



EAST PALO ALTO CITY COUNCIL REGULAR SESSION AGENDA

Tuesday, January 7, 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/82608711272>

Or join by phone:

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

US: +1 669 900 6833 or
+ 1 346 248 7799 or
+ 1 253 215 8782 or
+ 1 312 626 6799 or
+ 1 929 205 6099 or
+ 1 301 715 8592

Webinar ID: 826 0871 1272

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
Proclamation of the City of East Palo Alto Commemorating the Contributions of the Reverend Dr. Martin Luther King, Jr., in the Fight for Equality.

Recommendation: Accept the proclamation.
 - 3.2 **Proclamation Taking a Stand Against Human Trafficking in the Bay Area**

Recommendation: Present the proclamation.
4. **CLOSED SESSION**
5. **PUBLIC COMMENT**
6. **INFORMATIONAL REPORTS**
7. **SPECIAL PRESENTATIONS**
8. **ADJOURN CITY COUNCIL REGULAR MEETING TO THE EAST PALO ALTO SANITARY DISTRICT BOARD MEETING**
9. **SANITARY DISTRICT MEETING**
 - 9.1
East Palo Alto Sanitary District (EPASD) Advisory Committee Scope and Regular Meeting Schedule

Recommendation:

Adopt a resolution approving the proposed scope and regular meeting schedule of the East Palo Alto Sanitary District (EPASD) Advisory Committee.
 - 9.2 **East Palo Alto Sanitary District (EPASD) Advisory Committee Appointments**

Recommendation: Interview applicants for the following open seats on the East Palo Alto Sanitary District Advisory Committee (4 regular and 1 alternate) using the selection process recommended by staff.
10. **ADJOURN EAST PALO ALTO SANITARY DISTRICT MEETING AND RECONVENE CITY COUNCIL REGULAR MEETING**

11. PUBLIC HEARINGS

12. POLICY AND ACTION

12.1 Commission Appointments

Recommendation: Interview applicants for the following open seats on the Public Works and Transportation Commission (2), using the selection process recommended by staff.

12.2 Project WeHOPE's Proposed Use of 1798 Bay Road for Functional Zero Effort

Recommendation:

Provide direction to the City Manager on a potential agreement with Project WeHOPE for their use of 1798 Bay Road for a temporary shelter.

12.3 Measure HH Pilot Workforce Development Program: Streetcode Academy Final Performance Report and Draft Evaluation Plan

Recommendation:

1. Receive the final performance report from StreetCode Academy on its participation in the Measure HH Pilot Workforce Development Program.
2. Receive and accept the Draft Evaluation Plan from Informing Change for the Measure HH Pilot Workforce Development Program.
3. Designate a Councilmember to serve on the Measure HH Evaluation Plan Subcommittee.

12.4 Ending Temporary Water Rate Reductions and Implementing July 1, 2023 , Water Rate Schedule

Recommendation:

Adopt a resolution authorizing the end of temporary water rate reductions effective March 1, 2025; and implementing the July 1, 2023, water rate schedule, as adopted by Resolution 5154 and amended by Resolution 66-2022.

13. COUNCIL REPORTS

14. ADJOURNMENT

Upcoming meetings:

Regular Meeting	January 7, 2025	6:30 P.M.
Regular Meeting	January 21, 2025	6:30 P.M.
Council Teambuilding Retreat	February 1, 2025	9:00 A.M.

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: December 31, 2025

ATTEST:

James Colin

City Clerk



EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: January 7, 2025

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: James Colin, City Clerk

SUBJECT: Proclamation of the City of East Palo Alto Commemorating the Contributions of the Reverend Dr. Martin Luther King, Jr., in the Fight for Equality.

Recommendation

Present the proclamation.

Attachments

1. Proclamation

PROCLAMATION OF THE CITY OF EAST PALO ALTO COMMEMORATING THE CONTRIBUTIONS OF THE REVEREND DR. MARTIN LUTHER KING, JR., IN THE FIGHT FOR EQUALITY

WHEREAS, Dr. Martin Luther King, Jr. was born into a devout Christian family in Georgia, inheriting a legacy of gospel preaching and education. From an early age, he witnessed inequalities in public life that deeply troubled him and understood they were inconsistent with the ideals expressed in the Declaration of Independence, which affirms that “all men are created equal”; and

WHEREAS, during his educational journey, Dr. King attended Morehouse College, where he was inspired by Henry David Thoreau’s essays on civil disobedience. He later studied at Crozer Theological Seminary in Pennsylvania and earned his Doctorate of Philosophy in Systematic Theology from Boston University in 1955. Throughout this time, he was profoundly influenced by the nonviolent principles of Mahatma Gandhi; and

WHEREAS, at the age of 17, Dr. King delivered his first public speech on equality at Ebenezer Baptist Church in Atlanta, where his father, Rev. Martin Luther King, Sr., served as pastor. In 1955, as pastor of Dexter Avenue Baptist Church in Montgomery, Alabama, Dr. King rose to national prominence during the Montgomery Bus Boycott, sparked by Mrs. Rosa Parks’ courageous stand against racial segregation. These events laid the foundation for the Southern Christian Leadership Conference (SCLC), where Dr. King and his colleagues trained young activists in civil resistance, even in the face of arrests, violence, and tragedy; and

WHEREAS, on August 28, 1963, the world was captivated by Dr. King’s historic “I Have a Dream” speech at the Lincoln Memorial during the March on Washington for Jobs and Freedom. For his relentless pursuit of justice through nonviolence, Dr. King was awarded the Nobel Peace Prize in 1964 and posthumously the Presidential Medal of Freedom; and

WHEREAS, Dr. King’s tireless dedication to eradicating racial inequality brought him to Memphis, Tennessee, in support of sanitation workers fighting for fair wages and better working conditions. On April 4, 1968, his life was tragically cut short when he was assassinated on the balcony of the Lorraine Motel. His legacy, however, continues to inspire generations in the ongoing struggle for justice and equality; and

WHEREAS, on January 7, 2025, the City Council of East Palo Alto honors Dr. Martin Luther King, Jr.’s unparalleled contributions to civil rights by designating this day as “Dr. Martin Luther King, Jr. Day”;

NOW, THEREFORE, BE IT RESOLVED, that the City of East Palo Alto joins the nation in celebrating the life, vision, and enduring legacy of Dr. Martin Luther King, Jr., committing to carry forward his dream of a just, equitable, and united society.

Dated: January 7, 2025



Martha Barragan, Mayor



EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: January 7, 2025

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: James Colin, City Clerk

SUBJECT: Proclamation Taking a Stand Against Human Trafficking in the Bay Area

Recommendation

Present the proclamation.

Attachments

1. Proclamation

PROCLAMATION OF THE CITY OF EAST PALO ALTO TAKING A STAND AGAINST HUMAN TRAFFICKING

WHEREAS, January is National Slavery and Human Trafficking Prevention Month, and January 11 is National Human Trafficking Awareness Day; and

WHEREAS, The United States Senate designated January 11 as National Human Trafficking Awareness Day in 2007 and, beginning in 2010 by Presidential Proclamation, each January has been designated National Slavery and Human Trafficking Prevention Month; and

WHEREAS, human trafficking involves commercial sexual exploitation and labor exploitation. Sex trafficking is defined as “a commercial sex act that is induced by force, fraud, or coercion,” but if the person has not attained the age of 18 years old, force, fraud or coercion is not required. Labor trafficking is defined as, “the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.”; and

WHEREAS, human trafficking is a human rights violation, and a violation of both federal and California law, it also promotes the breakdown of families and communities, fuels organized crime, deprives countries of human capital, undermines public health, and imposes large economic costs; and

WHEREAS, the crime of human trafficking is present in every country and every U.S. state; and

WHEREAS, the FBI has identified California and the San Francisco Bay Area as an area of high prevalence for human trafficking. Although human trafficking is illegal, victims often do not recognize their victimization, do not know that help is available, or where to seek assistance; and

WHEREAS, forced labor, involuntary domestic servitude, and commercial sexual exploitation of adults and youth and have been found to exist within local communities; and

WHEREAS, public awareness about human trafficking still needs to reach broader communities and communicate more information about the nuances of this crime; and

WHEREAS, the County of San Mateo has dedicated resources including the San Mateo County Human Trafficking Program and has supported the efforts of the San Mateo County Police Chiefs and Sheriff Association, and has partnered with other governmental and non-governmental organizations to identify and address human trafficking within San Mateo County.

NOW THEREFORE BE IT RESOLVED THAT the City of East Palo Alto, by adopting this resolution, does hereby proclaim January 2025 as HUMAN TRAFFICKING PREVENTION MONTH in the City of East Palo Alto.



Dated: January 7, 2025

Martha Barragan, Mayor



EAST PALO ALTO SANITARY DISTRICT STAFF REPORT

DATE: January 7, 2025

TO: Honorable Mayor and Members of the City Council

BY: Melvin E. Gaines, General Manager/City Manager

SUBJECT: East Palo Alto Sanitary District (EPASD) Advisory Committee Scope and Regular Meeting Schedule

Recommendation

Adopt a resolution approving the proposed scope and regular meeting schedule of the East Palo Alto Sanitary District (EPASD) Advisory Committee.

Background

On November 10, 2022, the City submitted a proposal application to the San Mateo Local Area Formation Commission (LAFCo) to establish the East Palo Alto Sanitary District (EPASD) as a subsidiary of the City of East Palo Alto. At a public hearing on November 15, 2023, LAFCo unanimously approved the City's application over an alternative proposal submitted by EPASD.

LAFCo Resolution 1312 documents this approval and sets forth specific terms and conditions, including:

- **Condition 6:** Within 90 days of the Certificate of Completion issuance, the City must submit a plan for establishing an advisory committee for the subsidiary district. This committee will advise on various matters, and the plan must include at least one seat for a resident of the Menlo Park portion of the EPASD service area. The City of East Palo Alto must collaborate with Menlo Park on the advisory committee's composition and provide evidence of this correspondence to LAFCo.

On July 16, 2024, the East Palo Alto City Council approved a plan to establish the East Palo Alto Sanitary District (EPASD) Advisory Committee. The City Council directed staff to return to East Palo Alto Sanitary District Board, once the LAFCo certificate of completion was issued, to present a resolution that would establish the EPASD Advisory Committee. The LAFCo certificate of completion was recorded September 17, 2024.

This report outlines the scope and proposed regular meeting schedule of the EPASD Advisory Committee.

Analysis

Advisory Committee Scope and Objectives:

The committee will serve as a subordinate body advising the EPASD Board on:

- Administrative and financial matters.
- Annual budgets and capital improvement planning.
- Service rates

Committee Composition and Appointment:

- Five members, plus one alternate, all residing within EPASD boundaries and aged 18 or older.
- Menlo Park City Council will appoint one member for a reserved seat, with flexibility to appoint a non-resident if no suitable resident is available.
- East Palo Alto City Council will appoint four members and an alternate.
- Members will serve staggered three-year terms, with the inaugural Committee having two members who serve two-year terms.

Table 1: Example of Terms

Appointing Body	Initial Term	Subsequent Term
City of Menlo Park 1	2025-28	2028-2031
City of East Palo Alto 2	2025-28	2028-2031
City of East Palo Alto 3	2025-28	2028-2031
City of East Palo Alto 4	2025-27	2027-2030
City of East Palo Alto 5	2025-27	2027-2030
City of East Palo Alto Alternate	2025-28	2028-2031

Recruitment:

Recruitment will be publicized through city platforms, with notices sent to all EPASD property owners. City of Menlo Park will recruit members for the Menlo Park seat through City of Menlo Park recruitment practices.

Meeting Schedule:

The committee will meet bi-monthly on the first Wednesday of even months at 6:30 P.M. with additional meetings as needed.

Fiscal Impact

There is no fiscal impact for this item.

Public Notice

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

Environmental

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

Government Code § 84308

Applicability of Levine Act: No.

Analysis of Levine Act Compliance: Not applicable.

Attachment

1. Resolution

RESOLUTION NO. XX– 2025

**A RESOLUTION OF THE EAST PALO ALTO
SANITARY DISTRICT**

**APPROVING THE SCOPE AND REGULAR MEETING SCHEDULE FOR THE EAST PALO ALTO
SANITARY DISTRICT (EPASD) ADVISORY COMMITTEE**

WHEREAS, on November 10, 2022, the City of East Palo Alto submitted a proposal application to the San Mateo Local Area Formation Commission (LAFCo) to establish the East Palo Alto Sanitary District (EPASD) as a subsidiary of the City; and

WHEREAS, on November 15, 2023, LAFCo unanimously approved the City's application, as documented in LAFCo Resolution 1312, which established terms and conditions including the creation of an advisory committee for the subsidiary district; and

WHEREAS, Condition 6 of LAFCo Resolution 1312 requires the City to submit a plan for the advisory committee, ensuring collaboration with the City of Menlo Park and including at least one seat for a resident of the Menlo Park portion of the EPASD service area; and

WHEREAS, on July 16, 2024, the City Council approved a preliminary plan for the EPASD Advisory Committee, directing staff to finalize the committee structure upon the issuance of LAFCo's certificate of completion, which was recorded on September 17, 2024; and

WHEREAS, on October 1, 2024 the East Palo Alto Sanitary District became a subsidiary of the City of East Palo Alto; and

WHEREAS, on October 1, 2024 the East Palo City Council became the East Palo Alto Sanitary District Governing Board; and

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

1. Approves the following scope and objectives of the EPASD Advisory Committee:
 - Administrative and financial matters.
 - Annual budgets and capital improvement planning.
 - Service rates
2. Approves the following committee composition, appointment procedures, and staggered term structure:
 - Five members, plus one alternate, all residing within EPASD boundaries and aged 18 or older.
 - Menlo Park City Council will appoint one member for a reserved seat, with flexibility to appoint a non-resident if no suitable resident is available.
 - East Palo Alto City Council will appoint four members and an alternate.
 - Members will serve staggered three-year terms, with the inaugural Committee having two members who serve two-year terms.

Appointing Body	Initial Term	Subsequent Term
City of Menlo Park 1	2025-28	2028-2031
City of East Palo Alto 2	2025-28	2028-2031
City of East Palo Alto 3	2025-28	2028-2031
City of East Palo Alto 4	2025-27	2027-2030
City of East Palo Alto 5	2025-27	2027-2030
City of East Palo Alto Alternate	2025-28	2028-2031

Table 1: Example of Terms

3. Approves the regular meeting schedule, with bi-monthly meetings on the first Wednesday of even-numbered months at 6:30 P.M., with the understanding that additional meetings may be scheduled as necessary.

4. Authorizes the General Manager or designee to take all necessary actions to implement this resolution, including collaboration with the City of Menlo Park and coordination of recruitment efforts.

PASSED AND ADOPTED this 7th day of January 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mark Dinan, Board President

ATTEST:

APPROVED AS TO FORM:

James Colin, Secretary

John D. Lê, District Counsel



EAST PALO ALTO SANITARY DISTRICT STAFF REPORT

DATE: January 7, 2025
TO: Honorable Mayor and Members of the City Council
VIA: Melvin E. Gaines, City Manager
BY: James Colin, City Clerk
SUBJECT: East Palo Alto Sanitary District (EPASD) Advisory Committee Appointments

Recommendation

Interview applicants for the following open seats on the East Palo Alto Sanitary District Advisory Committee (4 regular and 1 alternate) using the selection process recommended by staff.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority No. 1: Promote Housing, Economic and Workforce Development

Priority No. 3: Promote Health & Public Safety

Priority No. 4: Ensure Our Financial and Organizational Health

Government Code § 84308

Applicability of Levine Act: No

Analysis of Levine Act Compliance: Not applicable

SANITARY DISTRICT BOARD ITEM 9.2

Background

The East Palo Alto Sanitary District Board is seeking candidates to make appointments for the following seats:

Appointing Body	Initial Term	Subsequent Term
City of Menlo Park 1	2025-28	2028-2031
City of East Palo Alto 2	2025-28	2028-2031
City of East Palo Alto 3	2025-28	2028-2031
City of East Palo Alto 4	2025-27	2027-2030
City of East Palo Alto 5	2025-27	2027-2030
City of East Palo Alto Alternate	2025-28	2028-2031

The City accepted applications electronically via the SurveyMonkey platform and offered to assist anyone who needed help submitting the application. The City conducted outreach including in-person efforts and through its social media outlets to ensure a comprehensive approach to the outreach process. Social media outlets included various newsletters disseminated to over 4,000 residents, Facebook ads, and the City website.

Selection Process

In order to ensure an efficient and transparent Brown Act compliant selection process, the procedure for review is as follows:

1. The EPASD Board will review the applications attached to the January ,7 2025, agenda.
2. The EPASD Board will be provided a voting form at the beginning of the agenda item from the City Clerk.
3. The EPASD Board will conduct interviews.
4. The EPASD Board will make its selections by ballot vote.

Attachments

1. East Palo Alto Sanitary District (EPASD) Advisory Committee (redacted)

#1

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, November 06, 2024 5:35:41 PM
Last Modified: Wednesday, November 06, 2024 6:02:01 PM
Time Spent: 00:26:19
IP Address: [REDACTED]

Page 1: East Palo Alto Sanitary District (EPASD) Advisory Committee

Q1

Name
Grace Popple

Q2

Home Address
[REDACTED]

Q3

City
East Palo Alto

Q4

E-mail Address
[REDACTED]

Q5

Phone Number
[REDACTED]

Q6

Why would you like to serve on the East Palo Alto Sanitary District (EPASD) Advisory Committee Application 2024

My application is subject to a Form 700 not being required for this post. I believe that since the Advisory Committee is not a decision making body this should be possible. I prefer to keep my private activities private, and I also have a responsibility to my roommates to keep their details private too. If Form 700 is required please disregard this application.

I'm interested in Seat 4 or 5 (shorter term). I'm most interested in serving at the outset of this Committee, establishing, along with my peers, the norms and the focus for the Committee in the future.

I have experience working with volunteers to set up a Board before - I organized my fellow choir members who sing carols at the Dickens Fair to set up our organization as a 501c3 when this was required by the passing of AB5, and I served on that Board in the first year of its existence, ensuring that we uncovered the latent expertise in our group, and that we had team interactions that were effective. As a result we were able to continue to operate and to serve our audience.

I have skills as an MBA graduate from MIT (with a focus on operations) and a former management consultant, and also as an Operations Program Manager in Tech for 18 years. This has helped me determine how to shape strategic priorities, align with others on them, and ensure operational delivery through a focus on setting up the right metrics, asking good questions, and really paying attention to what is going on. I enjoy digging into technical questions and analysis and also understanding other people's perspectives.

I have lived in East Palo Alto for 6 years, starting off by getting married at the Education Building at Cooley Landing. I am a homeowner and I live here with my husband and with roommates from diverse backgrounds. I am interested in goings-on in East Palo Alto and have been an active participant at many City Council meetings and have met separately with members of City staff to ask questions and seek improvements to staff reports. I also attended several meetings of the EPASD Board before it was taken over by the City of EPA and I was concerned at the time about the way the Board was run. I read in detail the LAFCO report and attended the decision-making meeting about EPASD at LAFCO in which our City Councilors spoke (and so did I). I'm glad that EPASD now has this new structure.

I would like to see a healthy dynamic on the EPASD Advisory Committee (including ensuring the proper representation of Menlo Park), and an independent mindset for the Committee that can call to account the operations management team of West Bay, utilize the technical expertise EPA Staff, and ensure that the City Council is serving the people of EPASD well in its decisions. In the near term I think it's essential that we deliver on the promise of an integrated process for planning applications and approvals that considers sanitary discharge on an even footing with other factors in a proposal (equal in timeliness and import) - both in EPA and also in MP. I also want to ensure that proper emphasis is given to the quest for any grant support that might come to our City to help improve our sewer infrastructure, and that we have resourced research and application for grants with appropriate qualified staff with sufficient time. I think I can help make this happen for our City and Sanitary District.

I have a lot to learn about City Government and I am hopeful that I will be able to learn from other Committee members, from Staff and City Council and the Vendor management team with whom I expect we'd interact. I look forward to figuring out with a team how to do the right thing together.

Thank you for considering my application.

Grace Popple

#2

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Thursday, November 07, 2024 10:38:03 AM
Last Modified: Thursday, November 07, 2024 11:37:02 AM
Time Spent: 00:58:59
IP Address: [REDACTED]

Page 1: East Palo Alto Sanitary District (EPASD) Advisory Committee

Q1

Name

Gail Wilkerson

Q2

Home Address

[REDACTED]

Q3

City

East Palo Alto

Q4

E-mail Address

[REDACTED]

Q5

Phone Number

[REDACTED]

Q6

Why would you like to serve on the East Palo Alto Sanitary District (EPASD) Advisory Committee Application 2024

I believe I would be a valuable asset to the team due to my extensive experience on the Rate Advisory Committee. During my tenure, I became well-versed in the relevant terminology and thoroughly reviewed the budget and other financial documents. I was not an employee.

#3

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Thursday, November 14, 2024 2:40:14 PM
Last Modified: Thursday, November 14, 2024 2:47:21 PM
Time Spent: 00:07:07
IP Address: [REDACTED]

Page 1: East Palo Alto Sanitary District (EPASD) Advisory Committee

Q1

Name

Larry Moody

Q2

Home Address

[REDACTED]

Q3

City

East Palo Alto

Q4

E-mail Address

[REDACTED]

Q5

Phone Number

[REDACTED]

Q6

Why would you like to serve on the East Palo Alto Sanitary District (EPASD) Advisory Committee Application 2024

As a former member of the EPA Sanitary District Board of directors. I could offer a perspective on the assessment & evaluation of services which could help guide the community engagement & communication which the City Managers office would be responsible for conveying to the rate payers.

#4

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, December 03, 2024 12:35:54 PM
Last Modified: Tuesday, December 03, 2024 12:40:17 PM
Time Spent: 00:04:23
IP Address: [REDACTED]

Page 1: East Palo Alto Sanitary District (EPASD) Advisory Committee

Q1

Name

Tonga Victoria

Q2

Home Address

[REDACTED]

Q3

Respondent skipped this question

City

Q4

Respondent skipped this question

E-mail Address

Q5

Respondent skipped this question

Phone Number

Q6

Why would you like to serve on the East Palo Alto Sanitary District (EPASD) Advisory Committee Application 2024

Joining the East Palo Alto Sanitary District represents an opportunity to serve our city in a way that impacts every household. Proper sanitation services are critical to preserving public health, promoting environmental justice, and ensuring that as our city grows, we do so responsibly and equitably. I bring a strong background in community-based planning and strategic communication, which can help bridge gaps between residents and the District, ensuring transparency, accessibility, and meaningful community input in decision-making.

As a small business owner, community organizer and active community member. I have a strong understanding of the importance of streamlining services to meet diverse needs, and I see potential to bring innovative solutions to the District to better serve our residents.

#5

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, December 04, 2024 9:28:07 PM
Last Modified: Wednesday, December 04, 2024 9:30:03 PM
Time Spent: 00:01:55
IP Address: [REDACTED]

Page 1: East Palo Alto Sanitary District (EPASD) Advisory Committee

Q1

Name
Ravneel Chaudhary

Q2

Home Address
[REDACTED]

Q3

City
East Palo Alto

Q4

E-mail Address
[REDACTED]

Q5

Phone Number
[REDACTED]

Q6

Why would you like to serve on the East Palo Alto Sanitary District (EPASD) Advisory Committee Application 2024

I am interested in serving on the EPASD Advisory Committee because I am passionate about improving community infrastructure and environmental sustainability. As a resident of East Palo Alto, I understand the importance of effective sanitation services in ensuring the health and well-being of our community. I am eager to collaborate with others to help make informed decisions that improve local public health, sustainability, and overall quality of life in East Palo Alto.

#6

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Saturday, December 07, 2024 9:25:04 PM
Last Modified: Saturday, December 07, 2024 9:29:33 PM
Time Spent: 00:04:28
IP Address: [REDACTED]

Page 1: East Palo Alto Sanitary District (EPASD) Advisory Committee

Q1

Name

Anthony Smith

Q2

Home Address

[REDACTED]

Q3

City

East Palo Alto

Q4

E-mail Address

[REDACTED]

Q5

Respondent skipped this question

Phone Number

Q6

Why would you like to serve on the East Palo Alto Sanitary District (EPASD) Advisory Committee Application 2024

I feel that we, as a city. Need to take steps, that make us better. We need to be on the cutting edge, and lead the charge. Making us the biggest, little city in the Bay Area.

#7

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Friday, December 13, 2024 10:51:06 AM
Last Modified: Friday, December 13, 2024 11:02:36 AM
Time Spent: 00:11:30
IP Address: [REDACTED]

Page 1: East Palo Alto Sanitary District (EPASD) Advisory Committee

Q1

Name

Tem Ysmael

Q2

Home Address

[REDACTED]

Q3

City

East Palo Alto

Q4

E-mail Address

[REDACTED]

Q5

Phone Number

[REDACTED]

Q6

Why would you like to serve on the East Palo Alto Sanitary District (EPASD) Advisory Committee Application 2024

I'd love to serve on the EPASD Advisory Committee because I believe my professional background and experience can make a real difference. Over the years, I've worked on a variety of projects at Stanford University's Hoover Institution, where I've tackled everything from IT infrastructure and facilities management to project coordination. This has taught me how to handle complex systems, keep things running smoothly, and focus on meeting the needs of the people involved—skills that would translate well to the work of the committee.

I've got hands-on experience managing and troubleshooting infrastructure like network connectivity, electrical systems, and HVAC maintenance, which ties directly into understanding and improving public utilities and services. I've also led system upgrades and maintenance projects, so I know how to plan and implement solutions that are both effective and sustainable—something I think can really benefit the East Palo Alto community.

Cybersecurity and data management have been another big part of my work, and I see these skills as key to helping modernize operations and make processes more transparent and efficient.

On a personal note, my family and I made East Palo Alto our home when we bought our first house here in June 2024. It's important to us to invest in this community, not just for today but for the future we're building. We want East Palo Alto to be a great place for our future kids to grow up—somewhere safe, sustainable, and thriving. Serving on this committee feels like a meaningful way to contribute to that vision and ensure reliable and effective sanitary services for everyone.

At the end of the day, I care deeply about being involved in my community and using my skills to make a positive impact. I'd be honored to help ensure East Palo Alto continues to grow and thrive for years to come.

-Tem

#8

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Friday, December 13, 2024 12:09:03 PM
Last Modified: Friday, December 13, 2024 12:17:36 PM
Time Spent: 00:08:32
IP Address: [REDACTED]

Page 1: East Palo Alto Sanitary District (EPASD) Advisory Committee

Q1

Name
Stephanie R. Griffin

Q2

Home Address
[REDACTED]

Q3

City
East Palo Alto

Q4

E-mail Address
[REDACTED]

Q5

Phone Number
[REDACTED]

Q6

Why would you like to serve on the East Palo Alto Sanitary District (EPASD) Advisory Committee Application 2024

I am a lifelong resident of East Palo Alto and have witnessed the significant transformations that have occurred within our city. I take great pride in my community and am dedicated to making a positive contribution. I am particularly interested in joining the East Palo Alto Sanitary District (EPASD) Advisory Committee, given the substantial growth our city is experiencing. It is imperative to ensure that the needs of both residents and businesses are addressed in a coordinated manner for the benefit of all stakeholders. Furthermore, my extensive experience in this area has afforded me a comprehensive understanding of the unique concerns that must be taken into account as we work to enhance East Palo Alto's infrastructure for the future.

#9

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, December 16, 2024 2:29:01 PM
Last Modified: Monday, December 16, 2024 2:57:14 PM
Time Spent: 00:28:12
IP Address: [REDACTED]

Page 1: East Palo Alto Sanitary District (EPASD) Advisory Committee

Q1

Name

Gail Wilkerson

Q2

Home Address

[REDACTED]

Q3

Respondent skipped this question

City

Q4

E-mail Address

[REDACTED]

Q5

Phone Number

[REDACTED]

Q6

Why would you like to serve on the East Palo Alto Sanitary District (EPASD) Advisory Committee Application 2024

I can hit the ground running.
I know this city. I am familiar with the terminology. I get along with many that are sensible on that level.

#10

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, December 16, 2024 8:13:16 PM
Last Modified: Monday, December 16, 2024 8:20:49 PM
Time Spent: 00:07:32
IP Address: [REDACTED]

Page 1: East Palo Alto Sanitary District (EPASD) Advisory Committee

Q1

Name
Mario H. Mendoza

Q2

Home Address
[REDACTED]

Q3

Respondent skipped this question

City

Q4

E-mail Address
[REDACTED]

Q5

Phone Number
[REDACTED]

Q6

Why would you like to serve on the East Palo Alto Sanitary District (EPASD) Advisory Committee Application 2024

I would like to serve in the committee because I have been a resident in East Palo Alto since 1991, I have experience working in Sanitation and know the impact it has on communities/nature, and because I can communicate to both English and Spanish speakers of the community about updates and plans for our new sanitation department. I have been here long enough in the community that I can help advice how certain changes can impact the community in possitive and negative ways.

#11

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, December 17, 2024 2:15:58 PM
Last Modified: Tuesday, December 17, 2024 2:35:38 PM
Time Spent: 00:19:40
IP Address: [REDACTED]

Page 1: East Palo Alto Sanitary District (EPASD) Advisory Committee

Q1

Name

Uhila Makoni

Q2

Home Address

[REDACTED]

Q3

City

East Palo Alto

Q4

E-mail Address

[REDACTED]

Q5

Phone Number

[REDACTED]

Q6

Why would you like to serve on the East Palo Alto Sanitary District (EPASD) Advisory Committee Application 2024

I have served on EPA PWTC to provide feedback from a residents' perspective on how we can improve and serve our community and its residents.

I would like to share my Engineering background and personal experiences as a resident homeowner to support EPASD's new governing body, the City Council. Additionally I would like to support as an advisory the City Council/EPASD Board on administrative, legal, operational, maintenance, and financial matters related to East Palo Alto's Sanitary System.

I would like to provide input as a citizen to support determinations made on EPASD's service rates are appropriate based on agreements, annual budgets, and capital improvement plans.



EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: January 7, 2025
TO: Honorable Mayor and Members of the City Council
VIA: Melvin E. Gaines, City Manager
BY: James Colin, City Clerk
SUBJECT: Commission Appointments

Recommendation

Interview applicants for the following open seats on the Public Works and Transportation Commission (2), using the selection process recommended by staff.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority No. 1: Promote Housing, Economic and Workforce Development

Priority No. 3: Promote Health & Public Safety

Priority No. 4: Ensure Our Financial and Organizational Health

Government Code § 84308

Applicability of Levine Act: No

Analysis of Levine Act Compliance: Not applicable

POLICY AND ACTION ITEM 12.1

Background

The City Council of the City of East Palo Alto is seeking candidates to make appointments for the following seats:

Public Works and Transportation Commission appointments for the following terms:

Regular Seat No. 1: From May 31, 2024, through May 31, 2027 (2 years remaining on the term)
Regular Seat No. 6: From May 31, 2024, through May 31, 2027 (2 years remaining on the term)

The application period has been held open from April 10 through May 14, 2024; however, these positions remain open until filled. The City accepted applications electronically via the SurveyMonkey platform and offered to assist anyone who needed help submitting the application. The City conducted outreach including in-person efforts and through its social media outlets to ensure a comprehensive approach to the outreach process. Social media outlets included various newsletters disseminated to over 4,000 residents, Facebook ads, and the City website.

Selection Process

In order to ensure an efficient and transparent Brown Act compliant selection process, the procedure for review is as follows:

1. City Council will review the applications attached to the January ,7 2025, agenda.
2. City Council will be provided a voting form at the beginning of the agenda item from the City Clerk.
3. City Council will conduct interviews.
4. City Council will make its selections by ballot vote.

Attachments

1. Public Works and Transportation Commission Applications (redacted)

#9

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Saturday, November 09, 2024 2:14:53 AM
Last Modified: Saturday, November 09, 2024 2:23:31 AM
Time Spent: 00:08:38
IP Address: [REDACTED]

Page 1: Public Works & Transportation Commission Application

Q1

Name

Marianna Sumina

Q2

Home Address

[REDACTED]

Q3

City

East Palo Alto

Q4

E-mail Address

[REDACTED]

Q5

Phone Number

[REDACTED]

Q6

Yes

Are you available to attend regular Commission meetings
scheduled for the third Wednesday of every month at 5:30
pm?

Q7

Why would you like to serve on the Public Works & Transportation Commission?

I want to contribute to the City's Growth. I want to help improve transportation systems and public spaces to make our city safer and more practical for everyone. I'm passionate about making sure our roads, sidewalks, and public transit are designed with the community's needs in mind, so daily life becomes more convenient and accessible.

#10

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, November 13, 2024 8:11:26 PM
Last Modified: Wednesday, November 13, 2024 8:18:01 PM
Time Spent: 00:06:35
IP Address: [REDACTED] -

Page 1: Public Works & Transportation Commission Application

Q1

Name

Malia Bates

Q2

Home Address

[REDACTED]

Q3

Respondent skipped this question

City

Q4

E-mail Address

[REDACTED]

Q5

Phone Number

[REDACTED]

Q6

Yes

Are you available to attend regular Commission meetings
scheduled for the third Wednesday of every month at 5:30
pm?

Q7

Why would you like to serve on the Public Works & Transportation Commission?

It would be a pleasure to serve as a committee member for the Public Works & Transportation commission for many reasons. Being born and raised in East Palo Alto, I've seen many iterations of the city including many of the recent developments that impact our city. I would love to direct focus towards ensuring our pedestrians are safe when not only riding bikes throughout the community but also walking, especially with children. The issue of speeding is at the forefront of my concerns as the 100 block of wisteria where I live, I've experienced cars traveling at high rates of speed. There are many children that also live on this street and we owe it to them to provide safe conditions. Additionally, I would love to work with others in the community to develop creative solutions for our evolving community to ensure we progress for not only the current generation but also the future generations.

#11

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, December 03, 2024 12:35:51 PM
Last Modified: Tuesday, December 03, 2024 12:43:01 PM
Time Spent: 00:07:09
IP Address: [REDACTED]

Page 1: Public Works & Transportation Commission Application

Q1

Name

Tonga Victoria

Q2

Home Address

[REDACTED]

Q3

Respondent skipped this question

City

Q4

Respondent skipped this question

E-mail Address

Q5

Respondent skipped this question

Phone Number

Q6

Yes

Are you available to attend regular Commission meetings scheduled for the third Wednesday of every month at 5:30 pm?

Q7

Why would you like to serve on the Public Works & Transportation Commission?

As a parent raising my children in East Palo Alto, I know firsthand the value of safe, clean, and well-maintained parks and transportation systems. These are more than just public spaces or infrastructure—they are the heart of our neighborhoods, where families gather, children play, and our community thrives.

For our children, parks are more than recreation—they are places where imagination is sparked, friendships are built, and a sense of community is fostered. Having functioning, accessible, and engaging parks ensures that every child, regardless of background, has a safe place to play and grow. It also reflects the pride we take in our city and the commitment we share to creating spaces that nurture health, happiness, and connection.

As a parent, I understand how critical it is to have infrastructure that supports not just the practical needs of our city, but also the quality of life for our families. Clean parks and reliable transportation mean that families can access resources, children can safely get to school, and neighborhoods feel more connected.

#12

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, December 16, 2024 5:19:12 PM
Last Modified: Monday, December 16, 2024 5:54:59 PM
Time Spent: 00:35:46
IP Address: [REDACTED]

Page 1: Public Works & Transportation Commission Application

Q1

Name

Isabel Lopez Ysmael

Q2

Home Address

[REDACTED]

Q3

City

East Palo Alto

Q4

E-mail Address

[REDACTED]

Q5

Phone Number

[REDACTED]

Q6

Yes

Are you available to attend regular Commission meetings
scheduled for the third Wednesday of every month at 5:30
pm?

Q7

Why would you like to serve on the Public Works & Transportation Commission?

As an East Palo resident of nine years, I have watched our city grow and develop. I'm eager to contribute to that process through service on East Palo Alto's Public Works & Transportation Commission.

During my time as an EPA resident, I've commuted both by car and public transportation.

Recently, I've noted in my daily commute by car the impact that public works can have in my own neighborhood - University Village. With the new addition of a temporary roundabout, I can already see the contribution to safety and orderly transit that is possible through the Commission's advocacy. I'm eager to do my part in facilitating such projects around the city.

When I first moved to East Palo Alto nine years ago, I did not yet own a car and relied on buses instead. I came to appreciate the importance of a reliable and safe public transportation system to make commuting viable for all residents.

I have a wealth of experience in program management, policy analysis, stakeholder engagement, and communications to support the City's transportation and infrastructure goals. As a Senior Research Program Manager at the Hoover Institution, Stanford University, I lead policy-focused research initiatives and communicate key research findings to diverse audiences. I have contributed to a report commissioned by the State of Alabama advising how to develop the economy through investing in outdoor recreation: https://www.hoover.org/sites/default/files/research/docs/innovativealabama_ch2.pdf. This background positions me to analyze transportation challenges and advocate for solutions that promote accessibility, sustainability, and alignment with the City's General Plan.

I'm delighted at the prospect of serving my community through service on the Commission. My husband and I recently bought our first home in East Palo Alto, and I'm looking to invest in developing the infrastructure that will serve my family, and others', in the years to come. I am committed to advancing equitable, efficient transportation systems in East Palo Alto and ensuring all community voices are heard and considered.



EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: January 7, 2025

TO: Honorable Mayor and Members of the City Council

BY: Melvin E. Gaines, City Manager

SUBJECT: Project WeHOPE's Proposed Use of 1798 Bay Road for Functional Zero Effort

Recommendation

Provide direction to the City Manager on a potential agreement with Project WeHOPE for their use of 1798 Bay Road for a temporary shelter.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority: Promote Housing, Economic and Workforce Development
Priority: Promote Health & Public Safety

Background

In alignment with their mission to reduce homelessness in East Palo Alto to "Functional Zero," Project WeHOPE proposes to establish a transitional, non-congregate shelter at 1798 Bay Road, also known as the Tanklage site. This facility would provide temporary housing in the form of 12 modular units, with a total of 48 beds, intended to offer safe, stable accommodations for homeless individuals as they transition to permanent housing solutions. Each resident will receive personalized case management support to facilitate their progress toward long-term housing stability.

This report presents an overview of Project WeHOPE's proposal to use the Tanklage site as a transitional shelter facility. Key considerations include the timeline, site preparation requirements, funding strategies, and potential future relocation options. Staff requests Council direction on a potential agreement with Project WeHOPE for their use of 1798 Bay Road for a temporary shelter.

POLICY AND ACTION 12.2

Analysis

Program Structure

- **Duration of Stay:** Program participants would be eligible to stay in the modular units for a period of 4 to 6 months.
- **Guidelines and Tenancy Waiver:** Residents must adhere to program guidelines that emphasize the temporary nature of the shelter and will sign a waiver of tenancy to acknowledge this status.
- **Enrollment in County System:** Participants will be registered in the County Homeless Management Information System, enabling coordinated support across county services.

Site and Operational Timeline

- **Land Use Zoning:** The zoning for 1798 Bay Road is Bay Road Central (BRC) in the RBD: intended to make Bay Road a lively, inviting place that creates a strong connection between 4 Corners and Cooley Landing. Accommodates multi-story mixed-use buildings that have either retail stores or store-type offices on the ground floor, with apartments, condominiums, or offices on upper floors. A low barrier navigation center is a use by right; however, does not fit the intention of the BRC land use.
- **Location Considerations:** Although alternative sites have not been evaluated, Project WeHOPE aims to operate this shelter at the Tanklage site for four years, requiring site control from August 2025 through February 2030. This would allow six months for necessary setup and preparation followed by four years of full operation. Additional time would be needed to deconstruct and remove units.
- **Potential Conflicts and Contingency Planning:** The proposed end date could overlap with potential plans for the East Palo Alto Police Department to move to the site after October 31, 2029, when the lease for the police department's current location (141 Demeter Street) expires. However, the City holds the option to extend the police department lease by up to two years, which would allow Project WeHOPE to retain the Tanklage site through February 2030 without disruption.

Site Preparation and Utility Considerations

- **Site Preparation Needs:** Project WeHOPE estimates that preparing the site—encompassing grading, foundation work, utility setup, and concrete flatwork—will require approximately six months.
- **Utility Options:** Two utility setup options are under consideration:
 1. **Dignity on Wheels Services:** This option would involve the use of Dignity on Wheels for showering and wastewater services, which could reduce infrastructure costs.
 2. **Full Utility Installation:** Alternatively, Project WeHOPE may install full utilities, including shower and bath facilities, though cost estimates are still pending.

Parking and Access

- **Parking Requirements:** With a full capacity of 48 beds, Project WeHOPE anticipates needing 10 to 12 parking spaces. This allocation includes at least five spaces for residents

POLICY AND ACTION 12.2

and three to five for staff, as well as additional spaces if Dignity on Wheels services are utilized.

Financial Overview

Project Costs

- **Construction:** The total estimated cost for the construction of 12 modular units is \$2.04 million, broken down as follows:
 - \$1.44 million for the modules themselves (\$30,000 per bed).
 - \$600,000 for site improvements.
- **Operating Costs:** Annual operating costs are estimated at \$2.1 million, covering essential services such as case management, transportation, and site security.

Funding Status

Project WeHOPE has not yet raised funds for the shelter project. Potential funding sources may include:

- San Mateo County
- City of East Palo Alto
- San Mateo Department of Housing
- Private donors and foundations

Phasing Out or Relocating the Program

When the four-year program at the Tanklage site concludes, Project WeHOPE intends to work with the City and County to explore alternative sites for relocating the units, including:

- Faith-based organization lands
- City-owned land
- County-owned land
- Leased land options

If suitable relocation options are unavailable, Project WeHOPE will prioritize referring participants to other shelters in San Mateo County to prevent their return to homelessness.

Conclusion and Request for City Council Direction

Project WeHOPE's proposal to establish a transitional shelter at 1798 Bay Road represents a significant opportunity to provide temporary housing and case management services for homeless individuals in our community. The facility's structure, operational needs, and potential timeline have been discussed above. Key decisions remain regarding site control, potential future relocation, and funding commitments.

In light of this, we request City Council's guidance on the following next steps if the Council desires for the City to further discuss:

1. **Site Approval and Duration of Use:** Confirm support for Project WeHOPE's use of the Tanklage site from August 2025 to February 2030, including considerations for potential

POLICY AND ACTION 12.2

overlapping needs from other City departments.

2. **Utility and Site Preparation Requirements:** Provide direction on preferred infrastructure setup, including whether the City supports Project WeHOPE's initial option to use Dignity on Wheels for wastewater and showers or if a full utility installation is feasible.
3. **Financial and Funding Support:** Discuss potential City involvement in supporting Project WeHOPE's fundraising efforts to meet the project's construction and operating costs, as well as possible avenues for grant support from county and private sources.
4. **Future Relocation Planning:** Endorse the establishment of a phased exit plan to identify alternative sites or programs to support the participants as the Tanklage site program concludes.

Council's guidance on these matters will allow the City Manager and Project WeHOPE to refine an agreement for future City Council consideration.

Fiscal Impact

There is no fiscal impact for this item.

Public Notice

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

Environmental

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

Government Code § 84308

Applicability of Levine Act: YES.

Analysis of Levine Act Compliance:

Parties: Pastor Paul Bains, President - Project WeHOPE,

Attachments

1. Project WeHOPE Functional Zero Flyer



EPA CITY MEETING | FUNCTIONAL ZERO

FUNCTIONAL ZERO & HOMELESSNESS IN EPA

Functional Zero does not mean that individuals are not experiencing homelessness, or that no one will experience homelessness. It does mean that a community has driven that number down toward zero, and is keeping it below the community's capacity to ensure positive exits from homelessness.

STREET HOMELESSNESS & NUMBERS OF HOMELESS

Street Homelessness is rare and brief – outreach team helps move street homeless people into shelter or housing as quickly as possible. The additional shelter beds we are pursuing alongside other comprehensive strategies will increase our capacity to help drive towards Functional Zero.

EPA'S MULTIDISCIPLINARY TEAM MEETING & WEHOPE

Homelessness in a community is beneath the community threshold (how many people a community can house in a month) – this is being assessed through data analysis and through the monthly Multidisciplinary Team Meeting coordinated by the city of East Palo Alto and facilitated through WeHOPE.

CARING FOR INDIVIDUALS IN A COLLABORATIVE WAY

A by name list is maintained to account for all people experiencing homelessness – WeHOPE has created a by name list that is used at the MDT meeting; additionally, the Police Department is engaged in the process as they report out new encampments for our outreach team to visit; additionally, San Mateo County is making changes to its outreach model to ensure that only one organization is covering each zone.

TOGETHER WE CAN GO FURTHER AND SUSTAIN PROGRESS

The process works towards equitable systems ensuring that people with the highest need are serviced first – San Mateo County has created an advisory committee to help ensure that there is an equitable system. WeHOPE is on the committee. These results are sustained, and we work with the City and County to continually drive the numbers down – we have buy-in from the City and County and will present a plan to both.

2024 POINT IN TIME COUNT FOR EPA

2024 Point in Time Count shows a decrease in street homelessness in East Palo Alto in 2022 from 169 to 89 in 2024. However, we know that this number can be twice that amount that are in need in actuality.



MOMENTUM & SOLUTIONS

THREE MOMENTUM FACTORS

1. In just four months, we have raised \$3.7M towards the purchase of our front building that we currently rent a portion of in providing our services. The purchase price is 4.5M and we are working to raise an additional 1.5M for renovations which gives us an overall budget of 6M. We see this as critical to our continued growth in helping those most in need find permanent housing. Thirty eight additional beds will be provided as we complete the current renovations with this space.
2. The purchase of this building will work in concert with our larger goal of Functional Zero homelessness in East Palo Alto and our primary focus of holistic and sustainable care that results in permanent housing and life transformation.
3. As already mentioned, we have 89 homeless in EPA currently and the purchase of this building and other development plans we are pursuing will aim to reduce this number to zero.

TRACK RECORD OF PRACTICAL IMPACT & TRANSFORMING LIVES

Over the past fiscal year of 2023/24 we had three areas where permanent housing occurred that placed 170 individuals in permanent housing:

WeHOPE Outreach Services: 45 households equalling 72 individuals were placed in permanent housing.

WeHOPE San Francisco Site: 46 individuals placed in permanent housing.

WeHOPE EPA Site: 52 individuals placed in permanent housing.

PARTNER FOR TRANSITIONAL HOUSING UNITS

Partner with San Mateo County to obtain a site in East Palo Alto to build transitional housing units. Partner with United Hope Builders to produce the housing units.

PARTNER FOR TEMPORARY/PERMANENT HOUSING

Partner with the City of East Palo Alto to provide a site for temporary housing for 12 modules (48 beds).

INTENTIONAL MANAGEMENT & SUPERVISION

Case managers sustain the *By Name List* with demographic information. Segment the list by population (Veterans, families, chronic); fund 2 additional case managers and 2 housing navigators through fundraising and philanthropy. Set aside 10 beds in the purchase of the new building for people sleeping in encampments and cars in East Palo Alto.



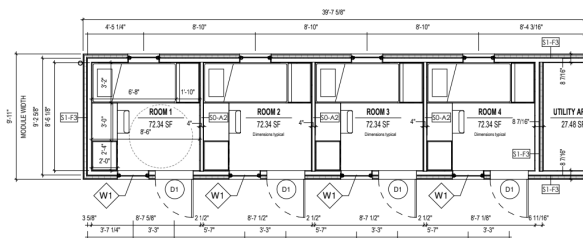
STRATEGIC PARTNERSHIP & NEXT STEPS

STRATEGIC PARTNERSHIP OPPORTUNITIES

In pursuing functional zero we want to continue to model a comprehensive approach; where we identify opportunities to make significant strides toward caring for our marginalized brothers and sisters of our city. We believe significant opportunities exist to strategically partner with the city of East Palo Alto and San Mateo County to reach functional zero in homelessness.

EMERGENCY TRANSITIONAL HOUSING

Tankledge site, 1798 Bay Road - 48 beds @ 30K per bed - would cut 2024 point in time count in half. Units can be produced in six months after site control and permitting (Two year goal to functional zero and a third year for additional homeless of EPA not included in the 2024 point in time count).

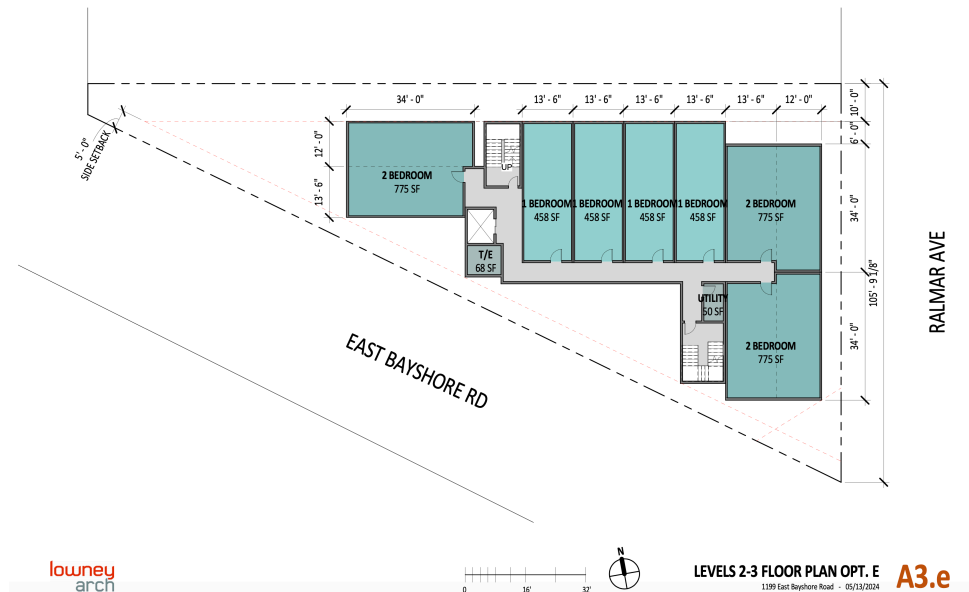


1 FLOOR PLAN AND FURNITURE LAYOUT
1/4" = 1'-0"



EAST BAYSHORE PERMANENT HOUSING

As we pursue Functional Zero we recognize the addition of the Weeks Street Affordable Housing is happening and this alongside our St. Samuel Church 100% Affordable Permanent Housing Development that will provide 18-30 Permanent Affordable Housing units will help over the next three to four years to reach and sustain Functional Zero in East Palo Alto.





EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: January 7, 2025

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: Hanson Hom, Deputy Manager Special Projects
Amy Chen, Community and Economic Development Director

SUBJECT: Measure HH Pilot Workforce Development Program: Streetcode Academy Final Performance Report and Draft Evaluation Plan

Recommendation

1. Receive the final performance report from StreetCode Academy on its participation in the Measure HH Pilot Workforce Development Program.
2. Receive and accept the Draft Evaluation Plan from Informing Change for the Measure HH Pilot Workforce Development Program.
3. Designate a Councilmember to serve on the Measure HH Evaluation Plan Subcommittee.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority: Promote Housing, Economic and Workforce Development

Background

On November 15, 2022, the City Council selected three organizations to launch the Measure HH Pilot Workforce Development Program ("Pilot Program"): Live In Peace, JobTrain, and StreetCode Academy (SCA). The City Council authorized \$775,215 in Measure HH funds for an 18-month pilot period with direction to evaluate and refine the program, as needed, before awarding future Measure HH funds. Measure HH, approved by East Palo Alto voters in 2018, provides on-going funding for workforce development

POLICY AND ACTION 12.3

programs to improve access to living wage jobs for East Palo Alto residents in the science, technology, engineering, and mathematics (“STEM”) and building trades sectors. Measure HH also earmarks a percentage of funds for construction of affordable and supportive housing.

Agreements with the three organizations commenced on March 1, 2023, with an initial term through August 31, 2024. Quarterly performance reports have been submitted by the three organizations during the Pilot Program period, which are posted online [here](#). The agreements allow the City Manager to extend the term of the agreements for up to six months to February 28, 2025, if funds have not been fully expended. Six-month extensions have been granted to Live In Peace and JobTrain. SCA did not request an extension, and the final performance report for their program was submitted on October 3, 2024, for the City’s review. The final performance reports from Live In Peace and JobTrain should be submitted in March 2025.

On July 16, 2024, the City Council authorized awarding \$120,000 for Informing Change to evaluate the outcomes of the Pilot Program, recommend refinements to the Workforce Development Program, suggest performance criteria for guiding and measuring the success of the program, perform a landscape review, and conduct a wage assessment.

On September 3, 2024, the City Council provided input to Informing Change on the desired issues to be addressed in the evaluation plan for the Pilot Program. Additionally, the City Council appropriated \$366,418 from the Measure HH Fund to extend the Pilot Program for the three organizations to May 30, 2025. This appropriation will allow the organizations to continue to provide job training and support services for forty (40) additional East Palo Alto residents while the Pilot Program is being evaluated. The September 3rd staff report is included under [agenda item 12.4](#).

Analysis

This staff report covers two items for the City Council’s comment and acceptance:

- Present and receive City Council comments on the final performance report from StreetCode Academy (SCA) on its participation in the Pilot Program; and
- Present and receive City Council acceptance of the Draft Evaluation Plan prepared by Informing Change to conduct a third-party assessment of the Pilot Program, with any revisions if directed.

StreetCode Academy Final Performance Report

The Pilot Program agreement with SCA consists of offering job training, support, and apprenticeship opportunities for up to 20 East Palo Alto residents. The Measure HH funds (\$236,700) allocated to SCA cover 50 percent of the total program cost for each participant. SCA covers the remainder of the costs and participants are not charged for enrolling in the program. Funds have primarily been used for support resources while enrollees are engaged in job training, apprenticeships, and job placement. Funds cover

POLICY AND ACTION 12.3

the enrollee's assigned mentor, attendance at SCA life skills classes and workshops, and resources for childcare, food, transportation, computers, and internet access that may be needed by participants. Funds also cover outreach activities to recruit program participants. Key components of their program are more fully described in Attachment 1 (excerpt from their agreement) and include:

- Participants receive training certifications in coding, video game programming, and other computer programming skills through partnerships with organizations that have been authorized by the City, such as Creating Coding Careers, Cañada College, and affiliate organizations.
- Mentoring support for participants is provided throughout their involvement in the program with each participant paired with a mentor. SCA will also track all program participants over a three-year period to monitor achievement of employment and income goals.
- Following completion of certified training, SCA will strive to place participants in a 12 to 18-month apprenticeship program to receive on-the-job training through participant organizations and employers.
- Following completion of apprenticeships and/or exposureships, through SCA's partnerships and connections with tech companies in the Bay Area, SCA will seek to place participants in internships or permanent jobs in career-track positions.

SCA is proud to support of the goals and objectives of the Measure HH Pilot Workforce Development Program through its Work Innovation Program ("WIP") and continues to seek ways to improve its program. During the pilot period, 26 participants enrolled in the WIP. While there has been attrition, 19 participants have completed a preparatory course and have enrolled in a certificate program that requires completing 6 to 8 additional courses to receive certification. Because the WIP is self-paced, participants have required more time to complete the program and will still be taking courses beyond the Pilot Program period. While at least 7 participants have completed at least one certificate course, only one enrollee has completed all courses for certification. SCA also reports that placing participants in apprenticeships has been a challenge as it requires demonstrating sufficient technical knowledge and skills.

The City's agreement with SCA prescribes reporting requirements to gauge its success in achieving the defined goals and performance metrics for the Pilot Program. SCA's final quarterly performance report is included as Attachment 2. The report also covers the outcomes of their program during the 18-month Pilot Program period. Based on SCA's performance report, Table A summarizes the status of their program relative to the performance metrics for the Pilot Program. Several of the metrics (e.g., certification, job placement, and wage information) have not been met since SCA's program is designed for longer-term training and apprenticeship career development. The three-year tracking of participants should yield more measurable results. Staff recommends that future performance reports for the extended 9-month Pilot Program should continue to report on the performance metrics and the status of participants in achieving certification and/or employment. Supporting enrollees in completing coursework to receive certificates and seek employment opportunities will be primary objectives.

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TABLE A
StreetCode Academy
Summary of Performance Metrics Outcome

Item	Performance Metric	
Program Enrollment	Enroll minimum 20 East Palo Alto residents in Creating Coding Career or Cañada College Program	19 continuing participants (does not include 7 participants who are no longer enrolled in pilot program). • <u>Employment Status</u>: 42% employed; 43% not employed; 5% decline to state • <u>Ethnicity</u>: 37% Black or African American; 37% Hispanic or Latino; 11% Pacific Islander or Native Hawaiian; 5% White • <u>Gender</u>: 42% male; 53% female; 5% prefer not to answer • <u>Age</u>: 20 to 65 (median 37.5)
Program Outreach	Multiple outreach methods to East Palo Alto residents in different languages (minimum English and Spanish)	SCA's final performance report describes a variety of outreach activities provided in both English and Spanish, although they had to reduce the emphasis on exposureships due to layoffs in the tech industry.
Program Completion Rate	85% program completion rate	Nineteen (19) participants have completed a preparatory course and are enrolled in the WIP certification program; seven (7) have completed at least one certificate course; one (1) has completed certification.
Career Development	Work with Career Coach to provide mentorship, assist with job search, and create an employment strategy	SCA has organized Huddle Up, Pop-Up, and exposureship events; participants meet with Work Innovation Program Manager to assess career skills, develop resumes and online profiles, and provide job counseling; tech lab class offered for Google IT certificates.
Job Placement Rate	75% job placement within 3 months of completion of apprenticeship	No participants are currently enrolled in apprenticeships as certification is still in process for most and is generally a prerequisite.
Starting Wage	Average starting wage \$22 per hour	This information is not available since participants need to make substantial progress in attaining certification before placement in STEM apprenticeships or other employment.
Support Services	Provide support services as needed	The following services have been offered to participants: • Monthly stipends (up to \$500) for

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		community needs
		• Free hotspot rental • Free laptop rental • Free education classes • 1:1 career coaching • Paid certifications
Mindset Goal	10-15% increase in confidence for 95% of participants between beginning and end of program	Information is not yet available and is pending more participants completing certification.
Living Wage	Obtain a living wage job within 36 months of completing apprenticeship program	This information will be collected during the three-year monitoring period following participants completing apprenticeships and/or obtaining employment.

SCA's performance report highlights recent successes and outcomes which included hosting well-attended tech lab classes through its WIP and continuing to offer exposureship opportunities for participants and others, including a successful partnership with [One East Palo Alto](#). WIP classes are offered in IT support, UX design, data analytics, cybersecurity, and IT automation that can lead to a Google professional certificate.

SCA also identified challenges in implementing the WIP, which includes the self-paced learning environment, the required commitment to a long-term program, competition in the job market, and staffing and infrastructure limitations. Based on the challenges, SCA has identified areas for improving the WIP:

- Promote office hours
- Develop learning and development plans
- Leverage program graduates as mentors
- Enhance hybrid learning
- Improve onboarding assessments and understanding of participants' needs
- Improve education/technology resources and support
- Better align SCA courses with WIP

For the final performance report, SCA was asked to provide observations and recommendations to improve the Measure HH Workforce Development Program. A primary recommendation is to increase collaboration with other Measure HH recipient organizations such as a referral system to better match participants to programs that meet their job training and career interests. They also suggested more basic training to address challenges that students face in completing courses due to low tech language proficiency. Providing more opportunities for lab and hands-on training/work experience is also recommended.

Additionally, SCA has found that placing participants into STEM apprenticeships will be challenging because the applicant pool is highly competitive and many job seekers will have more skills and experience than program participants. Many participants are also

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currently working full or part-time (42 percent); if an apprenticeship that does not pay as well, it can pose an economic hardship. SCA is discussing alternative approaches to address these challenges. These observations and recommendations will be further discussed by SCA in their Council presentation and are insightful for the program evaluation that Informing Change will be completing.

Draft Evaluation Plan for Pilot Program

Informing Change has prepared a draft Program Evaluation Plan (“Plan”) that will serve as a guide for a third-party assessment of the Pilot Program. The evaluation will entail suggested modifications and measures for improving the effectiveness and outcomes for the next phase of the City’s Measure HH Workforce Development Program. On September 3rd, Councilmembers provided input on the following questions posed by the Informing Change project team to assist in customizing the scope of the Plan:

1. What information are you hoping to learn through the evaluation to inform your decisions about future Measure HH programming?
2. How do you define success for the Measure HH program?
3. What does a successful evaluation process look like to you?

At the September 17, 2024, Council meeting, based on the suggestion of the City Manager, the City Council formed a subcommittee to provide further guidance to the project team on the objectives and essential elements of the Plan. Mayor Antonio López and Councilmember Ruben Abrica volunteered to serve on the subcommittee. The subcommittee will continue to provide input on the Plan, so a replacement for former Mayor López should be designated.

Informing Change has prepared a draft Plan (Attachment 3) for the City Council’s review and acceptance with edits as directed. Starting in August 2024, to assist in developing the scope for the Plan, the project team conducted exploratory interviews with Mayor Lopez, Councilmember Abrica, East Palo Alto staff, representatives from JobTrain. Live In Peace, and SCA, and community members.

Informing Change indicates that many of the desired outcomes for the Plan can be met, but also notes that systemic conditions exist that will affect the ability of the City and Measure HH contractors to meet some of the desired program goals. Recognizing that the Plan involves evaluating a pilot workforce program with a short history, emphasis will be on addressing interim and short-term outcomes although long-range performance considerations will also be identified. The three key goals for the program evaluation are:

1. Understand the Pilot Program’s initial, short-term outcomes, particularly related to supporting residents’ access to and mobility in STEM and building trades jobs;
2. Inform improvements for the Pilot Program; and
3. Inform the City Council about evaluating future wage outcomes and the potential for long-range wage growth.

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The general sequence for the evaluation process will be as follows: a) conducting exploratory interviews and developing the evaluation plan; b) developing data collection tools (interview questions, etc.) and collecting data through participant interviews or focus groups, employer interviews, landscape research, and site visits/training program shadowing; c) analyzing the data and asking contractors, City staff, and Council subcommittee members to provide feedback on initial results, especially to provide greater context and depth to the results; and d) drafting the program evaluation reports and presenting them to the City Council.

The Plan proposes that evaluation questions will fall into four general categories: 1) outcomes, 2) resources and implementation, 3) field learning, and 4) wage mobility. Evaluation methods include background research (desk review and discovery), review and comparison of similar workforce programs (field scan), site visits, and interviews with participants and existing/potential employers. The desk review and participant interviews will help identify outcomes to date, plus ways to enhance training, support, and job placement. Interviews with employers will assist in identifying program strategies to increase employment pathways for East Palo Alto residents.

Informing Change will provide one report that answers the evaluation questions and incorporates learning from all sources. Informing Change will provide considerations for future evaluations, particularly on the potential for wage and job growth related to the Measure HH Workforce Development Program based on the evaluation findings, input from all parties, and the realistic sphere of influence for the program. The scope and definition of STEM and building trades jobs that can be supported by Measure HH will also be explored with the City.

The proposed timeline anticipates completing all evaluation reports by July 2025. The proposed deliverables and target dates for completion consist of an Interim Synthesized Data Collection Summary (February 28, 2025) and Final Initial Evaluation Report (April 30, 2025), which will both precede the end date of May 30, 2025, for the extended Pilot Program. Additionally, a Final Wage Considerations Report is targeted to be delivered by July 31, 2025. Meetings with the Council subcommittee will also be scheduled to discuss preliminary findings and recommendations (expect one or two meetings.)

Next Steps

Upon acceptance of the Draft Evaluation Plan by the City Council, the Informing Change project team will proceed with the evaluation of the Measure HH Pilot Workforce Development Program. Meetings with the Council subcommittee and City Council will be scheduled during the evaluation process. Interviews or focus groups with Pilot Program participants and employers will also be scheduled.

Fiscal Impact

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This item is for discussion and direction only with no action requested or resulting fiscal impact. The potential fiscal impact will be assessed when the City determines the future scope and budget appropriation for the Measure HH Workforce Development Program.

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 within the meaning of the Levine Act.

Analysis of Levine Act Compliance: Not applicable.

Attachments

1. Measure HH Pilot Workforce Development Program - StreetCode Academy Scope of Services (excerpt from SCA Agreement)
2. StreetCode Academy Final Pilot Program Performance Report (for quarter April 1 to August 31, 2024, and 18-month pilot period)
3. Draft Evaluation Plan prepared by Informing Change (November 7, 2024)

ATTACHMENT 1

Measure HH Pilot Workforce Development Program

StreetCode Academy

Scope of Services

(March 1, 2023 – August 31, 2024)

Program Design

As part of the City's Measure HH Pilot Workforce Development Program, StreetCode Academy (SCA) will provide STEM-centered workforce development in conjunction with strategic partnerships to generate economic opportunities for East Palo Alto community members. The scope of this project aligns with SCA's mission and is deliverable using already-established organizational infrastructure and network.

Program Duration

SCA's pilot program will support at least 20 East Palo Residents support with City funding. SCA's apprenticeship/internship programming will last from 12 to 18 months, depending upon which program track the participant chooses. However, tracking, support, and reporting will extend for a 3-year period to ensure that the living wage income requirements are being met. SCA has the intention of scaling this program based on the available resources and the results of the pilot.

Program Description

SCA has identified a training program track to be funded in part with support from the City of East Palo Alto's Measure HH Funds. Though SCA will encourage students to matriculate into one of the following partner programs after completion of their SCA course, mentors will also assist in determining alternate STEM paths as approved by the city that will result in a similar outcome. The following list includes certifications both SCA and the City have mutually agreed upon would be acceptable. If there were to be any changes to this list, as long as certifications are mutually agreed upon by both parties, this list may be changed outside of this scope. Changes should be submitted in writing to the CEDD Director and project manager on staff.

- Creating Coding Careers

This program will lead candidates through a three-month pre-apprenticeship learning phase, preparing them for their Department of Labor Registered Apprenticeship program. From there, candidates embark on a 12-month apprenticeship program working remotely for a premier software company. SCA will assist students in their search for permanent job placements as their apprenticeship approaches completion.

- Cañada College
Through the Unity Developer Program, students are required to take 2 pre-apprenticeship summer courses (Basic & Advanced) to qualify for an 18-month-long apprenticeship program in XR Developers Apprenticeship Program (previously the Unity Video Game Program). Qualifying candidates will begin the paid, 18-month apprenticeship. SCA will assist students in their search for permanent job placements as their apprenticeship approaches completion.
- Affiliate Certification Programs
StreetCode Academy can collaborate with partners to find other Affiliate Certification Programs that are within the STEM pathways similar to the above two Measure HH programs, with a description provided to the City for approval

Other Cañada College Certifications

These pre-apprenticeship programs are also offered through Continuing Education

- CompTIA Cyber Security+ Program
- Qwasar Full Stack Developer Program
- Cloud Computing Academic Certificate
- IoT Big Data and Analytics Program

Grow with Google Professional Certificates

The Professional Certification offered by Google usually takes 3-6 months about 10 hours per week to complete

- UX Design
- Digital Marketing & E-Commerce
- IT Support
- Cybersecurity
- Data Analytics
- IT Automation with Python (advanced)

Coursera Certificates

Coursera offers certificates from a variety of companies and institutions. These are examples of some that fit our selected pathways.

- Microsoft 365 Fundamentals Specialization
 - This also prepares students to take the Microsoft CertiPort certification exams.
- Front-end Development (Meta)
- Meta Database Engineer Professional Certificate
- IBM Data Warehouse Engineer Professional Certificate
- AWS Certification

California Department of Industrial Relations Apprenticeship Programs (paid)

- XR Developers
- UX Designer (Bitwise)
- Tech Support Specialist (Bitwise)
- Software Developer
- Salesforce Administrator
- Quality Assurance Software Engineer
- Project Manager
- Online Marketing Specialist (Bitwise)
- Cyber Security Technician
- Application Developer (Bitwise)
- Network Support Specialist

Program Logistics

Program Delivery

SCA's job training programming will employ a hybrid model. SCA's classes will be held in-person classes at their headquarters and remotely via Zoom. SCA's instruction will consist of one class that encompasses a variety of professional development topics. Curriculum will include coding, interviewing techniques, life skills, financial literacy, and similar. SCA's partners, Creating Coding Careers and Cañada College, will offer their programming virtually through digital platforms.

Strategic Inclusion

To reinforce the inclusivity of our programs, SCA will remove barriers to participation by scheduling class sessions during non-working hours, offering asynchronous classes, providing vouchers for transportation, childcare assistance, and meal delivery on class days, as needed as well as providing instruction in both Spanish and English. Additionally, SCA will assist students financially through covering miscellaneous fees associated with our partner organization's programming.

Economic Success Goals

SCA envisions a multi-point entry to a clear pipeline leading to sustained economic success. Both of SCA's tracks start with classes and then progress to their partner organizations' job training and apprenticeship programs.

SCA will provide mentorship and tracking for all participants in the program over a 3-year period to ensure that employment and income goals are being met and sustained. SCA will track participant success in two main ways: quarterly check-ins with a mentor and alumni surveys. These methods will help SCA gather data for internal and external reporting.

Program Path to Real Employment

Program Stage	Employment Stage
Pre-Apprenticeship	Candidates complete an introductory 3-month pre-apprenticeship course in order to qualify for the apprenticeship program.
Apprenticeship	After completing the three-month pre-apprenticeship with CCC/Cañada College, students are matched with an apprenticeship program at a tech company and guaranteed 12-18 months employment.
Post-Apprenticeship	After the 18-month apprenticeship program at Cañada College, there is an 85% matriculation rate into the company full-time. After the 12-month CCC apprenticeship, SCA will assist in a job search & salary negotiation.

Job Generating Relationships

In addition to SCA's partnerships with job training programs, SCA will develop and maintain partnerships and connections with tech companies in the Bay Area. Due to their geographic proximity and many professional connections, SCA enjoys an exceptional level of access to and support from the tech community. Through their networks, SCA will seek to place students in Internships and Exposureships (which can be paid and/or unpaid) and will continue to nurture industry relationships that support their goal of placing students into career-track positions. SCA will pilot different internships, ranging from full-time to part-time, both virtual and in-person, with tech companies and local organizations.

Program Recruitment

SCA has a strong presence and reputation in the East Palo Alto community, which contributes to a large reach within their target demographics. SCA will recruit program participants through direct mailers, fliers, signs throughout the city, targeted social media posts, emails, text message campaigns, referrals, and word of mouth from past participants. All recruitment outreach will be conducted in both Spanish and English. For this initiative, program participants must be 18 years or older and a resident of East Palo Alto.

ATTACHMENT 2

STREETCODE ACADEMY

MEASURE HH PILOT WORKFORCE DEVELOPMENT PROGRAM

**Final Performance Report and
Quarterly Performance Report for
April 1, 2024 – August 31, 2024**

October 2, 2024
(revised November 8, 2024)

EXHIBIT A
ATTACHMENT 3
PERFORMANCE REPORT OUTLINE

StreetCode HH Grant Final 2024 Report April 1 - August 31, 2024

Description of Services Billed (by participant and activity using Appropriate Billable Rates in Exhibit B and following Contractor's Budget under Exhibit B Attachment 1)

1. **Program Enrollees:** description and status of enrollees in each program (non-confidential data on enrollees to date (e.g., age, gender, racial composition, special needs, education and/or employment status) [[Student Tracking report](#): Exhibit B])

Over the course of 17 months, 26 students participated in the Work Innovation Program (WIP). 20 students started with StreetCode classes during the Summer 2023 quarter. By Fall 2023, 7 students chose not to continue to the next WIP program. By enrolling in one of the Google Professional Certificates, 13 students remained. In Winter 2024, 1 of the 7 students returned and 4 new students were added filling the slots left by the remaining 6 who did not continue or return. To receive StreetCode services, one more student was added; even though they chose not to enroll in a certificate program.

As of this reporting and evaluation of the WIP pilot, StreetCode has reconsidered its expectation that students would complete all of the courses in a career certificate. That decision disregarded the fact that students also received certificates for each course (sub-certificate) as well. StreetCode will give students credit for each sub-certificate completed in the Google Professional Skills certificate program.

- a. Continuing enrollees reported in prior quarterly reports: **(19 Total)**

Of the 19 continuing WIP:

- 8 completed at least 1 sub-certificate
- 1 completed a career certificate program
- 6 were making progress
- 1 not enrolled in certificate; still in program
- 4 have paused their certification program

- b. New enrollees for this quarterly report: **(0 Total)**

c. Enrollees who are no longer enrolled in program: **(7 Total)**

- **7 who are no longer in the program. They enrolled and completed a StreetCode pathway class; but, did not enroll in a certificate program.**

Summer 2024 (completed at least 1 certificate program)

Student ID	Winter SCA Pathway	Spring Certificate Enrollment (Current)	Certificate Payment Schedule	Amount
Student 02	Software Development	IT Support	1 sub-certificate completed	N/A
Student 05	IT Support	IT Support	2 sub-certificates completed	N/A
Student 06	Digital Marketing	UX Design	4 sub-certificates completed	N/A
Student 07	UX Design	Data Analytics	3 sub-certificates completed	N/A
Student 13	Digital Marketing	UX Design	1 career certificated & 8 sub-certificates completed	N/A
Student 16	IT Support	IT Support	1 sub-certificate completed	N/A
Student 20	UX Design	UX Design	1 sub-certificate completed	N/A
Student 26	IT Support	Data Analytics	1 sub-certificate completed	N/A

Participant demographics

WIP Report Data	#	%
# of Applicants	19	
Employment Status		
Employed, Working Full-Time	5	26%
Employed, Working Part-Time	3	16%
Not Employed, Looking for Work	8	42%
Not Employed, Not Looking for Work	2	11%
Disabled, Not able to work	0	0%
Decline to State	1	5%
Ethnicity		
Black or African American	7	37%
Hispanic or Latina/Latino/Latinx	7	37%

Pacific Islander or Native Hawaiian	2	11%
White	1	5%
Prefer Not to Answer	2	11%
Gender		
Male	8	42%
Female	10	53%
Prefer not to answer	1	5%
Age		
Youngest	20	
Oldest	66	
Median	375	
Highest Level of Education		
Some High School	2	11%
High School Graduate or Equivalent (e.g. GED)	3	16%
Some College	5	26%
Trade/Technical/Vocational Training	4	21%
College Degree	2	11%
Post-Graduate Degree	2	11%
Decline to State	1	5%
Google Professional Certificate enrollment		
IT Support	6	32%
UX Design	4	21%
Data Analytics	3	16%
Cybersecurity	4	21%
IT Automation with Python	1	5%
N/A	1	5%

2. Program Outreach: description of outreach activities and events (e.g., community groups targeted and number of attendees or participants).

Spring & Summer Quarter outreach included contacting adults enrolled in StreetCode Spring & Summer Quarter classes (around ~300 students)

- WIP Adults

- Hack, Hustle, Design Lab
- Creative Design Studio
- Intro to Hustle
- Intro to Hustle 2
- Project Management
- Game Design with Roblox
- Intro to Code
- Next Level Code
- TechEquis
- TechX (online section)
- TechX (in-person section)
- Web Development
- Web & App Design
- Coding Bootcamp for Tech Professionals

Outreach to the StreetCode alumni and those who participated in Exposureship events offered in previous quarters.

- Exposureships are an original StreetCode program aimed at providing students of all ages with rapid introductions to companies and organizations across a range of industries and sizes. In addition to allowing students to witness a variety of career paths, students will also bolster their professional network and add to their resume by completing a brief project for the benefit of the company/organization.
- We had to decrease our emphasis on our exposureship approach due to the massive layoffs in the tech industry (i.e CISCO had to cancel our exposureship because they were doing layoffs the same week).
- Fortunately, this summer, Electronic Arts hosted an Exposureship event at their Redwood City location.

3. Career Development: description of career development and job placement services provided to program enrollees.

- Huddle Up, Exposureship events and Pop Ups provide them with opportunities to meet with professionals to learn about their companies and hear about their individual journeys.
- Office hours with the Work Innovation Program Manager is used to assess their career readiness skills, gather employment information to improve their resume and LinkedIn documents, strategic use of online search engines to identify jobs they can consider as they transition to a new career pathway or jobs requiring reskilling or upskilling.

- **WIP Tech Lab Class covered topics introduced in the Google IT Support Certificate and Google IT Automation with Python certificate.**

4. Support Services: description of supportive services requested or provided to program enrollees.

StreetCode is committed to ensuring the program is accessible for all participants over the year-long program. This cohort group has made use of the following services.

- **Monthly stipend (up to \$500) to assist with community needs**
- **Free hotspot rental**
- **Free laptop rental**
- **Free education classes and certifications in technology**
- **1:1 career coaches to support student's career journey**
- **Paid certification for pre-approved program along the four innovation pathways**

5. Performance Metrics N/A

a. Program Completion Rate

- **1 student earned Google UX Design Professional Skills certificate**
- **Sub-certificates earned**
 - **3 students completed at least 1 sub-certificate in IT Support**
 - **2 students completed at least 1 sub-certificate in Digital Marketing**
 - **2 student completed at least 1 sub-certificate in UX Design**
 - **1 student completed at least 1 sub-certificate in Software Development**

b. Job Placement Rate

StreetCode did not establish a job placement service

c. Starting Wage

This information was not collected

d. Living Wage

This information was not collected

e. Other applicable performance metrics by Contractor

7. Performance Assessment (as applicable)

a. Program successes and outcomes

The Work Innovation Program (WIP) successfully delivered tech lab classes and Exposureship opportunities during the Spring and Summer Quarters. These initiatives introduced participants to the foundational concepts of IT Support and IT Automation

with Python Google Certificates, while also providing valuable hands-on experience and networking opportunities.

Key achievements include:

- **Successful tech lab classes:** WIP hosted tech lab classes that covered the essential topics of IT Support and IT Automation with Python Google Certificates this quarter.
- **Exposureship opportunities:** 21% of students participated in at least one Exposureship opportunity during the Summer, attracting both WIP participants and individuals from outside the program.
- **Partnership with One East Palo Alto:** WIP collaborated with One East Palo Alto's Sponsored Employment Program (SEP) to provide Exposureship opportunities to 39 participants. This included a presentation by a WIP student sharing their career journey and a hands-on tech tool demonstration.

b. Program challenges

While WIP achieved notable successes, several challenges emerged during the program:

- **Attendance and participation:** Maintaining consistent attendance in in-person classes proved to be a challenge, particularly in the second half of the program year.
- **Ed-tech support:** Greater Ed-tech support was needed to assist students in navigating the self-paced learning environment and ensuring they had the necessary technology and setup.
- **Student challenges:** Older students faced difficulties in committing to a long-term program due to other life circumstances, while those without high school diplomas/GEDs found the certification courses particularly challenging.
- **Limited staff capacity:** StreetCode's lack of dedicated case workers hindered their ability to provide individualized support to students.
- **Competitive job market:** WIP graduates faced competition from college graduates, bootcamp graduates, and experienced individuals in the tech field, making a single certificate insufficient for securing a job without prior work experience.
- **Infrastructure challenges:** As a relatively new program, WIP lacked the established workforce development infrastructure of organizations like JobTrain and Live In Peace.
- **Course difficulty:** The tech language proficiency required for the certificate courses, particularly Cybersecurity and UX Design, proved challenging for many participants. Assessing student preparedness before they enroll should be a priority as WIP evolves.

- **Provide more work-related experiences:** Use StreetCode tech labs, Exposureships and projects to offer students opportunities to apply their learning through hands-on experiences.

c. Areas for improvement or follow-up

To enhance the effectiveness of the workforce development program, WIP should:

- **Promote office hours:** Encourage students to schedule and attend office hours for personalized guidance and support.
- **Continue developing Learning & Development Plans:** Collaboratively develop individualized Learning & Development Plans with participants to address skill gaps and align their learning objectives with job market demands.
- **Leverage program graduates as mentors:** Foster a sense of community and continuity by involving program graduates as mentors and networking resources.
- **Embrace hybrid learning:** Incorporate asynchronous learning opportunities through hybrid delivery methods to enhance accessibility and flexibility.

d. Program refinements and modifications

WIP should consider the following refinements and modifications:

- **Onboarding improvements:** Conduct information interviews and self-assessments during onboarding to determine participants' tech levels and recommend appropriate courses.
- **Ed-tech integration:** Explore and incorporate Ed-tech resources to enhance educational outcomes for all participants.
- **User research:** Conduct user research to better understand participants' needs and preferences and inform program design.
- **Course alignment:** Align UX Design sub-certificates with StreetCode's pathway offerings and programming.

8. Final Performance Report:

a. Summary and conclusions on program outcome and accomplishments (include both qualitative and quantitative assessment)

StreetCode is a community-based organization that is proud to be supported by the City of East Palo Alto, alongside great organizations like Live In Peace and JobTrain, to increase our community's involvement in the technology and the technology related

workforce. With our emphasis on community-centered and family-based programming, we defined our Work Innovation Program in two ways:

- With a broad community approach that aimed to increase awareness and interest in technology, and
- Recruiting a specific cohort of students whose goal was to be employed and/or looking for ways to improve their economic status.

Twenty six (26) participants started the Work Innovation Program over the course of the year. Recruitment and participation in the program started with participants taking StreetCode classes. StreetCode classes allowed them to explore specific tech tools and careers associated with their use. From there, they joined the Work Innovation Program class and/or enrolled in Google Professional Skills Certificate program.

This WIP lab class was offered each quarter with different workforce development and tech topics.

- **Summer 2023:** Introduction to WIP and Tech (careers, tools, career preparedness, etc.)
- **Fall 2023:** Introduction to Google Career Certificate training and the use of the Coursera Learning Management System, This covered all 7 of the certificates available.
- **Winter 2024:** Introduction to Tech productivity tools used in all tech careers.
- **Spring 2024:** Lab Introduction to the topics and tools covered in the Google IT Support Professional Certificate
- **Summer 2024:** Lab introduction to the topics and tools cover in the IT Automation with Python

Participants self-selected the career Certificate they wanted to work on.

- Some chose not to enroll in a certificate course and were no longer participating in the program (27%).
- Some started a sub-certificate course but have made little or no progress. (58%)
- Some have completed 1 or more sub-certificate(s) (42%)
- Based on recommendation from the Program Manager, 2 switched career certificate programs (8%)
- One completed all sub-certificates in a career certificate (4%)

b. Observations and recommendations to improve Measure HH Workforce Development Program

- StreetCode would like to work with JobTrain and Live In Peace to revise the City wide plan for the Workforce Development Program. Consistent with StreetCode's mission,

Streetcode sees itself as feeding into the more traditional workforce development programs such as JobTrain and LIP through a referral system

- StreetCode will provide WIP opportunities to other CBOs in East Palo Alto. That can include providing exposureship, professional development, skills and certificate training.
- Given the challenges students encounter due to the low tech language proficiency levels, more time should be spent on training (classes & labs) before participants start a certificate program.
- Providing more opportunities for labs and other hands-on training/work experience allows for a greater variety of learning modalities. Building a portfolio of their work will also improve their employment chances.
- Teach students how to create learning environments for themselves using Edtech. Ed-tech explores how technology can be used to enhance educational outcomes for each individual. While we've seen significant advancements in this area for those with physical and learning disabilities, it's been found that all individuals can benefit from the technologies developed. Ed-tech incorporates general-use technology as learning tools and often applies human-centered design to achieve improved results.
- Redefine "tech work". It's not just about traditional tech jobs; it includes any role that leverages technology. By identifying the specific tech skills needed in their chosen industry, students can continuously upgrade their abilities and enhance their career prospects without a complete career switch. By understanding the tech tools essential to their field, students can unlock new opportunities and drive innovation, regardless of their career path

HH ID	Status	Date Enrolled in SCA	SCA Pathway	Enrolled in SCA course	Enrolled in Affiliated Certificate	Google Certificate	Completion Date	50% SCA Enrollment	SCA Enrollment Invoice Date	50% Certificate Enrollment	Certificate Enrollment Invoice Date	Education	Employment Status
Student 01	Paused certificate; still in program	5/23/2023	IT Support	Summer Accelerator	Yes	Cybersecurity	N/A	\$5,917.50	7/31/2023	\$5,917.50	10/31/2023	Some College	Not Employed, Looking for Work
Student 02	Completed certificate; changed from Cybersecurity to IT Support (recommended); still in program	6/28/2023	Software Development	Intro to Code	Yes	Cybersecurity, IT Support	8/30/24	\$5,917.50	7/31/2023	\$5,917.50	10/31/2023	High School Graduate or Equivalent (e.g. GED)	Employed, Working Full-Time
Student 03	Did not enroll in Certificate; no longer in program	5/24/2023	IT Support	TechX	No	N/A	N/A	\$5,917.50	7/31/2023	no payment	no invoice	Trade/Technical/Vocational Training	Employed, Working Full-Time
Student 04	Enrolled in certificate; still in program	5/24/2023	IT Support	TechX	Yes	IT Support	N/A	\$5,917.50	7/31/2023	\$5,917.50	10/31/2023	Post-Graduate Degree	Employed, Working Full-Time
Student 05	Completed certificate; still in program	5/30/2023	IT Support	TechX	Yes	IT Support	8/30/24	\$5,917.50	7/31/2023	\$5,917.50	10/31/2023	Some High School	Not Employed, Not Looking for Work
Student 06	Completed certificate; still in program	6/6/2023	Digital Marketing	Digital Marketing	Yes	UX Design	8/30/24	\$5,917.50	7/31/2023	\$5,917.50	10/31/2023	Some College	Not Employed, Looking for Work
Student 07	Completed certificate; still in program	6/6/2023	UX Design	Web Design	Yes	Data Analytics	8/30/24	\$5,917.50	7/31/2023	\$5,917.50	10/31/2023	Trade/Technical/Vocational Training	Employed, Working Full-Time
Student 08	Did not enroll in Certificate; no longer in program	6/6/2023	Software Development	Intro to Code	No	N/A	N/A	\$5,917.50	7/31/2023	no payment	no invoice	Some College	Not Employed, Not Looking for Work
Student 09	Did not enroll in Certificate; no longer in program	5/15/2023	UX Design	Intro to Code	No	N/A	N/A	\$5,917.50	7/31/2023	no payment	no invoice	Some College	Not Employed, Looking for Work
Student 10	Still in program; enrolled in certificate program only Had paused after SCA class Returned to program in January 2024 Enrolled in certificate different from SCA pathway (recommended)	5/16/2023	UX Design	Lights, Video, and Storytelling	Yes	UX Design, IT Support	N/A	\$5,917.50		\$5,917.50	4/30/2024	High School Graduate or Equivalent (e.g. GED)	Employed, Working Full-Time
Student 11	Did not enroll in Certificate; no longer in program	6/11/2023	IT Support	Intro to Project Management	No	N/A	N/A	\$5,917.50	7/31/2023	no payment	no invoice	High School Graduate or Equivalent (e.g. GED)	Employed, Working Full-Time
Student 12	Did not enroll in Certificate; no longer in program	6/8/2023	UX Design	Intro to Design Thinking Web Design	No	N/A	N/A	\$5,917.50	7/31/2023	no payment	no invoice	College Degree	Not Employed, Looking for Work
Student 13	Completed certificate; still in program working on second certificate	6/8/2023	Digital Marketing	Digital Marketing	Yes	UX Design	4/29/24	\$5,917.50	7/31/2023	\$5,917.50	10/31/2023	Post-Graduate Degree	Not Employed, Looking for Work
Student 14	Paused certificate for medical reasons; still in program	6/8/2023	Digital Marketing	Digital Marketing	Yes	Cybersecurity	N/A	\$5,917.50	7/31/2023	\$5,917.50	10/31/2023	High School Graduate or Equivalent (e.g. GED)	Not Employed, Not Looking for Work
Student 15	Paused certificate; still in program	6/8/2023	IT Support	TechX	Yes	Cybersecurity	N/A	\$5,917.50	7/31/2023	\$5,917.50	10/31/2023	High School Graduate or Equivalent (e.g. GED)	Employed, Working Part-Time
Student 16	Completed certificate; still in program	6/13/2023	IT Support	TechX	Yes	IT Support	8/30/24	\$5,917.50	7/31/2023	\$5,917.50	10/31/2023	High School Graduate or Equivalent (e.g. GED)	Employed, Working Full-Time
Student 17	Paused certificate; still in program	6/23/2023	IT Support	TechX	Yes	IT Support	N/A	\$5,917.50	7/31/2023	\$5,917.50	10/31/2023	Some College	Employed, Working Part-Time
Student 18	Did not enroll in Certificate; no longer in program	6/24/2023	UX Design	Intro to Design Thinking	No	N/A	N/A	\$5,917.50	7/31/2023	no payment	no invoice	Some College	Not Employed, Looking for Work
Student 19	Enrolled in certificate; still in program	6/29/2023	UX Design	Intro to Design Thinking	Yes	UX Design	N/A	\$5,917.50	7/31/2023	\$5,917.50	10/31/2023	Decline to State	Not Employed, Looking for Work
Student 20	Completed certificate; still in program	7/9/2023	UX Design	Web Design	Yes	UX Design	8/30/24	\$5,917.50	7/31/2023	\$5,917.50	10/31/2023	College Degree	Employed, Working Part-Time
Student 21	Did not enroll in Certificate; no longer in program	7/23/2023	IT Support	TechX	No	N/A	N/A	no payment requested	no invoice	no payment requested	no invoice	Some High School	Disabled, Not Able to Work
Student 22	Still in program; not enrolled in certificate; not requesting payment	2/28/2024	N/A	TechX	No	N/A	N/A	no payment requested	no invoice	no payment requested	no invoice	Trade/Technical/Vocational Training	Decline to State
Student 23	Still in program; enrolled in certificate program only	3/10/2024	Data Analytics	TechX	Yes	Data Analytics	N/A	no payment requested	no invoice	\$5,917.50	4/30/2024	High School Graduate or Equivalent (e.g. GED)	Not Employed, Looking for Work

HH ID	Status	Date Enrolled in SCA	SCA Pathway	Enrolled in SCA course	Enrolled in Affiliated Certificate	Google Certificate	Completion Date	50% SCA Enrollment	SCA Enrollment Invoice Date	50% Certificate Enrollment	Certificate Enrollment Invoice Date	Education	Employment Status
Student 24	Still in program; enrolled in certificate program only	3/23/2024	IT Support	Intro to Hustle class	Yes	Cybersecurity	N/A	no payment requested	no invoice	\$5,917.50	4/30/2024	Trade/Technical/Vocational Training	Not Employed, Looking for Work
Student 25	Still in program; enrolled in certificate program and WIP class	4/3/2024	IT Support	TechX	Yes	IT Authomation with Python	N/A	no payment requested	no invoice	\$5,917.50	4/30/2024	Trade/Technical/Vocational Training	Not Employed, Looking for Work
Student 26	Completed program; enrolled in certificate program only	4/10/24	IT Support	TechX	Yes	Data Analytics	8/30/24	no payment requested	no invoice	\$5,917.50	4/30/2024	Some College	Not Employed, Looking for Work

ATTACHMENT 3

CITY OF EAST PALO ALTO

MEASURE HH PILOT WORKFORCE DEVELOPMENT PROGRAM

DRAFT EVALUATION PLAN

Informing Change

November 7, 2024



City of East Palo Alto | Measure HH Pilot Workforce Development Program

EVALUATION PLAN | NOVEMBER 7, 2024 | DRAFT

BACKGROUND

In 2022, East Palo Alto City Council authorized the **Measure HH Pilot Workforce Development Program**, which began as an 18-month pilot program to provide job training and job placement services for East Palo Alto (**City or the City**) residents, focusing on employment opportunities in the science, technology, engineering, and mathematics (**STEM**) and building trades fields. The City entered into agreements with three local workforce development organizations that would provide job training to East Palo Alto residents: **Live In Peace**, **JobTrain**, and **StreetCode Academy** (referred to collectively as **contractors**). These organizations have track records of providing innovative and comprehensive job readiness training to East Palo Alto's diverse community members.

The Measure HH Pilot Workforce Development Program is funded via the Measure HH parcel tax—approved in 2018 by 79.58% of East Palo Alto voters—of \$2.50 per square foot on commercial office space of at least 25,000 square feet. The revenue Measure HH would generate could be used in one of three ways:

- Creating and maintaining affordable and supportive housing programs, with an emphasis on the creation of net new housing. A minimum of 35% of Measure HH revenue must be used for this purpose.
- Creating and maintaining programs that facilitate access to job opportunities for East Palo Alto residents in the science, technology, engineering, and mathematics (STEM) sectors and building trades, and strengthen the City's First Source Hiring Program.
- Paying for City staff and overhead costs to administer the ordinance and provide an annual report that complies with the requirements of Government Code section 50075.3. A maximum of 15% of Measure HH revenue may be used for this purpose.¹

City Council also authorized and engaged in the following key activities while planning for Measure HH's usage related to job opportunities and workforce development:

1. Commissioning the Brightline Defense Project (**Brightline**) to prepare two reports on best practices and recommendations for strategies to maximize the impact of Measure HH funding (2020 and 2021). In 2021, City Council engaged in multiple study sessions to review the report's findings and recommendations.
2. Directing staff to prepare a request for proposals (**RFP**) to identify qualified organizations to provide Measure HH job training services for East Palo Alto residents (2021). The RFP launched in January 2022.
3. Launching the Measure HH Pilot Workforce Development Program (2022) by entering into 18-month agreements with the contractors. The contractors were chosen to align with recommendations from the Brightline reports, which suggested that the City of East Palo Alto leverage the expertise of well-established third-party organizations, engage in modest ventures at the outset, particularly initiatives and pilot programs aimed at STEM career path, and exercise broad discretion in funding modest

¹ <https://www.ci.east-palo-alto.ca.us/econdev/page/workforce-development>

programs within the boundaries of Measure HH. In awarding the Measure HH contracts, City Council also considered the following experience and elements: organizations' experience implementing innovative training programs in STEM and building trades, ability to leverage outside resources, focus on jobs that provide a living (considered to be \$28 per hour); and provision of inclusive programming that takes measures to reduce barriers to program participation (such as working hours, childcare, transportation, food, support classes, and delivery of program to non-English speaking residents). Contractor agreements began March 1, 2023, with an initial 18-month term ending August 31, 2024; City Council approved an extension through May 30, 2025, at the September 3, 2024, City Council meeting. Throughout the initial 18-month term, contractors submitted quarterly reports to City Council, and East Palo Alto staff reported to the council on the contractors' progress, successes, challenges, and learnings.

4. Releasing an RFP in May 2024 for a third-party, external evaluation of the Measure HH Pilot Workforce Development Program.

In August 2024, the City of East Palo Alto commissioned Informing Change as the independent, third-party evaluator of the Measure HH Workforce Development Program. This evaluation plan details evaluation goals, questions, methods, measures, reporting mechanisms, and overall timeline for the evaluation. We developed the evaluation plan based on the initial evaluation RFP and exploratory interviews we conducted with contractors, East Palo Alto staff working on the Measure HH Pilot Workforce Development Program, and two City Councilmembers. Discussion from the City Council meeting on September 3, 2024, during which we sought input on the evaluation's directions from City Council and community members, also informs the evaluation plan. Together, these early conversations underscored East Palo Alto's context: a close-knit, majority-minority Silicon Valley community that is home to mostly moderate and low-income residents. High-tech companies surround East Palo Alto or call it home, yet employ few of its residents. Revenue generated by the Measure HH tax is intended to help bridge this employment gap by providing training and support that East Palo Alto residents need to enter the tech and trades workforce.

Our conversations highlighted that there are desired program outcomes for East Palo Alto residents and community members within the Measure HH Pilot Workforce Development Program's scope that this evaluation can assess. There are also systemic conditions that persist that Measure HH and program contractors cannot solve on their own. These reflections and conversations have been instrumental in developing an evaluation plan that draws on and adds to the wealth of knowledge contractors have amassed over many years providing workforce development training and will contribute to the Measure HH Pilot Workforce Development Program's ongoing improvement.

City Council also formed an ad-hoc subcommittee to provide guidance to the evaluation team on the objectives and essential elements of the evaluation plan. Mayor Antonio López and Councilmember Ruben Abrica volunteered to serve on the subcommittee. There is potential for the subcommittee to provide ongoing feedback throughout the evaluation process.

EVALUATION GOALS

The evaluation's three key goals are to:

1. Understand the Measure HH Pilot Workforce Development program's initial, short-term outcomes (and progress toward outcomes), particularly related to supporting residents' *access to jobs and career mobility* in high-tech STEM sectors and building trades;
2. Inform improvements to the Measure HH Pilot Workforce Development program; and
3. Inform City Council about evaluating future wage outcomes and the potential for wage growth.

EVALUATION QUESTIONS

At the highest level, the evaluation will answer the following four questions. In some cases, findings related to each evaluation question will help achieve more than one evaluation goal; on the following page, we specify which goal(s) are tied most closely to each question:

1. **Outcomes:** What are the initial outcomes of the Measure HH Pilot Workforce Development Program? What supports and barriers drive and impede progress toward achieving programmatic outcomes? *(Goals 1, 2, 3)*
2. **Resources & Implementation:** How are Measure HH resources being used to support local workforce development? What are we learning about what it takes to implement and expand this work? *(Goals 1, 2)*
3. **Field Learning:** What can be learned from other programs similar to the Measure HH Pilot Workforce Development Program? *(Goal 2)*
4. **Wage Mobility:** What is important to consider in understanding the potential for longer-term career and wage growth related to the Measure HH Pilot Workforce Development Program? *(Goal 3)*

Note that the evaluation is designed to focus on the Measure HH Pilot Workforce Development Program as a pilot program and to deliver results by spring 2025. Therefore, the evaluation will focus on preliminary and short-term outcomes to date, documenting participants' experiences roughly from the point of program completion to one year following program completion, and learning about successes and barriers to program implementation and completion.

EVALUATION METHODS

Desk Review & Discovery

Our evaluation begins with a **desk review and discovery phase** to ground ourselves in Measure HH and the pilot program's context. To develop this evaluation plan, we reviewed various background documents, including **contractor reports to the City of East Palo Alto, Measure HH Staff reports, City Council meeting notes, and other related documentation produced in relation to Measure HH, the pilot program, and workforce development.** We also conducted a series of **background and exploratory interviews with key contractors, City/Measure HH staff, and City Councilmembers** to begin to learn about their experience in the pilot program, clarify and refine evaluation directions that are feasible to implement, and what data contractors have access to about their programs that can inform the evaluation findings.

We learned that contractors collect extensive and detailed information about their programs and program participants as part of their regular and ongoing program administration. Contractors already report some of that data to City Council via quarterly reports. Our goal is to leverage existing data as much as possible. Thus, we will review, aggregate (when possible), and analyze select data contractors collect about their programs and participants to help answer the evaluation questions. We will work closely with contractors to curate necessary data related to the evaluation. We also learned that contractors conduct extensive field research, including research on best practices and research with employers. Results from these inquiries have the potential to be incorporated into the evaluation and help understand the field employer landscape.

These background activities directly informed the drafting of this full evaluation plan, which tests the project's central hypothesis and assesses progress toward desired outcomes.

Field Scan

Drawing on prior research (such as Brightline reports and contractor research), we will conduct a background field scan of programs that share similarities to the Measure HH Pilot Workforce Development Program or the Contractors that compose the pilot cohort. The field scan will help us identify similarities and differences between the Measure HH Pilot Workforce Development Program and other leading workforce development programs, understand benchmarks, and explore additional evaluation measures.

Participant Interviews

For our most extensive data collection activity, we will conduct up to **15 30-minute interviews with participants from Measure-HH-funded contractor programs** to acquire insights directly from those receiving services funded through Measure HH. The interviews will be conducted one-on-one or in small groups depending on the participants' preferences. In the interviews, participants will be asked to share their experience in the Measure HH-funded workforce development programs, what transpired for them after completing the program, and the individual, programmatic, and systemic conditions and factors that support and inhibit progress toward their goals, employment, and job growth. (See Table 1 for more specifics on the details we expect to explore through these interviews).

A significant factor in the success of interviews is how well they are designed and structured; thus, we spend significant time developing and refining the questions and procedures necessary to facilitate them effectively. We begin the interview process by developing a semi-structured discussion guide. This reduces bias by creating consistency in our information gathering, while the semi-structured format allows for a natural conversational flow to explore participants' unique perspectives and surface sometimes unexpected information. The design and guide will also address data ethics issues throughout the research process, from design to reporting and data use and storage.

To reach our interview and/or focus group goals, contractors will need to help identify potential interviewees and send them initial interview invitations. Following the invitations, our team will provide complete administrative and logistical support for the interviews, including scheduling, conducting, facilitating, and recording them, ordering transcripts, and sending thank-you notes to participants.

Site Visits

Because the City's agreements with the three contractors have been extended through May 2025, we now have the opportunity to visit and observe training from each contractor. We will work with each contractor to identify potential times for an evaluation team member to visit and observe classes for each of the four programs. The site visits will enable us to see the training in action and deepen our understanding of the approaches and supports provided. If possible, we will also conduct interviews with participants on-site rather than scheduling them for a separate time. (See Table 1 for more specifics on the details we expect to explore through these site visits).

Employer Interviews

We will conduct up to **five (5) 30-minute interviews with employers in the tech and trades fields** to acquire insights directly from those positioned to hire participants following program completion and who play an integral role in the job market for East Palo Alto community members. Interviews will be conducted one-on-one. Employer partners play an essential role in the success of the Measure HH Pilot Workforce Development Program because employers ultimately make hiring decisions. We aim to interview employers who work in

partnership with contractors or employ a community member who completed a Measure HH-funded contractor program. We will explore the following questions through these interviews:

- What supports, on-ramps, or training opportunities currently exist for minorities within interviewees' companies and sectors?
- What conditions are employers currently facing related to hiring, employee wages, and employee job growth?
- What factors do employers feel inhibit or support employee success before and after the job search? How and to what extent are students who go through Measure HH-funded programs prepared for their roles? How could Measure HH increase their preparedness in the future?
- What makes a good contractor-employer partnership? How can the City and contractors continue to foster positive relationships with potential employers?
- What types of jobs do employers anticipate needing to fill in the coming years? What skills and knowledge will be necessary to access those jobs?

See Table 1 for more specifics on the details we expect to explore through these interviews.

Evaluation Measures

After we finalize this evaluation plan, we will begin developing data collection tools for the named methods. We will tailor each to answer the evaluation questions and anticipate they will address measures like those listed in **Table 1**. The measures are not exhaustive, nor are they intended to be. They organize the learning priorities discussed during background interviews and planning conversations and uplift the perspectives of key Measure HH staff, contractors, and City council members. These measures also reflect the spheres of influence closest to Measure HH and the Pilot Workforce Development Program (primarily participants and contractors funded through Measure HH). We will attend to the local context throughout the evaluation with an eye toward market conditions and barriers to equity.

TABLE 1
Potential Measures of Interest by Evaluation Question

EVALUATION QUESTION	RELATED METHODS	MEASURES OF INTEREST
Question 1 Resources & Implementation	• Desk Review • Participant Interviews • Site Visits	Specific interest in the following measures: • Number of student placements funded through Measure HH • Program completion rates • Characteristics and prior experiences of students (such as gender, age, race/ethnicity, level of education, prior employment experience, involvement in the foster system or justice system, language situation/languages spoken) • Supports contractors provide to students • Program cost • Type and benefit of referrals or references contractors provide for students • Measure HH funding structure, related strengths, and limitations • Others identified during the evaluation

EVALUATION QUESTION	RELATED METHODS	MEASURES OF INTEREST
Question 2 Outcomes	• Desk Review • Participant Interviews • Employer Interviews	Specific interest in the following measures for <u>individuals</u>: • Skill and knowledge acquisition; trade/field competency/proficiency • Certificates or other formal training completed • Preparedness for available jobs • Awareness of and access to employment opportunities in tech or trades (such as related fields following program completion) • Number and type of jobs, internships, and apprenticeships obtained • Sustainability of employment opportunities (jobs with a living wage, defined as a minimum of \$28/hour for a single individual) • Wages after program completion • Wages at 6, 12, 18, and 24 months after program completion • Area of residence (such as within the City of East Palo Alto, outside the City of East Palo Alto but within California, outside California) • Feeling of belonging in tech or trades • Feeling of belonging in East Palo Alto and Silicon Valley • Improved overall well-being • Conditions that drive or inhibit outcomes • Others identified during the evaluation Specific interest in the following measures for <u>contractors</u>: • Diversity of and increase in student enrollment • Access to funding and contribution to organizational stability • Staff capacity and responsiveness to serve East Palo Alto residents (such as for multi-lingual service provision) • Employer-trainer engagement and collaboration • Partnerships with employers • Conditions that drive or inhibit outcomes • Others identified during the evaluation
Question 3 Field Learning	• Desk Review • Field Scan • Employer Interviews	Specific interest in the following measures: • Program costs • Funding sources • Range of supports and approaches provided, from workforce development programs or employers • Challenges and how they are addressed • Program results and outcomes • Conditions that support or inhibit participant success or employee success once hired (such as competition in the tech field) • Market conditions that support or inhibit participant success • Forecast of future job landscape and required skills to access those jobs • Others identified during the evaluation

EVALUATION QUESTION	RELATED METHODS	MEASURES OF INTEREST
Question 4 Wage Mobility	• Desk Review • Participant Interviews • Employer Interviews	Specific interest in the following measures: • Wages prior to program participation (if employed) • What compels or inhibits employers from providing a living wage • Skills, roles, etc., associated with wage growth and mobility • Conditions within the tech and trades sector that support or inhibit wage or career growth • Others identified during the evaluation

REPORTING

Sensemaking & Evaluation Report

Once we have completed all data collection and analysis activities, we will prepare materials for and facilitate a **virtual 90-minute sensemaking session**. The sessions will include Measure HH staff and, ideally, contractors. At this session, we will “pressure test” our findings and present draft recommendations to gauge their feasibility for inclusion in a final report. This session will help uplift additional context, insights, implications, ideas, and questions that may enrich our understanding of our collected data.

Following the sensemaking session, we will develop the **final evaluation report** of our findings. This will include creating a **report outline** and allowing City staff to provide feedback before drafting a **full report (including an executive summary)**. We will review the final report on a virtual call with City staff and revise it once before finalizing it.

The sensemaking session and final evaluation report will draw on all data collected throughout the evaluation, including data from the desk research and field scan, participant interviews, site visits, and employer interviews. The sensemaking session and final evaluation report will attend to Evaluation Goals 1 and 2.

Our plan includes **team attendance (our Co-Lead Evan Gattozzi) and a presentation of findings and recommendations at the May 2025 or June 2025 City Council meeting** after completing the evaluation report.

Deliverables:

1. **Interim Synthesized Data Collection Summary by February 28, 2025**
2. **Final Initial Evaluation Report by April 30, 2025**

Considerations for Wage Assessment

We will also use the data collected throughout the evaluation—including data from the desk research and field scan, participant interviews, site visits, and employer interviews—to produce considerations related to understanding the potential for long-term wage growth associated with the Measure HH Pilot Workforce Development Program, and in doing so, attend to Evaluation Goal 3. We anticipate the exploration will also highlight contextual and systemic factors unrelated to the Measure HH Pilot Workforce Development Program that influence the potential for wage growth. We will continue to shape the exact contours of the wage consideration materials based on learnings that surfaced through data collection and analysis. However, reporting may include reflections on our learning measures, approaches, strengths, limitations, or other considerations to understand long-term outcomes and potential for wage growth.

Long-term wage outcomes will not be evaluated within this evaluation's scope and timeframe. Instead, we will provide the City with considerations for future assessment. We expect to produce a brief set of materials related to wage considerations separate from the evaluation report; if timing allows, we will incorporate wage assessment considerations into the evaluation report. We will review the results virtually with City staff to review our completed first draft and revise the report before finalizing it.

Deliverable: Final Wage Considerations by July 31, 2025

TIMELINE

The table on the following page summarizes the major phases of work and projected schedule. We will refine and revise the timeline, as needed, once City Council approves the evaluation plan.

	2024					2025						
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July
A. Project Initiation & Evaluation Plan Development												
B. Participant Interviews/ Focus Groups & Landscape Research												
C. Sensemaking & Draft Report												
D. Prepare Considerations for Wage Evaluation												
E. City Council Meeting Attendance & Presentation												
H. Site Visits/Training Program Shadowing (TBD)												

FUTURE EVALUATION

City Council is interested in learning about how Measure HH impacts households and communities (such as reduced displacement, particularly of low-income households, community awareness and belonging in STEM and building trades). While we expect to begin to surface an understanding of household and community impacts, we also expect that future evaluation will be needed to fully understand the impacts at this level. Community impacts are a potentially helpful and interesting evaluation and research focus for the future.



EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: January 7, 2025

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: Humza Javed, Public Works Director
Richard Perez, Utility Manager

SUBJECT: Ending Temporary Water Rate Reductions and Implementing July 1, 2023, Water Rate Schedule

Recommendation

Adopt a resolution authorizing the end of temporary water rate reductions effective March 1, 2025; and implementing the July 1, 2023, water rate schedule, as adopted by Resolution 5154 and amended by Resolution 66-2022.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority: Ensure Our Financial and Organizational Health

Background

The City's water system is operated by Veolia Water (Veolia) through a long-term lease agreement that expires in April 2026. The water system serves about 93% of the city with most of the water supplied by San Francisco Public Utilities Commission (SFPUC). Veolia is responsible for operating, maintaining and managing the water system, including customer service and billing.

In July 2019, the City Council adopted a 5-year water rate schedule through a Proposition 218 rate process (Exhibit 1), and during the same process, the Council also adopted automatic wholesale water cost pass-through adjustments of 1.2 cents per each 1.0 cents increase in the SFPUC wholesale water rates per unit of water purchased. Per California Government Code section 53756, a 5-year water rate schedule allows the City to adjust the water usage charge as needed to "pass-through" increases in the cost of wholesale water purchased from SFPUC, without an additional

POLICY AND ACTION 12.4

Proposition 218 hearing for the pass-through rates.

Since 2019, the City implemented one pass-through water usage charge increase in 2022 (Exhibit 2) and also implemented two temporary rate reductions, one in 2022 and another in 2023. Due to the City having in place temporary water usage rate reductions, the water rate table in effect as of July 1, 2023, was not implemented.

Based on FY 2023-24 financial data submitted by Veolia together with a formal request for rate relief dated October 4, 2024 (Exhibit 3), the current water rates in effect do not sufficiently cover the water system operating costs - primarily due to increases in the cost of SFPUC wholesale water. The City has the authority to end the temporary water usage charge rate reductions, and implement the July 1, 2023, water rate table (adopted in 2019 and amended in 2022). Any future necessary increases to water rates will be analyzed and adopted through a Proposition 218 rate process.

Under the lease terms, Veolia can request water rate increases to recover necessary and reasonable costs of operating the water system; and, City agrees to set water rates in compliance with State Law to meet those costs.

Analysis

In 2019 through 2022, the City implemented water rates based on the adopted 5-year rate schedule. During that period, the SFPUC kept the cost of the wholesale water rate at \$4.10 per centum cubic foot (ccf). Each ccf represents 748 gallons of water. Beginning in FY 2022-23, the SFPUC increased the cost of wholesale water rates, and the City also made the following adjustments to the water usage charges adopted in the 5-year rate schedule:

Description	Water Usage Charge per ccf
Adopted Rate Schedule, July 2022	\$ 7.77
SFPUC Pass Through Rate, July 2022	\$ 0.78
	\$ 8.55
Temporary Reduction, November 2022	\$(0.79)
	\$ 7.76
Temporary Reduction, April 2023	\$(0.02)
Current Temporary Rate	\$ 7.74

After the initial pass-through of increased SFPUC wholesale water rates in 2022, the first temporary reduction in the City's water usage charge was based on estimated and accumulated savings due to improved operating results compared to those projected in the rate study. The second temporary reduction was due to savings from a reduced Bay Area Water Supply & Conservation Agency (BAWSCA) charge. These temporary reductions were anticipated to end in early FY2023-24 and upon a request for rate relief from Veolia.

POLICY AND ACTION 12.4

Based on the Rate Relief submitted by Veolia (Exhibit 3), together with financial information submitted, the water system operations are running a deficit, primarily due to increases in the cost of SFPUC wholesale water rates. Wholesale water is the single largest expense of the water system. For example, the water system purchases an average estimate of 730,000 ccf of water annually. In FY 2022-23, that amount of water cost approximately \$3.0 million. Today, the annual cost is \$4.1 million. Below is a table of the SFPUC wholesale water rates since 2017:

Year	Rate per ccf	Percent Increase
FY 2017-2022	\$ 4.10	
FY 2022-23	\$ 4.75	15.9%
FY 2023-24	\$ 5.21	9.7%
FY 2024-25	\$ 5.67	8.8%

In order to maintain a fiscally sound water system and address the rate relief letter submitted by Veolia as set forth in the lease agreement, staff recommends ending the temporary water usage rate reductions and reinstating the July 1, 2023, rates adopted in July 2019 through Resolution 5154 and amended by Resolution 66-2022 (the 2022 SFPUC rate pass-through adjustment). Staff recommends reinstating the previously approved rates effective March 1, 2025. This will increase the current, temporary water usage rate of \$7.74/ccf by \$0.93/ccf to \$8.67/ccf and will increase monthly meter and other fixed charges by 1.5%. The table below shows the rates that will be implemented effective March 1, 2025, compared to the current rates:

POLICY AND ACTION 12.4

	Current	Effective July 1 2023
Water Usage Charges (\$ per ccf)		
Base	\$7.74	\$8.67
Monthly Single Family Residential Meter Chart		
5/8" - 1"	\$18.06	\$18.33
Monthly All Other Meter Charge		
5/8"	\$26.63	\$27.03
3/4"	39.94	40.54
1"	66.58	67.58
1-1/2"	133.16	135.16
2"	213.06	216.26
3"	399.47	405.46
4" & large	665.78	675.77
Monthly Fire Service & Emergency Intertie Charge		
5/8"	\$5.33	\$5.41
3/4"	7.99	8.11
1"	13.32	13.52
1-1/2"	26.63	27.03
2"	42.61	43.25
3"	79.89	81.09
4" & larger	133.15	135.15

Furthermore, Veolia has requested a rate relief of 14% through the remainder of the lease period. This will require a new rate study and Proposition 218 rate process. Staff will be working with Veolia to review historical and projected operating costs of the system and will come to Council if findings merit further rate changes.

Implementing the July 1, 2023 Water Rate Table (above) is estimated to result in approximately \$650,000, or 10%, of current water system annual revenues billed (excluding taxes and water capital surcharges). According to the 2019 water rate study, the average single-family residence uses about 10 ccf of water monthly. Based on the average monthly usage, it is estimated a single-family residence will pay approximately \$10.05 more per month for water effective March 1, 2025. Water customers may experience approximately 7% to 11% increase in monthly water charges depending on the amount of water consumed.

Fiscal Impact

The water usage charge is scheduled to increase to \$8.67 per ccf from the current rate of \$7.74, and fixed meter charges will increase 1.5%. However, there is minimal direct fiscal impact to the City as the water rate revenues are received by the Operator.

Public Notice

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

Environmental

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

Government Code § 84308

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

Analysis of Levine Act Compliance: Not applicable.

Exhibits

1. Resolution 5154 (Adopted 5-Yr Water Rates)
2. Resolution 66-2022 (Pass-through of SFPUC Rate Increase)
3. Veolia Request for Rate Relief

RESOLUTION NO. XX-2025

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

AUTHORIZING THE END OF TEMPORARY WATER RATE REDUCTIONS EFFECTIVE MARCH 1, 2025; AND IMPLEMENTING THE JULY 1, 2023, WATER RATE SCHEDULE, AS ADOPTED BY RESOLUTION 5154 AND AMENDED BY RESOLUTION 66-2022

WHEREAS, on July 16, 2019, the City Council adopted a five-year water rate schedule for water services charges by Resolution 5154; and

WHEREAS, on May 17, 2022, the City Council adopted a pass-through rate increase of \$0.78 per centum cubic feet (ccf) to the water usage charge by Resolution 66-2022 due to an increase in the cost of wholesale water purchased from the San Francisco Public Utility Commission (SFPUC); and

WHEREAS, on October 18, 2022, the City Council authorized a temporary reduction of \$0.79 per ccf in water usage charges by Resolution 136-2022 effective on November 1, 2023, due to the cumulative impact of lower operating costs; and

WHEREAS, on March 21, 2023, the City Council authorized an additional temporary reduction in water usage charges of \$0.02 per ccf effective on April 1, 2023, due to reduced BAWSCA charges; and

WHEREAS, the SFPUC has increased rates significantly since FY 2021-2022 and the purchase of wholesale water from the SFPUC is the largest, single expense of the water system; and

WHEREAS, on October 4, 2024, Veolia, the water system lessee and operator, delivered a formal request for rate relief, and has also submitted financial data indicating the water system is incurring an operating deficit, primarily due to the increased cost of purchased water from SFPUC.

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 end of the temporary water usage charge reductions adopted on October 18, 2022, and March 21, 2023, effective March 1, 2025; and
3. Authorizes the implementation of the July 1, 2023, water rate schedule as adopted on July 16, 2019, by Resolution 5154 and amended on May 17, 2022, by Resolution 66-2022 as shown in Exhibit A (Rate Table), effective March 1, 2025; and
4. Finds that the action taken does not constitute a "Project" within the meaning of the California Environmental Quality Act (CEQA), pursuant to CEQA Guideline section 15378 (b)(5), in that it is a government administrative activity that will not result in direct or indirect changes in the environment.

PASSED AND ADOPTED this 7th day of January 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

Exhibit A – Rate Table

	Effective
	July 1
	2023
Water Usage Charges (\$ per ccf)	
Base	\$8.67
Monthly Single Family Residential Meter Chart	
5/8" - 1"	\$18.33
Monthly All Other Meter Charge	
5/8"	\$27.03
3/4"	40.54
1"	67.58
1-1/2"	135.16
2"	216.26
3"	405.46
4" & large	675.77
Monthly Fire Service & Emergency Intertie Charge	
5/8"	\$5.41
3/4"	8.11
1"	13.52
1-1/2"	27.03
2"	43.25
3"	81.09
4" & larger	135.15

RESOLUTION NO. 5154

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST PALO ALTO INCREASING WATER SERVICE RATES ON JULY 16, 2019 AND THEREAFTER EACH JULY 1ST THROUGH JULY 1, 2023, FOR ALL WATER SERVICE CUSTOMERS WITHIN THE CITY OF EAST PALO ALTO SERVICE SYSTEM

WHEREAS, American Water Enterprises leases the City of East Palo Alto's water system pursuant to a Lease Agreement with the City of East Palo Alto; and

WHEREAS, the 2018 Rate Relief Request reflects that American Water Enterprise incurred an estimated shortfall of the contractually-agreed upon target return of \$433,000 in Fiscal Year 2017-18, and is estimated to result in a shortfall of \$525,000 in Fiscal Year 2018-19, thus supporting the need to increase water rates; and

WHEREAS, the proposed rate changes will help ensure that AWE and the City meet the requirements under the Lease Agreement and that water rates are set at appropriate levels to fund the water system operations, and such operational costs were reviewed by staff and the rate consultant Bartle Wells; and

WHEREAS, the rate increases will help ensure the health and safety of the community while protecting the City's financial health; and

WHEREAS, the City Council followed the procedural requirements of Proposition 218, Article XIID, Section 6 of the California Constitution.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF EAST PALO ALTO HEREBY accepts the foregoing and following recitals as true and correct:

1. The City Council hereby initiated proceedings to adopt a schedule of water rates through July 2023;
2. The City Clerk provided a notice of the proposed water rate increases in conformity with Proposition 218 on May 16, 2019;
3. The City Council agendized a Public Hearing on the proposed water rate increases to take place at the July 2, 2019 Council meeting, commencing at 7:30 pm, in the City Council Chambers of City Hall, located at 2415 University Avenue, East Palo Alto California, but continued the matter to the July 16, 2019 City Council meeting;
4. The City Council held a Public Hearing on the proposed water rate increases on July 16, 2019 at 7:30 pm, in the City Council Chambers of City Hall, located at 2415 University Avenue, East Palo Alto California;

5. The City Council considered all objections or protests, if any, to the proposed water rate increases, and all persons have been permitted to present written or oral testimony;
6. At the conclusion of the Public Hearing, all protests submitted were tabulated in conformity with the City's tabulation guidelines found in Exhibit A; and
7. At the conclusion of the Public Hearing, the City Council confirmed that a majority protest, that is written protests submitted in opposition to the proposed water rates by a majority (50% plus 1) of service customers, does not exist to warrant suspension of the proposed water service rates.
8. The City Staff Report dated and presented to the City Council on May 7, 2019, including the Bartle Wells report with the Notice and analysis therein, support the City Council's action to increase the water rates as set forth in this Resolution.

BE IT FURTHER RESOLVED THAT THE CITY COUNCIL OF THE CITY OF EAST PALO ALTO HEREBY ADOPTS:

1. The following water service rate schedule; and

	Current	Projected Water Rates Effective				
		July 16 2019	July 1 2020	July 1 2021	July 1 2022	July 1 2023
WATER USAGE CHARGES (\$ per ccf)						
Base	\$6.16	\$7.40	\$7.55	\$7.66	\$7.77	\$7.89
FIXED MONTHLY METER CHARGES						
Single Family Residential						
5/8" - 1"	\$15.37	\$17.19	\$17.53	\$17.79	\$18.06	\$18.33
All Other						
5/8"	\$23.82	\$25.34	\$25.85	\$26.24	\$26.63	\$27.03
3/4"	35.81	38.01	38.77	39.35	39.94	40.54
1"	59.64	63.36	64.63	65.60	66.58	67.58
1-1/2"	119.12	126.72	129.25	131.19	133.16	135.16
2"	190.59	202.75	206.81	209.91	213.06	216.26
3"	357.35	380.15	387.75	393.57	399.47	405.46
4" & larger	595.59	633.58	646.25	655.94	665.78	675.77
MONTHLY FIRE SERVICE & EMERGENCY INTERTIE CHARGE						
5/8"	\$4.76	\$5.07	\$5.17	\$5.25	\$5.33	\$5.41
3/4"	7.16	7.60	7.76	7.87	7.99	8.11
1"	11.93	12.67	12.93	13.12	13.32	13.52
1-1/2"	23.82	25.34	25.85	26.24	26.63	27.03
2"	38.12	40.54	41.36	41.98	42.61	43.25
3"	71.47	76.02	77.55	78.72	79.89	81.09
4" & larger	119.12	126.70	129.25	131.20	133.15	135.15

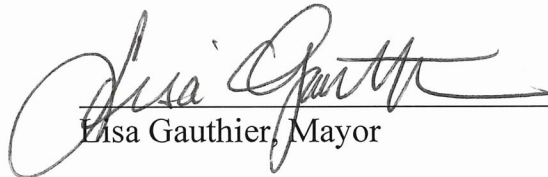
Note: SFPUC Pass-Through Adjustment to be applied in future years based on actual SFPUC rate increases.

2. Automatic Wholesale Water Cost Pass-through Adjustments of 1.2 cents per each 1.0 cents increase in San Francisco Public Utilities Commission wholesale water rates, if any, over the current \$4.10 through June 30, 2024.

PASSED AND ADOPTED this 16th day of July 2019, by the following vote:

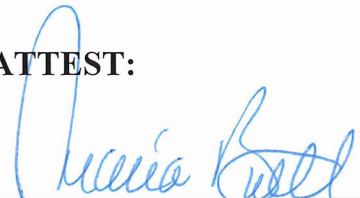
AYES: MOODY, ABRICA, ROMERO
NOES: NONE
ABSENT: GAUTHIER
ABSTAIN: NONE
RECUSED: WALLACE-JONES

SIGNED:



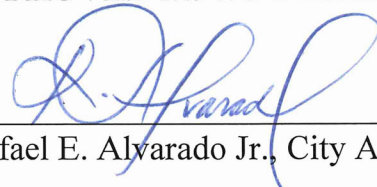
Lisa Gauthier, Mayor

ATTEST:



Maria Buell, City Clerk

APPROVED AS TO FORM:



Rafael E. Alvarado Jr., City Attorney

RESOLUTION NO. 66 – 2022

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

AUTHORIZING THE PASS-THROUGH INCREASE OF \$0.78, TO BE EFFECTIVE JULY 1, 2022, TO THE WATER USAGE CHARGES IN THE RATE SCHEDULE ADOPTED VIA RESOLUTION 5154 AND DIRECTING STAFF TO ISSUE A NOTICE OF THE CHANGE TO ALL WATER SERVICE CUSTOMERS WITHIN THE CITY OF EAST PALO ALTO WATER SYSTEM NO LESS THAN 30-DAY PRIOR TO INCREASE

WHEREAS, on May 10, 2022 the San Francisco Public Utility Commission (SFPUC) approved an increase in the wholesale water rate from \$4.10 to \$4.75; and

WHEREAS, the City Council adopted a pass-through provision in Resolution 5154 increasing the approved Water Usage Charge by 1.2 cents for each 1 cent increase in the wholesale rate over \$4.10; and

WHEREAS, before the pass-through rates will be effective, the City will follow the pass-through requirements as described in Government Code §53756.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF EAST PALO ALTO HEREBY authorizes the pass-through increase of \$0.78, to be effective July 1, 2022, to the water usage charges in the rate schedule adopted via Resolution 5154 and direct staff to issue a notice of the change to all water service customers within the City of East Palo Alto water system no less than 30-day prior to increase.

PASSED AND ADOPTED this 17th day of May 2022, by the following vote:

AYES: Romero, Abrica, and López

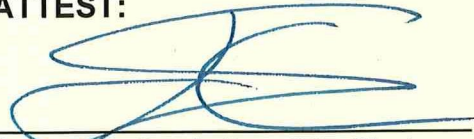
NOES:

ABSENT: Wallace-Jones and Gauthier

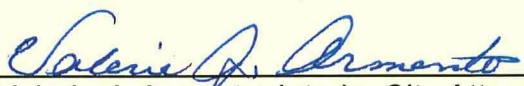
ABSTAIN:



Ruben Abrica, Mayor

ATTEST:


James Colin, Acting City Clerk

APPROVED AS TO FORM:


Valerie J. Armento, Interim City Attorney



October 4, 2024

Via Email

Humza Javed
Director of Public Works
City of East Palo Alto
2415 University Ave
East Palo Alto, CA 94505

Re: Request for Rate Relief

Dear Mr. Javed:

Veolia Water North America-West, LLC ("Veolia") respectfully submits this formal Request for Rate Relief as provided in Section 8A of the Agreement for Lease of Real Property (Water System) between Veolia and the City of East Palo Alto, dated April 9, 2001 (as amended, the "Lease"). As you are aware, Veolia is contractually entitled to earn an after-tax rate of return of eight percent (8%) on Contractual Gross Revenues, and the City is required to put forth to ratepayers water rates that will provide such a return to Veolia. In the Annual True-up for Fiscal Year 2023/2024, Veolia's after-tax return was below 8% of Contractual Gross Revenue, making FY 2023/2024 a "Shortfall Year," and requiring the City to put forth to rate-payers higher water rates. Additionally, based on our expense projections for Fiscal Year 2024/2025, Veolia believes that FY 2024/2025 will similarly be a Shortfall Year. To address the FY 2023/2024 shortfall and the projected FY 2024/2025 shortfall, Veolia has calculated that a rate increase of 14% above current Water Rates will be required to meet the shortfalls. Veolia will be providing these calculations in a separate transmission.

It is our understanding that the City will work directly with its rate consultant to further analyze the rate structure, and we look forward to further discussions with the City to meet the required standard. Please let us know as soon as possible the steps and timeline to enact the required rate increase, and if there is any information or support you need from Veolia to facilitate that process.

We acknowledge that a 14% rate increase is significant, though we believe it is important for the City and the rate-payers to understand that SFPUC water rates have continued to increase and are likely to increase further. Veolia has no control over SFPUC rates, and our return on the Lease is contractually limited.

Veolia Water North America-West, LLC
1475 E. Bayshore
East Palo Alto, CA 94303
650-322-2083

Should you have any questions please do not hesitate to contact me directly.

Sincerely,

Anthony L. Harper

Anthony L. Harper
Project Manager