



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

Tuesday, November 21, 2023, 6:30 PM  
EPA Government Center  
2415 University Avenue, First Floor  
East Palo Alto, CA 94303

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## NOTICE

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

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

Please click this URL to join

<https://us06web.zoom.us/j/82925723506>

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: 829 2572 3506

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

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1. **CALL TO ORDER AND ROLL CALL**
2. **APPROVAL OF THE AGENDA**
3. **APPROVAL OF CONSENT CALENDAR**

**3.1 Pro-Vigil Contract Termination**

**Recommendation:**

Adopt a Resolution:

1. Authorizing the City Manager to terminate contract with Pro-Vigil, Inc. and payout a final amount not-to-exceed by \$15,575.48 for a total not-to-exceed of \$42,575.48.
2. Waving the formal bid procedures under section 2.84.070(D) of the Municipal Code.

**3.2 FY 2023-24 First Quarter Treasury Report.**

**Recommendation:** Accept and file the Treasury Report for the first quarter ended September 30, 2023.

**3.3 Consideration of a Donation from H & H Evergreen Foundation and the California Law Enforcement Columbia Association for the Police Department Traffic Safety Awareness Program, Annual Toy Distribution Program, and Department Needs**

**Recommendation:**

Adopt a Resolution authorizing the City Manager to:

1. Accept a donation of funds in the amount of One Hundred Fifty Thousand Dollars (\$150,000) from the H & H Evergreen Foundation, and execute a Donation Agreement to support the Police Department's Traffic Safety Awareness Program (\$20,000.00), Annual Toy Distribution Program (\$30,000.00), and general department needs (\$100,000) in accordance with the City's Donation Acceptance Policy; and
2. Accept a donation of funds in the amount of Two Thousand Five Hundred Dollars (\$2,500) from the California Law Enforcement Columbia Association to support the Police Department's Annual Toy Distribution Program; and
3. Express the City Council's appreciation for the donation to the H & H Evergreen Foundation and the California Law Enforcement Columbia Association.

### **3.4 Capital water system improvement payments to Veolia**

**Recommendation:** Adopt a resolution authorizing the City Manager to reimburse Veolia for city-wide capital water system improvements from the Water Capital Fund.

### **3.5 City Council Meeting Minutes**

**Recommendation:**

Adopt the September 25, 2023 – November 7, 2023, City Council Meeting Minutes.

## **4. CLOSED SESSION - NONE**

## **5. PUBLIC COMMENT**

## **6. INFORMATIONAL REPORTS**

### **6.1 RV Safe Parking Program Closure Final Report (Staff report updated)**

**Recommendation:** Accept staff report on RV Safe Parking Program closure and final program results.

## **7. SPECIAL PRESENTATIONS - NONE**

## **8. PUBLIC HEARINGS - NONE**

## **9. POLICY AND ACTION**

### **9.1 Police Department Relocation Options**

**Recommendation:** After receiving an update from Staff on police department location options, provide direction on whether the City should take steps to relocate the police department to 1798 Bay Road (the Tanklage Property) or renew the City's leases for police facilities at 141 and 219 Demeter Street .

## **10. COUNCIL REPORTS**

## **11. ADJOURNMENT**

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

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

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

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#### DECLARATION OF POSTING

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

POSTED: November 15, 2023

\*AMENDED: November 17, 2023

ATTEST:

**James Colin**

City Clerk

#### Upcoming meetings:

| Meeting                        | Date              | Time       |
|--------------------------------|-------------------|------------|
| Regular Meeting                | December 5, 2023  | 6:30 p.m.  |
| Reorganization Special Meeting | December 12, 2023 | 6:00 p. m. |
| Regular Meeting                | December 14, 2023 | 6:30 p.m.  |

\*6.1 Staff report updated



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

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**DATE:** November 21, 2023

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

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

**BY:** Maurice Baker, Community Services Manager  
Adam Politzer, Interim Assistant City Manager

**SUBJECT:** Termination of contract with Pro-Vigil Inc.

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## **Recommendation**

Adopt a Resolution:

1. Authorizing the City Manager to terminate contract with Pro-Vigil, Inc. and payout a final amount not-to-exceed by \$15,575.48, the remainder under the existing \$42,575.48 contract.
2. Waving the formal bid procedures under section 2.84.070(D) of the Municipal Code to cover the final payout for services already rendered.

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

This recommendation is primarily aligned with:

Priority No. 3: Promote Health & Public Safety

Priority No. 7: Enhance Community Services and Parks for Residents

## **Background**

In response to the community's concern for safety in the parks, the City Council authorized staff to explore options to place cameras at different locations, including Jack Farrell and Martin Luther King Junior Parks. Staff sought out multiple bids and ultimately entered an agreement with Pro-Vigil Inc. The temporary cameras were installed in September 2022. To date, the City has spent \$27,000 on the system, the maximum of the City Manager's authority.

## **CONSENT ITEM 3.1**

While the Pro-Vigil camera systems are useful tools to disincentivize crime, these particular tools have limitations. The systems have limited sight lines, and have been vandalized on a number of occasions, making them incapacitated. The City is interested in different video solutions that could be more effective and less costly. Staff requests that the Council Authorize a final payment to Pro-Vigil in the amount of \$15,000. This amount would satisfy the remaining amount owed to Pro-Vigil through November 30 for services already rendered, which would allow staff to launch new systems with little to no gap in the vital services to residents and park attendees. If approved, Staff will close out the agreement with Pro-Vigil, Inc. and begin the process of converting to the new systems outlined in the section below. Since the authorization sought by staff represents monies owed for services already rendered, the City would not have benefitted from re-bidding out the project. Accordingly, staff is recommending that pursuant to section 2.84.070(D) of the Municipal Code, that the Council waive formal bidding procedures.

### **Analysis**

#### **Martin Luther King Junior Park**

The City is in the process of entering an agreement with Juganu, for a pilot project that will install smart lights at MLK Jr. Park. The pilot project, which will also provide smart lights at the bike/pedestrian overcrossing, will cost the City \$10,000, excluding any capital costs such as pole installation. The Juganu smart lights have the ability to be used as air quality monitors, wifi routers, cameras, and more.

This new smart system is scheduled to be installed prior to the holiday season in 2023 so there is little to minimal gap in transition where there would not be video capability at MLK Jr. Park.

#### **Jack Farrell Park**

The Juganu smart light system cannot be installed at Jack Farrell Park without significant modifications to the existing light poles, which would be costly. If the Juganu pilot project is successful, Staff will seek Council direction on whether the City should install smart lights at Jack Farrell Park. To transition from the existing Pro-Vigil system at Jack Farrell Park, the City will proceed with an internal option, i.e., install its own camera system until a better alternative, like Juganu or another option, is found. The City will install cameras at the site of the Snack/Storage/Restroom area located centrally at the entrance of the park. Park monitoring will continue to be managed by the Community Services Division and accessible by the IT Division.

### **Fiscal Impact**

The City will spend \$15,575.48 from the General Fund to close out the Pro-Vigil contract for work already completed.

**Public Notice**

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

**Environmental**

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

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

Awarding this contract is not a project under The California Environmental Quality Act (Section 21000, et. seq. of the California Public Resources Code, hereafter CEQA) because the action has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

**Attachments**

1. Resolution

**RESOLUTION NO. XX – 2023**

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

**RATIFYING PAYMENT TO PRO-VIGIL, INC. FOR \$15,575.28 AUTHORIZING THE  
CITY MANAGER TO EXECUTE A FINAL NOT-TO-EXCEED PAYMENT OF  
\$42,575.48 TO TERMINATE THE CONTRACT AND IMPLEMENT ALTERNATIVE  
SOLUTIONS FOR CAMERAS IN JACK FARRELL & MARTIN LUTHER KING  
JUNIOR PARKS**

**WHEREAS**, in May, 2022, City Council and staff sought out community input on safety in the parks following the fatal shooting at Jack Farrell Park. Staff returned with an option for temporary cameras from a company, Pro-Vigil, Inc. The system was installed in September 2022 with the intention to be for three to six months as permanent solutions were sought; and

**WHEREAS**, as the agreement with Pro-Vigil, Inc. reached the City Manager's budget authority of \$27,000 on July 1, 2023, staff is seeking to formally terminate the agreement with Pro-Vigil and seek alternative options that include innovative solutions like partnerships with pilot programs such as Juganu and internal options; and

**WHEREAS**, on November 21, 2023 staff requested authority to pay the final \$15,575.28 for a grand total not-to-exceed \$42,575.48. This amount would satisfy the remaining amount to Pro-Vigil through November 30 which would allow staff to launch new systems with little to no gap in the vital services to residents and park attendees; and

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF EAST PALO ALTO HEREBY** authorizes the City Manager to execute a final payment to with Pro-Vigil, Inc., for an additional \$15,575.28 for a total not-to-exceed amount of \$42,575.48 to terminate an agreement for temporary camera options in Jack Farrell & Martin Luther King Junior Park(s).

**PASSED AND ADOPTED** this 21<sup>ST</sup> day of NOVEMBER 2023, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

Lisa Gauthier, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

James Colin, City Clerk

John D. Lê, City Attorney



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

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**DATE:** November 21, 2023

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

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

**BY:** Tomohito Oku, Finance Director  
Bo-kyoung Kim, Finance Services Manager

**SUBJECT:** FY 2023-24 First Quarter Treasury Report

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## **Recommendation**

Accept and file the Treasury Report for the first quarter ended September 30, 2023.

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

This recommendation is primarily aligned with:

Priority No. 4: Ensure Our Financial and Organizational Health

## **Background**

Pursuant to Section 53646 of the Government Code of the State of California, the City Treasurer may submit a quarterly report to the City Council regarding the funds and investments of the City. Finance staff provides quarterly reporting to the City Council indicating the summary of investments for the period and denoting the ability of the City to meet its expenditure requirements for the next three months.

## **Analysis**

This report covers primary cash and investments of the City. For investment purposes, City cash is pooled, except for bond proceeds, which are held in trust by a trustee. The City does not have, nor is it legally required to have, separate bank accounts for each individual fund. However, all cash is segregated in the City's accounting records.

## **CONSENT ITEM 3.2**

| Summary September 30, 2023     |                              |                              |                |                |
|--------------------------------|------------------------------|------------------------------|----------------|----------------|
|                                | Average<br>Maturity<br>(YRS) | Average<br>Earnings<br>(QTR) | Deposit Value  | Market Value   |
| Petty Cash                     | n/a                          | n/a                          | \$ 10,800      | \$ 10,800      |
| Bank Checking                  | n/a                          | n/a                          | \$ 9,121,592   | \$ 9,121,592   |
| Local Agency Investment Fund   | 0.70                         | 3.42%                        | \$ 70,476,441  | \$ 69,511,459  |
| San Mateo County Pool Investme | 1.71                         | 3.32%                        | \$ 50,822,927  | \$ 49,646,999  |
|                                |                              |                              | \$ 130,431,760 | \$ 128,290,850 |

As of June 30, 2023, the total deposit value of cash and investments equals \$130,431,760, including outstanding checks and other minor adjustments of \$483,006. Compared to the prior quarter ending in June 2023, the FY 2023-24 first quarter (Q1) ending on September 30, 2023, total book value balance decreased by approximately \$3.4M. The overall decrease is mainly due to Successor Agency Principal and Interest payment (\$1.3M) and other operating expenditures. The following table shows a breakdown of cash and investment balance by fund type.

| Summary September 30, 2023                 |                |                |
|--------------------------------------------|----------------|----------------|
|                                            | Deposit Value  | Market Value   |
| General Fund (Inc. Petty cash of \$10,800) | \$ 25,081,669  | \$ 25,081,669  |
| General Sub-Funds (Committed/Reserved)     | \$ 24,464,159  | \$ 24,464,159  |
| City Funds Restricted and Committed        | \$ 80,396,904  | \$ 80,396,904  |
| Successor Agency Trust                     | \$ 489,028     | \$ 489,028     |
| Unrealized Gain on Investment Pools        | \$ -           | \$ (2,140,909) |
|                                            | \$ 130,431,759 | \$ 128,290,852 |

The book market value totals \$128,290,852, including an unrealized loss of \$2,140,909, reflecting treasury yields during the calendar year. All except for General Fund balance is restricted by either City Council or external parties for specific purposes. Unrestricted cash and investment balance under General Fund (\$25,081,669) may be used at Council discretion.

The table below reflects changes in rates since September 30, 2022, and compared to the previous month of August 2023, demonstrating an increase in both long-term Treasury yields and short-term yields since September 30, 2022, across the curve<sup>1</sup>:

|                       | Sep-23 | Aug-23 | Sep-22 |
|-----------------------|--------|--------|--------|
| 6-month Treasury Bill | 5.32   | 5.28   | 3.82   |
| 2-year Treasury Note  | 5.03   | 4.85   | 4.22   |
| 5-Year Treasury Note  | 4.60   | 4.23   | 4.06   |

The City's portfolio is invested in the Local Agency Investment Fund (LAIF) and the San Mateo County Treasurer's Pool. LAIF is a highly liquid investment pool operated by the State Treasurer, and the City has same-day access to the funds. The County Treasurer's Pool is less liquid, and

<sup>1</sup> Daily Treasury Yield Curve Rates, Treasury.gov

## **CONSENT ITEM 3.2**

the maturity and diversification of the underlying securities which in normally functioning markets is generally expected to result in higher yield. City staff does not control or direct the underlying investment of funds and each pool is managed by the respective agency's investment staff and oversight committee or board. June to September over quarter LAIF yields increased from 3.167% to 3.534% and San Mateo County Pool average gross pool earnings increased from 3.073% to 3.320%. San Mateo County Pool earnings are quoted on gross earnings. LAIF fair value factor in the first quarter has increased from 0.9848 to 0.9863 and the County Pool factor has decreased from 0.9715 to 0.9698, compared to the previous quarter.

Based on the foregoing, pursuant to California Government Code Section 53646, the City shall meet its expenditure requirements for the next six months.

### **Fiscal Impact**

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

### **Attachments**

Treasury Report QE September-23

# Treasury Summary

## CITY AND SUCCESSOR AGENCY OF EAST PALO ALTO

### SUMMARY OF INVESTMENTS For Quarter Ended September 30, 2023

| Category                                        | Average Maturity |       | Average Interest Earnings For QTR | DEPOSIT AND BOOK VALUE | %      | MARKET VALUE |
|-------------------------------------------------|------------------|-------|-----------------------------------|------------------------|--------|--------------|
|                                                 | Days             | Years |                                   |                        |        |              |
| Cash and Investments                            |                  |       |                                   |                        |        |              |
| 1. Petty Cash                                   | na               | na    | 0.000%                            | 10,800                 | 0.0%   | 10,800       |
| 2. On Demand Deposits (Wells Fargo checking)    | na               | na    | 0.000%                            | 9,121,592              | 7.1%   | 9,121,592    |
| 3. Local Agency Investment Fund (LAIF)          | 256              | 0.70  | 3.424%                            | 70,476,441             | 54.2%  | 69,511,459   |
| 4. San Mateo County Pool Investment             | 624              | 1.71  | 3.320%                            | 50,822,927             | 38.7%  | 49,646,999   |
| Total Cash and Investments on Deposit           |                  |       | 3.196%                            | 130,431,760            | 100.0% | 128,290,850  |
| General Fund (including petty cash of \$10,800) |                  |       |                                   | 25,081,669             |        | 25,081,669   |
| General Sub - Funds (Committed/Reserved)        |                  |       |                                   | 24,464,159             |        | 24,464,159   |
| City Funds Restricted and Committed             |                  |       |                                   | 80,396,904             |        | 80,396,904   |
| Successor Agency Trust                          |                  |       |                                   | 489,028                |        | 489,028      |
| Unrealized Gain on Investment Pools             |                  |       |                                   | -                      |        | (2,140,909)  |
| Total Book Balance                              |                  |       |                                   | 130,431,760            |        | 128,290,850  |
| Bank to Book Adjustments                        |                  |       |                                   |                        |        |              |
| Checks Outstanding/Other AJE                    |                  |       |                                   | 483,006                |        | 483,006      |
| Total Book Adjustment                           |                  |       |                                   | 483,006                |        | 483,006      |
| Total Cash and Investment Portfolio             |                  |       |                                   | 130,914,766            |        | 128,290,850  |

#### CERTIFICATION:

Pursuant to Government Code Section 53646, the City will meet its expenditure requirements for the next six months. Total funds invested represent the consolidation of all fund types, and availability of certain funds is restricted by law.

  
Tomohito Oku  
Director of Finance

10/31/2023  
Date

#### For Reporting Information Regarding Investment Pools:

LAIF

<http://www.treasurer.ca.gov/pmia-laif/laif/index.asp>

San Mateo County Pool

<http://sanmateocountytreasurer.org/index.html>



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

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**DATE:** November 21, 2023

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

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

**BY:** Jeff Liu, Police Chief

**SUBJECT:** Consideration of a Donation from H & H Evergreen Foundation and the California Law Enforcement Columbia Association for the Police Department Traffic Safety Awareness Program, Annual Toy Distribution Program, and Department Needs

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## **Recommendation**

Adopt a Resolution authorizing the City Manager to:

1. Accept a donation of funds in the amount of One Hundred Fifty Thousand Dollars (\$150,000) from the H & H Evergreen Foundation, and execute a Donation Agreement to support the Police Department's Traffic Safety Awareness Program (\$20,000.00), Annual Toy Distribution Program (\$30,000.00), and general department needs (\$100,000) in accordance with the City's Donation Acceptance Policy; and
2. Accept a donation of funds in the amount of Two Thousand Five Hundred Dollars (\$2,500) from the California Law Enforcement Columbia Association to support the Police Department's Annual Toy Distribution Program.

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

This recommendation is primarily aligned with:

Priority No. 3: Promote Health & Public Safety

**Background**

Since November 2014, the police department has received kudos for engaging in a robust community policing program that included engaging the community, initiating new community policing programs, and substantially increasing the amount of involvement with the community. After initiating this model of community policing, the community assisted in several high-profile criminal cases that lead to arrests and reduced crime. The media coverage has drawn a significant attention from the community and region helping in many ways including financial contributions.

**Analysis**

This private donation made by the H & H Evergreen Foundation was made with the expressed desire from the donor to help facilitate a safer holiday season and to help families in need during the holiday season. The H & H Evergreen Foundation is donating \$20,000 to help fund a traffic safety awareness program during this November and December holiday season and an additional \$30,000 to assist East Palo Alto families with holiday needs. The remaining \$100,000 is to support East Palo Alto Police Department needs. The total amount of the donation is \$150,000.

For the traffic safety awareness program, the department will acquire gift cards that will be given to East Palo Alto community members that are involved in minor traffic violations and/or those demonstrating safe driving habits. The department will use \$30,000 to support the annual toy distribution program, which is supplemented by a donation from the California Law Enforcement Columbia Association. The Department typically uses the department support funds to support employee wellness, training and development as well as to equipment needs.

**Fiscal Impact**

There will be no fiscal impact to the general fund.

**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.

**Attachments**

1. Resolution

**RESOLUTION NO. \_\_\_\_**

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

**ACCEPTING A DONATION FROM H & H EVERGREEN FOUNDATION IN THE  
AMOUNT OF \$150,000 AND THE CALIFORNIA LAW ENFORCEMENT  
COLUMBIA ASSOCIATION IN THE AMOUNT OF \$2,500 TO BENEFIT THE  
EAST PALO ALTO POLICE DEPARTMENT COMMUNITY PROGRAMS**

**WHEREAS**, H & H Evergreen Foundation proposes to donate \$150,000 to the City of East Palo Alto to support the Police Department's community programs; and,

**WHEREAS**, H & H Evergreen Foundation requested that \$20,000 be used to purchase gift cards to be used in the holiday traffic safety program; and

**WHEREAS**, H & H Evergreen Foundation also requested that \$30,000 be used to fund the purchase of toys to support the Police Department's annual holiday gift program for East Palo Alto families in need; and

**WHEREAS**, H & H Evergreen Foundation requested that \$100,000 be used by the East Palo Alto Police Department for departmental needs; and

**WHEREAS**, California Law Enforcement Columbia Association proposes to donate \$2,500 to be used to fund the purchase of toys to support the Police Department's annual holiday gift program for East Palo Alto families in need.

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF EAST PALO ALTO**, with immense appreciation expressed to H & H Evergreen Foundation and the California Law Enforcement Columbia Association for their generous gift, hereby authorizes the City Manager to:

1. Accept a donation of funds in the amount of One Hundred Fifty Thousand Dollars (\$150,000) from the H & H Evergreen Foundation, and execute a Donation Agreement to support the Police Department's Traffic Safety Awareness Program (\$30,000.00) and Annual Toy Distribution Program (\$20,000.00), and general departmental needs (\$100,000) in accordance with the City's Donation Acceptance Policy; and
2. Accept the donation of funds in the amount of Two Thousand Five Hundred Dollars (\$2,500) from the California Law Enforcement Columbia Association, and execute a Donation Agreement to support the Police Department to support the Police Department's Annual Toy Distribution Program.

**PASSED AND ADOPTED this 21<sup>st</sup> day of November 2023**, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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Lisa Gauthier, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

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James Colin, City Clerk

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John Le, City Attorney



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

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**DATE:** November 21, 2023

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

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

**BY:** Humza Javed, Public Works Director

**SUBJECT:** Capital water system improvement payments to Veolia

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## **Recommendation**

Adopt a resolution authorizing the City Manager to reimburse Veolia for city-wide capital water system improvements from the Water Capital Fund.

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

This recommendation is primarily aligned with:

Improve the City's Water Infrastructure

## **Background**

The City has a lease agreement with Veolia to operate and maintain the City's water system through April 9, 2026. The lease agreement allocates up to \$110,000 annually for system maintenance and repair costs. According to the lease agreement, any costs above the allocation are considered water system improvements for which Veolia must be reimbursed.

## **Analysis**

In addition to Veolia staff, there are a number of subcontractors (including C2R) that perform work on behalf of Veolia for the City of East Palo Alto water system capital improvements as well as operation and maintenance. This work includes repairing water leaks, upgrading water valves/boxes, replacement of fire hydrants, Gloria Way well maintenance, and maintenance of

## **CONSENT ITEM 3.4**

the various water sampling stations citywide, etc.

In FY 2022/2023, Veolia paid its subcontractors for additional capital improvements including repairing watermain leaks and service lines citywide, as well as replacing deteriorated fire hydrants. These costs are above and beyond the annual \$110,000 allocation and Veolia has requested reimbursement for these items. Staff has verified the additional work and the breakdown is as follows:

| INV    | VENDOR | DATE       | TASK NAME              | DESCRIPTION                   | AMOUNT      |
|--------|--------|------------|------------------------|-------------------------------|-------------|
| C4567A | C2R    | 6/22/2023  | Mouton Circle 952      | Repair water service          | \$5,745.58  |
| C4568A | C2R    | 6/22/2023  | Mouton Circle 955      | Repair water services         | \$5,137.34  |
| C4563A | C2R    | 6/12/2023  | 610 Circle             | Install5 service meters       | \$15,251.54 |
| C4553A | C2R    | 5/29/2023  | 2450 Ralmar            | Fire Hydrant Repair           | \$14,585.17 |
| C4567A | C2R    | 6/19/2023  | 2516 Baylor            | Repair watermain pipe         | \$7,529.51  |
| C4571A | C2R    | 6/30/2023  | 1459 Kavanaugh         | Fire Hydrant Repair           | \$12,983.02 |
| C4542A | C2R    | 5/19/2023  | 823 Donohoe            | Leaking service line          | \$4,775.33  |
| C4543A | C2R    | 5/19/2023  | Leak                   | Repair Leaking watermain line | \$15,149.25 |
| C4545A | C2R    | 5/22/2023  | 926 Mouton             | Water service repair          | \$7,042.73  |
| C4346A | C2R    | 4/1/2023   | University Ave         | Fire Hydrant repair           | \$16,209.08 |
| C4328A | C2R    | 2/27/2023  | Gardenia Way           | Water main repair             | \$8,338.72  |
| C4326A | C2R    | 2/22/2023  | Main Repairs           | Water Main Repairs            | \$66,458.57 |
| C4320A | C2R    | 2/13/2023  | O'Brien and University | Leaking Tee                   | \$16,950.72 |
| C4289A | C2R    | 12/9/2022  | O'Brien                | Vault repair                  | \$7,711.50  |
| C4289B | C2R    | 12/9/2022  | O'Brien                | Vault Work                    | \$15,223.14 |
| C4283A | C2R    | 11/15/2022 | Hunter st              | Water main repair             | \$13,384.69 |
| C4282A | C2R    | 11/15/2022 | Pulgas                 | Water meter repair            | \$2,745.35  |
| C4281A | C2R    | 11/15/2022 | Purdue                 | Water service leak            | \$7,429.58  |
| C4284A | C2R    | 11/18/2022 | Fordham                | Water main leak               | \$8,963.03  |
| C4278A | C2R    | 11/5/2022  | Bay Rd                 | Water service leak            | \$6,507.60  |
| C4279A | C2R    | 11/5/2022  | DEWR                   | Water service leak            | \$8,251.09  |
| C4259A | C2R    | 9/30/2022  | Alberni                | Water main repair             | \$22,704.96 |
| C4261A | C2R    | 10/4/2022  | Gonzaga                | Repair water leak             | \$3,794.33  |
| C4263A | C2R    | 10/11/2022 | City Hall              | Water main service            | \$46,756.95 |
| C4244A | C2R    | 9/8/2022   | Capital Ave            | Repair leak                   | \$1,800.00  |
| C4222A | C2R    | 8/18/2022  | Bayshore               | Sinkhole                      | \$7,813.93  |
| C4223A | C2R    | 8/18/2022  | Flushing Line          | Flushing water service line   | \$4,048.86  |
| C4224A | C2R    | 8/18/2022  | Daphne Ct              | Repair leaks                  | \$16,600.74 |
| C4199A | C2R    | 7/19/2022  | Capital Ave            | Repair leaking water          | \$6,627.46  |
| C4198A | C2R    | 7/19/2022  | Fordham and Bay rd     | Repair leak                   | \$19,006.62 |
| C4186A | C2R    | 7/7/2022   | G5                     | Install G5 box                | \$1,996.27  |
| C4275A | C2R    | 10/24/2022 | Capitola Ave           | Water service leak            | \$10,124.79 |
| C4342A | C2R    | 3/21/2023  | Bayshore               | Fire Hydrant repair           | \$14,585    |
| C4344A | C2R    | 3/27/2023  | University Ave         | Fire Hydrant repair           | \$8,779.65  |
| C4558A | C2R    | 6/7/2023   | Bay rd                 | Water main repair             | \$15,679.04 |
| C4554A | C2R    | 5/29/2023  | Bay Rd                 | Fire hydrant repair           | \$11,368.80 |

## **CONSENT ITEM 3.4**

In FY 22/23 Veolia paid \$458,060.11 to its subcontractors for water system improvements in the City. Because this amount exceeds the \$110,000 allocation, Veolia needs to be reimbursed for the additional \$348,060.11. There was a subsequent credit from the contractor in the amount of \$2,747.27, which brings the total reimbursement to Veolia an amount of \$345,312.84. This amount is due to Veolia in accordance with the lease agreement, as Veolia requests an annual “true-up” for the additional costs.

The allocation of \$110,000 for water system operation and maintenance in the lease agreement was set in 2001 (over 22 years ago), and this amount is insufficient to operate and maintain the water system in 2023. Moreover, these costs also include capital improvements to the system (such as new fire hydrants, water mains and valves). The majority of the costs to the system this past fiscal year included water main repair at multiple locations, a service lateral at City Hall, and fire hydrant repairs.

In FY 21/22, water capital and O&M costs were approximately \$250k and in FY 20/21, the costs were \$375k.

Attachment 2 of the staff report includes a breakdown and invoices for the work performed in FY 22/23.

### **Fiscal Impact**

Staff recommends appropriating funds in the amount of \$345,312.84 from Water Capital Funds which holds an adequate fund balance to cover the expenditures.

### **Public Notice**

The public was provided notice of this agenda item by posting the City Council agenda on the City’s official bulletin board outside City Hall and making the agenda and report available at the City’s website and at the San Mateo Co. Library located at 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. Significantly, the proposed action (reimbursement decision for repairs already made) does not involve the underlying repairs; such repairs, are nevertheless further exempt pursuant to CEQA Guidelines sections 15269(b) and (c) because they either: a. involve emergency repairs to publicly or privately owned service facilities necessary to maintain service essential to the public health, safety or welfare; or b. consist of specific actions taken that are necessary to prevent or mitigate an emergency.

## **CONSENT ITEM 3.4**

### Attachments

1. Resolution
2. Veolia invoices

**RESOLUTION NO. \_\_\_\_\_**

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

**AUTHORIZING THE CITY MANAGER TO COMPENSATE VEOLIA FOR CITY-WIDE CAPITAL  
WATER SYSTEM IMPROVEMENTS**

**WHEREAS**, the City has a lease agreement with Veolia to operate and maintain the City's water system through April 9, 2026; and

**WHEREAS**, the lease agreement allocates up to \$110,000 annually for system maintenance and repair costs; and

**WHEREAS**, in FY 22/23 Veolia paid \$458,060.11 to its subcontractors for water system improvements in the City; and

**WHEREAS**, according to the lease agreement, Veolia needs to be reimbursed for the additional \$345,312.84 for FY 22/23 capital water system improvements in the City.

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

1. Finds the foregoing recitals are true and correct, and are incorporated by this reference into this action; and
2. Authorizes the City Manager to reimburse Veolia for city-wide capital water system improvements in an amount not to exceed cost of \$345,312.84 from the Water Capital Fund, as described in Exhibit A, which incorporated by this reference; and
3. Finds that the 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. Significantly, the proposed action (reimbursement decision for repairs already made) does not involve the underlying repairs; such repairs, are nevertheless further exempt pursuant to CEQA Guidelines sections 15269(b) and (c) because they either: a. involves emergency repairs to publicly or privately owned service facilities necessary to maintain service essential to the public health, safety or welfare; or b. consist of specific actions taken that are necessary to prevent or mitigate an emergency.
4. .

**PASSED AND ADOPTED** this 21<sup>st</sup> day of November 2023, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

---

Lisa Gauthier, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

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James Colin, City Clerk

---

John D. Lê, City Attorney

## Exhibit A

| INV        | VENDOR | DATE       | TASK NAME              | DESCRIPTION                   | AMOUNT      |
|------------|--------|------------|------------------------|-------------------------------|-------------|
| C4567<br>A | C2R    | 6/22/2023  | Mouton Circle 952      | Repair water service          | \$5,745.58  |
| C4568<br>A | C2R    | 6/22/2023  | Mouton Circle 955      | Repair water services         | \$5,137.34  |
| C4563<br>A | C2R    | 6/12/2023  | 610 Circle             | Install5 service meters       | \$15,251.54 |
| C4553<br>A | C2R    | 5/29/2023  | 2450 Ralmar            | Fire Hydrant Repair           | \$14,585.17 |
| C4567<br>A | C2R    | 6/19/2023  | 2516 Baylor            | Repair watermain pipe         | \$7,529.51  |
| C4571<br>A | C2R    | 6/30/2023  | 1459 Kavanaugh         | Fire Hydrant Repair           | \$12,983.02 |
| C4542<br>A | C2R    | 5/19/2023  | 823 Donohoe            | Leaking service line          | \$4,775.33  |
| C4543<br>A | C2R    | 5/19/2023  | Leak                   | Repair Leaking watermain line | \$15,149.25 |
| C4545<br>A | C2R    | 5/22/2023  | 926 Mouton             | Water service repair          | \$7,042.73  |
| C4346<br>A | C2R    | 4/1/2023   | University Ave         | Fire Hydrant repair           | \$16,209.08 |
| C4328<br>A | C2R    | 2/27/2023  | Gardenia Way           | Water main repair             | \$8,338.72  |
| C4326<br>A | C2R    | 2/22/2023  | Main Repairs           | Water Main Repairs            | \$66,458.57 |
| C4320<br>A | C2R    | 2/13/2023  | O'Brien and University | Leaking Tee                   | \$16,950.72 |
| C4289<br>A | C2R    | 12/9/2022  | O'Brien                | Vault repair                  | \$7,711.50  |
| C4289<br>B | C2R    | 12/9/2022  | O'Brien                | Vault Work                    | \$15,223.14 |
| C4283<br>A | C2R    | 11/15/2022 | Hunter St              | Water main repair             | \$13,384.69 |
| C4282<br>A | C2R    | 11/15/2022 | Pulgas                 | Water meter repair            | \$2,745.35  |
| C4281<br>A | C2R    | 11/15/2022 | Purdue                 | Water service leak            | \$7,429.58  |
| C4284<br>A | C2R    | 11/18/2022 | Fordham                | Water main leak               | \$8,963.03  |
| C4278<br>A | C2R    | 11/5/2022  | Bay Rd                 | Water service leak            | \$6,507.60  |
| C4279<br>A | C2R    | 11/5/2022  | DEWR                   | Water service leak            | \$8,251.09  |
| C4259<br>A | C2R    | 9/30/2022  | Alberni                | Water main repair             | \$22,704.96 |
| C4261<br>A | C2R    | 10/4/2022  | Gonzaga                | Repair water leak             | \$3,794.33  |
| C4263<br>A | C2R    | 10/11/2022 | City Hall              | Water main service            | \$46,756.95 |
| C4244<br>A | C2R    | 9/8/2022   | Capital Ave            | Repair leak                   | \$1,800.00  |
| C4222<br>A | C2R    | 8/18/2022  | Bayshore               | Sinkhole                      | \$7,813.93  |
| C4223<br>A | C2R    | 8/18/2022  | Flushing Line          | Flushing water service line   | \$4,048.86  |
| C4224<br>A | C2R    | 8/18/2022  | Daphne Ct              | Repair leaks                  | \$16,600.74 |
| C4199<br>A | C2R    | 7/19/2022  | Capital Ave            | Repair leaking water          | \$6,627.46  |
| C4198<br>A | C2R    | 7/19/2022  | Fordham and Bay Rd     | Repair leak                   | \$19,006.62 |
| C4186<br>A | C2R    | 7/7/2022   | G5                     | Install G5 box                | \$1,996.27  |

|                          |     |            |                |                     |             |
|--------------------------|-----|------------|----------------|---------------------|-------------|
| <b>C4275</b><br><b>A</b> | C2R | 10/24/2022 | Capitola Ave   | Water service leak  | \$10,124.79 |
| <b>C4342</b><br><b>A</b> | C2R | 3/21/2023  | Bayshore       | Fire Hydrant repair | \$14,585    |
| <b>C4344</b><br><b>A</b> | C2R | 3/27/2023  | University Ave | Fire Hydrant repair | \$8,779.65  |
| <b>C4558</b><br><b>A</b> | C2R | 6/7/2023   | Bay Rd         | Water main repair   | \$15,679.04 |
| <b>C4554</b><br><b>A</b> | C2R | 5/29/2023  | Bay Rd         | Fire hydrant repair | \$11,368.80 |



CITY OF EAST PALO ALTO  
2415 UNIVERSITY AVE  
EAST PALO ALTO CA 94303-0000  
USA

Invoice # 9000115041

Pro Forma # 9000114993

1 of 1

Please Mail Remittance To:  
Veolia Water North America  
PO Box 28895  
Chicago IL 60673-8895  
USA

| Invoice #: | Invoice Date: | Payment Terms: | Sales/Contract #: | Customer #: | Customer PO: |
|------------|---------------|----------------|-------------------|-------------|--------------|
| 9000115041 | 09/20/2023    | 60 days        | 70005604          | 1000149638  |              |

2023 Overage

Total Amount Due (USD): 345,312.84

|                         |            |
|-------------------------|------------|
| Subtotal:               | 345,312.84 |
| Sales Tax:              |            |
| Total Taxes:            | 0.00       |
| Total Amount Due (USD): | 345,312.84 |

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Please make checks payable to Veolia Water North America and return this portion along with your remittance

CITY OF EAST PALO ALTO  
2415 UNIVERSITY AVE  
EAST PALO ALTO CA  
94303-0000  
USA

|                          |            |
|--------------------------|------------|
| Invoice #:               | 9000115041 |
| Invoice Date:            | 09/20/2023 |
| Invoice Amount (USD):    | 345,312.84 |
| Current Balance (USD):   | 355,745.34 |
| Past Due Amount (USD):   | 22,980.93  |
| Total Balance Due (USD): | 378,726.27 |

Veolia Water North America  
PO Box 28895  
Chicago IL 60673-8895  
USA

EFT Instructions:  
Bank Name: JPMorgan Chase Bank, National Association  
Bank Address: 353 W 83rd St  
Chicago IL 60620  
Account # : 878367809  
ABA #: 071000013  
Swift Code: CHASUS33

EAST PALO ALTO \$110,000 INV#9000115041

| INV    | VENDOR | DATE       | TASK NAME             | DESCRIPTION                   | AMOUNT      |
|--------|--------|------------|-----------------------|-------------------------------|-------------|
| C4567A | C2R    | 6/22/2023  | Mountain Circle 952   | Repair water service          | \$5,745.58  |
| C4568A | C2R    | 6/22/2023  | Mountain Circle 955   | Repair watr services          | \$5,137.34  |
| C4563A | C2R    | 6/12/2023  | 610 Circle            | Install 5 service meters      | \$15,251.54 |
| C4553A | C2R    | 5/29/2023  | 2450 Ralmar           | Fire Hydrant Repair           | \$14,585.17 |
| C4567A | C2R    | 6/19/2023  | 2516 Baylor           | Reapir watermain pipe         | \$7,529.51  |
| C4571A | C2R    | 6/30/2023  | 1459 Kavanaugh        | Fire Hydrant Repair           | \$12,983.02 |
| C4542A | C2R    | 5/19/2023  | 823 Donohoe           | Leaking service line          | \$4,775.33  |
| C4543A | C2R    | 5/19/2023  | Leak                  | Reapir Leaking watermain line | \$15,149.25 |
| C4545A | C2R    | 5/22/2023  | 926 Mountain          | Water service repair          | \$7,042.73  |
| C4346A | C2R    | 4/1/2023   | University Ave        | Fire Hydrant repair           | \$16,209.08 |
| C4328A | C2R    | 2/27/2023  | Gardenia Way          | Water main repair             | \$8,338.72  |
| C4326A | C2R    | 2/22/2023  | Main Repairs          | Water Main Repairs            | \$66,458.57 |
| C4320A | C2R    | 2/13/2023  | O'Brien and Univesity | Leaking Tee                   | \$16,950.72 |
| C4289A | C2R    | 12/9/2022  | O'Brien               | Vault repair                  | \$7,711.50  |
| C4289B | C2R    | 12/9/2022  | O'Brien               | Vault Work                    | \$15,223.14 |
| C4283A | C2R    | 11/15/2022 | Hunter st             | Water main repair             | \$13,384.69 |
| C4282A | C2R    | 11/15/2022 | Pulgas                | Water meter repair            | \$2,745.35  |
| C4281A | C2R    | 11/15/2022 | Purdue                | Water service leak            | \$7,429.58  |
| C4284A | C2R    | 11/18/2022 | Fordham               | Water main leak               | \$8,963.03  |
| C4278A | C2R    | 11/5/2022  | Bay Rd                | Water service leak            | \$6,507.60  |
| C4279A | C2R    | 11/5/2022  | DEWR                  | Water service leak            | \$8,251.09  |
| C4259A | C2R    | 9/30/2022  | Alberni               | Water main repair             | \$22,704.96 |
| C4261A | C2R    | 10/4/2022  | Gonzaga               | Repair water leak             | \$3,794.33  |
| C4263A | C2R    | 10/11/2022 | City Hall             | Water main service            | \$46,756.95 |
| C4244A | C2R    | 9/8/2022   | Capital Ave           | Repair leak                   | \$1,800.00  |
| C4222A | C2R    | 8/18/2023  | Bayshore              | Sinkhole                      | \$7,813.93  |
| C4223A | C2R    | 8/18/2023  | Flushing Line         | Flushing water service line   | \$4,048.86  |

|        |     |                              |                      |                     |
|--------|-----|------------------------------|----------------------|---------------------|
| C4224A | C2R | 8/18/2023 Daphe Ct           | Repair leaks         | \$16,600.74         |
| C4199A | C2R | 7/19/2023 Capital Ave        | Repair leaking water | \$6,627.46          |
| C4198A | C2R | 7/19/2022 Fordham and Bay rd | Repair leak          | \$19,006.62         |
| C4186A | C2R | 7/7/2022 G5                  | Install G5 box       | \$1,996.27          |
| C4275A | C2R | 10/24/2022 Capitola Ave      | Water service leak   | \$10,124.79         |
| C4342A | C2R | 3/21/2023 Bayshore           | Fire Hydrant Repair  | \$14,585            |
| C4344A | C2R | 3/27/2023 University Ave     | Fire Hydrant         | \$8,779.65          |
| C4558A | C2R | 6/7/2023 Bay rd              | Water main repair    | \$15,679.04         |
| C4554A | C2R | 5/29/2023 Bay Rd             | Fire hydrant         | \$11,368.80         |
|        |     |                              |                      | <b>\$458,060.11</b> |
|        |     |                              |                      | (\$112,747.27)      |
|        |     |                              |                      | <b>\$345,312.84</b> |



**C2R**  
ENGINEERING

C2R ENGINEERING, INC

P.O. Box 1017

Mountain View, CA 94042

SI# 36486

PO# 1000235590

# Invoice

| Date      | Invoice # |
|-----------|-----------|
| 6/22/2023 | C4567A    |

|                                                                              |
|------------------------------------------------------------------------------|
| <b>Bill To</b>                                                               |
| Veolia Water North America<br>125 S 84th STE 175<br>Milwaukee, WI 53214-1499 |

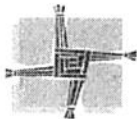
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| <b>Ship To</b>                                                               |
| Veolia Water North America<br>125 S 84th STE 175<br>Milwaukee, WI 53214-1499 |

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|-------------|------------------------|----------------------------------------------------------------------------------|-----------|-----|------------|----------|
| P.O. Number | Terms                  | Rep                                                                              | Ship      | Via | F.O.B.     | Project  |
|             |                        |                                                                                  | 6/22/2023 |     |            |          |
| Quantity    | Item Code              | Description                                                                      |           |     | Price Each | Amount   |
| 1           | Sales - Small Projects | Excavate and repair water service at water meter. Restore area at 952 Mounon Cir |           |     | 5,745.58   | 5,745.58 |
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SI# 36486


**C2R**  
**ENGINEERING**

C2R ENGINEERING, INC

P.O. Box 1017

Mountain View, CA 94042

PO# 1000235615

**Invoice**

| Date      | Invoice # |
|-----------|-----------|
| 6/22/2023 | C4568A    |

|                                                                              |
|------------------------------------------------------------------------------|
| <b>Bill To</b>                                                               |
| Veolia Water North America<br>125 S 84th STE 175<br>Milwaukee, WI 53214-1499 |

|                                                                              |
|------------------------------------------------------------------------------|
| <b>Ship To</b>                                                               |
| Veolia Water North America<br>125 S 84th STE 175<br>Milwaukee, WI 53214-1499 |

|             |                        |                                                                                  |           |     |            |          |
|-------------|------------------------|----------------------------------------------------------------------------------|-----------|-----|------------|----------|
| P.O. Number | Terms                  | Rep                                                                              | Ship      | Via | F.O.B.     | Project  |
|             |                        |                                                                                  | 6/22/2023 |     |            |          |
| Quantity    | Item Code              | Description                                                                      |           |     | Price Each | Amount   |
| 1           | Sales - Small Projects | excavate and repair water service at water meter. Restore area at 955 Mouton Cir |           |     | 5,137.34   | 5,137.34 |
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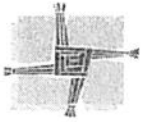
WWW.C2RENGINEERING.COM

## INVOICE

[illegible]

SI# 36486

## Invoice


**C2R**  
**ENGINEERING**

C2R ENGINEERING, INC

P.O. Box 1017

Mountain View, CA 94042

PO# 1000230210

| Date      | Invoice # |
|-----------|-----------|
| 6/12/2023 | C4563A    |

## Bill To

Veolia Water North America  
 125 S 84th STE 175  
 Milwaukee, WI 53214-1499

## Ship To

Veolia Water North America  
 125 S 84th STE 175  
 Milwaukee, WI 53214-1499

|             |                        |                                                                                             |           |     |            |             |
|-------------|------------------------|---------------------------------------------------------------------------------------------|-----------|-----|------------|-------------|
| P.O. Number | Terms                  | Rep                                                                                         | Ship      | Via | F.O.B.     | Project     |
|             |                        |                                                                                             | 6/12/2023 |     |            |             |
| Quantity    | Item Code              | Description                                                                                 |           |     | Price Each | Amount      |
| 1           | Sales - Small Projects | Excavate and install 5 water service meters at 610 Circle Dr.<br>Pothole existing utilities |           |     | 15,251.54  | 15,251.54   |
|             |                        |                                                                                             |           |     | Total      | \$15,251.54 |

|                 |                               |
|-----------------|-------------------------------|
| PROJECT:        | 610 Circle Dr. East Palo Alto |
| OWNER:          | Veolia Water                  |
| COMPLETION DATE | 6/10/2023                     |
| CONTRACTOR:     | CJR Engineering, Inc.         |

INVOICE

Excavate and install 5 water service meters at 610 Circle Dr. Pothole existing utilities

DEWR No.:

| A. CONTRACT WORK PERFORMED                   |                     |          |                                                      |
|----------------------------------------------|---------------------|----------|------------------------------------------------------|
|                                              |                     |          |                                                      |
| B. EQUIPMENT                                 |                     |          |                                                      |
| No.                                          | DESCRIPTION         | ACTUAL   | PAY                                                  |
| 2                                            | Crew Truck          | 9        | \$ 27.77 \$ 499.86                                   |
| 1                                            | Saw                 | 9        | \$ 18.00 \$ 162.00                                   |
| 1                                            | Mobilization        | 16       | \$ 1,000.00 \$ 1,000.00                              |
| 1                                            | JD 50 excavator     | 9        | \$ 65.00 \$ 585.00                                   |
| 1                                            | Jumping jack wacker | 9        | \$ 28.00 \$ 252.00                                   |
| C. MATERIALS                                 |                     |          |                                                      |
| No.                                          | DESCRIPTION         | UNIT No. | UNIT COST                                            |
| 1                                            | Core & Main         | 1.00     | \$ 2,042.02 \$ 2,042.02                              |
| D. SUBCONTRACTORS (WORK done by Specialists) |                     |          |                                                      |
| No.                                          | DESCRIPTION         | UNIT No. | UNIT COST                                            |
| E. LABOR                                     |                     |          |                                                      |
| P.R.                                         | Employee Type       | HOURS    | RATE                                                 |
| 1                                            | Foreman             | O.T      | 9 \$ 184.20 \$ 1,657.80                              |
| 2                                            | Laborer             | Reg      | \$ 92.10 \$ -                                        |
| 1                                            | Operator            | O.T      | 9 \$ 130.00 \$ 2,440.00                              |
| 1                                            | Operator            | Reg      | \$ 65.00 \$ -                                        |
| 1                                            | Operator            | O.T      | 9 \$ 177.40 \$ 1,596.60                              |
| 1                                            | Operator            | Reg      | \$ 88.70 \$ -                                        |
|                                              |                     |          | SUBTOTAL \$ 5,994.40                                 |
|                                              |                     |          | 35% Markup Labor \$ 1,958.04                         |
|                                              |                     |          | TOTAL COST OF LABOR - F \$ 7,952.44                  |
|                                              |                     |          | SUBTOTAL (TOTAL COST OF: B+C+ D+ E + F) \$ 12,399.62 |
|                                              |                     |          | 20% markup and profit \$ 2,479.92                    |
|                                              |                     |          | 3% Insurance/Bond \$ 371.99                          |
|                                              |                     |          | TOTAL THIS REPORT \$ 15,251.54                       |

**E. DIARY AND REMARKS**

New and Unforeseen Work ☐ None ☐ Yes, Describe:

CERTIFIED CORRECT

(See attached Sheet)

DATE



UNDERGROUND REPUBLIC WATER WORKS  
1175 CAMPBELL AVE  
SAN JOSE, CA 95126  
Phone 408-714-0047



# Invoice

|                                                                                             |                        |
|---------------------------------------------------------------------------------------------|------------------------|
| INVOICE DATE                                                                                | INVOICE NUMBER         |
| 06/09/2023                                                                                  | S100008553.001         |
| REMIT TO:<br>UNDERGROUND REPUBLIC WATER<br>WORKS<br>1175 CAMPBELL AVE<br>SAN JOSE, CA 95126 | PAGE NO.<br><br>1 of 1 |

BILL TO:

SHIP TO:

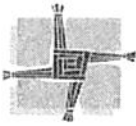
C2R ENGINEERING, INC  
100 MOUNTAIN VIEW AVE.  
LOS ALTOS HLS, CA 94024

C2R ENGINEERING, INC  
100 MOUNTAIN VIEW AVE.  
LOS ALTOS HLS, CA 94024

| CUSTOMER NUMBER                                     |          | CUSTOMER PO NUMBER                                              |  | JOB NAME / RELEASE NUMBER |  | SALESPERSON |            |
|-----------------------------------------------------|----------|-----------------------------------------------------------------|--|---------------------------|--|-------------|------------|
| 235                                                 |          | Viola Water                                                     |  |                           |  |             |            |
| WRITER                                              |          | SHIP VIA                                                        |  | TERMS                     |  | SHIP DATE   | ORDERED BY |
| Jon Drake                                           |          | WILL CALL                                                       |  | Net 30 Days               |  | 06/09/2023  | Trevor     |
| ORDER QTY                                           | SHIP QTY | DESCRIPTION                                                     |  |                           |  | UNIT PRICE  | EXT PRICE  |
| 1rl                                                 | 1rl      | 3/4X60 K SOFT COPPER TUBE                                       |  |                           |  | 497.600/ea  | 497.60     |
| 1ea                                                 | 1ea      | 3/4 COUPLING CTS X CTS 74758Q<br>5182-004                       |  |                           |  | 31.805/ea   | 31.81      |
| 3ea                                                 | 3ea      | 3/4 BRASS TEE *LOW LEAD*                                        |  |                           |  | 6.388/ea    | 19.16      |
| 9ea                                                 | 9ea      | 3/4 ADAPTER CTS X MNPT 74753Q<br>5182-013                       |  |                           |  | 26.133/ea   | 235.20     |
| 7ea                                                 | 7ea      | 3/4 QUARTER BEND CTS X CTS -NL<br>74761Q 5182-021               |  |                           |  | 41.088/ea   | 287.62     |
| 5ea                                                 | 5ea      | 3/4 ANGLE BALL CTS X METER - NL<br>74602BQ 5182-038             |  |                           |  | 132.239/ea  | 661.19     |
| 5ea                                                 | 5ea      | 3/4X3/4X2.68 MTR CPLG NO HOLE METER<br>X MNPT-NL 74624 5124-088 |  |                           |  | 25.181/ea   | 125.91     |
| Invoice is due by 07/09/2023                        |          |                                                                 |  |                           |  | Subtotal    | 1858.49    |
| Past Due invoices may be subject to 0% late charge. |          |                                                                 |  |                           |  | S&H Charges | 0.00       |
| Thank you for your business!                        |          |                                                                 |  |                           |  | Tax         | 183.53     |
|                                                     |          |                                                                 |  |                           |  | Payments    | 0.00       |
|                                                     |          |                                                                 |  |                           |  | Amount Due  | 2042.02    |

ed By: LINDAR on 6/12/2023 9:40:05 AM PDT

SI# 36486

**Invoice**
**C2R**  
**ENGINEERING**

C2R ENGINEERING, INC

P.O. Box 1017

Mountain View, CA 94042

| Date      | Invoice # |
|-----------|-----------|
| 5/29/2023 | C4553A    |

|                                                                              |
|------------------------------------------------------------------------------|
| <b>Bill To</b>                                                               |
| Veolia Water North America<br>125 S 84th STE 175<br>Milwaukee, WI 53214-1499 |

PO# 1000224361

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|------------------------------------------------------------------------------|
| <b>Ship To</b>                                                               |
| Veolia Water North America<br>125 S 84th STE 175<br>Milwaukee, WI 53214-1499 |

| P.O. Number | Terms                  | Rep                                                                                       | Ship      | Via | F.O.B.       | Project     |
|-------------|------------------------|-------------------------------------------------------------------------------------------|-----------|-----|--------------|-------------|
|             |                        |                                                                                           | 5/29/2023 |     |              |             |
| Quantity    | Item Code              | Description                                                                               |           |     | Price Each   | Amount      |
| 1           | Sales - Small Projects | Removal and installation of new fire hydrant and prundences at 2450 Ralmar East Palo Alto |           |     | 14,585.17    | 14,585.17   |
|             |                        |                                                                                           |           |     | <b>Total</b> | \$14,585.17 |

57# 36486

**Invoice**
**C2R**  
**ENGINEERING**

C2R ENGINEERING, INC

P.O. Box 1017

Mountain View, CA 94042

PO#1000233420

| Date      | Invoice # |
|-----------|-----------|
| 6/19/2023 | C4567A    |

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| <b>Bill To</b>                                                               |
| Veolia Water North America<br>125 S 84th STE 175<br>Milwaukee, WI 53214-1499 |

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|------------------------------------------------------------------------------|
| <b>Ship To</b>                                                               |
| Veolia Water North America<br>125 S 84th STE 175<br>Milwaukee, WI 53214-1499 |

| P.O. Number | Terms                  | Rep                                                                                                                                                                                  | Ship      | Via | F.O.B. | Project    |          |
|-------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----|--------|------------|----------|
|             |                        |                                                                                                                                                                                      | 6/19/2023 |     |        |            |          |
| Quantity    | Item Code              | Description                                                                                                                                                                          |           |     |        | Price Each | Amount   |
| 1           | Sales - Small Projects | Excavate and repair leaking 4" cast iron watermain pipe. Watermain has a circumference break, install 4" repair clamp coupling, backfill, compact and restore area at 2516 Baylor St |           |     |        | 7,529.51   | 7,529.51 |
| Total       |                        |                                                                                                                                                                                      |           |     |        | \$7,529.51 |          |

2516 Baylor St East Palo Alto

Veolia Water

6/16/2023

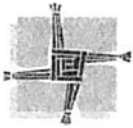
C2R Engineering, Inc.

# INVOICE

Excavate and repair leaking 4" cast iron watermain pipe. Watermain has a circumference break, install 4" repair clamp restore area

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SI# 36486

**Invoice**
**C2R**  
**ENGINEERING**

C2R ENGINEERING, INC

P.O. Box 1017

Mountain View, CA 94042

| Date      | Invoice # |
|-----------|-----------|
| 6/30/2023 | C4571A    |

PO# 1000239642

**Bill To**
 Veolia Water North America  
 125 S 84th STE 175  
 Milwaukee, WI 53214-1499
**Ship To**
 Veolia Water North America  
 125 S 84th STE 175  
 Milwaukee, WI 53214-1499

| P.O. Number | Terms                  | Rep                                                                                          | Ship      | Via | F.O.B.     | Project   |
|-------------|------------------------|----------------------------------------------------------------------------------------------|-----------|-----|------------|-----------|
|             |                        |                                                                                              | 6/30/2023 |     |            |           |
| Quantity    | Item Code              | Description                                                                                  |           |     | Price Each | Amount    |
| 1           | Sales - Small Projects | Removal and installation of new fire hydrant and prundences at 1459 Kavanaugh East Palo Alto |           |     | 12,983.02  | 12,983.02 |
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WWW.C2RENGINEERING.COM

|                 |                                                                                              |                  |
|-----------------|----------------------------------------------------------------------------------------------|------------------|
| PROJECT:        | Install new fire hydrant at 1459 Kavanaugh                                                   | DEWR No.         |
| OWNER:          | Veolia Water                                                                                 | Page No.: 1 OF 1 |
| COMPLETION DATE | 6/28/2023                                                                                    |                  |
| CONTRACTOR:     | CJR Engineering, Inc.                                                                        |                  |
| DESCRIPTION:    | Removal and installation of new fire hydrant and prundences at 1459 Kavanaugh East Palo Alto |                  |

[illegible]



UNDERGROUND REPUBLIC WATER WORKS  
1175 CAMPBELL AVE  
SAN JOSE, CA 95126  
Phone 408-714-0047



## Invoice

| INVOICE DATE                                                                                | INVOICE NUMBER |
|---------------------------------------------------------------------------------------------|----------------|
| 06/28/2023                                                                                  | S100009105.002 |
| REMIT TO:<br>UNDERGROUND REPUBLIC WATER<br>WORKS<br>1175 CAMPBELL AVE<br>SAN JOSE, CA 95126 |                |
| PAGE NO.<br>1 of 1                                                                          |                |

BILL TO:

SHIP TO:

C2R ENGINEERING, INC  
100 MOUNTAIN VIEW AVE.  
LOS ALTOS HLS, CA 94024

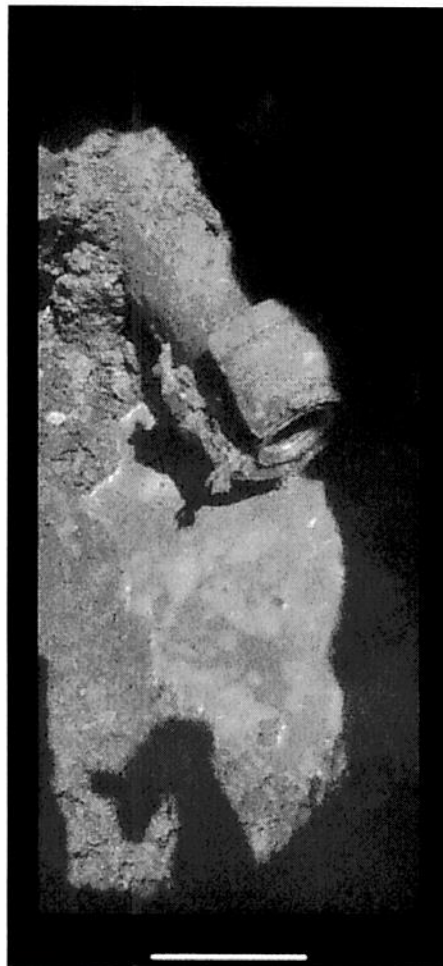
C2R ENGINEERING, INC  
100 MOUNTAIN VIEW AVE.  
LOS ALTOS HLS, CA 94024

| CUSTOMER NUMBER |          | CUSTOMER PO NUMBER                                      | JOB NAME / RELEASE NUMBER | SALESPERSON |            |
|-----------------|----------|---------------------------------------------------------|---------------------------|-------------|------------|
| 235             |          | East Palo Alto                                          |                           |             |            |
| WRITER          |          | SHIP VIA                                                | TERMS                     | SHIP DATE   | ORDERED BY |
| JEFF WHITE      |          | WILL CALL                                               | Net 30 Days               | 06/28/2023  |            |
| ORDER QTY       | SHIP QTY | DESCRIPTION                                             |                           | UNIT PRICE  | EXT PRICE  |
| 1ea             | 1ea      | 6 EBAA MEGALUG F/DI 1106                                |                           | 55.420/ea   | 55.42      |
| 1ea             | 1ea      | 6 MJ GASKET                                             |                           | 8.800/ea    | 8.80       |
| 6ea             | 6ea      | 3/4X4 316SS T-HEAD B&N                                  |                           | 14.000/ea   | 84.00      |
| 2ea             | 2ea      | 6 HYD BOLT & NUT KIT *316SS*                            |                           | 23.800/ea   | 47.60      |
| 2ea             | 2ea      | 6 FF HYDRANT GASKET 1/8 *NEOPRENE*                      |                           | 4.440/ea    | 8.88       |
| 1ea             | 1ea      | 6x36 HYDRANT BURY MJ                                    |                           | 512.214/ea  | 512.21     |
| 1ea             | 1ea      | LB400 CLOW BLACK B/O HYDRANT BREAK<br>CHECK W/EXTENSION |                           | 2529.570/ea | 2529.57    |
| 2ea             | 2ea      | ANTI-SEIZE (PERMATEX) 8OZ                               |                           | 13.560/ea   | 27.12      |
| 9ea             | 9ea      | FAST-SET CONCRETE MIX<br>50LB. BAG                      |                           | 14.800/ea   | 133.20     |

Invoice is due by 07/28/2023

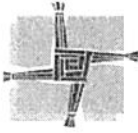
Past Due invoices may be subject to 0% late charge.  
Thank you for your business!

|             |         |
|-------------|---------|
| Subtotal    | 3406.80 |
| S&H Charges | 0.00    |
| Tax         | 319.39  |
| Payments    | 0.00    |
| Amount Due  | 3726.19 |



SI# 36486

## Invoice


**C2R**  
**ENGINEERING**

C2R ENGINEERING, INC

P.O. Box 1017

Mountain View, CA 94042

PO# 1000221005

| Date      | Invoice # |
|-----------|-----------|
| 5/19/2023 | C4542A    |

|                                                                              |
|------------------------------------------------------------------------------|
| <b>Bill To</b>                                                               |
| Veolia Water North America<br>125 S 84th STE 175<br>Milwaukee, WI 53214-1499 |

|                                                                              |
|------------------------------------------------------------------------------|
| <b>Ship To</b>                                                               |
| Veolia Water North America<br>125 S 84th STE 175<br>Milwaukee, WI 53214-1499 |

| P.O. Number | Terms                  | Rep                                                                                                         | Ship      | Via | F.O.B.     | Project  |
|-------------|------------------------|-------------------------------------------------------------------------------------------------------------|-----------|-----|------------|----------|
|             |                        |                                                                                                             | 5/19/2023 |     |            |          |
| Quantity    | Item Code              | Description                                                                                                 |           |     | Price Each | Amount   |
| 1           | Sales - Small Projects | 823 Donohoe - Excavate and repair leaking service line at meter. Remove and replace damaged water meter box |           |     | 4,775.33   | 4,775.33 |
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PROJECT: 823 Donohue St East Palo Alto  
OWNER: Veolia Water  
COMPLETION DATE: 5/17/2023  
CONTRACTOR: CJR Engineering, Inc.

INVOICE

DEWR No.

Page No.: 1 OF 1

DESCRIPTION: Excavate and repair leaking service line at meter. Remove and replace damaged water meter box

A. CONTRACT WORK PERFORMED

| E. DIARY AND REMARKS                                                                          |  |  |  |
|-----------------------------------------------------------------------------------------------|--|--|--|
| New and Unforeseen Work <input type="checkbox"/> None <input type="checkbox"/> Yes, Describe: |  |  |  |
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B. EQUIPMENT

| No. | DESCRIPTION        | ACTUAL | PAY | RATE        | AMOUNT      |
|-----|--------------------|--------|-----|-------------|-------------|
| 1   | Crew Truck         | 8      | 8   | \$ 27.77    | \$ 222.16   |
| 1   | Generator and pump | 8      | 8   | \$ 20.00    | \$ 160.00   |
| 1   | Dump truck         | 8      | 8   | \$ 56.86    | \$ 454.88   |
| 1   | Saw                | 8      | 8   | \$ 18.00    | \$ 144.00   |
| 1   | Mobilization       | 15     | 1   | \$ 1,000.00 | \$ 1,000.00 |

|                       |  |  |  |  |             |
|-----------------------|--|--|--|--|-------------|
| COST OF EQUIPMENT - B |  |  |  |  |             |
|                       |  |  |  |  | \$ 1,981.04 |

C. MATERIALS

| No. | DESCRIPTION | Unit No. | Unit | UNIT COST | AMOUNT |
|-----|-------------|----------|------|-----------|--------|
|     |             |          |      |           |        |
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D. SUBCONTRACTORS (WORK done by Specialists)

| No. | DESCRIPTION | Unit No. | Unit | UNIT COST | AMOUNT |
|-----|-------------|----------|------|-----------|--------|
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|--------------------------------------------|--|--|--|--|-------------|
| COST OF MATERIAL & WORK - C                |  |  |  |  |             |
|                                            |  |  |  |  | \$ -        |
| COST OF SUBCONTRACTORS & WORK - D          |  |  |  |  |             |
|                                            |  |  |  |  | \$ -        |
| TOTAL COST B (Equipment)                   |  |  |  |  |             |
|                                            |  |  |  |  | \$ 1,981.04 |
| TOTAL COST & 15% MARK-UP C (Material)      |  |  |  |  |             |
|                                            |  |  |  |  | \$ -        |
| TOTAL COST & 15% MARK-UP D (Subcontractor) |  |  |  |  |             |
|                                            |  |  |  |  | \$ -        |
| TOTAL COST A & B & C (incl. Markup)        |  |  |  |  |             |
|                                            |  |  |  |  | \$ 1,981.04 |

F. LABOR

| P.R.     | Employee Type | HOURS | RATE      | EXT. AMOUNT |
|----------|---------------|-------|-----------|-------------|
| 1        | Foreman       | O.T   | \$ 184.20 | \$ 368.40   |
|          |               | Reg   | \$ 92.10  | \$ -        |
| 2        | Laborer       | O.T   | \$ 130.00 | \$ -        |
|          |               | Reg   | \$ 65.00  | \$ 1,040.00 |
| 1        | Operator      | O.T   | \$ 177.40 | \$ -        |
|          |               | Reg   | \$ 88.70  | \$ -        |
| SUBTOTAL |               |       |           | \$ 1,408.40 |

35% Markup Labor \$ 492.94  
TOTAL COST OF LABOR - F \$ 1,901.34

SUBTOTAL (TOTAL COST OF: B+C+ D+ E + F) \$ 3,882.38

20% markup and profit \$ 776.48

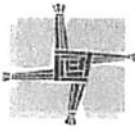
3% Insurance/Bond \$ 116.47

TOTAL THIS REPORT \$ 4,775.33

CERTIFIED CORRECT

(See attached Sheet) DATE

(See attached Sheet) DATE



**C2R**  
**ENGINEERING**

C2R ENGINEERING, INC  
P.O. Box 1017  
Mountain View, CA 94042

SI# 36486

PO# 1000221156

# Invoice

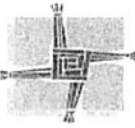
| Date      | Invoice # |
|-----------|-----------|
| 5/19/2023 | C4543A    |

|                                                                              |
|------------------------------------------------------------------------------|
| <b>Bill To</b>                                                               |
| Veolia Water North America<br>125 S 84th STE 175<br>Milwaukee, WI 53214-1499 |

|                                                                              |
|------------------------------------------------------------------------------|
| <b>Ship To</b>                                                               |
| Veolia Water North America<br>125 S 84th STE 175<br>Milwaukee, WI 53214-1499 |

|             |                        |                                                                                                                                                                                                                                                                                                      |           |     |            |             |
|-------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----|------------|-------------|
| P.O. Number | Terms                  | Rep                                                                                                                                                                                                                                                                                                  | Ship      | Via | F.O.B.     | Project     |
|             |                        |                                                                                                                                                                                                                                                                                                      | 5/19/2023 |     |            |             |
| Quantity    | Item Code              | Description                                                                                                                                                                                                                                                                                          |           |     | Price Each | Amount      |
| 1           | Sales - Small Projects | Locate, excavate and repair leaking 4" C.I watermain pipe. Leak had undermined the existing asphalt. City of East Palo Alto required a 12'x12' saw cut and removal of existing AC. The City also request a vac truck to clean all the D.Is in the area that were flooded due to the water main leak. |           |     | 15,149.25  | 15,149.25   |
|             |                        |                                                                                                                                                                                                                                                                                                      |           |     | Total      | \$15,149.25 |





**C2R**  
**ENGINEERING**

C2R ENGINEERING, INC

P.O. Box 1017

Mountain View, CA 94042

SI# 36486

PO# 1000221943

# Invoice

| Date      | Invoice # |
|-----------|-----------|
| 5/22/2023 | C4545A    |

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|------------------------------------------------------------------------------|
| <b>Bill To</b>                                                               |
| Veolia Water North America<br>125 S 84th STE 175<br>Milwaukee, WI 53214-1499 |

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| <b>Ship To</b>                                                               |
| Veolia Water North America<br>125 S 84th STE 175<br>Milwaukee, WI 53214-1499 |

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|-------------|------------------------|----------------------------------------|-----------|-----|------------|----------|
| P.O. Number | Terms                  | Rep                                    | Ship      | Via | F.O.B.     | Project  |
|             |                        |                                        | 5/22/2023 |     |            |          |
| Quantity    | Item Code              | Description                            |           |     | Price Each | Amount   |
| 1           | Sales - Small Projects | Water service repair at 926 Mouton Cir |           |     | 7,042.73   | 7,042.73 |
|             |                        |                                        |           |     |            |          |
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| (See attached Sheet) |      |
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|                      | DATE |
| (See attached Sheet) | DATE |



**C2R**  
**ENGINEERING**

C2R ENGINEERING, INC  
P.O. Box 1017  
Mountain View, CA 94042

SI# 36486

PO# 100019939

# Invoice

| Date     | Invoice # |
|----------|-----------|
| 4/1/2023 | C4346A    |

|                                                                              |
|------------------------------------------------------------------------------|
| <b>Bill To</b>                                                               |
| Veolia Water North America<br>125 S 84th STE 175<br>Milwaukee, WI 53214-1499 |

|                                                                              |
|------------------------------------------------------------------------------|
| <b>Ship To</b>                                                               |
| Veolia Water North America<br>125 S 84th STE 175<br>Milwaukee, WI 53214-1499 |

| P.O. Number | Terms | Rep | Ship     | Via | F.O.B. | Project |
|-------------|-------|-----|----------|-----|--------|---------|
|             |       |     | 4/1/2023 |     |        |         |

| Quantity | Item Code              | Description                                                                                       | Price Each | Amount    |
|----------|------------------------|---------------------------------------------------------------------------------------------------|------------|-----------|
| 1        | Sales - Small Projects | Removal and installation of new fire hydrant and prundences at 2247 University Ave East Palo Alto | 16,209.08  | 16,209.08 |

|              |             |
|--------------|-------------|
| <b>Total</b> | \$16,209.08 |
|--------------|-------------|

WWW.C2RENGINEERING.COM



# Invoice



C2R ENGINEERING, INC

P.O. Box 1017

Mountain View, CA 94042

PO# 1000185188

|           |           |
|-----------|-----------|
| Date      | Invoice # |
| 2/27/2023 | C4328A    |

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| Bill To                                                                      |
| Veolia Water North America<br>125 S 84th STE 175<br>Milwaukee, WI 53214-1499 |

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| Ship To                                                                      |
| Veolia Water North America<br>125 S 84th STE 175<br>Milwaukee, WI 53214-1499 |

|             |                        |                                       |           |     |              |            |
|-------------|------------------------|---------------------------------------|-----------|-----|--------------|------------|
| P.O. Number | Terms                  | Rep                                   | Ship      | Via | F.O.B.       | Project    |
|             |                        |                                       | 2/27/2023 |     |              |            |
| Quantity    | Item Code              | Description                           |           |     | Price Each   | Amount     |
| 1           | Sales - Small Projects | Water main repair at 136 Gardenia Way |           |     | 8,338.72     | 8,338.72   |
|             |                        |                                       |           |     | <b>Total</b> | \$8,338.72 |

WWW.C2REENGINEERING.COM

Page No.: 1 OF 1

### E. DIARY AND REMARKS

☐ None ☐ Yes, Describe:

**F. LABOR**

| P.R. | Employee Type | HOURS | RATE        | EXT. AMOUNT |
|------|---------------|-------|-------------|-------------|
| 1    | Foreman       |       |             | \$ -        |
|      |               | O.T   | 1 \$ 184.20 | \$ 184.20   |
|      |               | Reg   | 8 \$ 92.10  | \$ 736.80   |
| 3    | laborer       |       |             | \$ -        |
|      |               | O.T   | 1 \$ 130.00 | \$ 390.00   |
|      |               | Reg   | 8 \$ 65.00  | \$ 1,560.00 |
| 1    | Operator      |       |             | \$ -        |
|      |               | O.T   | \$ 177.40   | \$ -        |
|      |               | Reg   | 0 \$ 88.70  | \$ -        |
|      |               |       | SUBTOTAL    | \$ 2,871.00 |

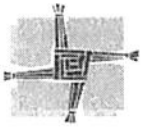
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|-----------------------------------------|----|----------|
| 35% Markup Labor                        | \$ | 1,004.85 |
| TOTAL COST OF LABOR - F                 | \$ | 3,875.85 |
| SUBTOTAL (TOTAL COST OF: B+C+ D+ E + F) | \$ | 6,779.45 |
| 20% markup and profit                   | \$ | 1,355.89 |

**TOTAL THIS REPORT \$ 8,338.72**

|                 |      |
|-----------------|------|
| attached Sheet) | DATE |
| attached Sheet) | DATE |

SI# 36486

**Invoice****C2R**  
**ENGINEERING**

C2R ENGINEERING, INC

P.O. Box 1017

Mountain View, CA 94042

PO# 1000189053

| Date      | Invoice # |
|-----------|-----------|
| 2/22/2023 | C4326A    |

**Bill To**

Veolia Water North America  
125 S 84th STE 175  
Milwaukee, WI 53214-1499

**Ship To**

Veolia Water North America  
125 S 84th STE 175  
Milwaukee, WI 53214-1499

| P.O. Number | Terms                  | Rep                                  | Ship      | Via | F.O.B.     | Project   |
|-------------|------------------------|--------------------------------------|-----------|-----|------------|-----------|
|             |                        |                                      | 2/22/2023 |     |            |           |
| Quantity    | Item Code              | Description                          |           |     | Price Each | Amount    |
| 1           | Sales - Small Projects | Water Main Repairs through 2/21/2023 |           |     | 66,458.57  | 66,458.57 |
|             |                        |                                      |           |     |            |           |
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WWW.C2RENGINEERING.COM

| DEWR # | Description                                                                                                                                         | Date             | Amount       |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------|
| 1      | Excavate, repair and backfill damaged 4" CI water main at 3 Camilla Ct. Excavate 2 locations, once repair is completed, pour back concrete driveway | 2/16 and 2/21/23 | \$ 15,779.97 |
| 2      | Excavate, repair and backfill damaged 4" CI water main at 120 Gardenia Way. Once repair is completed pour back concrete sidewalk                    | 2/17 and 2/21/23 | \$ 9,820.41  |
| 3      | Excavate, repair and backfill damaged 6" CI water main at 1124 Sage St. Once complete, pour back concrete sidewalk                                  | 2/16 and 2/21/23 | \$ 13,591.81 |
| 4      | Excavate, repair and backfill damaged 4" CI water main at 1215 Laurel. Restore asphalt area once repair is completed                                | 2/17 and 2/22/23 | \$ 11,947.33 |
| 5      | Excavate, repair and backfill damaged 4" CI water main at 1216 Saratoga                                                                             | 2/17/2023        | \$ 6,678.75  |
| 6      | Excavate, repair and backfill damaged 4" CI water main at 2511 Hazelwood                                                                            | 2/16/2023        | \$ 8,640.30  |
| TOTAL  |                                                                                                                                                     |                  | \$ 66,458.57 |



Page No.: 1 OF 1

New and Unforeseen Work ☐ None ☐ Yes, Describe:

[illegible]

**P.R.**

|                                         |    |           |
|-----------------------------------------|----|-----------|
| 35% Markup Labor                        | \$ | 2,367.54  |
| TOTAL COST OF LABOR - F                 | \$ | 9,131.94  |
| SUBTOTAL (TOTAL COST OF: B+C+ D+ E + F) | \$ | 12,829.24 |

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|                                         |    |           |
|-----------------------------------------|----|-----------|
| 35% Markup Labor                        | \$ | 2,367.54  |
| TOTAL COST OF LABOR - F                 | \$ | 9,131.94  |
| SUBTOTAL (TOTAL COST OF: B+C+ D+ E + F) | \$ | 12,829.24 |
| 20% markup and profit                   | \$ | 2,565.85  |

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**TOTAL THIS REPORT \$ 15,79.97**

DATE \_\_\_\_\_

Page No.: 1 OF 1

## E. DIARY AND REMARKS

[illegible]

**F. LABOR**

| P.R. | Employee Type | HOURS |    | RATE |        | EXT. AMOUNT |          |
|------|---------------|-------|----|------|--------|-------------|----------|
|      | 1 Foreman     |       |    |      | \$     |             | -        |
|      |               | O.T   |    | \$   | 184.20 | \$          | -        |
|      |               | Reg   | 12 | \$   | 92.10  | \$          | 1,105.20 |
|      | 3 Laborer     |       |    |      |        |             | -        |
|      |               | O.T   |    | \$   | 130.00 | \$          | -        |
|      |               | Reg   | 12 | \$   | 65.00  | \$          | 2,340.00 |
|      | 1 Operator    |       |    |      |        | \$          | -        |
|      |               | O.T   |    | \$   | 177.40 | \$          | -        |
|      |               | Reg   | 0  | \$   | 88.70  | \$          | -        |

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|                                         |    |          |
|-----------------------------------------|----|----------|
| 35% Markup labor                        | \$ | 1,205.82 |
| TOTAL COST OF LABOR - F                 | \$ | 4,651.02 |
| SUBTOTAL (TOTAL COST OF: B+C+ D+ E + F) | \$ | 7,984.07 |
| 20% markup and profit                   | \$ | 1,596.81 |

TOTAL THIS REPORT \$ 9,820.41

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DEWR No.

Page No.: 1 Of 1

#### A. CONTRACT WORK PERFORMED

[illegible]

### **B. EQUIPMENT**

[illegible]

### C. MATERIALS

| No. | DESCRIPTION | Unit No. | Unit | UNIT COST | AMOUNT    |
|-----|-------------|----------|------|-----------|-----------|
| 1   | Concrete    | 1.00     | ls   | \$ 120.00 | \$ 120.00 |
| 1   | Dump fees   | 1.00     | ls   | \$ 100.00 | \$ 100.00 |
| 1   | Class 2 AB  | 1.00     | ls   | \$ 45.00  | \$ 45.00  |
|     |             |          |      |           | -         |
|     |             |          |      |           | \$ -      |
|     |             |          |      |           | \$ -      |
|     |             |          |      |           | \$ -      |
|     |             |          |      |           | \$ -      |
|     |             |          |      |           | \$ -      |

**D. SUBCONTRACTORS (WORK done by Specialists)**

| No.                               | DESCRIPTION | Unit No. | Unit | UNIT COST | AMOUNT |
|-----------------------------------|-------------|----------|------|-----------|--------|
|                                   |             |          |      |           |        |
|                                   |             |          |      |           |        |
|                                   |             |          |      |           |        |
|                                   |             |          |      |           |        |
|                                   |             |          |      |           |        |
| COST OF SUBCONTRACTORS & WORK - D |             |          |      |           | \$ -   |

|                                            |    |          |
|--------------------------------------------|----|----------|
| TOTAL COST B (Equipment)                   | \$ | 2,993.80 |
| TOTAL COST & 15% MARK-UP C (Material)      | \$ | 304.75   |
| TOTAL COST & 15% MARK-UP D (Subcontractor) | \$ | -        |
| TOTAL COST A & B & C (incl. Markup)        | \$ | 3,298.55 |

## E. DIARY AND REMARKS

[illegible]

## F. LABOR

| P.R. | Employee Type | HOURS | RATE        | EXT. AMOUNT |
|------|---------------|-------|-------------|-------------|
| 1    | Foreman       |       | \$          | -           |
|      |               | O.T   | 8 \$ 184.20 | 1,473.60    |
|      |               | Reg   | 4 \$ 92.10  | 368.40      |
| 3    | Laborer       |       | \$          | -           |
|      |               | O.T   | 8 \$ 130.00 | 3,120.00    |
|      |               | Reg   | 4 \$ 65.00  | 780.00      |
| 1    | Operator      |       | \$          | -           |
|      |               | O.T   | 5 \$ 177.40 | -           |
|      |               | Reg   | 0 \$ 88.70  | -           |
|      |               |       | SUBTOTAL \$ | 5,742.00    |

|                                          |    |           |
|------------------------------------------|----|-----------|
| 35% Markup Labor                         | \$ | 2,009.70  |
| TOTAL COST OF LABOR - F                  | \$ | 7,751.70  |
| SUBTOTAL (TOTAL COST OF: B+C+ D + E + F) | \$ | 11,050.25 |

|                          |          |
|--------------------------|----------|
| 20% markup and profit \$ | 2,210.05 |
|--------------------------|----------|

|                   |    |        |
|-------------------|----|--------|
| 3% Insurance/Bond | \$ | 331.51 |
|-------------------|----|--------|

|                   |              |
|-------------------|--------------|
| TOTAL THIS REPORT | \$ 13,591.81 |
|-------------------|--------------|

**CERTIFIED CORRECT**

(See attached sheet)

(See attached Sheet)

DATE \_\_\_\_\_

DATE \_\_\_\_\_

Excavate, repair and backfill damaged 4" CI water main at 1215 Laurel. Restore asphalt area once repair is completed

DEWR No.

Page No.: 1 Of 1

## E. DIARY AND REMARKS

New and Unforeseen Work ☐ None ☐ Yes, Describe:

**F. LABOR**

| P.R. | Employee Type | HOURS | RATE      | EXT. AMOUNT |
|------|---------------|-------|-----------|-------------|
|      | 1 Foreman     |       |           |             |
|      |               | O.T   | \$ 184.20 | \$ -        |
|      |               | Reg   | \$ 92.10  | \$ 1,105.20 |
|      | 3 Laborer     |       |           |             |
|      |               | O.T   | \$ 130.00 | \$ -        |
|      |               | Reg   | \$ 65.00  | \$ 2,340.00 |
|      | 1 Operator    |       |           |             |
|      |               | O.T   | \$ 177.40 | \$ -        |
|      |               | Reg   | \$ 88.70  | \$ 709.60   |

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|-----------------------------------------|----|----------|
| 35% Markup Labor                        | \$ | 1,454.18 |
| TOTAL COST OF LABOR - F                 | \$ | 5,608.98 |
| SUBTOTAL (TOTAL COST OF: B+C+ D+ E + F) | \$ | 9,713.28 |
| 20% markup and profit                   | \$ | 1,942.66 |

**TOTAL THIS REPORT \$ 11,947.33**

(See attached Sheet)

1

(See attached Sheet)

**DESCRIPTION:** Excavate, repair and backfill damaged 4" CI water main at 1216 Saratoga

### E. DIARY AND REMARKS

New and Unforeseen Work    ☐ None    ☐ Yes, Describe:

**F. LABOR**

| P.R. | Employee type | HOURS | RATE      | EXT. AMOUNT |
|------|---------------|-------|-----------|-------------|
| 1    | Foreman       |       | \$        | -           |
|      |               | O.T   | \$ 184.20 | -           |
|      |               | Reg   | \$ 92.10  | 736.80      |
| 3    | Laborer       |       | \$        | -           |
|      |               | O.T   | \$ 130.00 | -           |
|      |               | Reg   | \$ 65.00  | 1,560.00    |
| 1    | Operator      |       | \$        | -           |
|      |               | O.T   | \$ 177.40 | -           |
|      |               | Reg   | \$ 88.70  | -           |
|      |               |       | SUBTOTAL  | \$ 2,296.80 |

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|-----------------------------------------|----|----------|
| 35% Markup Labor                        | \$ | 803.88   |
| TOTAL COST OF LABOR - F                 | \$ | 3,100.68 |
| SUBTOTAL (TOTAL COST OF: B+C+ D+ E + F) | \$ | 5,429.88 |

attached Sheet)

attached Sheet)

DEWR No.

| E. DIARY AND REMARKS                                                                          |  |  |  |  |
|-----------------------------------------------------------------------------------------------|--|--|--|--|
| New and Unforeseen Work <input type="checkbox"/> None <input type="checkbox"/> Yes; Describe: |  |  |  |  |
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| F. LABOR |               |       |           |             |
|----------|---------------|-------|-----------|-------------|
| P.R.     | Employee Type | HOURS | RATE      | EXT. AMOUNT |
| 1        | Foreman       | O.T   | \$ 184.20 | \$ -        |
|          |               | Reg   | \$ 92.10  | \$ 552.60   |
| 3        | Laborer       | O.T   | \$ 130.00 | \$ -        |
|          |               | Reg   | \$ 65.00  | \$ 1,170.00 |
| 1        | Operator      | O.T   | \$ 177.40 | \$ -        |
|          |               | Reg   | \$ 88.70  | \$ -        |
|          |               |       | SUBTOTAL  | \$ 3,158.10 |

|                                         |             |
|-----------------------------------------|-------------|
| 35% Markup Labor                        | \$ 1,105.34 |
| TOTAL COST OF LABOR - F                 | \$ 4,263.44 |
| <hr/>                                   |             |
| SUBTOTAL (TOTAL COST OF: B+C+ D+ E + F) | \$ 7,024.64 |

|                       |             |
|-----------------------|-------------|
| 20% markup and profit | \$ 1,404.93 |
| 3% Insurance/Bond     | \$ 210.74   |
| TOTAL THIS REPORT     | \$ 8,640.30 |

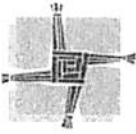
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(See attached Sheet) \_\_\_\_\_ DATE \_\_\_\_\_

(See attached Sheet) \_\_\_\_\_ DATE \_\_\_\_\_

SI# 36486

# Invoice



**C2R**  
ENGINEERING

C2R ENGINEERING, INC

P.O. Box 1017

Mountain View, CA 94042

PO# 1000178205

| Date      | Invoice # |
|-----------|-----------|
| 2/13/2023 | C4320A    |

|                                                                              |
|------------------------------------------------------------------------------|
| <b>Bill To</b>                                                               |
| Veolia Water North America<br>125 S 84th STE 175<br>Milwaukee, WI 53214-1499 |

|                                                                              |
|------------------------------------------------------------------------------|
| <b>Ship To</b>                                                               |
| Veolia Water North America<br>125 S 84th STE 175<br>Milwaukee, WI 53214-1499 |

| P.O. Number | Terms                  | Rep                                                  | Ship         | Via         | F.O.B. | Project |
|-------------|------------------------|------------------------------------------------------|--------------|-------------|--------|---------|
|             |                        |                                                      | 2/13/2023    |             |        |         |
| Quantity    | Item Code              | Description                                          | Price Each   | Amount      |        |         |
| 1           | Sales - Small Projects | O'Brien and University leaking tee in existing vault | 16,950.72    | 16,950.72   |        |         |
|             |                        |                                                      | <b>Total</b> | \$16,950.72 |        |         |

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**C2R**  
**ENGINEERING**

C2R ENGINEERING, INC

P.O. Box 1017

Mountain View, CA 94042

SI# 36486

PO# 1000150526

**Invoice**

| Date      | Invoice # |
|-----------|-----------|
| 12/9/2022 | C4289A    |

|                                                                              |
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| <b>Bill To</b>                                                               |
| Veolia Water North America<br>125 S 84th STE 175<br>Milwaukee, WI 53214-1499 |

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| <b>Ship To</b>                                                               |
| Veolia Water North America<br>125 S 84th STE 175<br>Milwaukee, WI 53214-1499 |

| P.O. Number | Terms                  | Rep                                                                                                                                                                                                                                                                 | Ship      | Via | F.O.B.       | Project    |
|-------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----|--------------|------------|
|             |                        |                                                                                                                                                                                                                                                                     | 12/9/2022 |     |              |            |
| Quantity    | Item Code              | Description                                                                                                                                                                                                                                                         |           |     | Price Each   | Amount     |
| 1           | Sales - Small Projects | 1240 O'Brien - Call in USA. Schedule work with SFPUC. Mobilize, demo and remove existing vault to approx. 30" below grade. Assist in the removal of salvaged materials inside the vault. Remove and dispose of steel covers. Backfill and compact area once removed |           |     | 7,711.50     | 7,711.50   |
|             |                        |                                                                                                                                                                                                                                                                     |           |     | <b>Total</b> | \$7,711.50 |

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PROJECT: 1240 O'Brien  
 OWNER: Veolia Water  
 COMPLETION DATE:  
 CONTRACTOR: C2R Engineering, Inc.

ESTIMATE

DEWR No. 26

Page No.: 1 OF 1

DESCRIPTION: Call in USA. Schedule work with SFPUC. Mobilize, demo and remove existing vault to approx. 30" below grade. Assist in the removal of salvaged materials inside the vault. Remove and dispose of steel covers. Backfill and compact area once removed

A. CONTRACT WORK PERFORMED

| No. | DESCRIPTION                  | ACTUAL | PAY | RATE     | AMOUNT    |
|-----|------------------------------|--------|-----|----------|-----------|
| 1   | Crew Truck                   | 8      | 8   | \$ 27.77 | \$ 222.16 |
| 1   | Compressor with chipping gun | 8      | 8   | \$ 22.75 | \$ 182.00 |
| 1   | Dump truck                   | 8      | 8   | \$ 56.86 | \$ 454.88 |
| 1   | Saw                          | 8      | 8   | \$ 15.00 | \$ 120.00 |
| 1   | Excavator with breaker       | 8      | 8   | \$ 65.00 | \$ 520.00 |
|     |                              |        |     |          |           |
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B. EQUIPMENT

| No. | DESCRIPTION                  | ACTUAL | PAY | RATE     | AMOUNT    |
|-----|------------------------------|--------|-----|----------|-----------|
| 1   | Crew Truck                   | 8      | 8   | \$ 27.77 | \$ 222.16 |
| 1   | Compressor with chipping gun | 8      | 8   | \$ 22.75 | \$ 182.00 |
| 1   | Dump truck                   | 8      | 8   | \$ 56.86 | \$ 454.88 |
| 1   | Saw                          | 8      | 8   | \$ 15.00 | \$ 120.00 |
| 1   | Excavator with breaker       | 8      | 8   | \$ 65.00 | \$ 520.00 |
|     |                              |        |     |          |           |
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C. MATERIALS

| No. | DESCRIPTION | Unit No. | Unit | UNIT COST | AMOUNT    |
|-----|-------------|----------|------|-----------|-----------|
| 1   | Dump fees   | 1.00     | ls   | \$ 600.00 | \$ 600.00 |
|     |             |          |      |           |           |
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D. SUBCONTRACTORS (WORK done by Specialists)

| No. | DESCRIPTION | Unit No. | Unit | UNIT COST | AMOUNT |
|-----|-------------|----------|------|-----------|--------|
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|--------------------------------------------|--|--|--|--|-------------|
| COST OF MATERIAL & WORK - C                |  |  |  |  | \$ 600.00   |
| COST OF SUBCONTRACTORS & WORK - D          |  |  |  |  |             |
| TOTAL COST B (Equipment)                   |  |  |  |  | \$ 1,499.04 |
| TOTAL COST & 15% MARK-UP C (Material)      |  |  |  |  | \$ 690.00   |
| TOTAL COST & 15% MARK-UP D (Subcontractor) |  |  |  |  | \$ -        |
| TOTAL COST A & B & C (Incl. Markup)        |  |  |  |  | \$ 2,189.04 |

E. DIARY AND REMARKS

|                                                                                               |  |
|-----------------------------------------------------------------------------------------------|--|
| New and Unforeseen Work <input type="checkbox"/> None <input type="checkbox"/> Yes, Describe: |  |
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F. LABOR

| P.R. | Employee Type | HOURS | RATE      | EXT. AMOUNT |
|------|---------------|-------|-----------|-------------|
| 1    | Foreman       | O.T   | \$ 183.18 | \$ -        |
|      |               | Reg   | \$ 136.85 | \$ 1,094.80 |
| 2    | Laborer       | O.T   | \$ 126.77 | \$ -        |
|      |               | Reg   | \$ 96.30  | \$ 1,540.80 |
| 1    | Operator      | O.T   | \$ 149.98 | \$ -        |
|      |               | Reg   | \$ 114.08 | \$ 912.64   |
|      |               |       | SUBTOTAL  | \$ 3,548.24 |

15% Markup Labor \$ 532.24  
 TOTAL COST OF LABOR - F \$ 4,080.48

SUBTOTAL (TOTAL COST OF: B+C+ D+ E + F) \$ 6,269.52

20% markup and profit \$ 1,253.90  
 3% Insurance/Bond \$ 188.09

TOTAL THIS REPORT \$ 7,711.50

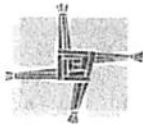
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4/30

SI# 36486

**Invoice**
**C2R**  
**ENGINEERING**

C2R ENGINEERING, INC

P.O. Box 1017

Mountain View, CA 94042

PO# 1000156554

| Date      | Invoice # |
|-----------|-----------|
| 12/9/2022 | C4289B    |

**Bill To**

Veolia Water North America  
 125 S 84th STE 175  
 Milwaukee, WI 53214-1499

**Ship To**

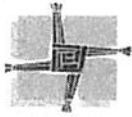
Veolia Water North America  
 125 S 84th STE 175  
 Milwaukee, WI 53214-1499

|             |                        |                                                                                                                                                                                                                                                                                                                         |           |     |            |             |
|-------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----|------------|-------------|
| P.O. Number | Terms                  | Rep                                                                                                                                                                                                                                                                                                                     | Ship      | Via | F.O.B.     | Project     |
|             |                        |                                                                                                                                                                                                                                                                                                                         | 12/9/2022 |     |            |             |
| Quantity    | Item Code              | Description                                                                                                                                                                                                                                                                                                             |           |     | Price Each | Amount      |
| 1           | Sales - Small Projects | 1240 O'Brien - Call in USA. Schedule work with SFPUC. Mobilize, demo and remove existing vault to approx. 30" below grade. Assist in the removal of salvaged materials inside the vault. Install blind flange and concrete kicker as needed. Remove and dispose of steel covers. Backfill and compact area once removed |           |     | 22,934.64  | 22,934.64   |
| 1           | Sales - Small Projects | Payment processed for Invoice C4289A                                                                                                                                                                                                                                                                                    |           |     | (7,711.50) | (7,711.50)  |
|             |                        |                                                                                                                                                                                                                                                                                                                         |           |     | Total      | \$15,223.14 |

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SI# 36486

**Invoice**
**C2R**  
**ENGINEERING**

C2R ENGINEERING, INC

P.O. Box 1017  
Mountain View, CA 94042

PO# 1000141563

| Date       | Invoice # |
|------------|-----------|
| 11/15/2022 | C4283A    |

**Bill To**
Veolia Water North America  
125 S 84th STE 175  
Milwaukee, WI 53214-1499
**Ship To**
Veolia Water North America  
125 S 84th STE 175  
Milwaukee, WI 53214-1499

| P.O. Number | Terms                  | Rep                                                                                                               | Ship       | Via | F.O.B.     | Project  |
|-------------|------------------------|-------------------------------------------------------------------------------------------------------------------|------------|-----|------------|----------|
|             |                        |                                                                                                                   | 11/15/2022 |     |            |          |
| Quantity    | Item Code              | Description                                                                                                       |            |     | Price Each | Amount   |
| 1           | Sales - Small Projects | 2752 Hunter St East Palo Alto - 11/14/2022 Repair 4" water main leak at 2752 Hunter St - restore after completion |            |     | 8,117.85   | 8,117.85 |
| 1           | Sales - Small Projects | 2752 Hunter St East Palo Alto - 11/15/2022 Repair 4" water main leak at 2752 Hunter St - restore after completion |            |     | 5,266.84   | 5,266.84 |
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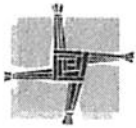
WWW.C2RENGINEERING.COM

**DESCRIPTION:** Repair 4" water main leak at 2752 Hunter St - restore after completion

[illegible]



SI# 36486


**C2R**  
**ENGINEERING**

C2R ENGINEERING, INC

P.O. Box 1017

Mountain View, CA 94042

# Invoice

| Date       | Invoice # |
|------------|-----------|
| 11/15/2022 | C4282A    |

PO# 1000141565

**Bill To**

Veolia Water North America  
 125 S 84th STE 175  
 Milwaukee, WI 53214-1499

**Ship To**

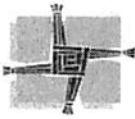
Veolia Water North America  
 125 S 84th STE 175  
 Milwaukee, WI 53214-1499

| P.O. Number | Terms                  | Rep                                                                            | Ship       | Via | F.O.B.     | Project  |
|-------------|------------------------|--------------------------------------------------------------------------------|------------|-----|------------|----------|
|             |                        |                                                                                | 11/15/2022 |     |            |          |
| Quantity    | Item Code              | Description                                                                    |            |     | Price Each | Amount   |
| 1           | Sales - Small Projects | 2286 Pulgas Ave - Repair water meter service piping - restore after completion |            |     | 2,745.35   | 2,745.35 |
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SI# 36486

**Invoice**
**C2R**  
**ENGINEERING**

C2R ENGINEERING, INC

P.O. Box 1017

Mountain View, CA 94042

PO# 1000141567

| Date       | Invoice # |
|------------|-----------|
| 11/15/2022 | C4281A    |

**Bill To**
 Veolia Water North America  
 125 S 84th STE 175  
 Milwaukee, WI 53214-1499
**Ship To**
 Veolia Water North America  
 125 S 84th STE 175  
 Milwaukee, WI 53214-1499

| P.O. Number | Terms                  | Rep                                                                                                                 | Ship         | Via          | F.O.B.     | Project |
|-------------|------------------------|---------------------------------------------------------------------------------------------------------------------|--------------|--------------|------------|---------|
|             |                        |                                                                                                                     | 11/15/2022   |              |            |         |
| Quantity    | Item Code              | Description                                                                                                         | Price Each . | Amount       |            |         |
| 1           | Sales - Small Projects | 1690 Purdue - 11/9/2022 Repair water service leak off 6" hydrant line in SFPUC property - restore after completion  | 4,940.69     | 4,940.69     |            |         |
| 1           | Sales - Small Projects | 1690 Purdue - 11/11/2022 Repair water service leak off 6" hydrant line in SFPUC property - restore after completion | 2,488.89     | 2,488.89     |            |         |
|             |                        |                                                                                                                     |              | <b>Total</b> | \$7,429.58 |         |

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

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**DATE:** November 21, 2023  
**TO:** Honorable Mayor and Members of the City Council  
**VIA:** Melvin E. Gaines, City Manager  
**BY:** James Colin, City Clerk  
**SUBJECT:** City Council Meeting Minutes

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## **Recommendation**

Adopt the September 5, 2023 – November 7, 2023, City Council Meeting Minutes.

## **Attachments**

1. September 5, 2023 – November 7, 2023, Minutes



**EAST PALO ALTO CITY COUNCIL  
REGULAR MEETING MINUTES  
SEPTEMBER 5, 2023  
EPA Government Center  
2415 University Ave, First Floor – City Council Chamber  
East Palo Alto, CA 94303**

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**1. CALL TO ORDER AND ROLL CALL**

The meeting was called to order by Mayor Lisa Gauthier at 6:30 p.m.

| Attendee Name   | Title         | Status  | Arrived |
|-----------------|---------------|---------|---------|
| Carlos Romero   | Councilmember | Present |         |
| Ruben Abrica    | Councilmember | Present |         |
| Lisa Gauthier   | Mayor         | Present |         |
| Antonio Lopez   | Vice Mayor    | Present |         |
| Martha Barragan | Councilmember | Absent  |         |

**2. APPROVAL OF THE AGENDA**

A motion to approve the agenda was made by Councilmember Ruben Abrica and seconded by Vice Mayor Antonio Lopez and passed unanimously.

**3. APPROVAL OF CONSENT CALENDAR**

A motion to approve the consent calendar except for items, 3.2, 3.10, 3.12, and 3.13 was made by Councilmember Carlos Romero and seconded by Vice Mayor Antonio Lopez and passed unanimously.

**1. City's Response to the San Mateo County Grand Jury's 2022-2023 Final Report, "Accessory Dwelling Units: Affordable Housing's Panacea or Prevarication?"**

**2. Approval of Agreements for Anti-Displacement Rental Assistance**

Councilmember Romero pulled item 3.2 for discussion.

A motion to approve the agenda was made by Councilmember Carlos Romero and seconded by Vice Mayor Antonio Lopez and passed unanimously.

**3. South Bayside Waste Management Authority (SBWMA) Property Acquisition**

**4. Rescind the Water Shortage Emergency Declaration**

**5. 965 Weeks Emergency Vehicle Access Easement**

**6. Award Agreements with Bolt Staffing, Muchmore than Consulting, LLC & 22nd Century Technologies, Inc for On-Call Administrative and Technical Staffing Support**

**7. Award Agreements with Regional Government Services (RGS), Muchmore than Consulting, LLC, and CPS HR Consulting for Human Resources Support**

**8. Agreement with Ken Brown Strategic Consulting**

**9. Professional Services Contract for Traffic Signals, Streetlights, & RRFB Services**

**10. Latino/a Culture & History Month**

Councilmember Abrica presented the Proclamation.

A motion to approve the agenda was made by Councilmember Ruben Abrica and seconded by Vice Mayor Antonio Lopez and passed unanimously.

11. **National Health Center Week Proclamation**
12. **Suicide Prevention Month Proclamation**

Mary Gulner from the suicide Prevention Committee accepted the proclamation.

A motion to approve the agenda was made by Mayor Lisa Gauthier and seconded by Councilmember Carlos Romero and passed unanimously.

13. **Recovery Happens Month Proclamation**

Sheron Heath from Voices of Recovery accepted the proclamation.

A motion to approve the agenda was made by Councilmember Ruben Abrica and seconded by Vice Mayor Antonio Lopez and passed unanimously.

4. **CLOSED SESSION - NONE**

5. **PUBLIC COMMENT**

The following speakers made a public comment during this meeting:

- Sarjeet Singh
- Leonarda Corado
- Q Smith
- Constance French
- Nicole Steward French
- Andrea Williams-Johnson
- Cornelia Fletcher
- Romaine Taniere
- Bernice Turner

Councilmember Abrica requested an item to be added to a future Council meeting agenda regarding speeding.

6. **INFORMATIONAL REPORTS - NONE**

7. **SPECIAL PRESENTATIONS**

1. **Special Presentation from the San Francisquito Creek Joint Powers Authority**

Margaret Bruce, the Executive Director of the San Francisquito Creek Joint Powers Authority provided a presentation regarding the SAFER Bay projects.

2. **Special Presentation Boys and Girls Club of the Peninsula**

Jenny Obiaya CEO of the boys and Girls Clubs of the Peninsula provided a presentation on the Boys and Girls Club of the Peninsula.

3. **Veolia Informational Item**

Anthony Harper from the Veolia Water Company provided a presentation regarding the Veolia Water Company's work in the City.

Adrienne Bryant made a public comment regarding this presentation.

8. **ADJOURN CITY COUNCIL REGULAR MEETING TO THE JOINT SUCCESSOR AGENCY**

9. **JOINT SUCCESSOR AGENCY BOARD SPECIAL MEETING**

**1. Approval of San Mateo County Community College District Obligation**

Tomohito Oku, Finance Director, provided a presentation regarding the San Mateo County Community College District Obligation

A motion to approve item 9.1 was made by Councilmember Carlos Romero and seconded by Mayor Lisa Gauthier and passed unanimously.

**10. ADJOURN JOINT SUCCESSOR AGENCY BOARD SPECIAL MEETING and RECONVENE CITY COUNCIL REGULAR MEETING**

**11. PUBLIC HEARINGS**

**1. TEFRA Public Hearing Regarding Conduit Financing for the Colibri Commons Apartments**

Karen Camacho Housing and Economic Development Manager provided a presentation regarding the Conduit Financing for the Colibri Commons Apartment.

A motion to approve item 11.1 was made by Councilmember Carlos Romero and seconded by Vice Mayor Antonio Lopez and passed unanimously.

**12. POLICY AND ACTION**

**1. Parking Around City Parks and Facilities**

Humza Javed, Public Works Director, provided a presentation regarding Parking Around City Parks and Facilities

Gail Wilkerson provided a public comment regarding item 12.1.

**2. Draft Community Climate Action Plan and Adaptation Strategies 2030**

Fatima Kahn, Environmental Services Aide, provided an update regarding the 2. Draft Community Climate Action Plan and Adaptation Strategies 2030.

Adrienne Bryant made a public comment regarding item 12.2.

A motion to approve item 12.1 was made by Councilmember Carlos Romero and seconded by Vice Mayor Antonio Lopez and passed unanimously.

**13. COUNCIL REPORTS**

Mayor Gauthier announced the National Day of Service in the City along with Airport Day.

**14. ADJOURNMENT**

**Meeting was adjourned to commemorate the lost lives in Lahaina Hawaii.**

The meeting was adjourned at 10:49 p.m.



**EAST PALO ALTO CITY COUNCIL  
REGULAR MEETING MINUTES  
SEPTEMBER 19, 2023**  
EPA Government Center  
2415 University Ave, First Floor – City Council Chamber  
East Palo Alto, CA 94303

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**1. CALL TO ORDER AND ROLL CALL**

The meeting was called to order by Mayor Lisa Gauthier at 6:31 p.m.

| Attendee Name   | Title         | Status  | Arrived |
|-----------------|---------------|---------|---------|
| Carlos Romero   | Councilmember | Present |         |
| Ruben Abrica    | Councilmember | Absent  |         |
| Lisa Gauthier   | Mayor         | Present |         |
| Antonio Lopez   | Vice Mayor    | Present |         |
| Martha Barragan | Councilmember | Present |         |

**2. APPROVAL OF THE AGENDA**

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

**3. APPROVAL OF CONSENT CALENDAR**

A motion to approve the consent calendar except for items 3.1 and 3.4 was made by Mayor Gauthier and seconded by Vice Mayor Lopez and passed unanimously.

**1. Monthly Cash Treasury Report for July 2023**

Councilmember Carlos Romero pulled item 3.1 for discussion.

A motion to approve item 3.1 was made by Councilmember Romero and seconded by Mayor Gauthier and passed unanimously.

**2. Ravenswood Business District / 4 Corners Specific Plan –  
Second Contract Amendment to Raimi + Associates Contract**

**3. Annual Compensation Schedule for FY 2023-24.**

**4. Submit an Application for the Measure A and W Highway  
Program 2023 Recommendation:**

Councilmember Carlos Romero pulled item 3.1 for discussion.

A motion to approve item 3.4 was made by Councilmember Romero and seconded by Vice Mayor Lopez and passed unanimously.

5. **FY 2022-23 Fourth Quarter Treasury Report**
6. **Authorization of purchasing one utility truck from Downtown Ford Sales for the Maintenance Division**

**4. CLOSED SESSION - NONE**

**5. PUBLIC COMMENT**

- Sargeet Singh
- Donna Rutherford
- Senter Uhila

**6. INFORMATIONAL REPORTS - NONE**

**7. SPECIAL PRESENTATIONS**

**1. Midpeninsula Regional Open Space District (Midpen) Presentation**

Karen Holman, Board Member from the Open Space District provided a presentation regarding MidPen.

**2. Assemblymember Diane Papan - Funding Award Presentation**

**8. PUBLIC HEARINGS - NONE**

**9. POLICY AND ACTION**

**1. Update on Youth Commission Development**

Maurice Baker, Community Services Manager, provided a presentation regarding a Youth Commission.

Council provided feedback and direction to staff.

**2. Resolution in Support of the San Mateo County Juvenile Justice & Delinquency Prevention Commission's Efforts to Keep Youth Under the Age of 18 in Juvenile Justice Facilities instead of adult facilities.**

Becca Heiler from In Our Care provided a presentation regarding the SMC Juvenile Justice Resolution.

The following speakers provided public comment on item 3.2

- Mama Dee
- Arnold Morales
- Senter Uhila
- Andrea Zuniga
- Gail Wilkerson
- Paul Bocanegra
- Ofelia Bello

A motion to approve item 9.2 was made by Councilmember Romero and seconded by Mayor Gauthier and passed unanimously.

**10.**      **COUNCIL REPORTS**

Councilmember Carlos Romero made an announcement regarding COVID vaccine events in the community.

**11.**      **ADJOURNMENT**

The meeting was adjourned at 8:23 PM.



**EAST PALO ALTO CITY COUNCIL  
REGULAR MEETING MINUTES  
OCTOBER 3, 2023  
EPA Government Center  
2415 University Ave, First Floor – City Council Chamber  
East Palo Alto, CA 94303**

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**1. CALL TO ORDER AND ROLL CALL**

The meeting was called to order by Mayor Lisa Gauthier at 6:31 p.m.

| Attendee Name   | Title         | Status  | Arrived |
|-----------------|---------------|---------|---------|
| Carlos Romero   | Councilmember | Present |         |
| Ruben Abrica    | Councilmember | Present |         |
| Lisa Gauthier   | Mayor         | Present |         |
| Antonio Lopez   | Vice Mayor    | Present |         |
| Martha Barragan | Councilmember | Present |         |

**2. APPROVAL OF THE AGENDA**

A motion to approve the agenda was made by Councilmember Abrica and seconded by Vice Mayor Lopez and passed unanimously.

**3. APPROVAL OF CONSENT CALENDAR**

Adrienne Bryant made a comment on item 3.2.

A motion to approve the consent calendar except for items 3.2 was made by Councilmember Romero and seconded by Vice Mayor Lopez and passed unanimously.

**3.1 Proposed Increase to the City's Local Minimum Wage by the Consumer Price Index**

**3.2 City Wide Engineering and Traffic Survey for Speed Limits**

A motion to approve the item 3.2 was made by Councilmember Romero and seconded by Vice Mayor Lopez and passed unanimously.

**3.3 City's Response to the San Mateo County's Grand Jury Report "Bike Safety in San Mateo County: Making Bicycling Safer in San Mateo County"**

**3.4 Memorandum of Understanding between the City of East Palo Alto and East Palo Alto Police Officer's Association (POA), Management**

**3.5 Employees' Association (MEA), and Service Employee's International Union, Local 521 (SEIU)**

**3.6 Designate the Responsibility, Authority, and set process and procedures for the determination of disability retirements for Safety Employees to meet new CalPERS requirements**

**3.7 Indigenous Peoples' Day Proclamation**

**4. CLOSED SESSION**

**4.1 Conference With Labor Negotiators**

(Government Code Section 54957.6)

City Attorney, John Le, announced that there was not reportable action at the Closed Session portion of this meeting.

**5. PUBLIC COMMENT - NONE**

**6. INFORMATIONAL REPORTS - NONE**

**7. SPECIAL PRESENTATIONS - NONE**

**8. PUBLIC HEARINGS - NONE**

**9. POLICY AND ACTION**

**9.1 Status Update of Business Discovery and Amnesty Program and Direction from Council on Enhance Enforcement Program Related to Business Licenses**

Greg Henry Senior Management Analyst and Ian Davis from HDL, provided a presentation regarding the compliance program.

Mark Dinan, Adrienne Bryant, Liz Scully, Jennifer L and Nina Helmer provided public comments for item 9.1.

**10. STUDY SESSION**

**10.1 East Palo Alto Opportunity to Purchase Act**

Benjamin Toney, FUSE Fellow and Karen Camacho, Housing and Economic Development Manager provided a presentation on the East Palo Alto Opportunity to Purchase Act

Public Speakers:

- Ofelia Bello
- Julissa Manriques
- Kevin Molina
- Danny Montes
- Estafani Ruiz
- BAHN

- Jennifer L
- Nina Helmer
- Wang Lee
- Mac
- Iliana Nicholas
- Bryant Herrera
- Francisca Guzman
- Fili
- Elizabeth Jackson
- Darrel Ford
- Adrienne Bryant
- Gene Gan
- Elizabeth Pulido
- Marquis Terrel
- Mama Dee
- Rashit Nabiev
- Elena Savaia
- Masisumu Monesavusa
- Mark Dinan
- Joseph Thornton
- Alisa Patterson
- Maria Cruz
- Elena Kogan
- Dianis Paparamadidous
- Ana Ramanovskia
- Carol Cunningham
- Grace
- Sarah Hoffman
- Gene Llewellyn

Council provided direction to staff and requested that the item be revisited.

**11.**            **COUNCIL REPORTS**

**12.**            **ADJOURNMENT**

The meeting was adjourned at 11:11 PM in honor of Senator Dianne Feinstein's passing.



**EAST PALO ALTO CITY COUNCIL  
REGULAR MEETING MINUTES  
OCTOBER 17, 2023  
EPA Government Center  
2415 University Ave, First Floor – City Council Chamber  
East Palo Alto, CA 94303**

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**1. CALL TO ORDER AND ROLL CALL**

The meeting was called to order by Mayor Lisa Gauthier at 6:30 p.m.

| Attendee Name   | Title         | Status  | Arrived |
|-----------------|---------------|---------|---------|
| Carlos Romero   | Councilmember | Present |         |
| Ruben Abrica    | Councilmember | Present |         |
| Lisa Gauthier   | Mayor         | Present |         |
| Antonio Lopez   | Vice Mayor    | Late    | 6:40 PM |
| Martha Barragan | Councilmember | Present |         |

**2) APPROVAL OF THE AGENDA**

The approval of the agenda was motioned by Councilmember Carlos Romero and Seconded by Mayor Lisa Gauthier and passed via unanimous vote.

**3) APPROVAL OF CONSENT CALENDAR**

- 3.1) University Avenue and Weeks Street 12" Watermain Project**
- 3.2) Woodland Avenue Waterline and Palo Alto Intertie Project**
- 3.3) City Council Meeting Minutes**
- 3.4) Proclamation Commemorating Pastor Paul Baines for His 25th Anniversary as Pastor at Saint Samuel Church**

The approval of the agenda was motioned by Councilmember Carlos Romero and Seconded by Councilmember Abrica and passed via unanimous vote.

**4) CLOSED SESSION**

**4.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957(b)(1). Title: City Manager**

**4.2 PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957(b)(1). Title: City Attorney**

City Attorney, John Le, confirmed that no action was taken but direction was given at the City Council's closed session meeting.

**5) PUBLIC COMMENT**

The following speakers made a public comment at the City Council meeting (2-minute limit):

- Bernice Turner
- Tiambe Jama
- Gail Wilkerson

**6) INFORMATIONAL REPORTS**

**6.1) O'Connor street construction update**

Kevin Lewis, Public Works Supervisor, provided a presentation on the O'Connor Street construction.

**7) SPECIAL PRESENTATIONS - NONE**

**8) PUBLIC HEARINGS - NONE**

**9) POLICY AND ACTION**

**9.1) Authorization of Professional Services Agreement for Development Impact Fee Nexus Study and Financial Feasibility Analysis**

Hanson Hom, Deputy Manager Special Projects, and Humza Javed, Public Works Director, provided a presentation on the Feasibility Analysis.

The approval of item 9.1 was motioned by Vice Mayor Lopez and Seconded by Councilmember Romero and passed via unanimous vote with the amendment

authorizing the City Manager to be able to extend the contract if necessary for up to six months past the June 30, 2024 timeframe for the contract.  
Tiambe Jama provided a comment.

## **10) COUNCIL REPORTS**

Vice Mayor Lopez called attention to the Gaza conflict between Palestine and Israel.

Councilmember Romero announced that there would be vaccination clinics and echoed Vice Mayor Lopez's sentiments regarding the Gaza conflict.

## **11) ADJOURNMENT**

The meeting was adjourned at 9:15 PM in honor of the lives that were lost in the Gaza conflict.



**EAST PALO ALTO CITY COUNCIL  
REGULAR MEETING MINUTES  
NOVEMBER 7, 2023  
EPA Government Center  
2415 University Ave, First Floor – City Council Chamber  
East Palo Alto, CA 94303**

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**1. CALL TO ORDER AND ROLL CALL**

The meeting was called to order by Mayor Lisa Gauthier at 6:30 p.m.

| Attendee Name   | Title         | Status  | Arrived |
|-----------------|---------------|---------|---------|
| Carlos Romero   | Councilmember | Present |         |
| Ruben Abrica    | Councilmember | Present |         |
| Lisa Gauthier   | Mayor         | Present |         |
| Antonio Lopez   | Vice Mayor    | Late    | 6:38 PM |
| Martha Barragan | Councilmember | Present |         |

**2) APPROVAL OF THE AGENDA**

The approval of the agenda was motioned by Councilmember Carlos Romero and Seconded by Mayor Lisa Gauthier and passed via unanimous vote.

Item 3.4 will be revisited at the November 14 City Council meeting.

**3) APPROVAL OF CONSENT CALENDAR**

The approval of the consent calendar except item 3.2 was motioned by Councilmember Ruben Abrica and Seconded by Mayor Lisa Gauthier and passed via unanimous vote.

**3.1) Clarification on the City's Local Minimum Wage**

**3.2) Notice of Completion 2022 Annual Street Resurfacing Project**

The approval of the agenda was motioned by Mayor Lisa Gauthier and Seconded by Councilmember Carlos Romero and passed via unanimous vote.

**3.3) Monthly Cash Treasury Report for August 2023**

**3.5) Authorization to apply for the TDA Article 3 Bicycle and Pedestrian Program for the Pulgas Avenue Mini-Roundabout**

## **Improvements**

3.6) **Authorize Acceptance of CalAPP Grant Fund Award from the California Energy Commission for the Hardware, Training, and Implementation for SolarAPP+**

3.7) **City Council Meeting Minutes**

3.8) **Side Letter Agreements for the Memorandum of Understanding Between the City of East Palo Alto and the Management Employees? Association (MEA), and unrepresented Employment Groups for FY 2023-24**

3.9) **Family Court Awareness Month Proclamation**

4) **CLOSED SESSION**

5) **PUBLIC COMMENT**

The following speakers provided a public comment at the Council meeting:

- Gail Wilkerson
- Dixie Lee Specht Shultz
- Omar Cortez
- Jeannie Llewelyn
- Douglas Hunter
- Thurman Smith
- Maricela Ramos
- Patricia Lopez
- Jeanne Yu
- Ofelia Bello

6) **INFORMATIONAL REPORTS**

Humza Javed, Public Works Director, provided a presentation on Storm Preparedness.

## 7) **SPECIAL PRESENTATIONS**

### 7.1) **East Palo Alto Soft Story Seismic Risk Special Presentation**

Ana Miscolta Director of Community Resilience, and Sarah Atkinson from Thrive Alliance, provided a presentation.

The following speakers provided public comment for this item:

- Patricia Lopez
- Gail Wilkerson

### 7.2) **San Mateo County Libraries East Palo Alto Library Branch Annual Report**

Ramsés Escobedo, Branch Manager, East Palo Alto San Mateo County Libraries provided a presentation.

### 7.3) **San Mateo County Office of Education Child Care Partnership Council 2022 needs Assessment Special Presentation**

Sarah Kinahan, Coordinator, Child Care Partnership Council provided a presentation.

The following speakers provided public comment for this item:

- Court Skinner
- Mike Francois

## 8) **POLICY AND ACTION**

### 8.1) **Joining California Asset Management Program (CAMP)**

Tomohito Oku, Finance Director, and Kyle Tanaka, Senior Managing Consultant at PFM Asset Management, provided a presentation.

The approval of item 8.1 was motioned by Councilmember Carlos Romero and Seconded by Mayor Lisa Gauthier and passed via unanimous vote.

## 9) **PUBLIC HEARINGS**

### 9.1) **Introduction of East Palo Alto Opportunity to Purchase Act ("EPA OPA")**

Karen Camacho, Housing and Economic Development Manager and Benjamin Toney, Fuse Fellow, provided a presentation.

Public Speakers:

- Dixie Lee Specht Schultz
- Jennifer Liu
- Linda Wu
- Elena Kogan
- Tracey Ramirez
- Elizabeth Jackson
- Iris Li
- Ken Harris
- Jeannie Llewlyn
- Gail Wilkerson
- Sherman
- Mauricio Bell'Albero
- Yan
- Pan
- Bob Allen
- Elena Savva
- Rashit
- Nina Helmer
- Estefani Ruiz
- Julissa Manriquez
- Bryant Herrera
- Ofelia Bello
- Darrel Ford
- Charles Brewer
- Filiberto
- Wei Li
- Anne Wang
- Dan Pan
- Carol Li
- Teresa Melakuova
- Grace Popple
- Uhila Makoni
- Mark Dinan
- Court Skinner
- Ben Wu
- Allan Johnson
- Patricia Lopez
- Farshad Momeny
- Dionis Papavrramidis
- Estela Guerrero
- Yong Zheng
- George Wu
- Jennifer L
- Jenny Wu
- Mitch Speigle
- Heather Bromfield
- Chris Moore
- Francisca Guzman
- Duane Bay
- Laura Rubio

- Bryan
- Stewart Hyland
- Carol Cunningham
- Simon Binns
- Mike Francois
- Tiambe Jama
- Pamela
- Alfred Chang
- Wilson
- Amy
- Kiana Simmons
- Tuan N.
- Anna Romanovskaia
- Joshua P.
- Marquis Terrell
- Rav S.
- Maria Cruz
- Danny Gan
- Justin
- Marisela

The approval of item 9.1 was motioned by Councilmember Carlos Romero and Seconded by Councilmember Ruben Abrica and passed via the following votes:

AYES: Carlos Romero, Ruben Abrica, Antonio Lopez  
 NOES: Martha Barragan, Lisa Gauthier

## **10) COUNCIL REPORTS**

Mayor Gauthier announced that there will be a Community Meeting to discuss Rolled Curbs on November 20<sup>th</sup>.

Councilmember Romero announced a Creek Cleanup event.

## **11) ADJOURNMENT**

Meeting adjourned at 12:05 AM



# EAST PALO ALTO CITY COUNCIL STAFF REPORT

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**DATE:** November 21, 2023  
**TO:** Honorable Mayor and Members of the City Council  
**VIA:** Melvin E. Gaines, City Manager  
**BY:** Karen Camacho, Housing & Economic Development Manager  
**SUBJECT:** RV Safe Parking Program Closure Final Report

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## **Recommendation**

Accept staff report on RV Safe Parking Program closure and final program results.

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

This recommendation is primarily aligned with:

- Promote housing, economic and workforce development
- Promote public health and safety

## **Background**

The City owns and controls 1798 Bay Road ("Tanklage Property"). The former Redevelopment Agency transferred the 1.38 acres Tanklage Property to the City in 2011. As a former Redevelopment Agency property, the site can only be used for a public use. Between July 2018 and October 2023, the City permitted Project WeHope to use the Tanklage Property to operate the RV Safe Parking Program ("Program"). The City Council received status reports of the program and granted contract extensions on

April 21, 2020,<sup>1</sup> April 20, 2021,<sup>2</sup> April 19, 2022,<sup>3</sup> and lastly, on April 4, 2023.<sup>4</sup> The final Temporary Use Permit (“TUP”), and funding for the RV Safe Parking Program expired on October 30, 2023. This final report provides an update on the outcomes of the program.

## **Analysis**

### *City Authorizations and Program Funding*

Originally approved on July 17, 2018 the Program provided, at its peak, up to 17 Recreational Vehicle (“RV”) dwellers with a location to park their vehicle so that they would have a designated parking space that does not interfere with the public right-of-way. Program participants had access to facilities and received case management services from Project WeHOPE on-site at the Tanklage Property at 1798 Bay Rd. The Program operated for over five years, from July 2018 to October 2023. Table 1 below details the City’s financial investment that supported the program since its inception, totaling \$1.4M. Project WeHope also invested more than \$600,000 in the program.

**TABLE 1**

| <b>RV Safe Parking Program Financial Information</b> |                                                                                                                                                  |                                                               |
|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| <b>Year</b>                                          | <b>City Investment</b>                                                                                                                           | <b>Funding Source(s)</b>                                      |
| <b>Year 1</b> 2019-20                                | \$200,000 (Overnight)<br>\$118,500 (Overnight)<br>\$100,000 (Site Prep)<br>\$35,000 (Homeless Assistance)<br><b>City Year 1 Total: \$453,500</b> | General Fund<br>Measure O<br>General Fund CIP<br>General Fund |
| <b>Year 2</b> 2020-21                                | \$250,000 (Overnight)<br>\$85,689 (Daytime)<br><b>City Year 2 Total: \$335,689</b>                                                               | Housing Successor<br>General Fund                             |
| <b>Year 3</b> 2021-22                                | \$250,000 (Overnight)<br>\$25,042 (Daytime)<br><b>City Year 3 Total: \$275,042</b>                                                               | Housing Successor<br>General Fund                             |
| <b>Year 4</b> 2022-23                                | \$250,000 (Overnight)<br><b>City Year 4 Total: \$250,000</b>                                                                                     | Housing Successor<br>General Fund                             |
| <b>Year 5</b> 2023-24                                | \$125,010 (Overnight)<br><b>City Year 5 Total: \$125,010</b>                                                                                     | Housing Successor<br>General Fund                             |
|                                                      | <b>City Total: \$1,439,241</b>                                                                                                                   |                                                               |

<sup>1</sup> See April 21, 2020 City Council meeting at: [eastpaloalto.iqm2.com/Citizens/SplitView.aspx?Mode=Video&MeetingID=1071&Format=Minutes](http://eastpaloalto.iqm2.com/Citizens/SplitView.aspx?Mode=Video&MeetingID=1071&Format=Minutes).

<sup>2</sup> See April 20, 2021 City Council meeting at: [eastpaloalto.iqm2.com/Citizens/SplitView.aspx?Mode=Video&MeetingID=1395&Format=Minutes](http://eastpaloalto.iqm2.com/Citizens/SplitView.aspx?Mode=Video&MeetingID=1395&Format=Minutes)

<sup>3</sup> See April 19, 2022 City Council meeting at: [eastpaloalto.iqm2.com/Citizens/SplitView.aspx?Mode=Video&MeetingID=1807&Format=Minutes](http://eastpaloalto.iqm2.com/Citizens/SplitView.aspx?Mode=Video&MeetingID=1807&Format=Minutes)

<sup>4</sup> See April 4, 2023 City Council meeting at: [eastpaloalto.iqm2.com/Citizens/SplitView.aspx?Mode=Video&MeetingID=1964&Format=Minutes](http://eastpaloalto.iqm2.com/Citizens/SplitView.aspx?Mode=Video&MeetingID=1964&Format=Minutes)

The original intent of the Program was to provide a temporary overnight parking site. Project WeHOPE provided social services and essential amenities to Program participants, who were allowed to park their RVs on-site between the hours of 7:00pm and 7:00am daily. In response to the COVID-19 pandemic and County Shelter-in-Place Order, Project WeHOPE expanded the Program with City authorization and funding support to allow RVs to remain on-site 24 hours a day. The temporary 24-hour operation of the Program stayed in place and was funded by the City from April 2020 to April 2022.

On April 21, 2020, via Resolution No. 60-2020, the City Council granted Project WeHOPE the authority to temporarily place two manufactured units on the Tanklage property at 1798 Bay Rd. to provide interim housing for unhoused family households who may be in transition.

In April 2022, City Council determined to go back to overnight operations and extend the contract for an additional year. In April 2023, the City Council extended the contract for an additional six months, until October 30, 2023.

Project WeHOPE was authorized to operate the program on the Property via an Interim/Special Use Permit, and then a Temporary Use Permit (TUP) and a License and Grant Agreement. These permits allowed for special use of the Property for limited time frames of six to twelve months, with the approval of the Planning Commission. In addition to authorizing Project WeHOPE to operate the program, the Agreement provided for annual City funding of \$250,000 to support program operations.

#### *RV Safe Parking Program Outcomes*

The program has been very successful at finding housing solutions for individuals and families living in RVs. Since 2018, the program assisted 116 total households. Of those, 50 (43%) transitioned to permanent housing, 40 (34%) declined housing or found alternative arrangements and 26 (22%) left the program. Of the 50 households who located permanent housing, 25 are individuals and 25 are families with children.

**TABLE 2**

| <b>RV Safe Parking Program Participant Outcomes (2020-2023)</b> |                         |                         |                         |                           |
|-----------------------------------------------------------------|-------------------------|-------------------------|-------------------------|---------------------------|
| <b>Participant Outcomes</b>                                     | <b>As of April 2021</b> | <b>As of April 2022</b> | <b>As of April 2023</b> | <b>As of October 2023</b> |
| Left the Program                                                | 15                      | 19                      | 19                      | 26                        |
| Declined housing or found alternative arrangements              | 24                      | 34                      | 34                      | 40                        |
| Currently participating in the Program                          | 11                      | 15                      | 15                      | 0                         |
| Transitioned into permanent housing                             | 34                      | 36                      | 42                      | 50                        |
| <b>Total participants since 2018</b>                            | <b>85</b>               | <b>104</b>              | <b>110</b>              | <b>116</b>                |

The breakdown of program participation and outcomes is shown in Table 3, below. As shown, 17 households remained in East Palo Alto, while 22 households relocated within

San Mateo County, and five found housing in surrounding Bay Area counties. Six households relocated outside of the Bay Area. Participants relocated to a mix of housing types: a single room, housing voucher placement (rental), affordable rental, and ownership housing.

**TABLE 3**

| <b>Summary of RV Safe Parking Program Participants<br/>Transitioning into Permanent Housing Locations (2020-2023)</b> |                                          |                                              |                                          |                                                |                                                    |
|-----------------------------------------------------------------------------------------------------------------------|------------------------------------------|----------------------------------------------|------------------------------------------|------------------------------------------------|----------------------------------------------------|
| <b>Housing<br/>Locations of<br/>RVSP<br/>Participants</b>                                                             | <b>Participants as<br/>of April 2021</b> | <b>Participants<br/>as of April<br/>2022</b> | <b>Participants as<br/>of April 2023</b> | <b>Participants as<br/>of October<br/>2023</b> | <b>Types of Housing<br/>as of October<br/>2023</b> |
| East Palo Alto                                                                                                        | 11                                       | 12                                           | 13                                       | 17                                             | 14 Single room<br>3 Housing Voucher                |
| San Mateo<br>County                                                                                                   | 15                                       | 15                                           | 20                                       | 22                                             | 17 Single room<br>5 Housing Voucher                |
| Bay Area                                                                                                              | 3                                        | 3                                            | 3                                        | 5                                              | 3 Single room<br>2 Housing Voucher                 |
| Other                                                                                                                 | 5                                        | 6                                            | 6                                        | 6                                              | 5 Affordable rental<br>1 Purchased<br>house        |
| <b>Total</b>                                                                                                          | <b>34</b>                                | <b>36</b>                                    | <b>39</b>                                | <b>50</b>                                      |                                                    |

Project WeHOPE shared that people residing in RV's need similar services to people residing in encampments; these services include case management to assist them in moving to more permanent housing. Project WeHOPE found that most RV households did not consider themselves to be experiencing homelessness, and they were less open to receiving essential services.

In addition to helping households find more permanent housing solutions, Project WeHOPE provided households a safe place to park, security, meals, life skills classes, job training, electricity, internet, gifts, and hope.

#### *Program Phase-Out*

In April 2023, during the last report-out, the Program had 8 RVs onsite. Staff met several times with Project WeHOPE to assess the need for program services and develop a recommendation for a phase-out of the program given the imminent need to change site use. Although the program could accommodate up to 17 RVs, Project WeHOPE stopped accepting new applicants off the waitlist around March 2023, working with the remaining eight RV households on their exit plans.

Three of the remaining households, two with one adult and four children and one with one adult, moved to the Mountain View RV Park between April and September 2023. Two households, one with one adult and one child and the other with an individual adult, moved into housing but did not disclose their addresses. One household with two adults

moved into a single room for rent. Two households refused any housing alternatives and left the program.

In addition to maintaining the RV parking lot, Project WeHOPE had two manufactured homes on the site, as authorized by the First Amendment to the License & Grant Agreement in 2021. The site provided these two affordable housing units to families in need. These modular homes were used for 1 to 30 days at a time to help individuals transition from vehicles, the street, or shelters into permanent supportive housing. There were 14 individuals/families who lived in these modular homes throughout the span of the program.

All of the residents have moved out of the site. The City and Project WeHope conducted a final walk-through of the site on November 3, 2023 to confirm that the site is no longer in operation. The two modular homes remain out of operation until Project WeHOPE finds a location to move them.

### *Tanklage Site Use*

Tanklage will remain vacant until the City Council provides direction on how the property should be used. The City continues to explore options for relocating the Police Department and the Tanklage Property is a potential location. Staff will provide an update to the Council on options to relocate the police department on November 21.

### **Fiscal Impact**

There is no fiscal impact associated with this staff report.

### **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.

### **Attachments**

1. RV Safe Parking Program Agreement

**FOURTH AMENDMENT TO AGREEMENT  
BETWEEN CITY OF EAST PALO ALTO AND WEHOPE  
(Tanklage Property-RV Safe Parking Program)**

This Fourth Amendment to the Principal Agreement made and entered into on July 18, 2018, hereafter referred to as “Agreement,” between WeHOPE, a California nonprofit public benefit corporation doing business as “Project We Hope”, therein referred to as “Contractor” or “Grantee”, and the City of East Palo Alto, a municipal corporation, therein referred to as “City”, is made and dated for reference this 4<sup>th</sup> day of April, 2023.

Contractor and City do mutually agree as follows:

1. **Extension of Term.** Notwithstanding any provision of the Agreement to the contrary, the Term of the Agreement is hereby amended to extend until October 30, 2023; provided, however, nothing in this Section shall be deemed to waive, limit, or otherwise impair the City’s right to terminate the Agreement in accordance to Section 4.4. of the Agreement.
2. **Amended Operation of the Site by the Grantee: Grantee Obligations.** Section 2.7(a) of the Principal Agreement, which sets forth the operational services to be provided pursuant to the Principal Agreement, is hereby amended as follows:

Grantee Obligations. As between the City and the Grantee, the Grantee shall be solely responsible for all day-to-day management and operational functions with respect to the use of the Site for the Permitted Use, including without limitation the selection of the RV Parkers, providing (or otherwise ensuring that each RV Parker receives) the social services deemed necessary by the Grantee and otherwise enforcing the requirements of the agreement between the Grantee and the RV Parker (the “**Parking Agreement**”), including maintenance, landscaping, routine and major repairs to the Site, and security. Major repairs include, without limitation, all repairs necessary for the safe, secure and sanitary use or operation of the site for any subsequent purpose, but excludes major repairs to any improvements made by the City unless repairs to such improvements were caused by the Grantee or the RV Parkers or are the result of the operation of the Site by the Grantee. Grantee shall operate the Site consistent with the Grantee Proposal and any temporary use permit issued for the Site. To the extent the operation of the Program requires any utility service, then the Grantee shall be responsible for causing such utilities to be provided to the Site, and for all costs incurred in connection with the use of such utilities by Grantee or any of the Grantee Parties. Other than the Preliminary Site Work, the City shall have no direct, or indirect, responsibility over management of the Site or the operation of the Program; however, the Grantee shall operate the Site in accordance with this Agreement in a manner acceptable to the City. Prior to termination of the Agreement’s term, Grantee shall work to ensure orderly relocation of RV Parkers, including assisting with the preparation of exit plans for each RV Parker, ensuring RV Parkers receive available support to secure alternative housing, and otherwise facilitating their timely and orderly exit.

3. **Amended Exhibit B, Section 1.** Exhibit B, Section 1 of the Principal Agreement, entitled "Contractor's Compensation" is hereby repealed and replaced with the following:

City agrees to pay Contractor, at the rate(s) specified below, for those services set forth in Exhibit A of this Agreement, as amended, and for all authorized reimbursable expenses, for a total not to exceed One Hundred Twenty-Five Thousand and Ten Dollars \$125,010.

Contractor agrees that the amount of increase in the not-to-exceed amount specified above shall constitute full compensation for the Additional Services, and shall fully compensate Contractor for any and all direct and indirect costs that may be incurred by Contractor in connection with the Additional Services, including costs associated with any changes and/or delays in work schedules or in the performance of other services or work by Contractor.

4. **Integration.** This Amendment, including all exhibits, if any, contains the entire agreement between the parties and supersedes whatever oral or written understanding they may have had prior to the execution of this Amendment. This Amendment shall not be amended or modified except by a written agreement executed by each of the parties hereto. Except as specifically revised herein, all terms and conditions of the Agreement, and all prior amendments, if any, shall remain in full force and effect, and Contractor shall perform all duties, obligations and conditions required under the Agreement.
5. **Inconsistencies.** In the event of any conflict or inconsistency between the provisions of this Amendment and the Agreement, and any prior amendment, if any, the provisions of this Amendment shall control in all respects.
6. **Ambiguities.** The parties acknowledge that they have had the opportunity to have this Amendment reviewed by their respective legal counsel, and that the terms and conditions of this Amendment are not to be construed against any party on the basis of such party's draftsmanship thereof.
7. **Counterparts.** This Amendment may be executed by the parties in one or more counterparts all of which collectively shall constitute one document and agreement.
8. **Facsimile Signature; Electronic Signature.** This Amendment shall be binding upon the receipt of facsimile signatures or e-mailed by PDF or otherwise. Any person transmitting his or her signature by facsimile or electronically shall promptly send an original signature to the other party pursuant to the notice provision of the Agreement. The failure to send an original shall not affect the binding nature of this Amendment.
9. **Authority.** The person signing this Amendment for Contractor hereby represents and warrants that he or she is fully authorized to sign this Amendment on behalf of Contractor.

IN WITNESS WHEREOF, the parties have entered into this Fourth Amendment on the day and year first hereinabove appearing.

**WEHOPE**, a California nonprofit benefit corporation doing business as "Project We Hope"

**CITY OF EAST PALO ALTO**, a municipal corporation

DocuSigned by:  
By: Pastor Paul J. Bains  
35E372384ED5468...  
Pastor Paul J. Bains  
President/Founder

DocuSigned by:  
By: Melvin E. Gaines  
4A361DD740224BE...  
Melvin E. Gaines  
City Manager

DATE: 8/14/2023

DATE: 8/18/2023

FEDERAL I.D. #: 94-3342713

APPROVED AS TO CONTENT:

18300026  
East Palo Alto Business License No.

DocuSigned by:  
Amy Chen  
FDD176EE0B474DC...  
Amy Chen  
Community and Economic  
Development Director

APPROVED AS TO FORM:

DocuSigned by:  
John D. Lê  
2E2E160D4492472...  
John D. Lê  
City Attorney

## RESOLUTION NO. 35-2023

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

#### **AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDED LICENSE AND GRANT AGREEMENT WITH PROJECT WEHOPE TO EXTEND THE RV SAFE PARKING PROGRAM THROUGH OCTOBER 30, 2023 AND ALLOCATING \$125,010 IN HOUSING SUCCESSOR FUNDS TO OPERATE THE PROGRAM FOR AN ADDITIONAL SIX MONTHS**

**WHEREAS**, on July 17, 2018, through Resolution No. 4998, the City Council declared a Shelter Crisis pursuant to Government Code Section 8698 and authorized the City Manager to execute a License and Grant Agreement ("Agreement") with Project WeHOPE ("PWH"), to operate the RV Safe Parking Pilot Program ("Program") for one year at the City-owned property located at 1798 Bay Road ("Property"); and

**WHEREAS**, Resolution No. 4998 also committed a maximum of \$318,500 to the Program, including a grant of up to \$218,500 to PWH to assist with operations and programming and \$100,000 for preparation of the Property; and

**WHEREAS**, on September 10, 2018, through Resolution No. PC 2018-07, the Planning Commission authorized the interim use of the Property for a one-year period, commencing with the date the City deemed the site construction complete (May 1, 2019); and

**WHEREAS**, on May 1, 2019, the Program began serving clients at the Property; and

**WHEREAS**, on April 21, 2020, through Resolution No. 60-2020, the City Council authorized the City Manager to execute an Amended License and Grant Agreement ("Amended Agreement") with PWH that extended the term through April 30, 2021, allowed two temporary structures to be placed on the Property and allocated \$250,000 in Housing Successor Funds as a grant to PWH to operate the Program; and

**WHEREAS**, on April 20, 2021, through Resolution No. 50-2021, the City Council once again extended the term of the Program through April 30, 2022, by authorizing the City Manager to execute a Second Amendment to the License and Grant Agreement; and

**WHEREAS**, the Planning Commission approved two additional special use permits to continue the Program through April 2022: SUP20-001 and SUP21-001 by Resolution No. PC 2020-01 and Resolution No. PC 2021-04, respectively; and

**WHEREAS**, on April 19, 2022, through Resolution No. 40-2022, the City Council once again extended the term of the Program through April 30, 2023, by authorizing the City Manager to execute a Third Amendment to the License and Grant Agreement; and

**WHEREAS**, on April 11, 2022, through Resolution No. PC 2022-04, the Planning Commission approved a new Special Use Permit (SUP22-001) to allow the Program to continue through April 30, 2023; and

**WHEREAS**, to date, only 8 or the potential 17 households remain in the Program; and

**WHEREAS**, at a regular meeting on April 4, 2023, the City Council directed staff to obtain the necessary authorizations from the Planning Commission and City Council to extend the Program for an additional six months, through October 30, 2023; and

**WHEREAS**, on April 13, 2023, the TUP will be considered at a Director's Hearing to allow the Program to continue through October 30, 2023.

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF EAST PALO ALTO HEREBY** authorizes the City Manager to:

1. Negotiate and execute a Fourth Amendment to the License and Grant Agreement ("Fourth Amendment") with Project WeHOPE, in a form approved by the City Attorney, to extend the RV Safe Parking Program through October 30, 2023; and
2. Allocate \$125,010 in Housing Successor funds to operate the RV Safe Parking Program for an additional six months or less.

**PASSED AND ADOPTED** this 4th day of April 2023, by the following vote:

**AYES:** Barragan, Gauthier, Lopez, Romero, Abrica

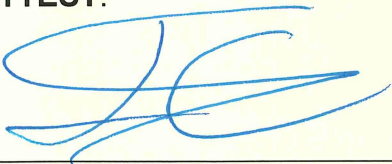
**NOES:**

**ABSENT:**

**ABSTAIN:**

  
\_\_\_\_\_  
Lisa Gauthier, Mayor

**ATTEST:**

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

**APPROVED AS TO FORM:**

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

**LICENSE AND GRANT AGREEMENT  
(Tanklage Property-RV Safe Parking Pilot Program)**

THIS LICENSE AGREEMENT AND GRANT AGREEMENT (this "Agreement") is entered into as of July 18, 2018 (the "Effective Date"), by and between the City of East Palo Alto, a municipal corporation (the "City" or the "Owner"), and WeHope, a California nonprofit public benefit corporation doing business as "Project We Hope" ("Grantee"). Grantee and the City are sometimes referred to herein, individually, as a "Party" and, collectively, as the "Parties".

**RECITALS**

A. The City is the owner of that certain real property commonly known as 1798 Bay Road, East Palo Alto, California, as more particularly described in the attached Exhibit A (the "Site"). The Site is subject to a use restriction that requires the Site be utilized for a public purpose.

B. On July 17, 2018, pursuant to Resolution No. 4998, the City made certain findings regarding the significant number of persons within the City that are without the ability to obtain shelter, which results in the threat to their health and safety, including, but not limited to, numerous homeless families and individuals that utilize their motor vehicles as their primary means of shelter. Therefore, the City proclaimed a "declaration of a shelter crisis" in accordance with California Government Code 8698, et. seq.

C. On July 17, 2018, the East Palo Alto City Council adopted Resolution No. 4991 authorizing the City Manager to execute a License and Grant Agreement, in a form approved by the City Attorney, on behalf of the City with the Licensee for the operation of the Program.

D. In an effort to mitigate the negative impacts on the City caused by the lack of decent, safe, and sanitary housing within the City, and the overall shelter crisis within the City, the City desires to permit the Grantee to utilize the Site as a temporary location for overnight parking of vehicles owned by homeless individuals or households, as more particularly set forth in this Agreement. The Grantee has submitted to the City a proposal for the use and operation of the Site for overnight parking of vehicles for homeless individuals and households, a copy of which is attached here to as Exhibit D ( the "Grantee Proposal") The Grantee shall utilize the Site for the operation of the "RV Safe Parking Pilot Program" (the "Program") which the Grantee has established to provide temporary free parking for homeless individuals, or households, in conjunction with certain social services, other benefits and assistance to the individuals and households parking at the Site.

E. Pursuant to this Agreement, the City desires to provide a grant in the maximum amount of Two Hundred Eighteen Thousand Five Hundred Dollars (\$218,500) (the "Grant") to assist the Grantee in connection with the use and operation of the Site in accordance with this Agreement.

F. The operation of the Program by the Grantee, and the funding of the Grant by the City to the Grantee, are consistent with the Site's use restriction, and will assist in alleviating the shelter crisis and increased homelessness within the City.

## AGREEMENT

NOW, THEREFORE, in consideration of the recitals hereof, and the other mutual covenants and promises contained herein and for other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as set forth below.

### ARTICLE 1. PURPOSE AND TERM OF AGREEMENT

Section 1.1 Recitals. The above Recitals are hereby expressly incorporated herein and made a part of this Agreement by this reference.

Section 1.2 Purpose. The purpose of this Agreement is to set forth the Parties' mutual agreement and understandings in connection with: (a) the Grantee's limited right to enter and use the Site as set forth in Article 2; and (b) the City's funding of the Grant as set forth in Article 3.

Section 1.3 Term; Termination of Agreement. The term of this Agreement shall extend from the Effective Date and shall expire upon the earliest to occur of: (a) the first (1<sup>st</sup>) anniversary of the Commencement Date (defined below); or (b) the termination by the City in accordance with Section 4.4 (the "Term"). No expiration or earlier termination of this Agreement shall affect any provision that is expressly intended to survive any such expiration or earlier termination. Grantee expressly acknowledges that any expenditures or improvements that it may make will in no way alter the City's right to terminate this Agreement in accordance with its terms. Upon the expiration or earlier termination of this Agreement, Grantee shall: (i) cause the Site to be in a safe, secure and sanitary condition, to the reasonable satisfaction of the City; and (ii) promptly remove (or cause the removal of) any or all equipment, materials, vehicles, or any other personal property brought to the Site by or on behalf of any of the Grantee Parties (defined below) at Grantee's sole risk and expense and without any compensation from the City. Grantee shall promptly restore any damage to the Site caused by such removal to substantially the condition that existed immediately prior to such removal. In the event the City agrees to permit any personal property to remain at the Site after the expiration or termination of this Agreement, then: (1) the City shall be deemed to be the owner of such personal property; (2) upon request of the City, the Grantee shall promptly execute a bill of sale (or equivalent document) in favor of the City conveying such personal property to the City at no cost; and (3) Grantee shall have no obligation to remove such personal property (but shall remain obligated to remove all other personal property not accepted by the City). This Section shall survive the expiration or earlier termination of this Agreement.

## ARTICLE 2. LICENSE PROVISIONS

Section 2.1 Permitted Use. Subject to all of the terms and conditions of this Agreement, the City hereby grants to Grantee, its employees and agents, a non-exclusive license to enter the Site for the sole purpose of operating the Program which consists of a temporary overnight parking lot for use by homeless individuals, or households, utilizing a recreational vehicle (a "**RV**") as their primary residence, in conjunction with Grantee providing (or otherwise arranging for) social services to such individual(s) or household(s) (the "**Permitted Use**"). For the purposes of this Agreement, the term "RV" shall mean a "motor home", "travel trailer", "trailer coach", "truck camper", "camping trailer" or "park trailer", as those vehicles are defined in Sections 18010 and 18009.3 of the California Health and Safety Code or other applicable sections of the California Health and Safety Code or California Vehicle Code, and which are designed for human habitation for recreational, emergency, or other occupancy. For the avoidance of doubt, the Parties agree and acknowledge that a "housecar" as defined in California Vehicle Code Section 362 shall be included in the definition of "RV", but all other passenger vehicles, as defined in California Vehicle Code Section 465 are excluded from the definition of "RV".

Section 2.2 Limitation on Permitted Use. The Grantee acknowledges that in utilizing the Site for the Permitted Use, the Grantee shall only allow RVs to be parked on the Site during the hours of 7:30 pm through 7:30 am (local time), unless otherwise agreed to in writing by the City. The Grantee shall require each RV located on the Site to be removed from the Site, and all individuals or households utilizing a RV on the Site (each such individual or household, a "**RV Parker**") to drive their RV off the Site on a daily basis. The Grantee's failure to cause each RV to be removed from the Site during all other hours shall constitute an Event of Default under Section 4.3; provided, however, in the event a RV remains at the Site because such RV is inoperable, then such event shall not constitute an Event of Default so long as Grantee promptly causes the RV to be relocated from the Site. The Grantee shall not permit more RVs to utilize the Site than the Total Parking Stalls (defined below).

Section 2.3 No Other Use Permitted. No use of the Site for any purpose other than the Permitted Use is permitted hereunder. Any use of the Site for any other purpose other than the Permitted Use, in accordance with this Agreement, shall constitute an Event of Default under Section 4.3. Grantee acknowledges that Grantee is responsible for insuring that Grantee, its employees, agents, and invitees, and the RV Parkers (collectively, the "**Grantee Parties**") use the Site solely for the Permitted Use in accordance with this Agreement.

Section 2.4 Preliminary Site Preparation Work by City. Following the Effective Date, the City shall perform certain preliminary work necessary for the Site to be utilized for the Permitted Use, as more particularly set forth on Exhibit B (collectively, the "**Preliminary Site Work**"). In connection with the Preliminary Site Work, the City shall cause the preparation of a schematic drawing, or other documentation reasonably acceptable to the Parties (the "**Site Map**"), setting forth (among other things) the layout for the parking of the RVs, and the total number of parking stalls to be permitted at the Site (the "**Total Parking Stalls**"). Following the completion of the Preliminary Site Work, the City shall deliver a written notice to the Grantee notifying the Grantee that the Preliminary Site Work has been completed, and that the Grantee

may commence its use and occupancy of the Site pursuant to this Agreement (the "Commencement Notice"). The Commencement Notice shall include a copy of the Site Map. The date of such Commencement Notice shall be referred to as the "Commencement Date", and, notwithstanding any provision of this Agreement to the contrary, the Grantee shall have no right to use or occupy the Site prior to the Commencement Date.

Section 2.5 Conditions Precedent to Entry by Grantee Parties. The requirements set forth in this Section are conditions precedent to any Grantee Parties' entry onto the Site hereunder. Notwithstanding any other provision herein (including, but not limited to, the delivery of the Commencement Notice), Grantee shall have no right to enter the Site hereunder unless and until the satisfaction of all such conditions precedent, unless otherwise waived by the City. The conditions set forth in this Section are solely for the benefit of the City and may only be waived by the City pursuant to Section 4.13.

(a) Evidence of Security Personnel and Safety Plan. The Grantee shall hire, or otherwise retain the services of, security personnel necessary to provide all ongoing security for the Site during the Term. Such security personnel shall be reasonably acceptable to the City; provided, however, any such approval by the City shall not waive, limit, or impair any other right of the City under this Agreement. In addition, the Grantee shall prepare and submit for review and approval by the City's Police Department a safety plan setting forth, among other things, the Grantee's plan for the safety and security of the RV Parkers, and emergency and first responders' access to the Site during the operation of the Program (as approved, the "Safety Plan").

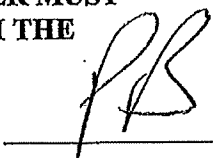
(b) Use of Initial Disbursement of Grant Funds. Grantee shall deliver to the City evidence of the use of the initial disbursement of the Grant funds, including, copies of bills or invoices setting forth costs previously paid by the Grantee utilizing the initial Grant funds, or to the extent applicable, the costs and expenses to be incurred by Grantee with such funds.

(c) Insurance. Grantee shall have submitted to the City evidence that Grantee has complied with all of the insurance requirements of Section 4.1.

Section 2.6 No Representations or Warranties; Grantee Release of the City. Grantee acknowledges that, by this Agreement, the City makes no representation, warranty, or covenant of any kind whatsoever to Grantee with respect to the condition of Site. Grantee further acknowledges that, pursuant to Government Code Section 8698.1(a), the City is immune from liability for ordinary negligence in connection with the provision of emergency housing. Grantee has the right to enter the Site, in accordance with the terms of this Agreement, in the Site's current "as-is" condition (other than the Preliminary Site Work) including all faults, or defects, or hazardous conditions known or unknown (if any). The City shall not be liable to Grantee (or any of the Grantee Parties) for, and Grantee, on behalf of itself and any and all Grantee Parties, hereby waives and releases the City and its council members, employees and agents (the "City Parties") from any and all liability, whether in contract, tort or on any other basis, for any injury, damage, or loss resulting from or attributable to an occurrence on the Site, the condition of the Site, or the use or occupancy of the Site pursuant to this Agreement (including, but not limited to any injury, death, or damage to property). In consideration for the right to use the Site, Grantee on behalf of itself and any and all of the Grantee Parties hereby waives and agrees not to commence any action, legal proceeding, cause of action or suit in law or equity, of whatever kind

and nature, directly or indirectly against the City Parties in connection with Grantee's use of the Site under this Agreement and expressly waives the provisions of section 1542 of the California Civil Code, which provides:

**A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH THE CREDITOR DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE, WHICH IF KNOWN BY HIM OR HER MUST HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT WITH THE DEBTOR.**

Grantee's Initials: 

Section 2.7 Operation of the Site by the Grantee.

(a) Grantee Obligations. As between the City and the Grantee, the Grantee shall be solely responsible for all day-to-day management and operational functions with respect to the use of the Site for the Permitted Use, including without limitation the selection of the RV Parkers, providing (or otherwise ensuring that each RV Parker receives) the social services deemed necessary by the Grantee and otherwise enforcing the requirements of the agreement between the Grantee and the RV Parker (the "Parking Agreement"), maintenance, landscaping, routine and extraordinary repairs to the Site, and security. Grantee shall operate the Site consistent with the Grantee Proposal and any temporary use permit issued for the Site. To the extent the operation of the Program requires any utility service, then the Grantee shall be responsible for causing such utilities to be provided to the Site, and for all costs incurred in connection with the use of such utilities by Grantee or any of the Grantee Parties. Other than the Preliminary Site Work, the City shall have no direct, or indirect, responsibility over management of the Site or the operation of the Program; however, the Grantee shall operate the Site in accordance with this Agreement in a manner acceptable to the City.

(b) Selection of RV Parkers; Minimum Requirements. Grantee shall be responsible for selecting each RV Parker, and shall require that each RV Parker meet the following minimum requirements: (i) such household is currently homeless, and utilizing the RV as their primary living accommodations; (ii) the RV is operational, and validly registered with the California Department of Motor Vehicles (the "DMV"); (iii) such household maintains insurance for the RV meeting the minimum limits required by the DMV; (iv) such household has written documentation evidencing that the RV has access to a certified, and operating, sewage disposal station (this requirement may be satisfied by Grantee obtaining such permission for off-site disposal for the household); and (v) such household is "clean and sober", or is actively participating in a recovery program (collectively, all such requirements are referred to as the "Minimum Requirements"). The Grantee may permit a household to self-certify that such household complies with the Minimum Requirements; provided, however, the Grantee shall maintain all documentation evidencing that each RV Parker meets the Minimum Requirements, and the Grantee is obligated to enforce the Minimum Requirements pursuant to the Parking Agreement.

(c) Preference for City Residents; Wait List. In addition to the Minimum Requirements, the Grantee shall utilize a preference system in connection with the selection of

the RV Parkers in the following order of priority: (i) families, disabled individuals, seniors (persons 55 years or older) or veterans whose last permanent residence was the City/East Belle Haven; (ii) other individuals whose last permanent residence was the City/East Belle Haven; (iii) families, disabled individuals, seniors, or veterans whose last permanent residence was outside the City; and (iv) other individuals whose last permanent residence was outside the City. To the extent applicable, the Grantee shall maintain a wait list of potential RV Parkers consistent with the preference for City/East Belle Haven families and individuals set forth in this subsection; provided, however, in no event shall Grantee permit a parking stall to remain vacant in the event a household satisfies the Minimum Requirements. For purposes of this Agreement East Belle Haven will be considered that area generally bounded by Willow Road, the Bayshore Freeway (U.S. 101) and the Facebook Campus.

(d) Parking Agreement. Grantee shall execute, and shall cause each RV Parker to execute a Parking Agreement. The form of the Parking Agreement is attached as Exhibit C. The Grantee shall not modify or otherwise amend the Parking Agreement (other than to insert the name and other specific information for each RV Parker) without the prior written consent of the City. The Grantee shall be solely responsible for enforcing the duties and obligations of each RV Parker pursuant to the Parking Agreement; provided, however, the City reserves the right to enforce each Parking Agreement in the event Grantee fails to do so (and such enforcement shall be in addition to any other right or remedy provided to the City pursuant to this Agreement). The incorporation of the form of the Parking Agreement into this Agreement shall in no way be deemed to constitute City approval of, or concurrence with, any other term or condition of such document, including, but not limited to, the legal enforceability of each Parking Agreement.

(e) Safety. Grantee shall comply with the Safety Plan, and the Grantee shall use commercially reasonable efforts to maintain the Site in a safe and secure condition, including, but not limited to, providing adequate on-site personnel during all times the Grantee operates the Program at the Site. The Grantee shall implement, and pay for, such additional safety and security measures (including, but not limited to, the dismissal of any existing security personnel, or the hiring of additional security personnel) that the City may determine is reasonably necessary to protect the health and safety of the RV Parkers or the surrounding community (even if such additional measures are not set forth in the Safety Plan).

(f) Site Condition. The Grantee may not allow or otherwise permit any condition to exist on the Site that may endanger the health and safety of the RV Parkers or the surrounding community. Grantee shall take all necessary actions to assure the Site is maintained in good condition, and, to the extent necessary, the Grantee shall promptly make all repairs and replacements necessary to keep the Site (and any improvements thereon) in good condition and repair. Grantee shall not permit any disposal of waste water or the disposal or release of any other hazardous materials or substance (including, but not limited to any waste water, sewage, or petroleum-based substances from a RV) on or about the Site, or into any storm drains about the Site.

(g) No Permanent Improvements. Grantee shall not, and shall not permit any Grantee Party to, construct, or otherwise, install or erect any permanent improvements on any portion of the Site. Grantee shall install temporary portable toilets and an entrance booth or kiosk

at the locations to be determined by the Parties, and to be indicated on the on Site Map. Unless otherwise accepted by the City, pursuant to Section 1.3, above, the Grantee shall remove all such temporary improvements in connection with the termination of this Agreement.

(h) Compliance with all Laws. In utilizing the Site for the Permitted Use, Grantee shall comply with all applicable federal, state, and local laws, ordinances, rules, regulations, and orders.

Section 2.8 Performance Review; Site Inspection; Quarterly Reports. In addition to all other rights and remedies of the City, the City reserves the right, upon one (1) day notice to Grantee, to conduct a review of the management practices of the Grantee, and an inspection of the Site, if deemed necessary by City. The purpose of each periodic review or inspection will be to enable the City to determine if the Site is being operated and managed in accordance with the requirements and standards of this Agreement. Grantee shall reasonably cooperate with City in such reviews and inspections.

### ARTICLE 3. GRANT PROVISIONS

Section 3.1 Grant. On the terms and subject to the conditions set forth in this Agreement, the City agrees to provide the Grantee the following Grant funds:

(a) RV Safe Parking Program Funds. The City agrees to provide to the Grantee a grant in an amount not to exceed Two Hundred Eighteen Thousand Dollars (\$218,000) for the sole purpose of conducting the Permitted Use on the Site. Subject to the conditions precedent set forth in this Agreement, the City shall make an initial disbursement to the Grantee of Thirty Thousand Dollars (\$30,000) within ten (10) business days of the execution of this Agreement. Subsequent to the initial disbursement, the City shall disburse funds to the Grantee within thirty (30) days of receipt of a payment request from Grantee that includes invoices for work performed as well as other back up documentation evidencing the expenditure of the funds for the purpose of conducting the Permitted Use on the Site. In the event that Grantee is in default under this Agreement, the City shall not have any further obligation to disburse the Grant.

(b) RV Homeless Assistance Fund. The City agrees to provide to the Grantee an additional grant of Thirty Five Thousand Dollars (\$35,000) for the sole purpose of establishing a RV Homeless Assistance Fund. The City shall make a disbursement to the Grantee of Thirty Five Thousand Dollars (\$35,000) within ten (10) business days of the execution of this Agreement. Grantee may use the RV Homeless Assistance Fund to pay for the following: (i) assistance to applicants to qualify their vehicles for participation in the RVS3P (including, but not limited to, vehicle registration, minor auto repairs, vehicle towing, or automobile insurance while participating in the RVS3P); (ii) supportive services to address emergency shelter and human service needs of applicants that are experiencing homelessness; (iii) assistance to abate public health and safety risks, including vouchers for disposal of mixed waste while an applicant is on the Waiting List; and (iv) administrations costs not to exceed 10% (\$3,500) of the RV Homeless Assistance Fund. Grantee shall allocate no more than \$1,000 per vehicle. The City Manager shall have the authority to review proposed expenditures and Grantee

shall provide an accounting of the expenditures at the end of the Temporary Deferred Enforcement Period. Grantee shall return to the City any unexpended RV Homeless Assistance Funds within 30 days of the end of the Temporary Deferred Enforcement Period.

Section 3.2 Conditions to Disbursement of Grant. Grantee acknowledges that it has no right to the Grant funds, other than to have the same disbursed by the City in accordance with this Agreement. Notwithstanding any provision of this Agreement to the contrary, the City shall not be obligated to disburse any Grant proceeds until each of the conditions specified below have been satisfied in full:

(a) Grantee Documentation. The Grantee shall have delivered to the City the following documents: (i) a copy of Grantee's Articles of Incorporation, and all attachments and amendments thereto, stamped filed by the California Secretary of State, and its Bylaws, executed by a duly appointed officer of Grantee, together with all amendments thereto; (ii) a copy of all certificates, resolutions or other evidence reasonably satisfactory to the City of necessary actions taken by Grantee to authorize the execution, delivery and performance by Grantee under this Agreement; (iii) a certificate recently issued by the California Secretary of State, confirming that Grantee is duly organized and validly existing in the State of California; (iv) an updated budget for Grantee's operation of the Site during the Term; and (v) a certification by Grantee of the name and signature of the individual(s) authorized to sign this Agreement and to request disbursements under the Grant;

(b) Evidence of Insurance. The Grantee shall have delivered to the City evidence of all insurance required under Section 4.1;

(c) No Default. There exists no Default nor any act, failure, omission or condition that would constitute an Event of Default by Grantee under this Agreement;

(d) Documentation on Use of Grant Funds. The Grantee shall deliver to the City evidence of the use by Grantee of all previously disbursed Grant funds, including, copies of bills or invoices setting forth costs previously paid by the Grantee utilizing the Grant funds; and

(e) Report on Operation. The Grantee shall, on a quarterly basis, have delivered a report on the Grantee's operation of the Site, in a form reasonably acceptable to the City, setting forth, among other things: (i) the number of RV Parkers that have utilized the Site during such period; (ii) the number of Parking Agreements that have been terminated (if any); (iii) a summary of the services provided to the RV Parkers; (iv) additional services the Grantee proposes to provide to the RV Parkers (if any); (v) Grantee's progress in obtaining other grants, loans or funds to cover costs associated with the operation of the Permitted Use on the Site; and (vi) such other information reasonably requested by the City. Grantee shall, no later than thirty (30) days after the expiration of the Term of this Agreement, provide the City with a final cumulative report on operations including all of the items set forth in (i) through (vi) above as well as a final accounting of all expenses for operation of the Site and all revenues received.

Section 3.3 Grantee Responsible for all other Costs. Grantee agrees and acknowledges that, other than the Grant, the Grantee shall be solely responsible for all costs and expenses incurred in connection with the use of the Site for the Permitted Use, whether foreseen or unforeseen.

#### ARTICLE 4. MISCELLANEOUS

Section 4.1 Required Insurance Coverage. Prior to entry onto the Site, Grantee shall provide to the City evidence of the following and thereafter Grantee shall maintain and keep in force insurance of the following types, if applicable:

- (a) Workers' Compensation insurance to the extent required by law, including Employer's Liability coverage, with limits of not less than One Million Dollars (\$1,000,000) each accident.
- (b) Commercial General Liability insurance with limits of not less than Two Million Dollars (\$2,000,000) per occurrence and in the aggregate for Bodily Injury and Property Damage, including coverages for Contractual Liability, Personal Injury, and Broadform Property Damage. This insurance may be provided with a combination of primary and excess insurance.
- (c) Commercial Automobile Liability insurance with limits of not less than One Million Dollars (\$1,000,000) each occurrence with combined single limit for Bodily Injury and Property Damage, including coverages for owned, non-owned and hired vehicles, as applicable.
- (d) The required insurance shall be provided under an occurrence form, and Grantee shall maintain such insurance until this Agreement is terminated, except as otherwise specified above.
- (e) Commercial General Liability, and Commercial Automobile Liability insurance policies shall be endorsed to name as an additional insured the City Parties.
- (f) All policies shall be endorsed to provide thirty (30) days prior written notice of cancellation, reduction in coverage, or intent not to renew to the address established for notices to the City, provided such notification is permitted by the carrier, and, in the event such notification is not permitted, Grantee shall provide written notice to the City within five (5) days following Grantee's receipt of notification from the insurance carrier of notice of cancellation, reduction in coverage or intent not to renew.
- (g) Each policy shall be underwritten and issued by companies authorized to do business in California, with Best's Rating of at least AVII or better. Grantee shall provide the City with certificates of insurance evidencing the limits and coverages required by this Section.
- (h) This Section shall survive the expiration or earlier termination of this Agreement.

Section 4.2 Indemnification. In consideration for right to use the Site and the receipt of the Grant, Grantee shall indemnify, defend (with counsel acceptable to the City) and hold harmless the City Parties, from and against any losses, claims, damages, liabilities, judgments, causes of action or actions (including reasonable attorneys' fees and costs) (collectively, "**Losses**") arising from:

- (a) any act or failure to act by any of the Grantee Parties under this Agreement, including the failure, or alleged failure, to comply with the terms of this Agreement and any applicable law;
- (b) acts or omissions of Grantee or any of Grantee Parties in using the Site, including the death of any person or any accident, injury, loss or damage whatsoever caused to any person or to the property of any person that shall occur in or around the Site to the extent caused by the act or omission of any of Grantee Parties;
- (c) any mechanic's lien, or similar claim made against the City or the Site in connection with the use of the Site;
- (d) any claim made by a RV Parker, or any party claiming by, through, or under a RV Parker, including any claim in connection with the enforcement or termination of the Parking Agreement by Grantee, or the termination or expiration of this Agreement, or any claim for relocation benefits or assistance, or similar claims, made by any person in connection with the Site;
- (e) any violation of a Parking Agreement by a RV Parker, or Grantee's failure to enforce the Parking Agreement; or
- (f) Grantee's breach of this Agreement.

This Section shall survive the expiration or earlier termination of this Agreement.

Section 4.3 Notice of Default and Opportunity to Cure. A Party shall be deemed to be a "**Defaulting Party**" and an "**Event of Default**" shall have been deemed to have occurred if such Party breaches this Agreement and such Party fails to cure such breach within: (a) three (3) Business Days (as defined below) after receipt of notice from the non-Defaulting Party of such breach, if the breach is monetary in nature; and (b) ten (10) days after receipt of notice from the non-Defaulting Party of such breach, if the breach is not monetary in nature. However, if any such non-monetary breach is susceptible of cure but not within the above-specified cure period, the period of time for cure shall be extended as is reasonably necessary to permit cure, but in no event to a date later than thirty (30) days after the breaching Party is notified of the breach, and only so long as the breaching Party is diligently pursuing the cure to completion at all times during that period.

Section 4.4 Remedies. Upon the occurrence and during the continuance of an Event of Default, the non-Defaulting Party may take whatever action at law or in equity as may appear reasonably necessary to enforce this Agreement, including: (a) by terminating this Agreement by delivery of notice thereof to the Defaulting Party; (b) by commencing an action against the Defaulting Party for damages; or (c) by commencing an action against the Defaulting Party for

specific performance or injunctive relief. The remedies available to the non-Defaulting Party shall be cumulative, and no remedy expressly provided in this Section shall be deemed to exclude any other remedy available at law or in equity.

**Section 4.5 Mediation of Disputes.** In the event of any dispute between the Parties regarding the interpretation of this Agreement or any Party's rights or obligations pursuant to this Agreement, the Parties agree to submit such dispute to non-binding mediation before proceeding with any action in court. Either Party can request non-binding mediation by notifying the other Party in writing of the nature of the dispute and requesting that the Parties mediate the dispute. Within thirty (30) days of receipt of such notification, the receiving Party shall provide the Party requesting mediation with a list of no fewer than three proposed mediators, all of whom shall have substantial experience mediating contract disputes involving public agencies. The Party requesting mediation shall respond to the list provided by the receiving Party within ten (10) days by either accepting one of the proposed mediators or proposing an alternate list of mediators. Within ten (10) days of receipt of the alternate list of mediators, the Parties shall attempt to mutually agree upon a mediator. If the Parties are unable to agree upon a mediator, a mediator shall be selected by Judicial Arbitration and Mediations Services (JAMS). The Parties will set the dispute for mediation within thirty (30) days of the selection of the mediator. If the dispute cannot be resolved by mediation, either party may bring an action in Superior Court.

**Section 4.6 Notices, Demands and Communications.** Whenever any notice or any other communication is required or permitted to be given under any provision of this Agreement (as, for example, where a Party is permitted or required to "notify" the other Party), such notice or other communication shall be in writing, signed by or on behalf of the Party giving the notice or other communication, and shall be deemed to have been given on the earliest to occur of:

- (a) the date of the actual delivery;
- (b) if mailed, three (3) Business Days after the date mailed by certified or registered mail, return receipt requested, with postage prepaid; or
- (c) if sent with a reputable air or ground courier service, fees prepaid, the date on which such courier represents such notice will be available for delivery, in each case to the respective address(es) of the Party to whom such notice is to be given as set forth below, or at such other address of which such Party shall have given notice to the other Party as provided in this Section. Legal counsel for any Party may give notice on behalf of such Party.

If to the City, to:

City of East Palo Alto  
2415 University Avenue  
East Palo Alto, CA 94303  
Attn: City Manager

with a copy to:

Goldfarb & Lipman LLP  
1300 Clay Street, 11<sup>th</sup> Floor  
City Center Plaza  
Oakland, California 94612  
Attn: Karen Tiedemann

If to Grantee, to:

WeHope  
1854 Bay Road  
East Palo Alto, CA 94303  
Attn: Paul Bains

Section 4.7 Relationship of Parties; No Third Party Beneficiaries. Nothing in this Agreement shall be deemed to render either Party a partner in the other Party's business or a joint venturer or member in any joint enterprise with the other Party. No Party shall have the right to act as the agent of the other Party in any respect hereunder. This Agreement is made and entered into only for the protection and benefit of the Parties and their respective successors and permitted assigns. No other Person shall have or acquire any right or action of any kind based upon the provisions of this Agreement except as explicitly provided to the contrary in this Agreement.

Section 4.8 Attorneys' Fees and Costs. In the event any action or proceeding in court is commenced by either Party to interpret or enforce the terms of this Agreement, the prevailing Party therein shall be entitled to recover from the non-prevailing Party all of the prevailing Party's reasonable costs and expenses in connection therewith, including on any appeal and including expert witness fees, document copying expenses, exhibit preparation costs, carrier expenses and postage and communication expenses, and reasonable attorneys' fees and costs for the services rendered to the prevailing Party in such action or proceeding (which shall include the reasonable costs for services of the City Attorney's Office, or any outside counsel utilized by the City).

Section 4.9 Time. Time is of the essence in this Agreement.

Section 4.10 Assignment. The Grantee may not assign its interest (in whole or in part) under this Agreement without the prior written consent of the City, which may be granted or denied in the City's sole discretion. Any attempted assignment or transfer by the Grantee, without the prior written consent of the City, of its interest (in whole or in part) under this Agreement shall constitute an Event of Default.

Section 4.11 Binding Effect. This Agreement shall inure to and bind the Parties, their respective representatives, successors and assigns; provided, however, nothing in this Section shall be deemed to permit Grantee to assign this Agreement except as set forth in Section 4.10.

Section 4.12 Interpretation. Where the context requires herein, the singular shall be construed as the plural, and neuter pronouns shall be construed as masculine and feminine pronouns, and vice versa. All Exhibits attached to this Agreement are hereby incorporated into this Agreement by this reference. Unless otherwise specified, whenever in this Agreement, including its Exhibits, reference is made to any Recital, Article, Section, Exhibit, or defined term, the reference shall be deemed to refer to the Recital, Article, Section, Exhibit or defined term of this Agreement. Any reference to a Recital, an Article or a Section includes all subsections and subparagraphs of that Recital, Article or Section. Section and other headings are for the purpose of convenience of reference only and are not intended to, nor shall they, modify or be used to interpret the provisions of this Agreement. References in this Agreement to days

shall be to calendar days, unless otherwise specified. If the last day of any period to give or reply to a notice, meet a deadline or undertake any other action occurs on a day that is not a day of the week (but not a Saturday or Sunday) on which the City is open to the public for carrying on substantially all business functions (a "**Business Day**"), then the last day for giving or replying to such notice, meeting such deadline or undertaking any such other action shall be the next succeeding Business Day. The use in this Agreement of the words "including", "such as" or words of similar import when used with reference to any general term, statement or matter shall not be construed to limit such statement, term or matter to the specific statements, terms or matters, unless language of limitation, such as "and limited to" or words of similar import are used with reference thereto. In the event of a conflict between the Recitals and the remaining provisions of this Agreement, the remaining provisions shall prevail.

Section 4.13 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California without regard to any principles of conflict of laws. For this purpose the Parties shall be deemed to reside in such state and this Agreement shall be deemed to be performed exclusively in such state. Venue of any proceeding shall be exclusively in a forum of proper jurisdiction in such state or in the County of San Mateo, California.

Section 4.14 Waiver. No waiver of any right under this Agreement shall be deemed effective unless contained in a writing signed by the Party charged with the waiver. No waiver of any breach or any failure to perform shall be deemed to be a waiver of any future breach or failure to perform or of any other right arising under this Agreement.

Section 4.15 Entire Agreement. This Agreement sets forth the entire agreement of the Parties with respect to this subject and this Agreement may not be modified except in writing signed by authorized representatives of each Party. This Agreement shall not be construed as if it had been prepared by one of the Parties, but rather as if both Parties had prepared it. The Parties have read and reviewed this Agreement and agree that any rule of construction to the effect that ambiguities are to be resolved against the drafting Party shall not apply to the interpretation of this Agreement (including Civil Code section 1654 as the same may be amended from time to time).

Section 4.16 Severability. If any provision of this Agreement or the application of any provision to any Person or circumstances shall be deemed to be invalid or unenforceable to any extent, the remainder of this Agreement, or the application of such provision to Persons or circumstances other than those as to which it is invalid or unenforceable, shall not be affected, and each provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

Section 4.17 Non-Possessory Interest. Grantee acknowledges that this Agreement merely permits Grantee the limited right to enter the Site, as set forth herein, and does not grant any other right to use, occupy, or otherwise obtain any right to own or develop the Site. Notwithstanding the limited right to enter granted herein, the City retains full ownership and possession of the Site, and Grantee will not acquire any ownership interest, or estate in the Site, whether temporary, permanent, revocable, or irrevocable, possessory, or otherwise, by reason of this Agreement, or by the exercise of the rights granted herein. Grantee will make no claim to

any such estate or interest and hereby waives and relinquishes any and all right or claim it has or may have in or to any such estate or interest.

**Section 4.18 No Relocation Benefits; Release of Claims.** The Grantee agrees and acknowledges that the Term is limited to a temporary time period. The Grantee further agrees and acknowledges that: (i) the use and occupancy of the Site pursuant to this Agreement shall be temporary in nature, (ii) the Grantee, or any person claiming by, under, or through the Grantee (including, but not limited to, any RV Parker) shall not qualify as a "displaced person" under any state law (including, but not limited to, California Government Code Section 7260, et seq., as may be amended from time to time), (iii) upon the termination or expiration of this Agreement the Grantee will not be eligible for any relocation benefits or assistance for persons displaced by governmental activities, (iv) the Grantee may suffer economic loss or other consequences related to the termination or expiration of this Agreement, and (v) specifically releases and waives any claim against the City Parties for such loss or economic consequences in connection with the failure of the use or occupy the Site after the expiration or termination of this Agreement. The Grantee, on behalf of itself and all Grantee Parties, hereby assumes the above-mentioned risks related to the temporary nature of the Grantee's right to use the Site, and hereby agrees that the waiver set forth in Section 2.6, above, is incorporated into this Section as if fully set forth.

**Section 4.19 Counterparts.** This Agreement may be executed in any number of counterparts, each of which, when so executed and delivered, shall be deemed an original, and all of which together shall constitute one and the same instrument. This Agreement shall become effective when the Parties have duly executed and delivered signature pages of this Agreement to each other. Delivery of this Agreement may be effectuated by hand delivery, mail, overnight courier or electronic communication (including by PDF sent by electronic mail, facsimile or similar means of electronic communication). Any signatures (including electronic signatures) delivered by electronic communication shall have the same legal effect as physically delivered original signatures.

*Remainder of Page Left Intentionally Blank*

WHEREFORE, the Parties have entered into this Agreement as of the Effective Date.

**CITY:**

**CITY OF EAST PALO ALTO**, a municipal corporation

By: Sam Chasportier  
 Name: Sean Chasportier 3/14/19  
 Its: Interim City Manager

**APPROVED AS TO FORM:**

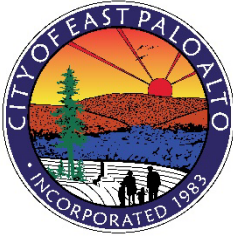
Rafael E. Alvarado Jr.  
 Rafael E. Alvarado Jr.  
 City Attorney

**GRANTEE:**

**WEHOPE**, a California nonprofit public benefit corporation

By: Paul T. Bays  
 Name: Paul T. Bays  
 Title: President/Founder

*Note: Grantee must initial Section 2.6*



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

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**DATE:** November 21, 2023  
**TO:** Honorable Mayor and Members of the City Council  
**VIA:** Melvin E. Gaines, City Manager  
**BY:** Jeff Liu, Police Chief, Adam Politzer, Interim Assistant City Manager  
**SUBJECT:** Police Department Relocation Options

## **Recommendation**

After receiving an update from Staff on police department location options, provide direction on whether the City should take steps to relocate the police department to 1798 Bay Road (the Tanklage Property) or renew the City's leases for police facilities at 141 and 219 Demeter Street.

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

This recommendation is primarily aligned with:

- Promote public health and safety
- Ensure our financial and organizational health
- Develop and Implement a Comprehensive Facilities Master Plan

## **Background**

Since 2006, the City of East Palo Alto has operated and housed its Police Department in modular facilities located at 141 and 219 Demeter Street. The City currently leases 13,000 square feet (SF) of building space across two properties for the police department. The City owns the manufactured offices at 141 Demeter Street (7,000 SF), but the structures are well beyond their useful life and need replacement. The leases for both properties expire October 31, 2025.

On May 18, 2021, the City Council adopted the City of East Palo Alto Facilities Master Plan ("Plan") which included specific objectives and recommended actions. Objective #3

## **POLICY AND ACTION ITEM 9.1**

of the Plan, “Develop a Short-Term Strategy for the Police Department,” was prioritized by the City Council given the pending expiration of the current leases.

The City owns 1798 Bay Road (“Tanklage Property”). The former Redevelopment Agency transferred the 1.38 acres comprising the Tanklage Property to the City in 2011. As a former Redevelopment Agency property, the site can only be used for public use.

The arced/crescent-like shape of the Tanklage Property and the property’s narrow frontage on Bay Road present challenges to designing a police department that fits within the City’s design vision for Bay Road difficult. Specifically, the City, or any developer, would likely need to acquire two additional parcels (1800 Bay Road, formerly Lee’s Backhoe, and the adjacent property) to ensure a cohesive project that fits within the City’s design vision. Like the existing police department at 141 Demeter Street, which was also intended to be a short-term location, the Tanklage Property will only have one vehicular entry/exit way, which also makes the site unideal for public safety function. For these reasons, the City considers the Tanklage Property only as a potential temporary police department location.

On April 19, 2022, the City Council received a presentation from Staff and representatives from Group 4 Architecture, Research + Planning, Inc. (Group 4 Architecture) exploring design options for a temporary police station at the Tanklage Property. The City Council acknowledged then that there were few viable alternatives to locate a police department within city limits that could be developed within a timeline that coincides with the October 31, 2025 expiration of the existing police department leases. The Council directed staff to amend the City’s agreement with Group 4 Architecture, adding \$128,750 for Group 4 to explore police department design options at the Tanklage Property.

On April 4, 2023 the City Council received an update on the potential use of the Tanklage Property for a temporary police station. Group 4 Architecture evaluated two police department design options at the Tanklage Property: 1. a 16,000 SF building design, and 2. a 19,000 SF building design. In addition to two different size options, Group 4 Architecture explored three different building types - modular relocatable, pre-engineered, and conventional buildings.

The City Council expressed interest in further exploring the 19,000 SF modular option at Tanklage, particularly if the design was modified to include easily accessible space for community use. The City Council directed staff to return with updated design and finance options. The Council also directed Staff to explore options to renew the police department leases at 141 and 219 Demeter Street.

This report outlines the options for using the Tanklage property as a future police department site and discusses options to renew the existing police department leases.

## **Analysis**

Whether for temporary or permanent police buildings/campuses, the City should strive to develop sites that adequately meet the public safety needs of our community while providing a sense of place for those who serve it in this capacity.

### **141 and 219 Demeter Street Lease Renewal Options**

As presented at the April 4, 2023 City Council meeting, the configuration of both 141 and 219 Demeter is not optimal for public safety operations. The City did not intend for the Demeter properties to be long-term homes for the police department when it moved the police department from 2415 University. Nevertheless, the police department has operated out of the Demeter Street properties for seventeen years. Unfortunately, the modular buildings at 141 Demeter Street are beyond their expected life and require significant rehabilitation including a new roof and HVAC system, as well as new carpets and exterior paneling. The initial expense for the above work is estimated to be \$500,000.

The leases for 141 and 219 Demeter Street have base rents that increase each October. The remaining lease terms require the City to pay from \$254,400 (October 2023 - October 2024) to \$271,200 (October 2024 - October 2025) per year to rent the two properties used by the police department. The leases expire October 31, 2025. Staff is currently working with the Nicholson Company to secure terms to extend the existing lease for 141 Demeter another 3 to 5 years. The property owner of 219 Demeter has previously expressed a willingness to extend the lease for that building.

### **Budget considerations:**

- Temporary improvements to the existing modulares at 141 and 219 Demeter Street would require an additional \$500,000, likely from general fund reserves.
- Based on existing leases, extensions at 141 and 219 Demeter Street could cost more than \$1.35 million from 2025 through 2030 (a five-year extension), also from general fund.

If directed by Council, Staff will negotiate lease extensions and terms for the Council to consider. Staff will also return with a mid-year budget request for temporary improvements.

### **Options to Locate the Police Department at the Tanklage Property**

Since the April 4, 2023 City Council meeting, Staff has met with Group 4 Architecture to revise the design and budget for options to locate the police department at the Tanklage Property. The project size and design options remained largely the same as presented April 4; however, Group 4 Architecture updated the layout of the 19,000 SF design option to accommodate an easily accessible space that could be used by community members. Group 4 also provided updated budget estimates for the costs of each design option. These estimates are displayed in Table 1, below.



## POLICY AND ACTION ITEM 9.1

| Table 1: Budget Estimates for Different Options (Estimated total project costs) |                               |                                                    |                                                         |                                                     |                                                   |
|---------------------------------------------------------------------------------|-------------------------------|----------------------------------------------------|---------------------------------------------------------|-----------------------------------------------------|---------------------------------------------------|
|                                                                                 |                               | Building Type                                      |                                                         |                                                     |                                                   |
|                                                                                 |                               | <b>Modular Lease</b><br>(10-15 year expected life) | <b>Modular Buy</b><br>(10-15 year expected life)        | <b>Pre-Engineered</b><br>(25-30 year expected life) | <b>Conventional</b><br>(30-40 year expected life) |
| 16,400 SF Building                                                              | Project Budget                | \$6,800,000                                        | \$11,000,000 to \$14,200,000                            | \$17,000,000                                        | \$25,400,000                                      |
|                                                                                 | Annual Lease Cost             | \$688,800/YR                                       |                                                         |                                                     |                                                   |
|                                                                                 | Total 10-15 Year Cost w/Lease | \$13,700,000 (10 years)<br>\$17,200,000 (15 years) | \$11,000,000 to \$14,200,000                            | \$17,000,000                                        | \$25,400,000                                      |
|                                                                                 | \$/Year of Expected Life      | \$1.37M/YR (10 years)<br>\$1.15M/YR (15 Years)     | \$1.1M-1.42M/YR (10 Years)<br>\$733k-946K/YR (15 years) | \$680K/YR (25 Years)<br>\$566K/YR (30 Years)        | \$847K/YR (30 Years)<br>\$635K/YR (40 Years)      |
| 19,700 SF Building                                                              | Project Budget                | \$7,200,000                                        | \$12,800,000 to \$16,100,000                            | \$19,300,000                                        | \$29,500,000                                      |
|                                                                                 | Annual Lease Cost             | \$827,400/YR                                       |                                                         |                                                     |                                                   |
|                                                                                 | Total 10-15 Year Cost w/Lease | \$15,500,000 (10 years)<br>\$19,600,000 (15 years) | \$12,800,000 to \$16,100,000                            | \$19,300,000                                        | \$29,500,000                                      |
|                                                                                 | \$/Year of Expected Life      | \$1.55M/YR (10 years)<br>\$1.31M/YR (15 years)     | \$1.28 - 1.61M/YR (10 years)<br>\$853K-1.07M (15 years) | \$772K/YR (25 years)<br>\$643K/YR (30 years)        | \$938K/YR (30 Years)<br>\$738K/YR (40 Years)      |

## **POLICY AND ACTION ITEM 9.1**

### *Budget Considerations:*

- Group 4 Architecture's initial estimates for a new Police building range from \$14 to \$30 million, depending on building size and type.
- The primary ways the City could finance these options would be some combination of bonds proceeds or general fund reserves. The City could pursue a voter-approved general obligation bond or a lease revenue bond (lease-leaseback structure) where the new police station could be used as the leased asset. If the City Council is interested in either of these options, staff will arrange for Urban Futures or another municipal finance advisor to provide a presentation to the Council.

The modular options are estimated to take 6 to 10 months to construct, while the pre-engineered and conventional construction options are estimated to take 24 to 30 months to construct. Considering value, staff would recommend the pre-engineered option as the most viable. This option could take more than two years to construct; and the City may need a successful bond measure to finance the construction. If the City pursues the pre-engineered construction option, it should explore options to extend the existing police department leases for at least one year.

### Alternatives Options

A number of properties are entering the market that the City may wish to explore purchasing. This includes sites with structures that potentially could be converted to a police department as well as sites without structures. If the Council desires, Staff could explore options to acquire such sites and return to the City Council. If this alternative is preferred, Staff recommends that the City Council also direct staff to negotiate renewed leases at the existing police department locations as it is unlikely the City would be able to construct necessary improvements and move prior to the expiration of the current leases, October 31, 2025.

### Next Steps

Depending on whether the Council desires for the City to:

- A. Renew the existing police department leases on Demeter Street.
- B. Pursuit one of the option to move the police department to the Tanklage Property; or
- C. Explore alternative locations.

Staff will develop a specific plan to fulfill that option and return to Council with financial terms, estimated timelines, and requests for any financial or contractual approvals.

### Fiscal Impact

There is no fiscal impact associated with this report.

## **POLICY AND ACTION ITEM 9.1**

### **Public Notice**

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

### **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.