



EAST PALO ALTO CITY COUNCIL REGULAR SESSION AGENDA

Tuesday, May 27, 2025, 5:30 PM
EPA Government Center
2415 University Avenue, First Floor
East Palo Alto, CA 94303

NOTICE

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

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

Please click this URL to join

<https://us06web.zoom.us/j/84259829421>

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: 842 5982 9421

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

1. **CALL TO ORDER AND ROLL CALL**
2. **APPROVAL OF THE AGENDA**
3. **APPROVAL OF CONSENT CALENDAR**
4. **CLOSED SESSION**
5. **PUBLIC COMMENT**
6. **INFORMATIONAL REPORTS**
7. **SPECIAL PRESENTATIONS**
8. **ADJOURN CITY COUNCIL REGULAR MEETING TO THE EAST PALO ALTO SANITARY DISTRICT BOARD MEETING**
9. **APPROVAL OF THE EPASD BOARD MEETING AGENDA**
10. **EPASD BOARD PUBLIC HEARING**
 - 10.1 **EPASD FY2025-26 Proposed Budget**

Recommendation: Receive and discuss the proposed FY2025-26 budget for the East Palo Alto Sanitary District (EPASD) and provide direction to staff
11. **EPASD BOARD MEETING PUBLIC COMMENT**
12. **ADJOURN EAST PALO ALTO SANITARY DISTRICT BOARD MEETING AND RECONVENE CITY COUNCIL REGULAR MEETING**
13. **PUBLIC HEARINGS**
 - 13.1 **Fiscal Year 2025-26 Proposed Budget Session Hearing No. 2**

Recommendation: Staff recommends that the City Council receive the proposed budget documents, staff presentations, community input, and provide direction on the Fiscal Year 2025-26 proposed budget
14. **POLICY AND ACTION**
15. **COUNCIL REPORTS**
16. **ADJOURNMENT**

Upcoming meetings:

Regular Meeting	June 3, 2025	6:30 PM
Regular Meeting	June 17, 2025	6:30 PM
Special Meeting	July 8, 2025	6:30 PM

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

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

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

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

DECLARATION OF POSTING

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

POSTED: May 16, 2025

ATTEST:

James Colin

City Clerk



EAST PALO ALTO SANITARY DISTRICT STAFF REPORT

DATE: May 27, 2025

TO: Honorable East Palo Sanitary District Governing Board/Members of the City of East Palo Alto City Council

VIA: Melvin E. Gaines, General Manager

BY: Tomohito Oku, District Treasurer

SUBJECT: EPASD FY 2025-26 Proposed Budget

Recommendation

Review and discuss the proposed FY 2025-26 budget for the East Palo Alto Sanitary District (EPASD), and provide direction to staff.

Background

On November 15, 2023, the San Mateo Local Agency Formation Commission (LAFCo) unanimously approved the City of East Palo Alto's application to designate the East Palo Alto Sanitary District (EPASD or "District") as a subsidiary district of the City. The reorganization took effect on October 1, 2024, when the City Council assumed governance of EPASD. EPASD remains a legally separate entity from the City, and its assets are kept distinct.

Despite its separate legal status, the City includes EPASD's financial activities in its Basic Financial Statements as a blended component unit, as required by U.S. Generally Accepted Accounting Principles (US GAAP). Under Governmental Accounting Standards Board (GASB) guidelines, a blended component unit is reported as part of the primary government when its governing body is substantively the same and when a financial and operational relationship exists, as is the case here.

EPASD's finances are recorded in a separate enterprise fund within the City's proprietary fund structure, similar to the City's water and garbage collection enterprise funds. This fund structure ensures financial transparency and clearly distinguishes the District's operations from other City functions.



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The City will include EPASD's budget in the Citywide budget document as a separate enterprise fund. However, staff will also prepare a distinct EPASD budget document for Board adoption on June 17, 2025. This dual approach ensures public transparency and preserves the District's separate identity. EPASD will continue to issue standalone audited financial statements and maintain an independent operational and capital budget structure.

This agenda item provides the EPASD Governing Board/City Council and community with an opportunity to review the Proposed FY 2025–26 EPASD Budget, ask questions, and suggest changes before final adoption. The EPASD Advisory Committee is scheduled to review the proposed budget on May 22, 2025. As that date follows the date this report was published, staff will share any Advisory Committee input at the May 27 Board meeting. If needed, the Board may continue budget discussions on June 3, 2025. Final adoption is scheduled for June 17, 2025.

Analysis

Since assuming governance on October 1, 2024, the City has made significant progress in stabilizing and modernizing EPASD's operations. Partnering with West Bay Sanitary District, the City has implemented critical reforms previously overlooked. Notable achievements include:

- **Regulatory Compliance:** EPASD now meets all State Water Resources Control Board reporting requirements. West Bay's digital systems track all sanitary sewer overflows (SSOs) and maintenance. The District submitted a long-overdue Sewer System Management Plan audit on April 1, 2025.
- **System Inspections and Repairs:** Closed-circuit TV (CCTV) inspections are ongoing, with 22.7 of 35 miles of pipeline inspected as of April 2025. Several urgent pipe repairs have been completed, and staff will present the first formal Capital Improvement Plan (CIP) in summer 2025.
- **Financial Integrity:** An internal controls review identified major deficiencies under the prior administration, including unsecured financial practices and lack of segregation of duties. Staff corrected these issues by fully integrating EPASD's finances into the City's systems (without co-mingling funds) and collaborated with the external auditor to improve the FY 2023–24 financial statements. Staff is currently monitoring FY 2024–25 performance for potential amendments.
- **Governance and Legal Reform:** The Board adopted policies to strengthen financial oversight, ethics, and compliance, including termination of the prior compensation ordinance, delegation of check-signing authority, a new purchasing ordinance aligned with City standards, and implementation of a fats, oils, and grease (FOG) control program.
- **Community Engagement:** In early 2025, the City established the EPASD Advisory Committee to provide public input on major decisions, including budgeting, CIP development, and rate setting. The Committee reflects the City's commitment to inclusive, transparent, and accountable special district governance.
- **Staffing Model:** Qualified City staff serve EPASD roles such as the General Manager,



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Treasurer, Engineer, Secretary, and Counsel. The City also added positions to support the functions impacted by reorganization related to EPASD including an Accountant Senior, Administrative Assistant, Information Technology Specialist and Utilities Manager. This has significantly improved coordination, professionalism, and cost control.

This proposed FY 2025–26 budget builds on these successes and focuses on long-term infrastructure investments. It reflects the Board’s priorities—enhancing service reliability, maintaining compliance, and achieving financial sustainability. Staff remains committed to restoring public trust and delivering accountable, high-quality services. Capital projects will continue to be refined and prioritized as more system data becomes available through field inspections and asset condition assessments.

Budgetary Basis of Accounting

The District prepares its financial statements on an accrual basis, consistent with US GAAP. Under this method, revenues are recorded when earned and expenses when incurred, similar to private sector accounting.

For budget purposes, EPASD uses a modified accrual basis, better suited to short-term financial planning. This approach recognizes revenues when measurable and available and records expenditures when liabilities are incurred and due. Capital outlays are expensed in the year incurred, and depreciation is not budgeted. This focuses the budget on current financial resources.

Organizational Changes from Prior Administration

The prior EPASD model included multiple temporary staff and consultants, with only the General Manager as a direct employee. The City has since replaced these roles with qualified internal staff and operations and maintenance provided by West Bay Sanitary District. The City Manager now serves as General Manager, the Assistant City Manager as Assistant General Manager, the City Attorney as District Counsel, the Finance Director as District Treasurer, the City Engineer as District Engineer, and the City Clerk as District Secretary.

While these are designated as District roles, they are carried out by City employees as part of their broader municipal responsibilities. Additional internal support is provided by the City Manager’s Office, Finance, Human Resources, Information Technology, and Public Works. The staffing costs associated with these internal support functions are not reflected in the District’s direct personnel count but are allocated to the District through a formal cost allocation plan currently under development and expected to be finalized by June 2025.

Excluding internal support departments, the District’s operations are directly supported by approximately 1.7 full-time equivalent (FTE) positions, consisting of a Utility Manager and an Administrative Assistant. These positions are dedicated to EPASD operations. This staffing model allows the City to provide effective and efficient service delivery while achieving administrative efficiencies and economies of scale.

Daily sewer system operations are now performed by West Bay Sanitary District. West Bay brings specialized expertise and technical capacity to ensure regulatory compliance and high-



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quality system maintenance aligned with industry best practices.

These changes are reflected in the proposed FY 2025–26 EPASD budget and result in significant fluctuations in certain budget line items—particularly in wages and benefits, as well as contractual and professional services—when compared to the prior year’s adopted budget. These shifts reflect the realignment of staffing responsibilities, reduction of legacy contracts, and integration of internal City support functions.

FY 2025-26 Budget Overview and Highlights

The District’s FY 2025-26 proposed budget is balanced, with total funding requirements fully supported by available funding sources. Total funding requirements, including capital projects, are \$6.6 million, fully covered by \$13.7 million in revenues, yielding a \$7.1 million surplus. The table below provides a high-level overview of the District’s proposed budget compared to the prior year adopted budget.

FY 2025-26 - EPASD (In 000's)			
Description	FY 24-25 Adopted	FY 25-26 Proposed	Variance
Total Revenues	8,260	13,701	5,441
Total Expenditures	(11,142)	(6,603)	4,539
Net Sources / (Uses)	(2,882)	7,099	4,217
Net Transfers	-	-	-
Change in Fund	(2,882)	7,099	4,217

The following table provides a detailed breakdown of revenue and expenditure budgets by category, along with a comparative analysis of the FY 2024-25 and FY 2025-26 budgets. The FY 2025-26 operating revenue budget, primarily consisting of sewer service charges, has no significant change compared to FY 2024-25. Meanwhile, the operating expenditure budget increased by 12.4% (\$0.7 million) which is due largely to the increase in the treatment contract with City of Palo Alto (\$0.5 million). The budget anticipates total operating revenues of \$5.2 million and total operating expenditures of \$6.5 million, resulting in an expected operating deficit of approximately \$1.3 million.

Under GAAP and GASB standards, operating revenues in enterprise funds are those earned through the agency’s core services—such as sewer service charges—which involve an exchange of value between the District and its customers. Property tax revenues, by contrast, are general, non-exchange revenues not directly tied to service volume or usage and are therefore classified as non-operating revenues. This classification also aligns with Proposition 218, which requires utility rates to reflect the actual cost of service. Presenting property taxes as non-operating revenues ensures transparency and highlights when rate adjustments may be



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necessary to achieve full cost recovery through user fees.

Non-operating revenues – primarily property taxes, connection fees, and interest income – are budgeted at \$8.5 million, reflecting a 177.6% increase (\$5.4 million) from the prior year. The primary cause of the difference came from the changes in the projection of property tax and connections fee revenues for \$1.0 million and \$3.9 million, respectively. Non-operating revenues generally support capital project expenditures, resulting in a net capital surplus of \$8.4 million by subtracting the capital expenditures of \$150K from the total non-operating revenues of \$8.5 million.

When combined, the operating deficit and the capital surplus result in total budget surplus of approximately \$7.1 million added to the reserve. The projected ending reserve as of June 30, 2025 is estimated at \$23.6 million, which provides a healthy reserve level relative to the annual operating budget of \$6.5 million.

	Adopted Budget FY2024-25	Proposed Budget FY2025-26	Variance	%
Operating Revenue:				
Sewer Service Charges	\$ 5,197,840	\$ 5,200,000	\$ 2,160	0.0%
Total Operating Revenue	5,197,840	5,200,000	2,160	0.0%
Non-operating Revenues:				
Property taxes	680,000	1,700,000	1,020,000	150.0%
Connection Fee	2,000,000	5,910,000	3,910,000	195.5%
Interest Income	345,675	805,000	459,325	132.9%
Rental Income	36,360	36,360	-	0.0%
Other fees	-	50,000	50,000	0.0%
Total Non-operating Revenues	3,062,035	8,501,360	5,439,325	177.6%
Total Revenues	\$ 8,259,875	\$ 13,701,360	\$ 5,441,485	65.9%
Operating Expenditures:				
Salaries and Benefits	\$ 781,750	\$ 459,471	\$ (322,279)	-41.2%
Treatment Contract	2,186,000	2,700,000	514,000	23.5%
Contractual Services for Operation	890,000	1,200,000	310,000	34.8%
Engineering Services	180,000	576,520	396,520	220.3%
Legal Services	750,000	40,000	(710,000)	-94.7%
Accounting and related Services	230,000	57,100	(172,900)	-75.2%
Insurance	220,000	-	(220,000)	-100.0%
Meeting, Travel, and Training	48,000	50,500	2,500	5.2%
Other Operating Expenditures	455,900	245,716	(210,184)	-46.1%
Overhead Charges	-	1,123,373	1,123,373	N/A
Total Operating Expenditures	5,741,650	6,452,680	711,030	12.4%
Capital Expenditures	5,400,000	150,000	(5,250,000)	-97.2%
Total Expenditures	\$ 11,141,650	\$ 6,602,680	\$ (4,538,970)	-40.7%
Change in Fund Balance	\$ (2,881,775)	\$ 7,098,680	\$ 9,980,455	-346.3%
Use of Reserve	2,881,775	-	(2,881,775)	-100.0%
Budget Surplus (Deficit)	\$ -	\$ 7,098,680	\$ -	0.0%
Projected ending reserve	\$ 23,630,000	\$ 30,728,680	\$ 7,098,680	30.0%

Operating Revenue Budget Analysis



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The District's primary source of operating revenue is sewer service charges. These charges are based on the number of residential units and the historical water usage of commercial customers, using a flat rate of \$660 per Equivalent Residential Unit (ERU). With no change to the rate structure in FY 2025–26, projected sewer service charge revenue remains consistent with the prior year at approximately \$5.2 million.

Non-operating Revenue Budget Analysis

Non-operating revenues consist primarily of property tax allocations, connection (developer impact) fees, and investment income.

- **Property Tax:** Projected at \$1.7 million, reflecting a \$1.0 million increase from the prior year due to alignment with updated historical trends and assessed valuation growth.
- **Connection Fees:** Estimated at \$5.9 million, a \$3.9 million increase, based on known pipeline development projects anticipated for FY 2025–26.
- **Interest Income:** Budgeted at \$0.8 million, reflecting improved returns based on San Mateo County investment pool projections.

Together, non-operating revenues are projected at \$8.5 million, supporting capital project needs and contributing significantly to the District's surplus.

Operating Expenditures

Salaries and Benefits:

Personnel costs in FY 2025–26 reflect the post-reorganization staffing model. The prior year budget included approximately \$782,000 for the former General Manager, board stipends, and related benefits, including pension and OPEB obligations. In contrast, the proposed budget includes \$459,000 for 1.7 full-time-equivalent (FTE) dedicated employees through City's employment (Utility Manager and Administrative Assistant), plus continuing OPEB and pension UAL costs. This realignment results in direct savings of approximately \$322,000.

Executive and operational oversight is now provided by City staff under assigned District roles (General Manager, Treasurer, Engineer, Counsel, and Secretary), with associated costs captured through the City's cost allocation plan, expected to be finalized in June 2025.

Treatment Contracts:

Sewage treatment services are provided by the City of Palo Alto under a regional contract. The FY 2025–26 budget includes \$2.7 million for this item, a \$0.5 million increase from FY 2024–25, based on the most recent estimate from Palo Alto.

Contractual Services for Operation:

In lieu of prior in-house staff and temporary consultants, sewer system maintenance is now performed by West Bay Sanitary District. The FY 2025–26 budget includes \$1.2 million for this contract, an increase of approximately \$310,000, reflecting expanded services and improved regulatory compliance capacity.

Engineering Services:



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This category includes on-call consulting, capital project planning, and rate/impact fee studies. The FY 2025–26 budget is \$577,000, supporting sewer master planning, development impact fee updates, sewer rate study, and augmentation of City engineering staff working on EPASD projects.

Legal Services:

Outside legal counsel needs have significantly diminished following reorganization. The FY 2025–26 budget includes \$40,000, down from \$750,000 in the prior year, when the former Board increased legal support for the LAFCo process. Ongoing general legal support is now provided by the City Attorney’s Office and will be charged through the cost allocation study.

Accounting and Related Services:

External accounting support previously provided by a contract CPA has been replaced by the City’s Finance Department, with the prior contract terminated in January 2025. While this change saves approximately \$173,000 in direct consulting costs, internal finance support will be charged through the cost allocation plan.

Insurance:

The District currently participates in the Special District Risk Management Authority (SDRMA) pool, with FY 2024–25 premiums totaling \$205,000. The District will transition to the City’s self-insurance pool (PLAN JPA) in FY 2025–26. As insurance costs will be fully captured in the City’s cost allocation model going forward, no direct insurance expense is budgeted for FY 2025–26.

Next Steps and Conclusion

The proposed FY 2025–26 budget for the East Palo Alto Sanitary District reflects continued progress in strengthening financial oversight, modernizing operations, and supporting long-term capital needs under the City’s governance. Staff recommends that the Board review the proposed budget, provide feedback, and identify any areas requiring further analysis or refinement.

The next steps in the budget adoption process are as follows:

- **May 27, 2025** – This Budget Study Session (current meeting)
- **June 3, 2025** – Optional second budget study session, if additional discussion is needed
- **June 17, 2025** – Public hearing and final adoption of the FY2025–26 EPASD budget

Staff remains available to respond to Council/Board and community questions and will incorporate any necessary adjustments prior to the final hearing. The goal is to adopt a budget that ensures transparency, fiscal responsibility, and continued high-quality service delivery to the community.

Public Notice



EPASD PUBLIC HEARING ITEM 10.1

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.

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:

1. FY 2025-26 EPASD Proposed Budget with Detail Information



EPASD EAST PALO ALTO
SANITARY DISTRICT

BUDGET PROPOSAL

FY 2025 - 2026



	Adopted Budget FY2024-25	Proposed Budget FY2025-26	Variance	%
Operating Revenue:				
Sewer Service Charges	\$ 5,197,840	\$ 5,200,000	\$ 2,160	0.0%
Total Operating Revenue	5,197,840	5,200,000	2,160	0.0%
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Change in Fund Balance	\$ (2,881,775)	\$ 7,098,680	\$ 9,980,455	-346.3%
Use of Reserve	2,881,775	-	(2,881,775)	-100.0%
Budget Surplus (Deficit)	\$ -	\$ 7,098,680	-	0.0%
Projected ending reserve	\$ 23,630,000	\$ 30,728,680	\$ 7,098,680	30.0%

FY26

Expense Detail request (Excl. Payroll)

Department/Fund: East Palo Alto Sanitary District (Fund 530)

Fund	Division	Detail	Adopted FY 25	Proposed FY 26
53101 Staff Augmentation				
530	21212	Staff Augmentation	-	39,520
		Subtotal	-	39,520
53201 Other Professional and Technic				
530	13131	Other Professional and Technic	-	10,000
530	21212	Other Professional and Technic	3,241,000	4,444,300
530	95952	Other Professional and Technic	20,000	-
		Subtotal	3,261,000	4,454,300
53210 Legal and Accounting Services				
530	12121	Legal and Accounting Services	750,000	40,000
530	13131	Legal and Accounting Services	230,000	47,100
		Subtotal	980,000	87,100
54240 Building Maintenance				
530	21213	Building Maintenance	32,000	95,876
		Subtotal	32,000	95,876
54280 Janitorial Services				
530	21213	Building Maintenance	20,000	25,000
		Subtotal	20,000	25,000
54290 Other Repair and Maintenance				
530	21212	Other Repair and Maintenance	68,000	-
		Subtotal	68,000	-
54410 Land and Building Lease and Rental				
530	21212	Land and Building Lease and Rental	8,000	-
		Subtotal	8,000	-
55210 Premiums				
530	21212	Premium	220,000	-
		Subtotal	220,000	-
55300 Communications				
530	95952	Communications	15,000	15,040
		Subtotal	15,000	15,040
55400 Advertising				
530	21212	Advertising	28,000	25,000
		Subtotal	28,000	25,000
55800 Transportation and Training				
530	10101	Training for Board Members	-	7,500
530	12121	Transportation and Training	-	2,000
530	21212	Transportation and Training	48,000	11,000
		Subtotal	48,000	20,500

FY26

Expense Detail request (Excl. Payroll)

Department/Fund: East Palo Alto Sanitary District (Fund 530)

Fund	Division	Detail	Adopted FY 25	Proposed FY 26
		55910 Membership and Dues		
530	21212	Membership and Dues	30,000	30,000
		Subtotal	30,000	30,000
		55920 Special Events		
530	21212	Special Events	70,000	
		Subtotal	70,000	-
		55990 Other Services		
530	21212	Other Services	50,400	
		Subtotal	50,400	-
		60202 Uniform & Safety Apparel		
530	21213	Uniform & Safety Apparel	10,000	
		Subtotal	10,000	-
		60207 Utilities		
530	21212	Utilities	54,000	54,000
		Subtotal	54,000	54,000
		60208 Fuel		
530	21212	Fuel	15,000	
		Subtotal	15,000	-
		60209 Other Operating Supplies		
530	21212	Other Operating Supplies	10,500	8,500
		Subtotal	10,500	8,500
		60301 General Office Supplies		
530	21212	General Office Supplies	10,000	10,000
		Subtotal	10,000	10,000
		60302 Postage and Delivery		
530	21212	Postage and Delivery	5,000	5,000
		Subtotal	5,000	5,000
		70410 Furniture & Equipment Under \$5K		
530	21212	Furniture & Equip Under\$5k	25,000	
		Subtotal	25,000	-
		90310 Overhead Allocation		
530	95951	Overhead Allocation		1,023,615
530	95592	Overhead Allocation		99,758
		Subtotal	-	1,123,373
		* One-time expense		
		** Periodic expense (ex: every 5 years)		
		Division Total	4,959,900	5,993,209



EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: May 27, 2025
TO: Honorable Mayor and Members of the City Council
VIA: Melvin E. Gaines, City Manager
BY: Tomohito Oku, Finance Director
SUBJECT: Fiscal Year 2025-26 Proposed Budget Session Hearing No. 2

Recommendation

Review and discuss the proposed Fiscal Year 2025-26 budget and provide direction to staff.

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 13.1

Background

This item is a continuation of the Fiscal Year 2025–26 budget hearing that began on May 13, 2025. During the first session, the City Manager delivered the budget kickoff message, and the Finance Director presented key budget highlights, including a projected \$2.1 million General Fund deficit and continued structural fiscal challenges. The Council received presentations and held discussions with the following departments:

- City Manager’s Office
- Community & Economic Development
- Finance and Non-Departmental
- Police Department

The Council expressed the need for clarity regarding the status of approved positions—particularly those added through the mid-year budget amendment related to the EPASD transition—and the new positions requested in the FY 2025–26 Proposed Budget. Attachment 2 to this staff report provides a detailed position listing by department. The first page outlines all permanent positions previously approved by Council, while the second page identifies new staffing requests with estimated fully burdened costs.

Positions approved at Mid-year Budget:

- Administrative Assistant (1.0 FTE)
- Information Technology Specialist I/II (1.0 FTE)
- Accountant Senior (1.0 FTE)
- Special Project Manager (2-year limited term 0.5 FTE) – 100% grant funded

Continuing Limited Period positions requested in Proposed FY 2025-26 Budget:

- HR Technician I/II (1-year limited term 1.0 FTE) – Continuation
- HR Management Analyst I (1-year limited term 1.0 FTE) – Continuation
- Police Management Analyst II (1-year limited term 1.0 FTE) – Continuation

New positions requested May 12, 2025 (not yet included in budget calculations):

- Housing Specialist (1-year limited term 1.0 FTE)
- Maintenance Worker I (Permanent 1.0 FTE)

The following table shows the fully-burden cost for each position:



PUBLIC HEARING ITEM 13.1

Position	Funding		Total
	General Fund	Other Funds	
HR Technician I/II	\$ 125,000	\$ -	\$ 125,000
HR Management Analyst I	\$ 146,000	\$ -	\$ 146,000
Police Management Analyst II	\$ 207,000	\$ -	\$ 207,000
Housing Specialist*	\$ 28,000	\$ 112,000	\$ 140,000
Maintenance Worker I	\$ 25,600	\$ 102,400	\$ 128,000
Total	\$ 531,600	\$ 214,400	\$ 746,000

*costs to General Fund is expected to be recovered through housing fees including rent registry fees

It is important to note that the costs associated with the Housing Specialist and Maintenance Worker I positions are not currently included in FY2025-26 proposed budget.

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. Public Works Department
4. EPASD

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
2. Detailed Position Report



EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: May 13, 2025
TO: Honorable Mayor and Members of the City Council
VIA: Melvin E. Gaines, City Manager
BY: Tomohito Oku, Finance Director
SUBJECT: Fiscal Year 2025-26 Proposed Budget Session Hearing No. 1

Recommendation

Staff recommends that the City Council receive the proposed budget documents, staff presentations, community input, and provide direction on the Fiscal Year 2025-26 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

POLICY AND ACTION 8.1

Background

This item provides the City Council with a preliminary review of the FY 2025-26 Proposed Budget and an opportunity to provide feedback on resource allocation. Council discussion will continue on May 27, 2025, Study Session, and potentially again on June 3, 2025. Budget adoption is scheduled for June 17, 2025, during a public hearing as required by City Ordinance (Title 3, Chapter 3.08.080)

These budget sessions offer detailed department-level budget information and allow the public and Council to provide feedback and request changes.

Update on City Council Strategic Priorities:

Each year, the City aligns its budget development with the City Council's established Strategic Priorities and Work Plan to ensure that resources are focused on the community's most critical needs.

On April 22, 2025, the Council reviewed the draft FY2025–2029 Strategic Priorities and developed a draft FY2025–2027 Work Plan. Input from a comprehensive engagement effort that gathered input from residents, stakeholders, and community leaders shaped seven emerging Strategic Priority areas:

- 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

Council prioritized a focused set of projects that align with these priorities, while recognizing the City's financial and staffing limitations. Staff are currently assessing the resources required to implement these projects over the next two fiscal years while the consultant put out a community survey and is hosting community feedback events. Staff findings and community feedback will be presented on June 3, along with a recommended FY 2025–2027 Work Plan. Final adoption of the Strategic Priorities and Work Plan is scheduled for June 17, 2025.

POLICY AND ACTION 8.1

EPASD Budget Integration:

As of October 1, 2024, the East Palo Alto Sanitary District (EPASD) operates as a subsidiary district of the City. Its FY 2025-26 budget will be included as a standalone enterprise fund in the City's financial plan. An independent EPASD budget document will also be prepared and submitted to the EPASD Advisory Committee for comment and the EPASD Board for adoption.

This dual presentation approach reflects the District's continuing need for dedicated governance oversight and public accountability, while ensuring compliance with City financial reporting and appropriation processes. The District will also continue to issue separate audited financial statements and maintain a distinct operational and capital budget structure within the City's broader financial system.

The City's Basic Financial Statements will include the financial activities of the District as a blended component unit, as required by generally accepted accounting principles in the United States (US GAAP). Under Governmental Accounting Standards Board (GASB) guidance, a blended component unit is a legally separate entity that is so closely related to the primary government that it is reported as part of the primary government in the financial statements—as if it were a department or fund of the City itself. Blending is appropriate when the component unit's governing body is substantively the same as the governing body of the primary government (in this case, the City Council also serves as the District's Board), and a financial benefit or burden relationship or operational responsibility exists.

Although reported as a blended component unit, the District's financial activities are accounted for in a separate enterprise fund—within the proprietary fund category—similar to the City's water and garbage collection enterprise funds. This fund structure ensures financial transparency and clearly distinguishes the District's operations from other City functions.

Analysis

The FY 2025-26 Budget is projected to have a structural deficit, meaning an ongoing imbalance between revenues and expenditures, in the General Fund. The costs of doing business are projected to continually rise at rates that outpace the projected revenue of the City. Given this, the City is only recommending items that are necessary to maintain essential services in critical areas, and services that can be funded with one-time funds. The City is also not able to address current critical facilities and infrastructure upgrades. The FY 2025-26 budget continues to allocate resources to core Citywide functions, Council Strategic Priority projects, and continuous organizational improvement efforts aimed at long-term service delivery.

POLICY AND ACTION 8.1

Overview FY2025-26 Budget Summary

The table below summarizes the City's FY2025-26 proposed budget by fund type. FY 2025-26 total citywide revenues (excluding the Successor Agency) are projected at \$77.1 million; \$3.7 million less than the FY 2024-25 adopted budget. Total FY 2025-26 citywide expenditures are \$60.3 million; approximately \$8.6 million less than the FY 2024-25 adopted budget. This results in a proposed budget with a net surplus of \$16.8 million. This surplus is driven by positive net positions across all fund types except the General Fund.

The projected fund balances by major fund type are:

- General Fund: **-\$2.1 million (deficit)**
- Restricted Funds: **\$2.1 million surplus**
- Capital Funds: **\$2.9 million surplus**
- Enterprise Funds: **\$13.9 million surplus**

The projected General Fund deficit of \$2.1 million reflects a combination of revenue adjustments and increased costs, which are detailed in a subsequent section of this report. Staff will continue to monitor General Fund performance closely and recommend adjustments as needed to maintain long-term fiscal stability.

The surpluses in the Restricted and Capital Funds are primarily due to timing differences when revenues are received and when expenditures occur. In many special revenue funds, revenues are collected in before the associated program costs are incurred, resulting in temporary surpluses. In contrast, capital project spending often occurs before the corresponding revenue reimbursements from grant funds are received. However, in FY2025-26, the \$4.5 million in Capital Fund revenue is primarily from developer impact fees, which are collected upfront—creating a surplus for the current fiscal year.

The Enterprise Funds now 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 (\$5.9 million), and Water Service Fund impact fees (\$5.5 million). As previously noted, the EPASD budget will be reviewed and approved separately by the Board but is included in the City's overall budget as an enterprise fund.



POLICY AND ACTION 8.1

FY 2025-26 Proposed - Citywide Funds (\$ In 000's)						
Description	General Fund	Restricted Funds	Capital Funds	Enterprise Funds	TOTAL CITY FUNDS	Successor Trust Fund
Total Revenues	35,682	11,690	4,533	25,157	77,062	1,957
Total Expenditures	(36,916)	(10,451)	(1,645)	(11,270)	(60,282)	(2,023)
Net Sources / (Uses)	(1,234)	1,239	2,888	13,887	16,780	(65)
Net Transfers	(875)	875	-	-	-	-
Change in Fund Balance	(2,108)	2,113	2,888	13,887	16,780	(65)
Use of Reserve	2,108	-	-	-	2,108	65

More detailed information is available in Attachments 1 and 2.

General Fund Revenue

The City's General Fund revenue for FY 2025-26 is projected to decrease by approximately \$1.5 million, or 4.1%, compared to projected revenues for FY 2024-25. 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 increase by \$388,000 (2.2%). However, the growth in assessed property values has slowed significantly—estimated at 2.4% compared to the 10-year average of 7.9%. This estimate also includes a \$2.5 million projected shortfall in Property Tax In-Lieu of Vehicle License Fee (VLF) revenues for FY 2025-26, following similar shortfalls of \$2.4 million in FY 2023-24 and FY 2024-25. This estimate does not include potential backfill payments from the State for prior-year shortfalls.
- Sales Tax:** Sales tax revenue is expected to decline by \$200,000 (3.1%), largely due to reduced consumer spending influenced by persistent inflation and restrictive monetary policy.
- Business License Tax:** A significant drop of \$1.5 million (65.5%) is projected. This reduction stems from Measure JJ, approved by voters in November 2024, which restricts the landlord business license tax previously authorized under Measure L. The General Fund will lose approximately \$1.6 million revenue, though it can retain up to 20% of the tax revenue—approximately \$300,000—for administrative purposes resulting a net loss of \$1.3 million in General Fund.
- Interest Income:** Projected to decline by \$210,000 due to anticipated reductions in the federal policy interest rate, which would lower returns on allowable investments. This revenue is included under the "Use of money and property" category in the table below.

POLICY AND ACTION 8.1

- **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.

The table below reflects a preliminary General Fund revenue detail:

General Fund Revenue	FY 2024-25 Mid-year	FY 2025-26 Projection	Variance
Property taxes	\$ 17,384,764	\$ 17,773,000	\$ 388,236
Sales taxes	5,479,000	\$ 5,279,000	(200,000)
Transient Occupancy Tax	2,200,000	\$ 2,200,000	-
Business License Tax	2,310,000	\$ 800,000	(1,510,000)
Utility Users Tax	1,788,874	\$ 2,094,000	305,126
Other taxes	90,000	\$ 90,000	-
Licenses, fees and permits	1,395,000	\$ 1,552,000	157,000
Charges for services	2,944,170	\$ 2,719,000	(225,170)
Fines and forfeitures	290,000	\$ 495,000	205,000
Use of money and property	2,220,000	\$ 2,010,000	(210,000)
Grants and intergovernmental	495,000	\$ 65,000	(430,000)
Other Miscellaneous Revenues	600,000	\$ 605,000	5,000
Total GF Revenues	\$ 37,196,808	\$ 35,682,000	\$ (1,514,808)

General Fund Expenditure

Total General Fund expenditures, including net transfers, are proposed at \$37.8 million for FY 2025-26. 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; despite new positions being necessary in various departments to provide the level of service the community desires. It also reflects current economic conditions, including elevated inflationary pressures and the results of prior union agreements.

Excluding net transfers, General Fund expenditures are projected to increase by \$1.1 million (3.2%) compared to the FY 2024-25 adopted budget. This increase is primarily driven by rising personnel costs (wages and benefits), increased insurance premiums, and cost inflation across goods and services. Additional workload demands associated with Council's strategic priorities also contribute to the increase.

The proposed expenditure budget reflects preliminary findings from the City's updated Cost Allocation Plan, expected to be finalized in June 2025. This updated plan, replacing the FY 2019-20 version, more accurately distributes internal service costs based on the City organization's current structure and service levels. As a result, the General Fund is expected to benefit from approximately \$1.7 million in new cost savings through increased cost recovery from other (non-General Fund) departments and programs.

POLICY AND ACTION 8.1

A portion of this expenditure growth is offset by a \$1.0 million pause in General Fund capital transfers. This budget does not transfer any projected General Fund revenue to capital expenditures. Traditionally, the City has appropriated \$1 million or more annually to capital expenditures.

Exclusions from the Proposed Budget

The following are not included in the proposed General Fund expenditure budget:

1. Previously approved encumbrances or carryforward capital expenditures.
2. New positions or classification changes.
3. Major funding for the City Council Strategic Priorities.

These items will be discussed along with department-level budget details during budget hearings. The budget presented for adoption on June 17 will incorporate Council direction regarding new positions, classification modifications and Strategic Priorities. Previously approved encumbrances or carryforward capital expenditures will be reflected in the FY 2025-26 mid-year budget adjustment.

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

General Fund Expenditure by Department	FY 2024-25 Adopted	FY 2025-26 Proposed	Variance
City Council	190,693	272,105	81,412
City Attorney	1,344,052	1,461,060	117,008
City Clerk	592,026	503,618	(88,408)
City Manager	4,544,891	6,321,414	1,776,523
Finance	1,489,587	1,663,133	173,546
Community & Economic Development	6,094,344	4,264,008	(1,830,336)
Public Works	5,036,564	5,984,155	947,591
Police	14,906,446	16,037,157	1,130,711
Non-Departmental			-
Capital/Technology	-	-	-
Insurance and Settlements	1,052,624	1,066,347	13,723
Other Non-Departmental	1,449,406	1,990,391	540,985
Overhead Allocation	(929,182)	(2,647,709)	(1,718,527)
Sub-total	35,771,451	36,915,679	1,144,228
Transfers - Operational	795,412	874,812	79,400
Transfers - Capital	1,050,000	-	(1,050,000)
Total General Fund Expenditures	\$ 37,616,864	\$ 37,790,491	\$ 173,628

POLICY AND ACTION 8.1

Personnel costs across all departments increased due to merit increases, the results of previous union agreements and other benefits increases. See the summary of the major variances by department below:

- City Manager’s Office: Plans to undertake various projects during FY 2025-26 including a community surveying and financing option study (\$200K), citywide performance audit (\$200K), economic development strategic plan (\$125K), additional emergency planning and development efforts (\$135K), compensation and classification studies (\$200K), citywide ergonomic studies (\$150K), park improvements (\$350K) – totaling \$1.3 million
- Community and Economic Development: Projects a reduction largely due to the building inspection and staff augmentation (\$1.7 million) contract in the prior fiscal year (FY 2024-25), which is not included in the FY 2025-26 proposed budget
- Public Works: Increase will result from engineering development review consulting (\$200K), SB35 plan review consulting (\$80K), on-call geotechnical and transportation consulting (\$100K), tree inventory and assessment efforts (\$100K), graffiti abatement (\$75K), and side-walk repairs (\$75K) – totaling \$0.6 million
- Police: the variance (7.6%) is largely related to the personnel cost increase resulting from the previous union agreement and the rising health costs.

More detailed information will be provided by respective department presentations.

Key Budget Development Considerations

The development of the FY 2025–26 Proposed Budget was shaped by several critical factors that influenced funding decisions, resource prioritization, and long-term financial planning.

Key considerations include:

- a. General Fund resources and a structural deficit
- b. Available reserves and use of reserves
- c. City Council Strategic Priorities
- d. Two-year Capital Budget Update
- e. Personnel changes

Each consideration is discussed in detail below to provide context for the City’s fiscal strategy.

a. General Fund Resources and Structural Deficit

Since FY 2020–21, the City has faced a structural General Fund deficit, where baseline expenditures consistently exceed recurring revenue. While the City has managed to balance recent budgets or have surpluses in the actual financial results, these outcomes have relied heavily on one-time federal COVID-19 relief funding, vacancy savings, and conservative fiscal management. However, underlying revenue growth, particularly in tax revenues, has lagged behind inflation and rising costs—especially in wages and benefits. In other words, **this is not sustainable**.

POLICY AND ACTION 8.1

Key factors contributing to the structural imbalance include:

1. **Property Tax In-Lieu of VLF Shortfalls:** A \$2.5 million shortfall is projected for FY 2025–26 due to state legislation affecting school funding formulas and vehicle license fee (VLF) allocations. Although the State has historically provided backfill payments within one to two years, no long-term legislative fix has been enacted.
2. **Measure L/JJ Revenue Shift:** Under Measure L, the landlord business license tax produced General Fund revenues. Following the November 2024 voters' passage of Measure JJ, approximately \$1.6 million in annual business license tax revenue will be reallocated from the General Fund to a Special Housing Fund. The General Fund may only retain up to 20% of this revenue (around \$300,000) for administrative overhead, reducing flexible funding for general operations. Net loss to the General Fund of the revenue is estimated to \$1.3 million annually.
3. **Weak Transient Occupancy Tax (TOT):** TOT revenues remain below pre-pandemic levels due to slow recovery in the travel and hospitality sectors.
4. **Flat or Declining Sales Tax:** Consumer spending has softened due to persistent inflation and shifts in consumer behavior, resulting in stagnant or declining sales tax revenues.
5. **Limited Revenue Diversity:** The City's revenue base is concentrated primarily in sales tax, TOT, and property tax, making it susceptible to sector-specific or cyclical downturns.
6. **Delayed Taxable Development:** Infrastructure constraints, sewer service disputes, commercial real estate market instability, and delays in the Ravenswood Business District Specific Plan have slowed new development, limiting opportunities for revenue growth.

The Proposed FY 2025–26 General Fund Budget reflects a projected \$2.1 million deficit, balanced using one-time reserves. The largest driver is the \$2.5 million property tax in-lieu of VLF shortfall. The net loss from Measure JJ is projected to be \$1.3 million as 20% of Measure JJ revenues are transferred to the General Fund for administrative costs related to housing. The \$1.7 million in new cost savings from the updated Cost Allocation Plan reduces these revenue losses; however, the underlying structural deficit remains.

If the State provides VLF backfill payments for FY2023–24 or FY2024–25 VLF revenue losses—as it has in prior years—the deficit may be immediately overcome. Nonetheless, the absence of a long-term fix highlights the need for sustainable fiscal strategies, including revenue diversification and continued cost control.



POLICY AND ACTION 8.1

b. Available Reserves and Use of Reserve

As of June 30, 2025, the General Fund reserve is projected to be \$32.8 million, not including the \$11.3 million contingency reserve (equal to approximately 30% of the proposed General Fund expenditure budget). The unassigned reserve is available at the City Council's discretion.

To balance the FY 2025-26 budget, staff propose a one-time use of \$2.1 million from the unassigned reserve, reducing it to \$30.7 million. In addition, staff recommend allocating a portion of the remaining unassigned reserve to support work plans and programs aligned with the City Council's Strategic Priorities. Staff will also recommend a number of capital projects be funded with the majority of the remaining unassigned reserve.

The table below outlines the projected reserves as of June 30, 2025, by program type across all fund types.

PROJECTED RESERVE AS OF JUNE 30, 2025				
	FUND TYPE			
	General Fund	CIP Funds	Restricted Funds	Total
Restricted Reserves for:				
Infrastructure Programs	\$ -	\$ -	\$ 16,593,000	\$ 16,593,000
Housing Programs	\$ -	\$ -	\$ 16,109,000	\$ 16,109,000
Community Programs	\$ -	\$ -	\$ 2,364,000	\$ 2,364,000
Capital Projects	\$ -	\$ 2,618,000		\$ 2,618,000
Other Programs	\$ 45,039	\$ -		\$ 45,039
Committed fund balance for:				
CalPERS prefunding	\$ 3,000,000	\$ -	\$ -	\$ 3,000,000
Information Technology Reserve	\$ 3,703,000	\$ -	\$ -	\$ 3,703,000
Vehicles Equipment Reserve	\$ 992,000	\$ -	\$ -	\$ 992,000
Self Insurance Reserve	\$ 2,095,000	\$ -	\$ -	\$ 2,095,000
Capital Projects	\$ -	\$ 8,443,201	\$ -	\$ 8,443,201
Other Programs	\$ 729,770	\$ -	\$ -	\$ 729,770
Assigned fund balance				
Capital Projects	-	12,846,000	-	
Unassigned fund balance				
Contingency reserve	\$ 11,336,817	\$ -		\$ 11,336,817
Other Purposes	\$ 32,831,242	\$ -	\$ -	\$ 32,831,242

c. City Council Strategic Priorities

The FY 2025–26 proposed budget was developed in alignment with the draft FY 2025–2029 Strategic Priorities and the emerging FY 2025–2027 Council Work Plan, as discussed at the April 22, 2025, City Council meeting. Given the City’s limited financial and staffing capacity, the proposed budget focuses on maintaining essential services and advancing select high-priority projects from the FY 2023–2025 Work Plan that are already underway or ready for implementation.

Core services—including public safety, maintenance, housing and anti-displacement programs, and administrative operations—are funded to ensure continuity in service delivery. While several new initiatives identified in the recent Council priority-setting process have been incorporated, many others—particularly those requiring significant one-time or ongoing funding—have not yet been included.

Staff are currently assessing the staffing and financial resources required to carry out the top-priority projects identified on April 22. In parallel, the City’s consultant is conducting community engagement to assess public support for both the Strategic Priorities and potential projects. On June 3, staff will present:

- A recommended FY 2025–2027 Council Work Plan
- Community feedback results
- An analysis of each project's estimated costs and schedule
- Whether proposed projects are already funded in the FY 2025–26 budget

At that meeting, as mentioned earlier, staff will recommend using a portion of the \$30.7 million unassigned General Fund reserve to fund any high-priority projects not currently included in the proposed budget.

Final adoption of the FY 2025–2029 Strategic Priorities, the FY 2025–2027 Council Work Plan, and the FY 2025-26 Budget is scheduled for June 17, 2025.

d. Personnel Changes

Given the ongoing structural deficit in the General Fund, the City is taking a cautious approach to staffing in FY 2025–26. 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.

The City Manager recommends continuing three currently filled limited-term positions in FY 2025-26. 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 \$477,500, which is included in the proposed budget.

POLICY AND ACTION 8.1

In addition, the Public Works Department has requested a new, ongoing Maintenance Worker I position—the first expansion of the Maintenance Division in over a decade, during which the City’s maintenance responsibilities have substantially grown (especially trash management including removal of litter and debris and illegal dumped items throughout the City). The estimated annual cost of this position is \$127,903, approximately 20% of which is charged to General Fund (\$25,280) and the remaining amount (\$102,322) is charged to various utility funds depending on the actual time tracking. This position is not currently included in the proposed budget and will be presented for consideration during the department’s budget hearing.

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. Any staffing changes the Council chooses to fund will be incorporated into the final proposed budget presented for adoption on June 17, 2025.

The table below outlines the City Manager staffing recommendations:

Title	Division	Note	Net FTE	Funding Source	Estimated Annual Cost
Limited terms:					
Management Analyst II	Police Admin	Continuation from the current deployment. Staff seek for one more year extension	1.0	General	\$ 207,000
Management Analyst I	Human Resources	Continuation from the current deployment. Staff seek for one more year extension	1.0	General	146,000
Human Resource Technician I/II	Human Resources	Continuation from the current 18 month deployment . Staff seek for 6 more month extension	1.0	General	124,500
Sub-total limited term			3.0		\$ 477,500
Additions:					
Maintenance Worker I	Maintenance	Overall maintenance responsibilities have grown substantially including in the area of trash management	1.0	General / Utilities	127,903
Sub-total addition			1.0		\$ 127,903

e. Capital Budget Update

The Capital Improvement Plan (“CIP”) serves as the City's roadmap for maintaining, upgrading, and developing its public infrastructure and facilities. Generally, a CIP provides a five- to ten-year plan for all individual capital projects, equipment purchases, and major studies. This includes construction, scheduling, and financing for each project. A comprehensive CIP clearly delineates the objectives of capital programs and its relationships to a City’s long-range development plans.

The City’s current Ten-Year CIP was adopted on September 15, 2020. Since then, a number of new projects have been added to the CIP based on City Council priorities, grants, and staff recommendations. An updated Ten-year CIP was presented to and approved by the City Council on May 30, 2024.



POLICY AND ACTION 8.1

The following table lists the CIP projects scheduled to commence in FY25-26, with their costs included in the proposed budget.

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

Staff will return to the City Council for consideration of contractual approvals for these projects. It's worth noting that the costs associated to CIP local match fund are funded by the transfers from the General Fund previously authorized by the City Council. In addition to these projects presented on the table, ongoing and projects unfinished by the current fiscal year end will be carried forward through the mid-year budget process and added to the revised budget.

Proposed Budget Documents (Attachments)

- **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 contract and project which make up the total proposed expenditure budget

The CIP lists almost \$286 million in unfunded capital projects over the decade.

 **POLICY AND ACTION 8.1*****Department Budget Presentation***

Each department will provide its budget presentation in the following order. Any department's presentations that are not completed in this budget meeting will be presented in the following budget session scheduled for May 27, 2025.

Order	Dept	Head (Presenter)
1	CM Kickoff Message and Budget Overview	Melvin Gaines/Tomo Oku
2	City Manager's Office	Shiri Klima
3	Community & Economic Development Department	Amy Chen
4	Finance and Non-departmental	Bo-Kyoung Kim
5	Police Department	Jeff Liu
6	City Attorney's Office	John Lê
7	City Clerk (Including City Council)	James Colin
8	Public Works Department	Humza Javed
9	EPASD	Humza Javed

Fiscal Impact

There is no fiscal impact by this report. The budget is scheduled to be adopted on June 17, 2025.

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. 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
Revenues							
Property Tax	17,773,000	1,059,453	-	1,700,000	20,532,453	1,562,728	22,095,181
Sales Tax	5,279,000	-	-	-	5,279,000	-	5,279,000
Transient Occupancy Tax	2,200,000	550,000	-	-	2,750,000	-	2,750,000
Business License Tax	800,000	1,620,690	-	-	2,420,690	-	2,420,690
Utility User Tax	2,094,000	-	-	-	2,094,000	-	2,094,000
Other Taxes	90,000	3,321,917	-	-	3,411,917	-	3,411,917
Licenses, Fees, and Permits	1,552,000	1,033,616	3,691,099	5,463,578	11,740,293	-	11,740,293
Charges for Services	2,719,000	131,325	-	9,850,370	12,700,695	-	12,700,695
Fines and Forfeitures	495,000	2,500	-	-	497,500	-	497,500
Use of Money and Property	2,010,000	1,700,058	733,117	1,960,034	6,403,208	81,077	6,484,285
Grants and Intergovernmental	65,000	1,370,000	109,000	-	1,544,000	-	1,544,000
Other Miscellaneous	605,000	900,000	-	6,183,333	7,688,333	-	7,688,333
Total Revenues	35,682,000	11,689,558	4,533,216	25,157,315	77,062,089	1,643,805	78,705,894
Expenditures							
City Council	272,105	-	-	-	272,105	-	272,105
City Attorney	1,461,060	42,500	-	47,000	1,550,560	1,400	1,551,960
City Clerk	503,618	-	-	-	503,618	-	503,618
City Manager	6,321,414	2,895,000	-	-	9,216,414	-	9,216,414
Finance	1,663,133	8,326	62,671	59,400	1,793,530	27,596	1,821,126
Community Development	4,264,008	1,842,186	-	-	6,106,194	-	6,106,194
Public Works	5,984,155	1,880,009	169,267	5,737,232	13,770,663	-	13,770,663
Police	16,037,157	320,000	-	-	16,357,157	-	16,357,157
Non-Departmental							
Capital/Technology	-	2,500,000	1,223,122	300,000	4,023,122	-	4,023,122
Insurance and Settlements	1,066,347	-	-	-	1,066,347	-	1,066,347
IT Operations	563,660	-	-	15,040	578,700	-	578,700
Other Non-Departmental	1,426,731	107,201	-	3,527,143	5,061,075	1,613,925	6,675,000
Overhead Allocation	(2,647,709)	855,802	190,210	1,584,413	(17,284)	17,284	-
Total Expenditures	36,915,679	10,451,024	1,645,270	11,270,228	60,282,201	1,660,205	61,942,406
Net Sources / (Uses)	(1,233,679)	1,238,534	2,887,946	13,887,087	16,779,888	(16,400)	16,763,488
Other Financing Sources / (Uses)							
Transfers In	-	874,812	-	-	874,812	-	874,812
Transfers Out	(874,812)	-	-	-	(874,812)	-	(874,812)
Net Operating Transfers	(874,812)	874,812	-	-	-	-	-
Change in Fund Balance	(2,108,491)	2,113,346	2,887,946	13,887,087	16,779,888	(16,400)	16,763,488
Other Changes	-	-	-	-	-	-	-
Projected Fund Balance							
July 01, 2025 Balance*	32,831,000	35,066,000	15,464,000	36,771,000	120,132,000	(13,944,032)	106,187,968
June 30, 2026 Balance	30,722,509	37,179,346	18,351,946	50,658,087	136,911,888	(13,960,432)	122,951,456

*Excludes certain assets, reserves, and commitments.

CITY OF EAST PALO ALTO
FY 2025-2026 GENERAL FUND BUDGET

	General Fund F110	Info Services Reserve F111	Equipment and Vehicle Reserve F112	Insurance Reserve F113	Development Pass Through F117	Eliminating	Total
Revenues							
Property Tax	17,773,000	-	-	-	-	-	17,773,000
Sales Tax	5,279,000	-	-	-	-	-	5,279,000
Transient Occupancy Tax	2,200,000	-	-	-	-	-	2,200,000
Business License Tax	800,000	-	-	-	-	-	800,000
Utility User Tax	2,094,000	-	-	-	-	-	2,094,000
Other Taxes	90,000	-	-	-	-	-	90,000
Licenses, Fees, and Permits	1,552,000	-	-	-	-	-	1,552,000
Charges for Services	2,719,000	-	-	-	-	-	2,719,000
Fines and Forfeitures	495,000	-	-	-	-	-	495,000
Use of Money and Property	2,010,000	-	-	-	-	-	2,010,000
Grants and Intergovernmental	65,000	-	-	-	-	-	65,000
Other Miscellaneous	-	-	-	-	605,000	-	605,000
Total Revenues	35,077,000	-	-	-	605,000	-	35,682,000
Expenditures							
City Council	264,605	7,500	-	-	-	-	272,105
City Attorney	1,340,060	1,000	-	70,000	50,000	-	1,461,060
City Clerk	384,940	118,678	-	-	-	-	503,618
City Manager	5,764,445	556,969	-	-	-	-	6,321,414
Finance	1,588,519	74,614	-	-	-	-	1,663,133
Community Development	3,703,202	60,806	-	-	500,000	-	4,264,008
Public Works	5,876,252	37,903	70,000	-	-	-	5,984,155
Police	15,646,413	270,244	120,500	-	-	-	16,037,157
Non-Departmental							
Major Capital	-	-	-	-	-	-	-
Insurance and Settlements	-	-	-	1,066,347	-	-	1,066,347
IT Operations	-	563,660	-	-	-	-	563,660
Other Non-Departmental	1,426,731	-	-	-	-	-	1,426,731
Overhead Allocation	(2,307,892)	(184,160)	-	(155,657)	-	-	(2,647,709)
Total Expenditures	33,687,275	1,507,214	190,500	980,690	550,000	-	36,915,679
Net Sources / (Uses)	1,389,725	(1,507,214)	(190,500)	(980,690)	55,000	-	(1,233,679)
Other Financing Sources / (Uses)							
Transfers In	-	1,507,214	190,500	980,690	-	(2,678,404)	-
Transfers Out	(3,553,216)	-	-	-	-	2,678,404	(874,812)
Net Operating Transfers	(3,553,216)	1,507,214	190,500	980,690	-	-	(874,812)
Change in Fund Balance	(2,163,491)	-	-	-	55,000	-	(2,108,491)
Other Changes	55,000	-	-	-	(55,000)	-	-
Projected Fund Balance							
July 01, 2025 Balance*	32,831,000	3,703,000	992,000	2,095,000	-	(6,790,000)	32,831,000
June 30, 2026 Balance	30,722,509	3,703,000	992,000	2,095,000	-	(6,790,000)	30,722,509

*Excludes certain reserves and commitments

CITY OF EAST PALO ALTO
FY 2025-2026 SPECIAL REVENUE FUNDS BUDGET

	Community Programs	Housing Programs	Transportation and Infrastructure Programs	Total
Revenues				
Property Tax	-	-	1,059,453	1,059,453
Sales Tax	-	-	-	-
Transient Occupancy Tax	275,000	275,000	-	550,000
Business License Tax	-	1,620,690	-	1,620,690
Utility User Tax	-	-	-	-
Other Taxes	-	1,677,000	1,644,917	3,321,917
Licenses, Fees, and Permits	-	1,033,616	-	1,033,616
Charges for Services	-	-	131,325	131,325
Fines and Forfeitures	-	2,500	-	2,500
Use of Money and Property	234,728	656,511	808,818	1,700,058
Grants and Intergovernmental	237,000	-	1,133,000	1,370,000
Other Miscellaneous	900,000	-	-	900,000
Total Revenues	1,646,728	5,265,317	4,777,513	11,689,558
Expenditures				
City Council	-	-	-	-
City Attorney	15,000	27,500	-	42,500
City Clerk	-	-	-	-
City Manager	940,000	-	1,955,000	2,895,000
Finance	-	2,442	5,884	8,326
Community Development	921	1,841,265	-	1,842,186
Public Works	123,563	-	1,756,446	1,880,009
Police	320,000	-	-	320,000
Non-Departmental	-	-	-	-
Capital/Technology	-	-	2,500,000	2,500,000
Insurance and Settlements	-	-	-	-
IT Operations	-	-	-	-
Other Non-Departmental	-	13	107,188	107,201
Overhead Allocation	9,011	344,398	502,393	855,802
Total Expenditures	1,408,495	2,215,618	6,826,911	10,451,024
Net Sources / (Uses)	238,233	3,049,699	(2,049,398)	1,238,534
Other Financing Sources / (Uses)				
Transfers In	-	-	874,812	874,812
Transfers Out	-	-	-	-
Net Operating Transfers	-	-	874,812	874,812
Change in Fund Balance	238,233	3,049,699	(1,174,586)	2,113,346
Other Changes	-	-	-	-
Projected Fund Balance				
July 01, 2025 Balance*	2,364,000	16,109,000	16,593,000	35,066,000
June 30, 2026 Balance	2,602,233	19,158,699	15,418,414	37,179,346

*Excludes certain reserves and commitments

CITY OF EAST PALO ALTO
FY 2025-2026 COMMUNITY PROGRAMS BUDGET

	Public Safety Grants F213	Federal and State Grants F215	Local Grants F230	CYSFF TOT F231	Measure C F232	Total Community Programs
Revenues						
Property Tax	-	-	-	-	-	-
Sales Tax	-	-	-	-	-	-
Transient Occupancy Tax	-	-	-	275,000	-	275,000
Business License Tax	-	-	-	-	-	-
Utility User Tax	-	-	-	-	-	-
Other Taxes	-	-	-	-	-	-
Licenses, Fees, and Permits	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-	-
Use of Money and Property	19,839	18,064	152,314	44,511	-	234,728
Grants and Intergovernmental	230,000	7,000	-	-	-	237,000
Other Miscellaneous	-	750,000	150,000	-	-	900,000
Total Revenues	249,839	775,064	302,314	319,511	-	1,646,728
Expenditures						
City Council	-	-	-	-	-	-
City Attorney	-	-	15,000	-	-	15,000
City Clerk	-	-	-	-	-	-
City Manager	-	-	590,000	350,000	-	940,000
Finance	-	-	-	-	-	-
Community Development	-	921	-	-	-	921
Public Works	-	-	123,563	-	-	123,563
Police	170,000	-	150,000	-	-	320,000
Non-Departmental			-	-	-	-
Capital/Technology	-	-	-	-	-	-
Insurance and Settlements	-	-	-	-	-	-
IT Operations	-	-	-	-	-	-
Other Non-Departmental	-	-	-	-	-	-
Overhead Allocation	-	-	-	9,011	-	9,011
Total Expenditures	170,000	921	878,563	359,011	-	1,408,495
Net Sources / (Uses)	79,839	774,143	(576,249)	(39,500)	-	238,233
Other Financing Sources / (Uses)						
Transfers In	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Net Operating Transfers	-	-	-	-	-	-
Change in Fund Balance	79,839	774,143	(576,249)	(39,500)	-	238,233
Other Changes	-	-	-	-	-	-
Projected Fund Balance						
July 01, 2025 Balance*	429,000	378,000	663,000	894,000	-	2,364,000
June 30, 2026 Balance	508,839	1,152,143	86,751	854,500	-	2,602,233

*Excludes certain reserves and commitments

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

	Rent Stabilization F204	Housing Lieu F207	In Housing Assistance F209	Housing Commercial Impact F216	Housing TOT F218	Measure HH F219	Housing Successor F220	Silicon Valley Community F233	Measure JJ F235	Total
Revenues										
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	421,200	612,416	-	-	-	-	-	-	-	1,033,616
Charges for Services	-	-	-	-	-	-	-	-	-	-
Fines and Forfeitures	2,500	-	-	-	-	-	-	-	-	2,500
Use of Money and Property	19,732	260,317	14,223	-	80,058	244,407	37,774	-	-	656,511
Grants and Intergovernmental	-	-	-	-	-	-	-	-	-	-
Other Miscellaneous	-	-	-	-	-	-	-	-	-	-
Total Revenues	443,432	872,733	14,223	-	355,058	1,921,407	37,774	-	1,620,690	5,265,317
Expenditures										
City Council	-	-	-	-	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-	27,500	-	-	27,500
City Clerk	-	-	-	-	-	-	-	-	-	-
City Manager	-	-	-	-	-	-	-	-	-	-
Finance	-	-	-	-	-	2,442	-	-	-	2,442
Community Development	415,694	109,880	2,255	37,500	-	244,529	225,942	-	805,465	1,841,265
Public Works	-	-	-	-	-	-	-	-	-	-
Police	-	-	-	-	-	-	-	-	-	-
Non-Departmental										
Capital/Technology	-	-	-	-	-	-	-	-	-	-
Insurance and Settlements	-	-	-	-	-	-	-	-	-	-
IT Operations	-	-	-	-	-	-	-	-	-	-
Other Non-Departmental	-	-	-	-	-	13	-	-	-	13
Overhead Allocation	317,435	10,466	8,981	-	7,516	-	-	-	-	344,398
Total Expenditures	733,129	120,346	11,236	37,500	7,516	246,984	253,442	-	805,465	2,215,618
Net Sources / (Uses)	(289,697)	752,387	2,987	(37,500)	347,542	1,674,423	(215,668)	-	815,225	3,049,699
Other Financing Sources / (Uses)										
Transfers In	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-
Net Operating Transfers	-	-	-	-	-	-	-	-	-	-
Change in Fund Balance	(289,697)	752,387	2,987	(37,500)	347,542	1,674,423	(215,668)	-	815,225	3,049,699
Other Changes	-	-	-	-	-	-	-	-	-	-
Projected Fund Balance										
July 01, 2025 Balance*	214,000	5,383,000	396,000	-	2,364,000	7,218,000	534,000	-	-	16,109,000
June 30, 2026 Balance	(75,697)	6,135,387	398,987	(37,500)	2,711,542	8,892,423	318,332	-	815,225	19,158,699

*Excludes certain reserves and commitments

CITY OF EAST PALO ALTO
FY 2025-2026 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
Revenues								
Property Tax	-	-	-	-	892,289	167,164	-	1,059,453
Sales Tax	-	-	-	-	-	-	-	-
Transient Occupancy Tax	-	-	-	-	-	-	-	-
Business License Tax	-	-	-	-	-	-	-	-
Utility User Tax	-	-	-	-	-	-	-	-
Other Taxes	1,644,917	-	-	-	-	-	-	1,644,917
Licenses, Fees, and Permits	-	-	-	-	-	-	-	-
Charges for Services	-	-	131,325	-	-	-	-	131,325
Fines and Forfeitures	-	-	-	-	-	-	-	-
Use of Money and Property	205,886	243,588	18,917	13,193	234,247	43,700	49,288	808,818
Grants and Intergovernmental	-	772,500	-	-	-	-	360,500	1,133,000
Other Miscellaneous	-	-	-	-	-	-	-	-
Total Revenues	1,850,803	1,016,088	150,242	13,193	1,126,536	210,864	409,788	4,777,513
Expenditures								
City Council	-	-	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-	-	-
City Clerk	-	-	-	-	-	-	-	-
City Manager	-	-	-	200,000	1,755,000	-	-	1,955,000
Finance	-	1,792	2,300	-	-	-	1,792	5,884
Community Development	-	-	-	-	-	-	-	-
Public Works	636,475	-	611,113	-	176,070	332,788	-	1,756,446
Police	-	-	-	-	-	-	-	-
Non-Departmental								
Capital/Technology	-	-	-	-	2,500,000	-	-	2,500,000
Insurance and Settlements	-	-	-	-	-	-	-	-
IT Operations	-	-	-	-	-	-	-	-
Other Non-Departmental	89,783	-	9,963	-	5,808	1,634	-	107,188
Overhead Allocation	161,756	53,243	149,860	1,080	53,890	63,760	18,804	502,393
Total Expenditures	888,014	55,035	773,236	201,080	4,490,768	398,182	20,596	6,826,911
Net Sources / (Uses)	962,789	961,053	(622,994)	(187,887)	(3,364,232)	(187,318)	389,192	(2,049,398)
Other Financing Sources / (Uses)								
Transfers In	64,500	-	622,994	-	-	187,318	-	874,812
Transfers Out	-	-	-	-	-	-	-	-
Net Operating Transfers	64,500	-	622,994	-	-	187,318	-	874,812
Change in Fund Balance	1,027,289	961,053	(0)	(187,887)	(3,364,232)	0	389,192	(1,174,586)
Other Changes	-	-	-	-	-	-	-	-
Projected Fund Balance								
July 01, 2025 Balance*	3,676,000	3,650,000	(20,000)	375,000	6,487,000	953,000	1,472,000	16,593,000
June 30, 2026 Balance	4,703,289	4,611,053	(20,000)	187,113	3,122,768	953,000	1,861,192	15,418,414

*Excludes certain reserves and commitments

CITY OF EAST PALO ALTO
FY 2025-2026 CAPITAL PROJECT FUNDS BUDGET

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

*Excludes certain reserves and commitments

CITY OF EAST PALO ALTO
FY 2025-2026 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
Revenues									
Property Tax	-	-	-	-	-	-	1,700,000	-	1,700,000
Sales Tax	-	-	-	-	-	-	-	-	-
Transient Occupancy Tax	-	-	-	-	-	-	-	-	-
Business License Tax	-	-	-	-	-	-	-	-	-
Utility User Tax	-	-	-	-	-	-	-	-	-
Other Taxes	-	-	-	-	-	-	-	-	-
Licenses, Fees, and Permits	-	-	-	5,463,578	5,463,578	-	-	-	5,463,578
Charges for Services	12,000	1,088,370	-	-	1,100,370	3,500,000	5,250,000	-	9,850,370
Fines and Forfeitures	-	-	-	-	-	-	-	-	-
Use of Money and Property	494,368	456,703	63,798	34,548	1,049,417	69,257	841,360	-	1,960,034
Grants and Intergovernmental	-	-	-	-	-	-	-	-	-
Other Miscellaneous	-	23,333	-	-	23,333	250,000	-	5,910,000	6,183,333
Total Revenues	506,368	1,568,406	63,798	5,498,126	7,636,698	3,819,257	7,791,360	5,910,000	25,157,315
Expenditures									
City Council	-	-	-	-	-	-	-	-	-
City Attorney	5,000	-	-	-	5,000	-	42,000	-	47,000
City Clerk	-	-	-	-	-	-	-	-	-
City Manager	-	-	-	-	-	-	-	-	-
Finance	-	-	-	-	-	2,300	57,100	-	59,400
Community Development	-	-	-	-	-	-	-	-	-
Public Works	349,533	5,000	-	-	354,533	275,032	5,107,667	-	5,737,232
Police	-	-	-	-	-	-	-	-	-
Non-Departmental									
Capital/Technology	-	150,000	-	-	150,000	-	150,000	-	300,000
Insurance and Settlements	-	-	-	-	-	-	-	-	-
IT Operations	-	-	-	-	-	-	15,040	-	15,040
Other Non-Departmental	18,068	-	-	-	18,068	3,509,075	-	-	3,527,143
Overhead Allocation	202,218	29,022	7,405	2,665	241,310	219,730	1,123,373	-	1,584,413
Total Expenditures	574,819	184,022	7,405	2,665	768,911	4,006,137	6,495,180	-	11,270,228
Net Sources / (Uses)	(68,451)	1,384,384	56,393	5,495,461	6,867,787	(186,880)	1,296,180	5,910,000	13,887,087
Other Financing Sources / (Uses)									
Transfers In	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-
Net Operating Transfers	-	-	-	-	-	-	-	-	-
Change in Fund Balance	(68,451)	1,384,384	56,393	5,495,461	6,867,787	(186,880)	1,296,180	5,910,000	13,887,087
Other Changes	-	-	-	-	-	-	-	-	-
Projected Fund Balance									
July 01, 2025 Balance*	3,231,000	8,742,000	1,489,000	(3,847,000)	12,248,000	1,415,000	19,881,000	3,227,000	36,771,000
June 30, 2026 Balance	3,162,549	10,126,384	1,545,393	1,648,461	19,115,787	1,228,120	21,177,180	9,137,000	50,658,087

*Excludes certain reserves and commitments

FY26

Expense Detail request (Excl. Payroll)

Department / Division : **City Manager's Office / Administration (11111)**

Fund	Detail	Adopted FY 25	Proposed FY 26
53101 Staff Augmentation			
110	Additional Staffing for Special Projects	-	130,000
110	Staff Augmentation	130,000	-
	Subtotal	130,000	130,000
53201 Professional and Technical Services			
110	Citywide Lobbying Efforts		165,000
110	CM Discretionary Fund - For unexpected financial needs or for necessary or useful purchases - NEW		20,000
110	Community Surveying		125,000
110	Economic Development Strategic Plan*		120,000
110	Emergency Planning and Development*		60,000
110	Emergency Planning and Development	275,000	100,000
110	Financial growth efforts - NEW		75,000
110	Management Consultant for Leadership Development - NEW*		40,000
110	Performance Auditors		200,000
110	Policy Development		25,000
110	Property Due Diligence		50,000
110	RGS Economic Development Support*		27,000
111	IT Master Plan*	-	100,000
111	Other Professional & Technical	277,048	-
	Subtotal	552,048	1,107,000
54990 Other Property Services			
110	Wilbur Properties (Gateway)	-	16,000
110	Other Property Services	15,240	-
	Subtotal	15,240	16,000
55300 Communications			
110	Communications	4,000	-
	Subtotal	4,000	-
55400 Advertising/Notices			
110	Advertising/Notices	2,500	2,500
	Subtotal	2,500	2,500
55410 Printing and Binding			
110	Printing and Binding	2,500	5,000
	Subtotal	2,500	5,000
55600 Meeting and Catering			
110	City Manager's Office and Department Head retreats	-	3,000
110	Meeting and Catering	2,500	-
	Subtotal	2,500	3,000
55800 Transportation and Training			
110	ACM Professional Development		3,000
110	Assistant to the City Manager Professional Development		4,000
110	City Manager Professional Development	19,000	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	19,000	20,600

FY26

Expense Detail request (Excl. Payroll)

Department / Division : **City Manager's Office / Administration (11111)**

Fund	Detail	Adopted FY 25	Proposed FY 26
55910 Memberships/ Dues			
110	ICMA		2,400
110	Leadership Council San Mateo County		2,800
110	Miscellaneous		900
110	MMANC	6,000	500
110	Sillicon Valley Business Journal		200
110	SVEDA		2,500
	Subtotal	6,000	9,300
55920 Community Meetings			
110	Community Meetings	-	4,000
	Subtotal	-	4,000
60301 General Office Supplies			
110	General Office Supplies	5,000	5,000
	Subtotal	5,000	5,000
60302 Postage and Delivery			
110	Postage and Delivery	-	3,000
	Subtotal	-	3,000
70420 Furniture & Equipment (Over \$5000)			
111	Furniture & Equipment(Over\$5K)	6,000	-
	Subtotal	6,000	-
* One-time expense			
** Periodic expense (ex: every 5 years)			
		Division Total	744,788
			1,305,400

FY26

Expense Detail request (Excl. Payroll)

Department / Division : **City Manager's Office / Human Resources (11113)**

Fund	Detail	Adopted FY 25	Proposed FY 26
53101 Staff Augmentation			
110	Backfill employees on FMLA/CFRA protected leave	150,000	-
	Subtotal	150,000	
53120 County Services			
110	Livescan and other professional services	200	-
	Subtotal	200	
53201 Professional and Technical Services			
110	Compensation and Salary Study**	100,000	100,000
110	Recruitment marketing	-	5,000
110	EEOC Potential Claims (Consultant Support) - NEW	-	100,000
110	Classification (FEHA/ADA) Study - NEW**	-	80,000
111	Bankup Surface Pro for Recruitment Process	10,000	-
	Subtotal	110,000	285,000
53202 Medical Services			
110	Pre-employment Physical & Drug Testing		30,000
110	Pre-employment/work related minor misses		-
110	Employee Assistance Program	50,000	-
110	Ergonomic Assessments OnLine		-
110	Wellness Solutions Program		-
110	Livescan (DOJ)		20,000
	Subtotal	50,000	50,000
55300 Communications			
110	Phone Charges	1,000	-
	Subtotal	1,000	
55400 Advertising/Notices			
110	Advertising/Notices	20,000	5,000
	Subtotal	20,000	5,000
55410 Printing and Binding			
110	Printing and Binding	3,500	3,000
	Subtotal	3,500	3,000
55600 Meeting and Catering			
110	December Holiday Party		3,000
110	Halloween/Benefit Fair		1,200
110	HR Orientation		2,000
110	Meeting and Catering	20,000	-
110	Miscellaneous		12,800
110	Recruitments/Full Day Panels		1,000
	Subtotal	20,000	20,000
55800 Transportation and Training			
110	CALPELRA Conference California Public Employer Labor Relations Assoc.		10,000
110	Caselle		3,500
110	LCW	25,000	6,500
110	PARMA		5,000
110	SHRM		5,000
	Subtotal	25,000	30,000

FY26

Expense Detail request (Excl. Payroll)

Department / Division : **City Manager's Office / Human Resources (11113)**

Fund	Detail	Adopted FY 25	Proposed FY 26
55910 Memberships/ Dues			
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
	Regional Training & Development Consortium For Public Agencies CALOPPS -	12,000	
110	Application Tracking System		965
	San Mateo County Employment Relations Consortium - (LCW) Liebert Cassidy		
110	Whitmore		3,000
110	Society of Human Resources Management (SHRM)		1,200
	Subtotal	12,000	15,000
55920 Special Events			
110	December Holiday Party		2,000
110	Employee Picnic		2,500
110	Halloween/Benefit Fair	15,000	500
110	Health & Wellness Efforts		2,000
110	Other Employee appreciation efforts/events		8,000
	Subtotal	15,000	15,000
55940 Joint Powers Authority Dues			
110	Joint Powers Authority Dues	1,000	-
	Subtotal	1,000	
60201 Reference/Text Sets/Subscripti			
110	Reference/Text Sets/Subscripti	-	1,500
	Subtotal	-	1,500
60203 Safety Supplies			
110	Safety Supplies	1,500	-
110	Refresh Safety Backpacks	-	3,000
	Subtotal	1,500	3,000
60301 General Office Supplies			
110	General Office Supplies	15,000	10,000
	Subtotal	15,000	10,000
60302 Postage and Delivery			
110	Postage and Delivery	250	300
	Subtotal	250	300
70410 Furniture & Equipment			
110	Citywide Ergonomics Refresh - NEW**	-	150,000
	Subtotal	-	150,000
	* One-time expense		
	** Periodic expense (ex: every 5 years)		
	Division Total	424,450	587,800

FY26

Expense Detail request (Excl. Payroll)

Department / Division : **City Manager's Office / Community Services (14142)**

Fund	Detail	Adopted FY 25	Proposed FY 26
53201 Professional and Technical Services			
110	Park - AV Improvements -New*	-	60,000
110	Park - Pilot Dog Park - New*	-	75,000
110	Park - Scoreboards - New*	-	30,000
110	Park - Shading - New*	-	95,000
110	Project Management Park (15%) - NEW*	-	45,000
110	Other Professional and Technic	50,000	-
221	Park - Cameras - New*	-	300,000
221	Park - Lighting for Safety - New*	-	250,000
221	Park - Sports lighting - New*	-	950,000
221	Park Project manager (85%) - New*	-	255,000
	Subtotal	50,000	2,060,000
54260 Vehicle Maintenance Service			
110	Maintenance Services- for 3 vehicles	-	4,000
	Subtotal	-	4,000
55300 Communications			
111	Communications	3,000	-
	Subtotal	3,000	-
55400 Advertising/Notices			
110	Advertising/Notices	3,500	3,500
	Subtotal	3,500	3,500
55410 Printing and Binding			
110	Printing and Binding	1,500	1,500
	Subtotal	1,500	1,500
55600 Meeting and Catering			
110	Consultant Meetings	5,000	1,000
110	Development of Youth Commission (recurring)	-	4,000
	Subtotal	5,000	5,000
55800 Transportation and Training			
110	California Parks and Recreation Society (CPRS)or Trainings	-	4,500
110	Transportation and Training	3,500	-
	Subtotal	3,500	4,500
55910 Memberships/ Dues			
110	California Parks and Recreation Society (CPRS)	500	500
110	National Parks & Recreation Association	2,000	2,000
	Subtotal	2,500	2,500
55920 Special Events			
110	Children's Day	-	8,000
110	Cinco de Mayo	-	8,000
110	Juneteenth	260,000	8,000
110	Multicultural Event	-	8,000
110	Summer Programs Park Activation, City Events & Celebrations	-	350,000
	Subtotal	260,000	382,000
55990 Other Services			
110	Other Services	5,000	5,000
	Subtotal	5,000	5,000

FY26

Expense Detail request (Excl. Payroll)

Department / Division : **City Manager's Office / Community Services (14142)**

Fund	Detail	Adopted FY 25	Proposed FY 26
	60103 Equipment Maintenance Supplies		
110	Equipment Maintenance Supplies	5,000	5,000
	Subtotal	5,000	5,000
	60201 Reference/Text Sets/Subscripti		
111	Reference/Text Sets/Subscripti	-	500
	Subtotal	-	500
	60202 Uniform & Safety Apparel		
110	Uniform & Safety Apparel	1,000	1,000
	60202 Uniform & Safety Apparel Total	Subtotal	1,000
		1,000	1,000
	60208 Fuel		
110	Fuel	2,000	2,000
	Subtotal	2,000	2,000
	60209 Other Operating Supplies		
110	Other Operating Supplies	2,500	2,500
	Subtotal	2,500	2,500
	60301 General Office Supplies		
110	General Office Supplies	2,000	2,000
	Subtotal	2,000	2,000
	70110 Purchase Price		
206	Purchase Price - Acquisition of Park Land*	-	200,000
	Subtotal	-	200,000
	70420 Furniture & Equipment (Over \$5000)		
230	Stanford Grant for Lighting Equipment - Pending Grant*	530,000	530,000
	Subtotal	530,000	530,000
	70510 Rolling Stock: Vehicles, Mower, etc.		
230	Truck to move Lighting Equipment for Parks*	40,000	60,000
	Subtotal	40,000	60,000
	80905 Grants		
231	Child/Fam Grants	400,000	150,000
	Subtotal	400,000	150,000
	* One-time expense		
	** Periodic expense (ex: every 5 years)		
	Division Total	1,316,500	3,421,000

FY26

Expense Detail request (Excl. Payroll)

Department / Division : **City Manager's Office / Senior Services (14143)**

Fund	Detail	Adopted FY 25	Proposed FY 26
	53201 Professional and Technical Services		
110	Meal Services - PVIC and Senior Center, Inc.		200,000
110	Security Services	200,000	-
110	Consultant for Evaluation of Senior Center*		80,000
	Subtotal	200,000	280,000
	54260 Vehicle Maintenance Service		
110	Vehicle Maintenance Service for Senior Bus	5,000	3,000
	Subtotal	5,000	3,000
	55300 Communications		
110	Advertising for Senior Events	1,500	-
	Subtotal	1,500	
	55400 Advertising Notices		
110	Advertising Notices	-	1,500
	Subtotal	-	1,500
	55410 Printing and Binding		
110	Printing and Binding	1,000	1,000
	Subtotal	1,000	1,000
	55600 Meeting and Catering		
110	Senior Advisory Committee Meetings	3,000	3,000
	Subtotal	3,000	3,000
	55800 Transportation and Training		
110	Driver Trainings/Requirements (DMV, Licensing)		800
110	Provider Meetings	1,800	400
110	ServSafe Certification		200
	Subtotal	1,800	1,400
	55910 Memberships/ Dues		
110	Memberships/ Dues	1,500	
110	California Association for Coordinated Transportation (CalACT)	-	750
	Subtotal	1,500	750
	55920 Special Events		
110	Staff Retreats/21 Elements/County Meetings	30,000	
110	Senior Events and Activities		50,000
	Subtotal	30,000	50,000
	60102 Vehicle Maintenance Supplies		
110	Vehicle Maintenance Supplies for Senior Bus	2,500	2,500
	Subtotal	2,500	2,500
	60203 Safety Supplies		
110	Safety Supplies	1,000	1,000
	Subtotal	1,000	1,000
	60208 Fuel		
110	Fuel	5,500	5,500
	Subtotal	5,500	5,500
	60209 Other Operating Supplies Total		
110	Senior Center Operating Costs - Bldg Maint & Repair	4,500	4,500
	Subtotal	4,500	4,500
	60301 General Office Supplies		
110	General Office Supplies	1,000	2,000
	Subtotal	1,000	2,000
	80905 Grants		
231	Child/Fam Grants - Senior Inc. Grant	125,000	200,000
	Subtotal	125,000	200,000
	* One-time expense		
	** Periodic expense (ex: every 5 years)		
	Division Total	383,300	556,150

FY26

Expense Detail request (Excl. Payroll)

Department / Division : **City Manager's Office / IT Operations (95952)**

Fund	Detail	Adopted FY 25	Proposed FY 26
53201 Professional and Technical Services			
111	Shamrock Copier Solutions partner	-	12,000
530	Other Professional and Technic	20,000	-
	Subtotal	20,000	12,000
54430 Equipment Lease and Rentals			
111	Equipment Lease and Rentals	-	15,000
	Subtotal	-	15,000
54440 Computer Software Lease			
111	Adobe Acrobat Professional DC	-	8,000
111	Barracuda 690 for on-premise backups (every 3yrs)**	-	15,000
111	Barracuda Office 365 protection/backup	-	14,000
111	DocuSign	-	24,150
111	Endpoint Protection	-	3,000
111	MDM Solution	-	1,080
111	Microsoft (Office 365, AZURE p2, Server)	-	75,000
111	Multi-factor authentication	-	14,580
111	VMware	-	12,000
111	Zoom (Citywide)	-	10,000
	Subtotal	-	176,810
55300 Communications			
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	15,000	15,040
	Subtotal	15,000	165,490
55800 Transportation and Training			
111	Transportation and Training	-	5,000
	Subtotal	-	5,000
70420 Furniture & Equipment (Over\$5K)			
111	Albert IDS (ongoing cost)	-	18,000
111	Cisco Switches *	-	86,400
111	Desktops/Laptops/Other Equipment	-	100,000
	Subtotal	-	204,400
90310 Overhead Allocation			
111	IT Overhead Allocation	-	(184,160)
201	IT Overhead Allocation	-	7,165
203	IT Overhead Allocation	-	14,664
204	IT Overhead Allocation	-	19,952
221	IT Overhead Allocation	-	908
222	IT Overhead Allocation	-	2,591
301	IT Overhead Allocation	-	4,988
510	IT Overhead Allocation	-	9,976
520	IT Overhead Allocation	-	23,188
530	IT Overhead Allocation	-	99,758
705	IT Overhead Allocation	-	970
	Subtotal	-	-
*One-time expense			
** Period expense (ex: every 5 years)			
Division Total		35,000	578,700

FY26

Expense Detail request (Excl. Payroll)

Department/ Division : **CEd / Administration (31311)**

Fund	Detail	Adopted FY 25	Proposed FY 26
53201 Professional and Technical Services			
110	Rent Registry*	-	150,000
110	Other Professional and Technic	150,000	-
	Subtotal	150,000	150,000
54430 Equipment Lease and Rentals			
111	Equipment Lease and Rentals	1,000	-
	Subtotal	1,000	-
54440 Computer Software Lease			
111	CRW Trakit (80%* \$25,000)	-	20,000
111	Information Technology Subscription	14,502	-
	Subtotal	14,502	20,000
54990 Other Property Services			
110	HOA Cummings Loft	10,000	12,000
	Subtotal	10,000	12,000
55300 Communications			
110	Communications	6,000	6,000
	Subtotal	6,000	6,000
55400 Advertising/Notices			
110	Advertising/ Notices	3,000	3,000
117	Advertising/ Notices	500	-
	Subtotal	3,500	3,000
55410 Printing and Binding			
110	Printing and Binding	1,500	1,500
	Subtotal	1,500	1,500
55600 Meeting and Catering			
110	Meeting and Catering	500	500
	Subtotal	500	500
55800 Transportation and Training			
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	7,500	1,500
110	MMANC Women's Leadership Summit - MA		130
110	Staff Training and Transportation		-
110	Various workshops and conferences		500
	Subtotal	7,500	10,630
55910 Memberships/ Dues			
110	C/CAG	-	400
110	MMANC Membership	-	180
110	Staff Dues and Memberships	10,700	-
	Subtotal	10,700	580
55920 Special Events			
110	Staff Retreats/21 Elements/County Meetings	-	1,000
110	Special Events	1,000	-
	Subtotal	1,000	1,000
60201 Reference/Text Sets/Subscriptions			
110	Reference/Text Sets/Subscriptions	500	500
	Subtotal	500	500
60203 Safety Supplies			
110	Safety Supplies	1,000	1,000
	Subtotal	1,000	1,000

FY26

Expense Detail request (Excl. Payroll)

Department/ Division : **CEd / Administration (31311)**

Fund	Detail	Adopted FY 25	Proposed FY 26
	60207 Utilities		
110	Utilities	100	100
	Subtotal	100	100
	60301 General Office Supplies		
110	General Office Supplies	4,500	4,500
	Subtotal	4,500	4,500
	60302 Postage and Delivery		
110	Postage and Delivery	6,500	-
	Subtotal	6,500	-
	70410 Furniture & Equipment (Under \$5000)		
110	Furniture & Equipment	800	800
	Subtotal	800	800
	* One-time expense		
	** Periodic expense (ex: every 5 years)		
	Division Total	219,602	212,110

FY26

Expense Detail request (Excl. Payroll)

Department/ Division : **CEDD / Building (31315)**

Fund	Detail	Adopted FY 25	Proposed FY 26
53101 Staff Augmentation			
110	Proactive Code Enforcement efforts*	-	150,000
	Subtotal	-	150,000
53201 Professional and Technical Services			
110	ADU Resource Center	34,000	34,000
110	Outside Plan Review, Inspections	1,700,000	333,333
	Subtotal	1,734,000	367,333
55300 Communications			
110	Communications	3,000	-
	Subtotal	3,000	-
54440 Computer Software Lease			
111	Bluebeam (33%)		2,403
	Subtotal	-	2,403
55400 Advertising/Notices			
110	Advertising/Notices	2,500	5,000
	Subtotal	2,500	5,000
55410 Printing and Binding			
110	Printing and Binding	1,500	1,500
	Subtotal	1,500	1,500
55600 Meeting and Catering			
110	Building Safety Event	1,000	1,000
	Subtotal	1,000	1,000
55800 Transportation and Training			
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	21,000	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	21,000
55820 Tuition Reimbursement			
110	Tuition Reimbursement	1,500	2,000
	Subtotal	1,500	2,000
55910 Memberships/ Dues			
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	4,000	300
110	IAPMO - International Assoc. of Plumbing, Mechanical Officials - Building Official/Staff		400
110	International Code Council - Building Official/Staff		1,500
110	Tri-Chapter of ICC - Building Official		500
	Subtotal	-	4,000
55920 Special Events			
110	Meeting with Fire & Police	1,500	1,500
	Subtotal	1,500	1,500
55990 Other Services			
111	Inspection Software	35,000	24,000
	Subtotal	35,000	24,000

FY26

Expense Detail request (Excl. Payroll)

Department/ Division : **CEDD / Building (31315)**

Fund	Detail	Adopted FY 25	Proposed FY 26
60201 Reference/Text Sets/Subscriptions			
110	Reference/Text Sets/Subscriptions	2,650	4,000
	Subtotal	2,650	4,000
60202 Uniform & Safety Apparel			
110	Uniform & Safety Apparel	3,500	3,500
	Subtotal	3,500	3,500
60203 Safety Supplies			
110	Safety Supplies	3,000	3,000
	Subtotal	3,000	3,000
60208 Fuel			
110	Fuel	2,500	2,000
	Subtotal	2,500	2,000
60301 General Office Supplies			
110	General Office Supplies	5,500	-
	Subtotal	5,500	-
60302 Postage and Delivery			
110	Postage and Delivery	650	650
	Subtotal	650	650
70410 Furniture & Equipment (Under \$5000)			
110	Filing Cabinets*		1,500
110	Counter Refresh*	1,000	3,000
	Subtotal	-	4,500
70420 Furniture & Equipment (Over \$5000)			
110	Office furniture and equipment upgrade.	4,500	-
111	Ipad**	-	5,500
	Subtotal	4,500	5,500
* One-time expense			
** Periodic expense (ex: every 5 years)			
		<i>Division Total</i>	<i>1,828,300</i>
			<i>602,886</i>

FY26

Expense Detail request (Excl. Payroll)

Department/ Division : **CEDD / Planning (31314)**

Fund	Detail	Adopted FY 25	Proposed FY 26
53101 Staff Augmentation			
110	Intern for GIS mapping*	10,500	10,500
	Subtotal	10,500	10,500
53130 Stipends			
110	Planning Commission Stipends	7,900	7,900
	Subtotal	7,900	7,900
53201 Professional and Technical Services			
110	BMI Imaging - Web Hosting	-	2,000
110	General Plan Update, GIS Consultants, Outside On-Call Consultants, Specialist Code Advice	244,750	242,750
117	MCA CEQA Services	595,000	297,500
117	Other MCA Planning Services	135,000	67,500
117	RBD MCA Planning Support	270,000	135,000
	Subtotal	1,244,750	744,750
54440 Computer Software Lease			
111	Bluebeam subscription for marking up plan sets virtually (33%*\$7,280)	2,500	2,403
111	Environmental Systems Research Institute (ESRI Inc) - GIS	4,290	5,000
	Subtotal	6,790	7,403
55300 Communications			
110	Communications	2,000	-
	Subtotal	2,000	-
55400 Advertising/Notices			
110	Advertising/Notices	10,000	10,000
	Subtotal	10,000	10,000
55410 Printing and Binding			
110	Printing and Binding	2,000	1,500
	Subtotal	2,000	1,500
55600 Meeting and Catering			
110	Meals for Commission Meetings	2,000	5,600
	Subtotal	2,000	5,600
55800 Transportation and Training			
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	CPDR subscription	-	238
110	Introduction to GIS*	-	500
110	Planetizen Training	-	1,125
110	Planning Commissioner Academy	-	6,000
110	Staff Training and Transportation	10,000	-
	Subtotal	10,000	17,353
55910 Memberships/ Dues			
110	American Planning Association (AICP/APA certification)	-	3,000
110	Memberships/ Dues	5,000	-
	Subtotal	5,000	3,000

FY26

Expense Detail request (Excl. Payroll)

Department/ Division : **CEDD / Planning (31314)**

Fund	Detail	Adopted FY 25	Proposed FY 26
	60201 Reference/Text Sets/Subscriptions		
110	Reference/Text Sets/Subscriptions	350	350
	Subtotal	350	350
	60203 Safety Supplies		
110	Safety Supplies	2,500	2,500
	Subtotal	2,500	2,500
	60208 Fuel		
110	Fuel	40	-
	Subtotal	40	-
	60301 General Office Supplies		
110	General Office Supplies	3,500	3,500
		3,500	3,500
	60302 Postage and Delivery		
110	Postage and Delivery	500	500
	Subtotal	500	500
	70410 Furniture & Equipment (Under \$5000)		
110	New filing cabinets and book shelves for office*	2,000	2,000
111	Ipad**	1,500	1,500
	Subtotal	3,500	3,500

* One-time expense

** Periodic expense (ex: every 5 years)

Division Total	1,311,330	818,356
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FY26

Expense Detail request (Excl. Payroll)

Department/ Division : **CEDD / Housing (31777)**

Fund	Detail	Adopted FY 25	Proposed FY 26
	53101 Staff Augmentation		
110	Staff Augmentation	81,000	-
	Subtotal	81,000	-
	53201 Professional and Technical Services		
110	21 Elements Shared Housing Staff Program	40,000	-
207	BMR Administration	70,800	-
207	EPACANDO BMR Monitoring	-	71,380
207	Grand Nexus Study (F207 50%/F216 50%)*	-	37,500
209	AmeriNat BMR Loan Servicing (72%)	-	2,255
209	AmeriNat/San Mateo County invoices	1,452	-
215	AmeriNat CalHome Loan Servicing	300,000	921
216	Grand Nexus Study (F207 50%/F216 50%)*	-	37,500
219	Measure HH	75,000	-
220	AmeriNat BMR Loan Servicing (28%)	-	877
220	BMR Administration	67,200	-
220	EPACANDO BMR Monitoring	-	69,519
230	Affordable Housing Preservation via Equity Innovation Fund	85,000	-
235	Rental Assistance - NEW (\$1.7M*30%)	-	510,000
235	21 Element Shared Housing Staff Program	-	40,000
235	HDL Non-discovery	-	12,000
235	HDL Discovery	-	70,000
	Subtotal	639,452	851,952
	55300 Communications		
110	Communications	2,000	-
	Subtotal	2,000	-
	55400 Advertising/Notices		
110	Advertising/Notices	1,000	-
207	Advertising/Notices	1,000	1,000
219	Advertising/Notices	200	200
235	Advertising/Notices	-	6,000
	Subtotal	2,200	7,200
	55410 Printing and Binding		
110	Printing and Binding	1,000	-
	Subtotal	1,000	-
	55600 Meeting and Catering		
110	1 policy-related community meeting	500	-
235	1 policy-related community meeting	-	500
235	21 Elements Housing Meeting	-	500
	Subtotal	500	1,000
	55800 Transportation and Training		
110	Housing California Conference	-	4,000
110	Miscellaneous Training (i.e. NPH, ULI, etc.)	-	2,500
110	Transportation and Training	8,600	-
110	USC Lusk Training Real Estate Program	-	5,400
	Subtotal	8,600	11,900

FY26

Expense Detail request (Excl. Payroll)

Department/ Division : **CEDD / Housing (31777)**

Fund	Detail	Adopted FY 25	Proposed FY 26
55910 Memberships/ Dues			
110	Memberships/ Dues	17,637	-
207	Memberships/ Dues	450	-
220	HEART Dues	-	9,267
235	21 Elements Dues	-	3,200
235	HIP Housing Dues	-	2,500
235	HLC Dues	-	200
235	Housing California Conference	-	150
235	Non-Profit Housing Association & Urban Land Institute	-	464
	Subtotal	18,087	15,781
55990 Other Services			
215	Other Services	60	-
	Subtotal	60	-
60301 General Office Supplies			
110	General Office Supplies	1,000	-
220	General Office Supplies	200	-
235	General Office Supplies	-	1,500
	Subtotal	1,200	1,500
60302 Postage and Delivery			
110	Postage and Delivery	3,198	-
	Subtotal	3,198	-
92120 Loan Advances			
220	Bay road Loan Advance Annual Payment from SA Trust	60,000	60,000
	Subtotal	60,000	60,000

* One-time expense

** Periodic expense (ex: every 5 years)

Division Total	817,297	949,333
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FY26

Expense Detail request (Excl. Payroll)

Department/ Division : **CEDD / RSP (31313)**

Fund	Detail	Adopted FY 25	Proposed FY 26
53101 Staff Augmentation			
204	Staff Augmentation	54,000	-
	Subtotal	54,000	-
53130 Stipends			
204	RSB Stipends	2,500	2,500
	Subtotal	2,500	2,500
53201 Professional and Technical Services			
204	Implementation Ordinance Amendments	-	2,500
204	Hearing Examiners	-	82,500
204	Mediators	-	2,000
	Subtotal	-	87,000
54410 Land and Building Lease and Rentals			
204	CH Lease 5%	10,500	11,686
204	CH Security	-	1,437
	Subtotal	10,500	13,123
55300 Communications			
110	Communications	800	-
204	Communications	1,500	-
	Subtotal	2,300	-
55400 Advertising/Notices			
110	55400 Advertising/Notices	600	-
	Subtotal	600	-
55410 Printing and Binding			
204	55410 Printing and Binding	10,000	20,000
	Subtotal	10,000	20,000
55600 Meeting and Catering			
204	55600 Meeting and Catering	1,500	1,500
	Subtotal	1,500	1,500
55800 Staff Training and Transportation			
204	Housing California Conference	-	6,000
204	Rent Stabilization Statewide Conference	-	1,600
204	Rent Stabilization Statewide Conference	-	600
204	Staff Training and Transportation	8,200	-
	Subtotal	8,200	8,200
55910 Memberships/ Dues			
204	California Rent Stabilization News	-	1,500
204	Housing California	-	150
204	Memberships/ Dues	900	-
204	Non-Profit Housing Association	-	200
	Subtotal	900	1,850
60209 Other Operating Supplies			
110	Other Operating Supplies	500	-
	Subtotal	500	-

FY26

Expense Detail request (Excl. Payroll)

Department/ Division : **CEDD / RSP (31313)**

Fund	Detail	Adopted FY 25	Proposed FY 26
	60301 General Office Supplies		
204	General Office Supplies	1,000	-
	Subtotal	1,000	-
	60302 Postage and Delivery		
204	Postage and Delivery	4,000	4,000
	Subtotal	4,000	4,000
	* One-time expense		
	** Periodic expense (ex: every 5 years)		
	Division Total	96,000	138,173

FY26

Expense Detail request (Excl. Payroll)

Department / Division : Finance / Finance (13131)

Fund	Detail	Adopted FY 25	Proposed FY 26
53201 Professional and Technical Services			
110	Annual 10 year forecasting update	-	5,500
110	Financial advisory for defeasance for SA fund*	-	40,000
110	Financing options to fund City facility*	-	40,000
110	SB90 Reporting	-	6,765
110	Other Professional and Technic	11,150	-
111	Caselle	-	70,000
111	Credit Card monthly fee	-	1,548
111	Other Professional and Technic	84,714	-
203	NPDES Data services Tax roll	2,300	2,300
219	Professional and Technical Services	-	650
520	Garbage Data services Tax roll	2,300	2,300
530	Caselle Data migration from Quickbooks*	-	10,000
705	SA Debt covenants, RDA Analysis, Willdan	3,732	3,732
	Subtotal	104,196	182,795
53210 Audit Services			
110	ACFR Statistics support		3,234
110	Bartel (GASB 68) = Foster Foster		2,100
110	CAP and User fee Annual update		5,000
110	GF Audit		70,929
110	GFOA ACFR application fee	248,578	548
110	New GASB Implementation		10,000
110	Pension refunding strategy*		6,000
110	STARS support		2,310
110	SUTA support		2,026
202	Measure A Audit	1,740	1,792
219	Measure HH Audit	1,740	1,792
234	Measure W Audit	1,740	1,792
510	Legal and Accounting Services	50,000	-
530	Audit	-	25,000
530	Bartel (GASB68) Report	-	2,100
530	County PPT Fees	-	10,000
530	New GASB Implementation	-	2,000
530	OPEB Actuarial Study (2 Reports)	-	8,000
530	Legal and Accounting Services	230,000	-
705	Audit	3,102	3,102
	Subtotal	536,900	157,725
54440 Information Technology			
111	Gov.invest - Pension Forecasting	3,000	3,066
	Subtotal	3,000	3,066
55300 Communications			
110	Communications	1,000	-
	Subtotal	1,000	-
55400 Advertising/ Notices			
110	Advertising/ Notices - Budget Hearing Notices	500	500
	Subtotal	500	500
55410 Printing and Binding			
110	Printing and Binding - Budget Booklet	3,000	5,000
	Subtotal	3,000	5,000
55600 Meeting and Catering			
110	Meeting and Catering - Department Retreat	-	2,000
	Subtotal	-	2,000
55800 Transportation and Training			
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	23,619	7,500
110	Notary Commission Renewal (backup to City Clerk) - NEW		375
110	Webinars, Single Audit, CPE, Other		6,000
	Subtotal	23,619	16,875
55910 Memberships/ Dues			

FY26

Expense Detail request (Excl. Payroll)

Department / Division : Finance / Finance (13131)

Fund	Detail	Adopted FY 25	Proposed FY 26
110	American Payroll Association (APA)		600
110	CA Board of Accountancy (CPA License)		500
110	CA Municipal Treasures Association		200
110	CA Society of Finance Officer (CSMFO)	4,300	750
110	California CPA Society		785
110	Goc't Finance officers association (GFOA)		250
110	HBR, other		500
	Subtotal	4,300	3,585
	55990 Other Services		
110	Other Services - Loomis, Paper Shredding	20,594	30,000
	Subtotal	20,594	30,000
	60301 General Office Supplies		
110	General Office Supplies	6,000	4,000
	Subtotal	6,000	4,000
	60302 Postage and Delivery		
110	Postage and Delivery - FedEx	500	800
	Subtotal	500	800
	*One-time expense		
	** Period expense (ex: every 5 years)		
	Division Total	703,609	406,346

FY26

Expense Detail request (Excl. Payroll)

Department/ Division : **Non-Departmental / Non-Departmental (95951)**

Fund	Detail	Adopted FY 25	Proposed FY 26
53120 County Services			
110	SMC Property Tax Admin Fee	93,500	75,462
203	SMC Property Tax Admin Fee	8,663	9,529
219	SMC Property Tax Admin Fee	12	13
221	SMC Property Tax Admin Fee	5,280	5,808
222	SMC Property Tax Admin Fee	1,485	1,634
520	SMC Property Tax Admin Fee	8,250	9,075
	Subtotal	117,190	101,521
53201 Professional and Technical Services			
110	Business License Tax Admin - General		24,000
110	Business License Tax Discovery		25,000
110	Other Professional and Technic	215,000	
111	Other Professional and Technic	12,000	
	Subtotal	227,000	49,000
54410 Land and Building Lease and Rentals			
110	Card key	-	9,000
110	Lease (CH)	-	222,029
110	Security (CH)	-	27,293
110	Land and Building Lease and Re	231,093	-
204	Land and Building Lease and Re	12,163	-
	Subtotal	243,256	258,322
54430 Equipment Lease and Rentals			
110	Equipment Lease and Rentals	9,000	9,000
111	Equipment Lease and Rentals	15,000	-
	Subtotal	24,000	9,000
54440 Computer Software Lease			
111	Information Technology Subscri	187,668	-
	Subtotal	187,668	
54910 Garbage Services-BFI			
520	Garbage Services-BFI	3,500,000	3,500,000
	Subtotal	3,500,000	3,500,000
54990 Other Property Services			
110	Property tax - Corp Yar insurance and GF tax	-	24,615
110	Property tax - scip/sewer Cummings loft (no invoice in FY25)	-	-
110	Property tax - Sewer & CDA at 1765 East Bayshore Road 114-450-030	-	2,837
110	Property tax - Sewer at 1798 Bay Road 063-231-250	-	726
110	Property tax - Sewer at 1960 Tate 063-665-020/ 063-676-02088	-	4,065
110	Property tax - Sewer at 2277 University Ave 063-302-460	-	726
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	-	34,944
110	Property tax -sewer at YMCA/Senior Center	-	-
110	Other Property Services	27,313	-
203	Other Property Services	-	434
510	Property tax - Corp Yard F510 tax - Reimb to Property Owner	-	868
510	Quarterly pass thru to Veolia	-	17,200
510	Other Property Services	12,152	-
	Subtotal	39,465	88,395
55210 Premiums			
113	Liability	-	871,287
113	Property	-	145,060
113	Premiums	977,624	
	Subtotal	977,624	1,016,347

FY26

Expense Detail request (Excl. Payroll)

Department/ Division : **Non-Departmental / Non-Departmental (95951)**

Fund	Detail	Adopted FY 25	Proposed FY 26
55230 Settlements/ Judgements			
113	Settlements/ Judgements	75,000	50,000
	Subtotal	75,000	50,000
55300 Communications			
110	Communications	14,715	-
113	Communications	114,650	-
	Subtotal	129,365	-
55910 Memberships/ Dues			
110	Citywide CCAG Dues - GF		13,089
110	League of CA Cities (Transferred from 11111 in FY26)		13,000
110	Memberships/ Dues	31,900	
201	CCAG Trasportation, Congestion Relief - Gas tax portion		89,783
201	Memberships/ Dues	86,081	
	Subtotal	117,981	115,872
55940 Joint Powers Authority Dues			
110	Joint Powers Authority Dues	452,367	938,965
	Subtotal	452,367	938,965
60203 Safety Supplies			
110	Safety Supplies	200	-
	Subtotal	200	-
70420 furniture & Equipment (Over\$5K)			
111	Furniture & Equipment (Over\$5K)	45,000	-
	Subtotal	45,000	-
80110 Principal			
705	Principal	367,718	-
706	Principal	1,168,500	1,161,319
	Subtotal	1,536,218	1,161,319
80120 Interest-Other			
706	Interest- Other	383,300	387,106
	Subtotal	383,300	387,106
80210 Bank Charges			
705	Bank Charges	5,500	5,500
	Subtotal	5,500	5,500
90010 Transfers Out			
110	Transfers Out	3,366,291	3,553,216
	Subtotal	3,366,291	3,553,216

FY26

Expense Detail request (Excl. Payroll)

Department/ Division : **Non-Departmental / Non-Departmental (95951)**

Fund	Detail	Adopted FY 25	Proposed FY 26
90310 Overhead Allocation			
110	General Overhead Allocation	(929,182)	(2,307,892)
113	Insurance Allocation	-	(155,657)
201	General Overhead Allocation		147,107
201	Insurance Allocation	139,715	7,484
202	General Overhead Allocation	1,799	53,243
203	General Overhead Allocation		122,097
203	Insurance Allocation	81,875	13,099
204	General Overhead Allocation		280,197
204	Insurance Allocation	276,887	17,286
206	General Overhead Allocation	-	1,080
207	General Overhead Allocation	32,518	10,466
209	General Overhead Allocation	1,722	8,981
218	General Overhead Allocation	29,418	7,516
220	General Overhead Allocation	15,753	-
221	General Overhead Allocation		51,748
221	Insurance Allocation	49,265	1,234
222	General Overhead Allocation		58,582
222	Insurance Allocation	97,888	2,587
231	General Overhead Allocation	48,822	9,011
234	General Overhead Allocation	-	18,804
301	General Overhead Allocation	-	168,906
301	Insurance Allocation	-	6,339
305	General Overhead Allocation	-	2,125
306	General Overhead Allocation	-	2,125
307	General Overhead Allocation	-	2,233
308	General Overhead Allocation	-	1,873
309	General Overhead Allocation	-	1,621
510	General Overhead Allocation		183,367
510	Insurance Allocation	75,805	8,875
511	General Overhead Allocation	-	29,022
512	General Overhead Allocation	-	7,405
513	General Overhead Allocation	-	2,665
520	General Overhead Allocation		176,650
520	Insurance Allocation	64,903	19,892
530	General Overhead Allocation	-	934,703
530	Insurance Allocation	-	88,912
705	General Overhead Allocation		15,490
705	Insurance Allocation	12,812	824
Subtotal		-	-
92110 Loan Advances			
705	Loan Advances	60,000	60,000
Subtotal		60,000	60,000

* One-time expense

** Periodic expense (ex: every 5 years)

Division Total **11,487,425** **11,294,563**

FY26

Expense Detail request (Excl. Payroll)

Department/ Division : Police / Administration (41411)

Fund	Detail	Adopted FY 25	Proposed FY 26
53120 County Services			
110	SMC Dispatch Services		1,002,519
110	SMC Citation Pass-Through		100,000
110	SMC Animal Control Services		581,780
110	SMC Animal Control Bond Payment	2,050,000	26,000
110	SMC Crime Lab		137,000
110	SMC- District Attorney- RIMS Interface		3,000
110	SMC Message Switch		15,000
	Subtotal	2,050,000	1,865,299
53201 Professional and Technical Services			
110	Briefing Room- Patrol		1,963
110	CORA		9,500
110	Critical Incident Videos Productions		30,000
110	Lexipol- Duty & training manual policy		12,547
110	Mutual Aide Radio Services		6,500
110	PD Web Page		4,000
110	Polygraph		1,200
110	PowerDMS- FTO software		3,355
110	Pre-employment Background Investigations		30,000
110	Pre-employment psychological testing	250,000	15,000
110	Promotional Testing Services		10,000
110	Resilience Crime Tip Line		5,500
110	RWC- PD Range use		-
110	Shot-Spotter License		62,000
110	Other Professional and Technic		-
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		75,000
	Subtotal	250,000	426,245
53202 Medical Services			
110	Medical Services/Victims	30,000	5,500
	Subtotal	30,000	5,500
54240 Building Maintenance			
110	Building Maintenance	12,500	4,000
	Subtotal	12,500	4,000
54260 Vehicle Maintenance Service			
110	Image Auto		150,000
110	Police Towing for 2-companies	150,000	10,000
110	Vehicle system, parts, services		5,500
110	Vehicle Maintenance Service		-
111	PD Cars equipment, warranties - MDT's		17,000
	Subtotal	150,000	182,500
54410 Land and Building Lease and Rentals			
110	141 Demeter		196,927
110	219 Demeter	270,300	77,600
	Subtotal	270,300	274,527
54430 Equipment Lease and Rentals			
111	Axon Contract Renewal - Camera Lease, Subscription, Interview Room		162,744
111	Equipment Lease and Rentals	115,865	
	Subtotal	115,865	162,744
54440 Computer Software Lease			
111	SunRidge - Rims		15,500
	Subtotal	-	15,500

FY26

Expense Detail request (Excl. Payroll)

Department/ Division : Police / Administration (41411)

Fund	Detail	Adopted FY 25	Proposed FY 26
55300 Communications			
110	Decrease of \$10,000 for Communication Services	65,000	65,000
	Subtotal	65,000	65,000
55410 Printing and Binding			
110	Printing and Binding	6,000	7,500
	Subtotal	6,000	7,500
55600 Meeting and Catering			
110	Meeting and Catering	12,500	
110	Community Policing Meetings		8,000
110	PD Special Operations Catering		7,500
	Subtotal	12,500	15,500
55800 Transportation and Training			
110	International Assoc. of Chiefs of Police - GF		12,000
110	Leadership/Management Training - GF		9,000
110	Property & Evidence Training - GF	66,150	6,000
110	Records Training - GF		6,000
110	Training for New Police Personnel		40,000
	Subtotal	66,150	73,000
55810 Advanced Training			
110	Advanced Officer Training (POST)		12,000
110	Cultural Competency/Diversity (POST)		3,500
110	Investigations and Gang Training (POST)		10,000
110	Other POST Trainings	30,000	15,000
110	RangeMaster Training (POST)		5,000
110	Tactical Training (POST)		9,000
	Subtotal	30,000	54,500
55910 Memberships/ Dues			
110	California Police Chiefs Association (CPCA)		1,200
110	CCJWSA		300
110	CCUG		300
110	CLEARs		300
110	Fastrak - moved to 55990	23,500	-
110	International Association of Chiefs of Police (IACP)		660
110	International Conference of Police Chaplains (ICPC)		2,500
110	San Mateo County Police Chiefs and Sheriffs Association		1,800
110	The One Hundred Club of San Mateo County		1,000
	Subtotal	23,500	8,060
55920 Special Events			
110	Clean Zone Project		10,000
110	Community Policing and Special Events		10,000
110	Special Events - Holidays, Back-to-School, etc.		10,000
110	Special Events	20,000	
213	Special Events	170,000	
230	H&H		150,000
230	Special Events	150,000	
	Subtotal	340,000	180,000
55940 Joint Powers Authority Dues			
110	Joint Powers Authority Dues	80,000	
110	San Mateo county Public safety communication		50,000
110	San Mateo county Sheriff		25,000
	Subtotal	80,000	75,000

FY26

Expense Detail request (Excl. Payroll)

Department/ Division : **Police / Administration (41411)**

Fund	Detail	Adopted FY 25	Proposed FY 26
	55990 Other Services		
110	Other Services	12,500	
110	Car Wash		6,000
110	Fast Track		7,800
	Subtotal	12,500	13,800
	60201 Reference/Text Sets/Subscriptions		
110	Reference/Text Sets/Subscriptions	4,000	1,000
	Subtotal	4,000	1,000
	60202 Uniform & Safety Apparel		
110	Uniform & Safety Apparel	50,000	40,000
	Subtotal	50,000	40,000
	60203 Safety Supplies		
110	Safety Supplies	12,500	12,500
	Subtotal	12,500	12,500
	60204 AMMO & Firearms		
110	AMMO & Firearms	23,500	23,500
	Subtotal	23,500	23,500
	60207 Utilities		
110	60207 Utilities	70,000	85,000
	Subtotal	70,000	85,000
	60209 Other Operating Supplies		
110	Other Operating Supplies	5,000	10,000
	Subtotal	5,000	10,000
	60301 General Office Supplies		
110	General Office Supplies	40,500	53,650
	Subtotal	40,500	53,650
	60302 Postage and Delivery		
110	Postage and Delivery	1,500	1,500
	Subtotal	1,500	1,500
	70420 Furniture and Equipment		
213	Furniture and Equipment	-	170,000
	Subtotal	-	170,000
	70510 Rolling Stock: Vehicles, Mower, etc.		
112	(2) Police Patrol Vehicles with Equipment*		120,500
112	Rolling Stock: Vehicles, Mower	130,566	
	Subtotal	130,566	120,500
	* One-time expense		
	** Periodic expense (ex: every 5 years)		
	Division Total	3,851,881	3,946,325

FY26

Expense Detail request (Excl. Payroll)

Department / Division : **Police / Operations (41412)**

Fund	Detail	Adopted FY 25	Proposed FY 26
	55990 Parking Program		
110	Parking Program	-	200,000
	Subtotal		200,000
	60208 Fuel		
110	Fuel	100,000	150,000
	Subtotal	100,000	150,000
	* One-time expense		
	** Periodic expense (ex: every 5 years)		
	<i>Division Total</i>	100,000	350,000

FY26

Expense Detail request (Excl. Payroll)

Department / Division : **Police / Investigation (41413)**

Fund	Detail	Adopted FY 25	Proposed FY 26
53201 Professional and Technical Services			
110	Bosch Systems	-	3,500
110	CDR Software - Documentation System	-	1,200
110	CID Callyo - Wire Services	-	8,000
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 Nighthawk - LEO Vision	-	5,000
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	-	35,000
110	Lexis Nexis - Report System Annual	-	8,800
110	Sketch Artist	-	2,000
110	T-Mobile Pen Locate	-	2,000
	Subtotal	-	116,158
60210 Undercover Fund			
110	Undercover Fund	-	10,000
	Subtotal	-	10,000
	* One-time expense		
	** Periodic expense (ex: every 5 years)		
	Division Total	-	126,158

FY26

Expense Detail request (Excl. Payroll)

Department / Division : **City Attorney / CAO (12121)**

Fund	Detail	Adopted FY 25	Proposed FY 26
53201 Professional and Technical Services			
110	Legal Research Service (Westlaw)	-	33,000
110	Other Professional and Technic	33,000	-
	Subtotal	33,000	33,000
53210 Legal and Accounting Services			
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)		78,750
110	Outside legal expertise - Investigation	392,500	65,000
110	Outside legal expertise - Labor Employment (From HR)		90,000
110	Outside legal expertise - PD Investigation		50,000
110	Outside legal expertise - PW Litigation		150,000
110	Outside legal expertise - RSP Litigation		-
113	Outside legal expertise - Litigation	70,000	70,000
117	Outside legal expertise - Developer Reimbursement Agreements	50,000	50,000
220	Outside legal expertise - SA Housing	27,500	27,500
230	Legal and Accounting Services	15,000	15,000
510	Outside legal expertise - Water Matters	5,000	5,000
530	Legal and Accounting Services - Legal Advise-Colantuono	750,000	40,000
705	Outside legal expertise - SA Capital	1,400	1,400
	Subtotal	1,311,400	752,650
55300 Communications			
110	Communications	3,000	-
	Subtotal	3,000	-
55410 Printing and Binding			
110	Printing and Binding	400	300
	Subtotal	400	300
55600 Meeting and Catering			
110	Meeting and Catering	250	250
	Subtotal	250	250
55800 Transportation and Training			
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	8,750	1,500
110	Legal Secretary Courses (2)		400
110	Legal Secretary Courses (2)		500
110	Other seminars and workshops		200
530	Special District Conference		2,000
	Subtotal	8,750	10,850
55910 Memberships/ Dues			
110	State Bar of California	-	1,550
110	Memberships/ Dues	1,300	-
	Subtotal	1,300	1,550
60201 Reference/Text Sets/Subscriptions			
110	Reference/Text Sets/Subscriptions	4,500	4,500
	Subtotal	4,500	4,500
60301 General Office Supplies			
110	General Office Supplies	3,000	1,000
	Subtotal	3,000	1,000

FY26

Expense Detail request (Excl. Payroll)

Department / Division : **City Attorney / CAO (12121)**

Fund	Detail	Adopted FY 25	Proposed FY 26
	60302 Postage and Delivery		
110	Postage and Delivery	250	250
	Subtotal	250	250
	70310 Other		
110	Office Wall Project*	32,100	32,100
	Subtotal	32,100	32,100
	70410 Furniture & Equipment (Under \$5000)		
110	Furniture & Equip Under\$5k	5,000	5,000
111	Furniture & Equip Under\$5k	-	1,000
	Subtotal	5,000	6,000
	* One-time expense		
	** Periodic expense (ex: every 5 years)		
	Division Total	1,402,950	842,450

FY26

Expense Detail request (Excl. Payroll)

Department / Division : **City Clerk's Office / Clerk Services (11112)**

Fund	Detail	Adopted FY 25	Proposed FY 26
53120 County Services			
110	County Services	100,000	-
	Subtotal	100,000	-
53201 Professional and Technical Services			
110	Communications Plan (General) - NEW		25,000
110	Cultural Bridges for Translation Services (Citywide)		20,000
110	Document Shredding	90,000	5,000
110	Mass Mailers		30,000
110	Mid-Peninsula Media Center for Hybrid Meetings		4,000
111	AI Minutes Software - NEW	-	1,500
111	ZenCity Communications Management - NEW	-	10,000
111	Other Professional and Technic	20,000	-
	Subtotal	110,000	95,500
54440 Computer Software Lease			
111	AMS Annual - Granicus (Cloud-based)		21,690
111	City Website Update - NEW*		45,000
111	ECS Image (Laserfiche)		7,000
111	Mass Email Software		1,000
111	Municipal Code Host and Update	52,100	6,300
111	NextRequest/ PRA software - NEW		11,000
111	Social Media Accounts/ Hootsuite		1,188
111	Website Hosting - CivicPlus		14,000
	Subtotal	52,100	107,178
55300 Communications			
110	Communications	2,000	-
	Subtotal	2,000	-
55400 Advertising/Notices			
110	Social & Print Media Advertising (Facebook Ads)	-	3,000
110	Advertising/ Notices	28,000	-
	Subtotal	28,000	3,000
55410 Printing and Binding			
110	Printing and Binding	800	800
	Subtotal	800	800
55800 Transportation and Training			
110	CA Association of Public Information Officers		1,250
110	CA City Clerks Association Div - Quarterly Meetings		250
110	City Clerks Annual Conference	4,000	1,000
110	City Clerks New Law and Elections Conference		1,000
110	Professional Development Training/Seminars		500
	Subtotal	4,000	4,000
55910 Memberships/ Dues			
110	CAPIO		275
110	City Clerks Association of California		130
110	International Institute of Municipal Clerks	1,000	210
110	National Notary Association		110
110	PRSA		275
	Subtotal	1,000	1,000

FY26

Expense Detail request (Excl. Payroll)

Department / Division : **City Clerk's Office / Clerk Services (11112)**

Fund	Detail	Adopted FY 25	Proposed FY 26
	60301 General Office Supplies		
110	General Office Supplies	2,300	2,300
	Subtotal	2,300	2,300
	60302 Postage and Delivery		
110	Postage and Delivery	250	-
	Subtotal	250	-
	* One-time expense		
	** Periodic expense (ex: every 5 years)		
	Division Total	300,450	213,778

FY26

Expense Detail request (Excl. Payroll)

Department / Division : **Council / (10101)**

Fund	Detail	Adopted FY 25	Proposed FY 26
53201 Professional and Technical Services			
110	City Attorney/City Manager Evaluations (every 3 years) - NEW**	-	38,000
110	Council Priorities	15,000	15,000
	Subtotal	15,000	53,000
55300 Communications			
110	Cell Phones	2,300	-
	Subtotal	2,300	-
55600 Meeting and Catering			
110	55600 Meeting and Catering	5,000	5,000
	Subtotal	5,000	5,000
55800 Transportation and Training			
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	CA League of Cities - New Mayor and Council Members Academy		2,000
110	Council of Cities Dinner Meetings		2,000
110	Joint Venture Silicon Valley - State of the Valley	28,200	750
110	League of California Cities Annual Conference & Expo		2,000
110	Miscellaneous training and meetings		1,850
110	National League of Cities - Summit		3,000
110	San Mateo County Regional Issues Seminar (Organized by Redwood City Chamber of Commerce)		1,200
110	U.S. Conference of Mayors		5,000
	Subtotal	28,200	28,000
55910 Memberships/ Dues			
110	ABAG Membership	2,000	10,362
110	National League of Cities	-	2,000
110	SFO Round Table Membership Dues	-	1,500
	Subtotal	2,000	13,862
55920 Special Events			
110	Special Events - State of the City, Community Sponsorship, Special Meetings	10,000	10,000
	Subtotal	10,000	10,000
60301 General Office Supplies			
110	General Office Supplies	2,000	2,000
	Subtotal	2,000	2,000
70410 Furniture & Equipment under (\$5K)			
111	Laptops for Council (20%)	-	7,500
	Subtotal	-	7,500
* One-time expense			
** Periodic expense (ex: every 5 years)			
		Division Total	
		64,500	119,362

FY26

Expense Detail request (Excl. Payroll)

Department / Division : PW / Administration (21211)

Fund	Detail	Adopted FY 25	Proposed FY 26
53201 Professional and Technical Services			
111	Eng GIS Operations*	15,000	15,000
	Subtotal	15,000	15,000
54240 Building Maintenance			
110	Building Maintenance	1,000	-
	Subtotal	1,000	-
54440 Computer Software Lease			
111	TRAKIT (20%* \$25,000)	7,900	5,000
	Subtotal	7,900	5,000
55300 Communications			
110	Communications	1,500	-
	Subtotal	1,500	-
55400 Advertising/Notices			
110	Advertising/Notices	2,000	1,500
	Subtotal	2,000	1,500
55410 Printing and Binding			
110	Printing and Binding	1,000	1,500
	Subtotal	1,000	1,500
55600 Meeting and Catering			
110	Meeting and Catering	1,500	-
110	PWTC Meetings		2,000
110	Staff Retreat and Quaterly Division Meetings		1,000
	Subtotal	1,500	3,000
55800 Transportation and Training			
110	Administrative Professional	-	300
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	Nuts and Bolts Workshop	-	1,800
110	Transportation and Training	8,500	-
	Subtotal	8,500	12,700
55910 Memberships/ Dues			
110	APWA	-	200
110	ASCE Membership	-	500
110	CCAC Membership	-	500
110	CSFMO Membership	-	250
110	ELGL	-	50
110	ICMA	-	200
110	Memberships/ Dues	2,000	-
110	MMANC	-	100
110	QSD Licensing	-	150
110	State of California DCA	-	150
221	Annual Membership Dues for Street Light CAL-SLA	-	300
221	Memberships/ Dues	1,500	-
	Subtotal	3,500	2,400

FY26

Expense Detail request (Excl. Payroll)

Department / Division : **PW / Administration (21211)**

Fund	Detail	Adopted FY 25	Proposed FY 26
	55920 Special Events		
110	Outreach and Education	3,000	3,000
	Subtotal	3,000	3,000
	60201 Reference/Text Sets/Subscriptions		
110	Reference/Text Sets/Subscriptions	1,000	500
	Subtotal	1,000	500
	60202 Uniform & Safety Apparel		
110	Uniform & Safety Apparel	1,500	750
	Subtotal	1,500	750
	60203 Safety Supplies		
110	Safety Supplies	1,000	500
	Subtotal	1,000	500
	60207 Utilities		
110	Utilities	1,000	-
510	Utilities	14,000	-
	Subtotal	15,000	-
	60208 Fuel		
110	Fuel	-	1,000
	Subtotal	-	1,000
	60301 General Office Supplies		
110	General Office Supplies	3,500	3,500
	Subtotal	3,500	3,500
	60302 Postage and Delivery		
110	Postage and Delivery	500	500
	Subtotal	500	500
	* One-time expense		
	** Periodic expense (ex: every 5 years)		
	Division Total	67,400	50,850

FY26

Expense Detail request (Excl. Payroll)

Department / Division : PW / Environmental Services (21214)

Fund	Detail	Adopted FY 25	Proposed FY 26
53201 Professional and Technical Services			
110	Bay Area Community Resource Fellow	-	31,500
110	Canopy Contract	-	80,000
110	Other Professional and Technic	238,500	-
230	PCE Grant (243K-CIP 120K) -50% upfront fee*	-	123,563
230	Other Professional and Technic	243,563	-
	Subtotal	482,063	235,063
54210 Street Maintenance Services			
203	Street Sweeping Services Contract	365,000	365,000
	Subtotal	365,000	365,000
55300 Communications			
110	Communications	1,000	1,000
	Subtotal	1,000	1,000
55410 Printing and Binding			
110	Printing and Binding	1,000	3,000
	Subtotal	1,000	3,000
55600 Meeting and Catering			
110	Environmental Catering and Quarterly Division Offsite meetings	-	2,500
	Subtotal	-	2,500
55800 Transportation and Training			
110	Transportation and Training	3,000	-
110	CASQA Conference	-	1,500
110	NPDES Inspection Training	-	750
110	Various Workshops and Conferences (MMANC WLS, Winter Forum, Summer Symposium)	-	750
	Subtotal	3,000	3,000
55910 Memberships/ Dues			
110	Association of Environmental Professionals		500
110	CASQA Agency Membership (Annual)		250
110	Conference materials/handbooks	500	50
110	MMANC		200
110	OneShoreline Annual Funding Contributions FSLRRA - NEW		40,000
	Subtotal	500	41,000
55920 Special Events			
110	Clean-up Events (quarterly)		500
110	Earth Day		3,000
110	Harzardous eWaste Event		250
110	Shred Event	2,500	250
	Subtotal	2,500	4,000
60201 Reference/Text Sets/Subscriptions			
110	Reference/Text Sets/Subscriptions	250	250
	Subtotal	250	250
60202 Uniform & Safety Apparel			
110	Uniform & Safety Apparel	750	750
	Subtotal	750	750
60301 General Office Supplies			
110	General Office Supplies	1,000	500
	Subtotal	1,000	500
60302 Postage and Delivery			
110	Postage and Delivery	500	500
	Subtotal	500	500
* One-time expense			
** Periodic expense (ex: every 5 years)			
		Division Total	857,563
			656,563

FY26

Expense Detail request (Excl. Payroll)

Department / Division : PW / Engineering (21212)

Fund	Detail	Adopted FY 25	Proposed FY 26
53101 Staff Augmentation			
110	Development review support - NEW**	-	200,000
110	SB 35 Staff Aug Plan Review - Increased technical counter activity**	-	125,000
530	Sheryll Temp employee through AppleOne (40hrs/week till Dec 31, 2025)*	-	39,520
	Subtotal	-	364,520
53201 Professional and Technical Services			
110	On-Call Geo-Technical**	-	50,000
110	On-Call Transportation Services**	-	50,000
110	Other Professional and Technic	45,000	-
201	Other Professional and Technic	50,000	-
510	Assessment Management**	-	50,000
510	Groundwater Monitoring**	-	50,000
510	Water Rate study**	-	150,000
510	Other Professional and Technic	100,000	-
511	Other Professional and Technic	300,000	-
530	EPASD Data Service Tax Roll	-	2,300
530	Freyer & Lauretta Engineering services - both cost recovery and staff aug	-	350,000
530	Office Expenses**	-	5,000
530	Palo Alto Treatment	-	2,700,000
530	West Bay Contract	-	1,200,000
530	Wildan Impact Fee Study for EPASD, rate study and EDS tax roll	-	187,000
530	Other Professional and Technic	3,241,000	-
	Subtotal	3,736,000	4,794,300
54220 Street Lights Maintenance			
221	Cal West - Traffic Signal Maintenance & Repair**	-	55,000
221	Street Lights Maintenance	70,000	-
	Subtotal	70,000	55,000
54230 Signs/Signals Maintenance			
201	Cal West - Traffic Signal Maintenance & Repair	-	75,000
201	Signs/Signals Maintenance	110,000	-
	Subtotal	110,000	75,000
54290 Other Repairs and Maintenance			
530	Other Repair and Maintenance	68,000	-
	Subtotal	68,000	-
54410 Land and Building Lease			
530	Land and Building Lease	8,000	-
	Subtotal	8,000	-
54440 Computer Software Lease			
111	AutoCAD - Transferred from 111-95951	-	3,000
111	Bluebeam (33%)	-	2,403
	Subtotal	-	5,403
55210 Premiums			
530	Premiums	220,000	-
	Subtotal	220,000	-
55300 Communications			
110	Communications	5,000	-
	Subtotal	5,000	-
55400 Advertising/Notices			
110	Advertising/Notices	1,000	2,000
511	Advertising/Notices	5,000	5,000
530	Advertising/Notices	28,000	25,000
	Subtotal	34,000	32,000

FY26

Expense Detail request (Excl. Payroll)

Department / Division : PW / Engineering (21212)

Fund	Detail	Adopted FY 25	Proposed FY 26
55410 Printing and Binding			
110	Printing and Binding	1,000	1,000
	Subtotal	1,000	1,000
55600 Meeting and Catering			
110	Community Rating Service for FEMA activities	-	300
110	Engineering Retreats	-	500
110	Outreach meetings for construction	-	500
110	Ribbon cutting ceremonies	-	500
110	Meeting and Catering	500	-
	Subtotal	500	1,800
55800 Transportation and Training			
110	American Public Works Association Conference	-	1,500
110	Annual League of California Cities PW Meeting	-	2,500
110	ASCE/APWA monthly training	-	700
110	CalTrans Federal Aid/ RE Training	-	500
110	FEMA Training	-	500
110	Inspection Training (various)	-	300
110	PE Certification Training	-	1,000
110	Professional Training (various)	-	300
110	Transportation and Training	7,000	-
530	For meetings	-	6,000
530	EPASD Staff Trainings	-	5,000
530	Transportation and Training	48,000	-
	Subtotal	55,000	18,300
55910 Memberships/ Dues			
110	APWA	-	500
110	ASCE Membership	-	500
110	CFM Certification	-	-
110	League of California Cities	-	-
110	QSD Certification	-	300
110	State of California DCA	-	700
110	Memberships/ Dues	2,000	-
530	Memberships/ Dues	30,000	30,000
	Subtotal	32,000	32,000
55920 Special Events			
530	Special Events	70,000	-
	Subtotal	70,000	-
55990 Other Services			
530	Other Services	50,400	-
	Subtotal	50,400	-
60201 Reference/ Text Sets/ Subscripts			
110	Reference/ Text Sets/ Subscripts	-	4,000
	Subtotal	-	4,000
60202 Uniform & Safety Apparel			
110	Uniform & Safety Apparel	1,000	1,000
	Subtotal	1,000	1,000
60207 Utilities			
530	Utilities	54,000	54,000
	Subtotal	54,000	54,000
60208 Fuel			
110	Fuel	2,500	2,500
530	Fuel	15,000	-
	Subtotal	17,500	2,500

FY26

Expense Detail request (Excl. Payroll)

Department / Division : PW / Engineering (21212)

Fund	Detail	Adopted FY 25	Proposed FY 26
60209 Other Operating Supplies			
530	Other Operating Supplies	10,500	8,500
	Subtotal	10,500	8,500
60301 General Office Supplies			
110	General Office Supplies	2,000	2,000
530	General Office Supplies	10,000	10,000
	Subtotal	12,000	12,000
60302 Postage and Delivery			
110	Postage and Delivery	500	500
530	Postage and Delivery	5,000	5,000
	Subtotal	5,500	5,500
70410 Furniture & Equipment (Under \$5000)			
110	Furniture & Equip Under\$5k	500	-
530	Furniture & Equip Under\$5k	25,000	-
	Subtotal	25,500	-
	* One-time expense		
	** Periodic expense (ex: every 5 years)		
	Division Total	4,585,900	5,466,823

FY26

Expense Detail request (Excl. Payroll)

Department / Division : PW / Maintenance (21213)

Fund	Detail	Adopted FY 25	Proposed FY 26
53120 County Services			
110	SMC County Inspections - Cooley Landing Soil Gas Mitigation System	-	10,000
110	SMC Health & hazmat inspection	-	1,500
110	County Services	10,000	-
	Subtotal	10,000	11,500
53201 Professional and Technical Services			
110	Badger Daylighting Contract (flood protection)	-	100,000
110	Brightview Landscape Services Contract (soundwall weed removal)	-	41,000
110	Graffiti Abatement Program - NEW Contract	-	75,000
110	Miscellaneous	-	25,000
110	Precision Concrete Cutting - NEW	-	75,000
110	Republic Services Contract (Hazardous Materials Disposal)	-	100,000
110	Tree Inventory & Assessment - NEW*	-	100,000
110	West Coast Arborist Contract (Trees in Public Right-of-Way)	-	130,000
110	Other Professional and Technic	361,000	-
111	IWORQ System (Annual Work Order License)	-	6,000
111	Other Professional and Technic	-	-
201	Chrisp Company Contract-original contract \$50K, add \$50K annually per PW Director	-	100,000
201	Public Tree Assessment & inventory - NEW*	-	20,000
201	West Coast Arborist Contract	-	20,000
201	Other Professional and Technic	30,000	-
203	SD-09 Trash Capture Project - Newbridge & Saratoga	-	20,000
222	McNabb Contract (Annual Runnymede Drainage Channel Maintenance)	-	9,800
222	Pump station pond maintenance - NEW*	-	200,000
222	Other Professional and Technic	50,000	-
510	Annual backflow testing & repairs	-	12,000
510	Other Professional and Technic	27,000	-
	Subtotal	468,000	1,033,800
54210 Street Maintenance Services			
201	Street Maintenance Services	100,000	100,000
	Subtotal	100,000	100,000
54220 Street Lights Maintenance			
221	Street Lights Maintenance	100,000	-
	Subtotal	100,000	-

FY26

Expense Detail request (Excl. Payroll)

Department / Division : PW / Maintenance (21213)

Fund	Detail	Adopted FY 25	Proposed FY 26
54240 Building Maintenance			
110	A-1 Septic Tank Service @ Cooley Landing	-	3,000
110	AA Locks & Alarm	-	20,000
110	Ace Fire -fire extinguisher	-	5,000
110	Acme Pacific-Senior Center kitchen equipment	-	5,000
110	Andys Roofing	-	40,000
110	Arias F. electric contract	-	50,000
110	Bay Area Fencing	-	10,000
110	Environmental Systems HVAC contract	-	60,000
110	Everon Contract (Building Alarm)	-	17,500
110	Fast Sign	-	7,500
110	Global Industrial-trashcans	-	4,000
110	Grainger	-	15,000
110	Home Depot	-	20,000
110	James Plumbing & Drain Services	-	5,000
110	Johnson Control Contract (Building Alarm)	-	23,000
110	Lock Works Unlimited-Tate Crad Access	-	250
110	Miscellaneous Items	-	15,000
110	Ninyo & moore-Cooley Landing Inspections	-	25,000
110	Omega Industrial Supply-Graffiti Abatement Supplies	-	10,000
110	Pro-Techs Security cameras	-	10,000
110	Quality Plumbing	-	5,000
110	Simonds Machinery-Cooley Landing Sewer Pumps	-	5,000
110	Terminix-Rodent Control	-	2,500
110	Vortex door	-	20,000
110	Building Maintenance	355,000	-
222	AAA Smart Alarm company	-	2,000
222	Miscellaneous	-	1,000
222	Building Maintenance	2,500	-
530	Building Maintenance - Alarm and others	-	32,000
530	Degree HVAC	-	1,000
530	Everon	-	12,876
530	Misc.	-	50,000
530	Building Maintenance	32,000	-
	Subtotal	389,500	476,626
54250 Landscape/Parks Maintenance			
110	Ciardella's Garden	-	20,000
110	Home Depot	-	10,000
110	Horizon	-	15,000
110	Miscellaneous	-	5,000
110	Playground Unlimited	-	10,000
110	Ross Recreation Equipment- Playgrounds parts	-	20,000
110	Landscape/Parks Maintenance	75,000	-
	Subtotal	75,000	80,000

FY26

Expense Detail request (Excl. Payroll)

Department / Division : **PW / Maintenance (21213)**

Fund	Detail	Adopted FY 25	Proposed FY 26
54260 Vehicle Maintenance Service			
110	Image Auto Contract	-	44,000
110	Vehicle Maintenance Service	55,000	-
201	Image Auto Contract	-	4,500
201	Vehicle Maintenance Service	4,500	-
203	Miscellaneous	-	5,000
203	MME Hayward	-	7,500
203	San Jose Mission Ford	-	8,000
203	Vehicle Maintenance Service	15,000	-
221	Image Auto Contract	-	5,000
221	Riche's Tires - Bucket Truck	-	2,000
221	Vehicle Maintenance Service	5,000	-
	Subtotal	79,500	76,000
54270 Equipment Maintenance			
110	AAA forklift General Maintenance - Lawn mowers, tractor, forklift, compressor	-	20,000
110	Equipment Maintenance	20,000	-
201	AAA Forklift (equipment PM Program)	-	17,000
201	Riche's tire	-	5,000
201	Equipment Maintenance	10,000	-
203	MME	-	3,000
203	RoadSafe Traffic Systems	-	4,000
203	Equipment Maintenance	7,000	-
222	Calcon System-SCADA System*	-	9,500
222	Peterson Power Contract	-	30,000
222	Technology-fuel system	-	5,000
222	Equipment Maintenance	65,000	-
	Subtotal	102,000	93,500
54280 Janitorial Services			
110	Frank & Grossman	-	150,000
110	Janitorial Services	150,000	-
530	Janitorial services	-	25,000
530	Janitorial Services	20,000	-
	Subtotal	170,000	175,000
54410 Land and Building Lease and Rentals			
110	Corpyard lease (85%)	-	280,000
110	Land and Building Lease and Re	275,000	-
203	Land and Building Lease and Re	17,000	17,000
510	Land and Building Lease and Re	33,000	33,000
	Subtotal	325,000	330,000
54430 Equipment Lease and Rentals			
110	Equipment Lease and Rentals	5,000	5,000
222	Equipment Lease and Rentals	5,000	5,000
	Subtotal	10,000	10,000

FY26

Expense Detail request (Excl. Payroll)

Department / Division : **PW / Maintenance (21213)**

Fund	Detail	Adopted FY 25	Proposed FY 26
54440 Information Technology			
111	Information Technology	-	2,500
	Subtotal	-	2,500
54990 Other Property Services			
110	Corp Yard Paving & Striping*	-	10,000
110	Level 2 charging station*	-	15,000
110	Other Property Services	10,000	-
222	Other Property Services	5,000	-
	Subtotal	15,000	25,000
55300 Communications			
110	Two-Way Radios Annual Subscription (for emergency use)	15,000	15,000
	Subtotal	15,000	15,000
55410 Printing and Binding			
110	Printing and Binding	200	200
	Subtotal	200	200
55600 Meeting and Catering			
110	Safety Training Meetings	-	2,500
110	Team Building (quarterly)	-	2,500
110	Meeting and Catering	1,000	-
	Subtotal	1,000	5,000
55800 Transportation and Training			
110	Admin Training (Secretary)	-	2,000
110	Du-All Safety-safety trainings	-	20,000
110	Playground Certifications for Maintenance Staff	-	5,000
110	Transportation and Training	5,000	-
	Subtotal	5,000	27,000
55910 Memberships/ Dues			
110	Mento Park Fire District - Annual Corp Yard inspection	-	4,000
110	SMC Environmental Health - Corp Yard Annual Haz-Mat Inspection Fee	-	1,500
110	SMC Environmental Health-Cooley Landing	-	2,000
110	Memberships/ Dues	5,000	-
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
203	Memberships/ Dues	20,000	-
222	Mento 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
222	Memberships/ Dues	5,000	-
510	Bay Area Air Quality Management District - Annual Permit Renewal - Gloria Way Well	-	1,000
	Subtotal	30,000	39,350

FY26

Expense Detail request (Excl. Payroll)

Department / Division : PW / Maintenance (21213)

Fund	Detail	Adopted FY 25	Proposed FY 26
60101 Hardware Supplies			
110	Hardware Supplies	5,000	5,000
203	Ennis Flint-storm drain (flow to bay stencils)	-	5,000
203	Kimball Midwest	-	2,500
203	Sand & bags	-	10,000
203	Hardware Supplies	8,000	-
222	Hardware Supplies	2,500	2,500
	Subtotal	15,500	25,000
60102 Vehicle Maintenance Supplies			
110	Vehicle Maintenance Supplies	500	2,000
203	Vehicle Maintenance Supplies	5,000	2,000
	Subtotal	5,500	4,000
60103 Equipment Maintenance Supplies			
201	60103 Equipment Maintenance Supplies	-	500
201	Home Depot	-	500
201	Western States Tools	-	1,500
201	Equipment Maintenance Supplies	5,000	-
203	Equipment Maintenance Supplies	1,000	-
222	Equipment Maintenance Supplies	3,000	3,000
	Subtotal	9,000	5,500
60104 Asphalt and Other Street Supplies			
201	Advance Construction Supplies	-	12,000
201	Bormann's Steel	-	2,500
201	Grainger	-	10,000
201	Graniterock	-	5,000
201	Lyngso Garden	-	10,000
201	Zumar	-	5,000
201	Asphalt and Other Street Suppl	25,000	-
	Subtotal	25,000	44,500
60105 Electrical Supplies			
110	Amazon	-	2,000
110	CED Bay Area	-	2,500
110	Home Depot	-	1,000
110	Electrical Supplies	1,000	-
221	CED Bay Area	-	15,000
221	Electrical Supplies	15,000	-
	Subtotal	16,000	20,500
60108 Janitorial Supplies			
110	Amazon	-	5,000
110	Home Depot	-	3,000
110	Janitorial Supplies	26,000	-
110	Resource Solutions of SF Group	-	18,000
	Subtotal	26,000	26,000
60109 Landscape & Park Maintenance Supplies			
110	Cariradellas Garden	-	5,000
110	Home Depot	-	5,000
110	Horizon	-	20,000
110	Landscape & Park Maintenance Supplies	50,000	-
110	Site One-buildings irrigation Rain Master controllers	-	6,500
110	Trees and Shrubs (Boething Treeland Farms)	-	4,000
	Subtotal	50,000	40,500
60202 Uniform & Safety Apparel			
110	Cintas uniform	-	20,000
110	Miscellaneous	-	1,000
110	Safety Boots	-	2,500
110	Uniform & Safety Apparel	22,000	-
530	Uniform & Safety Apparel	10,000	-
	Subtotal	32,000	23,500
60203 Safety Supplies			
110	Safety Supplies	8,000	-
110	Kimball Mid West	-	5,000
110	Bay Area First Aid & Supplies	-	5,000
	Subtotal	8,000	10,000
60207 Utilities			
110	Utilities	250,000	250,000
201	Utilities	70,000	70,000
221	Caltrans	-	8,132
221	IWORQ	-	5,500
221	Utilities	-	65,000
221	Utilities	65,000	-

FY26

Expense Detail request (Excl. Payroll)

Department / Division : **PW / Maintenance (21213)**

Fund	Detail	Adopted FY 25	Proposed FY 26
	Subtotal	385,000	398,632
	60208 Fuel		
110	Chevron Texaco	-	5,000
110	RCSD-fuel	-	10,000
110	Fuel	15,000	-
201	Chevron Texaco	-	10,000
201	RCSD Fuel	-	1,000
201	Fuel	15,000	-
222	Valley Oil-Diesel Fuel	-	7,000
222	Fuel	7,000	-
	Subtotal	37,000	33,000
	60209 Other Operating Supplies		
110	Other Operating Supplies	3,000	10,000
221	Holiday lights	-	5,000
221	Other Operating Supplies	-	-
520	Grapplers - trash pickers	-	2,500
520	Street Trashcans Replacement	-	10,000
520	Other Operating Supplies	15,000	-
	Subtotal	18,000	27,500
	60301 General Office Supplies		
110	General Office Supplies	4,000	-
	Subtotal	4,000	-
	70410 Furniture & Equipment (Under \$5000)		
110	Parks & Facilities Trashcan Replacement	-	15,000
110	Furniture & Equip Under\$5k	15,000	-
	Subtotal	15,000	15,000
	70420 Furniture & Equipment (Over \$5000)		
222	Pump Station SCADA System*	-	15,000
222	Furniture & Equipment(Over\$5K)	15,000	-
	Subtotal	15,000	15,000
	70510 Rolling Stock: Vehicles, Mower, etc.		
112	Electric forklift*	-	30,000
112	Light tower*	-	20,000
112	Mower*	-	20,000
112	Rolling Stock: Vehicles, Mower	20,000	-
201	Rolling Stock: Vehicles, Mower	225,000	-
	Subtotal	245,000	70,000
	* One-time expense		
	** Periodic expense (ex: every 5 years)		
	Division Total	2,801,200	3,259,108

CITY OF EAST PALO ALTO
Detail Position Listing

	FTE's FY 2025-26		FTE's FY 2025-26
City Council		Community and Economic Development (Cont'd)	
a. Council Member	5.00	Planning Division	
City Attorney's Office		a. Planning Manager	1.00
a. City Attorney/District Counsel ¹	1.00	b. Senior Planner	1.00
b. Deputy City Attorney I/II	1.00	c. Assistant/Associate Planner	2.00
c. Paralegal ²	<u>1.00</u>	d. Planning Technician	<u>1.00</u>
	3.00	e.	5.00
City Manager's Office		Public Works	
Administration		Administration Division	
a. City Manager/General Manager ¹	1.00	a. Public Works Director/District Engineer1	1.00
b. Assistant City Manager/Assistant General Manager ¹	1.00	b. Administrative Assistant2	2.00
c. Assistant to the City Manager	2.00	c. Management Analyst I/II	1.00
d. Information Technology (IT) Manager	1.00	d. Environmental Service Aide	<u>1.45</u>
e. Information Technology (IT) Specialist I/II ²	1.00		5.45
f. Executive Assist. to City Mgr	<u>1.00</u>	Engineering Division	
	7.00	a. City Engineer	1.00
Human Resources Division		b. Utility Manager	1.00
a. Human Resources Manager	1.00	c. Senior Engineer	1.00
b. Human Resources Technician I/II	<u>1.00</u>	d. Assistant/Associate Engineer	2.00
	2.00	e. Public Works Supervisor	<u>1.00</u>
Community Services Division			6.00
a. Community Services Manager	1.00	Maintenance Division	
b. Recreation Coordinator	1.00	a. Maintenance Manager	1.00
c. Recreation Leader II (1 FTE, 1 PT)	1.45	b. Maintenance Worker I	3.00
d. Van Driver (2 PT)	1.00	c. Maintenance Worker II	5.00
e. Nutrition Site Supervisor (1 PT)	0.75	d. Maintenance Worker III	2.00
f. Kitchen Aide (1 PT)	<u>0.50</u>	e. Secretary I	<u>1.00</u>
	5.70		12.00
City Clerk's Office		Police	
a. City Clerk - Public Information Officer (PIO)	1.00	Administration Division	
b. Office Assistant	<u>1.00</u>	a. Police Chief	1.00
	2.00	b. Support Services Manager	1.00
Finance		c. Police Records Supervisor	1.00
a. Finance Director/District Treasurer ¹	1.00	d. Police Record's Clerk I/II	4.00
b. Financial Services Manager	1.00	e. Property & Evidence Technician	<u>1.00</u>
c. Accountant Senior ²	2.00		8.00
d. Accountant I	1.00	Investigations Division	
e. Accounting Technician I/II	1.00	a. Captain	1.00
f. Grant Coordinator	1.00	b. Police Officer	4.00
G Senior Accounting Technician	<u>1.00</u>	c. Police Sergeant	<u>1.00</u>
	8.00		6.00
Community and Economic Development		Operations Division	
Administration Division		a. Captain	1.00
a. Community & Economic Dev Director	1.00	b. Police Sergeant	4.00
b. Management Analyst I/II	1.00	c. Police Officer	24.00
c. Secretary I/II	1.00	d. Community Services Officer	4.00
d. Office Assistant	<u>1.00</u>	c. Community Services Officer (4 PT)	<u>1.80</u>
	4.00		34.80
Building Services Division			
a. Chief Building Official	1.00		
b. Building Inspector I/II	1.00		
c. Building Permit Technician	2.00		
d. Bldg Inspector/Neighborhood Preserv Officer I/II	1.00		
e. Neighborhood Preservation Officer I/II	<u>2.00</u>		
	7.00		
Housing/Econ Division			
a. Housing & Econ Dev Manager	1.00		
b. RSP Administrator	1.00		
c. Housing Project Manager	1.00		
d. RSP Coordinator I/II	<u>1.00</u>		
	4.00		
		Total Authorized FTE's	<u><u>124.95</u></u>

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

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

CITY OF EAST PALO ALTO
Detail Position Listing for Limited-Term and Proposed

Position	Department	Type	Funding	Estimated Fully Burdened Rate
Management Analyst I	CMO - Human Resources	Continuing Limited-Term	General Fund	\$ 146,000
Human Resources Technician I	CMO - Human Resources	Continuing Limited-Term	General Fund	\$ 125,000
Management Analyst II	Police - Admin	Continuing Limited-Term	General Fund	\$ 207,000
Housing Specialist	CEDD - Housing	Proposed 1-year Limited-Term	See below*	\$ 140,000
Maintenance Worker I	Public Works - Maintenance	Proposed Permanently	See below**	\$ 128,000

* Staff propose funding this position from the following sources based on the assignments: 20% general fund rent registry, 25% Measure JJ, 5% Housing In-Lieu, 10% affordable housing preservation.

** Staff propose funding this position from the following sources: 20% general fund and 80% various utility funds (garbage collection and storm drain depending on the assignments).