



EAST PALO ALTO CITY COUNCIL REGULAR SESSION AGENDA

Tuesday, July 8, 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/89181423531>

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: 891 8142 3531

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 Monthly Cash Treasury Report for April 2025

Recommendation:

1. Accept and file the Cash Treasury Report for the month of April 2025.
2. The action being considered by the City Council is exempt from the California Environmental Quality Act (CEQA) because it is not a “project” pursuant to 15378(b)(4) because it is a fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant impact on the environment.

3.2 East Bayshore Road Pedestrian and Cyclist Safety Enhancements Project (ST-28) Construction Award

Recommendation:

Adopt the resolution:

1. Awarding the construction contract to, and authorizing the City Manager to negotiate and execute a construction contract with, JJR Construction Inc., in a form approved by the City Attorney, for a total contract value of \$3,156,486.20; and establishing a ten percent (10%) construction contingency in the amount of \$315,648.62 for a total construction budget of \$3,472,134.82;
2. Appropriating \$72,134.82 from the Capital Fund; and
3. Finding that the project is exempt from the California Environmental Quality Act (CEQA) under Sections 15301, 15303, and 15304 of the CEQA Guidelines.

3.3 Amendment to Eide Bailly LLP Contract for Financial Audit Services.

Recommendation:

Adopt a resolution:

1. Authorizing the City Manager to negotiate and execute a first amendment to the agreement with Eide Bailly LLP to: a. Expand the scope of services

to include audit services for the East Palo Alto Sanitary District (EPASD) beginning in Fiscal Year 2024-25; b. Exercise the optional contract extensions for Fiscal Years 2025-26 and 2026-27; and c. Increase the not-to-exceed amount by \$220,011 for a new total not-to-exceed amount of \$439,779; and

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

3.4 Proclamation for Salani Wendt.

Recommendation: Accept the proclamation.

3.5 Ola Mae Augmon

Recommendation: Accept the proclamation for Ms. Ola Mae Augmon

3.6 Assignment of Option to buy Property to EPACANDO

Recommendation:

Adopt a resolution:

1. Authorizing the City Manager to execute the assignment of option to purchase agreement of real property at 1765 East Bayshore, Unit 206, East Palo Alto to EPACANDO; and
2. Finding that the action being considered does not constitute a “Project” within the meaning of the California Environmental Quality Act (CEQA), pursuant to CEQA Guideline section 15378 (b)(5), in that it is a government administrative activity that will not result in direct or indirect changes in the environment.

3.7 Proclamation Honoring Community Organizations Serving East Palo Alto

Recommendation: Accept the proclamation.

3.8

City Council Meeting Minutes

Recommendation: Adopt the July 8, 2025, City Council Special Meeting Minutes.

3.9 Amendment to Staff Augmentation Contract with HEART

Recommendation:

1. Adopt a resolution authorizing the City Manager to negotiate and execute a first amendment to the Temporary Housing Staff Agreement with the Housing Endowment and Regional Trust of San Mateo County (HEART), for staff augmentation services, in a form approved by the City Attorney, for an amount not-to-exceed \$181,500.
2. The action being considered is in accordance with East Palo Alto Municipal Code Section 2.84.070(D), which allows for the waiver of formal bid procedures under specific conditions.

4. CLOSED SESSION

4.1 CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION (Government Code Section 54956.9(d)(1).) Case Name Unspecified, pursuant to subdivision (g).

4.2 CONFERENCE WITH LEGAL COUNSEL - LITIGATION (Government Code Section 54956.9(d)(4).): ([one matter])

5. PUBLIC COMMENT

6. INFORMATIONAL REPORTS

7. SPECIAL PRESENTATIONS

7.1 Peninsula Humane Society Presentation

Recommendation: Accept the presentation.

8. PUBLIC HEARINGS

9. POLICY AND ACTION

9.1 Commission Appointments

Recommendation: Interview applicants for the following open seats on the Public Works and Transportation Commission and the Senior Advisory Committee using the selection process recommended by staff.

9.2 Residential Permit Parking Program Ordinance (RPP) Second Reading

Recommendation:

By motion, the City Council should:

1. Waive the second reading and adopt an ordinance adding a new Chapter 10.40 (Residential Permit Parking Program) to the East Palo Alto Municipal Code (or any other substantive amendments proposed by staff or the Council to the original ordinance, in which case, waive the first

- reading and introduce the ordinance, as amended)
2. Find that the proposed action is exempt from the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines sections 15301 (minor alterations) and 15061(b)(3) (common sense exemption);
 3. Direct staff to return with proposed RPP program guidelines — including permit costs (with a potential low-income subsidy), citation fees, number of permits per household, phased enforcement dates, sunset clause date for reevaluation, alternative residency documentation, and a visitor pass policy — following community engagement; and
 4. Direct staff to return with resolutions establishing specific Residential Permit Parking Areas for Council adoption.

10. COUNCIL REPORTS

11. ADJOURNMENT

Upcoming meetings:

Regular Meeting	July 15, 2025	6:30 PM
Study Session	July 29, 2025	6:00 PM
Regular Meeting	September 2, 2025	6:30 PM

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

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

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

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

DECLARATION OF POSTING

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

POSTED: June 27, 2025

ATTEST:

James Colin
City Clerk



EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: July 8, 2025

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

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

SUBJECT: Monthly Cash Treasury Report for April 2025

Recommendation

1. Accept and file the Cash Treasury Report for the month of April 2025.
2. The action being considered by the City Council is exempt from the California Environmental Quality Act (CEQA) because it is not a “project” pursuant to 15378(b)(4) because it is a fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant impact on the environment.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority: Governance, Organizational Strength, and Fiscal Sustainability

Background

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

Analysis



CONSENT ITEM 3.1

The Monthly Cash Treasury Report (“Report”) covers cash and investments of the City in the four cash and investment accounts: Wells Fargo Bank, San Mateo County Pool, California State Local Agency Investment Fund, and the California Asset Management Program (CAMP). The Report does not include petty cash, or the California State Community Infrastructure Program (SCIP) bond proceeds held by a trustee in the name of the City. For investment purposes, City cash is pooled, except for bond proceeds held by a trustee. The City does not have, nor is it legally required to have, separate bank accounts for each individual fund. However, all cash is segregated in the City’s accounting records. Monthly cash transactions for the monthly period ending April 30, 2025, are as follows:

Account	Beginning Balance	Receipts	Disbursements	Interest Allocation	Inter-Account Transfers	Ending Balance
Wells Fargo Bank	2,835,632.75	2,075,084.66	(5,406,831.74)	-	3,500,000.00	3,003,885.67
LAIF	10,338,696.40	-	-	113,931.36	-	10,452,627.76
San Mateo County Pool	29,337,416.14	9,679,620.28	-	348,214.57	(3,500,000.00)	35,865,250.99
CAMP	107,221,931.65	-	-	392,105.26	-	107,614,036.91
Total	149,733,676.94	11,754,704.94	(5,406,831.74)	854,251.19	-	156,935,801.33

The Wells Fargo cash balance reflects the book value balance (i.e., total outstanding checks not cashed are deducted from the account balance). The month-to-date cash and investment balance increased by approximately \$7.0M compared to the balance as of March 31, 2025.

April receipts, a total of approximately \$11.8M, consist of Current Secured Tax (\$5.0M), Pacific Gas & Electric User Utility Taxes and Franchise Fees (\$0.4M), other tax distributions (\$0.4M), Veolia water vendor (\$0.2M), Four Seasons Hotel Transient Occupancy Tax (\$0.2M), Road Maintenance and Rehabilitation and Highway Users Tax (\$0.1M), and other various receipts.

April disbursements, a total of approximately \$5.4M, primarily consist of Payroll costs (\$1.2M), C2R Engineering, Inc. for the University Avenue and Weeks Street water main project (\$1.6M), MCM Construction, Inc. and Ghirardelli Associates, Inc. for University Avenue and Highway 101 pedestrian overcrossing (\$0.6M), Freyer & Laureta Inc. for EPASD Master Plan Update (\$0.2), Kaiser Foundation Health Plan (\$0.1M), and other recurring operating expenditures.

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

	Apr-25	Mar-25	Apr-24
6-Month Treasury Bill	4.04	4.08	5.18
2-Year Treasury Note	3.60	3.89	5.04
5-Year Treasury Note	3.72	3.96	4.72

Local Agency Investment Fund (LAIF) average monthly effective yields were 4.281% in April compared to 4.313% in March 2025. San Mateo County monthly gross earnings for April were 3.992% compared to 3.983% in March 2025. The estimated County Pool earnings for FY 24-25 are at 3.85%. As of April 2025, the current annualized yield for California Asset Management Program (CAMP) is 4.45% compared to 4.47% in March 2025.

¹ Daily US Treasury Yield Curve. Treasury.gov



CONSENT ITEM 3.1

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

Summary April 30, 2025		
	Deposit Value	Market Value
General Fund (Inc. Petty cash of \$10,800)	\$ 46,885,761	\$ 46,885,761
General Sub-Funds (Committed/Restricted)	\$ 18,259,069	\$ 18,259,069
City Funds Restricted and Committed	\$ 90,047,990	\$ 90,047,990
Successor Agency Trust	\$ 2,131,056	\$ 2,131,056
Unrealized Gain/(Loss) on Investment Pools	\$ -	\$ 204,460
	\$ 157,323,877	\$ 157,528,337

The deposit market value totals \$157,528,337 including an unrealized gain² of \$204,460, reflecting treasury yields during the calendar year. All except for the General Fund balance is restricted by either City Council or external parties for specific purposes. Unrestricted cash and investment balance under General Fund (\$46,885,761) may be used at Council discretion.

Fiscal Impact

None. This report is informational.

Public Notice

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

Environmental

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

Government Code § 84308

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

Analysis of Levine Act Compliance: Not applicable.

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



EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: July 8, 2025

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

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

SUBJECT: East Bayshore Road Pedestrian and Cyclist Safety Enhancements Project (ST-28)
construction contract award

Recommendation

Adopt the resolution:

1. Awarding the construction contract to, and authorizing the City Manager to negotiate and execute a construction contract with, JJR Construction Inc., in a form approved by the City Attorney, for a total contract value of \$3,156,486.20; and establishing a ten percent (10%) construction contingency in the amount of \$315,648.62 for a total construction budget of \$3,472,134.82;
2. Appropriating \$72,134.82 from the Capital Fund; and
3. Finding that the project is exempt from the California Environmental Quality Act (CEQA) under Sections 15301, 15303, and 15304 of the CEQA Guidelines.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

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

Background

 **CONSENT ITEM 3.2**

East Bayshore Road is classified as a “Connector” street in the City of East Palo Alto, which is defined as a street with mixed residential and commercial frontages that serve as a main route for multiple modes of traffic. East Bayshore north of University Avenue includes segments that lack sidewalk, bike lanes, curb ramps, curb and gutter, traffic calming, and green infrastructure; the roadway also does not meet current City standards. Improving East Bayshore has been a City Council priority, and the project is included in the City’s ten-year Capital Improvement Program.

In 2022, staff applied for a Cycle 6 Measure A and W Pedestrian and Bicycle grant to implement safety improvements along East Bayshore Road from Euclid Avenue to Menalto Avenue. The funding was requested to prepare plans, specifications, and estimates (PS&E) for pedestrian and bicycle safety improvements along East Bayshore Road. The City was successful in obtaining \$400,000 of grant funds through the program.

On April 2, 2024, City Council adopted Resolution Number 29-2024 awarding a design contract to CSG Consultants Inc. (Designer) to provide civil engineering design services for the project in the amount of \$419,831.50. The design was funded using \$400,000 of grant funds with a City match of \$19,831.50 from the General Fund.

Under staff’s guidance, the Designer prepared the PS&E package, which can be found on the project page linked here:

<https://www.cityofepa.org/publicworks/page/east-bayshore-road-pedestrian-and-cyclists-safety-improvements>

The scope of work involves construction of new sidewalks, curb ramps, bioretention planters, installation of trees, roadway rehabilitation, drainage improvements, and improvements to signage, striping and lighting.

On March 18, 2025, City Council approved the project PS&E and authorized the advertisement of the project.

Analysis

The project was published for advertisement in the local newspaper as well as the City website on Wednesday, April 16, 2025, for the solicitation of construction bids. On Thursday, June 5, 2025, sealed bids were received, publicly opened, and read aloud by staff. The City received a total of three bids for the project. The results have been tabulated below:

BID NO.	COMPANY	TOTAL BASE BID
1	JJR Construction, Inc.	\$3,156,486.20
2	Golden Bay Construction, Inc.	\$3,247,048.60
3	Sposeto	\$3,813,200.20

 **CONSENT ITEM 3.2**

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

Contingent upon completing all insurance and bonding requirements of the contract specifications, staff recommends that the City Council award the contract to, and authorize the City Manager to negotiate and execute a construction contract with, JJR Construction Inc., the lowest responsible bidder; establishing a construction contract in an amount not-to-exceed \$3,156,486.20. Staff further recommends the Council appropriate an additional 10% construction contingency in the amount of \$315,648.62.

Fiscal Impact

This project will be funded using multiple funding sources as detailed in Table 1 below:

Table 1: Project Funding Sources

Grant	Amount
Measure A and W Pedestrian and Bicycle Program	\$1.925 million
CCAG Lifeline Transportation Cycle 6 Funds	\$625,000
FY2024 HUD Trans. Appropriations Bill	\$850,000
Capital funds	\$72,134.82
TOTAL	\$3,472,134.82

Staff recommends appropriating \$72,134.82, from the capital fund toward the not-to-exceed total.

Public Notice

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

Environmental

The proposed action is categorically exempt from the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines Section 15301(c) (rehabilitation or reconstruction of an existing roadway), as it involves rehabilitating existing roadways by erecting certain improvements to enhance safety. All improvements are proposed within the existing right of way and no expansion will occur of existing facilities.

CONSENT ITEM 3.2

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

The scope of work involves construction of new sidewalks, ADA complaint curb ramps, bioretention planters, installation of trees, roadway rehabilitation, drainage improvements, and improvements to signage, striping and lighting.

Government Code § 84308

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

Analysis of Levine Act Compliance: Not applicable.

Attachments

1. Resolution
2. Bid Tabulation

RESOLUTION NO. XX- 2025

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

AWARDING THE CONSTRUCTION CONTRACT TO, AND AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A CONSTRUCTION CONTRACT WITH, JJR CONSTRUCTION INC. IN THE AMOUNT OF \$3,156,486.20 FOR THE EAST BAYSHORE PEDESTRIAN AND CYCLIST ENHANCEMENT PROJECT (ST-28); ESTABLISHING A 10% CONSTRUCTION CONTINGENCY IN THE AMOUNT OF \$315,648.62 FOR A TOTAL CONSTRUCTION BUDGET OF \$3,472,134.82; AND FINDING THE PROJECT EXEMPT FROM CEQA

WHEREAS, the East Bayshore Road Pedestrian and Cyclist Safety Enhancements Project (project) is a City priority project that aims to provide safety infrastructure improvements for active transportation; and

WHEREAS, the project involves rehabilitating existing roadways by erecting certain improvements to enhance safety, all of which are improvements within the existing right of way, involving no expansion of existing facilities, and these improvements include construction of new sidewalks, curb and gutter, new driveways, curb ramps, traffic calming bulb-outs, green infrastructure, trees, lighting improvements, and roadway improvements; and

WHEREAS, on April 2, 2024, City Council awarded a design contract to CSG Consultants Inc. to provide civil engineering design services for the project; and

WHEREAS, on March 18, 2025, City Council approved the project Plans, Specifications, and Estimate (PS&E) and authorized the advertisement of the project; and

WHEREAS, on April 16, 2025, the project was advertised for construction bids in conformance with applicable law; and

WHEREAS, on June 5, 2025, the City received sealed bids that were publicly opened and read aloud by City staff; and

WHEREAS, there were a total of three contractors who submitted bids for the project, with JJR Construction Inc. being the lowest responsible bidder with a base bid amount of \$3,156,486.20; and

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

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

1. Finds the foregoing recitals are true and correct, and are incorporated by this reference into this action;
2. Awards the construction contract to, and authorizes the City Manager to negotiate and execute a construction contract with, JJR Construction, Inc., in a form approved by the City Attorney,

for a total contract value of 3,156,486.20; and establishes a ten percent (10%) construction contingency in the amount of \$315,648.62 for a total construction budget of \$3,472,134.82;

3. Appropriates \$72,134.82 from the Capital Fund; and
4. Finds that the project is exempt from the California Environmental Quality Act (CEQA) under Sections 15301 ,15303, and 15304 of the CEQA Guidelines.

PASSED AND ADOPTED this 8th day of July 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

East Bayshore Pedestrian and Cyclist Improvement Project
Bid Analysis
Base Bid

BID ITEM NO.	ITEM DESCRIPTION	EST. QTY.	UNIT	JJR		Golden Bay Construction Inc.		Sposeto	
				UNIT COST	EXTENDED TOTAL AMOUNT	UNIT COST	EXTENDED TOTAL AMOUNT	UNIT COST	EXTENDED TOTAL AMOUNT
1	Mobilization	1	LS	\$ 64,999.10	\$ 64,999.10	\$ 160,000.00	\$ 160,000.00	\$ 61,000.00	\$ 61,000.00
2	Traffic Control	1	LS	\$ 125,000.00	\$ 125,000.00	\$ 194,673.00	\$ 194,673.00	\$ 331,000.00	\$ 331,000.00
3	Stormwater Pollution Prevention	1	LS	\$ 1,000.00	\$ 1,000.00	\$ 15,000.00	\$ 15,000.00	\$ 40,300.00	\$ 40,300.00
4	Construction Area Signs	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 4,500.00	\$ 4,500.00
5	Construction Staking and Surveying	1	LS	\$ 24,000.00	\$ 24,000.00	\$ 28,300.00	\$ 28,300.00	\$ 32,000.00	\$ 32,000.00
6	Clearing & Grubbing	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 4,000.00	\$ 4,000.00	\$ 78,000.00	\$ 78,000.00
7	General Utility Potholing	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 30,000.00	\$ 30,000.00	\$ 19,000.00	\$ 19,000.00
8	Adjust Sanitary Sewer Manhole Frame & Cover to Grade	1	EA	\$ 2,400.00	\$ 2,400.00	\$ 1,200.00	\$ 1,200.00	\$ 2,400.00	\$ 2,400.00
9	Adjust Gas Manhole Frame & Cover to Grade	3	EA	\$ 2,400.00	\$ 7,200.00	\$ 1,600.00	\$ 4,800.00	\$ 2,400.00	\$ 7,200.00
10	Adjust Water Valve to Grade	27	EA	\$ 1,320.00	\$ 35,640.00	\$ 770.00	\$ 20,790.00	\$ 200.00	\$ 5,400.00
11	Street Lighting (Holothane MPL3)	22	EA	\$ 23,512.50	\$ 517,275.00	\$ 19,900.00	\$ 437,800.00	\$ 21,350.00	\$ 469,700.00
12	Lighting System (Pullboxes, Electrical Lines)	22	EA	\$ 12,584.00	\$ 276,848.00	\$ 11,474.00	\$ 252,428.00	\$ 10,510.00	\$ 231,220.00
13	Slurry Seal (Type II)	4,028	SY	\$ 14.25	\$ 57,399.00	\$ 11.00	\$ 44,308.00	\$ 11.90	\$ 47,933.20
14	6" HMA Paving	1,554	TN	\$ 334.00	\$ 519,036.00	\$ 260.00	\$ 404,040.00	\$ 280.00	\$ 435,120.00
15	Crack Sealing	1	LS	\$ 12,430.00	\$ 12,430.00	\$ 20,125.00	\$ 20,125.00	\$ 21,700.00	\$ 21,700.00
16	Grading	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 42,000.00	\$ 42,000.00	\$ 395,000.00	\$ 395,000.00
17	Base Failure Repair (Digout)	310	SF	\$ 20.00	\$ 6,200.00	\$ 13.00	\$ 4,030.00	\$ 62.00	\$ 19,220.00
18	Private Property Improvements	1	LS	\$ 30,000.00	\$ 30,000.00	\$ 49,000.00	\$ 49,000.00	\$ 43,000.00	\$ 43,000.00
19	Tree installation & Tree Well	18	EA	\$ 4,000.00	\$ 72,000.00	\$ 4,500.00	\$ 81,000.00	\$ 5,900.00	\$ 106,200.00
20	Storm Drain Manhole	5	EA	\$ 15,400.00	\$ 77,000.00	\$ 14,000.00	\$ 70,000.00	\$ 8,150.00	\$ 40,750.00
21	Bioretention Area & Landscaping	1,598	SF	\$ 175.00	\$ 279,650.00	\$ 210.00	\$ 335,580.00	\$ 250.00	\$ 399,500.00
22	12" RCP Pipe	579	LF	\$ 308.00	\$ 178,332.00	\$ 280.00	\$ 162,120.00	\$ 415.00	\$ 240,285.00
23	6" Perforated Pipe	93	LF	\$ 195.00	\$ 18,135.00	\$ 178.00	\$ 16,554.00	\$ 43.00	\$ 3,999.00
24	3" PVC Underdrain Pipe	6	EA	\$ 300.00	\$ 1,800.00	\$ 200.00	\$ 1,200.00	\$ 260.00	\$ 1,560.00
25	Overflow Drain Inlet (Bioretention Areas)	2	EA	\$ 4,730.00	\$ 9,460.00	\$ 4,300.00	\$ 8,600.00	\$ 7,000.00	\$ 14,000.00
26	Clean Out	2	EA	\$ 1,100.00	\$ 2,200.00	\$ 1,000.00	\$ 2,000.00	\$ 600.00	\$ 1,200.00
27	SD PVC Lateral Connection	3	EA	\$ 4,675.00	\$ 14,025.00	\$ 4,250.00	\$ 12,750.00	\$ 2,000.00	\$ 6,000.00
28	Remove Existing Bollard	8	EA	\$ 300.00	\$ 2,400.00	\$ 300.00	\$ 2,400.00	\$ 150.00	\$ 1,200.00
29	Remove Concrete	2,856	SF	\$ 3.25	\$ 9,282.00	\$ 0.10	\$ 285.60	\$ 10.00	\$ 28,560.00
30	Concrete Curb Ramps w/ Detectible Warning Surface	17	EA	\$ 5,600.00	\$ 95,200.00	\$ 8,300.00	\$ 141,100.00	\$ 4,980.00	\$ 84,660.00
31	PCC Bulb Outs	5	EA	\$ 5,600.00	\$ 28,000.00	\$ 2,500.00	\$ 12,500.00	\$ 5,520.00	\$ 27,600.00
32	PCC Curb & Gutter	2,297	LF	\$ 83.75	\$ 192,373.75	\$ 80.00	\$ 183,760.00	\$ 98.00	\$ 225,106.00
33	PCC Sidewalk	13,109	SF	\$ 21.15	\$ 277,255.35	\$ 19.00	\$ 249,071.00	\$ 14.00	\$ 183,526.00
34	PCC Driveway	12	EA	\$ 5,800.00	\$ 69,600.00	\$ 9,500.00	\$ 114,000.00	\$ 6,300.00	\$ 75,600.00
35	PCC Depressed Driveway	1	EA	\$ 6,000.00	\$ 6,000.00	\$ 16,800.00	\$ 16,800.00	\$ 9,400.00	\$ 9,400.00
36	Install Sign	39	EA	\$ 82.00	\$ 3,198.00	\$ 83.00	\$ 3,237.00	\$ 93.00	\$ 3,627.00
37	Install Sign Post	20	EA	\$ 160.00	\$ 3,200.00	\$ 160.00	\$ 3,200.00	\$ 179.50	\$ 3,590.00
38	Reset/Relocate/Remove Existing Sign Post	10	EA	\$ 60.00	\$ 600.00	\$ 60.00	\$ 600.00	\$ 68.00	\$ 680.00
39	Reflective Fire Hydrant Blue Marker	9	EA	\$ 28.00	\$ 252.00	\$ 28.00	\$ 252.00	\$ 31.00	\$ 279.00
40	Remove Existing Traffic Stripes and Markings	1	EA	\$ 13,750.00	\$ 13,750.00	\$ 15,000.00	\$ 15,000.00	\$ 15,500.00	\$ 15,500.00
41	Thermoplastic Traffic Stripes and Paint Traffic Stripes	1	LS	\$ 14,988.00	\$ 14,988.00	\$ 15,000.00	\$ 15,000.00	\$ 16,900.00	\$ 16,900.00
42	Thermoplastic Crosswalks and Limit Lines	1	LS	\$ 13,558.00	\$ 13,558.00	\$ 13,600.00	\$ 13,600.00	\$ 15,275.00	\$ 15,275.00
43	Thermoplastic Pavement Markings (Arrows, Words and Numerals)	1	LS	\$ 39,000.00	\$ 39,000.00	\$ 40,000.00	\$ 40,000.00	\$ 44,000.00	\$ 44,000.00
44	Construction Project Sign	2	EA	\$ 1,500.00	\$ 3,000.00	\$ 900.00	\$ 1,800.00	\$ 1,800.00	\$ 3,600.00
45	PCC Valley Gutter	445	SF	\$ 40.00	\$ 17,800.00	\$ 61.00	\$ 27,145.00	\$ 38.00	\$ 16,910.00
				\$ 3,156,486.20		\$ 3,247,048.60		\$ 3,813,200.20	

**East Bayshore Pedestrian and Cyclist Improvement Project
Bid Analysis**

Base Bid

Name	JJR	Golden Bay Construction Inc.	Sposeto
Base Bid Amount	\$ 3,156,486.20	\$ 3,247,048.60	\$ 3,813,200.20



EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: July 8, 2025
TO: Honorable Mayor and Members of the City Council
VIA: Melvin E. Gaines, City Manager
BY: Tomo Oku, Finance Director
SUBJECT: Amendment to Eide Bailly LLP Contract for Financial Audit Services.

Recommendation

Adopt a resolution:

1. Authorizing the City Manager to negotiate and execute a first amendment to the agreement with Eide Bailly LLP to:
 - a. Expand the scope of services to include audit services for the East Palo Alto Sanitary District (EPASD) beginning in Fiscal Year 2024-25;
 - b. Exercise the optional contract extensions for Fiscal Years 2025-26 and 2026-27; and
 - c. Increase the not-to-exceed amount by \$220,011 for a new total not-to-exceed amount of \$439,779; and

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

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority: Governance, Organizational Strength, and Fiscal Sustainability

Background

On April 4, 2023, the City Council approved a three-year agreement with Eide Bailly LLP to provide independent audit services for fiscal years 2022-23 through 2024-25, with options to

CONSENT ITEM 3.3

extend for two additional years. Eide Bailly was selected through a competitive request for proposals process based on qualifications, cost, and prior performance.

Effective October 1, 2024, the East Palo Alto Sanitary District (EPASD) became a subsidiary district of the City, requiring its financial activities to be reported as a blended component unit in the City's Annual Comprehensive Financial Report (ACFR) beginning in FY 2024-25. In accordance with state law (e.g., Government Code Sections 53891 and 26909), an independent audit of the District is also required.

Analysis

This first amendment to the Eide Bailly agreement accomplishes two objectives:

1. Expanded Scope of Work – EPASD Audit Services

The amendment adds a defined scope of work for Eide Bailly to provide EPASD audit services beginning with the FY 2024-25 audit. This scope includes:

- Incorporation of EPASD financial data into the City's ACFR as a blended component unit;
- Preparation of a separate standalone audit report for EPASD;
- Presentation of the audit results to the EPASD Board of Directors (comprised of the City Council meeting as the District Board); and
- Preparation of the State Controller's Office (SCO) Financial Transactions Report for EPASD, which may be merged with the City's report pending confirmation with the State.

In FY 2023-24, EPASD paid \$24,950 for audit services under a separate (no longer effective) contract with a sole proprietor auditor. Under the proposed amendment, Eide Bailly will provide the expanded EPASD scope for \$20,000 annually, subject to a 3% CPI adjustment in future years. The estimated cost savings over three years total approximately \$15,300 as shown below:

Fiscal Year	Prior Auditor (w/3% CPI)	Eide Bailly Proposal	Annual Savings
2024-25	\$ 24,950	\$ 20,000	\$ 4,950
2025-26	25,699	20,600	5,099
2026-27	26,469	21,218	5,251
Total	\$ 77,118	\$ 61,818	\$ 15,300

In addition to cost savings, consolidating EPASD audit responsibilities under the City's existing auditor offers the following operational and compliance benefits:

- **Avoids a group audit** under American Institute of Certified Public Accountant (AICPA) standards, which would be required if EPASD retained a separate auditor. A *group audit* occurs when a reporting entity (in this case, the City) includes one or more components (such as EPASD) that are audited by different auditors. In such cases, the City's auditor (Eide Bailly) would be required to review the work of EPASD's separate auditor, assess its independence and audit procedures, and determine whether to rely on its findings.

CONSENT ITEM 3.3

This adds administrative burden, increases audit complexity and cost, and introduces risks of delay or inconsistency. By assigning the audit of both the City and EPASD to Eide Bailly, the City eliminates this redundant oversight and ensures full alignment of audit scope, methodology, and reporting timelines.

- **Enhances audit coordination and efficiency** by using one firm with full visibility into the City’s and District’s shared systems, contracts, and administrative practices.
- **Improves audit quality and credibility**, as Eide Bailly is a national accounting firm with extensive government audit experience, peer-reviewed internal controls, and the capacity to manage complex multi-entity audits. This offers advantages over the prior sole proprietor engagement, which may be more limited in resources or continuity.

2. Exercise of Optional Two-Year Contract Extension

Staff also recommends exercising the City’s option to extend Eide Bailly’s agreement for FY 2025-26 and FY 2026-27. Eide Bailly has consistently delivered high-quality and timely services, and retaining them will ensure audit continuity as the City completes the integration of EPASD finances into its financial structure.

3. Increase Not to Exceed Amount

As discussed more fully below, staff is proposing the Council authorize an increase in the contract’s total value to \$439,779 (not-to-exceed) for the expanded scope of services and contract extensions.

Fiscal Impact

Beginning in FY 2024-25, the expanded scope adds \$20,000 annually for EPASD audit services, subject to CPI adjustments. The City also proposes exercising the two optional one-year extensions for City audit services in FY 2025-26 and FY 2026-27. The revised contract costs are summarized below:

Audit Services	FY2023	FY2024	FY2025	FY2026	FY2027
City Audit, ACFR, AND Related Reports ¹	\$ 50,054	\$ 55,676	\$ 57,346	\$ 59,067	\$ 60,839
Single Audit Act Report, if applicable	4,000	4,300	4,623	4,969	5,342
GANN Limit	3,378	3,480	3,584	3,692	3,802
Measure A	1,689	1,740	1,792	1,846	1,901
Measure W	1,689	1,740	1,792	1,846	1,901
Measure HH	1,689	1,740	1,792	1,846	1,901
TDA, if applicable ²					
Annual Report of Financial Transactions to the State Controller	5,068	5,220	5,376	5,538	5,704
EPASD Audit and related reports and services ³	-	-	20,000	20,600	21,218
Total	\$ 67,568	\$ 73,895	\$ 96,305	\$ 99,403	\$ 102,608

¹Quoted rate for assistance in preparation such as binding, formatting, and pagination as well as implementation consultation

²Included in City Audit, ACFR and Related Reports pricing. If applicable and allocated at same cost as other measures.

³Services include a stand-alone report and compilation of SCO financial transaction report

Note: The fiscal years shown refer to the financial statements being audited. Actual audit services are performed

CONSENT ITEM 3.3

and invoiced in the subsequent fiscal year (e.g., the FY 2024-25 audit is conducted during FY 2025-26).

The total additional cost associated with this amendment is \$220,011, which consists of:

- \$61,818 for three years of EPASD audit services (FY 2024-25 through FY 2026-27), beginning at \$20,000 with 3% annual CPI increases; and
- \$160,193 for the base City audit services during the optional extension period for FY 2025-26 and FY 2026-27.

EPASD-related audit costs will be charged to the Sewer Enterprise Fund, while City audit services continue to be funded from the General Fund. No budget amendment is required, as the FY 2025-26 adopted budget includes the EPASD audit services.

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 Guidelines section 15378 (b)(4) and (b)(5), in that it is a government administrative activity that will not result in direct or indirect changes in the environment.

Government Code § 84308

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

Analysis of Levine Act Compliance: Not applicable.

Attachments

1. Resolution.
2. Eide Bailly Cost Proposal

RESOLUTION NO. XX – 2025

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

AUTHORIZING THE CITY MANAGER TO EXECUTE A FIRST AMENDMENT TO THE AGREEMENT WITH EIDE BAILLY LLP FOR INDEPENDENT AUDIT SERVICES TO EXPAND THE SCOPE TO INCLUDE THE EAST PALO ALTO SANITARY DISTRICT (EPASD), EXERCISE TWO ONE-YEAR EXTENSION OPTIONS, AND INCREASE THE TOTAL NOT-TO-EXCEED AMOUNT TO \$439,779

WHEREAS, the City of East Palo Alto entered into an agreement with Eide Bailly LLP on April 4, 2023, to provide independent audit services for the City for fiscal years 2022-23 through 2024-25, with options to extend the agreement for two additional one-year terms; and

WHEREAS, effective October 1, 2024, the East Palo Alto Sanitary District (EPASD) was reorganized as a subsidiary district of the City, and its financial statements are now reported as a blended component unit in the City's Annual Comprehensive Financial Report (ACFR); and

WHEREAS, pursuant to state law, including Government Code Sections 53891 and [626909](#) require the City and its subsidiary districts to undergo an annual independent audit conducted by a certified public accountant; and

WHEREAS, to ensure audit continuity, cost efficiency, and quality of service, staff recommends expanding the Eide Bailly LLP contract to include audit services for EPASD beginning with the audit of fiscal year 2024-25 financial statements; and

WHEREAS, the expanded scope includes preparation of a separate audit report for EPASD, presentation of audit results to the EPASD Board, and preparation of the State Controller's Office Financial Transactions Report for EPASD, as required; and

WHEREAS, staff also recommends exercising the two one-year extension options for fiscal years 2025-26 and 2026-27 for continued audit services for both the City and EPASD; and

WHEREAS, the total additional cost associated with this amendment is \$220,011, consisting of \$61,818 for EPASD audit services over three years and \$160,193 for the City's audit services for the two extension years; and

WHEREAS, to ensure audit continuity, cost efficiency, and quality of service, staff recommends expanding the Eide Bailly LLP contract to include audit services for EPASD beginning with the audit of fiscal year 2024-25 financial statements.

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

1. Authorizes the City Manager to negotiate and execute a First Amendment to the Agreement with Eide Bailly LLP, in a form approved by the City Attorney, to:

- a. Expand the scope of services to include audit services for the East Palo Alto Sanitary District beginning with the fiscal year 2024-25 audit;
 - b. Exercise the two optional one-year extensions for fiscal years 2025-26 and 2026-27; and
 - c. Increase the not-to-exceed amount by \$220,011 to for a new total not-to-exceed amount of \$439,779; and;
2. Finds that the proposed action does not constitute a “project” with the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines sections 15378(b)(4) and (5) in that it is a governmental fiscal, organizational or administrative activity that will not result in direct or indirect changes in the environment.

PASSED AND ADOPTED this 8th day of July 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



June 25, 2025

Price Proposal

CITY OF EAST PALO ALTO

Submitted By:

Eide Bailly LLP



Pricing Schedule

This pricing proposal is submitted as part of a **contract amendment** to the original agreement for professional auditing services between the City of East Palo Alto (City) and Eide Bailly LLP. The amendment includes two key components: (1) **exercise of the two one-year extension options** for audit services covering the fiscal years ending June 30, 2026 and 2027; and (2) **addition of audit services for the East Palo Alto Sanitary District (EPASD)**, a subsidiary district of the City. EPASD services include integration into the City's financial reporting as a blended component unit, issuance of a standalone audit report, presentation of audit results to the EPASD Board, and preparation of the State Controller's Office Financial Transactions Report. The pricing below reflects the full cost of audit services for both the City and EPASD for fiscal years 2025 through 2027, inclusive of these amendments:

Audit Services	FY2023	FY2024	FY2025	FY2026	FY2027
City Audit, ACFR, AND Related Reports ¹	\$50,054	\$55,676	\$57,346	\$59,067	\$60,839
Single Audit Act Report, if applicable	4,000	4,300	4,623	4,969	5,342
GANN Limit	3,378	3,480	3,584	3,692	3,802
Measure A	1,689	1,740	1,792	1,846	1,901
Measure W	1,689	1,740	1,792	1,846	1,901
Measure HH	1,689	1,740	1,792	1,846	1,901
TDA, if applicable ²	-	-	-	-	-
Annual Report of Financial Transactions to the State Controller	5,068	5,220	5,376	5,538	5,704
EPASD Audit and related reports and services *	-	-	20,000	20,600	21,218
Total	\$67,568	\$73,895	\$96,305	\$99,403	\$102,608

***Amendment: Services include a stand-alone report and compilation of SCO financial transaction report.**

The professional fees listed above are inclusive of all out-of-pocket expenses and you will not be billed for expenses such as travel time, mileage and meals.

Future Year Pricing Guarantees

Our fee increases are consistent with inflationary increases in the industry. They are contingent upon no major changes to the City, and that significant accounting and auditing rule changes and procedures remain consistent with current requirements. Fees do not include additional time that could be incurred due to changes to the scope of the engagement similar to this amendment.

Billing Policy Regarding Inquiries

We know clients appreciate access to all their service team members. We embrace this opportunity for constant communication and will ensure our team members are available when you have questions and issues. This service is included in the scope of the engagement. If a particular issue surfaces that falls outside the scope of this engagement, we'll bring it to your attention and obtain approval before proceeding.

The Best Value for Your Dollar Spent

Eide Bailly understands we may not be the lowest cost provider; however, our fees encompass far more than just the requested services. With year-round communication, invitations to educational events, access to resources on any accounting and regulation changes and information on other topics of interest to your industry, our staff work hard at building a trusting relationship with the City. Our current clients value this all-

encompassing approach over lower fees, with additional charges for involvement beyond the conclusion of an engagement.



EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: July 8, 2025
TO: Honorable Mayor and Members of the City Council
VIA: Melvin E. Gaines, City Manager
BY: James Colin, City Clerk
SUBJECT: Proclamation for Salani Wendt

Recommendation

Present the proclamation for Salani Wendt.

Attachments

1. Proclamation

PROCLAMATION OF THE CITY OF EAST PALO ALTO HONORING SALANI WENDT FOR NEARLY 35 YEARS OF DEDICATED SERVICE TO THE CITY OF EAST PALO ALTO

WHEREAS, Salani Wendt has honorably served the City of East Palo Alto for 34 years and 7 months, exemplifying an unwavering commitment to public service and community engagement; and

WHEREAS, throughout her distinguished career, Ms. Wendt has held numerous vital roles, including Public Works Commission Secretary, Executive Assistant to the Public Works Director, City Clerk, and Administrative Staff Supervisor, always carrying out her responsibilities with professionalism, grace, and deep institutional knowledge; and

WHEREAS, Ms. Wendt served as the City’s unofficial historian, preserving and sharing the rich legacy of East Palo Alto through her work, mentorship, and storytelling; and

WHEREAS, her leadership extended beyond administrative duties as she was a founding member of the East Palo Alto SEIU chapter and served on its board, tirelessly advocating for workers’ rights and representing her colleagues with integrity and strength; and

WHEREAS, Ms. Wendt generously mentored new staff and provided cross-departmental support across the Community and Economic Development Department (CEDD), ensuring continuity, efficiency, and a welcoming environment for all; and

WHEREAS, Salani Wendt is beloved by the East Palo Alto community, recognized not only for her knowledge and leadership, but also for her warmth, humility, and lifelong dedication to the city she helped shape.

NOW, THEREFORE, BE IT PROCLAIMED that the City Council of the City of East Palo Alto hereby honors and extends its deepest appreciation to Salani Wendt for her nearly 35 years of exemplary public service, invaluable contributions, and enduring impact on the City of East Palo Alto.



Dated: June 16, 2025

Martha Barragan, Mayor



EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: June 17, 2025
TO: Honorable Mayor and Members of the City Council
VIA: Melvin E. Gaines, City Manager
BY: James Colin, City Clerk
SUBJECT: Ola Mae Augmon

Recommendation

Present the proclamation for Ms. Ola Mae Augmon

Attachments

1. Proclamation

PROCLAMATION OF THE SENIOR ADVISORY COMMITTEE HONORING OLA MAE AUGMON FOR 19 YEARS OF VOLUNTEER SERVICE

WHEREAS, Ola Augmon was born August 20, 1935 and grew up in Laneville, Texas, she graduated from Laneville High School there where she was taught to pray and ask God for everything needed in life; and

WHEREAS, Mrs. Augmon came to East Palo Alto in 1960 with her late husband, George Augmon, and became permanent residents in 1962, where they raised a number of children; and

WHEREAS, Ola Augmon was appointed to the Senior Advisory Committee in September 2006 and she was a great provider of leadership as she was Chairwomen and Parliamentarian; and she desired to keep Senior Citizens well informed of their rights and treated with dignity and respect; and

WHEREAS, during her tenure on the Senior Advisory Committee she promoted open communications with Councilmembers of the City of East Palo Alto; and

WHEREAS, she was also a strong advocate on the Senior Advisory Committee for Seniors participating in educational, recreational, activities and programs, including bridging the generational divide by working with Youth United for Community Action (YUCA); and

NOW, THEREFORE, BE IT PROCLAIMED, that the East Palo Alto City Council send it's best hopes and wishes to Ola Augmon as she retires from the East Palo Alto Senior Advisory Committee



Martha Barragan
Mayor



EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: July 8, 2025
TO: Honorable Mayor and Members of the City Council
VIA: John D. Lê, City Attorney
SUBJECT: Assignment of option to buy real property to EPACANDO

Recommendation

Adopt a resolution:

1. Authorizing the City Manager to execute the assignment of option to purchase agreement of real property at 1765 East Bayshore, Unit 206, East Palo Alto to EPACANDO; and
2. Finding that the action being considered does not constitute a “Project” within the meaning of the California Environmental Quality Act (CEQA), pursuant to CEQA Guideline section 15378 (b)(5), in that it is a government administrative activity that will not result in direct or indirect changes in the environment.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

- Comprehensive Housing

Background

On May 6, 2025, the Council met in closed session and directed staff to allow for the transfer of the option to purchase real property at 1765 East Bayshore, Unit 206 to EPACANDO.

Analysis

Upon consultation with EPACANDO and the current occupant to implement Council direction, staff is returning in open session to seek Council approval, including a request to finalize and execute the Option agreement allowing EPACANDO to set up and execute the purchase option.

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

Government Code § 84308

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

Analysis of Levine Act Compliance: Not applicable.

Attachments

1. Resolution.

RESOLUTION NO. XX– 2025

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

**AUTHORIZING THE CITY MANAGER TO EXECUTE THE ASSIGNMENT OF OPTION TO PURCHASE
AGREEMENT OF REAL PROPERTY AT 1765 EAST BAYSHORE, UNIT 206, EAST PALO ALTO TO
EPACANDO**

WHEREAS, East Palo Alto Community Alliance and Neighborhood Development Organization, (the "Corporation") is under a contract dated May 10, 2024 with the City of East Palo Alto (the "City") to administer the City's Below Market Rate Program, and

WHEREAS, the Corporation desires to assist the City by purchasing then reselling a condominium at 1765 East Bayshore Road #206, East Palo Alto, California (the "Property") with appropriate deed restrictions in place to assure permanent affordability of the Property; and

WHEREAS, the City intends to enable such purchase and resale by executing an Assignment of Option to Purchase ("Option"), attached hereto and incorporated hereinto, which Option summarizes the terms and conditions of such purchase and resale; and

WHEREAS, on May 6, 2025, the Council met in closed session and directed staff to allow for the transfer of the option to purchase real property at 1765 East Bayshore, Unit 206 to EPACANDO; and

WHEREAS, on June 20, 2025, the Board of Directors of EPACANDO approved Resolution 2025-05 authorizing the Corporation to accept the assignment of the Option and to open an escrow to purchase the Property.

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

1. Finds the foregoing recitals are true and correct, and are incorporated by this reference into this action;
2. Authorizes the City Manager to execute the assignment of option to purchase agreement of real property at 1765 East Bayshore, Unit 206, East Palo Alto to EPACANDO; and
3. Finds that the action being considered does not constitute a "Project" within the meaning of the California Environmental Quality Act (CEQA), pursuant to CEQA Guideline section 15378 (b)(5), in that it is a government administrative activity that will not result in direct or indirect changes in the environment.

PASSED AND ADOPTED this 8th day of July 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

**EPACANDO
CORPORATE RESOLUTION
AUTHORIZING ACCEPTANCE OF ASSIGNMENT OF OPTION
TO PURCHASE REAL PROPERTY
AT 1765 EAST BAYSHORE #206, EAST PALO ALTO**

Resolution: 2025-05

The following is a true and correct copy of the resolution adopted by unanimous written consent of the Board of Directors of East Palo Alto Community Alliance and Neighborhood Development Organization, a nonprofit corporation, on June 20, 2025.

WHEREAS, East Palo Alto Community Alliance and Neighborhood Development Organization, (the "Corporation") is under a contract dated May 10, 2024 with the City of East Palo Alto (the "City") to administer the City's Below Market Rate Program, and

WHEREAS, the Corporation desires to assist the City by purchasing then reselling a condominium at 1765 East Bayshore Road #206, East Palo Alto, California (the "Property") with appropriate deed restrictions in place to assure permanent affordability of the Property; and

WHEREAS, the City intends to enable such purchase and resale by executing an Assignment of Option to Purchase ("Option"), attached hereto and incorporated hereinto, which Option summarizes the terms and conditions of such purchase and resale;

NOW, THEREFORE, BE IT RESOLVED, that this Corporation is authorized to accept assignment of the aforementioned Option and to open an escrow to purchase the aforementioned Property; and

BE IT FURTHER RESOLVED, that the Chair, or such other officers of the Corporation as may be required, or the Executive Director, Duane Bay, acting singly or together, be and hereby is and are authorized and directed to complete and to deliver on behalf of this Corporation all such documents as may be necessary or required to secure the completion of acceptance of the Option and purchase and resale of the Property; and

BE IT FURTHER RESOLVED, that all actions taken by the Chair or any other officer of the Corporation or the Executive Director with respect to acceptance of the Option and purchase and resale of the Property shall be hereby ratified and confirmed by action of the Board of Directors.

ASSIGNMENT OF OPTION TO PURCHASE
(1765 East Bayshore, Unit 206, East Palo Alto)

This Assignment of Option to Purchase and Loan Agreement (the "Agreement") is entered into as June 12, 2025, by and between the City of East Palo Alto, a municipal corporation (the "City"), and East Palo Alto Community Alliance and Neighborhood Development Organization, a California nonprofit public benefit corporation ("EPACANDO"), with reference to the following facts:

- A. The City entered into that certain Buyer's Occupancy and Resale Restriction Agreement with Option to Purchase February 10, 2009 (the "Agreement"), with Carlos Alvarez (the "Buyer"), regarding the real property located at 1765 East Bayshore, Unit 206, East Palo Alto, CA (the "Property").
- B. Pursuant to the Agreement, the City holds an option to purchase the Property (the "Option"). The City exercised the Option on June 3, 2025, and is required to close the purchase by August 3, 2025.
- C. Through this Agreement, the City is assigning the Option to EPACANDO, and EPACANDO is accepting the assignment of the Option and agreeing to purchase the Property pursuant to the Agreement.
- D. Through this Agreement, EPACANDO is also agreeing to resell the Property to a lower income first time homebuyer at an affordable price and to require the homebuyer to execute a new resale restriction agreement and deed of trust for the benefit of the City.
- E. Through this Agreement, the City is agreeing to loan to EPACANDO the funds necessary to acquire the Property in accordance with this Agreement.

NOW, THEREFORE, with reference to the facts recited above, and for good and valuable consideration the receipt of which is hereby acknowledged, the City and EPACANDO (the "Parties") agree as follows:

Section 1 Assignment and Assumption.

The City assigns and delegates to EPACANDO, and EPACANDO accepts and assumes from the City, the Option and agrees to purchase the Property no later than August 3, 2025.

Section 2 Resale of Property by EPACANDO.

EPACANDO agrees to resell the Property to a Lower Income Household as defined in Section 18.35.020 of the City's Zoning Code at an Affordable Sales Price as defined in Section

18.35.020 of the City's Zoning Code no later than six (6) months from date of acquisition of the Property by EPACANDO, or a higher price if such price is approved by the City.

Section 3 Resale Procedures; City Approval of Sale; Homebuyer Execution of City Documents.

(a) EPACANDO shall obtain prior written City approval of: (i) the income and first time homebuyer eligibility of the household that will purchase the Property from EPACANDO (the "Homebuyer"); (ii) the purchase price to be paid by the Homebuyer; and (iii) the affordable housing cost calculation for the Homebuyer. EPACANDO shall obtain from the Homebuyer certifications of household income and household size in a form acceptable to the City (the "Income Certification") to ensure that the proposed Homebuyer is a Lower Income Household. Homebuyer certifications shall not take place more than forty-five (45) days prior to the sale of the Property to the Homebuyer. EPACANDO shall verify that the income provided by a Homebuyer in an Income Certification is accurate by taking two or more of the following steps as a part of the verification process: (i) obtain a pay stub for the most recent pay period; (ii) obtain an income tax return for the most recent tax year; (iii) conduct a credit agency or similar search; (iv) obtain an income verification form from the Homebuyer's current employer; (v) obtain an income verification form from the Social Security Administration and/or the California Department of Social Services if the Homebuyer receives assistance from either of such agencies; or (vi) if the Homebuyer is unemployed and has no such tax return, obtain another form of independent verification.

(b) The Homebuyer shall additionally certify that he or she will occupy the Property as a principal place of residence and shall agree to in no event lease the Property, utilizing a form of certification to be approved by the City (the "Owner Occupancy Certification").

(c) The Homebuyer shall receive homeowners counseling from an individual or organization qualified to provide such counseling services.

(d) As a condition to purchase of the Property, the Homebuyer shall: (i) execute and record against the Property a Buyer's Occupancy and Resale Restriction Agreement with Option to Purchase ("Resale Restriction") in a form to be provided by the City; (ii) execute and record against the Property a Deed of Trust securing the Homebuyer's obligations under the Resale Restriction, in a form to be approved by the City; and (iii) execute a buyer disclosure form in a form to be approved by the City (the "Disclosure Form"), and such other documents required by the City in its reasonable discretion.

(e) At least five (5) working days prior to sale of the Property to the Homebuyer, EPACANDO shall transmit to the City the Homebuyer's Income Certification (with attached required documentation), Owner Occupancy Certification, Disclosure Form, Deed of Trust, and Resale Restriction, all executed by the Homebuyer. The City shall review these documents, execute or cause the City to execute the Resale Restriction, and submit the executed Deed of Trust and Resale Restriction into escrow.

Section 4 Indemnification.

EPACANDO shall indemnify, defend and hold the City, and its council members, officers, employees, agents, successors and assigns harmless against all claims made against it and expenses (including reasonable attorneys' fees) which arise out of or in connection with the purchase of the Property, or the resale of the Property except to the extent such claim arises from the gross negligent or willful misconduct of the City, and its council members, officers, employees, agents, successors and assigns, including, but not limited to, any claim related to EPACANDO's failure to comply with any applicable laws governing the use of the Property, any mechanics' liens, or similar claims, related to work performed on the Property. The provisions of this Section shall survive the expiration of this Agreement.

Section 5 Title of Parts and Sections.

Any titles of the sections or subsections of this Agreement are inserted for convenience of reference only and shall be disregarded in interpreting any part of its provisions.

Section 6 Applicable Law.

This Agreement shall be interpreted under and pursuant to the laws of the State of California.

Section 7 Severability.

If any term of this Agreement is held in a final disposition by a court of competent jurisdiction to be invalid, then the remaining terms shall continue in full force unless the rights and obligations of the Parties have been materially altered by such holding of invalidity.

Section 8 Legal Actions.

In the event any legal action is commenced to interpret or to enforce the terms of this Agreement or to collect damages as a result of any breach thereof, the Party prevailing in any

such action shall be entitled to recover against the Party not prevailing all reasonable attorneys' fees and costs incurred in such action.

Section 9 Waivers.

Any waiver by the City of any obligation or condition in this Agreement must be in writing. No waiver will be implied from any delay or failure by the City to take action on any breach or default of EPACANDO or to pursue any remedy allowed under this Agreement or applicable law. Any extension of time granted to EPACANDO to perform any obligation under this Agreement shall not operate as a waiver or release from any of its obligations under this Agreement. Consent by the City to any act or omission by EPACANDO shall not be construed to be a consent to any other or subsequent act or omission or to waive the requirement for the City's written consent to future waivers.

Section 10 Non-Liability of City Officials, Employees and Agents.

No member, official, employee or agent of the City shall be personally liable to EPA CAN DO in the event of any default or breach by the City, or for any amount which may become due to EPA CAN DO or its successor or on any obligation under the terms of this Agreement.

Section 11 No Third Party Beneficiaries.

There shall be no third party beneficiaries to this Agreement.

Section 12 Counterparts and Modifications.

This Agreement is executed in multiple originals each of which is deemed to be an original, and may be signed in counterparts. This Agreement shall not be modified except by written instrument executed by and between the Parties.

BY SIGNING BELOW, the Parties agree to the terms of this Agreement as of the date first written above.

CITY:
City of East Palo Alto, a municipal corporation

By: _____
Melvin E. Gaines

Its: City Manager

East Palo Alto Community Alliance and
Neighborhood Development Organization,
(EPACANDO) a California nonprofit public
benefit corporation

By: _____
Duane Bay

Its: Executive Director

CERTIFICATE OF SECRETARY

I, the undersigned Kenia Najjar Miranda, acting as the Secretary for East Palo Alto Community Alliance and Neighborhood Development Organization, Inc. (“Corporation”), a California nonprofit public benefit corporation, hereby attest, certify and declare that the foregoing is a full, true and correct copy of the Resolution duly passed and adopted by the Board of Directors of the above mentioned Corporation by unanimous written consent of said Board of Director’s on the aforementioned date, and that said Resolution has not been amended, modified, repealed or rescinded since its date of adoption and is in full force and effect as of the date hereof; that there is no provision in the Articles of Incorporation, Bylaws or Committee Charter of the Corporation limiting the powers of the Board of Directors of the Corporation to pass the forgoing Resolution; and that said Resolution is in conformity with the provisions of such Articles of Incorporation, Bylaws and Committee Charter of the Corporation; and that the Board of Directors of said Corporation has, and at the time of adoption of said Resolution had, full power and authority to act on behalf of the Board of Directors and to appoint the said officer (s) and the President therein named who have full power and lawful authority to exercise the same.

Dated: June 20, 2025

Kenia L Najjar Miranda

Kenia Najjar Miranda, Secretary of East Palo Alto Community Alliance and Neighborhood Development Organization, Inc., a nonprofit public benefit corporation



EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: July 8, 2025
TO: Honorable Mayor and Members of the City Council
VIA: Melvin E. Gaines, City Manager
BY: James Colin, City Clerk
SUBJECT: Proclamation Honoring Community Organizations Serving East Palo Alto

Recommendation

Present the proclamation Honoring Community Organizations Serving East Palo Alto.

Attachments

1. Proclamation

PROCLAMATION HONORING COMMUNITY ORGANIZATIONS SERVING EAST PALO ALTO

WHEREAS, community-based organizations are the foundation of a strong, resilient society, providing vital services that uplift, empower, and support residents in times of need and celebration alike; and

WHEREAS, for over 25 years, numerous nonprofit and grassroots organizations have faithfully served the people of East Palo Alto, addressing critical needs including food security, emergency assistance, youth development, and services for women and families; and

WHEREAS, these organizations have demonstrated unwavering dedication, compassion, and leadership, shaping the fabric of our city and improving the quality of life for countless individuals; and

WHEREAS, their work has often gone unrecognized, despite the transformative impact they have made on generations of East Palo Alto residents; and

WHEREAS, the City of East Palo Alto and the East Palo Alto Community Archive seek to honor and celebrate these long-serving organizations as pillars of our community, essential partners in the city's ongoing growth and well-being;

NOW, THEREFORE, we do hereby proclaim our deepest appreciation for the invaluable contributions of these community organizations, and we honor them as the **Backbone of East Palo Alto**, whose steadfast service continues to inspire, uplift, and strengthen our city. It is with deep gratitude that we honor:

- Free At Last, Robert Hoover Junior Golf Program
- Tulip L Jones Women's Club
- Comité Latino
- Eastside College Preparatory School
- Ecumenical Hunger Program (EHP)
- East Palo Alto Community Alliance
- Neighborhood Development Organization (EPACANDO)
- East Palo Alto Kids Foundation
- Creative Montessori Learning Center
- Job Train

Date: June 29, 2025



Martha Barragan, Mayor



EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: July 8, 2025
TO: Honorable Mayor and Members of the City Council
VIA: Melvin E. Gaines, City Manager
BY: James Colin, City Clerk
SUBJECT: City Council Meeting Minutes

Recommendation

Adopt July 8, 2025, City Council Special Meeting Minutes.

Attachments

1. July 8, 2025, City Council Special Meeting Minutes.



EAST PALO ALTO CITY COUNCIL SPECIAL MEETING MINUTES

Tuesday, June 17, 2025, 5:30 PM
EPA Government Center
2415 University Avenue, First Floor
East Palo Alto, CA 94303

1. CALL TO ORDER AND ROLL CALL

The City Council meeting was called to order by Mayor Barragan at 5:36 PM.

Attendee Name	Title	Status	Arrived
Martha Barragan	Mayor	Present	
Mark Dinan	Vice Mayor	Present	
Carlos Romero	Councilmember	Present	
Ruben Abrica	Councilmember	Present	
Webster Lincoln	Councilmember	Present	5:36 PM

2. APPROVAL OF THE AGENDA

A motion to approve the agenda was made by Councilmember Romero, seconded by Vice Mayor Dinan, and passed unanimously.

3. APPROVAL OF CONSENT CALENDAR

Staff requested that item 3.6 be continued to the next City Council meeting.

A motion to approve the consent calendar was made by Councilmember Romero, seconded by Vice Mayor Dinan, and passed unanimously.

- 3.1 Juneteenth Proclamation
- 3.2 Immigrant Heritage Month Proclamation
- 3.3 Council Technology Policy
- 3.4 Publicly available compensation schedule for Amended FY 2025-26
- 3.5 Extension of Measure HH Pilot Workforce Development Program Agreements
- 3.6 City Council Meeting Minutes

4. STAFF INFORMATIONAL REPORTS

4.1 Automated License Plate Recognition (ALPR) Informational Update

Chief of Police, Jeff Liu presented item 4.1.

5. SPECIAL PRESENTATIONS

5.1 Ravenswood Promise Update

Ravenswood City School District Superintendent, Gina Sudaria provided a presentation on item 5.1.

The following speakers provided public comments:

- Larry Moody
- Jenny Bloom
- Adrienne Bryant

6. ADJOURNMENT

The meeting was adjourned at 6:20 PM



EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: July 8, 2025
TO: Honorable Mayor and Members of the City Council
VIA: Melvin E. Gaines, City Manager
BY: Amy Chen, Director of Community & Economic Development
SUBJECT: Amendment to Staff Augmentation Contract with HEART

Recommendation

Adopt a resolution:

1. Authorizing the City Manager to award, negotiate, and execute a first amendment to the Temporary Housing Staff Agreement with the Housing Endowment and Regional Trust of San Mateo County (HEART), for staff augmentation services, in a form approved by the City Attorney, to increase the not-to-exceed amount by \$50,000, for a new total amount not-to-exceed \$181,500; and
2. Finding that the action being considered by the City Council is exempt from the California Environmental Quality Act (CEQA) because it is not a “project” pursuant to 15378(b)(4) because it is a fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant impact on the environment.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority: Comprehensive Housing

Background

The City of East Palo Alto continues to prioritize affordable housing, tenant protections, and equitable housing access, as outlined in its General Plan and Housing Element. With multiple Housing Division staff currently on leave, including the Housing Project Manager and Housing & Economic Development Manager, staffing capacity to advance key initiatives has been temporarily impacted.



CONSENT ITEM 3.9

To mitigate gaps in service, on October 1, 2024, the City Council approved a staff report and gave the City Manager direction to execute a Temporary Housing Staff Agreement with Housing Endowment and Regional Trust of San Mateo County (“HEART”), with a not-to-exceed amount of \$131,500. This agreement authorized HEART to provide staff support to the Housing Division including policy development and program implementation.

In recent months, the need for continued temporary staffing support has grown, including new Council priorities added to the Housing Division workplan. In alignment with past Council practice, staff recommend increasing the HEART contract using anticipated salary savings to cover this critical interim staffing.

Analysis

This staff report proposes an amendment to the existing Temporary Housing Staff Agreement with HEART to increase the contract amount by \$50,000. The additional funding will come from salary savings anticipated in the Housing Division. This strategic reallocation will ensure continuity of essential housing programs, including affordable housing implementation and anti-displacement initiatives, during a period of limited internal staffing capacity. The amendment supports the City’s goal of maintaining progress on Council-adopted housing priorities without increasing the overall budget.

Staff is requesting that the City Council approve a \$50,000 amendment to the agreement with HEART bringing the existing not-to-exceed amount to \$181,500. The prior contract funding and the additional \$50,000 are shown below in Table 1.

Table 1: Proposed Amendment to HEART Temporary Housing Staff Agreement

Amount	Activity	Description
\$81,000	Temporary Housing Staff	Already allocated in FY 24-25 budget using General Fund
\$50,500	Housing Project Manager and Housing & Economic Development Manager Coverage	Already allocated in FY 24-25 budget using General Fund, Measure HH Fund and Housing Successor Fund
\$50,000	Housing Project Manager and Housing & Economic Development Manager Coverage	Already allocated in FY 25-26 budget using General Fund and various housing funds

The City did not conduct informal bidding for this contract amendment because, pursuant to Section 2.84.040(M), the City Manager’s Office does not believe it is in the best interests of the City to obtain bids and proposals; specifically, staff believes that given the limited duration, limited scope, and the efficiencies and institutional knowledge of HEART to perform this work for the City, it is unlikely that informal bidding will lead to a lower bid than what is currently proposed by staff.

Fiscal Impact



CONSENT ITEM 3.9

There is no additional fiscal impact associated with this contract amendment.

The proposed \$50,000 increase to the HEART contract will be funded entirely through future salary savings due to scheduled absences in the Housing Division. These salary savings are already included in the adopted FY 2025-26 budget across the General Fund and various housing funds, and no new appropriations or revenue sources are required.

This approach allows the City to address temporary staffing needs while staying within the current budget and maintaining fiscal responsibility. By reallocating funds that are already budgeted but unspent, the City can ensure continuity of housing services without affecting other programs or increasing overall expenditure.

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 original entitlement was competitively bid.

Analysis of Levine Act Compliance: Not applicable.

Attachments

1. Resolution

RESOLUTION NO. XX– 2025

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

AUTHORIZING THE CITY MANAGER TO AWARD, NEGOTIATE, AND EXECUTE A FIRST AMENDMENT TO THE TEMPORARY HOUSING STAFF AGREEMENT WITH THE HOUSING ENDOWMENT AND REGIONAL TRUST OF SAN MATEO COUNTY (“HEART”) FOR STAFF AUGMENTATION SERVICES TO INCREASE THE NOT-TO-EXCEED AMOUNT BY \$50,000 FOR A NEW TOTAL AMOUNT NOT TO EXCEED \$181,500

WHEREAS, Housing Endowment and Regional Trust of San Mateo County (“HEART”) provides housing staffing support (“HEART Temporary Housing Staff”) across various municipalities in San Mateo County (“County”), including the City of East Palo Alto (“City”); and

WHEREAS, on October 1, 2024, the City Council approved an on-call contract with the Housing Endowment and Regional Trust of San Mateo County (HEART) in an amount not to exceed \$131,500 for professional housing services, including temporary housing staff and support; and

WHEREAS, the City has a continued need for staff augmentation services to maintain essential housing program operations and advance Council-adopted housing goals, including the inclusion of new Council priorities added to the Housing Division workplan; and

WHEREAS, multiple Housing Division staff are currently on leave or anticipate being on leave in the near future, creating temporary staffing gaps that impact the City's ability to deliver housing programs, policy development, and compliance activities; and

WHEREAS, the Housing Division will have salary savings available from the General Fund, Measure HH Fund, and Housing Successor Fund, and has been previously appropriated in the FY 2025–26 budget.

WHEREAS, the City did not conduct informal bidding for this contract amendment because, pursuant to Section 2.84.040(M), the City Manager’s Office does not believe it is in the best interests of the City to obtain bids and proposals; specifically, staff believes that given the limited duration, limited scope, and the efficiencies and institutional knowledge of HEART to perform this work for the City, it is unlikely that informal bidding will lead to a lower bid than what is currently proposed by staff.

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

1. Finds the foregoing recitals are true and correct, and are incorporated by this reference into this action;
2. Authorizes the City Manager to award, negotiate, and execute a First Amendment to the Temporary Housing Staff Agreement with the Housing Endowment and Regional Trust of San Mateo County (HEART), for staff augmentation services, in a form approved by the City Attorney, to increase the not-to-exceed amount by \$50,000 for a new total amount not-to-exceed \$181,500; and
3. Find that the proposed action does not constitute a “project” with the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines sections 15378(b)(4) in that

it is a governmental fiscal, organizational or administrative activity that will not result in direct or indirect changes in the environment.

PASSED AND ADOPTED this 8^h day of July 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



EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: July 8, 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 and the Senior Advisory Committee using the selection process recommended by staff.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority: Civic Engagement

Priority: Governance, Organizational Strength, and Fiscal Sustainability

Priority: Public Health, Safety, and Quality of Life

Background

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

Senior Advisory Committee appointments for the following terms:

Regular Seat No. 1: From July 8, 2025, through May 31, 2028

Regular Seat No. 2: From July 8, 2025, through May 31, 2028

Regular Seat No. 3: From July 8, 2025, through May 31, 2028

Regular Seat No. 4: From July 8, 2025, through May 31, 2028

POLICY AND ACTION ITEM 9.1

Regular Seat No. 5: From July 8, 2025, through May 31, 2028

Regular Seat No. 6: From July 8, 2025, through May 31, 2028

Public Works and Transportation Commission appointments for the following terms:

Regular Seat No. 2: From July 8, 2025, through May 31, 2028

Regular Seat No. 4: From July 8, 2025, through May 31, 2028

Alternate Seat No. 8: From May 31, 2024, through May 31, 2027

The application period will be open through July 8, 2025. The City accepted applications electronically via the SurveyMonkey platform. The City conducted outreach through its social media outlets in hopes of attracting more applicants, and additionally engaged in in-person outreach efforts to ensure a comprehensive approach to the outreach process. These 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 July 8, 2025, agenda.
2. City Council will be provided with 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 motion.

Attachments

1. Senior Advisory Committee
2. Public Works and Transportation Commission

#1

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Friday, April 11, 2025 11:39:19 AM
Last Modified: Friday, April 11, 2025 11:59:51 AM
Time Spent: 00:20:31
IP Address: [REDACTED]

Page 1: Senior Advisory Committee Application

Q1

Name

Sui-Lin Li

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 Committee meetings scheduled for the first Wednesday of each month?

Q7

Why would you like to serve on the Senior Advisory Committee?

My husband and I both are seniors moved from Arizona to East Palo Alto about a little over 4 years. Since then,

I have been volunteering food distribution program@ EPA Senior Center and have found desperately need for our seniors in every aspect of life, and I would like to help to make their life more enjoyable.

#2

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, May 06, 2025 6:30:30 PM
Last Modified: Tuesday, May 06, 2025 6:40:32 PM
Time Spent: 00:10:01
IP Address: [REDACTED]

Page 1: Senior Advisory Committee Application

Q1

Name

David Dresean Council

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 Committee meetings scheduled for the first Wednesday of each month?

Q7

Why would you like to serve on the Senior Advisory Committee?

As someone born and raised in East Palo Alto, I have a strong connection to this community and a deep respect for the elders who helped shape its identity. I would like to serve on the Senior Advisory Committee to ensure that our senior residents continue to be seen, heard, and supported with compassion and care. My background includes over a decade of experience in customer service, elder and patient care, and community outreach—work that has taught me the importance of empathy, listening, and consistent follow-through when serving others.

I've had the privilege of working directly with seniors and their families, and I understand the unique challenges they face—whether it's navigating healthcare, staying socially connected, or simply feeling valued. I want to help create and support programs that allow our elders to age with dignity, remain active in the community, and continue living in East Palo Alto without fear of being displaced. This city has always been home for me, and I see this as an opportunity to give back by helping protect and uplift those who've given so much to our community.

#3

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Friday, May 09, 2025 1:16:18 AM
Last Modified: Friday, May 09, 2025 1:16:42 AM
Time Spent: 00:00:23
IP Address: [REDACTED]

Page 1: Senior Advisory Committee Application

Q1

Name

Andre Guzman

Q2

Home Address

[REDACTED]

Q3

Respondent skipped this question

City

Q4

E-mail Address

[REDACTED]

Q5

Respondent skipped this question

Phone Number

Q6

Yes

Are you available to attend regular Committee meetings scheduled for the first Wednesday of each month?

Q7

Why would you like to serve on the Senior Advisory Committee?

To continue to grow roots deep in the community and develop a better east palo alto. My grandfather was on a few of the first commission boards prior to the city being incorporated. East Palo Alto has been home to us for decades.

#4

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Friday, June 06, 2025 12:52:28 PM
Last Modified: Friday, June 06, 2025 1:04:39 PM
Time Spent: 00:12:11
IP Address: [REDACTED]

Page 1: Senior Advisory Committee Application

Q1

Name

Paris Sims

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 Committee meetings scheduled for the first Wednesday of each month?

Q7

Why would you like to serve on the Senior Advisory Committee?

Over the past several years as Senior Advisory Chair, I've seen a meaningful increase in senior participation and engagement. I'm passionate about continuing this work partnering with seniors to bring their ideas, suggestions, and recommendations to life. My goal is to help create a safe, inclusive space where their voices are heard and meaningful improvements can continue.

#5

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Saturday, June 07, 2025 8:09:11 AM
Last Modified: Saturday, June 07, 2025 8:16:04 AM
Time Spent: 00:06:53
IP Address: [REDACTED]

Page 1: Senior Advisory Committee Application

Q1

Name

Pearlie Young-Rainer

Q2

Home Address

[REDACTED]

Q3

City

East Palo Alto, CA 94303

Q4

E-mail Address

[REDACTED]

Q5

Phone Number

[REDACTED]

Q6

Yes

Are you available to attend regular Committee meetings scheduled for the first Wednesday of each month?

Q7

Why would you like to serve on the Senior Advisory Committee?

I feel like I could help others with my suggestion. Thank you!

#6

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Friday, June 06, 2025 12:46:25 PM
Last Modified: Monday, June 09, 2025 3:47:56 PM
Time Spent: Over a day
IP Address: [REDACTED]

Page 1: Senior Advisory Committee Application

Q1

Name

Isaacc D. Stevenson Jr.

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 Committee meetings scheduled for the first Wednesday of each month?

Q7

Why would you like to serve on the Senior Advisory Committee?

I can no longer remember how long I've actually been a member of East Palo Alto Senior Advisory Board. One thing I do know and understand is that today our seniors need even more help than they needed 10 years ago. Many of our seniors are more isolated and alone today.

Due to loss of spouses, friends, or other family members while facing their own health problems, along with the inability to operate or communicate using the recent technologies of today have become even more isolated.

For more than the last 10 years I've been a San Mateo County Long-term Care Ombudsman. I've also been President of the East Palo Alto chapter of St. Vincent de Paul, and a member of the board of the East Palo Alto Senior Center. I feel that today our seniors in this community truly need our help, and I hope that in some way I could continue to serve those in need.

#7

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Thursday, June 12, 2025 2:31:53 PM
Last Modified: Thursday, June 12, 2025 2:33:48 PM
Time Spent: 00:01:54
IP Address: [REDACTED]

Page 1: Senior Advisory Committee Application

Q1

Name

Ruth cossey

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 Committee meetings scheduled for the first Wednesday of each month?

Q7

Why would you like to serve on the Senior Advisory Committee?

To continue supporting senior events. To inform seniors of having their place in the city organization

#17

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, May 19, 2025 1:40:23 PM
Last Modified: Monday, May 19, 2025 1:43:42 PM
Time Spent: 00:03:19
IP Address: [REDACTED]

Page 1: Public Works & Transportation Commission Application

Q1

Name

Elizabeth Pulido

Q2

Home Address

[REDACTED]

Q3

City

E 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 a longtime resident of East Palo Alto, I deeply understand the transportation and infrastructure challenges facing our community. My firsthand experience enables me to advocate for solutions that truly reflect the needs of residents. I bring a unique perspective that combines local insight with a steadfast commitment to ensuring our streets are safe, our transit systems are efficient, and our parking regulations promote accessibility for all. Serving on the Public Works & Transportation Commission would allow me to contribute to initiatives that enhance mobility, safety, and sustainability across the city. I am eager to collaborate with the City Council to develop practical policies that benefit both residents and businesses while tackling traffic congestion and parking challenges. With a strong leadership background and problem-solving mindset, I will work tirelessly to address overcrowded parking, improve traffic flow, and champion sustainable transportation solutions that support the city's long-term growth.

#18

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, June 10, 2025 1:06:35 PM
Last Modified: Tuesday, June 10, 2025 1:11:07 PM
Time Spent: 00:04:31
IP Address: [REDACTED]

Page 1: Public Works & Transportation Commission Application

Q1

Name

Uhila Makoni

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 have served my first term on the PWTC and have learned from the experience working with staff and City Council to facilitate the objectives of the PWTC. I would like to continue to serve as a resident of EPA and help shape the decisions related to Public Works and Transportation within EPA.



EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: July 8, 2025

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

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

SUBJECT: Residential Permit Parking Program Ordinance (RPP) Second Reading

Recommendation

By motion, the City Council should:

1. Waive the second reading and adopt an ordinance adding a new Chapter 10.40 (Residential Permit Parking Program) to the East Palo Alto Municipal Code (or any other substantive amendments proposed by staff or the Council to the original ordinance, in which case, waive the first reading and introduce the ordinance, as amended);
2. Find that the proposed action is exempt from the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines sections 15301 (minor alterations) and 15061(b)(3) (common sense exemption);
3. Direct staff to return with proposed RPP program guidelines — including permit costs (with a potential low-income subsidy), citation fees, number of permits per household, phased enforcement dates, sunset clause date for reevaluation, alternative residency documentation, and a visitor pass policy — following community engagement; and
4. Direct staff to return with resolutions establishing specific Residential Permit Parking Areas for Council adoption.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

- Public Health, Safety, and Quality of Life

Background

City staff presented a draft residential permit parking ordinance to the Public Works and Transportation Commission (PWTC) on December 20, 2023. The City's transportation consultant, Hexagon Transportation Consultants, Inc., presented a revised draft at the PWTC meeting on April 17, 2024, responding to questions and comments. Staff and Hexagon presented a further refined draft to the PWTC on May 15, 2024.

On June 18, 2024, staff presented the updated draft ordinance to the City Council. The Council instructed staff to delay the first reading and further investigate additional concerns. A study session was conducted on November 12, 2024, for staff to provide updates on the items further investigated and to receive feedback and comments on the draft ordinance.

Staff's Proposed Ordinance at First Reading (March 18, 2025)

At the March 18, 2025, City Council meeting, staff presented a revised ordinance for the first reading, highlighting these key provisions:

- Allows the City to create Residential Permit Parking Areas (RPPAs).
- Grants one free parking permit per residence (*later removed*), with a second permit available for purchase (subject to availability).
- Clarifies that permits do not guarantee parking spaces.
- Excludes commercial and oversized vehicles
- Requires all four of the following:
 - Initiation by a 67% neighborhood petition (*the petition was later removed*) or initiation by City Council;
 - 75% on-street occupancy during proposed enforcement hours;
 - Approval of the establishment of RPPA if survey results showed 67% of residents in the designated area (*the survey approval was later removed*); and
 - Establishment of the RPPAs by City Council action (retained by Council as the sole option for establishment of the RPPA).

The City Council's Modifications Made at First Reading (March 18, 2025)

The City Council waived the first reading and introduced the ordinance with the following changes:

- **Updated Definitions (Section 10.40.020):**
 - Added a definition of a Commercial Vehicle that matches the State law definition -a motor vehicle used or maintained for the transportation of persons for hire, compensation, or profit or designed, used, or maintained primarily for the transportation of property. Passenger vehicles and house cars are excluded from this definition, unless used for transportation for hire, in which case they could

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constitute commercial vehicles. Any vanpool vehicle—which is a vehicle designed for carrying 11 to 15 persons, maintained and used primarily for nonprofit work-related adults ridesharing—is also not a commercial vehicle.

- Revised the definition of Resident to require proof of residency via voter registration or Department of Motor Vehicle records.
- **Vehicle Eligibility (Section 10.40.120):** A new section titled Vehicle Eligibility was included in the ordinance restricting eligibility to vehicles without delinquent parking citations, without an expired registration, and vehicles not registered as commercial vehicles. Additionally, recreational vehicles (RVs), boats, trailers, or oversized vehicles exceeding 22 feet in length or 7 feet in height would be considered ineligible.
- **Removed Petition Language (Sections 10.40.040 and 10.40.050):** The City Council removed all language pertaining the signing of petitions by residents.. This means RPPAs may only be created by City Council action. Council further removed the subsection regarding community outreach; this language required a survey of resident support within the RPPA and encouraged additional outreach, such as neighborhood meetings. The Council also removed the subsection requiring Public Works and Transportation Commission review.
- **Added Automatic Implementation (Section 10.40.040B):** A new section labeled “Automatic Implementation” was added. Subsection A states that the City Council may, by motion, initiate consideration of a RPP area by directing staff to undertake a data collection and outreach process. New subsection B clarifies that the Council option in Subsection A does not preclude the Council from adopting a resolution establishing automatic implementation of the parking permit program in RPP areas based on a 75% occupancy threshold. Such a resolution would specify standards for the automatic establishment of permit parking requirements, including establishing RPP areas to which the occupancy threshold would apply, the means of measuring whether the threshold is met (e.g., based on an occupancy study conducted or some other threshold or metric), timeframe or scope of the parking occupancy study, the applicable fees and penalties, and other standards or considerations.
- **Permit Issuance Requirements (Section 10.40.070):** The permit issuance requirements section was modified to explicitly state that proof of residence must show that the address is within the permit area.
- **All permits shall require payment of a fee as established by City Council resolution:** Language regarding providing the first permit at no cost was removed.

After making the foregoing amendments, the Council introduced the attached ordinance with the following vote:

AYES: Mayor Barragan, Vice Mayor Dinan, and Councilmember Lincoln.
NOES: NONE.
ABSTAIN: NONE.
ABSENT: Councilmember Romero and Councilmember Abrica.

Analysis

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With respect to some particular language of the ordinance, staff has concerns. The current definition of Resident in Section 10.40.020 and the permit issuance requirements in Section 10.40.070 could create barriers to permits for seasonal residents or ineligible voters. The additional proof of vehicle insurance policy within the permit area may pose an additional impediment to residents. Moreover, this language means that residents are unable to obtain permits on behalf of private service personnel who serve their homes. Additionally, the modification to Section 10.40.120 restricting eligibility of vehicles with delinquent parking citations, could be difficult to verify, implement, and enforce.

Staff proposes instead removing the language added to the resident definition pertaining to voter registration and DMV registration. Additionally, staff proposes amending Section 10.40.070 to allow seasonal residents of private service personnel to obtain permits. Amending the language would provide some flexibility to residents.

For flexibility, staff proposes instead to replace the language affirming residency through voter registration or DMV registration, with the following language: "Permit eligibility will be limited to vehicles determined to be associated with residences in the RPP Area through mechanisms outlined in the RPPA Guidelines." Staff proposes to develop these guidelines with community input and discuss with the City Council at a future study session. If the Council does permit this amendment, it may require a new first (this evening) and second reading (July 15, 2025).

Aside from addressing that specific concern, staff proposes that Council adopt the proposed ordinance in its entirety, in addition to finding that such action is exempt from CEQA for the reasons set forth below. However, please be aware that **adoption of this ordinance creates a programmatic framework with details to be spelled out at a future date.** Such details require further staff recommendations in the form of resolutions, and City Council edits and eventual adoption. In other words, **passing this ordinance is only a step in the direction of a permit parking program. Further steps (described below) are required to implement this program.**

Most members of the public have not opposed the overall idea of a residential permit parking ordinance. Instead, their concerns have focused on specific details that have not yet been finalized. For example, residents have raised questions about potential high permit costs, the impact on low-income families, limits on the number of permits per household, the absence of a required reevaluation date, and how visitor passes would be managed. While these concerns are important, they are premature, as the ordinance does not yet address these specifics.

The next steps would be for staff to seek out robust community engagement regarding the details of the program, including:

- Permit costs and citation amounts
- Low-income subsidy options

PUBLIC HEARING ITEM 9.2

- Visitor passes
- Number of permits per household
- Enforcement phases
- A sunset clause for reevaluation
- Expanded proof of residency

Following the robust community engagement, staff would prepare program guidelines to address these issues and hold a City Council study session to review and finalize them.

Thereafter, if Council directs staff to investigate potential RPPAs all over the City, staff would need to:

Conduct a citywide parking study to define the RPPAs, and for each one, analyze occupancy rates and recommend enforcement hours. This effort would have to be reassessed periodically to ensure occupancy rates and their related hours do not drastically change over time. Please note that staff does not currently investigate citywide street occupancy on a consistent and ongoing basis and does not have the bandwidth to do so; thus, this step would require an amendment to the existing contract with Hexagon for the performance of occupancy studies.

Further, staff would need to issue a request for proposals (RFP) to explore a permit platform and management services, enforcement options, and a consultant to determine program implementation costs and fee structure options.

Finally, staff would return to the City Council with proposed resolutions designating the RPPAs as well as providing all the details of the program listed above. Staff would also propose a third-party vendor for enforcement of the program, staffing recommendations or another vendor to implement the administrative side of the program (e.g., issuing the permits, requiring updates on a regular cadence, collecting fees), and the allocation of resources for long-term occupancy monitoring.

With this long “to do” list, the parking permit program will take quite some time to implement. Such programs are robust and require many resources. Staff recommends the Council adopt the ordinance such that we can begin working on the next steps.

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 proposed action is exempt from the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines: 1) Section 15301, which applies to minor alterations of existing public or private structures, facilities, mechanical equipment, or topographical features involving negligible or no expansion of use, in that adopting an ordinance regulating existing off-street parking would not constitute any significant expansion of use; and 2) Section 15061(b)(3) in that adoption of the ordinance can be seen with certainty to have no possibility of a significant effect on the environment.

Government Code § 84308

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

Analysis of Levine Act Compliance: Not applicable.

Attachments

1. Attachment 1 – RPPP Ordinance
2. Attachment 2– RPPP Guidelines
3. Attachment 3 – Draft RPPP FAQ’s
4. Attachment 4 - RPPP Ordinance – Redline
5. Attachment 5 - RPPP Guidelines - Redline

Chapter 10.40 - RESIDENTIAL PARKING PERMIT (RPP) PROGRAM

Sections:

- 10.40.010 Purpose.
- 10.40.020 Definitions.
- 10.40.030 Findings.
- 10.40.040 Designation of residential parking permit areas.
- 10.40.050 Procedure for establishment of residential parking permit areas.
- 10.40.060 Authority of Director.
- 10.40.070 Issuance of permits.
- 10.40.080 Guest parking permits.
- 10.40.090 Display of permits.
- 10.40.100 Enforcement.
- 10.40.110 Exempt vehicles.
- 10.40.120 Vehicle Eligibility
- 10.40.130 Removal of residential parking permit area.

10.40.010 Purpose.

The purpose of this chapter is to regulate and manage residential curb parking at locations at which a high demand for parking on residential streets has been determined by the City Council to be adverse to the health, safety, welfare, and interest of the public, including residential property owners, businesses, pedestrians, and other users of the City's streets, roads, and infrastructure in a manner that provides for the health, safety, welfare and interests of the public, including ensuring productive use of off-street parking for those who need it. The procedures and standards in this chapter are intended to provide flexibility so that the City Council may adopt, after consultation with various stakeholders, including residents, businesses and institutions, parking programs that appropriately protect each neighborhood's unique characteristics.

10.40.020 Definitions.

"*Commercial vehicle(s)*" mean(s) as commercial vehicle as that term is defined in the California Vehicle Code Section 260.

"*Director*" means the Director of the Department of Public Works.

"*Residential parking permit area*" or "RPP area" means a geographical area set by City Council resolution establishing a preferential parking permit system, including the parking restrictions applicable thereto, pursuant to California Vehicle Code Section 22507.

"*Residence*" or "*dwelling unit*" means each legal dwelling unit located immediately adjacent to a street, or portion of street, within a RPP area and with an assigned postal address. The term includes single-family dwellings, apartments, condominiums, and other distinct residential units including accessory dwelling units and junior accessory dwelling units.

"*Resident*" means an adult person who lives in a RPP area as his/her permanent place of residence, either as a tenant, occupant, or owner, as evidenced by voter registration or Department of Motor Vehicle records.

"Residential parking permit program guidelines" or "guidelines" shall mean the City of East Palo Alto Residential Parking Permit Program Guidelines, as promulgated by the Director of the Department of Public Works.

10.40.30 Findings.

Each RPP area may be designated by the City Council only upon findings that such RPP area is required to enhance or protect the quality of life in the proposed RPP area and that such designation is necessary to provide reasonably available and convenient parking for the benefit of the residents in the RPP area. Such findings shall be based upon the following criteria established to the satisfaction of the City Council:

- A. Vehicles parked in the RPP area create traffic congestion, noise, or other disruption that disrupts neighborhood life; or a shortage of reasonably available and convenient off street parking spaces exist in the proposed RPP area;
- B. The establishment of the proposed RPP area would benefit a majority of the residents in the proposed RPP area and balance the impacts to adjoining areas outside of the proposed RPP area, and the proposed RPP program would be feasible in terms of cost, administrability, and enforcement; and
- C. No alternative solution is feasible or practical.

10.40.040 Designation of residential parking permit areas.

Through this ordinance a residential parking permit program is established. RPP areas may be designated, expanded, or amended by resolution of the City Council. The City Council shall consider designation of those areas satisfying the criteria set forth in this chapter. If the City Council determines that the criteria have been met, it may adopt a resolution designating a residential parking permit area. The designation or expansion of an RPP area may be initiated by utilizing either of the following methods:

- A. Initiation by City Council. The City Council may, by motion, initiate consideration of a RPP area by directing staff to undertake the data collection and outreach process set forth in Section 10.40.050B and C.
- B. Automatic Implementation. This Section does not preclude the City Council from adopting a resolution establishing areas based on a 75% occupancy threshold that would cause such requirements to spring into place, supported by an occupancy study, or some other threshold set by the Council, and providing for the automatic implementation of a parking permit program. The resolution would specify standards for the automatic establishment of permit parking requirements, including establishing RPP areas to which the occupancy threshold would apply, the means of measuring whether the threshold is met (e.g., based on an occupancy study conducted consistent with Section 10.40.050.B., or some other threshold or metric), timeframe or scope of the parking occupancy study, the applicable fees and penalties, and other standards or considerations, without satisfying other procedural requirements set forth in Section 10.40.050.

10.40.050 Procedure for establishment of residential parking permit areas.

The establishment or expansion of a residential parking permit areas shall be made, and considered, in the following manner, except as otherwise provided for in this Chapter:

- A. Staff Review of Council Requests. The Director shall review requests to establish or expand RPP areas. The Public Works Director will identify the draft program parameters, as set forth in the Guidelines, which may be amended from time to time, including, days and time limits when permit parking will be enforced and the geographic area of enforcement. The Council may appoint an ad hoc committee to provide guidance to the Public Works Director on various different issues, including the formulation of program parameters, which would return to the Council for consideration by the entire Council.
- B. Data Collection. City staff shall promptly complete parking occupancy studies to analyze and quantify, to the extent possible, the nature of the problem, or to determine whether a threshold is met for the automatic establishment of a parking permit program for an RPP area or set of RPP areas, as set forth in Section 10.40.040. For eligibility to establish or expand an RPP area, parking surveys must meet a minimum threshold of seventy-five percent (75%) occupancy of all the on-street parking spaces within the proposed RPP area during the proposed permit hours, unless otherwise provided for in this Chapter. The Director shall determine whether the minimum threshold is met and thus whether a permit parking restriction will be implemented.
- C. Adoption of Resolution Establishing or Expanding an RPP Area. Following the completion of the above procedures, staff shall bring a resolution designating the proposed RPP area for Council consideration. At a minimum, the resolution shall specify:
 - 1. The findings that the criteria set forth in this Chapter have been met;
 - 2. The boundaries and the name of the RPP area;
 - 3. Hours and days of enforcement of parking time restrictions and parking prohibitions that shall be in effect for non-permit holders; and
 - 4. The procedure for obtaining parking permits, including the fee therefor.

The City Council shall hold a public hearing on a proposed resolution to establish the Residential Parking Permit area. The Council may adopt, modify, or reject the proposed resolution.

- D. Resident Notice of Newly Adopted RPP Area. Upon designation or expansion of an RPP area, the City shall provide notice informing residents about implementation of the RPP area and its details.

10.40.060 Authority of Director.

The Director is authorized to establish the Guidelines, and rules and procedures to effectuate or implement the purposes and provisions of this Chapter, as limited herein, and to produce signs, forms, and other materials necessary, or appropriate, to effectuate or implement the provisions of this Chapter.

10.40.070 Issuance of permits.

Applications to authorize parking within a residential parking permit area may be made by any resident of a dwelling unit within the residential parking permit area. Such application shall be the sole responsibility of the applicant, and shall be filed with the Director, or his or her designated representative. Applications for a resident parking permit must include all the following documentation:

1. A current DMV driver's license for each resident requesting a permit showing an address within the permit area; and
2. A current DMV vehicle registration for each vehicle showing an address within the permit area,
3. A current vehicle insurance policy showing the vehicle insured at the same address within the permit area; and
4. The Director is authorized to require voter registration records or any other information the Director requires by rules and procedures; and
5. Any information reasonably necessary for implementation of this Chapter, as determined by the Director.

Permits may be purchased by applicants, upon application, subject to the availability, as determined by the Director. Permits issued to residents pursuant to this section shall require annual renewal. The City Council may, by resolution, establish fees for the issuance of permits or the transfer of a permit to a different vehicle or different address.

10.40.080 Guest parking permits.

Unless otherwise prescribed in the resolution establishing a residential parking permit area, each residence within an RPP area may receive twenty (20) one-day guest parking permits per year upon application, the form and conditions of which are approved by the Director to effectuate the purposes of this Chapter. Upon application, applicants may receive additional guest permits for one-day special events as approved by the Director.

10.40.090 Display of permits.

- A. Parking permits shall be displayed in a manner determined by the Director.
- B. The Director shall notify each permittee in writing of the proper manner in which to display a parking permit.
- C. The proper display on a vehicle of a valid parking permit issued pursuant to this chapter grants only the privilege of parking the vehicle in the RPP area for which the permit was issued.
- D. A valid parking permit issued under this chapter shall not guarantee or reserve to the holder an on-street parking space on any street or portion of street within the RPP area for which the permit was issued.

10.40.100 Enforcement.

- A. The Director shall cause appropriate signs to be erected at the entrance of a residential parking permit area and at intermediate locations as deemed necessary by the Director.
- B. The signs that the Director causes to be erected pursuant to this section shall provide clear notice of the days and times of the parking prohibition applicable to the street upon which the sign is erected.

- C. No person shall park a vehicle in an RPP area in violation of any posted or noticed time restriction or parking prohibition unless the person has a valid and current parking permit for that vehicle or is otherwise exempt. Violations of this subsection shall constitute an infraction offense.
- D. Any willful misuse of the parking permits, selling permits to others, altering permits, forging permits, copying permits, providing false or failing to provide reasonably necessary information to obtain permits, or any other basis for revocation, as determined by the Director that would effectuate the purposes of this Chapter, are not permitted and shall constitute an infraction. Such misuse shall also result in revocation of the parking permits for a period of one (1) year. A revocation of a parking permit may be appealed to the Director by filing a request for an appeal, on a form approved by the Director, within twenty-one (21) calendar days of the revocation. The appeal must state why the permit should not be revoked. Failure to state this basis shall be grounds for revocation without an appeal. The Director shall respond within twenty-one (21) calendar days and the Director's decision shall be final.
- E. Parking permit holders are not exempt from state and local traffic and parking rules.
- F. Parking permits are only valid in the RPP area for which the permit is issued.

10.40.110 Exempt vehicles.

The following vehicles are exempt from parking restrictions applicable to any RPP area: (1) vehicles owned or operated by any government agency, or contractor of a government agency, being used in the course of business; (2) refuse collection, utility, or other public agency service vehicles being used in the course of business; (3) commercial vehicles actively providing or performing services or making a pickup or delivery if parked in a manner consistent with applicable law, including the East Palo Alto Municipal Code 10.04.080; (4) any authorized emergency vehicle as defined in the California Vehicle Code when such vehicle is responding to an emergency, (5) vehicles displaying a valid disabled placard or license plate in a designated disabled parking.

10.40.120 Vehicle Eligibility.

No residential parking permits will be issued to:

1. Vehicles with delinquent parking citations; or
2. Vehicles with expired registration; or
3. Vehicles registered under the California Vehicle Code as commercial vehicles; or
4. Recreational vehicles (RVs), boats, trailers, or oversized vehicles exceeding 22 feet in length or 7 feet in height.

10.40.130 Removal of residential parking permit area.

The City Council may, by resolution, terminate and dissolve any previously established RPP area or portion thereof. The Director shall remove permit parking signs in accordance with any such resolution.

City of East Palo Alto

Residential Parking Permit (RPP) Program Guidelines

PURPOSE

The goal of the Residential Parking Permit (RPP) Program is to regulate and manage on-street parking in residential neighborhoods. This document clarifies the procedures used by the City to implement the program.

BACKGROUND

On [DATE], the City Council adopted a Residential Parking Permit (RPP) Program Ordinance where neighborhood parking is regulated for non-permit holders. The Ordinance sets forth mechanisms to automatically enact permit parking restrictions within a RPP area based upon findings of a parking occupancy survey conducted under the direction of City staff or as otherwise initiated by City Council. Three documents govern the creation of an RPP area in the City of East Palo Alto:

1. Chapter 10.40 of the East Palo Alto Municipal Code, which outlines the criteria that must be met and the process that must be taken for the designation, expansion, or dissolution of an RPP area.
2. A RPP area-specific resolution, which must be adopted by the City Council and outlines the specific characteristics of the individual RPP area.
3. The document within, "Residential Parking Permit (RPP) Program Guidelines", which provides additional detail on RPP Program implementation. The Residential Parking Permit (RPP) Program Guidelines (Guidelines) may be modified by the Public Works Director and provide detail on policies and procedures related to RPP areas.

All three documents work in concert to govern the development and operation of the City's RPP areas.

POLICIES

The Guidelines establish the framework for initiating, operating, and removing residential parking permit areas. The RPP program is intended to regulate on-street parking in parking permit areas within the City in order to enhance or protect the quality of life in the proposed RPP area according to these policies:

The RPP program is intended for use in single family and multi-family residential areas, not in mixed-use areas where residents and businesses are expected to share parking.

Implementation of an RPP area *does not* guarantee the availability of parking spaces on a public street, or within a specific neighborhood, because more parking permits may be issued than there are available on-street parking spaces.

The hours and days of enforcement of parking time restrictions and parking prohibitions in effect for non-permit holders will be set forth in the RPP area-specific resolution.

Blocks within each parking permit area will be determined based on the potential of parked cars to overflow and impact adjacent streets. The final limits of the residential parking permit program area will be set by the City Council via resolution.

Parking permits will be issued only for *passenger vehicles* registered to residents of a property with at least one frontage within an RPP area. Commercial trucks, boat trailers, RV's (camping trailers, motor homes, etc.), trailers and work-type

commercial vehicles, including taxis and limousines, or any oversized vehicles are not eligible for resident parking permits. Other exclusions are contained within Chapter 10.40.

The maximum number of resident parking permits that may be issued per residence will be determined by the Public Works Director based on the characteristics of each neighborhood, but only one permit is issued per vehicle.

Up to twenty (20) one-day guest permits may be issued per residence each calendar year.

Permits may be transferred when the permit holder moves or the vehicle for which a permit has been issued is sold.

Signs will be posted in each RPP area indicating the time limitation and days during which parking is restricted.

Parking permits are not intended for use at parking meters, parking lots, or parking garages.

RPP parking permits are only valid for the RPP area for which they are issued.

Vehicles displaying parking permits are subject to all other parking restrictions, including loading zones, red zones, and accessible parking spaces.

Displaying a residential parking permit does not exempt the vehicle from the City's ordinance requiring a car to be moved every 72 hours.

By resolution of the City Council, a fee may be set for the permits.

Exceptions

RPP parking restrictions do not apply to vehicles owned or operated by any government agency, or contractor of a government agency, being used in the course of business.

Any refuse collection, utility, or other public agency service vehicles actively working for a property within the limits of an RPP area may park on-street in front of the property on which they are working without a permit.

Commercial vehicles actively providing or performing services or making a pickup or delivery are not required to have a parking permit when parked within an RPP area in a manner consistent with applicable law, including the East Palo Alto Municipal Code Section 10.04.080.

Any authorized emergency vehicle as defined in the California Vehicle Code when such vehicle is responding to an emergency is exempt from parking restrictions applicable to any RPP area.

PROCEDURES

The procedures below provide for consistent parking permit area development from one neighborhood to the next. The Public Works Director has the flexibility to modify the following procedures when appropriate.

Area Creation or Expansion

Except as otherwise provided in Chapter 10.40, a new residential parking permit area or expanding an existing RPP area requires completion of the following steps:

1. The Public Works Director will identify the draft program parameters including days and time limits when permit parking will be enforced and the geographic area.

2. Public Works staff will collect occupancy data on key street segments within the proposed RPP area. Only areas with an average occupancy rate of 75% or more during the proposed permit hours will continue in this process. If the RPP area does not meet the minimum parking occupancy requirement, the Director may deny the request.
3. After completion of the parking occupancy survey, City staff shall prepare a draft resolution containing the proposed boundaries and hours of enforcement. Staff shall undertake a survey of resident support **within the RPP area**. The results of this survey shall be included in and reported to the City Council. Following the completion of the above procedures, staff shall bring a resolution designating the proposed RPP area for Council consideration. At a minimum, the resolution shall specify:
 - a. The findings that the criteria set forth in this chapter have been met;
 - b. The boundaries and the name of the RPP area;
 - c. Hours and days of enforcement of parking time restrictions and parking prohibitions that shall be in effect for non-permit holders;
 - d. The procedure for obtaining parking permits, including the fee therefor.

The City Council shall hold a public hearing on a proposed resolution to establish the Residential Parking Permit area. The Council may adopt, modify, or reject the proposed resolution.
4. Upon designation or expansion of an RPP area, the City shall provide notice informing residents about implementation of the RPP area and its details.
5. The Director shall cause appropriate signs to be erected at the entrance of a residential parking permit area and at intermediate locations as deemed necessary by the Director. The signs shall provide clear notice of the days and times of the parking prohibition.
6. If the request for permit parking is denied or terminated, a second study of the same or similar RPP area will not be conducted for a minimum of 24 months unless there is a significant, identifiable change in parking characteristics as determined by the Director of Public Works.

OBTAINING A PARKING PERMIT

The City of East Palo Alto uses a virtual system to issue and manage parking permits. Under this system, parking permit software is used to link the vehicle license plate number to an electronic permit. The virtual permit system eliminates the need for hang tags or stickers and allows residents to obtain RPP area parking permits online 24 hours a day, 7 days a week at **[LINK]**. Residents who do not have access to the internet or need assistance with the online permitting process may apply for RPP permits by calling **(XXX) XXX-XXX** or **visiting the City Permit Center at 1960 Tate Street**. Assistance is available **Monday through Friday, between 9 a.m. and 5 p.m.** **Interpretation services are available in Spanish and XXXX at this number.**

Two types of permits are available: annual resident parking permits and one-day guest parking permits. Annual resident parking permits are intended for use by residents of a specific property within the RPP Area. One-day guest parking permits may be obtained by residents in RPP areas for use by their occasional guests.

Resident Parking Permits

To obtain a resident parking permit, a resident of an RPP area must include all the following documentation :

1. A completed application form (online) in the residents' name and address; and
2. A current DMV driver's license for each resident requesting a permit showing an address within the permit area; and

3. A current DMV motor vehicle registration for each vehicle for which the applicant is requesting a resident parking permit, showing an address within the permit area; and
4. A current vehicle insurance policy showing the vehicle insured at the same address within the permit area; and
5. The Director is authorized to require other readily verifiable forms of proof of residency, which may include voter registration records or any other information the Director requires by rules and procedures; and
6. Any information reasonably necessary for implementation of this Chapter, as determined by the Director.

Guest Parking Permits

Unless otherwise prescribed in the resolution establishing a residential parking permit area, each residence with an RPP area may receive twenty (20) one-day guest parking permits per year upon application. Upon application, residents may receive additional guest permits for one-day special events as approved by the Director.

Parking Permit Fees

The City Council may, by resolution, establish a fee for the issuance of permits or the transfer of a permit to a different vehicle or different address.

ENFORCEMENT

No person shall park a vehicle in an RPP area in violation of any posted or noticed time restriction or parking prohibition unless the person has a valid and current parking permit for that vehicle or is otherwise exempt.

The parking permit software tracks electronic permits linked to the registered vehicle's license plate number. When license plates are scanned by the enforcement staff, registered license plate information is automatically referenced against the parking permit database. If the license plate is not connected to a valid virtual permit, the vehicle will be subject to a parking citation. Though not required, individuals who want to place a physical permit on their dashboard may print one with the link provided by **VENDOR** after payment has been made.

Any willful misuse of the parking permits, selling permits to others, altering permits, forging permits, copying permits, and providing false information to obtain permits or any other basis for revocation, as determined by the Director that would effectuate the purposes of this Chapter, are not permitted. Such misuse shall result in revocation of the parking permits for a period of one (1) year. A revocation of a parking permit may be appealed to the Director of Public Works by filing a request for an appeal within twenty-one (21) calendar days of the revocation. The appeal must state why the permit should not be revoked. Failure to state this basis shall be grounds for revocation without an appeal. The Director shall respond within twenty-one (21) calendar days and the Director's decision shall be final.

Violations of Chapter 10.40 of the East Palo Alto Municipal Code shall constitute an infraction offense subject to fine or penalty as **set forth in the East Palo Alto Municipal Code**.

Frequently Asked Questions

1. Which streets are eligible for residential parking permit areas?

Streets that are in a residential (single or multi-family) neighborhood

Streets where on-street parking meets minimum occupancy threshold (75% or as otherwise established by City Council) during the peak period

2. How many permits will be issued per household?

Each residence is eligible to receive at least one annual resident parking permit. The maximum number of resident parking permits per residence will be determined for each RPP area by the Director of Public Works based on the characteristics of that neighborhood. Each residence may request 20 (daily) guest permits per year. An individual is permitted to park on their own driveway without a permit. Parking in front yard areas other than the driveway is not permitted [*East Palo Alto Municipal Code Section 18.30.080.A.3*]

3. What are the time restrictions?

Time restrictions are set when the RPP area is created based on the characteristics of that neighborhood. Suggested options for parking permit enforcement include:

- Nighttime – permit required to park 8 PM - 8 AM 7 days/week
- Business hours – permit required to park > 3 hours M-F 8 AM – 6 PM
- All day – permit required to park any time of the day 7 days/week
- Overnight – Midnight - 5am

4. What do permits cost?

The City Council will impose fees for the issuance of the first and any additional permits or the transfer of a permit to recover all or a portion of the costs of administering the program.

5. How will the program be enforced?

Residents will provide their vehicle license plate information when obtaining their permit(s) online. The parking permit software will generate an electronic permit linked to the registered vehicle's license plate number. When license plates are scanned by East Palo Alto Community Service Officers, your registered license plate information is automatically referenced against the parking permit database. If the license plate is not connected to a valid virtual permit, the vehicle will be subject to a parking citation.

6. Do you require proof of residency to request a permit?

Yes, individuals must prove residency with a current DMV driver's license, current DMV vehicle registration, and current vehicle insurance policy all showing the same address within the permit area in order to be issued a parking permit.

7. Are vehicle registration, vehicle license plate number, proof of insurance, and a driver's license required to get a permit?

Applicants need to show a current driver's license for each resident requesting a permit, the current vehicle registration, and current vehicle insurance policy for the permitted vehicle and provide the license plate number for enforcement purposes..

8. Are permits neighborhood specific?

Yes, each parking permit is issued for a specific RPP area. With a valid parking permit, you may park within the boundaries of that specific RPP area only.

9. Are permits transferable?

Yes, the virtual parking permits are transferable. Individuals can add or remove vehicles on their RPP account at any time. This includes temporarily assigning loaner vehicles or rental

cars. This also allows residents with multiple vehicles to change which of their vehicles is associated with a resident parking permit as needed.

10. How long will the permit be valid?

Residential parking permits are valid for one year. Renewal dates are set when each RPP area is created.

11. How do I get a new permit or renew my permit?

Residents may obtain RPP area parking permits online 24 hours a day, 7 days a week at [\[LINK\]](#). Residents who do not have access to the internet or need assistance with the online permitting process may apply for RPP permits by calling (XXX) XXX-XXX or visiting the City Permit Center at 1960 Tate Street. Assistance is available Monday through Friday, between 9 a.m. and 5 p.m. Interpretation services are available in Spanish and XXXX at this number. The process for renewing a permit is the same as getting a new permit.

12. What if I have guests coming?

Each residence is eligible to obtain up to 20 guest parking permits per year. Residents may apply for additional guest permits for one-day special events at the discretion of the Director of Public Works.

13. How will people know that permits are required for street parking?

Parking signs will be posted on at the entrance to residential parking permit area and at intermediate locations with the neighborhood that list the time limit (if applicable), hours and days of enforcement, and the exception for people with parking permits. When a new area is established, a letter will be sent to residents notifying them of the change.

14. Will service providers (PG&E, Plumber, Cable/Internet, FedEx/UPS/USPS, etc.) be able to park in a RPP area without a guest permit in order to service my home?

Yes, public utility and commercial vehicles actively providing or performing services or making a pickup or delivery (i.e. plumber, cable/internet, FedEx/UPS/USPS, etc.) are not required to have a parking permit when parked within an RPP area. In addition, any emergency vehicle (police, fire, ambulance), or E-plated vehicles engaged in work or providing services are able to temporarily park without a permit in an RPP area.

15. Do I need a permit for my scooter or motorcycle to park in an area subject to permit parking restrictions?

Yes, scooters and motorcycles are considered a vehicle.

Chapter 10.40 - RESIDENTIAL PARKING PERMIT (RPP) PROGRAM

Sections:

- 10.40.010 Purpose.
- 10.40.020 Definitions.
- 10.40.030 Findings.
- 10.40.040 Designation of residential parking permit areas.
- 10.40.050 Procedure for establishment of residential parking permit areas.
- 10.40.060 Authority of Director.
- 10.40.070 Issuance of permits.
- 10.40.080 Guest parking permits.
- 10.40.090 Display of permits.
- 10.40.100 Enforcement.
- 10.40.110 Exempt vehicles.
- 10.40.120 **Vehicle Eligibility**
- 10.40.1320 Removal of residential parking permit area.

10.40.010 Purpose.

The purpose of this chapter is to regulate and manage residential curb parking at locations at which a high demand for parking on residential streets has been determined by the City Council to be adverse to the health, safety, welfare, and interest of the public, including residential property owners, businesses, pedestrians, and other users of the City's streets, roads, and infrastructure in a manner that provides for the health, safety, welfare and interests of the public, including ensuring productive use of off-street parking for those who need it. The procedures and standards in this chapter are intended to provide flexibility so that the City Council may adopt, after consultation with various stakeholders, including residents, businesses and institutions, parking programs that appropriately protect each neighborhood's unique characteristics.

10.40.020 Definitions.

"Commercial vehicle(s)" mean(s) as commercial vehicle as that term is defined in the California Vehicle Code Section 260.

"Director" means the Director of the Department of Public Works.

"Residential parking permit area" or "RPP area" means a geographical area set by City Council resolution establishing a preferential parking permit system, including the parking restrictions applicable thereto, pursuant to California Vehicle Code Section 22507.

"Residence" or "dwelling unit" means each legal dwelling unit located immediately adjacent to a street, or portion of street, within a RPP area and with an assigned postal address. The term includes single-family dwellings, apartments, condominiums, and other distinct residential units including accessory dwelling units and junior accessory dwelling units.

"Resident" means an adult person who lives in a RPP area as his/her permanent place of residence, either as a tenant, occupant, or owner, as evidenced by voter registration or Department of Motor Vehicle records.

"Residential parking permit program guidelines" or "guidelines" shall mean the City of East Palo Alto Residential Parking Permit Program Guidelines, as promulgated by the Director of the Department of Public Works.

~~"Private service personnel" means personnel who routinely, in the performance of their business, provide a service to the residential property owner or tenant during the residential parking permit restricted hours.~~

10.40.030 Findings.

Each RPP area may be designated by the City Council only upon findings that such RPP area is required to enhance or protect the quality of life in the proposed RPP area and that such designation is necessary to provide reasonably available and convenient parking for the benefit of the residents in the RPP area. Such findings shall be based upon the following criteria established to the satisfaction of the City Council:

- A. Vehicles parked in the RPP area create traffic congestion, noise, or other disruption that disrupts neighborhood life; or a shortage of reasonably available and convenient offstreet parking spaces exist in the proposed RPP area;
- B. The establishment of the proposed RPP area would benefit a majority of the residents in the proposed RPP area and balance the impacts to adjoining areas outside of the proposed RPP area, and the proposed RPP program would be feasible in terms of cost, administrability, and enforcement; and
- C. No alternative solution is feasible or practical.

10.40.040 Designation of residential parking permit areas.

~~Through this ordinance a residential parking permit program is established. RPP areas may be designated, or expanded, or amended by resolution of the City Council. The City Council shall consider for designation of those areas satisfying the criteria set forth in this chapter. If the City Council determines that the criteria have been met, it may adopt a resolution designating a residential parking permit area. The designation or expansion of an RPP area may be initiated by utilizing either of the following methods:~~

~~**A. Initiation by neighborhood petition.** Residents may request the formation of an RPP area in their neighborhood or the expansion of an existing RPP area. The request and process shall be made, and considered, in accordance with the forms and procedures set forth in the guidelines. The petition must be signed by residents representing at least sixty seven percent (67%) of the residences on each block upon which permit parking is proposed. Only one signature is needed per residence. The residence owner, renter, or occupant is eligible to sign the petition.~~

~~**B.A. Initiation by City Council.** The City Council may, by motion, initiate consideration of an RPP area by directing staff to undertake the data collection and outreach process set forth in Section 10.40.050B and C.~~

~~**B. Automatic Implementation.** This Section does not preclude the City Council from adopting a resolution establishing areas based on a 75% occupancy threshold that would cause such requirements to spring into place, supported by an occupancy study, or some other threshold set by the Council, and providing for the automatic implementation of a parking permit program.~~

The resolution would specify standards for the automatic establishment of permit parking requirements, including establishing RPP areas to which the occupancy threshold would apply, the means of measuring whether the threshold is met (e.g., based on an occupancy study conducted consistent with Section 10.40.050.B., or some other threshold or metric), timeframe or scope of the parking occupancy study, the applicable fees and penalties, and other standards or considerations, without satisfying other procedural requirements set forth in Section 10.40.050.

10.40.050 Procedure for establishment of residential parking permit areas.

~~Requests to~~The establishment or expansion of a residential parking permit areas shall be made, and considered, in the following manner, except as otherwise provided for in this Chapter:

~~A. Staff Review of Neighborhood Application/Petition. The Director shall review applications to establish or expand RPP areas initiated by neighborhood residents. The applications are to be made on a form approved by the Director. Failure to provide information requested by the Director that is reasonably necessary to implement this Chapter will be grounds for denial. Through discussions with the applicant, the Public Works Director will identify the draft program parameters, as set forth in the Guidelines, which may be amended from time to time, including, days and time limits when permit parking will be enforced and the geographic area of enforcement. The applicant will coordinate collection of signatures on a petition. The City Clerk shall review the signed neighborhood petition and verify that it meets the signature requirements set forth in this chapter and the guidelines. If the RPP area request does not meet the signature requirements set forth in section 10.40.040.A., the Director shall send a letter to the petitioners denying their request.~~

- A. ~~Staff Review of Neighborhood Application/Petition Council Requests.~~ The Director shall review requests to establish or expand RPP areas. ~~Through discussions with~~ The Public Works Director will identify the draft program parameters, as set forth in the Guidelines, which may be amended from time to time, including, days and time limits when permit parking will be enforced and the geographic area of enforcement. ~~The Council may appoint an ad hoc committee to provide guidance to the Public Works Director on various different issues, including the formulation of program parameters, which would return to the Council for consideration by the entire Council.~~
- B. ~~Data Collection. For applications initiated by neighborhood petition and applications initiated by City Council~~ City staff shall promptly complete parking occupancy studies to ~~study-analyze~~ and quantify, to the extent possible, the nature of the problem, ~~or to determine whether a threshold is met for the automatic establishment of a parking permit program for an RPP area or set of RPP areas, as set forth in Section 10.40.040.~~ For eligibility to establish or expand an RPP area, parking surveys must ~~show-meet~~ a minimum ~~threshold~~ of seventy-five percent (75%) ~~occupancy~~ of all the on-street parking spaces within the proposed RPP area ~~are occupied~~ during the proposed permit hours, ~~unless otherwise provided for in this Chapter. The Director shall determine whether the minimum threshold is met and thus whether~~ ~~If the RPP area does not meet the minimum parking occupancy requirement, the Director may recommend not implementing a permit parking send-restriction will be implemented.~~ ~~a letter to the petitioners denying their request.~~
- C. ~~Community Outreach. Upon completion of data collection, City staff shall prepare a draft resolution containing the proposed boundaries and hours of enforcement. Staff shall undertake an online survey of resident support within the RPP area. The recommended threshold for the~~

~~creation or expansion of an RPP area is a vote of 67% of the returned surveys in favor of the program; however, the City Council may approve an RPP area with a simple majority (50% +1) of the returned surveys in favor of the program. Staff shall mail notices to all residences within the proposed RPP area including the following information:~~

- ~~1. basic parameters of the proposed RPP program (proposed RPP area, hours/days of enforcement and parking prohibitions for non-permit holders, maximum number of permits per residence, and fees);~~
- ~~2. a link to the City's website with the full text of the draft resolution;~~
- ~~3. a link to an online survey where residents within the proposed RPP area can indicate their support or opposition to the designation of an RPP area in their neighborhood;~~
- ~~4. contact information for a City staff who can answer questions and assist residents without internet access with completing the survey; and~~
- ~~5. dates of upcoming public meetings (Public Works and Transportation Commission and City Council).~~

~~The applicant is encouraged to conduct additional outreach including holding neighborhood meeting(s) and going door to door to distribute a second copy of the notice mailed by the City to urge residents to complete the survey and attend the Public Works and Transportation Commission and City Council meetings. The results of this survey shall be reported to the Public Works and Transportation Commission and the City Council.~~

~~Public Works and Transportation Commission Review and Recommendation. Staff shall provide the Public Works and Transportation Commission an opportunity to consider the proposed RPP area at a noticed public hearing. The Commission shall review the draft resolution and make a recommendation to the City Council regarding the RPP area. This recommendation may include proposed modifications of the boundaries, hours of enforcement, or other matters as the Commission may deem necessary and desirable. E. C. Adoption of Resolution Establishing or Expanding an RPP Area. Following the completion of the above procedures, staff shall bring a resolution designating the proposed RPP area for Council consideration. At a minimum, the resolution shall specify:~~

1. The findings that the criteria set forth in this Chapter have been met;
2. The boundaries and the name of the RPP area;
3. Hours and days of enforcement of parking time restrictions and parking prohibitions that shall be in effect for non-permit holders; and
4. The procedure for obtaining parking permits, including the fee therefor.

The City Council shall hold a public hearing on a proposed resolution to establish the Residential Parking Permit area. The Council may adopt, modify, or reject the proposed resolution.

F. D. Resident Notice of Newly Adopted RPP Area. Upon designation or expansion of an RPP area, the City shall provide notice informing residents about implementation of the RPP area and its details.

10.40.060 Authority of Director.

The Director is authorized to establish the Guidelines, and rules and procedures to effectuate or implement the purposes and provisions of this Chapter, as limited herein, and to produce signs, forms, and other materials necessary, or appropriate, to effectuate or implement the provisions of this Chapter.

10.40.070 Issuance of permits.

Applications to authorize parking within a residential parking permit area may be made by any resident of a dwelling unit within the residential parking permit area, ~~and by private service personnel which routinely, in the performance of their business, provide a service to the residential property owner or tenant during permit restricted hours.~~ Such application shall be the sole responsibility of the applicant, and shall be filed with the Director, or his or her designated representative. Applications for a **resident** parking permit must include all the following documentation:

1. A current DMV driver's license for each resident requesting a permit showing an address within the permit area; and
2. A current DMV vehicle registration for each vehicle, showing an address within the permit area,
3. A current vehicle insurance policy showing the vehicle insured at the same address within the permit area; and
4. ~~Proof of residency in a parking permit area; (required only if the address on the driver's license and/or vehicle registration is not located in a parking permit area).~~ The Director ~~shall determine what constitutes~~ is authorized to require determine acceptable proof of residency, which may include a utility bill, lease agreement, car insurance policy, or preprinted personal check with applicant's name and address, and voter registration records or any other information the Director requires by rules and procedures; and
5. Any information reasonably necessary for implementation of this Chapter, as determined by the Director.

~~Unless otherwise prescribed by the resolution establishing the residential parking permit area, each residence within an RPP area may receive, upon application, one parking permit at no cost to the applicant, subject to conditions established by the Director to effectuate the purposes of this Chapter.~~ ~~Additional parking~~ Permits may be purchased by applicants, upon application, subject to the availability, as determined by the Director. Permits issued to residents pursuant to this section shall require annual renewal. The City Council may, by resolution, establish **a fees** for the issuance of permits or the transfer of a permit to a different vehicle or different address.

10.40.080 Guest parking permits.

Unless otherwise prescribed in the resolution establishing a residential parking permit area, each residence within an RPP area may receive twenty (20) one-day guest parking permits per year upon application, the form and conditions of which are approved by the Director to effectuate the purposes of this Chapter. Upon application, applicants may receive additional guest permits for one-day special events as approved by the Director.

10.40.090 Display of permits.

- A. Parking permits shall be displayed in a manner determined by the Director.
- B. The Director shall notify each permittee in writing of the proper manner in which to display a parking permit.

- C. The proper display on a vehicle of a valid parking permit issued pursuant to this chapter grants only the privilege of parking the vehicle in the RPP area for which the permit was issued.
- D. A valid parking permit issued under this chapter shall not guarantee or reserve to the holder an on-street parking space on any street or portion of street within the RPP area for which the permit was issued.

10.40.100 Enforcement.

- A. The Director shall cause appropriate signs to be erected at the entrance of a residential parking permit area and at intermediate locations as deemed necessary by the Director.
- B. The signs that the Director causes to be erected pursuant to this section shall provide clear notice of the days and times of the parking prohibition applicable to the street upon which the sign is erected.
- C. No person shall park a vehicle in an RPP area in violation of any posted or noticed time restriction or parking prohibition unless the person has a valid and current parking permit for that vehicle or is otherwise exempt. Violations of this subsection shall constitute an infraction offense.
- D. Any willful misuse of the parking permits, selling permits to others, altering permits, forging permits, copying permits, providing false or failing to provide reasonably necessary information to obtain permits, or any other basis for revocation, as determined by the Director that would effectuate the purposes of this Chapter, are not permitted and shall constitute an infraction. Such misuse shall also result in revocation of the parking permits for a period of one (1) year. A revocation of a parking permit may be appealed to the Director by filing a request for an appeal, on a form approved by the Director, within twenty-one (21) calendar days of the revocation. The appeal must state why the permit should not be revoked. Failure to state this basis shall be grounds for revocation without an appeal. The Director shall respond within twenty-one (21) calendar days and the Director's decision shall be final.
- E. Parking permit holders are not exempt from state and local traffic and parking rules.
- F. Parking permits are only valid in the RPP area for which the permit is issued.

10.40.110 Exempt vehicles.

The following vehicles are exempt from parking restrictions applicable to any RPP area: (1) vehicles owned or operated by any government agency, or contractor of a government agency, being used in the course of business; (2) refuse collection, utility, or other public agency service vehicles being used in the course of business; (3) commercial vehicles actively providing or performing services or making a pickup or delivery if parked in a manner consistent with applicable law, including the East Palo Alto Municipal Code 10.04.080; (4) any authorized emergency vehicle as defined in the California Vehicle Code when such vehicle is responding to an emergency, (5) vehicles displaying a valid disabled placard or license plate in a designated disabled parking.

10.40.120 Vehicle Eligibility.

No residential parking permits will be issued to:

1. Vehicles with delinquent parking citations; or

2. Vehicles with expired registration; or
3. Vehicles registered under the California Vehicle Code as commercial vehicles; or
4. Recreational vehicles (RVs), boats, trailers, or oversized vehicles exceeding 22 feet in length or 7 feet in height.

10.40.1320 Removal of residential parking permit area.

The City Council may, by resolution, terminate and dissolve any previously established RPP area or portion thereof. ~~Such termination may be considered following receipt of a petition signed by residents representing at least 67 percent (67%) of the residences within the RPP area proposed for dissolution. Only one signature is needed per residence.~~ The Director shall remove permit parking signs in accordance with any such resolution.

City of East Palo Alto

Residential Parking Permit (RPP) Program Guidelines

PURPOSE

The goal of the Residential Parking Permit (RPP) Program is to regulate and manage on-street parking in residential neighborhoods. This document clarifies the procedures used by the City to implement the program.

BACKGROUND

On [DATE], the City Council adopted a Residential Parking Permit (RPP) Program Ordinance where neighborhood parking is regulated for non-permit holders. ~~The Ordinance sets forth mechanisms to automatically enact permit parking restrictions within a RPP area based upon findings of a parking occupancy survey conducted under the direction of City staff or as otherwise initiated by City Council.~~ Three documents govern the creation of an RPP area in the City of East Palo Alto:

1. Chapter 10.40 of the East Palo Alto Municipal Code, which outlines the criteria that must be met and the process that must be taken for the designation, expansion, or dissolution of an RPP area.
2. A ~~RPP area neighborhood~~-specific resolution, which must be adopted by the City Council and outlines the specific characteristics of the individual RPP area.
3. The document within, “Residential Parking Permit (RPP) Program Guidelines”, which provides additional detail on RPP Program implementation. The Residential Parking Permit (RPP) Program Guidelines (Guidelines) may be modified by the Public Works Director and provide detail on policies and procedures related to RPP areas.

All three documents work in concert to govern the development and operation of the City’s RPP areas.

POLICIES

The Guidelines establish the framework for initiating, operating, and removing residential parking permit areas. The RPP program is intended to regulate on-street parking in parking permit areas within the City in order to enhance or protect the quality of life in the proposed RPP area according to these policies:

The RPP program is intended for use in single family and multi-family residential areas, not in mixed-use areas where residents and businesses are expected to share parking.

Implementation of an RPP area *does not* guarantee the availability of parking spaces on a public street, or within a specific neighborhood, because more parking permits may be issued than there are available on-street parking spaces.

The hours and days of enforcement of parking time restrictions and parking prohibitions in effect for non-permit holders will be set forth in the ~~neighborhood RPP area~~-specific resolution.

Blocks within each parking permit area will be determined based on the potential of parked cars to overflow and impact adjacent streets. ~~via a collaborative process between residents and Public Works Department staff.~~ The final limits of the residential parking permit program area will be ~~set determined by the Public Works Director and subject to approval~~ by the City Council ~~via resolution~~.

Parking permits will be issued only for *passenger vehicles* registered to residents of a property with at least one frontage within an RPP area. Commercial trucks, boat

trailers, RV's (camping trailers, motor homes, etc.), trailers and work-type commercial vehicles, including taxis and limousines, **or any oversized vehicles** are not eligible for resident parking permits. **Other exclusions are contained within Chapter 10.40.**

The maximum number of resident parking permits that may be issued per residence will be determined by the Public Works Director based on the characteristics of each RPP area, but only one permit is issued per vehicle.

Up to twenty (20) one-day guest permits may be issued per residence each calendar year.

Permits may be transferred when the permit holder moves or the vehicle for which a permit has been issued is sold.

Signs will be posted in each RPP area indicating the time limitation and days during which parking is restricted.

Parking permits are not intended for use at parking meters, parking lots, or parking garages.

RPP parking permits are only valid for the RPP area for which they are issued.

Vehicles displaying parking permits are subject to all other parking restrictions, including loading zones, red zones, and accessible parking spaces.

Displaying a residential parking permit does not exempt the vehicle from the City's ordinance requiring a car to be moved every 72 hours.

By resolution of the City Council, a fee may be set for the permits.

Exceptions

RPP parking restrictions do not apply to vehicles owned or operated by any government agency, or contractor of a government agency, being used in the course of business.

Any refuse collection, utility, or other public agency service vehicles actively working for a property within the limits of an RPP area may park on-street in front of the property on which they are working without a permit.

Commercial vehicles actively providing or performing services or making a pickup or delivery are not required to have a parking permit when parked within an RPP area in a manner consistent with applicable law, including the East Palo Alto Municipal Code Section 10.04.080.

Any authorized emergency vehicle as defined in the California Vehicle Code when such vehicle is responding to an emergency is exempt from parking restrictions applicable to any RPP area.

~~Vehicles displaying a valid disabled placard or license plate are not subject to RPP parking restrictions.~~

PROCEDURES

The procedures below provide for consistent parking permit area development from one neighborhood to the next. The Public Works Director has the flexibility to modify the following procedures when appropriate.

Area Creation or Expansion

Except as otherwise provided in Chapter 10.40, initiating a new residential parking permit area or expanding an existing RPP area requires completion of the following steps:

- ~~1. Resident completes a Residential Parking Permit Program application form and submits it to the Public Works Director.~~
2. Through discussions with the applicant, The Public Works Director will identify the draft program parameters including days and time limits when permit parking will be enforced and the geographic area.
- ~~3. Applicant will coordinate collection of signatures on a petition. The petition will clearly identify the proposed streets to be included in the RPP area, the time limits, and general rules associated with the RPP program. At least 67% of the residences on each block must be reflected in the petition. Only one signature is needed per residence. The residence owner, renter, or occupant is eligible to sign the petition. Each house, apartment, condominium, accessory dwelling unit or junior dwelling unit will be considered a residence. City Council initiated requests may skip this step.~~
- ~~4. The City Clerk shall review applications to establish or expand RPP areas initiated by neighborhood petition to verify that it meets the signature requirements set forth in the RPP Program Ordinance and these guidelines. If the RPP area request does not meet the signature requirements, the Director shall send a letter to the petitioners denying their request.~~
5. Optional:
 - ~~a. The applicant may request a neighborhood meeting to present the components of the RPP to the area.~~
 - ~~b. The applicant may demonstrate the support of their homeowners'/ neighborhood association (if one exists) through the submittal of a letter of endorsement from that group. Any letters of support will be considered by the Public Works and Transportation Commission and the City Council.~~
6. Public Works staff will collect occupancy data on key street segments within the proposed RPP area. Only areas with a minimum average occupancy rate of 75% or other threshold as may be established by Council during the proposed permit hours will continue in this process. If the RPP area does not meet the minimum parking occupancy requirement, the Director may ~~send a letter to the petitioners~~ deny their request.
7. After completion of the parking occupancy survey, City staff shall prepare a draft resolution containing the proposed boundaries and hours of enforcement. ~~The recommended threshold for the creation or expansion of an RPP area is a vote of 67% of the returned surveys in favor of the program, however the City Council may approve an RPP area with a simple majority (50% + 1) of the returned surveys in favor of the program.~~
- ~~8. Staff shall bring the proposed RPP area to the Public Works and Transportation Commission at a noticed public hearing. The Commission shall review the draft resolution and make a recommendation to the City Council regarding the RPP area. This recommendation may include proposed modifications of the boundaries, hours of enforcement, or other matters as the Commission may deem necessary and desirable.~~
9. Following the completion of the above procedures, staff shall bring a resolution designating the proposed RPP area for Council consideration. At a minimum, the resolution shall specify:
 - a. The findings that the criteria set forth in this chapter have been met;
 - b. The boundaries and the name of the RPP area;
 - c. Hours and days of enforcement of parking time restrictions and parking prohibitions that shall be in effect for non-permit holders;
 - d. The procedure for obtaining parking permits, including the fee therefor.The City Council shall hold a public hearing on a proposed resolution to establish the Residential Parking Permit area. The Council may adopt, modify, or reject the proposed resolution.

10. Upon designation or expansion of an RPP area, the City shall provide notice informing residents about implementation of the RPP area and its details.
11. The Director shall cause appropriate signs to be erected at the entrance of a residential parking permit area and at intermediate locations as deemed necessary by the Director. The signs shall provide clear notice of the days and times of the parking prohibition.
12. If the request for permit parking is denied or terminated, a second study of the same or similar RPP area will not be conducted for a minimum of 24 months unless there is a significant, identifiable change in parking characteristics as determined by the Director of Public Works.

Program Removal

The process to remove an RPP area is similar to initiation and is as follows:

- ~~1. An RPP area, or part thereof, may be removed from the permit parking program by resolution of the City Council pursuant to:

 - ~~a. A valid request from the affected residential parking permit area, and a City provided petition from that neighborhood indicating support for removal of RPP restrictions signed by at least 67% of residences in the area wishing to be removed from the RPP, or~~
 - ~~b. A determination by the Director of Public Works that removal of an RPP area is either in the community interest or is in the interest of public safety.~~~~
- ~~2. Once the petition for removal is received by staff, the City Clerk shall review the petition to verify that it meets the signature requirements set forth in the RPP Program Ordinance and these guidelines. If the petition to remove an RPP area does not meet the signature requirements, the Director shall send a letter to the petitioners denying their request.~~
- ~~3. Staff shall bring the proposed removal of an RPP area to the Public Works and Transportation Commission at a noticed public hearing. The Commission shall review the petition along with testimony from residents and available data provided by City staff on the operation and enforcement of the RPP area and make a recommendation to the City Council regarding the potential removal of the RPP area. This recommendation may include proposed removal of the RPP area, modifications of the boundaries, hours of enforcement, or other matters as the Commission may deem necessary and desirable.~~
- ~~4. Following the completion of the above procedures, the City Council shall hold a public hearing on a proposed resolution to remove the Residential Parking Permit area. The Council may adopt, modify, or reject the proposed resolution.~~
- ~~5. If the request for removal is approved by the City Council, the neighborhood is notified of the decision, and the Director of Public Works shall cause the RPP signs to be removed.~~

OBTAINING A PARKING PERMIT

The City of East Palo Alto uses a virtual system to issue and manage parking permits. Under this system, parking permit software is used to link the vehicle license plate number to an electronic permit. The virtual permit system eliminates the need for hang tags or stickers and allows residents to obtain RPP area parking permits online 24 hours a day, 7 days a week at [\[LINK\]](#). Residents who do not have access to the internet or need assistance with the online permitting process may apply for RPP permits by calling (XXX) XXX-XXX or visiting the City Permit Center at 1960 Tate Street. Assistance is available Monday through Friday, between 9 a.m. and 5 p.m. Interpretation services are available in Spanish and XXXX at this number.

Two types of permits are available: annual resident parking permits and one-day guest parking permits. Annual resident parking permits are intended for use by residents of a specific property within the RPP Area. ~~Private service personnel such as a nanny, baby-sitter, caregiver, household employee, or other regular visitor to the residence may be issued a resident parking permit if they routinely, in the performance of their business, provide a service to the residential property owner or tenant within an RPP area during permit restricted hours.~~ One-day guest parking permits may be obtained by residents in RPP areas for use by their occasional guests.

Resident Parking Permits

To obtain a resident parking permit, a resident of an RPP area must include all the following documentation :

1. A completed application form (online) in the residents' name and address ~~showing an address within the permit area;~~
2. A current DMV driver's license for each resident requesting a permit ~~showing an address within the permit area;~~
3. A current DMV motor vehicle registration for each vehicle for which the applicant is requesting a resident parking permit, ~~showing an address within the permit area; and~~
4. A current vehicle insurance policy showing the vehicle insured at the same address within the permit area; and
5. ~~Proof of residency in a parking permit area; (required only if the address on the driver's license and/or vehicle registration is not located in a parking permit area).~~ The Director ~~shall determine what constitutes~~ is authorized to require determine other readily verifiable forms of acceptable proof of residency, which may include a utility bill, lease agreement, car insurance policy, or preprinted personal check with applicant's name and address, and voter registration records or any other information the Director requires by rules and procedures; and
6. Any information reasonably necessary for implementation of this Chapter, as determined by the Director.

~~The requirements to obtain a resident parking permit for private service personnel are:~~

- ~~1.—A completed application form (online) listing both the resident's and service provider's name and address.~~
- ~~2.—A current DMV driver's license for each service provider requesting a permit.~~
- ~~3.—A current DMV motor vehicle registration for each vehicle for which the applicant is requesting a parking permit.~~
- ~~4.—Proof of residency in the resident's name reflecting an address in the RPP area (required only if the address on the driver's license and/or vehicle registration is not located in a parking permit area). Acceptable proof of residency includes a DMV ID card, utility bill, car insurance policy, lease agreement or a preprinted personal check with the resident's name and address.~~
- ~~5.—A letter from the resident identifying the permit applicant as a private service provider at their residence.~~

~~Unless otherwise prescribed by the resolution establishing the residential parking permit area, each residence within an RPP area may receive, upon application, one resident parking permit at no cost to the resident. Additional resident parking permits may be purchased by residents, upon application, subject to the availability as determined by the Director. Permits issued to service personnel shall count towards the maximum number of resident parking permits that may be issued per residence. Permits issued to residents or private service personnel pursuant to this section shall require annual renewal~~

Guest Parking Permits

Unless otherwise prescribed in the resolution establishing a residential parking permit area, each residence with an RPP area may receive twenty (20) one-day guest parking permits per year upon application. Upon application, residents may receive additional guest permits for one-day special events as approved by the Director.

Parking Permit Fees

The City Council may, by resolution, establish a fee for the issuance of permits or the transfer of a permit to a different vehicle or different address.

ENFORCEMENT

No person shall park a vehicle in an RPP area in violation of any posted or noticed time restriction or parking prohibition unless the person has a valid and current parking permit for that vehicle or is otherwise exempt.

The parking permit software tracks electronic permits linked to the registered vehicle's license plate number. When license plates are scanned by the enforcement staff, registered license plate information is automatically referenced against the parking permit database. If the license plate is not connected to a valid virtual permit, the vehicle will be subject to a parking citation. Though not required, individuals who want to place a physical permit on their dashboard may print one with the link provided by **VENDOR** after payment has been made.

Any willful misuse of the parking permits, selling permits to others, altering permits, forging permits, copying permits, and providing false information to obtain permits or any other basis for revocation, as determined by the Director that would effectuate the purposes of this Chapter, are not permitted. Such misuse shall result in revocation of the parking permits for a period of one (1) year. A revocation of a parking permit may be appealed to the Director of Public Works by filing a request for an appeal within twenty-one (21) calendar days of the revocation. The appeal must state why the permit should not be revoked. Failure to state this basis shall be grounds for revocation without an appeal. The Director shall respond within twenty-one (21) calendar days and the Director's decision shall be final.

Violations of Chapter 10.40 of the East Palo Alto Municipal Code shall constitute an infraction offense subject to fine or penalty as ~~the City Council may set by ordinance~~ **[TO BE ESTABLISHED]** set forth in the East Palo Alto Municipal Code.

City of East Palo Alto Residential Parking Permit (RPP) Program Application

The purpose of this form is to enable neighborhoods to request to be annexed to an existing Residential Parking Permit (RPP) area or initiate a new RPP area in accordance with the City of East Palo Alto's adopted RPP Program Guidelines. This form must be filled out in its entirety and submitted to:

City of East Palo Alto
Public Works Department
1960 Tate Street
East Palo Alto, CA 94303

Feel free to attach additional sheets containing pictures, occupancy maps, additional testimony or additional text if the space provided is insufficient.

1. Requesting Individual's Contact Information

Name: _____ Address: _____
Phone Number: _____ Email: _____

- 2. Please describe the nature of the parking problem in your neighborhood.**
- a. **What streets in your neighborhood do you feel are negatively affected by parking?**
 - b. **How often does the parking issue occur?**
 - c. **Does the parking issue vary from month to month, or season to season?**

3. Can you identify a parking impact generator that causes overflow parking in the neighborhood? Are there any facilities (churches, schools, shopping centers, etc.) near this location that generate a high concentration of vehicle and pedestrian traffic? Please list your understanding of the causes:

~~4. Please describe how a Residential Parking Permit Area will be able to eliminate or reduce parking issues affecting the neighborhood. Please include your suggestion for the boundary of the program:~~

~~5. Select which time period you would like to see parking permits enforced in your neighborhood:~~

~~Nighttime — permit required to park 8 PM — 8 AM 7 days/week~~

~~Business hours — permit required to park > 3 hours M-F 8 AM — 6 PM~~

~~All day — permit required to park any time of the day 7 days/week~~

~~Overnight — Midnight — 5am~~

~~6. Is there neighborhood support for establishing a Residential Parking Permit area? Have you contacted your HOA/Neighborhood Association (if one exists)?~~

**City of East Palo Alto Residential Parking Permit (RPP) Program
Neighborhood Petition Form (Use a Separate Form for Each Street)**

THE UNDERSIGNED BELOW AGREE TO THE FOLLOWING:

1. All persons signing this petition certify that they reside on the following street, which is being considered for residential permit parking: _____
2. The undersigned residents support designating the above-listed street within a Residential Parking Permit (RPP) area that would require residents to obtain a permit to use on-street parking during the following time period: _____
3. The following contact person(s) represent the neighborhood as facilitator(s) between the neighborhood residents and City of East Palo Alto staff in matters pertaining to this request:

Name: _____ Address: _____ Phone #: _____
 Name: _____ Address: _____ Phone #: _____
 Name: _____ Address: _____ Phone #: _____

ONLY ONE SIGNATURE PER RESIDENCE

Name (Please Print)	Address	Signature
1.	-	-
2.	-	-
3.	-	-
4.	-	-
5.	-	-
6.	-	-
7.	-	-
8.	-	-
9.	-	-
10.	-	-
11.	-	-
12.	-	-
13.	-	-
14.	-	-
15.	-	-
16.	-	-
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28.

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