



EAST PALO ALTO CITY COUNCIL REGULAR SESSION **AMENDED** AGENDA

Tuesday, April 15, 2025, 6:30 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/81382386420>

Or join by phone:

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+ 1 301 715 8592

Webinar ID: 813 8238 6420

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**

3.1 Arbor Day Proclamation

Recommendation:

Present the proclamation.

3.2 Adopt Two Publicly Available Compensation Schedules for Amended FY 2024-25

Recommendation:

Adopt a resolution approving the two Publicly Available Compensation Schedules for Amended FY 2024-25.

3.3 SAFER Bay Project (City Project No. SP-02C) Phase 1 Design Award

Recommendation:

Adopt a resolution:

1. Adopt a resolution authorizing the City Manager to award, negotiate, and execute an agreement with Sherwood Design Engineers, in a form approved by the City Attorney, for a contract amount of \$3,076,619, and to establish a 10% contingency of \$ 307,661.90, for a total not-to-exceed amount of \$3,384,280.90 for professional engineering services to complete the design of the SAFER Bay Flood Control Project (SP-02C) – Phase 1 south of Bay Road; and
2. Finding that the proposed action is within the scope of the Program Environmental Impact Report (EIR) for the subject project, and as such no new environmental document would be required, and additionally, it does not constitute a “project” with the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines sections 15378(b)(4) and (5) in that it is a governmental fiscal, organizational or administrative activity that will not result in direct or indirect changes in the environment.

3.4 Cash report for February 2025

Recommendation: Accept and file the Cash Treasury Report

3.5 City Council Meeting Minutes

Recommendation:

Adopt April 1, 2025, City Council Meeting Minutes.

3.6 Jon Johnston Proclamation

Recommendation: Present the proclamation.

4. CLOSED SESSION

5. PUBLIC COMMENT

6. INFORMATIONAL REPORTS

7. SPECIAL PRESENTATIONS

7.1 Sister City International Special Presentation

Recommendation: Receive presentation on potential Sister City Partnership with Tonga.

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

9. APPROVAL OF THE EPASD BOARD MEETING AGENDA

10. APPROVAL OF EPASD BOARD MEETING CONSENT CALENDAR

10.1 Cash Disbursement Report for February 2025

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

11. EPASD BOARD MEETING CLOSED SESSION

12. EPASD BOARD MEETING PUBLIC COMMENT

13. EPASD BOARD MEETING POLICY AND ACTION

14. EPASD BOARD REPORTS

15. ADJOURN EAST PALO ALTO SANITARY DISTRICT BOARD MEETING AND RECONVENE CITY COUNCIL REGULAR MEETING

16. PUBLIC HEARINGS

17. POLICY AND ACTION

17.1 Sidewalk Vending Analysis

Recommendation:

Receive an analysis of the sidewalk vending's and provide direction to staff to ensure the health and safety of the community while supporting micro business owners and entrepreneurs.

17.2 Strategies for the City to Better Address Tier 3 Code Violations

Recommendation:

Review the potential strategies for the City to better address Tier 3 Code violations and provide direction on the Council's preferred strategy or alternatives.

17.3 Illegal Fireworks Ordinance

Recommendation:

By motion:

1. Waive the first reading and introduce an ordinance repealing Article I (FIREWORKS) of Chapter 8.20 (Fireworks and Explosives) of the East Palo Alto Municipal Code and add a new Article I (Fireworks) governing the use and possession of illegal fireworks by occupants and owners of real property; and
2. Find that the proposed action does not constitute a "project" with the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines sections 15378(b)(4) and (5) in that it is a governmental fiscal, organizational or administrative activity that will not result in direct or indirect changes in the environment, or is otherwise exempt under 15378 (regulatory actions), Section 15061(b)(3) (no significant environmental impact), and Section 15183 (actions consistent with the general plan and zoning).

18. COUNCIL REPORTS

19. ADJOURNMENT

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

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

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

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

DECLARATION OF POSTING

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

POSTED: April 4, 2025
AMENDED: April 8, 2025

ATTEST:

James Colin

City Clerk

Upcoming meetings:

Study Session	April 22, 2025	6:00 PM
Regular Meeting	May 6, 2025	6:30 PM
Budget Meeting	May 13, 2025	6:00 PM



EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: April 15, 2025
TO: Honorable Mayor and Members of the City Council
VIA: Melvin E. Gaines, City Manager
BY: James Colin, City Clerk
SUBJECT: Arbor Day Proclamation

Recommendation

Present the proclamation.

Attachments

1. Proclamation

PROCLAMATION OF THE CITY OF EAST PALO ALTO CELEBRATING ARBOR DAY

WHEREAS, in 2025, the City of East Palo Alto established a special day in April to be set aside for the planting of trees; and

WHEREAS this holiday, called Arbor Day, was first observed with the planting of more than a million trees, now observed around the world; and

WHEREAS, trees in East Palo Alto can be a solution to combating climate change by sequestering carbon, reducing the erosion of our precious topsoil, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife; and

WHEREAS, trees in our City and beyond deserve recognition for providing us countless amenities, for enhancing our livelihoods, beautifying our community, providing shade, and being a source of joy.

NOW, THEREFORE, BE IT RESOLVED THAT I, Martha Barragan, Mayor of the City of East Palo Alto, do hereby proclaim, April 25 as ARBOR DAY in the City of East Palo Alto, and I urge all citizens to support efforts to protect trees and our urban canopy, as well as enjoy their presence in our community.



Dated: April 15, 2025

Martha Barragan, Mayor



EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: April 15, 2025

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

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

SUBJECT: Adopt Two Publicly Available Compensation Schedules for Amended FY 2024-25

Recommendation

Adopt a resolution approving the amendment for two Publicly Available Compensation Schedules for FY 2024-25.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority: Ensure Our Financial and Organizational Health

Background

Compensation consisting of salary and benefits paid to employees of the City of East Palo Alto is governed by the City's Municipal Code, personnel policies, negotiated and authorized memoranda of understanding with the three employee bargaining units (MEA, SEIU, POA), authorized compensation for unrepresented employees, and authorized contractual agreements with the City Manager and City Attorney. As a member of the California Public Employees' Retirement System (CalPERS), the City also is subject to applicable provisions of the Public Employee Retirement Law (PERL) referenced in the California Government Code and the California Code of Regulations (CCR).

In accordance with East Palo Alto Municipal Code Section 2.8.110, the City's Personnel Policies and Procedures approved by the City Council on August 28, 1985 (Resolution #00210) Rule 3.9.01 states: "annually, the City Council shall establish the pay range and steps assigned to each classification in the City service." The City maintains a Classification and Compensation

CONSENT ITEM 3.2

Schedule inclusive of all authorized employee classifications. This includes the salary ranges that depict salary steps associated with such authorized classifications.

In addition to local policy requirements, CCR Title 2, Section 570.5 requires the City adopt a publicly available pay schedule for purposes of determining the amount of “compensation earnable” pursuant to California Government Code Sections 20630, 20636, and 20636.1. Generally, compensation earnable is calculated using employee payrate and special compensation earned while working for the contracting agency (the City). It is paramount to have a properly adopted and administered pay schedule to assure both transparency and the accuracy of employee retirement benefits.

The City’s Compensation Schedule is required to meet eight criteria contained in CCR Title 2, Section 570.5, including that the schedule must be approved by the governing body (City Council). The schedule must be publicly accessible and available for auditing purposes for at least five years. The schedule also requires the following: position titles; payrates for each position (ranges or steps); the time bases for how pay is calculated (i.e., hourly, bi-weekly, etc.); payrates’ effective dates; and any applicable revision dates. The schedule may not reference another document in lieu of disclosing the payrates.

Analysis

The City is presenting for adoption an amendment for Fiscal Year 2024-25 City of East Palo Alto Compensation Schedule reflecting the following:

Citywide Update:

- Police Recruit
Amending the title from Police Trainee to Police Recruit
- Captain
Reclassifying Commander (eliminated 2/15/25) to Captain (effective 2/16/25)
- Chief Building Official
Increased pay by 10%
- Information Technology Specialist I/II
New pay scales because it is a newly created classification
- Recreational Leader I FT and PT
Aligned pay scale with wage ordinance
- Special Projects Manager (2 Year LTD)
Establishing pay scale
- Paralegal
Legal Secretary (eliminated 1/4/25) to Paralegal (effective 1/5/25)
- Assistant City Manager/ Assistant General Manager
Title update
- Finance Director/ District Treasurer
Title update, change in pay scale

CONSENT ITEM 3.2

- Public Works Director/ District Engineer
Title update, change in pay scale
- Accountant Senior (effective 10/13/25)
Change in pay scale because classification is expected to have accounting knowledge for special districts and because this classification was not part of the compensation study in 2020

Contractual Staff Update:

- City Manager/General Manager
Title update, change in pay scale. On March 18, 2025, the City Council authorized an amendment of the employment agreement between Melvin E. Gaines for the position of City Manager/General Manager with the City of East Palo Alto. The amendment replaced the termination of his term of employment from January 30, 2026, to January 30, 2029. His total and final compensation under this amendment is \$317,212, effective the next pay period after the Effective Date (of January 30, 2025).
- City Attorney/District Counsel
Title update, change in pay scale. On March 18, 2025, the City Council authorized an amendment of the employment agreement between John D. Lê for the position of City Attorney/District Counsel with the City of East Palo Alto. The amendment replaced the termination of his term of employment from January 9, 2026, to January 9, 2029, the elimination of this cost of living adjustment (COLA), and added ICMA 457 employer contributions in lieu of medical coverage. His total and final compensation under this amendment is \$300,030, effective January 9, 2025.
- *No other terms of employment in their respective agreements have changed.*

To remain in compliance with the City compensation ordinance, personnel policies, and CCR Title 2, Section 570.5, staff is presenting the revised FY 2024-25 Annual Compensation Schedule. The City is presenting for adoption the Amended Fiscal Year 2024-25 Compensation Schedules for all city classifications and one for the two contractual employees per SB 1344.

Fiscal Impact

No fiscal impact is associated with approval of the schedules.

Public Notice

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

Environmental

CONSENT ITEM 3.2

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

Government Code § 84308

Applicability of Levine Act: No, as the entitlement involves a personnel contract, the Levine Act is not applicable.

Analysis of Levine Act Compliance: Not applicable.

Attachments

1. Resolution.
1. Resolution Attachment A: FY 2024-25 Contractual Compensation Schedule (Amended)
2. Resolution Attachment B: FY 2024-25 Citywide Compensation Schedule (Amended)

RESOLUTION NO. XX– 2025**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF EAST PALO ALTO****ADOPTING THE AMENDMENT FOR TWO PUBLICLY AVAILABLE COMPENSATION
SCHEDULES FOR FISCAL YEAR (FY) 2024-25**

WHEREAS, in accordance with East Palo Alto Municipal Code Section 2.80.110 (Compensation plan), the City’s Personnel Policies and Procedures approved by the City Council on August 28, 1985 (Resolution #00210) Rule 3.9.01 states that “annually, the City Council shall establish the pay range and steps assigned to each classification in the City service”; and

WHEREAS, the City maintains a Compensation Schedule inclusive of all authorized employee classifications, which includes the salary ranges that depict salary steps associated with such authorized classifications; and

WHEREAS, as a member of the California Public Employees’ Retirement System (CalPERS), the City also is subject to applicable provisions of the Public Employee Retirement Law (PERL) referenced in the California Government Code and the California Code of Regulations; and

WHEREAS, the City’s Compensation Schedule is required to meet eight criteria contained in 2 C.C.R. §570.5: it must be approved by the governing body (City Council);the schedule must be publicly accessible and available for auditing purposes for at least five years; the schedule is required to include position titles, payrates for each position (ranges or steps), the time bases for how pay is calculated (i.e., hourly, bi-weekly, etc.), payrates’ effective dates, and any applicable revision dates; and

WHEREAS, on March 18, 2025, the City Council authorized an amendment of the employment agreement between Melvin E. Gaines for the position of City Manager/General Manager with the City of East Palo Alto, which amendment replaced the termination of his term of employment from January 30, 2026, to January 30, 2029, and determinates his total and final compensation is \$317,212, effective the first pay period after the Effective Date; and

WHEREAS, on March 18, 2025, the City Council authorized an amendment of the employment agreement between John D. Lê for the position of City Attorney/District Counsel with the City of East Palo Alto, which amendment replaced the termination of his term of employment from January 9, 2026, to January 9, 2029, eliminated the cost of living adjustment (COLA), added ICMA 457 employer contributions in lieu of medical coverage, and determined his total and final compensation is \$300,030, effective January 9, 2025; and

WHEREAS, to remain in compliance with City compensation ordinance, personnel policies, and 2 CCR §570.5, staff is presenting the amended FY 2024-25 Annual Compensation Schedule.

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

1. Finds the foregoing recitals are true and correct, and are incorporated by this action: and

2. Adopts the amended Fiscal Year (FY) 2024-25 Compensation Schedules, which are attached hereto as Attachments A and B and incorporated herein by this reference; and
3. The proposed action is not a “project” within the meaning of the California Environmental Quality Act (CEQA), pursuant to CEQA Guideline section 15378(b)(2), in that it is government administrative activity that will not result in direct or indirect changes in the environment.

PASSED AND ADOPTED this 15th day of April 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Martha Barragan, Mayor

ATTEST:

APPROVED AS TO FORM:

James Colin, City Clerk

John D. Lê, City Attorney

**CITY OF EAST PALO ALTO
COMPENSATION SCHEDULE FISCAL YEAR 2024-25**

(Rates Effective 5/26/2024, Except as Noted)

City Manager (Contractual)				Resolution 86-2024	Resolution 24-2025	Effective 1/30/2025
Hourly				128.5695	152.5058	
Bi-Weekly				10,285.56	12,200.46	
Monthly				22,285.38	26,434.33	
Annual				267,424.57	317,212.00	

City Attorney (Contractual)				Resolution 86-2024	Resolution 25-2025	Effective 1/9/2025
Hourly				118.8361	144.2452	
Bi-Weekly				9,506.89	11,539.62	
Monthly				20,598.25	25,002.50	
Annual				247,179.02	300,030.00	

**CITY OF EAST PALO ALTO
COMPENSATION SCHEDULE FISCAL YEAR 2024-25**

(Rates Effective 5/26/2024, Except as Noted)

Accountant I (SEIU)

	Step A	Step B	Step C	Step D	Step E
Hourly	36.9381	38.7850	40.7242	42.7604	44.8984
Bi-Weekly	2,955.05	3,102.80	3,257.94	3,420.83	3,591.88
Monthly	6,402.60	6,722.73	7,058.86	7,411.81	7,782.40
Annual	76,831.18	80,672.74	84,706.37	88,941.69	93,388.78

Accountant II (SEIU)

	Step A	Step B	Step C	Step D	Step E
Hourly	40.8116	42.8522	44.9948	47.2445	49.6068
Bi-Weekly	3,264.93	3,428.17	3,599.58	3,779.56	3,968.54
Monthly	7,074.01	7,427.71	7,799.10	8,189.05	8,598.50
Annual	84,888.14	89,132.54	93,589.17	98,268.63	103,182.06

Accountant Senior (MEA)

	Step A	Step B	Step C	Step D	Step E
Hourly	47.4664	49.8398	52.3318	54.9483	57.6958
Bi-Weekly	3,797.32	3,987.18	4,186.54	4,395.87	4,615.66
Monthly	8,227.52	8,638.89	9,070.84	9,524.38	10,000.60
Annual	98,730.21	103,666.72	108,850.06	114,292.56	120,007.19

Accountant Senior (MEA)

	Step A	Step B	Step C	Step D	Step E
Hourly	49.8398	52.3318	54.9483	57.6958	60.5806
Bi-Weekly	3,987.18	4,186.54	4,395.87	4,615.66	4,846.44
Monthly	8,638.89	9,070.84	9,524.38	10,000.60	10,500.63
Annual	103,666.72	108,850.06	114,292.56	120,007.19	126,007.55

**Effective
10/13/2024**

Account Technician I (SEIU)

	Step A	Step B	Step C	Step D	Step E
Hourly	30.8644	32.4076	34.0280	35.7294	37.5158
Bi-Weekly	2,469.15	2,592.61	2,722.24	2,858.35	3,001.27
Monthly	5,349.82	5,617.31	5,898.18	6,193.09	6,502.74
Annual	64,197.86	67,407.75	70,778.14	74,317.05	78,032.90

Account Technician II (SEIU)

	Step A	Step B	Step C	Step D	Step E
Hourly	33.1792	34.8381	36.5800	38.4091	40.3295
Bi-Weekly	2,654.33	2,787.05	2,926.40	3,072.72	3,226.36
Monthly	5,751.06	6,038.61	6,340.54	6,657.57	6,990.45
Annual	69,012.70	72,463.34	76,086.50	79,890.83	83,885.37

Administrative Assistant (SEIU)

	Step A	Step B	Step C	Step D	Step E
Hourly	37.0222	38.8733	40.8170	42.8578	45.0007
Bi-Weekly	2,961.78	3,109.86	3,265.36	3,428.63	3,600.06
Monthly	6,417.18	6,738.04	7,074.94	7,428.69	7,800.12
Annual	77,006.17	80,856.48	84,899.30	89,144.27	93,601.48

Assistant City Manager / Assistant General Manager (Executive)

(formally known as Assistant City Manager)

	Step A	Step B	Step C	Step D	Step E
Hourly	96.0628	100.8659	105.9092	111.2047	116.7649

Bi-Weekly	7,685.02	8,069.27	8,472.74	8,896.38	9,341.19
Monthly	16,650.88	17,483.43	18,357.60	19,275.48	20,239.25
Annual	199,810.60	209,801.13	220,291.19	231,305.75	242,871.04

Assistant to the City Manager (Non Bargaining - MEA)

	Step A	Step B	Step C	Step D	Step E
Hourly	66.6845	70.0187	73.5196	77.1956	81.0554
Bi-Weekly	5,334.76	5,601.50	5,881.57	6,175.65	6,484.43
Monthly	11,558.64	12,136.57	12,743.40	13,380.57	14,049.60
Annual	138,703.69	145,638.87	152,920.82	160,566.86	168,595.20

Assistant Engineer (SEIU)

	Step A	Step B	Step C	Step D	Step E
Hourly	44.3340	46.5507	48.8782	51.3221	53.8882
Bi-Weekly	3,546.72	3,724.05	3,910.26	4,105.77	4,311.06
Monthly	7,684.56	8,068.79	8,472.22	8,895.84	9,340.63
Annual	92,214.69	96,825.43	101,666.70	106,750.03	112,087.53

Assistant Planner (SEIU)

	Step A	Step B	Step C	Step D	Step E
Hourly	43.5648	45.7430	48.0301	50.4317	52.9532
Bi-Weekly	3,485.18	3,659.44	3,842.41	4,034.53	4,236.26
Monthly	7,551.22	7,928.79	8,325.23	8,741.49	9,178.56
Annual	90,614.69	95,145.43	99,902.70	104,897.84	110,142.73

Associate Engineer (SEIU)

	Step A	Step B	Step C	Step D	Step E
Hourly	51.3222	53.8883	56.5827	59.4119	62.3825
Bi-Weekly	4,105.78	4,311.06	4,526.62	4,752.95	4,990.60
Monthly	8,895.85	9,340.64	9,807.67	10,298.06	10,812.96
Annual	106,750.17	112,087.68	117,692.06	123,576.66	129,755.50

Associate Planner (SEIU)

	Step A	Step B	Step C	Step D	Step E
Hourly	47.6317	50.0133	52.5140	55.1397	57.8967
Bi-Weekly	3,810.54	4,001.07	4,201.12	4,411.18	4,631.73
Monthly	8,256.17	8,668.98	9,102.43	9,557.55	10,035.43
Annual	99,074.03	104,027.73	109,229.12	114,690.57	120,425.10

Building Inspector I (SEIU)

	Step A	Step B	Step C	Step D	Step E
Hourly	42.7770	44.9159	47.1617	49.5197	51.9957
Bi-Weekly	3,422.16	3,593.27	3,772.93	3,961.58	4,159.66
Monthly	7,414.68	7,785.42	8,174.69	8,583.42	9,012.59
Annual	88,976.18	93,424.99	98,096.23	103,001.05	108,151.10

Building Inspector II (SEIU)

	Step A	Step B	Step C	Step D	Step E
Hourly	47.9042	50.2994	52.8144	55.4551	58.2278
Bi-Weekly	3,832.33	4,023.95	4,225.15	4,436.41	4,658.23
Monthly	8,303.39	8,718.56	9,154.49	9,612.21	10,092.82
Annual	99,640.70	104,622.73	109,853.87	115,346.56	121,113.89

Building Inspector / Neighborhood Preservation Officer I (SEIU)					
	Step A	Step B	Step C	Step D	Step E
Hourly	49.1935	51.6532	54.2359	56.9476	59.7950
Bi-Weekly	3,935.48	4,132.26	4,338.87	4,555.81	4,783.60
Monthly	8,526.88	8,953.22	9,400.88	9,870.93	10,364.47
Annual	102,322.52	107,438.65	112,810.58	118,451.11	124,373.67

Building Inspector / Neighborhood Preservation Officer II (SEIU)					
	Step A	Step B	Step C	Step D	Step E
Hourly	55.0898	57.8442	60.7365	63.7733	66.9619
Bi-Weekly	4,407.18	4,627.54	4,858.92	5,101.86	5,356.96
Monthly	9,548.89	10,026.34	10,527.65	11,054.03	11,606.74
Annual	114,586.69	120,316.03	126,331.83	132,648.42	139,280.84

Building Permit Technician (SEIU)					
	Step A	Step B	Step C	Step D	Step E
Hourly	32.0708	33.6743	35.3581	37.1260	38.9823
Bi-Weekly	2,565.66	2,693.95	2,828.64	2,970.08	3,118.58
Monthly	5,558.94	5,836.89	6,128.73	6,435.17	6,756.93
Annual	66,707.27	70,042.64	73,544.77	77,222.01	81,083.11

Chief Building Official (MEA)					
	Step A	Step B	Step C	Step D	Step E
Hourly	73.3528	77.0204	80.8715	84.9150	89.1608
Bi-Weekly	5,868.22	6,161.64	6,469.72	6,793.20	7,132.86
Monthly	12,714.49	13,350.21	14,017.72	14,718.61	15,454.54
Annual	152,573.82	160,202.51	168,212.64	176,623.27	185,454.44

City Clerk- Public Information Officer (Non Bargaining - MEA)					
	Step A	Step B	Step C	Step D	Step E
Hourly	56.8130	59.6537	62.6364	65.7682	69.0566
Bi-Weekly	4,545.04	4,772.30	5,010.91	5,261.46	5,524.53
Monthly	9,847.60	10,339.97	10,856.97	11,399.82	11,969.81
Annual	118,171.14	124,079.70	130,283.68	136,797.87	143,637.76

City Engineer (MEA)					
	Step A	Step B	Step C	Step D	Step E
Hourly	77.0441	80.8963	84.9411	89.1882	93.6476
Bi-Weekly	6,163.53	6,471.70	6,795.29	7,135.05	7,491.81
Monthly	13,354.31	14,022.03	14,723.13	15,459.28	16,232.25
Annual	160,251.72	168,264.30	176,677.52	185,511.40	194,786.97

Community & Economic Development Director (Executive)					
	Step A	Step B	Step C	Step D	Step E
Hourly	86.7244	91.0607	95.6137	100.3944	105.4141
Bi-Weekly	6,937.95	7,284.85	7,649.10	8,031.55	8,433.13
Monthly	15,032.24	15,783.85	16,573.04	17,401.69	18,271.78
Annual	180,386.83	189,406.17	198,876.48	208,820.30	219,261.32

Community Services Manager (MEA)					
	Step A	Step B	Step C	Step D	Step E
Hourly	56.3607	59.1787	62.1377	65.2445	68.5068
Bi-Weekly	4,508.86	4,734.30	4,971.01	5,219.56	5,480.54
Monthly	9,769.19	10,257.65	10,770.53	11,309.06	11,874.51
Annual	117,230.25	123,091.76	129,246.35	135,708.66	142,494.10

Community Services Officer (PT) (Non Bargaining - SEIU)					
	Step A	Step B	Step C	Step D	Step E
Hourly	31.6657	33.2490	34.9115	36.6570	38.4899
Bi-Weekly	1,139.97	1,196.96	1,256.81	1,319.65	1,385.64
Monthly	2,469.93	2,593.42	2,723.09	2,859.25	3,002.21
Annual	29,639.11	31,121.07	32,677.12	34,310.98	36,026.53

Community Services Officer (SEIU)					
	Step A	Step B	Step C	Step D	Step E
Hourly	31.6657	33.2490	34.9115	36.6570	38.4899
Bi-Weekly	2,533.26	2,659.92	2,792.92	2,932.56	3,079.19
Monthly	5,488.72	5,763.16	6,051.32	6,353.88	6,671.58
Annual	65,864.69	69,157.93	72,615.83	76,246.62	80,058.95

Deputy City Attorney I (Non Bargaining - MEA)					
	Step A	Step B	Step C	Step D	Step E
Hourly	55.5487	58.3262	61.2425	64.3046	67.5198
Bi-Weekly	4,443.90	4,666.09	4,899.40	5,144.37	5,401.59
Monthly	9,628.45	10,109.87	10,615.36	11,146.13	11,703.44
Annual	115,541.35	121,318.41	127,384.33	133,753.55	140,441.23

Deputy City Attorney II (Non Bargaining - MEA)					
	Step A	Step B	Step C	Step D	Step E
Hourly	69.1667	72.6250	76.2562	80.0691	84.0725
Bi-Weekly	5,533.33	5,810.00	6,100.50	6,405.52	6,725.80
Monthly	11,988.89	12,588.33	13,217.75	13,878.64	14,572.57
Annual	143,866.66	151,059.99	158,612.99	166,543.64	174,870.82

Deputy City Clerk (MEA)					
	Step A	Step B	Step C	Step D	Step E
Hourly	39.4458	41.4181	43.4890	45.6634	47.9466
Bi-Weekly	3,155.66	3,313.44	3,479.12	3,653.07	3,835.73
Monthly	6,837.27	7,179.13	7,538.09	7,914.99	8,310.74
Annual	82,047.20	86,149.56	90,457.04	94,979.89	99,728.88

Director of Finance (Executive)					
	Step A	Step B	Step C	Step D	Step E
Hourly	88.7526	93.1902	97.8497	102.7422	107.8793
Bi-Weekly	7,100.20	7,455.21	7,827.97	8,219.37	8,630.34
Monthly	15,383.78	16,152.96	16,960.61	17,808.64	18,699.08
Annual	184,605.31	193,835.57	203,527.35	213,703.72	224,388.90

Director of Finance / District Treasurer (Executive)						Effective 10/13/2024
	Step A	Step B	Step C	Step D	Step E	
Hourly	92.1429	96.7500	101.5875	106.6669	112.0003	
Bi-Weekly	7,371.43	7,740.00	8,127.00	8,533.35	8,960.02	
Monthly	15,971.44	16,770.01	17,608.51	18,488.93	19,413.38	
Annual	191,657.23	201,240.09	211,302.09	221,867.20	232,960.56	

Electrician - Apprentice (SEIU)					
	Step A	Step B	Step C	Step D	Step E
Hourly	42.7186	44.8545	47.0973	49.4521	51.9247
Bi-Weekly	3,417.49	3,588.36	3,767.78	3,956.17	4,153.98
Monthly	7,404.56	7,774.79	8,163.53	8,571.70	9,000.29
Annual	88,854.70	93,297.44	97,962.31	102,860.43	108,003.45

Electrician - Journeyman (SEIU)

	Step A	Step B	Step C	Step D	Step E
Hourly	45.1408	47.3978	49.7677	52.2561	54.8689
Bi-Weekly	3,611.26	3,791.83	3,981.42	4,180.49	4,389.51
Monthly	7,824.40	8,215.63	8,626.41	9,057.73	9,510.61
Annual	93,892.86	98,587.50	103,516.88	108,692.72	114,127.36

Electrician - Lead (SEIU)

	Step A	Step B	Step C	Step D	Step E
Hourly	48.3199	50.7359	53.2727	55.9363	58.7332
Bi-Weekly	3,865.59	4,058.87	4,261.82	4,474.91	4,698.65
Monthly	8,375.45	8,794.23	9,233.94	9,695.63	10,180.42
Annual	100,505.43	105,530.71	110,807.24	116,347.60	122,164.98

Environmental Services Aide PT (0.45 FTE, 936 Hrs) (Non Bargaining - SEIU)

	Step A	Step B	Step C	Step D	Step E
Hourly	26.5887	27.9181	29.3140	30.7797	32.3187
Bi-Weekly	957.19	1,005.05	1,055.30	1,108.07	1,163.47
Monthly	2,073.92	2,177.61	2,286.49	2,400.82	2,520.86
Annual	24,887.00	26,131.35	27,437.91	28,809.81	30,250.30

Environmental Services Aide FT (SEIU)

	Step A	Step B	Step C	Step D	Step E
Hourly	26.5887	27.9181	29.3140	30.7797	32.3187
Bi-Weekly	2,127.09	2,233.45	2,345.12	2,462.38	2,585.50
Monthly	4,608.70	4,839.14	5,081.10	5,335.15	5,601.91
Annual	55,304.44	58,069.66	60,973.14	64,021.80	67,222.89

Executive Assistant to the City Manager (Non Bargaining - SEIU)

	Step A	Step B	Step C	Step D	Step E
Hourly	42.2552	44.3680	46.5864	48.9157	51.3615
Bi-Weekly	3,380.42	3,549.44	3,726.91	3,913.26	4,108.92
Monthly	7,324.24	7,690.45	8,074.98	8,478.72	8,902.66
Annual	87,890.89	92,285.43	96,899.70	101,744.69	106,831.92

Financial Service Manager (MEA)

	Step A	Step B	Step C	Step D	Step E
Hourly	64.0405	67.2425	70.6046	74.1348	77.8416
Bi-Weekly	5,123.24	5,379.40	5,648.37	5,930.79	6,227.33
Monthly	11,100.35	11,655.36	12,238.13	12,850.04	13,492.54
Annual	133,204.17	139,864.38	146,857.60	154,200.48	161,910.50

Fiscal Analyst (MEA)

	Step A	Step B	Step C	Step D	Step E
Hourly	53.9050	56.6003	59.4303	62.4018	65.5219
Bi-Weekly	4,312.40	4,528.02	4,754.42	4,992.14	5,241.75
Monthly	9,343.54	9,810.72	10,301.25	10,816.31	11,357.13
Annual	112,122.46	117,728.58	123,615.01	129,795.76	136,285.55

Grants Coordinator (SEIU)

	Step A	Step B	Step C	Step D	Step E
Hourly	40.4220	42.4431	44.5653	46.7935	49.1332
Bi-Weekly	3,233.76	3,395.45	3,565.22	3,743.48	3,930.66
Monthly	7,006.48	7,356.80	7,724.64	8,110.88	8,516.42
Annual	84,077.75	88,281.64	92,695.72	97,330.51	102,197.04

Housing Project Manager (MEA)

	Step A	Step B	Step C	Step D	Step E
Hourly	54,471.8	57,195.4	60,055.2	63,058.0	66,210.9
Bi-Weekly	4,357.75	4,575.63	4,804.42	5,044.64	5,296.87
Monthly	9,441.79	9,913.87	10,409.57	10,930.05	11,476.55
Annual	113,301.42	118,966.50	124,914.82	131,160.56	137,718.59

Housing Specialist I (SEIU)

	Step A	Step B	Step C	Step D	Step E
Hourly	35,599.8	37,379.8	39,248.8	41,211.2	43,271.8
Bi-Weekly	2,847.99	2,990.38	3,139.90	3,296.90	3,461.74
Monthly	6,170.63	6,479.17	6,803.12	7,143.28	7,500.44
Annual	74,047.61	77,749.99	81,637.49	85,719.37	90,005.34

Housing Specialist II (SEIU)

	Step A	Step B	Step C	Step D	Step E
Hourly	44,473.3	46,697.0	49,031.8	51,483.4	54,057.6
Bi-Weekly	3,557.87	3,735.76	3,922.55	4,118.67	4,324.61
Monthly	7,708.71	8,094.14	8,498.85	8,923.79	9,369.98
Annual	92,504.49	97,129.72	101,986.20	107,085.51	112,439.79

Housing & Economic Development Manager (MEA)

	Step A	Step B	Step C	Step D	Step E
Hourly	66,684.4	70,018.6	73,519.6	77,195.5	81,055.3
Bi-Weekly	5,334.75	5,601.49	5,881.56	6,175.64	6,484.42
Monthly	11,558.63	12,136.56	12,743.39	13,380.56	14,049.59
Annual	138,703.55	145,638.73	152,920.67	160,566.70	168,595.04

Human Resource Manager (Non Bargaining - MEA)

	Step A	Step B	Step C	Step D	Step E
Hourly	66,026.3	69,327.6	72,794.0	76,433.7	80,255.4
Bi-Weekly	5,282.10	5,546.21	5,823.52	6,114.70	6,420.43
Monthly	11,444.56	12,016.79	12,617.63	13,248.51	13,910.93
Annual	137,334.70	144,201.43	151,411.50	158,982.08	166,931.18

Human Resources Technician I (Non Bargaining - SEIU)

	Step A	Step B	Step C	Step D	Step E
Hourly	40,212.8	42,223.5	44,334.7	46,551.4	48,879.0
Bi-Weekly	3,217.03	3,377.88	3,546.77	3,724.11	3,910.32
Monthly	6,970.23	7,318.74	7,684.68	8,068.91	8,472.35
Annual	83,642.72	87,824.86	92,216.10	96,826.91	101,668.25

Human Resources Technician II (Non Bargaining - SEIU)

	Step A	Step B	Step C	Step D	Step E
Hourly	44,234.2	46,445.9	48,768.2	51,206.6	53,766.9
Bi-Weekly	3,538.73	3,715.67	3,901.45	4,096.53	4,301.35
Monthly	7,667.26	8,050.62	8,453.15	8,875.81	9,319.60
Annual	92,007.08	96,607.44	101,437.81	106,509.70	111,835.18

Information Technology Manager (MEA)

	Step A	Step B	Step C	Step D	Step E
Hourly	72,835.4	76,477.1	80,301.0	84,316.0	88,531.8
Bi-Weekly	5,826.83	6,118.17	6,424.08	6,745.28	7,082.55
Monthly	12,624.80	13,256.04	13,918.84	14,614.78	15,345.52
Annual	151,497.57	159,072.45	167,026.07	175,377.37	184,146.24

Information Technology Specialist I (SEIU)

	Step A	Step B	Step C	Step D	Step E
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Hourly	35.5998	37.3798	39.2488	41.2112	43.2719
Bi-Weekly	2,847.99	2,990.38	3,139.90	3,296.90	3,461.74
Monthly	6,170.63	6,479.17	6,803.12	7,143.28	7,500.44
Annual	74,047.61	77,749.99	81,637.49	85,719.37	90,005.34

Information Technology Specialist II (SEIU)

	Step A	Step B	Step C	Step D	Step E
Hourly	44.4733	46.6970	49.0318	51.4834	54.0576
Bi-Weekly	3,557.87	3,735.76	3,922.55	4,118.67	4,324.61
Monthly	7,708.71	8,094.14	8,498.85	8,923.79	9,369.98
Annual	92,504.49	97,129.72	101,986.20	107,085.51	112,439.79

Kitchen Aide - (0.5 FTE, 1040 Hrs) (SEIU)

	Step A	Step B	Step C	Step D	Step E
Hourly	18.3108	19.2264	20.1877	21.1971	22.2569
Bi-Weekly	732.43	769.05	807.51	847.88	890.28
Monthly	1,586.94	1,666.28	1,749.60	1,837.08	1,928.93
Annual	19,043.24	19,995.41	20,995.18	22,044.94	23,147.18

Legal Assistant (Non Bargaining - SEIU)

	Step A	Step B	Step C	Step D	Step E
Hourly	38.6129	40.5436	42.5708	44.6993	46.9343
Bi-Weekly	3,089.04	3,243.49	3,405.66	3,575.95	3,754.74
Monthly	6,692.91	7,027.56	7,378.93	7,747.88	8,135.28
Annual	80,314.93	84,330.68	88,547.21	92,974.58	97,623.30

**Eliminated
1/4/2025**

Maintenance Manager (MEA)

	Step A	Step B	Step C	Step D	Step E
Hourly	64.8645	68.1078	71.5131	75.0888	78.8432
Bi-Weekly	5,189.16	5,448.62	5,721.05	6,007.10	6,307.46
Monthly	11,243.19	11,805.35	12,395.61	13,015.39	13,666.16
Annual	134,918.23	141,664.14	148,747.35	156,184.72	163,993.95

Maintenance Worker I (SEIU)

	Step A	Step B	Step C	Step D	Step E
Hourly	29.0730	30.5266	32.0530	33.6556	35.3384
Bi-Weekly	2,325.84	2,442.13	2,564.24	2,692.45	2,827.07
Monthly	5,039.32	5,291.28	5,555.85	5,833.64	6,125.32
Annual	60,471.81	63,495.40	66,670.17	70,003.67	73,503.86

Maintenance Worker II (SEIU)

	Step A	Step B	Step C	Step D	Step E
Hourly	32.3140	33.9297	35.6262	37.4075	39.2779
Bi-Weekly	2,585.12	2,714.37	2,850.09	2,992.60	3,142.23
Monthly	5,601.09	5,881.15	6,175.20	6,483.96	6,808.16
Annual	67,213.09	70,573.75	74,102.43	77,807.56	81,697.93

Maintenance Worker III (SEIU)

	Step A	Step B	Step C	Step D	Step E
Hourly	35.9957	37.7955	39.6853	41.6695	43.7530
Bi-Weekly	2,879.66	3,023.64	3,174.82	3,333.56	3,500.24
Monthly	6,239.26	6,551.22	6,878.78	7,222.72	7,583.85
Annual	74,871.07	78,614.62	82,545.36	86,672.62	91,006.25

Management Analyst I (MEA)

	Step A	Step B	Step C	Step D	Step E
Hourly	44.8851	47.1294	49.4859	51.9602	54.5582

Bi-Weekly	3,590.81	3,770.35	3,958.87	4,156.81	4,364.65
Monthly	7,780.09	8,169.09	8,577.55	9,006.43	9,456.75
Annual	93,361.08	98,029.13	102,930.59	108,077.12	113,480.97

Management Analyst II (MEA)

	Step A	Step B	Step C	Step D	Step E
Hourly	53.9050	56.6002	59.4302	62.4018	65.5219
Bi-Weekly	4,312.40	4,528.02	4,754.42	4,992.14	5,241.75
Monthly	9,343.53	9,810.71	10,301.24	10,816.31	11,357.12
Annual	112,122.38	117,728.49	123,614.92	129,795.67	136,285.45

Neighborhood Preservation Officer I (SEIU)

	Step A	Step B	Step C	Step D	Step E
Hourly	36.0005	37.8005	39.6905	41.6750	43.7588
Bi-Weekly	2,880.04	3,024.04	3,175.24	3,334.00	3,500.70
Monthly	6,240.08	6,552.08	6,879.69	7,223.67	7,584.86
Annual	74,880.95	78,625.00	82,556.25	86,684.06	91,018.26

Neighborhood Preservation Officer II (SEIU)

	Step A	Step B	Step C	Step D	Step E
Hourly	41.2527	43.3154	45.4811	47.7552	50.1430
Bi-Weekly	3,300.22	3,465.23	3,638.49	3,820.42	4,011.44
Monthly	7,150.47	7,508.00	7,883.40	8,277.57	8,691.45
Annual	85,805.69	90,095.98	94,600.77	99,330.81	104,297.35

Nutrition Site Supervisor (0.75 FTE, 1560 Hrs) (SEIU)

	Step A	Step B	Step C	Step D	Step E
Hourly	22.3576	23.4755	24.6492	25.8817	27.1758
Bi-Weekly	1,341.46	1,408.53	1,478.95	1,552.90	1,630.55
Monthly	2,906.49	3,051.81	3,204.40	3,364.62	3,532.85
Annual	34,877.84	36,621.73	38,452.82	40,375.46	42,394.23

Office Assistant (SEIU)

	Step A	Step B	Step C	Step D	Step E
Hourly	27.8971	29.2919	30.7565	32.2944	33.9091
Bi-Weekly	2,231.77	2,343.36	2,460.52	2,583.55	2,712.73
Monthly	4,835.50	5,077.27	5,331.13	5,597.69	5,877.58
Annual	58,025.95	60,927.24	63,973.61	67,172.29	70,530.90

Paralegal (Non Bargaining - SEIU)

	Step A	Step B	Step C	Step D	Step E
Hourly	42.4742	44.5979	46.8278	49.1692	51.6276
Bi-Weekly	3,397.94	3,567.83	3,746.22	3,933.53	4,130.21
Monthly	7,362.19	7,730.30	8,116.82	8,522.66	8,948.79
Annual	88,346.32	92,763.63	97,401.81	102,271.90	107,385.50

**Effective
1/5/2025**

Planning Manager (MEA)

	Step A	Step B	Step C	Step D	Step E
Hourly	68.0464	71.4487	75.0211	78.7722	82.7108
Bi-Weekly	5,443.71	5,715.90	6,001.69	6,301.78	6,616.86
Monthly	11,794.71	12,384.44	13,003.66	13,653.85	14,336.54
Annual	141,536.47	148,613.29	156,043.95	163,846.15	172,038.46

Planning Permit Technician (SEIU)

	Step A	Step B	Step C	Step D	Step E
Hourly	32.0708	33.6743	35.3581	37.1260	38.9823
Bi-Weekly	2,565.66	2,693.95	2,828.64	2,970.08	3,118.58

Monthly	5,558.94	5,836.89	6,128.73	6,435.17	6,756.93
Annual	66,707.27	70,042.64	73,544.77	77,222.01	81,083.11

Police Chief (Executive)

	Step A	Step B	Step C	Step D	Step E
Hourly	96.9544	101.8021	106.8922	112.2368	117.8487
Bi-Weekly	7,756.35	8,144.17	8,551.38	8,978.95	9,427.90
Monthly	16,805.43	17,645.70	18,527.99	19,454.39	20,427.11
Annual	201,665.17	211,748.43	222,335.85	233,452.64	245,125.28

Police Captain (Non Bargaining - MEA)

	Step A	Step B	Step C	Step D	Step E	Effective 2/16/2025
Hourly	87.5677	91.9461	96.5434	101.3706	106.4361	
Bi-Weekly	7,005.42	7,355.69	7,723.47	8,109.64	8,515.12	
Monthly	15,178.40	15,937.32	16,734.19	17,570.89	18,449.44	
Annual	182,140.81	191,247.84	200,810.22	210,850.72	221,393.25	

Police Commander (Non Bargaining - MEA)

	Step A	Step B	Step C	Step D	Step E	Eliminated 2/15/2025
Hourly	76.2675	80.0809	84.0849	88.2891	92.7036	
Bi-Weekly	6,101.40	6,406.47	6,726.79	7,063.13	7,416.29	
Monthly	13,219.70	13,880.68	14,574.72	15,303.45	16,068.62	
Annual	158,636.36	166,568.18	174,896.59	183,641.42	192,823.49	

Police Officer (POA)

	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Effective 7/7/2024
Hourly	48.1552	50.5629	53.0911	55.7456	58.5329	61.4596	63.6106	
Bi-Weekly	4,045.03	4,247.29	4,459.65	4,682.63	4,916.76	5,162.60	5,343.29	
Monthly	8,764.24	9,202.45	9,662.58	10,145.70	10,652.99	11,185.64	11,577.14	
Annual	105,170.89	110,429.43	115,950.90	121,748.45	127,835.87	134,227.66	138,925.63	

Police Records Clerk I (SEIU)

	Step A	Step B	Step C	Step D	Step E
Hourly	29.6525	31.1352	32.6919	34.3265	36.0428
Bi-Weekly	2,372.20	2,490.81	2,615.35	2,746.12	2,883.43
Monthly	5,139.77	5,396.76	5,666.60	5,949.93	6,247.43
Annual	61,677.28	64,761.14	67,999.20	71,399.16	74,969.12

Police Records Clerk II (SEIU)

	Step A	Step B	Step C	Step D	Step E
Hourly	32.9347	34.5814	36.3105	38.1260	40.0323
Bi-Weekly	2,634.77	2,766.51	2,904.84	3,050.08	3,202.58
Monthly	5,708.67	5,994.11	6,293.81	6,608.50	6,938.93
Annual	68,504.09	71,929.29	75,525.76	79,302.05	83,267.15

Police Records Supervisor (MEA)

	Step A	Step B	Step C	Step D	Step E
Hourly	41.3285	43.3950	45.5647	47.8430	50.2351
Bi-Weekly	3,306.28	3,471.60	3,645.18	3,827.44	4,018.81
Monthly	7,163.61	7,521.80	7,897.89	8,292.78	8,707.42
Annual	85,963.38	90,261.55	94,774.63	99,513.36	104,489.02

Police Sergeant (POA)

	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Effective 7/7/2024
Hourly	57.8253	60.7166	63.7524	66.9400	70.2870	73.8014	76.3844	
Bi-Weekly	4,857.32	5,100.19	5,355.20	5,622.96	5,904.11	6,199.31	6,416.29	
Monthly	10,524.20	11,050.41	11,602.93	12,183.08	12,792.24	13,431.85	13,901.96	

Annual	126,290.44	132,604.96	139,235.21	146,196.97	153,506.82	161,182.16	166,823.54
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Property and Evidence Technician (SEIU)

	Step A	Step B	Step C	Step D	Step E
Hourly	36.2950	38.1097	40.0152	42.0160	44.1168
Bi-Weekly	2,903.60	3,048.78	3,201.22	3,361.28	3,529.34
Monthly	6,291.13	6,605.69	6,935.97	7,282.77	7,646.91
Annual	75,493.59	79,268.27	83,231.69	87,393.27	91,762.94

Public Works Director (Executive)

	Step A	Step B	Step C	Step D	Step E
Hourly	90.5422	95.0693	99.8228	104.8139	110.0546
Bi-Weekly	7,243.37	7,605.54	7,985.82	8,385.11	8,804.37
Monthly	15,693.98	16,478.68	17,302.61	18,167.74	19,076.13
Annual	188,327.75	197,744.14	207,631.34	218,012.91	228,913.56

Public Works Director / District Engineer (Executive)

	Step A	Step B	Step C	Step D	Step E	Effective 10/13/2024
Hourly	94.3721	99.0907	104.0453	109.2475	114.7099	
Bi-Weekly	7,549.77	7,927.26	8,323.62	8,739.80	9,176.79	
Monthly	16,357.83	17,175.73	18,034.51	18,936.24	19,883.05	
Annual	196,294.01	206,108.71	216,414.15	227,234.86	238,596.60	

Public Works Supervisor (MEA)

	Step A	Step B	Step C	Step D	Step E
Hourly	52.2482	54.8606	57.6036	60.4838	63.5080
Bi-Weekly	4,179.86	4,388.85	4,608.29	4,838.71	5,080.64
Monthly	9,056.35	9,509.17	9,984.63	10,483.86	11,008.05
Annual	108,676.24	114,110.05	119,815.55	125,806.33	132,096.65

Recreation Leader I FT (SEIU)

	Step A	Step B	Step C	Step D	Step E
Hourly	17.4500	18.3250	19.2386	20.2006	21.2106
Bi-Weekly	1,396.00	1,465.80	1,539.09	1,616.04	1,696.85
Monthly	3,024.67	3,175.90	3,334.70	3,501.43	3,676.50
Annual	36,296.00	38,110.80	40,016.34	42,017.16	44,118.07

Recreation Leader I (0.45 FTE, 936 Hrs) (Non Bargaining - SEIU)

	Step A	Step B	Step C	Step D	Step E
Hourly	17.4500	18.3250	19.2386	20.2006	21.2106
Bi-Weekly	628.20	659.70	692.59	727.22	763.58
Monthly	1,361.10	1,429.35	1,500.61	1,575.65	1,654.43
Annual	16,333.20	17,152.20	18,007.33	18,907.76	19,853.12

Recreation Leader II FT (SEIU)

	Step A	Step B	Step C	Step D	Step E
Hourly	18.6202	19.5512	20.5288	21.5553	22.6330
Bi-Weekly	1,489.62	1,564.10	1,642.30	1,724.42	1,810.64
Monthly	3,227.51	3,388.88	3,558.33	3,736.24	3,923.06
Annual	38,730.09	40,666.60	42,699.93	44,834.92	47,076.67

Recreation Leader II (0.45 FTE, 936 Hrs) (Non Bargaining - SEIU)

	Step A	Step B	Step C	Step D	Step E
Hourly	18.6202	19.5512	20.5288	21.5553	22.6330
Bi-Weekly	670.33	703.84	739.04	775.99	814.79
Monthly	1,452.38	1,525.00	1,601.25	1,681.31	1,765.38
Annual	17,428.54	18,299.97	19,214.97	20,175.72	21,184.50

Recreation Program Coordinator (SEIU)					
	Step A	Step B	Step C	Step D	Step E
Hourly	35.9439	37.7410	39.6281	41.6095	43.6900
Bi-Weekly	2,875.51	3,019.28	3,170.25	3,328.76	3,495.20
Monthly	6,230.27	6,541.78	6,868.87	7,212.31	7,572.93
Annual	74,763.21	78,501.37	82,426.44	86,547.76	90,875.15

Rent Stabilization Administrator (MEA)					
	Step A	Step B	Step C	Step D	Step E
Hourly	65.8954	69.1902	72.6497	76.2822	80.0963
Bi-Weekly	5,271.64	5,535.22	5,811.98	6,102.58	6,407.71
Monthly	11,421.88	11,992.97	12,592.62	13,222.25	13,883.36
Annual	137,062.53	143,915.66	151,111.44	158,667.01	166,600.36

Rent Stabilization Program Coordinator I (SEIU)					
	Step A	Step B	Step C	Step D	Step E
Hourly	37.0222	38.8733	40.8169	42.8578	45.0007
Bi-Weekly	2,961.77	3,109.86	3,265.36	3,428.62	3,600.05
Monthly	6,417.18	6,738.03	7,074.94	7,428.68	7,800.12
Annual	77,006.11	80,856.41	84,899.23	89,144.19	93,601.40

Rent Stabilization Program Coordinator II (SEIU)					
	Step A	Step B	Step C	Step D	Step E
Hourly	44.4733	46.6969	49.0318	51.4834	54.0575
Bi-Weekly	3,557.86	3,735.75	3,922.54	4,118.67	4,324.60
Monthly	7,708.70	8,094.13	8,498.84	8,923.78	9,369.97
Annual	92,504.38	97,129.59	101,986.07	107,085.38	112,439.65

Secretary I (SEIU)					
	Step A	Step B	Step C	Step D	Step E
Hourly	28.4139	29.8346	31.3263	32.8926	34.5373
Bi-Weekly	2,273.11	2,386.77	2,506.10	2,631.41	2,762.98
Monthly	4,925.07	5,171.33	5,429.89	5,701.39	5,986.46
Annual	59,100.88	62,055.93	65,158.72	68,416.66	71,837.49

Secretary II (SEIU)					
	Step A	Step B	Step C	Step D	Step E
Hourly	31.6525	33.2351	34.8969	36.6417	38.4738
Bi-Weekly	2,532.20	2,658.81	2,791.75	2,931.34	3,077.90
Monthly	5,486.43	5,760.75	6,048.79	6,351.23	6,668.79
Annual	65,837.18	69,129.04	72,585.49	76,214.77	80,025.51

Senior Accounting Technician (SEIU)					
	Step A	Step B	Step C	Step D	Step E
Hourly	35.6676	37.4510	39.3236	41.2897	43.3542
Bi-Weekly	2,853.41	2,996.08	3,145.88	3,303.18	3,468.34
Monthly	6,182.39	6,491.51	6,816.08	7,156.89	7,514.73
Annual	74,188.66	77,898.09	81,792.99	85,882.64	90,176.77

Senior Engineer (MEA)					
	Step A	Step B	Step C	Step D	Step E
Hourly	64.8645	68.1077	71.5131	75.0888	78.8432
Bi-Weekly	5,189.16	5,448.62	5,721.05	6,007.10	6,307.46
Monthly	11,243.18	11,805.34	12,395.60	13,015.38	13,666.15
Annual	134,918.13	141,664.04	148,747.24	156,184.60	163,993.83

Senior Management Analyst (MEA)

	Step A	Step B	Step C	Step D	Step E
Hourly	59.2955	62.2603	65.3733	68.6419	72.0740
Bi-Weekly	4,743.64	4,980.82	5,229.86	5,491.36	5,765.92
Monthly	10,277.88	10,791.78	11,331.37	11,897.94	12,492.83
Annual	123,334.61	129,501.34	135,976.41	142,775.23	149,913.99

Senior Planner (MEA)

	Step A	Step B	Step C	Step D	Step E
Hourly	54.0181	56.7190	59.5550	62.5327	65.6593
Bi-Weekly	4,321.45	4,537.52	4,764.40	5,002.62	5,252.75
Monthly	9,363.14	9,831.29	10,322.86	10,839.00	11,380.95
Annual	112,357.65	117,975.53	123,874.31	130,068.03	136,571.43

Support Services Manager (MEA)

	Step A	Step B	Step C	Step D	Step E
Hourly	58.9082	61.8536	64.9463	68.1936	71.6033
Bi-Weekly	4,712.66	4,948.29	5,195.70	5,455.49	5,728.26
Monthly	10,210.75	10,721.29	11,257.36	11,820.22	12,411.24
Annual	122,529.06	128,655.51	135,088.28	141,842.70	148,934.83

Utility Manager (MEA)

	Step A	Step B	Step C	Step D	Step E
Hourly	72.9746	76.6233	80.4545	84.4772	88.7011
Bi-Weekly	5,837.97	6,129.87	6,436.36	6,758.18	7,096.09
Monthly	12,648.93	13,281.38	13,945.45	14,642.72	15,374.86
Annual	151,787.21	159,376.57	167,345.40	175,712.66	184,498.30

Van Driver (0.5 FTE, 1040 Hrs) (SEIU)

	Step A	Step B	Step C	Step D	Step E
Hourly	24.3106	25.5261	26.8024	28.1426	29.5497
Bi-Weekly	972.42	1,021.05	1,072.10	1,125.70	1,181.99
Monthly	2,106.92	2,212.26	2,322.88	2,439.02	2,560.97
Annual	25,283.02	26,547.18	27,874.53	29,268.26	30,731.67

Temporary and Limited Duration Classifications**Assistant to the City Manager (LTD) (Temporary - Non Bargaining)**

	Step A	Step B	Step C	Step D	Step E
Hourly	65.0580	68.3109	71.7264	75.3128	79.0784
Bi-Weekly	5,204.64	5,464.87	5,738.11	6,025.02	6,326.27
Monthly	11,276.72	11,840.55	12,432.58	13,054.21	13,706.92
Annual	135,320.63	142,086.66	149,190.99	156,650.54	164,483.07

Deputy City Manager (Limited Duration)

Hourly				92.4575	97.0804
Bi-Weekly				7,396.60	7,766.43
Monthly				16,025.97	16,827.27
Annual				192,311.60	201,927.18

Human Resources Technician I (18 Month LTD) (Non Bargaining - SEIU)

	Step A	Step B	Step C	Step D	Step E
Hourly	40.2128	42.2235	44.3347	46.5514	48.8790
Bi-Weekly	3,217.03	3,377.88	3,546.77	3,724.11	3,910.32
Monthly	6,970.23	7,318.74	7,684.68	8,068.91	8,472.35
Annual	83,642.72	87,824.86	92,216.10	96,826.91	101,668.25

Human Resources Technician II (18 Month LTD) (Non Bargaining - SEIU)

	Step A	Step B	Step C	Step D	Step E
Hourly	44.2342	46.4459	48.7682	51.2066	53.7669
Bi-Weekly	3,538.73	3,715.67	3,901.45	4,096.53	4,301.35
Monthly	7,667.26	8,050.62	8,453.15	8,875.81	9,319.60
Annual	92,007.08	96,607.44	101,437.81	106,509.70	111,835.18

Management Analyst I (1 Year LTD) (Non Bargaining - MEA)

	Step A	Step B	Step C	Step D	Step E
Hourly	44.8851	47.1294	49.4859	51.9602	54.5582
Bi-Weekly	3,590.81	3,770.35	3,958.87	4,156.81	4,364.65
Monthly	7,780.09	8,169.09	8,577.55	9,006.43	9,456.75
Annual	93,361.08	98,029.13	102,930.59	108,077.12	113,480.97

Management Analyst II (1 Year LTD) (Non Bargaining - MEA)

	Step A	Step B	Step C	Step D	Step E
Hourly	53.9050	56.6002	59.4302	62.4018	65.5219
Bi-Weekly	4,312.40	4,528.02	4,754.42	4,992.14	5,241.75
Monthly	9,343.53	9,810.71	10,301.24	10,816.31	11,357.12
Annual	112,122.38	117,728.49	123,614.92	129,795.67	136,285.45

Non Sworn Investigators (Not to exceed 960 hours) (Temporary)

	Step A	Step B	Step C	Step D	Step E
Hourly	36.3204	38.1364	40.0432	42.0454	44.1477
Bi-Weekly	1,341.06	1,408.11	1,478.52	1,552.45	1,630.07
Monthly	2,905.63	3,050.91	3,203.46	3,363.63	3,531.81
Annual	34,867.58	36,610.96	38,441.51	40,363.59	42,381.77

Police Officer PT- Cold Case Investigator (0.45 FTE, 936 Hrs)					
	Step A	Step B	Step C	Step D	Step E
Hourly	42.2756	44.3894	46.6089	48.9393	51.3863
Bi-Weekly	1,521.92	1,598.02	1,677.92	1,761.82	1,849.91
Monthly	3,297.50	3,462.37	3,635.49	3,817.27	4,008.13
Annual	39,569.98	41,548.48	43,625.90	45,807.20	48,097.56

Police Recruit (0.5 FTE) (Temporary - Non Bargaining) <i>(formally known as Police Officer Trainee)</i>					
Hourly					30.0000
Bi-Weekly					2,400.00
Monthly					5,200.00
Annual					31,200.00

Special Projects Manager (960 HRS Limited Duration)					
Hourly				65.1000	69.3300
Bi-Weekly				2,403.69	2,559.88
Monthly				5,208.00	5,546.40
Annual				62,496.00	66,556.80

Special Projects Manager (2 Year LTD - 960 HRS)					
Hourly				65.1000	69.3300
Bi-Weekly				2,403.69	2,559.88
Monthly				5,208.00	5,546.40
Annual				62,496.00	66,556.80

Utility Manager (6-Month LTD) (Temporary - Non Bargaining)					
	Step A	Step B	Step C	Step D	Step E
Hourly	72.9746	76.6233	80.4545	84.4772	88.7011
Bi-Weekly	5,837.97	6,129.87	6,436.36	6,758.18	7,096.09
Monthly	12,648.93	13,281.38	13,945.45	14,642.72	15,374.86
Annual	151,787.21	159,376.57	167,345.40	175,712.66	184,498.30



EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: April 15, 2025

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: Husam Aburabi, Special Project Manager
Humza Javed, Public Works Director

SUBJECT: SAFER Bay Project (City Project No. SP-02C) Phase 1 Design Award

Recommendation

1. Adopt a resolution authorizing the City Manager to award, negotiate, and execute an agreement with Sherwood Design Engineers, in a form approved by the City Attorney, for a contract amount of \$3,076,619, and to establish a 10% contingency of \$307,661.90, for a total not-to-exceed amount of \$3,384,280.90 for professional engineering services to complete the design of the SAFER Bay Flood Control Project (SP-02C) – Phase 1 south of Bay Road; and
2. Finding that the proposed action is within the scope of the Program Environmental Impact Report (EIR) for the subject project, and as such no new environmental document would be required, and additionally, it does not constitute a “project” with the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines sections 15378(b)(4) and (5) in that it is a governmental fiscal, organizational or administrative activity that will not result in direct or indirect changes in the environment.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority: Promote Health & Public Safety.

Background

The Strategy to Advance Flood Protection, Ecosystems, and Recreation along the Bay (SAFER Bay) is a multi-jurisdictional, public-private collaboration aimed at protecting communities and critical infrastructure in East Palo Alto, Menlo Park, and Palo Alto from the increasing risks of

CONSENT ITEM 3.3

sea level rise and tidal flooding. This regional effort is designed to enhance flood resilience while integrating environmental restoration and public engagement.

The City of East Palo Alto is advancing efforts to complete the design and entitlement process for the segments of the SAFER Bay Project located along its shoreline. Once implemented, the project will reduce flood risks for the City's most vulnerable areas (the Ravenswood neighborhood, the Weeks Street neighborhood, the Baylands, the Cooley Landing area, Kavanaugh Tract, Clarke Avenue area, University Village, and the Pulgas Avenue corridor), ultimately removing them from the Federal Emergency Management Agency's (FEMA's) 100-year floodplain designation and improving long-term resilience against climate change impacts.

This large-scale infrastructure project includes the construction of approximately one mile of earthen levee with an embedded floodwall and living shoreline features. In addition to engineered flood protection, the project incorporates habitat restoration, aiming to restore tidal wetlands and enhance ecological functions in the Bay. A key component of the initiative is an inclusive public outreach strategy, ensuring clear communication and meaningful engagement with residents who will be most directly affected by the project's construction and long-term impacts.

By combining flood risk reduction, environmental stewardship, and community driven planning, the SAFER Bay Project represents a forward-thinking approach to climate adaptation and infrastructure resilience in the region. The project includes levee improvements, habitat restoration, public access enhancements, and coordination with multiple regulatory and community stakeholders.

The project has been designed up to a 30% stage through a separate contract with HDR, Inc. under the management of the San Francisquito Creek Joint Powers Authority (SFCJPA). However, HDR was not selected through a federally compliant process for procurement, which is necessary for FEMA funding.

The new scope of work covers:

- Final Design Services (30% to 100%) for flood protection levees, including geotechnical analysis, structural design, and civil site work for Phase 1 – south of Bay Road.
- Interior Drainage Planning, including hydrologic and hydraulic modeling, outfall assessments, and preliminary pump station sizing.
- Environmental Compliance Support, such as preparation of permit applications and technical documentation for CEQA/NEPA, BCDC, RWQCB, and USACE.
- Right-of-Way Coordination to identify required property access and easements.
- Utility Relocation Planning in coordination with utility providers.
- Community outreach and Stakeholder Engagement to support inclusive design, access features, and resilience planning.
- Construction Phasing Strategy to align with funding deadlines, FEMA compliance, and long-term maintenance goals.

Analysis

CONSENT ITEM 3.3

The City issued a request for proposals (RFP) on December 17, 2024, for engineering design services.

City staff advertised the RFP in the newspaper, on the City website, and reached out to several consultants qualified for this work. The original proposal deadline was January 17, 2025; however, the City did not receive any submissions. City staff extended the deadline to February 14, 2025, and two firms showed interest. Four addendums were issued to address inquiries during the advertising period and two proposals were received by the deadline.

The two proposals, one from BKF and one from Sherwood Design Engineers (Sherwood), were evaluated and ranked by four City staff members from the Public Works Department and one representative from the San Francisquito Creek Joint Powers Authority (SFCJPA).

The rankings were based on a comprehensive review of the written proposals (50%), followed by oral presentations and interviews (50%). While both proposals were of high quality, Sherwood scored higher during the interview process. The panel's independent scoring and evaluation resulted in Sherwood receiving the highest overall ranking.

Sherwood Design Engineers initially proposed a cost of \$3,387,326. Through negotiations and clarification of work tasks, the City successfully reduced the final cost to \$3,076,619.

A summary of the rankings/cost is provided in the table below.

COMPANY	SCORE PROPOSAL & ORAL INTERVIEW
BKF	81
<i>Sherwood Design Engineers</i>	88

Sherwood Design Engineers brings extensive expertise in flood protection levee design, including geotechnical analysis, structural engineering, and civil site development. For the SAFER Bay Project – Phase 1, Sherwood proposed a comprehensive and well-integrated approach. Its strengths in coastal resilience, permitting, and infrastructure engineering position Sherwood to effectively achieve project objectives while maintaining regulatory compliance, controlling costs, and fostering community engagement. Also, Sherwood is the Civil Engineer for Harvest Properties' Landing Project, which lies within the vicinity of the City's Safer Bay project.

The scope of the contract includes, but is not limited to, the following:

- **Project Management**
- **30% Design Review & Revision** – Assess existing design documentation and update project plans
- **Geotechnical Investigation & Data Collection** – Conduct field studies, soil sampling, and seismic assessments

📄 **CONSENT ITEM 3.3**

- **60% Design & Permit Coordination** – Finalize design elements and secure necessary approvals
- **90% & 100% Design Deliverables** – Prepare final construction plans, cost estimates, and bid documents
- **Bidding & Construction Support** – Assist the City during contractor selection and project implementation

Next Steps

The SAFER Bay Project – Phase 1 for the City of East Palo Alto is currently in the design and pre-construction phase, with all work funded through FEMA’s Hazard Mitigation Grant Program (HMGP) required to be completed by October 17, 2026, and the overall grant performance period ending December 1, 2026. Key milestones include final design consultant selection in early 2025, followed by design development, environmental permitting, and right-of-way coordination through 2025 and 2026. The project aims to complete 100% design by mid-to-late 2026. Construction activities are not included in this phase and will occur after the close of the Phase 1 funding period, pending separate funding and approvals.

MILESTONE	TARGET DATE
Final Design Consultant Selection	Early 2025
Begin Final Design & Engineering	April 28, 2025
Environmental Permitting (e.g., BCDC, RWQCB, USACE)	2025-2026
Right-of-Way Coordination & Utility Planning	2025-2026
100% Design Completion	October 2026
Construction Bid & Award Prep	December 1, 2026

Fiscal Impact

There is no budget amendment needed by this action. SFCJPA SFER Bay project Phase 1 is included in the FY 2024-25 Capital Budget.

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

The new total, following negotiations with Sherwood, falls below the combined funding available. Under the funding agreement, FEMA will cover 75% of the new project cost, or \$2,538,210.68, while the City of East Palo Alto is responsible for the remaining 25%, totaling \$846,070.23. This cost share will support Phase I of the project, scheduled for implementation during 2025 and 2026.

Project Phase	Federal Share	Non-Federal Share (East Palo Alto)	Total Project Cost

CONSENT ITEM 3.3

Phase I, Supplement 3019	\$2,538,210.68	\$846,070.23	\$3,384,280.90
Management Cost	\$156,323	\$0	\$156,323

Public Notice

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

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

Analysis of Levine Act Compliance: Not applicable.

Environmental

The SAFER Bay Project is subject to environmental review under both the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA). Specifically, an Program Environmental Impact Report is being prepared for the SAFER Bay Project, which will form the basis of work under to this project. Pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15168 (Program EIR), "later activities in the program must be examined in the light of the program EIR to determine whether an additional environmental document must be prepared." Furthermore, sub-subsection 15168(c)(2) states that if the lead agency finds pursuant to CEQA Guidelines Section 15162 (Subsequent EIRs and Negative Declarations) that no subsequent EIR would be required, "the agency can approve the activity as being within the scope of the project covered by the program EIR, and no new environmental document would be required."

According to CEQA Guidelines Section 15162, once an EIR has been certified, no subsequent or supplemental EIR shall be required. Based on the analysis, the proposed action would not result in a new significant impact not identified in the Program EIR. No mitigation measures or alternatives have been identified that differ from what was evaluated or are now considered to be feasible.

Thus, the proposed action will have adequate environmental coverage by the Program EIR as it involves engineering services necessary to implement the project described therein.

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

Attachments

CONSENT ITEM 3.3

1. Resolution
2. Sherwood Proposal
3. Sherwood Fee Table
4. FEMA Approval Package

RESOLUTION NO. xx – 2025

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

AUTHORIZING THE CITY MANAGER TO AWARD, NEGOTIATE AND EXECUTE A CONTRACT WITH SHERWOOD DESIGN ENGINEERS IN A FORM TO BE APPROVED BY THE CITY ATTORNEY, IN THE AMOUNT OF \$3,076,619.00 AND TO ESTABLISH A 10% CONTINGENCY IN THE AMOUNT OF \$307,661.90 FOR A NOT-TO-EXCEED OF \$3,384,280.90 TO PROVIDE CIVIL ENGINEERING DESIGN SERVICES FOR THE SAFER BAY PROJECT

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

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

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

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

WHEREAS, as part of the design process, the City will oversee consultants managing the flood protection levee project's design, drainage planning, environmental compliance, right-of-way coordination, utility relocation, community engagement, and construction phasing to ensure alignment with project goals and regulatory requirements; and

WHEREAS, the City issued a request for proposals on December 17, 2024, and on February 14, 2025, the City received two (2) proposals; and

WHEREAS, City staff reviewed, interviewed, and ranked the two proposals, and selected Sherwood Design Engineers as the highest-ranked consultant.

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

1. Finds the foregoing recitals are true and correct, and are incorporated by this reference into this action;
2. Authorizes the City Manager to award, negotiate and execute an agreement with Sherwood Design Engineers, in a form approved by the City Attorney, for \$3,076,619, and to establish a 10% contingency in the amount of \$307,661.90, for a not-to-exceed total of \$3,384,280.90 for professional engineering services to complete the design of the SAFER Bay project; and

3. Finding that the proposed action is within the Program Environmental Impact Report (EIR) for the subject project, and as such no new environmental document would be required, and additionally, it does not constitute a “project” with the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines sections 15378(b)(4) and (5) in that it is a governmental fiscal, organizational or administrative activity that will not result in direct or indirect changes in the environment.

PASSED AND ADOPTED this 15th day of April 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Martha Barragan, Mayor

ATTEST:

APPROVED AS TO FORM:

James Colin, City Clerk

John D. Lê, City Attorney

CITY OF EAST PALO ALTO, CALIFORNIA

SAFER BAY PROJECT DESIGN, PERMITTING & BID SUPPORT (PHASE 1 - SOUTH OF BAY ROAD)

PUBLIC WORKS PROJECT NO. SP-02C | FEBRUARY 14TH, 2025



TECHNICAL PROPOSAL

00 LETTER OF TRANSMITTAL

City of East Palo Alto
Public Works Department
Husam Aburabi
Project manager
haburabi@cityofepa.org

February 14th, 2025

**RE: SAFER BAY PROJECT DESIGN, PERMITTING AND BID SUPPORT
(PHASE 1 - SOUTH OF BAY ROAD)
PUBLIC WORKS PROJECT NO. SP-02C**

Dear Husam Aburabi,

From our original founding in San Francisco, CA, Sherwood has been devoted to leaving the world a better place than we found it. For over two decades, Sherwood has built a diverse portfolio of projects in California and around the world focused on sustainable infrastructure, integrated water management, and regenerative design. The successful delivery of our projects comes from dedicated and skilled principals, project managers, and design engineers who are passionate about the work we do.

Our approach to civil engineering attracts exceptional talent that allows us to build teams that combine high technical aptitude with the organizational and communication skills necessary to support complex projects. We believe that our approach to project design and client/team engagement is unique, and improves the experience of the design team and quality of the final product. Sherwood takes pride in our work and the impact that it has on the communities we work in. This work has included many projects directly adjacent to the San Francisco Bay (see enclosed project map) addressing the complex challenges presented by sea level rise in vulnerable areas.

From our experience working on a new plaza and ferry terminals at the SF Ferry Building, which involved hardened structures built to accommodate future sea levels, to years working with private developers and public agencies in East Palo Alto developing a range of options to address sea level rise adjacent to delicate wetlands, we have learned that one of our most valuable roles is to curate and facilitate solutions involving multiple complex factors. Working with our team of experts and the City of East Palo Alto team, Sherwood will lead the civil engineering design and the overall management of the project, which we anticipate will require both a tightly organized structure and the creative flexibility necessary to respond to a diverse range of inputs and unanticipated conditions.

00 LETTER OF TRANSMITTAL

Our civil engineering team, based out of our San Francisco headquarters, has direct experience working with various Bay Area cities/counties, One Shoreline, San Francisquito Creek JPA, San Mateo County, and the BCDC to creatively address the interface of the bay and land, and how that needs to adapt over time. Through this experience, we have learned that solutions are not as simple as creating levee alignments, as factors including environmental concerns, impact to stormwater outflows, conflicts with buried utilities, adjacencies to existing development, and access to the bay must be considered. Our assembled team of consultants is local, experienced working on similar projects, and equally dedicated to generating the best possible outcomes for this project.

The effort in front of us demands that we are exceptional in our communication and technical design. We know that our responsibility is to deeply understand all aspects of a project, identify potential solutions, communicate options clearly, and facilitate solutions that ultimately end up in detailed drawings and specifications that get permitted and constructed efficiently.

Thank you for this opportunity to present our qualifications for this critically important project. Please review the attached proposal, which will remain valid for 180 days after submission. We look forward to discussing how the Sherwood Team can support the City of East Palo Alto in this endeavor.

Sincerely,



Cody Anderson, PE
Managing Principal
2548 Mission Street, San Francisco, CA 94110
canderson@sherwoodengineers.com
415.548.2029



Sonya Gabrielson, PE, WEDG
Sr. Project Manager / Main Point of Contact
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WORK PLAN AND APPROACH

PROJECT UNDERSTANDING

Inspired by the Resilient By Design Bay Area (RBD) and Adapting to Rising Tides (ART) projects, the East Palo Alto SAFER Bay Project (Project) will be a key portion of the Strategy to Advance Flood protection, Ecosystems Restoration, and Recreation along San Francisco Bay (SAFER Bay). SAFER Bay serves as a multi-jurisdictional and public-private collaborative project to protect communities and critical infrastructure from sea level rise and tidal flooding in East Palo Alto, Menlo Park, and Palo Alto. We understand the City of East Palo Alto (City) now aims to complete the design and entitlement process for the portions of the SAFER Bay Project located on the City's shoreline, which will deliver increased flood protection to the City's lowest lying areas, removing them from the Federal Emergency Management Agency (FEMA) flood map's 100-year inundation zone.

This large-scale infrastructure project proposes approximately 1 mile of earthen levee with an embedded floodwall and living shoreline. Equally key to the traditional engineered infrastructure will be habitat restoration to return this portion of the Bay to its natural wetland state as well as clear and compassionate public outreach designed to solicit and accommodate input from the residents who will be most directly impacted by construction of the Project.

To meet these diverse programmatic needs, Sherwood Design Engineers (Sherwood) has assembled a team of eight closely interwoven and technically vast expert consulting firms: WRA to guide the extensive permitting, biology, restoration, and landscape scopes; Geosyntec to provide geotechnical analysis and engineering; COWI for floodwall structural engineering; Belle Haven Community Development Fund on the front lines of community outreach; CirclePoint to shepherd CEQA permitting; Mark Thomas & Co for topographic survey; Currie and Brown to provide cost estimating; and Sherwood's steady hand for civil engineering, weaving each discipline and stakeholder's input into a cohesive final product. Collectively, these firms will be referred to as the Sherwood Team.

We understand that our team will need to build on a breadth of existing work for the greater SAFER Bay Project, including ongoing work being led by the San Francisquito Creek Joint Powers Authority (SFCJPA) and their consultant team to complete the design and obtain all regulatory approvals for the SAFER Bay East Palo Alto subset of the overall SAFER Bay Project. Our team has experience working on similar projects both in the San Francisco Bay region and across the U.S., including conceptual design associated with private development projects (currently inactive) which helped to set the SAFER alignment, a floodwall project at the San Francisco International Airport to protect critical infrastructure, and several which have been permitted through the San Francisco Bay Restoration Regulatory Integration Team (BRRIT). will enable us to anticipate design considerations, construction methods, and species constraints before they happen, keeping the Project delivery nimble and on schedule.

PROJECT APPROACH

Following the Preliminary Technical Scope provided in the Request for Proposals and Addendums 1-4, the Sherwood Team will collaborate with the City to execute a rigorous and methodical Project delivery. Our proven process for delivering civil engineering services to address waterfront resilience integrates innovative strategies that go beyond traditional shoreline fortification in order to adapt communities, relocate critical infrastructure, and support thriving native ecosystems. By following this process, we can emphasize the benefits of nature-based solutions and community-centered strategies that will result in more resilient communities in Cooley Landing and the surrounding areas. Our experience has shown us that rather than being solely a technical process of assessment and design, bayfront resilience is at its core about education and outreach. The critical thread through all phases is conveying technical observations and strategies in a way that is legible by the public, empowering the community to be informed and engaged participants.

WORK PLAN AND APPROACH

While the Sherwood Team recognizes the effort involved in the preparation of the previous design documentation, project delivery methods and timeline, and general approach to executing this vital Project, there are a few areas where there is opportunity for Project improvements and critical considerations that will impact the flow of the Project. It's understood that the Project schedule is built upon completing the Phase 1 Scope of Work as defined in the Hazard Mitigation Grant Program DR-4344-541-93R to ensure the funds are not de-obligated. This requires that the Geotechnical Investigation mobilize and finish as soon as possible under typical Project design progression. That said, the Sherwood Team identified that the Federal Geotechnical Permits will take 4-6 months to receive which overlaps with the endangered Ridgway's Rail nesting season in the schedule. Therefore, the Design Team proposes to progress the design, including Geotechnical and Structural Engineering, through 30% Design Documentation based on existing geotechnical information and mobilize the fieldwork in September to support the execution of the 60% Design Documentation phase as shown in the provided Project Schedule. In response to the RFP requests to provide services such as executing the design and restoration of Ponds R1, R2, and SF2. While this is a lofty goal, the Sherwood Team proposes to review these scopes as part of the Basis of Design and identify which scopes within the restoration of Ponds R1, R2, and/or SF2 might be able to be executed on the final design budget. Similarly, upon review of the final accepted design bid and design budget, the Sherwood Team will review and confirm its ability to deliver Construction Administration services.

Our team has also identified potential areas of design improvement that will help control construction costs, minimize fill in the Bay, create 10: ecotone levee habitat, and improve the final user experience. These elements will be incorporated into our 30% document review and revision in order to put the optimal design in place for refinement in the DD and CD phases of work.

TASK 1. PROJECT MANAGEMENT

Task 1 will initiate the Project with clear and methodical Project Management by starting off with a well agendized kickoff meeting to set the stage for consistent expectations and procedures throughout the duration of the project. Subsequent subtasks, including work plan development and additional dedicated meetings, are designed to provide feedback loops throughout the Project in a way that supports overall development.

Subtask 1.1. Work Plan and Schedule

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

Subtask 1.2 Set-up and Maintain Project Files

Leveraging Sherwood's modern Project Information Management tools, we will set up and maintain project files, inclusive of agreements, correspondence, and copies of draft and final technical work products, to be shared with the City.

Subtask 1.3 Invoicing

With experience working for a range of public and private clients, Sherwood is well versed in providing monthly invoices which meet detailed review criteria. Working closely with the City, we will submit monthly invoices along with back-up details and progress reports to indicate work accomplished during the preceding month detailing personnel and costs. Additionally, a forecast of work anticipated, issued to be mitigated, and upcoming schedule will be provided.

Subtask 1.4 Project Meetings

The Sherwood Team views meetings as critical to success of the Project. A kickoff meeting will be held to introduce key City of East Palo Alto and Sherwood Team members to one another, acquaint all participants with the purpose of and expectations

WORK PLAN AND APPROACH

for the Project, describe team members' roles and responsibilities, describe Project procedures, and summarize scope and schedule.

Sherwood Team attendance at the Kickoff Meeting is anticipated to represent leadership from each key area of contribution.

Subsequent recurring meetings will be held biweekly with City staff and monthly with the Project Development Team. Sherwood will schedule these meetings, provide agendas to ensure they are run efficiently, and circulate minutes after each meeting.

Subtask 1.5 Quality Management Plan

In collaboration with the City, the Sherwood Team will develop a Quality Management Plans (QMP) to ensure quality control procedures occur for deliverables and quality assurance is woven into each task and decision made. This QMP will describe specific procedures to be implemented, quality policies, and how to use the plan. It will also outline the process to be followed should any disputes between the parties arise at the team level.

Subtask 1.6 Preliminary Schedule

Building on the work started in subtask 1.1, the Sherwood Team will prepare a program level schedule to meet the CalOES grant deadlines provided. The Phase 1 Scope of Work will complete by 10/17/2026, deliverables and reimbursement claims are due to CalOES-HMGP by 11/1/2026, and the Approved Phase 1 Period of Performance shall run through 12/1/2026. In addition to meeting these firm funding dates, the schedule will provide key milestones for environmental process, detailed design, and estimates for construction, commissioning, and testing.

TASK 2. UTILITIES COORDINATION AND INVESTIGATION

During Task 2, the Sherwood Team will coordinate to ensure all existing utilities are identified, coordinated, and integrated into the levee design process to avoid potential conflicts during construction. These services will include:

Subtask 2.1 Utility Research and Mapping

Led primarily by Mark Thomas & Co surveyors, the Sherwood Team will conduct a site visit to assess the existing terrain, surface features, boundaries, and vegetation. Sherwood Team GIS analysis will also review existing baseline data collected by the SFCJPA consultant team and process it for use for the City's Project. Base map preparation will conform to City and FEMA standards for GIS Products, where applicable.

The Sherwood Team understands that previous work has been completed in support of this project, it is assumed that all that work will be provided (Aerial Mapping, Ortho Photos, etc) and reviewed by the Sherwood Team. If it is determined that the previous work requires refinement, an additional scope will be defined and submitted.

Mark Thomas will use USA North to retrieve a list of utilities that may be affected by the project. Based on the list, Mark Thomas will send out utility request letters ("A" letters). Mark Thomas will then create and update a utility matrix for the project to track the status of record requests.

Mark Thomas will take the provided Utility mapping and compile it into a utility base map to facilitate design efforts. Underground utility mark out and detection is included under this scope of work. Mark Thomas SUE field crews will set markings for non-gravity flow utilities derived from either electromagnetic induction or GPR reading. Field survey crews will collect these marks to be included in the base map.

Mark Thomas will perform a field survey to collect pertinent accessible above ground features which will

WORK PLAN AND APPROACH

be located and documented to augment the aerial survey using conventional ground survey techniques.

Ground visible features to be captured include, but are not limited to trails, levee slopes, washouts, hinge/top and toes if not inundated, sidewalks, curb and gutter, driveways, curb ramps, fences, private utilities, storm and sewer facilities, trees, street lighting, signing, striping, and markings within the project limits. Storm and sewer will be dipped to determine invert elevations and pipe diameters within the streets around the site. Field crews will rely upon markings on utility feature lids. No utilities will be dipped other than sewer and storm.

TASK 3. DATA COLLECTION AND INVESTIGATIONS

As part of Task 3, the Sherwood Team will conduct Data Collection and Investigations as appropriate to ascertain the geotechnical data to design the proposed levees, characterize the natural ecology of the disturbed area, and design appropriate flood mitigation in the context of minimizing environmental impact. These services will include:

Subtask 3.1 Review Existing Geotechnical Data

Led primarily by Geosyntec Consultants, the Sherwood Team will collate and review the previously collected geotechnical data to inform the early stages of the design. The field investigation program will build on the first phase of geotechnical exploration recently completed by HDR as detailed in the Preliminary Geotechnical Report for South of Bay Road provided as part of the RFP (HDR 2024). The data collected during this initial phase of investigation, which includes mud rotary borings and CPT to fill in data gaps along the alignment, will be key in developing the Geotechnical Investigation Plan and informing the design directly.

The proposed explorations will include a combination of borings and cone penetration tests (CPTs) with a CPT/boring pair to be performed at intervals along the alignment to allow the CPT results to be correlated with the physical samples obtained from the borings. In support of this RFP, explorations are assumed to

include approximately 10 borings or CPTs to a depth of approximately 70 feet with the goal of filling in data gaps to complete the final design. The exploration will be performed using a mud rotary drill rig to collect soil samples for appropriate laboratory design to support the analysis and design of the proposed flood protection system.

We note that, in accordance with the Geotechnical Levee Practice Standard Operating Procedure 3 (SOP 3) (USACE, 2022), explorations to support final design along the proposed levee and floodwall alignments should be performed with a maximum of 500 feet longitudinal spacing, and that where possible, the explorations will be performed in triplet along the proposed centerline, waterside toe, and landside toe. The current scope of work assumes that in general, borings on the waterside are not feasible due to burdensome and time prolonged permitting requirements. The explorations are intended to fill in data gaps and meet the 1 exploration per 500 foot longitudinal spacing recommended by USACE, although not all levee stations are available for explorations to be performed in triplet.

Subtask 3.2 Conduct Geotechnical Field Investigations

Geosyntec Consultants will prepare the proposed Geotechnical Investigation Plan for review and approval by the Client. Upon approval, Geosyntec will provide field oversight of the drillers, Pitcher Services of East Palo Alto to ensure the Geotechnical Investigations are conducted in accordance with the Geotechnical Investigation Plan and to ensure compliance with best practices for reducing environmental impacts.

Geosyntec will subcontract Pitcher Drilling, a C-57 licensed driller from East Palo Alto, California, to perform the mud rotary borings and CPT soundings, to explore subsurface conditions at the site. The drilling subcontractor will advance the mud-rotary borings and CPTs as indicated in the Geotechnical Investigation Plan to profile foundation conditions beneath the proposed levee embankment and as needed to provide input for the design of the floodwalls. Soil sampling

WORK PLAN AND APPROACH

is anticipated to consist of the collection of Standard Penetration Test (SPT), Modified California (Mod-Cal), and Shelby tube samples. Consistent with the workplan provided in the RFP, samples are anticipated to be collected at 2.5-foot to 5-foot intervals, although the sample interval may be adjusted in the field depending on actual conditions encountered. Geosyntec has assumed that investigation derived waste (IDW) generated during drilling operations (e.g., soil cuttings, drilling mud, and excess grout) will be contained in 55-gallon steel drums, which will be analyzed in accordance with California regulations prior to disposal.

To support seismic site classification, shear wave velocity measurements will be performed in a subset of the CPT soundings. The depth to groundwater will be estimated by pausing the CPTs within coarse-grained soil units, if present, and carrying out a porewater pressure dissipation test.

At the completion of each exploration, the boring will be backfilled with grout in accordance with San Mateo County regulations. As this work may impact trails in the area, appropriate measures will be taken to safely detour vehicle and pedestrian traffic around the work area. On paved areas, surface completion of the borings and CPTs is assumed to consist of cold patching with asphalt, and we have assumed that concrete coring or patching is not required.

At the conclusion of the sampling program, Geosyntec will deliver the geotechnical samples to their laboratory testing subcontractor to perform the tests necessary and agreed to as outlined in RFP subtask 3.2.

In support of the levee and floodwall design, a series of analyses will be performed for seepage, slope stability, settlement, liquefaction, and lateral capacity estimates. The geotechnical report will include a location plan of borings and CPT soundings and logs, discussion of initial groundwater level observations, recommended levee design slopes and foundation preparation, and a discussion of potential geotechnical and/or geological conditions and/or hazards which may affect Project planning, schedule, cost, design, or construction.

Subtask 3.3 Geotechnical Permitting

Geosyntec will lead the local permitting process for the Geotechnical Investigation. A County of San Mateo Environmental Health Services subsurface drilling permit will be obtained for each of the drilling locations. Where necessary, a City encroachment permit, USFWS Special Use Permit, San Francisco Bay Conservation and Development Commission plan review, and a Nationwide Permit Preconstruction Notification will be submitted and/or obtained. WRA will prepare the necessary Regional, State, and Federal permit applications and lead agency negotiations to obtain all necessary environmental approvals for Geosyntec to commence with geotechnical investigations. This task assumes permits will be required from the U.S. Army Corps of Engineers (Corps), Regional Water Quality Control Board (RWQCB), U.S. Fish and Wildlife Service (USFWS), National Marine Fisheries Service (NMFS), and California State Lands Commission (SLC). The Federal Permits are anticipated to take 4-6 months, which significantly impacts the design schedule. Geotechnical permitting is not anticipated from the California Department of Fish and Wildlife (CDFW) or from the San Francisco Bay Conservation and Development Commission (BCDC).

Subtask 3.4 Species Protection

WRA will review the available information to identify habitats for local endangered species, such as the saltmarsh harvest mouse, Ridgway's rail, and potentially the Burrowing Owl. WRA will then document Avoidance and Minimization Measures appropriate for the field conditions and based on the draft Geotechnical Investigation Plan developed by Geosyntec. Draft documentation of the Avoidance and Minimization Measures will be provided for Client review upon request. In general, the saltmarsh harvest mouse will require monitored vegetation clearing for drilling ingress, rig setup, operations, and egress. The Ridgway's rail nesting season from February 1 through August 30 presents significant and timely permitting challenges creating a strongly preferred field work window September 1 through January 31. The Burrowing Owl will only require mitigation if identified in the vicinity of the site, though it does present permitting complications. A Burrowing Owl survey has

WORK PLAN AND APPROACH

been included in the scope of work.

Subtask 3.5 Impact Monitoring

WRA will mobilize to the Project Site concurrently with Geotechnical mobilization to ensure the Avoidance and Minimization Measures document is reviewed with and implemented appropriately by the field crew. WRA will observe vegetation clearance to monitor the presence of saltmarsh harvest mouse habitat and ensure that there are not impacts to Ridway's Rail or Burrowing Owls not previously identified in Subtask 3.4. WRA will then perform three site visits to verify the Avoidance and Minimization Measures are continuously in use and that there have been no significant impacts upon completion of the field work.

TASK 4. BASIS OF DESIGN AND CALCULATIONS

Subtask 4.1. Design Criteria Memorandum

The Design Criteria Memorandum (DCM) will define the basic criteria and guidance that will be utilized during design. It will include basic operations requirements, Project performance requirements, and other stakeholders' design criteria as identified by the City. The DCM will document geotechnical, civil, structural, electrical, mechanical, hydrologic and/or hydraulic standards to be used in the analyses and design. Pertinent codes and references will be cited. The Design Criteria Memorandum will be issued in Draft form and updated as design progresses through the various design stages.

Subtask 4.2. Basis of Design Report

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

The Basis of Design Report may include but is not limited to the following: description of the general arrangement of existing and new Project facilities; summary of the pertinent findings of field investigations; basis for material properties for use in

analyses; construction materials source assessment (on-site and commercial); foundation characterization to assess excavation requirements and foundation acceptance criteria; groundwater dewatering requirements; civil and geotechnical design of the Project elements for analyses; design of disposal sites; hydraulic and structural design of various elements; mechanical and electrical facilities design; and access roadwork.

The Basis of Design Report will also preliminarily review the feasibility of tying the levee into high ground north of Bay Road at Tara Street, south of Bay Road to the west, south of Bay Road to the east, or some other alternative location with a combination of levee, flood walls, raised grade, and/or deployable barriers to ensure this levee reach is not bypassed by floodwaters to the north. Alternatives will also consider flood protection elements to the current 100-year floodplain elevation with alignment and foundational considerations to allow for a supplemental, raised flood barrier in the future an additional 3.5 feet in elevation to account for Sea Level Rise.

In addition, the Sherwood Team will explore alternatives to the Levee cross section at a number of typical locations to improve the efficacy, environmental impact, cost effectiveness, and beneficial use of the levee reach. Based on the current levee cross sections, a hybrid levee and floodwall system is the only consideration. The Design Team believes this design can be modified to provide 10:1 ecotone levee on the water side for ecological benefit, while reducing the impacted area and fill requirements by lowering the fill elevation on the waterside. This resultant flood barrier will still function as a combined floodwall and levee but rely less on the typical levee section. Changes of this nature will need to be coordinated with all relevant stakeholders, particularly the Army Corps of Engineers.

Finally, the inclusion of restoration at Ponds R1, R2, and SF2 will be evaluated for the Basis of Design Report. While this Proposal does not include the design of all restoration activities as part of the scope, a Feasibility Analysis has been included to determine if Tidal Marsh Restoration, Managed Pond

WORK PLAN AND APPROACH

Enhancements, and/or Habitat Transition Zones can be included in the Project's design and construction budget. While the design and construction of the levees around the PG&E infrastructure in Pond 2 would be difficult to implement on a finite budget, there could be sufficient budget to implement the Tidal Marsh Restoration in Ponds R1 and R2 and/or the Managed Pond Enhancements in Pond SF2.

Subtask 4.3 San Francisco Bay and Interior Drainage Analysis

This subtask involves developing a detailed hydrologic and hydraulic (H&H) computational model to assess interior drainage and flood risks behind the proposed levee. The model will incorporate existing FEMA flood hazard zones, surface runoff conditions, and current storm drainage infrastructure within the project area, while also accounting for the influence of the San Francisco Bay. The model will evaluate both baseline and future flood conditions, integrating design storm scenarios (50-year, 100-year, and 500-year events) as well as projected sea level rise. The model's spatial extent will include the bay, surface flows, and interior storm drainage systems, ensuring a comprehensive assessment of flooding risks for both current and future conditions.

Hydrologic modeling will simulate rainfall-runoff processes and watershed inflows, using meteorological and hydrologic data to assess surface flow patterns. This phase will also evaluate the capacity of the interior stormwater drainage network, analyzing infrastructure such as pipes, culverts, and pump stations under extreme storm events. Concurrently, hydraulic modeling will focus on flow routing, tidal influences from the bay, and the performance of the levee system. The model will identify potential risks of interior flooding and ponding, especially in low-lying areas where drainage may be constrained.

The model will be run for multiple storm scenarios and future sea level rise projections, assessing the levee's ability to manage floodwaters and identifying areas of vulnerability. The evaluation will include overtopping potential, backflow effects, and the drainage network's

capacity. Floodplain mapping will highlight the extents and depths of flooding in different storm conditions, and the model will quantify risks related to interior ponding, stormwater overflow, and levee performance.

The subtask will culminate in design recommendations aimed at improving interior drainage and mitigating flood risks. Potential interventions may include upgrades to stormwater systems, new levee infrastructure, and climate adaptation strategies to manage the impacts of sea level rise and intensified storm events. A final report will summarize the findings, present flood maps, and provide detailed recommendations for enhancing flood resilience in the project area.

TASK 5. PREPARATION OF THE PLANS, SPECIFICATIONS, AND ESTIMATES

Subtask 5.1 Project Understanding and Site Assessment

Upon Project initiation and acceptance of the Work Plan, the Sherwood Team will create the Design Criteria Memorandum to develop knowledge of the technical aspects of the Project from the 30% Design Documentation, while simultaneously reviewing the available information to identify key aspects to be coordinated with the appropriate stakeholders. Any deviations from the previous design documentation will be flagged for review with stakeholders to review the implications and impacts of those recommendations holistically.

Subtask 5.2 Design Development

The designs developed as part of this Project will meet all relevant local, state, and federal regulations and include sustainable design practices and habitat restoration. This Subtask will continuously be addressed in Tasks 6, 7, and 8.

Subtask 5.3 Plans, Specifications, and Estimates

The Sherwood Team will coordinate with the Client to coordinate any special requirements or formatting of the Plans, Specifications, and Estimates (PS&E) beyond the stated Caltrans specification standards.

WORK PLAN AND APPROACH

Any special requirements or formatting for Bidding Documentation will be requested of the Client to ensure that development of the 30% PS&E and beyond consider and include those requirements to prevent onerous late stage deliverable updates for compliance. The Sherwood Team will prepare and submit sample drawings and specifications for City review and approval to ensure that Drafting Standards are being adopted into the plan set and the specifications follow Caltrans Specification standards.

Subtask 5.4 Permitting and Compliance

Phase I (South of Bay Road) is being analyzed at a Project Level analysis in SFCJPA's Environmental Impact Report (EIR). The Draft EIR is anticipated to be available for public review in August 2025, whereas the Final EIR is anticipated to be certified in December 2025. Provided no significant changes are made to the Phase I project description analyzed in SFCJPA's EIR, the EIR should be sufficient to cover the California Environmental Quality Act (CEQA) requirements for the City's Phase I project, with no additional CEQA review required. However, if changes to the Phase I project characteristics and/or boundaries change, the City may be required to do some level of supplemental CEQA analysis to SFCJPA's EIR, either in the form of an EIR Addendum, Supplemental EIR, or Subsequent EIR.

The Sherwood Team, led by Circlepoint, will evaluate the latest progress of the SFCJPA's EIR and assess its impacts on the Phase 1 schedule and provide the City with a recommendation on whether SFCJPA's EIR will provide full coverage of the CEQA requirements for the City's Phase I project or if some level of supplemental CEQA analysis would be required. This recommendation will be in the form of an Environmental Document Strategy Report and submitted to the City. The Circlepoint team will meet with the City to present the recommendations and prepare meeting minutes and action items.

Separately, this task includes time for the Sherwood team, led by WRA, to review, understand and resolve potential differences between permits issued to the SFCJPA based on the 30% design package and needs arising from the 60% and 90% design iterations. Upon

receipt of the 30% design package and submitted permit applications from SFCJPA, WRA will develop a baseline summary of permit applications including impact estimates, summarized avoidance and minimization measures, and mitigation approach. At the 60% design stage, the baseline summary will be updated, accounting for the updated status of the SFCJPA's permit applications. This update will include findings with regard to whether or not the 60% design package remains consistent with the permit applications and/or any regulatory permits that have been issued at the time of 60% design completion. The same permit memorandum update will be provided at completion of the draft 90% design package. The goal of these evaluations is to determine if and when permit amendments or new regulatory approvals may be necessary to implement the City's Project due to potential changes to project design. Scope and fee for preparing new regulatory permitting applications or requests for permit amendments are not included in this scope of work.

Subtask 5.4.1 Addendum to SFCJPA's Final EIR

(Optional Task included in Scope)

Section 15164 of the State CEQA Guidelines provides that a lead agency "shall prepare an addendum to a previously certified EIR if some changes or additions are necessary but none of the conditions" that necessitate preparation of a subsequent EIR (as described in Section 15162) have occurred. Under this task, Circlepoint will prepare an Addendum to the SFCJPA Final EIR which will consist of the updated project description, a comparison of the new project description and the EIR project description, and an analysis of the potential impacts that could occur under the revised project description including the use of a checklist similar to the Initial Study Checklist provided in Appendix G of the CEQA Guidelines.

The EIR Addendum completed in Subtask 5.5.1 will either conclude that there are no substantial changes proposed by revised project that will require major revisions to the certified EIR, or preparation of a subsequent or supplemental EIR, due to the involvement of new significant environmental effects

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or a substantial increase in the severity of previously identified significant effects. No public circulation of the Addendum is required; however, Circlepoint will prepare a CEQA Notice of Determination (NOD) and file it with the County Clerk and State Clearinghouse.

Subtask 5.4.2 Supplemental Environmental Impact Report *(Optional Task excluded from Scope)*

If the EIR Addendum completed in Subtask 5.5.1 concludes that there are substantial changes requiring major revisions to the certified EIR, Circlepoint will be able to provide a subsequent or supplemental EIR, due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects. At this time, Subtask 5.4.2 is excluded from the Proposal, as such major revisions are not expected.

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

Subtask 5.5 Public Engagement

The Public Outreach Subtask, spearheaded by a local community group, will integrate with the broader SAFER Bay outreach initiatives already established by the SFCJPA and others. It will bolster these efforts with educational and trust-building events specifically tailored for the Project. Task 5.5, under the leadership of the Belle Haven Community Development Fund (CDF), will empower frontline communities to implement equitable solutions that promote both resilience and justice.

Belle Haven CDF will lead Community Outreach and Communication developing the coordinated strategy for outreach, develop engaging and informative

materials, facilitate Public Meetings, develop digital tools to broaden the Project's reach, while providing multilingual outreach services. Stakeholders will be identified and analyzed to effectively inform and build relationships for the exchange of information and ideas in a collaborative manner. Feedback mechanisms will be created to receive, collate, and interpret all Public Engagement to effectively implement the data gathered into the Project design.

TASK 6. 30-PERCENT DESIGN REVIEW AND TECHNICAL MEMOS

Subtask 6.1. Design Analysis Report

The Sherwood Team will thoroughly review the previously prepared 30% Design documents by others and utilize these documents to evaluate the need for a revised set of 30% PS&E. A Design Analysis Report will be prepared to establish the criteria to justify resubmission of 30% Design Documentation such as consistency with project objectives, feasibility, regulatory compliance, stakeholder input and cost estimates. The Design Analysis Report will evaluate the previous documentation based on that criteria and evaluate design alternatives that may also justify resubmission of 30% PS&E. As a starting point to prepare a revised 30% plans, specification, cost estimate, and construction schedule, incorporating any revisions that may be necessary based on the Basis of Design documents. The plans will include the detailed design elements, at a 30% level of design. The specifications will include general specifications (front-end documents) and detailed outlines of the technical specifications. Cost estimates at the 30% level of design will correspond to Class 3 as defined by AACE and will be prepared in Microsoft Excel. A construction schedule will also be prepared.

Subtask 6.2. Review Technical Memorandum Quantity Takeoffs and Cost Estimates

In addition to reviewing the previously prepared designs, the Sherwood Team will review the Quantity Takeoffs and Cost Estimates to ensure the feasibility of completing the Project on budget and identify quantities, unit rates, or scope omissions that impact the previously prepared cost estimates.

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Subtask 6.3. Review Technical Specifications and BOD

Based on the Design Analysis Report findings, the Sherwood Team will identify the specific issues with the previously prepared technical specifications and issue any necessary updated technical specifications for review and incorporation in the 60% PS&E.

Subtask 6.4. Final 30% Design Plans and Specifications

After reviewing the Design Analysis Report with the Client, the determination will be made as to whether or not the 30% PS&E will need to be revised and resubmitted prior to proceeding with the 60% PS&E. If the Design Analysis Report does not determine that resubmission is required, any identified issues will be addressed directly in the 60% PS&E. Based on the review of the available 30% Design Documentation, the Sherwood Team believes there will be sufficient enough changes in the design approach to be reviewed and coordinated with the Client to justify resubmitting the 30% PS&E. Therefore, the Proposal includes scope and fee to provide this service, which the Sherwood Team will prepare once the need is agreed upon.

TASK 7. 60-PERCENT PLANS, SPECIFICATIONS, AND ESTIMATES

Subtask 7.1 Response to 30% PS&E Comments

If the 30% PS&E are required to be reissued, the Design Team will review the Comments made by the Client on the resubmitted documentation and provide a detailed Response to Comments document. Any comments not sufficiently addressed will be discussed in proceeding meetings and incorporated into the design.

Subtask 7.2 Levee Engineering Analysis

Upon the acceptance of the 30% PS&E and coordination of any alternatives in the Basis of Design Report, the Design Team will prepare an detailed engineering analysis of the levee typologies along the length of the Project reach, identifying the elevations, depths, thicknesses, volumes, slopes, and extents that define each typology for review by the stakeholders. The outcome of the Levee Engineering Analysis will be

a report with structural calculations supporting each levee typology and consistency with the established Design Criteria Memorandum. The Sherwood Team has accounted for an independent, 3rd party review of the design based on the importance of the design.

Subtask 7.3 Quantity Take-offs and Cost Estimates

As the Draft 60% Design Drawings are finalized, Currie and Brown will provide detailed quantity take-offs of all scope items and prepare an AACE Class 2 construction cost estimate. The cost estimate will be delivered concurrently with the 60% Design Documentation. Any significant departures from previous cost estimates will be specifically identified and brought to the attention of the Client for discussion in subsequent discussions.

Subtask 7.4 Design Review Workshop

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

Subtask 7.5 60% Plans, Specification and Cost Estimate

The Sherwood team will prepare and submit 60% drawings and specifications. The drawings, sections, and details will address all scope identified in the RFP, be in compliance with all local, state, and federal requirements, and constitute a permit set of drawings for submission to all requisite agencies. These plans will address utility upgrades and coordination, earthwork analysis, environmental and biological impact minimization, structural details, mechanical, electrical, and plumbing design, landscaping and irrigation design, maintenance and protection of traffic, and all other scope determined to be appropriate during the design development. The submittal will

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address the review comments in the 30% Design Comment Resolution Document.

Subtask 7.6 SWPPP Report

Based on the 60% Design scope, a Draft Stormwater Pollution Prevention Plan (SWPPP) will be developed in accordance with the California State requirements for review by the State Water Resources Control Board. The Draft SWPPP will include all narratives, figures, calculations, and supporting documentation for permit based on the 60% Design. The SWPPP will be finalized based on the 90% Design Documentation.

TASK 8. 90-PERCENT PS&E AND 100-PERCENT PS&E

Subtask 8.1 Response to 60% PS&E Comments

The Design Team will review the Comments made by the Client upon their review of the 60% PS&E and provide a detailed Response to Comments document. Any comments not sufficiently addressed will be discussed in proceeding meetings and incorporated into the design.

Subtask 8.2 Design Calculations and Reports

In support of the 90% PS&E, the Design Team will issue a compilation of technical reports and supporting design calculations. This will enumerate the calculations made in support of critical design considerations and build upon previously documented engineering analysis. This subtask will include items such as the finalized Levee Engineering Analysis, a Final Hydrology and Hydraulic Report, hydraulic calculations for any pumped systems, irrigation calculations, and any other pertinent calculations or reports associated with the previously defined scope of work. Traffic studies, calculations, and reports are not included in this Proposal.

Subtask 8.3. 90% Plans, Specification and Cost Estimate

The Sherwood team will prepare and submit 90% drawings, specifications, and an AACE Class 1 construction cost estimate. The submittal will be a complete drawing and specification set at or near the level of completion for construction. The cost

estimate will be based on an updated, detailed logical work breakdown structure based on the 90% plans and specifications. The submittal will address the comments in the Design Comment Resolution Document. The 90% plans will include clear delineation of existing property lines and final take lines (i.e., rights of way, easements, or property acquisitions) needed for Project construction and/or ongoing maintenance or access. Consultant will finalize right of way mapping and plats and descriptions for necessary acquisitions.

The Sherwood team will review 60% PS&E Submittal comments and prepare responses. Coordinate and resolve design comments and issues from comments received from the City, stakeholders and resource/regulatory agencies and coordinate design with all agencies and update PS&E, cost/quantity take-offs by incorporating comments from 60% review. This submittal will represent complete checked plans, specifications, quantities and cost estimates, ready for final City review.

Design calculations will include all analysis and computations that were necessary in designing the structures or elements of the Project. Independent check calculations will include all analysis and computations that are necessary to independently check all aspects of the design shown on the unchecked details. Results from the check calculations will be compared with the design. Discrepancies shall be resolved between the designer and checker and the resolutions documented.

An independent check will be performed by a third party, not previously involved with the Project, for the design calculations, plans, specifications, and estimate prior to the 90% submittal. Independent check and the Sherwood team will prepare a comment resolution form detailing comments and responses. The Sherwood team will prepare a 90% Design Plan Set in AutoCAD following City of Menlo Park design standards. If major comments are received and these comments result in significant rework/revisions, the Sherwood team will address the comments and resubmit the 90% Design Submittal for review before proceeding to finalize the contract documents.

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Subtask 8.4 Preliminary SWPPP

Approximately halfway through the implementation of the 90% design, the SWPPP will be updated to reflect the current project design in accordance with the requirements of the State General Construction Permit and the State Water Resources Control Board.

Subtask 8.5 Design Review Workshop

Approximately halfway through the implementation of the 90% design, a Design Review Workshop will be scheduled with the Client and appropriate stakeholders to review key considerations for incorporation into the 90% PS&E. These considerations will build upon the 60% design documentation and will be the final opportunity to implement changes in the design that do not incur impactful changes to the permitting documentation. The Design Review Workshop will be documented and outcomes will be thoroughly investigated and implemented. Any outcomes from the Workshop that are not implemented will be documented for stakeholder review, and comment.

Subtask 8.6 Response to 90% PS&E Comments

The Design Team will review the Comments made by the Client upon their review of the 90% PS&E and provide a detailed Response to Comments document. Any comments not sufficiently addressed will be discussed in proceeding meetings and incorporated into the 100% PS&E.

Subtask 8.7 100% PS&E

Final Design to be completed under Task 8.7 will begin upon acceptance of the 90% PS&E response to comments. Changes made for the 100% PS&E will address Client comments and any remaining permitting agency requirements as it is anticipated some of those may lag beyond the 90% deliverable. This Final Design Set will be fully completed, signed, and sealed, accompanied by a Class 1 AACE Engineer's Cost Estimate.

Subtask 8.8 Operations and Maintenance Guidance Manual

The Sherwood Team will prepare an Operations and Maintenance (O&M) Guidance Manual in order to communicate key Project information to Operations and Maintenance individuals to ensure proper operation and appropriate maintenance of the facility and long-term protection of the asset.

Subtask 8.9 Bidding Support

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

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

Subtask 8.10 Revised Benefit-Cost Ratio Analysis

A revised Benefit-Cost Ratio (BCR) analysis will be provided based on the 90% design deliverables from Task 8.1. This analysis will comply with all FEMA requirements and demonstrate the Project's cost-effectiveness for federal funding purposes. Future risk reduction benefits will be compared to the costs and deemed cost effective when the BCR is 1.0 or greater.

KEY PERSONNEL BACKGROUND

CITY OF EAST PALO ALTO

SHERWOOD DESIGN ENGINEERS

PRIME: CIVIL ENGINEERING

CODY ANDERSON P.E., LEED AP
SONYA GABRIELSON P.E., WEDG
JOSEPH ALBANI M.S., P.E.
RAMY AZAR P.E., LEED SITES AP

Principal In Charge
Project Manager / Main Point of Contact
QAQC
Senior Engineer

SUBCONSULTANTS

WRA, INC

PERMITTING/ BIOLOGY/ RESTORATION

JUSTIN SEMION

PWS, Principal

LIZ ALLEN

Regulatory Permitting Specialist / Marine
Biologist

GEOSYNTEC CONSULTANTS, INC.

GEOTECHNICAL

DEREK MORLEY PE

Sr. Geotechnical Engineering Reviewer

MATT WEIL PE, GE

Project Manager/Geotechnical Engineering

CHRIS HUNT PhD, PE, GE

Senior Geotechnical Engineering Reviewer

PITCHER SERVICES, LLC

Subconsultant: Drilling Services

BELLE HAVEN COMMUNITY DEVELOPMENT FUND

COMMUNITY OUTREACH

JUANITA CROFT

Advisory Board Chair /
Community Project Lead

CIRCLEPOINT

CEQA

GEOFFREY REILLY

Project Manager

MATTHEW MOORE

Deputy Project Manager

COWI

STRUCTURAL

JAMES CONNOLLY PE, SE, LEED AP, DPE

Structural Engineering Lead

ANDY ESPINOZA PE

Structural Engineer

MARK THOMAS

SURVEYING AND MAPPING

TRAVIS BOHAN PLS

Survey Manager

CURRIE & BROWN

COST ESTIMATING

CHAD CHAPMAN LEED-AP

Director / Chief Estimator

KEY PERSONNEL BACKGROUND



CODY ANDERSON, P.E., LEED AP **PRINCIPAL IN CHARGE | SHERWOOD DESIGN ENGINEERS**

Cody Anderson will serve as Managing Principal Engineer on this project. He has successfully led civil and multidisciplinary teams on public and private projects including campuses of various types, residential developments, and resorts, nearly all of which involve thoughtful integration of green infrastructure. Cody's background in technical site civil engineering design combined with his ability to connect all project disciplines through clear and thoughtful communication make him a valuable contributor to a design team. Through his experience on a range of unique projects requiring complex creative problem solving, close collaboration with design partners, and a keen eye for detail, Cody has developed a working style that helps create success for all project stakeholders.

YEARS OF EXPERIENCE

20 years

YEARS WITH FIRM

11 years

EDUCATION

University of California
Berkeley, B.S. in
Environmental Science

PROFESSIONAL REGISTRATION

Licensed Professional
Engineer, State of California

Cody has over 10 years of direct experience working on projects adjacent to the SF Bay and tidally influenced channels and has worked cooperatively with various agencies to develop creative, resilient, and practical strategies for protecting properties from the impacts of medium and long-term sea level rise. He currently serves as the alternate civil engineer on the BCDC Design Review Board and is dedicated to improving the resilience of communities throughout the Bay Area.

Role: Cody will be providing key design oversight and direction, as well as directing the team on overall conceptualization and implementation of sustainable engineering design. He will lead internal team design meetings and work with the Project Manger as the leader of key presentations to the Client and stakeholders

RELEVANT EXPERIENCE

Harvest Properties, East Palo Alto, CA
Emerson Collective, East Palo Alto, CA
Pier 70 Development, San Francisco, CA
Ferry Building and Plaza Expansion Project, San Francisco, CA
Genentech Sea Level Rise Analysis, South San Francisco, CA
Exploratorium Improvements and Expansion Project, San Francisco, CA
Marin Country Day School, Corte Madera, CA
Dunphy Park, Sausalito, CA

KEY PERSONNEL BACKGROUND



SONYA GABRIELSON, P.E., WEDG **PROJECT MANAGER / MAIN POINT OF CONTACT |** **SHERWOOD DESIGN ENGINEERS**

Sonya serves as a Senior Project Manager in Sherwood's San Francisco office. She has extensive design experience in coastal resiliency projects, parks, mixed-use developments, transportation and utility improvement projects for public and private clients. She has proven success in delivering projects from master planning and concept design through final construction documentation and administration.

Sonya's project experience includes work on the Genentech South San Francisco Sea Level Rise Master Plan, a custom analysis and suite of recommendations for the 200-acre bay-front campus; Stanford Health Care Sustainable Landscape Guidelines, a blueprint for ecologically sensitive landscape improvements in the face of water stress; and Rebuild by Design - Hudson River, a community-scale coastal resilience project retrofitting 10,000 linear feet of floodwall in Hoboken, New Jersey.

Her expertise in waterfront engineering extends beyond project work to her training, accreditation, and volunteer review position with the Waterfront Edge Design Guidelines (WEDG) program, a resilient rating system for projects at the water's edge. Through this exposure, Sonya will bring to the table extensive strategies and insight to Sherwood's collaboration with the Design Team.

Role: Sonya coordinates and collaborates closely with the client and the design team to ensure project deliverables are completed on time and on budget.

RELEVANT EXPERIENCE

Genentech Sea Level Rise Analysis, South San Francisco, CA
Exploratorium Improvements and Expansion Project, San Francisco, CA
Rebuild by Design Hudson River*
South Battery Park City Resiliency Project*

**Project completed prior to Sherwood*

YEARS OF EXPERIENCE

14 years

YEARS WITH FIRM

4 years

EDUCATION

University of Washington
B.S. in Civil Engineering

PROFESSIONAL REGISTRATION

Registered Professional
Engineer, State of California

PROFESSIONAL AFFILIATIONS

Waterfront Alliance, WEDG
Associate

KEY PERSONNEL BACKGROUND



JOSEPH ALBANI, M.S., P.E. **TECHNICAL ADVISOR | SHERWOOD DESIGN ENGINEERS**

Joe Albani has over 12 years of consulting civil engineering experience. He has worked on a variety of projects from planning through construction phases on scopes ranging from coastal flood management infrastructure to large scale stormwater management to urban infill development to exurban hospitality projects. His project work includes site civil engineering design, grading, stormwater management, coastal and riverine flood resiliency, permitting, and construction administration.

YEARS OF EXPERIENCE

12 years

YEARS WITH FIRM

3 years

EDUCATION

University of Connecticut
M.S. in Civil & Environmental
Engineering
Northeastern University
B.S. in Civil & Environmental
Engineering

PROFESSIONAL REGISTRATION

Registered Professional
Engineer: New York and
Massachusetts

Institute for Sustainable
Infrastructure: Envision
Sustainability Professional

American Society of Civil
Engineers
Urban Land Institute

Joe's background focuses on managing large scale infrastructure and land development projects across the Rural-Urban Continuum for municipal, institutional, and private clients. Joe's experience includes projects in the northeastern U.S., western U.S., and Caribbean. Joe specializes in sustainable infrastructure, flood resiliency and mitigation, and green infrastructure design previously serving as Project Manager and Design Manager of municipal projects constructing living shorelines in tidal environments, flood prevention systems adjacent to heavily developed neighborhoods, and installing stormwater retention practices on public lands.

His key project experiences included site layout, grading, and earthwork analysis; stormwater management calculations and design; and water, drainage, and sanitary sewer infrastructure layout and sizing. His detailed experience includes the design of green infrastructure design solutions, such as bioretention, porous pavements, green roofs and rainwater harvesting, while his resiliency and mitigation experience includes the design of coastal seawalls, deployable barriers at the site and neighborhood scale, and natural flooding attenuation designs like stream daylighting and living shorelines.

Role: Joe will ensure that all deliverables from Sherwood undergo and complete a rigorous quality control and quality assurance programs prior to delivery to the Client.

RELEVANT EXPERIENCE

North Shore Bulkhead Project, Long Beach, NY*
Cloudburst Mitigation BRIC Project, Brooklyn, NY
Red Hook Coastal Resiliency Project, New York, NY*
Island End River Coastal Flood Resilience Project, Everett, MA*
JFK International Airport Storm Surge Protection, Queens, NY*
Hurricane Harvey FEMA 406 Mitigation, Houston, TX*
Hurricane IDA FEMA 406 Mitigation, Houston, TX*

** Project Experience Prior to Sherwood*

KEY PERSONNEL BACKGROUND



RAMY AZAR, P.E., LEED SITES AP **SENIOR ENGINEER | SHERWOOD DESIGN** **ENGINEERS**

Ramy Azar has over a decade of design and construction experience and a strong background working on projects at various scales. He has delivered on multi-Billion dollar projects in California and New York and specializes in site grading, utility design, stormwater management LID/BMPs and roadway design.

Ramy has experience delivering site-wide infrastructure and utility projects for higher education campuses especially in the CSU and UC systems. His projects include provided design support for the 180-acre University of California, Merced 2020 project, and has continued to support the campus through the Campus Utility Master Plan and pending updates to the Architectural Master Plan and led the efforts for site design for Cal Poly SLO Frost Center. His other project experience includes civil design for the multi-award winning Francisco Park project, pro-actively working to keep construction costs down through creative design approaches for grading and drainage, extensive coordination with various city agencies to achieve compliance/approvals, and facilitating win-win solutions between a broad range of stakeholders.

YEARS OF EXPERIENCE

11 years

YEARS WITH FIRM

8 years

EDUCATION

Notre Dame University-
Louaize, Zouk Mosbeh
Lebanon, B.S. in Engineering-
Civil

PROFESSIONAL REGISTRATION

Licensed Professional
Engineer, State of California

US Green Building Council
LEED Accredited Professional

RELEVANT EXPERIENCE

EPA Harvest_Levee alignment and layout for EPA SAFER Bay Road
South Reach, East Palo Alto CA

Emmerson Collective_Levee Alignments and negotiations with SFJPA
for Bay Road North reach, East Palo Alto CA

Levis Plaza Ground water and flood mitigation for existing buildings
due to sea water rise, San Francisco, CA

KEY PERSONNEL BACKGROUND



JUSTIN SEMION, PWS PRINCIPAL | WRA, INC

Justin Semion is a Principal Aquatic Ecologist at WRA who has managed hundreds of diverse projects involving regulatory permitting, restoration and habitat management, habitat mitigation planning and monitoring. His broad environmental science expertise includes eelgrass and subtidal estuarine habitats, wetland delineation, ecosystem functions and services evaluation, rare and endangered species surveys and evaluations, vegetation ecology. Justin's experience with environmental permitting includes Bay Conservation and Development Commission (BCDC) permits, Corps of Engineers Clean Water Act Section 404 permits, Endangered Species Act Section 7 and Essential Fish Habitat consultations, Regional Water Quality Control Board (RWQCB) Water Quality Certifications, California Department of Fish and Wildlife (CDFW) Streambed Alteration Agreements, and San Francisco Bay Dredge Material Management Office (DMMO) permits, as well as implementing permit compliance, mitigation and monitoring requirements of these permits.

Role: Justin will be the Principal in Charge of the project for WRA, responsible for establishing regulatory strategy and informing design for ecologically sensitive areas.

YEARS OF EXPERIENCE

24 years

YEARS WITH FIRM

23 years

EDUCATION

Presidio Graduate School,
MBA, Sustainable Management
University of Michigan,
BS, Resource Ecology and
Management

PROFESSIONAL REGISTRATION

Professional Wetland Scientist
(#2072)

PROFESSIONAL AFFILIATIONS

Association of Environmental
Professionals , Member, Port of
San Francisco Waterfront Plan
Resilience Advisory Team
Restoration Subcommittee
Member, Subtidal Habitats
Goals Project, California
Coastal Conservancy, Member,
Bay Planning Coalition
(Dredging and Beneficial Reuse
Committee)

RELEVANT EXPERIENCE

Port of San Francisco, Seawall Resiliency Project, San Francisco, CA
Children's Health Council, San Francisquito Creek Bank Restoration,
Palo Alto, CA
Silicon Valley Clean Water, Conveyance System RESCU Program,
Redwood City, CA
Silicon Valley Clean Water 48-inch Force Main Replacement, Redwood
City, CA
Silicon Valley Clean Water Inner Bair Island Restoration Project – Area
D Monitoring and Adaptive Management Plan, Redwood City, CA
California Coastal Conservancy Bel Marin Keys Unit V Restoration,
Novato, CA Ah ok



KEY PERSONNEL BACKGROUND



LIZ ALLEN

REGULATORY PERMITTING SPECIALIST / MARINE BIOLOGIST | WRA, INC.

Liz specializes in eelgrass and wetlands regulatory permitting and holds an M.S. in Marine Biology. Her master's thesis focused on the microbial communities of Northern California eelgrass beds. Liz also has expertise in fish physiology, oyster reef ecology, invertebrate community structures, and marine mammal monitoring. The technical skills Liz developed earlier in her career as a research technician, field biologist, and science writer inform her efficient, detail-orientated approach to regulatory permitting.

YEARS OF EXPERIENCE

8 years

YEARS WITH FIRM

5 years

EDUCATION

Northeastern University, MS,
Marine Biology
The College of William & Mary,
BS, Biology

PROFESSIONAL REGISTRATION

Certified Caulerpa Surveyor,
NOAA Fisheries, 2024
AAUS Scientific SCUBA Diver,
2016
CPR, First Aid, and Oxygen
Administration for Professional
Divers Certification, 2016

At WRA, Liz prepares regulatory permit applications and consultation materials for agencies such as the U.S. Army Corps of Engineers (Corps), National Marine Fisheries Service (NMFS), U.S. Fish and Wildlife Service (USFWS), California Department of Fish and Wildlife (CDFW), State and Regional Water Quality Control Boards (RWQCB), and the San Francisco Bay Conservation and Development Commission (BCDC). Liz also oversees the preparation of environmental documents pursuant to the California Environmental Quality Act (CEQA), including chapters and sections on biological resources and other technical subjects.

Role: Liz will be the lead biologist and regulatory permitting specialist for the Menlo Park SAFER Bay Project. In this role, Liz will leverage her breadth of experience working on projects along the San Francisco Bay Shoreline, including the Restore Hayward Marsh Project, which involves levee removal, breaching, and reconfiguration; creation of nesting islands for Western snowy plover; and coordination with the Bay Restoration Regulatory Integration Team (BRRIT).

RELEVANT EXPERIENCE

East Bay Regional Park District, Restore Hayward Marsh, Hayward, CA
City of South San Francisco, Oyster Point Harbor Master Road Spit Site Development Project, South San Francisco, CA
City of San Leandro, San Leandro Shoreline Park, San Leandro, CA
WETA, Vallejo Ferry Terminal Reconfiguration, Vallejo, CA
City of Berkeley, Berkeley Pier with Ferry Access, Berkeley, CA



KEY PERSONNEL BACKGROUND



DEREK MORLEY, PE

**SENIOR GEOTECHNICAL ENGINEERING REVIEWER
| GEOSYNTEC CONSULTANTS, INC.**

Derek Morley, PE, has over 30 years of experience in geo-civil engineering projects and engineering management for dams, levees, and other water and power facilities. He also has experience with transportation, industrial, military, and semi-public infrastructure. He provides program management, project planning and project management, technical leadership and oversight, risk assessment and risk-informed decision making (RIDM), design and design team leadership, and construction support services. He is known for creative planning and execution leadership, developing approaches that transform challenging situations into successful trajectories to project delivery. He has provided peer review of projects for public agencies and private entities; assisted legal counsel in evaluating project design, construction practices, and performance of constructed works; and developed organizational strategy, operations processes, and optimization tools.

Role: Mr. Morley is a California-licensed Professional Engineer with over 30 years of experience in geo-civil engineering projects for dams, levees, and other water resources infrastructure. He has a strong background in geotechnical engineering, and his primary area of focus is dam and levee safety evaluations and modification projects. He is a FERC-approved Independent Consultant. As a senior reviewer for the project, he will provide technical leadership and oversight, leveraging his experience as Geosciences Branch Chief for the United States Army Corps of Engineers (USACE), and his work on State-Federal Project levees throughout the Central Valley, as well as other flood control levees and related facilities in the Bay Area and southern California.

YEARS OF EXPERIENCE

30 Years

YEARS WITH FIRM

6 years

EDUCATION

MS, Geotechnical Engineering,
University of California, Berkeley

BS, Civil Engineering, University
of California, Berkeley

PROFESSIONAL REGISTRATION

Professional Engineer (PE),
California, Number 57796

RELEVANT EXPERIENCE

Sites Reservoir Project Regulating Reservoirs, Glenn and Colusa
Counties, CA

Huntington Reservoir Dams Stability Assessment, Sierra Nevada
Mountains, CA

Oroville Spillways Emergency Response and Recovery, Oroville, CA

KEY PERSONNEL BACKGROUND



MATT WEIL, PE, GE **PROJECT MANAGER/GEOTECHNICAL ENGINEERING LEAD | GEOSYNTEC CONSULTANTS, INC.**

Matthew (Matt) Weil has over 13 years of experience in geotechnical investigation, laboratory testing, analysis, design, construction oversight, project management, and team management. He is both academic and pragmatic, technically proficient and management adept, innovative and respectful of the experience of others.

YEARS OF EXPERIENCE

13 Years

YEARS WITH FIRM

3 years

EDUCATION

MS, Civil and Environmental Engineering, University of California, Davis
BS, Civil and Environmental Engineering, University of California, Davis

PROFESSIONAL REGISTRATION

Professional Engineer (PE), California, Number 79072.
Geological Engineer (GE), California, Number 3093

PROFESSIONAL AFFILIATIONS

CalGeo Emerging Geoprotessionals, Treasurer

OTHER

8-Hour Nuclear Density Gauge (US DOT and IATA) Certified

Role: Mr. Weil is a senior geotechnical engineer in Geosyntec's Davis Office and a registered California professional engineer and geotechnical engineer. His 14-year career has primarily focused on levee and dam projects throughout California. As the geotechnical engineering lead, Mr. Weil will be responsible for developing and executing the geotechnical exploration program, leading the team performing geotechnical seepage and stability analyses for the levees, and providing geotechnical recommendations to the design team in support of the levee/floodwall design.

RELEVANT EXPERIENCE

Sites Reservoir-Regulating Reservoir Feasibility Design, Colusa and Glenn Counties, CA
Levee Vulnerability Study, San Joaquin County, CA
Oroville Emergency Recovery: Spillways, Oroville, CA
Contra Loma Dam Evaluation, Antioch, CA
I Street Bridge Replacement, Sacramento, CA
Geotechnical Design for Earthen Embankment Dam Seismic Retrofit Project, San Jose, CA
Small Communities Flood Risk Reduction Program (DWR), Central Valley, CA

KEY PERSONNEL BACKGROUND



CHRIS HUNT, PHD, PE, GE **SENIOR GEOTECHNICAL ENGINEERING REVIEWER** **| GEOSYNTEC CONSULTANTS, INC.**

YEARS OF EXPERIENCE

25 years

YEARS WITH FIRM

25 years

EDUCATION

Ph.D., Geotechnical Engineering,
University of California, Berkeley

M.S., Geotechnical Engineering,
University of California, Berkeley

B.S., Civil Engineering, University
of California, Berkeley

PROFESSIONAL REGISTRATION

Professional Civil Engineer (P.E.),
California, Number C63283;
Utah, Number 10085291-2202

Professional Geotechnical
Engineer (G.E.), California,
Number GE2821

Dr. Hunt has over 25 years of experience managing and supporting a variety of geotechnical projects. His project portfolio includes dam safety reviews as well as seepage and stability evaluations for dams and levees, and he has facilitated Potential Failure Mode Analysis (PFMA) workshops for numerous dams. He has analyzed and developed mitigation measures for landslides in bedrock, colluvium, and man-made fill, including probabilistic evaluation of landslide potential. Dr. Hunt has performed geotechnical investigations and provided recommendations for facilities subject to liquefaction, lateral spreading, and other seismic hazards. He has participated in design optimization projects, feasibility studies, and peer review projects addressing issues related to the presence of peats, soft clays, loose sands, and waste. In addition, Dr. Hunt has been an active participant in state-of-the-art research in new methods of liquefaction mitigation using biological methods, including serving as founding member and past chair of the Industry Advisory Board for the National Science Foundation sponsored Center for Bio-mediated and Bio-inspired Geotechnical. At locations in Canada, Mexico, Africa, Saudi Arabia, Turkey, and Guyana, Dr. Hunt evaluated geotechnical aspects of the design and construction of large infrastructure projects, including refineries and airports, on soft compressible clays and other challenging soils.

Role: Dr. Hunt has performed geotechnical investigations and participated in design optimization projects, feasibility studies, and peer review projects addressing issues related to the presence of peats, soft clays, loose sands, and waste. As a senior reviewer, he will utilize his extensive experience in the SF Bay Area related to challenging soil conditions and his involvement in multidisciplinary levee and shoreline projects to guide the geotechnical and design efforts for the levee/floodwall design.

RELEVANT EXPERIENCE

Levee Vulnerability Study, San Joaquin County, CA
San Francisco Airport Shoreline Protection Program, San Francisco, CA
Hamilton Field Levee Evaluation, Novato, CA
2023 Part 12D Safety Review for Thermalito Complex Dams, Butte County, CA
2022 Director's Safety Review Board (DSRB), Upper Feather River Dams, Plumas County, CA
Part 12D Safety Reviews for Thirteen Dams, Drum-Spaulding Project, Haas-Kings Project, Potter Valley Project, Feather River Project, Pit River Project, McCloud-Pit Project, Spring Gap-Stanislaus Project, CA
Dam Safety Program Support, CA

KEY PERSONNEL BACKGROUND



JAMES CONNOLLY, PE, SE, LEED AP, DPE **STRUCTURAL ENGINEERING LEAD | COWI**

Mr. Connolly has more than 20 years of experience as a structural engineer, with specializations including shoreline protection systems involving structures such as seawalls, concrete retaining walls, passive flood gates, deployable barriers, and stormwater outfall structures. He also has extensive experience in the design of piers, wharves, outfalls and port facilities. His specialization includes assessment of existing terminal components, preliminary design services to support environmental permitting, and design-build construction procurement on marine/waterfront structure projects.

YEARS OF EXPERIENCE

24 years

YEARS WITH FIRM

24 years

EDUCATION

University of California, Berkeley,
USA
M.S., Structural Engineering

University of Illinois at
Champaign-Urbana
B.S., Civil Engineering

PROFESSIONAL REGISTRATION

Professional Engineer: CA
C64532, CA S5037, WA 44361,
FL 69287, TX 104429, SC 41204

LEED Accredited Professional

2009 Diplomat, Port
Engineering (D.PE)

Role: As Structural Engineering Lead, James will oversee structural engineering and design of shoreline protection systems and flood control elements, including, but not limited to, levees and floodwalls.

RELEVANT EXPERIENCE

SFO Shoreline Protection Program, San Francisco, CA
IHNC - GIWW Floodgate Approach Walls; New Orleans, LA
Mission Bay Ferry Landing, San Francisco, CA
Islais Creek Shoreline Protection; San Francisco, CA
Coast Guard Station Humboldt Bay Shoreline Protection; Humboldt, CA
San Francisco Naval Shipyard Gunnery Pier and Seawall Repair; San Francisco, CA
Pier 43 Bay Trail Link Project; San Francisco, CA
Alameda Seaplane Lagoon Ferry Terminal, Alameda, CA

KEY PERSONNEL BACKGROUND



ANDY ESPINOZA, PE STRUCTURAL ENGINEER | COWI

Mr. Espinoza has extensive experience as a structural engineer in the design and retrofit of shoreline and flood protection systems. His experience also includes design and engineering of waterfront structures such as wharves and quaywall for US Navy, including in Micronesian islands of Yap and Palau and at Naval Base San Diego. He also has experience in design and analysis of reinforced concrete bridge structures in seismic areas.

Role: As Structural Engineer, Andy will assist with design of shoreline protection systems and flood control elements, including, but not limited to, levees and floodwalls.

YEARS OF EXPERIENCE

18 years

YEARS WITH FIRM

15 years

EDUCATION

University of California, Berkeley,
Ph.D. Structural Engineering

University of California, Berkeley,
M.Sc., Structural Engineering

University of California, Davis,
B.S., Civil and Environmental
Engineering

PROFESSIONAL REGISTRATION

Professional Engineer, California
76385

RELEVANT EXPERIENCE

USACE Galveston District - Port Arthur and Vicinity Coastal Storm Risk
Management A-E Design, Port Arthur, TX

NYCEDC - Tompkinsville Esplanade and Pier, Staten Island, NY

WETA - Richmond Ferry Terminal, Richmond, CA

National Parks Service Statue of Liberty Ferry Terminal, New York City,
NY

Port of San Francisco Pier 48, San Francisco, CA

NOAA – Pier Romeo Design-Build Recapitalization Project, North
Charleston, SC

KEY PERSONNEL BACKGROUND



GEOFFREY REILLY **PROJECT MANAGER | CIRCLEPOINT**

Geoff Reilly is a Senior Principal with over 30 years of experience in the preparation and management of environmental review documents pursuant to CEQA, NEPA, Caltrans Local Assistance, CalOES, FEMA, CWSRF, etc. He has a broad knowledge of environmental and regulatory issues that affect land development and has successfully managed the environmental review process for many complex and controversial projects. He has acted both as project manager and principal writer for a wide variety of projects, including bridge replacements and retrofits, roadway improvements, water and sewer infrastructure, flood control, climate resiliency, restoration, residential subdivisions, commercial retail and office developments, mixed-use projects, institutions, trails and recreational amenities, and industrial facilities.

YEARS OF EXPERIENCE

33 years

YEARS WITH FIRM

1 year

EDUCATION

BA, Resource and Environmental Geography, Spanish Minor, San Diego State University, 1989

PROFESSIONAL REGISTRATION

American Institute of Certified Planners (AICP), CalTrans Local Assistance Training Certification, NWETC NEPA Certification: Writing the Perfect EA/FONSI or EIS

PROFESSIONAL AFFILIATIONS

Association of Environmental Professionals, American Planning Association, American Public Works Association, Floodplain Management Association, Sonoma County Alliance Environmental Committee

Geoff has supervised the preparation of all types of CEQA and NEPA documents for both public and private sector clients, including initial studies, mitigated negative declarations, environmental assessments, EIRs, EISs, categorical exemptions and exclusions, supplemental environmental review, constraints analyses, technical background reports, expert witness testimony, and third-party review. He has also prepared many Program EIRs for Master Plans, Specific Plans and General Plan Updates throughout California.

Role: Geoff will lead the environmental documentation process, ensuring compliance with all relevant local, state, and federal regulations, including CEQA and the CEQA guidelines and FEMA requirements. He will oversee impact analyses, mitigation planning, and permitting efforts while coordinating with regulatory agencies, technical teams, and key stakeholders. Additionally, Geoff will manage project schedules, budgets, and quality control to ensure that environmental considerations are effectively integrated into the overall project development.

RELEVANT EXPERIENCE

Runnymede Storm Drain Improvement Project IS/MND and Regulatory Permits, East Palo Alto, CA
Palo Alto Water Quality Control Plant Primary Outfall Replacement, Santa Clara County, CA
San Francisquito Creek Bank Restoration, Palo Alto, CA
Coyote Creek Sediment Removal Project, Marin County, CA
Wetlands Habitat Restoration Project, Chelsea, Hercules, CA
Mill Valley-Sausalito Multiuse Pathway, Marin County, CA
Palo Alto Embarcadero Way Trash Capture Device Project, Palo Alto, CA



KEY PERSONNEL BACKGROUND



MATTHEW MOORE DEPUTY PROJECT MANAGER | CIRCLEPOINT

A recent addition to Circlepoint's Environmental Services Group, Matthew uses his powerful blend of experience in the environmental, legal, and political realms to provide holistic and innovative solutions to CEQA/NEPA compliance. Matthew holds a Bachelor's in Political Science and a Master's in Urban Planning with a focus on Environmental Planning, and formerly served as a legal analyst for the federal government and as a representative for both California and New York state legislators. Since entering the environmental consulting field, he has managed numerous CEQA/NEPA documents for a wide variety of developments, including mixed-use infill, residential, commercial, office, manufacturing, education, and public facility projects as well as active transportation infrastructure, ecological restoration, and citywide plans and policies.

Role: Matthew will support the Project Manager by managing specific aspects of the environmental review process, assisting in coordinating technical studies and CEQA sections, and stakeholder engagement. He will play a key role in tracking deliverables, maintaining communication among project teams, and ensuring that environmental documentation aligns with project goals and timelines. Matthew may also assist with targeted tasks related to public outreach and agency coordination to facilitate the environmental review and approval process.

YEARS OF EXPERIENCE

8 years

YEARS WITH FIRM

2 years

EDUCATION

Master of Urban Planning (MUP), San José State University, 2022

B.A. in Political Science, University at Albany, 2014

PROFESSIONAL REGISTRATION

Address Geocoding with ArcGIS
Georeferencing Raster Data with ArcGIS
Editing in ArcGIS Desktop

PROFESSIONAL AFFILIATIONS

Association of Environmental Professionals (AEP)

RELEVANT EXPERIENCE

650 Clark Way Creek Bank Stabilization Phase II IS/MND, City of Palo Alto, CA
Block 21 IS/MND, City of San Mateo, CA
2023-2031 Housing Element IS/MND, City of San Bruno, CA
Gilroy Data Center EIR, Amazon Data Services
SR 262 (Mission Boulevard) Cross Connector Project PA/ED, Alameda CTC
Diridon Station Preliminary Business Case, Caltrain

KEY PERSONNEL BACKGROUND



TRAVIS BOHAN, PLS **SURVEY MANAGER | MARK THOMAS**

Travis has 18 years of experience in land surveying. He manages all phases of survey in support of transportation, bridge, pipeline design and construction. His work includes survey support and construction staking for sewer pipe replacements, gas line replacements, bridge widening and replacement, interchanges, and streetscape improvements. Travis' experience includes survey support and construction staking for a wide range of projects from Interchanges and grade separations to gas lines and water lines. Along with topographic and control surveys, boundary resolution, underground utility mapping including plan and profiles, preparation of legal descriptions and plats for right of way and easement acquisitions and has coordinated and completed multiple GPS and conventional control surveys in support of aerial topographic mapping, boundary and construction work.

YEARS OF EXPERIENCE

18 years

YEARS WITH FIRM

8+ years

EDUCATION

BS in Civil and Geomatics
Engineering, California State
University, Fresno, 2009

PROFESSIONAL REGISTRATION

CA PLS 8965

Role: Mark will be support on survey related services.

RELEVANT EXPERIENCE

Monument Reset At San Mateo Drive And Santa Cruz Avenue, Menlo
Park , CA

Hunters Point Substation, San Francisco, CA

PG&E On Call Survey, Various Locations

Atherton Civic Center, Atherton, CA

Valley Water Calero Dam, Santa Clara County, CA

Bascom Avenue Complete Streets, San Jose, CA

Northern Receiving Station High Voltage Direct Current (Hvdc) Project,
Newark, CA

KEY PERSONNEL BACKGROUND



JUANITA CROFT

ADVISORY BOARD CHAIR / COMMUNITY PROJECT LEAD | BELLE HAVEN COMMUNITY DEVELOPMENT FUND

Juanita is one of the founders of BHCDF and has served as the Advisory Board Chair for 12 years. For 11 years, she has administered and implemented the Menlo Park Belle Haven Mini-Grant Program. As a grant writer, she has successfully funded other projects for the community.

More recently (2022), Juanita worked with the CRC on the Menlo Park Environmental Justice & Safety Element Update for the General Plan. BHCDF was responsible for organizing the first focus group. We curated the information, prepared presentations and activities and generated reports from the data gathered.

The CRC also introduced her to the Safer Bay organization in 2022 as well. Since then, Juanita has participated in their Advisory Committee and other events.

In partnership with Belle Haven Empowered, host the Kitchen Table Chats. She has provided information on resources and projects that affect the Belle Haven neighborhood. When needed will help put together workshops to train the community (English & Spanish speakers) in how to make public comments using a variety of media channels.

Role: Juanita will serve as the Project Lead overseeing the implementation of all of the tasks covered in the scope of work under Section E, Public Outreach, of the project as outlined in the RFP.

RELEVANT EXPERIENCE

Menlo Park Environmental Justice & Safety Element Update for the General Plan – Menlo Park, CA

YEARS OF EXPERIENCE

12 years

YEARS WITH FIRM

12 years

EDUCATION

Master of Urban Planning (MUP), San José State University, 2022

B.A. in Political Science, University at Albany, 2014



KEY PERSONNEL BACKGROUND



CHAD CHAPMAN, LEED-AP **DIRECTOR, CHIEF ESTIMATOR | CURRIE & BROWN**

Chad is our national chief estimator and a recognized industry expert in the delivery of cost estimates. During his 25 years in the construction industry, Chad has led cost consulting teams on projects and programs ranging in value from \$100,000 to more than \$60 billion across a wide range of sectors.

Chad's leadership in project benchmarking and data analytics helps our clients understand where their costs should be in comparison to the wider market. His role includes the provision of best practices, cost estimating, cost modeling, benchmarking, location indexing and normalization, escalation and market-specific surveys for clients.

Chad is the former president of the local ASPE Viking Chapter and former instructor of estimating technology at Dunwoody Industrial Institute in Minneapolis, MN.

YEARS OF EXPERIENCE

27 years

YEARS WITH FIRM

7 years

PROFESSIONAL REGISTRATION

Associate of Applied Science (AAS) Architectural Drafting and Estimating Technology, Dunwoody Institute, Minneapolis, MN

PROFESSIONAL AFFILIATIONS

Leadership in Energy and Environmental Design (LEED-AP) US Green Building Council

American Society of Professional Estimators (ASPE) past Viking Chapter President

RELEVANT EXPERIENCE

Moffett Place, Sunnyvale, CA

Moffett Towers II, Sunnyvale, CA

Texas Medical Center (TMC3), Houston, TX

Swarthmore College Water Infrastructure Project, Swarthmore, PA

US Land Port of Entry, Van Buren, ME

Antarctica Infrastructure Modernization of Science (AIMS) McMurdo Station, Antarctica

Leidos Engineering, Palmer Pier, Anvers Island, Antarctica

US Land Port of Entry, Warroad, MN

US Land Port of Entry, Van Buren, ME

Texas Medical Center (TMC3), Houston, TX

Hennepin County, Minnesota Twins Stadium Site, Minneapolis, MN

Atlanta Braves Stadium (Suntrust Park), Atlanta, GA

Dallas Fort Worth International Airport, Dallas, TX

Louis Armstrong International Airport, (MSY), New Orleans, LA

Moffet Federal Airfield, Sunnyvale, CA

Northwest Corridor Bus Rapid Transit, Minneapolis, MN

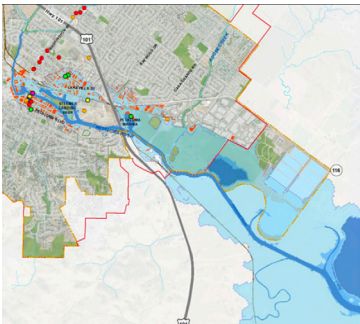
TEAM EXPERIENCE



GENENTECH SEA LEVEL RISE RESILIENCE STUDY

South San Francisco, CA | Client: Genentech Biotechnology | 2022 - 2024 | Staff: Cody Anderson, Sonya Gabrielson

Conducted a detailed vulnerability assessment of the campus with a variety of building and utilities at risk of Sea Level Rise. The study defined a framework to take a proactive approach to campus development along their vulnerable shoreline at the San Francisco Bay.



PETALUMA SEA LEVEL RISE + CLIMATE CHANGE WHITE PAPER

Petaluma, CA | Client: City of Petaluma | 2022 - 2023 | Staff: Sebastian Bertsch

Sherwood developed a White Paper summarizing the potential impacts of flooding and climate change on the City. Using locally developed SLR models and California guidance documents, Sherwood provided an intuitive Risk-Based Matrix for designers to use when determining which flood scenarios for city development.



RESILIENT BY DESIGN: ISLAIS CREEK

San Francisco, CA | Client: SF Planning Dept, Port of SF, Rockefeller Foundation | 2018 - 2019 | Staff: Cody Anderson

The team was tasked with co-creating resilient, community-based solutions to social and economic stressors in addition to environmental risks of sea level rise, storm surge flooding, and liquefaction.



EPA HARVEST - THE LANDING

East Palo Alto, CA | Client: Harvest Properties | 2019 - 2025 | Staff: Cody Anderson, Ramy Azar

Sherwood is providing site civil drainage and grading, stormwater management and improvements on utilities. This project has involved heavy coordination with the City's utility agencies to collaborate on a resilient solution for relocation of existing easements that help to address sea level issues.



INDIA BASIN SHORELINE PARK

San Francisco, CA | Client: San Francisco Recreation and Park Dept., The Trust for Public Land | 2016 - 2024 | Staff: Cody Anderson

Sherwood supported the integration of the landscape design and ecological restoration strategy with stormwater management. The outcome is a restored bay front that is adapted to the rising water levels while supporting important habitat and wetland function.

TEAM EXPERIENCE



RESTORATION OF HAYWARD MARSH COMPLETED BY WRA

Hayward CA | Client: East Bay Regional Park District | 2020 - Ongoing | Staff: Liz Allen | Ref: Chris Barton, cbarton@ebparks.com, 510.544.2319

Restoration of approx. 145 acres of wastewater treatment ponds constructed along the Hayward Regional Shoreline. The primary goals of this project are to enhance wildlife habitat, plan for sea-level rise, improve public access, and improve the District's management abilities.



SAN FRANCISCO SEAWALL PROGRAM COMPLETED BY WRA

San Francisco, CA | Client: Port of San Francisco | 2017 - Ongoing | Staff: Justin Semion, PWS | Ref: Brad Benson, brad.benson@sfordport.com, 415.819.1759

WRA is responsible for evaluation of ecological risks along the waterfront arising from potential earthquake and sea level rise vulnerability, as well as identifying potential opportunities for habitat enhancement as part of the projects that are identified by the program.



SAN FRANCISQUITO CREEK BANK STABILIZATION COMPLETED BY WRA

Palo Alto, CA | Client: Children's Health Council School | 2017 - 2022 | Staff: Justin Semion, PWS | Ref: Terry Boyle, tboyle@chconline.org, 650.688.3602

WRA worked with CHC to evaluate and select design alternatives, complete a geotechnical solution and integrate bioengineering approaches into the final bank stabilization. WRA prepared design plans and hydraulic modeling of the creek.



SIERRA POINT SITE COMPLETED BY GEOSYNTEC

San Francisco, CA | Client: Healthpeak Properties, Inc. | 23 Acres | 2008 - Ongoing | Staff: Derek Morely, Matt Weil, David Umberg, Chris Hunt

The overall site development plan consists of the construction of five three- to four-story buildings, a multilevel above ground parking garage, surface parking, as well as miscellaneous site improvements including pavements, landscaping, utilities and upgrades to perimeter features along the San Francisco Bay



SFO SHORELINE PROTECTION PROGRAM COMPLETED BY COWI

San Francisco, CA | Client: SF International Airport | 2020 - Ongoing | Staff: James Connolly | Ref: Rinaldi Wibowo, rinaldi.wibowo@flysfo.com, (650) 821-9463

In 2010, the City and County of San Francisco, including the San Francisco International Airport (SFO), joined the FEMA's National Flood Insurance Program. COWI is the Lead JV Partner for the design and modification of the shoreline protection systems that will provide flood protection of the Airport campus.

REFERENCES

CLIENT REFERENCES

Genentech Sea Level Rise Resilience Study

Sophie Martin, AICP,
 Director of Site Planning
 Genentech
 martin.sophie@gene.com
 (415) 710-2974

East Palo Alto Harvest: The Landing

Jake Albinin
 Construction & Development Director
 Harvest Properties, Inc.
 (510) 844-4068

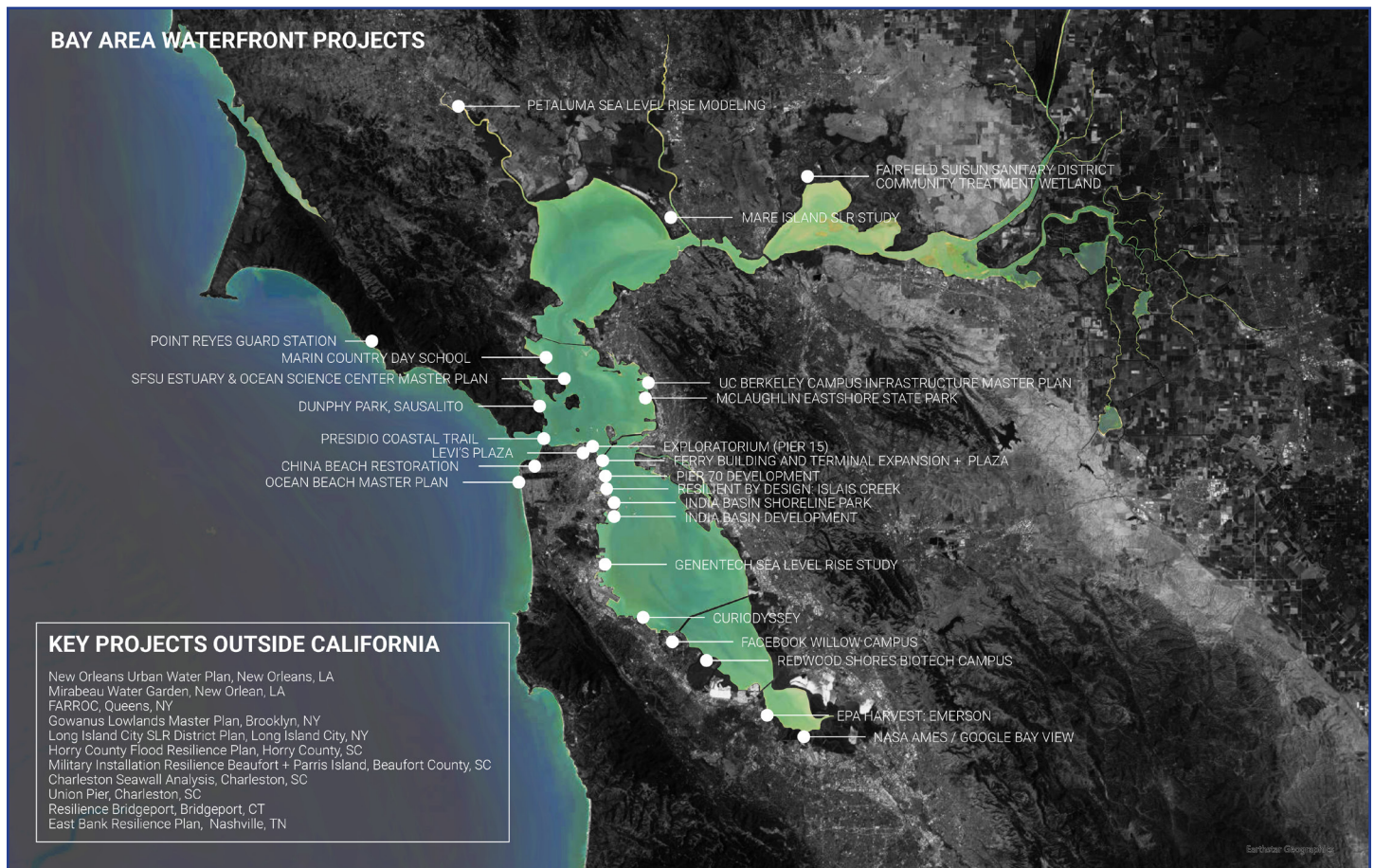
Petaluma Sea Level Rise + Climate Change White Paper

Gina Benedetti-Petnic, P.E.
 Assistant Director
 City of Petaluma
 Public Works and Utilities
 gpetnic@cityofpetaluma.org
 (707) 778-4311

India Basin Shoreline Park

David Froehlich
 SF Recreation and Parks
 david.froehlich@sfgov.org
 (628) 652-6649

RELEVANT PROJECT MAP OF SHERWOOD'S WATERFRONT PROJECTS IN THE BAY AREA



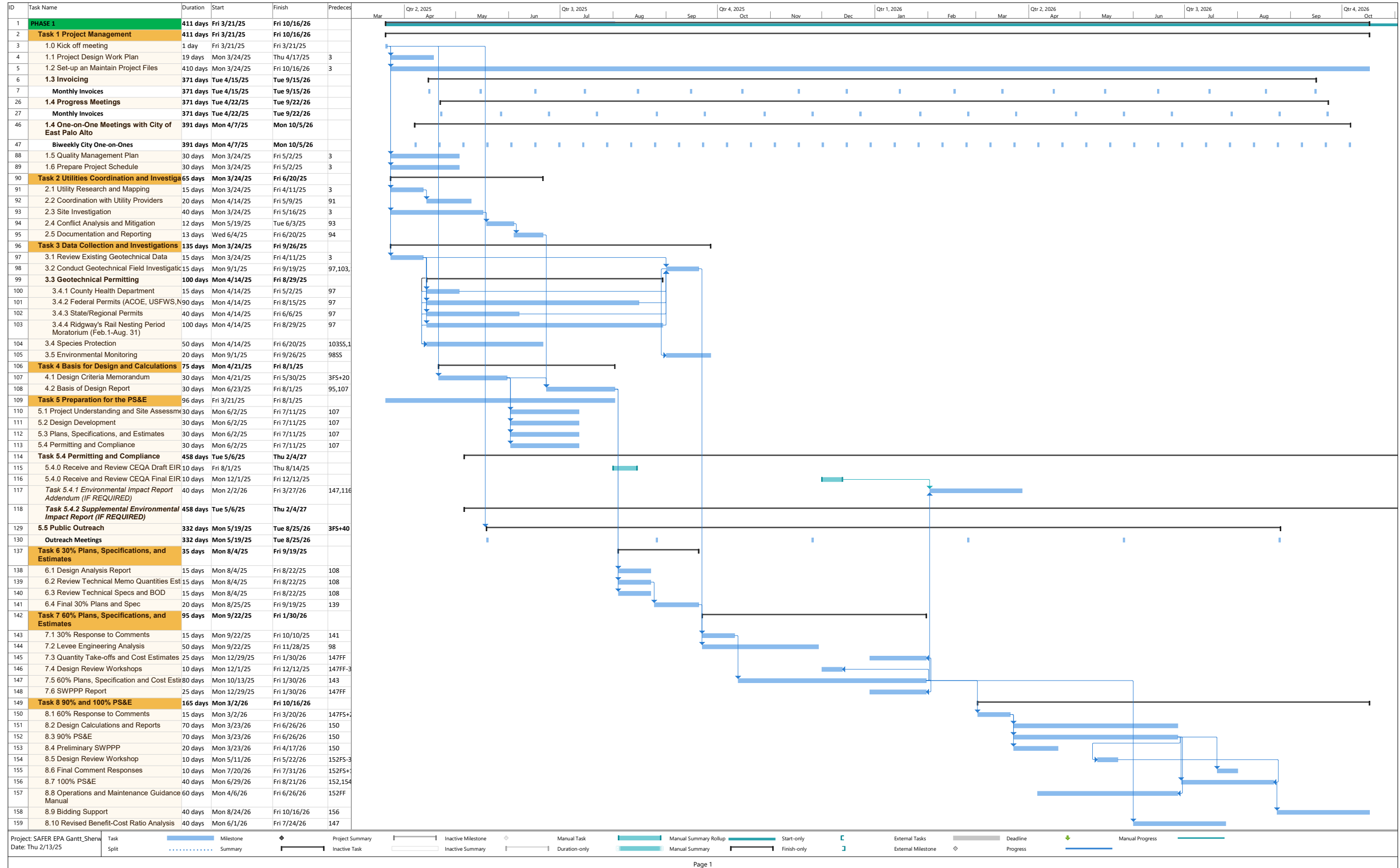
RESOURCE ALLOCATION

Phase/Task		Sherwood Design Engineers (PRIME)							WRA							COWI							CirclePoint									
		Principal	Sr Project Manager	Project Manager	Project Strategist	Project Engineer	Design Engineer II	Design Engineer I	Principal / Director	Senior Associate	Associate	Senior Scientist	Scientist	Senior Technician	Technician	GIS Professional II	Clerical Support	Proj. Director	Assoc. Proj. Director	Senior Engineer	Senior Engineer	Specialist	CAD	Proj. Coordinator	PIC/PM	Deputy PM	Sr. Associate	Associate Planner	Assistant Planner	Graphics Director	Project Accountant	
		Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	
Task 1	Project Management	68	240	0	0	136	4	40	20	30	0	2	0	2	2	2	0	2	146	0	10	0	0	40	14	14	0	0	0	0	0	
Task 1.1	Work Plan and Schedule	8	40				4	40										2	4		8											
Task 1.2	Set-up and Maintain Project Files		20			24		40																								
Task 1.3	Invoicing		64																					40								
Task 1.4	Project Meetings	40	80			80			20	30		2		2	2	2			140						14	14						
Task 1.5	Quality Management Plan	16	24			24																										
Task 1.6	Preparation of Preliminary Schedule	4	12			8													2		2											
Task 2	Utilities Coordination and Investigation	22	64	0	0	136	80	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Task 2.1	Utility Research and Mapping	8	16			40																										
Task 2.2	Coordination with Utility Providers	2	8			40																										
Task 2.3	Site Investigation	8	8			16	16																									
Task 2.4	Conflict Analysis and Mitigation		16			24	24																									
Task 2.5	Documentation and Reporting	4	16			16	40																									
Task 3	Data Collection and Investigations	4	12	0	0	80	0	0	14	30	0	16	85	35	40	12	8	2	8	16	40	0	0	0	0	0	0	0	0	0	0	
Task 3.1	Review Existing Geotechnical Data	2	4			40												2	8	16	40											
Task 3.2	Conduct Geotechnical Field Investigations																															
Task 3.3	Geotechnical Permitting	2	8			40			10	20			35	35		12	4															
Task 3.4	Species Protection																															
Task 3.5	Environmental Impact Monitoring								4	10		16	50		40		4															
Task 4	Basis of Design and Calculations	24	56	0	88	104	40	80	10	16	28	12	0	28	12	8	5	2	12	24	64	40	0	0	0	0	0	0	0	0	0	
Task 4.1	Design Criteria Memorandum	8	16		8	40	40	40	6	12	20	12		20	12	8	5		4	8	24	20										
Task 4.2	Basis of Design Report	16	40		80	64	40	40	4	4	8			8				2	8	16	40	20										
Task 5	Preparation for the PS&E	44	168	0	88	144	160	0	8	16	20	0	0	30	40	12	6	18	104	104	152	248	140	24	62	108	60	120	56	16	8	
Task 5.1	Project Understanding and Site Assessment	4	24		24	24	40											2	8	8	24	40	20	8	22	28	20	40	24			
Task 5.2	Design Development	8	40		24	40	40											4	8	8	24	40	40	8								
Task 5.3	Plans, Specifications, and Estimates	16	40		24	40	40											8	80	80	80	160	80	8								
Task 5.4	Permitting and Compliance	8	40		8	40	40		8	16	20			30	40	12	6															
Task 5.5	Public Engagement and Stakeholder Coordination	8	24		8													4	8	8	24	8			40	80	40	80	32	16	8	
Task 6	30-Percent Design Reviews and Technical Memos	32	88	0	0	112	160	120	6	8	15	0	0	15	10	0	3	12	92	96	112	248	80	8								
Task 6.1	Design Analysis Report	8	16			16			6	8	15			15	10		3	2	8	8	24	80										
Task 6.2	Review Technical Memorandum Quantity Estimates	8	16			16																			0	0	0	0	0	0	0	
Task 6.3	Review Technical Specs and BOD	8	16			40	40	40										2	4	8	8	8										
Task 6.4	Final 30% Plans and Specs	8	40			40	120	80										8	80	80	80	160	80	8	40	80	40	80	32	16	8	
Task 7	60-Percent Plans, Specifications, and Estimates	52	200	0	64	272	428	456	8	12	68	0	0	108	30	0	4	14	92	96	192	248	80	8	0	0	0	0	0	0	0	
Task 7.1	Responses to Comments on 30% Plans	4	16			16	16											2	4	8	24	40										
Task 7.2	Levee Engineering Analysis		16			16	24	40													80	40										
Task 7.3	Quantity Take-offs and Cost Estimates	4	16			16	24	40	2	2	8			8																		
Task 7.4	Design Review Workshop	4	8			4	4											4	8	8	8	8										
Task 7.5	60% Design Plans and Specs	40	120		64	180	320	360	6	10	60			100	30		4	8	80	80	80	160	80	8								
Task 7.6	SWPPP Report		24			40	40	16																								
Task 8	90-Percent PS&E and 100-Percent PS&E	116	308	0	124	580	536	524	17	42	80	0	0	111	0	0	0	33	236	260	340	592	240	32	0	0	0	0	0	0	0	
Task 8.1	Responses to Comments on 60% Plans	8	24			40	40											2	4	8	24	40										
Task 8.2	Design Calculations and Reports	24	24			40	24	24										4	8	8	80	120										
Task 8.3	90% PS&E	24	96		40	120	240	300	8	10	38			55				8	80	80	80	160	80	8								
Task 8.4	Preliminary SWPPP		16			40	24																									
Task 8.5	Design Review Workshop	4	8		4													4	8	8	8	8										
Task 8.6	Final Comment Responses	4	8			16	16											2	4	8	24	40										
Task 8.7	100% PS&E	26	64			48	64	160	3	8	20			30			13	120	120	96	200	160	16									
Task 8.8	Operations and Maintenance Guidance Manual		4			48	24		4	12	10			14					4	8	8	16										
Task 8.9	Bidding Support	2	16			48	24		2	12	12			12					8	20	20	8		8								
Task 8.10	Revised Benefit-Cost Ratio Analysis	24	48		80	180	80	40																								
TOTAL		362	1,136	0	364	1,564	1,408	1,220	83	154	211	30	85	329	134	34	26	83	690	596	910	1,376	540	112	76	122	60	120	56	16	8	

MANPOWER ALLOCATION

Phase/Task	CirclePoint								Geosyntec					Mark Thomas							Belle Haven Community Development Fund				Currie and Brown											
	PIC/PM	Deputy PM	Sr. Associate	Associate Planner	Assistant Planner	Graphics Director	Project Accountant		Senior Principal	Sr. Geotech Engineer/Project Manager	Sr. Staff Professional	Project Administrator	Senior Designer	Survey Division Manager	Survey Manager II	Project Surveyor II	Lead Survey	Survey Tech II	2 Person Field Crew	Senior Proj Coordinator	SUE 1 Person Crew	Project Lead	Project Manager	Community Worker	Community Worker	Chief Estimator	Lead Structural Estimator	Lead Civil Estimator	Structural Estimator	Civil Estimator						
	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs						
Task 1	Project Management								10	47	0	20	0	0	0	0	0	0	0	0	0	0	48	48	0	8	10	10	10	0	0					
Task 1.1	Work Plan and Schedule																						16	16		8										
Task 1.2	Set-up and Maintain Project Files								4	10		5																								
Task 1.3	Invoicing																																			
Task 1.4	Project Meetings								6	37		15										32	32			10	10	10								
Task 1.5	Quality Management Plan																																			
Task 1.6	Preparation of Preliminary Schedule																																			
Task 2	Utilities Coordination and Investigation								0	0	0	0	0	6	72	66	24	145	120	0	0	0	0	0	0	0	0	0	0	0	0					
Task 2.1	Utility Research and Mapping													4	8	10		40																		
Task 2.2	Coordination with Utility Providers																																			
Task 2.3	Site Investigation													2	64	56	24	105	120																	
Task 2.4	Conflict Analysis and Mitigation																																			
Task 2.5	Documentation and Reporting																																			
Task 3	Data Collection and Investigations								19	40	180	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Task 3.1	Review Existing Geotechnical Data								4	6	30	5																								
Task 3.2	Conduct Geotechnical Field Investigations								15	34	150	5																								
Task 3.3	Geotechnical Permitting																																			
Task 3.4	Species Protection																																			
Task 3.5	Environmental Impact Monitoring																																			
Task 4	Basis of Design and Calculations								8	28	46	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	4	4	4	0	0					
Task 4.1	Design Criteria Memorandum								4	20	30															2	4	4								
Task 4.2	Basis of Design Report								4	8	16																									
Task 5	Preparation for the PS&E								62	108	60	120	56	16	8	8	28	46	0	0	0	0	0	80	120	200	200	4	8	8	12	12				
Task 5.1	Project Understanding and Site Assessment								22	28	20	40	24			4	20	30																		
Task 5.2	Design Development														4	8	16																			
Task 5.3	Plans, Specifications, and Estimates																										4	8	8	12	12					
Task 5.4	Permitting and Compliance																																			
Task 5.5	Public Engagement and Stakeholder Coordination								40	80	40	80	32	16	8										80	120	200	200								
Task 6	30-Percent Design Reviews and Technical Memos								8	12	20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	8	8	24	24					
Task 6.1	Design Analysis Report																																			
Task 6.2	Review Technical Memorandum Quantity Estimates								0	0	0	0	0	0	0												2	8	8	24	24					
Task 6.3	Review Technical Specs and BOD														8	12	20																			
Task 6.4	Final 30% Plans and Specs								40	80	40	80	32	16	8																					
Task 7	60-Percent Plans, Specifications, and Estimates								57	167	358	0	64	0	0	0	0	0	0	0	0	0	0	0	0	0	8	20	24	72	80					
Task 7.1	Responses to Comments on 30% Plans																																			
Task 7.2	Levee Engineering Analysis								49	135	326																									
Task 7.3	Quantity Take-offs and Cost Estimates																									8	20	24	72	80						
Task 7.4	Design Review Workshop																																			
Task 7.5	60% Design Plans and Specs								8	32	32		64																							
Task 7.6	SWPPP Report																																			
Task 8	90-Percent PS&E and 100-Percent PS&E								20	86	98	0	24	0	0	0	0	0	0	0	0	0	0	0	0	0	12	30	36	104	120					
Task 8.1	Responses to Comments on 60% Plans																																			
Task 8.2	Design Calculations and Reports								12	50	60																									
Task 8.3	90% PS&E								4	8	20		24														8	20	24	72	80					
Task 8.4	Preliminary SWPPP																																			
Task 8.5	Design Review Workshop																																			
Task 8.6	Final Comment Responses																																			
Task 8.7	100% PS&E								4	28	18																	4	10	12	32	40				
Task 8.8	Operations and Maintenance Guidance Manual																																			
Task 8.9	Bidding Support																																			
Task 8.10	Revised Benefit-Cost Ratio Analysis																																			
TOTAL	76	122	60	120	56	16	8	130	408	748	30	88	6	72	66	24	145	120	0	0	128	168	200	208	38	80	90	212	236							

PROJECT SCHEDULE



SAN FRANCISCO (HQ)

2548 Mission Street
San Francisco, CA 94110
415.677.7300

SANTA CRUZ

1525 Seabright Avenue
Santa Cruz, CA 95062
831.426.9054

NEW YORK

315 West 35th Street, 14th Floor
New York, NY 10001
212.972.1400

ATLANTA

675 Ponce De Leon Avenue NE, Suite
8500,
Atlanta, GA 30308
678.935.9507

LOS ANGELES

654 N Spring Street, Suite 200
Los Angeles, CA 90012
323.920.0390

SONOMA

625 2nd Street, Suite 209
Petaluma, CA 94952
707.780.1742

NAPA

1665 2nd Street
Napa, CA 94559
707.780.1742

COSTA RICA

Ezcazú Village, Building #2, 2nd Floor,
Tremos Montealegre, Ezcazú, San José,
Costa Rica

www.sherwoodengineers.com



SAFER Bay East Palo Alto - Revised Fee Proposal v2

Sherwood Design Engineers

March 26, 2025

Phase/Task		Sherwood	WRA	COWI	CirclePoint	Geosyntec	Mark Thomas	Belle Haven CDF	Currie & Brown	TOTAL
Task 1	Project Management	\$122,440	\$15,549	\$48,910	\$7,434	\$18,955	\$0	\$4,040	\$8,100	\$225,428
Task 1.1	Work Plan and Schedule	\$13,640	\$0	\$3,694	\$0	\$0	\$0	\$1,480	\$0	\$18,814
Task 1.2	Set-up and Maintain Project Files	\$17,900	\$0	\$0	\$0	\$4,660	\$0	\$0	\$0	\$22,560
Task 1.3	Invoicing	\$16,320	\$0	\$4,760	\$0	\$0	\$0	\$0	\$0	\$21,080
Task 1.4	Project Meetings	\$51,600	\$15,549	\$39,410	\$7,434	\$14,295	\$0	\$2,560	\$8,100	\$138,948
Task 1.5	Quality Management Plan	\$16,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,800
Task 1.6	Preparation of Preliminary Schedule	\$6,180	\$0	\$1,046	\$0	\$0	\$0	\$0	\$0	\$7,226
Task 2	Utilities Coordination and Investigation	\$70,180	\$0	\$ -	\$0	\$0	\$159,368	\$0	\$0	\$229,548
Task 2.1	Utility Research and Mapping	\$15,720	\$0	\$0	\$0	\$0	\$9,758	\$0	\$0	\$25,478
Task 2.2	Coordination with Utility Providers	\$11,700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,700
Task 2.3	Site Investigation	\$11,480	\$0	\$0	\$0	\$0	\$149,610	\$0	\$0	\$161,090
Task 2.4	Conflict Analysis and Mitigation	\$14,280	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,280
Task 2.5	Documentation and Reporting	\$17,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$17,000
Task 3	Data Collection and Investigations	\$15,080	\$46,527	\$15,050	\$0	\$194,679	\$0	\$0	\$0	\$271,336
Task 3.1	Review Existing Geotechnical Data	\$10,580	\$0	\$15,050	\$0	\$7,520	\$0	\$0	\$0	\$33,150
Task 3.2	Conduct Geotechnical Field Investigations	\$0	\$0	\$0	\$0	\$187,159	\$0	\$0	\$0	\$187,159
Task 3.3	Geotechnical Permitting	\$4,500	\$23,254	\$0	\$0	\$0	\$0	\$0	\$0	\$27,754
Task 3.4	Species Protection	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Task 3.5	Environmental Impact Monitoring	\$0	\$23,273	\$0	\$0	\$0	\$0	\$0	\$0	\$23,273
Task 4	Basis of Design and Calculations	\$166,260	\$24,600	\$28,670	\$0	\$19,820	\$0	\$0	\$2,080	\$241,430
Task 4.1	Design Criteria Memorandum	\$24,920	\$19,264	\$10,760	\$0	\$13,020	\$0	\$0	\$2,080	\$70,044
Task 4.2	Basis of Design Report	\$63,280	\$5,336	\$17,910	\$0	\$6,800	\$0	\$0	\$0	\$93,326
Task 4.3	San Francisco Bay and Interior Drainage Analysis	\$78,060	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$78,060
Task 5	Preparation for the PS&E	\$141,560	\$24,214	\$157,546	\$84,468	\$19,820	\$0	\$22,600	\$6,900	\$457,108
Task 5.1	Project Understanding and Site Assessment	\$26,240	\$0	\$20,058	\$26,276	\$13,020	\$0	\$0	\$0	\$85,594
Task 5.2	Design Development	\$35,240	\$0	\$24,236	\$0	\$6,800	\$0	\$0	\$0	\$66,276
Task 5.3	Plans, Specifications, and Estimates	\$37,880	\$0	\$101,264	\$0	\$0	\$0	\$0	\$6,900	\$146,044
Task 5.4	Permitting and Compliance	\$31,640	\$24,214	\$0	\$58,192	\$0	\$0	\$0	\$0	\$114,046
Task 5.5	Public Engagement and Stakeholder Coordination	\$10,560	\$0	\$11,988	\$0	\$0	\$0	\$22,600	\$0	\$45,148
Task 6	30-Percent Design Reviews and Technical Memos	\$31,580	\$11,292	\$49,574	\$0	\$10,060	\$0	\$0	\$5,740	\$108,246
Task 6.1	Design Analysis Report	\$6,060	\$11,292	\$15,746	\$0	\$0	\$0	\$0	\$0	\$33,098
Task 6.2	Review Technical Memorandum Quantity Estimates	\$6,060	\$0	\$0	\$0	\$0	\$0	\$0	\$5,740	\$11,800
Task 6.3	Review Technical Specs and BOD	\$10,060	\$0	\$6,726	\$0	\$10,060	\$0	\$0	\$0	\$26,846
Task 6.4	Final 30% Plans and Specs	\$9,400	\$0	\$27,102	\$0	\$0	\$0	\$0	\$0	\$36,502
Task 7	60-Percent Plans, Specifications, and Estimates	\$402,720	\$42,392	\$158,394	\$0	\$152,725	\$0	\$0	\$25,240	\$781,471
Task 7.1	Responses to Comments on 30% Plans	\$29,840	\$0	\$14,438	\$0	\$0	\$0	\$0	\$0	\$44,278
Task 7.2	Levee Engineering Analysis	\$69,880	\$0	\$21,400	\$0	\$119,845	\$0	\$0	\$0	\$211,125
Task 7.3	Quantity Take-offs and Cost Estimates	\$21,200	\$4,200	\$0	\$0	\$0	\$0	\$0	\$25,240	\$50,640
Task 7.4	Design Review Workshop	\$5,060	\$0	\$8,852	\$0	\$0	\$0	\$0	\$0	\$13,912
Task 7.5	60% Design Plans and Specs	\$254,500	\$38,192	\$113,704	\$0	\$32,880	\$0	\$0	\$0	\$439,276
Task 7.6	SWPPP Report	\$22,240	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$22,240
Task 8	90-Percent PS&E and 100-Percent PS&E	\$350,760	\$52,242	\$270,220	\$0	\$56,230	\$0	\$0	\$32,600	\$762,052
Task 8.1	Responses to Comments on 60% Plans	\$19,660	\$0	\$14,438	\$0	\$0	\$0	\$0	\$0	\$34,098
Task 8.2	Design Calculations and Reports	\$24,300	\$0	\$38,980	\$0	\$30,210	\$0	\$0	\$0	\$93,490
Task 8.3	90% PS&E	\$100,840	\$22,346	\$101,264	\$0	\$13,120	\$0	\$0	\$18,840	\$256,410
Task 8.4	Preliminary SWPPP	\$13,060	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,060
Task 8.5	Design Review Workshop	\$4,260	\$0	\$8,852	\$0	\$0	\$0	\$0	\$0	\$13,112
Task 8.6	Final Comment Responses	\$10,160	\$0	\$14,438	\$0	\$0	\$0	\$0	\$0	\$24,598
Task 8.7	100% PS&E	\$57,340	\$12,284	\$71,844	\$0	\$12,900	\$0	\$0	\$13,760	\$168,128
Task 8.8	Operations and Maintenance Guidance Manual	\$14,820	\$8,854	\$7,052	\$0	\$0	\$0	\$0	\$0	\$30,726
Task 8.9	Bidding Support	\$18,540	\$8,758	\$13,352	\$0	\$0	\$0	\$0	\$0	\$40,650
Task 8.10	Revised Benefit-Cost Ratio Analysis	\$87,780	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$87,780
TOTAL		\$1,300,580	\$216,816	\$728,364	\$91,902	\$472,289	\$159,368	\$26,640	\$80,660	\$3,076,619



FEMA

September 1, 2022

Mark S. Ghilarducci, Director
Governor's Authorized Representative
California Governor's Office of Emergency Services
3650 Schriever Avenue
Mather, California 95655

Reference: Application Approval, HMGP DR-4344-541-93R
City of East Palo Alto
SAFER Bay Mitigation Project, Phase 1
FIPS Code: 081-20956, Supplement 319

Dear Mark Ghilarducci:

We approve and issue Hazard Mitigation Grant Program (HMGP) funds for City of East Palo Alto, HMGP DR-4344-541-93R, SAFER Bay Mitigation Project, Phase 1.

The total project cost for Phase 1 is \$4,649,240. As shown in the enclosed Obligation Report - Supplement 319, we are obligating \$3,486,930 for the 75 percent Federal share; the 25 percent non-Federal share is \$1,162,310. We are obligating \$156,323 for the 100% Federal share Subrecipient Management Costs. These funds are available in SmartLink for immediate and eligible disbursements. The following is a summary of the approved funding:

Project Phase:	Federal Share:	Non-Federal Share:	Total Project Cost:
Phase 1, Supplement 319	\$3,486,930.00	\$1,162,310.00	\$4,649,240.00
Management Cost	\$156,323.00	\$0.00	\$156,323.00

This HMGP project approval and obligation of funds are subject to the following conditions:

- 1. Scope of Work (SOW)** – The City of East Palo Alto is to construct a 6,800 feet of new coastal flood protection levees and 5,300 feet of transitional ecotone habitat in East Palo Alto, San Mateo County, California, adjacent to the San Francisco Bay. To further engineering designs, the City of East Palo Alto is to conduct subsurface exploration at 15 sites along the proposed levee alignment. Geotechnical exploratory boring will occur at seven sites and cone penetration testing (CPT) will occur at eight sites. The borings will be drilled 60-70 feet deep, using truck-mounted drill rigs and CPT rigs for drivable locations and track-mounted rigs for locations that are more difficult to access. Drill cuttings and fluids will be contained in drums and transported to a nearby temporary storage area. All work will be conducted outside of special status species windows and when water levels are at their lowest in the summer.

The following Phase 1 activities and deliverables are expected:

Phase 1 Activity	Estimated Timeline
Project Description Development	24 Months
Engineering and Design	24 Month
Regulatory Permitting	24 Months

Please provide the above-referenced deliverables once completed to the assigned FEMA Hazard Mitigation Assistant (HMA) Specialist for review and inclusion within the official grant file.

- 2. Phase 1 Completion Date** – The work schedule included with the project application indicates that Phase 1 will take 24 months to complete. Please inform the sub-recipient that work completed after the disaster period of performance (POP) is not eligible for federal funding, and that federal funds may be de-obligated for work completed outside the POP when there is no approved time extension.
- 3. Phase 2 Approval** – Please inform the sub-recipient that Phase 2 approval is contingent on programmatic review and Environmental and Historical Preservation (EHP) approval. Phase 2 activities may not commence until written approval has been received. Any Phase 2 activities completed prior to approval may be de-obligated. In addition, if Phase 2 is unapproved, federal funds may be de-obligated for previously completed Phase 1 activities.
- 4. Record of Environmental Consideration (REC)** – Phase 1 is determined that the project is covered by Categorical Exclusion (CATEX) N8 for "Federal Assistance for New Construction Activities of Less Than One Acre in Undisturbed or Undeveloped Areas." CATEX N8 Federal Assistance for New Construction Activities of Less Than One Acre in Undisturbed or Undeveloped Areas. Federal assistance for new construction and associated site preparation activities in undisturbed or undeveloped areas when the activities comprise less than one acre and follow best management practices to control noise, water, and air pollution. This category does not apply to new construction in undisturbed or undeveloped floodplains, wetlands, or seaward of the limit of moderate wave action (or V zone when the limit of moderate wave action has not been identified). This CATEX covers the range of activities typically necessary for new construction, including field work (e.g., borings, site inspection) and temporary staging and use of construction equipment and vehicles. Failure to comply with these conditions may jeopardize federal assistance including funding. Please reference the enclosed REC for further information.
- 5. Standard Conditions** – This project approval is subject to the enclosed *Standard Mitigation Grant Program (HMGP) Conditions*, amended August 2018. Please note that federal funds may be de-obligated for work that does not comply with these conditions.

If you have any questions or need further assistance please contact Aaron Lim, Hazard Mitigation Assistance Specialist, by email aaron.lim@fema.dhs.gov, or phone (510) 627-7036.

Sincerely,

for

Kathryn Lipiecki
Director, Mitigation Division
FEMA Region 9

Enclosures (4):

Obligation Report - Supplement 319
Project Management Report
Record of Environmental Consideration (REC)
Standard Mitigation Grant (HMGP) Conditions

cc: Jennifer Hogan, State Hazard Mitigation Officer, California Governor's Office of Emergency Services
Jacy Hyde, Ph.D., Branch Chief, California Governor's Office of Emergency Services
Robert McCord, Chief, Hazard Mitigation Assistance Branch, FEMA Region 9

HAZARD MITIGATION GRANT PROGRAM

Obligation

Disaster No	FEMA Project No	Amendment No	State Application ID	Action No	Supplemental No	State	Recipient
4344	93 -R	0	541	1	319	CA	Statewide

Subrecipient: East Palo Alto

Project Title : East Palo Alto, SAFER Bay Project

Subrecipient FIPS Code: 081-20956

Total Amount Previously Allocated	Total Amount Previously Obligated	Total Amount Pending Obligation	Total Amount Available for New Obligation
\$3,486,930.00	\$3,486,930.00	\$0.00	\$0.00

Project Amount	Subrecipient Management Cost Amount	Total Obligation	IFMIS Date	IFMIS Status	FY
\$3,486,930.00	\$156,323.00	\$3,643,253.00	08/29/2022	Accept	2022

Comments

Date: 08/29/2022 User Id: SSCOTT39

Comment: Approved funding for HMGP 4344-541-93R East Palo Alto-SAFER Bay Project-\$3,486,930.00

Authorization

Preparer Name: STEVEN SCOTT

Preparation Date: 08/29/2022

HMO Authorization Name: AARON LIM

HMO Authorization Date: 08/29/2022

HAZARD MITIGATION GRANT PROGRAM

Project Management Report

Disaster Number	FEMA Project Number	Amendment Number	App ID	State	Recipient
4344	93-R	0	541	CA	Statewide

Subrecipient: East Palo Alto

FIPS Code: 081-20956

Project Title : East Palo Alto, SAFER Bay Project

Mitigation Project Description

Amendment Status : Approved

Approval Status: Approved

Project Title : East Palo Alto, SAFER Bay Project

Recipient : Statewide

Subrecipient : East Palo Alto

Recipient County Name : San Mateo

Subrecipient County Name : San Mateo

Recipient County Code : 81

Subrecipient County Code : 81

Recipient Place Name : East Palo Alto

Subrecipient Place Name : East Palo Alto

Recipient Place Code : 0

Subrecipient Place Code : 20956

Project Closeout Date : 00/00/0000

Work Schedule Status

Amend #	Description	Time Frame	Due Date	Revised Date	Completion Date
0	Project Management (phase 1)	36 Months	00/00/0000	00/00/0000	00/00/0000
0	Environmental Permits (phase 1)	17 Months	00/00/0000	00/00/0000	00/00/0000
0	Public Outreach (phase 1)	17 Months	00/00/0000	00/00/0000	00/00/0000
0	Engineering and Design (phase 1)	17 Months	00/00/0000	00/00/0000	00/00/0000
0	Property Acquisition (phase 2)	2 Months	00/00/0000	00/00/0000	00/00/0000
0	Construction (phase 2)	17 Months	00/00/0000	00/00/0000	00/00/0000
0	Close-out (phase 2)	1 Month	00/00/0000	00/00/0000	00/00/0000

Approved Amounts

Total Approved Net Eligible	Federal Share Percent	Total Approved Federal Share Amount	Non-Federal Share Percent	Total Approved Non-Fed Share Amount
\$4,649,240.00	75.000000000	\$3,486,930.00	25.000000000	\$1,162,310.00

Allocations

Allocation Number	IFMIS Status	IFMIS Date	Submission Date	FY	ES/DFSC Support Req ID	ES/DFSC Amend Nr	Proj Alloc Amount Fed Share	Subrecipient Management Cost	Total Alloc Amount
133	A	08/29/2022	08/29/2022	2022	4781432	21	\$3,486,930.00	\$156,323.00	\$3,929,312.47
Total							\$3,486,930.00	\$156,323.00	\$3,929,312.47

Obligations

Action Nr	IFMIS Status	IFMIS Date	Submission Date	FY	SFS Support Req ID	SFS Amend Number	Suppl Nr	Project Obligated Amt - Fed Share	Subrecipient Management Cost	Total Obligated Amount
1	A	08/29/2022	08/29/2022	2022	7802192	0	319	\$3,486,930.00	\$156,323.00	\$3,643,253.00
Total								\$3,486,930.00	\$156,323.00	\$3,643,253.00

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP-4344-0093-CA (4344-541-93) (1)

Title: SAFER Bay (Phase 1)

ENVIRONMENTAL LAW / EXECUTIVE ORDER

Environmental Law/ Executive Order	Status	Description	Comment
Clean Air Act (CAA)	Completed	Project is located in a non-attainment area	The project is located in San Mateo County that is within a nonattainment area for PM 2.5 (2006) and 8 hr Ozone (2008, 2015) according to the U.S. Environmental Protection Agency (USEPA): https://www3.epa.gov/airquality/greenbook/anayo_ca.html updated February 28, 2022. Based on the scope of work, the potential emissions from project activities are clearly below de minimis thresholds for the General Conformity Rule. Thus, the project is exempt from a conformity determination. See condition. - joneal4 - 03/08/2022 23:36:19 GMT
	Completed	Coordination required with applicable state administering agency - Review concluded	
Coastal Barrier Resources Act (CBRA)	Completed	Project is not on or connected to CBRA Unit or otherwise protected area - Review concluded	
Clean Water Act (CWA)	Completed	Project would not affect any water of the U.S. - Review concluded	Per the attached September 1, 2020 letter from the US Army Corps San Francisco District to the San Francisquito Creek Joint Powers Authority (File Number 2019-00346S) and supporting documentation, the Corps indicated that there are "...no jurisdictional waters of the U.S. located within the proposed project sites; therefore, the proposed project will not result in the placement of fill materials within waters or wetlands subject to Corps regulation. No DA permit would be required." - joneal4 - 03/08/2022 23:29:44 GMT
Coastal Zone Management Act (CZMA)	Completed	Project is located in a coastal zone area and/or affects the coastal zone	The Undertaking occurs within a coastal zone, and Geotechnical boring activities will not have a reasonably foreseeable effect on a coastal use or resource. See Condition. - joneal4 - 03/08/2022 23:35:19 GMT
	Completed	State administering agency does not require consistency review - Review concluded	
Executive Order 11988 - Floodplains	Completed	Located in floodplain or effects on floodplain/flood levels	The temporary boring is located within an AE, a Special Flood Hazard Area (100-year floodplain, base floodplain), per Flood Insurance Rate Map (FIRM) panel 06081C0307F, dated 04/05/2019. The proposed action is not likely to result in any potential direct impacts that would adversely affect the natural values and function of floodplains. - joneal4 - 03/23/2022 18:12:30 GMT

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP-4344-0093-CA (4344-541-93) (1)

Title: SAFER Bay (Phase 1)

Environmental Law/ Executive Order	Status	Description	Comment
	Completed	No adverse effect on floodplain and not adversely affected by the floodplain - Review concluded	
Executive Order 11990 - Wetlands	Completed	Located in wetlands or effects on wetlands	Per the U.S. Fish and Wildlife Service Wetland Mapper viewed on 03/01/2022, the project adjacent to a designated wetland. The proposed action is not likely to result in any potential direct impacts that will adversely affect the natural values and function of wetlands. Per the September 1, 2020 letter from the US Army Corps San Francisco District to the San Francisquito Creek Joint Powers Authority (File Number 2019-00346S) and supporting documentation, the Corps indicated that there are "...no jurisdictional waters of the U.S. located within the proposed project sites; therefore, the proposed project will not result in the placement of fill materials within waters or wetlands subject to Corps regulation. No DA permit would be required." - joneal4 - 03/23/2022 18:10:12 GMT
	Completed	Possible adverse effect associated with constructing in or near wetland	
	Completed	Review completed as part of floodplain review - Review concluded	
Executive Order 12898 - Environmental Justice for Low Income and Minority Populations	Completed	Low income or minority population in or near project area	According to the Environmental Protection Agency's Environmental Justice Screening and Mapping Tool (Version 2.0), there are minority or low-income populations within 1 mile of the project area. However, this project would not result in disproportionately high and adverse impacts on low income or minority populations. - joneal4 - 03/23/2022 18:10:44 GMT
	Completed	No disproportionately high and adverse impact on low income or minority population - Review concluded	
Endangered Species Act (ESA)	Completed	Listed species and/or designated critical habitat present in areas affected directly or indirectly by the federal action	Comment: Informal Consultation with the U.S. Fish and Wildlife Service (USFWS) under Section 7 of the Endangered Species Act was concluded on 2/09/2022 (USFWS). Per the U.S. Fish and Wildlife Service (USFWS) letter of concurrence, it was determined the proposed actions May Affect but are Not Likely to Adversely Affect the Salt marsh harvest mouse (Reithrodontomys raviventris), Ridgway's rail (Rallus obsoletus obsoletus), California least tern (Sterna antillarum browni) and Western snowy plover (Charadrius nivosus)

19:00:44

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP-4344-0093-CA (4344-541-93) (1)

Title: SAFER Bay (Phase 1)

Environmental Law/ Executive Order	Status	Description	Comment
	Completed	May affect, but not likely to adversely affect species or designated critical habitat (FEMA determination/USFWS/NMFS concurrence attached) - Review concluded	nivosus) and have No Effect on Western Snowy Plover designated critical habitat. See Condition and Attachments. - joneal4 - 04/07/2022 18:52:37 GMT
Farmland Protection Policy Act (FPPA)	Completed	Project does not affect designated prime or unique farmland - Review concluded	The project is located in Urban or Built-up Land and Other Land categories according to the California Important Farmland Finder. As a result, the project would not result in the conversion of, or other adverse impacts to, prime or unique farmland. - joneal4 - 03/08/2022 23:36:47 GMT
Fish and Wildlife Coordination Act (FWCA)	Completed	Project does not affect, control, or modify a waterway/body of water - Review concluded	
Migratory Bird Treaty Act (MBTA)	Completed	Project located within a flyway zone	The project is in the Pacific Flyway; however, based on the activities associated with this scope of work, there is (likely) no potential for take of migratory birds. - joneal4 - 03/08/2022 23:37:02 GMT
	Completed	Project does not have potential to take migratory birds - Review concluded	
Magnuson-Stevens Fishery Conservation and Management Act (MSA)	Completed	Project not located in or near Essential Fish Habitat - Review concluded	
National Historic Preservation Act (NHPA)	Completed	Applicable executed Programmatic Agreement. Activity meets Programmatic Allowance (enter date and # in comments) - Review concluded	The Undertaking was reviewed by Allison Miller Simonds, who meets the applicable Secretary of the Interior Professional Qualifications in accordance with Stipulation I.B.1.a of the Programmatic Agreement among the Federal Emergency Management Agency (FEMA), State Historic Preservation Office (SHPO) and California Office of Emergency Services (Cal OES) signed October 30, 2019. The Undertaking complies with Second Tier Programmatic Allowance II.A.5.b (geotechnical coring investigations within previously disturbed soils) (Appendix B) of the Agreement. Thus, the Undertaking does not require SHPO review or notification per Stipulation II.A.1 of the Agreement. - amillers - 03/08/2022 18:16:41 GMT

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP-4344-0093-CA (4344-541-93) (1)

Title: SAFER Bay (Phase 1)

Environmental Law/ Executive Order	Status	Description	Comment
Wild and Scenic Rivers Act (WSR)	Completed	Project is not along and does not affect Wild and Scenic River - Review concluded	According to the National Wild and Scenic River System database, the closest National Wild and Scenic River is Tuolumne and Merced and is more than 100 miles east of the project area. - joneal4 - 03/08/2022 23:37:44 GMT

CONDITIONS

Special Conditions required on implementation of Projects:

Best Management Practices The Subapplicant shall ensure that best management practices are implemented to prevent erosion and sedimentation to surrounding, nearby or adjacent wetlands. This includes equipment storage and staging of construction to prevent erosion and sedimentation to ensure that wetlands are not adversely impacted per the Clean Water Act and Executive Order 11990.

Source of condition: Executive Order 11990 - Wetlands Monitoring Required: No

The Subapplicant is responsible for complying with all applicable subparts of the Clean Air Act. Failure to comply with this condition may jeopardize federal assistance, including funding. Any change to the approved scope of work will require re-evaluation for compliance with the Clean Air Act.

Source of condition: Clean Air Act (CAA) Monitoring Required: No

Any changes to the scope of work must be resubmitted to FEMA and the California Coastal Commission prior to initiation of any work. In compliance with the Coastal Zone Management Act (CZMA), the Sub-Grantee is responsible for all necessary coordination with the Commission and obtaining any necessary coastal permitting and Federal Consistency Certification. They are to implement any conditions associated with the Commission's approval. Noncompliance with these requirements may jeopardize federal funding.

Source of condition: Coastal Zone Management Act (CZMA) Monitoring Required: No

The Subrecipient is responsible for implementing applicable Best Management Practices, Avoidance and Minimization Measures and Conservation Measures described per the U.S. Fish and Wildlife Service (USFWS) letter dated 2/09/2022 and contained in the attached documentation.

Source of condition: Endangered Species Act (ESA) Monitoring Required: No

Subrecipient is responsible for ensuring that the proposed action is implemented in a manner that complies with federal and state laws concerning the MBTA and any related permitting

Source of condition: Migratory Bird Treaty Act (MBTA) Monitoring Required: No

Standard Conditions:

Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.

This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize federal funding.

If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.

Standard Mitigation Grant Program (HMGP) Conditions

FEMA Region IX, August, 2018

The following list applies to Recipients and Subrecipients accepting HMGP funds from the Federal Emergency Management Agency (FEMA) of the Department of Homeland Security (DHS):

1. **Applicable Federal, State, and Local Laws and Regulations.** The Recipient/Subrecipient must comply with all applicable Federal, State, and Local laws and regulations, regardless of whether they are on this list or other project documents. DHS financial assistance Recipients and Subrecipients are required to follow the provisions of the State HMGP Administrative Plan, applicable Hazard Mitigation Assistance Uniform Guidance, and Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located in Title 2 of the Code of Federal Regulations (CFR) Part 200, adopted by DHS in 2 CFR 3002.
2. **Financial Management Systems.** The Recipient and Subrecipient must maintain financial management systems to account for and track funds, as referenced in 2 CFR 200.302.
3. **Match or Cost Share.** Non-federal match or cost share must comply with 2 CFR 200.306, the scope of work (SOW), and any agreements among the Subrecipient, the Recipient, and FEMA.
4. **Budget Changes.** Unanticipated adjustments are permitted within the approved total cost. However, if costs exceed the federal share, the Subrecipient must notify the Governor's Authorized Representative (GAR) of overruns before implementation. The GAR shall submit a written request for approval to FEMA Region IX. The subaward must continue to meet HMGP requirements, including cost effectiveness and cost share. Refer to 2 CFR 200.308 for additional information.
5. **Real Property and Land.** The acquisition, use, and disposition must comply with 2 CFR 200.311.
6. **Equipment.** The acquisition, use, and disposition must comply with 2 CFR 200.313.
7. **Supplies.** Upon project completion, FEMA must be compensated for unused supplies, exceeding \$5,000 (fair market value), and not needed for other federal programs. Refer to 2 CFR 200.314.
8. **Procurement.** Procurement procedures must be in conformance with 2 CFR 200.318-320.
9. **Monitoring and Reporting Program Performance.** The Recipient and Subrecipient must submit quarterly progress reports, as referenced in the 2 CFR 200.328 and State HMGP Administrative Plan.
10. **Records Retention.** In accordance with 2 CFR 200.333, financial/ programmatic records related to expenditures must be maintained at least 3 years after the date of Recipient's final expenditure report.
11. **Enforcement and Termination.** If the Recipient or Subrecipient fails to comply with the award or subaward terms, whether stated in a Federal statute or regulation, the State HMGP Administrative Plan, subapplication, a notice of award, an assurance, or elsewhere, FEMA may take one or more of the actions outlined in 2 CFR 200.338, including termination or partial termination of the award or subaward outlined in 2 CFR 200.339.
12. **Allowable Costs.** Funds are to be used for allowable costs in compliance with 2 CFR 200.403, the approved SOW, and any agreements among the Subrecipient, Recipient, and FEMA.

13. **Non-Federal Audit.** The Recipient and Subrecipient are responsible for obtaining audits in accordance with the Single Audit Act of 1984, in compliance with 2 CFR 200.501.
14. **Debarred and Suspended Parties.** Recipients and Subrecipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, and 2 CFR 180. These regulations restrict federal financial assistance awards, subawards, and contracts with parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in the federal assistance programs or activities.
15. **Equipment Rates.** Rates claimed for use of Subrecipient-owned equipment in excess of the FEMA-approved rates must be approved under State guidelines issued by the State Comptroller's Office or must be certified by the Recipient to include only those costs attributable to equipment usage less any fixed overhead and/or profit.
16. **Duplication of Funding between Public Assistance (PA) and HMGP.** Funding for PA Section 406 and HMGP Section 404 are permitted on the same facility/location, but the activities identified under each program must be distinct with separately accounted funds. At closeout, FEMA may adjust the funding to ensure the Subrecipient was reimbursed for eligible work from only one funding source.
17. **Historic Properties and Cultural Resources.** In compliance with 2 CFR 800, if a potential historic property or cultural resource is discovered during construction, the Subrecipient must cease work in the area and take all reasonable measures to avoid or minimize harm to the discovered property/resource. During construction, the Subrecipient will monitor ground disturbance activity, and if any potential archeological resources are discovered, will immediately cease work in that area, and notify the Recipient and FEMA. Construction in the area may resume with FEMA's written approval after FEMA's consultation, if applicable, with the State Historic Preservation Officer (SHPO).
18. **NEPA and Changes to the Scope of Work (SOW).** To comply with the National Environmental Policy Act (NEPA), and other Laws and Executive Orders, any change to the approved SOW shall be re-evaluated before implementation. Construction associated with a SOW change, prior to FEMA approval, may be ineligible for funding. Acceptance of federal funding requires environmental permits and clearances in compliance with all appropriate federal, state and local laws, and failure to comply may jeopardize funding.

Within their authority, the Recipient and Subrecipient must use of all practicable means, consistent with other essential policies, to create and maintain productive harmony for people and nature, and fulfill the social, economic, and other needs of present and future generations of Americans.



EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: April 15, 2025

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: Tomohito Oku, Finance Director
Jessica Y Caballero, Senior Accountant

SUBJECT: Monthly Cash Treasury Report for February 2025

Recommendation

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

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority No. 4: Ensure Our Financial and Organizational Health

Background

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

Analysis

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



CONSENT ITEM 3.4

cash is pooled, except for bond proceeds held by a trustee. The City does not have, nor is it legally required to have, separate bank accounts for each individual fund. However, all cash is segregated in the City's accounting records. Monthly cash transactions for the monthly period ending February 28, 2025, are as follows:

Account	Beginning Balance	Receipts	Disbursements	Interest Allocation	Inter-Account Transfers	Ending Balance
Wells Fargo Bank	5,903,679.44	3,001,512.78	(4,205,284.03)	-	(2,000,000.00)	2,699,908.19
LAIF	10,338,696.40	-	-	-	-	10,338,696.40
San Mateo County Pool	32,522,279.43	18,285.71	-	-	-	32,540,565.14
CAMP	102,462,558.77	-	-	358,869.38	2,000,000.00	104,821,428.15
Total	151,227,214.04	3,019,798.49	(4,205,284.03)	358,869.38	-	150,400,597.88

The Wells Fargo cash balance reflects the book value balance (i.e., total outstanding checks not cashed are deducted from the account balance). The month-to-date cash and investment balance decreased by approximately \$0.8M compared to the balance as of January 31, 2025.

February receipts, a total of approximately \$3.0M, consist of HDL business license administration (\$1.3M), other tax distributions (\$0.2M), Veolia water vendor (\$0.2M), Four Seasons Hotel Transient Occupancy Tax (\$0.2M), Road Maintenance & Rehabilitation and Highway Users Tax (\$0.1M), and other various receipts.

February disbursements, a total of approximately \$4.2M, primarily consist of Payroll costs (\$1.2M), Ghirardelli Associates, Inc. for University Avenue and Highway 101 pedestrian overcrossing (\$0.1M), Kaiser Foundation Health Plan (\$0.1M), Raimi + Associates Inc. for Ravenswood Business District Specific Plan (\$0.1M), Veolia water for water meter labor (\$0.1M) and other recurring operating expenditures.

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

	Feb-25	Jan-25	Feb-24
6-Month Treasury Bill	4.14	4.16	5.11
2-Year Treasury Note	3.99	4.22	4.64
5-Year Treasury Note	4.03	4.36	4.26

Local Agency Investment Fund (LAIF) average monthly effective yields were 4.333% in February compared to 4.366% in January 2025. San Mateo County monthly gross earnings for February were 3.900% compared to 4.139% in January 2025. The estimated County Pool earnings for FY 24-25 are at 3.85%. As of February 2025, the current annualized yield for California Asset Management Program (CAMP) is 4.50% compared to 4.55% in January 2025.

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

¹ Daily US Treasury Yield Curve. Treasury.gov

Summary February 28, 2025		
	Deposit Value	Market Value
General Fund (Inc. Petty cash of \$10,800)	\$ 45,258,170	\$ 45,258,170
General Sub-Funds (Committed/Restricted)	\$ 18,079,494	\$ 18,079,494
City Funds Restricted and Committed	\$ 86,353,170	\$ 86,353,170
Successor Agency Trust	\$ 2,316,493	\$ 2,316,493
Unrealized Gain/(Loss) on Investment Pools	\$ -	\$ (28,242)
	\$ 152,007,327	\$ 151,979,084

The deposit market value totals \$151,979,084 including an unrealized loss² of \$28,242, reflecting treasury yields during the calendar year. All except for the General Fund balance is restricted by either City Council or external parties for specific purposes. Unrestricted cash and investment balance under General Fund (\$45,258,170) may be used at Council discretion.

Fiscal Impact

None. This report is informational.

Public Notice

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

Environmental

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

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

Government Code § 84308

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

Analysis of Levine Act Compliance: Not applicable.

² Investment Fair Market Value (FMV) factor is provided on a quarterly basis. Thus, as of December 31, 2024, FMV factor is used to calculate Unrealized Gain on Investments.



EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: April 15, 2025
TO: Honorable Mayor and Members of the City Council
VIA: Melvin E. Gaines, City Manager
BY: James Colin, City Clerk
SUBJECT: City Council Meeting Minutes

Recommendation

Adopt April 1, 2025, City Council Meeting Minutes.

Attachments

1. April 1, 2025, City Council Meeting Minutes.



EAST PALO ALTO CITY COUNCIL REGULAR SESSION MINUTES

Tuesday, April 1, 2025, 6:30 PM
EPA Government Center
2415 University Avenue, First Floor
East Palo Alto, CA 94303

1. CALL TO ORDER AND ROLL CALL

The City Council meeting was called to order by Vice Mayor Dinan at 6:49 PM.

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

2. APPROVAL OF THE AGENDA

Vice Mayor Dinan, at the request of Staff, proposed to move item 5. Public Comment, to be heard after the approval of the consent calendar.

A motion to approve the agenda with those amendments was made by Councilmember Abrica, seconded by Councilmember Romero, and passed unanimously with Mayor Barragan being absent.

3. APPROVAL OF CONSENT CALENDAR

3.1 City Council Meeting Minutes

Vice Mayor Dinan provided a comment on the March 18, 2025 minutes, clarifying that he meant to say that he had attended a housing program instead of starting it.

A motion to approve the consent calendar with those changes was made by Councilmember Abrica, seconded by Vice Mayor Dinan, and passed unanimously with Mayor Barragan being absent.

4. CLOSED SESSION

3.1 CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Pursuant to Government Code Section 54956.8):

REAL PROPERTY: 2535 Pulgas Avenue, East Palo Alto CA;

AGENCY NEGOTIATORS: Melvin E. Gaines, City Manager, John D. Lê, City Attorney;

UNDER NEGOTIATION: price and terms.

3.2 CONFERENCE WITH LEGAL COUNSEL—LITIGATION (Government Code Section 54956.9(d)(4)): (One potential matter.)

City Attorney, John D. Lê, confirmed that there was no reportable action, but that direction was given to staff while in closed session for both items 3.1 and 3.2.

5. PUBLIC COMMENT

The following speakers provided public comments:

- Forrest Williams
- Nicole Stewart Crooks
- Filiberto Zaragoza
- Kenia Najar
- Gail Dixon
- Edwin Magana Lopez
- Adrienne Bryant
- Kevin
- Vanessa Smith
- Laura Rubio
- Jefferey Jordan
- Isaac Stevenson
- Tiambe
- Bernice Turner

6. INFORMATIONAL REPORTS

7. SPECIAL PRESENTATIONS

8. PUBLIC HEARINGS

9. POLICY AND ACTION

9.1 Measure O & L: Anti-Displacement Services and Transition to Measure JJ

Rent Stabilization Program Administrator, Natasha Raiburn, provided a presentation on item 9.1 Measure O & L: Anti-Displacement Services and

Transition to Measure JJ. La Trice Taylor, from Samaritan House, Claudia Nava from Nuestra Casa and Kenia Najjar from YUCA provided presentations regarding item 9.1.

Staff and the organization representatives answered questions posed by the Council.

The following speakers provided public comments:

- Francisca Guzman
- Tiambe
- Bernice Turner
- Gail Dixon
- Elizabeth Jackson
- Ofelia Bello
- Adrienne Bryant
- Fili Zaragoza
- Lois Willias
- Alexia Gutierrez
- Xenia Hernandez
- Cristal

9.2 University and Bay at Four Corners Preliminary Review: Mixed-Use Project

Consultant from Good City, Chris Dacumos, provided a presentation on item 9.2 University and Bay at Four Corners Preliminary Review: Mixed-Use Project. Mike Kramer, Managing Director, Sand Hill Property Company also provided a presentation on item 9.2.

The following speakers provided public comments:

- Aurora Perez
- Oliver Santiago
- Gail Dixon
- Oleta Proctor
- Sharifa Wilson
- Ofelia Bello

9.3 University and Bay at Four Corners Preliminary Review: Townhomes Project

Consultant from Good City, Chris Dacumos, provided a presentation on item 9.3 University and Bay at Four Corners Preliminary Review:

Townhomes Project. Mike Kramer, Managing Director, Sand Hill Property Company also provided a presentation on item 9.3.

The following speakers provided public comments:

- Adrienne Bryant
- Gail Dixon

10. COUNCIL REPORTS

11. ADJOURNMENT

A motion to extend the meeting beyond 12:00 am was made by Councilmember Romero and seconded by Vice Mayor Dinan.

The meeting was adjourned at 12:26 AM.



EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: April 15, 2025
TO: Honorable Mayor and Members of the City Council
VIA: Melvin E. Gaines, City Manager
BY: James Colin, City Clerk
SUBJECT: Jon Johnston Proclamation

Recommendation

Present the proclamation.

Attachments

1. Proclamation

PROCLAMATION HONORING FIRE MARSHAL JON JOHNSTON

WHEREAS, Jon Johnston began his distinguished career with the Menlo Park Fire Protection District in July 2000, bringing with him a Bachelor's Degree in Biology from Pepperdine University, experience in firefighting and community recreation, and a deep commitment to public education and fire prevention; and

WHEREAS, Jon's early efforts included completing the District's Bars on Windows safety program and expanding public education outreach as a Fire Protection Specialist, later serving as Fire Inspector/Investigator and rising to the role of Fire Marshal in 2014; and

WHEREAS, during his 25 years of service—10 of them as Fire Marshal—Jon built a prevention-focused culture that prioritized community education, home hardening, and fire mitigation, always guided by the belief that "Predictable is preventable"; and

WHEREAS, Jon's leadership directly contributed to reducing fire incidents in the Menlo Park Fire District to less than 2% annually, and he brought innovative tools like UAS (drones) to assist with major wildfire response and community recovery in disasters such as the Tubbs, Carr, and Camp Fires; and

WHEREAS, Jon partnered with the East Palo Alto Police Department to carry out the largest illegal fireworks seizure in city history—resulting in a 50% reduction in fireworks-related incidents—and supported safety initiatives that protected thousands of residents during the Woodland Park property abandonment; and

WHEREAS, his commitment to the East Palo Alto community extended to supporting the City's Water Master Plan, ensuring the successful completion of multiple housing projects and the WeHOPE shelter, and helping launch impactful fire prevention programming and emergency preparedness campaigns; and

WHEREAS, his volunteerism has left a lasting mark, including over two decades organizing the Menlo Park Fire Pancake Breakfast, which raised over \$250,000 to benefit the Alisa Ann Ruch Burn Foundation, and his service with the Kiwanis Club and as Key Club advisor at Menlo-Atherton High School.

NOW, THEREFORE, BE IT PROCLAIMED, that the City Council of the City of East Palo Alto does hereby recognize and honor Fire Marshal Jon Johnston for his 25 years of outstanding service, dedication to fire prevention, and unwavering commitment to community safety, engagement, and education.



Dated: April 1, 2025

Martha Barragan, Mayor



EAST PALO ALTO SANITARY DISTRICT STAFF REPORT

DATE: April 15, 2025

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

VIA: Melvin E. Gaines, General Manager

BY: Tomohito Oku, District Treasurer
Bo-Kyoung Kim, Financial Services Manager

SUBJECT: Cash Disbursement Report for February 2025

Recommendation

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

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority No 3: Promote Health & Public Safety.
Priority No 4: Ensure Our Financial and Organizational Health

Background

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

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



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regulations of EPASD that may require amendment in light of the reorganization.

California Health and Safety Code (H&S) Section 6794 allows the Board to adopt a procedure that provides for checks or warrants to pay claims and demands without approval by the Board of Directors before payment if the District Treasurer determines that the demands are payable within the District's approved budget.

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

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

This staff report is informational and includes all cash disbursements for the month ending February 28, 2025, approved by District Treasurer. As of February 28, 2025, the actual expenses did not exceed the District's approved budget.

Analysis

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

EPASD Cash Disbursement Reports For Period Ending February 28, 2025

Name	Description	Check Amount	Check Number*	Check Issue Date
AA LOCK & ALARM INC	Service call for rekeying 3 locks and fixing a broken lock	\$ 545.00	71402	2/3/2025
AA LOCK & ALARM INC	EPASD	\$ 684.37	71613	2/28/2025
AT&T	EPASD PHONELINE	\$ 231.92	71568	2/21/2025
BAY AREA FIRST AID & SAFETY	Three shelf cabinet full bodily fluid kit lenz wipes box	\$ 292.38	71571	2/21/2025
CALIF PUBLIC EMPLOYEES	CALPERS EPASD unfunded	\$ 53.67	768	2/28/2025
CALIF PUBLIC EMPLOYEES	CALPERS EPASD unfunded	\$ 2,290.25	768	2/28/2025
CALIF PUBLIC EMPLOYEES	Calpes late fee penalty	\$ 200.00	768	2/28/2025
CALIF PUBLIC EMPLOYEES	CALPERS EPASD ADMIN FEE MISC SVC	\$ 554.80	768	2/28/2025
CALIF PUBLIC EMPLOYEES	CALPERS EPASD CONTRIBUTION	\$ 3,016.91	768	2/28/2025
CALIF PUBLIC EMPLOYEES	CALPERS EPASD HEALTH	\$ 7,025.69	768	2/28/2025
CALIFORNIA NEWSPAPERS PAR	Classified Advertising EPASD ADOPTED ORD 59 PATTY DEL CASTILLO	\$ 145.14	71453	2/7/2025
CALIFORNIA NEWSPAPERS PAR	Classified Advertising EPASD ORD 60 FOG	\$ 160.48	71453	2/7/2025
CITY OF PALO ALTO	3rd Quarter FY24-25 O & M	\$520,958.30	71577	2/21/2025
COMCAST	Recurring charges for ACCT#905067630	\$ 413.62	71578	2/21/2025
COMCAST	Recurring charges for ACCT#8155 20 007 0165362	\$ 647.85	71514	2/14/2025



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VORTEX INDUSTRIES, LLC	Intallation of new photoeye on gate	\$ 1,262.50	71504	2/7/2025
VORTEX INDUSTRIES, LLC	Repair gate at EPASD	\$ 600.95	71611	2/21/2025
PACIFIC GAS & ELECTRIC	reoccurring charges for electric	\$ 315.27	71489	2/7/2025
PACIFIC GAS & ELECTRIC	PACIFIC GAS & ELECTRIC	\$ 344.60	71632	2/28/2025
RECOLOGY PENINSULA SERVIC	Waste for month of Jan 2025	\$ 569.69	71545	2/14/2025
SMROB	Annual storm water permit fees University Ave POC	\$ 619.00	71553	2/14/2025
U.S.BANK CORPORATE PAYMENT SYSTEM	fuel for EPASD Vehicle	\$ 50.00	71500	2/7/2025
U.S.BANK CORPORATE PAYMENT SYSTEM	fuel for EPASD Vehicle	\$ 50.00	71500	2/7/2025
U.S.BANK CORPORATE PAYMENT SYSTEM	fuel for EPASD Vehicle	\$ 83.73	71500	2/7/2025
VEOLIA WATER NORTH AMERIC	EPASD WATER BILLS	\$ 370.64	71610	2/21/2025
VEOLIA WATER NORTH AMERIC	EPASD WATER BILLS	\$ 64.55	71610	2/21/2025
VEOLIA WATER NORTH AMERIC	EPASD WATER BILLS	\$ 36.00	71610	2/21/2025
VEOLIA WATER NORTH AMERIC	METER BASE FEE FOR WATER SERVICES	\$ 31.00	71435	2/3/2025
VEOLIA WATER NORTH AMERIC	EPASD WATER BILLS	\$ 82.86	71502	2/7/2025
VEOLIA WATER NORTH AMERIC	EPASD WATER BILLS	\$ 645.56	71644	2/28/2025
WEST BAY SANITARY DISTRIC	Maintenance services agreement & additional expenses 10/2024	\$ 29,798.43	71437	2/3/2025
C2R Engineering, Inc.	JOB SM 239 PIPE-BURSTING FRWY	\$228,750.00	71574	2/21/2025
Everon LLC	Equipment lease	\$ 1,072.62	71467	2/7/2025
Everon LLC	JOB OCCURRED	\$ 2,551.93	71524	2/14/2025
Richard Perez	TRNG SAN JOSE MILES 2/5/25	\$ 40.18	71637	2/28/2025
AppleOne, Inc	Staffing Services	\$ 1,782.40	71448	2/7/2025
AppleOne, Inc	Staffing Services	\$ 1,782.40	71448	2/7/2025
AppleOne, Inc	Staffing Services	\$ 1,778.08	71448	2/7/2025
AppleOne, Inc	Staffing Services	\$ 1,782.40	71566	2/21/2025
Serra West Consultants, Inc	professional construction support services	\$ 3,595.50	71497	2/7/2025
Michael Woo	Forensic Accounting Services for EPASD	\$ 3,781.25	71484	2/7/2025
Green Source Janitorial	Monthly Janitorial Service Feb 2025	\$ 1,953.00	71471	2/7/2025
ADP	PAYROLL FEES EPASD	\$ 35.00	767	2/28/2025
Marquee Pest Management, Inc.	R&M Ants/Roach /GP on 11/15/24	\$ 77.00	71482	2/7/2025
Marquee Pest Management, Inc.	check 5 EBSS	\$ 125.00	71482	2/7/2025
David Farnsworth, CPA	Special District Financial Transaction Report	\$ 795.00	71465	2/7/2025
Degree HVAC, Inc	SERVICE CALL FOR BROKEN HEATER	\$ 380.00	71521	2/14/2025
Degree HVAC, Inc	Quarterly Maintenance on 1/31/25	\$ 250.00	71583	2/21/2025
Fagen Friedman & Fulfrost LLP	Closure payment for F3 Law	\$ 30,385.75	71588	2/21/2025
	Total	\$853,062.67		

*Manual checks have three-digit check numbers.

Fiscal Impact

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

Public Notice

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

Environmental

The proposed action is not a "project" under California Environmental Quality Act (CEQA) pursuant to CEQA Guideline section 15378(b)(4) because it is a fiscal activity which does



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not involve any commitment to any specific project which may result in a potentially significant impact on the environment.

Government Code § 84308

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

Analysis of Levine Act Compliance: Not applicable.

Attachments: None.



EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: April 15, 2025
TO: Honorable Mayor and Members of the City Council
VIA: Melvin E. Gaines, City Manager
BY: Shiri Klima, Assistant City Manager
Denise J. Garcia, Assistant to the City Manager
SUBJECT: Sidewalk Vending Analysis

Recommendation

Receive an analysis of the sidewalk vending's regulatory framework and provide direction to staff to ensure the health and safety of the community while supporting micro business owners and entrepreneurs.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority: Promote Housing, Economic and Workforce Development

Priority: Promote Health & Public Safety

Executive Summary

This report provides an analysis of sidewalk vending activities in the City of East Palo Alto, with the aim of aligning the City's regulations with California Senate Bill 946 (SB 946), also known as the Safe Sidewalk Vending Act. SB 946 decriminalized sidewalk vending in 2019, promoting economic opportunities for low-income and immigrant communities. However, the City's current ordinance requires amendments to ensure consistency with State law and perhaps amendments to regulate these microbusinesses.

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City staff conducted research on best practices from other cities, including Hayward, Santa Cruz, Elk Grove, and Long Beach, and engaged with local vendors to assess community needs and compliance issues. Key concerns in our City include health and safety risks, ADA accessibility barriers, environmental impacts from improper waste disposal, and potential connections to human trafficking.

To address these issues, staff recommends the City Council provide direction on developing a comprehensive Sidewalk Vending Program that:

1. Includes Early Collaboration with the County Health Department
2. Establishes a Sidewalk Vending Outreach Team
3. Defines Regulatory Requirements for a Sidewalk Vending Ordinance
4. Implements a Phased Education-to-Enforcement Approach
5. Hosts Regular Workshops and Permit Clinics
6. Implements a Spanish Outreach Strategy

Staff seeks Council direction on enforceable strategies to ensure sidewalk vending supports micro-entrepreneurs while safeguarding public health and safety as well as ADA accessibility.

BACKGROUND

In 2018, California enacted SB 946, known as the *Safe Sidewalk Vending Act*, which decriminalized sidewalk vending statewide, effective January 1, 2019. The legislation aims to promote economic opportunities for low-income and immigrant communities by establishing sidewalk vending as a legitimate business activity. SB 946 limits the authority of cities to regulate sidewalk vending and prohibits restrictions based on perceived community opposition or concerns about economic competition. Instead, cities may adopt reasonable regulations addressing objective public health, safety, and welfare concerns.

There are different types of vending: mobile vending (such as food truck vending) and sidewalk vending. Within sidewalk vending, there are two types:

1. Roaming sidewalk vendor: a vendor who moves from place to place and stops only to complete a transaction.
2. Stationary sidewalk vendor: a vendor who vends from a fixed location in the public right of way.

This report only addresses stationary sidewalk vending as concerns shared with the City only relate to these stationary vendors, and more specifically, food stationary vendors. All further references to sidewalk vending shall imply such vendors are stationary and sell food. Should Council be interested in exploring the regulatory scheme regarding mobile vending, roaming sidewalk vendors, or both, or should Council be interested in learning more about vendors that sell other items, staff can return with further reports.

This report provides an analysis of sidewalk vending's regulatory framework, identifies key issues within the City, and offers recommendations for City Council consideration.

ANALYSIS

Primary Concerns Related to Sidewalk Vendors:

The key complaints City staff receive regarding stationary sidewalk vendors fall into two categories. First, vendors and their patrons are generating trash and improperly disposing of the trash that then clogs storm drains, accumulates in pump stations, and spreads during windy conditions. Trash includes bottles, cans, grease and/or cooking oil that is dumped into drains, affecting the water quality. Additionally, improperly disposed trash on our streets and sidewalks is not only aesthetically displeasing, it also attracts rodents.

Second, there are sidewalk and traffic concerns, such as vendors blocking sidewalks with tents and creating Americans with Disabilities Act (ADA) accessibility issues, meaning wheelchairs cannot get through on the sidewalks. Vendors may attract many patrons in vehicles, causing additional traffic and parking problems in our already congested streets.

Further, other concerns include establishing regulations that encourage the use and upkeep of public spaces while ensuring public amenities (e.g., parks) remain well-maintained and accessible to all. The City must also manage legal risks associated with allowing these businesses to operate within our jurisdiction.

The three most common concerns addressed by our Code Enforcement (C.E.) Officers regarding stationary sidewalk vendors are blocking sidewalks, open flames, and canopies and obstructions. Blocking sidewalks has already been discussed. The use of open flames (e.g., grills, burners) poses significant fire risks and is prohibited under general safety regulations. If a vendor is found using open flames, C.E. Officers request immediate cessation of these activities. However, if a vendor refuses, there is no effective, State-law-compliant, enforcement mechanism in place to ensure compliance.

Also, some vendors have large canopies or umbrellas, which can interfere with accessibility or limit visibility. C.E. Officers inform vendors when adjustments or removals are necessary, but enforcement options are limited if vendors do not voluntarily comply.

Additionally, in cases where vendors are in hazardous areas, such as medians or intersections, C.E. Officers reach out to the Police Department for additional support if there are any serious safety risks for both vendors and the public.

A key challenge faced by C.E. Officers is the lack of effective enforcement tools when vendors refuse to comply with verbal or written requests. While some vendors voluntarily provide names and addresses, there is no system in place to verify this information. Many sidewalk vendors operate without permits, and there is currently no tracking system to monitor vendor locations or return visits, making consistent follow-up difficult. Currently, enforcement relies primarily on voluntary compliance. If a vendor ignores a request to modify operations or relocates, there are limited options for further enforcement unless repeat offenses are reported or observed.

Also, sidewalk vendor operations often occur outside of regular C.E. shifts. In response, management directed C.E. Officers to adjust schedules or work overtime periodically to

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conduct targeted inspections. During these inspections, C.E. Officers have focused on encouraging compliance with County Health requirements and engaging with vendors to understand their operations and challenges. If such enforcement is to continue, C.E. needs resources to continue working in the evenings or on weekends.

Finally, there is a humanitarian issue greater in size than East Palo Alto that affects sidewalk vending. Some sidewalk vending is related to larger enterprises with unlawful working conditions for vulnerable populations, including people who are recent migrants and/or are undocumented. Through various interviews with sidewalk vendors in San Francisco, Los Angeles, and San Diego, journalists found that many of these sidewalk vendors are victims of human trafficking: smuggled into the U.S. by groups to whom they are indebted. (See, e.g., Franco, Jennifer. *Trafficking in Plain Sight*, <https://kesq.com/news/in-depth/2023/07/11/trafficking-in-plain-sight-in-depth-look-at-street-food-vending-and-human-trafficking/>; Mullaney, Alex. *Behind an explosion of hot dog vendors, tales of exploitation and desperation*, <https://sfstandard.com/2024/11/12/san-francisco-human-trafficking-hot-dog-vendors/>; *Hidden Side of Street Vending*, <https://codeenforcementresources.com/>.) According to these articles, many of the employees keep about half of their daily sales while the remainder go to their employers. Through conversations with sidewalk vendors, our C.E. Officers have learned that roughly half of them are East Palo Alto residents who own and operate their businesses. The other half may not live in the City and typically work for employers based outside the area, who direct their vending activities. However, the accuracy of this information is uncertain, as some workers may be hesitant to speak openly. When C.E. Officers suspect potential human trafficking, they report the situation to the Police Department. One such incident has been reported in the City in the past two months.

During the City Council Priority Setting Process for fiscal year 2024-2025, the City Council requested staff to develop a program regarding sidewalk vending. So, Council is likely also hearing concerns both about the secondary effects (e.g., traffic and trash) as well as about the vendors' safety and ability to provide for their families.

In response to this priority project, staff researched State law and the County's permitting process. Staff reviewed our current ordinance and practices to understand what is already addressed as well as other California local jurisdictions' policies and procedures to understand the best practices regarding sidewalk vending. Staff also built rapport with local vendors to better understand their situations and to inform them about the current applicable statutes, regulations and ordinances. Staff seeks to solve the aforementioned concerns while being in compliance with State law and treating our vendors with empathy and fairness.

Various Levels of Governmental Authority on Sidewalk Vending

Sidewalk vending operates under a complex framework involving State, County, and local authorities.

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State Level:

Under the Safe Sidewalk Vending Act, or SB 946, any local regulation of sidewalk vending must be treated as a civil matter, with fines limited to specific maximum amounts. The law also requires the dismissal of all pending sidewalk vending criminal prosecutions and establishes a process for expunging past convictions. Further, SB 946 overrides any conflicting local ordinances.

SB 946 prohibits cities from regulating sidewalk vending based on public bias or concerns about economic competition. The legislation is intended to promote sidewalk vending as a legitimate economic activity and ensure that cities only adopt reasonable time, place, and manner regulations related to objective concerns about health, safety, and welfare.

As of January 1, 2019, sidewalk vending violations can no longer be prosecuted as criminal infractions or misdemeanors. Instead, except in cases where someone is vending without a required permit, violations may only result in administrative fines, subject to the following maximum amounts:

First Violation	Administrative Fine of \$100
Second Violation Within One Year of First	Administrative Fine of \$200
Each Additional Violation Within One Year of First	Administrative Fine of \$500
Fourth and Subsequent Violations	Revocation of Permit

If a city requires a sidewalk vendor to obtain a permit, vending without a permit is punishable by the following higher administrative fines:

First Violation	Administrative Fine \$250
Second Violation Within One Year of First	Administrative Fine of \$500
Each Additional Violation Within One Year of First	Administrative Fine of \$1,000

Enforcement can be challenging with these low maximum fine amounts. Per SB 946, a city's regulatory program must also include a process by which a violator may seek a reduction in the above fine amounts due to a demonstrated inability to pay. If the person meets the statutory criteria for a waiver of court fees, fines may be reduced by up to 20 percent. The City may require each permitted vendor to display the issued permit on the street-side of each cart or other vending device, thereby allowing C.E. Officers to quickly visually confirm the presence or absence of a sidewalk vending permit.

SB 946 also limits cities' authority to enact specific regulations for sidewalk vending, in the following ways:

<u>CITIES CAN...</u>	<u>CITIES CANNOT...</u>
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<ul style="list-style-type: none"> • Ban stationary (fixed location) vending in zone “exclusively zoned residential” • Ban all vendors in “immediate vicinity” of “certified farmer’s market” • Ban all vendors in “immediate vicinity” of temporary special permit or temporary use permit (e.g., parades, outdoor concert) area • Impose time, place, and manner restrictions in City parks • Require business license, permit to operate, seller’s permit, maintain sanitary standards, ADA, compliance with generally applicable laws (e.g., Municipal Code, Title 24, noise, etc.) • Impose operational hours if not “unduly restrictive”; for “nonresidential” areas, must be same rules for other nonresidential uses • Regulate parts of right of way if linked to objective health, safety, and welfare concerns • Request certain information, such as name, mailing address, merchandise description, seller’s permit number, Social Security Number or other identification card 	<ul style="list-style-type: none"> • Criminalize violations of sidewalk/mobile vending regulations • Regulate based on animus or prevent economic competition • Ban right-of-way entirely • Ban entire nonresidential/commercial areas • Ban “roaming” vendors (moves around but only stationary for consummating transactions) in residential areas or parks • Regulate overconcentration or place a cap on permits unless related to objective health, safety, and welfare concerns • Impose fines above statutory schedule • Insist on fine payment regardless of ability to pay or does not provide ability-to-pay review
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County Level:

San Mateo County Health’s Environmental Health Services (EHS) division oversees vending health standards and collaborates with local jurisdictions for enforcement. EHS ensures all vending operations adhere to health and safety standards. An application and plan review from an interested vendor is required.

EHS permits several distinct food programs, allowing vendors to sell food that meet the health and safety requirements. These food programs include Microenterprise Home Kitchen Operations (MEHKO), Cottage Food Operations, Mobile Food Facilities, Compact Mobile Food Operations (CMFO), and Temporary Food Facilities (TFF). Although the County permits these types of food programs, not all of them apply to sidewalk vendors. County Health staff assured City staff that with some modifications to their business models, many of the sidewalk vendors in the City may qualify for MEHKO, Cottage Food Operations, CMFOs, or TFFs. Descriptions of each are listed below:

- **MEHKO:** A food facility that is operated by a resident from a private home kitchen. Once permitted, a resident can store, handle, prepare, and serve food to the public, as

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allowed by State law, like a restaurant. State law sets limits on the number of meals that can be served by a MEHKO, revenue that can be earned, and on how certain foods can be prepared, among other requirements. If the resident requesting a permit is not the property owner, property management or landlord approval and signature is required.

- **Cottage Food Operations:** Prepare and sell “non-potentially hazardous foods,” which are foods that are unlikely to grow harmful bacteria or other toxic microorganisms at room temperature. Approved foods include baked goods, candy and confections, dried or dehydrated foods, honey, nuts, nut mixes, nut butters, and vinegars.
- **CMFO:** is a type of mobile food facility that operates from any of the following:
 - An individual, stand, showcase, rack, or display – may be exempt from permitting if offering less than 25 sq. feet of prepackaged non-potentially hazardous food
 - A stand, showcase, rack, display – limited to the sale of prepackaged non-potentially hazardous foods
 - A pushcart, pedal-driven cart, wagon, or other nonmotorized conveyance – may be approved for limited food preparation. Limited Food Preparation must be conducted inside an enclosed compartment and will require plumbing to accommodate a handwash sink. Other requirements may apply depending on proposed menu and mode of operation.
- **TFF:** a permit for such is required for any community event that sells or gives away food or drink to the public. A community event needs an Event Coordinator to submit application and contact any other agencies, such as a Fire Department or California Department of Alcoholic Beverage Control to obtain permits and approval. Vendors cannot operate for longer than 25 days within a 90-day period.

Local Level:

Under the City’s current Vending Ordinance (Chapter 5.76 – VENDING), all vendors are required to obtain a permit for a vendor’s license. However, our Business License Administrator, HDL, confirmed that there is no distinct vendor permit available for issuance. Instead, the City has a peddler’s permit, and HDL has not received an application in several years.

When C.E. Officers receive complaints regarding sidewalk vendors operating within City limits, they assess each situation to determine the appropriate response. When enforcement is necessary, C.E. Officers typically conduct an inspection and may issue a courtesy letter requesting the vendor modify operations if he, she or they are found to be in violation. An example of this letter is included as Attachment 2.

Staff recommends updating the current vending ordinance to bring it into alignment with SB 946 and to clearly define processes for both vendors and City staff. Some of the updates would include defining the different types of vending, removing location-based restrictions, delegating inspections to EHS, and designating violations as administrative fines. A

comprehensive and legally compliant ordinance will promote equitable vendor operations and enhance enforcement capabilities.

Sidewalk Vendor Permit Processes in Other Cities:

Staff analyzed various sidewalk vending ordinances and conducted interviews to identify the best practices and learned lessons. Staff interviewed cities with similar demographics to our City as well as cities with a large influx of sidewalk vendors that required lots of community engagement and a careful vetting process of their ordinance and sidewalk vending program. The cities of Hayward, Santa Cruz, and Long Beach provided a variety of insights to help inform the City of East Palo Alto's Sidewalk Vending Program.

Hayward

The City of Hayward requires sidewalk vendors to obtain a State Seller's Permit, an Alameda County Health Permit, and a City Business License. One of the primary challenges Hayward faces is the coordination required with the Alameda County Health department, which does not have Spanish-speaking staff. This language barrier presents a significant obstacle for many vendors seeking permits. To address this, Hayward hosts monthly workshops to assist vendors through the permitting process. The morning sessions provide information on Hayward's ordinance and available resources, while the afternoon sessions focus on hands-on assistance with online permit applications. Additionally, the County provides a representative at these workshops to help vendors apply for the required health permits. As a result of these efforts, Hayward successfully issued two sidewalk vending permits to date, a number which the City defines as a success. Their staff continue to conduct outreach and host workshops to help more vendors achieve compliance. However, navigating the health permit requirements remains a challenge for many unpermitted vendors, as the process is shaped by regulations set at the County level and the State's Retail Food Code.

Santa Cruz

In Santa Cruz, sidewalk vendors must obtain a State Seller's Permit, a County Health Permit, a City Business License, and a Sidewalk Vendor License. A major challenge for Santa Cruz is vendors frequently adapt their practices to find loopholes in the ordinance, making enforcement difficult. City staff must regularly amend the ordinance to address these evolving strategies. Also, the restrictions outlined in SB 946 limit the fees that can be charged, reducing a city's ability to incentivize vendors to obtain permits. Despite these challenges, Santa Cruz implemented successful strategies, including identifying and designating specific sidewalk vending locations. These sites were surveyed by their C.E. staff to ensure they met all size and space requirements. They also had great success in creating a Sidewalk Vending Response Team comprised of C.E., Police, and Public Works staff. This team conducts outreach and builds rapport with vendors to promote compliance and foster collaboration.

Long Beach

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The City of Long Beach requires sidewalk vendors to obtain a State Seller’s Permit, a County Health Permit, and a City Business License specifically for sidewalk vending. Long Beach faced significant pushback from the community due to the high volume of sidewalk vendors and their active supporters. This has led to contentious public discussions and multiple rounds of public meetings. Ultimately, after conducting extensive community outreach and engagement, the City Council approved the final ordinance by a 9–0 vote. Following the adoption of the ordinance, Long Beach staff focused their efforts on ensuring both the community and micro-business owners were well informed about the process of becoming a permitted vendor. Long Beach developed multilingual flyers, graphics, and instructional videos to assist vendors in understanding the requirements. Additionally, staff launched a multi-month educational campaign aimed at reducing barriers to compliance before beginning enforcement actions. This proactive approach has helped ease the transition to the new regulatory framework.

Common themes found across other cities include having multi-departmental and multi-agency coordination, multilingual outreach and materials, designated vending zones to help manage operations, and educational campaigns to ease transition to compliance.

Staff Recommendations:

Staff proposes the City Council consider the following recommendations for our City’s Sidewalk Vending Program.

Task	Completion Timeline	Description
1. Collaborate with the County Health Department Early	Now to end of FY 25-26 Quarter 4 (June 2026) Ongoing, meeting on a quarterly basis with County Health staff.	Establish early coordination with the County Health Department to ensure health permit processes are clear and accessible. Advocate for Spanish-speaking health inspectors where needed to avoid language barriers.
2. Establish a Sidewalk Vending Outreach Team <i>Cost: Approximately \$600 per shift</i>	FY 25-26 Quarter 1 (July – September 2025) Monthly outreach taking place in evening hours for about 2-3 hours. FY 25-26 Quarter 2 & 3 (October 2025 – March 2026) Additional outreach after adoption of an amended ordinance for another 6 months.	Create a multi-agency outreach team that includes C.E., Police, Public Works, Menlo Fire, and County Health staff. This team will focus on education, relationship building, and providing clear pathways to compliance before enforcing penalties. This includes developing outreach materials that articulate the permitting process in an easy-to-read format.

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<p>3. Decide Regulatory Requirements for a Sidewalk Vending Ordinance</p>	<p>FY 25-26 Quarter 1 (July – September 2025)</p>	<p>The current ordinance predated SB 946. Staff needs to update the ordinance and propose regulatory language that focuses on solving our problems in a fair and empathetic way. Some of the regulatory requirement topics may include:</p> <ul style="list-style-type: none"> - Recommended, permitted, or disallowed vending zones (e.g., parks, parking lots, city-owned property). - Required permits and fees - Prohibited locations based on safety, health, or welfare concerns - Option to ban stationary vending in “exclusively zoned residential” areas - Consider operational rules applicable to sidewalk vending
<p>4. Implement a Phased Education-to-Enforcement Approach <i>Cost: Approximately \$1,000 on printing and mailing materials</i></p>	<p>FY 25-26 Quarter 2, 3, & 4 (October 2025 – June 2026)</p>	<p>Launch an educational campaign well before initiating enforcement actions. Use flyers, social media, community meetings, and English and Spanish instructional videos to explain the program. Set clear timelines for when enforcement will begin after the education phase.</p>
<p>5. Host Regular Workshops and Permit Clinics <i>Cost: Approximately \$250 per workshop (cost may change depending on duration)</i></p>	<p>FY 25-26 Quarter 2, 3, & 4 (October 2025 – June 2026)</p>	<p>Offer quarterly workshops that explain ordinance requirements and walk vendors through the permitting process. Include hands-on application assistance and have County and City representatives present to streamline multi-agency requirements.</p>
<p>6. Develop a Spanish Outreach Strategy <i>Cost: Approximately \$100 per document for translation services</i></p>	<p>FY 25-26 Quarter 2 (October 2025)</p>	<p>Ensure all educational materials, applications, and workshops are available in Spanish, which is the primary language spoken by potential unpermitted vendors in our community.</p>

Staff is seeking City Council’s guidance on staff’s recommendations on a potential Sidewalk Vending Program. If determined to be a Council strategic priority project and budgeted accordingly, this work can begin as soon as FY25-26. Additionally, staff would like to receive preliminary Council guidance on preferences of what to include in the Sidewalk Vending Ordinance based on the exceptions and limitations imposed by SB 946. Finally, as it is considering separately the topic of code enforcement staffing levels more generally, the Council may want to give some consideration to the need to properly staff enforcement of this

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new ordinance, as this has been an issue in many cities that have chosen to regulate these vendors.

Fiscal Impact

There are no fiscal impacts at this time. However, there are estimated costs associated with each of the items presented. Staff may propose budget appropriations in the citywide budget based on the recommendations approved by the City Council.

Public Notice

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

Environmental

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

Government Code § 84308

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

Analysis of Levine Act Compliance: Not applicable.

Attachments

1. Research Matrix
2. Courtesy Letter to Vendors

Sidewalk Vendor Permit Processes in Other Cities

CITY	PERMIT REQUIREMENTS	CITY FEES	CHALLENGES	SUCCESES
HAYWARD	<ul style="list-style-type: none"> - State Seller's Permit - Alameda County Health Permit - City Business License 	<ul style="list-style-type: none"> - Business License: \$137 per year 	<ul style="list-style-type: none"> - Coordination with Alameda County Health Department is required, which lacks Spanish-speaking staff—creating significant language barriers. 	<ul style="list-style-type: none"> - Hosts monthly workshops (morning: ordinance/resources overview; afternoon: permit application assistance). - County representative present to assist with the health permit process. - Issued 2 sidewalk vendor permits to date.
SANTA CRUZ	<ul style="list-style-type: none"> - State Seller's Permit - County Health Permit - City Business License - Sidewalk Vendor License 	<ul style="list-style-type: none"> - Business License: \$100 per year - Sidewalk Vendor License: \$30 per year 	<ul style="list-style-type: none"> - Vendors frequently adapt to circumvent regulations, requiring ongoing ordinance amendments. - SB 946 limits fee structures, creating challenges in incentivizing vendors to obtain permits. 	<ul style="list-style-type: none"> - Designated specific sidewalk vending locations, surveyed and approved by Code Enforcement to ensure compliance with space requirements. - Established a "Sidewalk Vending Response Team" (Code Enforcement, Police, Public Works) to conduct outreach and build relationships with vendors.
ELK GROVE	<ul style="list-style-type: none"> - State Seller's Permit - County Health Permit - City Business License 	<ul style="list-style-type: none"> - Business License: \$12 for two years 	<ul style="list-style-type: none"> - Many vendors operate in Elk Grove but reside in Sacramento, complicating enforcement. - Initial outreach by Code Enforcement alone was ineffective. 	<ul style="list-style-type: none"> - Code Enforcement partnered with Elk Grove Police to enhance outreach efforts. - Police presence encouraged information-sharing from employees and businesses, allowing staff to identify unpermitted vendors. - Successfully removed several non-resident, unpermitted vendors through targeted outreach.
LONG BEACH	<ul style="list-style-type: none"> - State Seller's Permit - County Health Permit - City Business License (specific to sidewalk vending) 	<ul style="list-style-type: none"> - Business License: \$300 per year 	<ul style="list-style-type: none"> - Significant public contention due to the high number of vendors and supporters. - Multiple public meetings were required; final ordinance passed by a 9-1 Council vote after extensive community engagement. 	<ul style="list-style-type: none"> - Comprehensive outreach informed ordinance development. - Post-adoption, staff prioritized education to ensure vendors understood compliance pathways. - Developed multilingual flyers, graphics, and instructional videos. - Launched a multi-month educational campaign to reduce compliance barriers before enforcement began.

Sidewalk Vendor Permit Processes in Other Cities

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EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: April 15, 2025

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: Amy Chen, Community & Economic Development Director
Donald Zhao, Interim Chief Building Official

SUBJECT: Strategies for the City to Better Address Tier 3 Code Violations

Recommendation

Review the potential strategies for the City to better address Tier 3 Code violations and provide direction on the Council's preferred strategy or alternatives.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority: Promote Health & Public Safety

Executive Summary

The City's current code enforcement policy, established under Resolution 4610 (April 21, 2015), employs a tiered system to prioritize complaints based on severity:

- **Tier 1 (High Priority)**: Immediate threats to health, safety, or the environment, such as active construction without permits, fire hazards, and sewage issues.
- **Tier 2 (Medium Priority)**: Violations with potential to become serious if unaddressed, including unpermitted garage conversions and deteriorated structures.
- **Tier 3 (Low Priority)**: All other violations, such as junk accumulation and improper vehicle storage.

Historically, the City of East Palo Alto has enforced these violations reactively, responding to complaints rather than conducting proactive inspections.



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Current Code Enforcement Challenges

1. Staffing Constraints: The Code Enforcement Division is experiencing staffing shortages, with two of three enforcement positions filled and the Chief Building Official (CBO) role being covered part-time by a consultant.
2. Long Resolution Times: Tier 1 cases take an average of 166 days to resolve, while Tier 2 cases take approximately 232 days.
3. Limited Focus on Tier 3 Cases: Only 24 Tier 3 cases remain unresolved yet addressing them requires significant time and resources.

Potential Strategies for Addressing Tier 3 Violations

This report outlines several strategies to enhance the enforcement of Tier 3 violations:

1. Reprioritization of Code Enforcement Cases: Adjusting priorities to emphasize Tier 3 cases over Tier 1 and Tier 2 cases would delay urgent health and safety enforcement. Staff do not recommend altering the priority system.
2. Increased Staffing: Filling vacant positions and hiring additional staff would enhance enforcement capacity. The City has initiated recruitment efforts with updated compensation schedules and job classifications in the effort to fill vacant positions.
 - a. If Council desires to expand code enforcement activity, estimated cost per additional officer: \$165,000 - \$202,000 annually.
3. Community Engagement and Education: Enhancing public awareness through workshops, outreach campaigns, and cross-departmental collaborations to encourage voluntary compliance.
4. Community Pride Initiative: Recognizing compliant properties and encouraging residents to take pride in neighborhood upkeep through incentive programs and public forums.
5. Technology Solutions and Improvements: Exploring mobile apps and 311 service platforms to streamline complaint reporting, case tracking, and enforcement efficiency.

Staff seek Council direction on the proposed strategies for improving Tier 3 enforcement. Based on Council input, staff will incorporate funding requests into the FY 2025-26 proposed budget and return with an implementation plan.

Background

On January 21, 2025¹, staff provided an informational update to City Council on Code Enforcement. The presentation covered the current policy (Resolution 57-2021 - Attachment 1), the complaint submission process, staff resources, and the current case load. During the discussion, the City Council emphasized the importance of addressing all code enforcement cases, regardless of their priority ranking (Tiers 1-3). They also considered shifting from a complaint-based process to a more proactive code enforcement program.

¹ January 21, 2025 City Council meeting (item 13.4): <https://d3n9y02raazwpg.cloudfront.net/cityofepa/94e4089d-b8b8-11ef-ab4b-005056a89546-3408cd31-ecd7-4429-9d91-65986d552499-1737515580.pdf>



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The Council directed staff to develop a work plan strategy that would allow for more proactive enforcement, and increased attention to lower priority cases (Level 3). Additionally, Council requested a staffing plan and a detailed summary of the types of code cases the City handles to understand the potential impact of these changes.

Analysis

Existing City Council Code Enforcement Policy

The City's current policy for handling code enforcement complaints is based on a tiered system adopted by the City Council on April 21, 2015² (Resolution 4610 - Attachment 2). This system helps the City prioritize and process complaints efficiently, making the best use of limited resources.

TABLE 1

CODE ENFORCEMENT RESPONSE TIERS	
Priority Tier	Description
1 - High	Violations that constitute an immediate or identifiable threat to health, safety, or the environment. High priority violations shall be attended to immediately or as quickly as possible. Some examples include: <ul style="list-style-type: none"> • Active construction without permits • Severely damaged/falling structures • Surfacing sewage • Fire hazards
2 - Medium	Violations that do not constitute an immediate or identifiable threat to health, safety, or the environment, but have the potential to do so if left uncorrected. These violations may require the Code Enforcement Officer to send the property owner a Request for Inspection. Examples include, but are not limited to: <ul style="list-style-type: none"> • Unpermitted garage conversions • Excessive dry vegetation • Inadequate or inoperable mechanical, electrical, or plumbing • Buildings or structures, including walls and fences, which are broken, deteriorated or substantially defaced
3 - Low	All other violations shall be considered Low Priority. Examples include, but are not limited to: <ul style="list-style-type: none"> • Accumulation of debris, junk, garbage, or refuse • Storage of personal property in front or exterior side yard areas visible to public view, such as: <ul style="list-style-type: none"> · Inoperable or dismantled motor vehicles; · Vehicle parts; · Building materials not currently being used for construction or improvements on the site;

² April 21, 2015 City Council meeting (item 9.C):
https://eastpalalto.igmp2.com/Citizens/Detail_Meeting.aspx?ID=1619



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	<ul style="list-style-type: none"> · Broken or discarded furniture/appliances; and · Motor vehicles shall not be parked or stored on a front or side yard unless a permanent, permitted driveway/parking space has been built.
--	--

Addressing Displacement Concerns

To address concerns about displacement – especially from unpermitted Accessory Dwelling Units (ADUs) and garage conversions – the City took several steps starting in 2016:

- It updated the Municipal Code to allow the Chief Building Official to extend the time to correct violations from 10 days to 30 days.
- It formed the Second Unit Task Force, which included community members, staff, and stakeholders. The group proposed strategies for resolving violations with minimal disruption and presented its final report to the Council in 2019.

Throughout, the City Council has emphasized empathy and support for families when enforcing the City’s Municipal Code.

In 2021, facing a spike in complaints during the pandemic, staff reviewed the enforcement system. On March 16³, 2021 the Council decided to keep the existing structure but directed two key updates:

- Anonymous submissions would no longer be accepted for medium- and low-priority complaints (Priority Two and Three).
- Each complainant would be limited to five open Priority Two or Three complaints at a time.

These updates were formalized with the adoption of Resolution 57-2021 (attachment 1) on April 20, 2021⁴.

Implementation of City Council’s Code Enforcement Policy

Under Resolutions 4610 and 57-2021, the City enforces code violations based on complaints rather than conducting proactive inspections or “sweeps.” Staff prioritize complaints by severity:

- Priority 1 cases, which involve urgent health and safety risks, receive immediate attention.
- Priority 2 cases follow and are essentially the same as Priority 1, except that the potential for damage does not pose an immediate threat to public health, welfare or safety. Generally this means that property owners may implement immediate repairs and/or mitigation measures that reduce the immediate threat. Failure to fully address

³ March 16, 2021 City Council meeting (item 9.2):
https://eastpalocalto.ig2.com/Citizens/Detail_Meeting.aspx?ID=1359

⁴ April 20, 2021 City Council meeting (item 9.1):
https://eastpalocalto.ig2.com/Citizens/Detail_Meeting.aspx?ID=1395



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the potential threats will often result in the enforcement action escalating to a Priority 1 case.

- Priority 3 cases are queued and addressed as resources allow.

This system supports the City's goals by:

1. Directing limited staff capacity to serious health and safety issues.
2. Encouraging voluntary compliance without criminalizing minor violations.
3. Mitigating potential displacement through non-punitive enforcement.

Complaint Intake and Processing

Community members can submit code complaints by email, [complaint form](#),⁵ or in-person at any City facility. Each complaint must include a valid phone number and/or email address. The City of East Palo Alto does not accept anonymous complaints. Individuals may have up to five active complaints at a time. For more information on the complaint process, visit the Code Enforcement webpage: <https://www.cityofepa.org/building/page/code-enforcement>.

When staff receive a complaint, a permit technician logs it into the enforcement database within one to two business days. A code enforcement officer (also known as a neighborhood preservation officer or building inspector) then:

- Reviews property history and past complaints.
- Conducts a site visit, if necessary.
- Assigns a priority level based on the findings.

Officers handle cases in order of priority and availability. Staff document each case's priority level, assignment, and timeline for accountability. They may adjust priority levels as new information emerges and keep complainants and stakeholders informed throughout the process.

Typical Level of Code Enforcement Activity

Table 2 below shows the number of complaints received by the Code Enforcement Division, organized by priority tier.

TABLE 2

CODE ENFORCEMENT – NEW CASES OPENED – 2021 to 2024					
PRIORITY (Tier)	2021	2022	2023	2024	TOTAL
High (Tier 1)	19	42	59	60	180
Medium (Tier 2)	46	46	44	42	178
Low (Tier 3)	61	43	40	58	202
Totals	126	131	143	160	560

⁵ Complaint Form URL:

https://www.cityofepa.org/sites/default/files/fileattachments/building_amp_code_enforcement_services/page/11081/code_enforcement_complaint_form.pdf



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For the four-year period from 2021-2024, the City received an average of 140 code complaints annually. Since January 2025, 45 cases have been received, and 14 have been resolved.

Current Code Enforcement Team and Typical Response Times

The Building Division and Code Enforcement team is currently going through transition with two vacant positions: the Chief Building Official (CBO) and Hybrid Neighborhood Preservation Officer (Code Enforcement Officer) / Building Inspector position. This leaves the City with only two of three code enforcement positions filled and the manager position (CBO) being filled on a part-time basis by a consultant.

Table 3, below, provides a breakdown of existing code enforcement case load by priority:

TABLE 3

CODE ENFORCEMENT CASE LOAD BY OFFICER			
PRIORITY (Tier)	Officer 1	Officer 2	TOTAL
High (Tier 1)	31	32	63
Medium (Tier 2)	26	38	64
Low (Tier 3)	16	8	24
Totals	73	78	151

On average city staff take approximately 166 days to resolve Tier 1 cases and 232 days for Tier 2 cases. Although all cases receive priority attention, tier 1 and 2 complexity often leads to longer resolution times. Priority 2 cases frequently require property owners to hire a designer, develop plans, and complete construction work to legalize violations. During construction, staff place the case in a monitoring phase and conduct periodic check-ins to ensure progress.

Currently, 24 Priority 3 cases remain unresolved. When cases are straightforward, code officers attempt to contact the property owner within 24–48 hours of the complaint to encourage voluntary compliance. However, most Priority 3 cases require formal enforcement steps, including:

- A site visit to document the violation with photos,
- Issuing a Notice of Violation,
- And filing the case in the Trakit database.

These steps take about six hours per case, assuming the property owner complies immediately. If not, additional time and follow-up are required to bring the case to resolution.

Potential Strategies to Better Address Tier 3 Code Violations

The City can take several approaches to enhance its response to Tier 3 violations, including reprioritization of code enforcement cases, increasing staffing, strengthening community engagement, launching a community pride initiative, and leveraging technology.



POLICY AND ACTION 17.2

1. Reprioritization of Code Enforcement Cases

Prioritizing Tier 3 cases over Tier 1 and Tier 2 would delay enforcement of urgent health, safety, and environmental threats. Given staffing limitations and the severity of higher-tier cases, staff do not recommend changing the current priority system.

2. Increased Staffing

The City currently has three authorized full-time code enforcement positions, though one remains vacant, and the Chief Building Official (CBO) role is also unfilled but covered part-time by a consultant. Filling these vacancies and hiring additional staff would improve enforcement capacity. Currently, two officers manage 151 cases across all tiers. A full team would allow at least one officer to focus more on Tier 3 cases, while a full-time CBO would enhance leadership and support.

To address staffing challenges, the City relaunched recruitment efforts with a new compensation schedule (approved March 4, 2025) and an aggressive marketing strategy, including direct outreach to qualified applicants. Additionally, the Community and Economic Development Director is working with Human Resources to update job classifications for the Building Inspector/Neighborhood Preservation Officer I/II hybrid position to better reflect evolving responsibilities.

Staffing Costs and Considerations

A proactive enforcement model would likely require additional staff beyond the existing three authorized positions. While hiring a consultant for support is an option, contractual limitations make hiring a full-time code enforcement officer the preferred approach. With an additional hybrid position, the two regular Neighborhood Preservation Officers could focus on Tier 3 cases, while the two hybrid positions handle Tier 1 and 2 cases which often require the additional building inspection skillset.

Although adding staff would strengthen enforcement, it must be considered alongside other City Council priorities, particularly considering the FY 2025-26 budget forecast. Below are staff cost estimates for next fiscal year:

- Neighborhood Preservation Officer I/II: \$165,000 annually.
- Hybrid Building Inspector/Neighborhood Preservation Officer I/II: \$202,000 annually.

Benchmarking Code Enforcement in San Mateo County

City staff surveyed local jurisdictions in San Mateo County about their code enforcement operations. Since 2021, two jurisdictions have expanded their teams - Pacifica added one officer and Redwood City by adding one staff member and one consultant. As noted in Table 2 below, East Palo Alto has:

- The highest total number of code enforcement officers



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- The highest number of code enforcement officers per capita
- The highest number of code enforcement officers per square mile.

TABLE 2

LOCAL JURISDICTIONS CODE ENFORCEMENT					
City	Pop. Size	Square Miles	Budgeted # Code Officers	Proactive Code Enforcement?	Allow Anonymous Complaints?
Brisbane	4,000	3.00	1	No	No
Burlingame	30,889	4.40	1	No	Yes
Colma	1,500	2.00	0.1	No	Yes
East Palo Alto	29,100	2.50	2 and 1 hybrid code/inspector	No	No
Foster City	33,500	19.80	1	Yes	Yes
Half Moon Bay	13,000	6.3	0.7	No	Yes
Millbrae	23,143	3.20	1	Yes	Yes
Pacifica	38,984	13.00	2	No	No
Portola Valley	4,500	9.00	0.2	No	Yes
Redwood City	85,925	19.34	2 and 1 consultant	No	No
San Bruno	46,000	5.49	2	No	Yes
San Carlos	30,000	5.00	1	Yes	Yes
San Mateo County	63,500	448.00	5	No	Yes
South San Francisco	67,000	9	3	No	Yes
Woodside	5,500	11.8	2 (contracted 2 days/wk)	No	Yes

3. Community Engagement and Education

Strengthening community engagement and education is key to improving code enforcement. By involving residents, businesses, and local organizations, the City can foster a shared understanding of code compliance and its impact on safety, health, and quality of life.

Proposed outreach efforts include:

- Workshops, informational campaigns, and neighborhood meetings to educate residents on local codes, their benefits, and the consequences of non-compliance.
- Cross departmental collaboration with the City Manager's Office, Public Works, Police, and Community and Economic Development to integrate education on related issues such as parking enforcement, street sweeping, illegal dumping, and stormwater contamination.
- Encouraging resident participation to promote voluntary compliance and community pride.

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The FY 2025-26 proposed budget will include funding to enhance community engagement and education efforts.

4. Community Pride Initiative

A community pride initiative for code enforcement could focus on fostering community involvement and encouraging residents to take pride in maintaining their properties. This could be achieved by developing incentives or recognition programs that celebrate homeowners and renters who comply with local codes, such as public recognition or special awards for well-maintained properties. Additionally, hosting a series of public forums would provide a platform for residents to learn about code requirements, ask questions, and offer feedback on local policies.

These forums would also serve as an educational tool, helping residents understand the importance of code enforcement in maintaining the neighborhood's safety, appearance, and overall value. By blending community engagement with rewards and education, the initiative can help create a more cohesive, pride-driven approach to maintaining neighborhood standards.

If the City Council supports a community pride initiative, staff will return with a budget request in the FY 2025-26 proposed budget.

5. Technology Solutions and Improvements

Several new technologies have emerged to streamline the process of reporting code enforcement violations and aid in tracking compliance. Mobile apps could enable residents to report issues such as broken streetlights, illegal dumping, or zoning violations directly to local government agencies, including uploading photos and providing GPS coordinates. These platforms typically allow users to track the progress of their reports in real-time, receive updates when a case is closed, and even provide feedback.

Many cities across the region use 311 services to handle non-emergency issues and provide a way for residents to report concerns or request city services. 311 is not a single mobile app, but rather a non-emergency phone number made available to report issues, request services, or access information about city services and policies. There are several companies and software platforms that develop 311 systems and applications for cities, helping them manage and track citizen reports. If the City Council supports further exploration of technology solutions, staff will return with a budget request in the FY 2025-26 proposed budget and host an open procurement process in FY 2025-26.

Summary and Next Steps

Staff requests City Council direction on the five potential strategies to better address Tier 3 code violations discussed above. Depending on Council direction, staff will return with funding requests in the proposed FY 2025-26 budget.

 **POLICY AND ACTION 17.2****Fiscal Impact**

There is no fiscal impact associated with this report; however, depending on the direction provided, funding requests will be included in the FY 2025-26 proposed budget.

Public Notice

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

Environmental

The 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, the proposed action does not involve an entitlement.

Analysis of Levine Act Compliance: Not applicable.

Attachments

1. Resolution 57-2021
2. Resolution 4610

RESOLUTION NO. 57 – 2021

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

UPDATING THE PRIORITIES FOR CODE ENFORCEMENT IMPLEMENTATION

WHEREAS, the City of East Palo Alto Building Division (“Building Division”) of the Community and Economic Development Department (“CEDD”) is responsible for implementing and enforcing laws, codes and regulations that maintain public health and safety; and

WHEREAS, the Building Division, through its code enforcement officers, enforces the East Palo Alto Municipal Code, Zoning Code, and the State Health and Safety Codes including, but not limited to, the California Building Code (Title 24), and Substandard Buildings and Unpermitted Occupancies (Title 25); and

WHEREAS, the City Council's Adopted Priority Areas include: Priority #3 to "Increase Organizational Effectiveness and Efficiency" and Priority #6 to "Create a Healthy and Safe Community;" and

WHEREAS, the City Council allocates funding and staffing to implement a code enforcement program to assure compliance with City and State building, and zoning regulations, provide for a healthy and safe community, and to reduce blight throughout the City; and

WHEREAS, on April 21, 2015, the City Council adopted Resolution No. 4610 establishing “Priorities for Code Enforcement” to guide the allocation of staff and other resources to most efficiently carry out code enforcement activities in the City; and

WHEREAS, at the March 16, 2021 City Council meeting, the City Council considered programmatic updates to the City’s existing Code Enforcement program and Resolution No. 4610; and

WHEREAS, after deliberation, the City Council directed City staff to return with a revised “Priorities for Code Enforcement” that imposes a limit on anonymous code enforcement complaints for Priority Two (Medium) and Priority Three (Low) Tier complaints; and

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

1. Rescinds Resolution No. 4610; and
2. Adopts the attached revised “Priorities for Code Enforcement,” as set forth in Exhibit A, attached hereto and incorporated herein by this reference, to guide the allocation of staff and other resources to most efficiently carry out code enforcement activities in the City.

PASSED AND ADOPTED this 20th day of April 2021, by the following vote:

AYES: Abrica, Gauthier, López, and Romero

NOES: Wallace-Jones

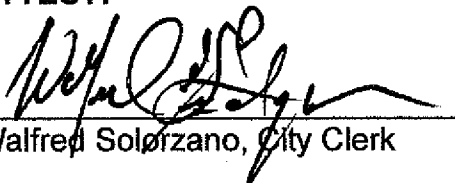
ABSENT:

ABSTAIN:




Carlos Romero, Mayor

ATTEST:



Walfred Solórzano, City Clerk

APPROVED AS TO FORM:



Rafael E. Alvarado Jr, City Attorney

Exhibit A

PRIORITIES FOR CODE ENFORCEMENT

Priority One: Imminent/Immediate threat to health, safety, or environmental resources.

Priority One violations are those actions which require immediate attention to address a significant threat or threats to public health and safety or to environmental resources. Examples of such violations include but are not limited to:

- Housing conditions where faulty structural, electrical systems, gas fuel systems, and/or lack of sanitary facilities and other violations of the California Health and Safety Code and/or Title 8 of the East Palo Alto Municipal Code, or violations of conditions of approval, such as noise or traffic mitigations, specifically designed to protect the public exist and pose an immediate threat to public health, welfare or safety.
- Significant environmental issues including, but not limited to, dumping of hazardous materials, alteration of Baylands and/or San Francisquito Creek, removal of significant vegetation, and grading in environmentally sensitive areas.

Response Time: Staff will respond within 1 business day after a complaint is received.

Priority Two: Potential threat to health, safety, or environmental resources.

Priority Two violations are those actions that have the potential to cause damage to the public health and safety or to the environment:

- Violations in this category are essentially the same as Priority One, except that the potential for damage does not pose an immediate threat to public health, welfare or safety.
- Generally this means that property owners may implement immediate repairs and/or mitigation measures that reduce the immediate threat.
- Failure to fully address the potential threats will often result in the enforcement action escalating to a Priority One case.

The City shall not accept anonymous complaints for Priority Two matters. Furthermore, the City shall not accept any more than five complaints at a time from one individual complainant for Priority Two matters.

Response Time: Staff will attempt to respond to Priority Two issues initially within 3-5 business days after a complaint is received.

Priority Three: Technical code violations.

Priority Three violations are those violations that do not pose an imminent or potential threat to the public health or safety or the environment, but which may, if not abated, compromise the welfare of the community and reduce the quality of life for residents and businesses:

- Violations in this category include activities which are violations of various municipal and zoning codes, but pose no near-term threat to the public health and safety or the environment.
- Violations might include illegally parked vehicles, debris accumulation on properties, sign code violations and various other zoning code violations.
- If Priority Three violations are noted in conjunction with Priority One or Two cases, compliance efforts will include Priority Three issues as well.

The City shall not accept anonymous complaints for Priority Three matters. Furthermore, the City shall not accept any more than five complaints at a time from one individual complainant for Priority Three matters.

Response Time: Staff will address Priority Three issues as time allows and circumstances demand when complaints are received. Staff may, however, in coordination with other partners and the community, choose to emphasize enforcement on a certain issue (e.g., neighborhood parking, setback violation).

Implementation and Methods of Enforcement

Establishment of these Priorities for Code Enforcement shall not be construed as a waiver or limitation on the City's ability to pursue any and all violations of building, fire, and zoning codes to the full extent allowed by law.

City code enforcement officers may use a variety of methods to gain compliance from property owners, tenants, business owners and others with the East Palo Alto Municipal Code and state law. Potential code enforcement actions include, but are not limited to, working cooperatively with applicants/owner to obtain voluntary compliance, requiring appropriate permits be obtained, withholding, suspending to revoking City issued permits, levying fines and fees, recordation of notices of violation, issuing criminal complaints, taking abatement actions to remove or correct violations, initiating civil lawsuits (e.g., injunctions, placing a property into receivership), and other remedies as permitted by law.

RESOLUTION NO. 4610

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST PALO ALTO ESTABLISHING PRIORITIES FOR CODE ENFORCEMENT IMPLEMENTATION

WHEREAS, the City of East Palo Alto Building Division of the Community and Economic Development Department (C&EDD) is responsible for implementing and enforcing the California Building Codes (Title 24 of State law); and

WHEREAS, the City of East Palo Alto Building Division of the C&EDD, in coordination with the Menlo Park Fire District, is responsible for implementing and enforcing the Fire Code (Part 9 of Title 24); and

WHEREAS, the City of East Palo Alto Building Division and Planning and Housing Division of C&EDD are responsible for implementing and enforcing the City's Zoning Code; and

WHEREAS, the City of East Palo Alto Building Division is further responsible for implementing and enforcing other select provisions of State law, including but not limited to the Health and Safety Code (Title 25) regarding Substandard Buildings and Unpermitted Occupancies, and the Public Safety Code (Title 19); and

WHEREAS, the City Council's Adopted Priority Areas include: #3 to "Increase Organizational Effectiveness and Efficiency" and #6 to "Create a Healthy and Safe Community;" and

WHEREAS, the City Council allocates funding and staffing to implement a code enforcement program to assure compliance with City and State building, fire, and zoning regulations, provide for a healthy and safe community, and to reduce blight throughout the City.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of East Palo Alto does hereby adopt the attached Priorities for Code Enforcement as set forth in Exhibit A, attached hereto and incorporated herein by this reference, to guide the allocation of staff and other resources to most efficiently carry out code enforcement activities in the City.

PASSED AND ADOPTED this 21st day of April 2015, by the following vote:

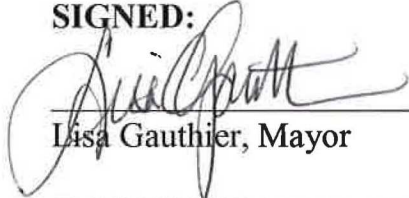
AYES: RUTHERFORD, ABRICA, GAUTHIER, MOODY

NAES:

ABSENT:

ABSTAIN:

SIGNED:



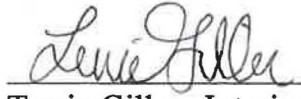
Lisa Gauthier, Mayor

APPROVED AS TO FORM:



John A. Nagel, City Attorney

ATTEST:



Terrie Gillen, Interim Deputy City Clerk

Attachment: Resolution No. 4610 (1678 : Follow up to Code Enforcement)

Exhibit A

PRIORITIES FOR CODE ENFORCEMENT

Priority One: Imminent/Immediate threat to health, safety, or environmental resources.

Priority One violations are those actions which require immediate attention to address a significant threat or threats to public health and safety or to environmental resources. Examples of such violations include but are not limited to:

- Housing conditions where faulty structural, electrical systems, gas fuel systems, and/or lack of sanitary facilities and other violations of the California Health and Safety Code and/or Title 8 of the East Palo Alto Municipal Cod, or violations of conditions of approval, such as noise or traffic mitigations, specifically designed to protect the public exist and pose an immediate threat to public health, welfare or safety.
- Significant environmental issues including, but not limited to, dumping of hazardous materials, alteration of Baylands and/or San Francisquito Creek, removal of significant vegetation, and grading in environmentally sensitive areas.

Response Time: Staff will respond within 1 business day after a complaint is received.

Priority Two: Potential threat to health, safety, or environmental resources.

Priority Two violations are those actions that have the potential to cause damage to the public health and safety or to the environment:

- Violations in this category are essentially the same as Priority One, except that the potential for damage does not pose an immediate threat to public health, welfare or safety.
- Generally this means that property owners may implement immediate repairs and/or mitigation measures that reduce the immediate threat.
- Failure to fully address the potential threats will often result in the enforcement action escalating to a Priority One case.

Response Time: Staff will attempt to respond to Priority Two issues initially within 3-5 business days after a complaint is received.

Priority Three: Technical code violations.

Priority Three violations are those violations that do not pose an imminent or potential threat to the public health or safety or the environment, but which may, if not abated, compromise the welfare of the community and reduce the quality of life for residents and businesses:

- Violations in this category include activities which are violations of various municipal and zoning codes, but pose no near-term threat to the public health and safety or the environment.
- Violations might include illegally parked vehicles, debris accumulation on properties, sign code violations and various other zoning code violations.
- If Priority Three violations are noted in conjunction with Priority One or Two cases, compliance efforts will include Priority Three issues as well.

Response Time: Staff will address Priority Three issues as time allows and circumstances demand when complaints are received. Staff may, however, in coordination with other partners and the community, choose to emphasize enforcement on a certain issue (e.g., neighborhood parking, setback violation).

Implementation and Methods of Enforcement

Establishment of these Priorities for Code Enforcement shall not be construed as a waiver or limitation on the City's ability to pursue any and all violations of building, fire, and zoning codes to the full extent allowed by law.

City code enforcement officers may use a variety of methods to gain compliance from property owners, tenants, business owners and others with the East Palo Alto Municipal Code and state law. Potential code enforcement actions include, but are not limited to, working cooperatively with applicants/owner to obtain voluntary compliance, requiring appropriate permits be obtained, withholding, suspending or revoking City issued permits, levying fines and fees, recordation of notices of violation, issuing criminal complaints, taking abatement actions to remove or correct violations, initiating civil lawsuits (e.g., injunctions, placing a property into receivership), and other remedies as permitted by law.



EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: April 15, 2025
TO: Honorable Mayor and Members of the City Council
VIA: Melvin E. Gaines, City Manager
BY: Jeff Liu, Police Chief and John D. Lê, City Attorney
SUBJECT: Illegal Fireworks Ordinance

Recommendation

By motion:

1. Waive the first reading and introduce an ordinance repealing Article I (FIREWORKS) of Chapter 8.20 (Fireworks and Explosives) of the East Palo Alto Municipal Code and add a new Article I (Fireworks) governing the use and possession of illegal fireworks by occupants and owners of real property; and
2. Find that the proposed action does not constitute a “project” with the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines sections 15378(b)(4) and (5) in that it is a governmental fiscal, organizational or administrative activity that will not result in direct or indirect changes in the environment, or is otherwise exempt under 15378 (regulatory actions), Section 15061(b)(3) (no significant environmental impact), and Section 15183 (actions consistent with the general plan and zoning).

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority: Promote Health & Public Safety

Priority: Ensure Our Financial and Organizational Health

Background

Multiple times a year, the East Palo Alto Police Department educates the public about the dangers of the use and possession of illegal fireworks. Pursuant to Chapter 8.20 (Fireworks and

POLICY AND ACTION 17.3

Explosives), the City prohibits the illegal use of fireworks, including by holding meetings at the YMCA.

On June 21, 2022, the Council adopted an urgency ordinance attempting to strengthen the regulatory tools at the disposal of the Police Department.

With the attached ordinance, staff hopes to clarify the liability to those who also allow their real property for the use and possession of illegal fireworks where they have knowledge or should know of such violations.

Analysis

Every year, beginning several weeks before the Fourth of July holiday weekend, the City is engulfed in the use and possession of illegal fireworks, and the public nuisance invariably ensues. Detonation of fireworks in the City of East Palo Alto has the potential at any time to create injury or property damage, and cause significant distress to both humans and pets who are sensitive to the noise and flashing light of these devices. Recently, the use of illegal fireworks was reported, including one that caused a brush fire, one at a funeral service, and even one after the conclusion of a council meeting across from City Hall.

Additionally, during a period where this region has experienced significant damage from fires of various causes, coupled with predicted low- moisture conditions and other environmental factors making fire risk very high now and in future years, the potential for damaging and dangerous fires caused by fireworks is very real and very predictable.

Accordingly, the City is in need of local legislation that both strengthens the City's response to the use and possession of illegal fireworks and allows, pursuant to State law, the use of "safe and sane" fireworks.

The key provisions of the attached ordinance are:

- Defining a "responsible person" to also include anyone of "maintains" or "permits" a violation of this Article.
- Defining and thereby distinguish "dangerous fireworks" from "safe and sane fireworks" but banning the use or discharge of either.
- Specifying that a "property owner," "tenant," "occupant," or anyone with custody over minors is prohibited from allowing the sale, use or discharge of illegal fireworks.
- Allowing for the public display of fireworks with at least 90-days' notice to and approval by the City Manager, but only by a public entity, organization or similar entity.
- Adding fines and penalties, including a \$1000 fine, prosecution as a misdemeanor, and the responsibility for cost recovery in responding to calls related to fireworks.

POLICY AND ACTION 17.3

Staff recommend that the Council waive the first reading and ultimately adopt this ordinance to provide staff with the tools to combat the illegal use and possession of fireworks.

Fiscal Impact

There is no fiscal impact for this item.

Public Notice

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

Environmental

This Ordinance is not subject to CEQA because it is not a "project" which would have a direct physical change or a reasonably foreseeable indirect physical change on the environment pursuant to California Environmental Quality Act ("CEQA") Guidelines section 15378. Even if it were a project subject to CEQA review, this project would be exempt from CEQA Guideline Section 15378 (regulatory actions), Section 15061(b)(3) (no significant environmental impact), and Section 15183 (actions consistent with the general plan and zoning).

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. Draft Ordinance

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL
OF THE CITY OF EAST PALO ALTO**

REPEALING ARTICLE I (FIREWORKS) OF CHAPTER 8.20 (FIREWORKS AND EXPLOSIVES) OF THE EAST PALO ALTO MUNICIPAL CODE AND ADDING A NEW ARTICLE I (FIREWORKS) TO GOVERN USE AND POSSESSION OF FIREWORKS BY OCCUPANTS AND OWNERS OF REAL PROPERTY

WHEREAS, the use of dangerous and unregulated fireworks within the City of East Palo Alto is a substantial public health, safety, and welfare concern; and

WHEREAS, the use and possession of fireworks continues to pose a serious risk of fire, in the wake of a year that saw significant damage from wildfires in the State of California, with predicted continued environmental conditions favorable to spontaneous fires, including dry and hot weather, low moisture conditions, severe drought; and

WHEREAS, recently illegal use of fireworks caused a brush fire in a residential zone in the City of East Palo Alto; and

WHEREAS, in recent years, the City has seen a substantial proliferation in the use and possession of illegal fireworks, and an abject disregard for the welfare of others impacted by such illegal use; and

WHEREAS, despite the City's efforts on an annual basis to educate residents of the dangers of the illegal use and possession of fireworks and to enforce the City's local laws concerning the same, the City has seen a substantial proliferation in the use and possession them seemingly unabated; and

WHEREAS, accordingly, there is a demonstrated need for robust enforcement tools with which law enforcement and emergency responders can hold those posing a significant risk to public health, safety and welfare of the community accountable, including a penalties regime that will assist the City in financing further enforcement and providing sufficient deterrence from future violations; and

WHEREAS, with the Fourth of July holiday approaching, the serious risk of fire present in the City of East Palo Alto and the serious risk of fire-related injuries stemming from such illegal use, there is an urgent need to provide law enforcement and emergency responders the regulatory tools necessary to safeguard this threat to the public health, safety, and welfare.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EAST PALO ALTO DOES ORDAIN AS FOLLOWS:

SECTION 1. INCORPORATION OF RECITALS. The City Council finds that all the foregoing recitals are true and correct and incorporated herein by reference.

SECTION 2: REPEAL OF ARTICLE I (FIREWORKS AND EXPLOSIVES). Article I (Fireworks) of Chapter 8.20 (Fireworks and Explosives) of the City of East Palo Alto Municipal Code is hereby repealed in its entirety:

SECTION 3: ADD NEW ARTICLE I (FIREWORKS AND EXPLOSIVES). A new Article I (Fireworks) of Chapter 8.20 (Fireworks and Explosives) of the City of East Palo Alto Municipal Code is added as follows:

ARTICLE I (FIREWORKS) OF CHAPTER 8.20 (FIREWORKS AND EXPLOSIVES)

SEC. 8.20.010. DEFINITIONS.

“Dangerous fireworks” shall have the meaning ascribed to it in Section 12505 of the California Health and Safety Code, and such other fireworks as may be determined to be dangerous by the state fire marshal and altered safe and sane fireworks.

“Fireworks” shall have the meaning ascribed to it in Section 12511 of the California Health and Safety Code, .

“Responsible person” means any person, who allows, causes, creates, maintains, or permits a violation of this Article or of state or federal law, to exist or continue, by any act or the omission of any act or duty.

“Safe and sane fireworks” shall have the meaning ascribed to it in Section 12529 of the California Health and Safety Code.

SEC. 8.20.020. PROHIBITIONS.

- A. Except as otherwise provided for by this Chapter, no person shall, use, or discharge, any fireworks within the limits of the city of East Palo Alto.
- B. Except as otherwise provided for by this Chapter, no person shall sell, offer for sale, or display for sale, any dangerous fireworks within the limits of the city of East Palo Alto.
- C. Except as authorized by the fire chief in accordance with the currently adopted California Fire Code, no property owner, tenant, or any occupant of real property shall allow or permit the sale, offer to sell, display for sale, or possess dangerous fireworks on their property when the property owner, tenant, or occupant knows or should know of the sale, offer to sell, or possession of dangerous fireworks at the property.

- D. It is unlawful for any person having the care, custody, or control of a minor (under eighteen years old) to permit such minor to sell, display for sale, possess, use, or discharge dangerous fireworks.
- E. Causing, permitting, aiding, abetting, or concealing a violation of any provision of this section shall also constitute a violation.

SEC. 8.20.030. SEIZURE OF FIREWORKS

- A. The fire code official and police officers shall have the authority to seize, take and remove fireworks and/or safe and sane fireworks stored, sold, offered for sale, used or handled in violation of the provisions of this Article and State law.

SEC. 8.20.040 PERMIT FOR PUBLIC DISPLAY OF FIREWORKS.

- A. No person shall conduct, cause, allow, permit, aid, abet or suffer a public display of fireworks without having first obtained a written permit from the city manager.
- B. Each permit application shall be accompanied by an application fee in an amount established by resolution of the city council.
- C. A public display of fireworks permit shall issue only for an application that is filed with the city manager not less than ninety days in advance of the date of the proposed display and shall issue only for a display that is to be held and conducted by a public entity, fair, association, or similar organization, at a single location for a single display that is accessible to the community as a whole. In determining whether a proposed event is accessible to the community, the city manager shall consider, but is not limited to considering, the following: (1) location of the event; (2) adequacy of space to accommodate the display and a substantial portion of the community as attendee; (3) transportation routes; (4) the availability of public transportation to the display site; (5) availability and adequacy of parking; (6) and time of the display. An event not accessible to a substantial portion of the community, such as a block party or a private event, is prohibited.
- D. The city manager shall have the authority to adopt reasonable rules and regulations for the granting of permits, including, but not limited to, applicant's provisioning of security to assure protection of the public and property, and requiring insurance in a form and amount approved by the city attorney, for discharging fireworks and supervised public display pursuant to Section 12640 (necessity of permit) of the California Health and Safety Code, and those activities contained therein that are necessary to the furtherance of such display.
- E. Each public use or display shall be handled by a licensed pyrotechnic operator, as defined by Section 12527 of the California Health and Safety Code, in accordance with local and state law, and the display shall be of such character and so located, discharged, or fired that in the opinion of the fire chief who in consultation with the

police chief, after proper investigation, finds the display will avoid ignition of fire and shall not be hazardous or endanger any person or property.

- F. The city manager shall deny an application for a permit if the fire chief, in consultation with the police chief, finds that such safety conditions cannot reasonably be met, that the display is not accessible to the community, or the applicant has failed to meet the reasonable rules and regulations pertaining to granting of display permits.

SEC. 8.20.050. PENALTIES FOR VIOLATIONS.

- A. Each violation of this Article shall be a misdemeanor and shall be punishable by a fine not exceeding one thousand dollars (\$1,000) and/or six months in jail.
- B. Violations of this Article shall be punishable by a civil fine in an amount set forth by the city council by resolution. Any civil fine assessed and collected for a violation of this Article, may include the actual costs associated with the collection, transportation, and disposal of any seized fireworks, in accordance with the regulations duly adopted by the state fire marshal. Civil fines assessed and collected for a violation of this section shall not be subject to California Health and Safety Code Section 12706.
- C. Each violation of this Article shall also be punishable by an administrative fine in the amount of \$1,000, which may be modified by the city council resolution.
- D. Administrative fines shall be issued and processed in accordance with the provisions of Title I (General Provisions) of the East Palo Alto Municipal, pertaining to administrative citations except that a “responsible person” shall be as defined in this Article.
- E. Any person issued a subsequent citation, fine, or notice of violation pursuant to this Article within a twelve (12) month period, in addition to any penalties set forth herein, may also be required to pay for response costs incurred in responding to a call for service or incident independently discovered by the City under this Article. All violators shall be jointly and severally liable for any response costs incurred.
- F. The remedies provided by this Article are cumulative and in addition to any other remedy available at law or in equity.

SECTION 4. CALIFORNIA ENVIRONMENTAL QUALITY ACT.

This Ordinance is not subject to CEQA because it is not a “project” which would have a direct physical change or a reasonably foreseeable indirect physical change on the environment pursuant to California Environmental Quality Act (“CEQA”) Guidelines section 15378. Even if it were a project subject to CEQA review, this project would be exempt from CEQA Guideline Section 15378 (regulatory actions), Section 15061(b)(3)

(no significant environmental impact), and Section 15183 (actions consistent with the general plan and zoning).

SECTION 5. IMPLIED REPEAL.

Any provision of the East Palo Alto Municipal Code inconsistent with this Ordinance, to the extent of such inconsistencies and no further, is hereby repealed or modified to the extent necessary to effectuate this Ordinance.

SECTION 6. SEVERABILITY.

If any section, subsection, sentence, clause, phrase, or word of this Ordinance is for any reason held to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares it would have passed and adopted this Ordinance, and each and all provisions hereof, irrespective of the fact that one or more provisions may be declared invalid.

SECTION 7. EFFECTIVE DATE.

This Ordinance shall take effect and be in full force thirty (30) days after the date of its adoption.

SECTION 8. PUBLICATION.

The City Clerk is hereby directed to cause publication of this Ordinance as required by Government Code Section 36933.

This Ordinance was introduced at the _____ meeting of the City Council of the City of East Palo Alto.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.]

PASSED AND ADOPTED this _____ day of _____, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Martha Barragan, Mayor

ATTEST:

APPROVED AS TO FORM:

James Colin, City Clerk

John D. Lê, City Attorney