) Public Infrastructure and Utilities.

Staff outlined a delegation framework under which the City Manager would be authorized to act on advocacy matters clearly consistent with the platform—with the Mayor or Vice Mayor signing formal correspondence—while matters outside the platform or involving significant policy shifts would return to the full Council. The platform also acknowledges the role of the City's existing legislative consultants: Ken Brown Strategic Consulting (overall strategy), Naman (state legislative tracking), and Sustainable Strategies DC (federal appropriations and congressional engagement).

Staff highlighted recent advocacy successes, including \$2 million in community project funding for the Woodland Avenue safety improvement project signed into law in February 2026, and \$600,000 allocated for the San Francisco Creek Floodway study in pending federal legislation.

Council Member Romero proposed adding the word "preservation" alongside "production" and "protection" in the housing pillar, to reflect the City's work on naturally affordable housing and land trust acquisition strategies. He also requested that regional funding for affordable housing and homeownership be added as a legislative priority. Both modifications were accepted.

Vice Mayor Abrica recommended that county-level government be explicitly named as a level of engagement in addition to federal, state, and regional bodies, noting that San Mateo County is a significant funding source that warrants dedicated attention. He also requested clarification on the proposed legislative committee structure to avoid unintended Brown Act obligations.

Regarding the legislative committee, the City Attorney advised that the current informal practice of consulting with the Mayor and Vice Mayor on funding priorities—such as annual federal appropriations requests—could continue on an ad hoc basis without constituting a standing Brown Act body. The Council agreed that in practice, the Mayor and Vice Mayor would serve as the first point of council consultation for staff when questions arise, with all final decisions returned to the full Council.

Motion to adopt the Legislative Platform with the modifications proposed by Council Member Romero, adding "preservation" to the housing pillar and adding regional affordable housing funding as a legislative priority, was made by Council Member Dinan and seconded by Council Member Romero. The motion carried 5-0.

## **9.2 Amendment to City Council Code of Ethics and Conduct – Section 7: City Council Agenda Setting**

This item was continued to a future meeting.

## **9.3 Discuss Ordering the Submission of a Measure on Term Limits for a Future Municipal Election**

This item was continued to a future meeting.

**10. COUNCIL REPORTS**

No council reports were presented.

**11. ADJOURNMENT**

The meeting was adjourned at 12:51 AM on May 6, 2026.



# EAST PALO ALTO CITY COUNCIL STAFF REPORT

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**DATE:** May 19, 2026  
**TO:** Honorable Mayor and Members of the City Council  
**VIA:** Melvin E. Gaines, City Manager  
**BY:** James Colin, City Clerk  
**SUBJECT:** Memorial Day Proclamation

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## **Recommendation**

Present the proclamation for Memorial Day.

## **Attachments**

1. Proclamation

# PROCLAMATION OF THE CITY OF EAST PALO ALTO COMMEMORATING “MEMORIAL DAY” IN THE CITY OF EAST PALO ALTO

***WHEREAS**, Memorial Day, originally called Decoration Day, traces its roots to the early tradition of decorating the graves of fallen soldiers with flowers, wreaths, and flags as an act of remembrance and gratitude; and*

***WHEREAS**, Memorial Day was first widely observed on May 30, 1868, by proclamation of General John A. Logan of the Grand Army of the Republic, to commemorate the sacrifices of Civil War soldiers, with over 5,000 participants gathering at Arlington National Cemetery to decorate the graves of more than 20,000 Union and Confederate soldiers buried there; and*

***WHEREAS**, the spirit of honoring fallen soldiers began with local observances across the United States following the Civil War, including the May 1, 1865 gathering in Charleston, South Carolina, organized by freed slaves to pay tribute and provide proper burial to Union troops — a profound act of dignity and remembrance; and*

***WHEREAS**, New York became the first state to designate Memorial Day as a legal holiday in 1873, with many more cities, communities, and states following in the decades that followed, reflecting the nation’s growing commitment to honoring its fallen; and*

***WHEREAS**, after World War I, Memorial Day became an occasion for honoring those who died in all of America’s wars, and was more widely established as a national holiday throughout the United States, affirming the nation’s enduring obligation to remember all who gave their lives in service; and*

***WHEREAS**, in 1971, Congress passed the Uniform Monday Holiday Act, establishing Memorial Day as a federal holiday to be observed on the last Monday of May each year, ensuring a consistent national day of reflection and tribute; and*

***WHEREAS**, each year at Arlington National Cemetery, a small American flag is placed on every grave, and the President or Vice President of the United States lays a wreath at the Tomb of the Unknown Soldier, honoring all those whose service and sacrifice may never be fully known; and*

***WHEREAS**, the City of East Palo Alto is home to veterans and military families who have served with honor and courage, and whose sacrifices deserve recognition, gratitude, and lasting remembrance from the entire community.*

***NOW THEREFORE, BE IT RESOLVED** that I, Webster Lincoln, Mayor of the City of East Palo Alto, and on behalf of the City Council, hereby commemorate Memorial Day in the City of East Palo Alto, and call upon all residents to pause in solemn reflection, to honor the memory of all who have given their lives in service to our nation, and to rededicate themselves to the principles of freedom, justice, and community for which they sacrificed.*

**Dated: May 19, 2026**



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**Webster Lincoln, Mayor**



# **EAST PALO ALTO SANITARY DISTRICT STAFF REPORT**

**DATE:** May 19, 2026

**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 March 2026

## **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 MEETING CONSENT CALENDAR 8.1

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 provided for informational purposes and details all cash disbursements for the month ending March 2026, as approved by the District Treasurer. As of March 31, 2026, actual expenses remain within the District’s approved budget. Year-to-date expenditures total \$4.1 million, compared to the amended budget of \$6.8 million, representing 61% of the budget spent to date.

## 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 March 31, 2026

Name	Invoice Number	Description	Check Amount	Check Issue Date
AppleOne, Inc	01-7252101	Staffing Services	\$ 1,517.28	3/6/2026
AppleOne, Inc	01-7255894	Staffing Services	\$ 1,517.60	3/13/2026
AppleOne, Inc	01-7259472	Staffing Services	\$ 1,521.60	3/23/2026
AppleOne, Inc	01-7264211	Staffing Services	\$ 1,517.60	3/27/2026
COMCAST	5362 1/13	Recurring charges for ACCT#8155 20 007 0165362 for JAN 2026 EPASD	\$ 466.31	3/13/2026
COMCAST	5362	Recurring charges for ACCT#8155 20 007 0165362 for MAR 2026 EPASD	\$ 466.31	3/23/2026
Degree HVAC, Inc	42225	Quarterly Maintenance	\$ 250.00	3/23/2026
Everon, LLC	160494181	Labor charge and parts from quote for sprinklers	\$ 2,647.47	3/6/2026
Everon, LLC	160539477	BRIVO STANDARD READER LICENSE, EXTENDED SERVICE	\$ 75.00	3/13/2026
Everon, LLC	160539478	EXTENDED SERVICE PROTECTION	\$ 54.99	3/13/2026
Everon, LLC	160539479	EXTENDED SERVICE PROTECTION	\$ 150.00	3/13/2026
Everon, LLC	160539480	EXTENDED SERVICE PROTECTION	\$ 75.00	3/13/2026
FlexTG LLC	4578150-CAL	Copier	\$ 137.09	3/13/2026
Green Source Janitorial	2026-02-0005	Monthly Janitorial Services for Feb 2026	\$ 1,953.00	3/6/2026
Image Auto	47877	EPASD REPLACEMENT OF A FAULTY BATTERY	\$ 499.16	3/27/2026
JARVIS FAY LLP	21554	Outside Counsel	\$ 3,400.00	3/27/2026
Marquee Pest Management, Inc.	209830	SERVICE FOR E.B.S	\$ 125.00	3/6/2026
PACIFIC GAS & ELECTRIC	2164215266-0	PACIFIC GAS & ELECTRIC EPASD 2164215266-0 for FEB 2026	\$ 125.93	3/13/2026
PACIFIC GAS & ELECTRIC	2205881930-5 02/2026	PACIFIC GAS & ELECTRIC EPASD	\$ 275.62	3/6/2026
R & S Erection North Peninsula, Inc	66586	New liftmaster electric operator installation for EPASD	\$ 5,209.75	3/23/2026
Recology San Mateo County	60799426	Waste for month of FEB 2026	\$ 378.34	3/13/2026



# EPASD BOARD MEETING CONSENT CALENDAR 8.1

## EPASD Cash Disbursement Reports For Period Ending March 31, 2026 (Continued)

Name	Invoice Number	Description	Check Amount	Check Issue Date
U.S.BANK CORPORATE PAYMENT SYSTEM	Feb-26	HR - Microsoft Teams for EPASD	\$ 19.80	3/6/2026
U.S.BANK CORPORATE PAYMENT SYSTEM	Feb-26	HR - EPASD Attached Teams January 2026	\$ 8.00	3/6/2026
U.S.BANK CORPORATE PAYMENT SYSTEM	Feb-26	PW - Engineering Membership Renewal	\$ 65.00	3/6/2026
U.S.BANK CORPORATE PAYMENT SYSTEM	Feb-26	IT - EPASD - Web Forwarding	\$ 2.25	3/6/2026
U.S.BANK CORPORATE PAYMENT SYSTEM	Feb-26	IT - EPASD - Web Forwarding	\$ 2.25	3/6/2026
U.S.BANK CORPORATE PAYMENT SYSTEM	Feb-26	EPASD - General Office Supplies	\$ 48.49	3/6/2026
U.S.BANK CORPORATE PAYMENT SYSTEM	Feb-26	EPASD - Janitorial Supplies, Trash Cans	\$ 76.90	3/6/2026
U.S.BANK CORPORATE PAYMENT SYSTEM	Feb-26	EPASD - Vehicle Maintenance Service	\$ 78.99	3/6/2026
U.S.BANK CORPORATE PAYMENT SYSTEM	Feb-26	EPASD - Membership	\$ 16.47	3/6/2026
VEOLIA WATER NORTH AMERIC	385576	WATER BILL FOR EPASD FOR 2/6/26-3/5/26 ACCT#385576	\$ 357.43	3/23/2026
VEOLIA WATER NORTH AMERIC	386303	Charges for ACCT#386303 2/6/26-3/5/26 EPASD	\$ 74.93	3/23/2026
WEST BAY SANITARY DISTRIC	2025/26-068	Maintenance services agreement 02/2026	\$ 75,207.37	3/13/2026
<b>Grand Total</b>			<b>\$ 98,320.93</b>	

### **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 CITY COUNCIL STAFF REPORT

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**DATE:** May 19, 2026

**TO:** Honorable Mayor and Members of the City Council

**VIA:** Melvin E. Gaines, City Manager

**BY:** Tomohito Oku, Finance Director  
Esther Aguirre, Senior Accountant

**SUBJECT: Comprehensive Fee Schedule Update**

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## **Recommendation**

Adopt a resolution approving the Comprehensive Fee Schedule to become effective July 18, 2026.

## **Alignment with City Council Strategic Plan**

This recommendation is primarily aligned with:

Priority: Governance, Organizational Strength, and Fiscal Sustainability

## **Background**

Cities administer user, regulatory, and development impact fees to recover costs associated with municipal services, regulatory activities, and infrastructure required to support development.

**User and Regulatory Fees** are imposed to recover the reasonable cost of providing specific services or regulatory activities. Under Article XIIC of the California Constitution (Proposition 26), such fees must not exceed the reasonable cost of service and must be directly related to the service provided. Implementation of a CPI-adjustment approved as part of a User Fee Study (Prop 26 process) is expressly exempted. California Government Code Section 53750(h)(2) (schedule of adjustments).

# PUBLIC HEARING ITEM 13.1

**Development Impact Fees** are imposed to fund capital infrastructure needed to serve new development and are governed by Government Code §§66000–66025 (Mitigation Fee Act or “AB 1600”). These fees must be supported by a nexus study and are subject to procedural requirements, including public notice and hearing at the time of adoption or increase.

The City Council most recently:

- Adopted a comprehensive User and Regulatory Fee Study in September 2025; and
- Adopted updated Development Impact Fees in March 2025 following a duly noticed public hearing.

Both the 2025 User and Regulatory Fee Study and the 2025 Development Impact Fee Nexus Study established a framework for periodic updates between comprehensive studies, including the use of recognized economic indices. Specifically:

- The User Fee Study recommends applying annual adjustments based on the Consumer Price Index (CPI) to reflect changes in the cost of providing services; and
- The Development Impact Fee program includes provisions for annual adjustments based on a construction cost index to ensure that fee revenues keep pace with increases in infrastructure costs.

These indexing methodologies were reviewed and accepted by the City Council as part of the original adoption of the respective fee programs.

## **Analysis**

### **User and Regulatory Fee Update**

Between comprehensive fee studies, it is a common and accepted practice to apply annual inflationary adjustments to maintain alignment between fee revenues and the cost of providing services. Consistent with the adopted 2025 User Fee Study, which recommends the use of CPI or similar indices for interim updates, staff recommends applying a 2.5% increase based on the San Francisco–Oakland–Hayward CPI-U (12-month average).

This adjustment:

- Reflects increases in personnel and operating costs, including labor agreements;
- Maintains cost recovery levels consistent with Proposition 26 requirements; and
- Implements the previously adopted cost-of-service methodology without modifying fee structures or policy direction.

The adjustment applies to most user and regulatory fees, with limited exceptions where fees are fixed, market-based, or otherwise not tied to cost recovery.

### **Development Impact Fee Update**



# PUBLIC HEARING ITEM

## 13.1

The City's development impact fees were adopted in March 2025 based on a comprehensive Nexus Study and Financial Feasibility Analysis following a duly noticed public hearing. As part of that action, the City Council approved a fee program that includes annual inflationary adjustments based on a construction cost index, as recommended in the Nexus Study and implemented through the adopting resolution.

Staff recommends applying a 2.7% increase for FY 2026–27 based on the Engineering News-Record Construction Cost Index (CCI). This adjustment:

- Implements the previously adopted indexing methodology;
- Ensures that fee revenues remain aligned with current construction costs; and
- Does not modify the underlying fee structure, methodology, or maximum justified fee levels.

Although the adopted program allows for administrative adjustments, the inclusion of updated impact fee amounts in the Comprehensive Fee Schedule and the application of updated fee levels support conducting a public hearing to ensure transparency and maintain consistency with the Mitigation Fee Act.

### **Comprehensive Fee Schedule**

The Comprehensive Fee Schedule consolidates user, regulatory, and development impact fees into a single reference document for administrative efficiency and public transparency. The proposed update incorporates:

- CPI-based adjustments to user and regulatory fees; and
- Construction cost index adjustments to development impact fees.

No new fees, fee categories, or policy changes are proposed as part of this update. The proposed adjustments implement the indexing methodologies previously reviewed and accepted by the City Council as part of the adoption of the underlying fee studies.

### **Fiscal Impact**

Adoption of the proposed fee schedule will:

- Increase user and regulatory fee revenues by approximately **2.5%**, helping maintain cost recovery levels; and
- Adjust development impact fee revenues by **2.7%**, ensuring continued alignment with construction cost escalation.

Actual revenue impacts will vary based on service demand and development activity.

### **Public Notice**



# **PUBLIC HEARING ITEM**

## **13.1**

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. Additionally, the public was provided notice of this agenda item by publishing a notice of the hearing dates in the "San Mateo County News" on May 5<sup>th</sup>, 9<sup>th</sup>, and 14<sup>th</sup>, sending notice to the Building Industry Association (BIA), and posting the proposed Comprehensive Fee Schedule update on the City website.

### **Environmental**

The proposed action does not constitute a "Project" within the meaning of the California Environmental Quality Act (CEQA), pursuant to CEQA Guideline section 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 the proposed action involves no entitlement.

**Analysis of Levine Act Compliance:** Not applicable

### **Attachments**

1. Resolution.
2. Exhibit A East Palo Alto Master Fee Schedule Eff 07.18.2026

**RESOLUTION NO. XX – 2026**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF EAST PALO ALTO APPROVING AN UPDATED COMPREHENSIVE FEE  
SCHEDULE TO BECOME EFFECTIVE JULY 18, 2026**

**WHEREAS**, the City of East Palo Alto (“City”) provides a wide range of municipal services and regulatory programs for the benefit of residents, businesses, and development within the City; and

**WHEREAS**, the City maintains a Comprehensive Fee Schedule that establishes fees and charges for user services, regulatory activities, and development impact fees; and

**WHEREAS**, user and regulatory fees are established pursuant to Article XIIC of the California Constitution (Proposition 26) and applicable state law, and such fees shall not exceed the reasonable cost of providing the services for which they are charged; and

**WHEREAS**, development impact fees are imposed pursuant to Government Code Sections 66000–66025 (the “Mitigation Fee Act”) to fund public facilities required to serve new development; and

**WHEREAS**, the City Council previously approved a comprehensive User and Regulatory Fee Study in September 2025, which established cost-of-service based fees and recommended the use of periodic inflationary adjustments between comprehensive studies; and

**WHEREAS**, the City Council previously approved updates to the City’s development impact fee program in March 2025, following a duly noticed public hearing, including the adoption of a Nexus Study and authorizing provisions for annual adjustments based on a construction cost index; and

**WHEREAS**, both the User and Regulatory Fee Study and the Development Impact Fee program contemplate the use of recognized economic indices, including the Consumer Price Index (CPI) and Construction Cost Index (CCI), to maintain alignment between fee revenues and the cost of providing services and infrastructure; and

**WHEREAS**, the proposed Comprehensive Fee Schedule update applies a **2.5 percent increase** to most user and regulatory fees based on the San Francisco–Oakland–Hayward Consumer Price Index (CPI-U, 12-month average), and a **2.7 percent increase** to development impact fees based on the Engineering News-Record Construction Cost Index (CCI); and

**WHEREAS**, the proposed adjustments implement the **previously adopted indexing methodologies** and do not modify the underlying fee structures, methodologies, or cost recovery policies approved by the City Council, and are specifically exempt as a schedule of adjustments (Government Code Section [53750\(h\)\(2\)](#)); and

**WHEREAS**, the updated Comprehensive Fee Schedule is presented for administrative clarity and public transparency, consolidating all applicable fees into a single reference document.

**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. **Approval of Fee Schedule.** Approves the updated Comprehensive Fee Schedule, attached hereto as Exhibit A and incorporated herein by reference; and
3. **Implementation of Indexing Adjustments.** Approves the fee adjustments reflected in the Comprehensive Fee Schedule implement previously adopted methodologies, including CPI-based adjustments for user and regulatory fees and construction cost index adjustments for development impact fees; and
4. **Effective Date.** Declares that the Comprehensive Fee Schedule approved herein shall become effective on **July 18, 2026**, pursuant to applicable law, including Government Code § 66017, unless otherwise specified within Exhibit A; and
5. Finds that the proposed action is exempt from the California Environmental Quality Act (CEQA) as not a “project” pursuant to sections 15378(b)(2) and 15378(b)(4) because it is a governmental administrative or 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 19th day of May 2026, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
Webster Lincoln, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
James Colin, City Clerk

\_\_\_\_\_  
John D. Lê, City Attorney

Fee Name	Unit	New Proposed Fee
<b>Planning</b>		
<b>Pre-Application Fees</b>		
Hourly Pre-Application (1 hr. minimum)	Per Hour	\$345
Pre-Application Services for Projects Subject to City's Pre-Application Ordinance	Deposit	\$8,520
Preliminary Ministerial Review Hourly (2 hr. minimum)	Per Hour	\$345
<b>Appeals</b>		
Appeals to City Council (if initiated by City Council - no charge)	Each	\$9,595
Appeals to Planning Commission	Each	\$9,595
<b>Subdivision</b>		
Certificate of Compliance	Each	\$2,201
Condominium Conversion	Deposit	\$42,025
<b>Final Maps Planning Review of Engineering Application</b>		
4 lots or less	Each	\$1,724
5 - 25 lots	Each	\$2,071
>25 lots	Each	\$2,416
Lot Line Adjustment	Each	\$2,762
Lot Line Merger	Each	\$2,762
<b>Tentative Map</b>		
4 lots or less	Each	\$8,563
5 - 25 lots	Each	\$10,293
>25 lots	Deposit	\$12,023
Tentative Map Extension	Each	\$2,799
Tentative Map Modification	Each	\$3,838
<b>Design Review*</b>		
Administrative	Each	\$4,833
Planning Commission Review	Each	\$15,238
Garage Conversions / Minor ADR (400-s-f. or less)	Per Hour	\$345
Permit Adjustment Minor	Each	\$710
Permit Adjustment Major	Each	\$1,379
<b>Legislative Actions</b>		
General Plan Amendment	Deposit	\$22,550
Planned Unit Development	Deposit	\$15,375
Zone Change/Text Amendment	Deposit	\$12,300
<b>Tree Removal*</b>		
1-2 trees	Base	\$519
3 or more	Per Tree	\$30
<b>Signage*</b>		
Master/Common Sign Program	Each	\$8,358
Permanent Sign	Per Sign	\$1,074
Temporary Sign	Per Sign	\$506
<b>Use Permit*</b>		
Administrative Use Permit (AUP) / Special Use Permit (SUP)	Each	\$4,833
Conditional Use Permits (CUP)	Each	\$15,238
Public Convenience/Necessity Application - Filing Fees	Each	\$1,819

Fee Name	Unit	New Proposed Fee
<b>Renewal /Modification to Conditions</b>		
AUP / SUP	Each	\$2,973
CUP	Each	\$7,451
<b>Temporary Use Permit</b>		
Minor	Each	\$345
Administrative	Each	\$2,802
Major	Each	\$4,833
Major TUP Annual Renewal	Each	\$1,421
<b>Zoning Relief</b>		
Parking Exception	Per Hour	\$345
Variance	Each	\$3,491
<b>Environmental</b>		
<b>Categorical Exemption</b>		
Standard	Each	\$1,421
<b>Infill/Other</b>		
Staff Led	Each	\$3,497
Consultant Cost	Deposit	Actual Cost
<b>Initial Study</b>		
Consultant Cost	Deposit	Actual Cost
<b>Initial Study - Mitigated Negative Declaration/ Negative Declaration</b>		
Consultant Cost (Will include a 15% staff management fee)	Deposit	Actual Cost
<b>Environmental Impact Studies (EIR)</b>		
EIR Report - Consultant Cost (Will include a 15% staff management fee)	Deposit	Actual Cost
Mitigation Monitoring - one-time	Each	\$3,843
Notice of Determination (NOD) - CEQA Filing	Each	Per State
<b>Zoning Clearance (Administrative Review)</b>		
Other Accessory	Per Hour	\$337
<b>Other Administrative Fees</b>		
<b>Building Permit Review</b>		
Minor Res- Improvement	Each	\$345
Tenant Improvements	Each	\$1,037
Addition of s. f.	Each	\$345
New SFD	Each	\$345
New Multifamily	Each	\$1,384
New Commercial	Each	\$1,384
<b>Miscellaneous Planning</b>		
Noticing/Special Noticing (each mailing)	Each	\$692
Newspaper Ad Publication	Deposit	\$410
Written Determination by City Planning Manager	Each	\$1,458
Planning Hourly Fee (1 hr. minimum)	Per Hour	\$345
Refund Administrative Fee	Each	Per Policy

\*Note: Time extensions will be charged at 10% of base Permit fee

Fee Name	Unit	New Proposed Fee
<b>Building</b>		
<b>Building Permit and Plan Check</b>		
<b>Building Plan Check - Single Family Residential</b>		
Base fee up to \$5,000	Base	\$252.61
Base fee at \$5,000	Base	\$252.61
Each additional \$1,000 or fraction thereof	Each additional \$1,000	\$31.58
Base fee at \$25,000	Base	\$884.14
Each additional \$1,000 or fraction thereof	Each additional \$1,000	\$25.26
Base fee at \$50,000	Base	\$1,515.67
Each additional \$1,000 or fraction thereof	Each additional \$1,000	\$50.52
Base fee at \$100,000	Base	\$4,041.78
Each additional \$1,000 or fraction thereof	Each additional \$1,000	\$15.16
Base fee at \$500,000	Base	\$10,104.45
Each additional \$1,000 or fraction thereof	Each additional \$1,000	\$7.58
Base fee at \$1,000,000	Base	\$13,893.62
Each additional \$1,000 or fraction thereof	Each additional \$1,000	\$1.26
Base fee at \$5,000,000	Base	\$18,945.84
Each additional \$1,000 or fraction thereof	Each additional \$1,000	\$2.53
Base fee at \$10,000,000	Base	\$31,576.41
Each additional \$1,000 or fraction thereof	Each additional \$1,000	\$1.26
<b>Building Permit/Inspection - Single Family Residential</b>		
Base fee up to \$5,000	Base	\$816.36
Base fee at \$5,000	Base	\$816.36
Each additional \$1,000 or fraction thereof	Each additional \$1,000	\$61.23
Base fee at \$25,000	Base	\$2,040.89
Each additional \$1,000 or fraction thereof	Each additional \$1,000	\$57.14
Base fee at \$50,000	Base	\$3,469.52
Each additional \$1,000 or fraction thereof	Each additional \$1,000	\$53.06
Base fee at \$100,000	Base	\$6,122.68
Each additional \$1,000 or fraction thereof	Each additional \$1,000	\$10.20
Base fee at \$500,000	Base	\$10,204.46
Each additional \$1,000 or fraction thereof	Each additional \$1,000	\$10.20
Base fee at \$1,000,000	Base	\$15,306.69
Each additional \$1,000 or fraction thereof	Each additional \$1,000	\$6.38
Base fee at \$5,000,000	Base	\$40,817.85
Each additional \$1,000 or fraction thereof	Each additional \$1,000	\$4.08
Base fee at \$10,000,000	Base	\$61,226.78
Each additional \$1,000 or fraction thereof	Each additional \$1,000	\$2.04
<b>Building Plan Check - Commercial/Multi-Family/Industrial*</b>		
Base fee up to \$5,000	Base	\$252.61
Base fee at \$5,000	Base	\$252.61
Each additional \$1,000 or fraction thereof	Each add'l \$1,000	\$16.84
Base fee at \$50,000	Base	\$1,010.45
Each additional \$1,000 or fraction thereof	Each add'l \$1,000	\$30.31
Base fee at \$100,000	Base	\$2,526.11
Each additional \$1,000 or fraction thereof	Each add'l \$1,000	\$25.26

Fee Name	Unit	New Proposed Fee
Base fee at \$500,000	Base	\$12,630.56
Each additional \$1,000 or fraction thereof	Each add'l \$1,000	\$6.06
Base fee at \$1,000,000	Base	\$15,661.90
Each additional \$10,000 or fraction thereof	Each add'l \$10,000	\$41.54
Base fee at \$10,000,000	Base	\$53,048.36
Each additional \$10,000 or fraction thereof	Each add'l \$10,000	\$63.15
Base fee at \$20,000,000	Base	\$116,201.18
Each additional \$10,000 or fraction thereof	Each add'l \$10,000	\$70.23
Base fee at \$50,000,000	Base	\$326,878.96
Each additional \$10,000 or fraction thereof	Each add'l \$10,000	\$60.93
Base fee at \$100,000,000	Base	\$631,528.13
Each additional \$10,000 or fraction thereof	Each add'l \$10,000	\$9.47
Base fee at \$500,000,000	Base	\$1,010,445.00
Each additional \$10,000 or fraction thereof	Each add'l \$10,000	\$4.74
<b>Building Permit/Inspection - Commercial/Multi-Family/Industrial*</b>		
Base fee up to \$5,000	Base	\$306.13
Base fee at \$5,000	Base	\$306.13
Each additional \$1,000 or fraction thereof	Each add'l \$1,000	\$47.62
Base fee at \$50,000	Base	\$2,449.07
Each additional \$1,000 or fraction thereof	Each add'l \$1,000	\$53.06
Base fee at \$100,000	Base	\$5,102.23
Each additional \$1,000 or fraction thereof	Each add'l \$1,000	\$11.74
Base fee at \$500,000	Base	\$9,796.28
Each additional \$1,000 or fraction thereof	Each add'l \$1,000	\$11.02
Base fee at \$1,000,000	Base	\$15,306.69
Each additional \$10,000 or fraction thereof	Each add'l \$10,000	\$100.91
Base fee at \$10,000,000	Base	\$106,126.42
Each additional \$10,000 or fraction thereof	Each add'l \$10,000	\$106.13
Base fee at \$20,000,000	Base	\$212,252.83
Each additional \$10,000 or fraction thereof	Each add'l \$10,000	\$70.75
Base fee at \$50,000,000	Base	\$424,505.67
Each additional \$10,000 or fraction thereof	Each add'l \$10,000	\$127.35
Base fee at \$100,000,000	Base	\$1,061,264.17
Each additional \$10,000 or fraction thereof	Each add'l \$10,000	\$26.53
Base fee at \$500,000,000	Base	\$2,122,528.33
Each additional \$10,000 or fraction thereof	Each add'l \$10,000	\$13.27
<b>Miscellaneous Fees - Flat Rate Permits</b>		
Demolition Minor	Flat	\$416
Commercial Demoliton		Refer to Valuation Table
ADU Building Permit Resource Center Fee	Each	\$0
<b>Single Family Dwelling Remodels (No Modifications to Walls):</b>		
Kitchen Remodel	Flat	\$718
Bathroom Remodel	Flat	\$864

Fee Name	Unit	New Proposed Fee
<b>Door/Window Replacements (up to 20 Windows):</b>		
Up to 4 Windows	Flat	\$308
More than 4 and up to 20 Windows	Flat	\$431
Greater than 20 Windows		Refer to Valuation Table
<b>Fences:</b>		
Over 7 ft - 64 l.f.	Flat	\$408
Over 7 ft - Each additional 16 l.f. over 64 l.f.	Each Addl. 16 l.f.	\$68
Non-Wood Fence CMU fence		Refer to Valuation Table
<b>Photovoltaic Systems (Solar Systems):</b>		
<u>Solar - Residential</u>	Each	\$256
<u>Solar - Commercial</u>	Each	
Up to 50 kW	Each	\$1,369
51kW - 250kW	Each	\$3,071
250+kW	Each	\$6,446
Property Research/Site Inspection for Business License	Each	\$204
<b>Re-roof: - Residential</b>		
Up to 10,000 sq. ft. (No structural modification)	Flat	\$410
Structural or Non-structural greater than 10,000 sq. ft.		Refer to Valuation Table
<b>Electric Vehicle Charging Station (Residential)</b>		
Residential	Flat	\$205
Commercial		Refer to Valuation Table
<b>Mechanical, Plumbing, Electrical Permit Fees</b>		
Processing Fee - MEP	% of Permit Fee	40%
<b>MEP Inspections &amp; Plan Check</b>		
Water Heaters and Residential Commodes	Each	\$154
<b>Residential/Simple Standalone MPE Permit: (fee includes up to 3 from the list below)</b>		
<b>Simple Mechanical Items:</b>		
Addition to Each heating appliance, refrigeration unit, cooling unit, absorption unit, or Each heating, cooling, absorption, or evaporative cooling system.	Each	\$204
HVAC change out - existing dwelling	Each	\$204
Air-handling unit over 10,000 CFM	Each	\$408
Evaporative cooler	Each	\$408
Ventilation fan connected to a single duct	Each	\$204
Hood and duct system	Each	\$408
Duct systems	Each	\$204
Miscellaneous mechanical (wall furnace, condensing units, gas outlet/gas test, etc.)	Each	\$204
Other simple mechanical	Each	\$204

Fee Name	Unit	New Proposed Fee
<b>Simple Electrical Items:</b>		
<u>Receptacle, switch, and lighting outlets and fixtures</u>		
1-20 devices	Each	\$408
Each Additional 20 Devices	Each Add'l 20 Devices	\$204
Pole or platform-mounted lighting fixtures	Each	\$204
<u>Residential appliances</u>		
1-5 devices	Each	\$204
Each Additional 5 Devices	Each Add'l 5 Devices	\$204
Appliances not exceeding one horsepower (HP), kilowatt (KW), or kilovolt-ampere (KVA), in rating	Each	\$204
Busways	Each	\$204
Trolley and plug-in-type busways - Each 100 feet or fraction thereof	Each	\$204
Signs, outline lighting, and marquees	Each	\$204
Signs, outline lighting, or marquees supplied from one branch circuit	Each	\$204
Services of 600 volts or less and not over 400 amperes in rating	Each	\$204
Miscellaneous apparatus, conduits, and conductors	Each	\$204
Residential swimming pools	Each	\$305
Portable generators less than 10,000 W	Each	\$204
Temporary power panel/service	Each	\$204
Temporary power pole	Each	\$204
Other simple electrical	Each	\$204
<b>Simple Plumbing Items:</b>		
Plumbing fixtures	Per 3 Fixtures	\$204
Building sewer	Each	\$205
Rainwater systems	Each	\$204
Industrial waste pretreatment interceptor	Each	\$408
Water piping system and/or water treating equipment	Each	\$204
Repair or alteration of drainage or vent piping system	Each	\$204
Lawn sprinkler systems	Each	\$204
Backflow devices	Each	\$204
Atmospheric-type vacuum breakers	Each	\$204
Gas test	Each	\$204
<u>Gas outlets</u>		
1-4 fixtures	Each	\$204
Each Additional 4 Fixtures	Each Add'l 4 Fixtures	\$204
Solar water systems	Each	\$204
Other simple plumbing	Each	\$204

Fee Name	Unit	New Proposed Fee
<b>Additional Plan Review / Inspection Services</b>		
Complex/Commercial Standalone MEP Permits		Based on Valuation
Alternative Means and Methods	Hourly	\$228
Extension Requests for Building Permits	Hourly	\$189
Replacement of Job Card (Building Permit Card)	Each Hourly	\$86
Deferred Submittals	Hourly	\$244
Inspection Supplemental Fee (Projects that require more inspections than average, the Building Official may charge additional inspection fees)	Hourly	\$201
Accessibility Hardship Exemption	Hourly	\$233
Additional Plan Check required by changes, additions, or revisions to plans	Hourly	\$244
Plan Check for Planning Entitlement Projects	Hourly	\$244
<b>Appeals:</b>		\$0
Appeal to Building Official	Each	\$645
Appeal to City Council	Each	\$1,075
Certificate of Occupancy / Temporary Certificate of Occupancy	Hourly Each	\$209
Fire Damage Inspection	Each	\$201
Inspections outside of normal business hours	Hourly	\$240
Pre-Site Inspection / Re-inspection - SFD	Hourly Each	\$201
Pre-Site Inspection / Re-inspection - Other than SFD	Hourly Each	\$201
Records Research	Per 30 Minutes	\$93
Reproduction of Plans	Per Page	\$172
Written Interpretation of Building Code	Hourly Each	\$210
<b>Temporary Use Permit</b>		
Normal Business Hours	Hourly Each	\$201
After Hours	Hourly Each	\$236
Address Assignment	Each	\$345
<b>Surcharges</b>		
General Plan Maintenance Fee	% of Building Permit	27.40%
Ravenswood Business District (RBD) Specific Plan Maintenance Fee	Per Sq. Ft.	\$0.26

\*Per the City Manager's discretion, deposit and time and materials billing system can be used for projects over \$10,000,000 in value

Fee Name	Unit	New Proposed Fee
<b>Code Enforcement</b>		
Code Enforcement Investigation	Per Hour	\$190
Recording & Removal of Liens	Each	\$615
Notary	Each	\$15

Fee Name	Unit	New Proposed Fee
<b>Housing</b>		
Inclusionary Housing Agreement Recordation (Resale Restriction, Deed of Trust, Regulatory Agreement) <sup>1*</sup>	Each	\$631
<b>Below Market Rate (BMR) Fees</b>		
Monthly Monitoring Fee (Contracted Out) <sup>2</sup>	Per Unit	\$129
Sale or Resale (Contracted Out)	% of Loan	3%
Compliance Fee <sup>3</sup>	Per Incident	\$421
Monthly Loan Servicing - Amortized Loan (Contracted Out)	Per Unit	Actual Cost
Monthly Loan Servicing - Deferred Loan (Contracted Out)	Per Unit	Actual Cost
Loan Set-Up (Contracted Out)	Each	Actual Cost
Loan Foreclosure (Contracted Out)	Each	Actual Cost
<b>Affordable Housing Compliance Plan (Not Recorded)</b>		
<b>Application:</b>		
Application Process	Each	\$545
Alternative Compliance Application Review		
4 units or less	Each	\$1,713
5 units or more	Each	\$3,427
Application Modification / Amendment	Each	\$273
Review of Household Occupancy Eligibility (Initial Lease-Up / Change of Occupancy)	Per Unit	\$210
Review of Waiver, Adjustment or Reduction Request	Per Unit	\$279
<b>Rent Registry<sup>4</sup></b>		
Residential Inspection Upon Change in Occupancy	Per Unit	\$338
Annual Monitoring Compliance Fee - Just Cause Units	Per Unit	\$54
Annual Monitoring Compliance Fee - Fully Exempt Units	Per Unit	\$38
<sup>1</sup> 100% Affordable Housing is exempt		\$0
<sup>2</sup> Monthly fee for the term of affordability for units of affordable housing development agreements starting 7/1/2025		\$0
<sup>3</sup> Per non-compliance incident		\$0
<sup>4</sup> Any Housing not under rent stabilization ordinance		\$0
*County Fees may apply		\$0
<b>Rent Stabilizations*</b>		
Annual Registration	Per Year Per Unit	\$378
Cloud-Storage	Per Unit Registered	\$21
Ellis Act Withdrawn Property Administrative Fee	Per Unit Application	\$317
<b>Late Processing Fee:</b>		
Failure to File before Jan. 31st	Each	\$26
Failure to Submit Statement Withing 30 Days After Receipt of the Notice	Each	\$51
<b>Appeal to the Board:</b>		
Filing of Appeal	Base	\$1,204
Each Additional Unit	Each Addl Unit	\$602
<b>Landlord Petition:</b>		
<u>First Installment</u>		
First Unit	Base	\$85
Each Additional Unit in the Same Building	Each Addl Unit	\$42
<u>Second Installment</u>		
First Unit	Base	\$56
Each Additional Unit in the Same Building	Each Addl Unit	\$28
<b>Tenant Petition:</b>		
<u>First Installment</u>		
First Unit	Base	\$36
Each Additional Unit in the Same Building	Each Addl Unit	\$17
<u>Second Installment</u>		
First Unit	Base	\$24
Each Additional Unit in the Same Building	Each Addl Unit	\$11

\*All Rent Stabilization Fees are subject to RSP Board approval in October 2026

Fee Name	Unit	New Proposed Fee
<b>Engineering</b>		
<b>Grading - Plan Review*</b>		
< 50 Cubic Yards	Each	\$4,443
50 - 100 Cubic Yards	Each	\$4,443
101-500 Cubic Yards	Each	\$6,250
> 501 Cubic Yards	Deposit	\$17,791
<b>Grading - Inspection*</b>		
< 50 Cubic Yards	Each	\$5,726
50 - 100 Cubic Yards	Each	\$8,809
101-500 Cubic Yards	Each	\$22,022
> 501 Cubic Yards	Deposit	\$26,427
<b>Public Improvements - Plan Review*</b>		
Base fee up to \$10,000	Base	\$3,352
Base fee at \$10,000	Base	\$3,352
Each add'l \$10,000 or fraction thereof	Each add'l \$10,000 or fraction	\$3,143
Base fee at \$50,000	Base	\$15,924
Each add'l \$10,000 or fraction thereof	Each add'l \$10,000 or fraction	\$2,228
Base fee at \$100,000	Base	\$27,064
Each add'l \$10,000 or fraction thereof	Each add'l \$10,000 or fraction	\$1,114
Base fee above \$500,000	Deposit	\$38,098
<b>Public Improvements - Inspection*</b>		
Base fee up to \$10,000	Base	\$2,202
Base fee at \$10,000	Base	\$2,202
Each add'l \$10,000 or fraction thereof	Each add'l \$10,000 or fraction	\$1,101
Base fee at \$50,000	Base	\$6,607
Each add'l \$10,000 or fraction thereof	Each add'l \$10,000 or fraction	\$2,643
Base fee at \$100,000	Base	\$19,821
Each add'l \$10,000 or fraction thereof	Each add'l \$10,000 or fraction	\$1,321
Base fee above \$500,000	Deposit	\$39,641
<b>Encroachment Permit</b>		
Minor Frontage Improvements such as sidewalk, curb, gutter, driveway	Each	\$739
Utility connections, excavations, potholing	Each	\$1,059
Temporary closure of sidewalk, bike/vehicle lane(s), street	Each	\$1,059
Any other work encroaching into the public right-of-way	Each	\$1,059
Street Cut Fee	Each	\$1,059
<b>Encroachment Permit - Other</b>		
Administration and Coordination of Water Meter	Each	\$412
Debris Box / Temporary Storage	Per Week	\$1,265
Traffic Control Plan Review	Per Street	\$1,222
Traffic Control Field Inspection/Monitoring	Per Day	\$550
Hauling	Per Week	\$632
Parking Restriction in the Right of Way	Each	\$519
<b>Final Parcel Map / Tract Map: City Admin Cost (consultant costs are passed through to applicant)</b>		
Parcel Map (4 Lots Less)	Each	\$4,659
Tract Map (5 or More Lots)	Each	\$6,213

Fee Name	Unit	New Proposed Fee
<b>Certificate of Compliance / Street Right-of-Way (ROW) Vacation</b>		
Certificate of Compliance	Each	\$4,659
Street ROW Vacation	Each	\$4,659
<b>Transportation Permit</b>		
Single Trip	Per Trip	\$16
Annual	Yearly	\$92
<b>Administrative Fees</b>		
Request for Letter (e.g.- Flood Hazard Letter)	Each	\$769
Bond Administration and Release	Each	\$384
4th and Subsequent Plan Review Fee	Each	\$960
Re-inspection Fee	Each	\$1,101
After-Hours Inspection (minimum 4 hours)	Hourly	\$259
Staff Augmentation / Technical Review	Houlr	\$258
<b>Planning Application Review / Support</b>		
Tentative Maps (4 lots or less)	Each	\$5,956
Tentative Maps (5 lots or more)	Each	\$5,956
Tentative Map Extension / Modification	Each	\$4,013
Second Unit Permit	Each	\$769
Use Permit (all types)	Each	\$769
Hourly Pre-Application	Each	\$485
Lot Line Adjustment	Each	\$4,659
Lot Line Merger	Each	\$4,659
<b>Building Plan Review / Support</b>		
Minor Residential Improvement	Each	\$384
TI (Tenant Improvement) or Addition of square feet	Each	\$769
New SFD (Single Family/ Dwelling)	Each	\$1,538
New Multifamily or Commercial	Each	\$3,075

\*All Public Improvement projects over \$500,000 in value or Grading projects larger than 501 cubic yards will be recovered on a deposit and time and materials billing system

Fee Name	Unit	New Proposed Fee
<b>Environmental Services Programs</b>		
<b>NPDES</b>		
<b>BMP Inspection:</b>		
2,500 to 10,000 square feet	Each	\$373
10,001 square feet to 1 acre	Each	\$561
1 acre to 5 acres	Each	\$747
5+ acres	Each	\$1,121
<b>C.4 Inspection:</b>		
Low Priority	Each	\$561
High Priority	Each	\$561
<b>Discharge Inspection:</b>		
Initial Inspection (3 Hours)	Each	\$561
Each Additional Hour	Hourly	\$187
Monitoring, Sampling or Testing, Lab analysis, cost, and rental equipment charges	Deposit	Actual Cost
<b>Illicit Discharge Clean-Up in the Public Right-of-Way:</b>		
Initial Inspection (3 Hours)	Each	\$561
Each Additional Hour	Hourly	\$187
Vacant Property Inspections, Illegal Dumping, Encampments, etc.	Per Inspection	\$327
<b>Administrative Citation</b>		
Minor Discharge (inert substance)	Each	\$119
Major Discharge (non-inert substance, per storm drain impact)	Each	\$1,182
Other Services Not Listed	Hourly	\$187
<b>Stormwater Design Review</b>		
Single Family	Each	\$747
<b>Other:</b>		
2,500 to 10,000 square feet	Each	\$373
10,001 square feet to 1 acre	Each	\$561
1 acre to 5 acres	Each	\$747
5+ acres	Each	\$1,121
<b>Water Efficiency Landscape Ordinance Plan Review</b>		
80% or more low-to-no water use	Per Acre	\$1,495
80% or less low-to-no water use	Per Acre	\$1,495
<b>Solid Waste Enclosure Design Review</b>		
Less than 1 acre or low concern projects	Each	\$373
1 acre or high concern projects	Each	\$747
<b>Misc. Fees</b>		
Each Additional Plan Review after first three reviews	Hourly	\$187
Environmental Impact Studies (EIR)	Each	\$935

Fee Name	Unit	New Proposed Fee
<b>Police</b>		
Fingerprinting (Livescan)	Each	\$174
<b>Vehicle Release:</b>		
During Regular Business Hours	Each	\$50
During Nights or Weekends or Holidays	Each	\$198
Tow Company Cost	Each	Actual Cost
Repossession - Verification Fee	Each	\$15
Proof of Correction Citation - Sign-off	Each	\$25
Clearance Letter	Each	\$127
<b>Permit Review - Private Security Company - CSO Review:</b>		
CSO Review	Per Hour Each	\$140
Executive Review	Per Hour Each	\$256
False Alarm Response - (charge is per response after first two responses within a single calendar year)	Per Officer Per Minute / Per Officer / Per Dispatcher	\$67 Actual Cost
Loud Party Response		Actual Cost
<b>Assistance to Planning Division Security Plan Review for New Business:</b>		
CSO Review	Per Hour Each	\$140
Executive Review	Per Hour Each	\$256
<b>Redaction Services - Body Worn Camera Video (Contractor):</b>		
City Processing	Per Hour Each	\$191
Consultant Cost	Each	Actual Cost
<b>Officer Support of City Special Events:</b>		
Officer	Hourly - Per Officer	\$229
Sgt	Hourly - Per Officer	\$261
Captain	Hourly - Per Officer	\$256
Community Service Officer	Hourly - Per Officer	\$140

Fee Name	Unit	New Proposed Fee
<b>Community Services</b>		
<b>Special Event Permit - Application Processing</b>		
Community Event Category 2 Events	Each	\$513
Parade/Street Closure Category 3 Events	Each	\$513
Police - Alcohol Distribution	Per Event	\$63
<b>Special Event Permit - On-Site Event Support</b>		
<b>Community Services</b>		
Business Hours	Hourly	\$109
After Business Hours	Hourly	\$115
Overtime / Holiday Rate	Hourly	\$122
Security Guard	Hourly	\$67
<b>Building Facility Rental Fees</b>		
<b>Residents of East Palo Alto</b>		
<u>Community Room (at City Hall)</u>		
Non Peak Day Rental (Mon-Fri)	Hourly	\$48
Peak Day Rental (Sat-Sun)	Hourly	\$60
<u>Cooley Landing Education Center</u>		
Non Peak Day Rental (Mon-Fri)	Hourly	\$86
Peak Day Rental (Sat-Sun)	Hourly	\$108
<u>YMCA City Room</u>		
Non Peak Day Rental (Mon-Fri)	Hourly	\$33
Peak Day Rental (Sat-Sun)	Hourly	\$41
<b>Non-Residents of East Palo Alto</b>		
<u>Community Room (at City Hall)</u>		
Non Peak Day Rental (Mon-Fri)	Hourly	\$121
Peak Day Rental (Sat-Sun)	Hourly	\$121
<u>Cooley Landing</u>		
Non Peak Day Rental (Mon-Fri)	Hourly	\$214
Peak Day Rental (Sat-Sun)	Hourly	\$214
<u>YMCA City Room</u>		
Non Peak Day Rental (Mon-Fri)	Hourly	\$82
Peak Day Rental (Sat-Sun)	Hourly	\$82
<b>Non-Profit</b>		
<u>Community Room (at City Hall)</u>		
Non Peak Day Rental (Mon-Fri)	Hourly	\$31
Peak Day Rental (Sat-Sun)	Hourly	\$31
<u>Cooley Landing</u>		
Non Peak Day Rental (Mon-Fri)	Hourly	\$53
Peak Day Rental (Sat-Sun)	Hourly	\$53
<u>YMCA City Room</u>		
Non Peak Day Rental (Mon-Fri)	Hourly	\$21
Peak Day Rental (Sat-Sun)	Hourly	\$21
<b>Park Facility Rental Fees</b>		
All Locations - rental of park, pavilion, or barbeque areas for special events	Hourly	\$51
<b>Equipment Rentals</b>		
<b>Community Room</b>		
Projector	Each	\$15
Table Covers	Per Table Per Day	\$10
<b>City Room</b>		
Television	Each	\$21
<b>Cooley Landing</b>		
Projector	Each	\$15
Table Covers	Per Table Per Day	\$10

Fee Name	Unit	New Proposed Fee
<b>Miscellaneous Fees</b>		
<b>Photocopy:</b>		
8.5" x 11" (black & white single side)	Each	\$ 0.10
8.5" x 11" (color single side)	Each	\$ 0.25
<b>Finance Department</b>		
<b>Checks Returned by Bank or Financial Institution Due to Insufficient Funds</b>		
First Returned Check	Per Check	\$25
Each Additional Check	Per Check	\$35
		\$10 or 10% whichever is greater
Overdue Invoices	Per Annum	greater
Credit Card Surcharge	% of Transaction	3.50%

Fee Name	Unit	New Proposed Fee
<b>East Palo Alto Sanitary District</b>		
<b>Plan Check</b>		
Additional Plan Review	Per Hour	\$242
<b>Plan Check - New</b>		
House	Each	\$726
ADU (Detached)	Each	\$726
MFR	Each	\$968
COM	Each	\$968
IND	Each	\$968
<b>Plan Check - Remodeling / Existing</b>		
SFR	Each	\$484
ADU	Each	\$484
MFR	Each	\$484
COM	Each	\$484
IND	Each	\$484
<b>Inspections</b>		
Lateral	Each	\$1,017
Additional Inspections	Per Hour	\$508
<b>Permit Application (T1, T2, T3)</b>		
SFR (T1)	Each	\$153
ADU (T1)	Each	\$153
MFR (T2)	Each	\$153
COM (T3)	Each	\$153
IND (T3)	Each	\$153
<b>Main Line Extension</b>		
Main Line Extension Permit	Per Hour	\$242



# EAST PALO ALTO CITY COUNCIL STAFF REPORT

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**DATE:** May 19, 2026  
**TO:** Honorable Mayor and Members of the City Council  
**VIA:** Melvin E. Gaines, City Manager  
**BY:** Tomohito Oku, Finance Director  
**SUBJECT:** Fiscal Year 2026-27 Proposed Budget Session Hearing No. 2

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## **Recommendation**

Staff recommends that the City Council receive this presentation and provide feedback on the Fiscal Year 2026-27 proposed budget.

## **Alignment with City Council Strategic Plan**

This recommendation is primarily aligned with:

- Promote Housing, Economic and Workforce Development
- Implement the Comprehensive Transportation and Mobility Plan
- Promote Health & Public Safety
- Ensure Our Financial and Organizational Health
- Improve the City's Water Infrastructure
- Develop and Implement a Comprehensive Facilities Master Plan
- Enhance Community Services and Parks for Residents

## PUBLIC HEARING ITEM 13.2

### Background

This item is a continuation of the Fiscal Year 2026–27 budget hearing that began on May 12, 2026. During the first session, the City Manager delivered the budget kickoff message, and the Finance Director presented key budget highlights, including a projected \$4.7 million General Fund deficit and continued structural fiscal challenges. The Council received presentations and held discussions with the following departments:

- Community & Economic Development
- Police Department
- City Manager’s Office

In this second hearing session, the Council will continue receiving department presentations, deliberate on budget requests, and provide direction. The remaining departments scheduled to present are:

1. City Attorney’s Office
2. City Clerk (Including City Council)
3. Finance and Non-departmental
4. Public Works Department and CIP
5. EPASD

In the City’s continued effort of transparency and accountability as a strong steward of taxpayer dollars and as we have done in the past, the City has relaunched EPA Talks 2026 as part of this year’s budget process.

To date, hundreds of residents have given their feedback and have identified a great need to upgrade the City’s public infrastructure, including priorities such as:

- **Providing safe and clean drinking water**
- **Replacing deteriorating pipes that distribute drinking water**
- **Providing safe places for children and teens**
- **Repairing aging storm drains to prevent flooding on City streets**
- **Providing an Emergency Operations Center ensuring a safe place in East Palo Alto no matter the emergency**

Many residents have said East Palo Alto is lacking safe places for youth to spend time in the community after school and in the summer. You want the City to invest in the future of our youth by providing dedicated spaces for children and youth to play and gather — keeping them safe and out of trouble.

Furthermore, the East Palo Alto library has not been significantly renovated in 40 years, and City buildings have leaky roofs, faulty heating and cooling systems, and outdated electrical wiring. Because the City does not have a community center, police station, or library facility

## PUBLIC HEARING ITEM 13.2

designed to meet today's needs, residents responded positively to proposals to create a unified East Palo Alto Civic Center to deepen connections within the community and to reduce reliance on outside agencies.

East Palo Alto was incorporated as its own city in the 1980s but still does not have its own community center, police station or library. By creating a East Palo Alto Civic Center, we can have self-determination, local control over our destiny and a deeper connection in the community without relying on the county or the state or federal services.

Given the community's feedback, additional local funding for City facilities will allow East Palo Alto to provide an emergency center in case of natural disaster, and a refuge during days of extreme heat, cold or smoke. It will also contain the city's emergency operations center, coordinating emergency response if disaster strikes.

We look forward to continuing to update Council and the community on the results of this important conversation.

### **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. In addition, a notice of public hearing was published on a local newspaper on May 6, 2025.

### **Environmental**

The action being considered does not constitute a "Project" within the meaning of the California Environmental Quality Act (CEQA), pursuant to CEQA Guideline section 15378 (b)(5), in that it is a government administrative activity that will not result in direct or indirect changes in 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. Budget Session No.1 Staff Report including Attachments



# **EAST PALO ALTO CITY COUNCIL STAFF REPORT**

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**DATE:** May 12, 2026  
**TO:** Honorable Mayor and Members of the City Council  
**VIA:** Melvin E. Gaines, City Manager  
**BY:** Tomohito Oku, Finance Director  
**SUBJECT:** Fiscal Year 2026-27 Proposed Budget Session Hearing No. 1

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## **Recommendation**

Staff recommends that the City Council receive this presentation and provide feedback on the Fiscal Year 2026-27 proposed budget.

## **Alignment with City Council Strategic Plan**

This recommendation is primarily aligned with:

- Priority: Governance, Organizational Strength, and Fiscal Sustainability

## **Background**

This report provides an initial overview of the FY 2026-27 Proposed Budget and an opportunity for the City Council to provide feedback on how resources are allocated. The City Council will continue budget discussions at a Study Session on May 21, 2026. An additional discussion is tentatively scheduled for June 2, 2026. Budget adoption is scheduled for June 16, 2026, during a public hearing, as required by City Ordinance (Title 3, Chapter 3.08.080)

## ***Department Budget Presentations***

Each department will present its proposed budget to the City Council. Presentations not completed on May 12 will be continued to the May 21 Study Session. These sessions provide detailed department-level information and allow the City Council and the public to ask questions and provide input.

## POLICY AND ACTION 8.1

Departments are scheduled to present in the following order:

1. City Manager Kickoff Message and Budget Overview
2. Community and Economic Development
3. Police
4. City Manager's Office
5. City Attorney's Office
6. City Clerk (including City Council)
7. Finance and Non-Departmental
8. Public Works and CIP
9. East Palo Alto Sanitary District (EPASD)

### City Council Strategic Priorities Alignment:

The City's budget is guided by the City Council's Strategic Priorities and the FYs 2025-26/2027-28 Work Plan. This helps ensure that limited resources are focused on the community's most critical needs.

The Strategic Priorities were developed through a comprehensive community engagement process involving residents, stakeholders, and community leaders, and focus on:

- Emergency and Disaster Preparedness
- Public Infrastructure, Facilities, and Utilities
- Livability / Community Quality of Life
- Land Use, Economic, and Workforce Development
- Housing
- Governance, Organizational Strength, and Fiscal Sustainability
- Civic Engagement

FY 2026-27 represents the second year of the two-year work plan cycle. Staff is focused on implementing these priorities while balancing limited financial and staffing resources. The FY 2026–27 Proposed Budget reflects these priorities through targeted investments.

### Community Engagement and Alignment with Resident Priorities:

The FY 2026–27 Proposed Budget reflects the City's continued commitment to aligning resources with the needs and priorities identified by East Palo Alto residents, including input from the "EPA Talks" initiative and a citywide survey conducted in late 2025.

Residents identified the following as top priorities:

## POLICY AND ACTION 8.1

- Providing safe and clean drinking water
- Replacing deteriorating water pipes
- Providing safe places for children and teens
- Improving storm drains to prevent flooding on City streets
- Providing an Emergency Operations Center

Survey results indicate strong support for increased investment in infrastructure, community facilities, and public safety.

The FY 2026–27 Proposed Budget incorporates these community-identified priorities through targeted investments in infrastructure, service delivery, and capital planning. These investments are intended to address critical system needs, improve quality of life, and ensure the City continues to respond to the issues that matter most to its residents.

The City will continue to gather community input and use it to guide future budgets and long-term financial planning efforts.

### EPASD Budget Integration:

The East Palo Alto Sanitary District (EPASD) has operated as a subsidiary district under the City since October 1, 2024. Its finances are included in the City’s budget; however, the District’s budget is presented as a standalone enterprise fund within the City’s financial plan to maintain transparency and accountability.

A separate EPASD budget document is scheduled to be reviewed by the EPASD Advisory Committee on May 7, 2026, and will be considered for adoption by the City Council acting as the EPASD Board on June 16, 2026.

This approach allows for clear oversight and public accountability specific to the District, while aligning with the City’s financial reporting and appropriation processes. The District will continue to maintain a distinct operational and capital budget and issue separate audited financial statements.

### Analysis

#### **FY 2026-27 Budget Overview**

The City budget is organized into four primary fund types:

- **General Fund**, which supports core services such as public safety and administration
- **Restricted Funds**, which must be used for specific purposes
- **Capital Funds**, which support infrastructure and major projects
- **Enterprise Funds**, which support fee-based services such as sewer and water operations



## POLICY AND ACTION 8.1

### Citywide Budget Summary

Citywide revenues for FY 2026–27 are projected to total approximately \$68.5 million, while expenditures are projected to total approximately \$82.9 million. This results in an overall deficit of approximately \$14.4 million. This deficit is largely driven by negative net positions in the Restricted and General Funds, which are proposed to be covered through use of reserves.

The projected fund balances by major fund type are:

- Restricted Funds: **-\$14.3 million (deficit)**
- Capital Funds: **\$2.1 million surplus**
- Enterprise Funds: **\$2.6 million surplus**
- General Fund: **-\$4.7 million (deficit)**

The table below summarizes the City’s FY 2026-27 proposed budget by fund type.

FY 2026-27 Proposed - Citywide Funds (\$ In 000's)						
Description	General Fund	Restricted Funds	Capital Funds	Enterprise Funds	TOTAL CITY FUNDS	Successor Trust Fund
Total Revenues	35,349	10,974	4,793	17,360	68,475	3,587
Total Expenditures	(39,095)	(26,263)	(2,727)	(14,786)	(82,872)	(5,069)
Net Sources / (Uses)	(3,747)	(15,289)	2,066	2,574	(14,397)	(1,482)
Net Transfers	(989)	989	-	-	-	-
<b>Change in Fund</b>	<b>(4,736)</b>	<b>(14,300)</b>	<b>2,066</b>	<b>2,574</b>	<b>(14,397)</b>	<b>(1,482)</b>
<b>Use of Reserve</b>	<b>4,736</b>	<b>14,300</b>	<b>-</b>	<b>-</b>	<b>19,036</b>	<b>1,482</b>

The **Restricted Fund** deficit of \$14.3 million and **Capital Fund** surplus of \$2.1 million primarily result from timing differences between when revenues are received and when expenditures occur. In many special revenue funds, revenues are collected before the associated program costs are incurred, resulting in temporary deficits or surpluses depending on the timing. In contrast, capital project spending often occurs before the corresponding revenue reimbursements from grant funds are received. However, in FY2026-27, the \$6.6 million in **Capital Fund** surplus is primarily from developer impact fees, which are collected upfront—creating a surplus for the current fiscal year.

The **Enterprise Funds** include the sewer enterprise funds, which account for EPASD financial activities. The surplus in the Enterprise Funds is driven by sewer enterprise fund developer impact fees (\$2.5 million), and Water Service Fund impact fees (\$1.2 million).

## POLICY AND ACTION 8.1

The \$4.7 million **General Fund** deficit is discussed in following sections of this report. More detailed information is available in Attachments 1 and 2.

The **Successor Trust Fund** budget is developed in accordance with the Redevelopment Obligation Payment Schedule (“ROPS”), which governs the timing and amount of required payments for all enforceable obligations pursuant to State law. The proposed budget reflects the Agency’s planned cash defeasance of the 2015 Tax Allocation Refunding Bonds, which represent the Agency’s final outstanding enforceable obligation. Upon completion of the defeasance, all remaining obligations will be fully satisfied, thereby enabling the wind-down and ultimate dissolution of the Successor Agency, subject to oversight and approval by the Oversight Board and the California Department of Finance.

### **Key Budget Issues and Approach**

The FY 2026–27 Proposed Budget reflects several financial challenges, including rising personnel costs, inflation, increased service demands, and the need for continued investment in infrastructure and technology.

Departments made significant efforts to reduce costs; however, many reductions are not sustainable without affecting service levels. In some cases, departments are deferring needs or absorbing additional workload to maintain services.

The proposed budget takes a constrained approach. It prioritizes maintaining essential services and advancing key City Council priorities, while limiting new spending to critical or one-time needs. Despite these efforts, the City is not able to fully address all infrastructure and facility needs.

Key considerations that shape the proposed budget include:

- a. General Fund Condition
- b. Available Reserves and Use of Reserves
- c. City Council Strategic Priorities
- d. Personnel Changes
- e. Two-year Capital Budget Update

The remainder of this report is organized by sections that discuss considerations a. through e., above, and provide context for the City’s fiscal strategy.

#### ***a. General Fund Condition***

The FY 2026–27 Proposed General Fund Budget is structurally unbalanced. General Fund revenues are projected to total approximately \$35.3 million, while expenditures are projected at approximately \$39.1 million. This results in an operating deficit of approximately \$3.7 million and a total deficit of \$4.7 million after transfers.

This condition reflects a structural imbalance in which ongoing expenditures exceed ongoing revenues. The projected \$4.7 million General Fund deficit reflects a combination of revenue

## POLICY AND ACTION 8.1

adjustments and increased costs. Staff will continue to monitor General Fund performance closely and recommend adjustments as needed to maintain long-term fiscal stability.

### **Structural General Fund Deficit**

Revenue growth has not kept pace with rising costs. Key revenue sources, particularly tax revenues, have grown modestly or remained flat, while expenditures—especially personnel costs, insurance, and inflationary impacts on goods and services—continue to increase at a faster rate.

As a result, the City has experienced a structural General Fund deficit since FY 2020–21. While recent budgets have been balanced—and in some cases have resulted in year-end surpluses—these outcomes have relied heavily on one-time factors, including federal relief funding, vacancy savings, delayed implementation of professional service contracts, and conservative expenditure management. These measures are not sustainable.

Key factors contributing to the structural imbalance include:

1. **Property Tax In-Lieu of VLF Shortfalls:** A projected \$2.5 million shortfall in FY 2026–27 due to ongoing impacts of State legislation affecting school funding formulas and vehicle license fee (VLF) allocations. While the State has historically provided backfill payments, recent actions have reduced the backfill to approximately 60% of the shortfall, and no permanent solution has been enacted.
2. **Slowing Property Tax Growth:** Property tax revenue growth is projected at approximately 3.0% in FY 2026–27, significantly below the historical 10-year average of 7.5%. This slowdown reflects broader housing market conditions and limited new taxable development due to infrastructure constraints, sewer service challenges, commercial real estate market conditions, and delays in key planning efforts such as the Ravenswood Business District Specific Plan.
3. **Measure L/JJ Revenue Shift:** Following voter approval of Measure JJ in November 2024, approximately \$1.7 million in annual landlord business license tax revenues have been redirected from the General Fund to a Special Housing Fund beginning in FY 2025–26. The General Fund retains only up to 20% of this revenue (approximately \$340,000) for administrative purposes, resulting in an ongoing net reduction of approximately \$1.3 million in flexible General Fund revenues.
4. **Weak Transient Occupancy Tax (TOT):** TOT revenues remain below pre-pandemic levels due to slow recovery in the travel and hospitality sectors.
5. **Flat or Declining Sales Tax:** Sales tax growth has remained modest due to persistent inflation, reduced discretionary spending, and ongoing shifts in consumer behavior toward online and service-based spending.
6. **Limited Revenue Diversity:** The City's General Fund relies heavily on a small number of economically sensitive revenue sources, including property tax, sales tax, and TOT, increasing exposure to economic volatility.
7. **Temporary Reduction in RPTTF Revenues (Cash Defeasance):** Redevelopment

## POLICY AND ACTION 8.1

Property Tax Trust Fund (RPTTF) revenues are a component of property tax revenues and represent tax increment generated from former Redevelopment Agency (RDA) areas, net of pass-through payments to other taxing entities and enforceable obligations. The planned cash defeasance of the Successor Agency's Tax Allocation Refunding Bonds will result in a temporary reduction of approximately \$1.3 million in RPTTF revenues to the General Fund in FY 2026–27. While this action is expected to generate long-term fiscal benefits, including an estimated increase of approximately \$1.6 million in ongoing annual revenues beginning in FY 2027–28, it contributes to near-term revenue pressure.

### **General Fund Revenue**

General Fund revenue is projected to decrease by approximately \$0.7 million, or 2.0 percent, compared to the prior year. This decline reflects a mix of economic challenges, policy changes, and evolving market conditions affecting key revenue sources, summarized below:

- **Property Tax:** Revenue is projected to decrease by \$767,000 (4.3%). This decline is primarily driven by a reduction in Redevelopment Property Tax Trust Fund (RPTTF) revenues (former RDA incremental property tax) of approximately \$1.3 million, resulting from the planned defeasance of the Successor Agency's Tax Allocation Refunding Bonds, which the City Council authorized on February 24, 2026. This impact is expected to be temporary through FY 2026–27, with property tax revenues projected to increase by approximately \$1.6 million annually beginning in FY 2027–28 following completion of the defeasance and dissolution of the Successor Agency.

In addition, growth in assessed property values has slowed significantly—estimated at 3.0% compared to the 10-year average of 7.5%. The projection also excludes any backfill for the loss of property tax in-lieu of VLF revenues experienced in FY 2025–26. The State omitted property tax in-lieu of VLF backfill payments from its proposed budgets in consecutive years, but added those payments in revised budgets after significant lobbying efforts by East Palo Alto, County of San Mateo, and other cities within the County who rely on these payments to provide government services.

In FY 2024-25; however, the State only provided roughly 60 percent of the backfill owed. East Palo Alto and other San Mateo County governments are appealing to the State to provide the full FY 2025-26 backfill; however, given State budget challenges, a payment is not certain.

- **Sales Tax:** Revenue is projected to increase by \$148,000 (2.6%) compared to the prior year. The FY 2026–27 projection of approximately \$5.8 million remains below the \$6.0 million achieved in FY 2023–24, reflecting ongoing softness in consumer spending. This trend is driven by persistent inflation and restrictive monetary policy, as well as broader shifts in consumer behavior—from brick-and-mortar retail to online purchases and from goods to service-oriented spending.
- **Business License Tax:** Revenue is projected to increase modestly by approximately \$30,000 compared to FY 2025–26. This increase is based on recent trends observed in FY 2024–25 and year-to-date collections. The projection reflects only revenues from

## **POLICY AND ACTION 8.1**

regular business activity and excludes Measure JJ-related revenues. Beginning in FY 2025–26, approximately \$1.7 million in Measure JJ revenues were shifted from the General Fund to a special revenue housing fund and are no longer reflected in this category.

- **Interest Income:** Revenue is projected to decline by approximately \$68,000 due to anticipated reductions in federal interest rates, which are expected to lower returns on the City’s permitted investments. This revenue is reported under the “Use of Money and Property” category in the table below.
- **Transient Occupancy Tax (TOT):** No growth is projected. Collections remain below 90% of pre-pandemic levels, and recent trends suggest ongoing stagnation. Staff will continue monitoring this revenue and adjust projections as new data becomes available.

Revenue growth remains limited and uncertain. The table below shows FY 2025-26 revenue at mid-year and FY 2026-27 projected General Fund revenue:

General Fund Revenue	FY 2025-26 Mid-year	FY 2026-27 Proposed	Variance	%
Property taxes	\$ 17,773,000	\$ 17,006,190	\$ (766,810)	-4.3%
Sales taxes	5,679,000	\$ 5,827,100	148,100	2.6%
Transient Occupancy Tax	2,200,000	\$ 2,200,000	-	0.0%
Business License Tax	800,000	\$ 830,000	30,000	3.8%
Utility Users Tax	2,094,000	\$ 2,160,558	66,558	3.2%
Other taxes	90,000	\$ 140,000	50,000	55.6%
Licenses, fees and permits	1,552,000	\$ 1,725,334	173,334	11.2%
Charges for services	2,719,000	\$ 2,206,280	(512,720)	-18.9%
Fines and forfeitures	495,000	\$ 632,500	137,500	27.8%
Use of money and property	2,010,000	\$ 1,941,764	(68,236)	-3.4%
Grants and intergovernmental	65,000	\$ 65,000	-	0.0%
Other Miscellaneous Revenues	605,000	\$ 613,800	8,800	1.5%
<b>Total GF Revenues</b>	<b>\$ 36,082,000</b>	<b>\$ 35,348,525</b>	<b>\$ (733,475)</b>	<b>-2.0%</b>

### **General Fund Expenditure**

Total General Fund expenditures, including net transfers, are proposed at approximately \$40.1 million for FY 2026-27. This amount reflects departmental requests to support ongoing operational services and select strategic initiatives. The proposed budget includes all currently authorized staff positions, including limited-term positions recommended for continuation, but does not assume any new positions. To better provide the level of service the community desires, staff requested new positions for various departments, but the City cannot afford to add head count. Projected expenditures also reflect current economic conditions, including elevated inflationary pressures and the results of prior union agreements.



## POLICY AND ACTION 8.1

Excluding net transfers, General Fund expenditures are projected to increase by \$0.7 million (1.9%) compared to the FY 2025-26 Adopted Budget. Expenditures are increasing primarily due to higher personnel costs, including wages and benefits, as well as increased costs for insurance and other services. Inflation continues to impact the cost of goods and services across departments.

It is also important to note that, in recent years, the City has discontinued its practice of making General Fund contributions to the capital reserve funds in order to maintain operational balance for future capital improvement projects (CIP). While this approach has helped balance the budget in the short term, it limits the City's ability to fund long-term infrastructure needs.

A summary of General Fund expenditures by department is provided in the following table.

General Fund Expenditure by Department	FY 2025-26 Adopted	FY 2026-27 Proposed	Variance
City Council	272,105	261,352	(10,753)
City Attorney	1,461,060	1,617,805	156,745
City Clerk	581,228	667,379	86,151
City Manager	6,391,444	5,350,822	(1,040,622)
Finance	1,963,136	1,928,635	(34,501)
Community & Economic Development	4,282,954	3,544,234	(738,720)
Public Works	6,626,667	6,760,504	133,837
Police	16,387,257	17,583,877	1,196,620
<b>Non-Departmental</b>			-
Capital/Technology	-	1,158,000	1,158,000
Insurance and Settlements	1,066,347	1,123,373	57,026
Other Non-Departmental	1,990,391	1,959,796	(30,595)
Overhead Allocation	(2,647,709)	(2,860,620)	(212,911)
<b>Sub-total</b>	<b>38,374,880</b>	<b>39,095,159</b>	<b>720,279</b>
Transfers - Operational	874,812	989,268	114,456
Transfers - Capital	-	-	-
<b>Total General Fund Expenditures</b>	<b>\$ 39,249,692</b>	<b>\$ 40,084,427</b>	<b>\$ 834,735</b>

Personnel costs across all departments increased due to merit increases, the Cost of Living Adjustments (COLAs) negotiated in labor agreements and other increased benefits costs. See the summary of the major variances by department below:

- City Manager's Office (incl. Administration, HR, IT, and Community Services):** The FY 2026–27 proposed budget reflects a reduction of approximately \$1.0 million compared to the prior year. The FY 2025–26 budget included several one-time and strategic priority initiatives, including a community survey and financing options study (\$200,000), economic development strategic plan (\$125,000), emergency planning and preparedness efforts (\$100,000), compensation and classification studies (\$100,000), citywide ergonomic assessments (\$150,000), and park improvements (\$350,000), totaling approximately \$1.0 million. Most of these projects have been initiated, and any remaining balances are

## POLICY AND ACTION 8.1

expected to be encumbered and carried forward through the FY 2026–27 mid-year budget process.

- **Community and Economic Development (Incl. Administration, Building, Planning, Housing and RSP):** The FY 2026–27 proposed budget reflects a reduction of approximately \$739,000 compared to the prior year. The FY 2025-26 budget included a few one-time initiatives and contracts including proactive code enforcement efforts (\$150,000), Outside Plan Review and Inspection contracts (\$333,000), and Rent Registry (\$150,000) totaling approximately \$633,000. Most of these projects have been initiated, and any remaining balances are expected to be encumbered and carried forward through the FY 2026–27 mid-year budget process.
- **Police:** the variance (\$1.2 million) is largely related to an increase in the dispatch service contract (\$0.5 million) and the personnel cost increase resulting from COLAs negotiated in the Police Officer’s Association (POA) labor agreement, regular promotions, and the rising health costs and other benefits.
- **Capital and Technology:**

The FY 2026–27 Proposed Budget includes \$1.2 million in one-time funding for technology improvements. These investments include cybersecurity upgrades, system modernization, and improvements to internal systems and public-facing platforms. This reflects initial implementation of the IT Strategic Plan adopted by the Council on April 7, 2026.

These prioritized projects from the IT Strategic Plan are intended to be funded on a one-time basis through the IT Projects Fund (IT Reserve). The total includes approximately \$402,000 for Network and Security Projects, which are grouped as a single category to provide flexibility in addressing evolving cybersecurity and infrastructure risks.

The remaining approximately \$756,000 supports a range of foundational technology initiatives, including:

- Disaster recovery and continuity program enhancements
- ERP project support and consulting assistance
- Financial and operational business process review
- Website and intranet modernization, including consulting support
- GIS assessment and technical expertise
- IT governance enhancements
- Document management system improvements
- Implementation of an electronic procurement (eBid) platform

These investments are critical to addressing long-standing technology gaps and advancing the City’s operational capabilities. While these costs are proposed as one-time investments, certain components—such as GIS support and ongoing governance enhancements—may require future ongoing funding as systems are implemented and matured.

More detailed information will be provided by respective department presentations.

### ***b. Available Reserves and Use of Reserve***

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As of **June 30, 2026**, the General Fund reserve is projected to be approximately \$17.8 million, excluding the \$11.7 million contingency reserve, which is maintained at approximately 30% of General Fund expenditures in accordance with City policy. The remaining unassigned reserve is available at the City Council’s discretion to address fiscal imbalances and one-time needs.

To balance the FY 2026–27 Proposed General Fund Budget, staff recommend a one-time use of reserves totaling \$4.7 million, consisting of \$1.2 million from the IT reserve fund and \$3.6 million from the General Fund unassigned reserve. This action is projected to reduce the unassigned reserve balance to approximately \$14.3 million. The proposed General Fund expenditures include approximately \$1.9 million in Strategic Priority projects, which are primarily driven by professional services and consulting engagements. This amount reflects direct project costs only, and excludes related indirect costs such as internal staff time for project management and oversight, and departmental administrative support.

The proposed use of unassigned reserves (\$3.6 million) reflects both near-term fiscal pressures and timing-related revenue factors. The General Fund revenue projection does not assume potential backfill of the property tax in-lieu of VLF shortfall from FY 2025–26, which could range from approximately \$1.5 million to \$2.5 million based on recent State actions. In addition, the City will experience a temporary reduction of approximately \$1.3 million in RPTTF revenues in FY 2026–27 due to the planned cash defeasance of Successor Agency bonds, with revenues expected to increase by approximately \$1.6 million annually beginning in FY 2027–28.

While the use of reserves is necessary to maintain service levels in the near term, it is not a sustainable long-term solution. Continued reliance on one-time reserves to fund ongoing operations will require structural budget adjustments in future years.

The table below outlines the **June 30, 2026** projected reserves by program type, across all governmental fund types.

<b>PROJECTED RESERVE AS OF JUNE 30, 2026</b>			
	<b>FUND TYPE</b>		
	<b>General Fund</b>	<b>CIP Funds</b>	<b>Restricted Funds</b>
Infrastructure Programs	\$ -	\$ -	\$ 17,113,000
Housing Programs	\$ -	\$ -	\$ 17,852,000
Community Programs	\$ -	\$ -	\$ 2,867,000
Information Technology Reserve	\$ 3,853,000	\$ -	\$ -
Vehicles Equipment Reserve	\$ 687,000	\$ -	\$ -
Self Insurance Reserve	\$ 2,273,000	\$ -	\$ -
Capital Projects	-	15,789,000	-
Contingency reserve	\$ 12,073,521	\$ -	
Unassigned	\$ 17,881,000	\$ -	\$ -

### **c. City Council Strategic Priorities**

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The FY 2026–27 Proposed Budget continues to be developed in alignment with the City Council’s adopted FY 2025–2029 Strategic Priorities and the FY 2025–2027 Council Work Plan. As the City enters the second year of the two-year Work Plan cycle, the focus has shifted from planning and prioritization to implementation of Council-directed initiatives.

Given the City’s ongoing fiscal constraints and limited staffing capacity, the proposed budget prioritizes maintaining essential services while advancing a targeted set of Strategic Priority projects that are already underway or are critical to achieving Council goals. Core services—including public safety, maintenance, housing and anti-displacement programs, and administrative operations—remain fully funded to ensure continuity of service delivery.

The FY 2026–27 Proposed Budget includes funding for select Strategic Priority initiatives, estimated at approximately \$4.0 million Citywide, reflecting projects that are feasible within current financial and organizational capacity. However, several additional priorities identified by the Council remain unfunded or partially funded due to resource limitations. As noted earlier, departments are managing these priorities alongside existing service demands, often by deferring other needs or absorbing additional workload.

Staff will continue to monitor progress on Strategic Priority initiatives and provide updates to the City Council through regular reporting and future budget discussions. As implementation progresses, additional resources—both one-time and ongoing—may be required to fully achieve the Council’s long-term priorities.

### **d. Personnel Changes**

Given the ongoing structural deficit in the General Fund, the City is taking a cautious approach to staffing in FY 2026–27. While workload demands and service backlogs demonstrate a true need for additional staff, efforts have been made to limit new position requests and control ongoing personnel costs.

Staff recommends continuing four currently filled limited-term positions in FY 2026-27. These roles support critical services and help advance key Council priorities, without committing to long-term financial obligations. The combined cost of these three positions is \$539,000, which is included in the proposed budget.

In addition, Community Services Division has requested to convert Recreation Coordinator’s position to Community Services Supervisor. The proposed reclassification reflects the expanded scope and complexity of community services, including increased programming, facility oversight, and coordination demands of providing services for youth, families, and seniors. The position has evolved beyond a coordinator-level role and now requires supervisory responsibility, program management, and strategic oversight to effectively support growing community needs and service delivery.

All personnel change requests will be discussed during the relevant department budget presentations. This will provide the City Council and the public an opportunity to ask questions and deliberate.

The table below outlines the City Manager’s staffing recommendations:

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Title	Division	Note	Net FTE	Funding Source	Estimated Annual Cost
<b>Limited terms:</b>					
Management Analyst II	Police Admin	Continuation from the current deployment. Staff seek for one more year extension	1.0	General	\$ 226,000
Management Analyst I	Human Resources	Continuation from the current deployment. Staff seek for one more year extension	1.0	General	174,000
Human Resource Technician I/II	Human Resources	Continuation from the current deployment. Staff Seek for one more year extension	1.0	General	139,000
Housing Specialist	Housing/RSP	Continuation from the current deployment. Staff Seek for one more year extension	1.0	General (5%), Housing (45%), RSP (50%)	121,000
<b>Sub-total limited term</b>			<b>4.0</b>		<b>\$ 539,000</b>
<b>Promotion:</b>					
Recreation Coordinator to Community Services Supervisor	Community Services	Reflects expanded program scope, increased operational demands, and need for supervisory oversight to support growing recreation services	N/A	General	42,000

### ***e. Two-Year Capital Budget Update***

The Capital Improvement Plan (CIP) serves as the City’s roadmap for maintaining, upgrading, and developing public infrastructure and facilities. It provides a multi-year (typically five- to ten-year) plan for capital projects, major equipment, and studies, including anticipated scope, timing, and funding sources. A comprehensive CIP helps align capital investments with the City’s long-range planning goals and priorities.

The City’s current Ten-Year CIP was originally adopted on September 15, 2020, and subsequently updated and approved by the City Council on May 30, 2024, to reflect new and evolving priorities, including projects identified through Council direction, grant opportunities, and operational needs.

The CIP budget will be presented and considered separately from the operating budget as part of Public Works budget in the second budget session which is scheduled on May 21, 2026. The table below identifies projects scheduled to commence or advance in FY 2026–27 for which appropriation is requested as part of this proposed budget. Ongoing and previously approved projects are not included in this list, as their remaining budgets will be carried forward and incorporated through the FY 2026–27 mid-year budget process.



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PROJECT #	DESCRIPTION	FUNDING SOURCE	TOTAL
<b>Streets and Transportation Projects:</b>			
ST-07	Annual Street Resurfacing Project	Gas tax, Measure A, Measure W, Measure M	\$2,300,000
ST-09	Bicycle & Pedestrian Improvements	Gas tax	\$500,000
ST-15	Signage and Striping Improvements	Measure A	\$50,000
ST-33	Woodland Ave Street Improvements	TDA grant with local match	\$700,000
ST-39	Fordham Street Roundabout	TDA grant	\$75,000
<b>Sub-total Streets &amp; Transportation</b>			<b>\$3,625,000</b>
<b>Storm Drain Project:</b>			
SD-04	Street Sweeping Signage	Local CIP	\$80,000
<b>Sub-total Storm Drain</b>			<b>\$80,000</b>
<b>Community Facilities Projects:</b>			
FA-03	City Wide - EV Charging Station	State grant	\$580,000
<b>Sub-total Storm Drain</b>			<b>\$580,000</b>
<b>Water Supply Project:</b>			
WS-01B	Emergency Water Connects – Palo Alto Park Mutual	Water capital	\$150,000
<b>Sub-total Water Supply</b>			<b>\$150,000</b>
<b>Water Distribution Project:</b>			
WD-06	Fire Hydrant Replacement	Water capital	\$230,000
<b>Sub-total Water Distribution</b>			<b>\$230,000</b>
<b>Special Project:</b>			
N/A	San Francisquito Creek Sediment Removal	Local CIP	\$800,000
<b>Sub-total Special</b>			<b>\$800,000</b>
<b>Sewer Projects:</b>			
N/A	EPASD 1.1	Sewer	\$1,000,000
N/A	EPASD 1.2	Sewer	\$1,695,000
<b>Sub-total Sewer</b>			<b>\$2,695,000</b>
<b>IT Projects:</b>			
N/A	IT Strategic Plan Projects	General Fund IT Reserve	\$1,158,000
<b>Sub-total IT fund</b>			<b>\$1,158,000</b>
<b>TOTAL FY 2026-27 PROPOSED CIP FUNDING</b>			<b>\$9,318,000</b>

Staff will return to the City Council for consideration of contractual approvals for these projects. It's worth noting that the costs associated to Local CIP fund are funded by the transfers from the General Fund previously authorized by the City Council.

### ***Proposed Budget Documents (Attachment Descriptions)***

- **Attachment 1: Proposed Budget by Fund Type** - fund descriptions and budget information for each active fund maintained by the City. It also shows projected reserve balance for each active fund.
- **Attachment 2: Detailed Budget Information by Division** – it includes detailed budget by

## **POLICY AND ACTION 8.1**

contract and project which make up the total proposed expenditure budget excluding personnel and capital budget.

### **Fiscal Impact**

There is no fiscal impact by this report. The budget is scheduled to be adopted on June 16, 2026.

### **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. In addition, a notice of public hearing was published on a local newspaper on May 6, 2025.

### **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 the proposed action does not involve an entitlement.

**Analysis of Levine Act Compliance:** Not applicable.

### **Attachments**

1. Proposed Budget by Fund Type
2. Detail Budget Information by Division

**CITY OF EAST PALO ALTO**  
**FY 2025-2026 BUDGET BY FUND CATEGORY**

	General Fund and Internal Reserves	Special Revenue Funds	Capital Improvement Funds	Enterprise Funds	City Total	Successor Trust Fund	GRAND TOTAL
<b>Revenues</b>							
Property Tax	17,006,190	1,091,236	-	1,609,934	19,707,361	25,000	19,732,361
Sales Tax	5,827,100	-	-	-	5,827,100	-	5,827,100
Transient Occupancy Tax	2,200,000	550,000	-	-	2,750,000	-	2,750,000
Business License Tax	830,000	1,620,690	-	-	2,450,690	-	2,450,690
Utility User Tax	2,160,558	-	-	-	2,160,558	-	2,160,558
Other Taxes	140,000	3,402,554	-	-	3,542,554	-	3,542,554
Licenses, Fees, and Permits	1,725,334	1,502,715	2,771,335	3,745,266	9,744,650	2,500,000	12,244,650
Charges for Services	1,768,289	142,600	-	10,021,571	11,932,460	-	11,932,460
Fines and Forfeitures	632,500	-	-	-	632,500	-	632,500
Use of Money and Property	1,941,764	1,415,764	791,556	1,679,787	5,828,871	84,436	5,913,307
Grants and Intergovernmental	65,000	1,248,100	1,230,000	-	2,543,100	-	2,543,100
Other Miscellaneous	1,051,791	-	-	303,333	1,355,124	-	1,355,124
<b>Total Revenues</b>	<b>35,348,525</b>	<b>10,973,659</b>	<b>4,792,892</b>	<b>17,359,891</b>	<b>68,474,967</b>	<b>2,609,436</b>	<b>71,084,403</b>
<b>Expenditures</b>							
City Council	261,352	-	-	7,500	268,852	-	268,852
City Attorney	1,617,805	10,700	-	50,600	1,679,105	1,400	1,680,505
City Clerk	667,379	-	-	-	667,379	-	667,379
City Manager	5,350,822	1,290,000	-	-	6,640,822	-	6,640,822
Finance	1,928,635	8,488	72,832	73,500	2,083,455	30,374	2,113,830
Community Development	3,544,234	18,724,499	-	-	22,268,732	-	22,268,732
Public Works	6,760,504	2,191,071	170,459	6,209,892	15,331,926	-	15,331,926
Police	17,583,877	200,000	-	-	17,783,877	-	17,783,877
<b>Non-Departmental</b>							
Capital/Technology	1,158,000	2,800,000	2,285,000	3,075,000	9,318,000	-	9,318,000
Insurance and Settlements	1,123,373	-	-	-	1,123,373	-	1,123,373
IT Operations	495,864	-	-	15,040	510,904	-	510,904
Other Non-Departmental	1,463,932	112,561	-	3,627,640	5,204,133	5,500	5,209,633
Overhead Allocation	(2,860,620)	925,618	198,832	1,727,128	(9,042)	9,041	-
<b>Total Expenditures</b>	<b>39,095,159</b>	<b>26,262,936</b>	<b>2,727,123</b>	<b>14,786,300</b>	<b>82,871,517</b>	<b>46,316</b>	<b>82,917,834</b>
<b>Net Sources / (Uses)</b>	<b>(3,746,633)</b>	<b>(15,289,277)</b>	<b>2,065,769</b>	<b>2,573,591</b>	<b>(14,396,550)</b>	<b>2,563,120</b>	<b>(11,833,431)</b>
<b>Other Financing Sources / (Uses)</b>							
Transfers In	-	989,268	-	-	989,268	-	989,268
Transfers Out	(989,268)	-	-	-	(989,268)	-	(989,268)
<b>Net Operating Transfers</b>	<b>(989,268)</b>	<b>989,268</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Change in Fund Balance</b>	<b>(4,735,901)</b>	<b>(14,300,009)</b>	<b>2,065,769</b>	<b>2,573,591</b>	<b>(14,396,550)</b>	<b>2,563,120</b>	<b>(11,833,430)</b>
<b>Other Changes</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Projected Fund Balance</b>							
July 01, 2025 Balance*	17,881,000	37,832,000	17,639,000	37,225,000	110,577,000	(13,944,032)	96,632,968
June 30, 2026 Balance	13,145,099	23,531,991	19,704,769	39,798,591	96,180,450	(11,380,912)	84,799,538

\*Excludes certain assets, reserves, and commitments.

**CITY OF EAST PALO ALTO**  
**FY 2026-2027 GENERAL FUND BUDGET**

	General Fund F110	Info Services Reserve F111	Equipment and Vehicle Reserve F112	Insurance Reserve F113	Development Pass Through F117	Eliminating	Total
<b>Revenues</b>							
Property Tax	17,006,190	-	-	-	-	-	17,006,190
Sales Tax	5,827,100	-	-	-	-	-	5,827,100
Transient Occupancy Tax	2,200,000	-	-	-	-	-	2,200,000
Business License Tax	830,000	-	-	-	-	-	830,000
Utility User Tax	2,160,558	-	-	-	-	-	2,160,558
Other Taxes	140,000	-	-	-	-	-	140,000
Licenses, Fees, and Permits	1,725,334	-	-	-	-	-	1,725,334
Charges for Services	1,768,289	-	-	-	-	-	1,768,289
Fines and Forfeitures	632,500	-	-	-	-	-	632,500
Use of Money and Property	1,941,764	-	-	-	-	-	1,941,764
Grants and Intergovernmental	65,000	-	-	-	-	-	65,000
Other Miscellaneous	437,991	-	-	-	613,800	-	1,051,791
<b>Total Revenues</b>	<b>34,734,725</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>613,800</b>	<b>-</b>	<b>35,348,525</b>
<b>Expenditures</b>							
City Council	253,852	7,500	-	-	-	-	261,352
City Attorney	1,412,805	-	-	125,000	80,000	-	1,617,805
City Clerk	552,701	114,678	-	-	-	-	667,379
City Manager	4,915,078	435,744	-	-	-	-	5,350,822
Finance	1,854,021	74,614	-	-	-	-	1,928,635
Community Development	3,019,318	54,916	-	-	470,000	-	3,544,234
Public Works	6,342,101	68,403	350,000	-	-	-	6,760,504
Police	17,081,633	302,244	200,000	-	-	-	17,583,877
<b>Non-Departmental</b>							
Major Capital/Technology	-	1,158,000	-	-	-	-	1,158,000
Insurance and Settlements	-	-	-	1,123,373	-	-	1,123,373
IT Operations	-	495,864	-	-	-	-	495,864
Other Non-Departmental	1,463,932	-	-	-	-	-	1,463,932
Overhead Allocation	(2,356,166)	(327,897)	-	(176,557)	-	-	(2,860,620)
<b>Total Expenditures</b>	<b>34,539,277</b>	<b>2,384,066</b>	<b>550,000</b>	<b>1,071,816</b>	<b>550,000</b>	<b>-</b>	<b>39,095,159</b>
<b>Net Sources / (Uses)</b>	<b>195,449</b>	<b>(2,384,066)</b>	<b>(550,000)</b>	<b>(1,071,816)</b>	<b>63,800</b>	<b>-</b>	<b>(3,746,633)</b>
<b>Other Financing Sources / (Uses)</b>							
Transfers In	-	1,226,066	550,000	1,071,816	-	(2,847,882)	-
Transfers Out	(3,837,150)	-	-	-	-	2,847,882	(989,268)
<b>Net Operating Transfers</b>	<b>(3,837,150)</b>	<b>1,226,066</b>	<b>550,000</b>	<b>1,071,816</b>	<b>-</b>	<b>-</b>	<b>(989,268)</b>
<b>Change in Fund Balance</b>	<b>(3,641,701)</b>	<b>(1,158,000)</b>	<b>-</b>	<b>-</b>	<b>63,800</b>	<b>-</b>	<b>(4,735,901)</b>
<b>Other Changes</b>	<b>63,800</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(63,800)</b>	<b>-</b>	<b>-</b>
<b>Projected Fund Balance</b>							
July 01, 2026 Balance*	17,881,000	3,853,000	687,000	2,273,000	-	(6,813,000)	17,881,000
June 30, 2027 Balance	14,303,099	2,695,000	687,000	2,273,000	-	(6,813,000)	14,303,099

\*Excludes certain reserves and commitments

**CITY OF EAST PALO ALTO**  
**FY 2026-2027 CAPITAL PROJECT FUNDS BUDGET**

	Capital Improvement F301/303	Parks and Trails Impact F305	Public Facilities Impact F306	Transportation Impact F307	RBD-I Storm Drain Impact F308	RBD-O Storm Drain Impact F309	Total
<b>Revenues</b>							
Property Tax	-	-	-	-	-	-	-
Sales Tax	-	-	-	-	-	-	-
Transient Occupancy Tax	-	-	-	-	-	-	-
Business License Tax	-	-	-	-	-	-	-
Utility User Tax	-	-	-	-	-	-	-
Other Taxes	-	-	-	-	-	-	-
Licenses, Fees, and Permits	-	641,916	1,125,741	737,123	-	266,555	2,771,335
Charges for Services	-	-	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-	-	-
Use of Money and Property	723,117	12,381	22,200	14,407	8,257	11,193	791,556
Grants and Intergovernmental	1,230,000	-	-	-	-	-	1,230,000
Other Miscellaneous	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>1,953,117</b>	<b>654,297</b>	<b>1,147,941</b>	<b>751,531</b>	<b>8,257</b>	<b>277,748</b>	<b>4,792,892</b>
<b>Expenditures</b>							
City Council	-	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-	-
City Clerk	-	-	-	-	-	-	-
City Manager	-	-	-	-	-	-	-
Finance	72,832	-	-	-	-	-	72,832
Community Development	-	-	-	-	-	-	-
Public Works	170,459	-	-	-	-	-	170,459
Police	-	-	-	-	-	-	-
<b>Non-Departmental</b>							
Capital/Technology	2,285,000	-	-	-	-	-	2,285,000
Insurance and Settlements	-	-	-	-	-	-	-
IT Operations	-	-	-	-	-	-	-
Other Non-Departmental	-	-	-	-	-	-	-
Overhead Allocation	188,608	2,178	2,178	2,289	1,919	1,661	198,832
<b>Total Expenditures</b>	<b>2,716,898</b>	<b>2,178</b>	<b>2,178</b>	<b>2,289</b>	<b>1,919</b>	<b>1,661</b>	<b>2,727,123</b>
<b>Net Sources / (Uses)</b>	<b>(763,780)</b>	<b>652,119</b>	<b>1,145,763</b>	<b>749,242</b>	<b>6,338</b>	<b>276,087</b>	<b>2,065,769</b>
<b>Other Financing Sources / (Uses)</b>							
Transfers In	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-
<b>Net Operating Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Change in Fund Balance</b>	<b>(763,780)</b>	<b>652,119</b>	<b>1,145,763</b>	<b>749,242</b>	<b>6,338</b>	<b>276,087</b>	<b>2,065,769</b>
<b>Other Changes</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Projected Fund Balance</b>							
July 01, 2026 Balance*	15,789,000	272,000	187,000	613,000	385,000	393,000	17,639,000
June 30, 2027 Balance	15,025,220	924,119	1,332,763	1,362,242	391,338	669,087	19,704,769

\*Excludes certain reserves and commitments

**CITY OF EAST PALO ALTO**  
**FY 2026-2027 SPECIAL REVENUE FUNDS BUDGET**

	Community Programs	Housing Programs	Transportation and Infrastructure Programs	Total
<b>Revenues</b>				
Property Tax	-	-	1,091,236	1,091,236
Sales Tax	-	-	-	-
Transient Occupancy Tax	275,000	275,000	-	550,000
Business License Tax	-	1,620,690	-	1,620,690
Utility User Tax	-	-	-	-
Other Taxes	-	1,677,000	1,725,554	3,402,554
Licenses, Fees, and Permits	-	1,502,715	-	1,502,715
Charges for Services	-	2,600	140,000	142,600
Fines and Forfeitures	-	-	-	-
Use of Money and Property	89,424	669,960	656,379	1,415,764
Grants and Intergovernmental	138,100	-	1,110,000	1,248,100
Other Miscellaneous	-	-	-	-
<b>Total Revenues</b>	<b>502,524</b>	<b>5,747,965</b>	<b>4,723,170</b>	<b>10,973,659</b>
<b>Expenditures</b>				
City Council	-	-	-	-
City Attorney	-	10,700	-	10,700
City Clerk	-	-	-	-
City Manager	1,290,000	-	-	1,290,000
Finance	-	2,496	5,992	8,488
Community Development	49,044	18,675,455	-	18,724,499
Public Works	123,563	-	2,067,508	2,191,071
Police	200,000	-	-	200,000
<b>Non-Departmental</b>	-	-	-	-
Capital/Technology	-	-	2,800,000	2,800,000
Insurance and Settlements	-	-	-	-
IT Operations	-	-	-	-
Other Non-Departmental	-	14	112,547	112,561
Overhead Allocation	9,236	381,785	534,597	925,618
<b>Total Expenditures</b>	<b>1,671,843</b>	<b>19,070,449</b>	<b>5,520,643</b>	<b>26,262,936</b>
<b>Net Sources / (Uses)</b>	<b>(1,169,319)</b>	<b>(13,322,484)</b>	<b>(797,474)</b>	<b>(15,289,277)</b>
<b>Other Financing Sources / (Uses)</b>				
Transfers In	-	-	989,268	989,268
Transfers Out	-	-	-	-
<b>Net Operating Transfers</b>	-	-	989,268	989,268
<b>Change in Fund Balance</b>	<b>(1,169,319)</b>	<b>(13,322,484)</b>	<b>191,794</b>	<b>(14,300,009)</b>
<b>Other Changes</b>	-	-	-	-
<b>Projected Fund Balance</b>				
July 01, 2026 Balance*	2,867,000	17,852,000	17,113,000	37,832,000
June 30, 2027 Balance	1,697,681	4,529,516	17,304,794	23,531,991

\*Excludes certain reserves and commitments

**CITY OF EAST PALO ALTO**  
**FY 2026-2027 COMMUNITY PROGRAMS BUDGET**

	Public Safety Grants F213	Federal and State Grants F215	Local Grants F230	CYSFF TOT F231	Total Community Programs
<b>Revenues</b>					
Property Tax	-	-	-	-	-
Sales Tax	-	-	-	-	-
Transient Occupancy Tax	-	-	-	275,000	275,000
Business License Tax	-	-	-	-	-
Utility User Tax	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses, Fees, and Permits	-	-	-	-	-
Charges for Services	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money and Property	14,526	8,949	23,779	42,170	89,424
Grants and Intergovernmental	100,000	38,100	-	-	138,100
Other Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<b>114,526</b>	<b>47,049</b>	<b>23,779</b>	<b>317,170</b>	<b>502,524</b>
<b>Expenditures</b>					
City Council	-	-	-	-	-
City Attorney	-	-	-	-	-
City Clerk	-	-	-	-	-
City Manager	-	-	590,000	700,000	1,290,000
Finance	-	-	-	-	-
Community Development	-	-	49,044	-	49,044
Public Works	-	-	123,563	-	123,563
Police	200,000	-	-	-	200,000
<b>Non-Departmental</b>			-	-	-
Capital/Technology	-	-	-	-	-
Insurance and Settlements	-	-	-	-	-
IT Operations	-	-	-	-	-
Other Non-Departmental	-	-	-	-	-
Overhead Allocation	-	-	-	9,236	9,236
<b>Total Expenditures</b>	<b>200,000</b>	<b>-</b>	<b>762,607</b>	<b>709,236</b>	<b>1,671,843</b>
<b>Net Sources / (Uses)</b>	<b>(85,474)</b>	<b>47,049</b>	<b>(738,828)</b>	<b>(392,066)</b>	<b>(1,169,319)</b>
<b>Other Financing Sources / (Uses)</b>					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Net Operating Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Change in Fund Balance</b>	<b>(85,474)</b>	<b>47,049</b>	<b>(738,828)</b>	<b>(392,066)</b>	<b>(1,169,319)</b>
<b>Other Changes</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Projected Fund Balance</b>					
<b>July 01, 2026 Balance*</b>	<b>674,000</b>	<b>1,423,000</b>	<b>47,000</b>	<b>723,000</b>	<b>2,867,000</b>
<b>June 30, 2027 Balance</b>	<b>588,526</b>	<b>1,470,049</b>	<b>(691,828)</b>	<b>330,934</b>	<b>1,697,681</b>

\*Excludes certain reserves and commitments

**CITY OF EAST PALO ALTO**  
**FY 2026-2027 HOUSING PROGRAMS BUDGET**

	Rent Stabilization F204	Inclusionary Housing F205	Housing In Lieu F207	Housing Assistance F209	Housing Commercial Impact F216	Housing TOT F218	Measure HH F219	Housing Successor F220	Silicon Valley Community F233	Measure JJ F235	Total
<b>Revenues</b>											
Property Tax	-	-	-	-	-	-	-	-	-	-	-
Sales Tax	-	-	-	-	-	-	-	-	-	-	-
Transient Occupancy Tax	-	-	-	-	-	275,000	-	-	-	-	275,000
Business License Tax	-	-	-	-	-	-	-	-	-	1,620,690	1,620,690
Utility User Tax	-	-	-	-	-	-	-	-	-	-	-
Other Taxes	-	-	-	-	-	-	1,677,000	-	-	-	1,677,000
Licenses, Fees, and Permits	852,390	650,325	-	-	-	-	-	-	-	-	1,502,715
Charges for Services	2,600	-	-	-	-	-	-	-	-	-	2,600
Fines and Forfeitures	-	-	-	-	-	-	-	-	-	-	-
Use of Money and Property	17,352	-	311,233	12,870	-	68,208	209,093	48,235	2,970	-	669,960
Grants and Intergovernmental	-	-	-	-	-	-	-	-	-	-	-
Other Miscellaneous	-	-	-	-	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>872,342</b>	<b>650,325</b>	<b>311,233</b>	<b>12,870</b>	<b>-</b>	<b>343,208</b>	<b>1,886,093</b>	<b>48,235</b>	<b>2,970</b>	<b>1,620,690</b>	<b>5,747,965</b>
<b>Expenditures</b>											
City Council	-	-	-	-	-	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-	-	10,700	-	-	10,700
City Clerk	-	-	-	-	-	-	-	-	-	-	-
City Manager	-	-	-	-	-	-	-	-	-	-	-
Finance	-	-	-	-	-	-	2,496	-	-	-	2,496
Community Development	649,097	12,200	6,130,275	6,480	-	1,868,775	8,369,847	129,742	-	1,509,039	18,675,455
Public Works	-	-	-	-	-	-	-	-	-	-	-
Police	-	-	-	-	-	-	-	-	-	-	-
<b>Non-Departmental</b>											
Capital/Technology	-	-	-	-	-	-	-	-	-	-	-
Insurance and Settlements	-	-	-	-	-	-	-	-	-	-	-
IT Operations	-	-	-	-	-	-	-	-	-	-	-
Other Non-Departmental	-	-	-	-	-	-	14	-	-	-	14
Overhead Allocation	354,148	-	10,728	9,206	-	7,704	-	-	-	-	381,785
<b>Total Expenditures</b>	<b>1,003,245</b>	<b>12,200</b>	<b>6,141,002</b>	<b>15,686</b>	<b>-</b>	<b>1,876,479</b>	<b>8,372,357</b>	<b>140,442</b>	<b>-</b>	<b>1,509,039</b>	<b>19,070,449</b>
<b>Net Sources / (Uses)</b>	<b>(130,903)</b>	<b>638,125</b>	<b>(5,829,770)</b>	<b>(2,816)</b>	<b>-</b>	<b>(1,533,271)</b>	<b>(6,486,264)</b>	<b>(92,207)</b>	<b>2,970</b>	<b>111,651</b>	<b>(13,322,484)</b>
<b>Other Financing Sources / (Uses)</b>											
Transfers In	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-
<b>Net Operating Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Change in Fund Balance</b>	<b>(130,903)</b>	<b>638,125</b>	<b>(5,829,770)</b>	<b>(2,816)</b>	<b>-</b>	<b>(1,533,271)</b>	<b>(6,486,264)</b>	<b>(92,207)</b>	<b>2,970</b>	<b>111,651</b>	<b>(13,322,484)</b>
<b>Other Changes</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Projected Fund Balance</b>											
July 01, 2026 Balance*	306,000	-	5,409,000	401,000	(42,000)	2,642,000	8,273,000	514,000	135,000	214,000	17,852,000
June 30, 2027 Balance	175,097	638,125	(420,770)	398,184	(42,000)	1,108,729	1,786,736	421,793	137,970	325,651	4,529,516

\*Excludes certain reserves and commitments

**CITY OF EAST PALO ALTO**  
**FY 2026-2027 INFRASTRUCTURE PROGRAMS BUDGET**

	State Gas Tax F201	Measure A F202	NPDES F203	Park in Lieu F206	Lighting District F221	Drainage District F222	Measure W F234	Total
<b>Revenues</b>								
Property Tax	-	-	-	-	919,058	172,179	-	1,091,236
Sales Tax	-	-	-	-	-	-	-	-
Transient Occupancy Tax	-	-	-	-	-	-	-	-
Business License Tax	-	-	-	-	-	-	-	-
Utility User Tax	-	-	-	-	-	-	-	-
Other Taxes	1,725,554	-	-	-	-	-	-	1,725,554
Licenses, Fees, and Permits	-	-	-	-	-	-	-	-
Charges for Services	-	-	140,000	-	-	-	-	140,000
Fines and Forfeitures	-	-	-	-	-	-	-	-
Use of Money and Property	147,084	207,015	13,854	12,104	199,851	38,197	38,273	656,379
Grants and Intergovernmental	-	770,000	-	-	-	-	340,000	1,110,000
Other Miscellaneous	-	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>1,872,638</b>	<b>977,015</b>	<b>153,854</b>	<b>12,104</b>	<b>1,118,909</b>	<b>210,376</b>	<b>378,273</b>	<b>4,723,170</b>
<b>Expenditures</b>								
City Council	-	-	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-	-	-
City Clerk	-	-	-	-	-	-	-	-
City Manager	-	-	-	-	-	-	-	-
Finance	-	1,846	2,300	-	-	-	1,846	5,992
Community Development	-	-	-	-	-	-	-	-
Public Works	789,176	-	816,509	-	236,154	225,668	-	2,067,508
Police	-	-	-	-	-	-	-	-
<b>Non-Departmental</b>								
Capital/Technology	2,000,000	550,000	-	-	-	-	250,000	2,800,000
Insurance and Settlements	-	-	-	-	-	-	-	-
IT Operations	-	-	-	-	-	-	-	-
Other Non-Departmental	94,272	-	10,461	-	6,098	1,716	-	112,547
Overhead Allocation	171,356	54,574	164,981	1,107	55,942	67,363	19,274	534,597
<b>Total Expenditures</b>	<b>3,054,804</b>	<b>606,420</b>	<b>994,251</b>	<b>1,107</b>	<b>298,194</b>	<b>294,747</b>	<b>271,120</b>	<b>5,520,643</b>
<b>Net Sources / (Uses)</b>	<b>(1,182,166)</b>	<b>370,594</b>	<b>(840,397)</b>	<b>10,997</b>	<b>820,715</b>	<b>(84,371)</b>	<b>107,153</b>	<b>(797,474)</b>
<b>Other Financing Sources / (Uses)</b>								
Transfers In	64,500	-	840,397	-	-	84,371	-	989,268
Transfers Out	-	-	-	-	-	-	-	-
<b>Net Operating Transfers</b>	<b>64,500</b>	<b>-</b>	<b>840,397</b>	<b>-</b>	<b>-</b>	<b>84,371</b>	<b>-</b>	<b>989,268</b>
<b>Change in Fund Balance</b>	<b>(1,117,666)</b>	<b>370,594</b>	<b>-</b>	<b>10,997</b>	<b>820,715</b>	<b>-</b>	<b>107,153</b>	<b>191,794</b>
<b>Other Changes</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Projected Fund Balance</b>								
July 01, 2026 Balance*	4,253,000	5,533,000	95,000	395,000	3,707,000	1,235,000	1,895,000	17,113,000
June 30, 2027 Balance	3,135,334	5,903,594	95,000	405,997	4,527,715	1,235,000	2,002,153	17,304,794

\*Excludes certain reserves and commitments

**CITY OF EAST PALO ALTO**  
**FY 2026-2027 ENTERPRISE FUNDS BUDGET**

	Water Lease F510	Water Capital F511	Water Meter F512	Water Capacity F513	Sub-total Water Enterprise	Garbage Service F520	Sewer Services F530	Sewer Connection F533	Total
<b>Revenues</b>									
Property Tax	-	-	-	-	-	-	1,609,934	-	1,609,934
Sales Tax	-	-	-	-	-	-	-	-	-
Transient Occupancy Tax	-	-	-	-	-	-	-	-	-
Business License Tax	-	-	-	-	-	-	-	-	-
Utility User Tax	-	-	-	-	-	-	-	-	-
Other Taxes	-	-	-	-	-	-	-	-	-
Licenses, Fees, and Permits	-	-	-	1,205,036	1,205,036	-	40,230	2,500,000	3,745,266
Charges for Services	10,000	1,250,000	-	-	1,260,000	3,461,565	5,300,006	-	10,021,571
Fines and Forfeitures	-	-	-	-	-	-	-	-	-
Use of Money and Property	536,795	396,577	56,358	20,504	1,010,233	78,513	517,638	73,403	1,679,787
Grants and Intergovernmental	-	-	-	-	-	-	-	-	-
Other Miscellaneous	-	23,333	-	-	23,333	280,000	-	-	303,333
<b>Total Revenues</b>	<b>546,795</b>	<b>1,669,910</b>	<b>56,358</b>	<b>1,225,540</b>	<b>3,498,602</b>	<b>3,820,078</b>	<b>7,467,808</b>	<b>2,573,403</b>	<b>17,359,891</b>
<b>Expenditures</b>									
City Council	-	-	-	-	-	-	7,500	-	7,500
City Attorney	7,000	-	-	-	7,000	-	43,600	-	50,600
City Clerk	-	-	-	-	-	-	-	-	-
City Manager	-	-	-	-	-	-	-	-	-
Finance	-	-	-	-	-	2,300	71,200	-	73,500
Community Development	-	-	-	-	-	-	-	-	-
Public Works	168,766	5,000	-	-	173,766	344,230	5,691,896	-	6,209,892
Police	-	-	-	-	-	-	-	-	-
<b>Non-Departmental</b>									
Capital/Technology	-	380,000	-	-	380,000	-	2,695,000	-	3,075,000
Insurance and Settlements	-	-	-	-	-	-	-	-	-
IT Operations	-	-	-	-	-	-	15,040	-	15,040
Other Non-Departmental	18,111	-	-	-	18,111	3,609,529	-	-	3,627,640
Overhead Allocation	188,406	56,353	7,590	2,732	255,081	243,210	1,228,837	-	1,727,128
<b>Total Expenditures</b>	<b>382,283</b>	<b>441,353</b>	<b>7,590</b>	<b>2,732</b>	<b>833,958</b>	<b>4,199,269</b>	<b>9,753,073</b>	<b>-</b>	<b>14,786,300</b>
<b>Net Sources / (Uses)</b>	<b>164,512</b>	<b>1,228,556</b>	<b>48,767</b>	<b>1,222,809</b>	<b>2,664,644</b>	<b>(379,191)</b>	<b>(2,285,265)</b>	<b>2,573,403</b>	<b>2,573,591</b>
<b>Other Financing Sources / (Uses)</b>									
Transfers In	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-
<b>Net Operating Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Change in Fund Balance</b>	<b>164,512</b>	<b>1,228,556</b>	<b>48,767</b>	<b>1,222,809</b>	<b>2,664,644</b>	<b>(379,191)</b>	<b>(2,285,265)</b>	<b>2,573,403</b>	<b>2,573,591</b>
<b>Other Changes</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Projected Fund Balance</b>									
July 01, 2026 Balance*	2,961,000	11,075,000	1,638,000	(4,026,000)	11,648,000	1,570,000	23,843,000	164,000	37,225,000
June 30, 2027 Balance	3,125,512	12,303,556	1,686,767	(2,803,191)	14,312,644	1,190,809	21,557,735	2,737,403	39,798,591

\*Excludes certain reserves and commitments

FY27

Expense Detail request (Excl. Payroll)

Department / Division : **City Manager's Office / Administration (11111)**

Fund	Detail	Proposed FY27
<b>53101 Staff Augmentation</b>		
110	▲ Additional Staffing for Special Projects	65,000
	Subtotal	65,000
<b>53201 Professional and Technical Services</b>		
110	Citywide Lobbying Efforts	166,500
110	CM Discretionary Fund	22,500
110	▲ ★ Community Surveying/Financial Growth Efforts	45,000
110	▲ ★ Design and Implement a "Pop-Up"/Sidewalk Vending Policy and Program	10,000
110	▲ ★ Emergency Planning and Development	60,000
110	Performance Auditors	200,000
110	Policy Development	25,000
110	▲ ★ Economic Development Support	100,000
111	▲ ★ IT Master Plan	10,000
111	Other Professional & Technical	-
	Subtotal	639,000
<b>54990 Other Property Services</b>		
110	Wilbur Properties (Gateway)	15,000
	Subtotal	15,000
<b>55400 Advertising/Notices</b>		
110	Advertising/Notices	2,500
	Subtotal	2,500
<b>55410 Printing and Binding</b>		
110	Printing and Binding	2,000
	Subtotal	2,000
<b>55600 Meeting and Catering</b>		
110	City Manager's Office and Department Head retreats	3,000
110	City Wide Events	7,500
	Subtotal	10,500
<b>55800 Transportation and Training</b>		
110	ACM Professional Development	3,000
110	Assistant to the City Manager Professional Development	4,000
110	City Manager Professional Development	3,000
110	Executive Assistant to the City Manager Training	2,000
110	League of CA Cities Annual Conference	3,600
110	Washington DC Trip	5,000
	Subtotal	20,600
<b>55910 Memberships/ Dues</b>		
110	ICMA	2,400
110	Leadership Council San Mateo County	2,800
110	Miscellaneous	900
110	MMANC	1,000
110	Sillicon Valley Business Journal	200
110	SVEDA	2,500
	Subtotal	9,800

FY27

Expense Detail request (Excl. Payroll)

Department / Division : **City Manager's Office / Administration (11111)**

Fund	Detail	Proposed FY27
	<b>55920 Community Meetings</b>	
110	Community Meetings	4,000
	Subtotal	4,000
	<b>55990 Other Services</b>	
110	▲ ★ Implement a Shopping Cart Abatement Program	2,000
	Subtotal	2,000
	<b>60301 General Office Supplies</b>	
110	General Office Supplies	2,000
	Subtotal	2,000
	<b>60208 Fuel</b>	
110	Fuel	500
	Subtotal	500
	<b>60302 Postage and Delivery</b>	
110	Postage and Delivery	3,000
	Subtotal	3,000
<p>▲ One-time expense            Ⓞ Periodic expense (ex: every 5 years)            ★ Strategic Priorities Workplan</p>		
<b>Division Total</b>		<b>775,900</b>

FY27

Expense Detail request (Excl. Payroll)

Department / Division : **City Manager's Office / Human Resources (11113)**

Fund	Detail	Proposed FY27
<b>53120 County Services</b>		
110	Livescan and other professional services	500
	Subtotal	500
<b>53201 Professional and Technical Services</b>		
110	Recruitment marketing	5,000
110	EEOC Potential Claims (Consultant Support)	100,000
110	Classification (FEHA/ADA) Study	100,000
	Subtotal	205,000
<b>53202 Medical Services</b>		
110	Pre-employment Physical & Drug Testing	30,000
110	Livescan (DOJ)	20,000
	Subtotal	50,000
<b>55600 Meeting and Catering</b>		
110	December Holiday Party	3,000
110	Halloween/Benefit Fair	1,200
110	HR Orientation	2,000
110	Recruitments/Full Day Panels	3,800
	Subtotal	10,000
<b>55800 Transportation and Training</b>		
110	CALPELRA Conference California Public Employer Labor Relations Assoc.	10,000
110	Caselle	3,500
110	LCW - City wide	6,500
110	PARMA - City wide	5,000
110	SHRM	5,000
	Subtotal	30,000
<b>55910 Memberships/ Dues</b>		
110	Cal-ICMA	800
110	CALOPPS - Application Tracking System	4,200
110	CALPELRA - Annual Membership	2,410
110	HR Association of San Mateo County (HRA)	625
110	PARMA	1,800
110	Regional Training & Development Consortium For Public Agencies CALOPPS - Application Tracking System	965
110	San Mateo County Employment Relations Consortium - (LCW) Liebert Cassidy	
110	Whitmore	3,000
110	Society of Human Resources Management (SHRM)	1,200
	Subtotal	15,000
<b>55920 Special Events</b>		
110	December Holiday Party	2,000
110	Employee Picnic	2,500
110	Halloween/Benefit Fair	500
110	Health & Wellness Efforts	2,000
110	Other Employee appreciation efforts/events	8,000
	Subtotal	15,000

FY27

Expense Detail request (Excl. Payroll)

Department / Division : **City Manager's Office / Human Resources (11113)**

Fund	Detail	Proposed FY27
	<b>60203 Safety Supplies</b>	
110	Refresh Safety Backpacks	3,000
	Subtotal	3,000
	<b>60301 General Office Supplies</b>	
110	General Office Supplies	15,000
	Subtotal	15,000
	<b>60302 Postage and Delivery</b>	
110	Postage and Delivery	500
	Subtotal	500
	<b>70410 Furniture &amp; Equipment</b>	
110	▲ Citywide Ergonomics Refresh	15,000
	Subtotal	15,000
	▲ One-time expense	
	○ Periodic expense (ex: every 5 years)	
	★ Strategic Priorities Workplan	
	<b>Division Total</b>	<b>359,000</b>

FY27

Expense Detail request (Excl. Payroll)

Department / Division : **City Manager's Office / Community Services (14142)**

Fund	Detail	Proposed FY27
	<b>54240 Building Maintenance</b>	
110	Maintenance	100
	Subtotal	100
	<b>54250 Landscape/Park Maintenance</b>	
110	Landscaping for Publicly owned space - NEW	125,000
	Subtotal	125,000
	<b>54260 Vehicle Maintenance Service</b>	
110	Maintenance Services- for 3 vehicles	3,000
	Subtotal	3,000
	<b>55300 Communications</b>	
110	Communications	5,000
	Subtotal	5,000
	<b>55400 Advertising/Notices</b>	
110	Advertising/Notices	5,000
	Subtotal	5,000
	<b>55410 Printing and Binding</b>	
110	Printing and Binding	2,000
	Subtotal	2,000
	<b>55600 Meeting and Catering</b>	
110	○ Consultant Meetings	1,000
110	▲★ Development of Youth Commission	4,000
	Subtotal	5,000
	<b>55800 Transportation and Training</b>	
110	California Parks and Recreation Society (CPRS)or Trainings	4,500
110	National Recreation and Parks Association	1,500
	Subtotal	6,000
	<b>55910 Memberships/ Dues</b>	
110	California Parks and Recreation Society (CPRS)	500
110	National Parks & Recreation Association	300
	Subtotal	800
	<b>55920 Special Events</b>	
110	Children's Day	8,000
110	Cinco de Mayo	8,000
110	Juneteenth	8,000
110	Multicultural Event	8,000
110	Summer Programs Park Activation, City Events & Celebrations	350,000
	Subtotal	382,000
	<b>60103 Equipment Maintenance Supplies</b>	
110	Equipment Maintenance Supplies	5,000
	Subtotal	5,000
	<b>60201 Reference/Text Sets/Subscripti</b>	
111	Reference/Text Sets/Subscripti	500
	Subtotal	500

FY27

Expense Detail request (Excl. Payroll)

Department / Division : **City Manager's Office / Community Services (14142)**

Fund	Detail	Proposed FY27
	<b>60202 Uniform &amp; Safety Apparel</b>	
110	Uniform & Safety Apparel	3,000
	<b>60202 Uniform &amp; Safety Apparel Total</b>	Subtotal 3,000
	<b>60203 Safety Supplies</b>	
110	Safety Supplies	2,000
		Subtotal 2,000
	<b>60205 Recreation Supplies</b>	
110	Recreation Supplies	2,000
		Subtotal 2,000
	<b>60208 Fuel</b>	
110	Fuel	3,000
		Subtotal 3,000
	<b>60302 Postage and Delivery</b>	
110	Postage	3,000
		Subtotal 3,000
	<b>70420 Furniture &amp; Equipment (Over \$5000)</b>	
230	▲ Stanford Grant for Lighting Equipment - Pending Grant	530,000
		Subtotal 530,000
	<b>70510 Rolling Stock: Vehicles, Mower, etc.</b>	
230	▲ Truck to move Lighting Equipment for Parks	60,000
		Subtotal 60,000
	<b>80905 Grants</b>	
231	Child/Fam Grants	550,000
231	○★ Youth Commission	50,000
		Subtotal 600,000
	▲ One-time expense	
	○ Periodic expense (ex: every 5 years)	
	★ Strategic Priorities Workplan	
<b>Division Total</b>		<b>1,742,400</b>

FY27

Expense Detail request (Excl. Payroll)

Department / Division : **City Manager's Office / Senior Services (14143)**

Fund	Detail	Proposed FY27
	<b>53201 Professional and Technical Services</b>	
110	▲ Meal Services - PVIC and Senior Center, Inc.	200,000
	Subtotal	200,000
	<b>54260 Vehicle Maintenance Service</b>	
110	Vehicle Maintenance Service for Senior Bus	3,000
	Subtotal	3,000
	<b>55600 Meeting and Catering</b>	
110	Senior Advisory Committee Meetings	3,000
	Subtotal	3,000
	<b>55800 Transportation and Training</b>	
110	Driver Trainings/Requirements (DMV, Licensing)	500
110	Provider Meetings	200
110	ServSafe Certification	200
	Subtotal	900
	<b>55910 Memberships/ Dues</b>	
110	California Association for Coordinated Transportation (CalACT)	750
	Subtotal	750
	<b>55920 Special Events</b>	
110	Senior Tech Trainings	50,000
110	Senior Events and Activities	25,000
	Subtotal	75,000
	<b>60102 Vehicle Maintenance Supplies</b>	
110	Vehicle Maintenance Supplies for Senior Bus	1,500
	Subtotal	1,500
	<b>60203 Safety Supplies</b>	
110	Safety Supplies	1,500
	Subtotal	1,500
	<b>60209 Other Operating Supplies Total</b>	
110	Senior Center Operating Costs - Bldg Maint & Repair	4,500
	Subtotal	4,500
	<b>80905 Grants</b>	
231	Child/Fam Grants - Senior Inc. Grant	100,000
	Subtotal	100,000

- ▲ One-time expense
- Periodic expense (ex: every 5 years)
- ★ Strategic Priorities Workplan

**Division Total** 390,150

FY27

Expense Detail request (Excl. Payroll)

Department / Division : **City Manager's Office / IT Operations (95952)**

Fund	Detail	Proposed FY27
	<b>53201 Professional and Technical Services</b>	
111	Shamrock Copier Solutions partner	20,000
	Subtotal	20,000
	<b>54430 Equipment Lease and Rentals</b>	
111	Equipment Lease and Rentals	20,000
	Subtotal	20,000
	<b>54440 Computer Software Lease</b>	
111	Adobe Acrobat Professional DC	9,000
111	☉ Barracuda 690 for on-premise backups (every 3yrs)	17,000
111	Barracuda Office 365 protection/backup	17,000
111	DocuSign	24,150
111	Endpoint Protection	5,000
111	MDM Solution	5,000
111	Microsoft (Office 365, AZURE p2, Server)	75,000
111	Multi-factor authentication	10,000
111	Zoom (Citywide)	10,000
	Subtotal	172,150
	<b>55300 Communications</b>	
111	Phone - 11111	5,000
111	Phone - 12121	3,000
111	Phone - 13131	3,500
111	Phone - 14142	2,000
111	Phone - 21211	1,500
111	Phone - 21212	5,000
111	Phone - 21214	1,000
111	Phone - 31313	1,500
111	Phone - 31314	3,500
111	Phone - 31315	3,000
111	Phone - 31777	3,000
111	Phone -10101	2,300
111	Phone -11113	1,500
111	Services - Internet, VOIP	114,650
530	Communications	15,040
	Subtotal	165,490
	<b>55800 Transportation and Training</b>	
111	Transportation and Training	10,000
	Subtotal	10,000
	<b>70420 Furniture &amp; Equipment (Over\$5K)</b>	
111	Albert IDS (ongoing cost)	18,000
111	iPads - 31777	264
111	iPads - 31315	5,000
111	Desktop/Laptop refresh (25)	50,000
111	Replacement Servers	10,000
111	Firewalls (Tate, PD, Corp Yard)	30,000
111	iPhone Replacement	5,000
111	Others - Miscellaneous	5,000
	Subtotal	123,264

FY27

Expense Detail request (Excl. Payroll)

Department / Division : **City Manager's Office / IT Operations (95952)**

Fund	Detail	Proposed FY27
<b>90310 Overhead Allocation</b>		
111	IT Overhead Allocation	(327,898)
201	IT Overhead Allocation	12,420
203	IT Overhead Allocation	25,422
204	IT Overhead Allocation	43,234
221	IT Overhead Allocation	1,574
222	IT Overhead Allocation	4,491
301	IT Overhead Allocation	8,647
511	IT Overhead Allocation	17,294
520	IT Overhead Allocation	40,198
530	IT Overhead Allocation	172,937
705	IT Overhead Allocation	1,681
Subtotal		-
<p>▲ One-time expense ⊙ Periodic expense (ex: every 5 years) ★ Strategic Priorities Workplan</p>		<b><i>Division Total</i> 510,904</b>

FY27

Expense Detail request (Excl. Payroll)

Department/ Division : **CEd / Administration (31311)**

Fund	Detail	Proposed FY27
	<b>54440 Computer Software Lease</b>	
111	CRW Trakit (80%* \$25,000)	20,000
	Subtotal	20,000
	<b>54990 Other Property Services</b>	
110	HOA Cummings Loft	12,000
	Subtotal	12,000
	<b>55400 Advertising/Notices</b>	
110	Advertising/ Notices	1,000
	Subtotal	1,000
	<b>55410 Printing and Binding</b>	
110	Printing and Binding	500
	Subtotal	500
	<b>55600 Meeting and Catering</b>	
110	Meeting and Catering, team buildings	1,500
	Subtotal	1,500
	<b>55800 Transportation and Training</b>	
110	Housing California - Director	2,000
110	ICMA Annual Conference - Director/MA	6,000
110	Microsoft Suite basic skills training	500
110	MMANC Annual Conference	1,500
110	MMANC Women's Leadership Summit - MA	130
110	Management/Supervisory Academy	3,500
110	Various workshops and conferences	500
	Subtotal	14,130
	<b>55910 Memberships/ Dues</b>	
110	C/CAG	400
110	MMANC Membership	200
	Subtotal	600
	<b>55920 Special Events</b>	
110	Staff Retreats/21 Elements/County Meetings	1,000
110	Team Building Efforts	2,500
	Subtotal	3,500
	<b>60201 Reference/Text Sets/Subscriptions</b>	
110	Reference/Text Sets/Subscriptions	500
	Subtotal	500
	<b>60203 Safety Supplies</b>	
110	Safety Supplies	500
	Subtotal	500
	<b>60301 General Office Supplies</b>	
110	General Office Supplies	6,500
110	▲ Water Dispenser	250
	Subtotal	6,750

FY27

Expense Detail request (Excl. Payroll)

Department/ Division : **CEd / Administration (31311)**

Fund	Detail	Proposed FY27
110	<b>70410 Furniture &amp; Equipment (Under \$5000)</b>	
	▲ Cubicle Resources	1,000
	Subtotal	1,000
	▲ One-time expense ○ Periodic expense (ex: every 5 years) ★ Strategic Priorities Workplan	
	<b>Division Total</b>	<b>61,980</b>

FY27

Expense Detail request (Excl. Payroll)

Department/ Division : **CEDD / Building (31315)**

Fund	Detail	Proposed FY27
	<b>53201 Professional and Technical Services</b>	
110	ADU Resource Center	34,000
110	Outside Plan Review, Inspections	
	Subtotal	34,000
	<b>54260 Vehicle Maintenance Service</b>	
110	Electric Vehicle Maintenance	780
	Subtotal	780
	<b>54440 Computer Software Lease</b>	
111	Bluebeam (33%)	2,403
	Subtotal	2,403
	<b>55400 Advertising/Notices</b>	
110	Advertising/Notices	3,000
	Subtotal	3,000
	<b>55410 Printing and Binding</b>	
110	Printing and Binding	1,500
	Subtotal	1,500
	<b>55600 Meeting and Catering</b>	
110	Building Safety Event	1,000
	Subtotal	1,000
	<b>55800 Transportation and Training</b>	
110	ADA Coordinator Conference - Building Official	1,250
110	CALBO ABM - Building Official	5,000
110	CALBO Education Week - 2nd Permit Technician	1,550
110	CALBO Education Week - Building Inspector	1,300
110	CALBO Education Week - Chief Building Official	1,600
110	CALBO Education Week - Permit Technician	1,300
110	Certified Access Specialist (CASp) SB1608 & SB1186 - Building Official	1,500
110	ICC Conference - Building Official & Staff	5,000
110	PBIG/CALBIG/CACEO/ASCE/ACI/NFPA	2,500
	Subtotal	21,000
	<b>55820 Tuition Reimbursement</b>	
110	Tuition Reimbursement	2,000
	Subtotal	2,000
	<b>55910 Memberships/ Dues</b>	
110	Americans with Disabilities Act (ADA) Coordinator - Building Official/Building Inspector	300
110	California Access Specialist Institute - Building Official/Building Inspector	350
110	California Association of Code Enforcement Officers - All	400
110	California Building Inspectors Group - All	250
110	California Building Officials (CALBO) - Building Official/Staff	300
110	IAPMO - International Assoc. of Plumbing, Mechanical Officials - Building Official/Staff	400
110	International Code Council - Building Official/Staff	1,000
110	Tri-Chapter of ICC - Building Official	500
	Subtotal	3,500

FY27

Expense Detail request (Excl. Payroll)

Department/ Division : **CEDD / Building (31315)**

Fund	Detail	Proposed FY27
	<b>55920 Special Events</b>	
110	Meeting with Fire & Police	1,500
	Subtotal	1,500
	<b>55990 Other Services</b>	
111	▲ Inspection Software	24,000
	Subtotal	24,000
	<b>60201 Reference/Text Sets/Subscriptions</b>	
110	Reference/Text Sets/Subscriptions	2,000
	Subtotal	2,000
	<b>60202 Uniform &amp; Safety Apparel</b>	
110	Uniform & Safety Apparel	3,500
	Subtotal	3,500
	<b>60203 Safety Supplies</b>	
110	Safety Supplies	3,000
	Subtotal	3,000
	<b>60208 Fuel</b>	
110	Fuel	1,500
	Subtotal	1,500
	<b>60302 Postage and Delivery</b>	
110	Postage and Delivery	650
	Subtotal	650
	<b>70410 Furniture &amp; Equipment (Under \$5000)</b>	
110	▲ Repairs	1,000
111	Ipad**	-
	Subtotal	1,000
▲ One-time expense ☉ Periodic expense (ex: every 5 years) ★ Strategic Priorities Workplan		<b><u>Division Total</u> 106,333</b>

FY27

Expense Detail request (Excl. Payroll)

Department/ Division : **CEDD / Planning (31314)**

Fund	Detail	Proposed FY27
<b>53101 Staff Augmentation</b>		
110	▲★ Intern for GIS mapping	10,500
	Subtotal	10,500
<b>53130 Stipends</b>		
110	Planning Commission Stipends	6,000
	Subtotal	6,000
<b>53201 Professional and Technical Services</b>		
110	▲★ General Plan Update, GIS Consultants, Outside On-Call Consultants, Specialist Code Advice	200,000
117	MCA CEQA Services	200,000
117	MCA Engineering	210,000
117	Other MCA Planning Services	60,000
	Subtotal	670,000
<b>54260 Vehicle Maintenance</b>		
110	Vehicle Maintenance	500
	Subtotal	500
<b>54440 Computer Software Lease</b>		
111	Bluebeam subscription for marking up plan sets virtually (33%*\$7,280)	2,763
111	Environmental Systems Research Institute (ESRI Inc) - GIS	5,750
	Subtotal	8,513
<b>55400 Advertising/Notices</b>		
110	Advertising/Notices	10,000
110	▲ Update Safety Element and Environmental Justice Element (communication)*	2,000
	Subtotal	12,000
<b>55410 Printing and Binding</b>		
110	Printing and Binding	1,500
	Subtotal	1,500
<b>55600 Meeting and Catering</b>		
110	Meals for Commission Meetings	5,600
	Subtotal	5,600
<b>55800 Transportation and Training</b>		
110	Bay Area Planning Director Meetings	200
110	California Planning Association Conference	6,000
110	CEQA-Intro and Advanced Class	1,000
110	CLE CEQA Update	1,790
110	Clerk Training	500
110	Planetizen Training	1,300
110	Planning Commissioner Academy	6,000
	Subtotal	16,790
<b>55910 Memberships/ Dues</b>		
110	American Planning Association (AICP/APA certification)	3,000
110	MMANC	95
	Subtotal	3,095
<b>60201 Reference/Text Sets/Subscriptions</b>		
110	Reference/Text Sets/Subscriptions	300
	Subtotal	300
<b>60203 Safety Supplies</b>		
110	Safety Supplies	600
	Subtotal	600

FY27

Expense Detail request (Excl. Payroll)

Department/ Division : **CEDD / Planning (31314)**

Fund	Detail	Proposed FY27
110	<b>60302 Postage and Delivery</b> Postage and Delivery	450
	Subtotal	450
	▲ One-time expense ⊖ Periodic expense (ex: every 5 years) ★ Strategic Priorities Workplan	<b><u>Division Total</u></b> <b><u>735,848</u></b>

FY27

Expense Detail request (Excl. Payroll)

Department/ Division : **CEDD / Housing (31777)**

Fund	Detail	Proposed FY27
<b>53101 Staff Augmentation</b>		
110	▲ Staff Augmentation	23,000
218	▲ Staff Augmentation	45,000
	Subtotal	68,000
<b>53201 Professional and Technical Services</b>		
110	21 Elements Shared Housing Staff Program	40,667
207	○ EPACANDO BMR Monitoring	15,224
209	○ AmeriNat BMR Loan Servicing (72%)	6,480
218	▲★ MHR Grants Admin Costs (15%)	45,000
218	▲★ Major Home Repairs Grants	255,000
218	▲★ Major Home Repairs Admin Cost (20%)	200,000
218	▲★ Major Home Repairs Loans	300,000
219	○★ Measure HH	1,100,000
220	○ AmeriNat BMR Loan Servicing (28%)	2,520
220	○ EPACANDO BMR Monitoring ( (80%)	60,896
235	○ Anti-Displacement Services - CLSEPA (15% Admin)	25,500
235	○ Anti-Displacement Services - Samaritan House (\$2K Other Program Costs + 15% Admin)**	35,000
235	○ Anti-Displacement Services - WeHOPE (\$2K Other Program Costs + 15% Admin)	35,000
235	○ Anti-Displacement Legal Services - CLSEPA & Legal Aid (Other Program Costs + 15% Admin)	292,500
235	○ Direct Rental Assistance - CLSEPA & Legal Aid SMC	115,000
235	○ Direct Rental Assistance - CLSEPA	170,000
235	○ Direct Rental Assistance - WeHOPE	218,000
235	○ Direct Rental Assistance - Samaritan House	218,000
235	○ HDL Discovery	70,000
	Subtotal	3,204,787
<b>55400 Advertising/Notices</b>		
205	Advertising/Notices	6,200
205	▲★ Mailers - Inclusionary Housing	6,000
219	Advertising/Notices	200
235	▲★ Advertising/Notices	6,000
	Subtotal	18,400
<b>55600 Meeting and Catering</b>		
235	▲★ 1 policy-related community meeting	1,000
	Subtotal	1,000
<b>55800 Transportation and Training</b>		
110	Housing California Conference	5,000
110	Miscellaneous Training (i.e. NPH, ULI, etc.)	7,500
	Subtotal	12,500
<b>55910 Memberships/ Dues</b>		
110	21 Elements Dues	3,200
110	HIP Housing Dues	2,500
110	Individual Dues (e.g. HLC, NPH)	200
220	HEART Dues	9,267
	Subtotal	15,167
<b>92120 Loan Advances</b>		
207	▲ Affordable Housing Preservation Fund	2,050,000
207	▲ Affordable Housing Production NOFA (\$12M total)	4,000,000
218	▲ Affordable Housing Production NOFA (\$12M total)	1,000,000
219	▲ Affordable Housing Production NOFA (\$12M total)	7,000,000
230	▲ County Equity Innovation Fund - Preservation Funding	49,044
	Subtotal	14,099,044
▲ One-time expense ○ Periodic expense (ex: every 5 years) ★ Strategic Priorities Workplan		<b>Division Total</b> <b>17,418,898</b>

FY27

Expense Detail request (Excl. Payroll)

Department/ Division : **CEDD / Rent Stabilization (31313)**

Fund	Detail	Proposed FY27
	<b>53101 Staff Augmentation</b>	
204	☞ Staff Augmentation	54,000
	Subtotal	54,000
	<b>53130 Stipends</b>	
204	Rent Stabilization Board Stipends	2,500
	Subtotal	2,500
	<b>53201 Professional and Technical Services</b>	
204	Implementation Ordinance Amendments	2,500
204	Hearing Examiners - Eichner, RFP, Roush	81,000
204	Mediators	2,000
	Subtotal	85,500
	<b>54410 Land and Building Lease and Rentals</b>	
204	CH Lease 5%	11,686
204	CH Security	1,437
	Subtotal	13,123
	<b>55400 Advertising/Notices</b>	
204	Advertising/Notices	1,000
	Subtotal	1,000
	<b>55410 Printing and Binding</b>	
204	Printing and Binding	20,000
	Subtotal	20,000
	<b>55600 Meeting and Catering</b>	
204	Meeting and Catering	2,500
	Subtotal	2,500
	<b>55800 Staff Training and Transportation</b>	
204	California Rent Stabilization Convening - SoCal	1,400
204	Housing California Conference	7,200
204	MMANC - Annual Conference	2,000
	Subtotal	10,600
	<b>55910 Memberships/ Dues</b>	
204	California Rent Stabilization News	1,500
204	MMANC	95
204	Non-Profit Housing Association	200
	Subtotal	1,795
	<b>60209 Other Operating Supplies</b>	
204	Other Operating Supplies	350
	Subtotal	350
	<b>60301 General Office Supplies</b>	
204	General Office Supplies	1,000
	Subtotal	1,000

FY27

Expense Detail request (Excl. Payroll)

Department/ Division : **CEDD / Rent Stabilization (31313)**

Fund	Detail	Proposed FY27
204	<b>60302 Postage and Delivery</b> Postage and Delivery	4,000
	Subtotal	4,000
	<p>▲ One-time expense ⊙ Periodic expense (ex: every 5 years) ★ Strategic Priorities Workplan</p>	<b><u>Division Total</u> 196,368</b>

FY27

Expense Detail request (Excl. Payroll)

Department / Division : **Finance / Finance (13131)**

Fund	Detail	Proposed FY27
<b>53201 Professional and Technical Services</b>		
110	▲★ Develop a 10-Year Fiscal Strategy and Address the Structural Deficit	75,000
110	▲★ Municipal Advisory Services for Financing options	250,000
110	SB90 Reporting	10,000
111	Caselle	70,000
111	Credit Card monthly fee	1,548
203	NPDES Data services Tax roll	2,300
219	Professional and Technical Services	650
520	Garbage Data services Tax roll	2,300
705	SA Debt covenants, RDA Analysis, Willdan	3,732
	Subtotal	415,530
<b>53210 Audit Services</b>		
110	ACFR Statistics support	5,000
110	Bartel (GASB 68) = Foster Foster	2,100
110	GF Audit	75,000
110	GFOA ACFR application fee	1,000
110	STARS support	2,500
110	SUTA support	2,500
202	Measure A Audit	1,846
219	Measure HH Audit	1,846
234	Measure W Audit	1,846
530	Audit	20,600
530	Bartel (GASB68) Report	3,300
530	County PPT Fees	10,000
530	OPEB Actuarial Study (2 Reports)	5,000
530	▲★ EDS Tax Roll Consultant	30,000
530	Data Service Tax Roll	2,300
705	Audit	3,102
	Subtotal	167,940
<b>54440 Information Technology</b>		
111	Gov.invest - Pension Forecasting	3,066
	Subtotal	3,066
<b>55400 Advertising/ Notices</b>		
110	Advertising/ Notices - Budget Hearing Notices	500
	Subtotal	500
<b>55410 Printing and Binding</b>		
110	Printing and Binding - Budget Booklet	8,000
	Subtotal	8,000
<b>55600 Meeting and Catering</b>		
110	Budget Kick-off meeting	500
110	Meeting and Catering - Department Retreat	2,000
	Subtotal	2,500
<b>55800 Transportation and Training</b>		
110	Annual Payroll Update	1,000
110	California Municipal Treasurers' Conference	1,000
110	CSFMO Chapter Meetings, Webinars	1,000
110	CSMFO, Annual Conference - Calif. Society of Municipal Finance Officers	7,500
110	Webinars, Single Audit, CPE, Other	6,000
	Subtotal	16,500

FY27

Expense Detail request (Excl. Payroll)

Department / Division : **Finance / Finance (13131)**

<b>Fund</b>	<b>Detail</b>	<b>Proposed FY27</b>
<b>55910 Memberships/ Dues</b>		
110	American Payroll Association (APA)	600
110	CA Board of Accountancy (CPA License)	500
110	CA Municipal Treasures Association	300
110	CA Society of Finance Officer (CSMFO)	750
110	California CPA Society	785
110	Goc't Finance officers association (GFOA)	750
110	HBR, other	500
	Subtotal	4,185
<b>55990 Other Services</b>		
110	Other Services - Loomis, Paper Shredding	36,000
	Subtotal	36,000
<b>60301 General Office Supplies</b>		
110	General Office Supplies	3,500
	Subtotal	3,500
<b>60302 Postage and Delivery</b>		
110	Postage and Delivery - FedEx	800
	Subtotal	800
 ▲ One-time expense ⊙ Periodic expense (ex: every 5 years) ★ Strategic Priorities Workplan		 <b><u>Division Total</u></b>
		<b>658,521</b>

FY27

Expense Detail request (Excl. Payroll)

Department/ Division : **Non-Departmental / Non-Departmental (95951)**

Fund	Detail	Proposed FY27
<b>53120 County Services</b>		
110	SMC Property Tax Admin Fee	79,235
203	SMC Property Tax Admin Fee	10,005
219	SMC Property Tax Admin Fee	14
221	SMC Property Tax Admin Fee	6,098
222	SMC Property Tax Admin Fee	1,716
520	SMC Property Tax Admin Fee	9,529
	Subtotal	106,597
<b>53201 Professional and Technical Services</b>		
110	Business License Tax Admin - General	30,000
	Subtotal	30,000
<b>54410 Land and Building Lease and Rentals</b>		
110	Card key	9,000
110	Lease (CH)	222,029
110	Security (CH)	27,293
	Subtotal	258,322
<b>54430 Equipment Lease and Rentals</b>		
110	Equipment Lease and Rentals	9,000
	Subtotal	9,000
<b>54910 Garbage Services-BFI</b>		
520	Garbage Services-BFI	3,600,000
	Subtotal	3,600,000
<b>54990 Other Property Services</b>		
110	Property tax - Corp Yar insurance and GF tax	25,846
110	Property tax - Sewer & CDA at 1765 East Bayshore Road 114-450-030	2,979
110	Property tax - Sewer at 1798 Bay Road 063-231-250	762
110	Property tax - Sewer at 1960 Tate 063-665-020/ 063-676-02088	4,268
110	Property tax - Sewer at 2277 University Ave 063-302-460	762
110	Property tax - Sewer at East Palo Alto 063-514-010	660
110	Property tax - Sewer at East Palo Alto 063-514-030	660
110	Property tax - Sewer at East Palo Alto 063-680-090	660
110	Property tax - sewer&CDA 1950 Bay road 063-240-490	36,691
203	Other Property Services	456
510	Property tax - Corp Yard F510 tax - Reimb to Property Owner	911
510	Quarterly pass thru to Veolia	17,200
	Subtotal	91,855
<b>55210 Premiums</b>		
113	Liability	990,554
113	Property	132,819
	Subtotal	1,123,373
<b>55910 Memberships/ Dues</b>		
110	Citywide CCAG Dues - GF	13,743
110	League of CA Cities (Transferred from 11111 in FY26)	14,431

FY27

Expense Detail request (Excl. Payroll)

Department/ Division : **Non-Departmental / Non-Departmental (95951)**

<b>Fund</b>	<b>Detail</b>	<b>Proposed FY27</b>
201	CCAG Transportation, Congestion Relief - Gas tax portion	94,272
	Subtotal	122,446
	<b>55940 Joint Powers Authority Dues</b>	
110	Joint Powers Authority Dues	985,913
	Subtotal	985,913
	<b>80110 Principal</b>	
706	Principal	5,022,485
	Subtotal	5,022,485
	<b>80210 Bank Charges</b>	
705	Bank Charges	5,500
	Subtotal	5,500
	<b>90010 Transfers Out</b>	
110	Transfers Out	3,837,150
	Subtotal	3,837,150

FY27

Expense Detail request (Excl. Payroll)

Department/ Division : **Non-Departmental / Non-Departmental (95951)**

Fund	Detail	Proposed FY27
<b>90310 Overhead Allocation</b>		
110	General Overhead Allocation	(2,356,166)
113	Insurance Allocation	(176,557)
201	Insurance Allocation	6,688
201	Overhead Allocation	152,248
202	Overhead Allocation	54,574
203	Overhead Allocation	125,872
203	Insurance Allocation	13,688
204	Overhead Allocation	287,634
204	Insurance Allocation	23,280
206	Overhead Allocation	1,107
207	Overhead Allocation	10,728
209	Overhead Allocation	9,206
218	Overhead Allocation	7,704
221	Overhead Allocation	53,521
221	Insurance Allocation	847
222	Overhead Allocation	60,454
222	Insurance Allocation	2,418
231	Overhead Allocation	9,236
234	Overhead Allocation	19,274
301	Overhead Allocation	175,305
301	Insurance Allocation	4,656
305	Overhead Allocation	2,178
306	Overhead Allocation	2,178
307	Overhead Allocation	2,289
308	Overhead Allocation	1,919
309	Overhead Allocation	1,661
510	Overhead Allocation	188,406
511	Overhead Allocation	29,747
511	Insurance Allocation	9,312
512	Overhead Allocation	7,590
513	Overhead Allocation	2,732
520	Overhead Allocation	181,368
520	Insurance Allocation	21,644
530	Overhead Allocation	962,782
530	Insurance Allocation	93,118
705	Overhead Allocation	6,456
705	Insurance Allocation	905
Subtotal		-

- ▲ One-time expense
- ⌚ Periodic expense (ex: every 5 years)
- ★ Strategic Priorities Workplan

**Division Total 15,192,641**

FY27

Expense Detail request (Excl. Payroll)

Department/ Division : Police / Administration (41411)

Fund	Detail	Proposed FY27
<b>53120 County Services</b>		
110	SMC Dispatch Services	1,498,054
110	SMC Citation Pass-Through	125,000
110	SMC Animal Control Services	650,000
110	SMC Animal Control Bond Payment	70,000
110	SMC Crime Lab	150,000
110	SMC- District Attorney- RIMS Interface	3,000
110	SMC Message Switch	15,000
	Subtotal	2,511,054
<b>53201 Professional and Technical Services</b>		
110	Briefing Room- Patrol	1,963
110	CORA	9,500
110	Critical Incident Videos Productions	30,000
110	★ Expand Parking Enforcement Capacity	410,000
110	Genesys	2,400
110	Lexipol- Duty & training manual policy	12,547
110	Mutual Aide Radio Services	6,500
110	PD Web Page	10,000
110	PowerDMS- FTO software	3,355
110	Pre-employment Background Investigations	31,200
110	Pre-employment psychological testing	15,000
110	Promotional Testing Services	10,000
110	Resilience Crime Tip Line	5,500
110	Shot-Spotter License	62,000
110	SMC - Dispatch - ShotSpotter Agreement	5,000
110	SMC- Sheriffs - Range Fee	7,500
110	Star Vista	21,500
110	Turbo Data Citation Processing	118,480
110	Vector Solutions-Scheduling	7,200
111	Flock	92,000
	Subtotal	861,645
<b>53202 Medical Services</b>		
110	Medical Services/Victims	5,500
	Subtotal	5,500
<b>54240 Building Maintenance</b>		
110	Building Maintenance	4,000
	Subtotal	4,000
<b>54260 Vehicle Maintenance Service</b>		
110	Image Auto	150,000
110	PD Cars equipment, warranties - MDT's	17,000
110	Police Towing for 2-companies	37,000
110	Vehicle system, parts, services	5,500
111	PD Cars equipment, warranties - MDT's	17,000
	Subtotal	226,500
<b>54410 Land and Building Lease and Rentals</b>		
110	141 Demeter	200,866
110	219 Demeter	79,152
	Subtotal	280,018
<b>54430 Equipment Lease and Rentals</b>		
111	Axon Contract Renewal - Camera Lease, Subscription, Interview Room	162,744
	Subtotal	162,744

FY27

Expense Detail request (Excl. Payroll)

Department/ Division : **Police / Administration (41411)**

Fund	Detail	Proposed FY27
<b>54440 Computer Software Lease</b>		
111	SunRidge - Rims	15,500
	Subtotal	15,500
<b>55300 Communications</b>		
111	Communication Services	15,000
	Subtotal	15,000
<b>55410 Printing and Binding</b>		
110	Printing and Binding	7,500
	Subtotal	7,500
<b>55600 Meeting and Catering</b>		
110	Community Policing Meetings	10,000
110	PD Special Operations Catering	9,375
	Subtotal	19,375
<b>55800 Transportation and Training</b>		
110	International Assoc. of Chiefs of Police	12,000
110	Leadership/Management Training	9,000
110	Property & Evidence Training	6,000
110	Records Training	6,000
110	Training for New Police Personnel	40,000
110	Wellness Training & Services	10,000
110	Women Leaders	10,000
	Subtotal	93,000
<b>55810 Advanced Training</b>		
110	CORE POST (Adv/Cultural)	15,500
110	Instructor (POST)	5,000
110	Investigations and Gang Training (POST)	10,000
110	Tactical Training (POST)	24,000
	Subtotal	54,500
<b>55910 Memberships/ Dues</b>		
110	California Police Chiefs Association (CPCA)	1,500
110	CCJWSA	300
110	CCUG	300
110	CLEARs	300
110	International Association of Chiefs of Police (IACP)	825
110	International Conference of Police Chaplains (ICPC)	2,500
110	San Mateo County Police Chiefs and Sheriffs Association	2,250
110	The One Hundred Club of San Mateo County	1,250
	Subtotal	9,225
<b>55920 Special Events</b>		
110	Community Policing and Special Events	10,000
110	Special Events - Holidays, Back-to-School, etc.	10,000
	Subtotal	20,000
<b>55940 Joint Powers Authority Dues</b>		
110	San Mateo county Public safety communication	50,000
110	San Mateo county Sheriff	30,000
	Subtotal	80,000
<b>55990 Other Services</b>		
110	Car Wash	6,000
110	Fast Track	7,800

FY27

Expense Detail request (Excl. Payroll)

Department/ Division : **Police / Administration (41411)**

Fund	Detail	Proposed FY27
	Subtotal	13,800
	<b>60201 Reference/Text Sets/Subscriptions</b>	
110	Reference/Text Sets/Subscriptions	1,000
	Subtotal	1,000
	<b>60202 Uniform &amp; Safety Apparel</b>	
110	Uniform & Safety Apparel	40,000
	Subtotal	40,000
	<b>60203 Safety Supplies</b>	
110	Safety Supplies	12,500
	Subtotal	12,500
	<b>60204 AMMO &amp; Firearms</b>	
110	AMMO & Firearms	23,500
	Subtotal	23,500
	<b>60207 Utilities</b>	
110	Utilities	85,000
	Subtotal	85,000
	<b>60209 Other Operating Supplies</b>	
110	Other Operating Supplies	10,000
	Subtotal	10,000
	<b>60301 General Office Supplies</b>	
110	General Office Supplies	40,000
	Subtotal	40,000
	<b>60302 Postage and Delivery</b>	
110	Postage and Delivery	1,500
	Subtotal	1,500
	<b>70510 Rolling Stock: Vehicles, Mower, etc.</b>	
112	(2) Police Patrol Vehicles with Equipment	200,000
	Subtotal	200,000
<p>▲ One-time expense            ○ Periodic expense (ex: every 5 years)            ★ Strategic Priorities Workplan</p>		<p><b><i>Division Total</i></b> <b>4,792,861</b></p>

FY27

Expense Detail request (Excl. Payroll)

Department / Division : **Police / Operations (41412)**

Fund	Detail	Proposed FY27
	<b>53201 Professional and Technical Services</b>	
213	▲ Police Crisis Clinician (On-Site)	200,000
	Subtotal	200,000
	<b>60208 Fuel</b>	
110	Fuel	200,000
	Subtotal	200,000
	▲ One-time expense	
	⊙ Periodic expense (ex: every 5 years)	
	★ Strategic Priorities Workplan	
	<b><i>Division Total</i></b>	<b><i>400,000</i></b>

FY27

Expense Detail request (Excl. Payroll)

Department / Division : **Police / Investigation (41413)**

Fund	Detail	Proposed FY27
	<b>53201 Professional and Technical Services</b>	
110	Bosch Systems	3,500
110	CDR Software - Documentation System	1,200
110	CID Callyo - Wire Services	6,000
110	CID Car Rental for Investigations	2,000
110	CID Cellbrite UFED Touch	10,000
110	CID Integrity Tracking System	5,000
110	CID Net Transcript	2,000
110	CID Richmond Crime Labs	20,000
110	Crash Data Group Inc.	1,200
110	FirstTwo Inc-CID	5,400
110	Forensic Logic - Soundthinking (Crime Tracer)	5,058
110	Keller Center/Medical Costs	40,000
110	Lexis Nexis - Report System Annual	8,800
110	Sketch Artist	2,000
110	T-Mobile Pen Locate	2,000
	Subtotal	114,158
	<b>60210 Undercover Fund</b>	
110	Undercover Fund	10,000
	Subtotal	10,000
	▲ One-time expense	
	☉ Periodic expense (ex: every 5 years)	
	★ Strategic Priorities Workplan	
	<b><i>Division Total</i></b>	<b><i>124,158</i></b>

FY27

Expense Detail request (Excl. Payroll)

Department / Division : **City Attorney / CAO (12121)**

Fund	Detail	Proposed FY27
	<b>53201 Professional and Technical Services</b>	
110	Legal Research Service (Westlaw)	33,000
	Subtotal	33,000
	<b>53210 Legal and Accounting Services</b>	
110	Outside legal expertise - Code Enforcement Cases (from Bldg)	15,000
110	Outside legal expertise - General	95,000
110	Outside legal expertise - Investigation (From HR)	82,940
110	Outside legal expertise - Investigation	65,000
110	Outside legal expertise - Labor Employment (From HR)	93,600
110	Outside legal expertise - Union Negotiations (From HR)	75,000
110	Outside legal expertise - PD Investigation	52,000
110	Outside legal expertise - PW Litigation	150,000
113	Outside legal expertise - Litigation	50,000
117	Outside legal expertise - Developer Reimbursement Agreements	80,000
220	Outside legal expertise - SA Housing	7,000
220	Outside legal expertise -BMR Monitoring (Curry)	3,700
510	Outside legal expertise - Water Matters	7,000
530	Legal and Accounting Services - Legal Advise-Colantuono	41,600
705	Outside legal expertise - SA Capital	1,400
	Subtotal	819,240
	<b>55230 Settlements/Judgements</b>	
113	Settlements	75,000
	Subtotal	75,000
	<b>55410 Printing and Binding</b>	
110	Printing and Binding	300
	Subtotal	300
	<b>55600 Meeting and Catering</b>	
110	Meeting and Catering	250
	Subtotal	250
	<b>55800 Transportation and Training</b>	
110	BACA & Municipal Law Meetings (Monthly)	500
110	Land Use/Pitchess Seminars - registration, mileage travel	850
110	League of California Cities Annual Conference	4,000
110	League of California Cities Seminars (as needed)	900
110	League of California Cities, City Attorneys Conference	1,500
110	Legal Secretary Courses (2)	500
110	Other seminars and workshops	3,200
530	Special District Conference	2,000
	Subtotal	13,450
	<b>55910 Memberships/ Dues</b>	
110	State Bar of California	1,800
	Subtotal	1,800



FY27

Expense Detail request (Excl. Payroll)

Department / Division : **City Clerk's Office / Clerk Services (11112)**

Fund	Detail	Proposed FY27
<b>53120 County Services</b>		
110	▲★ Potential Ballot Measure - NEW	140,000
	Subtotal	140,000
<b>53201 Professional and Technical Services</b>		
110	Cultural Bridges for Translation Services (Citywide)	20,000
110	Document Shredding	5,000
110	▲★ Implement Sister City and Cultural Exchange Initiative	20,610
110	Mass Mailers	30,000
110	Mid-Peninsula Media Center for Hybrid Meetings	4,000
111	AI Minutes Software	1,500
	Subtotal	81,110
<b>54440 Computer Software Lease</b>		
111	AMS Annual - Granicus (Cloud-based)	21,690
111	★ City Website Update	45,000
111	MCCi (Laserfiche)	7,000
111	Mass Email Software	1,000
111	Municipal Code Host and Update	6,300
111	NextRequest/ PRA software	11,000
111	Social Media Accounts/ Hootsuite	1,188
111	Website Hosting - CivicPlus	20,000
	Subtotal	113,178
<b>55300 Communications</b>		
110	Communications	2,000
	Subtotal	2,000
<b>55400 Advertising/Notices</b>		
110	Social & Print Media Advertising (Facebook Ads)	
110	Advertising/ Notices	2,000
	Subtotal	2,000
<b>55800 Transportation and Training</b>		
110	CA Association of Public Information Officers	1,250
110	CA City Clerks Association Div - Quarterly Meetings	250
110	City Clerks Annual Conference	1,000
110	City Clerks New Law and Elections Conference	1,000
110	Professional Development Training/Seminars	500
	Subtotal	4,000
<b>55910 Memberships/ Dues</b>		
110	CAPIO	275
110	City Clerks Association of California	130
110	International Institute of Municipal Clerks	210
110	National Notary Association	110
110	PRSA	275
	Subtotal	1,000

FY27

Expense Detail request (Excl. Payroll)

Department / Division : **City Clerk's Office / Clerk Services (11112)**

Fund	Detail	Proposed FY27
110	<b>60201 Reference/Text Sets/Subscriptions</b> Netfile	3,000
	Subtotal	3,000
	<p>▲ One-time expense ⊙ Periodic expense (ex: every 5 years) ★ Strategic Priorities Workplan</p>	<b><i>Division Total</i> 343,288</b>

FY27

Expense Detail request (Excl. Payroll)

Department / Division : **Council / (10101)**

Fund	Detail	Proposed FY27
<b>53201 Professional and Technical Services</b>		
110	⊖ City Attorney/City Manager Evaluations (every 3 years)	30,000
110	Council Priorities or Team Building (MRG)	15,000
110	⊖ Headshots (Bi-annual)	1,000
	Subtotal	46,000
<b>55410 Printing and Binding</b>		
110	Printing & Binding	500
	Subtotal	500
<b>55600 Meeting and Catering</b>		
110	Meeting and Catering	7,000
	Subtotal	7,000
<b>55800 Transportation and Training</b>		
110	Annual Washington DC Trip	7,000
110	CA League of California Cities - Peninsula Quarterly Meetings	1,000
110	CA League of Cities - Mayors & Council Members Advanced Leadership Workshops	1,200
110	CA League of Cities - Mayors & Council Members Exec Forum	1,000
110	Joint Venture Silicon Valley - State of the Valley	750
110	National League of Cities - Summit	2,850
110	San Mateo County Regional Issues Seminar (Organized by Redwood City Chamber of Commerce)	1,200
110	U.S. Conference of Mayors	5,000
530	Training for board members	7,500
	Subtotal	27,500
<b>55910 Memberships/ Dues</b>		
110	ABAG Membership	10,362
110	National League of Cities	2,000
110	SFO Round Table Membership Dues	1,500
	Subtotal	13,862
<b>55920 Special Events</b>		
110	Special Events - State of the City, Community Sponsorship, Special Meetings	10,000
	Subtotal	10,000
<b>60301 General Office Supplies</b>		
110	General Office Supplies	1,000
	Subtotal	1,000
<b>70410 Furniture &amp; Equipment under (\$5K)</b>		
111	Laptops for Council (20%)	7,500
	Subtotal	7,500

▲ One-time expense

⊖ Periodic expense (ex: every 5 years)

★ Strategic Priorities Workplan

**Division Total                      113,362**

FY27

Expense Detail request (Excl. Payroll)

Department / Division : **PW / Administration (21211)**

Fund	Detail	Proposed FY27
<b>54440 Computer Software Lease</b>		
111	TRAKiT (20%* \$25,000)	5,000
	Subtotal	5,000
<b>55600 Meeting and Catering</b>		
110	PWTC Meetings	2,750
110	Staff Retreat and Quaterly Division Meetings	1,500
	Subtotal	4,250
<b>55800 Transportation and Training</b>		
110	Administrative Professional	1,500
110	APWA annual conference	1,500
110	ASCE trainings	1,500
110	Budget/Project Management	3,000
110	League of CA Conference	2,100
110	Manager/Supervisor Academy	2,500
110	MMANC Conference	2,000
	Subtotal	14,100
<b>55910 Memberships/ Dues</b>		
110	APWA	
110	ASCE Membership	500
110	CCAC Membership	500
110	CSFMO Membership	250
110	ELGL	50
110	ICMA	200
110	MMANC	360
110	QSD Licensing	150
110	State of California DCA	150
221	Annual Membership Dues for Street Light CAL-SLA	300
	Subtotal	2,460
<b>55920 Special Events</b>		
110	Outreach and Education	3,000
	Subtotal	3,000
<b>60201 Reference/Text Sets/Subscriptions</b>		
110	Reference/Text Sets/Subscriptions	250
	Subtotal	250
<b>60301 General Office Supplies</b>		
110	▲ Water Dispenser - NEW	500
110	General Office Supplies	3,500
	Subtotal	4,000
▲ One-time expense ○ Periodic expense (ex: every 5 years) ★ Strategic Priorities		<b>Division Total</b> <b>33,060</b>

FY27

Expense Detail request (Excl. Payroll)

Department / Division : PW / Environmental Services (21214)

Fund	Detail	Proposed FY27
<b>53201 Professional and Technical Services</b>		
110	Bay Area Community Resource Fellow	32,000
110	Canopy Contract - UFMP/Community Tree Services	80,000
203	Grassroots Ecology	18,650
203	Stormwater Consultant	179,000
230	▲ PCE Grant (243K-CIP 120K) -50% upfront fee	123,563
	Subtotal	433,213
<b>54210 Street Maintenance Services</b>		
203	Street Sweeping Services Contract	362,000
	Subtotal	362,000
<b>55400 Advertising/ Notices</b>		
110	Advertising/ Notices	1,000
	Subtotal	1,000
<b>55410 Printing and Binding</b>		
110	Floodplain Mailers, CRS Communications, Event Flyers	4,000
	Subtotal	4,000
<b>55600 Meeting and Catering</b>		
110	Environmental Catering and Quarterly Division Offsite meetings	1,500
	Subtotal	1,500
<b>55800 Transportation and Training</b>		
110	NPDES Inspection Training	2,000
110	Various Workshops and Conferences (MMANC WLS, Winter Forum, Summer Symposium)	1,000
	Subtotal	3,000
<b>55910 Memberships/ Dues</b>		
110	Association of Environmental Professionals	500
110	CASQA Agency Membership (Annual)	250
110	Conference materials/handbooks	50
110	☉ OneShoreline Annual Funding Contributions FSLRRA	40,000
	Subtotal	40,800
<b>55920 Special Events</b>		
110	Earth Day	3,000
110	Harzardous eWaste Event	150
110	Shred Event	150
110	Arbor Day/Mayor Tree Planting	150
110	Bike to Work Day	150
	Subtotal	3,600
<b>60201 Reference/Text Sets/Subscriptions</b>		
110	Reference/Text Sets/Subscriptions	250
	Subtotal	250

FY27

Expense Detail request (Excl. Payroll)

Department / Division : **PW** / Environmental Services (21214)

Fund	Detail	Proposed FY27
110	<b>60202 Uniform &amp; Safety Apparel</b> Uniform & Safety Apparel	750
	Subtotal	750

- ▲ One-time expense
- Periodic expense (ex: every 5 years)
- ★ Strategic Priorities

***Division Total*** ***850,113***

FY27

Expense Detail request (Excl. Payroll)

Department / Division : PW / Engineering (21212)

Fund	Detail	Proposed FY27
<b>53101 Staff Augmentation</b>		
110	Development review support	50,000
110	Survey for Development Review - Post-Entitlement	50,000
530	Sheryll Temp employee through AppleOne	80,000
	Subtotal	180,000
<b>53201 Professional and Technical Services</b>		
110	▲★ Launch a Residential Parking Permit Program	400,000
110	★ Development Support - Third party review assessment	150,000
110	Engineering Inspection Services - NEW	150,000
110	★ On-Call Transportation Services	50,000
110	▲ TDM Administrator	200,000
510	Assessment Management	50,000
530	⊖ Freyer & Laretta Engineering services - both cost recovery and staff aug	100,000
530	⊖ EKI Technical Services - On-Call Technical	100,000
530	Palo Alto Treatment	2,875,884
530	West Bay Contract	1,800,000
	Subtotal	5,875,884
<b>54220 Street Lights Maintenance</b>		
221	Cal West - Traffic Signal Maintenance & Repair	100,000
	Subtotal	100,000
<b>54230 Signs/Signals Maintenance</b>		
201	Cal West - Traffic Signal Maintenance & Repair	100,000
	Subtotal	100,000
<b>54440 Computer Software Lease</b>		
111	AutoCAD - Transferred from 111-95951	3,000
111	Bluebeam (33%)	2,403
111	Radar Sign Subscription	4,000
	Subtotal	9,403
<b>55300 Communications</b>		
530	EPASD Landlines and Internet	9,000
	Subtotal	9,000
<b>55400 Advertising/Notices</b>		
110	Advertising/Notices	
511	Advertising/Notices	5,000
530	Advertising/Notices	5,000
	Subtotal	10,000
<b>55600 Meeting and Catering</b>		
110	Community Rating Service for FEMA activities	300
110	Engineering Retreats	500
110	Ribbon cutting ceremonies	1,000
530	6 Advisory Commission Meetings, plus any meetings at EPASD	1,500
530	Meeting and Catering	1,000
	Subtotal	4,300

FY27

Expense Detail request (Excl. Payroll)

Department / Division : PW / Engineering (21212)

Fund	Detail	Proposed FY27
<b>55800 Transportation and Training</b>		
110	American Public Works Association Conference	1,500
110	Annual League of California Cities PW Meeting	2,500
110	ASCE/APWA monthly training	900
110	CalTrans Federal Aid/ RE Training	650
110	CASQA	1,500
110	FEMA Training	500
110	Inspection Training (various)	300
110	PE Certification Training	1,000
530	CWEA Annual Conference & Expo (AC26)	3,400
530	MMANC Women's Leadership Summit Conference	550
530	Municipal Management Association Northern CA Conference	2,800
	Subtotal	15,600
<b>55910 Memberships/ Dues</b>		
110	APWA	750
110	ASCE Membership	600
110	QSD Certification	300
110	State of California DCA	540
530	CWEA Membership (PW Director, Utility Manager, Admin Asst)	753
530	APWA Membership (PW Director, Utility Manager, Admin Asst)	869
530	California Special Districts Association (CSDA)	2,000
	Subtotal	5,812
<b>60201 Reference/ Text Sets/ Subscripts</b>		
111	Reference/ Text Sets/ Subscripts	4,000
	Subtotal	4,000
<b>60207 Utilities</b>		
530	Utilities	50,000
	Subtotal	50,000
<b>60208 Fuel</b>		
530	Fuel	250
	Subtotal	250
<b>60209 Other Operating Supplies</b>		
530	Other Operating Supplies	5,000
	Subtotal	5,000
<b>60301 General Office Supplies</b>		
530	General Office Supplies	1,000
	Subtotal	1,000
<b>70410 Furniture &amp; Equipment (Under \$5000)</b>		
530	▲ Furniture & Equip Under\$5k	12,000
	Subtotal	12,000
▲ One-time expense ○ Periodic expense (ex: every 5 years) ★ Strategic Priorities Workplan		
<b>Division Total</b>		<b>6,382,249</b>

FY27

Expense Detail request (Excl. Payroll)

Department / Division : PW / Maintenance (21213)

Fund	Detail	Proposed FY27
<b>53120 County Services</b>		
110	SMC County Inspections - Cooley Landing Soil Gas Mitigation System	10,000
110	SMC Health & hazmat inspection	1,500
	Subtotal	11,500
<b>53201 Professional and Technical Services</b>		
110	Badger Daylighting Contract (flood protection) ) & Newbridge trash capture device maintenance	75,000
110	Brightview Landscape Services Contract (soundwall weed removal)	41,000
110	Brightview Landscape Services Contract - 1266 Beech - NEW	12,000
110	C2R Engineering Contract (flood protection)	75,000
110	▲ Cooley Landing Maintenance Project - NEW	100,000
110	Ninyo & Moore-Cooley Landing (Sea level Rise, Soil Gas Mitigation, Engineering Cap inspection)	50,000
110	Republic Services Contract (Hazardous Materials Disposal)	50,000
110	Tree Inventory & Assessment	150,000
201	Chrisp Company Contract-original contract \$50K, add \$50K annually per PW Director	50,000
201	Public Tree Assessment & inventory	50,000
203	SD-09 Trash Capture Project - Newbridge & Saratoga	25,000
221	IWORQ System (Annual Work Order License)	10,000
222	▲ Pump station pond maintenance	100,000
510	Annual backflow testing & repairs	15,000
	Subtotal	803,000
<b>54210 Street Maintenance Services</b>		
201	Street Maintenance Services	100,000
	Subtotal	100,000
<b>54240 Building Maintenance</b>		
110	AA Locks & Alarm	20,000
110	Ace Fire -fire extinguisher	5,000
110	Acme Pacific-Senior Center kitchen equipment	5,000
110	Arias F. electric contract	50,000
110	Environmental Systems HVAC contract	25,000
110	Everon Contract (Building Alarm)	17,500
110	Fast Sign	7,500
110	Grainger	20,000
110	Home Depot	15,000
110	James Plumbing & Drain Services	5,000
110	Johnson Control Contract (Building Alarm)	25,000
110	LC Networks	6,000
110	Lock Works Unlimited-Tate Card Access	3,000
110	National Fence-Cooley Landing	1,000
110	Omega Industrial Supply-Graffiti Abatement Supplies	10,000
110	Pro-Techs Security cameras	10,000
110	Quality Plumbing	6,000
110	Real Time Locksmith	2,500
110	R & S Erection of San Mateo (PD & Corp Yard gate repair)	10,000
110	Tap Plastic	1,000
110	Terminix-Rodent Control	4,000
110	Vortex door	20,000
222	AAA Smart Alarm company	2,000
222	Miscellaneous	1,000
520	Global Industrial-trashcans	6,000
530	A-1 Septic Tank Service @ Cooley Landing	5,000
530	Building Maintenance - Alarm and others	32,000

FY27

Expense Detail request (Excl. Payroll)

Department / Division : PW / Maintenance (21213)

Fund	Detail	Proposed FY27
530	Degree HVAC	1,000
530	Everon	12,876
530	Elevator	1,000
530	Misc.	50,000
530	Rodent Control	2,500
530	Simonds Machinery-Cooley Landing Sewer Pumps	10,000
	Subtotal	391,876
	<b>54250 Landscape/Parks Maintenance</b>	
110	Ciardella's Garden	20,000
110	Home Depot	5,000
110	Horizon	15,000
110	Ross Recreation Equipment- Playgrounds parts	10,000
	Subtotal	50,000
	<b>54260 Vehicle Maintenance Service</b>	
110	A1 Auto Service & Towing	2,500
110	Cardenas Tire	6,500
110	Image Auto Contract	44,000
201	A1 Auto Service & Towing	2,000
201	Cardenas Tire	5,000
201	Image Auto Contract	4,500
203	Miscellaneous	5,000
203	MME Hayward	7,500
203	San Jose Mission Ford	8,000
221	Image Auto Contract	5,000
221	Riche's Tires - Bucket Truck	2,000
	Subtotal	92,000
	<b>54270 Equipment Maintenance</b>	
110	AAA forklift General Maintenance - Lawn mowers, tractor, forklift, compressor	20,000
201	AAA Forklift (equipment PM Program)	17,000
201	Pulgas two mini round about maintenance and upkeep	10,000
201	Riche's tire	5,000
203	MME	3,000
203	RoadSafe Traffic Systems	4,000
222	Calcon System-SCADA System	9,500
222	Peterson Power Contract	30,000
222	Technology-fuel system	12,000
	Subtotal	110,500
	<b>54280 Janitorial Services</b>	
110	Frank & Grossman	150,000
110	Karla's Janitorial	66,500
530	Janitorial services	30,000
	Subtotal	246,500
	<b>54410 Land and Building Lease and Rentals</b>	
110	Corp Yard lease (85%)	285,600
203	Land and Building Lease and Re	17,340
510	Land and Building Lease and Re	33,000
	Subtotal	335,940

FY27

Expense Detail request (Excl. Payroll)

Department / Division : PW / Maintenance (21213)

Fund	Detail	Proposed FY27
	<b>54990 Other Property Services</b>	
110	Corp Yard Paving & Striping*	10,000
203	Runneymede Drainage Channel	3,500
	Subtotal	13,500
	<b>55300 Communications</b>	
110	Two-Way Radios Annual Subscription (for emergency use)	10,000
	Subtotal	10,000
	<b>55400 Advertising/Notices</b>	
110	San Mateo Daily Journal and the Bay Area Trade Journal	5,000
	Subtotal	5,000
	<b>55410 Printing and Binding</b>	
110	Printing and Binding	1,000
	Subtotal	1,000
	<b>55600 Meeting and Catering</b>	
110	Team Building (quarterly)	1,500
	Subtotal	1,500
	<b>55800 Transportation and Training</b>	
110	Du-All Safety-safety trainings	20,000
110	▲ Playground Certifications for Maintenance Staff	2,500
110	▲ USA North-Underground Utility Marking-Recertification	13,650
	Subtotal	36,150
	<b>55910 Memberships/ Dues</b>	
110	Menlo Park Fire District - Annual Corp Yard inspection	4,000
110	SMC Environmental Health	900
110	SMC Environmental Health - Corp Yard Annual Haz-Mat Inspection Fee	2,500
110	SMC Environmental Health-Cooley Landing	2,500
110	USA North-Annual Fees	2,500
203	California Rural Water Association	3,500
203	Regional Water Board Annual Permit Fee	20,000
203	State Water Board Annual Waste Discharge Fee	1,500
222	Menlo Park Fire District - Annual Inspection of Pump Station	1,000
222	San Mateo County Environmental Health - Pump Station Annual Haz-Mat Inspection Fee	2,000
222	State of California Board of Equalization - Pump Station Underground Storage Tank	850
222	State of California Department of Toxic Substance Control - Annual Fee for Pump Station	2,000
510	Bay Area Air Quality Management District - Annual Permit Renewal - Gloria Way Well	1,500
	Subtotal	44,750
	<b>60101 Hardware Supplies</b>	
110	Hardware Supplies, Kimball Midwest	5,000
203	Kimball Midwest	2,500
203	Sand & bags	10,000
222	Hardware Supplies	1,000
	Subtotal	18,500

FY27

Expense Detail request (Excl. Payroll)

Department / Division : PW / Maintenance (21213)

Fund	Detail	Proposed FY27
<b>60102 Vehicle Maintenance Supplies</b>		
110	Vehicle Maintenance Supplies- Amazon, Auto Zone	2,750
203	Vehicle Maintenance Supplies	2,000
	Subtotal	4,750
<b>60103 Equipment Maintenance Supplies</b>		
201	Western States Tools	3,000
203	Equipment Maintenance Supplies	1,000
222	Equipment Maintenance Supplies	2,000
	Subtotal	6,000
<b>60104 Asphalt and Other Street Supplies</b>		
201	Advance Construction Supplies	12,000
201	Bormann's Steel	2,500
201	Grainger	10,000
201	Zumar	20,000
201	Asphalt and Other Street Suppl	44,500
	Subtotal	44,500
<b>60105 Electrical Supplies</b>		
110	Amazon	2,000
110	CED Bay Area	8,000
110	Home Depot	1,000
221	CED Bay Area	15,000
	Subtotal	26,000
<b>60107 Sidewalk Maintenance</b>		
110	Material for sidewalk repair - NEW	15,000
	Subtotal	15,000
<b>60108 Janitorial Supplies</b>		
110	Amazon	5,000
110	Home Depot	3,000
110	Resource Solutions of SF Group	18,000
	Subtotal	26,000
<b>60109 Landscape &amp; Park Maintenance Supplies</b>		
110	Cariradellas Garden	5,000
110	Home Depot	5,000
110	Horizon	20,000
110	Site One-buildings irrigation Rain Master controllers	6,500
110	Trees and Shrubs (Boething Treeland Farms)	4,000
	Subtotal	40,500
<b>60202 Uniform &amp; Safety Apparel</b>		
110	Cintas uniform	28,000
110	Miscellaneous	1,000
110	Safety Boots	2,750
	Subtotal	31,750

FY27

Expense Detail request (Excl. Payroll)

Department / Division : **PW / Maintenance (21213)**

Fund	Detail	Proposed FY27
<b>60203 Safety Supplies</b>		
110	Kimball Mid West	5,000
110	Bay Area First Aid & Supplies	5,000
	Subtotal	10,000
<b>60207 Utilities</b>		
110	Utilities	250,000
201	Utilities	70,000
221	Caltrans	8,132
221	IWORQ	5,500
221	Utilities	65,000
	Subtotal	398,632
<b>60208 Fuel</b>		
110	Chevron Texaco	12,000
110	Kamps Propane	5,000
201	Chevron Texaco	10,000
222	Valley Oil-Diesel Fuel	10,000
	Subtotal	37,000
<b>60209 Other Operating Supplies</b>		
221	Holiday lights	5,000
221	USA Marking Paints	5,000
510	USA Marking Paints	10,000
520	Grapplers - trash pickers	2,500
520	▲ New sweeping signs, posts, brackets	50,000
520	Street Trashcans Replacement	15,000
	Subtotal	87,500
<b>60301 General Office Supplies</b>		
110	General Office Supplies	2,500
	Subtotal	2,500
<b>70310 Other</b>		
111	Corp Yard Security Project (Camera) moved from 110-99991-70310*	50,000
	Subtotal	50,000
<b>70420 Furniture &amp; Equipment (Over \$5000)</b>		
222	Pump Station SCADA System	15,000
	Subtotal	15,000
<b>70510 Rolling Stock: Vehicles, Mower, etc.</b>		
112	▲ Electric Mini Sweeper - NEW	350,000
201	▲ Backhoe - NEW	150,000
	Subtotal	500,000

- ▲ One-time expense
- Periodic expense (ex: every 5 years)
- ★ Strategic Priorities Workplan

**Division Total** 3,566,848

FY27

Expense Detail request (Excl. Payroll)

Department / Fund: **East Palo Alto Sanitary District (Fund 530)**

Fund	Division	Detail	Proposed FY27
<b>53101 Staff Augmentation</b>			
530	21212	Staff Augmentation - Temp Employee through AppleOne	80,000
		Subtotal	80,000
<b>53201 Other Professional and Technic</b>			
530	21212	Palo Alto Treatment	2,875,884
530	21212	West Bay Contract	1,800,000
530	⊖ 21212	Freyer & Lauretta Engineering Services- both cost recovery and staff aug	100,000
530	⊖ 21212	EKI Technical Services - On Call	100,000
		Subtotal	4,875,884
<b>53210 Legal and Accounting Services</b>			
530	12121	Legal and Accounting Services - Legal Advise-Colantuono	41,600
530	▲★ 13131	EDS Tax Roll Consultant	30,000
530	13131	EPASD Data Service Tax Roll	2,300
530	13131	Audit	20,600
530	13131	Bartel (GASB68) Report	3,300
530	13131	County PPT Fees	10,000
530	13131	OPEB Actuarial Study (2 Reports)	5,000
		Subtotal	112,800
<b>54240 Building Maintenance</b>			
530	21213	Building Maintenance	
530	21213	Building Maintenance - Alarm and others	32,000
530	21213	Degree HVAC	1,000
530	21213	Rodent Control	2,500
530	21213	Elevator	1,000
530	21213	Everon	12,876
530	21213	A-1 Septic Tank Service @ Cooley Landing	5,000
530	21213	Simonds Machinery-Cooley Landing Sewer Pumps	10,000
530	21213	Misc.	50,000
		Subtotal	114,376
<b>54280 Janitorial Services</b>			
530	21213	Janitorial Services	30,000
		Subtotal	30,000
<b>55300 Communications</b>			
530	21212	EPASD Landlines and internet	9,000
530	95952	Communications	15,040
		Subtotal	24,040
<b>55400 Advertising</b>			
530	21212	Advertising - Publication & Legal Notice	5,000
		Subtotal	5,000
<b>55410 Printing and Binding</b>			
530	21212	Printing and Binding	500
		Subtotal	500
<b>55600 Meeting and Catering</b>			
530	21212	6 Advisory Commission Meetings, any meetings at EPASD	1,500
		Subtotal	1,500

FY27

Expense Detail request (Excl. Payroll)

Department / Fund: **East Palo Alto Sanitary District (Fund 530)**

Fund	Division	Detail	Proposed FY27
<b>55800 Transportation and Training</b>			
530	10101	Training for board members (PY was \$18K)	7,500
530	12121	Special District Conference	2,000
530	21212	MMANC Women's Leadership Summit Conference - Sacramento, CA	550
530	21212	Municipal Management Association Northern CA Conference - Yosemite	2,800
530	21212	CWEA Annual Conference & Expo (AC26)	3,400
530	21212	Transportation and Training	
			Subtotal
			16,250
<b>55910 Membership and Dues</b>			
530	21212	CWEA Membership (PW Director, Utility Manager, Admin Asst)	753
530	21212	APWA Membership (PW Director, Utility Manager, Admin Asst)	869
530	21212	California Special Districts Association (CSDA)	2,000
530	21212	Membership and Dues	
			Subtotal
			3,622
<b>55920 Special Events</b>			
530	21212	Special Events	500
			Subtotal
			500
<b>60207 Utilities</b>			
530	21212	Utilities - PG&E, Water, Recology	50,000
			Subtotal
			50,000
<b>60208 Fuel</b>			
530	21212	Fuel	250
			Subtotal
			250
<b>60209 Other Operating Supplies</b>			
530	21212	Other Operating Supplies	5,000
			Subtotal
			5,000
<b>60301 General Office Supplies</b>			
530	21212	General Office Supplies	1,000
			Subtotal
			1,000
<b>70410 Furniture &amp; Equipment Under \$5K</b>			
530	▲ 21212	Furniture & Equip Under\$5k	12,000
			Subtotal
			12,000
<b>90310 Overhead Allocation</b>			
530	95951	Cost allocation	1,055,900
530	95952	IT Overhead Allocation	172,937
			Subtotal
			1,228,837
▲ One-time expense ○ Periodic expense (ex: every 5 years) ★ Strategic Priorities Workplan			
			<b>Fund 530 Total</b>
			<b>6,561,559</b>

## Treasury Summary

**CITY AND SUCCESSOR AGENCY OF EAST PALO ALTO**

**SUMMARY OF INVESTMENTS**  
**For Quarter Ended March 31, 2026**

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%	3,572,741	1.9%	3,572,741
3. Local Agency Investment Fund (LAIF)	261	0.72	3.920%	24,260,808	13.1%	24,260,343
4. San Mateo County Pool Investment	1007	2.76	3.990%	53,341,488	29.1%	53,752,218
5. CA Asset Management Program	52	0.14	3.827%	103,059,951	55.8%	103,059,951
<b>Total Cash and Investments on Deposit</b>			<b>3.812%</b>	<b>184,245,787</b>	<b>100.0%</b>	<b>184,656,052</b>

General Fund (including petty cash of \$10,800)	47,121,071	47,121,071
General Sub - Funds (Committed/Reserved)	18,399,740	18,399,740
City Funds Restricted and Committed	115,188,249	115,188,249
Successor Agency Trust	1,756,194	1,756,194
Unrealized Gain/(Loss) on Investment Pools	-	410,264
<b>Total Book Balance</b>	<b>182,465,254</b>	<b>182,875,519</b>

Bank to Book Adjustments		
Checks Outstanding/Other AJE	1,780,533	1,780,533
<b>Total Book Adjustment</b>	<b>1,780,533</b>	<b>1,780,533</b>

<b>Total Cash and Investment Portfolio</b>	<b>184,245,787</b>	<b>184,656,052</b>
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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.

DocuSigned by:  
  
81A2788FAEC34D8...  
**Tomohito Oku**  
 Director of Finance

5/10/2026  
 \_\_\_\_\_  
 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/>