EAST PALO ALTO CITY COUNCIL
REGULAR SESSION AGENDA

Tuesday, March 18, 2025, 6:30 PM
EPA Government Center
2415 University Avenue, First Floor
East Palo Alto, CA 94303

NOTICE

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

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

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REQUESTS TO APPEAR REMOTELY

Pursuant to Government Code Section 54953, members of the body may appear remotely for the following reasons:

a. **Teleconference Exception (Gov't Code § 54953(b)):** None.

b. **Just Cause (Gov't Code § 54953(j)(2)(D)**

Councilmember Carlos Romero.

- General description (travel while on business, Gov't Code § 54953(j)(2)(D))
- Affirmation (18 year or older participants)
- Admonitions: (a) video and audio must remain on; (b) disruption causes cease of council action.

a. **Emergency Circumstances (Gov't Code § 54953(f)(A)(ii) (Approval Required)):** None.

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF THE AGENDA

3. APPROVAL OF CONSENT CALENDAR

3.1 César Chavez Proclamation

Recommendation:

Present the proclamation.

3.2 2024 Annual Housing Element and General Plan Annual Progress Reports

Recommendation:

The City Council should adopt a resolution stating the following:

1. Accepting the 2024 Housing Element Annual Progress Report, 2024 General Plan Annual Progress Report, and Housing Successor to the Redevelopment Agency Annual Report; and

2. Directing staff to submit the 2024 Housing Element Annual Progress Report, 2024 General Plan Annual Progress Report, and Housing Successor to the Redevelopment Agency Annual Report to the appropriate State authorities; and

3. Find that the acceptance and submittal of the 2024 Housing Element Annual Progress Report and 2024 General Plan Annual Progress Report are exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA

Guideline Section 15061(b)(3) and 15306 and none of the exceptions set forth in CEQA Guidelines Section 15300.2 apply to the Project.

3.3 Award the O'Connor Pump Station Improvements Phase I Project (SD-06A) to Harris & Associates, Inc.

Recommendation: Adopt a resolution:

1. Authorizing the City Manager to award, negotiate, and execute an agreement with Harris & Associates, Inc. in a form approved by the City Attorney, for a contract amount of $324,788.00, and to establish a 10% contingency in the amount of $32,478.80, for a total not-to-exceed project budget amount of $357,266.80 for professional engineering services to design the O'Connor Pump Station Improvements Phase I Project (CIP Project No. SD-06A); and
2. Finding that the proposed action does not constitute a "Project" within the meaning of the California Environmental Quality Act (CEQA), pursuant to CEQA Guideline section 15378(b), in that it is a government administrative activity that will not result in direct or indirect changes in the environment.

3.4 Update on Security Provider for Community Services Facilities & Events

Recommendation:

Adopt a resolution;

1. Authorizing the City Manager to negotiate and execute a multi-year agreement with the next responsive bidder, Pal-American Security, in lieu of CitiGuard Inc., in a form approved by the City Attorney, with a 10-percent contingency of $290,000, for a total not-to-exceed of $290,000; and
2. Finding action being considered does not constitute a “Project” within the meaning of the California Environmental Quality Act (CEQA), pursuant to CEQA Guideline section 15378 (b)(5), in that it is a government administrative activity that will not result in direct or indirect changes in the environment.

3.5 Award of the University Avenue Grand Corridor Project design (ST-29)

Recommendation:

Adopt a resolution:

1. Authorizing the City Manager to award to, negotiate and execute an agreement with CSWST2, in a form approved by the City Attorney, in the amount of $1,528,095, and to establish a 10% contingency in the amount of $152,809.50, for a not-to-exceed total of $1,680,905 to develop a

community outreach plan and to provide civil engineering design services for the University Avenue Grand Corridor Project; and

2. Finding that the action being considered does not constitute a "Project" within the meaning of the California Environmental Quality Act (CEQA), pursuant to CEQA Guideline section 15378 (b)(5), in that it is a government administrative activity that will not result in direct or indirect changes in the environment, and because environmental review of the project will be performed as part of this contract during the design phase.

3.6 Monthly Cash Treasury Report for January 2025

Recommendation: Accept and file the Cash Treasury Report for the month of January 2025.

3.7 East Bayshore Road Pedestrian and Cyclist Safety Enhancements Project (ST-28) Plans, Specifications & Estimate Approval

Recommendation:

1. Adopt the resolution:

    1. Approving the Plans, Specifications, and Estimates for the East Bayshore Road Pedestrian and Cyclist Safety Enhancements Project (Project);

    2. Authorizing the City Manager to advertise the project to solicit bids for the construction phase; and

    3. Finding that the project is exempt from the California Environmental Quality Act (CEQA) under Sections 15301, 15303, and 15304 of the CEQA Guidelines.

3.8 Development Code Text Amendment (ZTA24-001) to amend various Chapters and Sections of Title 18 (Development Code) of the East Palo Alto Municipal Code

Recommendation:

By motion, waive the second reading and adopt an ordinance to:

1. Amend Title 18 (Development Code) of the East Palo Alto Municipal

Code to:

a. Amend chapter 18.96 to amend sections 18.96.010, 18.96.030.E.4, 18.96.050.A.2, 18.96.050.A.2, 18.96.090, and 18.96.050.G to reconcile the East Palo Alto Municipal Code (EPAMC) with state legislation on accessory dwelling units.

b. Amend sections 10.020 Table 2-1, 18.12.020 Table 2-3 and 18.14.020 Table 2-5 to supplement Land Use Regulations and Allowable Uses, and 18.48.060 to facilitate child day care and other care uses.

c. Amend sections 18.10.020 Table 2-1, 18.12.020 Table 2-3 and 18.14.020 Table 2-5 to supplement Land Use Regulations and Allowable Uses, 18.08.010 of Chapter 18.08 to add a definition of Low Barrier Navigation Center and add a new section 18.48.116 to chapter 18.48 of the EPAMC to allow the development of Low Barrier Navigation Centers.

d. Amend chapter 18.30 to amend sections 18.30.080.B.2 and C.3 and add sections 18.30.010.G and 18.30.080.B.3 to B.5 to allow Unbundled Parking.

e. Amend section 18.26.020A.2, add section 18.26.020.E., and amend section 18.90.020 Table 7-3 Types of Minor Variances Allowed to allow seven-foot and certain eight-foot Fences, Hedges and Walls without variance.

f. Amend sections 18.10.020, 18.12.020 and 18.14.020 to synchronize certain notations under Specific Use Regulations with the right land use provisions.

g. Amend chapter 15.52 Floodplain Management to realign the responsibilities of staff with respect to Flood Management.

h. Amend section 18.86.030.A Table 7-2 Review Authority for Site Plan to reclassify various sizes of Non-Residential Construction Activities subject to different review levels.

i. Amend sections 18.50.060.A Table 5-1 Advisory Agencies for Subdivisions, and 18.54.030.B.4 on the Review of Maps.

j. Add a new chapter 18.87 on Permit Adjustments and amend section 18.82.020 – Authority for Land Use and Zoning Decisions Table 7-1 to include Adjustment Permits.

k. Amend sections 18.12.020 Table 2-3 to allow refueling and service station use as a Conditional Use Permit and 18.48.180 Service Stations to facilitate Refueling and Service Stations.

l. Amend sections 13.24.400.A and B on Turf selection and limitation and 18.30.080.A.4 on Paved Areas in Front Yard to supplement Front Yard Landscape Standards.

m. Amend sections 18.28.060.G and 18.28.110.A to streamline the processing of Trees on Private Property.

n. Amend section 18.10.030 Development Standards by adding sub-section 18.10.030.G to facilitate the remodeling of existing single-family dwellings in the R-MD Zone.

o. Amend chapter 18.24 to increase the height of accessory structures from 15-feet to 17-feet (sections 18.24.020.B.1, 18.24.030.A.1.c, and 18.24.030.B.2) consistent with the height requirements for similar structures such as accessory dwelling units, include a Permit Adjustment (sections 18.24.020.B and 18.24.030.A.1) as a required approval type for accessory structures, and correct the useable rear yard area to be maintained from 750-square feet to 700-square feet (section 18.24.030.A.1.b) as was adopted by Council ordinance on February 6, 2024 with Zoning Text Amendment ZTA23-001.

p. Amend chapter 18.94 to amend section 18.94.110 to make administratively

approved Minor Temporary Use Permits issued for one to six days final upon issuance and not subject to the appeal period.

2. Find the proposed Zoning Text Amendments to be exempt in accordance with CEQA Guidelines Sections 15061(b)(3), 15378 and 15183 of the California Environmental Quality Act (CEQA).

3.9 City Manager Employment Agreement

Recommendation:

Adopt a resolution:

1. Authorizing the Mayor to execute a third amendment to the City Manager's Employment Agreement extending the agreement's term until January 30, 2029 and increasing total annual compensation to $317,312.00; and

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

3.10 City Attorney Employment Agreement

Recommendation: Adopt a resolution:

1. Authorizing the Mayor to execute a third amendment to the City Attorney's Employment Agreement extending the agreement's term until January 9, 2029, increasing total annual compensation to $300,030.00, and offering a fringe benefit mirroring a provision in the City Manager's contract (allocating medical benefit premium amounts into a deferred compensation if medical coverage is declined); and
2. Finding that the proposed action does not constitute a "project" with the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines sections 15378(b)(4) and (5) in that it is a governmental fiscal, organizational or administrative activity that will not result in direct or indirect changes in the environment.

3.11 City Council Meeting Minutes

Recommendation:

Adopt the March 4, 2025, City Council Meeting Minutes.

3.12 FY 2024-25 Midyear Personnel Staffing Proposal

Recommendation:

Adopt a resolution:

1. Approving an amendment to the City's Classification Plan adding 1.0 FTE Administrative Assistant, adding 1.0 FTE Information Technology Specialist I/II, adding 1.0 FTE Accountant Senior, adding 0.5 FTE Special Projects Manager (2 Year LTD), adding 1.0 FTE Paralegal, and eliminating 1.0 FTE Legal Assistant;
2. Approving the updated titles and job description/classification specifications from City Manager to City Manager/ General Manager, from City Attorney to City Attorney/ District Counsel, from Assistant City Manager to Assistant City Manager/ Assistant General Manager, from Finance Director to Finance Director/ District Treasurer, and from Public Works Director to Public Works Director/District Engineer;
3. Approving an amendment to five position classification specifications (Utility Manager, Accountant Senior, City Clerk - Public Information Officer, and Maintenance Worker I/II and III);
4. Approving compensation schedules for the positions listed above and referenced in Attachment P and Service Employees International Union (SEIU Local 521) Side Letter Agreement: Maintenance Worker Premium Pay for Utility Locator Function 5% premium pay; and
5. Finding that the proposed actions are exempt from the California Environmental Quality Act (CEQA) because none of them are a "project" pursuant to 15378(b)(4) as these are fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant impact on the environment.

4. CLOSED SESSION

5. PUBLIC COMMENT

6. INFORMATIONAL REPORTS

6.1 Automated License Plate Reader Implementation Update

Recommendation:

Receive informational report about the Automated License Plate Reader Implementation.

7. SPECIAL PRESENTATIONS

7.1 Library Annual Report Presentation

Recommendation: Accept the presentation from the SMC Library.

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

9. APROVAL OF THE EPASD BOARD MEETING AGENDA

10. APPROVAL OF EPASD BOARD MEETING CONSENT CALENDAR

10.1 Cash Disbursement Report for January 2025

Recommendation:

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

11. EPASD BOARD MEETING CLOSED SESSION

12. EPASD BOARD MEETING PUBLIC COMMENT

13. EPASD BOARD MEETING POLICY AND ACTION

13.1 Accept Annual Financial Reports for EPASD for Fiscal Year 2023-24

Recommendation: Adopt a resolution accepting and directing staff to file with the State Controller's Office the Annual Audited Financial Reports for Fiscal Year 2023-24

13.2 Accept the Notice of Completion and authorize the release of retention payment to Ranger Pipelines for the Sanitary Sewer Replacement Project at Beech Street, Clarke Avenue, and Green Street.

Recommendation:

Adopt a resolution:

1. Accepting the notice of completion to Ranger Pipelines for the Sanitary Sewer Replacement Project at Beech Street, Clarke Avenue, and Green Street; and

2. Authorizing the release of a retention balance in the amount of $238,016.90; and

3. Authorizing recordation of the Notice of Completion with the County of San Mateo; and

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

result in direct or indirect changes in the environment.

13.3 Signature Authority

Recommendation:

Adopt a resolution:

1. Rescinding District Board Resolution No. 419;
2. Authorizing the District Treasurer of the EPASD (City Finance Director) to sign checks and warrants in the name of the District;
3. Authorizing the General Manager of the EPASD (City Manager) to sign all contracts, releases, receipts, and similar documents in the name of the district, consistent with applicable local law, including the East Palo Alto Municipal Code, including without limitation Section 2-59.1 (Formalities—Approval) of Chapter 2 (Administration) and Chapter 2.84 (Purchasing), as amended from time to time, of the East Palo Alto Municipal Code, in the name of the District, as authorized by California Health & Safety Code 6487; and
4. Finding that the proposed action does not constitute a "project" with the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines sections 15378(b)(4) and (5) in that it is a governmental fiscal, organizational or administrative activity that will not result in direct or indirect changes in the environment.

13.4 Purchasing Ordinance, Policies and Procedures for EPASD

Recommendation: Adopt an ordinance amending the Sanitary District Code to require purchases of services, equipment and supplies for the East Palo Alto Sanitary District to comply with Chapter 2.84 of the East Palo Alto Municipal Code, as amended from time to time, and any policies and procedures, as amended from time to time, adopted to implement the same.

14. EPASD BOARD REPORTS

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

16. PUBLIC HEARINGS

16.1 Residential Permit Parking Program Ordinance (RPP) First Reading

Recommendation:

By motion:

1. Waive the first reading and introduce an ordinance adding a new Chapter 10.40 (Residential Permit Parking Program) to the East Palo Alto Municipal Code; and

2. Find that the proposed action being considered does not constitute a "Project" within the meaning of the California Environmental Quality Act (CEQA), as it is general policy and procedure making not applied to a specific instance and therefore it is not a "project" (California Code of Regulations, Title 14, Division 6, Chapter 3, Article 20, §15378 (b) (2)).

17. POLICY AND ACTION

17.1 2025 TOT Grants Program Notice of Funding Availability Release

Recommendation:

1. Provide any direction to staff on goals for 2025 TOT CYFS Grant Program
2. Adopt a resolution:
    a. Authorizing the City Manager to release a $350,000 Notice of Funding Availability for the 2025 Transient Occupancy Tax grant program and to allow the Community Grants Review Panel to make recommendations on the application pool.
    b. Increasing the maximum grant award for the 2025 TOT Grant program from $40,000 to $75,000.

18. COUNCIL REPORTS

19. ADJOURNMENT

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

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

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

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

DECLARATION OF POSTING

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

POSTED: March 8, 2025

ATTEST:

James Colin

City Clerk

Upcoming meetings:

Study Session	March 25, 2025	6:00 PM
Regular Meeting	April 1, 2025	6:30 PM
Regular Meeting	April 15, 2025	6:30 PM

CONSENT ITEM 3.1

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: March 18, 2025

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: James Colin, City Clerk

SUBJECT: César Chavez Proclamation

Recommendation

Present the proclamation.

Attachments

1. Proclamation

PROCLAMATION OF THE CITY OF EAST PALO ALTO
CELEBRATING CÉSAR E. CHAVEZ BIRTHDAY, HIS LEGACY AND THAT OF FARMWORKERS AND THE WORK OF THE CHAVEZ FAMILY VISION INC. ORGANIZATION

WHEREAS, César E. Chavez (March 31, 1927- April 23, 1993) was born near Yuma Arizona to Librado Chavez and Juana Estrada and lived/ worked in farms where he experienced and witnessed the oppressive treatment of migrant farmworkers of all ethnic backgrounds, and

WHEREAS, after serving in the United States Navy in 1944 he married Helen Fabela and they moved to San Jose California to raise a family, and in the 1950's César E. Chavez became a community organizer helping to improve the life of neighborhoods in his community and rose to be the director of the statewide Community Services Organization (CSO), and

WHEREAS, in 1962 stirred by the injustices and inhumane treatment of farmworkers, César E. Chavez founded the National Farm Workers Association and was joined by Dolores Huerta, Larry Itliong, and others to form the UFW-United Farm Workers Union, and

WHEREAS, the United Farm Workers with César E. Chavez leadership in the 1960's and '70s organized boycotts, marches, hunger strikes and education campaigns for social justice and human rights, and

WHEREAS, in East Palo Alto the César E. Chavez Academy was one of the first schools in the nation named in his honor in 1993, after his passing, and

WHEREAS, members of his family including Rita Chavez Medina, his elder sister, were present at the naming celebration at an all school assembly attended by community leaders, officials, parents and staff of the Ravenswood City Elementary School District, as well as representatives of the UFW, and

WHEREAS, on the 29th of March of 2018 the Comité Latino and the Asociación Familiar de la Tercera Edad (Family Seniors Association) held a public reception honoring the life and legacy of César E. Chavez at the East Palo Alto City Hall, with honored guests from the Chavez Family Vision organization, including Doña Rita Chavez Medina, and daughter Barbara Medina-Aranda, and

WHEREAS, in 2019 after a yearlong community struggle by Comunidad Unida para una Mejor Educación with support from the Chavez Family Vision board, the Ravenswood School District authorities were stopped from removing the name César Chavez from the school.

NOW THEREFORE, BE IT RESOLVED, that the City Council of East Palo Alto, hereby recognizes César E. Chavez birthday on March 31, 2025 and his legacy of social justice, and labor and human rights work on behalf of all people and also recognizes the work of the Chavez Family Vision Inc. organization in maintaining that legacy, and encourages the community of East Palo Alto to celebrate and continue the work of social, racial and economic justice. Sí Se Puede!

Dated: March 18, 2025

Martha Barragan, Mayor

CONSENT ITEM 3.2

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: March 18, 2025

TO: Honorable Chair and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: Michelle Huang, Assistant Planner
Yajaira Morales, Housing Project Manager

SUBJECT: 2024 Annual Housing Element Progress Report and 2024 General Plan Annual Progress Report

Recommendation

The City Council should adopt a resolution stating the following:

1. Accepting the 2024 Housing Element Annual Progress Report, 2024 General Plan Annual Progress Report, and Housing Successor to the Redevelopment Agency Annual Report; and

2. Directing staff to submit the 2024 Housing Element Annual Progress Report, 2024 General Plan Annual Progress Report, and Housing Successor to the Redevelopment Agency Annual Report to the appropriate State authorities; and

3. Find that the acceptance and submittal of the 2024 Housing Element Annual Progress Report and 2024 General Plan Annual Progress Report are exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline Sections 15061(b)(3) and 15306 and none of the exceptions set forth in CEQA Guidelines Section 15300.2 apply to this Project.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority: Promote Housing, Economic and Workforce Development

Background

This staff report combines the following two annual progress reports:

- Housing Element Annual Progress Report (Housing Element APR)
- General Plan Annual Progress Report (General Plan APR)

These reports must be submitted to the relevant State agencies - California Department of Housing and Community Development (HCD) and to the Governor's Office of Land Use and Climate Innovation (formerly the Office of Planning and Research or OPR) – by April 1st of each year, after they have been presented to the local legislative body for their review and acceptance.

The Planning Commission held a public hearing on the Housing and General Plan APRs on March 10, 2025. The Commission voted unanimously to recommend that the City Council authorize the submittal of the two APRs to the State.

Housing Element APR

The Housing Element[1] outlines the City's plan to meet its affordable and market-rate housing production goals, referred to as the Regional Housing Needs Allocation (RHNA). This allocation is determined by HCD, the State Department of Finance (DOF), and the regional Councils of Government (COGs). The State agencies calculate statewide housing needs based on population projections and regional population forecasts used in preparing regional transportation plans.

The Association of Bay Area Governments (ABAG)/Metropolitan Transportation Commission (MTC) is then responsible for distributing the RHNA to the Bay Area local governments using an allocation methodology that is consistent with development and growth patterns. East Palo Alto's RHNA 6 for the 2023-2031 Housing Element is 829 housing units (see Table 2). In other words, per State law, East Palo Alto must facilitate the building of 829 housing units by 2031.

The RHNA is divided into four income categories that encompass all levels of housing needs. HCD publishes the income data for all counties each year. Please note that RHNA does not include Extremely Low Income (ELI) as a separate category; income levels up to 50% of the Area Median Income (AMI) include both the Extremely Low and Very Low Income (VLI) categories. The State Income Limits for San Mateo County for 2024 are shown in Table 1 below:

[1] https://www.cityofepa.org/housing/page/housing-element-update-1

TABLE 1: 2024 SAN MATEO COUNTY INCOME LIMITS

Income Level	Number of Persons in Household					
	1	2	3	4	5	6
Extremely Low (0% - 30% AMI)	$41,150	$47,000	$52,900	$58,750	$63,450	$68,150
Very Low (31% - 50% AMI)	$68,550	$78,350	$88,150	$97,900	$105,750	$113,600
Low (51% - 80% AMI)	$109,700	$125,350	$141,000	$156,650	$169,200	$181,750
Moderate (81% - 120% AMI)	$156,750	$179,100	$201,500	$223,900	$241,800	$259,700
Above Moderate (greater than 120% AMI)	NA	NA	NA	NA	NA	NA

See San Mateo County Department of Housing: 2024 Income Limits 2024.pdf

The East Palo Alto RHNA for each income range is shown in Table 2 below.

TABLE 2: 2023-2031 RHNA 6 ALLOCATION

2023-2031 Regional Housing Needs Allocation (RHNA 6) for East Palo Alto		
Income Level	**# of Units**	**% of Total**
Extremely Low (0% - 30% AMI)	n/a	n/a
Very Low (31% - 50% AMI)	165	20%
Low (51% - 80% AMI)	95	11%
Moderate (81% - 120% AMI)	159	19%
Above Moderate (greater than 120% AMI)	410	50%
Total	**829**	**100.0%**

The 2023-2031 Housing Element identifies development sites that could accommodate up to 1,933 total housing units, which significantly exceed the RHNA and are distributed among all income categories.

On February 20, 2024, HCD sent the City a letter stating that the Draft Revised 2023-2031 Housing Element substantially complied with the Housing Element Law subject to adoption by the City Council and final approval by HCD. Following this, further revisions to the Housing Element were made and reviewed by the Planning Commission, which on March 11, 2024, recommended approval[2]. The updated Housing Element was then reviewed and approved by

[2] March 11, 2024 Planning Commission Meeting: https://d3n9y02raazwpg.cloudfront.net/cityofepa/e07332d6-b714-11ee-bb82-0050569183fa-9b81b66b-ea33-436f-a8a7-a88719f08349-1709853539.pdf

the City Council on March 19, 2024[3]. On April 29, 2024, HCD issued a final approval letter that certified the Housing Element. The City Council also approved an updated Five-Year Affordable Housing Strategy (2024-2028)[4] on February 6, 2024, to implement the Housing Element and related programs.

Government Code Section 65400 requires all jurisdictions to prepare a Housing Element Annual Progress Report (Attachment 2) to detail the implementation of their Housing Element. The Housing Element APR addresses the following topics:

- Progress on achieving the City's Very-Low Income (VLI), including Extremely-Low Income (ELI), and Low-Income (LI) housing goals.
- Progress on achieving the City's Moderate Income (MOD) and Above Moderate-Income (Above-MOD) housing goals.
- Progress on accomplishing the Housing Element policies, programs, and implementation plan (Chapter 6 of Housing Element) to increase, preserve, and improve the supply of affordable housing; invest in activities to end homelessness; promote equitable development; create healthy and sustainable communities and neighborhoods; further fair housing objectives; and update development regulations to comply with applicable state laws.

General Plan Annual Progress Report

The General Plan is the City's vision for future growth and development, providing a comprehensive guide for decision-making on land use and other development and planning issues through established goals, policies, and programs. The City adopted its General Plan, VISTA 2035, on October 4, 2016. VISTA 2035 can be found on the City's website at the following link: https://www.cityofepa.org/planning/page/vista-2035-general-plan.

Government Code Sections 65400 and 65700 mandate that all cities and counties submit an annual report to the Governor's Office of Land Use and Climate Innovation on the status of their General Plan. This report is submitted separately from the Housing Element APR and addresses all other components of the General Plan. It is intended to provide the State with an overview of statewide trends in land-use decision-making, planning, and development.

The General Plan APR should demonstrate progress on the City's overall implementation program or specific measures associated with the implementation of each section of the General Plan. It should also contain an overview of any major planning activities undertaken in 2024, such as Development Code updates, master environmental assessments, specific plan amendments, and major development applications.

[3] March 19, 2024 City Council Meeting: https://d3n9y02raazwpg.cloudfront.net/cityofepa/16abdc1d-c609-11ee-8fe8-0050569183fa-3408cd31-ecd7-4429-9d91-65986d552499-1710432004.pdf
[4] East Palo Alto's Affordable Housing Strategy: https://www.ci.east-palo-alto.ca.us/housing/page/affordable-housing-strategy

Analysis

Housing Element Progress in 2024

In 2024, the City issued 26 residential building permits, including non-deed restricted Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs). Two of the permits are ADU legalization projects. The City's overall progress in achieving its RHNA goals from 2023 to present is shown in Table 3 below. Note that Extremely Low-Income units are not counted separately in the RHNA or on the Housing Element APR and so are included in the Very Low-Income Total.

TABLE 3: RHNA 6 PROGRESS

Income Level	2023	2024
ELI (0% - 30% AMI)	**0**	**0**
VLI (31% - 50% AMI)	**0**	**26**
LI (51% - 80% AMI)	**5**	**8**
MOD (81% - 120% AMI)	**2**	**7**
Above-MOD (>120% AMI)	**7**	**8**
Total	**14**	**49**

Thus, the City has met 7.6% of its RHNA 6 housing goal by the end of 2024, which is the second year of the 2023-2031 Housing Element cycle.

Projects in the Pipeline – Entitled Units or Units with the Streamlined Ministerial Approval Process Bill (SB 35) or HOME Act (SB 9) Preliminary Ministerial Review

While only projects that received a building permit in 2024 will be counted towards the City's RHNA progress, the Housing Element APR also accounts for projects at other stages of development, including projects that have received entitlements or planning permits. California Senate Bills 9 (SB 9) and 35 (SB 35) streamline housing development by requiring ministerial approval for qualifying projects, bypassing discretionary review. Both laws require projects to conform to objective design standards before advancing directly to the building permit stage.

Entitled Projects

These are shown in Table A2 of Attachment 2. Please note that the SB 35 and SB 9 projects, as described below, are listed as "entitled" projects for the purposes of the APR, even though they are subject only to ministerial (building) permits.

In 2024, the City received applications for several market-rate housing projects. All residential developments in East Palo Alto are subject to the Inclusionary Housing Ordinance, which requires 20% of units in any project to be provided as deed-restricted affordable housing.

- The Woodland Park Euclid Improvements Project was entitled on November 15, 2022, to demolish and replace 161 units with 605 units, resulting in 444 net new units. This project was significant as it included a high number of units, Development Code and General Plan amendments, as well as a Development Agreement with a robust relocation and anti-displacement plan, and inclusionary housing requirements. Based on the developer's projected rents, this project would add 271 moderate and 173 Above-moderate units. The applicant, Sandhill Properties, has subsequently submitted an amendment to its project to reduce the total units from 605 to 551 and reconfigure from three to two buildings. Planning Commission recommended approval on June 24, 2024, and City Council approved the amendment on July 16, 2024. The applicant submitted a second amendment in late November 2024 to expand its subterranean garage in the smaller of the two buildings. There is no change proposed to the number of proposed units and all other aspects of the project are to remain the same.

- The 1201 Runnymede project includes 20 three-story townhome-styled three-bedroom condominium units. The property is in the Urban Residential zoning designation and has a High Density Residential General Plan land use designation. The project was approved by the Planning Commission on June 24, 2024. The project provides two median and one moderate income, inclusionary housing units.

- The 717 Donohoe project includes 14 townhouses comprising two four-bedroom and 12 three-bedroom units. The project was approved by the Planning Commission on May 20, 2024. This project provides one median and two moderate income inclusionary housing units.

SB 35 Projects

SB 35, effective since 2018, requires cities to approve residential and mixed-use projects with at least 10% affordable units if zoning standards are met. Since SB 35 projects are subject to *ministerial,* rather than *discretionary* review, they are not "entitled" planning applications. Projects are first reviewed by the Planning Division for conformance with the City's existing objective development and design standards. If found to conform to all objective development and design standards, applicants are cleared to proceed to submit immediately for building permits. As discussed above, SB 35 projects are listed as entitled in the APR table for the purpose of reflecting the City's RHNA progress.

The City granted a one-year extension to one SB 35 project (1804 Bay Road) in Sept 2024. No SB 35 projects were received in 2024.

SB 9 Projects

SB 9, in effect since 2022, allows up to two primary units on single-family lots and permits lot splits. Accessory dwelling units (ADU) may also be included, consistent with local and State ADU laws. Three residential projects received SB 9 planning clearance to proceed directly to the building permit stage throughout 2024 for a total of eleven units.

Similar to SB 35 projects, SB 9 projects are streamlined by requiring only *ministerial,* rather than *discretionary,* approval. These projects are initially reviewed by the Planning Division for conformance with the City's existing objective development and design standards. Once conformance is affirmed, the project applicant would be cleared to submit immediately for a ministerial building permit.

In 2024, three SB 9 projects were granted planning clearances to proceed to the building permit stage: 898 Bell St, 1257 Laurel Ave, and 755 Schembri Lane.

- 898 Bell St – expansion of an existing dwelling, a detached 997-sf ADU and one above moderate 1,269- sf second unit with an attached 793-sf accessory dwelling unit (ADU).
- 1257 Laurel Ave - a SB 9 urban lot split from one to two lots on an 8,232-sf lot. 4,411-sf Parcel 1 retains the 960-sf existing single-family residence. 3,821-sf Parcel 2 contains the construction of a 1,011-sf single-family dwelling and a 310-sf detached ADU.
- 755 Schembri Lane - two units via a SB 9 application for the construction of a 1,506.4-sf three-bedroom single-family dwelling with a 998-sf detached ADU and a 1,506.4-sf three-bedroom single-family dwelling with a 993.8-sf detached ADU.

Projects Under Review

The units under project review are not yet reflected in the Housing Element APR but are important to contextualize the unit counts shown in this staff report and capture housing development trends.

Further progress on VLI, LI, and MOD units is anticipated from these developments due to the City's Inclusionary Housing program, as mentioned earlier, which requires 20% of units to be provided as deed-restricted affordable housing.

Table 4 below shows the additional housing units in the City's development "pipeline" against the remaining RHNA. The chart captures the development projects that the Planning Division is most likely to be engaged with in 2024.

Please note that Table 4 includes projects in the pre-application phase, for which the Inclusionary Housing obligation has yet to be finalized. For these projects, unit estimates are calculated by applying the 20% standard on-site Inclusionary Housing requirement and are only intended for reference. As these are preliminary estimates, they should be interpreted more as an illustration of potential RHNA progress than an exact estimate for 2024.

TABLE 4: PIPELINE UNITS

Unit Pipeline Estimates by Development								
Development	**Type of Project**	**Status**	**Above-MOD**	**ELI**	**VLI**	**LI**	**MOD**	**Units Total**
717 Donohoe	Condo	Approved	11			1	2	**14**
812 Green	Single Family	Under Review	5					**5**
842 Green	Single Family	Under Review	3					**3**
1201 Runnymede	Condos	Approved	17				3	**20**
739 Schembri & 755 Schembri	Duplex & 2-Single Family & 2-ADUs	Approved	6					**6**
Four Corners	Rental	Two New Pre-apps submitted	TBD					**295**
Harvest: The Landing	Commercial	Under Review	TBD					**95**
EPA Waterfront	Mixed-use	Under Review	TBD					**299**
1933 Pulgas	Condos	Under review	49			5	4	**58**
2120-2160 Euclid	Rental	Under Review		43	43	340	4	**430**
Estimated Pipeline Unit Total								**1,225**

Of note of the projects listed in Table 4, there are four large residential and mixed-use projects that include a significant number of housing units. As described in more detail below, the Landing, EPA Waterfront and 2120-2160 Euclid are formal applications. Whereas in late 2024, the Four Corners project by Sandhill was resubmitted as two new pre-applications. Thus, the pre-application process for Four Corners commenced in 2025:

- Emerson: EPA Waterfront at 151 Tara Street is a mixed-use development in the Ravenswood Business District. The pre-application provides a framework for a project that the applicant intends to develop with input from the community that focuses on wetland restoration, jobs, and residential uses. The project is in a conceptual stage.
- Harvest: The Landing at 1990 Bay Road proposed to develop a mixed-use project including ground floor retail, civic uses, office, and laboratory/R&D with podium parking and a Conditional Use Permit for research laboratory at 1990 Bay Rd./175 Weeks St. / 1250 Weeks St.

- Sand Hill: Four Corners at 1675 Bay Road – The project consists of two residential buildings and a wrap-garage structure, including both market rate and affordable residential units. The project also features landscaped setbacks, a courtyard, and active ground floor uses such as approximately 2,400-sf of retail and residential common areas.
- School District site at 2120-2160 Euclid Avenue-The project consists of two five-story buildings with 430 multifamily rental units, including junior one-bedroom, one-bedroom, and two-bedroom units. Owned by the Ravenswood City School District, the site is currently used for offices and is located in the Mixed-Use High zoning district with a corresponding General Plan designation.

Other Updates: RBD Specific Plan, Impediments to Housing Production, and Moderate-Income Units

Ravenswood/4 Corner (RBD) Specific Plan

As mentioned in previous APRs, the first three projects mentioned above (Emerson, Harvest, and Sandhill) are in the Ravenswood/4 Corner (RBD) Specific Plan area. The combined unit count of these proposals would exceed the original housing maximum of 835 units allowed in the original 2014 RBD, which was one reason prompting the City to update its Specific Plan. While these three projects are within the RBD Specific Plan area, these sites are not necessary for meeting the RHNA. On December 17, 2024, the updated RBD Specific Plan was approved by the City Council to permit up to 1,600 new housing units in the plan area, which now allows the three applications to be processed. The General Plan and Development Code were also amended for consistency with the Specific Plan.

This high level of development interest and activity indicates that the City may be able to meet its RHNA goals if the City can address its infrastructure challenges, as described further below. However, current economic conditions outside of the City's control might affect the feasibility of these projects from being constructed in the immediate future.

Impediments to Housing Production

State law requires that jurisdictions identify any significant impediments to the production of housing units. Prior to 2018, the key impediment within the City's control was the Temporary Water Moratorium (Ordinance No. 399), which was adopted in July 2016 and ended in July 2018. This resulted in the suspension of progress on several housing-related projects.

With several developments in the pipeline, the chief impediment within the City's control to further housing development in East Palo Alto remains infrastructure related. Pipeline projects have faced significant uncertainties as the City and developers of affected projects work with the East Palo Alto Sanitary District (EPASD) to resolve infrastructure capacity issues. After much discussion, the City chose to submit an application to the San Mateo Local Area Formation Commission (LAFCo) to make EPASD a subsidiary district of the City of East Palo Alto. On November 15, 2023, LAFCo unanimously approved the City's application and

reaffirmed this decision, unanimously, upon a request for reconsideration. Following the protest period, LAFCo finalized its approval, and EPASD became a subsidiary of the City on October 1, 2024.

The East Palo Alto City Council serves as the designated Board of Directors for the EPASD and has appointed a Citizen Advisory Committee to provide an additional forum for public input. West Bay Sanitary District, a local special district that serves adjacent communities, has been contracted to operate the sanitary sewer system within the City. With jurisdiction of EPASD transferred to the City, a major impediment to the City's development pipeline has been removed, including barriers to housing production. The City is currently reviewing and updating the capital improvement program for necessary sanitary sewer improvements to serve new development and will also explore financing options for these improvements.

In addition, while the City has largely met its water supply needs, water distribution and storage remain a challenge. However, the City has taken major steps to address these shortfalls. On October 4, 2022, the City approved the 2022 Water System Master Plan ("WSMP") and appropriated nearly $8.4 million to design and build several key City water infrastructure projects over the next few years and provide an overall plan for potable water infrastructure improvements for the next twenty years. The City has also secured several funding sources for major capital improvements to improve water distribution for the entire City, including an $8 million State allocation, $1.5 million of which will go toward water infrastructure improvements along University Avenue and Weeks Street, and the rest of which will go toward construction and permanent costs for the 136-unit affordable housing development, Colibri Commons (formerly known as 965 Weeks).

Moderate-Income Units

Many jurisdictions are challenged to develop more housing units for Moderate-Income households, defined as those earning at or below 120% of the County's Median Income, as funding sources for Moderate-Income units are limited. For its RHNA 6, the City is required to develop 159 Moderate-Income units by 2031.

Given the number of market-rate, for-sale residential developments currently in the pipeline, the City's Inclusionary Housing program is likely to continue to add significantly to the production of Moderate-Income units. There have been several projects since adoption of the Inclusionary Housing Ordinance in 2019 that include for-sale units in the 80-120% AMI range (See Table 4 Pipeline Projects).

Other Key Accomplishments & Initiatives that Will Increase Housing Production

Accessory Dwelling Units

In 2023, the City implemented multiple initiatives to increase the production of ADUs, which can serve as a source of "naturally" affordable housing for Moderate-Income households. For example, the City and its partners completed their "ADU Streamlining" initiative, funded by an

SB 2 Planning Grant, and continue to meet to discuss additional streamlining options. The City amended its ADU ordinance in November 2020 and updated its ADU ordinance again in 2024 to align with new State laws. These laws include SB 897 (effective January 1, 2023), AB 1033, SB 976 and AB 1332 (all effective January 1, 2024), which have greatly incentivized ADU production. With the collaborative efforts with EPACANDO, the ADU streamlining work has continued, even in the absence of additional State funding sources. City staff have maintained monthly meetings with the ADU Technical Working Group. Although the SB 2 grant funding of this program ihas come to an end, it has played a crucial role in establishing a process to continue this work beyond the grant.

The City is participating with San Mateo County and other cities within the County and has launched an ADU Resource Center that includes online resources, webinars, model ADU plans, public outreach, and consultation with property owners who are interested in constructing ADUs. Additionally, a potential financial assistance program is being explored. A consultant firm has been hired to coordinate these efforts with guidance from an ADU Working Group, comprised of representatives from the cities, of which East Palo Alto's Housing staff is a participant. Best practices and lessons learned from other programs in the State are also being researched.

As noted above, the City has invested significant resources into encouraging the production of ADUs as a strategy for adding to the affordable housing stock in East Palo Alto. City staff participate in monthly ADU Technical Working Group meetings with community partners and collaborate with these organizations on multiple ongoing ADU initiatives. Through the SB 2-funded "ADU Streamlining" initiative, the City's partners led a comprehensive analysis of the full ADU application process. They will be further assisting Planning staff with an enhanced East Palo Alto ADU website and updated handouts that reflect the City's updated ADU ordinance.

As part of the City's efforts to streamline ADU applications and reflect changes to State ADU law, the City has amended the Accessory Dwelling Unit Chapter 18.96 language to be in conformance with the latest State law in February 2024. Additional Development Code amendments to reflect 2024 State legislative updates were approved via first reading by the City Council on February 18, 2025, and the second reading is scheduled on March 18, 2025.

City staff also participates in weekly CalHome meetings with the CalHome ADU/JADU Loan Program administrator, East Palo Alto Community Alliance and Neighborhood Development Organization (EPACANDO), to identify potential applicants for the $2,000,000 grant received from HCD in 2020. Through this program, CalHome has been able to support participants in their projects, helping them move forward with their ADU/JADU developments. Currently, EPACANDO and the City are working together to reapply to the CalHome ADU/JADU Loan Program to secure additional funding and continue supporting local homeowners in building accessory dwelling units.

Progress on the City's Five-Year Affordable Housing Strategy

Based on the Draft Revised Housing Element, an updated Affordable Housing Strategy (AHS) was prepared to cover the next five-year period from 2024 to 2028. The previous AHS covered the period from 2019 to 2023. The AHS sets program priorities for meeting East Palo Alto's affordable housing needs and recommends funding levels and sources for implementing the Housing Element policies and programs.

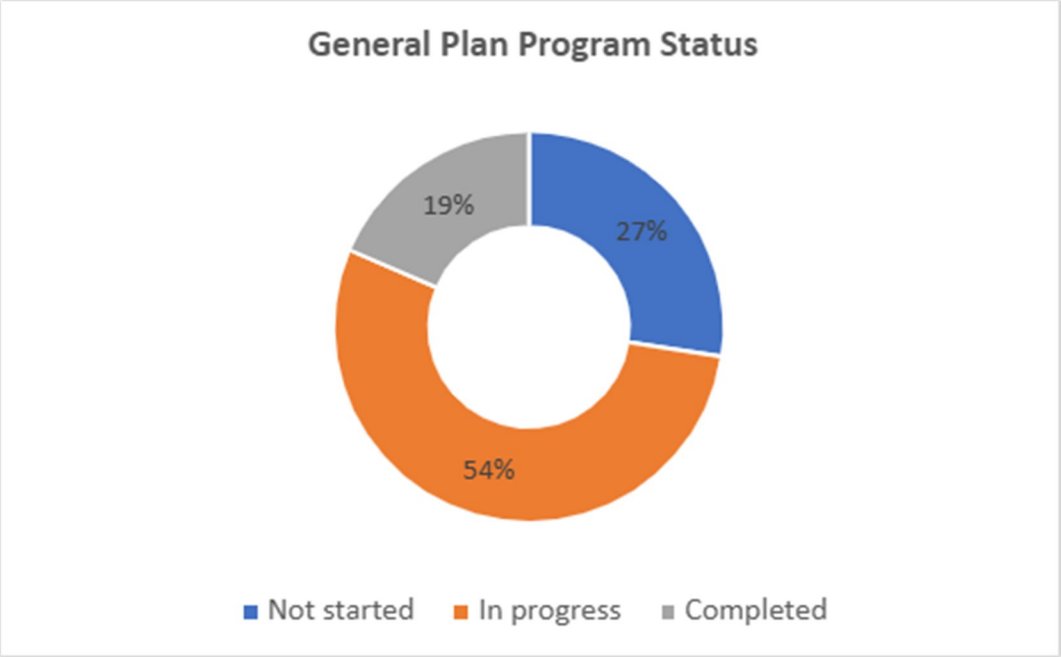
On February 6, 2024, the City Council discussed and adopted the AHS for 2024-2028, providing direction on budget allocations to support housing programs, which were considered during the adoption of the Fiscal Year 2024-2025 City budget. The City Council also reviewed the policies and programs in the AHS, which were carried over from the Housing Element, and directed revisions to certain policies and programs. The AHS was subsequently updated to incorporate comments from Councilmembers and was posted online following the certification of the Housing Element on April 29, 2024.

2024 General Plan Annual Progress Report

The Vista 2035 General Plan (General Plan) is the City's vision for its future growth. In addition to the Housing Element, the General Plan consists of several distinct sections: Land Use and Urban Design; Economic Development; Transportation, Health and Equity; Parks, Open Space, and Conservation; Infrastructure Services and Facilities; Safety and Noise; and the Westside Area Plan. The City of East Palo Alto made significant progress on a number of projects in 2024 to address certain General Plan Programs, as identified in Chapter 12 of the General Plan, Implementation Programs. The report presents and summarizes the City's major efforts to update and implement the General Plan. The City is currently in the process of updating the Safety Element and the Environmental Justice (Health and Equity) Element.

Currently, 19% of the programs have been completed, 54% of the programs are in progress, and 27% of the programs have not started or are in the pipeline. There is an approximately 3.85% increase in programs that are currently in action after the 2023 report. The table in Attachment 3 shows the status of the implementation of each section of the VISTA 2035 General Plan.

TABLE 5: GENERAL PLAN PROGRAM STATUS



The General Plan includes high level policies to guide land use decisions, as well as a list of implementation programs the City will carry out to accomplish policy and programmatic goals. Several Citywide key projects are highlighted below:

General Plan Element Updates

Per Government Code Section 65302, the General Plan is mandated to address seven elements as required of all jurisdictions in California, in addition to an eighth element – Environmental Justice – specific to East Palo Alto and other cities that have been identified as disadvantaged communities. The last General Plan update was adopted by the City Council in October 2016. The two element update efforts will increase the General Plan's compliance with OPR Guidelines.

Safety Element and Environmental Justice Element Community Outreach

The City kicked off its Safety and Environmental Justice Elements Update in Summer 2023 in collaboration with multiple jurisdictions in San Mateo County. The Safety Element of East Palo Alto's General Plan (Vista 2035) is a State-mandated element that identifies potential hazards that could affect community welfare, public health, and overall safety. The update of this element is triggered by the City's 2023-2031 Housing Element Update effort; the last update of this element was in 2016. The City's Health and Equity Element, which serves as the City's Environmental Justice Element of the General Plan, contains environmental justice policies and addresses both current and future community health and equity concerns. Senate Bill (SB) 1000 requires that cities and counties with disadvantaged communities prepare an environmental

justice element to address “unique or compounded health risks” in the community. The update is required because the City is in the process of updating two elements of the Vista 2035: the Housing Element and the Safety Element. Community and stakeholder engagement will be a critical component of these two General Plan Elements update.

The Planning Division, along with two consultants--PlaceWorks and Climate Resilient Community (CRC)--engaged in significant community outreach for the update of the Safety Element and the Environmental Safety Element throughout 2024. Staff participated in two community events in April and May 2024 to promote the Environmental Justice and Safety Elements update to the community members and students. Staff designed and conducted various interactive activities for the attendees, such as mapping activities for participants to identify potential environmental justice issues and identify natural hazards that concern them, and blind box activity for students to identify issues related to the Safety Element or the Environmental Justice Element. Workshops in different languages were organized to introduce Safety and Environmental Justice Elements by having attendees identify potential environmental justice issues and potential natural hazards that could impact the City and its residents through a gallery walk activity. In addition, Environmental Justice and Safety Element surveys were deployed from September 9, 2024, through January 20, 2025. A total of 266 responses were collected. The goal of the survey was to solicit for both environmental justice or safety issues or concerns in East Palo Alto.

Ravenswood/4 Corners Specific Plan Update

As mentioned earlier, East Palo Alto has updated the Ravenswood/4 Corners TOD Specific Plan to further guide future growth and changes to the area, with emphasis on transportation and mobility, infrastructure improvements, urban design, placemaking, affordable housing, community benefits, and community impacts. The update is intended to substantially improve the quality of life in the City of East Palo Alto by creating a walkable downtown, generating up to 11,500 jobs, 21 acres of parks, 5.5 miles of trails, up to 1,600 residential units, revenue for municipal services, and needed community facilities. In the past four years, the City Council explored, discussed and reviewed the findings, draft policy items, community benefits, and potential development standards updates. On December 17, 2024, City Council formally adopted the Ravenswood/4 Corners Specific Plan and the amendment of the East Palo Alto Municipal Code (EPAMC) Chapter 18 Development Code to be consistent with the Specific Plan updates. The General Plan was also updated on December 3, 2024, to reflect the RBD Specific Plan. More information is available online at https://www.cityofepa.org/planning/page/rbd-specific-plan-update.

Development Code and ADU Code Updates

The City of East Palo Alto had amended its Accessory Dwelling Unit (ADU) regulations in 2024 and 2025 in conformance with Government Code 65852.2 and 65852.22 and included the following:

1. Updated ADU, JADU, Primary Dwelling Unit, Public Transit, and Major Transit Stop definitions.
2. Amended development standards for Residential Zones in EPAMC Section 18.10.030 Development Standards.
3. Introduced and amended Preliminary Ministerial Review Clearance to provide an application for the streamlined project processes, such as ADUs, the HOME Act (SB 9) projects, and the Streamlined Ministerial Approval process (SB 35), in EPAMC Section 18.80.025, Section 18.82.020, and Chapter 18.85.
4. Amended ADU Ordinance, EPAMC Chapter 18.96 to be compliant with the latest legislative updates.

The first EPAMC ADU ordinance amendment was initially approved by the City Council on December 14, 2023 and formally adopted on second reading on February 6, 2024.

The second amendment of the EPAMC Chapter 18 Development Code was prepared to reflect new legislative changes regarding ADUs and to ensure consistency throughout the Chapter 18 Development Code. The changes consisted of the following:

1. Reconcile the EPAMC with State legislation regarding:
    A. Accessory Dwelling Units
    B. Day Care Uses (Child and Adult)
    C. Non-traditional housing facilities such as low barrier navigation centers, transitional housing and supportive housing
    D. Unbundled parking
2. Respond to City Council direction on specific text amendment regarding the height of fences, hedges and walls.
3. Correct typographical errors, realign code provisions with current development review processes or staff responsibilities, and fill in missing information in various sections of the Development Code
4. Continue to facilitate the improvement and streamlining of the development review process by amending existing sections and/or adding new sections to the Development Code to complement existing land uses and/or improve the review and approval of administrative level entitlements for the benefit of continued economic development.

The Planning Commission recommended approval to the Development Code amendment on November 18, 2024. The City Council has initially approved the Development Code amendment on February 18, 2025, via a first reading, and is scheduled to hold a second reading on March 18, 2025, to formally adopt the amendment.

Progress in Transportation and Infrastructure Programs and Projects

- Parking Permit Pilot Program – The 2020 Mobility Study recommended a permit parking program and suggested that the implementation of a parking program would be beneficial to the community through equitably allocating on-street parking spaces among neighborhood residents and encouraging residents to utilize off-street parking spaces. The mobility study found that all East Palo Alto neighborhoods have some levels of parking problems. A permit parking program was identified as one potential solution to improve the parking situation in the City. The Permit Parking program establishes a procedure for implementing a permit parking area (PPA) anywhere in the City. The draft residential permit parking program details the process for designating and establishing a PPA, the issuing of resident and guest permits, enforcement within the PPA, and the PPA removal. Public Works worked with the City's transportation consultant, Hexagon Transportation Consultants, Inc. (Hexagon) to draft a residential permit parking ordinance and presented it to the Public Works and Transportation Commission (PWTC) on December 20th, 2023. Staff and Hexagon finalized initial comments on the ordinance, and PWTC recommended the ordinance with incorporated comments and updates to be adopted by City Council. The introduction of the Residential Permit Parking Program Ordinance to City Council was on June 18, 2024, and held a study session of the topic on November 12, 2024. Public Works staff anticipates having the first reading of the Residential Permit Parking Program Ordinance in March 2025.
- University Ave / Weeks St Water Main Project – The Water System Master Plan identified the University Ave and Weeks Street water main project as a priority and the notice to proceed for the project was issued on April 29, 2024. The project will include 13 new fire hydrants and 163 new service connections with new pipes throughout University Avenue, Weeks Street, and Cooley Avenue. The improvements are estimated to be completed by May 19, 2025. The goal of the water main project is to enhance Menlo Park Municipal Fire Department fire flow requirements for the commercial areas along University Avenue and East Bayshore Road and replace aging water mains.
- Water Meter Replacement Project – This replacement project began in 2020 with the intention of replacing all water meters that have reached their end of life. In addition, the project would upgrade residential customer meter sizes from 5/8 of an inch to 3 inches. The new meters are made by Neptune and provide radio frequency transmission to efficiently read each water meter remotely for billing. The technology used in the meter head allows tracking consumption data and leak detection, which is stored for about 90 days. To date, 2560 meters have been installed within the City, and approximately 1316 remain to installed in 2025.

Next Steps

If the APRs are approved during the Council meeting, City staff will submit these annual reports to the applicable State agencies before or by April 1, 2025.

Fiscal Impact

There is no fiscal impact associated with this staff report.

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.

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.

Additionally, on an independent basis, the action being consideration is categorically exempt from CEQA, pursuant to CEQA Guideline section 15306 (Information Collection) as it consists entirely of basic data collection which does not result in a serious or major disturbance to an environmental resource. The action being considered is the preparation, review, and submittal of reports as required by Government Code Section 65400.

Furthermore, none of the exceptions set forth in CEQA Guidelines Section 15300.2 apply to the APRs.

Government Code § 84308

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

Analysis of Levine Act Compliance: Not applicable.

Attachments

1. Resolution

Exhibits

A. 2024 Housing Element Annual Progress Report Implementation Chart
B. 2024 General Plan Annual Progress Report Implementation Chart
C. Housing Successor to the Redevelopment Agency Annual Report

RESOLUTION NO. 2025–

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

ACCEPTING THE HOUSING ELEMENT ANNUAL PROGRESS REPORT, GENERAL PLAN ANNUAL PROGRESS REPORT, AND HOUSING SUCCESSOR TO THE REDEVELOPMENT AGENCY ANNUAL REPORT, AND DIRECTING THE CITY MANAGER TO FILE THE REPORTS WITH THE APPROPRIATE STATE AUTHORITIES

WHEREAS, Government Code Section 65400 requires the City of East Palo Alto ("City") to file an annual progress report ("Housing Element Annual Progress Report") documenting the progress in the City's implementation of housing programs, using forms and definitions recommended by the California Department of Housing and Community Development ("Department"), with the Governor 's Office of Land Use and Climate Innovation (LCI) by April 1st of each year; and

WHEREAS, Government Code Sections 65400 and 65700 require that the City file an annual report ("General Plan Annual Progress Report") documenting progress in the City's implementation of its General Plan with the Office of Land Use and Climate Innovation by April 1st of each year; and

WHEREAS, Health and Safety Code Section 34176 requires the City to file an annual report ("Housing Successor to the Redevelopment Agency Annual Report") describing how the City, acting as Successor to the former Redevelopment Agency of the City of East Palo Alto, has utilized its former Redevelopment Agency funds for housing activities in conformance with the Health and Safety Code; and

WHEREAS, on March 10, 2025, the City of East Palo Alto Planning Commission recommended that the City Council direct the City Manager to file the above-referenced reports with the appropriate State authorities.

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

1. Accepting the 2024 Housing Element Annual Progress Report, 2024 General Plan Annual Progress Report, and Housing Successor to the Redevelopment Agency Annual Report; and

2. Directing staff to submit the 2024 Housing Element Annual Progress Report, 2024 General Plan Annual Progress Report, and Housing Successor to the Redevelopment Agency Annual Report to the appropriate State authorities; and

3. Find that the acceptance and submittal of the 2024 Housing Element Annual Progress Report and 2024 General Plan Annual Progress Report is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline Sections 15061(b)(3) and 15306 based on evidence in the administrative record, and none of the exceptions set forth in CEQA Guidelines Section 15300.2 apply to this Project.

PASSED AND ADOPTED on this 18th day of March 2025, by the following vote**:**

AYES:

NOES:

ABSENT:

ABSTAIN:

Marta Barragan, Mayor

ATTEST:

James Colin, City Clerk

APPROVED AS TO FORM:

John D. Lê, City Attorney

Jurisdiction	East Palo Alto
Reporting Year	2024 (Jan. 1 - Dec. 31)
Planning Period	6th Cycle 01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table A
Housing Development Applications Submitted

Project Identifier					Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes							Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Density Bonus Law Applications		Application Status	Project Type	Notes
1					2	3	4	5							6	7	8	9	10		11	12	13
Prior APN+	Current APN	Street Address	Project Name+	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted (see instructions)	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project	Please select state streamlining provision/s the application was submitted pursuant to.	Did the housing development application seek incentives or concessions pursuant to Government Code section 65915?	Were incentives or concessions requested pursuant to Government Code section 65915 approved?	Please indicate the status of the application.	Is the project considered a ministerial project or discretionary project?	Notes+
Summary Row: Start Data Entry Below								0	240	0	502	0	243	78	1063	1063	#VALUE!						
	062241010	1008 LAUREL AVE	1008 LAUREL AVE	BLD2024-0090	ADU	R	8/2/2024	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Approved	Ministerial	LEGALIZING THE (E) 755 SQ FT
	062124020	1012 NEWBRIDGE S	1012 NEWBRIDGE ST	BLD2024-0011	ADU	R	2/6/2024	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Approved	Ministerial	PROPOSE REAR ADDITION TO A
	062222100	1027 LAUREL AVE	1027 LAUREL AVE	BLD2024-0066	ADU	R	6/10/2024	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Approved	Ministerial	CONSTRUCTION OF (N) 720 SQ
	062113120	1047 ALBERNI ST	1047 ALBERNI ST	BLD2024-0173	ADU	R	12/13/2024	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	TO CLEAR A VIOLATION: DETAC
	062125050	1077 BAY RD	1077 BAY RD	BLD2024-0156	ADU	R	11/18/2024	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	PROPOSED DETACHED 574SQF
	062132320	1119 NEWBRIDGE S	1119 NEWBRIDGE ST	BLD2024-0107	ADU	R	8/23/2024	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	TO CLEAR A VIOLATION: LEGAL
	062121140	1143 SARATOGA AV	1143 SARATOGA AVE	BLD2024-0003	ADU	R	1/10/2024	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	TO CLEAR A VIOLATION: CONV
	063650050	1178 VERONICA CT	1178 VERONICA CT	BLD2024-0117	ADU	R	9/12/2024	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	TO CLEAR A VIOLATION: GARA
	062241090	119 HOLLAND ST	119 HOLLAND ST	BLD2024-0069	ADU	R	6/11/2024	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	(N) 750 SQ FT ADU, (N) 1361 SC
	063561460	1224 CAMELLIA DR	1224 CAMELLIA DR	BLD2024-0026	ADU	R	2/29/2024	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Approved	Ministerial	CONVERTING (E) 357 SQ FT GA
	062115220	1244 SARATOGA AV	1244 SARATOGA AVE	BLD2024-0060	ADU	R	5/31/2024	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	TO CLEAR A VIOLATION: LEGAL
	063146160	1280 W BAYSHORE I	1280 W BAYSHORE RD	BLD2024-0009	ADU	R	2/1/2024	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Approved	Ministerial	DETACHED 361 SQ FT ADU TO
															4			SB 9 (2021) - Duplex in SF Zone	No	N/A	Approved	Ministerial	
	63361400	755 SCHEMBRI LN	755 SCHEMBRI LN	ZCP23-044	2 to 4	O	7/22/2024	0	0	0	0	0	0	4		4	0						SB 9 TWO UNITS W/ 2 DETACH
	063071270	1531 KAVANAUGH D	1531 KAVANAUGH DR	ZCP24-008	ADU	R	2/13/2024	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Disapproved	Ministerial	ADU Garage Conversion
	063013050	1664 TULANE AVE	1664 TULANE AVE	BLD2024-0074	ADU	R	6/20/2024	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	CONVERTING (E) GARAGE INTC
	063404290	2052 PULGAS AVE	2052 PULGAS AVE	BLD2024-0172	ADU	R	12/13/2024	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	BUILD 799 SQFT ATTACHED AD
	063146050	2078 ADDISON AVE	2078 ADDISON AVE	BLD2024-0023	ADU	R	2/28/2024	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	CONVERT GARAGE INTO 2 BED
	063374280	2107 CLARKE AVE	2107 CLARKE AVE	BLD2024-0105	ADU	R	8/21/2024	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Approved	Ministerial	CONVERTING PORTION OF (E)
	063153210	2145 ADDISON AVE	2145 ADDISON AVE	BLD2024-0043	ADU	R	4/15/2024	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Approved	Ministerial	TO CLEAR A VIOLATION: CONV
	063332420	2225 COOLEY AVE	2225 COOLEY AVE	BLD2024-0157	ADU	R	11/18/2024	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	PROPOSED DETACHED 2 BEDR
	063182110	2227 LINCOLN ST	2227 LINCOLN ST	BLD2024-0012	ADU	R	2/8/2024	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Approved	Ministerial	TO CLEAR A VIOLATION: CONV
	062221110	223 HOLLAND ST	223 HOLLAND ST	BLD2024-0013	ADU	R	2/9/2024	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Approved	Ministerial	TO CLEAR A VIOLATION: LEGAL
	062133100	2345 RALMAR AVE	2345 RALMAR AVE	BLD2024-0159	ADU	R	11/19/2024	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	PROPOSED 808SQFT ADDITION
	062133090	2351 RALMAR AVE	2351 RALMAR AVE	ZCP24-002	ADU	R	1/23/2024	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Approved	Ministerial	Detatched ADU Conversion
	062118050	2371 MENALTO AVE	2371 MENALTO AVE	BLD2024-0121	ADU	R	9/24/2024	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	TO CLEAR A VIOLATION: LEGAL
	063174200	2383 DUMBARTON /	2383 DUMBARTON AVE	BLD2024-0046	ADU	R	4/22/2024	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	(N) DETACHED ADU
	063072260	2568 GLORIA WAY	2568 GLORIA WAY	BLD2024-0033	ADU	R	3/18/2024	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	TO CLEAR A VIOLATION: GARA
	063085270	2584 BAYLOR ST	2584 BAYLOR ST	BLD2024-0118	ADU	R	9/18/2024	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	CONVERT (E) 397 SQFT GARAG
	063043160	2638 FORDHAM ST	2638 FORDHAM ST	BLD2024-0119	ADU	R	9/18/2024	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	THE ADDITION OF AN ATTACHI
	063047010	2690 ILLINOIS ST	2690 ILLINOIS ST	BLD2024-0104	ADU	R	8/19/2024	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	PROPOSED DETACHED 750 SQ
	063044090	2753 ILLINOIS ST	2753 ILLINOIS ST	BLD2024-0152	ADU	R	11/14/2024	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	TO CLEAR A VIOLATION: CONV
	063015150	2768 GEORGETOWN	2768 GEORGETOWN ST	BLD2024-0111	ADU	R	9/5/2024	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Approved	Ministerial	TO CLEAR A VIOLATION: 1. PRC
	063561020	283 DAPHNE WAY	283 DAPHNE WAY	BLD2024-0134	ADU	R	10/17/2024	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	TO CLEAR A VIOLATION: LEGAL
	063411180	380 LARKSPUR DR	380 LARKSPUR DR	BLD2024-0092	ADU	R	8/5/2024	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	(N) 798 SQ FT ATTACHED ADU
	63282090	2001 MANHATTAN /	WOODLAND PROJECT	DR24-001	5+	R	6/24/2024	0	125	0	300	0	125		550	550	0	NONE	Yes	Yes	Approved	Discretionary	
	62222040	920 BAY RD	920 BAY RD	BLD2024-0123	ADU	R	9/26/2024	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	TO CLEAR A VIOLATION: LEGAL
	63271090	1201 RUNNYMEDE S	1201 RUNNYMEDE ST	DR23-001/TPM23-0	5+	O	6/24/2024	0	0	0	1	0	2	17	20	20	0	NONE	No	N/A	Approved	Discretionary	20 TOWNHOME STYLED COND
														4	4	4		SB 9 (2021) - Duplex in SF Zone	No	N/A	Approved	Ministerial	
	63363250	898 BELL ST	898 BELL ST	PMR24-018	2 to 4	O	11/19/2024																SB 9 TWO UNITS WITH ONE AT
	63374350	717 DONOHOE ST	717 DONOHOE ST	DR18-023/TTM23-001	5+	O	5/20/2024				1		1	12	14	14		NONE	Yes	Yes	Approved	Discretionary	14 UNIT SINGLE-FAMILY ATTAC
	63361260	739 SCHEMBRI LN	739 SCHEMBRI LN	DR22-002	2 to 4	O	8/15/2024							2	2	2		NONE	No	No	Approved	Discretionary	DUPLEX
	63322490	2131 COOLEY	2131 COOLEY	DR23-007	SFD	O	8/29/2024							1	1	1		NONE	No	N/A	Approved	Discretionary	NEW SFD
	63292280	2160 EUCLID AVE	2160 EUCLID	PRE24-002/DR24-002	5+	R	7/2/2024		115		200		115		430	430		NONE	Yes	Yes	Pending	Discretionary	PRE-APP SUBMITTED: 430 UNI
	62117030	1257 LAUREL AVE	1257 LAUREL AVE	ZCP24-005	2 to 4	O	12/29/2024							4	4	4		SB 9 (2021) - Residential Lot Split	No	N/A	Approved	Ministerial	SB 9 LOT SPLIT AND SB 9 TWO

Jurisdiction	East Palo Alto
Reporting Year	2024 (Jan. 1 - Dec. 31)
Planning Period	6th Cycle 01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table A2

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier					Unit Types		Affordability by Household Incomes - Completed Entitlement									Affordability by Household Incomes - Building Permits									
1					2	3	4							5	6	7								8	9
Prior APN+	Current APN	Street Address	Project Name+	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Entitlement Date Approved	# of Units Issued Entitlements	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Building Permits Date Issued	# of Units Issued Building Permits
Summary Row: Start Data Entry Below							0	8	0	7	0	8	3		26	0	8	0	7	0	8	3		26
	062241010	1008 LAUREL AVE	1008 LAUREL AVE	BLD2024-0090	ADU	R	0	1	0	0	0	0	0	11/4/2024	1	0	1	0	0	0	0	0	11/4/2024	1
	062243330	1036 BRADLEY WA	1036 BRADLEY WAY	BLD2021-0013	ADU	R	0	1	0	0	0	0	0	11/4/2021	1	0	1	0	0	0	0	0	11/4/2021	1
	062241120	109 HOLLAND ST	109 HOLLAND ST	BLD2023-0052	ADU	R	0	1	0	0	0	0	0	11/6/2023	1	0	1	0	0	0	0	0	11/6/2023	1
	063402180	1139 OCONNOR ST	1139 OCONNOR ST	BLD2023-0055	ADU	R	0	1	0	0	0	0	0	1/25/2024	1	0	1	0	0	0	0	0	1/25/2024	1
	062125160	1174 LAUREL AVE	1174 LAUREL AVE	BLD2023-0138	ADU	R	0	1	0	0	0	0	0	1/24/2024	1	0	1	0	0	0	0	0	1/24/2024	1
	063961460	1224 CAMELLIA DR	1224 CAMELLIA DR	BLD2024-0026	ADU	R	0	1	0	0	0	0	0	4/5/2024	1	0	1	0	0	0	0	0	4/5/2024	1
	062116070	1235 JERVIS AVE	1235 JERVIS AVE	BLD2023-0033	ADU	R	0	1	0	0	0	0	0	11/1/2024	1	0	1	0	0	0	0	0	11/14/2024	1
	063141200	127 DONOHOE ST	127 DONOHOE ST	BLD2023-0026	ADU	R	0	1	0	0	0	0	0	8/8/2024	1	0	1	0	0	0	0	0	8/8/2024	1
	063364180	1280 CYPRESS ST	1280 CYPRESS ST	BLD2020-0090	ADU	R	0	1	0	0	0	0	0	2/4/2021	1	0	1	0	0	0	0	0	2/26/2021	1
	063146160	1280 W BAYSHORE	1280 W BAYSHORE I	BLD2024-0009	ADU	R	0	1	0	0	0	0	0	4/22/2024	1	0	1	0	0	0	0	0	4/22/2024	1
	063364190	1290 CYPRESS ST	1290 CYPRESS ST	BLD2020-0091	ADU	R	0	1	0	0	0	0	0	2/4/2021	1	0	1	0	0	0	0	0	2/26/2021	1
	063442700	134 Donohoe St.	134 Donohoe St.	BLD2023-0005	ADU	R	0	1	0	0	0	0	0	1/18/2024	1	0	1	0	0	0	0	0	1/18/2024	1
	063533170	152 DAPHNE WAY	152 DAPHNE WAY	BLD2022-0016	ADU	R	0	0	0	1	0	0	0	6/25/2024	1	0	0	0	1	0	0	0	6/25/2024	1
	063561360	160 ABELIA WAY	160 ABELIA WAY	BLD2023-0067	ADU	R	0	1	0	0	0	0	0	9/8/2023	1	0	1	0	0	0	0	0	9/8/2023	1
	063521210	196 JASMINE WAY	196 JASMINE WAY	BLD2021-0104	ADU	R	0	0	0	1	0	0	0	8/5/2022	1	0	0	0	1	0	0	0	8/5/2022	1
	063183070	2045 GLEN WAY	2045 GLEN WAY	BLD2023-0108	ADU	R	0	0	0	1	0	0	0	3/4/2024	1	0	0	0	1	0	0	0	3/4/2024	1
	063184020	2056 GLEN WAY	2056 GLEN WAY	BLD2022-0108	ADU	R	0	0	0	1	0	0	0	7/16/2024	1	0	0	0	1	0	0	0	7/16/2024	1
	063143080	2093 ADDISON AVE	2093 ADDISON AVE	BLD2023-0104	ADU	R	0	0	0	1	0	0	0	3/13/2024	1	0	0	0	1	0	0	0	3/18/2024	1
	063144090	2107 RALMAR AVE	2107 RALMAR AVE	BLD2023-0139	ADU	R	0	0	0	1	0	0	0	2/16/2024	1	0	0	0	1	0	0	0	2/16/2024	1
	063374380	2115 SALAS CT	2115 SALAS CT	BLD2022-0018	ADU	R	0	0	0	1	0	0	0	5/20/2022	1	0	0	0	1	0	0	0	5/20/2022	1
	063154660	2140 ADDISON AVE	2140 ADDISON AVE	BLD2023-0039	ADU	R	0	0	0	1	0	0	0	5/9/2024	1	0	0	0	1	0	0	0	5/9/2024	1
	063320080	2142 CAPITOL AVE	2142 CAPITOL AVE	BLD2020-0021	ADU	R	0	0	0	1	0	0	0	9/29/2021	1	0	0	0	1	0	0	0	9/29/2021	1
	063153210	2145 ADDISON AVE	2145 ADDISON AVE	BLD2024-0043	ADU	R	0	0	0	1	0	0	0	9/11/2024	1	0	0	0	1	0	0	0	9/11/2024	1
	063181160	2159 LINCOLN ST	2159 LINCOLN ST	BLD2021-0153	ADU	R	0	0	0	0	1	0	0	2/29/2024	1	0	0	0	0	1	0	0	2/29/2024	1
	063180080	2186 LINCOLN ST	2186 LINCOLN ST	BLD2023-0146	ADU	R	0	0	0	0	1	0	0	10/28/2024	1	0	0	0	0	1	0	0	10/28/2024	1
	063186020	2206 LINCOLN ST	2206 LINCOLN ST	BLD2022-0118	ADU	R	0	0	0	0	1	0	0	9/13/2024	1	0	0	0	0	1	0	0	9/13/2024	1
	063161360	2217 POPLAR AVE	2217 POPLAR AVE	BLD2022-0084	ADU	R	0	0	0	0	1	0	0	11/1/2024	1	0	0	0	0	1	0	0	11/5/2024	1
	062221110	223 HOLLAND ST	223 HOLLAND ST	BLD2024-0013	ADU	R	0	0	0	0	1	0	0	8/29/2024	1	0	0	0	0	1	0	0	9/4/2024	1
	063331270	2249 CAPITOL AVE	2249 CAPITOL AVE	BLD2022-0097	ADU	R	0	0	0	0	1	0	0	6/6/2023	1	0	0	0	0	1	0	0	6/6/2023	1
	063197300	2315 GLEN WAY	2315 GLEN WAY	BLD2021-0107	ADU	R	0	0	0	0	1	0	0	4/6/2022	1	0	0	0	0	1	0	0	4/6/2022	1
	063197280	2319 GLEN WAY	2319 GLEN WAY	BLD2023-0141	ADU	R	0	0	0	0	1	0	0	8/16/2024	1	0	0	0	0	1	0	0	8/16/2024	1
	062134140	2326 RALMAR AVE	2326 RALMAR AVE	BLD2022-0113	ADU	R	0	0	0	0	1	0	0	4/5/2024	1	0	0	0	0	1	0	0	5/9/2024	1
	063172330	2345 OAKWOOD DR	2345 OAKWOOD DR	BLD2023-0006	ADU	R	0	0	0	1	0	0	0	4/24/2023	1	0	0	0	1	0	0	0	4/24/2023	1
	063210490	2355 COOLEY AVE	2355 COOLEY AVE	BLD2023-0085	ADU	R	0	0	0	0	1	0	0	4/8/2024	1	0	0	0	0	1	0	0	4/8/2024	1
	063174190	2387 DUMBARTON	2387 DUMBARTON A	BLD2021-0051	ADU	R	0	0	0	0	1	0	0	3/22/2022	1	0	0	0	0	1	0	0	3/24/2022	1
	063410080	251 GARDENIA WA	251 GARDENIA WAY	BLD2023-0066	ADU	R	0	0	0	1	0	0	0	9/22/2023	1	0	0	0	1	0	0	0	9/22/2023	1
	063151150	2768 GEORGETOWN	2768 GEORGETOWN	BLD2024-0111	ADU	R	0	0	0	0	0	1	0	11/26/2024	1	0	0	0	0	0	1	0	11/26/2024	1
	063014010	2792 HUNTER ST	2792 HUNTER ST	BLD2020-0011	ADU	R	0	0	0	0	0	1	0	9/10/2024	1	0	0	0	0	0	1	0	10/1/2024	1
	063024010	2896 ILLINOIS ST	2896 ILLINOIS ST	BLD2021-0129	ADU	R	0	0	0	0	1	0	0	2/28/2023	1	0	0	0	0	1	0	0	2/28/2023	1
	063265050	32 BUCHANAN CT	32 BUCHANAN CT	BLD2023-0082	ADU	R	0	0	0	0	0	0	1	2/13/2024	1	0	0	0	0	0	0	1	2/13/2024	1
	063302160	543 SACRAMENTO	543 SACRAMENTO	BLD2019-0194	ADU	R	0	0	0	0	0	1	0	9/15/2021	1	0	0	0	0	0	0	1	9/15/2021	1
	063361440	785 SCHEMBRI LN	785 SCHEMBRI LN	BLD2023-0038	ADU	R	0	0	0	0	0	0	1	7/14/2023	1	0	0	0	0	0	0	1	7/14/2023	1

Affordability by Household Incomes - Certificates of Occupancy										Streamlining	Infill	Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions
10								11	12	13	14	15	16	17	18
Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Certificates of Occupancy or other forms of readiness (see instructions) Date Issued	# of Units Issued Certificates of Occupancy or other forms of readiness	How many of the units were Extremely Low Income?	Please select the state streamlining provision the project was APPROVED pursuant to. (may select multiple)	Infill Units? Y/N+	Assistance Programs for Each Development (may select multiple - see instructions)	Deed Restriction Type (may select multiple - see instructions)	For units affordable without financial assistance or deed restrictions, explain how the locality determined the units were affordable (see instructions)
0	8	0	7	0	8	3		17	8					
0	0	0	0	0	0	0		0	1 NONE	Y	Other	Other		Using Housing Element assumption
0	1	0	0	0	0	0	8/22/2024	1	1 NONE	Y	Other	Other		Same as above
0	0	0	0	0	0	0	3/19/2024	1	1 NONE	Y	Other	Other		Same as above
0	0	0	0	0	0	0	3/19/2024	1	1 NONE	Y	Other	Other		Same as above
0	0	0	0	0	0	0		0	1 NONE	Y	Other	Other		Same as above
0	1	0	0	0	0	0	5/31/2024	1	0 NONE	Y	Other	Other		Same as above
0	0	0	0	0	0	0	5/31/2024	1	0 NONE	Y	Other	Other		Same as above
0	0	0	0	0	0	0		0	0 NONE	Y	Other	Other		Same as above
0	1	0	0	0	0	0	3/26/2024	1	0 NONE	Y	Other	Other		Same as above
0	0	0	0	0	0	0	3/26/2024	1	0 NONE	Y	Other	Other		Same as above
0	1	0	0	0	0	0	3/26/2024	1	0 NONE	Y	Other	Other		Same as above
0	0	0	0	0	0	0		0	0 NONE	Y	Other	Other		Same as above
0	1	0	0	0	0	0	2/14/2024	1	0 NONE	Y	Other	Other		Same as above
0	0	0	1	0	0	0	2/14/2024	1	0 NONE	Y	Other	Other		Same as above
0	0	0	0	0	0	0	5/10/2024	1	0 NONE	Y	Other	Other		Same as above
0	0	0	0	0	0	0		0	0 NONE	Y	Other	Other		Same as above
0	0	0	0	0	0	0		0	0 NONE	Y	Other	Other		Same as above
0	0	0	0	0	0	0	3/26/2024	1	0 NONE	Y	Other	Other		Same as above
0	0	0	1	0	0	0	3/26/2024	1	0 NONE	Y	Other	Other		Same as above
0	0	0	0	0	0	0	9/4/2024	1	0 NONE	Y	Other	Other		Same as above
0	0	0	0	0	0	0		0	0 NONE	Y	Other	Other		Same as above
0	0	0	0	0	0	0		0	0 NONE	Y	Other	Other		Same as above
0	0	0	0	0	0	0		0	0 NONE	Y	Other	Other		Same as above
0	0	0	0	0	0	0		0	0 NONE	Y	Other	Other		Same as above
0	0	0	0	0	0	0		0	0 NONE	Y	Other	Other		Same as above
0	0	0	0	0	0	0		0	0 NONE	Y	Other	Other		Same as above
0	0	0	0	0	0	0	6/6/2023	1	0 NONE	Y	Other	Other		Same as above
0	0	0	0	0	0	0	8/5/2024	1	0 NONE	Y	Other	Other		Same as above
0	0	0	0	0	0	0	5/16/2024	1	0 NONE	Y	Other	Other		Same as above
0	0	0	0	0	0	0		0	0 NONE	Y	Other	Other		Same as above
0	0	0	0	0	0	0		0	0 NONE	Y	Other	Other		Same as above
0	0	0	1	0	0	0	7/12/2024	1	0 NONE	Y	Other	Other		Same as above
0	0	0	0	0	0	0	7/12/2024	1	0 NONE	Y	Other	Other		Same as above
0	0	0	0	0	0	1	12/9/2024	1	0 NONE	Y	Other	Other		Same as above
0	0	0	1	0	0	0	8/6/2024	1	0 NONE	Y	Other	Other		Same as above
0	0	0	0	0	0	0	8/6/2024	1	0 NONE	Y	Other	Other		Same as above
0	0	0	0	0	0	0		0	0 NONE	Y	Other	Other		Same as above
0	0	0	0	0	0	0	2/26/2024	1	0 NONE	Y	Other	Other		Same as above
0	0	0	0	0	0	0	2/26/2024	1	0 NONE	Y	Other	Other		Same as above
0	0	0	0	0	0	0	10/28/2024	1	0 NONE	Y	Other	Other		Same as above
0	0	0	0	0	0	1	2/5/2024	1	0 NONE	Y	Other	Other		Same as above

Jurisdiction	East Palo Alto	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.

Please contact HCD if your data is different than the material supplied here

Table B
Regional Housing Needs Allocation Progress
Permitted Units Issued by Affordability

		1	Projection Period	2									3	4
Income Level		**RHNA Allocation by Income Level**	**Projection Period - 06/30/2022-01/30/2023**	**2023**	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**Total Units to Date (all years)**	**Total Remaining RHNA by Income Level**
Very Low	Deed Restricted	165	-	-	-	-	-	-	-	-	-	-	23	**142**
	Non-Deed Restricted		5	10	8	-	-	-	-	-	-	-		
Low	Deed Restricted	95	-	-	-	-	-	-	-	-	-	-	18	**77**
	Non-Deed Restricted		4	7	7	-	-	-	-	-	-	-		
Moderate	Deed Restricted	159	-	-	-	-	-	-	-	-	-	-	19	**140**
	Non-Deed Restricted		5	6	8	-	-	-	-	-	-	-		
Above Moderate		410	3	9	3	-	-	-	-	-	-	-	15	**395**
Total RHNA		**829**												
Total Units			**17**	**32**	**26**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**75**	**754**

Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).

	5		2023	2024	2025	2026	2027	2028	2029	2030	2031	6	7
	Extremely low-Income Need											**Total Units to Date**	**Total Units Remaining**
Extremely Low-Income Units*	83		-	3	-	-	-	-	-	-	-	**3**	**80**

*Extremely low-income housing need determined pursuant to Government Code 65583(a)(1). Value in Section 5 is default value, assumed to be half of the very low-income RHNA. May be overwritten.

Please Note: Table B does not currently contain data from Table F or Table F2 for prior years. You may login to the APR system to see Table B that contains this data.

Note: units serving extremely low-income households are included in the very low-income RHNA progress and must be reported as very low-income units in section 7 of Table A2. They must also be reported in the extremely low-income category (section 13) in Table A2 to be counted as progress toward meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1).

Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will only include units that were permitted since the start of the planning period. Projection Period units are in a separate column.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

VLI Deed Restricted
VLI Non Deed Restricted

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Jurisdiction	East Palo Alto	
Reporting Year	2024	(Jan. 1 - Dec. 31)

Table D

Program Implementation Status pursuant to GC Section 65583

Housing Programs Progress Report

Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.

1	2	3	4
Name of Program	**Objective**	**Timeframe in H.E**	**Status of Program Implementation**
1	Track and review planning approval and building permit processes for residential projects. Establish actions for streamlining, clarifying, and simplifying the approval and permit processes, including the design review process. Seek input from developers and other stakeholders to identify ways to improve and streamline development review.	2024, 2026 or later	Started in 2023. Planning Division updated the SB 9 checklist and website in Summer 2023. The ADU Ordinance amendment introduces the Preliminiary Ministerial Review (PMR) Clearance process for the streamlined ministerial review projects.

1.1	Develop objective development and design standards that will be consistent with adopted findings of approval for all single-family and multi-family developments that simplify, clarify, and improve approval certainty and reduce the time for permit processing. Establish a time schedule for expedited ministerial or administerial approval of projects that comply with objective design standards, zoning standards, and development regulations. Ensure compliance with SB35, SB330, Housing Accountability Act, and other applicable state laws for qualifying projects.	2024 & 2025	REAP grant approved for development of objective development and design standards for multi-family developments. Staff and consultant team beginning process of identifying potential objective standards. City Council approved objective development and design standards for accessory dwelling unit in December 2023 to expedite permit process and to comply with all applicable strate laws. Process improvement ongoing to expedite the planning permitting process.
1.2	Implement existing processing guidelines and checklists for projects that qualify for by-right, ministerial, or administrative approval and CEQA exemption under SB 35, SB330, Housing Accountability Act, and other applicable state laws.	Ongoing	Planning Division updated the SB 9 checklist andn process in Summer 2023. The ADU Ordinance amendment introduces the Preliminiary Ministerial Review (PMR) Clearance process for the streamlined ministerial review projects.
1.3	Review and adjust building permit review and approval procedures as needed to comply with the streamlining requirements of State law AB 2234.	2026 or later	Working with County to utilize ADU resource center to help residents with submittal of ADU projects.

1.4	Develop standards to prioritize, incentivize, and expedite processing of residential projects that commit housing units for special needs populations such as the developmentally disabled, single-female head of households, at-risk youths, large family households, extremely low-income households, and unhoused individuals.	2024, 2025; ongoing	Developed check list for low barrier navigation center in 2023. Planning Division is working on objective design standards to expedite processing.
1.5	Pursuant to Government Code 65583.2 (h) and (i), sites that require rezoning to meet the RHNA for lower-income households and sites carried over from the 2015-2023 Housing Element to accommodate the needs of lower-income households shall be rezoned within the statutory deadline prescribed in Government Code 65583.2 (c). The rezoning shall commit to 20% lower-income units, minimum densities, and objective development standards, and complying projects shall not require discretionary approval. One site is carried over from the 2014-2022 Housing Element – a 0.65-acre parcel at 851 Weeks with an existing zoning of 22-40 units/acres and a pending application for a 79-unit SB 35 project. If a project contains at least 20% lower-income units and complies with objective development standards, discretionary approval shall not be required.	2024	The 79-unit SB 35 project was cleared for streamlining with objective development standards.

1.6	Seek and support financial resources from state, regional, and county housing programs, tax credits, and other sources that provide funding assistance for affordable housing projects to cover design and development costs and off-site public facility and infrastructure improvements.	Ongoing	Ongoing. The City used $70,000 in the REAP grant for planning and housing activities; dispersed $8M in state grants & $1.7M in state LHTF funds for Colibri Commons; and continues to advance work for Light Tree AHSC and Colibri Commons AHSC grants. On April 23, 2024 the City was awared $100,000 for the Equity Inovation Fund, ongoing.
1.7	Develop a “next-phase” streamlining effort for ADUs and JADUs, SB 9 projects, and any future small development, ministerial approval process that builds on lessons learned from the ADU Streamlining collaboration with EPACANDO and City Systems. (See Program 10.5 pertaining to ADU zoning amendments that are necessary to comply with current state laws and for numerical geographical targets.)	2024	Staff initatiated conversations about one "next phase" streamlining effort potentially being the adoption and adaption of the objective architectrual compatibility standards developed for ADUs to SB 9, SB 10/SB 864 projects. A similar effort would involve the customization of the Preliminary Ministerial Review (PMR) clearance forms for other ministerial projects.
1.8	Study feasibility and desirability of waiving or reducing fees or delaying payment of permit fees and development impact fees for ADUs and small projects, e.g., two or fewer units.	2024	City Council will consider in March 2025 a staff recommendation to reduce impact development fees for large ADUs over 750 square feet.
1.9	Develop outreach materials targeting smaller developers aimed at informing future applicants and improving the quality of Planning and Building applications received.	2024	Ongoing. Planning staff have been updating and improving the city website to show the projects that have been submitted. Website also updated to explain various streamlining opportunities as provided by State law.

1.1	Implement a preapproved and modular ADU designs program or participate in proposed 21 Elements clearinghouse to facilitate streamlined review and reduce design costs of ADUs.	2025	Started in 2023. City Building, Planning and Housing staff initiated conversations with 21 Elements/Community Planning Collaborative (CPC) on the steps required to implement preapproved ADU plans. The CDC collaborated with San Mateo cities to launch an ADU Resource Center to assist homowners in building an ADU. The city also participates in a ADU working group to provide other resources such as workshops, webinars, and financing options. The Building Division website is to be update to guide residents to ADU resource center.
1.11	Develop proposals for relaxing or allowing flexible zoning standards (e.g., building setbacks and height, open space, parking, and density) to facilitate the development of 5 SB 9 and small infill housing projects to increase housing opportunities and housing types throughout the community.	2025	Started in 2023. Part of the City's ADU Ordinance amendment included the open space reduction in the R-LD single-family residential zoning.
1.12	Develop an expedited legalization process for unpermitted second units. Identify zoning amendments to reduce the impediment to building ADUs, such as setback and open space standards.	2024	Started in 2023. Planning staff started the ADU Ordinance update to reflect the current state law changes and introduced the Preliminary Ministerial Review (PMR) Clearance process for the ministerial project process. The ADU Ordinance update was presented to the Planning Commission in December 2023 and adopted by City Council on February 6, 2024.
1.13	Support and participate in a potential county-wide initiative to create a resource center to effectively educate homeowners, provide resources, and promote the construction of ADUs.	2024	Started in 2023. City notified 21 Elements/Community Planning Collaborative of City's interest in county-wide ADU resource center initiative.
1.14	Research all available public and private sources of rehabilitation/repair funding and strengthen partnership with organizations in this area, such as Habitat for Humanity.	Ongoing	Started in 2023. On March 21, 2023, Housing staff presented to City Council all available public and private sources of rehabilitation/repair funding and received direction to explore FIHPP and REAP 2.0, and other state and regional funding sources.

1.15	Implement the 2022 approval of Measure L which increased and expanded the City's existing Gross Receipts Tax on rental residential properties for affordable housing and support programs.	2024	Completed in 2023. No reportable actions in 2024.
1.16	Update the City's five-year Affordable Housing Strategy (AHS) to implement the 6th cycle Housing Element goals, policies, and programs and to sets priorities for allocation of the City's affordable housing revenue sources for a finite period (1 year to 5 years). Establish priorities to implement fair housing policies and programs in low resource neighborhoods per the AFFH analysis.	2024	Started in 2023; Completed in 2024. City staff held a community meeting on November 16, 2023, updated the Planning Commission on December 11, 2023, and issued a city-wide survey from November 2023 to January 2024. The City's 2024-2028 Affordable Housing Strategy was adopted on February 6, 2024.
1.17	The Planning and Housing Departments will collaboratively pursue state grant funds wherever possible to support affordable housing projects and programs and to address homelessness in the City. Target: Annually research available funds for affordable housing projects and homelessness programs. Prioritize funds to assist lower-resource areas and the unhoused population.	2024; Ongoing	Ongoing. The City applied for the Encampment Resolution Funding (ERF-R-3) However, application was denied.

1.18	Use the opportunity of the Ravenswood Business District (RBD) Specific Plan Update or initiate a city-wide study on the feasibility and desirability of fee waivers or reductions or deferred fee payments for fully affordable housing projects; additionally, consider providing City financial assistance to cover these fees.	2025	As part of the update of development impact fees, a provision includes the ability to educe transportation impact fees and other fees for affordable housing and senior housing units. The City can also consider allocating commerical linkage fees, Measure HH revenue, and other available City resources to fiancially assist affordable housing projects.
1.2	Incorporate parking reductions into the City's Transportation Demand Management Program including compliance with AB2097 and related state laws that eliminates parking minimums within one-half mile major transit stops and radius and parking maximums for affordable housing projects.	2025	No reportable actions in 2024.
1.21	For sites within the RBD Specific Plan Area, study feasibility and effectiveness of an RBD-specific density bonus, relaxed zoning controls, minimum densities (particularly for mixed-use sites), streamlined subdivision approvals, and by-right or ministerial approvals. Incorporate provisions into the Specific Plan Update and Development Code in summer 2024. (See also related Program 10.8)	2024	The RBD/4 Corners Specific Plan was adopted in December 2024 which increased the potential for up to 1,600 new housing units in the Specific Plan area (and potentially more if state density bonus llaw is exercised), with policies and development standards to support residential and mixed-use development.

1.23	Work with County of San Mateo to complete land swap and determine feasibility of the County developing affordable housing, encouraging permanent supportive housing development, at 2277 University. Comply with Surplus Lands Act. (This project is not included in Sites Inventory but could potentially be constructed during Housing Element 6th Cycle.)	2024, 2025, 2026 or later	Underway. City Council adopted a resolution on 7/18/2023 finding 2277 exempt from the Surplus Lands Act to allow a property swap with San Mateo County for 1266 Beech Street. The state HCD concured with the Council's exempt finding on 9/28/2023, allowing the Planning Commission to find the land swap in conformance with the City's 2035 General Plan at a public hearing on 12/11/2023. Staff will continue to undertake certain due deligence measures including provision of title reports, appraisal reports, phase one reports, and geotechnical reports, and begin a final round of negotiations with the County. These negotiations are still ongoing with the goal to complete the property swap by the end of 2025.
1.24	Work with Ravenswood City School District to facilitate the development of the district-owned parcel at 2120-2160 Euclid Avenue as affordable public school employee housing. Comply with the Surplus Lands Act.	2024, 2025, 2026 or later	Started in 2023. Planning staff answered school district's preliminary questions in 2023. Planning Commission Study Session on Ravenswood School District's 2120-2160 Euclid Ave preliminary application held on February 26, 2024. Formal application filed mid 2024 and is currently in process.
1.25	Revise City zoning and subdivision standards to increase compatibility with SB 9 (e.g., flexible zoning standards for setbacks, open space, heights, and density) and make process improvements to encourage application of SB 9 on appropriately zoned parcels. Conduct informational outreach to property owners whose properties are prime candidates for SB 9 projects, including informing them of the by-right or ministerial approval process.	2025	Started in 2023. Planning staff started implementing the Preliminary Ministerial Review (PMR) process for ministerial review projects, including SB 9, SB 35, and ADU.

1.26	Annually review overall progress and effectiveness in meeting RHNA and evaluate progress in meeting Housing Element policies and programs; include information in Annual Progress Report to HCD. Track the production of inclusionary housing units, ADUs, SB 9 units, and housing for special needs populations. If the City is not making sufficient progress in meeting its Housing Element goals and its RHNA for affordable units by 2027 (i.e., at least 130 lower-income units under construction or completed by 2027), consider alternative land use strategies within six months. Possible actions include amending policies and programs, defining new actions, or identifying alternative housing sites, including rezoning if necessary, and strategies to facilitate a variety of housing choices, such as encouraging missing middle zoning (small-scale multi-unit projects), adaptive reuse, and additional ADUs and/or JADUs.	2024, 2025, 2026 or later; Ongoing	Ongoing. City reviewed RHNA progress and effectiveness during Housing Element Update process including January 23, 2023 Planning Commission meeting, February 9, 2023 Planning Commission meeting, and February 21, 2023 City Council public hearing.
2.1	In partnership with non-profit partners the City will develop a homebuyer support program or programs tailored to the needs of lower and moderate-income households in East Palo Alto. Prioritize outreach to neighborhoods with a proportionally higher percentage of rental households such as the westside of State Highway 101.	2024, 2025	The 5-year Affordablity Housing Strategy adopted by the City Council in December 2023, includes developing a homebuyer support program, and Measure JJ was approved by East Palo Alto voters in November 2024 to amend Measure L to target revenue, along with other priroities, for programs to preserve and promote homeownership.

2.2	With the assistance of the City's grant coordinator, seek and apply for funds from state, federal, and other sources to create and finance this program.	2026 or later	No reportable actions in 2024.
2.3	One pathway to homeownership is through tenant purchase of their buildings either on their own or through a community land trust. The City hopes to create a program that will facilitate a minimum of two single family and one multi-family tenant purchases between 2024 and 2028.	2024	No reportable actions in 2024.
2.4	Advocate for the homebuyer and homeownership programs, including shared and sweat equity models, at the Federal, State, County, and regional levels.	Ongoing	No reportable actions in 2024.
3.1	Continue working with the BMR Administrator on the existing BMR Program contract and draft a Request for Proposals (RFP) for the next phase of BMR Program management, and evaluating, as needed, the Local Preference guideline, to maintain the 53 existing BMR units and add 8 rental or for-sale inclusionary housing units.	2025; Ongoing	Ongoing. Housing staff continued working with BMR Administrator on existing BMR Program administration in 2023.
3.2	With the allocated City Council funding, implement the rent registry program.	2024	Started in 2023. CEDD staff conducted research on implementation of potential rent registry program.

3.3	Work with the County of San Mateo and landlords to list all affordable housing projects and inclusionary units on Doorway, a new regional platform for searching and applying for affordable housing and finding affordable housing resources and conduct proactive outreach to East Palo Alto residents.	Ongoing	Ongoing. Housing staff worked with Eden Housing to list LightTree Apartments on regional housing platform in 2023.
3.4	Continue to support the function of the Rent Stabilization Board (RSB) to enforce the City's Rent Stabilization Ordinance to protect tenants from unreasonable rent increase, to protect tenants from unlawful evictions, and to allow landlords sufficient rental income for maintenance and operating expenses and capital improvements.	Ongoing	Ongoing. Rent Stabilization staff continued to implement the Rent Stabilization and Just Cause for Eviction ordinance in 2023.
3.5	The City will monitor any changes to state law related to rent stabilization and if possible, update the Rent Stabilization Ordinance to provide greater protections.	Ongoing	Ongoing. Rent Stabilization staff and City Attorney's Office monitored changes to state law.
4.1	As part of the Ravenswood Business District/4 Corners (RBD) Specific Plan update, develop a requirement to build new housing at specified levels of affordability based on a numerical linkage to office/R&D square footage in Ravenswood Business District (RBD).	2024	The Specific Plan update was adopted in December 2024 and includes a community benefits program with an identified priority for developers to provide or finance additional affordable housing units beyond the City's existing IHO requirements or commercial linkage fees in exchange for an increase in development capacity or floor area ratio (FAR) for non-residential projects.
4.2	Participate in countywide nexus study led by 21 Elements to update the existing Commercial Linkage Fee.	2024	Through 21 Elements, East Palo Alto is particpating in a "Grand Nexus Study" to explore inclusionary housing requirements which will also include examining commercial linkage fee programs. San Mateo County is taklng the lead on the project with grant and financial support from cities; It is expected that a consultant will be selected by the County to begin the work in 2025.

4.3	Develop a preservation strategy that addresses funding sources, identification of properties, and partnerships that can lead to preservation of affordable housing in East Palo Alto. Prioritize assistance to lower resource neighborhoods identified in the AFFH analysis (including, but not limited to, westside of State Highway 101, south of Bay Road west of University Avenue, and multi-family housing on southside of Bay Road east of University Avenue.)	2024	Started in 2023. On March 21, 2023, City Council reviewed potential preservation funding sources and directed staff to pursue FIHPP, REAP 2.0, and other funding sources. City Council directed staff to develop preservation guidelines and to eventually establish preservation fund.
4.4	Identify and maintain a list of at-risk units and substandard buildings throughout the City. Ensure property owners comply with the State Preservation Notice Law. Actively engage with property owners to reach agreements to preserve at-risk units and properly maintain their properties. Through these efforts, the City hopes to improve 13 substandard or at-risk units between 2024 and 2028.	2024; Ongoing	Started in 2023. An updated list of substandard buildings was provided in the 2023-2031 Housing Element. Working on a set of Preservation Guidelines so that if the City were to develop a Notice of Funding Availability to preserve affordable housing, these guidelines will aid in that process. See the webpage for more details: https://www.cityofepa.org/housing/page/affordable-housing-preservation
4.5	Study improvements to the City's process for addressing code violations on residential properties, including, but not limited to, unpermitted second units.	2025	No reportable actions in 2024.

4.6	Create and fund a City housing rehabilitation program for City Council consideration that covers both single-family homes and multi-family apartments to preserve affordable housing opportunities, encourage proper maintenance and repairs, promote renovation, and increase energy conservation. Prioritize neighborhoods with a concentration of units in need of rehabilitation per Housing Element, Section 2.12.2.D (including, but not limited to, westside of State Highway 101, south of Bay Road west of University Avenue, and multi-family housing on southside of Bay Road east of University Avenue).	2025, 2026 or later	No reportable actions in 2024.

4.7	Research establishing and funding a City home repairs program to assist low-income homeowners with major repairs and rehabilitation to address acute safety and livability issues. Develop a public outreach plan and also inform homeowners of financial assistance available from other agencies such as energy conservation and electrification incentives. Prioritize assistance to seniors and lower-resource neighborhoods identified in AFFH analysis (including, but not limited to, westside of State Highway 101 and south of Bay Road west of University Avenue). The City has a goal of assisting a five to ten low-income homeowners between 2024 and 2028.	2024, 2025	The 5-year Affordable Housing Strategy adopted by the City Council in December 2023 includes prorities to create and commit funds for programs to rehabilitate and perserve affordable multi-family apartments and to create a home repairs program for single-family homeonwers. Started in 2024, the City is formulating program criteria and guidelines to implement to these programs in 2025.
4.8	Continue to implement public accessibility improvements in accordance with the City's ADA Compliance Plan and amend Municipal Code Chapter 14.10 – Reasonable Accommodations and Development Code Chapter 18.98 – Reasonable Accommodations as needed to comply with applicable state laws.	Ongoing	Planning staff has continued to worked with Public Works and Building staff to implement public accessibility improvements in accordance with current ADA laws on development projects.
4.9	Study models of foreclosure prevention at the local level in similarly sized cities, whether through local investment or leveraging outside funding; evaluate establishing a mortgage assistance program for low-income households.	2024, 2025	City closely monitored development of FIHPP and identified potential qualifying properties, and worked with local organizations to prepare for FIHPP resources.

4.10	Evaluate opportunities to support and/or leverage local community land trusts (CLTs) to create community ownership of new or preserved affordable housing, e.g., through scattered-site ADUs, small inclusionary projects, sweat equity projects (such as Habitat for Humanity or Rebuilding Together, and others), or preservation projects.	2024, 2025	On May 7, 2024 The City approved a one year entension for Palo Mobile Estates Loan program to be administer by EPACANDO until May, 2025.
4.11	Continue to appropriate funds and consider increasing funds for direct emergency financial assistance or rent relief to be administered by a qualified organization identified through a Request for Proposals (RFP) process. Conduct proactive public outreach, particularly to lower-income households and neighborhoods where a high housing cost burden has been documented in the fair housing assessment. To support this effort, the City will seek out a permanent source of funds for rental assistance.	2024	Ongoing. In July 2022, the City released a Request For Proposals (RFP) for qualified organizations to provide legal services, tenant advocacy and education, and financial assistance services for resident anti-displacement services. This RFP is based around the City's desire to protect residents from displacement and homelessness, as well as to fulfill the intent of Measure O, which was approved by the voters in November 2016. On January 1, 2023, the City entered into agreements with the following community organizations that were selected through that RFP in order to provide anti-displacement services: - Community Legal Services in East Palo Alto (CLSEPA) - Nuestra Casa - Youth United for Community Action (YUCA) On February 1, 2024, the City entered into an agreement with Samaritan House, a non-profit organization to distribute rental assistance, prioritizing households who received an unlawful detainer and/or three-day notice. The contract is anticipated to end on 1/31/2025. On April 1, 2024, the City renewed it's agreements with the following community organizations: - Community Legal Services in East Palo Alto (CLSEPA) - Nuestra Casa - Youth United for Community Action (YUCA) The contracts are set to end on 3/31/2025.

4.12	Develop a proposal for City Council consideration for a direct financial assistance program for first and last month's rent/security deposit assistance.	2025	Ongoing. In addition to the Measure O Anti-Displacement Services, the City Council is considering Community Resource Funds, which would amend the contract with Samaritan House adding an additonal $100,000 for direct aid to vulnerable populations which could also include direct rental assistance.
4.13	Complete and enforce guidelines on City's existing Local Preference Policy.	2024	No reportable actions in 2024. Update as this is under development now.
4.14	Through Measure HH, a parcel tax on large office developments approved by East Palo Alto residents in 2018, implement a Pilot Workforce Development Program to provide job training, apprenticeships, and job placement services to residents through partnerships with community-based non-profit organizations and private companies. Programs shall include proactive outreach to East Palo Alto residents, and service agreements shall define performance goals and metrics and required deliverables.	2024	Started in 2023. In March 2023, after an RFP process, the City awarded three organizations a total of $775,215 in Measure HH funds for a Pilot Workforce Development Program, to serve a total of 80 students in an 18-month period. In September 2024, the City Council allocated additional funds and extended the Pilot Program to May 2025. A consultant was also obtained to evaluate the Pilot Program and recommend program improvements and modifications,as needed, to continue the program beyond the pilot period with Measure HH funds. The program evaluation is currently underway and will be completed by June 2025.
5.1	Update the Environmental Justice Element (Health and Equity) in the City's General Plan to include a comprehensive set of policies and programs and an implementation plan to address environmental justice issues and public outreach, engagement, and transparency; scope of work to include a robust community engagement process is integrated into the preparation of this Element.	2024	Started in 2023. The City Council adopted a resolution on May 16, 2023, with the City of Burlingame and County of San Mateo for an multi-jurisdictional effort, to engage Placeworks and Community Planning Collaborative to assist in the update of the Environmental Justice (EJ) Element with the city's share of the cost being $202,232. The EJ Element requires cities and counties that have disadvantaged communities to incorporate policies into the General Plans to address the "unique or compounded health risks" to reduce pollution exposure, increase community assets, and improve overall health. The EJ Element effort begun in July 2023 and is scheduled for completion by end of 2025 to early 2026.Two community workshops have been held on May 23, 2024 and September 26, 2024, both at the YMCA building at 550 Bell Street in East Palo Alto.

5.2	Establish and implement a plan to address the San Mateo County Local Agency Formation Commission (SMCLAFCo) Municipal Service Review and to resolve the delays to housing development caused by issues with the East Palo Alto Sanitary District.	2024	Since the transition, October 1 to December 31, 2024, the District has accomplished our City Managers top priorities. •Developing a Spill Emergency Response Plan •Updating the Sewer System Management Plan (SSMP) •Ensuring compliance with State waste discharge regulations •Restructuring EPASD operations to meet the needs of our growing community •California labor standards and the core values we uphold within the City Additionally, •Implemented a new FOG program and ordinance for FSE's. •Created the EPASD Advisory Committee •Have 24 projects active projects (repairs to new 430 EDU development) •Completed SSMP Audit •Updating Master Plan
5.3	Implement the Water System Master Plan adopted in 2022 and complete the first-phase capital improvements in the plan. Update the Urban Water Management Plan to conform with the Master Plan and ensure adequate water service to parcels identified as developable in the Housing Element Sites Inventory (adequate water supply but water infrastructure upgrades may be needed for certain locations.)	2024, 2025	WSMP identified University / Weeks Project, NTP was April 29, 2204 areas of project encompassed University Ave, Weeks St and Cooley Ave. The project included 8,630 feet of 12inc, 10 feet of 8inch, 600 feet of 6 inch, all PVC/C900 with 163 service connections, 13 Fire Hydrants and 48, 12inch gate valves, 3, 8inch gate valves and 5, 6inch gate valves. The project will stop at the intersection of University Ave and Donohoe St. Time for completion from Specifications was 200-days from NTP (November 15, 2024) plus the 50-day time extension per CCO # 8 (January 4, 2025). A time extension was issued because paving cannot be done during winter weather. The estimated last day of work from the latest construction schedule is May 19, 2025.
5.4	Work with water and sewer service providers to adopt a policy that prioritizes water and sewer capacity allocations to affordable housing projects and low-income households in accordance with state law (SB1097).	2024	No reportable actions in 2024. Water is provided and used on demand. Our lease holder Veolia does offer repayment plans and follows SB998. EPASD (sewer) fees are charged to the tax role, per parcel, paid to the County. All sewer laterals are privately owned and maintained.

5.5	Leverage community partnerships to utilize and maintain data and maps wherever possible to monitor areas subject to flooding and identify sites for future development and to comply with Government Code 65302.	Ongoing	The City received the annual Community Rating System recertification, a voluntary incentive program that recognizes and encourages community floodplain management practices. Certification provides for owners to continue to qualify for discounted flood insurance premium rates. Rate reductions reflect that the community has undertaken efforts to reduce flood risk and fosters comprehensive floodplain management.
5.6	Develop environmental "overlay" map with most up-to-date data to avoid housing in at-risk areas or with prescribed mitigation measures.	2024	Started in 2023. Working with staff, Placeworks (the EJ Element consultants) mapped Disadvantaged Communities in the City. The mapping was finalized February 2024 and discussed at community workshops on May 23, 2024 and September 26, 2024, and refined appropriatedly with community input.
5.7	Implement fair housing and anti-eviction programs using Measure O and other qualifying local revenue sources to fund community-based organizations to provide legal services, financial assistance, case management, referrals, proactive community outreach (social media, workshops, flyers), resource information, and a staff a citizen advocacy committee. The City Council has allocated over $200,000 toward anti-displacement and fair housing programs.	2024	No reportable actions in 2023, other than the Measure O Anti-Displacement contract as mentioned earlier.
5.8	Continue to support agencies such as Project Sentinel, Community Legal Services in East Palo Alto, and Legal Aid at Work that provide consultation and landlord/tenant mediation services for residents.	Ongoing	Supporting Community Legal Services through the Measure O Anti-Displacement contract as mentioned earlier.

5.9	Prioritize providing fair housing and support services to special needs populations such as extremely low-income households, persons with disabilities, female heads of households, large family households, seniors, at-risk youths, and households at-risk of homelessness. Target proactive public outreach to lower resource neighborhoods such as western and northern areas in East Palo Alto or projects where there is a higher presence of special needs populations based on the fair housing analysis. The City has a goal of providing fair housing and support services for a minimum of 20 special needs individuals or households between 2024 and 2028.	Ongoing	No reportable actions in 2024.
5.10	Pursue funding and prioritize neighborhoods of concentrated need for future investment, which may include but is not limited to rehabilitation, safe routes to schools, parks, transit, and active transportation. Evaluate the distribution of infrastructure and transportation investment by higher versus lower need areas when updating the Capital Improvement Program (CIP). Assess the needs in lower-resource areas and implement actions to ensure an equitable distribution of investment.	2025, 2026 or later	No reportable actions in 2024.

5.11	Support local and regional flood control and infrastructure projects that benefit existing and future residents. Prioritize improvement projects that benefit high need and lower-resource areas as identified in AFFH analysis.	2024, 2025, 2026 or later	Ongoing. The City continued to support thr SFJPA on regional flood control and infrastructure projects.
6.1A	Annually review the City's habitability complaints and the Rent Stabilization Ordinance's rules and regulations and forward any recommended changes or updates for enforcing habitability issues to the City's Rent Stabilization Board.	Ongoing	Rent Stanilization Program staff referred 15+ habitability complaints to Code Enforcement, and in December 2023, conducted a habitability petition presentation to educate tenants about their rights, leading to an increase in petitions submitted to the department.
6.1B	Continue to use code enforcement to support housing preservation and neighborhood quality and identify housing maintenance issues. Refer property owners with compliance needs to the City's programs for rehabilitation assistance.	Ongoing	At the end of 2024, the Building Division started working with other agencies through the ADU Resource Center for San Mateo County. This resource center helps introduce property owners to ADUs including plans. This program is still in the initial phase and has not become completely mainstream as of yet. Also, the hybrid position in code enforcement is currently vacant.
6.2	Determine the most effective means of incentivizing or requiring childcare facilities in new affordable housing developments and commercial developments.	2024	The RBD Specific Plan adopted in December 2024 includes childcare centers as a permissible use and could be proposed as a community benefit by a developer to receive additional development capacity or flloor area ratio (FAR).
6.3	Implement the East Palo Alto Reach Codes, which became effective in January 2021 and apply to all new construction and substantial rehabilitations and additions; continue to explore expanding building electrification requirements and support incentive programs for retrofitting existing buildings	2024	The EPA Reach Code was updated in 2023.

6.4	Complete and implement the recently updated Multi-Jurisdictional Local Hazard Mitigation Plan.	Ongoing	The most recent LHMP was updated in October 2021 as part of a multijurisdictional process. No reportable actions in 2024.
6.5	Update the City's Safety Element to address earthquakes, flooding, and other natural and manmade hazards; consider policies such as studying the inventory of the soft-story housing stock and establishing a seismic retrofit program to address these buildings; establishing a program for remediation of lead-based paint in older residential buildings; and incorporating targeted outreach to vulnerable and special needs populations to ensure their needs are well-addressed.	2025	Started in 2023. The City started the process for the Safety Element update in July 2023. The update is being conducted in collaboration with several jurisdictions in San Mateo County. Four community workshops have been held so far.
6.6	Continue to disseminate information through onsite resources and workshops to homeowners, property owners, and developers on FEMA, state, and local regulations on floodplain construction and management practices.	Ongoing	Ongoing. The City maintains an updated website with storm information and flood preparation resources. Storm preparation guides were sent out via citywide newsletter with updates before and during each major storm. The City coordinated with developers on meeting floodplain construction requirements which exceed FEMA's baseline CRS requirements.
6.7	Continue to participate in FEMA's Community Rating System Program to ensure that new housing development complies with floodplain construction standards with submission of required certifications.	Ongoing	Ongoing. The City submitted its 2023 CRS report to FEMA and received approval. Where applicable, building permits are reviewed for compliance with floodplain requirements.

7.1	For affordable housing projects located near high-quality transit, on City-owned land, with City subsidy, or where otherwise legally defensible, require developers of affordable housing to demonstrate how they will serve people with disabilities in the development.	2024, 2025	No reportable actions in 2024.
7.2	Finalize the Master Temporary Use Permit (MTUP) process for the temporary housing program rollout that includes City coverage of permit fees to provide housing for individuals experiencing homelessness in the community.	2024	Process finalized and published on City website in 2023. City is still seeking applications for MTUP process.
7.3	Evaluate lessons learned and options for longer-term, holistic solutions to RVs parked in public right of way with the conclusion of the RV Safe Parking Program.	2024; Ongoing	Completed in 2023. The City's RV Safe Parking Program closed in October 2023, and staff providing a final report with lessons learned in the November 31, 2023 staff report, available at: https://cityofepa.granicus.com/player/clip/46?view_id=1&meta_id=3434&redirect=true . No update for 2024.
7.4	Research all available public funding sources to address homelessness and consider City investment of funds for homeless outreach, case management and supportive housing to supplement the countywide system.	2024	The City was rejected for the Encampment Resolution Funding Grant ERF-3 in August 2024.
7.5	Pursue expansion of support programs for unhoused residents by establishing partnerships with other public agencies, private corporations and foundations, and non-profit service providers.	2024	No reportable updates for 2024.

7.6	Continue to support the low barrier navigation center and emergency shelter operated by WeHope, a community-based non-profit organization, which provides an interim shelter and supportive services for unhoused individuals. Accommodate the special needs of at-risk youths, households with children, and persons with disabilities.	Ongoing	In 2023, Building staff approved a permit by-right for the City's emergency shelter operated by WeHOPE to improve shelter accommodations, including replacement of finishes and light fixtures, fire life safety including egress and occupancy for emergency shelter bed and supporting services. No reportable actions in 2024.
7.7	Develop options for incentivizing deeply affordable housing units that serve larger household sizes, such as allowing additional density or other relaxed or flexible zoning regulations.	2024	No reportable actions in 2024. Update as this is under development now.
7.8	Continue to require residential projects to include Extremely Low-Income housing units through the City’s Inclusionary Housing Program and encourage production of deed-restricted ADUs serving Extremely Low and Very Low-Income households as an Inclusionary Housing Alternative Compliance option instead of paying in-lieu fees for fractional units.	2024; Ongoing	Ongoing. Housing staff continues to encourage production of deed-restrcited ADUs serving ELI and VLI households as Alternative Compliance Options for Inclusionary Housing requirements.
8.1	Improve and maintain the Housing website as a primary means of communicating the City’s efforts around housing. Expand proactive measures to inform homeowners, landlords, and tenants about available local and County housing resources and supportive services.	Ongoing	Ongoing. Housing staff continues to update and maintain the Housing website, and find other means to communicate with homeowners, landlords and tenants, including mailers, City newsletter, and social media updates.

8.2	Create a budget for mailers and non-digital outreach on Housing workplan items at the start of each fiscal year.	Ongoing	Ongoing. Housing staff budgeted for mailers and non-digitical outreach in 2023.
8.3	Provide translation of materials and interpretation of City Council, Planning Commission, Rent Stabilization, and other City meetings in alignment with City's Language Policy.	2024; Ongoing	Ongoing. City provides Spanish interpretation services at City Council and Rent Stabilization meetings, and at Planning Commission meetings as requested.
9.1	Regularly assess the level of staffing or contract assistance to ensure that sufficient staffing is committed to implementing the policies and programs in this Affordable Housing Strategy in a timely manner.	Ongoing	The City entered into a contract in 2024 with HEART for staff augmentation hours as needed.
9.2	Along with other San Mateo County communities, access the services of the HEART of San Mateo County's new Housing Consulting Services program, so as to access additional housing expertise and staffing.	2024	Completed in 2023. Worked with HEART of San Mateo County's Housing Consulting Services to conduct City's 2024-2028 Affordable Housing Strategy Update. No reportable upidates for 2024.
9.3	Collaboratively update the City's Development Code to align Planning and Housing objectives, with an emphasis of resolving inconsistencies and ensuring consistency with the City's General Plan.	2024, 2025	Along with approval of the RBD Specific Plan update in December 2024, General Plan and Development Code updates were concurrently enacted to ensure internal consistency between the General Plan, Specific Plan, and zoning regulations.

9.4	As Notices of Funding Availability (NOFA) are issued (typically annually), proactively work with the City's grant coordinator to selectively apply for regional, state, and federal grants to finance qualifying affordable housing projects and to fund East Palo Alto housing programs, such as housing rehabilitation program and first-time homebuyers' program	Ongoing	In 2023, Housing staff research potential regional, state and federal funding sources for affordable housing, and established a plan for applying to local County funding sources.
9.5	Review the Housing Element's Sites Inventory annually to assess progress in achieving the City's RHNA affordable housing allocation and as needed, identify additional sites or adjusting development policies, programs, and priorities.	Ongoing	Ongoing. City reviewed RHNA progress and effectiveness during Housing Element Update process including January 23, 2023 Planning Commission meeting, February 9, 2023 Planning Commission meeting, and February 21, 2023 City Council public hearing.

9.6	Evaluate the effectiveness of the Inclusionary Housing Ordinance (IHO) in producing affordable units and the financial impact of the inclusionary requirements and Alternative Compliance Options on residential development. Evaluate the effect of changing economic, development, and financing conditions and the cumulative financial impact of development impact fees and exactions. Following completion of the evaluation, amend the IHO to reduce constraints within six months if necessary. Continue to assess the financial impact of the IHO on individual projects and implement further measures to reduce the barriers to housing production and achieve the City's RHNA if needed.	2024, 2025, Ongoing	On July 18, 2023, City Council adopted an amendment to in-lieu fees calculation methodology including using the Construction Cost Index for change in rental in-lieu fees, and a 3-year average of interest rates for the ownership in-lieu fees to reduce volatility. City has started and will complete a nexus study and financial feasbility analysis in 2024 to update the City's development impact fees. As part of the financial feasibility analysis, the inclusionary housing requirements in the IHO will be included along with other development fees and exactions to access the cumulative financial impact on project feasibility. The City is also participating in a "Grand Nexus Study," led by the County with the participation of other 21 Elemets cities to study inclusionary housing and commerical linkage fee programs. A consultant firm will be selected to begin this study in 2025.
10.1	For applicable development projects that will be removing residential units, a replacement housing program for lower-income households in accordance with State requirements (Government Code 65583.2(g)).	Ongoing	Ongoing. Planning staff continue to work with applicants to ensure compliance.

10.2	Emergency Shelters - Evaluate current sites, development standards, and approval process and amend the Development Code to comply with Assembly Bill 2339 and other applicable state laws. Amend the Development Code to address zoning requirements, update the definition of emergency shelters, ensure sufficient capacity for emergency shelters in zones with proximity to transportation and homelessness services, establish objective development standards, and comply with all other requirements of AB 2339.	2024	Consistent with the requirements of AB 2339, Emergency Shelters have been included as a by right use in the Industrial Transition zone in the RBD/4 Corners Specific Plan which was aopted by Council in December 2024. Additionally, a zoning amendment to allow Emergency Shelters in commercial zoning districts has been scheduled for Council on February 18, 2025.
10.3	Update zoning to so that Permanent Supportive Housing would be allowed by-right in residential and mixed-use zoning districts, as required by the State (Government Code 65651).	2024	Zoning amendment to allow supportive housing and transitional housing started in 2024 and has now been scheduled for Council on February 18, 2025
10.4	Update zoning and the definition of a “housekeeping unit” to comply with the state Employee Housing Act and adopt a “barrier-free” definition that does not subject persons with disabilities to special regulations.	2024	No reportable actions in 2024.

10.5	Amend the ADU ordinance to comply with State law, pending formal comment from HCD. Further actions include programs and policies to facilitate construction of ADUs (refer to Policies/Programs 1.7 to 1.14 for specifics). Consider additional measures to remove zoning impediments such as relaxing side and rear yard setback and open space standards and facilitating conversion of unpermitted accessory structures to ADUs. The City has a goal of approving at least 72 ADUs between 2024 and 2028.	2024	This effort started in 2023 with the drafting the ADU objective architectural compatibility standards to provide clear design guidelines to better facilitate the constructions of ADU. The standards were adoption in Feb 2024.
10.6	Update zoning regulations for residential care facilities and group homes (7+) to comply with state law and to reduce barriers for establishing facilities for special needs populations such as persons with disabilities, including revising existing spacing constraints.	2024	Work on zoning amendment to facilitate the approval of both small and large Residential Care Facilities started in 2024 and is scheduled for Council on February 18, 2025. Supportive housing is also included in the amendments as a by right use in any zone where residential uses are allowed under the same provisions that apply to all residential development.

10.7	Review zoning ordinance regulations for compliance with the current state laws and reduce development impediments or provide incentives such as standards pertaining to parking, open space, density bonuses, and objective design standards. Implement Policies/Programs 1.1 to 1.6, 1.18. 1.20, 1.21 and 1.25 for a comprehensive multi-prone approach to reduce regulatory constraints, improve development processing, create incentives for housing development, and reduce, mitigate, and not constrain housing supply, cost, and ability to achieve maximum densities.	2024, 2025, 2026 or later	Sarted in 2023. The ADU Ordinance amendment reduced the open space requirement and allowed the City's adopted ADU ordinance to be compliant with the current state laws. The update also introduced the Preliminiary Ministerial Review (PMR) Clearance for the streamlined project process. Additional amendments are being proposed to reconcile the city's development code with state legislation with respecct to ADU provisions for multi-family dwellings, scheduled for Coucil on February 18, 2025.

10.8	Adopt an update to RBD Specific Plan to allow residential and mixed-use development at designated locations in the plan area and address provisions as noted in other Housing Element and Affordable Housing Strategy policies/programs. Concurrently, rezone parcels for residential and mixed-use development. Additionally, establish by-right approval, minimum residential densities, objective design standards, minimum residential requirements for mixed use zoning, reduce parking set flexible open space standards for affordable housing, create a transportation demand management (TDM) program, streamline subdivision approvals, and undertake other re-zoning efforts to reduce development constraints and create incentives for developments catering to special needs populations. Further, the City will resolve inconsistencies between the General Plan and current Specific Plan, (See related Policy 1.21). The City's goal is to zone sites and define minimum densities and	2024	The RBD Specific Plan was adopted in December 2024 and incorproates many of the measures in this Housing Element program, such as: rezoning parcels for residential and mixed-use development to allow up to 1,600 new residential units, establishing minimum residential densities; settng maximum parking standards; creating a RBD transporatation managemenrt associationn to overall TDM programs and compliance with the City's TDM ordinance; addressing development constraints for residential development; incentivizing the development of affordable housing over and above current IHO and commercial linkage fee requirements; and incentivizing providng housing units for special needs populations. The Specific Plan also plans for neighborhood retail uses, parks, multi-modal mobility improvements, and community and recreation facilities to serve future residents and workers. Along with adoption of the Specific Plan, General Plan and Development Code amendments were concurently enacted to resolve inconsistencies.

10.9	Develop procedures and review zoning regulations with the objective of encouraging and facilitating the development of SRO projects and transitional supportive housing at suitable locations. The City's goal is to streamline zoning regulations as needed, identify potential funding, and reach out to developers (e.g., through a request for proposals or qualifications) to construct an SRO or supportive housing project on a suitable site in the City with convenient transit service.	2025	Work on this policy has begun with a zoning amendment to facilitate supportive and transitional housing by making them a use by right in any zone that allows residential uses, and to subject them to the same regulations as other residential uses. The amendment is scheduled for Council on February 18, 2025. Other efforts, including the identification of funding sources and outreach to developers will begin after the adoption of the amendment.
10.10	During the 6th cycle Housing Element, ensure that the General Plan land use designation and zoning are consistent for all properties included in the City’s RHNA Sites Inventory.	Ongoing	The Ravenswood Business District/4 Corners Specific Plan was approved on December 17, 2024 to ensure consistency.

Jurisdiction	East Palo Alto	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT

Table K
Tenant Preference Policy

Local governments are required to inform HCD about any local tenant preference ordinance the local government maintains when the jurisdiction submits their annual progress report on housing approvals and production, per Government Code 7061 (SB 649, 2022, Cortese). Effective January 1, 2023, local governments adopting a tenant preference are required to create a webpage on their internet website containing authorizing local ordinance and supporting materials, no more than 90 days after the ordinance becomes operational.

Does the Jurisdiction have a local tenant preference policy?	Yes
If the jurisdiction has a local tenant preference policy, provide a link to the jurisdiction's webpage containing authorizing local ordinance and supporting materials.	https://www.cityofepa.org/housing/page/local-preference
Notes	

Jurisdiction	East Palo Alto	
Reporting Year	2024	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT
Local Early Action Planning (LEAP) Reporting
(CCR Title 25 §6202)

Please update the status of the proposed uses listed in the entity's application for funding and the corresponding impact on housing within the region or jurisdiction, as applicable, categorized based on the eligible uses specified in Section 50515.02 or 50515.03, as applicable.

Total Award Amount	$ 95,000.00	*Total award amount is auto-populated based on amounts entered in rows 15-26.*

Task	$ Amount Awarded	$ Cumulative Reimbursement Requested	Task Status	Other Funding	Notes
CEQA	$40,000.00	$40,000.00	Completed	None	Completed, reimbursement has been completed 2024.
Complete Housing Element	$30,000.00	$30,000.00	Completed	Other	$30K went toward 21 Elements contract (total contract amount of $54,500)
Planning Staff Coordination	$25,000.00	$25,000.00	Completed	Local General Fund	Completed, reimbursement has been completed 2024.
ADU Ordinance Update	$0.00	$0.00	Completed	Other	Completed in Feb 2024 using SB 2 funds.

Summary of entitlements, building permits, and certificates of occupancy (auto-populated from Table A2)

Completed Entitlement Issued by Affordability Summary		
Income Level		**Current Year**
Very Low	Deed Restricted	0
	Non-Deed Restricted	8
Low	Deed Restricted	0
	Non-Deed Restricted	7
Moderate	Deed Restricted	0
	Non-Deed Restricted	8
Above Moderate		3
Total Units		**26**

Building Permits Issued by Affordability Summary		
Income Level		**Current Year**
Very Low	Deed Restricted	0
	Non-Deed Restricted	8
Low	Deed Restricted	0
	Non-Deed Restricted	7
Moderate	Deed Restricted	0
	Non-Deed Restricted	8
Above Moderate		3
Total Units		**26**

Certificate of Occupancy Issued by Affordability Summary		
Income Level		**Current Year**
Very Low	Deed Restricted	0
	Non-Deed Restricted	6
Low	Deed Restricted	0
	Non-Deed Restricted	5
Moderate	Deed Restricted	0
	Non-Deed Restricted	3
Above Moderate		3
Total Units		**17**

General Plan Annual Progress Reporting
Reporting Year: 2024 Jan 2024 - Dec 2024

Table 12-1: Time Frame Guide

Estimated Date of Completion	
Short	*1 – 5 years*
Medium	*5 – 10 years*
Long	*10+ years*
Ongoing	*Recurring or continuous action*

Table 12-2: Land Use and Urban Design Programs

	Description	Priority	Time Frame	Responsibility	Status	Comments
1.	**Review and evaluation.** Work with department managers and directors in evaluating the effectiveness of the General Plan in its role in guiding city operations, development review, master planning, and budgeting. A summary of this discussion and evaluation shall be reported to the City Council on an annual basis.	High	Medium	Planning	In progress	
2.	**Specific Plan Consistency.** Following adoption of the General Plan, review the existing, adopted Specific Plans and make changes to ensure consistency with the General Plan.	High	Short	Planning/CEDD	Completed	RBD Specific Plan Update Adopted in 2024
3.	**Weeks Design guidelines.** Update the existing design guidelines for infill projects in the Weeks neighborhood.	Medium	Medium	Planning	Not started	
4.	**Citywide design guidelines.** Update and adopt citywide design guidelines.	Medium	Medium	Planning	In progress	Obtained grant funding for objective design standards.
5.	**Way-finding and signage.** Release an RFP to develop a way-finding program that provides directional signage, boundary markers, and monument signs for important institutions and activities within the community.	High	Short	Public Works	Not started	

Table 12-3: Economic Development Programs

	Description	Priority	Time Frame	Responsibility	Status	Comments
1.	**Economic development strategic plan.** Develop a long-term economic development strategic plan that develops and retains businesses and a strong middle class.	High	Long	CMO/CEDD	In progress	The City entered into an agreement with HR&A Advisors to develop an economic development strategic plan. Estimated completion 10/2025.
2.	**Local hire.** Support local hiring and local businesses by implementing the City's First Source Hiring and Local Business Enterprise policies. Review and update (if necessary) the First Source Hiring Ordinance and policies to acknowledge the effects of the dissolution of the Redevelopment Agency.	High	Medium	CEDD & Administrative Services	Completed	
3.	**Small business support.** Develop and staff a program that supports small and local businesses. Prepare and circulate a small business assistance resource guide.	Medium	Ongoing	CMO/CEDD	In progress	The economic development strategic plan will include prioritize small business support.

Table 12-4: Transportation Programs

	Description	Priority	Time Frame	Responsibility	Status	Comments
1.	**Update City Street Standards.** Update existing standards for City streets, focusing on achieving traffic safety, complete streets, and livability goals.	Medium	Medium	Planning/Public Works	In progress	
2.	**Transportation Demand Management Requirements.** Review and update the City's Transportation Demand Management requirements for existing and new development.	High	Short	Planning	Completed	TDM ordinance adopted.
3.	**Transportation Impact Fee Nexus Study.** Establish a transportation impact fee on new development, to raise funds for needed improvements to all modes of transportation.	High	Short	Planning/Public Works	In progress	Nexus Study scheduled for March 2025 adoption.

4.	**Neighborhood Traffic and Parking Management Plans.** Conduct neighborhood traffic and parking management plans for areas with reported parking and circulation problems to identify appropriate parking management programs (such as Residential Parking Permits and Parking Benefit Districts) and/or traffic calming measures.	High	Long	Planning/Public Works	In progress	The permit program ordinance adoption is scheduled for PWTC and CC in 2024
5.	**Complete Streets Projects.** Conduct and implement complete streets projects along priority traffic calming corridors and in conjunction with implementation of other bicycle, pedestrian and transit improvements.	Low	Long	Planning/Public Works	In progress	
6.	**Performance Monitoring.** Periodically monitor the performance of Plan implementation using service standards and targets included in the Circulation Element.	Medium	Ongoing	Planning/CEDD/Public Works	In progress	
7.	**Update Bicycle Plan.** Update and implement the Interim Bicycle Transportation Plan (2011).	Low	Long	Planning/Public Works	In progress	
8.	**Pedestrian Master Plan.** Complete a Pedestrian Master Plan that helps close key gaps in the pedestrian network and improve the pedestrian realm.	Low	Long	Planning/Public Works	Not started	
9.	**Bay Access Master Plan.** Update and implement the Bay Access Master Plan.	Low	Long	Planning/Public Works	In progress	
10.	**University Avenue Alternatives Study.** Conduct an Alternatives Study for the redesign of University Avenue, focusing on complete streets concepts.	Medium	Long	Planning/Public Works	In progress	
11.	**Wayfinding Plan.** Develop and implement a bicycle and pedestrian wayfinding program.	Low	Long	Planning/Public Works	Not started	
12.	**Additional SR2S projects.** Prepare grant applications for future SR2S and SRTS cycles based upon "Existing Conditions" report.	High	Short	Public Works	In progress	

Table 1

	Description	Priority	Time Frame	Responsibility	Status	Comments
1.	**Citywide "health check-up."** Every five years, conduct a community health assessment regarding the overall health and quality of life of those who live and work in East Palo Alto.	Medium	Long	Planning	Not started	

2.	**Health fitness challenges**. Create and implement health fitness challenges for City employees to encourage healthy living.	Medium	Short	City Manager	In progress	
3.	**Soda tax ordinance.** Explore the possibility of a sugar sweetened beverage tax in the City. Revenue generated from the tax could be appropriated for wellness and health programs in the City.	High	Short	City Manager	Not started	
4.	**Residential smoking ordinance.** Adopt an ordinance to prohibit smoking in multi-family buildings.	High	Short	City Manager	In progress	
5.	**Public smoking ordinance.** Adopt an ordinance to prohibit smoking in public spaces, including parks, plazas, and on public property.	High	Short	City Manager	Completed	
6.	**Living wage ordinance.** Adopt an ordinance that ensures that all businesses in the City pay their employees a wage that can support a family at, or above, the poverty level.	High	Short	City Manager	Completed	
7.	**Year-round farmer's market.** Pursue funding and partner with local organizations to provide a year-round farmers market in the City, and seek out additional vendors to participate in the market.	Medium	Medium	Planning	In progress	
8.	**Annual health fair.** Host an annual Health Day Fair with information, health care screenings and services, and activities celebrating an active lifestyle. The event should be sponsored by the City and involve a wide range of service providers.	Low	Ongoing	Planning	Not started	
9.	**Healthy food at city buildings and events.** Develop guidelines to require that healthy foods that are served at city-sponsored events and in City vend-ing machines.	Medium	Short	City Manager	In progress	
10.	**Town hall meetings**. Hold bi-annual town hall meetings to implement the General Plan. Publicize the meetings widely and in multiple languages.	Low	Ongoing	City Manager	In progress	

Table 1

	Description	Priority	Time Frame	Responsibility	Status	Comments
1.	**Coordination with the San Francisquito Creek Joint Powers Authority (JPA).** Work with the JPA on the construction of a new park or open space between Camelia Drive and the levee (south of O'Connor St).	High	Short	Public Works	Not started	

2.	**Shared use agreement with School District.** Create a formal shared use agreement with the Ravenswood City School District whereby the public and organizations (such as youth and adult intramural leagues) can access school fields/property after normal school hours.	High	Short	City Manager	In Progress	Conversations have progressed and School District has provided draft of potential agreement
3.	**Agreement with Don Edwards San Francisco Bay National Wildlife Refuge.** Establish a formal cooperative agreement with the Don Edwards San Francisco Bay National Wildlife Refuge and develop programs to encourage public recreational use of the Bay Trail and trails in and adjacent to the Baylands Nature Preserve and the South Bay Salt Pond Restoration Project.	Medium	Medium	City Manager	Not started	
4.	**Agreement to Manage Cooley Landing.** Continue to maintain an agreement for a non-profit or other entity to manage Cooley Landing	Medium	Ongoing	City Manager	Not Started	
5.	**Bird-safe design**. Adopt bird-safe design guidelines for new buildings and structures adjacent to the Bay.	Medium	Medium	Planning	Not started	
6.	**Light pollution guidelines.** Adopt guidelines for outdoor lighting located adjacent to wildlife areas that will keep the amount of light that reaches wildlife habitat areas to a minimum.	Low	Medium	Planning	Not started	
7.	**Community space fund**. Maintain development fee programs to accumulate funds for the acquisition and improvement of parks and public gathering places and facilities.	Medium	Medium	City Manager/CEDD	Completed	
8.	**Tree Planting program.** Partner with local non-profit organizations to implement a tree planting program (planting of trees on City owned property).	High	Short	Public Works	Completed	
9.	**Citizen reporting.** Create a program and/or methods for residents to monitor and report vandalism along with maintenance issues in parks and public Right-of-Way.	High	Short	Public Works	Completed	
10.	**Feral Cat Program.** Work with partners to consider establishment of a year round cat program or fund one as cats prey on the salt water harvest mouse which is a Federally protected species in accordance with the ESA. This condition originates in the Cooley Landing environmental clearance document.	Medium	Medium	Public Works	Not started	

Table 12-7: Infrastructure, Services, and Facilities Programs

	Description	Priority	Time Frame	Responsibility	Status	Comments
	PUBLIC FACITILIES					
1.	**Development impact fees.** Adopt nexus-based impact fees that mitigate the cost of providing infrastructure and public facilities to serve new development. Address infrastructure improvements that are necessitated by new development – including for water, sewer, stormwater, and utilities. Seek additional funding mechanisms as necessary.	High	Ongoing	Planning/CEDD/Public Works	Completed	
2.	**Outside community funding.** Create an outreach program or plan to match Silicon Valley donors and funding dollars to community needs such as schools, public space improvements, jobs training, or support for artists.	Medium	Ongoing	City Manager	Not started	
3.	**TOT program evaluation.** Seek an independent evaluation of the Measure C Program/Transient Occupancy Tax program.	Low	Short	City Manager	Not Started	
4.	**New teen center.** Work with local service providers, such as the YMCA, to create a "teen center" for East Palo Alto teens. The teen center could provide tutoring and mentorship programs and provide a safe and affordable place for youth after school and on weekends.	High	Long	City Manager	Not Started	
	PUBLIC SAFETY					
1.	**Crime reduction plan.** Develop a long-term crime reduction plan that addresses: Prevention, Intervention, Enforcement, and Sustainability. The plan will also identify the role of the community and City in the strategy, and identify the resources necessary to implement strategy.	High	Short	Police	Not started	
2.	**Emergency Preparedness Plan.** Update the City's Emergency Preparedness Plan every 5 years.	Medium	Ongoing	Police/City Manager	In progress	
3.	**Community-based policing.** Implement the community-based policing initiative championed by the Police Chief, including attendance at community meetings, having the Police Department participate in community events and beautification projects, and leading programs such as Neighborhood Watch.	Medium	Ongoing	Police	In progress	
4.	**Data-Driven policing.** Continue to use technology to track and target gun violence.	Medium	Ongoing	Police	In progress	

5.	**CERT Program.** Develop a community emergency response team (CERT) training program to provide training to City personnel and conduct informational workshops for the community. Provide additional information to the community about available resources and materials.	High	Short	Police/City Manager	In progress	Study Session set for 3/25/25 to discuss overall strategy and implementation of emergency planning/preparedness which will include a section on CERT.
6.	**Comprehensive crime analysis.** Complete the comprehensive analysis of crime in the City (utilizing the RIMS system).	Medium	Ongoing	Police	In progress	
7.	Signal pre-emption for emergency response. Install traffic signal pre-emption technology for police/emergency vehicles.	High	Short	Police	Not started	
8.	**Anti-graffiti program.** Implement an anti-graffiti program, which includes identifying all locations in the City with chronic graffiti, establishing a removal program, and exploring civil sanctions against chronic violators.	Low	Medium	Police/Public Works	Not started	
9.	**Multi-media emergency notification system.** Adopt and fund system to increase timely and accurate notifications to the community. Seek an adequate cost-effective system to replace the current system.	Low	Short	Police	In progress	
10.	**Crime Prevention through Environmental Design.** Develop a development manual to provide basic requirements and incentives for the inclusion of design features in new development to reduce potential for crime. These features could include well-lighted parking areas, open landscaping, limited access into and between buildings, and limited access to rooftops.	Medium	Short	Planning	Completed	
WATER INFRASTRUCTURE						
1.	**Emergency water connections.** Explore the feasibility of establishing an emergency intertie with the following outside water systems: • City of Palo Alto • Palo Alto Park Mutual Water Company • O'Connor Tract Co-op Water Company	High	Short	Public Works	In progress	

	The City currently has no source of water if the City's connection with the Hetch Hetchy Aqueduct is severed.					
2.	**Groundwater Management Plan.** Complete the Groundwater Management Plan, as required by State law. Oversee the completion of the Plan and provide materials and resources as needed.	Medium	Short	Public Works	Completed	
3.	**Urban Water Management Plan.** Develop an updated Urban Water Management Plan (UWMP) to support long-term water resource planning and ensure adequate water supplies are available to meet existing and future water demands of the land uses contemplated under the Land Use Element. (Every 5 years).	Low	Ongoing	Public Works	Completed	
4.	**Water Master Plan.** Update the 2010 Water Master Plan to guide the implementation of appropriate water supply and water distribution projects (must be updated per statutory requirements every ten years).	Low	Long	Public Works	Completed	
5.	**Water supply.** Develop additional domestic water supplies to address current and future needs, including: • Completing the Gloria Way Well and treatment facility • Exploring additional municipal wells such as Pad D • Completing the monitoring program • Exploring storm water capture and reuse • Explore recycled water generation and distribution facilities and opportunities • Explore water demand offset regulations for new and intensified development • Evaluate the contract with American Water Enterprises and formulate future strategy.	High	Ongoing	Public Works	In progress	
6.	**Water conservation and recycling.** Update the building code to allow and encourage water recycling, graywater use, water efficiency, and other conservation measures not already permitted under CalGreen.	Medium	Medium	Planning	Completed	
7.	**Water user fees.** Update existing user fees for water to fund needed system upgrades and explore water demand offset regulations for new or intensified development.	Medium	Medium	Planning/ CEDD	Completed	
SEWER/STORMWATER INFRASTRUCTURE						
1.	**Sewer and Stormwater user fees.** Update existing user fees for sewer and stormwater to fund needed system upgrades and, to the extent feasible, allow for waste water recycling and stormwater capture for beneficial use.	Medium	Medium	Planning	In progress	

FLOODING						
1.	**Levee and creek maintenance.** Negotiate an agreement with Santa Clara Valley Water District (SCVWD) for maintenance of the San Francisquito Creek enhanced levee and creek banks from Highway 101 to the border with Menlo Park.	Medium	Short	Public Works	Completed	
2.	**Coastal flooding analysis.** Complete an analysis of the City's vulnerability to coastal flooding and sea level rise. Inspect and review the levees in the Baylands.	Low	Short	Public Works	In progress	
3.	**Upstream San Francisquito Creek flood protection project.** Work with the San Francisquito Creek Joint Powers Authority (SFCJPA) on the planning and design of flood control improvements upstream of Highway 101.	High	Long	Public Works	In progress	

Table 12-8: Safety and Noise Programs

	Description	Priority	Time Frame	Responsibility	Status	Comments
1.	**Flood control master plan**. Prepare a flood control master plan to assess the adequacy of the City's flood control system as a whole. Implement improvements as warranted and as feasible. Seek outside funding as available to implement improvements.	High	Short	Public Works	Not started	
2.	**Fire buffer zones**. Work with property owners near hazard areas to implement and maintain buffer zones from the riskiest areas and adopt fire code revisions when appropriate.	Medium	Short	Planning	Not started	
3.	**Hazard Mitigation Planning/HMGP Grant.** Adopt and develop both a Multi-hazard Mitigation plan and a Recovery Action Plan to guide growth and development in the event of a widespread destructive event.	High	Short	Planning/Public Work	In progress	
4.	**Coordinated emergency response**. Implement coordinated emergency response planning with the Menlo Park Fire Protection District, major transportation agencies, and adjacent jurisdictions.	Medium	Ongoing	Police/City Manager/Public Works	In progress	
5.	**Hazardous emergency plan**. Develop and implement a multi-hazard emergency plan for accidents involving hazardous materials.	Medium	Medium	Public Works	Not started	

6.	**Noise Ordinance**. Amend the Noise Ordinance to require that interior noise levels attributable to exterior sources shall not exceed 45 dB (Ldn or CNEL) when the outdoor noise level exceeds 60 dB (Ldn or CNEL)[1] for all new hotels, motels, dormitories, apartment houses, and single-family dwellings.	Medium	Short	Planning	Not started	
7.	**Quiet asphalt.** Select a "quieter" pavement that also meets other criteria established by the City for pavements for use in resurfacing roadways. Require its use in future capital projects.	Low	Medium	Public Works	In progress	
8.	**Public disaster training**. Conduct training exercises about earthquakes, fires, floods, and other natural and man-made disasters that are most likely to strike East Palo Alto.	Medium	Ongoing	City Manager/Community Programs	In progress	Study Session set for 3/25/25 to discuss overall strategy and implementation of emergency planning/preparedness which will include a section on training.

Physical Improvements

The table below identifies physical improvements to implement the General Plan's vision and policies, organized by Plan Chapter. Physical improvements are consistent with each chapter's goals and policies, though not every chapter has associated physical improvements.

Table 12-9: Transportation Physical Improvements

	Description	Priority	Time Frame	Responsibility	Status	Comments
1.	**Highway 101 Pedestrian / Bicycle Overcrossing.** This project is intended to link the residents of the Woodland Neighborhood with City services and recreation opportunities on the other side of the freeway. Coordinate with Caltrans on the design and construction and seek grant funding for construction costs.	High	Medium	Public Works	In progress	

2.	**University Avenue Interchange.** This project will provide for the widening of the University Avenue/US 101 overpass to provide safer pedestrian and bicycle travel and more efficient vehicle travel.	High	Medium	Public Works	In progress	
3.	**Bay Road improvements.** Coordinate with PG&E and East Palo Alto Sanitary District on the Bay Road Improvement Phase II/III. Construct the necessary roadway and infrastructure improvements in order to revitalize the Ravenswood TOD Specific Plan area and provide the foundation for an active "main street" environment, including street paving, pedestrian and bicycle improvements, landscaping improvements, streetscape improvements, and undergrounding of utilities.	High	Medium	Public Works	Completed	
4.	**Street Light Upgrade Project.** Complete the Street Light Upgrade Project, including a luminosity study to identify locations where additional new street lights need to be installed, and the installation of LED lights.	High	Medium	Public Works	In progress	
5.	**Signage and Striping Improvements.** Install new signage and striping to improve vehicular, pedestrian and bicycle safety throughout the City.	Medium	Medium	Public Works	In progress	
6.	**Pedestrian Accessibility Improvements.** Improvements include but are not limited to corner ramps. Americans with Disabilities Act (ADA) and California State Law require these improvements.	Medium	Medium	Public Works	In progress	
7.	**Institute Traffic Calming Program.** This includes the planning and construction of speed bumps, bulb outs and other traffic calming devices to reduce speed through residential zones and to increase safety, with priority corridors identified in Figure 7 of the Circulation Element, in coordination with other City Departments.	High	Medium	Public Works	In progress	
8.	**Bay Road Phase II.** Build the Bay Road Phase II project, which will build a multimodal roadway with attractive streetscape along Bay Road between Clarke Ave. and the entrance to Cooley Landing.	High	Medium	Public Works	Completed	
9.	**Bicycle and Pedestrian Improvements.** Improvements include the installation of enhanced signage, striping and loop detectors for bicycles.	High	Long	Public Works	In progress	
10.	**Curb and gutter program.** Close all sidewalk network gaps, as outlined in Figure 6 of the Circulation Element (Existing Pedestrian Network and Sidewalk Gaps) with new sidewalks, curbs, and gutters	High	Medium	Public Works	In progress	

11.	**University Avenue Resurfacing and Signal Upgrade.** This project provides for pavement resurfacing, restriping, upgrading of traffic signals and various other improvements on University Avenue.	High	Medium	Public Works	In progress	
12.	**New Loop Road.** Complete a new loop road around the north and east of University Village that will connect University Avenue to the Ravenswood Employment District.	Medium	Medium	Public Works	Not started	
13.	**Euclid Avenue Tunnel Assessment and Investigations**. The purpose of this project is to assess the viability of restoring and re-opening the tunnel under Highway 101 at Euclid Avenue, which is currently closed.	Low	Short	Public Works	Not started	
14.	**Safe Routes to Schools.** Complete Safe Routes to School projects as outlined in the Safe Routes to School Plan (2003).	High	Medium	Public Works	In progress	
15.	**Street Resurfacing Program/PMP.** Continue to resurface streets to maintain the City's pavement condition index score.	High	Medium	Public Works	In progress	
16.	**Major Street Reconstruction.** This project provides for the reconstruction of damaged City streets during the ten-year life of the Capital Improvement Plan (CIP).	Low	Long	Public Works	In progress	
17.	**Newell Bridge.** Continue to offer staff time to further the joint project for the replacement of the Newell Bridge. Advocate for the needs of the East Palo Alto community.	Medium	Medium	City Manager/ Public Works	In progress	

Table 12-10: Parks, Open Space, and Conservation Physical Improvements

	Description	Priority	Time Frame	Responsibility	Status	Comments
1.	**Develop new citywide parks.** Create new, formalized park space in the following locations: • Vacant parcel to the north of Martin Luther King Park • The informal open space at the termination of Purdue St and Demeter St • Vacant parcel adjacent to Verbena Dr • Part of the existing Palo Alto Park Mutual Water Association land at Oakwood Dr and Garden St.	Medium	Ongoing	Planning/City Manager	In progress	
2.	**Finalize Richard May field.** Coordinate with the St. Francis of Assisi Church to facilitate the construction of the Richard May fields.	High	Short	Planning	Completed	
3.	**Bay Trail Access.** Improve access to the Bay Trail in the locations below. Add signage, seating, and other amenities. • Eastern end of Weeks St • Eastern end of Beech St	Medium	Ongoing	Public Works	In progress	

	• Eastern end of Cypress St • Eastern end of Daphne St • Southern end of Verbena Dr.					
4.	**Right-of-way conversions.** Convert the following into public linear parks: • Hetch Hetchy right-of-way between Rutgers St and Purdue Ave (Hetch Hetchy Aqueduct Linear Park) • UP railroad right-of-way near the Ravenswood Family Health Annex • Abandoned alley that runs along the back of parcels between Holland St and East Bayshore Rd • Alley that runs diagonally from East Bayshore Rd and Laurel Ave • Unused alley between rear of lots and Menlo Park city limits (behind Alberni St).	High	Varies by project	Planning/Community Services	In progress	
5.	**Bay Access Master Plan.** Complete the trails identified in the Bay Access Master Plan, including the Ravenswood Bay Trail link, and along SF Creek between O'Connor and University Avenue.	High	Medium	Planning	In progress	
6.	**Park access.** Improve access to the following parks and fields, by unlocking gates, adding entrances, removing fences or improving sidewalks/paths and bathrooms: • Martin Luther King Junior Park • Cesar Chavez Elementary/Richard May Field • Track/sports field at Costano Elementary School.	Medium	Medium	Community Services/ Public Works	In progress	
7.	**Bay Trail viewing platforms.** Construct elevated viewing platforms along the Bay Trail.	Medium	Medium	Public Works	Completed	
8.	**No-feeding signage.** Post signs notifying the public that feeding of wild animals, including feral cats, is prohibited.	Medium	Medium	Public Works	Not started	
9.	**Wildlife-proof waste containers.** Provide animal-proof garbage containers in wildlife areas where human activity is or may be frequent, including at Cooley Landing and entry points to the Bay.	Medium	Medium	Public Works	In progress	
10.	**Cooley Landing.** Complete the final phase of the Cooley Landing project (construct elevated viewing piers or platforms and improve access to the waterfront). Identify and secure funding for this phase.	Medium	Medium	Public Works	Not started	
	Park improvements. Implement various upgrades identified in the Community Facilities & Parks Master Plan (FA-01) in the following parks: • **Joel Davis Park.** Identified needs are to upgrade the picnic area, replace playground equipment, install bathrooms and upgrade the playfield.			Public		Joel Davis Park- Restrooms completed

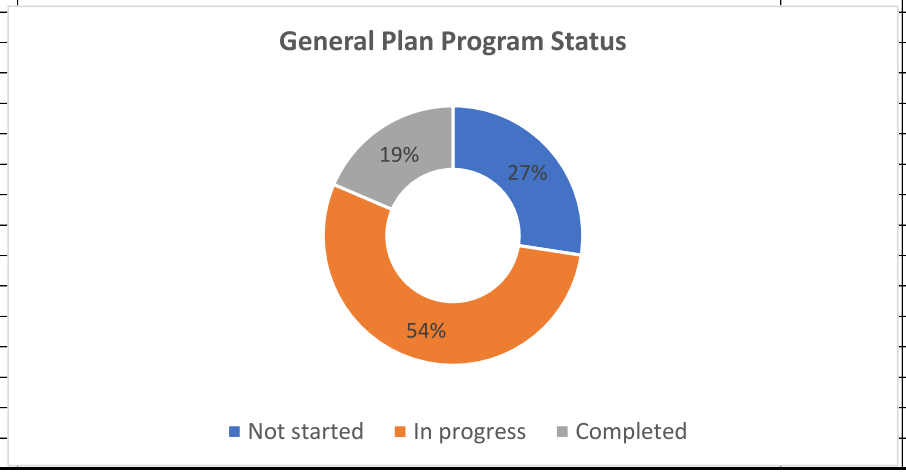
11.	• **Jack Farrell Park.** Identified needs are to install new play equipment, security cameras, security fencing, a concrete seat wall, upgrades to the existing building, upgrades to the picnic area and upgrades to existing playfields and courts. • **Bell Street Park.** Identified needs are new park lighting, a concrete stage, new restrooms, security cameras, security fencing, new bathrooms, new play equipment, new picnic area, a drinking fountain and upgraded playfields.	Low	Long	Public Works/Community Services	In progress	Restrooms completed and installed outdoor fitness equipment Jack Farrell Park- Cameras are installed and drinking fountain upgraded
12.	**New Ravenswood trails.** Construct the approximately 4.5 miles of trails and improved pedestrian sidewalks identified in the Ravenswood TOD Specific Plan.	Low	Long	Public Works	In progress	
13.	**San Francisquito Creek park/trail.** Convert the land bordering San Francisquito Creek into a neighborhood park and/or trail.	Medium	Medium	Public Works	Not started	
14.	**Baylands Park.** Construct improvements to enhance access and usability of existing open space in the Baylands. Resolve issues related to site ownership structure, liability, uses of the site, access to the site and facilities, operation of programs, planning, development, construction, and maintenance costs.	Low	Long	Public Works	Not started	
15.	**New Ravenswood parks.** Build the approximately 25 acres of open space and parks identified in the Ravenswood TOD Plan.	Low	Long	Public Works	Not started	

Table 12-11: Infrastructure, Services, and Facilities Physical Improvements

	Description	Priority	Time Frame	Responsibility	Status	Comments
	PUBLIC FACILITIES					
1.	**Police Department and Corporation Yard.** Relocate the Police Station at 141 Demeter Street and the Corporation Yard at 150 Tara Street to a different location outside of the Special Flood Hazard Area or in an area that will have continual access.	High	Short	Public Works	In progress	
2.	**New facilities in Ravenswood TOD Specific Plan Area.** Construct the three major community facility improvements identified in the Ravenswood TOD Specific Plan: a recreation center, a community center at 4 Corners and a library expansion. Issue RFPs for design, construction, and management of these new facilities.	Medium	Long	City Manager/ Public Works	In progress	
3.	**Performing arts center.** Develop a performing arts center and/or cultural center(s) that includes indoor and outdoor performance areas.	Low	Long	City Manager	Completed	

4.	**Community Development building improvements. Improve** the physical condition of the Community Development Department building through needed upgrades.	High	Short	Public Works	In progress	
WATER INFRASTRUCTURE						
1.	**Gloria Way well retrofit.** Assess the hydrological condition of the existing well at Gloria Way / Bay Road and install the necessary treatment systems to utilize this well for additional water supply.	High	Short	Public Works	Completed	
2.	**New water storage tanks.** Construct two new storage tanks with the capacity to meet emergency supply needs for the current and anticipated future population of the City. Identify potential locations for one storage tank on the east side of Highway 101 and one storage tank on the west side of Highway 101.	High	Medium	Public Works	In progress	
3.	**Second groundwater well.** Construct a 1,000 gallon per minute (GPM) groundwater well and associated iron-manganese treatment system to supplement the City's existing water supply (in addition to Gloria Way).	High	Medium	Public Works	Not started	
4.	**Water main replacement.** Continue to replace deficient water mains in the City's water delivery system as funding is secured, improving available fire flow throughout the system.	High	Ongoing	Public Works	In progress	
5.	**Water meter replacement.** Replace water meters, water meter boxes, and lids as specified in the Water System Master Plan.	High	Ongoing	Public Works	In progress	
6.	**Water valve replacement.** Perform regular maintenance on or replace the 908 existing valves in the City's water system.	Medium	Ongoing	Public Works	In progress	
7.	**Groundwater monitoring.** Install a monitoring network to monitor saline levels and other factors that could impact the City's groundwater resources.	High	Short	Public Works	In progress	
PUBLIC SAFETY						
1.	**New Police Department building.** Establish and/or construct a permanent facility for the East Palo Alto Police Department (current facility is leased). Seek grant funding for this project.	Medium	Long	Police	In progress	
SEWER/STORMWATER INFRASTRUCTURE						
1.	**Martin Luther King Jr. Park stormwater project.** Construct a storage chamber, tertiary treatment system and irrigation pump at Martin Luther King Jr. (MLK) Park to reuse storm water to irrigate the park.	Low	Medium	Public Works	Not started	
2.	**O'Connor Pump Station improvements.** Complete recommended safety and reliability improvements to the existing pump station. Replace the existing pump station during San Fransiquito Creek levee construction.	High	Short	Public Works	In progress	
3.	**O'Connor Pump Station replacement.** Replace the existing pump station during San Fransiquito Creek levee construction.	Medium	Long	Public Works	In progress	

4.	**Runnymede Storm Drain.** Complete the second phase of the Runnymede project, which consists of dredging the existing storm drainage canal from the Runnymede Street outfall to the detention pond at the O'Connor Pump Station, and extending culverts from Bay Road.	High	Short	Public Works	Completed	
5.	**University Village outfalls.** Complete the repair and maintenance of three storm drain outfalls located near the University Village neighborhood (eastern end of Purdue Avenue, the northern end of Fordham Street and the eastern end of Stevens Avenue).	Medium	Medium	Public Works	Not started	
6.	**Storm Drain Master Plan implementation**. Implement necessary improvements to the City's storm drain system identified in the Storm Drain Master Plan. Utilize the master plan for making long-term strategic decisions on new drain infrastructure investments, and regularly update.	High	Long	Public Works	In progress	
7.	**Sewer Master Plan implementation.** Implement the necessary improvements to the City's sanitary sewer system identified in the 2015 Sewer Master Plan Update for the East Palo Alto Sanitary District.	Medium	Long	Public Works	Not started	
		Not started	34			
		In progress	67			
		Completed	23			



HOUSING SUCCESSOR TO THE REDEVELOPMENT AGENCY ANNUAL REPORT REGARDING THE LOW AND MODERATE INCOME HOUSING ASSET FUND FOR FISCAL YEAR 2023-24 PURSUANT TO CALIFORNIA HEALTH AND SAFETY CODE SECTION 34176.1(f) FOR THE CITY OF EAST PALO ALTO

This Housing Successor Annual Report (Report) regarding the Successor Housing Low and Moderate Income Housing Asset Fund (LMIHAF) has been prepared pursuant to California Health and Safety Code Section 34176.1(f) and is dated as of March 18, 2025. This Report sets forth certain details of the housing activities of the City of East Palo Alto, successor to the former Redevelopment Agency of the City of East Palo Alto during Fiscal Year 2023-24. The purpose of this Report is to provide the governing body of the Housing Successor an annual report on the housing assets and activities of the Housing Successor under Part 1.85, Division 24 of the California Health and Safety Code, in particular sections 34176 and 34176.1 (Dissolution Law).

The following Report is based upon information prepared by Housing Successor staff and information contained within the independent financial audit of the Income Housing Asset Fund which was completed on December 23, 2024 and presented to the City Council on January 21, 2025. Further, this Report conforms with and is organized into sections I. through XIII., inclusive, pursuant to Section 34176.1(f) of the Dissolution Law:

I. **Loan Repayments:** The amount the city, county or city and county received pursuant to subparagraph (A) of paragraph (3) of subdivision (b) of Section 34191.4 (loan repayments).

II. **Amount Deposited into LMIHAF:** This section provides the total amount of funds deposited into the LMIHAF during the Fiscal Year. Any amounts deposited for items listed on the Recognized Obligation Payment Schedule (ROPS) must be distinguished from the other amounts deposited.

III. **Ending Balance of LMIHAF:** This section provides a statement of the balance in the LMIHAF as of the close of the Fiscal Year. Any amounts deposited for items listed on the ROPS must be distinguished from the other amounts deposited.

IV. **Description of Expenditures from LMIHAF:** This section provides a description of the expenditures made from the LMIHAF by category during the Fiscal Year. The expenditures are to be categorized.

V. **Statutory Value of Assets Owned by Housing Successor:** This section provides the statutory value of real property owned by the Housing Successor, the value of loans and grants receivables, and the sum of these two amounts.

VI. **Description of Transfers:** This section describes transfers, if any, to another housing successor agency made in previous Fiscal Year(s), including whether the funds are unencumbered and the status of projects, if any, for which the transferred LMIHAF

will be used. The sole purpose of the transfers must be for the development of transit priority projects, permanent supportive housing, housing for agricultural employees or special needs housing.

VII. **Project Descriptions:** This section describes any project for which the Housing Successor receives or holds property tax revenue pursuant to the ROPS and the status of that project.

VIII. **Status of Compliance with Section 33334.16:** This section provides a status update on compliance with Section 33334.16 for interests in real property acquired by the former redevelopment agency prior to February 1, 2012. For interests in real property acquired on or after February 1, 2012, provide a status update on the project.

IX. **Description of Outstanding Obligations under Section 33413:** This section describes the outstanding inclusionary and replacement housing obligations, if any, under Section 33413 that remained outstanding prior to dissolution of the former redevelopment agency as of February 1, 2012 along with the Housing Successor's progress in meeting those prior obligations, if any, of the former redevelopment agency and how the Housing Successor's plans to meet unmet obligations, if any. Additionally, in the report posted to the agency's website, the agency must post implementation plans of the former redevelopment agency.

X. **Income Test:** This section provides the information required by Section 34176.1(a)(3)(B), or a description of expenditures by income restriction for five-year period, with the time period beginning January 1, 2014 and whether the statutory thresholds have been met.

XI. **Senior Housing Test:** This section provides the percentage of units of deed-restricted rental housing restricted to seniors and assisted individually or jointly by the Housing Successor, its former redevelopment Agency, and its host jurisdiction within the previous 10 years in relation to the aggregate number of units of deed-restricted rental housing assisted individually or jointly by the Housing Successor, its former Redevelopment Agency and its host jurisdiction within the same time period. For this Report the ten-year period reviewed is January 1, 2007 to January1, 2017.

XII. **Excess Surplus Test:** This section provides the amount of excess surplus in the LMIHAF, if any, and the length of time that the Housing Successor has had excess surplus, and the Housing Successor's plan for eliminating the excess surplus.

XIII. **Homeownership Units:** An inventory of homeownership units assisted by the former redevelopment agency or the housing successor that are subject to covenants or restrictions or to an adopted program that protects the former redevelopment agency's investment of moneys from the Low- and Moderate-Income Housing Fund pursuant to subdivision (f) of Section 33334.3. This inventory shall include all of the following information:

(A) The number of those units.

(B) The number of the units lost to the portfolio in the last fiscal year and the

reason for those losses.

(C) Any funds returned to the housing successor as part of an adopted program that protects the former redevelopment agency's investment of moneys from the Low and Moderate Income Housing Fund.

(D) Whether the housing successor has contracted with any outside entity for the management of the units and, if so, the identity of the entity.

I. LOAN REPAYMENT

The Housing Successor received $33,307 of loan repayments pursuant to subparagraph (A) of paragraph (3) of subdivision (b) of Section 34191.4.

II. AMOUNT DEPOSITED INTO LMIHAF

A total of $593,967 of program income was deposited into the LMIHAF during the Fiscal Year consisting $397,410 in Sponsoring Entity loan repayments from ROPS and $196,557 of interest income including $3,306 unrealized gains from investments.

III. ENDING BALANCE OF LMIHAF

At the close of the Fiscal Year, the ending balance in the LMIHAF was $10,603,165.

IV. DESCRIPTION OF EXPENDITURES FROM LMIHAF

The following is a description of expenditures from the LMIHAF by category:

Expenditure	Amount
Administrative and Legal Fees	$253,562
Homeless Prevention and Rapid Rehousing Services	$104,170
Housing Development	
Extremely -Low Income Units (0-30% AMI)	$0
Very-Low Income Units (31-50% AMI)	$0
Low Income Units (51-60% AMI)	$0
Unrestricted Units (Manager's units)	$0
Expenditures of Acquisition and Predevelopment	$0
Total LMIHAF Expenditures in Fiscal Year 23-24	$357,732

California Health and Safety Code Section 34176.1 allows for 5% of the total $10,990,162 gross value of Housing Successor assets, or $549,508 to be used on monitoring and administrative expenditures. The Housing Successor continues to monitor expenditures from the LMIHAF.

V. STATUTORY VALUE OF ASSETS OWNED BY HOUSING SUCCESSOR IN LMIHAF

Under the Dissolution Law and for purposes of this Report, the "statutory value of real property" means the value of properties formerly held by the former redevelopment agency as listed on the housing asset transfer schedule approved by the Department of Finance as listed in such schedule under Section 34176(a)(2), the value of the properties transferred to the Housing Successor pursuant to Section 34181(f), and the purchase price of property(ies) purchased by the Housing Successor. Further, the value of loans and grants receivable is included in these reported assets held in the LMIHAF.

The following provides the statutory book value of assets owned by the Housing Successor.

Asset Description	As of End of Fiscal Year
Statutory Value of Real Property Owned by Housing Successor	$2,603,735
Value of Loans and Grants Receivable	$7,118,538
Cash and Investments	$1,267,889
Total Value of Housing Successor Assets	$10,990,162

VI. DESCRIPTION OF TRANSFERS

The Housing Successor did not make any LMIHAF transfers to other Housing Successor(s) under Section 34176.1(c)(2) during the Fiscal Year.

VII. PROJECT DESCRIPTIONS

The Housing Successor does not receive or hold property tax revenue pursuant to the ROPS.

VIII. STATUS OF COMPLIANCE WITH SECTION 33334.16

Section 34176.1 provides that Section 33334.16 does not apply to interests in real property acquired by the Housing Successor on or after February 1, 2012; however, this Report presents a status update on the projects related to such real property.

With respect to interests in real property acquired by the former redevelopment agency prior to February 1, 2012, the time periods described in Section 33334.16 shall be deemed to have commenced on the date that the Finance Department approved the property as a housing asset in the LMIHAF; thus, as to real property acquired by the former redevelopment agency now held by the Housing Successor in the LMIHAF, the Housing Successor must initiate activities consistent with the development of the real property for the purpose for which it was acquired within five years of the date the DOF approved such property as a housing asset.

Property Address	Date of Acquisition	Status of Housing Successor Activity
965 Weeks Street	July 15, 2009	In July of 2018, the City issued a Request for Proposal (RFP) to identify an affordable housing developer to develop 965 Weeks Street (the Property). In September and October 2018, the City, with consultation from a team of knowledgeable professionals reviewed, interviewed, and further deliberated on which developer to select on the City's behalf to develop the Property into a thriving affordable housing community. In November 2018, the City Council selected Mid Peninsula Housing as the entity to develop the affordable housing project. The City entered into an Exclusive Negotiation Agreement (ENA) with MidPen Housing in June 2019, and in December 2019, the project received its entitlements. The Disposition, Development, and Loan Agreement (DDLA), which included a loan commitment in the minimum amount of approximately $715,000 from the City's LMIHAF, was executed December 15, 2020. An amendment to the DDLA, which allocated an additional $6,500,000 in state funds for the development, was executed on October 1, 2023. In March 2023, the City paid $1,000,000 in water infrastructure improvements that directly benefitted the Project.

IX. DESCRIPTION OF OUTSTANDING OBLIGATIONS PURSUANT TO SECTION 33413 Replacement Housing.

No Section 33413(a) replacement housing obligations were transferred to the Housing Successor during the Fiscal Year.

Inclusionary/Production Housing.

No Section 33413(b) inclusionary/production housing obligations were transferred to the Housing Successor in the Fiscal Year.

X. EXTREMELY-LOW INCOME TEST

Section 34176.1(a)(3)(B) requires that the Housing Successor must require at least 30% of the LMIHAF to be expended for development of rental housing affordable to and occupied by households earning 30% or less of the AMI. If the Housing Successor fails to comply with the Extremely-Low Income requirement in any five-year report, then the Housing Successor must ensure that at least 50% of the funds remaining in the LMIHAFbe expended in each fiscal year following the latest fiscal year following the report on households earning 30% or less of the AMI until the Housing Successor demonstrates compliance with the Extremely-Low Income requirement.

Staff made an additional financial contribution using Housing Successor funds for the 965 Weeks affordable housing project in 2023, funding 42 extremely low-income units, 93 low-income units, and 1 above-moderate manager's unit. The City intends to continue to abide by the requirements of Section 34176.1.

XI. SENIOR HOUSING TEST

The Housing Successor is to calculate the percentage of units of deed-restricted rental housing restricted to seniors and assisted by the Housing Successor, the former redevelopment agency and/or the City within the previous 10 years in relation to the aggregate number of units of deed-restricted rental housing assisted by the Housing Successor, the former redevelopment agency and/or City within the same time period. If this percentage exceeds 50%, then the Housing Successor cannot expend future funds in the LMIHAF to assist additional senior housing units until the Housing Successor or City assists and construction has commenced on a number of restricted rental units that is equal to 50% of the total amount of deed-restricted rental units.

The Housing Successor has not funded any senior housing units in the previous 10 years.

XII. EXCESS SURPLUS TEST

Excess Surplus is defined in Section 34176.1(d) as an unencumbered amount in the account that exceeds the greater of one million dollars ($1,000,000) or the aggregate amount deposited into the account during the Housing Successor's preceding four Fiscal Years, whichever is greater.

The following provides the Excess Surplus test for the preceding five Fiscal Years.

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Beginning Balance	$11,239,500	$11,299,418	$11,156,992	$10,366,960	$10,987,755
Add: Deposits	$557,734	$221,046	$586,692	$593,967	$2,547,521
(Less) Expenditures	$ (497,816)	$(363,472)	$(1,376,754)	$(357,732)	$(2,932,111)
(Less) Encumbrances	$9,177,279	$ 9,539,371	$9,548,186	$9,385,457	$9,385,457
Unencumbered Balance	$2,122,139	$1,617,621	$818,744	$1,217,708	$1,217,708

The LMIHAF does not have an Excess Surplus. The unencumbered amount of $1,217,708 does not exceed the minimum amount allowed which is greater of one million dollars ($1,000,000) or the aggregate amount deposited into the account during the Housing Successor's preceding four Fiscal Years ($2,547,521).

XIII. HOMEOWNERSHIP UNITS

The Housing Successor is to provide an inventory of homeownership units assisted by the former redevelopment agency or the housing successor that are subject to covenants or restrictions or to an adopted program that protects the former redevelopment agency's investment of moneys from the Low and Moderate Income Housing Fund pursuant to subdivision (f) of Section 33334.3.

A. Number of Homeownership Units as of 6/30/18: 85

B. Homeownership Units lost after February 1, 2012: 0

C. $0 single family loan funds were returned to the housing successor since February 2012 as part of an adopted program that protects the former redevelopment agency's investment of moneys from the Low and Moderate Income Housing Fund.

The Housing Successor contracted with an outside entity to manage the City's Below Market Rate (BMR) program. The BMR administrator conducted a comprehensive analysis of the City's BMR portfolio to ensure all of the units referenced above were monitored, and determined that of those 85 homeownership units, 53 were subject to the City's deed restrictions. No homes have been lost out of the City's BMR portfolio since 2012. This means that the 53 City-owned homeownership units have not yet had an expiration of affordability covenants, have not been lost due to foreclosure, nor sold in violation of the resale agreement. The City monitors the availability of the remainder non-profit sponsored, permanently affordable units, including those built by Habitat for Humanity, as important community assets. The BMR administrator's report analyzing the homeownership units in the housing successor loan portfolio was presented to City Council on April 5, 2022 and again on February 20, 2024.

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: March 18, 2025

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: Michael Cortez, Assistant Engineer
Humza Javed, Director of Public Works

SUBJECT: Award the O'Connor Pump Station Improvements Phase I Project (CIP Project No. SD-06A) design to Harris & Associates, Inc.

Recommendation

Adopt a resolution:

1. Authorizing the City Manager to award, negotiate, and execute an agreement with Harris & Associates, Inc. in a form approved by the City Attorney, for a contract amount of $324,788.00, and to establish a 10% contingency in the amount of $32,478.80, for a total not-to-exceed project budget amount of $357,266.80 for professional engineering services to design the O'Connor Pump Station Improvements Phase I Project (CIP Project No. SD-06A); and

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

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority: Promote Public Health & Safety

Background

The O'Connor Pump Station, located along the San Francisquito Creek Levee at the eastern end of O'Connor Street, was constructed in 1984 by the County of San Mateo. The pump station currently serves as the City's only storm runoff pump station, and it drains the majority of the runoff captured by the City's storm drainage system.

The pump station facility includes five pumps, four of which are 225 horsepower (HP) diesel-driven pumps and one 40 HP electrical pump. The diesel pumps are fueled by a 2,000-gallon underground diesel storage tank at the southeast corner of the site. The pump station's current configuration is capable of conveying stormwater flows at a rate of 200 cubic feet per second.

In 2017, the City hired an engineering consulting firm, Schaaf & Wheeler, to prepare a memorandum assessing the condition of the O'Connor Pump Station. The memorandum outlined the recommended improvements for bringing the pump station to current standards, increasing the pumping capacity of the O'Connor Pump Station as well as miscellaneous safety improvements. The memorandum provided short-term and long-term improvements. The City utilized the information to add two projects in the Capital Improvement Plan, namely Phase 1 and Phase 2 improvements at the O'Connor Pump Station.

The scope of the Phase 1 improvements to the O'Connor Pump Station was expanded to include compliance with California Senate Bill 445, which requires the removal of underground single walled fuel lines and diesel tanks. The City has verified that it will need to upgrade its underground fuel lines to double-walled fiberglass piping.

In 2022, the City received $800,000 for rehabilitation of the O'Connor Pump Station from US Environmental Protection Agency (EPA) through the FY 2022 Omnibus Appropriations Bill. The City is in the process of executing the funding agreement, and the funds will be utilized to fund the project design and a portion of the construction phase.

Analysis

The City issued a request for proposals (RFP) to its list of pre-qualified engineering consulting firms on January 24, 2025, for the design of the O'Connor Pump Station Improvements Phase I Project. The RFP was sent to eleven consulting firms. On February 13, 2025, the City received one proposal from Harris & Associates, Inc.

The proposal was reviewed for completeness by staff members from the Public Works Department. This review was based on a set list of criteria, which included the overall quality of the proposal, the firm's qualification and delivery of similar projects, the proposed scope of work, the firm's client references, and the firm's schedule/manpower allocation.

Because the project will need to meet regulatory environmental compliance, significant geotechnical investigation and coordination with regulatory agencies will be required. Increasing pump capacity and upgrading diesel pumps to electrical pumps will also require ventilation as well as electrical upgrades to the facility.

Harris & Associates, Inc., has been involved in a number of City projects including its Asset Management Plan as well as technical grant writing support for several years. They are well known for providing engineering services for public works infrastructure projects in the region.

Fiscal Impact

The total project cost is $357,266.80 and this amount will be funded using Federal Earmark Funds allocated in the FY2024-25 CIP Budget.

Public Notice

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

Environmental

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

Attachments

1. Resolution
2. Proposal – Harris & Associates, Inc.

RESOLUTION NO. XX– 2025

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

AUTHORIZING THE CITY MANAGER TO AWARD, NEGOTIATE, AND EXECUTE AN AGREEMENT WITH HARRIS & ASSOCIATES, INC., IN A FORM APPROVED BY THE CITY ATTORNEY, FOR A CONTRACT AMOUNT OF $324,788.00, AND TO ESTABLISH A 10% CONTINGENCY IN THE AMOUNT OF $32,478.80, FOR A TOTAL NOT-TO-EXCEED PROJECT BUDGET AMOUNT OF $357,266.80 FOR PROFESSIONAL ENGINEERING SERVICES TO DESIGN THE O'CONNOR PUMP STATION IMPROVEMENTS PHASE I PROJECT (CIP PROJECT SD-06A)

WHEREAS, the O'Connor Pump station was constructed in 1984 by the County of San Mateo; and

WHEREAS, in 2017, Schaaf & Wheeler, the City's engineering consultant, recommended certain improvements to the O'Connor Pump station, including those related to industry flow standards and minor safety improvements; and

WHEREAS, in 2022, the City received $800,000 from the U.S. EPA for rehabilitation of the O'Connor Pump station; and

WHEREAS, on January 24, 2025, the City issued a Request for Proposals to its list of pre-qualified engineering consulting firms to design the O'Connor Pump Station Improvements Phase I Project; and

WHEREAS, on February 13, 2025, the City received one proposal for the solicitation, which was reviewed by staff pursuant to the criteria outlined in the Request for Proposals; and

WHEREAS, Harris & Associates, Inc. was selected for professional engineering design services with a proposal amount of $324,788.00.

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 award, negotiate, and execute a professional services agreement with Harris & Associates, Inc., in a form approved by the City Attorney, for $324,788.00, and to establish a ten percent (10%) contingency in the amount of $32,478.80, for a total not-to-exceed project budget amount of $357,266.80; and

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

PASSED AND ADOPTED this 18th day of March 2025**,** by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Martha Barragan, Mayor

ATTEST:

James Colin, City Clerk

APPROVED AS TO FORM:

John D. Lê, City Attorney

CONSENT ITEM 3.4

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: **March 18, 2025**

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: Shiri Klima, Assistant City Manager
Maurice Baker, Community Services Manager

SUBJECT: **Update on Security Provider for EPA Senior Center**

Recommendation

Adopt a resolution;

1. Authorizing the City Manager to negotiate and execute a multi-year agreement with the next responsive bidder, Pal-American Security, in lieu of CitiGuard Inc., in a form approved by the City Attorney, with a 10-percent contingency of $290,000, for a total not-to-exceed of $290,000; and

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

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority: Promote Health & Public Safety
Priority: Enhance Community Services and Parks for Residents

Background

To support the operations of the East Palo Alto Senior Center, the City has maintained utility and unarmed security services for the 560 Bell Street site per the operating agreement effective in 2006. The operating agreement states: “Security Services - Landlord shall provide security

services for the Premises, either through Landlord staff or via contracted security services. Landlord shall be responsible for all costs associated with providing the security services for the Premises."

Following a request for proposals (RFP) process that was completed on December 5, 2023, a contract was awarded to Genesis Security Services. However, Genesis was acquired by Pal-American Security during the term of the agreement. The term of this contract was January 1, 2024, through December 31, 2024. Services met the expectations of the Community Services Division, but there was still a need for an RFP for 2025 services. This was released on October 23, 2024.

On December 17, 2024, the Council awarded the security contract to CitiGuard, Inc. During contract negotiation, CitiGuard revealed it would be unable to work with the minimum number of hours per week, thereby rendering it no longer a responsive bidder. Staff is seeking authority to proceed to contract negotiations with the next responsive bidder, Pal-American Security.

Analysis

Following the conversation with CitiGuard Inc., staff confirmed that the next responsive bidder from the 2025 RFP for unarmed security services for City facilities and events was the current provider Pal-American Security. During negotiations, CitiGuard Inc. demanded an increase to the number of hours per day to six. This demand would increase the cost of the agreement to just under $60,000 for 2025 not including a 3% cost annual escalator for the next three years. Even after factoring in the cost of on-boarding a new vendor and other factors, staff determined that it may be more cost effective to move on from CitiGuard, Inc. Here is the bid packet information for CitiGuard, Inc. and Pal-American Security, for the Council's consideration and comparison:

CitiGuard Inc.
Unarmed Security Hourly Cost: $26.00
Overtime/Hourly Cost: $26.00
Mobile Security Monthly Cost: $1360.00
Estimated Monthly Cost: $4480.00 (6 hours/day plus Mobile Security cost)

Pal-American Security
Unarmed Security Hourly Cost: $42.90
Overtime/Hourly Cost: $64.35
Mobile Security Monthly Cost: $971.00
Estimated Monthly Cost: $5261.00 (5 hours/day plus Mobile Security cost)

Monthly Difference: $781.00 per month (not including Overtime/Holiday or special event cost)

As illustrated above, the difference is marginal. Accordingly, staff is seeking authorization to move forward with the next responsive bidder who is Pal-American Security. The goal is to be fiscally responsible while providing the highest level of services that we can to protect one of our most vulnerable populations.

Fiscal Impact

No additional appropriation is needed for this action as the current Community Services budgeted amount will be sufficient for the remaining Fiscal Year 24-25 months. Staff will return at the FY25-26 budget cycle for the following calendar year.

Public Notice

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

Environmental

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

Government Code § 84308

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

Analysis of Levine Act Compliance: Not applicable.

Attachments

1. Resolution.

RESOLUTION NO. XX– 2025

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

AUTHORIZING THE CITY MANAGER TO PROCEED WITH THE NEXT RESPONSIVE BIDDER FOR A THREE-YEAR AGREEMENT, IN A FORM APPROVED BY THE CITY ATTORNEY, TO PROVIDE UNARMED SECURITY SERVICES FOR THE EAST PALO ALTO SENIOR CENTER AND CITY FACILITIES PLUS SPECIAL EVENTS, INCLUDING TWO THREE-MONTH EXTENSIONS AT THE CITY MANAGER'S DISCRETION, FOR AN AMOUNT NOT TO EXCEED $290,000.00, INCLUDING A $10,000 ANNUAL CONTIGENCY

WHEREAS, according to the Operating Agreement between the City of East Palo Alto and the East Palo Alto Senior Center Inc (EPASCI), it is the responsibility of the City to provide Utility support and unarmed security services for the Senior Center; and

WHEREAS, during the pandemic Shelter-In-Place orders, the Senior Center was closed to the public and services were temporarily suspended, leading staff to not renew the in-person security services. Services were requested to be returned by the EPASCI as restrictions relaxed. Staff issued a 2024 request for proposals (RFP) for Unarmed Security Services to cover the calendar year of January 1, 2024, to December 31, 2024; and

WHEREAS, on October 23, 2024, staff issued an RFP to provide services for a multi year agreement beginning January 1, 2025, for a period of three years ending on December 31, 2027, with an option for two six-month extensions until June 30, 2027; and

WHEREAS, on December 17, 2024, the City Council awarded a multi-year agreement to Citiguard Inc. ; and

WHEREAS, during agreement negotiations, it was revealed that CitiGuard, Inc. would be unable to provide the minimum hours of security services required by the City as part of its RFP, thereby rendering CitiGuard, Inc. no longer a responsive bidder; and

WHEREAS, staff presented a recommendation to Council to proceed with the next responsive bidder (Pal-American Security and Universal Security) for the term of January 1, 2025, through December 31, 2027, with the option for two three-month extensions at the City Manager's discretion for a not-to-exceed amount of $290,000 including an annual $10,000 contingency; and

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 award, negotiate, and execute a three-year agreement, in a form approved by the City Attorney, with the next responsive bidder (Pal-American Security and Universal Security) to provide Unarmed Security Services for the East Palo Alto Senior Center and other city facilities plus special events, including two three-month extensions at the City Manager's discretion for an amount not to exceed $290,000.00, including an annual $10,000 contingency; and

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

PASSED AND ADOPTED this 18th day of March 2025**,** by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Matha Barragan, Mayor

ATTEST:

James Colin, City Clerk

APPROVED AS TO FORM:

John D. Lê, City Attorney

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: March 18, 2025

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

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

SUBJECT: Award of the University Avenue Grand Corridor Project design (ST-29)

Recommendation

Adopt a resolution:

1. Authorizing the City Manager to award to, negotiate and execute an agreement with CSWST2, in a form approved by the City Attorney, in the amount of $1,528,095, and to establish a 10% contingency in the amount of $152,809.50, for a not-to-exceed total of $1,680,905 to develop a community outreach plan and to provide civil engineering design services for the University Avenue Grand Corridor Project; and

2. Finding that the action being considered does not constitute a “Project” within the meaning of the California Environmental Quality Act (CEQA), pursuant to CEQA Guideline section 15378 (b)(5), in that it is a government administrative activity that will not result in direct or indirect changes in the environment, and because environmental review of the project will be performed as part of this contract during the design phase.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Promote Health & Public Safety

Background

University Avenue is the City of East Palo Alto's major arterial highway. University Avenue from Woodland Avenue to Kavanaugh Drive is within the City of East Palo Alto limits, and from Kavanaugh Drive to I-84 is under Caltrans' jurisdiction. The traffic signals north of Bay Road at O'Brien Drive, Notre Dame Avenue, and Kavanaugh Drive all belong to Caltrans.

University Avenue is highly congested, especially during peak travel hours, and it is expected to accommodate pedestrians and bicyclists alike. Additionally, University Avenue is surrounded by a large, heavily populated residential area. The high volume of traffic can pose risks to public health, social equity, and environmental justice, particularly for the local residents who reside close by and rely on University Avenue for daily destinations. The City of East Palo Alto has numerous developments along and within a half mile of the corridor. These developments will only serve to exacerbate the existing problems. The City is in need of extensive community engagement, visioning, and an equity assessment for the future of public safety improvements on and along University Avenue.

In 2023, the City applied to the San Mateo County Transportation Authority (TA) 2023 Measure A and Measure W Highway Grant Program to study and design improvements along University Avenue from Donohoe Street to the City's northern limit at Kavanaugh Drive. The goal is to begin in-depth community engagement efforts to develop a plan for the University Avenue Grand Corridor and prepare design documents, including plans, specifications, and estimates (PS&E).

The scope for this project begins with the development of a University Avenue Grand Corridor conceptual plan based on community engagement and visioning, extensive stakeholder input, and an equity assessment. Potential outcomes include but are not limited to: reduce traffic congestion and delay; enhance the regional environment by encouraging more energy efficient transportation modes; promote walking and biking; traffic calming; increasing the accessibility of the system inclusive of those with disabilities; and improving the street connectivity to reinforce the University Avenue local function as a community focal point and gathering place. Subsequently, the project scope includes design phase services including environmental services, right-of-way certification, and completion of a PS&E package.

The City was awarded $1,050,000 of TA Measure W Highway Program funds with an additional requirement for a $1,000,000 City match. Per Resolution 93-2023, City Council supported the project and committed the $1,000,000 City match. This project is also budgeted in the adopted 10-year Capital Improvement project and is a City Council priority project.

Analysis

Public works staff prepared a request for proposals (RFP) and sent it out to its pre-qualified engineering on-call list on December 20, 2024. On January 15, 2025, the City received two proposals. The two proposals were reviewed and ranked by a panel of three staff members from the Public Works Department and one staff member from the Planning Department. The highest-ranking consultant, CSWST2, is being recommended for selection.

CSWST2 has extensive knowledge in corridor revitalization. CSWST2 is currently working on a University Avenue revitalization project in the City of Palo Alto and has completed many corridor improvement projects in the Bay Area.

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

- Outreach
- Conceptual Planning/Design
- Final Design

The consultant's proposal and scope of work are included as Attachment 2.

Next Steps

A rough schedule for next steps is as follows:

Task	Schedule
Council approval of the contract	March 2025
Contract execution	April 2025
Project outreach phase/ City Council update at the end of phase	May - August 2025
Design package	September 2025 – December 2025
Final design package for City Council Review	January 2026

Fiscal Impact

These funds are included in the FY2024-25 CIP budget. $840,452.50 will be funded by the TA Measure W Highway Program funds program grant, and $840,452.50 from the Capital funds as a City match.

Public Notice

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

Environmental

The action being considered does not constitute a "Project" within the meaning of the California Environmental Quality Act (CEQA), pursuant to CEQA Guideline section 15378 (b)(5), in that it

is a government administrative activity that will not result in direct or indirect changes in the environment.

Environmental review of the project will be performed as part of this contract during the design phase.

Government Code § 84308

Applicability of Levine Act: No, as the proposed action was competitively bid.

Analysis of Levine Act Compliance: Not applicable.

Attachments

1. Resolution
2. Consultant's Proposal and Scope of Work

RESOLUTION NO. xx – 2025

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

AUTHORIZING THE CITY MANAGER TO AWARD, NEGOTIATE AND EXECUTE A CONTRACT WITH CSWST2, IN A FORM TO BE APPROVED BY THE CITY ATTORNEY, IN THE AMOUNT OF $1,528,095, AND TO ESTABLISH A 10% CONTINGENCY IN THE AMOUNT OF $152,809.50 FOR A TOTAL NOT-TO-EXCEED OF $1,680,905 TO DEVELOP A COMMUNITY OUTREACH PLAN AND TO PROVIDE CIVIL ENGINEERING DESIGN SERVICES FOR THE UNIVERSITY AENUE GRAND CORRIDOR PROJECT

WHEREAS, the City of East Palo Alto's major arterial, University Avenue, experiences traffic congestion, delay, localized air pollution, noise and vibration, and traffic injuries; and

WHEREAS, the University Avenue Grand Corridor project (ST-29) includes planning and design of improvements along this busy corridor from Donohoe Street to the City's northern limit at Kavanaugh Drive; and

WHEREAS, the San Mateo County Transportation Authority (TA) issued a Call for Projects for the Measure A and Measure W Highway Program funds on July 5, 2023; and

WHEREAS, the City applied for the grant and was awarded $1,050,000 for the project with a required City match of $1,000,000; and

WHEREAS, the City issued a request for proposals on December 20, 2024, and on January 15, 2025, the City received two proposals; and

WHEREAS, City staff reviewed and ranked the two proposals, and the highest-ranking consultant was CSWST2.

WHEREAS, this project is included in the FY 24/25 capital budget.

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

1. Finds the foregoing recitals are true and correct, and are incorporated by this reference into this action;

2. Authorizes the City Manager to award to, negotiate and execute an agreement with CSWST2, in a form approved by the City Attorney, for $1,528,095, and to establish a 10% contingency in the amount of $152,809.50, for a not-to-exceed total of $1,680,905 for professional engineering services to complete the design of the University Avenue Grand Corridor project; and

3. Finds that the action being considered does not constitute a "Project" within the meaning of the California Environmental Quality Act (CEQA), pursuant to CEQA Guideline section 15378 (b)(5), in that it is a government administrative activity that will not result in direct or indirect changes in the environment, and because environmental review of the project will be performed as part of this contract during the design phase.

PASSED AND ADOPTED this 18th day of March 2025**,** by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Martha Barragan, Mayor

ATTEST:

James Colin, City Clerk

APPROVED AS TO FORM:

John D. Lê, City Attorney



City of East Palo Alto

Professional Engineering Services to Design the University Avenue Grand Corridor Project

CIP PROJECT ST-29

REVISED MARCH 5, 2025

CSW ST2

January 15, 2025

City of East Palo Alto
Public Works Department
Attn: Batool Zaro, Senior Engineer
1960 Tate Street
East Palo Alto, CA 94303
bzaro@cityofepa.org

Subject: Proposal for Engineering Services to Design the University Avenue Grand Corridor Project

Dear Ms. Zaro:

East Palo Alto is a vibrant and diverse city with a rich history. University Avenue serves as both a critical transportation corridor and a symbol of the evolving landscape in the City. The corridor has experienced significant traffic congestion in large part due to regional traffic that travels through East Palo Alto on University Avenue between US 101 and the Dumbarton Bridge. In recent years, the congestion has caused an increasing number of drivers to divert from arterials to local streets, impacting the quality of life in East Palo Alto neighborhoods. University Avenue has a weekday traffic estimate of 24,000 to 33,000 vehicles. The traffic volume has contributed to air pollution, noise, and vibration in the community, as well as resulted in fatal and nonfatal injuries. City staff has identified improving University Avenue as a priority and received a grant to facilitate improvements.

The General Plan identified the vision that University Avenue will be transformed from a cut-through corridor into a beautiful mixed-use corridor. Our team envisions partnering with the community of East Palo Alto and local stakeholders to develop a comprehensive plan for University Avenue. This plan will balance the needs of motorists, transit users, pedestrians, and bicyclists, promote ride-share opportunities, and create a safe and equitable transportation system. We believe it is critical to ensure our proposed solutions meet the City's economic development needs while creating a sense of place that highlights the unique community of East Palo Alto. Our goal is to develop an equitable consensus-based solution that, through transparent community planning, offers suitable compromises for everyone.

CSWST2 has supported infrastructure development throughout the Bay Area for over 60 years. Our team blends a skill set that incorporates expertise in equitable outreach, complete streets planning, and transit-oriented infrastructure improvements. Similar to the University Avenue goals in East Palo Alto, is University Avenue in neighboring Palo Alto, where CSWST2 is supporting the City in modernizing the corridor. The principal effort of this project is to improve pedestrian and bicyclist safety while creating a vibrant environment for the community to gather.

Our experienced team, led by Julia Harberson, includes engineers and surveyors skilled in the design and planning of active transportation corridors and complete streets projects. Our urban planning and outreach efforts will be led by Jessie Maran. Robert Stevens will provide oversight and quality control, lending his nearly 30 years of specialized experience supporting agencies with federally funded projects. Lastly, we have teamed with Matt Haynes of Fehr & Peers, who will coordinate the traffic engineering as required for the project.

As required in the Request for Proposal:

- Robert Stevens is the president of CSWST2 and authorized to commit the firm to the City. His contact information is 415.533.1864 and rstevens@cswst2.com. Furthermore, he can be reached by mail at the address on this correspondence;
- CSWST2 acknowledges receipt of Addendum No. 1 and has provided the acknowledgment form at the end of the proposal.

Sincerely,

CSWST2

Julia Harberson, PE, QSD/QSP, LEED AP
Project Manager

Robert Stevens, PE, TE
President & Principal in Charge

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Cost Proposal submitted under a separate cover.

Understanding

East Palo Alto is a diverse community with a long history of change. Originally inhabited by the Ohlone/Costanoan people, this area was colonized first by Spanish ranchers and later by Caucasian settlers. Asian and Italian communities developed flourishing floriculture businesses in East Palo Alto from the 1930s through the 1950s, following a trend that swept all of San Mateo County. Locally-grown chrysanthemums, violets, carnations, and lilies were transported to markets throughout the country on refrigerated 'flower trains'. In the 1950s, many African American people moved to the area due to redlining in other communities, and East Palo Alto became one of the largest African American communities on the peninsula. Today, the city's residents include many native Spanish speakers.

With the construction of Highway 101 in 1932, businesses catering to automobile travelers opened along the highway and some of East Palo Alto's major streets. University Avenue became the community's primary commercial corridor, attracting a variety of cafes, drive-ins, and restaurants. While University Avenue remains the main local transportation spine of the community, it is currently predominantly used by regional traffic traveling through East Palo Alto on University Avenue between US 101 and the Dumbarton Bridge. As a result, for decades East Palo Alto has experienced traffic congestion, with weekday traffic volumes on University Avenue ranging from 24,000 to 33,400 vehicles per day. In recent years, the congestion, coupled with smartphone mapping applications, has caused an increasing number of drivers to divert from arterials to local streets, impacting the quality of life in East Palo Alto neighborhoods.

The City's General Plan identifies a vision for University Avenue and the surrounding neighborhoods. A vision of "University Avenue will be transformed from a cut-through corridor into a beautiful mixed-use boulevard with high-density housing, neighborhood-serving businesses, and offices that capitalize on the City's proximity to Silicon Valley. Neighborhood shopping areas and new housing will be added throughout the City while existing housing will be renovated and improved.

This project will set a key foundation of the General Plan vision in place. An inclusive, community-oriented engagement process will establish the focused vision for the University Avenue Grand Corridor, to be paired with the plans, specifications, and estimates to bring that vision to reality. We understand that the core of the Grand Corridor vision will be a complete street that reflects the community's identity—a place that encourages all community members to feel safe and comfortable



Accessible ramps require upgrading to facilitate safe pedestrian movement.



Bay Road is envisioned to be the "New Main Street" for East Palo Alto, bisected by University Avenue. The intersection signalization will require a study to confirm the adequacy of the existing system as well as development of place making elements to identify Bay Road as a "Main Street" for East Palo Alto.

traveling by foot, bike, transit, and shared ride. The project will prioritize the most vulnerable users while also improving parking and maintaining efficient vehicle circulation.

Planning for the University Avenue Grand Corridor will require successful integration of existing land use and transportation conditions with adopted plans and anticipated future development, shaped by an extensive and equitable engagement to ensure that the project reflects community identity and sense of place.

Engage the Community

We understand that the University Avenue Grand Corridor Project is more than a streetscape engineering project. The University Avenue Grand Corridor will establish the city's gateways and reflect the community's identity, serving as the spine that knits together the western and eastern neighborhoods. The conceptual design must be established through extensive engagement with community residents, stakeholders, and community organizations. While we bring technical, urban design, and outreach expertise to the project, we understand that the lived expertise of the community is fundamental to a successful and enduring project. To ensure an equitable process and a Grand Corridor that truly serves and reflects the dynamic culture of East Palo Alto, the community engagement and visioning process will be developed and implemented in partnership with the dedicated community cohorts serving East Palo Alto's residents.

Build on Existing Plans

While no specific plan exists for the University Avenue Grand Corridor, the City key adopted planning documents that will guide conceptual design for this project—Vista 2035 East Palo Alto General Plan, East Palo Alto Mobility Study 2020, East Palo Alto Bicycle Transportation Plan 2017, and the Ravenswood/Four Corners Specific Plan. In addition, the East Palo Alto Waterfront Project represents significant potential shifts in the community's land use and circulation needs. This, and other anticipated development plans, must be considered in visioning and concept development for the University Avenue Grand Corridor. Project design and engineering will be aligned with City projects outlined in the 10-year Capital Improvement Plan and the Countywide and City of East Palo Alto Local Road Safety Plan.

Address Existing Conditions for all Users and All Modes

The University Avenue corridor bisects East Palo Alto, creating a barrier for people walking, biking, and even driving between residential neighborhoods, civic and social services, schools, parks, and commercial and retail stores. In recent years, traffic has caused regional drivers to divert from arterials to local streets, further



Existing sidewalks are cluttered with obstructions and are of inconsistent width.



The Intersection of University Avenue and Donohoe Street has a weekday PM LOS of F and will require study to facilitate vehicular movement.

impacting quality of life for East Palo Alto's residents. As the needs of East Palo Alto have changed, this corridor must evolve as well.

The context map of University Avenue illustrates current zoning, collision data, vehicle volumes, and key community assets, as well as vacant lands likely to develop in the coming years. The map focuses on the existing conditions context within one-quarter mile (a five-minute walk) from the University Avenue corridor. While planning for the project will consider access for all modes and destinations across the city, this core focus area prioritizes the most vulnerable users, local residents most impacted by University Avenue traffic and congestion.

In creating a beautiful community-oriented Grand Corridor, the project will apply a complete streets approach to existing conditions and address deficits in walking, biking, and transit access infrastructure, considering the following:

- **Pedestrian Realm.** Existing sidewalk conditions have been identified as having basic or poor pedestrian conditions throughout the corridor. Sidewalks are cluttered with obstructions and are of inconsistent width. Upgrades to accessible ramps are required to meet current standards. Intersection and mid-block crossing conditions should be considered to facilitate connections between east and west side residences and destinations.
- **Bicycle Facilities.** Upgrades to the bicycle facility are needed to align with best practices for bicycle infrastructure on a roadway of this volume and speed. To protect vulnerable users and support a safe and comfortable network for riders of all ages and abilities, a protected bicycle facility may be considered.
- **Transit Access.** Promote walk and bike connections to transit offerings from SamTran Buses, AC Transit Buses, and Caltrain Service to support access within East Palo Alto; to Menlo-Atherton High School, employment, and activity centers in neighboring municipalities; and to regional destinations.
- **Road Design and Safety Concerns.** High incident collisions at Donohoe Street, Runnymede Street, Bay Street, and Kavanaugh Drive have involved vehicles, pedestrians, and bicyclists, highlighting the importance of creating a streetscape that is designed for safe and comfortable use by all modes of travel.

Balancing these features against the mobility needs of a regional corridor is critical, especially given the limited right of way. In similar communities, we have successfully implemented coordinated traffic signals and modified intersection operations to maintain vehicle capacity while ensuring safe speeds.



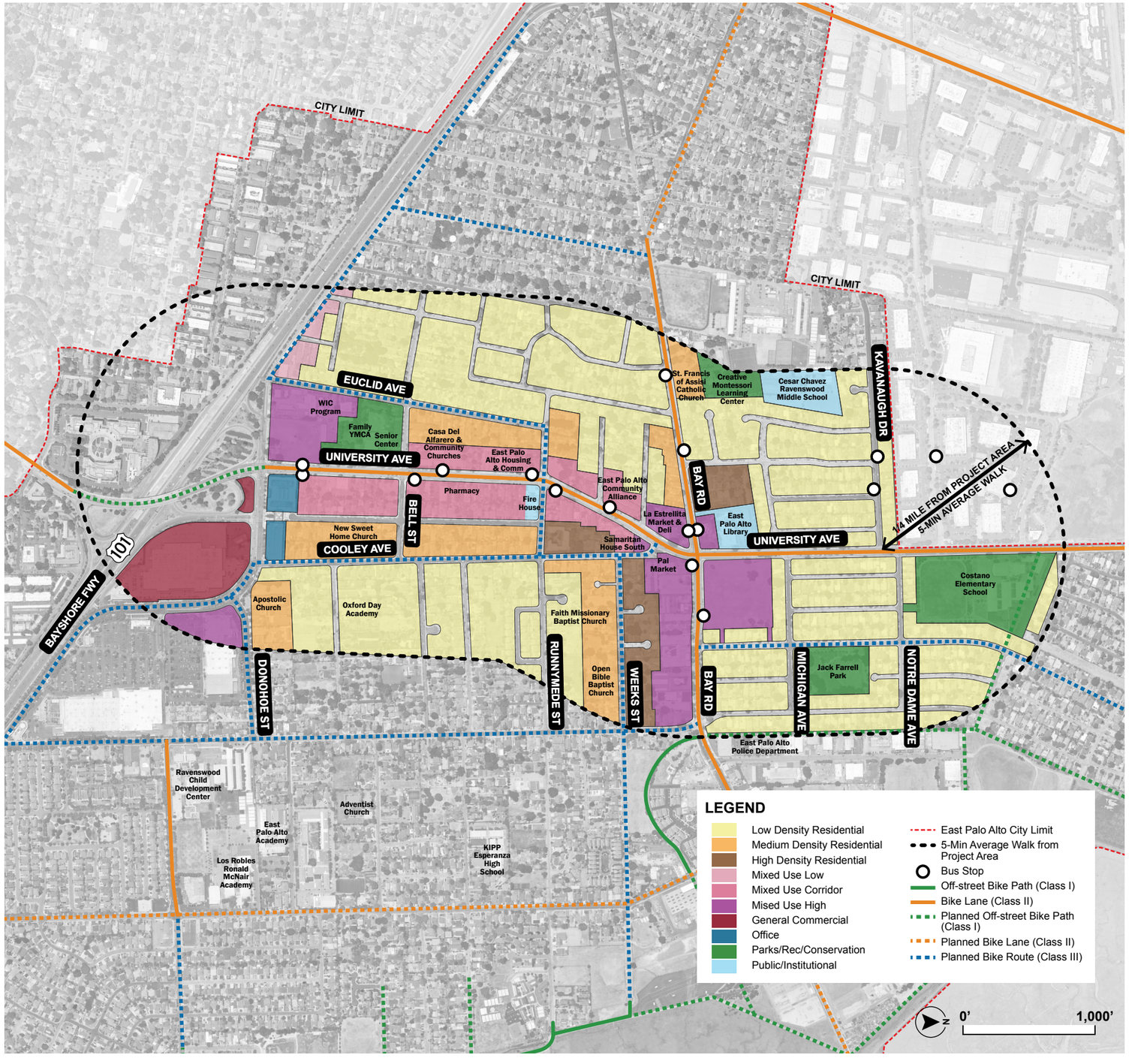
Our team will coordinate with Menlo Park Fire District to understand and confirm their needs to establish modifications to the street geometry. This will be necessary to plan improvements near Menlo Park Fire District No. 2 station at the intersection of University Avenue and Runnymede Street.



Located near the intersection of University Avenue and Bell Street, the East Palo Alto Senior Center is a focal point along the corridor. Understanding and coordinating with the users of the Senior Center will be critical with establishing improvements to the corridor.

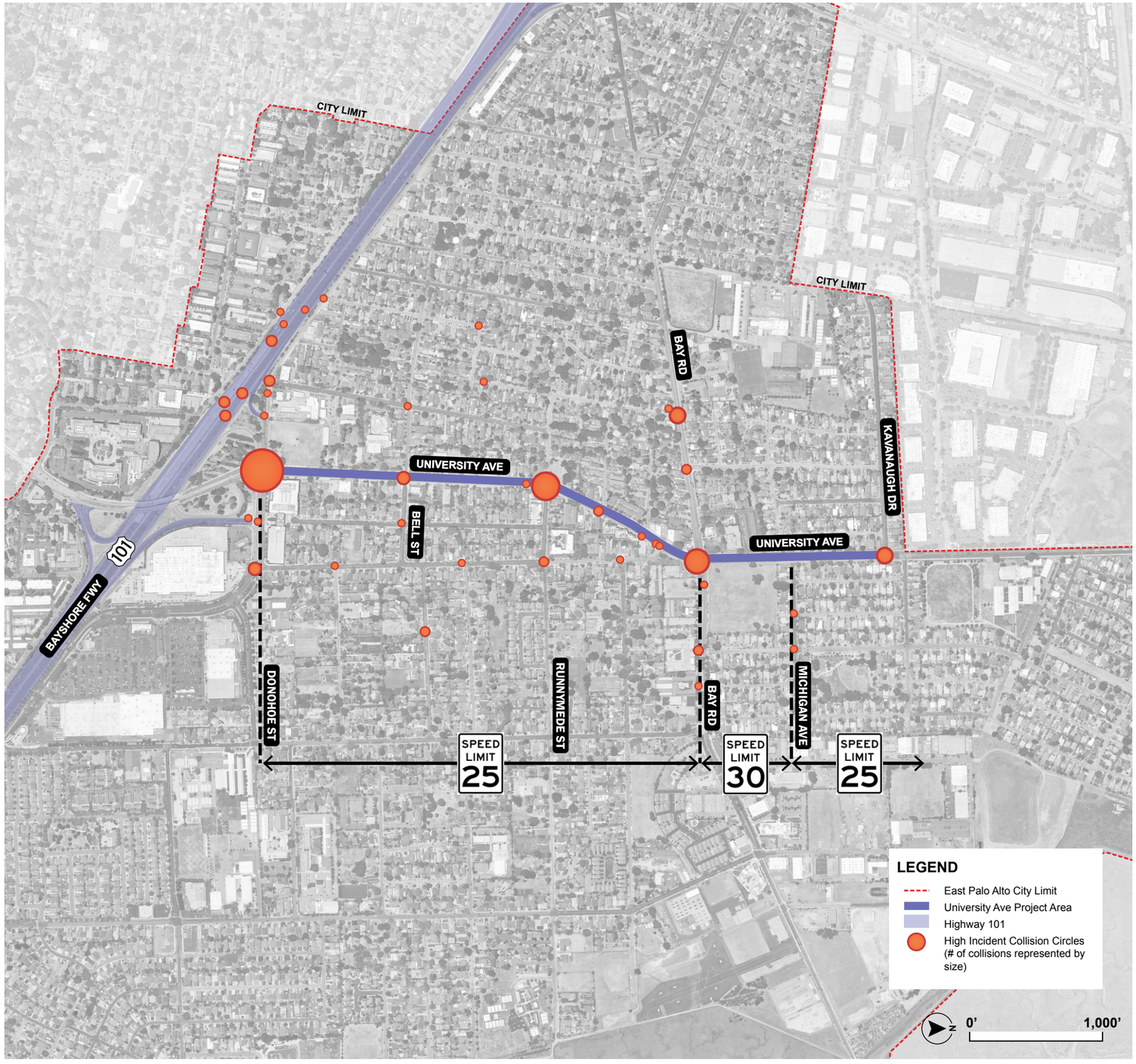
Context Map

CONNECTIVITY



Context Map

INCIDENCES





Starting in 2007, our team supported the Alameda County community of Castro Valley in the planning of transforming Castro Valley Boulevard, a former segment of the Lincoln Highway, with over 30,000 daily vehicles, into a vibrant people-centric corridor. The County finalized the project in 2012 and over the last 12 years, retail has thrived along the Boulevard.

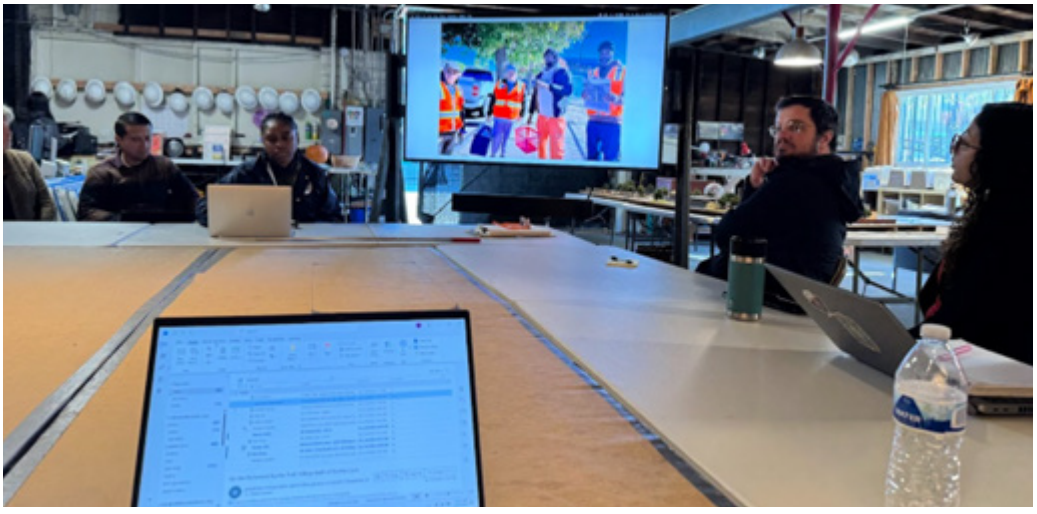
Our team supported the master planning and final design to transform one of Mill Valley's principal arterial roadways into a complete street. Competed in 2018, this $20 million project provides buffered Class II bicycle lanes and improves transit access for the community.



Approach

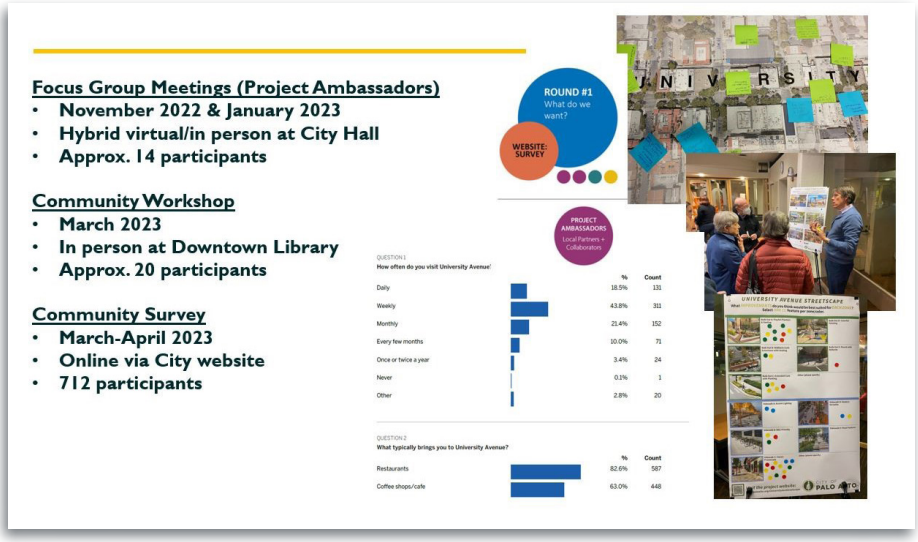
With experience in urban planning, streetscape design and engineering, and facilitating the construction of active transportation systems, our team comprehends the delicate balance required between community vision, stakeholder interests, physical and funding constraints, development and maintenance expenses, approval processes, and funding requirements. To devise elegant, innovative, and effective solutions, our approach focuses on the following elements.

- **Community Partnership.** Planning major active transportation projects and streetscape revitalization efforts relies on community knowledge and experience. We understand the administrative burden carried by communities when asked to engage in visioning and planning for community development and capital improvement projects. Our approach to community partnership seeks to engage with existing knowledge and processes, while building project-specific community expertise and champions. We anticipate connecting with local cohorts, including Ravenswood School District and charter school staff, parents, and students; faith communities; and local business owners to understand issues, needs, and vision. We also anticipate connecting with non-profits and grassroots organizations with established histories serving the community, such as East Palo Alto Community Alliance and Youth United for Community Action. We will use both online and in-person methods, in both Spanish and English to engage the community. We propose to build on the community participation findings from other developments within the City, such as the East Palo Alto Waterfront Development, to establish our baseline understanding and minimize our reliance on community member's time and energy. However, all baseline understandings will be thoroughly vetted and adjusted to reflect project-specific feedback received. We will also meet in small groups or have one-on-one conversations with key stakeholder groups, including public utilities, emergency services, and transit services, to review options and understand their needs. Finally, we plan to complete a street demonstration mock-up of the preferred concept to help everyone visualize the proposal and provide informed and detailed feedback.



In Richmond, we are working on implementing a transformative communities grant to improve traffic safety. To coordinate the design, we are collaborating with a local non-profit, Pogo Park to understand community needs.

- Our team understands there can often be disparate interests and values in a community. As no single solution will likely meet everyone's needs, our approach is to listen deeply to the issues and ideas shared by community members and to empower participants in moving beyond frustrations to empower design-thinking in generating solutions. We support participants in bridging perspectives and identifying common values and goals for the corridor's future. As the project moves through conceptual design and PS&E, we build understanding of key urban design and transportation concepts, illustrate design options, clearly articulate strengths and weaknesses, and guide informed discussion of the trade offs between various options.



We are currently supporting the City of Palo Alto in modernizing University Avenue. This effort is principally directed at creating a more vibrant environment while improving pedestrian and bicyclist safety. We plan on presenting the recommended option to the Council after two years of extensive community outreach.

- **Design upon experience.** Over the last 5 years, our team has not only planned and designed but supported the construction and received feedback from the community on many multi-model streets in San Rafael, Richmond, San Pablo, and Berkeley. This experience has taught us many lessons, including awareness of the conflicts between vehicles, bicyclists and pedestrians. In our experience we have found that numerous and large commercial driveways can reduce the efficiency of bicycle and pedestrian facilities, as such, balancing the needs of the private parcels and the University Avenue corridor will be essential. Emergency vehicle and Transit vehicle maneuvers must also be considered as they can create significant issues and conflicts with other users of the corridor. The design of these facilities is ever evolving which is why members of our team collaborate with local bicycle advocates such as the Silicon Valley Bicycle Coalition as well as NACTO advisors and Caltrans in developing Complete Streets policies.



CSWST2 is teaming with Richmond non-profit, Pogo Park, in an extensive community engagement process for the Neighborhood Complete Streets project.

Our team has the skills and experience to support the East Palo Alto community's effort to transform University Avenue into a beautiful mixed-use boulevard with high-density housing, neighborhood-serving businesses and offices that serves all modes of transportation for the next generation of residents.

We are proud to support agencies in the Bay Area securing grant funding, below is a summary of our success over the last several years:

Project	Funding	Source
Hayward Area Recreational District - San Lorenzo Creekway	$18 million	ATP
Alameda County - Niles Canyon Trail	$700,000	MTC planning grant
City of San Rafael - 2nd and 4th Street Intersection Improvements	$3 million	OBAG 3
City of Pinole - Bay Trail Gap Closure	$1 million	OBAG 3
City of Pinole - Appian and Marlesta Safety Improvements	$350,000	STBGP
City of Richmond - Safety Improvements	$35 million	TCC
Port of Richmond - Shore Power Conversion	$1.2 million	BAAQMD
City of Dublin - Village Parkway	$4 million	STIP
City of Richmond - Unity Park	$6 million	Proposition 68

From our experience in developing active transportation projects we have developed the following work plan.

Work Plan

TASK 1: OPPORTUNITIES & CONSTRAINTS

In this initial phase, our team will collaborate with staff, community members, and stakeholders to understand the opportunities and constraints guiding the development of complete streets enhancements along University Avenue between Donohoe Street and Kavanaugh Drive. To facilitate concept development and support future funding initiatives, our team will engage stakeholders in establishing project-related values and goals and developing the vision for the future University Avenue Grand Corridor.

1.1 Project Kickoff. Key members of our team will host a meeting with City staff to introduce the project team and to review and discuss key project elements. We will present and facilitate a discussion on the following:

- **A. Project Goals.** Beginning with the City's goal to develop a planning document for the corridor — we will collaborate with the City to draft project-specific goals for the University Avenue community engagement and visioning process, as well as goals for the design and implementation of the Grand Corridor vision. These goals will need to align with those of City of East Palo Alto's Vista 2035 General Plan, where "University Avenue will be transformed from a cut-through corridor into a beautiful mixed-use boulevard with high-density housing, neighborhood-serving businesses and offices that capitalize on the City's proximity to Silicon Valley.
- **B. Funding Opportunities.** It is important to plan the project consistent with upcoming funding opportunities. We would like to learn about the City's past success with grants and any thoughts on upcoming opportunities.
- **C. Community Engagement.** Our team will share a draft Community Engagement Strategy. We will present and discuss our proposed approach to engaging a broad range of stakeholders in envisioning the future of the University Avenue corridor. The City's feedback, including past experience and engagement goals, will be discussed, and incorporated into the final strategy.

1.2 Community Engagement Plan. We will prepare an equity-based engagement plan that builds on lessons learned from previous outreach efforts to integrate the lived expertise of the communities who live, work, attend school and travel along the University Avenue corridor. We recognize that meaningful participation in this project will require that a diverse cross section of people is aware of the project and takes advantage of opportunities to provide input. The strategy will utilize multiple platforms to reach out to and engage the community, including online platforms, printed mailer and flyers, focused conversations with stakeholder groups, community gatherings and meetings, social and cultural networks, and a street demonstration. All communication materials and outreach efforts will be accessible in English and Spanish.

1.3 Data Collection and Field Review. To support the planning effort and refine the

extent of technical studies required, our team will complete the following:

A. Data Collection. The team will collect, and review documents associated with the following topics:

- Vista 2035 East Palo Alto General Plan
- East Palo Alto Mobility Study 2020
- East Palo Alto Bicycle Transportation Plan 2017
- Ravenswood/Four Corners Specific Plan
- Existing traffic, parking, and collision data.
- Existing utility records.
- Property Boundary and easement information from the City and Caltrans.

B. Planning and Development. We will meet with the Planning Department to understand potential future developments that could necessitate changes to University Avenue. This will include integrating the concepts of development in the City and other planning documents related to policies that support development.

C. Traffic. Feher and Peers will conduct an evaluation of existing traffic data to support modifications to University Avenue. This will include the following:

- **Intersection Turning Movement Counts.** We will collect turning movement counts during AM, Midday, and PM peak periods on a midweek day when local schools are in session for the following University Avenue intersections within the project study area: Kavanaugh Drive, Donohoe Street, Bell Street, Runnymede Street, and Bay Road. The counts will include vehicles, bicyclists, and pedestrians. Counts for other intersections along University Avenue within the city limits can be collected as an additional task.
- **Travel Time Runs.** We will collect travel time runs on northbound and southbound University Avenue between Donohoe Street and Kavanaugh Drive to determine average travel time and speed for the AM, Midday, and PM peak periods.
- **Queuing.** We will conduct field observations during the AM, Midday, and PM peak periods to document major queuing at the University Avenue intersection within the project study area. Key observations will include turn pocket overflow locations and queue spillback from one intersection to an adjacent intersection.
- **Signal Timings.** We will acquire and review existing signal timing and coordination information from Caltrans for all signalized intersections on the University Avenue Corridor within the City limits.
- **Collision History.** We will review collision data along the corridor for the most recent 3-year period available to help identify potential collision hotspots and to better understand collision types, travel modes involved and severity.

D. **Placemaking/ Placekeeping.** Our team will complete an assessment of the visual landmarks and architectural character of the setting; existing vocabulary of site furnishings (public or private); retail interface including overhangs into the right of way; and key pedestrian connections. We will create a timeline and summary of area history that may be helpful to placemaking as well as placekeeping strategies.

1.4 Existing Conditions Mapping. Our team will compile existing condition mapping along the University Avenue corridor and side streets that will include the following.

A. **Property Boundary.** Our team will locate and resolve the right-of-way along the University Avenue corridor.

B. **Monument Preservation.** We will locate and preserve record monuments in accordance with the Business & Professions Code §8771; Streets & Highways §732 & §732.5, §1492.5, §1810.5; and Penal Code §605. We will locate these monuments and develop special provisions requiring the contractor to file a pre-construction corner record with San Mateo County showing three (3) reference control points that are tied to the monument.

C. **Survey.** Our team will collect topography, using aerial methods, which generally will include face of building, sidewalk, face of curb, street centerline, pavement grade breaks, and surface utilities. For areas obscured by trees, our team will complete field surveys.

D. **Utilities.** Our team will collect utility records as well as measure the depth of gravity systems and water valves to establish horizontal and vertical data.

E. **Prepare Base Map.** CSWST2 will develop a detailed base map integrating topography, boundary, and utility information as well as provide a high-resolution orthorectified aerial photograph.

1.5 Development of Existing Conditions Models. Fehr & Peers will develop AM, Midday, and PM peak hour traffic analysis models for the project corridor based on existing intersection turning movement counts, signal timing data, roadway characteristics, and intersection configurations using the Synchro/SimTraffic 11 traffic analysis software. This software implements the analysis methodologies presented in the Highway Capacity Manual, 6th Edition. The existing peak hour models will be calibrated using the travel time data and observed queue lengths from the field visit to ensure the existing models approximately reflect field conditions. The models will be used to support the assessment of corridor options and develop signal timing plans.

1.6 Outreach Tools. We will initiate community outreach by establishing online communications, conducting intercept surveys on the University Avenue corridor, and distributing print materials. All of our materials will be in both English and Spanish. This effort will include the following activities.

A. **Online Platform.** Our team will establish a webpage within the City's website that provides information related to the project including the development

schedule. This site will offer an opportunity for visitors to offer project feedback. We will use this as a tool to provide responses to community concerns. Finally, we will utilize various social media platforms for electronic messaging.

B. **Online Survey.** Our team will also create a community-wide online survey to capture community opinions about transportation issues along University Avenue. This will help to refine the overall goals and mission statement for the project.

C. **Intercept Surveys.** Our team will visit University Avenue and complete intercept surveys at several locations.

D. **Print Communications.** Our team will develop a project postcard and flyer introducing the project and outlining opportunities for participation. The postcard will be mailed to nearby residents and businesses and the flyer will be posted at bus stops and community gathering places.

1.7 Community Engagement. We will conduct an extensive community engagement and visioning process to establish the needs, values, and goals that will guide development of the Grand Corridor conceptual design. This process will include small group stakeholder discussions as well as four public outreach meetings.

A. **Stakeholder Conversations.** We will conduct a series of conversations with the following groups to identify key issues, opportunities for connections, and to develop and test community needs, values, and goals:

- **Transit.** We will meet with staff from transit, AC Transit, and SamTrans to identify needs and concerns, understand operational considerations, and any future plans for service changes.
- **Schools.** We will meet with the Ravenswood School and Menlo Atherton High School to understand access routes and obstructions to mobility.
- **Public Utilities.** Our team will coordinate with public utilities including PGE, EPA Water, EPA Sanitation District, and ATT to ensure their infrastructure is integrated into the planning process.
- **Economic Interests.** We will meet with the Chamber of Commerce and other business interests to understand how the University Avenue corridor can support their needs.
- **Community Partners and Grassroots Organizations.** Our team will meet with groups serving the local community to understand key transportation and safety concerns, as well as to understand approaches to placemaking and community identity.

B. **Public Outreach Meetings.** Building on the perspectives and insights shared through stakeholder conversations, we will design, prepare, facilitate, and summarize four outreach meetings in the development of a vision statement for the University Avenue Grand Corridor:

- **Introduction (1).** The first meeting will introduce the project and

connect City staff and the consultant team with community members. This meeting will be an opportunity to understand the potentials and limitations of the project, share perspectives, and identify questions and needs. An open and respectful dialogue will be central to establishing the basis for trust necessary for the success of the visioning process.

- **Draft Values and Goals (2).** The outcomes of the Introduction will serve as the basis for the drafting of values and goals for the University Avenue Grand Corridor. Questions posed previously will be revisited and participants will have the opportunity to share, and to hear from others, what is important about. Again open and respectful dialogue is critical, as perspectives from participants with different ways of moving to and along University Avenue can sometimes seem to be in conflict. Creating bridges between perspectives and needs will be key during this meeting
- **Draft Vision (3).** A vision is a key tool for focusing the community's hopes and aspirations and framing the project priorities. From values and goals, participants will collaboratively draft the project's vision, describing both the Grand Corridor's desired future sense of place and its function.
- **Vision Statement & Celebration (4).** The fourth outreach meeting presents the University Avenue Grand Corridor Vision statement and celebrates the community work in developing shared values and goals. This meeting will also serve as the kick-off for the design phase of the project, with the vision serving as the key tool in evaluating conceptual design options and guiding decision-making during PS&E development.

1.8 Contract Management. CSWST2 will be responsible for the overall management of our design team, including the following:

A. Project Management. CSWST2 will manage the design team as well as track progress, schedule, and budget. We will be responsible for documenting all design decisions and keeping an official record of the project. Furthermore, we will submit monthly progress reports identifying tasks completed, budget status, and issues status.

B. Quality Control/ Assurance. An independent team member will review our documents prior to submittal to the City.

C. Meetings. The team will attend bi-weekly project management meetings with City Staff, key stakeholders, and project team.

Deliverables. We will provide electronic (PDF and native format) of the following documents:

- Kick-off Meeting Agenda and Meeting Summary
- Draft and Final Community Engagement Plan
- Community Engagement Summary Report and Equity Assessment
- Existing Conditions survey
- Existing Conditions Traffic Data and model

TASK 2: CORRIDOR OPTIONS AND REFINEMENT

This two-lane cut-through arterial road with an existing average daily traffic of 24,000 to 33,400 vehicles is facing development pressure, which could increase traffic. Balancing traffic capacity, road safety, and complete streets elements is critical. Using the data collected in Task 1 and guided by the outcomes of the public engagement and visioning, we will develop several options for the corridor for the community and stakeholders' review.

2.1 Draft Potential Options. CSWST2 and Fehr & Peers will collaboratively evaluate options, considering traffic operations along with other factors such as bicycle and pedestrian access, transit access, safety, and connectivity. A key goal will be to balance vehicle, bicycle, pedestrian, and transit access along the University Avenue corridor while meeting the community's goal of into a beautiful mixed use boulevard. We will prepare at least three options for the corridor with likely sub-options within each.

A. We will evaluate each of the options in conformance to the project goals including quantifying the following conditions.

i. Improve safety for all users.
ii. Reflect the character of the community.
iii. Consistency with the policies established in various adopted plans.
iv. Improve bicycle and pedestrian access and connectivity.
v. Reduce congestion, peak period traffic queuing and neighborhood cut through traffic.
vi. Enhance economic activity.

B. To summarize our findings, we will prepare a report regarding the feasibility of the University Avenue corridor study consistent with AB 1358, that includes the following for each option:

- Narrative description of the proposed design.
- Plan and section graphics as well as an illustrative rendering.
- An assessment of the options' conformance to the project's goals.
- Estimate of implementation cost.

2.2 Draft Options Outreach. Our team will build upon the initial momentum of the outreach effort described in Task 1.7 to present draft options, evaluate options against the community's vision, and guide identification of the preferred option. Our team will update the online platform with the evaluation and include an online survey to gauge the merits of these options. In addition, we will hold a meeting with the technical working group to review the options and solicit feedback. Finally, we will host an in-person workshop held along University Avenue for community members to review the options. We envision this to be a presentation followed by a work session with community members to review the proposed plans and receive feedback.

2.3 Options Refinement. Based upon the outreach process, we will refine the three

options addressing comments. During this task, we will establish a preferred option.

2.4 Preferred Option Outreach. We will update the online presence related to the refined options. To support adoption of the alternative, we will conduct the following:

A. Street Demonstration Event. During this phase, we would plan to setup a demonstration of the event along University Avenue allowing stakeholders to visualize the improvements. We will work with the City to advertise the event through project website, various social media platforms, flyers/mailers and banners. The event displays would be designed to be eye-catching--e.g., balloons, colorful displays / public art installations, which capture attention and ignite conversations.

B. Public Works and Transportation Commission. We will support staff in presenting the study to the Public Works and Transportation Commission to seek recommendations for preferred options.

C. City Council. We will support staff in presenting the study to Council and adopting a preferred option.

2.5 Contract Management. We will complete the tasks as identified in Task 1.8 including attending up to four (4) coordination meetings.

Deliverables. We will provide electronic (PDF and native format) of the following documents:

- Draft and final Options as well as feasibility study.
- Web page and Online Survey updates.
- Outreach materials and summaries.
- Community Participation Summaries and Equity Assessment Memorandum.
- General Meetings agendas, presentation, and minutes.

TASK 3: CONCEPT PLAN

With approval of the preferred option, our team will prepare the design to the 10% level allowing for refinement of costs. This submittal will include narratives, costs, and exhibits that can serve as the basis for future grant applications as well as the basis for environmental review under CEQA and possibly NEPA should the City receive federal funding.

3.1 Concept Design (10%). We will develop a concept plan establishing the geometry of the roadway serving pedestrians, bicyclists, and motorists. This will include the following elements:

A. Streetscape Plans. To document the design, we will prepare the following plans including:

i. Title and Key Map Sheets

ii. Roadway Layout Plans Illustrating sidewalks, medians, buffers, and curb

ramps.
iii. Striping and Signage Plans
iv. Typical Cross Sections
v. Landscape Planting Plan
vi. Traffic signal modification plan
vii. Street lighting plan

B. Right of Way. We will prepare an exhibit illustrating the right of way required for the project.

C. Cost Estimate: We will refine the cost model developed in Task 2.1.

3.2 Grant Funding. Upon commencement of the engagement, our team will provide a monthly report to staff regarding upcoming grant opportunities. This will include a strategy to use multiple grant sources such as urban greening and transportation funding opportunities to support the project's development. Upon the Council's review of the 10% documents, our team will prepare up to three (3) grant applications to State and Federal agencies for a period of 12 months.

3.3 Contract Management. We will complete the tasks as identified in Task 1.8 including attending up to three (3) coordination meetings.

Deliverables. We will provide electronic (PDF and native format) of the following documents.

- 10% design documents.
- Grant reports and at least three grant submittals.

TASK 4: LOCAL ASSISTANCE COORDINATION

With approval of the preliminary design, our team will coordinate with Local Assistance to secure environmental and right of way clearance to allow the project's bidding.

4.1 CEQA Assessment. We will compile a Categorical Exemption that includes the following elements.

A. Project Description. We will prepare the project description and present the project summary information as identified on the Environmental Checklist Form in Appendix G of the CEQA Guidelines. The project description will include a discussion of the key characteristics of the project site and vicinity, project objectives, details of the proposed project, the planning and approval process, and the anticipated project schedule.

B. CEQA Categorical Exemption. Section 21084 of the Public Resources Code (PRC) provides guidelines for projects that have been determined to not have a significant effect on the environment and are therefore determined to be exempt from the provisions of CEQA. The proposed project would likely fall into the first category (Class I) of categorically exempt projects as described in Section 15301, Existing Facilities. We will document the determination for the

exempt status in a Notice of Exemption (NOE) accompanied by a supporting memorandum.

4.2 NEPA Assessment. Our team will coordinate with Local Assistance to provide a Categorical Exclusion as an activity listed in 23 CFR 771.117(c), item 22; projects that would take place entirely within the existing operational right-of-way, including features associated with the physical footprint of the transportation facility. Since the walls are a replacement for an existing structure, we assume they would fall into exclusion. To support these findings, our team will complete the following studies:

A. **NEPA Project Description.** We will prepare the Preliminary Environmental Study (Exhibit 6-A), Field Review (Exhibit 7-B), and Roadway Data Forms (Exhibit 7-C) based upon the 10% submittal. We will support the City during the field review as well as incorporate Local Assistance's conditions into the construction documents to satisfy the NEPA categorical exclusion.

B. **Biological Resources.** As these projects are located within the built environment, we believe the completion of a Natural Environmental Study is not required and standard mitigations are acceptable. However, we have allocated a fee for a biologist to complete a data search and field reconnaissance along the corridor.

C. **Visual Assessment.** This will address the visual impact of tree removal.

D. **Contamination.** We will complete an assessment of contamination within the project area using the Geotracker website. This will include a narrative implementing standard mitigations.

E. **Standard Memoranda.** We will provide standard memoranda with reference to traffic control, water quality, and construction staging.

4.3 Public Utilities. Our team will coordinate with the public utilities including PGE, Comcast, ATT, and City utilities to ensure their infrastructure is integrated into the design and consistent with the Utility Certification requirements of Local Assistance. This will include the following items.

A. **Preliminary Notice.** Our team will prepare a formal notification, also known as A Letters, to the utilities within 10 days of notice to proceed. This will include a coordination meeting at the City's office (or online) to discuss the project and schedule.

B. **Detailed Coordination.** As we advance the design, our team will submit plans at the 10%, 50%, and 100% levels of completion also known as the B and C Letters/ Plans. This will include a coordination meeting and summary of next steps with the process.

C. **New Utility Services.** Revisions to the traffic signals and new pedestrian scale lighting may require new utility services. Our team will complete applications and the necessary supporting documents for these services.

4.4 Local Assistance. We will support staff in assembling documents to Local Assistance

including:

A. **Right of Way Certification.** CSWST2 will complete Local Assistance Form 13-B "Right of Way Certification" for the project documenting that the City has permanent rights-of-way as well as utility clearances to construct the project. We assume this will be Certification Number 1 of 2. Additionally, while the contractor may need to enter private property to complete the work, it is for the benefit of the private property owner, which can be completed through a standard right of entry process. We will prepare up to ten (10) right of entry documents.

B. **Request for Authorization.** With completion of the 100% documents and encroachment permit, we will submit the following:

i. Request for Authorization Form
ii. PS&E Certification and Checklist
iii. Field Review From
iv. Finance Letter 3-O
v. DBE Form
vi. ROW Certification
vii. Plans and Specifications

4.5 **Contract Management.** We will complete the tasks as identified in Task 1.8 including attending up to four (4) coordination meetings.

Deliverables. We will provide electronic (PDF and native format) of the following documents:

- CEQA Project Description and Categorical Exemption.
- NEPA PES, Field Review, Roadway Data, and Technical Memorandum.
- Utility letters A, B, and C.
- Request for Authorization documentation including NEPA, Right of Way Certification, and Finance Letter.
- Meeting agendas, presentation, and minutes.

TASK 5: FINAL ENGINEERING

With approval of the preliminary design, our team will develop final construction documents for bidding in response to conditions found during the environmental phase and within the available budget.

5.1 **Streetscape Plans, Specifications and Estimate.** Our team will prepare documents to the 50% and 100% levels of completion. This will include the following:

A. **Streetscape Plans.** To document the design, we will prepare the following plans in accordance with the Caltrans' Plan Preparation Manual:

i. Title, Key Map, and General Sheets (CSWST2)
ii. Demolition Plan (CSWST2)
iii. Roadway Layout Plans Illustrating sidewalks, medians, buffers, and curb

ramps (CSWST2)
iv. Striping and Signage Plans (CSWST2)
v. Cross Sections (CSWST2)
vi. Sidewalk and Curb Ramp Grading Plans and Profiles (CSWST2)
vii. Public Utility Relocation Plan (CSWST2)
viii. Drainage Plans and Profiles (CSWST2)
ix. Landscape Planting Plan (CSWST2)
x. Streetscape Finishes and Furnishes Plan (CSWST2)
xi. Lighting Plan (CSWST2)
xii. Traffic Signal Plan (Fehr and Peers)
xiii. Construction Staging and Phasing (CSWST2)
xiv. Erosion Control Plans (CSWST2)

B. Technical Studies. Our team will develop the following technical studies:

i. Photometric Analysis. Our team will complete a photometric analysis to ensure proposed pedestrian scale lighting is consistent with City and State standards. This will include ensuring lighting levels are both dark sky and temperature friendly.
ii. Streetscape Elements. Our team will work to integrate furnishings, paving finishes, and landscape elements consistent with the vision of the corridor.
iii. Stormwater Control Plan. We will evaluate options to integrate green infrastructure such as rain gardens into the landscape areas. Our team will develop these features consistent with San Mateo County's C.3 standards. We will complete the MRP C.3 Checklist and if required prepare a draft Stormwater Control Plan in accordance with the Construction General Permit order 2009-0009-DWG.
iv. Hydrology and Hydraulics Report. We will provide a Hydrology and Hydraulics Report indicating there is no expected change with the surface drainage patterns or the hydraulic capacity of existing storm drain system.
v. Signal Timings and Signal Modifications. We will use the Synchro/SimTraffic 11 traffic analysis software to develop optimized signal timing plans at all five study intersections along the project corridor for the weekday AM, Midday, and PM peak periods. We assume that the new signal timing plans at the study intersection will be coordinated with the entire University Avenue Corridor within the City limits. Depending on the preferred corridor design, we also assume that intersection signal modifications will be necessary for all five study intersections. Where necessary, we will develop signal modification plans for each affected intersection.

C. Technical Specifications. Our team will develop Technical Specifications in the City standard format for the project consistent with Federal requirements. This will include integration of mitigations defined in the project's CEQA and NEPA assessment. We will integrate the City's front-end specifications into the contract documents.

D. **Cost Estimate/ Bid Schedule.** We will update our cost model consistent with the design and funding program.

E. **Comments.** Our team will document all comments received from City and others in a matrix and provide a response to each.

5.2 Outreach. Our team will continue to build on the outreach strategy developed in Task 1 as follows:

A. **Public Works and Transportation Commission.** We will present our findings to the Public Works and Transportation Commission after completion of 50% design documents.

B. **City Council.** We will support staff in seeking approval to bid the 100% documents.

5.3 Final Plans, Specifications and Estimate. With receipt of the E76, the team will prepare the documents developed in Tasks 5.1 for bidding.

5.4 Contract Management. We will complete the tasks as identified in Task 1.8.

Deliverables. We will provide electronic (PDF and native format) of the following documents:

- Documents for the 50% and 100% submittal for the streetscape.
- Project website content.
- Meeting agendas, presentation, and minutes.
- Final document submittals.

Optional Services

A. Signal Timing Fine Tuning: Fehr & Peers will fine tune signal timing and coordination.

B. Adaptive Signal: Fehr & Peers will provide the following:

Adaptive traffic signal systems adjust signal timing in real time based on actual traffic patterns, and they can potentially improve traffic flow and reduce vehicles delay. However, adaptive systems can sometimes operate inconsistently and cause unintended consequences along a corridor. The Adaptive Signal Optional Tasks 1-3 could be considered as part of the evaluation of whether an adaptive signal system would be appropriate to consider for the University Avenue corridor.

If the City of East Palo Alto decides to implement an adaptive signal system along University Avenue, Adaptive Signal Optional Task 4 will be necessary to incorporate the system into PS&E. As part of this optional task, we will also provide design services during construction.

Adaptive Signal Task 1: Adaptive Signal System Feasibility Study.
We will conduct a feasibility study for the implementation of an adaptive signal

corridor. This will include summarizing typical advantages and disadvantages of adaptive signal systems and a qualitative assessment of their applicability for University Avenue. We will also conduct three to five interviews with city staff from nearby cities that have already implemented adaptive signal corridors. The goal of the interview is to gain a deeper understanding of the effects of adaptive signals on traffic flow as well as explore any challenges these cities may have encountered. Information on implementation costs, system maintenance, and integration with existing infrastructure will be gathered. We will summarize the findings in a memorandum and conduct a meeting with the City of East Palo Alto to present and discuss the findings.

Adaptive Signal Task 2: Traffic Operation Comparison Study.
To estimate the potential benefits of implementing an adaptive system, we will analyze how adaptive signal systems accommodate peak-hour traffic and compare their performance to non-adaptive systems. Using existing traffic volume data, we will create two additional hourly volume sets representing the upper and lower changes in peak hour volumes, based on input from the City of East Palo Alto. We will simulate each volume set using the calibrated SimTraffic model with optimized signal timings for each volume set to capture the effect of adaptive signal system behavior and compare it to a single optimized plan. Results will be documented in a technical memorandum.

Adaptive Signal Task 3: Adaptive System Manufacturer Showcase.
We will conduct a manufacturer's "showcase" by engaging three to five adaptive signal system manufacturers. The goal of the showcase is to gain an in-depth understanding of their products, including key aspects such as the overall installation and maintenance process, cost structures, and system capability and compatibility with the study corridor. We will summarize the findings in a memorandum and conduct a meeting with the City of East Palo Alto to present and discuss the findings.

Adaptive Signal Task 4: Communication Plans & Design Service During Construction.
The budget for this task is dependent on the type and nature of the selected adaptive signal system. For this This task assumes that the manufacturer will provide specifications on controller, detection system, software, and communication associated with the adaptive signal system. We will review the information provided by the manufacturer and incorporate the adaptive signal system into our signal design plans at 50% if we have sufficient information on the adaptive signal system selected, otherwise at 100% the completion level of PS&E. We assume that we will need to add either interconnect or fiber optic plans (up to six plan sheets and five splice diagrams). We will prepare for up to two rounds of review and address the comments before the final submittal.

We will provide coordination with the adaptive signal manufacturers and design services during construction for up to 80 hours of staff time.

C. **Pavement Evaluation Services.** CSWST2 will retain Pavement Engineering service to perform field testing and reporting for University Avenue. Field testing consists of deflection tests at 100-ft intervals and coring at 500-ft intervals. Deflection testing will be performed in general accordance with CTM 356. Moving traffic control will be provided by a follow vehicle with flashing lights. Flagging will be provided as necessary. Full structural section coring will be performed at each street at indicated above. Samples will be used to determine the R-value. A summary report will be provided with rehabilitation and reconstruction options for each street.

D. **Utility Locating.** Our team will conduct a ground penetrating radar (GPR) survey at key locations to define the location and depth of underground utilities. This information will support the design of new traffic signals and the roadway improvements.

E. **Utility Potholing.** If the GPR survey is inconclusive, we will complete potholing of utilities at up to 15 locations along University Avenue. Our contractor will backfill the potholes with a controlled low-strength material.



Staffing Plan

CSWST2 is a consulting firm with expertise in planning and executing projects in recreation, urban infill, transportation, education, and public infrastructure. Our team consists of 40 professionals, including civil and traffic engineers, urban planners, landscape architects, and surveyors. With a 70-year history of service in the Bay Area, we offer innovative and practical solutions to address the infrastructure challenges in our communities.

We are a California Corporation that maintains offices in Novato, Berkeley, Pleasanton, Redwood City, Richmond, and San Jose. Key members of our team have a long history supporting transportation projects in the Bay Area and beyond. Our focus has not only been on creating safe and accessible streets designed to serve all users, but to plan corridors that are livable, adaptable, and economically viable for the long-term.

Key members of our team include the following:

Robert Stevens, PE, TE, Principal of CSWST2, will be our Principal in Charge responsible for oversight and quality control. Robert has worked for almost 30 years in the development of transportation projects including integrating placemaking/placekeeping, traffic calming, complete streets and congestion relief concepts into major corridors. Robert is familiar with NACTO, AASHTO, and the Caltrans standards related to Class IV and Class 1 facilities as well as strong expertise in delivery of federally funded projects.

Julia Harberson, PE, LEED AP of CSWST2, will lead as our Project Manager. Julia brings over 18 years of experience to the team with a focus on delivering transportation projects that involve complete streets and bicycle and pedestrian trails throughout the Bay Area. She will be the main point of contact with the City of East Palo Alto and will coordinate our internal team and subconsultant. Julia's recent experience includes the Village Parkway Complete Street Plan in Dublin and the San Pablo Avenue Del Norte Complete Street in El Cerrito.

Jessie Maran of CSWST2, will be our Urban Planner and will lead our urban design and outreach effort. For over 25 years, she has led initiatives to transform the built environment, especially related to the design of transportation systems to reduce carbon emissions while create equitable access to social and economic opportunity. Jessie works diligently with stakeholders to help them see new perspectives when evaluating transportation alternatives. She will be responsible for refining our community participation strategy and administering the process, ensuring all voices are heard in the planning of University Avenue.

Josh Woelbing, PLS, sUAS RP of CSWST2, is our Survey Manager and will lead mapping of the existing conditions and right of way along University Avenue. Josh has completed boundary surveys throughout the Bay Area that meet the Caltrans requirements for right of way certification. He will collect information using both drone and traditional methods.

Matt Haynes, PE, AICP, Principal of Fehr & Peers, will lead our team's approach to transportation planning. In this role, Matt will conduct the traffic and parking studies necessary to help plan modifications to the travel lanes and complete an operations analysis for the University Avenue corridor. Matt brings an indepth understanding of the South Bay and its regulatory bodies.



Robert Stevens PE, TE

Principal in Charge

With 30 years experience, Robert specializes in the development of public and private facilities including recreational facilities, educational campuses, hospitals, civic facilities, mixed-use developments, and transportation infrastructure. Engaged throughout the life of the project, his experience ranges from conceptual design studies through construction engineering. Robert effectively coordinates with the design team, public agencies, and community organizations resulting in consensus-based solutions that are cost effective and delivered on schedule.

FIRM: CSWST2

EDUCATION

B.S. Civil Engineering, California State University, San Jose

REGISTRATION

Professional Civil Engineer California - No. 56880

Professional Traffic Engineer California - No. 2953

PRESENTATIONS

"Deploying Broadband for Public Agencies" APWA 2020

"Designing Smart Cities" American Planning Associaton 2019

"Undergrounding Overhead Cables Using Rule 20A Program" APWA 2017

"Designing Complete & Green Streets" Stanford, 2016

"Developing Municipal Fiber Optic Networks" APWA 2015

RELEVANT EXPERIENCE

University Avenue Revitalization, Palo Alto

Del Norte Complete Street, El Cerrito

Third Street Rehabilitation & Safety Improvements, San Rafael

Milvia Street Class IV Bikeway, Berkeley

Main Street Complete Street, Hayward

Castro Valley Boulevard Streetscape, unincorporated Alameda County

Old Town Newark Streetscape Improvement, Newark

Thornton Avenue Streetscape, Newark

Hesperian Boulevard Revitalization Plan, Alameda County

East 14th Street Complete Street Plan, Alameda County

Village Parkway Complete Street Plan, Dublin

Moeser Avenue Bike Lanes, El Cerrito

Ohlone Greenway Safety Improvements, El Cerrito

Nevin Avenue Complete Street, Richmond

Miller Avenue Complete and Green Street Master Plan, Mill Valley

Sir Francis Drake Boulevard Master Plan, Marin County

Paranassus Avenue Complete and Green Street Plan, San Francisco

Ferry to Bridge to Greenway Class IV, Richmond

Tennent Avenue Bay Trail Gap Closure, Pinole



Julia Harberson PE, QSD/QSP, LEED AP

Project Manager

Julia Harberson has over 18 years of professional engineering experience including five years of managing projects for private developers. Julia has managed many projects that involved coordination with multiple stakeholders, gaining approvals from multiple agencies and forming consensus from multiple groups of interest. Julia excels in AutoCAD Civil3D, Hydraflow Storm Sewer, XPSWMMM, HEC-RAS, HEC-HMS and several other design software programs. Her experience includes public and private developments, grading and drainage design, hydrology and hydraulic analysis, sustainable design, erosion control design, sewer design, joint trench design complete streets, and construction management. Julia recently completed the design of a comprehensive pervious paver system for Complete Streets projects in Daly City and San Pablo.

FIRM: CSWST2

EDUCATION

B.S. Civil Engineering, University of Portland, Portland, Oregon

REGISTRATION

Professional Civil Engineer, California No. 76626

CERTIFICATIONS

LEED Accredited Professional

RELEVANT EXPERIENCE

University Avenue Revitalization, Palo Alto

Del Norte Complete Street, El Cerrito

Third Street Rehabilitation & Safety Improvements, San Rafael

Castro Valley Boulevard Streetscape, unincorporated Alameda County

Old Town Newark Streetscape Improvement, Newark

Thornton Avenue Streetscape, Newark

Milvia Street Class IV Bikeway, Berkeley

Village Parkway Complete Street Plan, Dublin

Main Street Complete Street, Hayward

Niles Canyon Trail Feasibility Study & Project Study Report, Alameda County

Water Street North Extension, Petaluma

Doherty Drive Reconstruction & Multi-use Pathway, Larkspur

Miller Avenue Complete and Green Street Master Plan, Mill Valley

Sir Francis Drake Boulevard Master Plan, Marin County

Stockton Avenue Bridge Debris Mitigation, Capitola

Tennent Avenue Bay Trail Gap Closure, Pinole

Wellness Trail Planning & Final Design, Richmond

Ferry to Bridge to Greenway Class IV, Richmond

Nevin Avenue Complete Street, Richmond

Del Norte Complete Street, El Cerrito

Moeser Avenue Bike Lanes, El Cerrito

Ohlone Greenway Safety Improvements, El Cerrito



Jessie Maran

Urban Planner

Jessie is a process-oriented strategist with over twentyfive years of experience in urban design, as well as communications and public engagement for built environment projects. In addition to her work to expand engineering thinking toward holistic community relationships, Jessie is an experienced visual communications specialist. Over her career, she has led the development of public engagement communications for a wide range of urban design, planning, and engineering projects with a focus on community collaboration in alternative transportation.

FIRM: CSWST2

EDUCATION

M.S. Landscape Architecture, University of Arizona

B.A. Philosophy, University of Washington

RELEVANT EXPERIENCE

Richmond Complete Streets, Richmond, CA

Richmond Street Complete Street, El Cerrito, CA

Grove Street Complete Street Plan, Healdsburg

Ohio Street Complete Street Planning, Richmond

West Glendale Sustainable Transportation and Land Use Study, West Glendale, CA

NE 18th Street Corridor Study, Vancouver, WA

Overlake Village TOD District Plan and 152nd Ave Street Design Guidelines, Redmond, WA

Metro Gold Line BRTOD Plans, Minneapolis-St Paul, MN

Rush Line BRTOD Plans, Minneapolis-St Paul, MN

Heritage District Master Plan & Redevelopment Plan, Gilbert, AZ

Edmonton Citywide Transit Oriented Development Guidelines and Standards, Alberta, Canada

Stadium Station Area TOD Plan and Standards, Edmonton, Alberta, Canada

Downtown Conceptual Plan, Tualatin, OR

TOD Station Area & Infrastructure Framework Plans (six stations), Denver, CO

Complete Streets Design Criteria, Grants Pass, OR

Downtown Master Plan & Development Standards, Missoula, MT

Downtown Master Plan & Development Standards, Springfield, OR

Englewood TOD Station Area Plan, Englewood, CO

Main Street Improvement and Retail Revitalization Strategy, Guidelines and Standards, Vancouver, WA

Fairbanks Downtown Vision Plan, Design Standards and Design Guidelines, Fairbanks, AK

Lake Stevens Downtown Subarea Plan & Urban Design Guidelines, WA



Josh Woelbing PLS, sUAS RP

Survey Manager

Josh has nearly 20 years of experience providing surveying services for residential and commercial developers, local and national corporations, and municipal, state, and federal agencies. He currently manages and coordinates surveying engagements related to topography, boundary resolution, and various mapping products, such as Records of Survey, Parcel Maps, corner records, and legal descriptions. As a licensed sUAS Remote pilot, Josh pinoneered the firm's drone surveying program, and also specializes in photogrammetry and aerial mapping. Dedicated to his craft, Josh is involved in local chapters of CLSA and is a member of the PLS Exam Development Committee for the State of California.

FIRM: CSWST2

EDUCATION

Certificate - Land Surveying & Civil Engineering Program, Santa Rosa Junior College

California Land Surveyors Association Professional Development Program - Certified 2017-2018

REGISTRATION

Professional Land Surveyor California No. 9387

CERTIFICATION

sUAS Remote Pilot License Certificate No. 4117625

AFFILIATIONS

California Land Surveyors Association (CSLA), Marin

- 2021 - 2023 Chapter President
- 2018 - 2020 Chapter Secretary
- 2017 - 2020 Professional Development Program
- 2018 - 2019 Professional Practices (Regional QA/QC) Committee Member

Board of Professional Engineers & Land Surveyors (BPELS)

- 2017 - present PLS Exam Development Committee Member

RELEVANT EXPERIENCE

City of Richmond On-Call

City of Richmond Landscape On-Call

City of Vallejo Civil and Surveying On-Call Services, Vallejo

County of Marin On-Call Land Surveying Support

Marin County Flood Control & Water Conservation District On-Call Surveying Services

SMART Real Estate Services On-Call, Sonoma County

City of Napa On-Call Land Surveying Support

Town of Los Altos Hills On-Call Surveying

On-Call Land Surveying, Marin County Surveyor

City of Pinole Engineering Assistance On-Call Support

On-Call Land Surveying, City of Dublin

On-Call Land Surveying Services, City of Napa

On-Call Landscape Architecture Support Services, City of Richmond

On-Call Surveying, Town of Los Altos Hills

2022 Marin Highway Safety Improvement Program Cycle 10 Accessibility Upgrades, County of Marin Public Works Department

Sonoma-Marin Area Rail Transit District Real Estate Support On-Call Services

Village Parkway Reconstruction Survey, Dublin

Third Street Enhancement and Traffic Calming Surveying and Monument Preservation, San Rafael

Ferry to Bridge Complete Street Surveying, Richmond



Matt Haynes PE, AICP

Transportation Planner

Matt has over 20 years of experience and is an expert in sustainable transportation planning. He has an extensive background in integrated transportation and land use studies, bicycle and pedestrian planning, multimodal corridor studies, and transportation impact analysis. Over the course of his career, Matt has managed numerous multimodal transportation studies, bicycle and master plans, and citywide master planning efforts throughout the state. Matt also directs the firm's FP Think initiative which focuses on disruptive changes affecting the transportation and mobility sector.

FIRM: FEHR & PEERS

EDUCATION

M.S. Transportation Engineering, University of California at Berkeley

M.C.P. City & Regional Planning, University of California at Berkeley

B.S. Civil & Environmental Engineering (with honors), University of California at Davis

REGISTRATION

Professional Civil Engineer, California No. 65933

CERTIFICATION

American Institute of Certified Planners No. 020486

AFFILIATIONS

Congress for the New Urbanism: Member

American Planning Association: Member

SPUR: San José Policy Board

RELEVANT EXPERIENCE

San Jose Downtown Transportation Plan, San José

Story-Keyes Complete Streets Study, San José

Santa Clara Countywide Bicycle Plan, Santa Clara County

Citywide Transportation Plan: RWCmoves, Redwood City

San Jose VMT Reduction Tool, San José

VTA Pedestrian Access to Transit Plan, Santa Clara County

VTA Curtner TOD Access Study, San José

Google Transportation Master Planning, Mountain View & Sunnyvale

AMBAG Sustainable Communities Strategy Implementation, Monterey County

Monterey Citywide Transportation & Parking Plan, Monterey

Organizational Chart

Designated key staff will remain assigned to this project for the duration of the agreement, with any staff substitutions made only after consultation and concurrence with the City.

City of East Palo Alto
Public Works Department

Principal in Charge



Robert Stevens
Principal in Charge

Project Management



Julia Harberson
Project Manager

Key Personnel



Jessie Maran
Urban Planner
CSWST2



Josh Woelbing
Survey Manager
CSWST2

Technical Working Group
Community Outreach

Stakeholders
Community Outreach

Non-Profits
Community Outreach

Subconsultant



Matt Haynes
Transportation Planner
Fehr & Peers

CITY OF PALO ALTO

University Avenue Revitalization

Palo Alto, CA





COMPLETED

ongoing

KEY PERSONNEL

Robert Stevens
Julia Harberson
Josh Woelbing

REFERENCE

Megha Bansal, PE, PMP
Senior Engineer
City of Palo Alto
650.329.2693
megha.bansal@cityofpaloalto.org

University Avenue is the backbone of Palo Alto's historic downtown, linking commercial, educational, and residential uses in one popular destination. Like many downtowns, the City of Palo Alto closed a segment of University Avenue to vehicular traffic during the heart of COVID-19 and focused on creating outdoor dining and retail spaces. Though the street is now re-opened, this project seeks to transform the heart of downtown Palo Alto into a people-centric venue that maximizes pedestrian and bicycle use, reduces congestion, and enhances economic activity, while maintaining vehicular access and amenities.

CSWST2 has collaborated with the City to engage the community in developing the Plan. First developing both technical and block advisory groups. The technical advisory group includes a cohort of staff from City departments and public transit agencies to review options and offer guidance. Block advisors were identified from a select group of bicycle advocates, residents, proprietors, and property owners who represented their communities to vet options and provide guidance based on lived expertise.

With these groups as sounding boards, we refined streetscape alternatives to bring to the greater community. The larger community provided feedback during an in-person meeting held in the downtown library, as well as through an online survey that garnered over 700 responses.

CITY OF EL CERRITO

San Pablo Avenue Del Norte BART

El Cerrito, CA





Del Norte BART Station is one of the busiest commuter hubs in the Bay Area as buses from Solono and Marin Counties bring commuters to and from the BART station. The City of El Cerrito is currently working to develop its San Pablo Specific Plan, which envisions transforming San Pablo Avenue into a multimodal thoroughfare while developing thousands of residential units and retail along the corridor.

The City is beginning to realize its vision with four new major podium developments soon to complete construction. To support the private development, the City is seeking to make pedestrian and bicycle improvements along the frontage of Del Norte BART Station. The project includes the development of a Class IV bicycle facility, modifications to intersections to improve both pedestrian safety and vehicle circulation, as well as enhancements to transit facilities. Consistent with the City's environmental goals, the project includes raingardens. The City retained our team to implement the streetscape, which is funded through federal sources.

Our team is currently coordinated with several of the private developers along the corridor to refine their streetscape designs to be consistent with the City's goals.

COMPLETED

Construction commencing 2024

KEY PERSONNEL

Robert Stevens
Julia Harberson
Jessie Maran
Josh Woelbing

REFERENCE

Yvetteh Ortiz
Director of Public Works
510.215.4382
yortiz@ci.el-cerrito.ca.us

CITY OF SAN RAFAEL

Third Street Streetscape

San Rafael, CA





Our team supported the City of San Rafael in the rehabilitation of Third and Second Streets, which serve as the primary gateway to downtown. This corridor includes a transit hub, multi-family residential, retail, and commercial uses along a three mile segment transitioning from Highway 101 to the City's border with San Anselmo. We collaborated with the City, stakeholders, business district, and community groups to improve the corridor for vehicles, pedestrians, and bicyclists.

Key elements of the project included revisions to downtown intersections including new traffic signals and crosswalks to improve pedestrian safety as users walk to retail destinations along Fourth Street. The project also added a Class IV two-way cycle track along Second Street closing a critical gap in the City's bicycle network.

In coordination with the streetscape improvements, the project replaced the potable water main, sanitary sewer system, and pavement along the corridor. Finally, we designed a fiber optic network to serve the City's internal communications needs as well as interconnect the traffic signal system. Construction was completed in December 2023 and the project opened to the public in January 2024.

COMPLETED

2024

KEY PERSONNEL

Robert Stevens
Julia Harberson
Josh Woelbing

REFERENCE

April Miller, PE
City Engineer
City of San Rafael
415.485.3409
april.miller@cityofsanrafael.org

COUNTY OF MARIN

Sir Francis Drake Boulevard Rehabilitation

Larkspur, CA





Sir Francis Drake Boulevard Corridor Rehabilitation, Greenbrae Sir Francis Drake Boulevard is a heavily used, constrained corridor that has exceeded maximum traffic capacity. The Transportation Authority of Marin awarded funds for infrastructure improvements along the corridor, providing the opportunity for multi-modal improvements. The existing right-of-way width, existing buildings, steep grades, and retaining walls make it impossible to consider roadway widening.

Within these constraints, the design team developed innovative ways to improve the corridor's function for all modes, including sophisticated intersection and signalization improvements. Proposed pedestrian and bicycle-route improvements include sidewalk-widening and the removal of "pork chop islands" to provide safer conditions for students walking and biking to school, as well as required accessibility upgrades.

In addition to design work, members of our team took the lead in communicating the complex traffic-engineering concepts and budget-driven tradeoffs to the community during a series of often-contentious public workshops and community advisory committee meetings, ultimately leading to a broadly supported plan.

COMPLETED

2019

KEY PERSONNEL

Robert Stevens
Julia Harberson
Josh Woelbing

REFERENCE

Dan Dawson
Principal Transportation Planner
Marin County Department of Public Works
415.473.6528
DDawson@marincounty.org

References

City of Richmond 450 Civic Center Plaza Richmond, CA 94804	Daniel Chavarria Public Works Director 510.620.5478 daniel_chavarria@ci.richmond.ca.us	Our team provides engineering services for the Richmond Wellness Trail, Nevin Avenue, and on-call services for the City.
City of Palo Alto 250 Hamilton Avenue Palo Alto, CA 94301	Megha Bansal, PE, PMP Senior Engineer 650.329.2693 megha.bansal@cityofpaloalto.org	We have supported the City with the revitalization of University Avenue, including public outreach and planning.
City of El Cerrito 10890 San Pablo Avenue El Cerrito, CA 94530	Yvetteh Ortiz, PE Director of Public Works 510.215.4382 yortiz@ci.el-cerrito.ca.us	Our team supported the City in delivering the San Pablo Avenue Del Norte BART Complete Street, including public outreach and planning and transit-oriented development.
City of San Rafael 111 Morphew Street San Rafael, CA 94901	April Miller, PE Public Works Director 415.485.3409 april.miller@cityofsanrafael.org	We are supporting the City with the successful design and construction of the Third and Second Street Improvements through downtown, which involved years of planning and outreach and totaled $20.8 million.

UNIVERSITY Avenue Grand Corridor Project (CIP Project ST-29)

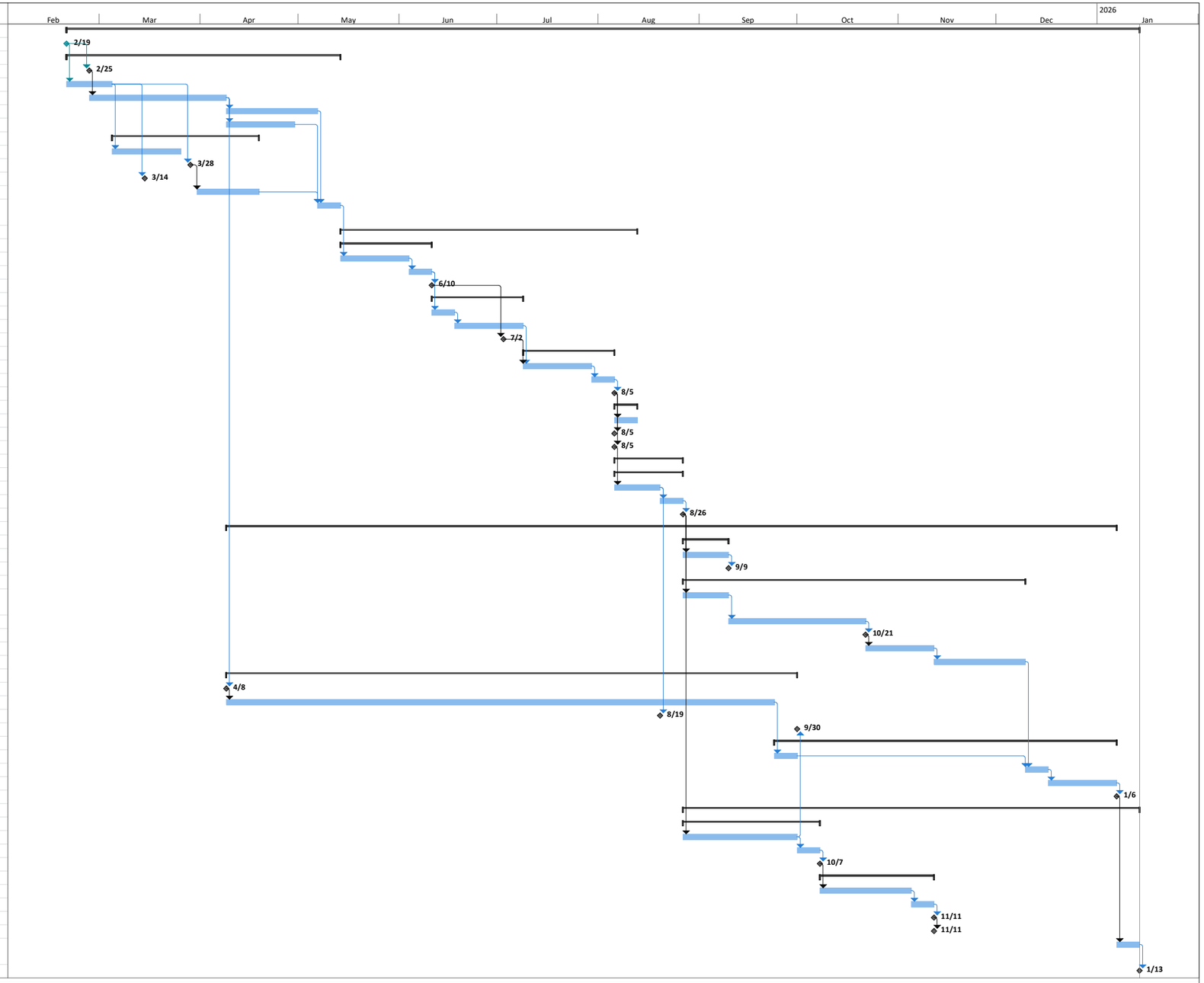
MANPOWER ALLOCATION

CSW ST2

03.05.2025

		CSWST2 Project Manager, Urban Design, Surveying, and Engineering													**Fher & Peers** Traffic Engineering					
		Robert Stevens Principal	**Julia Harberson** Project Manager	**Jesse Maran** Urban Design and Outreach	**Marcia Vialliar** Landscape Architect	**Varies** Landscape Architect	**Varies** Senior Engineer	**Varies** Engineer II	**Varies** Engineer I	**Josh Woelbing** Surveying Manager	**Varies** Surveyor II	**Varies** Surveyor I	**Survey Field Crew** Survey Crew	**Total CSWST2 Hours**	**Principle**	**Project Manager**	**Technical Support**	**Project Coordinator**	**Total F&P Hours**	**Total Manpower Allocation**
Task 1	**Opportunities and Constraints**																			
1.1	**Project Kickoff**	2	2	2	2									8					0	**8**
1.2	**Community Engagement Plan**		2	20	16									38					0	**38**
1.3	**Data Collection**		2	2	2	4	4	4						18	4	32		6	42	**60**
1.4	**Existing Conditions Mapping**			2		8				6	118	110	130	374					0	**374**
1.5	**Transportation Analysis**		2											2	4	60	8	10	82	**84**
1.6	**Stakeholder Discussions**		2	12	16	8								38	2	22		2	26	**64**
1.7	**Outreach Tools**																			
	Online Platform			12		18								30					0	**30**
	Intercept Surveys			12	8	24								44					0	**44**
	Online Survey			8	4	16								28					0	**28**
1.8	**Community Engagement**																			
	Stakeholder Conversations		2	20	18	18								58					0	**58**
	Public Outreach Meetings			80	40	60								180					0	**180**
1.9	**Contract Management**																			
	Project Management	2	8				8							18					0	**18**
	Quality Control	2												2					0	**2**
	Meetings	6	12	12	12		12							54					0	**54**
	Task 1 Opportunities and Constraints Subtotal:	**12**	**32**	**182**	**118**	**156**	**24**	**4**	**0**	**6**	**118**	**110**	**130**	**892**	**10**	**114**	**8**	**18**	**150**	**1042**
Task 2	**Corridor Options and Refinement**																			
2.1	**Potential Options**		5	40	40	80	5							170	20	100	8	18	146	**316**
2.2	**Draft Options Outreach**																			
	Website and Survey			16	4	16								36					0	**36**
	Stakeholder Review and Community Meeting			40	40	60								140					0	**140**
2.3	**Options Refinement**		8	30	40	60	8	12						158	8	40	4	8	60	**218**
2.4	**Preferred Option Outreach**																			
	Website Updates			8	2	8								18					0	**18**
	Street Demonstration Event		2	20	8	20	2	2						54					0	**54**
	Public Works and Transportation Commission		2	8	4	2	2							18					0	**18**
	City Council		2	8	4	2	2							18					0	**18**
2.5	**Contract Management**																			
	Project Management		10											10					0	**10**
	Quality Control	2												2					0	**2**
	Meetings	2	10	6	6		12							36					0	**36**
	Task 2 Corridor Options and Refinement Subtotal:	**4**	**39**	**176**	**148**	**248**	**31**	**14**	**0**	**0**	**0**	**0**	**0**	**660**	**28**	**140**	**12**	**26**	**206**	**866**
Task 3	**Concept Plan**																			
3.1	**Concept Design (10%)**		20	20	24	40	40	40	40					224					0	**224**
3.1	**Grant Funding**																			
	Monthly Assessment and Report		8				4							12					0	**12**
	Grant Applications (3)		8	8			24							40					0	**40**
3.4	**Contract Management**																			
	Project Management		8				4							12					0	**12**
	Quality Control	4												4					0	**4**
	Meetings	4	8	2	2		8							24					0	**24**
	Task 3 Concept Plan Subtotal:	**8**	**52**	**30**	**26**	**40**	**80**	**40**	**40**	**0**	**0**	**0**	**0**	**316**	**0**	**0**	**0**	**0**	**0**	**316**
Task 4	**Local Assistance Coordination**																			
4.1	**CEQA Assessment**																			
	Project Description	4	4				8							16					0	**16**
	CEQA Categorical Exemption	4	8				8							20					0	**20**
4.2	**NEPA Assessment**																			
	NEPA Project Description	2	8				8							18					0	**18**
	Biological Resources		4											4					0	**4**
	Visual Assessment		4				16							20					0	**20**
	Contamination		2				4							6					0	**6**
	Standard Memoranda		6				4							10					0	**10**
4.3	**Public Utilities**																			
	Preliminary Notice		8				12							20					0	**20**
	50% and 100% Coordination						20							20					0	**20**
	New Utility Services						12							12					0	**12**
4.4	**Local Assistance**																			
	Right of Way Certification		8				20							28					0	**28**
	Request for Authorization		6				10							16					0	**16**
4.5	**Contract Management**																			
	Project Management		4											4					0	**4**
	Quality Control	2												2					0	**2**
	Meetings		10				12							22					0	**22**
	Task 4 Local Assistance Coordination Subtotal:	**12**	**72**	**0**	**0**	**0**	**134**	**0**	**0**	**0**	**0**	**0**	**0**	**218**	**0**	**0**	**0**	**0**	**0**	**218**
Task 5	**Final Engineering**																			
5.1	**Streetscape Plans, Specifications and Estimate**																			
	Technical Studies	8	20				80	90	120					318	8	60	12	12	92	**410**
	50% PS&E	8	25	8	16	8	60	80	100					305	10	350	25	49	434	**739**
	100% PS&E	4	10	8	4	8	20	70	60					184	10	350	25	49	434	**618**
5.2	**Outreach**																			
	Public Works and Transportation Commission	2	2	4	2	4	2							16					0	**16**
	City Council	2	2	4	2	4	2							16					0	**16**
5.3	**Final Plans, Specifications and Estimate**		20		30		30	40	50					170					0	**170**
5.4	**Contract Management**																			
	Project Management	4	8				4							16					0	**16**
	Quality Control	2												2					0	**2**
	Meetings	8	20	2	2		20							52					0	**52**
	Task 5 Final Engineering Subtotal:	**38**	**107**	**26**	**56**	**24**	**218**	**280**	**330**	**0**	**0**	**0**	**0**	**1079**	**28**	**760**	**62**	**110**	**960**	**2039**
	Total Labor Hours:	**74**	**302**	**414**	**348**	**468**	**487**	**338**	**370**	**6**	**118**	**110**	**130**	**3165**	**66**	**1014**	**82**	**154**	**1316**	**4481**
Optional Services																				
Fine-tuning Signal Timings and Coordination														0	16	80	20	16	132	132
Adaptive Signal Task 1: Adaptive Signal System Feasibility Study														0	16	80	20	16	132	132
Adaptive Signal Task 2: Traffic Operation Comparison Study														0	8	140	30	22	200	200
Adaptive Signal Task 3: Adaptive System Manufacturer Showcase														0	16	60		10	86	86
Adaptive Signal Task 4: Communication Plans and Design Service during														0	16	320	80	48	464	464
Pavement Deflection Testing		4				8								12					0	12
Utility Locating		2				8	8							18					0	18
Utility Potholing (15 Locations)		2				4	8							14					0	14
Optional Services Subtotal:	**0**	**8**	**0**	**0**	**0**	**20**	**16**	**0**	**0**	**0**	**0**	**0**	**44**	**72**	**680**	**150**	**112**	**1014**	**1058**
Total Labor Hours:	**78**	**310**	**414**	**348**	**468**	**507**	**354**	**370**	**6**	**118**	**110**	**130**	**3209**	**138**	**1694**	**232**	**266**	**2330**	**5539**

ID	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1	**University Avenue Grand Corridor**	**235 days**	**Wed 2/19/25**	**Tue 1/13/26**		
2	Notice to Proceed	0 days	Wed 2/19/25	Wed 2/19/25		
3	**Task 1 Opportunities and Constraints**	**60 days**	**Wed 2/19/25**	**Tue 5/13/25**		
4	Kickoff Meeting	0 days	Tue 2/25/25	Tue 2/25/25	2FS+5 days	
5	Engagement Plan	10 days	Wed 2/19/25	Tue 3/4/25	2	
6	Data collection and Field Review	30 days	Wed 2/26/25	Tue 4/8/25	4	
7	Technical Studies	20 days	Wed 4/9/25	Tue 5/6/25	6	
8	Stakeholder Discussions	15 days	Wed 4/9/25	Tue 4/29/25	6	
9	**Outreach**	**33 days**	**Wed 3/5/25**	**Fri 4/18/25**		
10	Develop Online Platform	15 days	Wed 3/5/25	Tue 3/25/25	5	
11	Community Workshop	0 days	Fri 3/28/25	Fri 3/28/25	5FS+18 days	
12	Intercept Surveys	0 days	Fri 3/14/25	Fri 3/14/25	5FS+8 days	
13	Online Survey	15 days	Mon 3/31/25	Fri 4/18/25	11	
14	Prepare Summary of Existing Conditions	5 days	Wed 5/7/25	Tue 5/13/25	13,7,8	
15	**Task 2 Corridor Options and Refinem**	**65 days**	**Wed 5/14/25**	**Tue 8/12/25**		
16	**Develop Potential Options**	**20 days**	**Wed 5/14/25**	**Tue 6/10/25**		
17	Prepare Documents	15 days	Wed 5/14/25	Tue 6/3/25	14	
18	City Review	5 days	Wed 6/4/25	Tue 6/10/25	17	
19	Review Meeting	0 days	Tue 6/10/25	Tue 6/10/25	18	
20	**Options Outreach**	**20 days**	**Wed 6/11/25**	**Tue 7/8/25**		
21	Update Website	5 days	Wed 6/11/25	Tue 6/17/25	18	
22	Online Survey	15 days	Wed 6/18/25	Tue 7/8/25	21	
23	Community Workshop	0 days	Wed 7/2/25	Wed 7/2/25	19FS+16 days	
24	**Options Refinement**	**20 days**	**Wed 7/9/25**	**Tue 8/5/25**		
25	Prepare Documents	15 days	Wed 7/9/25	Tue 7/29/25	23,22	
26	City Review	5 days	Wed 7/30/25	Tue 8/5/25	25	
27	Review Meeting	0 days	Tue 8/5/25	Tue 8/5/25	26	
28	**Preferred Option Outreach**	**5 days**	**Tue 8/5/25**	**Tue 8/12/25**		
29	Website Update	5 days	Wed 8/6/25	Tue 8/12/25	27	
30	Street Demonstration Event	0 days	Tue 8/5/25	Tue 8/5/25	27	
31	City Council (3rd Tue)	0 days	Tue 8/5/25	Tue 8/5/25	27	
32	**Task 3 Concept Plan**	**15 days**	**Wed 8/6/25**	**Tue 8/26/25**		
33	**Concept Design**	**15 days**	**Wed 8/6/25**	**Tue 8/26/25**		
34	Prepare Documents	10 days	Wed 8/6/25	Tue 8/19/25	31	
35	City Review	5 days	Wed 8/20/25	Tue 8/26/25	34	
36	Review Meeting	0 days	Tue 8/26/25	Tue 8/26/25	35	
37	**Task 4 Local Assistance Coordination**	**195 days**	**Tue 4/8/25**	**Tue 1/6/26**		
38	**CEQA**	**10 days**	**Wed 8/27/25**	**Tue 9/9/25**		
39	Prepare Project Description	10 days	Wed 8/27/25	Tue 9/9/25	36	
40	File NOE	0 days	Tue 9/9/25	Tue 9/9/25	39	
41	**NEPA**	**75 days**	**Wed 8/27/25**	**Tue 12/9/25**		
42	Prepare PES, Field Review, and Roadway Data	10 days	Wed 8/27/25	Tue 9/9/25	36	
43	Caltrans Review	30 days	Wed 9/10/25	Tue 10/21/25	42	
44	Field Review Meeting	0 days	Tue 10/21/25	Tue 10/21/25	43	
45	Prepare Technical Memoranduda	15 days	Wed 10/22/25	Tue 11/11/25	44	
46	NEPA CE	20 days	Wed 11/12/25	Tue 12/9/25	45	
47	**Public Utilities**	**125 days**	**Tue 4/8/25**	**Tue 9/30/25**		
48	Submit Letter A	0 days	Tue 4/8/25	Tue 4/8/25	6	
49	Coordination	120 days	Wed 4/9/25	Tue 9/23/25	48	
50	Submit Letter B	0 days	Tue 8/19/25	Tue 8/19/25	34	
51	Submit Letter C	0 days	Tue 9/30/25	Tue 9/30/25	59	
52	**Local Assistance**	**75 days**	**Wed 9/24/25**	**Tue 1/6/26**		
53	Right of Way Certification	5 days	Wed 9/24/25	Tue 9/30/25	49	
54	Request for Authorization	5 days	Wed 12/10/25	Tue 12/16/25	53,46	
55	Caltrans Review	15 days	Wed 12/17/25	Tue 1/6/26	54	
56	E76	0 days	Tue 1/6/26	Tue 1/6/26	55	
57	**Task 5 Construction Documents**	**100 days**	**Wed 8/27/25**	**Tue 1/13/26**		
58	**Final Engineering (50% PSE)**	**30 days**	**Wed 8/27/25**	**Tue 10/7/25**		
59	Prepare Documents and QC Revie	25 days	Wed 8/27/25	Tue 9/30/25	36	
60	City Review	5 days	Wed 10/1/25	Tue 10/7/25	59	
61	Coordination Meeting	0 days	Tue 10/7/25	Tue 10/7/25	60	
62	**Final Engineering (100% PSE)**	**25 days**	**Wed 10/8/25**	**Tue 11/11/25**		
63	Prepare Documents and QC Revie	20 days	Wed 10/8/25	Tue 11/4/25	61	
64	City Review	5 days	Wed 11/5/25	Tue 11/11/25	63	
65	Coordination Meeting	0 days	Tue 11/11/25	Tue 11/11/25	64	
66	Present to Council	0 days	Tue 11/11/25	Tue 11/11/25	65	
67	Prepare final documents (After Local Assistance Completion)	5 days	Wed 1/7/26	Tue 1/13/26	56	
68	Project ready for bid	0 days	Tue 1/13/26	Tue 1/13/26	67	



Project: msproj11
Date: Thu 1/9/25

Task — Summary — External Milestone — Inactive Summary — Manual Summary Rollup — Finish-only — Manual Progress
Split — Project Summary — Inactive Task — Manual Task — Manual Summary — Deadline
Milestone — External Tasks — Inactive Milestone — Duration-only — Start-only — Progress

Page 1

12/30/24

ADDENDUM NO.1, ACKNOWLEDGMENT

REQUEST FOR PROPOSAL –
UNIVERSITY AVENUE GRAND CORRIDOR PROJECT

City Project: **CIP-SP-29**

Proposer acknowledges receipt of this addendum, which shall be attached to the proposal. Acknowledgment of receipt of this addendum is required in the space provided below. Failure to acknowledge the addendum may subject the proposer to disqualification.

I, Julia Harberson , representing CSWST2 have carefully read this addendum, understand it, acknowledge receipt of it and will comply with its terms.

Julia A. Harberson

CONTRACTOR SIGNATURE

1/15/2025

DATE



303 Twin Dolphin Drive Redwood Shores, 6th Floor
Redwood City, CA 94065
www.cswst2.com

Attachment 2 - Cost Proposal

City of East Palo Alto
RFP for the University Avenue Grand Corridor Project
CSWST2

Tasks		Labor														Subconsultants								ODCs	Total
Task #	Task Description	Priniciple	Project Manager	Urban Design & Outreach	Landscape Architect	Landscape Architect	Senior Engineer	Engineer 2	Engineer 1	Survey Manager	Surveyor 2	Surveyor 1	Survey Field Crew	Total Hours	Total Labor Costs	Aerial Survey	Biologist/Cultural Resources Support	Pavement Evaluation Services	GPR/ Potholing	Traffic Principle	Traffic Project Manager/ Engineer	Traffic Technical Support	Traffic Project Coordinator	Other Direct Costs	Total Fee
		Robert Stevens	Julia Harberson	Jesse Maran	Marcia Vialliar	Varies	Varies	Varies	Varies	Josh Woulbing	Name	Varies	Varies			Aerial Survey	Varies	Varies	Varies	Matt Hayes	Varies	Varies	Varies		
		$277	$247	$233	$247	$161	$207	$180	$148	$247	$180	$148	$350			LS	LS	LS	LS	$375	$185	$275	$165		
1	Project Management	40	100	24	24	-	80	-	-	-	-	-	-	268	$63,860	-	-	-	-	-	-	-	-	$0	$63,860
2	Public Outreach and Coordination	4	24	184	124	164	57	2	20	-	-	-	-	579	$122,059	-	-	-	-	2	22	-	2	$5,150	$127,209
3	Conceptual Design	-	55	190	150	288	119	56	20	6	118	110	130	1242	$263,448	13900	-	-	-	36	232	20	42	$68,850	$332,298
4A	50% Design	20	69	8	16	8	185	170	220	-	-	-	-	696	$131,142	-	20000	-	-	18	410	37	61	$122,840	$253,982
4B	100% Design	10	34	8	4	8	16	70	60	-	-	-	-	210	$40,100	-	-	-	-	10	350	25	49	$83,460	$123,560
4C	Bid Package	-	20	-	30	-	30	40	50	-	-	-	-	170	$33,160	-	-	-	-	-	-	-	-	$0	$33,160
5	Reimbursables	-	$ 2,000	$ 10,000	-	-	-	-	-	$ 2,500	-	-	-	0	$14,500	-	-	-	-	$ 8,000	-	-	-	$8,000	$22,500
		-	-	-	-	-	-	-	-	-	-	-	-	0	$0	-	-	-	-	-	-	-	-	$0	$0
	Proposal Subtotal	$ 20,498	$ 76,594	$106,462	$ 85,956	$75,348	$100,809	$60,840	$54,760	$ 3,982	$21,240	$16,280	$ 45,500	3165	$668,269	$13,900	$20,000	$ -	$ -	$ 32,750	$187,590	$ 22,550	$ 25,410	$288,300	$ 956,569
	Optional Services																								
A	Fine-tuning Signal Timings and Coordination	-	-	-	-	-	-	-	-	-	-	-	-	-	$0	-	-	-	-	16	80	20	16	$28,940	$28,940
B	Adaptive Signal Task 1: Adaptive Signal System Feasibility	-	-	-	-	-	-	-	-	-	-	-	-	-	$0	-	-	-	-	16	80	20	16	$28,940	$28,940
	Adaptive Signal Task 2: Traffic Operation Comparison	-	-	-	-	-	-	-	-	-	-	-	-	-	$0	-	-	-	-	8	140	30	22	$40,780	$40,780
	Adaptive Signal Task 3: Adaptive System Manufacturer	-	-	-	-	-	-	-	-	-	-	-	-	-	$0	-	-	-	-	16	60	-	10	$18,750	$18,750
	Adaptive Signal Task 4: Design and Implementation	-	-	-	-	-	-	-	-	-	-	-	-	-	$0	-	-	-	-	16	320	80	48	$95,120	$95,120
C	Pavement Deflection Testing	-	4	-	-	-	8	-	-	-	-	-	-	12	$2,644	-	-	100000	-	-	-	-	-	$100,000	$102,644
D	Utility Locating	-	2	-	-	-	8	8	-	-	-	-	-	18	$3,590	-	-	-	150000	-	-	-	-	$150,000	$153,590
E	Utility Potholing (15 Locations)	-	2	-	-	-	4	8	-	-	-	-	-	14	$2,762	-	-	-	100000	-	-	-	-	$100,000	$102,762
	Total Optional Services	$0	$1976	$0	$0	$0	$4140	$2880	$0	$0	$0	$0	$0	44	$8,996	$0	$0	$100000	$250000	$ 27,000	$125,800	$ 41,250	$ 18,480	$562,530	$571,526
	Total Including Optional Services	$ 20,498	$ 78,570	$106,462	$ 85,956	$75,348	$104,949	$63,720	$54,760	$ 3,982	$21,240	$16,280	$ 45,500	3209	$677,265	$13,900	$20,000	$100,000	$250,000	$ 59,750	$313,390	$ 63,800	$ 43,890	$850,830	$1,528,095

CONSENT ITEM 3.6

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: March 18, 2025

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

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

SUBJECT: Monthly Cash Treasury Report for January 2025

Recommendation

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

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority No. 4: Ensure Our Financial and Organizational Health

Background

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

Analysis

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

cash is pooled, except for bond proceeds held by a trustee. The City does not have, nor is it legally required to have, separate bank accounts for each individual fund. However, all cash is segregated in the City's accounting records. Monthly cash transactions for the monthly period ending January 31, 2025, are as follows:

Account	Beginning Balance	Receipts	Disbursements	Interest Allocation	Inter-Account Transfers	Ending Balance
Wells Fargo Bank	3,356,115.41	4,426,948.88	(6,079,384.85)	-	4,200,000.00	5,903,679.44
LAIF	10,219,875.42	-	-	-	118,820.98	10,338,696.40
San Mateo County Pool	34,336,687.37	2,385,592.06	-	-	(4,200,000.00)	32,522,279.43
CAMP	102,068,018.36	-	-	394,540.41	-	102,462,558.77
Total	**149,980,696.56**	**6,812,540.94**	**(6,079,384.85)**	**394,540.41**	**118,820.98**	**151,227,214.04**

The Wells Fargo cash balance reflects the book value balance (i.e., total outstanding checks not cashed are deducted from the account balance). The month-to-date cash and investment balance increased by approximately $1.2M compared to the balance as of December 31, 2025.

January receipts, a total of approximately $6.8M, consist of Redevelopment Property Tax Trust Fund Recognized Obligation Payment Schedule ($1.8M), Current Secured Tax ($1.3M), Excess Educational Revenue Augmentation Funds ($0.8M), HDL business license administration ($0.6M), other tax distributions ($0.4M), Meta Platforms donation ($0.3M), Veolia water vendor ($0.2M), Four Seasons Hotel Transient Occupancy Tax ($0.2M), Road Maintenance & Rehabilitation and Highway Users Tax ($0.1M), and other various receipts.

January disbursements, a total of approximately $6.0M, primarily consist of Payroll costs ($1.2M), C2R Engineering, Inc. For University Avenue and Weeks Street watermain project ($1.4M), MCM Construction Inc. for University Avenue and Highway 101 overcrossing ($1.0M), Recology for FY24-25 Q2 refuse collection and recycling services ($0.8M), Ranger Pipeline, Inc. for East Palo Alto Sanitary Sewer replacement project ($0.3M), Kaiser Foundation Health Plan ($0.2M), Noll & Tam Architects for design and bid support services for East Palo Alto Library project ($0.1M), and other recurring operating expenditures.

The table below reflects recent treasury yield comparisons up to five-year notes since that is the maximum maturity the City may invest[1]:

	Jan-25	Dec-24	Jan-24
6-Month Treasury Bill	4.16	4.13	5.00
2-Year Treasury Note	4.22	4.25	4.27
5-Year Treasury Note	4.36	4.38	3.91

Local Agency Investment Fund (LAIF) average monthly effective yields were 4.366% in January compared to 4.434% in December 2024. San Mateo County monthly gross earnings for January were 4.139% compared to 3.874% in December 2024. The estimated County Pool earnings for FY 24-25 are at 3.85%. As of January 2025, the current annualized yield for California Asset Management Program (CAMP) is 4.55% compared to 4.65% in December 2024.

[1] Daily US Treasury Yield Curve. Treasury.gov

Staff believes the City has investment liquidity and anticipated revenues to meet the City's anticipated expenditure requirements for the ensuing six months.

The following table shows a breakdown of cash and investment balance by fund type.

Summary January 31, 2025		
	Deposit Value	Market Value
General Fund (Inc. Petty cash of $10,800)	$ 43,579,703	$ 43,579,703
General Sub-Funds (Commited/Reserved)	$ 18,056,018	$ 18,056,018
City Funds Restricted and Committed	$ 87,563,437	$ 87,563,437
Successor Agency Trust	$ 2,314,450	$ 2,314,450
Unrealized Gain/(Loss) on Investment Pools	$ -	$ (28,242)
	$ 151,513,607	**$ 151,485,365**

The deposit market value totals $151,485,365 including an unrealized loss[2] of $28,242, reflecting treasury yields during the calendar year. All except for the General Fund balance is restricted by either City Council or external parties for specific purposes. Unrestricted cash and investment balance under General Fund ($43,579,703) may be used at Council discretion.

Fiscal Impact

None. This report is informational.

Public Notice

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

Environmental

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

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

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



CONSENT ITEM 3.6

Government Code § 84308

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

Analysis of Levine Act Compliance: Not applicable.

CONSENT ITEM 3.7

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: March 18, 2025

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

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

SUBJECT: East Bayshore Road Pedestrian and Cyclist Safety Enhancements Project (ST-28) Plans, Specifications & Estimate Approval

Recommendation

Adopt the resolution:

1. Approving the Plans, Specifications, and Estimates for the East Bayshore Road Pedestrian and Cyclist Safety Enhancements Project (Project);

2. Authorizing the City Manager to advertise the project to solicit bids for the construction phase; and

3. Finding that the project is exempt from the California Environmental Quality Act (CEQA) under Sections 15301, 15303, and 15304 of the CEQA Guidelines.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority: Enhance Public Safety and Emergency Preparedness

Priority: Create a Healthy and Safe Community

Background

East Bayshore Road is classified as a “Connector” street in the City of East Palo Alto, which is defined as a street with mixed residential and commercial frontages that serve as a main route

for multiple modes of traffic. East Bayshore Road north of University Avenue includes segments that lack sidewalk, bike lanes, Americans with Disability Act (ADA) curb ramps, curb and gutter, traffic calming measures, and green infrastructure. Additionally, the roadway does not meet current City standards. Improving East Bayshore has been a City Council priority, and the project is included in the City's ten-year Capital Improvement Program.

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

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

Over the course of the last year, the Designer has worked with staff, the community, and the Public Works and Transportation Commission (PWTC) to refine the project design. On May 29th, 2024, the City held the first public outreach meeting for the project to solicit community feedback on concept design alternatives. Mailers were sent to the entire Palo Alto Park Neighborhood near the corridor to notify residents of the community meeting. Additionally, a survey was posted on the City's website and newsletter to collect additional feedback. Per the feedback received from the outreach meeting and the online survey, the designer refined the project design. Staff has also sent multiple notices to impacted residents and business owners along East Bayshore Road to obtain feedback on the project design. On-site meetings with multiple business owners were also held throughout the design phase of the project.

Analysis

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

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

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

Upon acceptance of the PS&E by the City Council, the project will be publicly bid. A rough project schedule is included below:

Task	Schedule
Council approval of the project design	March 2025
Project bidding	April – May 2025
Construction contract award by City Council	June 2025
Construction phase	August 2025 – February 2026
Project closeout	March 2026 – May 2026

Fiscal Impact

The cost estimate for this project is $4,313,029. This project will be funded using multiple funding sources as detailed in Table 1 below:

Table 1: Project Funding Sources

Grant	Amount
Measure A and W Pedestrian and Bicycle Program	$1.925 million
CCAG Lifeline Transportation Cycle 6 Funds	$625k
FY2024 HUD Trans. Appropriations Bill	$850k
Capital funds	$913,029
TOTAL	**$4,313,029.00**

Public Notice

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

Environmental

The proposed action is categorically exempt from the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines Section 15301(c) (rehabilitation or reconstruction of an

existing roadway), as it involves rehabilitating existing roadways by erecting certain improvements to enhance safety. All improvements are proposed within the existing right of way and no expansion will occur of existing facilities.

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

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

Government Code: 84308

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

Analysis of Levine Act Compliance: Not applicable.

Attachment

1. Resolution

RESOLUTION NO. XX– 2025

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

APPROVING THE PLANS, SPECIFICATIONS, AND ESTIMATES FOR THE EAST BAYSHORE ROAD PEDESTRIAN AND CYCLIST SAFETY ENHANCEMENTS PROJECT (ST-28) AND AUTHORIZING THE CITY MANAGER TO ADVERTISE THE PROJECT TO SOLICIT BIDS FOR THE CONSTRUCTION PHASE

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

WHEREAS, the project includes construction of new sidewalks, curb and gutter, new driveways, American with Disabilities Act (ADA) compliant curb ramps, traffic calming bulb-outs, green infrastructure, trees, lighting improvements, and roadway improvements; and

WHEREAS, on April 2, 2024, City Council awarded a $419,831.50 design contract to CSG Consultants Inc. to provide civil engineering design services for the project; and

WHEREAS, under the Engineering staff's guidance, CSG Consultants Inc. prepared the plans, specifications, and estimates (PS&E) package for the project; and

WHEREAS, staff recommends approval of the plans, specifications, and estimates (PS&E) for the East Bayshore Road Pedestrian and Cyclist Safety Enhancements Project (CIP Project ST-28)**.**

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. Approves the Plans, Specifications, and Estimates for the East Bayshore Road Pedestrian and Cyclist Safety Enhancements Project (Project); and

3. Authorizes the City Manager to advertise the project to solicit bids for the construction phase; and

4. Finds that the project is exempt from the California Environmental Quality Act (CEQA) under Sections 15301 ,15303, and 15304 of the CEQA Guidelines.

PASSED AND ADOPTED this 18th day of March 2025**,** by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Martha Barragan, Mayor

ATTEST:

James Colin, City Clerk

APPROVED AS TO FORM:

John D. Lê, City Attorney

CONSENT ITEM 3.8

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: March 18, 2025

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: Amy Chen, Community & Economic Development Director
Elena Lee, Planning Manager
Salifu Yakubu, Senior Planner

SUBJECT: Development Code Text Amendment (ZTA24-001) to amend various Chapters and Sections of Title 18 (Development Code) of the East Palo Alto Municipal Code

Recommendation

By motion, waive the second reading and adopt an ordinance (Attachment 1) to:

1. Amend Title 18 (Development Code) of the East Palo Alto Municipal Code to:
   a. Amend chapter 18.96 to amend sections 18.96.010, 18.96.030.E.4, 18.96.050.A.2, 18.96.050.A.2, 18.96.090, and 18.96.050.G to reconcile the East Palo Alto Municipal Code (EPAMC) with State legislation on accessory dwelling units.
   b. Amend sections 18.10.020 Table 2-1, 18.12.020 Table 2-3 and 18.14.020 Table 2-5 to supplement Land Use Regulations and Allowable Uses, and 18.48.060 to facilitate child day care and other care uses.
   c. Amend sections 18.10.020 Table 2-1, 18.12.020 Table 2-3 and 18.14.020 Table 2-5 to supplement Land Use Regulations and Allowable Uses, 18.08.010 of Chapter 18.08 to add a definition of Low Barrier Navigation Center and add a new section 18.48.116 to chapter 18.48 of the EPAMC to allow the development of Low Barrier Navigation Centers.
   d. Amend chapter 18.30 to amend sections 18.30.080.B.2 and C.3 and add sections 18.30.010.G and 18.30.080.B.3 to B.5 to allow Unbundled Parking.
   e. Amend section 18.26.020A.2, add section 18.26.020.E., and amend section 18.90.020 Table 7-3 Types of Minor Variances Allowed to allow seven-foot and certain eight-foot Fences, Hedges and Walls without variance.
   f. Amend sections 18.10.020, 18.12.020 and 18.14.020 to synchronize certain notations under Specific Use Regulations with the right land use provisions.
   g. Amend chapter 15.52 Floodplain Management to realign the responsibilities of staff with respect to Flood Management.

h. Amend section 18.86.030.A Table 7-2 Review Authority for Site Plan to reclassify various sizes of Non-Residential Construction Activities subject to different review levels.
i. Amend sections 18.50.060.A Table 5-1 Advisory Agencies for Subdivisions, and 18.54.030.B.4 on the Review of Maps.
j. Add a new chapter 18.87 on Permit Adjustments and amend section 18.82.020 – Authority for Land Use and Zoning Decisions Table 7-1 to include Adjustment Permits.
k. Amend sections 18.12.020 Table 2-3 to allow refueling and service station use as a Conditional Use Permit and 18.48.180 Service Stations to facilitate Refueling and Service Stations.
l. Amend sections 13.24.400.A and B on Turf selection and limitation and 18.30.080.A.4 on Paved Areas in Front Yard to supplement Front Yard Landscape Standards.
m. Amend sections 18.28.060.G and 18.28.110.A to streamline the processing of Trees on Private Property.
n. Amend section 18.10.030 Development Standards by adding sub-section 18.10.030.G to facilitate the remodeling of existing single-family dwellings in the R-MD Zone.
o. Amend chapter 18.24 to increase the height of accessory structures from 15-feet to 17-feet (sections 18.24.020.B.1, 18.24.030.A.1.c, and 18.24.030.B.2) consistent with the height requirements for similar structures such as accessory dwelling units, include a Permit Adjustment (sections 18.24.020.B and 18.24.030.A.1) as a required approval type for accessory structures, and correct the useable rear yard area to be maintained from 750-square feet to 700-square feet (section 18.24.030.A.1.b) as was adopted by Council ordinance on February 6, 2024 with Zoning Text Amendment ZTA23-001.
p. Amend chapter 18.94 to amend section 18.94.110 to make administratively approved Minor Temporary Use Permits issued for one to six days final upon issuance and not subject to the appeal period.

2. Find the proposed Zoning Text Amendments to be exempt in accordance with CEQA Guidelines Sections 15061(b)(3), 15378 and 15183 of the California Environmental Quality Act (CEQA).

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

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

Analysis

On February 18, 2025, at a publicly noticed hearing, the City Council waived the first reading and introduced an ordinance amending various sections of Title 18 (Development Code) of the East Palo Alto Municipal Code (EPAMC). The City Council discussed 16 proposed amendments to the Development Code. The amendments were grouped under four distinct categories and were previously discussed and recommended by the Planning Commission at

publicly noticed hearings on October 28, 2024, and January 13, 2025. The staff reports for these meetings are linked below. Also, the Planning Commission resolution in support of the amendments is attached (Attachment 3) for your reference.

February 18, 2025 report: https://d3n9y02raazwpg.cloudfront.net/cityofepa/0daf4fce-da78-11ef-a9e2-005056a89546-3408cd31-ecd7-4429-9d91-65986d552499-1739911836.pdf

January 13, 2025 report: https://d3n9y02raazwpg.cloudfront.net/cityofepa/97d42492-c4aa-11ef-a9e2-005056a89546-29a637e7-42e3-4737-b76d-b5307e52bbc0-1736467069.pdf

October 28, 2024 report: https://d3n9y02raazwpg.cloudfront.net/cityofepa/e0900e48-b714-11ee-bb82-0050569183fa-29a637e7-42e3-4737-b76d-b5307e52bbc0-1729892644.pdf

The staff presentation covered all 16 amendments grouped for the following purposes:

1. To further the City's efforts at continuing to reconcile the EPAMC with frequently changing state legislation.
2. To respond to the City Council's direction to amend the Development Code to allow certain increases in rear fence heights by right and without the need for a variance.
3. To clean up the Development Code including correcting typographical errors, properly connecting misplaced notations, and realigning certain responsibilities with the appropriate city staff consistent with best practice.
4. To continue to facilitate the improvement and streamlining of the development review process.

The City Council discussed and approved all 16 proposed amendments with one change to exempt single family dwellings in the R-MD Multiple-Family Medium Density Residential zone. The amendment reduced one of the two side setbacks from ten feet to five feet. This would enable building additions to expand to a ten-foot rear setback and five-foot setback on one side, bringing affected properties closer to the zoning provisions applicable to other single-family dwellings in the R-LD Single-Family Residential zone.

One resident who is a member of the Public Works & Transportation Commission, Mr. Uhila Makoni, spoke via zoom seeking clarification on the implications on parking of the Development Code's requirement that 50% or more of the front yards in the single-family residential zone are soft landscaped.

The City Council introduced Ordinance (Attachment 1), as amended on the dais, with the following vote:

AYES: Barragan, Dinan, Lincoln, Romero
NOES:
ABSENT: Abrica
ABSTAIN:

This item is now before the Council for a second reading and adoption of the Ordinance.

Fiscal Impact

There is no fiscal impact to the City associated with the proposed Ordinance.

Public Notice

Notice of the 1st public hearing on February 18, 2025, was published in the local newspaper: Palo Alto Daily News on January 31, 2025, more than ten days prior to that meeting. A notice was also published in the local newspaper on March 7, 2025, more than five days before the second reading. Additionally, the meeting agenda and staff report were made available on the City's website and on a bulletin board located at City Hall: 2415 University Avenue, East Palo Alto.

Environmental

This Ordinance is not subject to CEQA because it is not a " project" which would have a direct physical change or a reasonably foreseeable indirect physical change on the environment pursuant to California Environmental Quality Act (" CEQA") Guidelines section 15378. Even if it were a project subject to CEQA review, this project would be exempt from CEQA Guideline Section 15378 (regulatory actions), and Section 15061(b)(3) in that there is no possibility of the Development Code, by itself, having a significant adverse effect on the environment. Further, in accordance with CEQA Guidelines Section 15183, projects that are consistent with development density established by General Plan policies (Vista 2035) for which an Environmental Impact Report (EIR) has been certified shall not require additional environmental review, except as might be necessary to examine whether there are project-specific significant effects which are peculiar to the project or its site.

Government Code § 84308

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

Analysis of Levine Act Compliance: Not applicable.

Attachments

1. Draft City Council Ordinance
2. Draft City Council Ordinance (Tracked)
3. Planning Commission Resolution No. PC2024-10

ATTACHMENT 1

ORDINANCE NO. ___

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

ADOPTING DEVELOPMENT CODE TEXT AMENDMENT ZTA24-001 AMENDING TITLE 18 (DEVELOPMENT CODE) OF THE EAST PALO ALTO MUNICIPAL CODE (EPAMC) SPECIFICALLY TO 1) AMEND CHAPTER 18.96 TO AMEND SECTIONS 18.96.010, 18.96.030.E.4, 18.96.050.A.2, 18.96.050.A.2, 18.96.090, AND 18.96.050.G TO RECONCILE THE EAST PALO ALTO MUNICIPAL CODE (EPAMC) WITH STATE LEGISLATION ON ACCESSORY DWELLING UNITS; 2) AMEND SECTIONS 18.10.020 TABLE 2-1, 18.12.020 TABLE 2-3 AND 18.14.020 TABLE 2-5 TO SUPPLEMENT LAND USE REGULATIONS AND ALLOWABLE USES, AND 18.48.060 TO FACILITATE CHILD DAY CARE AND OTHER CARE USES; 3) AMEND SECTIONS 18.10.020 TABLE 2-1, 18.12.020 TABLE 2-3 AND 18.14.020 TABLE 2-5 TO SUPPLEMENT LAND USE REGULATIONS AND ALLOWABLE USES, 18.08.010 OF CHAPTER 18.08 TO ADD A DEFINITION OF LOW BARRIER NAVIGATION CENTER AND ADD A NEW SECTION 18.48.116 TO CHAPTER 18.48 OF THE EPAMC TO ALLOW THE DEVELOPMENT OF LOW BARRIER NAVIGATION CENTERS; 4) AMEND CHAPTER 18.30 TO AMEND SECTIONS 18.30.080.B.2 AND C.3, AND ADD SECTIONS 18.30.010.G AND 18.30.080.B.3 TO B.5 TO ALLOW UNBUNDLED PARKING; 5) AMEND SECTION 18.26.020A.2, ADD SECTION 18.26.020.E., AND AMEND SECTION 18.90.020 TABLE 7-3 TYPES OF MINOR VARIANCES ALLOWED TO ALLOW SEVEN-FOOT AND CERTAIN EIGHT-FOOT FENCES, HEDGES AND WALLS WITHOUT VARIANCE; 6) AMEND SECTIONS 18.10.020, 18.12.020 AND 18.14.020 TO SYNCHRONIZE CERTAIN NOTATIONS UNDER SPECIFIC USE REGULATIONS WITH THE RIGHT LAND USE PROVISIONS; 7) AMEND CHAPTER 15.52 FLOODPLAIN MANAGEMENT TO REALIGN THE RESPONSIBILITIES OF STAFF WITH RESPECT TO FLOOD MANAGEMENT; 8) AMEND SECTION 18.86.030.A TABLE 7-2 REVIEW AUTHORITY FOR SITE PLAN TO RECLASSIFY VARIOUS SIZES OF NON-RESIDENTIAL CONSTRUCTION ACTIVITIES SUBJECT TO DIFFERENT REVIEW LEVELS; 9) AMEND SECTIONS 18.50.060.A TABLE 5-1 ADVISORY AGENCIES FOR SUBDIVISIONS, AND 18.54.030.B.4 ON THE REVIEW OF MAPS; 10) ADD A NEW CHAPTER 18.87 ON PERMIT ADJUSTMENTS AND AMEND SECTION 18.82.020 – AUTHORITY FOR LAND USE AND ZONING DECISIONS TABLE 7-1 TO INCLUDE ADJUSTMENT PERMITS; 11) AMEND SECTIONS 18.12.020 TABLE 2-3 TO ALLOW REFUELING AND SERVICE STATION USE AS A CONDITIONAL USE PERMIT AND 18.48.180 SERVICE STATIONS TO FACILITATE REFUELING AND SERVICE STATIONS; 12) AMEND SECTIONS 13.24.400.A AND B ON TURF SELECTION AND LIMITATION AND 18.30.080.A.4 ON PAVED AREAS IN FRONT YARD TO SUPPLEMENT FRONT YARD LANDSCAPE STANDARDS; 13) AMEND SECTIONS 18.28.060.G AND 18.28.110.A TO STREAMLINE THE PROCESSING OF TREES ON PRIVATE PROPERTY, 14) AMEND SECTION 18.10.030 DEVELOPMENT STANDARDS BY ADDING SUB-SECTION 18.10.030.G TO FACILITATE THE REMODELING OF EXISTING SINGLE-FAMILY DWELLINGS IN THE R-MD ZONE, 15) AMEND CHAPTER 18.24 TO INCREASE THE HEIGHT OF ACCESSORY STRUCTURES FROM 15-FEET TO 17-FEET (SECTIONS 18.24.020.B.1, 18.24.030.A.1.C, AND 18.24.030.B.2) CONSISTENT WITH THE HEIGHT REQUIREMENTS FOR SIMILAR STRUCTURES SUCH AS ACCESSORY DWELLING UNITS, INCLUDE A PERMIT ADJUSTMENT (SECTIONS 18.24.020.B AND

18.24.030.A.1) AS A REQUIRED APPROVAL TYPE FOR ACCESSORY STRUCTURES, AND CORRECT THE USEABLE REAR YARD AREA TO BE MAINTAINED FROM 750-SQUARE FEET TO 700-SQUARE FEET (SECTION 18.24.030.A.1.B) AS WAS ADOPTED BY COUNCIL ORDINANCE ON FEBRUARY 6, 2024 WITH ZONING TEXT AMENDMENT ZTA23-001, AND 16) AMEND CHAPTER 18.94 TO AMEND SECTION 18.94.110 TO MAKE ADMINISTRATIVELY APPROVED MINOR TEMPORARY USE PERMITS ISSUED FOR ONE TO SIX DAYS FINAL UPON ISSUANCE AND NOT SUBJECT TO THE APPEAL PERIOD.

WHEREAS, Chapter 18.114 of the City of East Palo Alto Development Code allows for amendments to the Development Code and provides procedures for processing such amendments; and

WHEREAS, Section 18.114.060 of the City of East Palo Alto Development Code sets forth findings for Development Code amendments; and

WHEREAS, the Planning Commission of the City has reviewed the proposed amendments to the City of East Palo Alto's Development Code at two duly and properly noticed public hearings on October 28, 2024 and January 13, 2025 and considered all evidence, including but not limited to public testimony and the evaluations and recommendations of staff, and has found that the proposed amendments are consistent with the goals and policies of the City's General Plan, and recommends adoption of the proposed amendments by the City Council of the City of East Palo Alto ("City Council"); and

WHEREAS, the City Council conducted duly and properly noticed public hearings on February 18, 2025 to consider the proposed amendments to the Development Code and considered all evidence, including but not limited to public testimony and the evaluations and recommendations of staff, and finds and determines that the proposed amendments to the City of East Palo Alto Development Code are adopted pursuant to the City's police power authority to protect the public health, safety, and welfare; and

WHEREAS, based on the evidence in the administrative record, the City Council finds foregoing recitals are true and correct, and are incorporated by this reference into this action as a legislative finding of fact, as required by Section 18.114.060 of the City of East Palo Alto Development Code.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EAST PALO ALTO DOES ORDAIN AS FOLLOWS:

SECTION 1. CHAPTER 18.08 AMENDED

Section 18.08.010 is hereby amended to add the definition of "Low Barrier Navigation Center", as follows:

> **Low Barrier Navigation Center.** In compliance with Government Code Section 65660 a "Low Barrier Navigation Center" means a Housing First, low-barrier, service-enriched shelter focused on moving people into permanent housing that provides temporary living facilities while case managers connect individuals experiencing homelessness to income, public benefits, health services, shelter, and housing.

SECTION 2. CHAPTER 18.10 AMENDED

Section 18.10.020 Table 2-1 Land Use Regulations and Allowable Uses for Residential Zones is hereby amended as shown in Exhibit "A", attached hereto and incorporated herein by reference.

SECTION 3. CHAPTER 18.12 AMENDED

Section 18.12.020 Table 2-3 Land Use Regulations and Allowable Uses for Mixed Use Zones is hereby amended as shown in Exhibit "B", attached hereto and incorporated herein by reference.

SECTION 4. CHAPTER 18.14 AMENDED

Section 18.14.020 Table 2-5 Land Use Regulations and Allowable Uses for Commercial Zones is hereby amended as shown in Exhibit "C", attached hereto and incorporated herein by reference.

SECTION 5. CHAPTER 18.48 AMENDED

Section 18.48.060 Child Day Care is hereby amended to Day Care Facilities as shown in Exhibit "D", attached hereto and incorporated herein by reference, to facilitate Child Day Care and other Care Uses.

Section 18.48.116 is hereby added to allow the development of Low Barrier Navigation Centers to read:

A. **Applicability:** "Low Barrier" means best practices to reduce barriers to entry, and may include, but is not limited to, the following:

   1. The presence of partners if it is not a population-specific site, such as for survivors of domestic violence or sexual assault, women, or youth.
   2. Pets.
   3. The storage of possessions.
   4. Privacy, such as partitions around beds in a dormitory setting or in larger rooms containing more than two beds, or private rooms.
   5. "Use by right" has the meaning defined in subdivision (i) of Section 65583.2. Division 13 (commencing with Section 21000) of the Public Resources Code shall not apply to actions taken by a public agency to lease, convey, or encumber land owned by a public agency, or to facilitate the lease, conveyance, or encumbrance of land owned by a public agency, or to provide financial assistance to, or otherwise approve, a Low Barrier Navigation Center constructed or allowed by this section.

B. **Zoning:** In compliance with Government Code Section 65662 a "Low Barrier Navigation Center" development is a use by right in areas zoned for mixed use and nonresidential zones permitting multifamily uses

C. **Ministerial Approval:** A "Low Barrier Navigation Center" development shall be permitted provided that it meets the following requirements:

1. It offers services to connect people to permanent housing through a services plan that identifies services staffing.
2. It is linked to a coordinated entry system, so that staff in the interim facility or staff who collocate in the facility may conduct assessments and provide services to connect people to permanent housing. “Coordinated entry system” means a centralized or coordinated assessment system developed pursuant to Section 576.400(d) or Section 578.7(a)(8), as applicable, of Title 24 of the Code of Federal Regulations, as those sections read on January 1, 2020, and any related requirements, designed to coordinate program participant intake, assessment, and referrals.
3. It complies with Chapter 6.5 (commencing with Section 8255) of Division 8 of the Welfare and Institutions Code.
4. It has a system for entering information regarding client stays, client demographics, client income, and exit destination through the local Homeless Management Information System as defined by Section 578.3 of Title 24 of the Code of Federal Regulations.

D. **Review Conditions:** In compliance with Government Code Section 65664:

1. Within 30 days of receipt of an application for a Low Barrier Navigation Center development, the local jurisdiction shall notify a developer whether the developer’s application is complete pursuant to Section 65943.
2. Within 60 days of receipt of a completed application for a Low Barrier Navigation Center development, the local jurisdiction shall act upon its review of the application.

E. **Applicability:** “Low Barrier” means best practices to reduce barriers to entry, and may include, but is not limited to, the following:

Section 18.48.180 Service Stations is hereby amended to amend sub-sections 18.48.180.B.3 and 18.48.180.B.5 and add subsections 18.48.180.B.12 and 18.48.180.B.13 to read:

3. **Allowed uses.** Service Stations shall be allowed by Conditional Use Permit only in the mixed-use zones along University Avenue between Donohoe Street and Bell Street. The primary use of a service station shall be the dispensing of motor fuels, lubricants, vehicle recharging, and the exchange of motor vehicle parts in kind. Incidental vehicle/equipment repair shall be limited to the hours of 7:00 a.m. to 7:00 p.m., daily. Such repair/service include air conditioning service, carburetor and fuel injection service, electrical service, radiator service, tune-up, lube, oil change, and smog check, as well as tires, batteries and accessories installation.

5. **Sale of convenience goods.** The sale of convenience goods, alcoholic beverages, or other items unrelated to the operation of motor vehicles are only allowed subject to the approval of a Conditional Use Permit.

12. **Associated Uses.** Car Wash use and other uses associated with service stations may be allowed subject to approval of a Conditional Use Permit. The car wash use shall not include detailing services.

13. **Restroom, water point and air supply.** Each service station shall provide a restroom, water point and an air supply station for use by patrons at all times when the service station is in operation.

SECTION 6. CHAPTER 18.30 AMENDED

Section 18.30.010 is hereby amended to add sub-section G to read:

G. To ensure the most efficient use of parking spaces through such techniques as shared parking, alternating parking and unbundled parking arrangements.

Sub-section 18.30.080.A Single-Family Residential Zones is hereby amended to amend sub-section 18.30.080.A.4 to read:

4. **Paved areas in front yard.** Paved areas within the front yard, including the driveway and any walkways, shall not exceed 50 percent of the front yard area with the remaining area finished in either or both soft landscaping (vegetative materials including container gardens, turf, ground cover, aquatic/semi-aquatic plants, grasses, trees, organic mulch, etc.) and permeable hard landscaping (pea gravel, crushed granite, disjointed/interspersed brink, rock, stone or concrete, timber, bitumen, glass, metals, inorganic mulch, and other construction materials that may be used to avoid the need for mowing, watering/irrigation, fertilizing, and pesticides) landscaped with live plant material. The use of pervious materials for paved areas such as driveways, walkways, patios, and outdoor living areas is strongly encouraged.

Sub-section 18.30.080.B Multiple-Family Residential Zones is amended to read:

1. Parking spaces shall be provided in off-street parking areas located within 1,000 feet of the use they are intended to serve.
2. It is unlawful to rent, lease or otherwise convey to or allow use of a required parking space by any person who is not a tenant or visitor for whom the parking spaces are required unless with the tenant's consent.
3. For tenancies beginning after January 1, 2025 (AB1317), off-street parking should be unbundled from individual units within multiple-family residential apartment buildings with 16 or more units (with the exception of units with individual garages, deed restricted units, and rent controlled units) and rents charged separately for the units and the associated parking spaces with a tenant having, in all cases, the first right of refusal for the parking spaces normally required for the unit. Where a tenant declines the parking space(s) the apartment owner or management may lease the parking spaces to any person on a month-to-month basis.
4. Beginning after January 1, 2025 landlords of multiple-family apartment buildings with 16 or more units must maintain separate charges for parking fees and rent for the life of the property. These unbundled fees can be subject to either a distinct rental agreement or an addendum to an existing lease.
5. In the absence of unbundled parking a tenant in a multiple-family residential apartment building shall be allowed to lease the parking spaces assigned to their unit to any person on a month to month.
6. All on-site required parking spaces shall be available to the occupants of the property. For properties developed after June 1, 2014, the occupants of each unit shall have use of the parking developed for the unit, unless the tenant elects to relinquish access to the off-street parking. For properties developed before June 1, 2014, with less than two covered parking spaces per unit and where the property owner lives at the multiple-family property, the property owner may reserve for his or her personal use two legal parking spaces (uncovered or covered) which shall be contiguous, if possible. The remaining on-site legal parking spaces not utilized by the property owner shall be allocated among the other units.

7. If a landlord removes an on-site, off-street parking space from a tenancy in violation of these provisions
    a. The tenant may apply for a rent decrease by an amount commensurate with the value of the removed parking space for the temporary period of time during which the space is removed;
    b. The landlord shall be subject to criminal prosecution; and
    c. The City may bring a civil action for injunctive relief.
8. Temporary removal of a parking space reasonably necessitated by required repair or maintenance does not give rise to a penalty.
9. A landlord and tenant are not prohibited from voluntarily agreeing to the substitution of one parking space for another at the same property.

Sub-section 18.30.080.C.3 is amended to read:

3. Required parking spaces shall not be rented, leased or otherwise conveyed or used by any person who is not a tenant of, visitor to, or employee for who the parking spaces are required, unless it is determined by a Parking Study that such a lease, rental, or other conveyance will not be detrimental to tenants of, visitors to, or employees for who the parking spaces are required. No employee shall be restricted from using the parking spaces required for the use where he or she is employed. Parking spaces developed in excess of the minimum required for the use may be rented or leased to another business or use.

<u>SECTION 7.</u> CHAPTER 18.26 AMENDED

Sub-section 18.26.020.A.2 is hereby amended to read:

2. Fences, walls, and hedges not exceeding seven feet in height may occupy any side or rear setback area, provided:
    a. They do not extend into any required front setback; and
    b. In the case of a corner parcel, they do not extend into the side setback area required along a side street or into that portion of the rear setback area abutting a side street that is equal to the width of the side setback required on the side street, except where the side frontage is more than 100 feet from the corner of the parcel as determined by the intersection of the front and side property lines.

Section 18.26.020 is hereby amended to add sub-section 18.26.020.E to read:

E. **Interface between Single-Family Dwellings and Non-Residential Uses**. Rear yard fences between single-family dwellings and non-residential uses may go up to eight feet in height subject to approval of an Adjustment Permit by the Director, provided:
    1. The visual impact of the fence on the single-family dwelling is softened by the use of architectural ornamentation or articulation, or soft landscaping as follows:
        a. The soft landscape features may include appropriate shrub and vine species with the following characteristics:
            - Capable of providing cover, shade and aesthetic value through beautiful foliage and blossoms.
            - Be drought-tolerant or at a minimum be able to survive common seasonal droughts.

- Be able to recover quickly from inclement weather or human interference.
- Not be invasive to the detriment of other soft landscaping at the dwelling.
- Should be capable of growing up to eight feet with trimming.

b. The soft landscaping should be strategically planted to promote good growth and cover, with a recommended spacing of 10 to 12 inches for vines and up to three feet for shrubs.

c. The use of cables, wires or climbing lattice is recommended to aid the growth and coverage of vines and to prevent potential damage caused by direct contact with the fence.

d. The architectural ornamentation may include the use of pilasters, wainscoting, cornices or decorative coping, architraves, decorative moldings, trims, etc.

2. The Adjustment Permit application may be initiated by either the owner of the single-family dwelling or non-residential property, with the other concurring with the application.

3. The Adjustment Permit application shall be accompanied by a written statement acknowledging the requirement for the architectural ornamentation or soft landscaping per section E.1. above and assigning responsibility for its implementation.

SECTION 8. CHAPTER 18.90 VARIANCES AND MINOR VARIANCES AMENDED

Section 18.90.020 Table 7-3 Types of Minor Variances Allowed is hereby amended as shown in Exhibit “E”, attached hereto and incorporated herein by reference.

SECTION 9. CHAPTER 15.52 FLOODPLAIN MANAGEMENT AMENDED

Sections 15.52.040.PR Definitions, 18.52.050.B General Provisions, and 15.52.070.A.3 Elevation and Floodproofing are hereby amended to read:

Section 15.52.040.PR Definitions: "Special flood hazard area" or "SFHA" means an area having special flood, mudslide (i.e., mudflow), or flood-related erosion hazards, and shown on an FHBM or FIRM as Zone A, AO, A1-A30, AE, A99, AH, V1-V30, VE or V. SFHA may also be designated by the City of East Palo Alto Public Works Department for riverines not shown on the FIRM, when a hydraulic study has defined the base flood elevations and the area of inundation.

Section 15.52.050.B General Provisions: Basis for Establishing Areas of Special Flood Hazard. The areas of special flood hazard identified by the Federal Insurance Administration (FIA) of the Federal Emergency Management Agency (FEMA) in the Flood Insurance Study (FIS), dated September 19, 1984 and accompanying Flood Insurance Rate Map (FIRM), and all subsequent amendments and/or revisions, are adopted by reference and declared to be a part of this chapter. This FIS and attendant mapping is the minimum area of applicability of this chapter and may be supplemented by studies for other areas which allow implementation of this chapter, and which are recommended to the city council by the floodplain administrator. The study and FIRM are on file at the City of East Palo Alto Public Works Department.

Section 15.52.070.A.3 Elevation and floodproofing:

a. New construction and substantial improvement of any structure shall have the lowest floor, including basement elevated eighteen (18) inches above the base flood elevation. Nonresidential structures may meet the standards in Section

15.52.070.A.3.b. Upon the completion of the structure, the elevation of the lowest floor including the basement shall be certified by a registered professional engineer or surveyor, and verified by the chief building official to be properly elevated. Such certification and verification shall be recorded and filed with the floodplain administrator.

SECTION 10. CHAPTER 18.86 AMENDED

Section 18.86.030 Table 7-2 Review Authority for Site Plan and Design Review is hereby amended as shown in Exhibit "F", attached hereto and incorporated herein by reference.

SECTION 11. CHAPTER 18.50 AMENDED

Section 18.50.060 Table 5-1 Subdivision Review Authorities is hereby amended as shown in Exhibit "G", attached hereto and incorporated herein by reference.

SECTION 12. CHAPTER 18.54 AMENDED

Sub-section 18.54.30.B.4 is hereby amended to read:

4. The material shall be transmitted to the Review Authority for its consideration of the map.

SECTION 13. CHAPTER 18.87 ADDED

New sections are added to Chapter 18.87 to read:

Section 18.87.010 Purpose and Intent: An Adjustment Permit is the procedure used by the City to approve alterations, relocations, rebuilding, or minor additions, enlargements, or modifications to previously approved development permits while maintaining compliance with the uses allowed in the applicable zone and the development standards applicable to the use or structure.

Section 18.87.020 Applicability/Permit Requirement:

A. The director may, at the director's sole discretion, approve an adjustment for the following elements of a previously issued development permit, subject to and in accordance with the provisions of this section:
   1. General Extensions. An extension of the term of an approved development permit for a period of up to but not exceeding one year; provided that no more than two such term extensions may be approved for any development permit.
   2. Changes to an approved development permit, but only for minor modification of architectural elements or landscape details, (including but not limited to minor storefront alterations, relocation of doors, equipment screening, minor landscape furniture and structures, benches, small trellises, and planters) which do not affect the use, intensity, general character, architectural style, circulation or other site function of the project.
   3. Minor changes to signs which do not increase the existing surface area by more than 10% and conform to Chapter 18.32 of the East Palo Alto Municipal Code (EPAMC).

4. Additions, accessory structures and minor structures such as trellises, patio covers, and decks not exceeding 1,000 square feet in total area or 50% of the total area of the existing primary dwelling whichever is less, and swimming pools for one-family residences which were approved and are subject to an existing development permit.
5. Building additions not exceeding 500 square feet in total area or less than ten percent of the building area prior to the addition, whichever is smaller, to two-family dwellings, provided that current parking regulations are being met and would continue to be met after the completion of any addition.
6. Building mounted wireless communications antenna as long as proposal is at least 500 feet away from residential uses.
7. Temporary construction or storage yards in connection with the construction of houses or other buildings in an adjacent subdivision or lot or parcel.
8. The creation, on or above ground through installation, construction, or replacement, of less than one gross acre of impervious surface.
9. The replacement, repaving, reconfiguration, or re-striping of parking spaces on existing surfaces.
10. Building additions not exceeding 500 square feet in area to nonresidential buildings provided that current parking regulations are being met and would continue to be met after the completion of any addition, provided the primary building was not originally a single-family residence, and site circulation, ingress and egress are not being altered.
11. Generators, preferably, with California Air Resources Board (CARB) certification and meeting the Development Code performance standards for noise and air pollution.
12. Above-ground storage tanks of two thousand gallons or less provided that they are not used to store hazardous materials or other substances that require a permit from the Department of Toxic Substances Control.

B. Adjustments may be issued only where issuance of the adjustment would be consistent and comply with all applicable local laws in effect at the time of issuance, including without limitation the city's general plan, the provisions of the East Palo Alto Municipal Code, and the provisions of Title 18 of the Code.

C. An application for an adjustment to extend the term of a development permit must be filed on the form provided by the director on or before the date that is three business days prior to the expiration of the development permit proposed for adjustment and accompanied by the fees as set forth in the schedule of fees adopted by resolution of the City Council.

D. The decision to grant, deny or condition an adjustment is an administrative determination and requires no hearing or notice. The action of the director shall be final, and nothing herein shall be deemed or construed to confer on an applicant a right to an adjustment or to require the director to issue an adjustment. If the director denies an adjustment, nothing herein shall preclude the applicant from thereafter filing an application for an appropriate development permit.

E. Where property was developed prior to 1983 or the requirement of a development review permit, adjustments for projects may be approved without the necessity of the issuance of a full design review permit.

F. A Permit Adjustment shall be obtained before the City issues a new or modified business license in compliance with Municipal Code Chapter 5.04, if applicable.

Section 18.87.030 Review Authority: The Director may issue a Permit Adjustment only after confirming that the proposed land use and/or structure is in full compliance with all of the applicable provisions of the Development Code (Title 18 of the East Palo Alto Municipal Code).

Section 18.87.040 Review Procedures: Adjustment Permit approval may be in the form of a stamp, signature, or other official notation on approved plans, a letter to the applicant, or other certification, at the discretion of the Director.

SECTION 14. CHAPTER 18.82 AMENDED

Section 18.82.020 Table 7-1 Review Authority is hereby amended to include Adjustment Permits as shown in Exhibit "H", attached hereto and incorporated herein by reference.

SECTION 15. CHAPTER 18.12 AMENDED

Section 18.12.020 Table 2-3 Allowed Uses and Permit Requirements is hereby amended to allow Refueling and Service Stations with Conditional Use Permits as shown in Exhibit "I", attached hereto and incorporated herein by reference.

SECTION 16. CHAPTER 13.24 AMENDED

Sub-sections 13.24.400.A and 13.24.400.B Turf Selection and Limitations are hereby amended to read:

A. No more than fifty percent (50%) of the total area not covered by structures for multifamily residential projects shall be covered by a combination of turf, pools, spas, and other improved recreational areas finished in soft and hard landscaping. Of this area, no more than seventy-five percent (75%) shall be covered with turf.
B. For single-family residential projects, 50% or more of the front yard shall be finished with soft landscaping (vegetative materials including container gardens, turf, ground cover, aquatic/semi-aquatic plants, grasses, trees, organic mulch, etc.) and/or hard landscaping (pea gravel, crushed granite, disjointed/interspersed brink, rock, stone or concrete, timber, bitumen, glass, metals, inorganic mulch, and other construction materials that may be used to avoid the need for mowing, watering/irrigation, fertilizing, and pesticides) with no more than forty percent (40%) covered with turf.

SECTION 17. CHAPTER 18.28 AMENDED

Sub-section 18.28.060.G Financial Security is hereby amended to read:

G. **Financial Security.** A check, or an alternative form of payment if approved by the City shall be provided to the City for the appraised value of the trees impacted by development and the value of replacement trees as mitigation for the removal of trees, as well as the cost of staff time if the applicant does not furnish proof of removal of the impacted tree(s) and replacement planting within 60 days of the effective date of the tree removal permit approved by the Director. The proof of replanting shall be by virtue of photographic evidence or an arborist report certifying the replacement. The financial security, provided to the City for impacted trees that are not removed within 60 days of the effective date of the tree removal permit, shall be refunded upon the receipt of a final arborist report certifying preservation or proof of replacement upon removal of the tree(s), or payment of an in-lieu impact fee.

Sub-Section 18.28.110.A Violations is hereby amended to read:

A. **Violations.** Violation of a provision contained in this chapter is unlawful and a public nuisance. The Director may serve notice upon any person violating any provision of this chapter. Violators shall be subject to the provisions set forth in Chapter 18.118.

SECTION 18. CHAPTER 18.10 AMENDED

Section 18.10.030 Development Standards is hereby amended to add:

G. **Setback Exception for existing single-family homes in the R-MD District.** Existing single family homes, which are permitted uses in the R-MD Zone, are exempted from the 20-foot rear setback requirement of the R-MD Zone and may utilize the 10-foot rear setback requirement of the R-LD Single-Family Residential Zone for building expansions, additions, and other remodeling works. The front and one of the two side setback requirements of the R-MD Zone would still apply to existing single-family dwellings in order to ensure a uniform front transect or street-facing silhouette of the neighborhood block from the public right-of-way. One of the two side setbacks may utilize the required 5-foot side setback requirement of the R-LD Single-Family Residential zone for building expansions, additions, and other remodeling works.

SECTION 19. CHAPTER 18.24 AMENDED

Sub-sections 18.24.020.b, 18.24.030.A.1, and 18.24.030.B.2 are hereby amended as shown in Exhibit “J”, attached hereto and incorporated herein by reference.

SECTION 20. CHAPTER 18.96 AMENDED

Sub-sections 18.96.010, 18.96.030.E.4, and 18.96.050.A.2, 18.96.090, and 18.96.050.G are hereby amended as shown in Exhibit “K”, attached hereto and incorporated herein by reference.

SECTION 21. CHAPTER 18.94 AMENDED

Section 18.94.110 is hereby amended to exempt Minor Temporary Use Permits from the appeal period, as follows:

> The procedures and requirements related to permit implementation and to appeals and revocation apply following the decision on all Temporary Use Permit applications, except that Minor Temporary Use Permits will not be subject to appeals.

SECTION 22. CALIFORNIA ENVIRONMENTAL QUALITY ACT.

This Ordinance is not subject to CEQA because it is not a " project" which would have a direct physical change or a reasonably foreseeable indirect physical change on the environment pursuant to California Environmental Quality Act (" CEQA") Guidelines section 15378. Even if it were a project subject to CEQA review, this project would be exempt from CEQA Guideline Section 15378 (regulatory actions), Section 15061(b)(3) in that there is no possibility of the Development Code, by itself, having a significant adverse effect on the environment, and Section 15183 because the proposed amendments are consistent with the general plan and zoning as applicable. In addition, the Vista 2035 General Plan EIR meets the CEQA requirement for Zoning Code amendments.

SECTION 23. SEVERABILITY.

If any section, subsection, sentence, clause, phrase or word of this Ordinance is for any reason held to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed and adopted this Ordinance, and each and all provisions hereof, irrespective of the fact that one or more provisions may be declared invalid.

SECTION 24. EFFECTIVE DATE.

This Ordinance shall take effect and be in full force thirty (30) days after the date of its adoption.

SECTION 25. PUBLICATION.

The City Clerk is hereby directed to cause publication of this Ordinance as required by Government Code Section 36933.

INTRODUCED at a regular City Council meeting held February 18, 2025, and

PASSED AND ADOPTED at a regular City Council meeting held on March 18, 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

SIGNED:

_____, Mayor

ATTEST:

James Colin, City Clerk

APPROVED AS TO FORM:

John D. Lê, City Attorney

EXHIBITS
Exhibit A – Table 2-1 Allowed Uses and Permit Requirements for Residential Zones
Exhibit B – Table 2-3 Allowed Uses and Permit Requirements for Mixed Use Zones
Exhibit C - Table 2-5 Allowed Uses and Permit Requirements for Commercial Zones
Exhibit D - Day Care Facilities
Exhibit E - Table 7-3 Types of Minor Variances Allowed
Exhibit F - Table 7-2 Review Authority for Site Plan and Design Review
Exhibit G - Table 5-1 Subdivision Review Authorities
Exhibit H - Table 7-1 Review Authority
Exhibit I - Table 2-3 Refueling and Service Station Zones
Exhibit J – Accessory Structures
Exhibit K – Accessory Dwelling Units

EXHIBIT A
Table 2-1 Allowed Uses and Permit Requirements for Residential Zones

Table 2-1 **Allowed Uses and Permit Requirements**	**Residential Zones** Permit Requirements P Permitted By-Right CUP Conditional Use Permit (Chapter 18.88) AUP Administrative Use Permit (Chapter 18.88) TUP Temporary Use Term Permit (Chapter 18.94) — Prohibited				
Land Use See Article 1 for land use definitions. See Chapter 18.04 for unlisted uses.	**R-LD**	**R-MD**	**R-HD**	**R-UHD**	**Specific Use Regulations**
Residential Uses					
Guest Houses	P	P	P	P	Section 18.48. 100
Home Businesses	HOP	HOP	HOP	HOP	Section 18.48.110
Multi-Family Dwellings	—	P	P	P	
Residential Model Homes	AUP	AUP	AUP	AUP	
Accessory Dwelling Unit	P	P	P	P	Chapter 18.96
Junior Accessory Dwelling Unit	P	P	P	P	Chapter 18.96
Single-Family Dwellings, Attached	P	P	P	P	
Single-Family Dwellings, Detached	P	P	P	P	
Single Room Occupancy Facilities (DROs)	P	P	P	P	
Supportive Housing	P	P	P	P	
Two-Family Dwellings	—	P	P	P	
Transitional Housing	P	P	P	P	
Visitor Accommodations, Residential					
Bed & Breakfast Inns	—	CUP	CUP	CUP	
Short-Term Lodging	—	CUP	CUP	CUP	
Care Uses Note: Family Day Care Homes are allowed by right wherever residential uses are allowed in the provider's own home.					
Adult Day Care[1]					
Small (8 or fewer)	P	P	P	P	
Large (9 to 14)	AUP	AUP	AUP	AUP	
Child Day Care					
Small (8 or fewer)	P	P	P	P	
Large (9 to 14)	P	P	P	P	Section 18.48. 060
Cooperatives (12 or fewer)	P	P	P	P	Section 18.48.060
Day Care, General (15 or more)	CUP	CUP	CUP	CUP	
Convalescent Facilities	—	—	—	—	
Residential Care Facilities					
Limited (8 or fewer)	P	P	P	P	
General (9 or more)	CUP	CUP	CUP	CUP	
Other Uses					

Accessory Structures and Uses	P	P	P	P	Section 18.48. 020
Agricultural Uses - Limited to Community Gardens Only	P	P	P	P	
Animal Keeping	P	P	P	P	Section 18.48. 050
Charitable Organizations and Institutions	CUP	CUP	CUP	CUP	
Cultural Institutions	CUP	CUP	CUP	CUP	
Institutional and Community Facilities	CUP	CUP	CUP	CUP	
Neighborhood Service Uses	—	—	CUP	CUP	Section 18.10.030
Public Assembly/Meeting Facilities	—	CUP	CUP	CUP	
Public Buildings, Facilities, and Uses	—	—	—	—	
Schools, Public and Private	CUP	CUP	CUP	—	
Special Events	Municipal Code Chapter 12.08				
Temporary Uses	TUP	TUP	TUP	TUP	Chapter18.94 Minor TUP exempt from Appeal
Utilities, Minor	P	P	P	P	
Utilities, Major	—	CUP	CUP	CUP	

EXHIBIT B
Table 2-3 Allowed Uses and Permit Requirements for Mixed Use Zones

Table 2-3 **Allowed Uses and Permit Requirements**	**Mixed Use Zones** Permit Requirements			
	P Permitted By-Right CUP Conditional Use Permit (Chapter 18.88) AUP Administrative Use Permit (Chapter 18.88) TUP Temporary Use Term Permit (Chapter 18.94) — Prohibited			
Land Use See Article 1 for land use definitions. See Chapter 18.04 for unlisted uses.	**MUC**	**MUL**	**MUH**	**Specific Use Regulations**
Industry, Manufacturing and Processing, Warehousing Uses				
Industry	—	—	—	
Research and Development	CUP	CUP	CUP	
Recreation, Education, and Public Assembly Uses				
Charitable Organizations and Institutions	—	—	—	
Clubs	—	—	—	
Commercial Recreation and Entertainment	—	—	—	
Cultural Institutions	CUP	CUP	CUP	
Institutional and Community Facilities	—	—	—	
Park/Plaza/Open Space	CUP	CUP	CUP	
Public Assembly/Meeting Facilities	CUP	CUP	CUP	
Schools, Public and Private	—	—	—	
Residential Uses				
Multiple-Family Dwellings				

Located on 1st floor	P	—	—	
Located above 1st floor	P	P	P	
Navigation Centers, Low Barrier				
Located on 1st floor	P	—	—	
Located above 1st floor	P	P	P	
Single-Family Dwellings - Attached Only				
Located on 1st floor	P	—	—	
Located above 1st floor	P	P	P	
Supportive Housing	—	—	—	
Located on 1st floor	P	—	—	
Located above 1st floor	P	P	P	
Accessory Dwelling Unit[2]				Chapter 18.96
Located on 1st floor	P	—	—	
Located above 1st floor	P	P	P	
Junior Accessory Dwelling Unit, where single-family residences are permitted				Chapter 18.96
Located on 1st floor	P	—	—	
Located above 1st floor	P	P	P	
Two-Family Dwellings - Attached Only				
Located on 1st floor	CUP	CUP	CUP	
Located above 1st floor	P	P	P	
Transitional Housing	—	—	—	
Located on 1st floor	P	—	—	
Located above 1st floor	P	P	P	
Home Businesses	HBP	HBP	HBP	Section 18.48.100
Live-work Units	CUP	CUP	CUP	Not allowed on 1st floor
Care Uses Note: Family Day Care Homes are allowed by right wherever residential uses are allowed in the provider's own home.				
Adult Day Care[3]				
Small (8 or fewer)	—	—	—	
Located on 1st floor	AUP	—	—	
Located above 1st floor	AUP	AUP	AUP	
Large (9 to 14)				Section 18.48.100
Located on 1st floor	CUP	—	—	
Located above 1st floor	CUP	CUP	CUP	
Child Day Care				
Small (8 or fewer)	—	—	—	
Located on 1st floor	AUP	—	—	
Located above 1st floor	AUP	AUP	AUP	
Large (9 to 14)				
Located on 1st floor	AUP	—	—	
Located above 1st floor	AUP	AUP	AUP	

Cooperative (12 or fewer)				
Located on 1st floor	P	—	—	
Located above 1st floor	P	P	P	
Day Care, General (15 or more)	CUP	CUP	CUP	
Residential Care Facility				
Limited (8 or fewer)				
Located on 1st floor	AUP	—	—	
Located above 1st floor	AUP	AUP	AUP	
General (9 or more)				
Located on 1st floor	CUP	—	—	
Located above 1st floor	CUP	CUP	CUP	
Retail Trade Uses				
Alcohol Sales (off-site-sale)	CUP	CUP	CUP	Section 18.48.030
Alcohol Sales (off-site-sale), Accessory	CUP	CUP	CUP	Section 18.48.030
Alcohol Sales (on-site-sale)	CUP	CUP	CUP	Section 18.48.030
Retail Sales	P	P	P	
Retail Sales (Used Merchandise)	P	P	P	Section 18.48.170
Retail Sales (Used Merchandise) - Restricted	AUP	AUP	AUP	Municipal Code Chapter 5.40
Service Uses - Business, Financial, Medical, and Professional				
ATM's	P	P	P	
Emergency Health Care Facilities/Urgent Care	CUP	CUP	CUP	
Financial Institutions and Related Services	CUP	CUP	CUP	
Financial Institutions and Related Services, Non-Chartered	—	—	—	Section 18.48.080
Offices - Business	P	P	P	
Offices - Medical and Dental	CUP	CUP	P	
Offices - Professional	CUP	CUP	P	
Prescription Pharmacies, Only When in Connection With Medical Offices	P	P	P	
Service Uses - General				
Animal Sales and Services				
Animal Grooming	—	—	—	
Animal Retail Sales	—	—	—	
Veterinary Services	—	—	—	
Artists Studios	CUP	CUP	CUP	
Eating and Drinking Establishments				
Food Service (no alcohol sales [bars, lounges, or nightclubs], drive-through, fast-food, or late hours)	P	P	P	
Food Service (with alcohol sales [bars, lounges, or nightclubs], drive-through, fast-food, or late hours)	CUP	CUP	CUP	
Health/Fitness Facilities				

Small - Less than 2,000 sq. ft.	P	P	P	
Large - 2,000 sq. ft. or greater	AUP	AUP	AUP	
Laboratories	CUP	CUP	CUP	No Hazardous Materials
Maintenance and Repair Services	CUP	CUP	CUP	
Personal Services				
Massage Establishments	CUP	—	—	
Massage Services, Accessory	CUP	—	—	
Nail Salons	AUP	AUP	AUP	
Personal Services - General	CUP	CUP	CUP	
Personal Services - Restricted	CUP	CUP	CUP	
Personal Storage (Mini Storage)	AUP	AUP	—	
Postal and Package Shipping Services	P	P	P	
Printing and Duplicating Services	AUP	AUP	AUP	
Smoking Lounges	—	—	—	
Visitor Accommodations				
Hotels, Motels, and Time Shares	CUP	CUP	CUP	
Bed and Breakfast Inns	CUP	CUP	CUP	
Transportation, Communications and Infrastructure Uses				
Utilities, Minor	P	P	P	
Utilities, Major	AUP	AUP	AUP	
Wireless Telecommunication Facilities	See Chapter 18.42			
Vehicle Rental, Sale and Service Uses				
Vehicle/Equipment Rentals				
Vehicle Washing	—	—	—	
Refueling/Service Stations (only on University Avenue between Donohoe and Bell Streets)	C	C	C	Section 18.48.180.B.3 No incidental repair/service
Other Uses				
Accessory Structures and Uses	P	P	P	
Charitable Organizations and Institutions	CUP	CUP	CUP	
Emergency Shelters	See Chapter 6 of the Specific Plan for Emergency Shelters			
Personal Property Sales	—	—	—	
Public Buildings, Facilities, and Uses	CUP	CUP	CUP	
Special Events	Municipal Code Chapter 12.08			
Temporary Uses	TUP	TUP	TUP	Chapter 18.94 Minor TUP exempt from appeal

EXHIBIT C
Table 2-5 Allowed Uses and Permit Requirements for Commercial Zones

Table 2-5 Allowed Uses and Permit Requirements	**Commercial Zones** Permit Requirements P Permitted By-Right CUP Conditional Use Permit (Chapter 18.88) AUP Administrative Use Permit (Chapter 18.88) TUP Temporary Use Term Permit (Chapter 18.94) — Prohibited			
Land Use See Article 1 for land use definitions. See Chapter 18.04 for unlisted uses.	**C-G**	**C-N**	**C-0**	**Specific Use Regulations**
Industry, Manufacturing and Processing, and Warehousing Uses				
Handicraft Industry	P	P	—	
Industry				
Industry, Small (Less than 5,000 sq. ft.)	P	—	—	
Industry, Small (5,000 sq. ft. or greater)	AUP	P	—	
Personal Storage (Mini Storage)	CUP	—	—	
Recycling Facilities				
Small Collection Facilities	CUP	CUP	CUP	
Large Collection Facilities	—	—	—	
Research and Development, General	CUP	CUP	CUP	
Research and Development, Restricted	CUP	CUP	CUP	
Recreation, Education, and Public Assembly Uses				
Charitable Organizations and Institutions	—	—	—	
Clubs	CUP	—	CUP	
Commercial Recreation and Entertainment				
Indoor Facilities	P	AUP	—	
Outdoor Facilities	P	CUP	—	
Dance Academies and Halls	AUP	AUP	AUP	
Electronic Amusement Devices (Up to 5)	—	—	—	
Electronic Amusement Devices (6 or more)	—	—	—	
Cultural Institutions	CUP	—	CUP	
Institutional and Community Facilities	AUP	AUP	AUP	
Park/Plaza/Open Space	P	P	P	
Public Assembly/Meeting Facilities	CUP	CUP	CUP	
Schools, Public and Private	CUP	CUP	CUP	
Retail Trade Uses				
Alcohol Sales (off-site sale)	CUP	CUP	CUP	Section 18.48.030
Alcohol Sales (off-site sale), Accessory Uses	CUP	CUP	CUP	Section 18.48.030
Alcohol Sales (on-site sale)	CUP	CUP	CUP	Section 18.48.030
Prescription Pharmacies, Medical Supplies	P	P	P	
Retail Sales				
Retail Sales (less than 10,000 sq. ft.)	P	P	P	Section 18.48.170
Retail Sales (10,000 sq. ft. or greater)	AUP	AUP	AUP	

Retail Sales (Used Merchandise) - General	P	—	—	Section 18.48.170
Retail Sales (Used Merchandise) - Restricted	AUP	—	—	Municipal Code Chapter 5.40
Residential Uses Note: Family Day Care Homes are allowed by right wherever residential uses are allowed in the provider's own home.				
Adult Day Care				
Small (8 or fewer)	CUP	AUP	CUP	
Large (9 to 14)	CUP	CUP	CUP	
Child Day Care				
Small (8 or fewer)	CUP	AUP	CUP	
Large (9 to 14)	CUP	AUP	CUP	Section 18.48.060
Small (8 or fewer), as an accessory use to a large commercial project	CUP	CUP	CUP	
Large (9 to 14), as an accessory use to a large commercial project	CUP	CUP	CUP	Section 18.48. 060
Cooperatives (12 or fewer)	CUP	P	CUP	Section 18.48. 060
Day Care, General (15 or more)	CUP	CUP	CUP	
Emergency Shelters	CUP	CUP	CUP	See Other Uses
Accessory Dwelling Unit	—	P	—	Chapter 18.96
Junior Accessory Dwelling Unit, where single-family residences are permitted				Chapter 18.96
Located on 1st Floor	—	—	—	
Located Above 1st Floor	—	P	—	
Multi-Family Dwellings				
Located on 1st Floor	—	—	—	
Located Above 1st Floor	—	P	—	
Navigation Centers, Low Barrier				
Located on 1st Floor	—	—	—	
Located Above 1st Floor	—	P	—	
Single-Family Dwellings - Attached Only				
Located on 1st Floor	—	—	—	
Located Above 1st Floor	—	P	—	
Two-Family Dwellings - Attached Only				
Located on 1st Floor	—	—	—	
Located Above 1st Floor	—	P	—	
Home Businesses	—	HOP	—	Section 18.48. 110
Live-work Units	P	P	P	Not allowed on 1st floor
Residential Care Facility				
Limited (8 or fewer)	CUP	AUP	CUP	
General (9 or more)	CUP	CUP	CUP	
Service Uses - Business, Financial, Medical, and Professional				
ATM's	P	P	P	
Convalescent Facilities	AUP	AUP	—	

Emergency Health Care Facilities/Urgent Care	CUP	CUP	CUP	
Financial Institutions and Related Services	P	P	P	
Financial Institutions and Related Services, Non-Chartered	CUP	CUP	—	Section 18.48.080
Hospitals, Rest Homes, and Sanitariums	CUP	—	CUP	
Offices - Business	P	P	P	
Offices - Corporate	P	P	P	
Offices - Financial Intuitions	P	P	P	
Offices - Medical and Dental	P	P	P	
Offices - Professional	P	P	P	
Outpatient Surgery Facility	CUP	CUP	CUP	
Prescription Pharmacies, Only When in Connection With Medical Offices	P	P	P	
Service Uses - General				
Ambulance Services	CUP	CUP	CUP	
Animal Sales and Services (Small)				
Animal Boarding/Kennels	—	—	—	
Animal Grooming	—	—	—	
Animal Retail Sales	—	—	—	
Veterinary Services	CUP	CUP	CUP	
Catering Services	AUP	AUP	AUP	
Dry Cleaning Establishments (Retail Only)	AUP	CUP	—	
Eating and Drinking Establishments				
Food Service (no alcohol sales [bars, lounges, or nightclubs], drive-through, fast-food, or late hours)	P	P	P	
Food Service (with alcohol sales [bars, lounges, or nightclubs], drive-through, fast-food, or late hours)	CUP	CUP	CUP	
Funeral Homes and Mortuaries, No Crematorium	—	—	—	
Funeral Homes and Mortuaries, With Crematorium	—	—	—	
Health/Fitness Facilities				
Small - Less than 2,000 sq. ft.	P	P	P	
Large - 2,000 sq. ft. or greater	AUP	—	AUP	
Laboratories	P	—	AUP	
Maintenance and Repair Services	P	P	P	
Personal Services				
Massage Establishments	—	—	—	
Massage Services, Accessory	—	—	—	
Nail Salons	P	P	P	
Personal Services - General	P	P	P	
Personal Services - Restricted	AUP	AUP	AUP	
Studio	P	P	P	

Postal and Package Shipping Services	P	P	P	
Printing and Duplicating Services	P	P	P	
Smoking Lounges	—	—	—	Prohibited throughout the City
Visitor Accommodations				
Hotels, Motels, and Time-Shares	AUP	CUP	AUP	
Bed and Breakfast Inns	CUP	CUP	CUP	
Transportation, Communications, and Infrastructure Uses				
Communication Facilities	P	—	P	
Heliports and Helistops	—	—	—	
Parking Facilities for On-site Uses	P	P	P	
Parking Structures, Adjacent to Residential Zone	AUP	AUP	AUP	
Utilities, Minor	P	P	P	
Utilities, Major	AUP	AUP	AUP	
Wireless Telecommunication Facilities	See Chapter 18.42			
Vehicle Rental, Sale, and Service Uses				
Vehicle Sales	CUP	CUP	CUP	
Other Uses				
Accessory Structures and Uses	P	P	P	
Emergency Shelters (See Chapter 6 of the Specific Plan for Emergency Shelters)	CUP	CUP	CUP	
Outdoor Advertising Structures/Signs	—	—	—	Chapter 18.32
Outdoor Storage and Display	—	—	—	
Special Events	Municipal Code Chapter 12.08			
Temporary Uses	TUP	TUP	TUP	Chapter 18.94 Minor TUP exempt from Appeal

(Ord. No. 08-2020, § 3, 11-17-2020)

EXHIBIT D

18.48.060 Day Care Facilities

A. **Applicability.** The provisions in this section apply to care facilities, including Family Day Care Homes, Child Day Care, and Adult Day Care facilities where allowed. Residential Care facilities are subject to Section 18.48.160 – Residential Care Facilities – General of the East Palo Alto Municipal Code.

B. **Permit and license required.**

1. No person shall establish or operate a Child Day Care (small or large), in any-zone, unless the applicable license or permit is approved by the Review Authority. The operator of a care facility shall also obtain the requisite license from the California Department of Social Services, as applicable.

2. The requirement for a discretionary permit shall not apply to any Family Day Care Home (FDCH), as defined in Health and Safety Code Section 1596.78(a), in any zone allowing residential uses, on condition that the operator shall obtain a license from the California Department of Social Services. Said Family

Day Care Home means a facility that regularly provides care, protection, and supervision for 14 or fewer children, in the provider's own home, for periods of less than 24 hours per day, while the parents or guardians are away, and is either a large Family Day Care Home or a small Family Day Care Home.

a. Large Family Day Care Home means a facility that provides care, protection, and supervision for 9 to 14 children inclusive, including children under 10 years of age who reside at the home, as set forth in Government Code Section 1597.465 and as defined in the regulations.

b. Small Family Day Care Home means a facility that provides care, protection, and supervision for eight (8) or fewer children, including children under 10 years of age who reside at the home, as set forth in Government Code Section 1597.44 and as defined in regulations.

FDCH uses are allowed by right in any dwelling without any planning permit or business license or home occupation permit unless physical changes are being planned to the site or structure whereupon a planning permit may be required. The approval of local fire, safety and occupancy permits are still required in addition to other mandatory state permits and licenses.

The operator must give the landlord a 30-day notice to add a 7th and 8th child of a small FDCH and the 13th and 14th child of a large FDCH.

Facilities that have 15 or more children are classified as Day Care, General and subject to a Conditional Use Permit in all zones.

3. Permit or license required: The requirement for a discretionary permit and business license shall apply to any care facility, other than Family Day Care Homes, including a Child Day Care, Adult Day Care, and Residential Care Facility defined as follows:

   a. A Child Day Care or Day Care Center means a child day care facility, other than a Family Day Care Home, and includes infant centers, preschools, extended day care facilities, and school-age child care centers, and includes child care centers licensed pursuant to Government Code Section 1596.951.

   b. Adult Day Care as defined in Section 18.08.010-General of Chapter 18.08-Definitions of the East Palo Alto Municipal Code (EPAMC).

   c. Residential Care Facility is defined in Section 18.08.010-General of Chapter 18.08-Definitions of the EPAMC as a facility in which multiple unrelated people reside, including but not limited to, health facilities, community care facilities, and alcoholism or drug abuse recovery or treatment facilities as defined in the Health and Safety Code and other similar care facilities. See Section 18.48.160 – Residential Care Facilities – General of the EPAMC for requirements applicable to Residential Care Facilities.

4. All Child Day Care and Adult Day Care facilities that have 15 or more children or adults are classified as Day Care, General and subject to a Conditional Use Permit in all zones.

   However, small and large Child Day Care, and small Adult Day Care are a Use by Right in all residential zones, meaning they do not require planning or zoning permits. Business license, and fire and building permits are still applicable.

   All other care facilities in non-residential zones that either allow residential uses or prohibit residential uses will be subject to either Administrative or Conditional Use permits as specified in Sections 18.10.020 – Land Use Regulations and Allowable Uses, 18.12.020 – Land Use Regulations and Allowable Uses, and 18.14.020 – Land Use Regulations and Allowable Uses of the EPAMC.

5. In all residential zones a) small (8 or fewer children) and large (9 – 14 children) Child Day Care, small Adult Day Care (8 or fewer) and Limited Residential Care facilities (8 or fewer) are allowed by right; and b) large Adult Day Care (9 to 14) and General Residential Care facilities (9 or more) are subject to Administrative Use Permits and Conditional Use Permits respectively.

   In all Mixed Use and non-Residential zones that allow residential uses all non FDCH facilities, with the exception of large Adult Day Care and General Residential Care facilities, are subject to Administrative Use Permits. Large Adult Day Care and General Residential Care facilities are subject to Conditional Use Permits.

In all non-residential zones that do not allow residential uses all care facilities, with the exception of FDCH facilities, are subject to Conditional Use Permits.

6. Family Day Care Homes and Cooperative Care uses are allowed by right in all the residential zones, in mixed use zones where residential is allowed, and subject to Conditional Use Permits uses in all commercial zones where residential uses are prohibited.

7. Cooperative. In a cooperative arrangement, parents shall combine their efforts so that each parent, or set of parents, rotates as the responsible caregiver with respect to all the children in the cooperative. Other conditions that apply to a cooperative include:

a. Any person caring for children shall be a parent, legal guardian, stepparent, grandparent, aunt, uncle, or adult sibling of at least one of the children in the cooperative.
b. There can be no payment of money or receipt of in-kind income in exchange for the provision of care. This does not prohibit in-kind contributions of snacks, games, toys, blankets for napping, pillows, and other materials parents deem appropriate for their children. It is not the intent of this paragraph to prohibit payment for outside activities, the amount of which may not exceed the actual cost of the activity.
c. No more than 12 children are receiving care in the same place at the same time.

C. **Permit application.** When applicable, an application for a discretionary permit shall be filed with the Department and shall include all of the following information:
1. A scale drawing of any structural alterations or improvements being made to the premises for the purpose of operating the day care facility;
2. A drawing of the site and the residential structure, showing the size, dimensions, and location of the interior and exterior areas to be utilized for operation of the day care facility, including the location and number of on-site parking spaces and the street access for drop-off and pick-up of children. The drawing shall have a reasonable degree of accuracy and shall contain details as may be required by the Director;
3. Color photographs of the premises, showing all interior and exterior areas to be itemized for operation of the day care facility;
4. A general description of the manner in which the day care facility will be operated, including the maximum number and range of ages of children for whom day care will be provided, the days of the week and hours of the day during which the facility will be operated, the number of persons providing day care services, and designation as to whether the persons are residents of the home; and
5. Any additional information or exhibits as may be required by the Director in order to evaluate the application and the potential impact of the facility upon the neighborhood.

D. **Inspection of premises.** After the application has been deemed to be complete, the Director shall cause an inspection of the premises to determine whether the facility complies with applicable Building Code requirements for single-family residences and any special fire and life safety standards for large family day care homes as may be adopted by the State Fire Marshal in compliance with Health and Safety Code Section 1597.46(d).

E. **Standards.** Proposed non FDCH facilities that are not “Uses by Right” shall comply with all of the following:
1. **Care provider occupancy.** The single-family dwelling in which each care use is located shall is not required to be the principal residence of the care provider. However, in residential zones ~~and~~ the use shall be clearly residential in character subject to State requirements;
2. **Separation requirement.** A proposed large care facility within a residential zone or mixed use zone shall not be located within 500 feet of another large care facility;
3. **Drop-off/pick-up area.** A minimum of two off-street parking spaces as a drop-off and pick-up area shall be provided, in addition to the spaces required for the dwelling unit. A driveway may be used to provide the required parking spaces; all subject to State requirements and
4. **Noise.** In order to protect residents in adjacent dwellings from noise impacts, a facility within a residential zone or mixed use zone shall only conduct outdoor activities between the hours of 7:00 a.m. and 7:00 p.m.

F. **Findings.** The Review Authority may ~~allow~~ grant a discretionary permit for a Care facility only if it first finds and determines that:

1. The facility will not create adverse traffic or noise impacts upon the neighborhood; and
2. The facility will comply with all applicable building, fire, and life safety requirements and regulations.

G. **Action by Review Authority.**

1. The Review Authority may approve, approve with conditions, or deny the application for a discretionary permit, and if approved, the permit shall be subject to all imposed conditions; and
2. Every approved discretionary permit shall be subject to the express condition that the permit shall not become effective until the applicant is licensed by the State in compliance with Health and Safety Code Division 2, Chapter 3.6 to operate a Care facility at the subject property, as applicable. The holder of the discretionary permit shall furnish to the Director a copy of the application submitted to the State and a copy of the final determination made by the State. If the application is denied by the State, the discretionary permit approved in compliance with this Section is void.

H. **Expiration, extension, and review of permit.**
1. A discretionary permit approved in compliance with this section shall expire 12 months from the date on which the approval of the permit became effective unless, before the expiration date, the Care facility is established and operating on the approved site.
2. The established expiration date may be extended by the Review Authority for a period(s) of time not exceeding a total of 24 months. Application for extension shall be filed before the expiration date. No fees or costs shall be imposed for the filing and processing of the application. A public hearing shall be conducted on the application for extension. Extension of a discretionary permit is not a matter of right and the application may be denied or approved subject to conditions.
3. The Review Authority may, at any time, either on its own initiative or in response to an application or request to do so, modify or delete any conditions of the permit or impose new conditions if the Review Authority first determines that the action is necessary in order to mitigate any adverse impacts that may be created from the operation of the Care facility.

EXHIBIT E
Table 7-3 Types of Minor Variances Allowed

Table 7-3 Types of Minor Variances Allowed	**Maximum Variance**
1. Distances between structures. A decrease of the minimum required distances between detached accessory structures and main structures on the same site.	10 percent
2. Impervious surface coverage. An increase of the maximum allowable impervious surface coverage.	10 percent
3. Projections. An increase in the allowed projection of chimneys, eaves, fireplaces, landings, overhangs, stairways, and steps into any required front, side, or rear setbacks.	10 percent
4. Reduction of landscape standards. Reduction of required on-site landscaping standards.	10 percent
5. Setbacks. A decrease of the maximum required setback areas (e.g., front, rear, and side) for structures.	10 percent
6. Signs. Sign regulations (other than prohibited signs).	10 percent
7. Structure heights. An increase in the maximum allowed height of structures.	5 percent
8. Code Enforcement. A reduction in development standards, if doing so will help the City abate a public nuisance as part of a code enforcement hearing or process.	10 percent
9. Nonconforming Adjustments	10 percent

EXHIBIT F
Table 7-2 Review Authority for Site Plan and Design Review

Table 7-2 Review Authority for Site Plan and Design Review	**Review Level[(1)(2)]**	
	Director	**Commission[(3)]**
New Construction, Additions and Modifications		
Additions, New Construction or Modifications ≤1,000 sq. ft.	Decision	Appeal

Additions, New Construction or Modifications >1,000 sq. ft.	Recommend	Decision
Other Non-Residential Construction		
Façade or exterior improvements ≤1,000 sq. ft.	Decision	Appeal
Façade or exterior improvements >1,000 sq. ft.	Recommendation	Decision
Landscaping	Decision	Appeal

EXHIBIT G
Table 5-1 Subdivision Review Authorities

Table 5-1 Subdivision Review Authorities				
Type of Decision	**Applicable Chapter or Section**	**Director**	**Commission**	**Council[(3)]**
Amendments to Approved Tentative Maps	18.52.120	Decision	Appeal	Appeal
Certificates of Compliance	18.56.020	Decision	Appeal	Appeal
Condominiums: Residential Condominiums	18.64	Recommend	Decision	Appeal
Residential Condominium Conversions	18.66	N/A	Recommend	Decision
Non-Residential Condominium Conversions	18.68	Recommend	Decision	Appeal
Correction and Amendments to Recorded Maps	18.54.060	Decision	Appeal	Appeal
Extensions of Time - Tentative Maps	18.52.020	Decision	Appeal	Appeal
Final Parcel Maps, Without Dedications	18.54.040	Decision	Appeal	Appeal
Final Parcel Maps, With Dedications*	18.54.040 B.2.c	Recommend	N/A	Appeal
Final Tract Maps, Vesting Tract Maps without Dedications	18.54.040 B.2.c	Decision	Appeal	Appeal
Final Tract Maps, Vesting Tract Maps with Dedications	18.54.040 C	Recommend	N/A	Decision
Lot Line Adjustments	18.56.030	Decision	Appeal	Appeal
Parcel Mergers	18.56.040	Decision	Appeal	Appeal
Reversion to Acreage	18.56.050	Recommend	Recommend	Decision
Subdivision Improvement Plans	18.58.040	Decision	Appeal	Appeal

Tentative Tract Maps, Vesting Tentative Maps	18.52.100	Recommend	Decision	Appeal
Tentative Parcel Maps, Vesting Tentative Parcel Maps	18.52.040	Recommend	Decision	Appeal
Tentative Parcel Maps, only when creating no more than one additional parcel, without dedications	18.52.040	Decision	Appeal	Appeal
Tentative Parcel Maps, with dedications*	18.52.040	Recommend	Decision	Appeal
Wavier of Parcel Maps	18.54.010	Decision	Appeal	Appeal
Subdivision Improvement Agreement	18.70.050	Decision	Appeal	Appeal

EXHIBIT H
Table 7-1 Review Authority

Table 7-1 Review Authority				
Type of Action	**Applicable Code Citation**	**Role of Review Authority(1)(2)**		
		Director	**Commission**	**Council**
A. Administrative Permits and Actions				
Adjustment Permits	Ch. 18.87	Decision	N/A	N/A
Administrative Use Permits	Ch. 18.86	Decision	Appeal	Appeal
Development Code Interpretations	Ch. 18.12	Decision	Appeal	Appeal
Joint/Off-Site Parking Plans	Ch. 18.36	Decision	Appeal	Appeal
Minor Variances	Ch. 18.90	Decision	Appeal	Appeal
Preliminary Ministerial Review Clearances	Ch. 18.85	Decision	N/A	N/A
Reasonable Accommodations	Ch. 18.94	Decision	Appeal	Appeal
Sign Permits/Comprehensive Sign Programs	Ch. 18.38	See Table 7-2 (Site Plan and Design Review Authorities)(3)		
Site Plan and Design Reviews	Ch. 18.86	See Table 7-2 (Site Plan and Design Review Authorities)(3)		
Temporary Use Permits (TUP)	Ch. 18.94	Decision (Minor TUP exempt from Appeal)	Appeal	Appeal
Tree Removal Permits	Ch. 18.28	Decision	Appeal	N/A
Zoning Clearances	Ch. 18.84	Issuance	Appeal	Appeal

EXHIBIT I
Table 2-3 Refueling and Service Station Zones

Table 2-3 **Allowed Uses and Permit Requirements**	**Mixed Use Zones** Permit Requirements P Permitted By-Right CUP Conditional Use Permit (Chapter 18.88) AUP Administrative Use Permit (Chapter 18.88) TUP Temporary Use Term Permit (Chapter 18.94) — Prohibited			
Land Use See Article 1 for land use definitions. See Chapter 18.04 for unlisted uses.	**MUC**	**MUL**	**MUH**	**Specific Use Regulations**
Vehicle Rental, Sale and Service Uses				
Vehicle/Equipment Rentals				
Vehicle Washing	—	—	—	
Refueling /Service Stations (only on University Avenue between Donohoe Street and Bell Street)	C	C	C	Section 18.48.180.B.3 • No incidental repair/service

EXHIBIT J
Chapter 18.24 Accessory Structures

Permit Requirements (§18.24.020)	B. **Exemptions for Residential Zones.** Storage sheds and other similar accessory structures that comply with the following regulations are required to receive a Zoning Clearance or Permit Adjustment. 1. The footprint of the structure is not more than 120 square feet and is less than 17 feet in total height; 2. The structure does not occupy more than 25 percent of the rear setback area; 3. The structure is located at least three feet from all property lines and at least three feet from any adjacent structures; 4. The structure does not exceed the site coverage limitations for the zone in which it is located; 5. The structure is constructed of materials that are visually appealing, painted or stained (unless natural wood will weather attractively), and if the structure has a pitched roof, the roof does not produce glare; 6. The structure is built to the specifications of the California Building Code as well as any other applicable codes in force; 7. If the structure is proposed on a corner parcel, it shall not encroach upon the exterior side setback; and 8. The structure is not proposed in any setback other than the rear setback, unless approved by the Director.
Standards for Accessory Structures (§18.24.030)	**A. Residential Zones, Nonexempt Structures.** 1. **Structures greater than 120 square feet.** A one-story detached accessory structure with a footprint greater than 120 square feet may be constructed after approval of a

	Zoning Clearance or Permit Adjustment and obtaining building permits, if all of the following requirements are met: a. The structure does not occupy more than 25 percent of the front or rear yard. b. At least 700 square feet of useable rear yard area is maintained. c. The structure has a height no greater than 17 feet. d. The structure is located as follows: (1) At least six feet from the rear property line; (2) In the rear half of the lot; (3) At least three feet from side property lines; and (4) At least six feet from any adjacent structures. e. The structure has a projected roof area of less than 1,000 square feet; f. The structure does not exceed the site coverage limitations for the zone in which it is located; g. The structure is constructed of a material that is visually appealing, painted or stained, fully enclosed, and with a hip or other approved roof that does not produce glare, and of a compatible exterior appearance with the principal structure on the premises; h. The applicant has submitted plans to the Building Official and has received a building permit to proceed with construction; and i. If the structure is proposed on a corner parcel, the structure does not encroach upon the exterior side setback. B. **Nonresidential Zones, Development Standards.** All of the following regulations apply to all accessory structures in nonresidential and mixed use zones: 1. **Incidental to the primary structure or use.** The accessory structure shall serve occupants and/or patrons of the primary structure or use and shall not alter the character of the site or use; 2. **Height.** The height is limited to one story no greater than 17 feet in height; 3. **Setbacks.** All accessory structures shall meet the setback requirements for the zone in which they are located; 4. **Site coverage.** The total square footage of all accessory structures on a parcel, including any exempt structures, counts toward the calculation of total site coverage for the zone in which they are located; and 5. **Architectural consistency.** All accessory structures shall be consistent in exterior appearance with the primary structure through the use of similar/matching exterior paint colors, material types, roof materials, and architectural style, as determined by the Director.

EXHIBIT K
Chapter 18.96 Accessory Dwelling Units

§18.96.010 - Definitions	detached residential dwelling unit providing complete independent living facilities for one or more persons containing permanent provisions for living, sleeping, eating, cooking, and sanitation facilities which are defined as a full bathroom (tub/shower, sink, and a toilet). An ADU also includes an efficiency unit, as defined in Health and Safety Code Section 17958.1 and a manufactured home, as defined in Health and Safety Code Section 18007. **Junior Accessory Dwelling Unit (JADU).** A residential dwelling unit that is no more than 500 square feet in size, includes an efficiency kitchen including a cooking facility with appliances, food preparation counter and storage cabinets of reasonable size in relation to the size of the JADU and consistent with building code standards, is contained entirely within a single-family residence~~.~~, including an attached garage, and may include separate sanitation facilities or may share sanitation facilities with the existing structure. **Livable Space.** Livable space means a space in a dwelling intended for human habitation, including living, sleeping, eating, cooking, or sanitation. **Primary Dwelling Unit.** The single-family dwelling or multiple-family dwelling but does not include an accessory dwelling unit (ADU) or junior accessory dwelling unit (JADU). An attached garage is considered part of the primary dwelling unit. **Public Transit.** Public transit means a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.
§18.96.030.A.4 – General Provisions	Except as otherwise provided in this chapter, an Accessory Dwelling Unit (ADU) or a Junior Accessory Dwelling Unit (JADU) that meets all of the following specified development standards shall be approved by the City: A. Zoning. ADUs are allowed on parcels zoned to allow single-family dwellings or multiple-family dwellings, including mixed-use zones. JADUs are allowed on parcels zoned to allow single-family dwellings and are not permitted on a property with a multiple-family dwelling. B. Density. An ADU or JADU unit conforming to the requirements of this chapter shall not be included in the calculation of residential density for the purpose of determining general plan and zoning conformance and is deemed to be a residential use consistent with the existing General Plan and zoning designations for the parcel. C. Single-Family Dwellings. Any of the following may be permitted on a parcel with an existing or proposed single-family dwelling: 1. One JADU that meets the standards in Section 18.96.060 below. JADUs are only permitted on a parcel with no more than one existing or proposed single-family dwelling. 2. One new construction, attached or detached ADU that meets the standards in Section 18.96.050 below.

	3. One accessory dwelling unit created from converted existing space within the walls of a proposed or existing single-family detached dwelling or within an existing accessory structure, including a detached garage, that meets the standards in Section 18.96.050. An existing single-family residence may be converted to an ADU in conjunction with the development of a new primary dwelling unit on the site and in conformity with the development standards in Section 18.96.050. D. Multiple-family Dwellings. Multiple-family dwelling units as specified in Subsection 18.96.030.E below. For purposes of this Chapter 18.96 only, multiple-family dwelling units includes two family dwellings. E. Statewide Exemption ADUs. Any of the following will be ministerially permitted on a parcel and are not required to meet the additional development and design standards in the underlying zoning district or in Section 18.96.050, unless specified: 1. One ADU and one JADU per parcel with a proposed or existing single-family dwelling if all of the following apply: a. The ADU or JADU is within the proposed space of a single-family dwelling or existing space of a single-family dwelling or accessory structure and may include an expansion of not more than 150 square feet beyond the same physical dimensions as the existing structure. An expansion beyond the physical dimensions of the existing structure shall be limited to accommodating ingress and egress. b. The space has exterior access from the proposed or existing single-family dwelling. c. The side and rear setbacks are sufficient for fire and safety. d. The JADU complies with the requirements of Section 18.96.060 below. 2. One detached, new construction ADU that does not exceed four-foot side and rear yard setbacks for a lot with a proposed or existing single-family dwelling, does not exceed 800 square feet in floor area, and does not exceed the allowed height in Subsection 18.96.050.C, below. The ADU may be combined with a JADU that meets the standards as described in Section 18.96.060. 3. Multiple ADUs within the portions of a multiple-family building that are not used as livable space, including but not limited to storage rooms, boiler rooms, passageways, attics, basements, or garages, if each unit complies with state building standards for dwellings. The number of ADUs permitted is equivalent to up to 25 percent of the number of existing, legally permitted units in the multiple-family dwelling, or one, whichever is greater. 4. Multiple detached ADUs, not to exceed: a. Eight detached accessory dwelling units on a lot with an existing multi-family dwelling. However, the number of accessory dwelling units shall not exceed the number of existing units on the lot. b. Two detached accessory dwelling units on a lot with a

	proposed multi-family dwelling. c. The allowed height in Subsection 18.96.050.C and must have a minimum rear and side setbacks of four feet. If the existing multifamily dwelling has a rear or side setback of less than four feet, the existing multifamily dwelling will not be required to be modified to meet this setback.
§18.96.050.A.2 – Development Standards	A. The ADU shall comply with the requirements of the underlying zoning district unless: 1. The requirements are inconsistent with the provisions of this chapter, in which case the standards of this section shall apply; 2. The application is to legalize an unpermitted ADU or unpermitted JADU that was constructed prior to January 1, 2020, even if the ADU or JADU is nonconforming with local zoning, Government Code Section 65852.2, and/or California and local building code requirements. However, the City may deny the application for an unpermitted accessory dwelling unit or junior accessory dwelling unit if the City makes a finding that correcting the violation is necessary to comply with the standards specified in Section 17920.3 of the Health and Safety Code. The section shall not apply to a building that is deemed substandard pursuant to Health and Safety Code Section 17920.3; or 3. Limits on size based on a percentage of the proposed or existing primary dwelling, lot coverage, floor area ratio, front set back, open space, and size shall permit, or shall be waived in order to allow, a detached or attached ADU up to 800 square feet in size with four-foot side and rear yards, if the proposed ADU is in compliance with all other development standards.
§18.96.090 – Non-Permitted ADUs and JADUs	The establishment or continuance of an ADU or JADU without a permit as required under this chapter is declared to be unlawful and shall constitute a misdemeanor violation of this chapter and a public nuisance. ADUs and JADUs constructed prior to January 1, 2020 shall be issued a permit in accordance with Section 18.96.050. Any violation of this chapter shall be subject to the enforcement provisions and penalties as prescribed in Chapter 18.118. The enforcement of the code violation abatement shall be consistent with Health & Safety Code Section 17980.12
§18.96.050.G – Development Standards	G. Replacement Parking: Replacement parking shall not be required when a garage, carport, covered parking structure, or uncovered parking space is demolished in conjunction with the construction of an ADU, or conversion of that parking structure into an ADU.

ATTACHMENT 2

ORDINANCE NO. ___

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

ADOPTING DEVELOPMENT CODE TEXT AMENDMENT ZTA24-001 AMENDING TITLE 18 (DEVELOPMENT CODE) OF THE EAST PALO ALTO MUNICIPAL CODE (EPAMC) SPECIFICALLY TO 1) AMEND CHAPTER 18.96 TO AMEND SECTIONS 18.96.010, 18.96.030.E.4, 18.96.050.A.2, 18.96.050.A.2, 18.96.090, AND 18.96.050.G TO RECONCILE THE EAST PALO ALTO MUNICIPAL CODE (EPAMC) WITH STATE LEGISLATION ON ACCESSORY DWELLING UNITS; 2) AMEND SECTIONS 18.10.020 TABLE 2-1, 18.12.020 TABLE 2-3 AND 18.14.020 TABLE 2-5 TO SUPPLEMENT LAND USE REGULATIONS AND ALLOWABLE USES, AND 18.48.060 TO FACILITATE CHILD DAY CARE AND OTHER CARE USES; 3) AMEND SECTIONS 18.10.020 TABLE 2-1, 18.12.020 TABLE 2-3 AND 18.14.020 TABLE 2-5 TO SUPPLEMENT LAND USE REGULATIONS AND ALLOWABLE USES, 18.08.010 OF CHAPTER 18.08 TO ADD A DEFINITION OF LOW BARRIER NAVIGATION CENTER AND ADD A NEW SECTION 18.48.116 TO CHAPTER 18.48 OF THE EPAMC TO ALLOW THE DEVELOPMENT OF LOW BARRIER NAVIGATION CENTERS; 4) AMEND CHAPTER 18.30 TO AMEND SECTIONS 18.30.080.B.2 AND C.3, AND ADD SECTIONS 18.30.010.G AND 18.30.080.B.3 TO B.5 TO ALLOW UNBUNDLED PARKING; 5) AMEND SECTION 18.26.020A.2, ADD SECTION 18.26.020.E., AND AMEND SECTION 18.90.020 TABLE 7-3 TYPES OF MINOR VARIANCES ALLOWED TO ALLOW SEVEN-FOOT AND CERTAIN EIGHT-FOOT FENCES, HEDGES AND WALLS WITHOUT VARIANCE; 6) AMEND SECTIONS 18.10.020, 18.12.020 AND 18.14.020 TO SYNCHRONIZE CERTAIN NOTATIONS UNDER SPECIFIC USE REGULATIONS WITH THE RIGHT LAND USE PROVISIONS; 7) AMEND CHAPTER 15.52 FLOODPLAIN MANAGEMENT TO REALIGN THE RESPONSIBILITIES OF STAFF WITH RESPECT TO FLOOD MANAGEMENT; 8) AMEND SECTION 18.86.030.A TABLE 7-2 REVIEW AUTHORITY FOR SITE PLAN TO RECLASSIFY VARIOUS SIZES OF NON-RESIDENTIAL CONSTRUCTION ACTIVITIES SUBJECT TO DIFFERENT REVIEW LEVELS; 9) AMEND SECTIONS 18.50.060.A TABLE 5-1 ADVISORY AGENCIES FOR SUBDIVISIONS, AND 18.54.030.B.4 ON THE REVIEW OF MAPS; 10) ADD A NEW CHAPTER 18.87 ON PERMIT ADJUSTMENTS AND AMEND SECTION 18.82.020 – AUTHORITY FOR LAND USE AND ZONING DECISIONS TABLE 7-1 TO INCLUDE ADJUSTMENT PERMITS; 11) AMEND SECTIONS 18.12.020 TABLE 2-3 TO ALLOW REFUELING AND SERVICE STATION USE AS A CONDITIONAL USE PERMIT AND 18.48.180 SERVICE STATIONS TO FACILITATE REFUELING AND SERVICE STATIONS; 12) AMEND SECTIONS 13.24.400.A AND B ON TURF SELECTION AND LIMITATION AND 18.30.080.A.4 ON PAVED AREAS IN FRONT YARD TO SUPPLEMENT FRONT YARD LANDSCAPE STANDARDS; 13) AMEND SECTIONS 18.28.060.G AND 18.28.110.A TO STREAMLINE THE PROCESSING OF TREES ON PRIVATE PROPERTY, 14) AMEND SECTION 18.10.030 DEVELOPMENT STANDARDS BY ADDING SUB-SECTION 18.10.030.G TO FACILITATE THE REMODELING OF EXISTING SINGLE-FAMILY DWELLINGS IN THE R-MD ZONE, 15) AMEND CHAPTER 18.24 TO INCREASE THE HEIGHT OF ACCESSORY STRUCTURES FROM 15-FEET TO 17-FEET (SECTIONS 18.24.020.B.1, 18.24.030.A.1.C, AND 18.24.030.B.2) CONSISTENT WITH THE HEIGHT REQUIREMENTS FOR SIMILAR STRUCTURES SUCH AS ACCESSORY DWELLING UNITS, INCLUDE A PERMIT ADJUSTMENT (SECTIONS 18.24.020.B AND

18.24.030.A.1) AS A REQUIRED APPROVAL TYPE FOR ACCESSORY STRUCTURES, AND CORRECT THE USEABLE REAR YARD AREA TO BE MAINTAINED FROM 750-SQUARE FEET TO 700-SQUARE FEET (SECTION 18.24.030.A.1.B) AS WAS ADOPTED BY COUNCIL ORDINANCE ON FEBRUARY 6, 2024 WITH ZONING TEXT AMENDMENT ZTA23-001, AND 16) AMEND CHAPTER 18.94 TO AMEND SECTION 18.94.110 TO MAKE ADMINISTRATIVELY APPROVED MINOR TEMPORARY USE PERMITS ISSUED FOR ONE TO SIX DAYS FINAL UPON ISSUANCE AND NOT SUBJECT TO THE APPEAL PERIOD.

WHEREAS, Chapter 18.114 of the City of East Palo Alto Development Code allows for amendments to the Development Code and provides procedures for processing such amendments; and

WHEREAS, Section 18.114.060 of the City of East Palo Alto Development Code sets forth findings for Development Code amendments; and

WHEREAS, the Planning Commission of the City has reviewed the proposed amendments to the City of East Palo Alto's Development Code at two duly and properly noticed public hearings on October 28, 2024 and January 13, 2025 and considered all evidence, including but not limited to public testimony and the evaluations and recommendations of staff, and has found that the proposed amendments are consistent with the goals and policies of the City's General Plan, and recommends adoption of the proposed amendments by the City Council of the City of East Palo Alto ("City Council"); and

WHEREAS, the City Council conducted duly and properly noticed public hearings on February 18, 2025 to consider the proposed amendments to the Development Code and considered all evidence, including but not limited to public testimony and the evaluations and recommendations of staff, and finds and determines that the proposed amendments to the City of East Palo Alto Development Code are adopted pursuant to the City's police power authority to protect the public health, safety, and welfare; and

WHEREAS, based on the evidence in the administrative record, the City Council finds foregoing recitals are true and correct, and are incorporated by this reference into this action as a legislative finding of fact, as required by Section 18.114.060 of the City of East Palo Alto Development Code.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EAST PALO ALTO DOES ORDAIN AS FOLLOWS:

SECTION 1. CHAPTER 18.08 AMENDED

Section 18.08.010 is hereby amended to add the definition of "Low Barrier Navigation Center", as follows:

> **Low Barrier Navigation Center.** In compliance with Government Code Section 65660 a "Low Barrier Navigation Center" means a Housing First, low-barrier, service-enriched shelter focused on moving people into permanent housing that provides temporary living facilities while case managers connect individuals experiencing homelessness to income, public benefits, health services, shelter, and housing.

SECTION 2. CHAPTER 18.10 AMENDED

Section 18.10.020 Table 2-1 Land Use Regulations and Allowable Uses for Residential Zones is hereby amended as shown in Exhibit "A", attached hereto and incorporated herein by reference.

SECTION 3. CHAPTER 18.12 AMENDED

Section 18.12.020 Table 2-3 Land Use Regulations and Allowable Uses for Mixed Use Zones is hereby amended as shown in Exhibit "B", attached hereto and incorporated herein by reference.

SECTION 4. CHAPTER 18.14 AMENDED

Section 18.14.020 Table 2-5 Land Use Regulations and Allowable Uses for Commercial Zones is hereby amended as shown in Exhibit "C", attached hereto and incorporated herein by reference.

SECTION 5. CHAPTER 18.48 AMENDED

Section 18.48.060 Child Day Care is hereby amended to Day Care Facilities as shown in Exhibit "D", attached hereto and incorporated herein by reference, to facilitate Child Day Care and other Care Uses.

Section 18.48.116 is hereby added to allow the development of Low Barrier Navigation Centers to read:

A. **Applicability:** "Low Barrier" means best practices to reduce barriers to entry, and may include, but is not limited to, the following:

1. The presence of partners if it is not a population-specific site, such as for survivors of domestic violence or sexual assault, women, or youth.
2. Pets.
3. The storage of possessions.
4. Privacy, such as partitions around beds in a dormitory setting or in larger rooms containing more than two beds, or private rooms.
5. "Use by right" has the meaning defined in subdivision (i) of Section 65583.2. Division 13 (commencing with Section 21000) of the Public Resources Code shall not apply to actions taken by a public agency to lease, convey, or encumber land owned by a public agency, or to facilitate the lease, conveyance, or encumbrance of land owned by a public agency, or to provide financial assistance to, or otherwise approve, a Low Barrier Navigation Center constructed or allowed by this section.

B. **Zoning:** In compliance with Government Code Section 65662 a "Low Barrier Navigation Center" development is a use by right in areas zoned for mixed use and nonresidential zones permitting multifamily uses

C. **Ministerial Approval:** A "Low Barrier Navigation Center" development shall be permitted provided that it meets the following requirements:

1. It offers services to connect people to permanent housing through a services plan that identifies services staffing.
2. It is linked to a coordinated entry system, so that staff in the interim facility or staff who collocate in the facility may conduct assessments and provide services to connect people to permanent housing. "Coordinated entry system" means a centralized or coordinated assessment system developed pursuant to Section 576.400(d) or Section 578.7(a)(8), as applicable, of Title 24 of the Code of Federal Regulations, as those sections read on January 1, 2020, and any related requirements, designed to coordinate program participant intake, assessment, and referrals.
3. It complies with Chapter 6.5 (commencing with Section 8255) of Division 8 of the Welfare and Institutions Code.
4. It has a system for entering information regarding client stays, client demographics, client income, and exit destination through the local Homeless Management Information System as defined by Section 578.3 of Title 24 of the Code of Federal Regulations.

D. **Review Conditions:** In compliance with Government Code Section 65664:

1. Within 30 days of receipt of an application for a Low Barrier Navigation Center development, the local jurisdiction shall notify a developer whether the developer's application is complete pursuant to Section 65943.
2. Within 60 days of receipt of a completed application for a Low Barrier Navigation Center development, the local jurisdiction shall act upon its review of the application.

E. **Applicability:** "Low Barrier" means best practices to reduce barriers to entry, and may include, but is not limited to, the following:

Section 18.48.180 Service Stations is hereby amended to amend sub-sections 18.48.180.B.3 and 18.48.180.B.5 and add subsections 18.48.180.B.12 and 18.48.180.B.13 to read:

3. **Allowed uses.** Service Stations shall be allowed by Conditional Use Permit only in the mixed-use zones along University Avenue between Donohoe Street and Bell Street. The primary use of a service station shall be the dispensing of motor fuels, lubricants, vehicle recharging, and the exchange of motor vehicle parts in kind. ~~Limited~~ Incidental vehicle/equipment repair shall be limited to the hours of 7:00 a.m. to 7:00 p.m., daily. Such repair/service include air conditioning service, carburetor and fuel injection service, electrical service, radiator service, and tune-up, lube, oil change, and smog check, as well as tires, batteries and accessories installation.

5. **Sale of ~~alcoholic beverages~~ convenience goods.** The sale of convenience goods, alcoholic beverages, or other items unrelated to the operation of motor vehicles are only allowed subject to the approval of a Conditional Use Permit.

12. **Associated Uses.** Car Wash use and other uses associated with service stations may be allowed subject to approval of a Conditional Use Permit. The car wash use shall not include detailing services.

13. **Restroom, water point and air supply.** Each service station shall provide a restroom, water point and an air supply station for use by patrons at all times when the service station is in operation.

SECTION 6. CHAPTER 18.30 AMENDED

Section 18.30.010 is hereby amended to add sub-section G to read:

G. To ensure the most efficient use of parking spaces through such techniques as shared parking, alternating parking and unbundled parking arrangements.

Sub-section 18.30.080.A Single-Family Residential Zones is hereby amended to amend sub-section 18.30.080.A.4 to read:

4. **Paved areas in front yard.** Paved areas within the front yard, including the driveway and any walkways, shall not exceed 50 percent of the front yard area with the remaining area finished in either or both soft landscaping (vegetative materials including container gardens, turf, ground cover, aquatic/semi-aquatic plants, grasses, trees, organic mulch, etc.) and permeable hard landscaping (pea gravel, crushed granite, disjointed/interspersed brink, rock, stone or concrete, timber, bitumen, glass, metals, inorganic mulch, and other construction materials that may be used to avoid the need for mowing, watering/irrigation, fertilizing, and pesticides) landscaped with live plant material. The use of pervious materials for paved areas such as driveways, walkways, patios, and outdoor living areas is strongly encouraged.

Sub-section 18.30.080.B Multiple-Family Residential Zones is amended to read:

1. Parking spaces shall be provided in off-street parking areas located within 1,000 feet of the use they are intended to serve.
2. It is unlawful to rent, lease or otherwise convey to or allow use of a required parking space by any person who is not a tenant or visitor for whom the parking spaces are required unless with the tenant's consent.
3. ~~For~~ tenancies beginning after June 1, 2014, it is unlawful for any manager or owner of any residential unit to separately charge, require or receive a fee, rent or other remuneration from a resident for the use of the required off-street parking (other than from the consideration received for the rent or lease of the dwelling and its associated parking spaces). All required parking spaces are considered an inseparable part of the rented premises, unless the tenant elects to relinquish access to the off-street parking. For tenancies beginning after January 1, 2025 (AB1317), off-street parking should be unbundled from individual units within multiple-family residential apartment buildings with **16 or more units** (with the exception of units with individual garages, deed restricted units, and rent controlled units) and rents charged separately for the units and the associated parking spaces with a tenant having, in all cases, the first right of refusal for the parking spaces normally required for the unit. Where a tenant declines the parking space(s) the apartment owner or management may lease the parking spaces to any person on a month-to-month basis.
4. Beginning after January 1, 2025 landlords of multiple-family apartment buildings with **16 or more units** must maintain separate charges for parking fees and rent for the life of the property. These unbundled fees can be subject to either a distinct rental agreement or an addendum to an existing lease.
5. In the absence of unbundled parking a tenant in a multiple-family residential apartment building shall be allowed to lease the parking spaces assigned to their unit to any person on a month to month.

6. ~~4.~~ All on-site required parking spaces shall be available to the occupants of the property. For properties developed after June 1, 2014, the occupants of each unit shall have use of the parking developed for the unit, unless the tenant elects to relinquish access to the off-street parking. For properties developed before June 1, 2014, with less than two covered parking spaces per unit and where the property owner lives at the multiple-family property, the property owner may reserve for his or her personal use two legal parking spaces (uncovered or covered) which shall be contiguous, if possible. The remaining on-site legal parking spaces not utilized by the property owner shall be allocated among the other units.
7. ~~5.~~ If a landlord removes an on-site, off-street parking space from a tenancy in violation of these provisions
    a. The tenant may apply for a rent decrease by an amount commensurate with the value of the removed parking space for the temporary period of time during which the space is removed;
    b. The landlord shall be subject to criminal prosecution; and
    c. The City may bring a civil action for injunctive relief.
8. ~~6.~~ Temporary removal of a parking space reasonably necessitated by required repair or maintenance does not give rise to a penalty.
9. ~~7.~~ A landlord and tenant are not prohibited from voluntarily agreeing to the substitution of one parking space for another at the same property.

Sub-section 18.30.080.C.3 is amended to read:

3. Required parking spaces shall not be rented, leased or otherwise conveyed or used by any person who is not a tenant of, visitor to, or employee for who the parking spaces are required, unless it is determined by a Parking Study that such a lease, rental, or other conveyance will not be detrimental to tenants of, visitors to, or employees for who the parking spaces are required. No employee shall be restricted from using the parking spaces required for the use where he or she is employed. Parking spaces developed in excess of the minimum required for the use may be rented or leased to another business or use.

SECTION 7. CHAPTER 18.26 AMENDED

Sub-section 18.26.020.A.2 is hereby amended to read:

2. Fences, walls, and hedges not exceeding ~~six~~ seven feet in height may occupy any side or rear setback area, provided:
    a. They do not extend into any required front setback; and
    b. In the case of a corner parcel, they do not extend into the side setback area required along a side street or into that portion of the rear setback area abutting a side street that is equal to the width of the side setback required on the side street, except where the side frontage is more than 100 feet from the corner of the parcel as determined by the intersection of the front and side property lines.

Section 18.26.020 is hereby amended to add sub-section 18.26.020.E to read:

E. **Interface between Single-Family Dwellings and Non-Residential Uses.** Rear yard fences between single-family dwellings and non-residential uses may go up to eight feet in height subject to approval of an Adjustment Permit by the Director, provided:

1. The visual impact of the fence on the single-family dwelling is softened by the use of architectural ornamentation or articulation, or soft landscaping as follows:
   a. The soft landscape features may include appropriate shrub and vine species with the following characteristics:
      - Capable of providing cover, shade and aesthetic value through beautiful foliage and blossoms.
      - Be drought-tolerant or at a minimum be able to survive common seasonal droughts.
      - Be able to recover quickly from inclement weather or human interference.
      - Not be invasive to the detriment of other soft landscaping at the dwelling.
      - Should be capable of growing up to eight feet with trimming.
   b. The soft landscaping should be strategically planted to promote good growth and cover, with a recommended spacing of 10 to 12 inches for vines and up to three feet for shrubs.
   c. The use of cables, wires or climbing lattice is recommended to aid the growth and coverage of vines and to prevent potential damage caused by direct contact with the fence.
   d. The architectural ornamentation may include the use of pilasters, wainscoting, cornices or decorative coping, architraves, decorative moldings, trims, etc.
2. The Adjustment Permit application may be initiated by either the owner of the single-family dwelling or non-residential property, with the other concurring with the application.
3. The Adjustment Permit application shall be accompanied by a written statement acknowledging the requirement for the architectural ornamentation or soft landscaping per section E.1. above and assigning responsibility for its implementation.

SECTION 8. CHAPTER 18.90 VARIANCES AND MINOR VARIANCES AMENDED

Section 18.90.020 Table 7-3 Types of Minor Variances Allowed is hereby amended as shown in Exhibit “E”, attached hereto and incorporated herein by reference.

SECTION 9. CHAPTER 15.52 FLOODPLAIN MANAGEMENT AMENDED

Sections 15.52.040.PR Definitions, 18.52.050.B General Provisions, and 15.52.070.A.3 Elevation and Floodproofing are hereby amended to read:

Section 15.52.040.PR Definitions: "Special flood hazard area" or "SFHA" means an area having special flood, mudslide (i.e., mudflow), or flood-related erosion hazards, and shown on an FHBM or FIRM as Zone A, AO, A1-A30, AE, A99, AH, V1-V30, VE or V. SFHA may also be designated by the City of East Palo Alto ~~Community Development~~ Public Works Department for riverines not shown on the FIRM, when a hydraulic study has defined the base flood elevations and the area of inundation.

Section 15.52.050.B General Provisions: Basis for Establishing Areas of Special Flood Hazard. The areas of special flood hazard identified by the Federal Insurance Administration (FIA) of the

Federal Emergency Management Agency (FEMA) in the Flood Insurance Study (FIS), dated September 19, 1984 and accompanying Flood Insurance Rate Map (FIRM), and all subsequent amendments and/or revisions, are adopted by reference and declared to be a part of this chapter. This FIS and attendant mapping is the minimum area of applicability of this chapter and may be supplemented by studies for other areas which allow implementation of this chapter and which are recommended to the city council by the floodplain administrator. The study and FIRM are on file at the City of East Palo Alto ~~Community Development~~ Public Works Department.

Section 15.52.070.A.3 Elevation and floodproofing:

a. New construction and substantial improvement of any structure shall have the lowest floor, including basement elevated eighteen (18) inches above the base flood elevation. Nonresidential structures may meet the standards in Section 15.52.070.A.3.b. Upon the completion of the structure, the elevation of the lowest floor including the basement shall be certified by a registered professional engineer or surveyor, and verified by the ~~community~~ chief building official to be properly elevated. Such certification and verification shall be recorded and filed ~~at the community development department, planning division~~ with the floodplain administrator.

SECTION 10. CHAPTER 18.86 AMENDED

Section 18.86.030 Table 7-2 Review Authority for Site Plan and Design Review is hereby amended as shown in Exhibit "F", attached hereto and incorporated herein by reference.

SECTION 11. CHAPTER 18.50 AMENDED

Section 18.50.060 Table 5-1 Subdivision Review Authorities is hereby amended as shown in Exhibit "G", attached hereto and incorporated herein by reference.

SECTION 12. CHAPTER 18.54 AMENDED

Sub-section 18.54.30.B.4 is hereby amended to read:

4. The material shall be transmitted to the ~~Council~~ Review Authority for its consideration of the map.

SECTION 13. CHAPTER 18.87 ADDED

New sections are added to Chapter 18.87 to read:

Section 18.87.010 Purpose and Intent: An Adjustment Permit is the procedure used by the City to approve alterations, relocations, rebuilding, or minor additions, enlargements, or modifications to previously approved development permits while maintaining compliance with the uses allowed in the applicable zone and the development standards applicable to the use or structure.

Section 18.87.020 Applicability/Permit Requirement:

A. The director may, at the director's sole discretion, approve an adjustment for the following elements of a previously issued development permit, subject to and in accordance with the provisions of this section:

1. General Extensions. An extension of the term of an approved development permit for a period of up to but not exceeding one year; provided that no more than two such term extensions may be approved for any development permit.
2. Changes to an approved development permit, but only for minor modification of architectural elements or landscape details, (including but not limited to minor storefront alterations, relocation of doors, equipment screening, minor landscape furniture and structures, benches, small trellises, and planters) which do not affect the use, intensity, general character, architectural style, circulation or other site function of the project.
3. Minor changes to signs which do not increase the existing surface area by more than 10% and conform to Chapter 18.32 of the East Palo Alto Municipal Code (EPAMC).
4. Additions, accessory structures and minor structures such as trellises, patio covers, and decks ~~less than~~ not exceeding **1,000 square feet** in total area or 50% of the total area of the existing primary dwelling whichever is less, and swimming pools for **one-family residences** which were approved and are subject to an existing development permit.
5. Building additions ~~of less than~~ not exceeding **500 square feet** in total area or less than ten percent of the building area prior to the addition, whichever is smaller, to **two-family dwellings**, provided that current parking regulations are being met and would continue to be met after the completion of any addition.
6. Building mounted wireless communications antenna as long as proposal is at least 500 feet away from residential uses.
~~7.~~
7~~8~~. Temporary construction or storage yards in connection with the construction of houses or other buildings in an adjacent subdivision or lot or parcel.
8~~9~~. The creation, on or above ground through installation, construction, or replacement, of less than one gross acre of impervious surface.
9~~10~~. The replacement, repaving, reconfiguration, or re-striping of parking spaces on existing surfaces.
10~~11~~. Building additions ~~of less than~~ not exceeding ~~**1,000**~~ **500 square feet** in area to nonresidential buildings provided that current parking regulations are being met and would continue to be met after the completion of any addition, provided the primary building was not originally a single-family residence, and site circulation, ingress and egress are not being altered.
11~~12~~. Generators, preferably, with California Air Resources Board (CARB) certification and meeting the Development Code performance standards for noise and air pollution.
12~~13~~. Above-ground storage tanks of two thousand gallons or less provided that they are not used to store hazardous materials or other substances that require a permit from the Department of Toxic Substances Control.

B. Adjustments may be issued only where issuance of the adjustment would be consistent and comply with all applicable local laws in effect at the time of issuance, including without limitation the city's general plan, the provisions of the East Palo Alto Municipal Code, and the provisions of Title 18 of the Code.

C. An application for an adjustment to extend the term of a development permit must be filed on the form provided by the director on or before the date that is three business days prior

to the expiration of the development permit proposed for adjustment and accompanied by the fees as set forth in the schedule of fees adopted by resolution of the City Council.

D. The decision to grant, deny or condition an adjustment is an administrative determination and requires no hearing or notice. The action of the director shall be final, and nothing herein shall be deemed or construed to confer on an applicant a right to an adjustment or to require the director to issue an adjustment. If the director denies an adjustment, nothing herein shall preclude the applicant from thereafter filing an application for an appropriate development permit.

E. Where property was developed prior to 1983 or the requirement of a ~~site~~ development review permit, adjustments for projects may be approved without the necessity of the issuance of a full design review permit.

F. A Permit Adjustment shall be obtained before the City issues a new or modified business license in compliance with Municipal Code Chapter 5.04, if applicable.

Section 18.87.030 Review Authority: The Director may issue a Permit Adjustment only after confirming that the proposed land use and/or structure is in full compliance with all of the applicable provisions of the Development Code (Title 18 of the East Palo Alto Municipal Code).

Section 18.87.040 Review Procedures: Adjustment Permit approval may be in the form of a stamp, signature, or other official notation on approved plans, a letter to the applicant, or other certification, at the discretion of the Director.

SECTION 14. CHAPTER 18.82 AMENDED

Section 18.82.020 Table 7-1 Review Authority is hereby amended to include Adjustment Permits as shown in Exhibit "H", attached hereto and incorporated herein by reference.

SECTION 15. CHAPTER 18.12 AMENDED

Section 18.12.020 Table 2-3 Allowed Uses and Permit Requirements is hereby amended to allow Refueling and Service Stations with Conditional Use Permits as shown in Exhibit "I", attached hereto and incorporated herein by reference.

SECTION 16. CHAPTER 13.24 AMENDED

Sub-sections 13.24.400.A and 13.24.400.B Turf Selection and Limitations are hereby amended to read:

A. No more than fifty percent (50%) of the total area not covered by structures for multifamily residential projects shall be covered by a combination of turf, pools, spas, and other improved recreational areas finished in soft and hard landscaping. Of this area, no more than seventy-five percent (75%) shall be covered with turf.

B. For single-family residential projects, 50% or more of the front yard shall be finished with soft landscaping (vegetative materials including container gardens, turf, ground cover, aquatic/semi-aquatic plants, grasses, trees, organic mulch, etc.) and/or hard landscaping (pea gravel, crushed granite, disjointed/interspersed brink, rock, stone or concrete, timber, bitumen, glass, metals, inorganic mulch, and other construction materials that may be used to avoid the need for mowing, watering/irrigation, fertilizing, and pesticides) with no more than forty percent (40%) ~~of the front yard may be~~ covered with turf.

SECTION 17. CHAPTER 18.28 AMENDED

Sub-section 18.28.060.G Financial Security is hereby amended to read:

G. **Financial Security.** A check, or an alternative form of payment if approved by the City shall be provided to the City for the appraised value of the trees impacted by development and the value of replacement trees as mitigation for the removal of trees, as well as the cost of staff time if the applicant does not furnish proof of removal of the impacted tree(s) and replacement planting within ~~30~~ 60 days of the effective date of the tree removal permit approved by the Director. The proof of replanting shall be by virtue of photographic evidence or an arborist report certifying the replacement. The financial security, provided to the City for impacted trees that are not removed within ~~30~~60 days of the effective date of the tree removal permit, shall be refunded upon the receipt of a final arborist report certifying preservation or proof of replacement upon removal of the tree(s), or payment of an in-lieu impact fee.

Sub-Section 18.28.110.A Violations is hereby amended to read:

A. **Violations.** Violation of a provision contained in this chapter is unlawful and a public nuisance. The Director may serve notice upon any person violating any provision of this chapter. Violators shall be subject to the provisions set forth in Chapter 18.118.

SECTION 18. CHAPTER 18.10 AMENDED

Section 18.10.030 Development Standards is hereby amended to add:

G. **Setback Exception for existing single-family homes in the R-MD District.** Existing single family homes, which are permitted uses in the R-MD Zone, are exempted from the 20-foot rear setback requirement of the R-MD Zone and may utilize the 10-foot rear setback requirement of the R-LD Single-Family Residential Zone for building expansions, additions, and other remodeling works. The front and one of the two side setback requirements of the R-MD Zone would still apply to existing single-family dwellings in order to ensure a uniform front transect or street-facing silhouette of the neighborhood block from the public right-of-way. One of the two side setbacks may utilize the required 5-foot side setback requirement of the R-LD Single-Family Residential zone for building expansions, additions, and other remodeling works.

SECTION 19. CHAPTER 18.24 AMENDED

Sub-sections 18.24.020.b, 18.24.030.A.1, and 18.24.030.B.2 are hereby amended as shown in Exhibit "J", attached hereto and incorporated herein by reference.

SECTION 20. CHAPTER 18.96 AMENDED

Sub-sections 18.96.010, 18.96.030.E.4, and 18.96.050.A.2, 18.96.090, and 18.96.050.G are hereby amended as shown in Exhibit "K", attached hereto and incorporated herein by reference.

SECTION 21. CHAPTER 18.94 AMENDED

Section 18.94.110 is hereby amended to exempt Minor Temporary Use Permits from the appeal period, as follows:

> The procedures and requirements related to permit implementation and to appeals and revocation apply following the decision on ~~a~~ all Temporary Use Permit applications, except that Minor Temporary Use Permits will not be subject to appeals.

SECTION 22. CALIFORNIA ENVIRONMENTAL QUALITY ACT.

This Ordinance is not subject to CEQA because it is not a " project" which would have a direct physical change or a reasonably foreseeable indirect physical change on the environment pursuant to California Environmental Quality Act (" CEQA") Guidelines section 15378. Even if it were a project subject to CEQA review, this project would be exempt from CEQA Guideline Section 15378 (regulatory actions), Section 15061(b)(3) in that there is no possibility of the Development Code, by itself, having a significant adverse effect on the environment, and Section 15183 because the proposed amendments are consistent with the general plan and zoning as applicable. In addition, the Vista 2035 General Plan EIR meets the CEQA requirement for Zoning Code amendments.

SECTION 23. SEVERABILITY.

If any section, subsection, sentence, clause, phrase or word of this Ordinance is for any reason held to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed and adopted this Ordinance, and each and all provisions hereof, irrespective of the fact that one or more provisions may be declared invalid.

SECTION 24. EFFECTIVE DATE.

This Ordinance shall take effect and be in full force thirty (30) days after the date of its adoption.

SECTION 25. PUBLICATION.

The City Clerk is hereby directed to cause publication of this Ordinance as required by Government Code Section 36933.

INTRODUCED at a regular City Council meeting held February 18, 2025, and

PASSED AND ADOPTED at a regular City Council meeting held on March 18, 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

SIGNED:

_____, Mayor

ATTEST: **APPROVED AS TO FORM:**

James Colin, City Clerk John D. Lê, City Attorney

EXHIBITS

Exhibit A – Table 2-1 Allowed Uses and Permit Requirements for Residential Zones
Exhibit B – Table 2-3 Allowed Uses and Permit Requirements for Mixed Use Zones
Exhibit C - Table 2-5 Allowed Uses and Permit Requirements for Commercial Zones
Exhibit D - Day Care Facilities
Exhibit E - Table 7-3 Types of Minor Variances Allowed
Exhibit F - Table 7-2 Review Authority for Site Plan and Design Review
Exhibit G - Table 5-1 Subdivision Review Authorities
Exhibit H - Table 7-1 Review Authority
Exhibit I - Table 2-3 Refueling and Service Station Zones
Exhibit J – Accessory Structures
Exhibit K – Accessory Dwelling Units

EXHIBIT A
Table 2-1 Allowed Uses and Permit Requirements for Residential Zones

Table 2-1 **Allowed Uses and Permit Requirements**	**Residential Zones** Permit Requirements P Permitted By-Right CUP Conditional Use Permit (Chapter 18.88) AUP Administrative Use Permit (Chapter 18.88) TUP Temporary Use Term Permit (Chapter 18.94) — Prohibited				
Land Use See Article 1 for land use definitions. See Chapter 18.04 for unlisted uses.	**R-LD**	**R-MD**	**R-HD**	**R-UHD**	**Specific Use Regulations**
Residential Uses					
Guest Houses	P	P	P	P	Section 18.48. ~~090~~100
Home Businesses	HOP	HOP	HOP	HOP	Section 18.48.~~100~~110
Multi-Family Dwellings	—	P	P	P	
Residential Model Homes	AUP	AUP	AUP	AUP	
Accessory Dwelling Unit	P	P	P	P	Chapter 18.96
Junior Accessory Dwelling Unit	P	P	P	P	Chapter 18.96
Single-Family Dwellings, Attached	P	P	P	P	
Single-Family Dwellings, Detached	P	P	P	P	
Single Room Occupancy Facilities (DROs)	P	P	P	P	
Supportive Housing	P	P	P	P	
Two-Family Dwellings	—	P	P	P	
Transitional Housing ~~(six or less occupants)~~	P	P	P	P	
Visitor Accommodations, Residential					
Bed & Breakfast Inns	—	CUP	CUP	CUP	
Short-Term Lodging	—	CUP	CUP	CUP	
Care Uses Note: Family Day Care Homes are allowed by right wherever residential uses are allowed in the provider's own home.					
Adult Day Care[1]					
Small (~~6~~8 or fewer)	P	P	P	P	
Large (~~7~~9 to 14)	AUP	AUP	AUP	AUP	
Child Day Care					
Small (8 or fewer)	P	P	P	P	
Large (9 to 14)	~~AUP~~P	~~AUP~~P	~~AUP~~P	~~AUP~~P	Section 18.48.~~050~~ 060
Cooperatives (12 or fewer)	P	P	P	P	Section 18.48.060
~~Commercial~~ Day Care, General (~~14~~15 or more)	CUP	CUP	CUP	CUP	
~~Cooperatives~~	~~P~~	~~P~~	~~P~~	~~P~~	~~Section 18.48.050~~
Convalescent Facilities	—	—	—	—	
Residential Care Facilities					
Limited (~~6~~8 or fewer)	P	P	P	P	

General (~~7~~9 or more)	C~~A~~UP	C~~A~~UP	C~~A~~UP	C~~A~~UP	
Other Uses					
Accessory Structures and Uses	P	P	P	P	Section 18.48. ~~010~~020
Agricultural Uses - Limited to Community Gardens Only	P	P	P	P	
Animal Keeping	P	P	P	P	Section 18.48. ~~040~~050
Charitable Organizations and Institutions	CUP	CUP	CUP	CUP	
Cultural Institutions	CUP	CUP	CUP	CUP	
Institutional and Community Facilities	CUP	CUP	CUP	CUP	
Neighborhood Service Uses	—	—	CUP	CUP	Section 18.10.030
Public Assembly/Meeting Facilities	—	CUP	CUP	CUP	
Public Buildings, Facilities, and Uses	—	—	—	—	
Schools, Public and Private	CUP	CUP	CUP	—	
Special Events	Municipal Code Chapter 12.08				
Temporary Uses	TUP	TUP	TUP	TUP	Chapter18.94 Minor TUP exempt from Appeal
Utilities, Minor	P	P	P	P	
Utilities, Major	—	CUP	CUP	CUP	

EXHIBIT B
Table 2-3 Allowed Uses and Permit Requirements for Mixed Use Zones

Table 2-3 **Allowed Uses and Permit Requirements**	**Mixed Use Zones** Permit Requirements			
	P Permitted By-Right CUP Conditional Use Permit (Chapter 18.88) AUP Administrative Use Permit (Chapter 18.88) TUP Temporary Use Term Permit (Chapter 18.94) — Prohibited			
Land Use See Article 1 for land use definitions. See Chapter 18.04 for unlisted uses.	**MUC**	**MUL**	**MUH**	**Specific Use Regulations**
Industry, Manufacturing and Processing, Warehousing Uses				
Industry	—	—	—	
Research and Development	CUP	CUP	CUP	
Recreation, Education, and Public Assembly Uses				
Charitable Organizations and Institutions	—	—	—	
Clubs	—	—	—	
Commercial Recreation and Entertainment	—	—	—	
Cultural Institutions	CUP	CUP	CUP	
Institutional and Community Facilities	—	—	—	
Park/Plaza/Open Space	CUP	CUP	CUP	
Public Assembly/Meeting Facilities	CUP	CUP	CUP	
Schools, Public and Private	—	—	—	

Residential Uses				
Multiple-Family Dwellings				
Located on 1st floor	P	—	—	
Located above 1st floor	P	P	P	
Navigation Centers, Low Barrier				
Located on 1st floor	P	—	—	
Located above 1st floor	P	P	P	
Single-Family Dwellings - Attached Only				
Located on 1st floor	P	—	—	
Located above 1st floor	P	P	P	
Supportive Housing	—	—	—	
Located on 1st floor	P	—	—	
Located above 1st floor	P	P	P	
Accessory Dwelling Unit[2]	~~P~~	~~P~~	~~P~~	Chapter 18.96
Located on 1st floor	P	—	—	
Located above 1st floor	P	P	P	
Junior Accessory Dwelling Unit, where single-family residences are permitted				Chapter 18.96
Located on 1st floor	P	—	—	
Located above 1st floor	P	P	P	
Two-Family Dwellings - Attached Only				
Located on 1st floor	CUP	CUP	CUP	
Located above 1st floor	P	P	P	
Transitional Housing	—	—	—	
Located on 1st floor	P	—	—	
Located above 1st floor	P	P	P	
Home Businesses	HBP	HBP	HBP	Section 18.48.100
Live-work Units	CUP	CUP	CUP	Not allowed on 1st floor
Care Uses Note: Family Day Care Homes are allowed by right wherever residential uses are allowed in the provider's own home.				
Adult Day Care[3]				
Small (~~6~~ 8 or fewer)	—	—	—	
Located on 1st floor	AUP	—	—	
Located above 1st floor	AUP	AUP	AUP	
Large (9 to 14)				Section 18.48.~~050~~.100
Located on 1st floor	CUP	—	—	
Located above 1st floor	CUP	CUP	CUP	
Child Day Care				
Small (8 or fewer)	—	—	—	
Located on 1st floor	AUP	—	—	
Located above 1st floor	AUP	AUP	AUP	
Large (9 to 14)				

Located on 1st floor	AUP	—	—	
Located above 1st floor	AUP	AUP	AUP	
Cooperative (12 or fewer)				
Located on 1st floor	P	—	—	
Located above 1st floor	P	P	P	
Day Care, General (15 or more)	CUP	CUP	CUP	
Residential Care Facility				
Limited (~~6~~ 8 or fewer)				
Located on 1st floor	AUP	—	—	
Located above 1st floor	AUP	AUP	AUP	
General (~~7~~ 9 or more)				
Located on 1st floor	~~AUP~~CUP	—	—	
Located above 1st floor	~~AUP~~CUP	~~AUP~~CUP	~~AUP~~CUP	
Retail Trade Uses				
Alcohol Sales (off-site-sale)	CUP	CUP	CUP	Section 18.48.030
Alcohol Sales (off-site-sale), Accessory	CUP	CUP	CUP	Section 18.48.030
Alcohol Sales (on-site-sale)	CUP	CUP	CUP	Section 18.48.030
Retail Sales	P	P	P	
Retail Sales (Used Merchandise)	P	P	P	Section 18.48.170
Retail Sales (Used Merchandise) - Restricted	AUP	AUP	AUP	Municipal Code Chapter 5.40
Service Uses - Business, Financial, Medical, and Professional				
ATM's	P	P	P	
Emergency Health Care Facilities/Urgent Care	CUP	CUP	CUP	
Financial Institutions and Related Services	CUP	CUP	CUP	
Financial Institutions and Related Services, Non-Chartered	—	—	—	Section 18.48.080
Offices - Business	P	P	P	
Offices - Medical and Dental	CUP	CUP	P	
Offices - Professional	CUP	CUP	P	
Prescription Pharmacies, Only When in Connection With Medical Offices	P	P	P	
Service Uses - General				
Animal Sales and Services				
Animal Grooming	—	—	—	
Animal Retail Sales	—	—	—	
Veterinary Services	—	—	—	
Artists Studios	CUP	CUP	CUP	
Eating and Drinking Establishments				
Food Service (no alcohol sales [bars, lounges, or nightclubs], drive-through, fast-food, or late hours)	P	P	P	

Food Service (with alcohol sales [bars, lounges, or nightclubs], drive-through, fast-food, or late hours)	CUP	CUP	CUP	
Health/Fitness Facilities				
Small - Less than 2,000 sq. ft.	P	P	P	
Large - 2,000 sq. ft. or greater	AUP	AUP	AUP	
Laboratories	CUP	CUP	CUP	No Hazardous Materials
Maintenance and Repair Services	CUP	CUP	CUP	
Personal Services				
Massage Establishments	CUP	—	—	
Massage Services, Accessory	CUP	—	—	
Nail Salons	AUP	AUP	AUP	
Personal Services - General	CUP	CUP	CUP	
Personal Services - Restricted	CUP	CUP	CUP	
Personal Storage (Mini Storage)	AUP	AUP	—	
Postal and Package Shipping Services	P	P	P	
Printing and Duplicating Services	AUP	AUP	AUP	
Smoking Lounges	—	—	—	
Visitor Accommodations				
Hotels, Motels, and Time Shares	CUP	CUP	CUP	
Bed and Breakfast Inns	CUP	CUP	CUP	
Transportation, Communications and Infrastructure Uses				
Utilities, Minor	P	P	P	
Utilities, Major	AUP	AUP	AUP	
Wireless Telecommunication Facilities	See Chapter 18.42			
Vehicle Rental, Sale and Service Uses				
Vehicle/Equipment Rentals				
Vehicle Washing	—	—	—	
Refueling/Service Stations (only on University Avenue between Donohoe and Bell Streets)	C	C	C	Section 18.48.180.B.3 No incidental repair/service
Other Uses				
Accessory Structures and Uses	P	P	P	
Charitable Organizations and Institutions	CUP	CUP	CUP	
Emergency Shelters	See Chapter 6 of the Specific Plan for Emergency Shelters			
Personal Property Sales	—	—	—	
Public Buildings, Facilities, and Uses	CUP	CUP	CUP	
Special Events	Municipal Code Chapter 12.08			
Temporary Uses	TUP	TUP	TUP	Chapter 18.94 Minor TUP exempt from appeal

EXHIBIT C
Table 2-5 Allowed Uses and Permit Requirements for Commercial Zones

Table 2-5 Allowed Uses and Permit Requirements	**Commercial Zones** Permit Requirements P Permitted By-Right CUP Conditional Use Permit (Chapter 18.88) AUP Administrative Use Permit (Chapter 18.88) TUP Temporary Use Term Permit (Chapter 18.94) — Prohibited			
Land Use See Article 1 for land use definitions. See Chapter 18.04 for unlisted uses.	**C-G**	**C-N**	**C-0**	**Specific Use Regulations**
Industry, Manufacturing and Processing, and Warehousing Uses				
Handicraft Industry	P	P	—	
Industry				
Industry, Small (Less than 5,000 sq. ft.)	P	—	—	
Industry, Small (5,000 sq. ft. or greater)	AUP	P	—	
Personal Storage (Mini Storage)	CUP	—	—	
Recycling Facilities				
Small Collection Facilities	CUP	CUP	CUP	
Large Collection Facilities	—	—	—	
Research and Development, General	CUP	CUP	CUP	
Research and Development, Restricted	CUP	CUP	CUP	
Recreation, Education, and Public Assembly Uses				
Charitable Organizations and Institutions	—	—	—	
Clubs	CUP	—	CUP	
Commercial Recreation and Entertainment				
Indoor Facilities	P	AUP	—	
Outdoor Facilities	P	CUP	—	
Dance Academies and Halls	AUP	AUP	AUP	
Electronic Amusement Devices (Up to 5)	—	—	—	
Electronic Amusement Devices (6 or more)	—	—	—	
Cultural Institutions	CUP	—	CUP	
Institutional and Community Facilities	AUP	AUP	AUP	
Park/Plaza/Open Space	P	P	P	
Public Assembly/Meeting Facilities	CUP	CUP	CUP	
Schools, Public and Private	CUP	CUP	CUP	
Retail Trade Uses				
Alcohol Sales (off-site sale)	CUP	CUP	CUP	Section 18.48.030
Alcohol Sales (off-site sale), Accessory Uses	CUP	CUP	CUP	Section 18.48.030
Alcohol Sales (on-site sale)	CUP	CUP	CUP	Section 18.48.030
Prescription Pharmacies, Medical Supplies	P	P	P	
Retail Sales				
Retail Sales (less than 10,000 sq. ft.)	P	P	P	Section 18.48.170
Retail Sales (10,000 sq. ft. or greater)	AUP	AUP	AUP	
Retail Sales (Used Merchandise) - General	P	—	—	Section 18.48.170

Retail Sales (Used Merchandise) - Restricted	AUP	—	—	Municipal Code Chapter 5.40
Residential Uses Note: Family Day Care Homes are allowed by right wherever residential uses are allowed in the provider's own home.				
Adult Day Care				
Small (8 or fewer)	CUP	AUP	CUP	
Large (9 to 14)	CUP	CUP	CUP	
Child Day Care				
Small (8 or fewer)	CUP	AUP	CUP	
Large (9 to 14)	CUP	AUP	CUP	Section 18.48.~~050~~060
Small (8 or fewer), as an accessory use to a large commercial project	CUP	CUP	CUP	
Large (9 to 14), as an accessory use to a large commercial project	CUP	CUP	CUP	Section 18.48. ~~050~~060
Cooperatives (12 or fewer)	CUP	~~CUP~~ P	CUP	Section 18.48. ~~050~~060
Day Care, General (15 or more)	CUP	CUP	CUP	
Emergency Shelters	CUP	CUP	CUP	See Other Uses
Accessory Dwelling Unit	—	P	—	Chapter 18.96
Junior Accessory Dwelling Unit, where single-family residences are permitted				Chapter 18.96
Located on 1st Floor	—	—	—	
Located Above 1st Floor	—	P	—	
Multi-Family Dwellings				
Located on 1st Floor	—	—	—	
Located Above 1st Floor	—	P	—	
Navigation Centers, Low Barrier				
Located on 1st Floor	—	—	—	
Located Above 1st Floor	—	P	—	
Single-Family Dwellings - Attached Only				
Located on 1st Floor	—	—	—	
Located Above 1st Floor	—	P	—	
Two-Family Dwellings - Attached Only				
Located on 1st Floor	—	—	—	
Located Above 1st Floor	—	P	—	
Home Businesses	—	HOP	—	Section 18.48. ~~100~~110
Live-work Units	P	P	P	Not allowed on 1st floor
Residential Care Facility				
Limited (8 or fewer)	CUP	AUP	CUP	
General (9 or more)	CUP	CUP	CUP	
Service Uses - Business, Financial, Medical, and Professional				
ATM's	P	P	P	
Convalescent Facilities	AUP	AUP	—	
Emergency Health Care Facilities/Urgent Care	CUP	CUP	CUP	

Financial Institutions and Related Services	P	P	P	
Financial Institutions and Related Services, Non-Chartered	CUP	CUP	—	Section 18.48.080
Hospitals, Rest Homes, and Sanitariums	CUP	—	CUP	
Offices - Business	P	P	P	
Offices - Corporate	P	P	P	
Offices - Financial Intuitions	P	P	P	
Offices - Medical and Dental	P	P	P	
Offices - Professional	P	P	P	
Outpatient Surgery Facility	CUP	CUP	CUP	
Prescription Pharmacies, Only When in Connection With Medical Offices	P	P	P	
Service Uses - General				
Ambulance Services	CUP	CUP	CUP	
Animal Sales and Services (Small)				
Animal Boarding/Kennels	—	—	—	
Animal Grooming	—	—	—	
Animal Retail Sales	—	—	—	
Veterinary Services	CUP	CUP	CUP	
Catering Services	AUP	AUP	AUP	
Dry Cleaning Establishments (Retail Only)	AUP	CUP	—	
Eating and Drinking Establishments				
Food Service (no alcohol sales [bars, lounges, or nightclubs], drive-through, fast-food, or late hours)	P	P	P	
Food Service (with alcohol sales [bars, lounges, or nightclubs], drive-through, fast-food, or late hours)	CUP	CUP	CUP	
Funeral Homes and Mortuaries, No Crematorium	—	—	—	
Funeral Homes and Mortuaries, With Crematorium	—	—	—	
Health/Fitness Facilities				
Small - Less than 2,000 sq. ft.	P	P	P	
Large - 2,000 sq. ft. or greater	AUP	—	AUP	
Laboratories	P	—	AUP	
Maintenance and Repair Services	P	P	P	
Personal Services				
Massage Establishments	—	—	—	
Massage Services, Accessory	—	—	—	
Nail Salons	P	P	P	
Personal Services - General	P	P	P	
Personal Services - Restricted	AUP	AUP	AUP	
Studio	P	P	P	
Postal and Package Shipping Services	P	P	P	
Printing and Duplicating Services	P	P	P	

Smoking Lounges	—	—	—	Prohibited throughout the City
Visitor Accommodations				
Hotels, Motels, and Time-Shares	AUP	CUP	AUP	
Bed and Breakfast Inns	CUP	CUP	CUP	
Transportation, Communications, and Infrastructure Uses				
Communication Facilities	P	—	P	
Heliports and Helistops	—	—	—	
Parking Facilities for On-site Uses	P	P	P	
Parking Structures, Adjacent to Residential Zone	AUP	AUP	AUP	
Utilities, Minor	P	P	P	
Utilities, Major	AUP	AUP	AUP	
Wireless Telecommunication Facilities	See Chapter 18.42			
Vehicle Rental, Sale, and Service Uses				
Vehicle Sales	CUP	CUP	CUP	
Other Uses				
Accessory Structures and Uses	P	P	P	
Emergency Shelters (See Chapter 6 of the Specific Plan for Emergency Shelters)	CUP ~~See Chapter 6 of the Specific Plan for Emergency Shelters~~	CUP	CUP	
Outdoor Advertising Structures/Signs	—	—	—	Chapter 18.32
Outdoor Storage and Display	—	—	—	
Special Events	Municipal Code Chapter 12.08			
Temporary Uses	TUP	TUP	TUP	Chapter 18.94 Minor TUP exempt from Appeal

(Ord. No. 08-2020, § 3, 11-17-2020)

EXHIBIT D

18.48.060 Day Care Facilities

A. **Applicability.** The provisions in this section apply to care facilities, including Family Day Care Homes, ~~child~~ Child ~~day~~ Day Care, and Adult Day Care facilities where allowed. Residential Care ~~care~~ facilities are subject to Section 18.48.160 – Residential Care Facilities – General of the East Palo Alto Municipal Code.

B. **Permit and license required.**

1. No person shall establish or operate a ~~large family~~ Child ~~day~~ Day ~~care~~ Care (small or large) ~~home~~ facility~~, as defined in Health and Safety Code Section 1596.78(a),~~ in any ~~residential~~ zone, unless the applicable license or permit is approved by the Review Authority. The operator of a ~~large family day~~ care ~~facility home also~~ shall also obtain the requisite ~~a~~ license from the California Department of Social Services, as applicable.

2. The requirement for a discretionary permit shall not apply to any ~~large family~~ Family ~~day~~ Day ~~care~~ Care ~~h~~Home (FDCH), as defined in Health and Safety Code Section 1596.78(a), in any zone allowing residential

uses, on condition that the operator shall obtain a license from the California Department of Social Services.~~licensed by the State before Octoer 19, 1992 and designated as an allowed use in compliance with Article 2~~ Said Family Day Care Home means a facility that regularly provides care, protection, and supervision for 14 or fewer children, in the provider's own home, for periods of less than 24 hours per day, while the parents or guardians are away, and is either a large Family Day Care Home or a small Family Day Care Home.

a. Large Family Day Care Home means a facility that provides care, protection, and supervision for 9 to 14 children inclusive, including children under 10 years of age who reside at the home, as set forth in Government Code Section 1597.465 and as defined in the regulations.

b. Small Family Day Care Home means a facility that provides care, protection, and supervision for eight (8) or fewer children, including children under 10 years of age who reside at the home, as set forth in Government Code Section 1597.44 and as defined in regulations.

FDCH uses are allowed by right in any dwelling without any planning permit or business license or home occupation permit unless physical changes are being planned to the site or structure whereupon a planning permit may be required. The approval of local fire, safety and occupancy permits are still required in addition to other mandatory state permits and licenses.

The operator must give the landlord a 30-day notice to add a 7th and 8th child of a small FDCH and the 13th and 14th child of a large FDCH.

Facilities that have 15 or more children are classified as Day Care, General and subject to a Conditional Use Permit in all zones.

3. Permit or license required: The requirement for a discretionary permit and business license shall apply to any care facility, other than Family Day Care Homes, including a Child Day Care, Adult Day Care, and Residential Care Facility defined as follows:

a. A Child Day Care or Day Care Center means a child day care facility, other than a Family Day Care Home, and includes infant centers, preschools, extended day care facilities, and school-age child care centers, and includes child care centers licensed pursuant to Government Code Section 1596.951.

b. Adult Day Care as defined in Section 18.08.010-General of Chapter 18.08-Definitions of the East Palo Alto Municipal Code (EPAMC).

c. Residential Care Facility is defined in Section 18.08.010-General of Chapter 18.08-Definitions of the EPAMC as a facility in which multiple unrelated people reside, including but not limited to, health facilities, community care facilities, and alcoholism or drug abuse recovery or treatment facilities as defined in the Health and Safety Code and other similar care facilities. See Section 18.48.160 – Residential Care Facilities – General of the EPAMC for requirements applicable to Residential Care Facilities. ~~1—8 children requires a business license; 9—14 children requires an Administrative Use Permit; 15 or more children requires a Conditional Use Permit.~~

4. All Child Day Care and Adult Day Care facilities that have 15 or more children or adults are classified as Day Care, General and subject to a Conditional Use Permit in all zones.

However, small and large Child Day Care, and small Adult Day Care are a Use by Right in all residential zones, meaning they do not require planning or zoning permits. Business license, and fire and building permits are still applicable.

All other care facilities in non-residential zones that either allow residential uses or prohibit residential uses will be subject to either Administrative or Conditional Use permits as specified in Sections 18.10.020 – Land Use Regulations and Allowable Uses, 18.12.020 – Land Use Regulations and Allowable Uses, and 18.14.020 – Land Use Regulations and Allowable Uses of the EPAMC.

5. In all residential zones ~~and mixed use zones where residential uses are permitted~~ a) small (8 or fewer children) and large (9 – 14 children) Child Day Care, small Adult Day Care (8 or fewer) and Limited Residential Care f~~F~~acilities (8 or fewer) are allowed by right; and b) large Adult Day Care (9 to 14) and General Residential Care facilities (9 or more) are subject to Administrative Use Permits and Conditional Use Permits respectively ~~in any zone.~~

In all Mixed Use and non-Residential zones that allow residential uses all non FDCH facilities, with the exception of large Adult Day Care and General Residential Care facilities, are subject to Administrative Use Permits. Large Adult Day Care and General Residential Care facilities are subject to Conditional Use Permits.

In all non-residential zones that do not allow residential uses all care facilities, with the exception of FDCH facilities, are subject to Conditional Use Permits. ~~c) large Adult Day Care (9 to 14) and General Residential Care Facilities (9 or more) are subject to Administrative Use Permits (AUP); and c) in commercial zones all large Adult Day Care (9 to 14) and General Residential Care Facilities (9 or more) are subject to Conditional Use Permits. Small Adult Day care and Limited Residential Care Facilities are prohibited in all commercial zones.~~

6. Family Day Care Homes ~~Child Day Care~~ and Cooperative Care uses are allowed by right in all the residential zones, in mixed use zones where residential is allowed, and subject to Conditional Use Permits uses in all commercial zones where residential uses are prohibited.

7. Cooperative. In a cooperative arrangement, parents shall combine their efforts so that each parent, or set of parents, rotates as the responsible caregiver with respect to all the children in the cooperative. Other conditions that apply to a cooperative include:

a. Any person caring for children shall be a parent, legal guardian, stepparent, grandparent, aunt, uncle, or adult sibling of at least one of the children in the cooperative.
b. There can be no payment of money or receipt of in-kind income in exchange for the provision of care. This does not prohibit in-kind contributions of snacks, games, toys, blankets for napping, pillows, and other materials parents deem appropriate for their children. It is not the intent of this paragraph to prohibit payment for outside activities, the amount of which may not exceed the actual cost of the activity.
c. No more than 12 children are receiving care in the same place at the same time.

C. **Permit application.** When applicable, ~~An~~ an application for a discretionary permit shall be filed with the Department and shall include all of the following information: :
1. A scale drawing of any structural alterations or improvements being made to the premises for the purpose of operating the day care facility;
2. A drawing of the site and the residential structure, showing the size, dimensions, and location of the interior and exterior areas to be utilized for operation of the day care facility, including the location and number of on-site parking spaces and the street access for drop-off and pick-up of children. The drawing shall have a reasonable degree of accuracy and shall contain details as may be required by the Director;
3. Color photographs of the premises, showing all interior and exterior areas to be itemized for operation of the day care facility;
4. A general description of the manner in which the day care facility will be operated, including the maximum number and range of ages of children for whom day care will be provided, the days of the week and hours of the day during which the facility will be operated, the number of persons providing day care services, and designation as to whether the persons are residents of the home; and
5. Any additional information or exhibits as may be required by the Director in order to evaluate the application and the potential impact of the facility upon the neighborhood.

D. **Inspection of premises.** After the application has been deemed to be complete, the Director shall cause an inspection of the premises to determine whether the facility complies with applicable Building Code requirements for single-family residences and any special fire and life safety standards for large family day care homes as may be adopted by the State Fire Marshal in compliance with Health and Safety Code Section 1597.46(d).

E. **Standards.** Proposed non FDCH facilities that are not "Uses by Right" ~~Large family day care homes~~ uses shall comply with all of the following:
1. **Care provider occupancy.** The single-family dwelling in which each ~~large family day~~ care ~~home~~ use is located shall is not required to be the principal residence of the care provider. However, in residential zones ~~and~~ the use shall be clearly residential in character, ~~and shall be accessory to the use of the property as a residence~~ subject to State requirements;

2. **Separation requirement.** A proposed large ~~family day~~ care ~~home~~ facility within a residential zone or mixed use zone shall not be located within 500 feet of another large ~~child day~~ care facility;
3. **Drop-off/pick-up area.** A minimum of two off-street parking spaces as a drop-off and pick-up area shall be provided, in addition to the spaces required for the dwelling unit. A driveway may be used to provide the required parking spaces; all subject to State requirements and
4. **Noise.** In order to protect residents in adjacent dwellings from noise impacts, a facility within a residential zone or mixed use zone shall only ~~operate a maximum of 14 hours each day between the hours of 6:00 a.m. and 8:00 p.m. and shall only~~ conduct outdoor activities between the hours of 7:00 a.m. and 7:00 p.m.

F. **Findings.** The Review Authority may ~~allow~~ grant a discretionary permit for a ~~large family day care home~~ Care facility only if it first finds and determines that:
1. The facility will not create adverse traffic or noise impacts upon the neighborhood; and
2. The facility will comply with all applicable building, fire, and life safety requirements and regulations.

G. **Action by Review Authority.**
1. The Review Authority may approve, approve with conditions, or deny the application for a discretionary permit, and ~~i~~If approved, the permit shall be subject to all imposed conditions; and
2. Every approved discretionary permit shall be subject to the express condition that the permit shall not become effective until the applicant is licensed by the State in compliance with Health and Safety Code Division 2, Chapter 3.6 ~~(commencing with Section 1597.30)~~ to operate a ~~large family day care~~ Care ~~home~~facility at the subject property, as applicable. The holder of the discretionary permit shall furnish to the Director a copy of the application submitted to the State and a copy of the final determination made by the State. If the application is denied by the State, the discretionary permit approved in compliance with this Section is void.

H. **Expiration, extension, and review of permit.**
1. A discretionary permit approved in compliance with this section shall expire 12 months from the date on which the approval of the permit became effective unless, before the expiration date, the ~~day care~~ Care facility is established and operating on the approved site.
2. The established expiration date may be extended by the Review Authority for a period(s) of time not exceeding a total of 24 months. Application for extension shall be filed before the expiration date. No fees or costs shall be imposed for the filing and processing of the application. A public hearing shall be conducted on the application for extension. Extension of a discretionary permit is not a matter of right and the application may be denied or approved subject to conditions.
3. The Review Authority may, at any time, either on its own initiative or in response to an application or request to do so, modify or delete any conditions of the permit or impose new conditions if the Review Authority first determines that the action is necessary in order to mitigate any adverse impacts that may be created from the operation of the ~~day care~~ Care facility.

EXHIBIT E
Table 7-3 Types of Minor Variances Allowed

Table 7-3 Types of Minor Variances Allowed	**Maximum Variance**
~~1. Allowable height of a fence, hedge, or wall. An increase of the allowed maximum height of a fence, hedge, or wall located within a side or rear setback.~~	~~Up to seven feet~~
1. Distances between structures. A decrease of the minimum required distances between detached accessory structures and main structures on the same site.	10 percent
2. Impervious surface coverage. An increase of the maximum allowable impervious surface coverage.	10 percent
3. Projections. An increase in the allowed projection of chimneys, eaves, fireplaces, landings, overhangs, stairways, and steps into any required front, side, or rear setbacks.	10 percent
4. Reduction of landscape standards. Reduction of required on-site landscaping standards.	10 percent
5. Setbacks. A decrease of the maximum required setback areas (e.g., front, rear, and side) for structures.	10 percent
6. Signs. Sign regulations (other than prohibited signs).	10 percent
7. Structure heights. An increase in the maximum allowed height of structures.	5 percent

8. Code Enforcement. A reduction in development standards, if doing so will help the City abate a public nuisance as part of a code enforcement hearing or process.	10 percent
9. Nonconforming Adjustments	10 percent

EXHIBIT F
Table 7-2 Review Authority for Site Plan and Design Review

Table 7-2 Review Authority for Site Plan and Design Review	**Review Level[1][2]**	
	Director	**Commission[3]**
New Construction, Additions and Modifications		
Additions, New Construction or Modifications ~~<~~≤1,000 sq. ft.	Decision	Appeal
Additions, New Construction or Modifications >1,~~001~~ 000 sq. ft.	Recommend	Decision
Other Non-Residential Construction		
Façade or exterior improvements ~~<~~≤1,000 sq. ft.	Decision	Appeal
Façade or exterior improvements >1,000 sq. ft.	Recommendation	Decision
Landscaping	Decision	Appeal

EXHIBIT G
Table 5-1 Subdivision Review Authorities

Table 5-1 Subdivision Review Authorities				
Type of Decision	**Applicable Chapter or Section**	**Director**	**Commission**	**Council[3]**
Amendments to Approved Tentative Maps	18.52.120	Decision	Appeal	Appeal
Certificates of Compliance	18.56.020	Decision	Appeal	Appeal
Condominiums: Residential Condominiums	18.64	Recommend	~~Recommend~~ Decision	~~Decision~~ Appeal
Residential Condominium Conversions	18.66	N/A	Recommend	Decision
Non-Residential Condominium Conversions	18.68	Recommend	~~Recommend~~ Decision	~~Decision~~ Appeal
Correction and Amendments to Recorded Maps	18.54.060	Decision	Appeal	Appeal
Extensions of Time - Tentative Maps	18.52.020	Decision	Appeal	Appeal
Final Parcel Maps, Without Dedications	18.54.040	~~Recommend~~ Decision	~~Decision~~ Appeal	Appeal
Final Parcel Maps, With Dedications*	18.54.040 B.2.c	Recommend	~~Decision~~ N/A	Appeal
Final Tract Maps, Vesting Tract Maps without Dedications	18.54.040 B.2.c	~~Recommend~~ Decision	~~Decision~~ Appeal	Appeal

Final Tract Maps, Vesting Tract Maps with Dedications	18.54.040 C	Recommend	N/A	Decision
Lot Line Adjustments	18.56.030	Decision	Appeal	Appeal
Parcel Mergers	18.56.040	Decision	Appeal	Appeal
Reversion to Acreage	18.56.050	Recommend	Recommend	Decision
Subdivision Improvement Plans	18.58.040	Decision	Appeal	Appeal
Tentative Tract Maps, Vesting Tentative Maps	18.52.100	Recommend	Decision	Appeal
Tentative Parcel Maps, Vesting Tentative Parcel Maps	18.52.040	Recommend	Decision	Appeal
Tentative Parcel Maps, only when creating no more than one additional parcel, without dedications	18.52.040	Decision	Appeal	Appeal
Tentative Parcel Maps, with dedications*	18.52.040	Recommend	Decision	Appeal
Wavier of Parcel Maps	18.54.010	Decision	Appeal	Appeal
Subdivision Improvement Agreement	18.70.050	Decision	Appeal	Appeal

EXHIBIT H
Table 7-1 Review Authority

Table 7-1 Review Authority				
Type of Action	**Applicable Code Citation**	**Role of Review Authority[1][2]**		
		Director	**Commission**	**Council**
A. Administrative Permits and Actions				
Adjustment Permits	Ch. 18.87	Decision	N/A	N/A
Administrative Use Permits	Ch. 18.86	Decision	Appeal	Appeal
Development Code Interpretations	Ch. 18.12	Decision	Appeal	Appeal
Joint/Off-Site Parking Plans	Ch. 18.36	Decision	Appeal	Appeal
Minor Variances	Ch. 18.90	Decision	Appeal	Appeal
Preliminary Ministerial Review Clearances	Ch. 18.85	Decision	N/A	N/A
Reasonable Accommodations	Ch. 18.94	Decision	Appeal	Appeal
Sign Permits/Comprehensive Sign Programs	Ch. 18.38	See Table 7-2 (Site Plan and Design Review Authorities)[3]		
Site Plan and Design Reviews	Ch. 18.86	See Table 7-2 (Site Plan and Design Review Authorities)[3]		
Temporary Use Permits (TUP)	Ch. 18.94	Decision	Appeal	Appeal

		(Minor TUP exempt from Appeal)		
Tree Removal Permits	Ch. 18.28	Decision	Appeal	N/A
Zoning Clearances	Ch. 18.84	Issuance	Appeal	Appeal

EXHIBIT I
Table 2-3 Refueling and Service Station Zones

Table 2-3 Allowed Uses and Permit Requirements	**Mixed Use Zones** Permit Requirements P Permitted By-Right CUP Conditional Use Permit (Chapter 18.88) AUP Administrative Use Permit (Chapter 18.88) TUP Temporary Use Term Permit (Chapter 18.94) — Prohibited			
Land Use See Article 1 for land use definitions. See Chapter 18.04 for unlisted uses.	**MUC**	**MUL**	**MUH**	**Specific Use Regulations**
Vehicle Rental, Sale and Service Uses				
Vehicle/Equipment Rentals				
Vehicle Washing	—	—	—	
Refueling/Service Stations (only on University Avenue between Donohoe Street and Bell Street)	C	C	C	Section 18.48.180.B.3 • No incidental repair/service

EXHIBIT J
Chapter 18.24 Accessory Structures

Permit Requirements (§18.24.020)	B. **Exemptions for Residential Zones.** Storage sheds and other similar accessory structures that comply with the following regulations are required to receive a Zoning Clearance or Permit Adjustment. 1. The footprint of the structure is not more than 120 square feet and is less than ~~15~~17 feet in total height; 2. The structure does not occupy more than 25 percent of the rear setback area; 3. The structure is located at least three feet from all property lines and at least three feet from any adjacent structures; 4. The structure does not exceed the site coverage limitations for the zone in which it is located; 5. The structure is constructed of materials that are visually appealing, painted or stained (unless natural wood will weather attractively), and if the structure has a pitched roof, the roof does not produce glare; 6. The structure is built to the specifications of the California Building Code as well as any other applicable codes in force;

	7. If the structure is proposed on a corner parcel, it shall not encroach upon the exterior side setback; and 8. The structure is not proposed in any setback other than the rear setback, unless approved by the Director.
Standards for Accessory Structures (§18.24.030)	**A. Residential Zones, Nonexempt Structures.** 1. **Structures greater than 120 square feet.** A one-story detached accessory structure with a footprint greater than 120 square feet may be constructed after approval of a Zoning Clearance or Permit Adjustment and obtaining building permits, if all of the following requirements are met: a. The structure does not occupy more than 25 percent of the front or rear yard. b. At least ~~750~~700 square feet of useable rear yard area is maintained. c. The structure has a height no greater than ~~15~~17 feet. d. The structure is located as follows: (1) At least six feet from the rear property line; (2) In the rear half of the lot; (3) At least three feet from side property lines; and (4) At least six feet from any adjacent structures. e. The structure has a projected roof area of less than 1,000 square feet; f. The structure does not exceed the site coverage limitations for the zone in which it is located; g. The structure is constructed of a material that is visually appealing, painted or stained, fully enclosed, and with a hip or other approved roof that does not produce glare, and of a compatible exterior appearance with the principal structure on the premises; h. The applicant has submitted plans to the Building Official and has received a building permit to proceed with construction; and i. If the structure is proposed on a corner parcel, the structure does not encroach upon the exterior side setback. B. **Nonresidential Zones, Development Standards.** All of the following regulations apply to all accessory structures in nonresidential and mixed use zones: 1. **Incidental to the primary structure or use.** The accessory structure shall serve occupants and/or patrons of the primary structure or use and shall not alter the character of the site or use; 2. **Height.** The height is limited to one story no greater than ~~15~~17 feet in height; 3. **Setbacks.** All accessory structures shall meet the setback requirements for the zone in which they are located; 4. **Site coverage.** The total square footage of all accessory structures on a parcel, including any exempt structures, counts toward the calculation of total site coverage for the zone in which they are located; and 5. **Architectural consistency.** All accessory structures shall be consistent in exterior appearance with the primary structure through the use of similar/matching exterior paint

	colors, material types, roof materials, and architectural style, as determined by the Director.

EXHIBIT K
Chapter 18.96 Accessory Dwelling Units

§18.96.010 - Definitions	detached residential dwelling unit providing complete independent living facilities for one or more persons containing permanent provisions for living, sleeping, eating, cooking, and sanitation facilities which are defined as a full bathroom (tub/shower, sink, and a toilet). An ADU also includes an efficiency unit, as defined in Health and Safety Code Section 17958.1 and a manufactured home, as defined in Health and Safety Code Section 18007. **Junior Accessory Dwelling Unit (JADU).** A residential dwelling unit that is no more than 500 square feet in size, includes an efficiency kitchen including a cooking facility with appliances, food preparation counter and storage cabinets of reasonable size in relation to the size of the JADU and consistent with building code standards, is contained entirely within a single-family residence~~.~~, including an attached garage, and may include separate sanitation facilities or may share sanitation facilities with the existing structure. **Livable Space.** Livable space means a space in a dwelling intended for human habitation, including living, sleeping, eating, cooking, or sanitation. **Primary Dwelling Unit.** The single-family dwelling or multiple-family dwelling but does not include an accessory dwelling unit (ADU) or junior accessory dwelling unit (JADU). An attached garage is considered part of the primary dwelling unit. **Public Transit.** Public transit means a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.
§18.96.030.A.4 – General Provisions	Except as otherwise provided in this chapter, an Accessory Dwelling Unit (ADU) or a Junior Accessory Dwelling Unit (JADU) that meets all of the following specified development standards shall be approved by the City: A. Zoning. ADUs are allowed on parcels zoned to allow single-family dwellings or multiple-family dwellings, including mixed-use zones. JADUs are allowed on parcels zoned to allow single-family dwellings and are not permitted on a property with a multiple-family dwelling. B. Density. An ADU or JADU unit conforming to the requirements of this chapter shall not be included in the calculation of residential density for the purpose of determining general plan and zoning conformance and is deemed to be a residential use consistent with the existing General Plan and zoning designations for the parcel. C. Single-Family Dwellings. Any of the following may be permitted on a parcel with an existing or proposed single-family dwelling: 1. One JADU that meets the standards in Section 18.96.060 below. JADUs are only permitted on a parcel with no more

	than one existing or proposed single-family dwelling. 2. One new construction, attached or detached ADU that meets the standards in Section 18.96.050 below. 3. One accessory dwelling unit created from converted existing space within the walls of a proposed or existing single-family detached dwelling or within an existing accessory structure, including a detached garage, that meets the standards in Section 18.96.050. An existing single-family residence may be converted to an ADU in conjunction with the development of a new primary dwelling unit on the site and in conformity with the development standards in Section 18.96.050. D. Multiple-family Dwellings. Multiple-family dwelling units as specified in Subsection 18.96.030.E below. For purposes of this Chapter 18.96 only, multiple-family dwelling units includes two family dwellings. E. Statewide Exemption ADUs. Any of the following will be ministerially permitted on a parcel and are not required to meet the additional development and design standards in the underlying zoning district or in Section 18.96.050, unless specified: 1. One ADU and one JADU per parcel with a proposed or existing single-family dwelling if all of the following apply: a. The ADU or JADU is within the proposed space of a single-family dwelling or existing space of a single-family dwelling or accessory structure and may include an expansion of not more than 150 square feet beyond the same physical dimensions as the existing structure. An expansion beyond the physical dimensions of the existing structure shall be limited to accommodating ingress and egress. b. The space has exterior access from the proposed or existing single-family dwelling. c. The side and rear setbacks are sufficient for fire and safety. d. The JADU complies with the requirements of Section 18.96.060 below. 2. One detached, new construction ADU that does not exceed four-foot side and rear yard setbacks for a lot with a proposed or existing single-family dwelling, does not exceed 800 square feet in floor area, and does not exceed the allowed height in Subsection 18.96.050.C, below. The ADU may be combined with a JADU that meets the standards as described in Section 18.96.060. 3. Multiple ADUs within the portions of a multiple-family building that are not used as livable space, including but not limited to storage rooms, boiler rooms, passageways, attics, basements, or garages, if each unit complies with state building standards for dwellings. The number of ADUs permitted is equivalent to up to 25 percent of the number of existing, legally permitted units in the multiple-family dwelling, or one, whichever is greater. 4. ~~Not more than two~~ Multiple detached ADUs, not to exceed: a. Eight detached accessory dwelling units on a lot with an

	existing multi-family dwelling. However, the number of accessory dwelling units shall not exceed the number of existing units on the lot. b. Two detached accessory dwelling units on a lot with a proposed multi-family dwelling. c. ~~that are located on a lot that has an existing or proposed multiple-family dwelling.~~ The ~~ADUs must not exceed the~~ allowed height in Subsection 18.96.050.C and must have a minimum rear and side setbacks of four feet. If the existing multifamily dwelling has a rear or side setback of less than four feet, the existing multifamily dwelling will not be required to be modified to meet this setback.
§18.96.050.A.2 – Development Standards	A. The ADU shall comply with the requirements of the underlying zoning district unless: 1. The requirements are inconsistent with the provisions of this chapter, in which case the standards of this section shall apply; 2. The application is to legalize an unpermitted ADU or unpermitted JADU that was constructed prior to ~~January 1, 2018~~January 1, 2020, even if the ADU or JADU is nonconforming with local zoning, Government Code Section 65852.2, and/or California and local building code requirements. However, the City may deny the application for an unpermitted accessory dwelling unit or junior accessory dwelling unit if the City makes a finding that correcting the violation is necessary to ~~protect the health and safety of the public or occupants of the structure~~ comply with the standards specified in Section 17920.3 of the Health and Safety Code. The section shall not apply to a building that is deemed substandard pursuant to Health and Safety Code Section 17920.3; or 3. Limits on size based on a percentage of the proposed or existing primary dwelling, lot coverage, floor area ratio, front set back, open space, and size shall permit, or shall be waived in order to allow, a detached or attached ADU up to 800 square feet in size with four-foot side and rear yards, if the proposed ADU is in compliance with all other development standards.
§18.96.090 – Non-Permitted ADUs and JADUs	The establishment or continuance of an ADU or JADU without a permit as required under this chapter is declared to be unlawful and shall constitute a misdemeanor violation of this chapter and a public nuisance. ADUs and JADUs constructed prior to January 1, ~~2018~~2020 shall be issued a permit in accordance with Section 18.96.050. Any violation of this chapter shall be subject to the enforcement provisions and penalties as prescribed in Chapter 18.118. The enforcement of the code violation abatement shall be consistent with Health & Safety Code Section 17980.12
§18.96.050.G – Development Standards	G. Replacement Parking: Replacement parking shall not be required when a garage, carport, ~~or~~ covered parking structure, or uncovered parking space is demolished in conjunction with the construction of an ADU, or conversion of that parking structure into an ADU.

RESOLUTION NO. PC 2024-10

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF EAST PALO ALTO

RECOMMENDATION TO THE CITY COUNCIL TO ADOPT ZONING TEXT AMENDMENT (ZTA24-001) AMENDING VARIOUS CHAPTERS AND SECTIONS OF TITLE 18 (DEVELOPMENT CODE) OF THE EAST PALO ALTO MUNICIPAL CODE (EPAMC)

WHEREAS, the Planning Commission held a duly noticed public hearing on September 23, 2024, to consider Zoning Text Amendment (ZTA24-001); and

WHEREAS, the State of California Government Code Section 1947.1, slated for implementation on January 1, 2025, mandates owners of qualifying residential properties providing parking with the qualifying residential property to unbundle parking from the price of rent; and

WHEREAS, the State of California Government Code Section 65660 provides for Low Barrier Navigation Centers (LBNC) and specifies that an LBNC is a use by right, which has the same definition used in Government Code § Section 65583.2 (i) that states that local government review may not require a conditional use permit or other discretionary local government review or approval that would constitute a "project" for purposes of Division 13 (commencing with Section 21000) of the Public Resources Code; and

WHEREAS, the State of California Health and Safety Code Section 1597.40(c) and Senate Bill SB 234 include provisions that allow family care homes by right in all dwellings, and preclude cities and counties from requiring zoning permits or business licenses for licensed small and large family care homes; and

WHEREAS, the City proposes to amend its Development Code to come into conformance with the above-mentioned Government Code Sections; and

WHEREAS, the City endeavors to continue reconciling the East Palo Alto Municipal Code (EPAMC) with all existing state legislation including those regarding Day Care, Non-traditional Housing Facilities including Supportive Housing, Transitional Housing and Low Barrier Navigation Centers, and Unbundled Parking; and

WHEREAS, the City is desirous of correcting any typographical errors and filling in any missing information in the EPAMC as long as such corrections are internally consistent with the rest of the Code and do not conflict with the letter and spirit of the Vista 2035 General Plan; and

WHEREAS, the City is desirous of improving and streamlining the development review process by amending sections of the Development Code to complement existing land uses and improve the review and approval of administrative level entitlements for the benefit of continued economic development in the City; and

WHEREAS, the City is desirous of streamlining the Minor Temporary Use Permit process to eliminate the applicability of the required appeal process; and

WHEREAS, at a public hearing on February 6, 2024, the City Council directed the Planning staff to develop criteria and landscape solutions to mitigate the potential effects of increasing rear yard fence heights from six to seven feet and to eight feet for residential and commercial interfaces for future Council consideration; and

WHEREAS, the Planning Commission determines that the proposal is aligned with City Council Strategic Plan policies to Promote Housing, Economic and Workforce Development and Promote Health & Public Safety; and

WHEREAS, the proposed ordinance is not subject to CEQA because it is not a " project" which would have a direct physical change or a reasonably foreseeable indirect physical change on the environment pursuant to California Environmental Quality Act (" CEQA") Guidelines section 15378. Even if it were a project subject to CEQA review, this project would be exempt from CEQA Guideline Section 15378 (regulatory actions), Section 15061(b)(3) in that there is no possibility of the Development Code, by itself, having a significant adverse effect on the environment, and Section 15183 because the proposed amendments are consistent with the general plan and zoning as applicable. In addition, the Vista 2035 General Plan EIR meets the CEQA requirement for Zoning Code amendments.

NOW, THEREFORE, BE IT RESOLVED THAT THE PLANNING COMMISSION OF THE CITY OF EAST PALO ALTO HEREBY adopts a resolution recommending that the East Palo Alto City Council approve Zoning Text Amendment, ZTA24-001, as set forth in Exhibit A and incorporated by this reference, that:

1. Amends chapter 18.96 to amend sections 18.96.010 (Figure A1a), 18.96.030.E.4 (Figure A1b), 18.96.050.A.2 (Figure A1b), 18.96.050.G (Figure A1c), and 18.96.090 (Figure A1d). to reconcile the East Palo Alto Municipal Code (EPAMC) with state legislation on accessory dwelling units.

2. Amends sections 18.10.020 Table 2-1, 18.12.020 Table 2-3 and 18.14.020 Table 2-5 to supplement Land Use Regulations and Allowable Uses, and 18.48.060 to facilitate Child Day Care and other Care Uses.

3. Amends sections 18.10.020 Table 2-1, 18.12.020 Table 2-3 and 18.14.020 Table 2-5 to supplement Land Use Regulations and Allowable Uses, 18.08.010 of Chapter 18.08 to add a definition of Low Barrier Navigation Center and adds a new section 18.48.116 to chapter 18.48 of the EPAMC to allow the development of Low Barrier Navigation Centers.

4. Amends chapter 18.30 to amend sections 18.30.080.B.2 and C.3 and adds sections 18.30.010.G and 18.30.080.B.3 to B.5 to allow Unbundled Parking.

5. Amends section 18.26.020A.2, adds section 18.26.020.E., and amends section 18.90.020 Table 7-3 Types of Minor Variances Allowed to allow seven-foot and certain eight-foot

Fences, Hedges and Walls without variance.

6. Amends sections 18.10.020, 18.12.020 and 18.14.020 to synchronize certain notations under Specific Use Regulations with the right land use provisions.

7. Amends chapter 15.52 Floodplain Management to realign the responsibilities of staff with respect to Flood Management.

8. Amends section 18.86.030.A Table 7-2 Review Authority for Site Plan to reclassify various sizes of Non-Residential Construction Activities subject to different review levels.

9. Amends sections 18.50.060.A Table 5-1 Advisory Agencies for Subdivisions, and 18.54.030.B.4 on the Review of Maps.

10. Adds a new chapter 18.87 on Permit Adjustments and amends section 18.82.020 – Authority for Land Use and Zoning Decisions Table 7-1 to include Adjustment Permits.

11. Amends sections 18.12.020 Table 2-3 to allow refueling and service station use as a Conditional Use Permit and 18.48.180 Service Stations to facilitate Refueling and Service Stations.

12. Amends sections 13.24.400.A and B on Turf selection and limitation and 18.30.080.A.4 on Paved Areas in Front Yard to supplement Front Yard Landscape Standards.

13. Amends sections 18.28.060.G and 18.28.110.A to streamline the processing of Trees on Private Property.

14. Amends section 18.10.030 Development Standards by adding sub-section 18.10.030.G to facilitate the remodeling of existing single-family dwellings in the R-MD Zone.

15. Amends chapter 18.24 to increase the height of accessory structures from 15-feet to 17-feet (sections 18.24.020.B.1, 18.24.030.A.1.c, and 18.24.030.B.2) consistent with the height requirements for similar structures such as accessory dwelling units, includes a Permit Adjustment (sections 18.24.020.B and 18.24.030.A.1) as a required approval type for accessory structures, and corrects the useable rear yard area to be maintained from 750-square feet to 700-square feet (section 18.24.030.A.1.b) as was adopted by Council ordinance on February 6, 2024 with Zoning Text Amendment ZTA23-001.

16. Amends chapter 18.94 to amend section 18.94.110 to make administratively approved Minor Temporary Use Permits issued for one to six days final upon issuance and not subject to the appeal period.

17. Finds the proposed Zoning Text Amendments to be exempt in accordance with CEQA Guidelines Sections 15061(b)(3), and 15282(h)15378 and 15183 of the California Environmental Quality Act (CEQA) Guidelines.

PASSED AND ADOPTED this 13th day of January 2025, by the following vote:

AYES: Fisk, Sherrard, Mashack, Monette, Hernandez, Mendez

NOES:

ABSTAIN:

ABSENT: Brown-Austin

SIGNED:

Michael Mashack, Chair

ATTEST:

Matthew Ball, Interim Planning Secretary

APPROVED AS TO FORM:

John D. Lê, City Attorney

EXHIBIT A

ORDINANCE NO. ___

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

ADOPTING DEVELOPMENT CODE TEXT AMENDMENT ZTA24-001 AMENDING TITLE 18 (DEVELOPMENT CODE) OF THE EAST PALO ALTO MUNICIPAL CODE (EPAMC) SPECIFICALLY TO 1) AMEND CHAPTER 18.96 TO AMEND SECTIONS 18.96.010, 18.96.030.E.4, 18.96.050.A.2, 18.96.050.A.2, 18.96.090, AND 18.96.050.G TO RECONCILE THE EAST PALO ALTO MUNICIPAL CODE (EPAMC) WITH STATE LEGISLATION ON ACCESSORY DWELLING UNITS; 2) AMEND SECTIONS 18.10.020 TABLE 2-1, 18.12.020 TABLE 2-3 AND 18.14.020 TABLE 2-5 TO SUPPLEMENT LAND USE REGULATIONS AND ALLOWABLE USES, AND 18.48.060 TO FACILITATE CHILD DAY CARE AND OTHER CARE USES; 3) AMEND SECTIONS 18.10.020 TABLE 2-1, 18.12.020 TABLE 2-3 AND 18.14.020 TABLE 2-5 TO SUPPLEMENT LAND USE REGULATIONS AND ALLOWABLE USES, 18.08.010 OF CHAPTER 18.08 TO ADD A DEFINITION OF LOW BARRIER NAVIGATION CENTER AND ADD A NEW SECTION 18.48.116 TO CHAPTER 18.48 OF THE EPAMC TO ALLOW THE DEVELOPMENT OF LOW BARRIER NAVIGATION CENTERS; 4) AMEND CHAPTER 18.30 TO AMEND SECTIONS 18.30.080.B.2 AND C.3, AND ADD SECTIONS 18.30.010.G AND 18.30.080.B.3 TO B.5 TO ALLOW UNBUNDLED PARKING; 5) AMEND SECTION 18.26.020A.2, ADD SECTION 18.26.020.E., AND AMEND SECTION 18.90.020 TABLE 7-3 TYPES OF MINOR VARIANCES ALLOWED TO ALLOW SEVEN-FOOT AND CERTAIN EIGHT-FOOT FENCES, HEDGES AND WALLS WITHOUT VARIANCE; 6) AMEND SECTIONS 18.10.020, 18.12.020 AND 18.14.020 TO SYNCHRONIZE CERTAIN NOTATIONS UNDER SPECIFIC USE REGULATIONS WITH THE RIGHT LAND USE PROVISIONS; 7) AMEND CHAPTER 15.52 FLOODPLAIN MANAGEMENT TO REALIGN THE RESPONSIBILITIES OF STAFF WITH RESPECT TO FLOOD MANAGEMENT; 8) AMEND SECTION 18.86.030.A TABLE 7-2 REVIEW AUTHORITY FOR SITE PLAN TO RECLASSIFY VARIOUS SIZES OF NON-RESIDENTIAL CONSTRUCTION ACTIVITIES SUBJECT TO DIFFERENT REVIEW LEVELS; 9) AMEND SECTIONS 18.50.060.A TABLE 5-1 ADVISORY AGENCIES FOR SUBDIVISIONS, AND 18.54.030.B.4 ON THE REVIEW OF MAPS; 10) ADD A NEW CHAPTER 18.87 ON PERMIT ADJUSTMENTS AND AMEND SECTION 18.82.020 – AUTHORITY FOR LAND USE AND ZONING DECISIONS TABLE 7-1 TO INCLUDE ADJUSTMENT PERMITS; 11) AMEND SECTIONS 18.12.020 TABLE 2-3 TO ALLOW REFUELING AND SERVICE STATION USE AS A CONDITIONAL USE PERMIT AND 18.48.180 SERVICE STATIONS TO FACILITATE REFUELING AND SERVICE STATIONS; 12) AMEND SECTIONS 13.24.400.A AND B ON TURF SELECTION AND LIMITATION AND 18.30.080.A.4 ON PAVED AREAS IN FRONT YARD TO SUPPLEMENT FRONT YARD LANDSCAPE STANDARDS; 13) AMEND SECTIONS 18.28.060.G AND 18.28.110.A TO STREAMLINE THE PROCESSING OF TREES ON PRIVATE PROPERTY, 14) AMEND SECTION 18.10.030 DEVELOPMENT STANDARDS BY ADDING SUB-SECTION 18.10.030.G TO FACILITATE THE REMODELING OF EXISTING SINGLE-FAMILY DWELLINGS IN THE R-MD ZONE, 15) AMEND CHAPTER 18.24 TO INCREASE THE HEIGHT OF ACCESSORY STRUCTURES FROM 15-FEET TO 17-FEET (SECTIONS 18.24.020.B.1, 18.24.030.A.1.C, AND 18.24.030.B.2) CONSISTENT WITH THE HEIGHT REQUIREMENTS FOR SIMILAR STRUCTURES SUCH AS ACCESSORY

DWELLING UNITS, INCLUDES A PERMIT ADJUSTMENT (SECTIONS 18.24.020.B AND 18.24.030.A.1) AS A REQUIRED APPROVAL TYPE FOR ACCESSORY STRUCTURES, AND CORRECT THE USEABLE REAR YARD AREA TO BE MAINTAINED FROM 750-SQUARE FEET TO 700-SQUARE FEET (SECTION 18.24.030.A.1.B) AS WAS ADOPTED BY COUNCIL ORDINANCE ON FEBRUARY 6, 2024 WITH ZONING TEXT AMENDMENT ZTA23-001, AND 16) AMEND CHAPTER 18.94 TO AMEND SECTION 18.94.110 TO MAKE ADMINISTRATIVELY APPROVED MINOR TEMPORARY USE PERMITS ISSUED FOR ONE TO SIX DAYS FINAL UPON ISSUANCE AND NOT SUBJECT TO THE APPEAL PERIOD

WHEREAS, Chapter 18.114 of the City of East Palo Alto Development Code allows for amendments to the Development Code and provides procedures for processing such amendments; and

WHEREAS, Section 18.114.060 of the City of East Palo Alto Development Code sets forth findings for Development Code amendments; and

WHEREAS, the Planning Commission of the City has reviewed the proposed amendments to the City of East Palo Alto's Development Code at a duly and properly noticed public hearing on October 28, 2024 and considered all evidence, including but not limited to public testimony and the evaluations and recommendations of staff, and has found that the proposed amendments are consistent with the goals and policies of the City's General Plan, and recommends adoption of the proposed amendments by the City Council of the City of East Palo Alto ("City Council"); and

WHEREAS, the City Council conducted duly and properly noticed public hearings on **February 18, 2025** to consider the proposed amendments to the Development Code and considered all evidence, including but not limited to public testimony and the evaluations and recommendations of staff, and finds and determines that the proposed amendments to the City of East Palo Alto Development Code are adopted pursuant to the City's police power authority to protect the public health, safety, and welfare.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EAST PALO ALTO DOES ORDAIN AS FOLLOWS:

SECTION 1. CHAPTER 18.08 AMENDED

Section 18.08.010 is hereby amended to add the definition of "Low Barrier Navigation Center", as follows:

> **Low Barrier Navigation Center.** In compliance with Government Code Section 65660 a "Low Barrier Navigation Center" means a Housing First, low-barrier, service-enriched shelter focused on moving people into permanent housing that provides temporary living facilities while case managers connect individuals experiencing homelessness to income, public benefits, health services, shelter, and housing.

SECTION 2. CHAPTER 18.10 AMENDED

Section 18.10.020 Table 2-1 Land Use Regulations and Allowable Uses for Residential Zones is hereby amended as shown in Exhibit "A", attached hereto and incorporated herein by reference.

SECTION 3. CHAPTER 18.12 AMENDED

Section 18.12.020 Table 2-3 Land Use Regulations and Allowable Uses for Mixed Use Zones is hereby amended as shown in Exhibit "B", attached hereto and incorporated herein by reference.

SECTION 4. CHAPTER 18.14 AMENDED

Section 18.14.020 Table 2-5 Land Use Regulations and Allowable Uses for Commercial Zones is hereby amended as shown in Exhibit "C", attached hereto and incorporated herein by reference.

SECTION 5. CHAPTER 18.48 AMENDED

Section 18.48.060 Child Day Care is hereby amended to Day Care Facilities as shown in Exhibit "D", attached hereto and incorporated herein by reference, to facilitate Child Day Care and other Care Uses.

Section 18.48.116 is hereby added to allow the development of Low Barrier Navigation Centers to read:

A. **Applicability:** "Low Barrier" means best practices to reduce barriers to entry, and may include, but is not limited to, the following:

1. The presence of partners if it is not a population-specific site, such as for survivors of domestic violence or sexual assault, women, or youth.
2. Pets.
3. The storage of possessions.
4. Privacy, such as partitions around beds in a dormitory setting or in larger rooms containing more than two beds, or private rooms.
5. "Use by right" has the meaning defined in subdivision (i) of Section 65583.2. Division 13 (commencing with Section 21000) of the Public Resources Code shall not apply to actions taken by a public agency to lease, convey, or encumber land owned by a public agency, or to facilitate the lease, conveyance, or encumbrance of land owned by a public agency, or to provide financial assistance to, or otherwise approve, a Low Barrier Navigation Center constructed or allowed by this section.

B. **Zoning:** In compliance with Government Code Section 65662 a "Low Barrier Navigation Center" development is a use by right in areas zoned for mixed use and nonresidential zones permitting multifamily uses

C. **Ministerial Approval:** A "Low Barrier Navigation Center" development shall be permitted provided that it meets the following requirements:

1. It offers services to connect people to permanent housing through a services plan that identifies services staffing.
2. It is linked to a coordinated entry system, so that staff in the interim facility or staff who collocate in the facility may conduct assessments and provide services to connect people to permanent housing. "Coordinated entry system" means a centralized or coordinated assessment system developed pursuant to Section 576.400(d) or Section 578.7(a)(8), as applicable, of Title 24 of the Code of Federal Regulations, as those sections read on January 1, 2020, and any related requirements, designed to coordinate program participant intake, assessment, and referrals.
3. It complies with Chapter 6.5 (commencing with Section 8255) of Division 8 of the Welfare and Institutions Code.
4. It has a system for entering information regarding client stays, client demographics, client income, and exit destination through the local Homeless Management Information System as defined by Section 578.3 of Title 24 of the Code of Federal Regulations.

D. **Review Conditions:** In compliance with Government Code Section 65664:

1. Within 30 days of receipt of an application for a Low Barrier Navigation Center development, the local jurisdiction shall notify a developer whether the developer's application is complete pursuant to Section 65943.
2. Within 60 days of receipt of a completed application for a Low Barrier Navigation Center development, the local jurisdiction shall act upon its review of the application.

E. **Applicability:** "Low Barrier" means best practices to reduce barriers to entry, and may include, but is not limited to, the following:

Section 18.48.180 Service Stations is hereby amended to amend sub-sections 18.48.180.B.3 and 18.48.180.B.5 and add subsections 18.48.180B.12 and 18.48.180.B.13 to read:

3. **Allowed uses.** The primary use of a service station shall be the dispensing of motor fuels, lubricants, vehicle recharging, and the exchange of motor vehicle parts in kind. Incidental vehicle/equipment repair shall be limited to the hours of 7:00 a.m. to 7:00 p.m., daily. Such repair/service include air conditioning service, carburetor and fuel injection service, electrical service, radiator service, and tune-up, lube, oil change, and smog check, as well as tires, batteries and accessories installation.

5. **Sale of convenience goods.** The sale of convenience goods, alcoholic beverages, or other items unrelated to the operation of motor vehicles are only allowed subject to the approval of a Conditional Use Permit.

12. **Associated Uses.** Car Wash use and other uses associated ~~to~~ with service stations may be allowed subject to approval of a Conditional Use Permit. The car wash use shall not include detailing services.

13. **Restroom, water point and air supply.** Each service station shall provide a restroom, water point and an air supply station for use by patrons at all times when the service station is in operation.

SECTION 6. CHAPTER 18.30 AMENDED

Section 18.30.010 is hereby amended to add sub-section G to read:

G. To ensure the most efficient use of parking spaces through such techniques as shared parking, alternating parking and unbundled parking arrangements.

Sub-section 18.30.080.A Single-Family Residential Zones is hereby amended to amend sub-section 18.30.080.A.4 to read:

4. **Paved areas in front yard.** Paved areas within the front yard, including the driveway and any walkways, shall not exceed 50 percent of the front yard area with the remaining area finished in either or both soft landscaping (vegetative materials including container gardens, turf, ground cover, aquatic/semi-aquatic plants, grasses, trees, organic mulch, etc.) and permeable hard landscaping (pea gravel, crushed granite, disjointed/interspersed brink, rock, stone or concrete, timber, bitumen, glass, metals, inorganic mulch, and other construction materials that may be used to avoid the need for mowing, watering/irrigation, fertilizing, and pesticides) landscaped with live plant material. The use of pervious materials for paved areas such as driveways, walkways, patios, and outdoor living areas is strongly encouraged.

Sub-section 18.30.080.B Multiple-Family Residential Zones is amended to read:

1. Parking spaces shall be provided in off-street parking areas located within 1,000 feet of the use they are intended to serve.
2. It is unlawful to rent, lease or otherwise convey to or allow use of a required parking space by any person who is not a tenant or visitor for whom the parking spaces are required unless with the tenant's consent.
3. For tenancies beginning after January 1, 2025 (AB1317), off-street parking should be unbundled from individual units within multiple-family residential apartment buildings with **16 or more units** and rents charged separately for the units and the associated parking spaces with a tenant having, in all cases, the first right of refusal for the parking spaces normally required for the unit. Where a tenant declines the parking space(s) the apartment owner or management may lease the parking spaces to any person on a month-to-month basis.
4. Beginning after January 1, 2025 landlords of multiple-family apartment buildings with **16 or more units** must maintain separate charges for parking fees and rent for the life of the property. These unbundled fees can be subject to either a distinct rental agreement or an addendum to an existing lease.
5. In the absence of unbundled parking a tenant in a multiple-family residential apartment building shall be allowed to lease the parking spaces assigned to their unit to any person on a month to month.
6. All on-site required parking spaces shall be available to the occupants of the property. For properties developed after June 1, 2014, the occupants of each unit shall have use of the parking developed for the unit, unless the tenant elects to relinquish access to the off-street parking. For properties developed before June 1, 2014, with less than two covered parking spaces per unit and where the property owner lives at the multiple-family property, the property owner may reserve for his or her personal use two legal parking spaces (uncovered or covered) which shall be contiguous, if possible. The

remaining on-site legal parking spaces not utilized by the property owner shall be allocated among the other units.

7. If a landlord removes an on-site, off-street parking space from a tenancy in violation of these provisions
   a. The tenant may apply for a rent decrease by an amount commensurate with the value of the removed parking space for the temporary period of time during which the space is removed;
   b. The landlord shall be subject to criminal prosecution; and
   c. The City may bring a civil action for injunctive relief.
8. Temporary removal of a parking space reasonably necessitated by required repair or maintenance does not give rise to a penalty.
9. A landlord and tenant are not prohibited from voluntarily agreeing to the substitution of one parking space for another at the same property.

Sub-section 18.30.080.C.3 is amended to read:

3. Required parking spaces shall not be rented, leased or otherwise conveyed or used by any person who is not a tenant of, visitor to, or employee for who the parking spaces are required, unless it is determined by a Parking Study that such a lease, rental, or other conveyance will not be detrimental to tenants of, visitors to, or employees for who the parking spaces are required. No employee shall be restricted from using the parking spaces required for the use where he or she is employed. Parking spaces developed in excess of the minimum required for the use may be rented or leased to another business or use.

SECTION 7. CHAPTER 18.26 AMENDED

Sub-section 18.26.020.A.2 is hereby amended to read:

2. Fences, walls, and hedges not exceeding seven feet in height may occupy any side or rear setback area, provided:
   a. They do not extend into any required front setback; and
   b. In the case of a corner parcel, they do not extend into the side setback area required along a side street or into that portion of the rear setback area abutting a side street that is equal to the width of the side setback required on the side street, except where the side frontage is more than 100 feet from the corner of the parcel as determined by the intersection of the front and side property lines.

Section 18.26.020 is hereby amended to add sub-section 18.26.020.E to read:

E. Interface between Single-Family Dwellings and Non-Residential Uses. Rear yard fences between single-family dwellings and non-residential uses may go up to eight feet in height subject to approval of an Adjustment Permit by the Director, provided:
   1. The visual impact of the fence on the single-family dwelling is softened by the use of architectural ornamentation or articulation, or soft landscaping as follows:
      a. The soft landscape features may include appropriate shrub and vine species with the following characteristics:

- Capable of providing cover, shade and aesthetic value through beautiful foliage and blossoms.
- Be drought-tolerant or at a minimum be able to survive common seasonal droughts.
- Be able to recover quickly from inclement weather or human interference.
- Not be invasive to the detriment of other soft landscaping at the dwelling.
- Should be capable of growing up to eight feet with trimming.

b. The soft landscaping should be strategically planted to promote good growth and cover, with a recommended spacing of 10 to 12 inches for vines and up to three feet for shrubs.

c. The use of cables, wires or climbing lattice is recommended to aid the growth and coverage of vines and to prevent potential damage caused by direct contact with the fence.

d. The architectural ornamentation may include the use of pilasters, wainscoting, cornices or decorative coping, architraves, decorative moldings, trims, etc.

2. The Adjustment Permit application may be initiated by either the owner of the single-family dwelling or non-residential property, with the other concurring with the application.

3. The Adjustment Permit application shall be accompanied by a written statement acknowledging the requirement for the architectural ornamentation or soft landscaping per section E.1. above and assigning responsibility for its implementation.

SECTION 8. CHAPTER 18.90 VARIANCES AND MINOR VARIANCES AMENDED

Section 18.90.020 Table 7-3 Types of Minor Variances Allowed is hereby amended as shown in Exhibit "E", attached hereto and incorporated herein by reference.

SECTION 9. CHAPTER 15.52 FLOODPLAIN MANAGEMENT AMENDED

Sections 15.52.040.PR Definitions, 18.52.050.B General Provisions, and 15.52.070.A.3 Elevation and Floodproofing are hereby amended to read:

Section 15.52.040.PR Definitions: "Special flood hazard area" or "SFHA" means an area having special flood, mudslide (i.e., mudflow), or flood-related erosion hazards, and shown on an FHBM or FIRM as Zone A, AO, A1-A30, AE, A99, AH, V1-V30, VE or V. SFHA may also be designated by the City of East Palo Alto Public Works Department for riverines not shown on the FIRM, when a hydraulic study has defined the base flood elevations and the area of inundation.

Section 15.52.050.B General Provisions: Basis for Establishing Areas of Special Flood Hazard. The areas of special flood hazard identified by the Federal Insurance Administration (FIA) of the Federal Emergency Management Agency (FEMA) in the Flood Insurance Study (FIS), dated September 19, 1984 and accompanying Flood Insurance Rate Map (FIRM), and all subsequent amendments and/or revisions, are adopted by reference and declared to be a part of this chapter. This FIS and attendant mapping is the minimum area of applicability of this chapter and may be supplemented by studies for other areas which allow implementation of this chapter and which are recommended to the city council by the floodplain administrator. The study and FIRM are on file at the City of East Palo Alto Public Works Department.

Section 15.52.070.A.3 Elevation and floodproofing:

a. New construction and substantial improvement of any structure shall have the lowest floor, including basement elevated eighteen (18) inches above the base flood elevation. Nonresidential structures may meet the standards in Section 15.52.070.A.3.b. Upon the completion of the structure, the elevation of the lowest floor including the basement shall be certified by a registered professional engineer or surveyor, and verified by the chief building official to be properly elevated. Such certification and verification shall be recorded and filed with the floodplain administrator.

SECTION 10. CHAPTER 18.86 AMENDED

Section 18.86.030 Table 7-2 Review Authority for Site Plan and Design Review is hereby amended as shown in Exhibit "F", attached hereto and incorporated herein by reference.

SECTION 11. CHAPTER 18.50 AMENDED

Section 18.50.060 Table 5-1 Subdivision Review Authorities is hereby amended as shown in Exhibit "G", attached hereto and incorporated herein by reference.

SECTION 12. CHAPTER 18.54 AMENDED

Sub-section 18.54.30.B.4 is hereby amended to read:

4. The material shall be transmitted to the Review Authority for its consideration of the map.

SECTION 13. CHAPTER 18.87 ADDED

New sections are added to Chapter 18.87 to read:

Section 18.87.010 Purpose and Intent: An Adjustment Permit is the procedure used by the City to approve alterations, relocations, rebuilding, or minor additions, enlargements, or modifications to previously approved development permits while maintaining compliance with the uses allowed in the applicable zone and the development standards applicable to the use or structure.

Section 18.87.020 Applicability/Permit Requirement:

A. The director may, at the director's sole discretion, approve an adjustment for the following elements of a previously issued development permit, subject to and in accordance with the provisions of this section:
   1. General Extensions. An extension of the term of an approved development permit for a period of up to but not exceeding one year; provided that no more than two such term extensions may be approved for any development permit.
   2. Changes to an approved development permit, but only for minor modification of architectural elements or landscape details, (including but not limited to minor storefront alterations, relocation of doors, equipment screening, minor landscape

furniture and structures, benches, small trellises, and planters) which do not affect the use, intensity, general character, architectural style, circulation or other site function of the project.

3. Minor changes to signs which do not increase the existing surface area by more than 10% and conform to Chapter 18.32 of the East Palo Alto Municipal Code (EPAMC).
4. Additions, accessory structures and minor structures such as trellises, patio covers, and decks not exceeding **1,000 square feet** in total area, and swimming pools for **one-family residences** which were approved and are subject to an existing development permit.
5. Building ~~additions~~ not exceeding **500 square feet** in total area or less than ten percent of the building area prior to the addition, whichever is smaller, to **two-family dwellings**, provided that current parking regulations are being met and would continue to be met after the completion of any addition.
6. Building mounted wireless communications antenna as long as proposal is at least 500 feet away from residential uses.
7. Temporary construction or storage yards in connection with the construction of houses or other buildings in an adjacent subdivision or lot or parcel.
8. The creation, on or above ground through installation, construction, or replacement, of less than one gross acre of impervious surface.
9. The replacement, repaving, reconfiguration, or re-striping of parking spaces on existing surfaces.
10. Building additions not exceeding **500 square feet** in area to nonresidential buildings provided that current parking regulations are being met and would continue to be met after the completion of any addition, provided the primary building was not originally a single-family residence, and site circulation, ingress and egress are not being altered.
11. Generators, preferably, with California Air Resources Board (CARB) certification and meeting the Development Code performance standards for noise and air pollution.
12. Above-ground storage tanks of two thousand gallons or less provided that it is not used to store hazardous materials or other substances that require a permit from the Department of Toxic Substances Control.

B. Adjustments may be issued only where issuance of the adjustment would be consistent and comply with all applicable local laws in effect at the time of issuance, including without limitation the city's general plan, the provisions of the East Palo Alto Municipal Code, and the provisions of Title 18 of the Code.

C. An application for an adjustment to extend the term of a development permit must be filed on the form provided by the director on or before the date that is three business days prior to the expiration of the development permit proposed for adjustment and accompanied by the fees as set forth in the schedule of fees adopted by resolution of the City Council.

D. The decision to grant, deny or condition an adjustment is an administrative determination and requires no hearing or notice. The action of the director shall be final, and nothing herein shall be deemed or construed to confer on an applicant a right to an adjustment or to require the director to issue an adjustment. If the director denies an adjustment, nothing herein shall preclude the applicant from thereafter filing an application for an appropriate development permit.

E. Where property was developed prior to 1983 or the requirement of a ~~site~~ development review permit, adjustments for projects may be approved without the necessity of the issuance of a full design review permit.

F. A Permit Adjustment shall be obtained before the City issues a new or modified business license in compliance with Municipal Code Chapter 5.04, if applicable.

Section 18.87.030 Review Authority: The Director may issue a Permit Adjustment only after confirming that the proposed land use and/or structure is in full compliance with all of the applicable provisions of the Development Code.

Section 18.87.040 Review Procedures: Adjustment Permit approval may be in the form of a stamp, signature, or other official notation on approved plans, a letter to the applicant, or other certification, at the discretion of the Director.

SECTION 14. CHAPTER 18.82 AMENDED

Section 18.82.020 Table 7-1 Review Authority is hereby amended to include Adjustment Permits as shown in Exhibit "H", attached hereto and incorporated herein by reference.

SECTION 15. CHAPTER 18.12 AMENDED

Section 18.12.020 Table 2-3 Allowed Uses and Permit Requirements is hereby amended to allow Refueling and Service Stations with Conditional Use Permits as shown in Exhibit "I", attached hereto and incorporated herein by reference.

SECTION 16. CHAPTER 13.24 AMENDED

Sub-sections 13.24.400.A and 13.24.400.B Turf Selection and Limitations are hereby amended to read:

A. No more than fifty percent (50%) of the total area not covered by structures for multifamily residential projects shall be covered by a combination of turf, pools, spas, and other improved recreational areas finished in soft and hard landscaping. Of this area, no more than seventy-five percent (75%) shall be covered with turf.

B. For single-family residential projects, 50% or more of the front yard shall be finished with soft landscaping (vegetative materials including container gardens, turf, ground cover, aquatic/semi-aquatic plants, grasses, trees, organic mulch, etc.) and/or hard landscaping (pea gravel, crushed granite, disjointed/interspersed brink, rock, stone or concrete, timber, bitumen, glass, metals, inorganic mulch, and other construction materials that may be used to avoid the need for mowing, watering/irrigation, fertilizing, and pesticides) with no more than forty percent (40%) covered with turf.

SECTION 17. CHAPTER 18.28 AMENDED

Sub-section 18.28.060.G Financial Security is hereby amended to read:

G. **Financial Security.** A check, or an alternative form of payment if approved by the City shall be provided to the City for the appraised value of the trees impacted by development and the value of replacement trees as mitigation for the removal of trees, as well as the cost of staff time if the applicant does not furnish proof of removal of the impacted tree(s) and replacement planting within 60 days of the effective date of the tree removal permit approved by the Director.

The proof of replanting shall be by virtue of photographic evidence or an arborist report certifying the replacement. The financial security, provided to the City for impacted trees that are not removed within 60 days of the effective date of the tree removal permit, shall be refunded upon the receipt of a final arborist report certifying preservation or proof of replacement upon removal of the tree(s), or payment of an in-lieu impact fee.

Sub-Section 18.28.110.A Violations is hereby amended to read:

A. **Violations.** Violation of a provision contained in this chapter is unlawful and a public nuisance. The Director may serve notice upon any person violating any provision of this chapter. Violators shall be subject to the provisions set forth in Chapter 18.118.

SECTION 18. CHAPTER 18.10 AMENDED

Section 18.10.030 Development Standards is hereby amended to add:

G. **Setback Exception for existing single family homes in the R-MD District.** Existing single family homes, which are permitted uses in the R-MD Zone, are exempted from the 20-foot rear setback requirement of the R-MD Zone and may utilize the 10-foot rear setback requirement of the R-LD Single-Family Residential Zone for building expansions, additions, and other remodeling works. The front and side setback requirements of the R-MD Zone would still apply to existing single-family dwellings in order to ensure a uniform front transect or street-facing silhouette of the neighborhood block from the public right-of-way.

SECTION 19. CHAPTER 18.24 AMENDED

Sub-sections 18.24.020.b, 18.24.030.A.1, and 18.24.030.B.2 are hereby amended as shown in Exhibit "J", attached hereto and incorporated herein by reference.

SECTION 20. CHAPTER 18.96 AMENDED

Sub-sections 18.96.010, 18.96.030.E.4, and 18.96.050.A.2, 18.96.090, and 18.96.050.G are hereby amended as shown in Exhibit "K", attached hereto and incorporated herein by reference.

SECTION 21. CHAPTER 18.94 AMENDED

Section 18.94.110 is hereby amended to exempt Minor Temporary Use Permits from the appeal period, as follows:

> The procedures and requirements related to permit implementation and to appeals and revocation apply following the decision on all Temporary Use Permit applications, except that Minor Temporary Use Permits will not be subject to appeals.

SECTION 22. CALIFORNIA ENVIRONMENTAL QUALITY ACT.

This Ordinance is not subject to CEQA because it is not a " project" which would have a direct physical change or a reasonably foreseeable indirect physical change on the environment pursuant to California Environmental Quality Act (" CEQA") Guidelines section 15378. Even if it were a project subject to CEQA review, this project would be exempt from CEQA Guideline Section 15378 (regulatory actions), Section 15061(b)(3) in that there is no possibility of the Development Code, by itself, having a significant adverse effect on the environment, and Section 15183 because the proposed amendments are consistent with the general plan and zoning as applicable. In addition, the Vista 2035 General Plan EIR meets the CEQA requirement for Zoning Code amendments.

SECTION 23. SEVERABILITY.

If any section, subsection, sentence, clause, phrase or word of this Ordinance is for any reason held to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed and adopted this Ordinance, and each and all provisions hereof, irrespective of the fact that one or more provisions may be declared invalid.

SECTION 24. EFFECTIVE DATE.

This Ordinance shall take effect and be in full force thirty (30) days after the date of its adoption.

SECTION 25. PUBLICATION.

The City Clerk is hereby directed to cause publication of this Ordinance as required by Government Code Section 36933.

INTRODUCED at a regular City Council meeting held February 18, 2025, and

PASSED AND ADOPTED at a regular City Council meeting held on _____, 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

SIGNED:

_____, Mayor

ATTEST: **APPROVED AS TO FORM:**

James Colin, City Clerk John Lê, City Attorney

EXHIBITS

Exhibit A – Table 2-1 Allowed Uses and Permit Requirements for Residential Zones
Exhibit B – Table 2-3 Allowed Uses and Permit Requirements for Mixed Use Zones
Exhibit C - Table 2-5 Allowed Uses and Permit Requirements for Commercial Zones
Exhibit D - Day Care Facilities
Exhibit E - Table 7-3 Types of Minor Variances Allowed
Exhibit F - Table 7-2 Review Authority for Site Plan and Design Review
Exhibit G - Table 5-1 Subdivision Review Authorities
Exhibit H - Table 7-1 Review Authority
Exhibit I - Table 2-3 Refueling and Service Station Zones
Exhibit J – Accessory Structures
Exhibit K – Accessory Dwelling Units

EXHIBIT A
Table 2-1 Allowed Uses and Permit Requirements for Residential Zones

Table 2-1 Allowed Uses and Permit Requirements	**Residential Zones** Permit Requirements				
	P Permitted By-Right CUP Conditional Use Permit (Chapter 18.88) AUP Administrative Use Permit (Chapter 18.88) TUP Temporary Use Term Permit (Chapter 18.94) — Prohibited				
Land Use See Article 1 for land use definitions. See Chapter 18.04 for unlisted uses.	**R-LD**	**R-MD**	**R-HD**	**R-UHD**	**Specific Use Regulations**
Residential Uses					
Guest Houses	P	P	P	P	Section 18.48. 100
Home Businesses	HOP	HOP	HOP	HOP	Section 18.48.110
Multi-Family Dwellings	—	P	P	P	
Residential Model Homes	AUP	AUP	AUP	AUP	
Accessory Dwelling Unit	P	P	P	P	Chapter 18.96
Junior Accessory Dwelling Unit	P	P	P	P	Chapter 18.96
Single-Family Dwellings, Attached	P	P	P	P	
Single-Family Dwellings, Detached	P	P	P	P	
Single Room Occupancy Facilities (DROs)	P	P	P	P	
Supportive Housing	P	P	P	P	
Two-Family Dwellings	—	P	P	P	
Transitional Housing	P	P	P	P	
Visitor Accommodations, Residential					
Bed & Breakfast Inns	—	CUP	CUP	CUP	
Short-Term Lodging	—	CUP	CUP	CUP	
Care Uses Note: Family Day Care Homes are allowed by right wherever residential uses are allowed					
Adult Day Care[1]					
Small (8_or fewer)	P	P	P	P	
Large (9_to 14)	AUP	AUP	AUP	AUP	
Child Day Care					
Small (8 or fewer)	P	P	P	P	
Large (9 to 14)	P	P	P	P	Section 18.48. 060

Cooperatives (12 or fewer)	P	P	P	P	Section 18.48.060
Day Care, General (15 or more)	CUP	CUP	CUP	CUP	
-					
Convalescent Facilities	—	—	—	—	
Residential Care Facilities					
Limited (8 or fewer)	P	P	P	P	
General (9 or more)	UP	UP	UP	UP	
Other Uses					
Accessory Structures and Uses	P	P	P	P	Section 18.48. 020
Agricultural Uses - Limited to Community Gardens Only	P	P	P	P	
Animal Keeping	P	P	P	P	Section 18.48. 050
Charitable Organizations and Institutions	CUP	CUP	CUP	CUP	
Cultural Institutions	CUP	CUP	CUP	CUP	
Institutional and Community Facilities	CUP	CUP	CUP	CUP	
Neighborhood Service Uses	—	—	CUP	CUP	Section 18.10.030
Public Assembly/Meeting Facilities	—	CUP	CUP	CUP	
Public Buildings, Facilities, and Uses	—	—	—	—	
Schools, Public and Private	CUP	CUP	CUP	—	
Special Events	Municipal Code Chapter 12.08				
Temporary Uses	TUP	TUP	TUP	TUP	Chapter18.94
Utilities, Minor	P	P	P	P	
Utilities, Major	—	CUP	CUP	CUP	

EXHIBIT B
Table 2-3 Allowed Uses and Permit Requirements for Mixed Use Zones

Table 2-3 Allowed Uses and Permit Requirements	**Mixed Use Zones** Permit Requirements			
	P Permitted By-Right CUP Conditional Use Permit (Chapter 18.88) AUP Administrative Use Permit (Chapter 18.88) TUP Temporary Use Term Permit (Chapter 18.94) — Prohibited			
Land Use See Article 1 for land use	**MUC**	**MUL**	**MUH**	**Specific Use Regulations**

definitions. See Chapter 18.04 for unlisted uses.				
Industry, Manufacturing and Processing, Warehousing Uses				
Industry	—	—	—	
Research and Development	CUP	CUP	CUP	
Recreation, Education, and Public Assembly Uses				
Charitable Organizations and Institutions	—	—	—	
Clubs	—	—	—	
Commercial Recreation and Entertainment	—	—	—	
Cultural Institutions	CUP	CUP	CUP	
Institutional and Community Facilities	—	—	—	
Park/Plaza/Open Space	CUP	CUP	CUP	
Public Assembly/Meeting Facilities	CUP	CUP	CUP	
Schools, Public and Private	—	—	—	
Residential Uses				
Multiple-Family Dwellings				
Located on 1st floor	P	—	—	
Located above 1st floor	P	P	P	
Navigation Centers, Low Barrier				
Located on 1st floor	P	—	—	
Located above 1st floor	P	P	P	
Single-Family Dwellings - Attached Only				
Located on 1st floor	P	—	—	
Located above 1st floor	P	P	P	
Supportive Housing	—	—	—	
Located on 1st floor	P	—	—	
Located above 1st floor	P	P	P	
Accessory Dwelling Unit[2]				Chapter 18.96
Located on 1st floor	P	—	—	
Located above 1st floor	P	P	P	
Junior Accessory Dwelling Unit, where single-family residences are permitted				Chapter 18.96
Located on 1st floor	P	—	—	
Located above 1st floor	P	P	P	
Two-Family Dwellings - Attached Only				
Located on 1st floor	CUP	CUP	CUP	
Located above 1st floor	P	P	P	
Transitional Housing	—	—	—	
Located on 1st floor	P	—	—	
Located above 1st floor	P	P	P	

Home Businesses	HBP	HBP	HBP	Section 18.48.100
Live-work Units	CUP	CUP	CUP	Not allowed on 1st floor
Care Uses Note: Family Day Care Homes are allowed by right wherever residential uses are allowed				
Adult Day Care[3]				
Small (8 or fewer)	—	—	—	
Located on 1st floor	AUP	—	—	
Located above 1st floor	AUP	AUP	AUP	
Large (9 to 14)				Section 18.48.100
Located on 1st floor	CUP	—	—	
Located above 1st floor	CUP	CUP	CUP	
Child Day Care				
Small (8 or fewer)	—	—	—	
Located on 1st floor	AUP	—	—	
Located above 1st floor	AUP	AUP	AUP	
Large (9 to 14)				
Located on 1st floor	AUP	—	—	
Located above 1st floor	AUP	AUP	AUP	
Cooperative (12 or fewer)				
Located on 1st floor	P	—	—	
Located above 1st floor	P	P	P	
Day Care, General (15 or more)	CUP	CUP	CUP	
Residential Care Facility				
Limited (8 or fewer)				
Located on 1st floor	AUP	—	—	
Located above 1st floor	AUP	AUP	AUP	
General (9 or fewer)				
Located on 1st floor	CUP	—	—	
Located above 1st floor	CUP	CUP	CUP	
Retail Trade Uses				
Alcohol Sales (off-site-sale)	CUP	CUP	CUP	Section 18.48.030
Alcohol Sales (off-site-sale), Accessory	CUP	CUP	CUP	Section 18.48.030
Alcohol Sales (on-site-sale)	CUP	CUP	CUP	Section 18.48.030
Retail Sales	P	P	P	
Retail Sales (Used Merchandise)	P	P	P	Section 18.48.170
Retail Sales (Used Merchandise) - Restricted	AUP	AUP	AUP	Municipal Code Chapter 5.40
Service Uses - Business, Financial, Medical, and Professional				
ATM's	P	P	P	
Emergency Health Care Facilities/Urgent Care	CUP	CUP	CUP	

Financial Institutions and Related Services	CUP	CUP	CUP	
Financial Institutions and Related Services, Non-Chartered	—	—	—	Section 18.48.080
Offices - Business	P	P	P	
Offices - Medical and Dental	CUP	CUP	P	
Offices - Professional	CUP	CUP	P	
Prescription Pharmacies, Only When in Connection With Medical Offices	P	P	P	
Service Uses - General				
Animal Sales and Services				
Animal Grooming	—	—	—	
Animal Retail Sales	—	—	—	
Veterinary Services	—	—	—	
Artists Studios	CUP	CUP	CUP	
Eating and Drinking Establishments				
Food Service (no alcohol sales [bars, lounges, or nightclubs], drive-through, fast-food, or late hours)	P	P	P	
Food Service (with alcohol sales [bars, lounges, or nightclubs], drive-through, fast-food, or late hours)	CUP	CUP	CUP	
Health/Fitness Facilities				
Small - Less than 2,000 sq. ft.	P	P	P	
Large - 2,000 sq. ft. or greater	AUP	AUP	AUP	
Laboratories	CUP	CUP	CUP	No Hazardous Materials
Maintenance and Repair Services	CUP	CUP	CUP	
Personal Services				
Massage Establishments	CUP	—	—	
Massage Services, Accessory	CUP	—	—	
Nail Salons	AUP	AUP	AUP	
Personal Services - General	CUP	CUP	CUP	
Personal Services - Restricted	CUP	CUP	CUP	
Personal Storage (Mini Storage)	AUP	AUP	—	
Postal and Package Shipping Services	P	P	P	
Printing and Duplicating Services	AUP	AUP	AUP	
Smoking Lounges	—	—	—	
Visitor Accommodations				
Hotels, Motels, and Time Shares	CUP	CUP	CUP	
Bed and Breakfast Inns	CUP	CUP	CUP	
Transportation, Communications and Infrastructure Uses				
Utilities, Minor	P	P	P	

Utilities, Major	AUP	AUP	AUP	
Wireless Telecommunication Facilities	See Chapter 18.42			
Vehicle Rental, Sale and Service Uses				
Vehicle/Equipment Rentals				
Vehicle Washing	—	—	—	
Refueling/Service Stations	C	C*	C*	Section 18.48.180.B.3 No incidental repair/service
Other Uses				
Accessory Structures and Uses	P	P	P	
Charitable Organizations and Institutions	CUP	CUP	CUP	
Emergency Shelters	See Chapter 6 of the Specific Plan for Emergency Shelters			
Personal Property Sales	—	—	—	
Public Buildings, Facilities, and Uses	CUP	CUP	CUP	
Special Events	Municipal Code Chapter 12.08			
Temporary Uses	TUP	TUP	TUP	Chapter 18.94

EXHIBIT C
Table 2-5 Allowed Uses and Permit Requirements for Commercial Zones

Table 2-5 Allowed Uses and Permit Requirements	**Commercial Zones** Permit Requirements P Permitted By-Right CUP Conditional Use Permit (Chapter 18.88) AUP Administrative Use Permit (Chapter 18.88) TUP Temporary Use Term Permit (Chapter 18.94) — Prohibited			
Land Use See Article 1 for land use definitions. See Chapter 18.04 for unlisted uses.	**C-G**	**C-N**	**C-0**	**Specific Use Regulations**
Industry, Manufacturing and Processing, and Warehousing Uses				
Handicraft Industry	P	P	—	
Industry				
Industry, Small (Less than 5,000 sq. ft.)	P	—	—	
Industry, Small (5,000 sq. ft. or greater)	AUP	P	—	
Personal Storage (Mini Storage)	CUP	—	—	

Recycling Facilities				
Small Collection Facilities	CUP	CUP	CUP	
Large Collection Facilities	—	—	—	
Research and Development, General	CUP	CUP	CUP	
Research and Development, Restricted	CUP	CUP	CUP	
Recreation, Education, and Public Assembly Uses				
Charitable Organizations and Institutions	—	—	—	
Clubs	CUP	—	CUP	
Commercial Recreation and Entertainment				
Indoor Facilities	P	AUP	—	
Outdoor Facilities	P	CUP	—	
Dance Academies and Halls	AUP	AUP	AUP	
Electronic Amusement Devices (Up to 5)	—	—	—	
Electronic Amusement Devices (6 or more)	—	—	—	
Cultural Institutions	CUP	—	CUP	
Institutional and Community Facilities	AUP	AUP	AUP	
Park/Plaza/Open Space	P	P	P	
Public Assembly/Meeting Facilities	CUP	CUP	CUP	
Schools, Public and Private	CUP	CUP	CUP	
Retail Trade Uses				
Alcohol Sales (off-site sale)	CUP	CUP	CUP	Section 18.48.030
Alcohol Sales (off-site sale), Accessory Uses	CUP	CUP	CUP	Section 18.48.030
Alcohol Sales (on-site sale)	CUP	CUP	CUP	Section 18.48.030
Prescription Pharmacies, Medical Supplies	P	P	P	
Retail Sales				
Retail Sales (less than 10,000 sq. ft.)	P	P	P	Section 18.48.170
Retail Sales (10,000 sq. ft. or greater)	AUP	AUP	AUP	
Retail Sales (Used Merchandise) - General	P	—	—	Section 18.48.170
Retail Sales (Used Merchandise) - Restricted	AUP	—	—	Municipal Code Chapter 5.40
Residential Uses Note: Family Day Care Homes are allowed by right wherever residential uses are allowed				
Adult Day Care				
Small (8 or fewer)	CUP	AUP	CUP	
Large (9 to 14)	CUP	CUP	CUP	

Child Day Care				
Small (8 or fewer)	CUP	AUP	CUP	
Large (9 to 14)	CUP	AUP	CUP	Section 18.48.060
Small (8 or fewer), as an accessory use to a large commercial project	CUP	CUP	CUP	
Large (9 to 14), as an accessory use to a large commercial project	CUP	CUP	CUP	Section 18.48. 060
Cooperatives (12 or fewer)	CUP	P	CUP	Section 18.48. 060
Day Care, General (15 or more)	CUP	CUP	CUP	
Emergency Shelters	CUP	CUP	CUP	
Accessory Dwelling Unit	—	P	—	Chapter 18.96
Junior Accessory Dwelling Unit, where single-family residences are permitted				Chapter 18.96
Located on 1st Floor	—	—	—	
Located Above 1st Floor	—	P	—	
Multi-Family Dwellings				
Located on 1st Floor	—	—	—	
Located Above 1st Floor	—	P	—	
Navigation Centers, Low Barrier				
Located on 1st Floor	—	—	—	
Located Above 1st Floor	—	P	—	
Single-Family Dwellings - Attached Only				
Located on 1st Floor	—	—	—	
Located Above 1st Floor	—	P	—	
Two-Family Dwellings - Attached Only				
Located on 1st Floor	—	—	—	
Located Above 1st Floor	—	P	—	
Home Businesses	—	HOP	—	Section 18.48. 110
Live-work Units	P	P	P	Not allowed on 1st floor
Residential Care Facility				
Limited (8 or fewer)	CUP	AUP	CUP	
General (9 or more)	CUP	CUP	CUP	
Service Uses - Business, Financial, Medical, and Professional				
ATM's	P	P	P	
Convalescent Facilities	AUP	AUP	—	
Emergency Health Care Facilities/Urgent Care	CUP	CUP	CUP	
Financial Institutions and Related Services	P	P	P	

Financial Institutions and Related Services, Non-Chartered	CUP	CUP	—	Section 18.48.080
Hospitals, Rest Homes, and Sanitariums	CUP	—	CUP	
Offices - Business	P	P	P	
Offices - Corporate	P	P	P	
Offices - Financial Intuitions	P	P	P	
Offices - Medical and Dental	P	P	P	
Offices - Professional	P	P	P	
Outpatient Surgery Facility	CUP	CUP	CUP	
Prescription Pharmacies, Only When in Connection With Medical Offices	P	P	P	
Service Uses - General				
Ambulance Services	CUP	CUP	CUP	
Animal Sales and Services (Small)				
Animal Boarding/Kennels	—	—	—	
Animal Grooming	—	—	—	
Animal Retail Sales	—	—	—	
Veterinary Services	CUP	CUP	CUP	
Catering Services	AUP	AUP	AUP	
Dry Cleaning Establishments (Retail Only)	AUP	CUP	—	
Eating and Drinking Establishments				
Food Service (no alcohol sales [bars, lounges, or nightclubs], drive-through, fast-food, or late hours)	P	P	P	
Food Service (with alcohol sales [bars, lounges, or nightclubs], drive-through, fast-food, or late hours)	CUP	CUP	CUP	
Funeral Homes and Mortuaries, No Crematorium	—	—	—	
Funeral Homes and Mortuaries, With Crematorium	—	—	—	
Health/Fitness Facilities				
Small - Less than 2,000 sq. ft.	P	P	P	
Large - 2,000 sq. ft. or greater	AUP	—	AUP	
Laboratories	P	—	AUP	
Maintenance and Repair Services	P	P	P	
Personal Services				
Massage Establishments	—	—	—	
Massage Services, Accessory	—	—	—	
Nail Salons	P	P	P	
Personal Services - General	P	P	P	
Personal Services - Restricted	AUP	AUP	AUP	

Studio	P	P	P	
Postal and Package Shipping Services	P	P	P	
Printing and Duplicating Services	P	P	P	
Smoking Lounges	—	—	—	Prohibited throughout the City
Visitor Accommodations				
Hotels, Motels, and Time-Shares	AUP	CUP	AUP	
Bed and Breakfast Inns	CUP	CUP	CUP	
Transportation, Communications, and Infrastructure Uses				
Communication Facilities	P	—	P	
Heliports and Helistops	—	—	—	
Parking Facilities for On-site Uses	P	P	P	
Parking Structures, Adjacent to Residential Zone	AUP	AUP	AUP	
Utilities, Minor	P	P	P	
Utilities, Major	AUP	AUP	AUP	
Wireless Telecommunication Facilities	See Chapter 18.42			
Vehicle Rental, Sale, and Service Uses				
Vehicle Sales	CUP	CUP	CUP	
Other Uses				
Accessory Structures and Uses	P	P	P	
Emergency Shelters	See Chapter 6 of the Specific Plan for Emergency Shelters			
Outdoor Advertising Structures/Signs	—	—	—	Chapter 18.32
Outdoor Storage and Display	—	—	—	
Special Events	Municipal Code Chapter 12.08			
Temporary Uses	TUP	TUP	TUP	Chapter 18.94

(Ord. No. 08-2020, § 3, 11-17-2020)

EXHIBIT D

18.48.060 Day Care Facilities

A. **Applicability.** The provisions in this section apply to care facilities, including Family Day Care Homes, Child Day Care, and Adult Day Care facilities where allowed. Residential Care facilities are subject to Section 18.48.160 – Residential Care Facilities – General of the East Palo Alto Municipal Code.

B. **Permit and license required.**

1. No person shall establish or operate a Child Day Care (small or large) facility in any zone, unless the applicable license or permit is approved by the Review Authority. The

operator of a care-facility shall also obtain the requisite license from the California Department of Social Services, as applicable.

2. The requirement for a discretionary permit shall not apply to any Family Day Care Home (FDCH), as defined in Health and Safety Code Section 1596.78(a), in any zone allowing residential uses, on condition that the operator shall obtain a license from the California Department of Social Services. Said Family Day Care Home means a facility that regularly provides care, protection, and supervision for 14 or fewer children, in the provider's own home, for periods of less than 24 hours per day, while the parents or guardians are away, and is either a large Family Day Care Home or a small Family Day Care Home.

   a. Large Family Day Care Home means a facility that provides care, protection, and supervision for 9 to 14 children inclusive, including children under 10 years of age who reside at the home, as set forth in Government Code Section 1597.465 and as defined in the regulations.

   b. Small Family Day Care Home means a facility that provides care, protection, and supervision for eight (8) or fewer children, including children under 10 years of age who reside at the home, as set forth in Government Code Section 1597.44 and as defined in regulations.

   FDCH uses are allowed by right in any dwelling without any planning permit or business license or home occupation permit unless physical changes are being planned to the site or structure whereupon a planning permit may be required. The approval of local fire, safety and occupancy permits are still required in addition to other mandatory state permits and licenses.

   The operator must give the landlord a 30-day notice to add a 7^{th} and 8^{th} child of a small FDCH and the 13^{th} and 14^{th} child of a large FDCH.

   Facilities that have 15 or more children are classified as Day Care, General and subject to a Conditional Use Permit in all zones.

3. Permit or license required: The requirement for a discretionary permit and business license shall apply to any care facility, other than Family Day Care Homes, including a Child Day Care, Adult Day Care, and Residential Care Facility defined as follows:

   a. A Child Day Care or Day Care Center means a child day care facility, other than a Family Day Care Home, and includes infant centers, preschools, extended day care facilities, and school-age child care centers, and includes child care centers licensed pursuant to Government Code Section 1596.951.

   b. Adult Day Care as defined in Section 18.08.010-General of Chapter 18.08-Definitions of the East Palo Alto Municipal Code (EPAMC).

   c. Residential Care Facility is defined in Section 18.08.010-General of Chapter 18.08-Definitions of the EPAMC as a facility in which multiple unrelated people reside, including but not limited to, health facilities, community care facilities, and alcoholism or drug abuse recovery or treatment facilities as defined in the Health and Safety Code and other similar care facilities. See Section 18.48.160 – Residential Care

Facilities – General of the EPAMC for requirements applicable to Residential Care Facilities.

4. All Child Day Care and Adult Day Care facilities that have 15 or more children or adults are classified as Day Care, General and subject to a Conditional Use Permit in all zones.

   However, small and large Child Day Care, and small Adult Day Care are a Use by Right in all residential zones, meaning they do not require planning or zoning permits. Business license, and fire and building permits are still applicable.

   All other care facilities in non-residential zones that either allow residential uses or prohibit residential uses will be subject to either Administrative or Conditional Use permits as specified in Sections 18.10.020 – Land Use Regulations and Allowable Uses, 18.12.020 – Land Use Regulations and Allowable Uses, and 18.14.020 – Land Use Regulations and Allowable Uses of the EPAMC.

5. In all residential zones a) small (8 or fewer children) and large (9 – 14 children) Child Day Care, small Adult Day Care (8 or fewer) and Limited Residential Care facilities (8 or fewer) are allowed by right; and b) large Adult Day Care (9 to 14) and General Residential Care facilities (9 or more) are subject to Administrative Use Permits and Conditional Use Permits respectively.

   In all Mixed Use and non-Residential zones that allow residential uses all non FDCH facilities, with the exception of large Adult Day Care and General Residential Care facilities, are subject to Administrative Use Permits. Large Adult Day Care and General Residential Care facilities are subject to Conditional Use Permits.

   In all non-residential zones that do not allow residential uses all care facilities, with the exception of FDCH facilities, are subject to Conditional Use Permits.

6. Family Day Care Homes and Cooperative Care uses are allowed by right in all the residential zones, in mixed use zones where residential is allowed, and subject to Conditional Use Permits uses in all commercial zones where residential uses are prohibited.

7. **Cooperative.** In a cooperative arrangement, parents shall combine their efforts so that each parent, or set of parents, rotates as the responsible caregiver with respect to all the children in the cooperative. Other conditions that apply to a cooperative include:

   a. Any person caring for children shall be a parent, legal guardian, stepparent, grandparent, aunt, uncle, or adult sibling of at least one of the children in the cooperative.
   b. There can be no payment of money or receipt of in-kind income in exchange for the provision of care. This does not prohibit in-kind contributions of snacks, games, toys, blankets for napping, pillows, and other materials parents deem appropriate for their children. It is not the intent of this paragraph to prohibit payment for outside activities, the amount of which may not exceed the actual cost of the activity.
   c. No more than 12 children are receiving care in the same place at the same time.

C. **Permit application.** When applicable, an application for a discretionary permit shall be filed with the Department and shall include all of the following information:
   1. A scale drawing of any structural alterations or improvements being made to the premises for the purpose of operating the day care facility;
   2. A drawing of the site and the residential structure, showing the size, dimensions, and location of the interior and exterior areas to be utilized for operation of the day care facility, including the location and number of on-site parking spaces and the street access for drop-off and pick-up of children. The drawing shall have a reasonable degree of accuracy and shall contain details as may be required by the Director;
   3. Color photographs of the premises, showing all interior and exterior areas to be itemized for operation of the day care facility;
   4. A general description of the manner in which the day care facility will be operated, including the maximum number and range of ages of children for whom day care will be provided, the days of the week and hours of the day during which the facility will be operated, the number of persons providing day care services, and designation as to whether the persons are residents of the home; and
   5. Any additional information or exhibits as may be required by the Director in order to evaluate the application and the potential impact of the facility upon the neighborhood.

D. **Inspection of premises.** After the application has been deemed to be complete, the Director shall cause an inspection of the premises to determine whether the facility complies with applicable Building Code requirements for single-family residences and any special fire and life safety standards for large family day care homes as may be adopted by the State Fire Marshal in compliance with Health and Safety Code Section 1597.46(d).

E. **Standards.** Proposed non FDCH facilities that are not "Uses by Right" shall comply with all of the following:
   1. **Care provider occupancy.** The single-family dwelling in which each care use is located shall is not required to be the principal residence of the care provider. However, in residential zones the use shall be clearly residential in character, subject to State requirements.
   2. **Separation requirement.** A proposed large care facility within a residential zone or mixed use zone shall not be located within 500 feet of another large care facility.
   3. **Drop-off/pick-up area.** A minimum of two off-street parking spaces as a drop-off and pick-up area shall be provided, in addition to the spaces required for the dwelling unit. A driveway may be used to provide the required parking spaces; all subject to State requirements and
   4. **Noise.** In order to protect residents in adjacent dwellings from noise impacts, a facility within a residential zone or mixed use zone shall only conduct outdoor activities between the hours of 7:00 a.m. and 7:00 p.m.

F. **Findings.** The Review Authority may ~~allow~~ grant a discretionary permit for a Care facility only if it first finds and determines that:
   1. The facility will not create adverse traffic or noise impacts upon the neighborhood; and
   2. The facility will comply with all applicable building, fire, and life safety requirements and regulations.

G. **Action by Review Authority.**
   1. The Review Authority may approve, approve with conditions, or deny the application for a discretionary permit, and if approved, the permit shall be subject to all imposed conditions; and

2. Every approved discretionary permit shall be subject to the express condition that the permit shall not become effective until the applicant is licensed by the State in compliance with Health and Safety Code Division 2, Chapter 3.6 to operate a Care facility at the subject property, as applicable. The holder of the discretionary permit shall furnish to the Director a copy of the application submitted to the State and a copy of the final determination made by the State. If the application is denied by the State, the discretionary permit approved in compliance with this Section is void.

H. **Expiration, extension, and review of permit.**

1. A discretionary permit approved in compliance with this section shall expire 12 months from the date on which the approval of the permit became effective unless, before the expiration date, the Care_facility is established and operating on the approved site.
2. The established expiration date may be extended by the Review Authority for a period(s) of time not exceeding a total of 24 months. Application for extension shall be filed before the expiration date. No fees or costs shall be imposed for the filing and processing of the application. A public hearing shall be conducted on the application for extension. Extension of a discretionary permit is not a matter of right and the application may be denied or approved subject to conditions.
3. The Review Authority may, at any time, either on its own initiative or in response to an application or request to do so, modify or delete any conditions of the permit or impose new conditions if the Review Authority first determines that the action is necessary in order to mitigate any adverse impacts that may be created from the operation of the Care_facility.

EXHIBIT E
Table 7-3 Types of Minor Variances Allowed

Table 7-3 Types of Minor Variances Allowed	**Maximum Variance**
1. Distances between structures. A decrease of the minimum required distances between detached accessory structures and main structures on the same site.	10 percent
2. Impervious surface coverage. An increase of the maximum allowable impervious surface coverage.	10 percent
3. Projections. An increase in the allowed projection of chimneys, eaves, fireplaces, landings, overhangs, stairways, and steps into any required front, side, or rear setbacks.	10 percent
4. Reduction of landscape standards. Reduction of required on-site landscaping standards.	10 percent
5. Setbacks. A decrease of the maximum required setback areas (e.g., front, rear, and side) for structures.	10 percent
6. Signs. Sign regulations (other than prohibited signs).	10 percent
7. Structure heights. An increase in the maximum allowed height of structures.	5 percent
8. Code Enforcement. A reduction in development standards, if doing so will help the City abate a public nuisance as part of a code enforcement hearing or process.	10 percent

9. Nonconforming Adjustments	10 percent

EXHIBIT F
Table 7-2 Review Authority for Site Plan and Design Review

Table 7-2 Review Authority for Site Plan and Design Review	**Review Level[1][2]**	
	Director	**Commission[3]**
New Construction, Additions and Modifications		
Additions, New Construction or Modifications ≤1,000 sq. ft.	Decision	Appeal
Additions, New Construction or Modifications >1,000 sq. ft.	Recommend	Decision
Other Non-Residential Construction		
Façade or exterior improvements ≤1,000 sq. ft.	Decision	Appeal

EXHIBIT G
Table 5-1 Subdivision Review Authorities

Table 5-1 Subdivision Review Authorities				
Type of Decision*	**Applicable Chapter or Section**	**Director**	**Commission**	**Council[3]**
Condominiums: Residential Condominiums	18.64	Recommend	Decision	Appeal
Residential Condominium Conversions	18.66	N/A	Recommend	Decision
Non-Residential Condominium Conversions	18.68	Recommend	Decision	Appeal
Final Parcel Maps, Without Dedications	18.54.040	Decision	Appeal	Appeal

Final Parcel Maps, With Dedications**	18.54.040 B.2.c	Recommend	N/A	Decision
Final Tract Maps, Vesting Tract Maps without Dedications	18.54.040 B.2.c	Decision	Appeal	Appeal
Final Tract Maps, Vesting Tract Maps, with Dedications **	18.54.040 C	Recommend	N/A	Decision
Tentative Parcel Maps, with dedications*	18.52.040	Recommend	Decision	Appeal

EXHIBIT H
Table 7-1 Review Authority

Table 7-1 Review Authority				
Type of Action	**Applicable Code Citation**	**Role of Review Authority(1)(2)**		
		Director	**Commission**	**Council**
A. Administrative Permits and Actions				
Adjustment Permits	Ch. 18.87	Decision	N/A	N/A
Administrative Use Permits	Ch. 18.86	Decision	Appeal	Appeal
Development Code Interpretations	Ch. 18.12	Decision	Appeal	Appeal
Joint/Off-Site Parking Plans	Ch. 18.36	Decision	Appeal	Appeal
Minor Variances	Ch. 18.90	Decision	Appeal	Appeal
Preliminary Ministerial Review Clearances	Ch. 18.85	Decision	N/A	N/A
Reasonable Accommodations	Ch. 18.94	Decision	Appeal	Appeal
Sign Permits/Comprehensive Sign Programs	Ch. 18.38	See Table 7-2 (Site Plan and Design Review Authorities)(3)		
Site Plan and Design Reviews	Ch. 18.86	See Table 7-2 (Site Plan and Design Review Authorities)(3)		
Temporary Use Permits	Ch. 18.94	Decision	Appeal	Appeal
Tree Removal Permits	Ch. 18.28	Decision	Appeal	N/A
Zoning Clearances	Ch. 18.84	Issuance	Appeal	Appeal

EXHIBIT I
Table 2-3 Refueling and Service Station Zones

Table 2-3 Allowed Uses and Permit Requirements	**Mixed Use Zones** Permit Requirements P Permitted By-Right CUP Conditional Use Permit (Chapter 18.88) AUP Administrative Use Permit (Chapter 18.88) TUP Temporary Use Term Permit (Chapter 18.94) — Prohibited			
Land Use See Article 1 for land use definitions. See Chapter 18.04 for unlisted uses.	**MUC**	**MUL**	**MUH**	**Specific Use Regulations**
Vehicle Rental, Sale and Service Uses				
Vehicle/Equipment Rentals				
Vehicle Washing	—	—	—	
Refueling/Service Stations	C	C*	C*	Section 18.48.180.B.3 • No incidental repair/service

EXHIBIT J
Chapter 18.24 Accessory Structures

Permit Requirements (§18.24.020)	B. **Exemptions for Residential Zones.** Storage sheds and other similar accessory structures that comply with the following regulations are required to receive a Zoning Clearance or Permit Adjustment. 1. The footprint of the structure is not more than 120 square feet and is less than 17 feet in total height; 2. The structure does not occupy more than 25 percent of the rear setback area; 3. The structure is located at least three feet from all property lines and at least three feet from any adjacent structures; 4. The structure does not exceed the site coverage limitations for the zone in which it is located; 5. The structure is constructed of materials that are visually appealing, painted or stained (unless natural wood will weather attractively), and if the structure has a pitched roof, the roof does not produce glare;

	6. The structure is built to the specifications of the California Building Code as well as any other applicable codes in force; 7. If the structure is proposed on a corner parcel, it shall not encroach upon the exterior side setback; and 8. The structure is not proposed in any setback other than the rear setback, unless approved by the Director.
Standards for Accessory Structures (§18.24.030)	**A. Residential Zones, Nonexempt Structures.** 1. **Structures greater than 120 square feet.** A one-story detached accessory structure with a footprint greater than 120 square feet may be constructed after approval of a Zoning Clearance or Permit Adjustment and obtaining building permits, if all of the following requirements are met: a. The structure does not occupy more than 25 percent of the front or rear yard. b. At least 700 square feet of useable rear yard area is maintained. c. The structure has a height no greater than 17 feet. d. The structure is located as follows: (1) At least six feet from the rear property line; (2) In the rear half of the lot; (3) At least three feet from side property lines; and (4) At least six feet from any adjacent structures. e. The structure has a projected roof area of less than 1,000 square feet; f. The structure does not exceed the site coverage limitations for the zone in which it is located; g. The structure is constructed of a material that is visually appealing, painted or stained, fully enclosed, and with a hip or other approved roof that does not produce glare, and of a compatible exterior appearance with the principal structure on the premises; h. The applicant has submitted plans to the Building Official and has received a building permit to proceed with construction; and i. If the structure is proposed on a corner parcel, the structure does not encroach upon the exterior side setback. B. **Nonresidential Zones, Development Standards.** All of the following regulations apply to all accessory structures in nonresidential and mixed use zones: 1. **Incidental to the primary structure or use.** The accessory structure shall serve occupants and/or patrons of the primary structure or use and shall not alter the character of the site or use; 2. **Height.** The height is limited to one story no greater than 17 feet in height; 3. **Setbacks.** All accessory structures shall meet the setback requirements for the zone in which they are located; 4. **Site coverage.** The total square footage of all accessory structures on a parcel, including any exempt structures,

	counts toward the calculation of total site coverage for the zone in which they are located; and 5. **Architectural consistency.** All accessory structures shall be consistent in exterior appearance with the primary structure through the use of similar/matching exterior paint colors, material types, roof materials, and architectural style, as determined by the Director.

EXHIBIT K
Chapter 18.96 Accessory Dwelling Units

§18.96.010 - Definitions	detached residential dwelling unit providing complete independent living facilities for one or more persons containing permanent provisions for living, sleeping, eating, cooking, and sanitation facilities which are defined as a full bathroom (tub/shower, sink, and a toilet). An ADU also includes an efficiency unit, as defined in Health and Safety Code Section 17958.1 and a manufactured home, as defined in Health and Safety Code Section 18007. **Junior Accessory Dwelling Unit (JADU).** A residential dwelling unit that is no more than 500 square feet in size, includes an efficiency kitchen including a cooking facility with appliances, food preparation counter and storage cabinets of reasonable size in relation to the size of the JADU and consistent with building code standards, is contained entirely within a single-family residence~~.~~, including an attached garage, and may include separate sanitation facilities or may share sanitation facilities with the existing structure. **Livable Space.** Livable space means a space in a dwelling intended for human habitation, including living, sleeping, eating, cooking, or sanitation. **Primary Dwelling Unit.** The single-family dwelling or multiple-family dwelling but does not include an accessory dwelling unit (ADU) or junior accessory dwelling unit (JADU). An attached garage is considered part of the primary dwelling unit. **Public Transit.** Public transit means a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.
§18.96.030.A.4 – General Provisions	Except as otherwise provided in this chapter, an Accessory Dwelling Unit (ADU) or a Junior Accessory Dwelling Unit (JADU) that meets all of the following specified development standards shall be approved by the City: A. Zoning. ADUs are allowed on parcels zoned to allow single-family dwellings or multiple-family dwellings, including mixed-use zones. JADUs are allowed on parcels zoned to allow single-family dwellings and are not permitted on a property with a multiple-family dwelling. B. Density. An ADU or JADU unit conforming to the requirements of this chapter shall not be included in the calculation of residential

	density for the purpose of determining general plan and zoning conformance and is deemed to be a residential use consistent with the existing General Plan and zoning designations for the parcel. C. Single-Family Dwellings. Any of the following may be permitted on a parcel with an existing or proposed single-family dwelling: 1. One JADU that meets the standards in Section 18.96.060 below. JADUs are only permitted on a parcel with no more than one existing or proposed single-family dwelling. 2. One new construction, attached or detached ADU that meets the standards in Section 18.96.050 below. 3. One accessory dwelling unit created from converted existing space within the walls of a proposed or existing single-family detached dwelling or within an existing accessory structure, including a detached garage, that meets the standards in Section 18.96.050. An existing single-family residence may be converted to an ADU in conjunction with the development of a new primary dwelling unit on the site and in conformity with the development standards in Section 18.96.050. D. Multiple-family Dwellings. Multiple-family dwelling units as specified in Subsection 18.96.030.E below. For purposes of this Chapter 18.96 only, multiple-family dwelling units includes two family dwellings. E. Statewide Exemption ADUs. Any of the following will be ministerially permitted on a parcel and are not required to meet the additional development and design standards in the underlying zoning district or in Section 18.96.050, unless specified: 1. One ADU and one JADU per parcel with a proposed or existing single-family dwelling if all of the following apply: a. The ADU or JADU is within the proposed space of a single-family dwelling or existing space of a single-family dwelling or accessory structure and may include an expansion of not more than 150 square feet beyond the same physical dimensions as the existing structure. An expansion beyond the physical dimensions of the existing structure shall be limited to accommodating ingress and egress. b. The space has exterior access from the proposed or existing single-family dwelling. c. The side and rear setbacks are sufficient for fire and safety. d. The JADU complies with the requirements of Section 18.96.060 below. 2. One detached, new construction ADU that does not exceed four-foot side and rear yard setbacks for a lot with a proposed or existing single-family dwelling, does not exceed 800 square feet in floor area, and does not exceed the allowed height in Subsection 18.96.050.C, below. The ADU may be combined with a JADU that meets the standards as described in Section 18.96.060. 3. Multiple ADUs within the portions of a multiple-family building that are not used as livable space, including but not limited to

	storage rooms, boiler rooms, passageways, attics, basements, or garages, if each unit complies with state building standards for dwellings. The number of ADUs permitted is equivalent to up to 25 percent of the number of existing, legally permitted units in the multiple-family dwelling, or one, whichever is greater. 4. Multiple detached ADUs, not to exceed: a. Eight detached accessory dwelling units on a lot with an existing multi-family dwelling. However, the number of accessory dwelling units shall not exceed the number of existing units on the lot. b. Two detached accessory dwelling units on a lot with a proposed multi-family dwelling. c. The allowed height in Subsection 18.96.050.C and must have a minimum rear and side setbacks of four feet. If the existing multifamily dwelling has a rear or side setback of less than four feet, the existing multifamily dwelling will not be required to be modified to meet this setback.
§18.96.050.A.2 – Development Standards	A. The ADU shall comply with the requirements of the underlying zoning district unless: 1. The requirements are inconsistent with the provisions of this chapter, in which case the standards of this section shall apply; 2. The application is to legalize an unpermitted ADU or unpermitted JADU that was constructed prior to January 1, 2020, even if the ADU or JADU is nonconforming with local zoning, Government Code Section 65852.2, and/or California and local building code requirements. However, the City may deny the application for an unpermitted accessory dwelling unit or junior accessory dwelling unit if the City makes a finding that correcting the violation is necessary to comply with the standards specified in Section 17920.3 of the Health and Safety Code. The section shall not apply to a building that is deemed substandard pursuant to Health and Safety Code Section 17920.3; or 3. Limits on size based on a percentage of the proposed or existing primary dwelling, lot coverage, floor area ratio, front set back, open space, and size shall permit, or shall be waived in order to allow, a detached or attached ADU up to 800 square feet in size with four-foot side and rear yards, if the proposed ADU is in compliance with all other development standards.
§18.96.090 – Non-Permitted ADUs and JADUs	The establishment or continuance of an ADU or JADU without a permit as required under this chapter is declared to be unlawful and shall constitute a misdemeanor violation of this chapter and a public nuisance. ADUs and JADUs constructed prior to January 1, 2020 shall be issued a permit in accordance with Section 18.96.050. Any violation of this chapter shall be subject to the enforcement provisions and penalties as prescribed in Chapter 18.118. The enforcement of the code violation abatement shall be consistent with Health & Safety Code Section 17980.12

§18.96.050.G – Development Standards	G. Replacement Parking: Replacement parking shall not be required when a garage, carport, covered parking structure, or uncovered parking space is demolished in conjunction with the construction of an ADU, or conversion of that parking structure into an ADU.

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: March 18, 2025

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: Shiri Klima, Assistant City Manager

SUBJECT: City Manager Employment Agreement

Recommendation

Adopt a resolution:

1. Authorizing the Mayor to execute a third amendment to the City Manager's Employment Agreement extending the agreement's term until January 30, 2029, and increasing total annual compensation to $317,312.00 effective January 30, 2025; and

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

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority: Promote Housing, Economic and Workforce Development
Priority: Implement the Comprehensive Transportation and Mobility Plan
Priority: Promote Health & Public Safety
Priority: Ensure Our Financial and Organizational Health
Priority: Improve the City's Water Infrastructure
Priority: Develop and Implement a Comprehensive Facilities Master Plan
Priority: Enhance Community Services and Parks for Residents

Background

On January 30, 2023, City Manager Melvin E. Gaines began his service as East Palo Alto's City Manager. Mr. Gaines's agreement has been amended twice to provide a merit increase and to address a compaction issue after two positive review cycles (February 6, 2024, and again on September 3, 2024).

Analysis

The Council met in closed session twice to discuss amendments to the City Manager's Employment Agreement.

On March 4, 2025, following closed session, the Council directed staff to return in open session to memorialize the following amendments to Mr. Gaines's employment agreement:

- **Extension**: extending the agreement's term from January 30, 2026, to January 30, 2029. The term extension is equal to the agreement's initial term.

- **Compensation**: increasing total compensation to $317,312.00.

Fiscal Impact

This action does not require budget amendments. The current budget provides for the contract compensation changes.

Public Notice

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

Environmental

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

Government Code § 84308

Applicability of Levine Act: No, as the proposed action involves an exempt employment agreement.

Analysis of Levine Act Compliance: Not applicable.

Attachments

CONSENT ITEM 3.9

1. Resolution.
2. Draft Third Amendment to Employment Agreement with City Manager Melvin E. Gaines.

RESOLUTION NO.

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

AUTHORIZING A THIRD AMENDMENT TO THE CITY MANAGER'S EMPLOYMENT AGREEMENT TO EXTEND ITS TERM AND TO INCREASE SALARY

WHEREAS, the East Palo Alto City Council appointed Melvin E. Gaines as City Manager ("City Manager"), on January 17, 2023, effective January 30, 2023, and

WHEREAS, City Manager's employment agreement was amended on February 6, 2024, and again on September 3, 2024; and

WHEREAS, the City Council met twice in closed session to negotiate amendments to the City Attorney's employment agreement; and

WHEREAS, on March 4, 2025, following closed session, the City Council directed staff to return in open session with a third amendment to the City Manager's employment agreement.

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

1. Finds the foregoing recitals are true and correct, and are incorporated by this reference into this action;

2. Authorizes the Mayor to execute a third amendment to the City Manager's Employment Agreement extending the agreement's term until January 30, 2029, and increasing the City Manager's total annual compensation to $317,312.00, as set forth more fully in **Exhibit A**; and

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

[The remainder of this page is intentionally left blank.]

PASSED AND APPROVED on this 18th day of March 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

SIGNED:

Martha Barragan, Mayor

ATTEST:

James Colin, City Clerk

APPROVED AS TO FORM:

John D. Lê, City Attorney

THIRD AMENDMENT TO CITY MANAGER'S EMPLOYMENT AGREEMENT

This THIRD AMENDMENT TO CITY MANAGER'S EMPLOYMENT AGREEMENT ("THIRD AMENDMENT"), for reference dated _____, 2025, is by and between MELVIN E. GAINES ("GAINES") and the CITY OF EAST PALO ALTO, a municipal corporation ("CITY"), is made with reference to the following facts:

RECITALS:

WHEREAS, on January 30, 2023, pursuant to the original employment agreement dated the same ("AGREEMENT"), GAINES began his service as East Palo Alto's City Manager; and

WHEREAS, GAINES'S Employment Agreement was amended on February 6, 2024 ("FIRST AMENDMENT"), and again on September 3, 2024 ("SECOND AMENDMENT").

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS CONTAINED HEREIN, THE PARTIES AGREE TO THE FOLLOWING:

1. The City Council finds that the above recitals are true and correct and are incorporated herein by reference.

2. Section 3 (regarding term of employment) is hereby amended to replace the date of "January 30, 2026," with "January 30, 2029," and replace the period of "two years" to "six years."

3. Section 4 (regarding annual base salary) is hereby amended in its entirety to state the following:

   "For and in exchange for the services provided herein, GAINES shall be compensated at an annual base salary of Three Hundred Seventeen Thousand Two Hundred Twelve Dollars ($317,212.00) from January 30, 2025, through January 29, 2029. GAINES shall be paid on a prorated basis bi-weekly in accordance with the CITY's payroll practices and paid at the same time and in the same manner as other CITY employees are paid, effective the first full pay period after the Effective Date of this AGREEMENT."

4. All other provisions of the original AGREEMENT between the parties remain in full force and effect, unless said provisions conflict with this Amendment, in which case this Amendment controls.

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IN WITNESS WHEREOF, the parties have entered into this THIRD AMENDMENT.

CITY OF EAST PALO ALTO,
A municipal corporation

BY: _____
Martha Barragan, Mayor

MELVIN E. GAINES
An individual

BY: _____
Melvin E. Gaines

ATTEST:

_____
James Colin, City Clerk

APPROVED AS TO FORM:

_____
John D. Lê, City Attorney

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: March 18, 2025

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: Shiri Klima, Assistant City Manager

SUBJECT: City Attorney Employment Agreement

Recommendation

Adopt a resolution:

1. Authorizing the Mayor to execute a third amendment to the City Attorney's Employment Agreement extending the agreement's term until January 9, 2029, increasing the total annual compensation to $300,030.00, effective January 9, 2025, offering a fringe benefit mirroring a provision in the City Manager's contract (allocating medical benefit premium amounts into a deferred compensation if medical coverage is declined), and other amendments; and

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

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority: Promote Housing, Economic and Workforce Development
Priority: Implement the Comprehensive Transportation and Mobility Plan
Priority: Promote Health & Public Safety
Priority: Ensure Our Financial and Organizational Health
Priority: Improve the City's Water Infrastructure
Priority: Develop and Implement a Comprehensive Facilities Master Plan
Priority: Enhance Community Services and Parks for Residents

Background

On January 9, 2023, City Attorney John D. Lê began his service as East Palo Alto's City Attorney ("City Attorney"). Mr. Lê's agreement has been amended twice to provide a merit increase and cost of living adjustment after two positive review cycles (February 6, 2024, and again on September 3, 2024).

Analysis

The Council met in closed session twice to discuss amendments to the City Attorney's Employment Agreement.

On March 4, 2025, following closed session, the Council directed staff to return in open session to memorialize the following amendments to Mr. Lê employment agreement:

- **Extension**: extending the agreement's term from January 9, 2026, to January 9, 2029. The term extension is equal to the agreement's initial term.

- **Compensation**: increasing total compensation to $300,030.00, removing salary increase provisions (i.e., costcost-of-living adjustment and merit increase).

- **Fringe Benefit**: adding a term to his benefits provision mirroring a provision in the City Manager's agreement—if the City Attorney declines medical coverage, the premium amount the City would otherwise pay could be allocated toward deferred compensation.

Fiscal Impact

This action does not require budget amendments. The current budget provides for the contract compensation changes.

Public Notice

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

Environmental

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

Government Code § 84308

Applicability of Levine Act: No, as the proposed action involves an exempt employment agreement.

Analysis of Levine Act Compliance: Not applicable.

Attachments

1. Resolution.
2. Draft Third Amendment to Employment Agreement with City Attorney John D. Lê.

RESOLUTION NO.

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

AUTHORIZING A THIRD AMENDMENT TO THE CITY ATTORNEY'S EMPLOYMENT AGREEMENT TO THE TERM OF THE AGREEMENT AND TO INCREASE SALARY FOR THE CITY ATTORNEY

WHEREAS, the East Palo Alto City Council appointed John D. Lê as City Attorney ("City Attorney"), on December 6, 2022, effective January 9, 2023, and

WHEREAS, City Attorney's employment agreement was amended on February 6, 2024, and again on September 3, 2024; and

WHEREAS, the City Council met twice in closed session to negotiate amendments to the City Attorney's employment agreement; and

WHEREAS, on March 4, 2025, following closed session, the City Council directed staff to return in open session with a third amendment to the City Attorney's employment agreement.

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

1. Finds the foregoing recitals are true and correct, and are incorporated by this reference into this action;

2. Authorizes the Mayor to execute a third amendment to the City Attorney's Employment Agreement extending the agreement's term until January 9, 2029, increasing total annual compensation to $300,030.00, removing the cost of living adjustment and merit increase, offering a fringe benefit mirroring a provision in the City Manager's contract (allocating medical benefit premium amounts into a deferred compensation fund, if medical coverage is declined), and other amendments, as set forth more fully in **Exhibit A**; and

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

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PASSED AND APPROVED on this 18th day of March 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

SIGNED:

Martha Barragan, Mayor

ATTEST:

James Colin, City Clerk

APPROVED AS TO FORM:

Michelle Magarrell, Deputy City Attorney

THIRD AMENDMENT TO CITY ATTORNEY'S EMPLOYMENT AGREEMENT

This THIRD AMENDMENT TO CITY ATTORNEY'S EMPLOYMENT AGREEMENT ("THIRD AMENDMENT"), for reference dated _____, 2025, is by and between JOHN D. LÊ ("LÊ") and the CITY OF EAST PALO ALTO, a municipal corporation ("CITY"), is made with reference to the following facts:

RECITALS:

WHEREAS, on January 9, 2023, pursuant to the original employment agreement dated the same ("AGREEMENT"), Lê began his service as East Palo Alto's City Attorney; and

WHEREAS, LÊ's Employment Agreement was amended on February 6, 2024 ("FIRST AMENDMENT"), and again on September 3, 2024 ("SECOND AMENDMENT").

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS CONTAINED HEREIN, THE PARTIES AGREE TO THE FOLLOWING:

1. The City Council finds that the above recitals are true and correct and are incorporated herein by reference.

2. Section 2(a) (regarding term of employment) is hereby amended to replace the date of "January 9, 2026," with "January 9, 2029."

3. Section 3(a) (regarding annual base salary) is hereby amended in its entirety to state the following:

   "City agrees to pay Employee an annual base salary of Three Hundred Thousand and Thirty Dollars ($300,030.00) payable at the same time and in the same manner that other City employees are paid; this salary shall be effective as of January 9, 2025. Employee's annual base salary may only be reduced at the same time and in the same percentage as any across-the-board reduction that is imposed upon other Executive Management employees in the City."

4. Section 3(c) (regarding automatic inflation adjustment) is hereby removed in its entirety and replaced with "[RESERVED]".

5. A sentence is hereby added to the second bullet point (regarding medical benefits) in Section 3(d) to state the following:

   "If Employee declines to use the medical benefit, City will contribute 50% of the amount that would be spent on medical benefits to deferred compensation for Employee."

6. Section 4 (regarding the City Attorney's duties) from the original Agreement shall be restored as originally stated in the AGREEMENT, as it was inadvertently

deleted in a previous amendment.

7. All other provisions of the original AGREEMENT between the parties remain in full force and effect, unless said provisions conflict with this Amendment, in which case this Amendment controls.

IN WITNESS WHEREOF, the parties have entered into this THIRD AMENDMENT.

CITY OF EAST PALO ALTO,
A municipal corporation

BY: _____
Martha Barragan, Mayor

JOHN D. LÊ
An individual

BY: _____
John D. Lê

ATTEST:

_____
James Colin, City Clerk

APPROVED AS TO FORM:

_____
Michelle Magarrell, Deputy City Attorney

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: March 18, 2025

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: James Colin, City Clerk

SUBJECT: City Council Meeting Minutes

Recommendation

Adopt the March 4, 2025, City Council Meeting Minutes.

Attachments

1. March 4, 2025, City Council Meeting Minutes.

EAST PALO ALTO CITY COUNCIL
REGULAR SESSION MINUTES

Tuesday, March 4, 2025, 6:30 PM
EPA Government Center
2415 University Avenue, First Floor
East Palo Alto, CA 94303

1. CALL TO ORDER AND ROLL CALL

The City Council meeting was called to order by Mayor Barragan at 7:14 PM.

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

2. APPROVAL OF THE AGENDA

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

3. APPROVAL OF CONSENT CALENDAR

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

3.1 Women's History and Culture Month Proclamation
3.2 Ramadan Proclamation
3.3 Honoring American Red Cross Month for March 2025
3.4 City Council Meeting Minutes

4. CLOSED SESSION

5. PUBLIC COMMENT

6. INFORMATIONAL REPORTS

6.1 Westside Area Plan

Elena Lee, Planning Manager presented on the Westside Area Plan.

Laura Rubio provided public comment.

7. SPECIAL PRESENTATIONS

8. PUBLIC HEARINGS

8.1 Adoption of Nexus Study Update and Updated Parks and Trails, Public Facilities, Transportation, Storm Drainage, and Water Capacity Development Impact Fees

Hanson Hom, East Palo Alto Special Projects Manager, James Wilson and Carlos Villareal from Wildan Financial Services provided a presentation on the Nexus Study.

Christopher Kao and Jeff Poetsch provided public comment.

A motion to approve item 8.1 was made by Councilmember Romero, seconded by Councilmember Abrica, and passed unanimously.

9. POLICY AND ACTION

9.1 East Palo Alto Library Project Update

Batool Zaro, Senior Engineer, provided an introduction on the Library Project Update. The update presentation was provided by Elaine Kross, Project Manager, and Jane Catalano, Principal.

Angel Haight and Larry Moody provided public comment regarding item 9.1.

9.2 Recruitment and Retention Incentive Plan for the Recruitment of Hard-to-Fill positions

Ana Torres, Human Resources Manager, provided a presentation regarding the recruitment incentive plan.

A motion to approve item 9.2 was made by Vice Mayor Dinan, seconded by Councilmember Romero, and passed unanimously with Councilmember Lincoln being absent.

9.3 Authorization to Execute Soil Stockpiling Agreement with Sycamore Real Estate Investment LLC and P. Kavanagh Construction Co.

Melvin Gaines, City Manager, provided a presentation on the soil stockpiling agreement.

A motion to approve item 9.3 was made by Councilmember Romero, seconded by Councilmember Abrica, and passed unanimously.

10. COUNCIL REPORTS

Councilmember Abrica invited the public and council to a meeting regarding the impacts of the Palo Alto Airport.

City Manager Gaines announced the 3/8 Strategic Priorities Retreat.

11. ADJOURNMENT

The meeting was adjourned at 10:41 PM

CONSENT ITEM 3.12

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: March 18, 2025

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

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

SUBJECT: FY 2024-25 Midyear Personnel Staffing Proposal

Recommendation

Adopt a resolution:

1. Approving an amendment to the City's Classification Plan adding 1.0 FTE Administrative Assistant, adding 1.0 FTE Information Technology Specialist I/II, adding 1.0 FTE Accountant Senior, adding 0.5 FTE Special Projects Manager (2 Year LTD), adding 1.0 FTE Paralegal, and eliminating 1.0 FTE Legal Assistant;

2. Approving the updated titles and job description/classification specifications from City Manager to City Manager/ General Manager, from City Attorney to City Attorney/ District Counsel, from Assistant City Manager to Assistant City Manager/ Assistant General Manager, from Finance Director to Finance Director/ District Treasurer, and from Public Works Director to Public Works Director/District Engineer;

3. Approving an amendment to five position classification specifications (Utility Manager, Accountant Senior, City Clerk - Public Information Officer, and Maintenance Worker I/II and III);

4. Approving compensation schedules for the positions listed above and referenced in Attachment P and Service Employees International Union (SEIU Local 521) Side Letter Agreement: Maintenance Worker Premium Pay for Utility Locator Function 5% premium pay; and

5. Finding that the proposed actions are exempt from the California Environmental Quality

Act (CEQA) because none of them are a “project” pursuant to 15378(b)(4) as these are fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant impact on the environment.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority No. 3: Increase Organizational Effectiveness and Efficiency

Background

The East Palo Alto Sanitary District (EPASD or District) became a subsidiary to the City of East Palo (City) as of October 1, 2024. The City Council is the governing board of EPASD, and, through Chapter 2.12.150 (Subsidiary Districts) of the Municipal Code, the City Manager functions as the General Manager. With City Manager direction, activities by staff since establishment of the subsidiary district have focused on continuing reliable service for customers, informing key stakeholders including regulatory agencies of the governmental changes, reviewing existing operating procedures, and developing long-term capital improvement programs to correct both existing system deficiencies and support planned development.

After EPASD became a City subsidiary, staff conducted classification studies to ensure that the new responsibilities were accurately reflected in affected positions’ classification specifications. The study revealed that some existing classifications needed to be updated, while other departments required additional staffing to successfully operate the EPASD. These changes add a layer of complexity and specialized knowledge regarding utilities, necessitating adjustments to classifications and, in some cases, compensation to align with the expanded roles and responsibilities.

The City has fulfilled all meet-and-confer obligations with the labor unions representing affected positions.

Analysis

Staff proposes the following department organizational and staffing changes:

Departmental Organizational Changes

City Manager’s Office

As the City continues to evolve and take on greater responsibilities, it is essential that our classifications accurately reflect the scope and complexity of these roles. The classification study recommends title changes for the City Manager and Assistant City Manager to

acknowledge their dual responsibilities. The new classifications will be City Manager/General Manager and Assistant City Manager/Assistant General Manager, respectively.

This change recognizes that, in addition to leading the City, the City Manager also serves as the General Manager of the Sanitary District. By aligning the title with the expanded scope of responsibilities, there is enhanced transparency for City officials, employees, and the public, ensuring clarity in oversight, accountability, and reporting. This adjustment is critical for future recruitment efforts and compensation considerations.

Recommendation to add 1.0 FTE - Technology Specialist I/II:

The City currently has one position supporting the Information Technology Division. The study identified a growing need for an Information Technology Specialist I/II to support the increasing operational demands. Managing two entities has introduced additional layers of complexity, requiring enhanced IT infrastructure, security, and support to maintain seamless operations across both organizations. The addition of a full time Technology Specialist I/II ensures that City will have the necessary resources to sustain efficient and secure technology systems.

City Attorney's Office
Staff recommends updating the City Attorney's title to City Attorney/District Counsel to reflect the expanded responsibilities. In addition to providing legal services to the City, the City Attorney also serves as legal counsel for the EPASD. This role includes advising the City Council in its capacity as the EPASD Board of Directors, ensuring compliance with State, federal, and local laws, and overseeing legal matters related to the District's operations. The title change enhances transparency, clarifies the scope of responsibilities, and ensures accountability in both City and District legal affairs. This adjustment is also critical for future recruitment efforts and compensation considerations.

As separate and related matter, the City has performed a desk audit on the position of Legal Assistant in the City Attorney's Office. The Legal Assistant has performed enhanced functions, including around areas of grants/contracts management since before the City took over the EPASD and before the current Deputy City Attorney was hired. Additionally, the Legal Assistant has seen and is expected to see an increase in duties arising out of the City's takeover of the EPASD, including contracts and risk/claims management. Accordingly, the study recommends the reclassification of the Legal Assistant to Paralegal due to the increased level of complexity and support needed from the incumbent. Staff recommends that the Paralegal receive a retroactive adjustment the next full pay period following January 3, 2025. (This change is unrelated to the EPASD becoming a subsidiary of the City.)

Public Works Department
Staff recommends updating the Public Works Director title to Public Works Director/District Engineer to reflect the expanded responsibilities of overseeing both the City's Public Works operations and the EPASD. This role includes managing infrastructure design, engineering, construction, maintenance, and the Capital Improvement Programs (CIPs) for the City and EPASD, ensuring seamless coordination between departments and regulatory agencies. The new title provides clarity on the technical expertise and leadership required for this dual role.

Staff recommends that the Public Works Director/District Engineer receive a retroactive adjustment the next full pay period following October 1, 2024, of 4.23% increase.

The study confirmed that while a title change for the Utility Manager was not necessary, a classification specification update was essential to accurately reflect the managing of EPASD day-to-day functions and formally include EPASD as a subsidiary of the City.

The study also identified the need for an additional Administrative Assistant to support EPASD's daily operations. Given the complexity of utility regulations, this role requires specialized knowledge to ensure efficient office operations and regulatory compliance.

The classification specifications for Maintenance Worker I/II and Maintenance Worker III were updated to include USA trace and locate responsibilities as a special assignment. (USA tracing, also called 811, means marking and location services to residents, businesses, and underground utilities of other underground utility lines.) This change recognizes the increased technical expertise required and provides opportunities for career growth and workforce development which will also help support retention. Staff will be entitled to 5% premium pay if assigned to this task.

In addition to the positions above, the City would like to propose a part time Special Projects Manager (two-year Limited Term Duration) to assist with the SaferBay project, which will be funded by the CalOES grant. The City is leading the design portion of the Safer Bay project south of Bay Road from the 30% stage to the 100% stage. In order to keep the project on track, and in compliance with the grant requirements, a special projects manager is essential.

Finance Department

Staff recommends updating the title of Finance Director to Finance Director/ District Treasurer. A classification specification update was essential to accurately reflect the increased complexity of managing finances for both the City and the EPASD. Overseeing two entities significantly expands the scope of financial management, requiring a higher level of expertise in utility accounting, regulatory compliance, risk management and financial reporting. Staff recommends that the Finance Director/ District Treasurer receive a retroactive adjustment the next full pay period following October 1, 2024, of 3.82% increase.

The study also identified the urgent need for an additional Senior Accountant 1.0 FTE to handle the specialized accounting demands of utility operations. The complexity of managing EPASD's financials requires accuracy in budgeting, billing, and regulatory compliance. This advanced skill set is characteristic of advanced expertise found in the Senior level of the Accountant classification series. This addition 1.0 FTE is critically important to maintain fiscal accountability, operational efficiency, and long-term financial stability for both entities. There is a current incumbent that will be impacted by this proposed classification and compensation update. Staff recommend the current incumbent receive a retroactive adjustment the next full pay period following October 1, 2024, of 5% increase.

This report only captures the title changes and change in scope but does not have a monetary component for the City Manager/ General Manager and the City Attorney/ District Counsel as

both classifications are contractual employees who negotiate wages with the City Council directly. The City Council met in closed session on March 4, 2025, to provide direction to staff on how to proceed with these two staff members' compensation recommendations. Staff will return to properly reflect the monetary impacts for the two contractual employees.

Below please find then summary rubric of the changes requested:

Department	Title	Estimated Effective Date	Bargaining Unit	FTE	Annual Cost	FY2045-25 Impact
City Manager's Office	Assistant City Manager/ Assistant General Manager	-	Unrep	-		
City Manager's Office/ Information Technology	Information Technology Specialist I/II	5/1/2025	SEIU	1.0	163,021	27,170
City Manager's Office/ Community Programs	Recreational Leader I	-	SEIU	-	-	-
City Attorney's Office	Paralegal	1/3/2025	Unrep	1.0	155,709	77,854
City Attorney's Office	Legal Secretary	1/2/2025	Unrep	(1.00)	(141,554)	(70,777)
Public Works	Public Works Director/ District Engineer	10/1/2024	Unrep	-	12,104	9,077.85
Public Works	Utility Manager	-	MEA	-	-	-
Public Works	Special Project Manager (2 Yr LTD)	5/1/2025	Unrep	1.00	173,048	28,841
Public Works/ Administration	Administrative Assistant	-	SEIU	1.0	97,814	24,453
Public Works/ Maintenance	Maintenance Worker I/II	5/1/2025	SEIU	-	9,101	2,275
Public Works/ Maintenance	Maintenance Worker III	5/1/2025	SEIU	-	4,550	1,138
Finance	Finance Director/ District Treasurer	10/1/2024	Unrep	-	8,572	6,428.74
Finance	Accountant Senior	5/1/2025	MEA	1.0	131,678	21,946
Finance	Accountant Senior	10/1/2024	MEA	-	7,489	6,241
City Clerk's Office	City Clerk- Public Information Officer	-	Unrep	-		
			Net New	**4.00**	**621,531.20**	**134,649.34**

Fiscal Impact

The total estimated fiscal impact for the current fiscal year is $134,649.34. Expenses associated with the EPASD will be allocated directly to the EPASD budget through direct charges or by incorporating them into the City-wide cost allocation plan. Costs attributable to the City will be absorbed through existing budgetary savings, eliminating the need for a budget amendment at this time. This approach ensures that the proposed staffing and classification adjustments are financially sustainable within the current fiscal framework.

Public Notice

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

Environmental

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

Government Code § 84308

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

Analysis of Levine Act Compliance: Not applicable.

Attachments

1. Resolution
2. Attachment A: City's Classification Plan Update (*Position Control*)
3. Attachment B: City Manager/ General Manager Job Description/ Classification Specification clean copy and revised
4. Attachment C: Assistant City Manager/ Assistant General Manager Job Description/ Classification Specification clean copy and revised
5. Attachment D: Information Technology Specialist I/II Job Description/ Classification Specification (NEW)
6. Attachment E: City Attorney/ District Counsel Job Description/ Classification Specification clean copy and revised
7. Attachment F: Paralegal Job Description/ Classification Specification (NEW)
8. Attachment G: Public Works Director/ District Engineer Job Description/ Classification Specification clean copy and revised
9. Attachment H: Utility Manager Job Description/ Classification Specification clean copy and revised
10. Attachment I: Administrative Assistant Job Description/ Classification Specification clean copy and revised
11. Attachment J: Maintenance Worker I/II Job Description/ Classification Specification clean copy and revised
12. Attachment K: Maintenance Worker III Job Description/ Classification Specification clean copy and revised
13. Attachment L: Finance Director/ District Treasurer Job Description/ Classification Specification clean copy and revised
14. Attachment M: Accountant Senior Job Description/ Classification Specification clean copy and revised
15. Attachment N: City Clerk- Public Information Officer Job Description/ Classification Specification clean copy and revised
16. Attachment O: Special Project Manager (2 Year LTD)
17. Attachment P: Compensation Schedules Proposed
18. Attachment Q: Service Employees International Union (SEIU Local 521) Side Letter Agreement: Maintenance Worker Premium Pay for Utility Locator Function *(pending signatures, attaching for reference)*

RESOLUTION NO. XX– 2025

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

APPROVING AN AMENDMENT TO THE CITY'S CLASSIFICATION PLAN ADDING 1.0 FTE ADMINISTRATIVE ASSISTANT, ADDING 1.0 FTE INFORMATION TECHNOLOGY SPECIALIST I/II, ADDING 1.0 FTE ACCOUNTANT SENIOR, ADDING 0.5 FTE SPECIAL PROJECTS MANAGER (2 YEAR LIMITED TERM DURATION), ADDING 1.0 FTE PARALEGAL, ELIMINATING 1.0 FTE LEGAL ASSISTANT; APPROVING THE UPDATED TITLES AND JOB DESCRIPTIONS/ CLASSIFICATION SPECIFICATIONS AND AMENDMENTS TO SIX POSITIONS; APPROVING JOB DESCRIPTION/CLASSIFICATION UPDATES ON FIVE POSITIONS

WHEREAS, the East Palo Alto Sanitary District (EPASD or District) became a subsidiary to the City of East Palo (City) as of October 1, 2024, with the City Council as the EPASD governing board and the City Manager as its General Manager; and

WHEREAS, with City Manager direction, activities by staff since establishment of the subsidiary district have focused on continuing reliable service for customers, informing key stakeholders including regulatory agencies of the governmental changes, reviewing existing operating procedures, and developing long-term capital improvement programs to correct both existing system deficiencies and support planned development; and

WHEREAS, after EPASD became a City subsidiary, staff conducted classification studies to ensure that the new responsibilities were accurately reflected in affected positions' classification specifications; and

WHEREAS, this study revealed that some existing classifications needed to be updated, while other departments required additional staffing to successfully operate the EPASD, and these changes add a layer of complexity and specialized knowledge regarding utilities, necessitating adjustments to classifications and, in some cases, compensation to align with the expanded roles and responsibilities; and

WHEREAS, the City has met its legal obligations to amend its job classification plan, including all meet-and-confer obligations facilitated by meeting with the labor unions with affected positions.

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 incorporates these recitals by this action.

2. Approves an amendment to the City's Classification Plan adding 1.0 FTE Administrative Assistant, adding 1.0 FTE Information Technology Specialist I/II, adding 1.0 FTE Accountant Senior, adding 1.0 FTE Paralegal, and eliminating 1.0 FTE Legal Assistant.

3. Approves the updated titles and job description/classification specifications from City Manager to City Manager/ General Manager, from City Attorney to City Attorney/District Counsel, from Assistant City Manager to Assistant City Manager/ Assistant General Manager, from Finance Director to Finance Director/ District Treasurer, and from Public Works Director to Public

Works Director/District Engineer, as set forth in **Attachments B, E, C, L, and G**.

4. Approves an amendment to six position classification specifications (Utility Manager, Accountant Senior, Administrative Assistant, City Clerk - Public Information Officer, and Maintenance Worker I/II and III), as set forth in **Attachments H, M, I, N, J, and K**.
5. Approves new job description/classification specifications for Information Technology Specialist I/II, Paralegal, and Special Projects Manager (two-year limited term duration) as set forth in **Attachments D, F, and O.**
6. Approves compensation schedules for the positions listed above, and Service Employees International Union (SEIU Local 521) Side Letter Agreement: Maintenance Worker Premium Pay for Utility Locator Function 5% premium pay as set forth in **Attachments P and Q**.
7. Attaches and incorporates by reference **Attachments A through Q**.
8. Finds that the proposed actions being considered do not constitute “Projects” within the meaning of the California Environmental Quality Act (CEQA), pursuant to CEQA Guideline section 15378(b)(4), because these are fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant impact on the environment.

PASSED AND ADOPTED this 18th day of March 2025**,** by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Martha Barragan. Mayor

ATTEST:

James Colin, City Clerk

APPROVED AS TO FORM:

John D. Lê, City Attorney

CITY OF EAST PALO ALTO

Detail Position Listing

	FTE's FY 2024-25
City Council	
a. Council Member	**5.00**
City Attorney's Office	
a. City Attorney/District Counsel[8]	1.00
b. Deputy City Attorney I/II	1.00
c. Legal Assistant	1.00
	3.00
City Manager's Office	
Admininistration	
a. City Manager/General Manager[8]	1.00
b. Assistant City Manager/Assistant General Manager[8]	1.00
c. Assistant to the City Manager[1]	2.00
d. IT Manager[2]	1.00
e Executive Assist. to City Mgr	1.00
	6.00
Human Resources Division	
a. Human Resources Manager	1.00
b. Human Resources Technician I/II	1.00
	2.00
Community Services Division	
a. Community Services Manager	1.00
b. Recreation Coordinator	1.00
c. Recreation Leader II (1 FTE, 1 PT)[3]	1.45
d. Van Driver (2 PT)	1.00
e. Nutrition Site Supervisor (1 PT)	0.75
f. Kitchen Aide (1 PT)	0.50
	5.70
City Clerk's Office	
a. City Clerk	1.00
b. Office Assistant	1.00
	2.00
Finance	
a. Finance Director/District Treasurer[8]	1.00
b. Financial Services Manager	1.00
c. Accountant Senior	1.00
d. Accountant I[4]	1.00
e. Accounting Technician I/II[5]	1.00
f. Grant Coordinator	1.00
G Senior Accounting Technician	1.00
	7.00
Community and Economic Development	
Administration Division	
a. Community & Economic Dev Director	1.00
b. Management Analyst II	1.00
c. Secretary II	1.00
d. Office Assistant	1.00
	4.00
Building Services Division	
a. Chief Building Official	1.00
b. Building Inspector II	1.00
c. Building Permit Technician	2.00
d. Code Enforcement/Bldg Inspector Hybrid	1.00
e. Code Enforcement Officer II	2.00
	7.00
Housing/Econ Division	
a. Housing & Econ Dev Manager	1.00
b. RSP Administrator	1.00
c. Housing Project Manager	1.00
d. RSP Coordinator II	1.00
	4.00

	FTE's FY 2024-25
Community and Economic Development (Con'd)	
Planning Division	
a. Planning Manager	1.00
b. Senior Planner	1.00
c. Associate Planner	1.00
d. Planning Technician	1.00
e. Assistant/Associate Planner	1.00
	5.00
Public Works	
Adminstration Division	
a. Public Works Director/District Engineer[8]	1.00
b. Administrative Assistant	1.00
c. Management Analyst II	1.00
d. Environmental Service Aide	1.45
	4.45
Engineering Division	
a. City Engineer	1.00
b. Utility Manager[6]	1.00
c. Senior Engineer	1.00
d. Associate Engineer	1.00
e. Assistant/Associate Engineer	1.00
f. Public Works Supervisor	1.00
	6.00
Maintenance Division	
a. Maintenance Manager	1.00
b. Maintenance Worker I	3.00
c. Maintenance Worker II	5.00
d. Maintenance Worker III	2.00
e. Secretary I	1.00
	12.00
Police	
Administration Division	
a. Police Chief	1.00
b. Support Services Manager	1.00
c. Police Records Supervisor	1.00
d. Police Record's Clerk I/II	4.00
e. Property & Evience Technician	1.00
	8.00
Investigations Division	
a. Captain[9]	1.00
b. Police Officer	4.00
c. Cold Case Investigator[10]	-
d. Police Sergeant	1.00
	6.00
Operations Division	
a. Captain[9]	1.00
b. Police Sergeant	4.00
c. Police Officer	24.00
d. Reserve Officer Manager[7]	-
c. Community Services Officer	4.00
d. Community Services Officer (4 PT)	1.80
	34.80
Total Authorized FTE's	**121.95**

[1]Approved FY24 Mid year budget session, effective December 1, 2023

[2] New position (subject to Council approval)

[3]Reducing one PT and Adding one FT. Net changes 0.55 (subject to Council approval)

[4]Converting Accountant I/II to Accountant I

[5]Reducing Accounting Technician I/II from FTE 2.0 to 1.0. Created Senior Accounting Technician Position of FTE 1.0. No net changes

[6] New position (subject to Council approval)

[7]Reserve Officers of FTE 1.35 converted to Community Services Officer of 1 FTE (subject to council approval)

[8] EPASD Position Classification, per Ordinance NO. 59

[9] Commander reclassified to Captain

[10] Cold Case Investigator eliminated as a cost saving effort when Commander was reclassified to Captain

March 2025
FLSA: Exempt

CITY MANAGER/ GENERAL MANAGER

DEFINITION

Under policy direction, plans, organizes, and provides administrative direction and oversight for all City functions and activities; provides policy guidance and program evaluation to the City Council and management staff; encourages and facilitates provision of services to City residents and businesses; fosters cooperative working relationships with State and local intergovernmental and regulatory agencies and various public and private groups; pursues appropriate avenues of economic and community development. In addition, the City Manager serves as the General Manager for the East Palo Alto Sanitation District (EPASD). In this capacity, the City Manager implements the policy direction set by the EPASD Board of Directors, provides strategic leadership, and oversees daily operations to ensure efficient service delivery and full regulatory compliance; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative and general policy direction from the City Council and the EPASD Board of Directors. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision to the entire City staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

The City Manager serves as the Chief Executive Officer of the City and General Manager of the EPASD, accountable to the City Council and EPASD Board of Directors, and is responsible for enforcement of all City and EPASD codes, ordinances, and regulations, the conduct of all financial activities, and the efficient and economical performance of the City and EPASD s operations.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.

- Plans, organizes, and administers operations of the City and EPASD either directly or through subordinate management and supervisory staff; coordinates and evaluates the work of the City in accordance with applicable laws, codes, and regulations and adopted policies and objectives of the City Council and EPASD Board of Directors.
- Directs and coordinates the development and implementation of goals, objectives, and programs for the City Council/EPASD Board of Directors, Department Heads, EPASD, and the City; develops

administrative policies, procedures, and work standards to ensure that the goals and objectives are met and that programs provide mandated services in an effective, efficient, and economical manner.

- Leads EPASD's transition to and operation as a City Subsidiary,
- Oversees the preparation of the annual budget for the City and EPASD; authorizes directly or through staff, budget transfers, expenditures, and purchases; provides information regarding the financial condition and needs of the City and EPASD to the City Council/EPASD Board of Directors.
- Advises the City Council/EPASD Board of Directors on issues, programs, and financial status; prepares and recommends long- and short-term plans for City and EPASD service provision, capital improvements, and funding; and directs the development of specific proposals for action regarding current and future needs of the City and EPASD ; attends all meetings of the Council and EPASD Board.
- Oversees the administration, construction, use, and maintenance of all City and EPASD facilities and equipment,
  including buildings, parks, facilities, and other public property.
- Represents the City, EPASD, and the Council/Board in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Provides for the investigation and resolution of complaints regarding the administration of and services provided by the City government and EPASD.
- Provides for contract services and franchise agreements; ensures proper performance of obligations to the City and EPASD; has responsibility for enforcement of all City and District codes, ordinances, and regulations.
- Oversees the selection, training, professional development, and work evaluation of City and District staff; oversees the implementation of effective employee relations programs; provides policy guidance and interpretation to staff; serves as the hearing officer for grievances and discipline hearings.
- Directs the preparation of and prepares a variety of correspondence, reports, policies, procedures, and other written materials.
- Ensures the maintenance of working and official City and EPASD files.
- Ensures that the Council/Board is kept informed of City and EPASD functions, activities, and financial status, and of legal, social, and economic issues affecting City and EPASD activities.
- Monitors changes in laws, regulations, and technology that may affect City and District operations; implements policy and procedural changes as required.
- Responds to the most complex, difficult, and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles, practices, and procedures of public administration in a municipal setting and special district.
- Functions, services, and funding sources of a municipal government and special district.
- Functions, authority, responsibilities, and limitations of an elected City Council and Special District Board of Directors.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Principles and practices of municipal and special district budget development, administration, and accountability.

- Current social, political, and economic trends affecting City and special district government and service provision.
- Techniques for effectively representing the City and EPASD in contacts with government agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City and EPASD staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, administer, coordinate, review, and evaluate the functions, activities, and staff of the City and EPASD.
- Work cooperatively with, provide highly complex and responsible staff support to, and implement the policies of the City Council and EPASD Board of Directors.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.
- Oversee all City and EPASD financial activities, including administering investments, the development and implementation of the City and EPASD budget, and the control of all expenditures and purchases.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Conduct effective negotiations and effectively represent the City and EPASD in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations, and the media.
- Direct the preparation of and prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from a four-year college or university with major coursework in public or business administration, public policy, finance, or a related field and six (6) years of management experience in a public agency setting as a City Manager, Assistant City Manager, or in a related administrative/managerial capacity involving responsibility for planning, organization, and implementation. An equivalent to a master's degree in Public or Business Administration is highly desired.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

March 2025
FLSA: Exempt

ASSISTANT CITY MANAGER/ASSISTANT GENERAL MANAGER

DEFINITION

Under administrative direction, provides highly responsible and complex management assistance to the City Manager/General Manager and City Council in coordinating and directing City-wide departmental activities and operations; assists the City Manager/General Manager in executing the long-term vision for the City in collaboration with the City Council and department heads; ensures quality services provision to the residents of the community; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the City Manager/General Manager in areas of expertise; acts as City Manager/General Manager in that individual s absence.
In addition, the Assistant City Manager/Assistant General Manager/General Manager serves as the Assistant General Manager for the East Palo Alto Sanitation District (EPASD). In this capacity, the Assistant General Manager collaborates with the General Manager to implement the policy direction set by the EPASD Board of Directors, provide strategic leadership, and oversee daily operations to ensure efficient service delivery and full regulatory compliance; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager/General Manager. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises supervision over management, professional, technical, and administrative staff through subordinate levels of supervision.

DISTINGUISHING CHARACTERISTICS

This is an executive management classification that oversees, directs, and participates in all activities of the City s and EPASD s operations, including short- and long-term planning, policy development and administration, and enforcing all City and EPASD codes and regulations. The incumbent regularly interacts with the City Manager/General Manager, City Council, EPASD Board of Directors and departmental management in obtaining and coordinating projects and information. Successful performance of the work requires knowledge of public policy, municipal functions, and activities, including the role of an elected City Council and EPASD Board of Directors and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities among all City and EPASD departments and agencies and managing and overseeing the complex and varied programs, projects, and activities of the City and EPASD, and other assigned functions. The incumbent is accountable for accomplishing City-wide and EPASD planning and operational goals and objectives within general policy guidelines.

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EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists the City Manager/General Manager in planning, organizing, and directing the services and activities of City and EPASD departments and programs.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the City Manager's Office and EPASD; establishes, within City and EPASD policy, appropriate budget, service, and staffing levels.

  Assists and participates in the development, administration, and oversight of City and EPASD annual budgets. assists in overseeing financial and budgetary responsibilities by helping to direct the forecasting of additional funds needed for City departments and EPASD staffing, equipment and supplies; aids in the monitoring and approval of expenditures; supports the direction and implementation of budgetary adjustments as necessary.
- Selects, trains, motivates, and directs City and EPASD personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the City's and EPASD's service by developing, reviewing and implementing policies and procedures to meet legal requirements and City and EPASD needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Implements directives and policies from the City Manager/General Manager; provides guidance and direction to department heads and EPASD Board of Directors to coordinate and direct programs and projects; meets with department heads and EPASD Board of Directors to identify and resolve organizational and operational problems both within departments and the District, and across departmental and District lines; ensures the successful completion of programs and projects.
- Coordinates the development and administration of the City's and EPASD budget and Capital Improvement Program; assists with budget forecasting; reviews and controls programs and projects to ensure cost effectiveness.
- Oversees and participates in the preparation and administration of the City Manager/City General Manager's Office and EPASD budget; maintains and monitors appropriate budgeting controls; monitors compliance with budget parameters and general financial policies.
- Represents the City and EPASD on various intergovernmental committees, task forces, and commissions pertaining to city and EPASD management and assigned program matters.
- Monitors legal, regulatory, technology and societal changes and court decisions that may affect the work of the City and District; determines equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City and District needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Represents the City, EPASD, other City departments, elected officials, and outside agencies; explains and interprets City and EPASD programs, policies, and activities; negotiates and resolves significant and controversial issues.

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- Conducts a variety of organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Negotiates contracts and agreements; coordinates with legal counsel, City department and EPASD representatives to determine City and EPASD needs and requirements for contractual services.
- Participates in and makes presentations to the City Council and EPASD Board of Directors and a wide variety of committees, boards, and commissions.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of City and District services and management as they relate to the area of assignment.
- Directs the maintenance of working and official files.
- Serves as a spokesperson for the City and District at a variety of community events, meetings, and other public relations activities.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager/General Manager.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Serves as Acting City Manager/General Manager as needed, ensuring seamless leadership in the City Manager/General Manager's absence, whether planned or unexpected.
- Performs other related duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, budget administration, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.
- General principles of risk management related to the functions of the assigned area.
- Principles, practices, and procedures of public administration in a municipal setting.
- Functions, authority, and responsibilities of an elected City Council.
- Funding sources for municipal government services, and special districts.
- Public agency contract administration principles.
- Principles and practices related to municipal planning, civil engineering, building code, code enforcement, economic development, utility operations, transportation planning, financial management, real estate development, and community engagement strategies; expertise in human resources, information technology, community services, and utility management, including water and wastewater operations, legal requirements, and regulatory compliance.
- Understanding of state-mandated regulatory documents and enforcement plans, as well as processes involved in acquiring and managing mutual water companies
- Experience in staff development and training to ensure effective operations and compliance with legal obligations.
- Methods and techniques of developing technical and administrative reports, and business correspondence.
- Research methods and techniques.

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- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Work cooperatively with, provide staff support to, and implement the policies of the City Manager/General Manager, City Council, and EPASD Board of Directors.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the City and District.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
  Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Effectively represent the City and EPASD in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

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Equivalent to a bachelor's degree from an accredited college or university with major coursework in business or public administration, public policy, finance, or a related field and five (5) years of progressively responsible management experience within local government. A Master's degree in public administration is desirable.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

The standard office position requires an employee to access their work location, attend meetings, use computerized workstations, lift paperwork and light-weight equipment or resources (less than 20 pounds), and to operate a motor vehicle to visit various City and meeting sites. Typically, an employee will need to walk, stand, sit, use a keyboard, see, hear, bend, lift, and twist. Typically, an employee will need to mentally process and analyze complex information, compose complex responses, interact with others, and present information and reports.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

INFORMATION TECHNOLOGY SPECIALIST I/II

DEFINITION

Under the general direction of the Information Technology Manager, installs, sets up, configures, troubleshoots, and maintains the Citywide Information Technology (IT) equipment such as computers printers, peripherals, and telecommunications systems; maintains an inventory of IT equipment and assists with deployment for new hires and replacement systems; assists with user account management, including password resets; supports city systems by performing routine maintenance, updates, and basic network troubleshooting; installs and maintains department specific hardware and applications; provides end-user support and responds to requests for service; evaluates and; provides training and technical support to City staff; participates in IT projects, including system upgrades and migrations or new equipment installation; and performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Information Technology Manager. Exercises no supervision of staff.

DISTINGUISHING CHARACTERISTICS

The IT Specialist I is the entry-level classification for the Information Technology Specialist series. The IT Specialist I provides assistance and support to staff in all City programs and coordinates IT-related projects with various stakeholders as well as vendors. This incumbent is responsible for providing client systems support, end-point configuration and management, incident management, and troubleshooting various systems hardware, software, and peripherals. This class is distinguished from level II in that incumbents at this level are not expected to function with the same amount of knowledge or skill level as the II level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is gained, assignments become more varied and are performed with greater independence.

The IT Specialist II is the journey-level classification that provides assistance and support to staff in all City programs and coordinates IT-related projects with various stakeholders as well as vendors. This incumbent is responsible for providing client systems support, end-point configuration and management, incident management, and troubleshooting various systems hardware, software, and peripherals. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are expected to be fully proficient in desktop computer and software support and aware of operating procedures and policies. This level is distinguished from level I in that incumbents in this position can work independently and have the authority to resolve complex problems and effectively make decisions.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Set up, maintain, and troubleshoot computer hardware, software, and peripheral components such as computers, monitors, keyboards, printers, telephone, and voicemail system equipment.
- Receive, log, and track all helpdesk inquiries from users related to technical problems and

questions; respond to inquiries concerning systems/network operations and telecommunication systems and diagnose system hardware, software, and operator problems.

- Maintaining an inventory of IT equipment and assisting with deployment for new hires and replacements.
- Providing technical support for City employees, including troubleshooting hardware and software issues.
- Assisting with user account management, including password resets and permissions updates.
- Supporting City systems by performing routine maintenance, updates, and basic network troubleshooting
- Convey oneself to and from departments at different geographical locations to provide onsite IT support services.
- Develop, enhance, and maintain documentation for the Information Technology Division; develop and provide training to City staff on equipment and supported software.
- Assisting with IT projects, such as system upgrades and migrations.
- Keep current on trends, developments, innovations, and equipment, used in desktop systems, antivirus software, office automation, graphics, spreadsheets, and word processing.
- Assists in configuring, updating and troubleshooting public safety systems, such as public safety dispatch and patrol cars.
- Maintains web-based applications
- Performs data retention and restoration as needed and ensure the City complies with the established back-up retention policy.
- Verify the accuracy of existing documentation and take corrective measures where needed, create and maintain documentation as it relates to enterprise configuration, mapping and processes.
- Assist IT Manager in all phases of division work, including heavier labor tasks such us relocating pieces of equipment and the pick up and delivery of supplies.
- Schedule vendor maintenance and repair activities; provide additional third-party support for department specific applications.
- Review current operational procedures for the purpose of identifying economical and feasible methods of automating workflow.
- Creates and installs baseline software sets, adhering to department and City standards, for various computer make and models.
- Assists in the administration of Citywide cyber security solutions.
- Installs and maintains antivirus software and other system security software on routers, firewalls, servers and workstations.
- Creates email boxes for users and departments; troubleshoots email servers, connection, access, security, firewall, and storage issues; monitors email servers and performs scheduled maintenance.
- Track inventory of computer equipment and maintain computerized inventory system; order and maintain computer supplies.
- Performs incident management of service tickets, including ensuring tickets are assigned to appropriate staff, following up with staff and customers on status of ticket, ensuring tickets are completed, and updating status in system upon completion.
- Establish and maintain effective working relationships with City employees, City officials, contractors and the public.
- Communicate effectively both orally and in writing in order to present written and oral reports and provide training to end users.
- Maintains and supports active directory services by adding, removing, and/or editing users; creates access rights to users and user groups; creates groups and mailing lists.
- Perform related duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of:

- Basic methods, tools, and techniques of testing, troubleshooting, problem solving, and maintaining hardware and software related to computers, mobile devices, audio visual, network and communication systems.
- Basic methods, techniques, tools, and materials used to maintain and repair a variety of electronic and communication systems and hardware.
- Read and interpret complex technical publications, manuals, and related documents; develop, implement, and maintain technical documentation; set up records and tracking methods.
- Customer service and telephone techniques and remote access troubleshooting.
- The City, operation, and functions of the department as necessary to assume assigned responsibilities and to determine appropriate point of escalation.
- Server administration, hosted applications, and desktop management software.
- Job planning, prioritizing and scheduling techniques.
- Operating systems, local are network (LAN) and wide area network (WAN) design, operations, and support such as printers, modems, scanners, routers and other network devices and various applications.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and city staff.
- Principles of database management and systems development.
- Basic networking concepts, network connectivity, and protocols.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles of record keeping, theory and design of information technology.
- File server administration, related software applications such as database, word processing, spreadsheet and others.

Ability to:

- Operate, install, maintain, configure, and troubleshoot a variety of technical computer equipment, complex software programs, and peripherals, including but not limited to desktop computers, audio/visual equipment, telephone equipment and accessories, mobile computing (vehicular) systems and wireless access devices.
- Convey oneself to and from geographical locations frequently and timely.
- Explain technical concepts to non-technical users and instruct others in the use of hardware and software.
- Provide excellent customer service, work independently, reason logically and make sound judgements within established policy guidelines.
- Maintain confidentiality of information, tolerate interruptions and meet critical deadlines.
- Stay current with new technology developments; recommend appropriate revisions to processes and procedures and make process improvement changes to streamline procedures.
- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.
- Develop and maintain technical operating instructions and documentation, train staff on software applications and hardware usage.
- Communicate effectively both orally and in writing in order to present written and oral reports and provide training to end users.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, rules, and regulations.
- Learn and understand the organization and operation of the city and of outside agencies as necessary to assume assigned responsibilities.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Compose clear and concise system procedures, correspondence, and reports.

- Participate in network and website development projects using strong project management techniques, set priorities and organize work.
- Work independently, and make sound judgements within established policy guidelines and maintain confidentiality of information.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

Equivalent to an associate's degree in information technology, computer science or a related field.

Experience:

Information Technology Specialist I: Two (2) years of progressively responsible experience performing information technology support and troubleshooting and repairing computers and peripheral equipment, including hardware and software administration.

Information Technology Specialist II: Four (4) years of progressively responsible experience performing information technology support and troubleshooting and repairing computers and peripheral equipment, including hardware and software administration.

Licenses and Certifications:

- The ability to convey oneself to and from geographical locations frequently and timely.
- If operating a City vehicle, a CA driver's license is required.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

March 2025
FLSA: Exempt

CITY ATTORNEY/DISTRICT COUNSEL

DEFINITION

Under policy direction, provides a wide range of professional legal services, assistance, and advice to the City Council (as the City Council and in its capacity as the governing board of the East Palo Alto Sanitary District, EPASD), the City Manager, all City departments, and various boards, committees, and commissions; plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the City Attorney s Office; represents the City in Federal and State courts and with various government agencies or bodies; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments, with intergovernmental and regulatory agencies and various public and private groups; .
In addition, the City Attorney serves as District Counsel for EPASD. In this capacity, the City Attorney provides much of the same professional legal services, assistance, and advice in their capacity as City Attorney, including legal advice, guidance, and oversight of its operations, regulations, and compliance with state, federal and local laws; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the City Council and the EPASD Board of Directors within a framework of legal guidelines, broad policies, and established organizational values and processes. Exercises general supervision and direction over professional and legal support staff.

DISTINGUISHING CHARACTERISTICS

This is a Department Director classification that oversees, directs, and participates in all activities of the City Attorney s Office, including short- and long-term planning and development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager, EPASD Board of Directors, and other subordinate boards, commissions, committees and departments in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of the law, public policy, and municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department and EPASD. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City and EPASD goals and objectives within general policy guidelines. The City Attorney/District Counsel serves as legal advisor and counsel for the City and EPASD, is appointed by the City Council, and is responsible for the conduct of all legal functions and activities.

Additionally, the City Attorney/District Counsel is responsible for ensuring compliance with applicable laws, including environmental regulations related to sanitary district operations, including wastewater management, stormwater permits, and adherence to EPA and Regional Water Quality Control Board standards.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all programs, services, and activities of the City Attorney's Office and EPASD, including civil litigation, criminal prosecutions, and administrative hearings.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within City and EPASD policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's and EPASD's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, motivates, and directs department and EPASD personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's and EPASD's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City and EPASD needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Renders opinions in writing and orally for City Council, City Manager, EPASD Board of Directors, boards, committees, commissions, and department staff regarding routine and complex matters; attends City Council, EPASD Board of Directors, board, committee, and commission meetings as requested.
- Prepares, reviews, and assists in the negotiation of proposed agreements; prepares and reviews ordinances, resolutions, bonds and financing papers, insurance policies, deeds, pleadings, contracts, and other legal documents relating to City and EPASD affairs.
- Provides highly complex and professional staff assistance to the City Council, City Manager, EPASD Board of Directors, and other City departments.
- Represents the department to other City departments, EPASD, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Prepares, reviews, and presents ordinances, resolutions, staff reports, various information updates, and reports on special projects to the City Council, EPASD Board of Directors, City staff, and a variety of boards, committees, and commissions.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of municipal law, special district law, and other areas of expertise as they relate to the area of assignment.
- Monitors changes in laws, regulations, and technology that may affect City, EPASD, or departmental operations; implements policy and procedural changes as required.

- Provides in-house training for the City Council, EPASD Board of Directors, boards, committees, commissions, and staff relating to various matters.
- Supervises the phraseology of all contracts and agreements, ensuring they align with both City and EPASD requirements.
- Advises on potential liability and risk management associated with city and sanitary infrastructure, including sewer overflows, environmental hazards, and aging infrastructure.
- Provides legal guidance on sanitary district capital improvement projects, ensuring compliance with public works and procurement laws.
- Performs other related duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budget development, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures
- Principles and practices of leadership.
- Federal, State, and local laws statutes and ordinances with emphasis on municipal and special district law.
- Federal, State, and local trial and appeal procedures and methods of case preparation and presentation for both civil and criminal matters.
- Methods of legal research, including computer research.
- Record-keeping principles and procedures.
- Techniques for effectively representing the City and EPASD in contacts with governmental agencies, community
  groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, City, and EPASD staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative and professional leadership and direction for the department, City, and EPASD.
- Provide sound legal advice to the City Council, EPASD Board of Directors, boards, committees, commissions, and staff.
- Present legal information and advice clearly and persuasively in public sessions.

- Determine alternative legal and administrative approaches to solving problems.
- Analyze and prepare a wide variety of legal documents.
- Prepare and present cases in court.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas; research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Plan, organize, direct, and coordinate the work of professional and legal support personnel; delegate authority and responsibility; select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Conduct effective negotiations and effectively represent the City, EPASD, and the department in meetings with governmental agencies, businesses, professionals, and regulatory and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective staff reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Learn and understand the organization and operation of the City, EPASD, and of outside agencies as necessary to assume assigned responsibilities.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to possession of a Juris Doctorate degree from an accredited school of law and seven (7) years of management and/or administrative experience in public agency law.

Licenses and Certifications:

- Possession of a valid California Class C Driver's License and a good driving record, at the time of appointment.
- Possession of a valid California State Bar License.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

PARALEGAL

DEFINITION

Under general supervision, performs a wide variety of complex and confidential, technical, and administrative legal tasks in support of attorneys within the City Attorney's Office (CAO). Incumbents perform complex and responsible legal and administrative duties requiring a thorough knowledge of basic legal concepts and an ability to think critically in order to formulate and implement particular projects; provides information to the public and staff requiring knowledge of department services, policies, and procedures; provides assistance for a wide variety of confidential assignments related to City Council activities, employees' bargaining units, employee grievances, claims and lawsuits filed against the City, and personnel issues; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Attorney or Assistant City Attorney. May exercise functional direction over assigned administrative support staff.

DISTINGUISHING CHARACTERISTICS

This is an experienced-level, specialized class in the City Attorney's Office. Incumbents perform complex and responsible legal and administrative duties requiring a thorough knowledge of basic legal concepts and an ability to think critically in order to formulate and implement particular projects; assist in department-related projects and programs; and are required to be well versed in procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. This class is distinguished from the Administrative Assistant in that it provides more specialized legal services and requires specialized knowledge and training.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides high level administrative support to the City Attorney and the CAO by assisting with duties of a complex and confidential nature related to City Council activities, employees' bargaining units, employee grievances, claims and lawsuits filed against the City, and personnel issues; acts as a liaison between the department and other staff or the public, coordinating resolutions when appropriate.
- Composes, types, edits, and proofreads a variety of complex and confidential documents, including forms, memos, and legal documents, such as memoranda, agreements, ordinances, administrative and staff reports, and correspondence for department staff from rough draft, dictation equipment, handwritten copy, verbal instructions, or from other material; inputs and retrieves data and text using a computer terminal; checks draft documents for punctuation, spelling, and grammar; makes or suggests corrections to drafts.
- Maintains the City Attorney's calendar and arranges meetings; schedules meetings between City staff or between City staff and other groups or organizations; arranges for necessary setup and materials to be available at meetings.

- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Conducts initial review of draft contracts and amendments; flags inconsistencies and potential problems in documents for Attorney review; participates in contract template working group to monitor and recommend changes to template contracts as proposed by the CAO and internal staff.
- Reviews certificates of insurance, including various endorsements and verify they meet the City's insurance requirements, in addition to liaison with staff or public regarding insurance requirements.
- Tracks contract review requests from start to completion.
- Prepares and files all pleadings in Superior and Federal Court including criminal pleadings, civil pleadings, and weapons forfeitures; maintains calendars for filings and court dates.
- Screens calls, visitors, and incoming mail; provides information to the public by phone or in person requiring an understanding of department services and City policies and procedures; listens to questions and interprets and applies regulations, policies, procedures, systems, rules, and precedents according to existing guidelines; responds to citizen and staff inquiries and complaints; refers citizens to the appropriate department source; coordinates or resolves problems of a moderate nature when appropriate.
- Tracks and maintains litigation calendars, including recording follow-up trial dates, action dates, and disposition of cases.
- Coordinates arrangements for serving of summonses, complaints, and other legal documents by outside
- parties; coordinates the response to subpoenas by staff or other City departments.
- Composes, types, edits, and proofreads a variety of complex documents, including forms, memos, legal documents including subpoenas, warrants, petitions, briefs, motions, memoranda, and pleadings, agreements, ordinances, real property documents, administrative, statistical, and staff reports, and correspondence for department staff from rough draft, dictation equipment, handwritten copy, verbal instructions, or from other material; inputs and retrieves data and text using a computer terminal; checks draft documents for punctuation, spelling, and grammar; makes or suggests corrections to drafts.
- Organizes and carries out administrative assignments; researches, compiles, and organizes information and data from various sources on a variety of specialized topics related to programs in assigned area; checks and tabulates standard mathematical or statistical data; prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Assists in the preparation of the CAO budget; reviews and ensures accuracy of budget documents for the City Attorney's final review and approval.
- Maintains department and staff calendars and makes meeting arrangements; schedules meetings between City staff or between City staff and other groups or organizations; arranges for necessary set-up and materials to be available at meetings.
- Makes travel arrangements for the City Attorney and Assistant City Attorney to attend conferences, seminars, etc.; registers City Attorney and Assistant City Attorney for webinars, as requested.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Purges CAO physical legal and non-legal files according to the City's Retention Schedule.
- Assists with Public Records Act Requests and other inquiries from the public. Monitors deadlines for timely production of responsive records.
- Develops and implements file, index, tracking, and record keeping systems; maintains law library materials; researches records within areas of assigned responsibility to prepare reports and provide follow-up information to customer and staff inquiries.
- Monitors and orders office and other related supplies; prepares, processes, and tracks purchase requisitions for services and materials; receives and processes vendor invoices; prepares requests for payment for department head approval.
- Coordinates and integrates department services and activities with other agencies and City departments.
- Maintains and updates the CAO webpage as needed.
- Performs other duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of:

- Organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Sufficient legal terminology necessary to assume assigned responsibilities.
- Procedures, methods, and practices involved in composing, processing, typing, formatting, and filing a variety of legal documents.
- Applicable codes, regulations, policies, technical processes, and procedures related to the City Attorney's Office.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Business mathematics and basic statistical techniques. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Interpret, apply, and explain applicable Federal, State, and local laws, rules, regulations, policies, and timelines, as well as complex administrative and departmental policies and procedures.
- Perform responsible administrative and secretarial support work with accuracy, speed, and general supervision.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Compose legal documents, correspondence, and reports independently or from brief instructions.
- Make accurate mathematical, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of twelfth (12^{th}) grade supplemented by specialized legal secretarial training

and two (2) years of responsible legal secretarial experience.

Completion of a paralegal certificate program or college degree is desirable.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

March 2025
FLSA: Exempt

PUBLIC WORKS DIRECTOR/DISTRICT ENGINEER

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Public Works department and the East Palo Alto Sanitation District (EPASD) including design, engineering, and construction activities, maintenance and operations of buildings, parks, streets, stormwater and drainage systems and facilities, and development and implementation of the City's Capital Improvement Program (CIP); coordinates assigned activities with those of other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments, divisions, and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the City Manager/General in areas of expertise; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager/General Manager. Exercises general direction and supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

DISTINGUISHING CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Public Works department and the EPASD, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager/General Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected City Council, EPASD Board of Directors, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering City and EPASD Board of Directors goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Public Works department and engineering programs, services, and activities; exercises oversight for all functions of the department through subordinate division managers.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within City and EPASD Board of Directors policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's annual budget; reviews division budget proposals; directs the forecast of additional funds needed for staffing,

equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.

- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements, City, and EPASD Board of Director needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Evaluates the need for and develops, plans, and schedules for long-term public works maintenance and engineering programs; organizes available resources for the maintenance, improvement, and repair of public works facilities, City, and EPASD equipment; oversees the development and implementation of the City's Capital Improvement Program (CIP); compiles estimates, contract provisions, and specifications.
- Reviews the designs, materials, and processes proposed in connection with new construction or major repairs for City facilities and improvements; prepares and/or reviews ordinances for City Council consideration; recommends levels of service for utilities, streets, and drainage areas.
- Confers with engineers, developers, architects, and a variety of outside agencies and the general public in acquiring information and coordination of engineering, public works, utilities, streets, and related matters; provides information regarding these matters.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public works maintenance, operations, engineering and other services as they relate to the area of assignment.
- Monitors changes in laws, regulations, and technology that may affect City, EPASD, or departmental operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on department activities and special projects as assigned by the City Manager; prepares and makes presentations to the City Council and the EPASD Board of Directors on a wide variety of committees, boards, and commissions.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations; assists in writing articles and news releases relating to Public Works and EPASD activities.
- Performs other related duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Public agency budget development, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.

- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Engineering principles and practices as applied to the planning, development, design, construction, operation, and maintenance of Public Works projects.
- Principles and practices of project management.
- Principles and practices of modern municipal water and wastewater, treatment, distribution, and collection systems.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, City, and EPASD staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative, management, and professional leadership for assigned programs.
- Provide administrative and professional leadership and direction for the division, City, and EPASD.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of public works programs and administrative activities.
- Read, understand, and interpret official legal documents.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Understand, interpret, explain, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department, City, and EPASD in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and EPASD of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in civil engineering, public or business administration, or a related field and five (5) years of progressively responsible experience in a public agency performing duties related to engineering and public works, two (2) years of which must include working in a supervisory capacity.

Equivalent to a master's degree in civil engineering, public or business administration, or a related field is desirable and may substitute for one (1) year of the required non-supervisory professional experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Valid registration as a Professional Engineer in the State of California; OR
- Registration as a Licensed Land Surveyor in the State of California.

PHYSICAL DEMANDS

The standard office position requires an employee to access their work location, attend meetings, use computerized workstations, lift paperwork and light-weight equipment or resources (less than 20 pounds), and to operate a motor vehicle to visit various City and meeting sites. Typically, an employee will need to walk, stand, sit, use a keyboard, see, hear, bend, lift, and twist. The employee obtains information from oral instructions, conversations, written reports, email, the Internet, and professional publications, and will process and analyze the information obtained. The employee will provide information orally or in writing, and work on numerous concurrent projects and tasks under deadlines. Typically, an employee will need to mentally process and analyze complex information, compose complex responses, interact with others, and present information and reports.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Utility Manager

DEFINITION

Under general direction, plans, schedules, assigns, and reviews the work of consultants, contractors and staff within assigned area. The Manager will also assist with long- and short-term project planning, design, maintenance, and operations in one or more of the following utility areas: water, wastewater, collection systems, solid waste, telecommunications, storm drain systems, and other utility related programs. Additionally, the Manager performs a variety of complex and responsible support to the City Manager/General Manager and Public Works Director/District Engineer on all City and East Palo Alto Sanitation District (EPASD) utility and engineering related matters.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager/General Manager and Public Works Director/District Engineer. Exercises general direction and supervision over supervisory, technical, operational, and administrative support staff.

DISTINGUISHING CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, evaluating the work of City and EPASD consultants, contractors and staff. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, contract administration, and program evaluation. Incumbents serve as a resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Public Works Director/District Engineer in that the latter has overall management responsibility for all public works programs, functions, and activities, and for developing, implementing, and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Oversee the operations and contract management of the City s water, wastewater, collection systems, solid waste, telecommunications, and other utility related programs.
- Oversees the development of consultant requests for proposals and qualifications for professional services; evaluates proposals and recommends project award; develops, negotiates, and reviews contract terms and amendments; ensures contractor compliance with City, EPASD, and department standards and specifications and time and budget estimates; reviews and updates deliverables; analyzes and resolves complex problems that may arise.
- Advertises, awards, administers public contract for utility related capital projects.
- Participates in the development and implementation of goals, objectives, policies, and priorities for utility services.
- Develops and standardizes procedures and methods to improve operations, and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and

monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends changes to management.

- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.
- Materially contributes to the development, management and oversight of division budget.
- Meets and confers with contractors, engineers, developers, architects, a variety of outside agencies, including regional and regulatory agencies, and the general public in acquiring information and coordinating utility matters.
- Serves as a liaison for the department to other City departments, divisions, elected officials, Board Directors, outside agencies, and the public; attends meetings in various locations; provides staff support to commissions, committees, and task forces; participates in community events and workshops that provide public information regarding departmental programs, projects, and services; explains and interprets departmental programs, policies, and activities.
- At the direction of City Council and the City Manager, may function as the legally responsible official representing the interest of EPASD. Provides highly complex staff assistance to the City Manager/General Manager and Public Works Director/District Engineer; serves as a resource to City and EPASD staff and consultants related to assigned utilities; conducts a variety of organizational and operational studies, special projects, and investigations.
- Prepares and presents concise, accurate, and compelling staff reports, presentations, graphs, charts, and other necessary materials and correspondence related to assigned activities and services to various personnel, boards, City Council, EPASD Board of Directors, commissions, committees, and boards.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in utilities; researches emerging products and enhancements and their applicability to City and EPASD needs; monitors changes in regulations and technology that may affect utility programs; implements policy and procedural changes after approval.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other related duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership and supervision.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Contract management practices and knowledge of public contracting laws in a public agency setting.
- Operation of processes and equipment common to water and wastewater collection systems and treatment facilities, water treatment and distribution, stormwater collection, solid waste diversion and recycling, solid waste franchising and transport, National Pollution Discharge Eliminations System (NPDES).
- Applicable federal, state, and local laws, regulatory codes, ordinances, safety regulations, and procedures relevant to water, wastewater, storm water systems, solid waste, and other utilities.
- Project management practices associated with public works programs and private development projects. Principles and practices of environmental impact assessment and related regulatory processes.
- Methods, materials and techniques used in the construction of public works projects.
- Practices of researching issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.

- Municipal public works activities, including engineering, water, wastewater, streets, transportation, facility, parks and public right of ways.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to assigned programs and services.
- Applicable federal, state, and local laws, rules, regulations, ordinances, City, and EPASD policies and procedures relevant to assigned area of responsibility including Title 21 and 22 of California regulations and AB 1343.
- Operation and maintenance of storm water pump stations
- Utility system standard plans
- Operation and maintenance of potable water well and pump systems
- Principles and practices of public works contract administration and grant proposal writing.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, City, and EPASD staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select, supervise and mentor staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance objectively and positively.
- Provide administrative, management, and professional leadership for the division, City, and EPASD.
- Plan, organize, and direct effective utility services and programs.
- Conduct complex utilities research projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer complex projects with contractual agreements and ensure compliance with stipulations.
- Conduct effective negotiations and effectively represent the City, EPASD, and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Understand, interpret, explain, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department, the City, and EPASD in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and EPASD and of outside agencies as necessary to assume assigned responsibilities.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Work the hours necessary to accomplish the assigned duties, including evening and weekend hours; attend evening meetings; travel out of town and attend workshops, conferences, seminars during work and non-work hours.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree with major coursework related to water systems, environmental or civil engineering, biological or physical sciences, and seven years increasingly responsible experience in water systems, wastewater collection and/or other public utilities; including three years of supervisory experience and possession of a valid and appropriate California Driver's License.

Licenses and Certifications: Highly Desired:

- Water Distribution Operator Grade D2 certificate issued by the California State Water Resource Control Board.
- Water Treatment Operator Grade T2 certificate issued by the California State Water Resource Control Board.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City sites, including traversing uneven terrain, climbing ladders, stairs, and other access points, to operate a motor vehicle, and to visit various Agency and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas and to conduct inspections may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

ENVIRONMENTAL CONDITIONS

Employees predominately work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees will work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

March 2025
FLSA: Non-Exempt

ADMINISTRATIVE ASSISTANT

DEFINITION

Under general supervision, performs a variety of complex office administrative, secretarial, and clerical duties in support of an assigned Department Director or for the East Palo Alto Sanitary District (EPASD), including coordinating, organizing, and overseeing the administrative operations and functions of the assigned office; coordinates assigned programs, projects, and services with other City departments, divisions, and outside agencies; coordinates tasks for assigned area of responsibility; interacts frequently with the public and provides information or directs questions and requests to the appropriate staff; and performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

DISTINGUISHING CHARACTERISTICS

This is a journey-level classification providing administrative office support to an assigned Department Director, which may include supporting EPASD Responsibilities include performing specialized, confidential, and technical office support duties for the assigned department to ensure efficient service provision. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed upon completion and for overall results. This class is distinguished from the Secretary in that the latter performs administrative support to an assigned department. Further, this class is distinguished from the Executive Assistant to the City Manager in that the latter performs administrative support to the City Manager.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Relieves director of a variety of administrative details by assisting with duties of an advanced, complex, and sensitive nature; recommends organizational or procedural changes affecting support activities; recommends improvements in workflow, procedures, and use of equipment and forms.
- Screens calls, visitors, and mail; responds to complaints and requests for information; assists in interpreting and applying regulations, utility rates and fee structure, policies, procedures, systems, rules, and precedents in response to inquiries and complaints from the public; directs callers to appropriate

City staff and EPASD or routes service calls to the field; assists the public and directs the public to appropriate locations/staff.

- Coordinates and participates in the preparation of department budget; initiates department purchases for office supplies and other items as assigned; authorizes payment of invoices; may perform cashier duties by accepting utility payments; may track accounts receivable and accounts payable for expense accounts
- Performs other financial and accounting related duties, including receiving payments and reconciling them with purchasing orders, tracking vendor and invoice information, assisting with bid requests, price quotes, purchase and expenditure requests, and purchase orders.

- Assists in a variety of department and program operations; coordinates, monitors, leads, and participates in special projects, public records requests, staff and/or community events, trainings, and activities as assigned; maintains control files on matters in progress and expedites their completion; serves on committees as assigned.
- Prepares and processes reports, forms, and records, such as confidential personnel transaction forms, Board agenda items, requests for payments, requests for proposals, bid packages, contracts and agreements, and reimbursement requests.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Types, originates, formats, proofreads, and distributes a wide variety of reports, letters, and memoranda, including agenda items or formal communications to rate payers; types from rough drafts or verbal instructions; checks drafts for punctuation, spelling, and grammar; makes or suggests corrections to drafts.
- Organizes and carries out administrative assignments; researches, compiles, and organizes information and data from various sources on a variety of specialized topics related to programs in assigned area; checks and tabulates standard mathematical or statistical data; prepares and assembles reports, manuals, articles, announcements, and other informational materials; maintains calendars of activities, meetings, and various events.
- Coordinates and schedules meetings, appointments, and speaking engagements; reserves meeting rooms; maintains reports; compiles and distributes agenda packets; posts meeting agendas in accordance with laws; attends meetings; formats and distributes minutes.
- Coordinates travel arrangements and accommodations for department personnel and submits all related paperwork.
- Performs other related duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of:

- Practices and methods of office management and administration, including the use of standard office equipment.
- Organization and functions of the City and EPASD, including the role of an elected City Council, Board of Directors, and commissions.
- Applicable codes, regulations, policies, technical processes, and procedures related to the department to which assigned.
- Applicable Federal and State laws; City, department, and division regulations, codes, policies, and procedures.
- Recordkeeping principles and procedures.
- Basic accounts receivable, accounts payable, general ledger, and expense account tracking.

Administrative Assistant

- EDS tack roll updates.
- Cashiering functions.
- Business letter writing and report preparation.
- Business mathematics and statistical techniques.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Perform responsible administrative and secretarial support work with accuracy, speed, and general supervision.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Interpret, apply, and explain administrative and departmental policies and procedures.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Maintain accurate records.
- File materials alphabetically, chronologically, and numerically.
- Make accurate arithmetic, financial, and statistical computations.
- Compose correspondence and reports independently or from brief instructions.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work
- Maintain attention to detail and accuracy.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department, the City, and EPASD in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Understand the organization and operation of the City, EPASD, and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Perform, coordinate, and complete a wide variety of special projects as assigned.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Administrative Assistant
Equivalent to graduation from the twelfth (12^{th}) grade supplemented by specialized course work in typing, bookkeeping, or related office function(s) and five (5) years of progressively responsible experience performing office support activities using modern office practices, procedures, and equipment.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by the time of appointment and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

March 2025
FLSA: Non-Exempt

MAINTENANCE WORKER I/II

DEFINITION

Under direct or general supervision, performs a variety of work in the construction, modification, maintenance, and repair of City infrastructure, including buildings, parks, streets, stormwater, and/or drainage systems and facilities; uses and operates a variety of manual and power tools and light to heavy power-driven equipment. Additionally, if qualified the incumbent identifies, locates, and marks the City's underground utilities in accordance with California government codes and City policies and procedures; and performs related work, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Exercises no direct supervision over staff.

Maintenance Worker I: Receives direct supervision from the Maintenance Manager and Maintenance Supervisor and functional and technical direction and training from the Senior Maintenance Worker.

Maintenance Worker II: Receives general supervision from the Public Works Manager and Public Works Supervisor and functional and technical direction and training from the Senior Maintenance Worker.

DISTINGUISHING CHARACTERISTICS

Maintenance Worker I: This is the entry-level classification in the Maintenance Worker series. Initially under close supervision, incumbents with basic experience learn City systems, operations, practices, and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Assignments may vary with the skill and training of the incumbent. Positions at this level usually perform most of the duties required of the positions at the II-level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

Maintenance Worker II: This is the journey-level classification in the Maintenance Worker series. Positions at this level are distinguished from the I-level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed upon completion and for overall results.

Positions in the Maintenance Worker class series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Some duties may be performed by positions at the entry (I) level in a learning capacity.

- Performs inspection, construction, maintenance, and repair activities of City storm drain and sanitation systems and facilities to ensure safe and efficient access for the public.
- Operates specialized vehicles and a variety of light, medium, and heavy equipment related to the maintenance and repair of the City's sanitation infrastructure system; inspects, rebuilds, and services equipment, as necessary.
- Performs a variety of duties in the maintenance of drainage structures to ensure efficient drainage.
- Performs concrete and open channel maintenance, including inspecting and repairing sanitary and stormwater conveyance systems, removing/abating weeds and other invasive vegetation, removing sediments, debris, and trash from channels, applying site delineation, best management practices, and erosion control before, during, and after maintenance activities, and keeping in compliance with applicable Federal, State, and local water regulatory laws and regulations.
- Provides installation, maintenance, and repair of traffic signs, including making signs, and installing signposts and signs in accordance with City, State, and Federal Codes.
- Participates in asphalt maintenance, including demolition and preparation of areas to be resurfaced; applying, raking, compacting, and paving appropriate materials to the surface and cleaning up work areas.
- Participates in concrete maintenance, including attending to trip hazards, demolishing and removing concrete, and forming, pouring, and finishing sidewalks, handicap ramps, curbs, and gutters.
- Responds to service complaints; cleans and disinfects residences after sewer stoppages.
- Performs legend painting and striping of City streets, curbs, and parking lots using appropriate materials.
- Installs street barricades and cones and controls traffic around work sites and special events to ensure safe conditions for the general public and City workers; directs traffic.
- Follow City-wide safety procedures and practices, ensuring all work is performed safely and in compliance with policies.
- Inspects City premises for graffiti vandalism, uses appropriate chemicals and high-pressure equipment to remove graffiti.
- Performs a variety of technical landscape construction duties, including planting flowers, shrubs, and trees, pruning, and repairing damaged trees, making, and repairing tree wells, irrigating, mowing, and fertilizing turf, trimming, and planting, fertilizing, and pruning shrubs.
- Performs routine maintenance and alterations on City buildings and facilities; identifies and evaluates construction-related problems; repairs and/or renovates structures; and performs other related tasks.
- Operates and maintains specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of City systems and facilities.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains public facilities, City shop and City garage areas, storage sites, and other work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Provides needed information and demonstrations concerning how to perform certain work tasks for new employees in the same or similar class of positions; prepares and reviews work orders, as necessary.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Loads and unloads tools, equipment, materials, and debris into and from trucks; drives trucks up to 9,000 pounds gross vehicular weight.
- Responds to after-hours emergencies.

Performs other related duties as assigned.

If qualified and assigned to Utility Locator may:

- Use electronic tracking, GPS, and other technologies to identify and mark underground facilities (e.g., sewers, fiber optics, streetlights) in accordance with regulations and industry practices.
- Manage and respond to the Underground Service Alert (USA) tickets, documenting actions taken and ensuring timely responses in compliance with regulations.

- Read and interpret maps, blueprints, and GIS data to verify utility locations. Submit corrections and updates to GIS staff as needed.
- Respond to emergency calls, providing critical utility location information to prevent damage and hazards.

JOB-RELATED QUALIFICATIONS

Some knowledge, skills, and abilities may be demonstrated by positions at the entry (I) level in a learning capacity:

Knowledge of:

- Standard principles, practices, tools, materials, and safety considerations as they relate to the maintenance and repair of infrastructure, streets, systems, facilities, and appurtenances similar to those in a municipal environment.
- Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Cal/OSHA and DOT safety codes and regulations related to job duties and responsibilities.
- Recordkeeping and reporting procedures.
- Safe driving rules and practices.
- Basic mathematics.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
- Traffic control procedures and traffic sign regulations.
- Operational characteristics of specialized construction maintenance and repair equipment.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.

Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

If qualified and assigned to Utility Locator:

- Underground Service Alert and pertinent State regulations.
- Methods, tools, equipment, and standard practices for locating and marking underground utilities.
- Methods, materials, and equipment used in the installation, maintenance, excavation, and repair of underground utilities.
- Basic electricity and safety rules when working around or in the vicinity of Energized High Voltage Conductors and equipment.

Ability to:

- Perform a variety of tasks relating to the construction, modification, repair, and maintenance of public works facilities, parks, roads, and sewers.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Understand and follow oral and written instructions.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Maintain accurate logs, records, and basic written records of work performed.
- Learn principles, practices, techniques, and regulations pertaining to assigned duties.

- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- Establish and maintain effective working relationships with contractors, the public, and other city personnel.
- Communicate effectively orally and in writing.
- Maintain work and equipment records.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- If qualified and assigned to Utility Locator:
- Read maps and interpret project plans, blueprints, and related materials to determine location of utilities.
- Understand, interpret, and effectively implement local, state, and federal legislation and regulations regarding underground utilities.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Maintenance Worker I: Equivalent to graduation from the twelfth (12^{th}) grade and experience performing entry level construction, landscaping, road repair, facility maintenance duties, and/or pumps, surveying, or utility line locating field involving underground facilities is desired.

Maintenance Worker II: Equivalent to graduation from the twelfth (12^{th}) grade and two (2) years of experience performing construction or manual labor duties similar to those of a Maintenance Worker I. Experience in the maintenance and repair of engines, motors, and/or compressors.

Licenses and Certifications:

For the underground location assignment, must pass a training program to become a Qualified Person per California Government Code 4216, which includes familiarization with Cal OSHA Title 8, Section 1509 Injury Prevention Program, USA North and Common Ground Alliance (CGA) and must maintain required certifications. Possession of certificate of completion course pertaining to locating underground utilities is preferred and will be required prior to performing any USA locating duties.

A way to obtain necessary knowledge and skills is to complete the Utility Locator Technician Certification required to be eligible to perform the Utility Locator assignment.

Maintenance Worker I: Possession of, or ability to obtain, a valid California C Driver's License by time of appointment and a satisfactory driving record.

Maintenance Worker II: Possession of, or ability to obtain, a valid California B Driver's License by time of appointment and a satisfactory driving record within one year of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

March 2025
FLSA: Non-Exempt

MAINTENANCE WORKER III

DEFINITION

Under general supervision, directs and participates in the performance of routine to complex manual labor tasks relating to the construction and maintenance of public right-of-ways, facilities, and utilities services; operates heavy equipment in the performance of the work. Additionally, if qualified, the incumbent identifies, locates, and marks the City s underground utilities in accordance with the California government codes and City policies and procedures; and performs related work, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Maintenance Manager. Exercises functional and technical direction over and provides training to lower-level staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced-level classification in the Maintenance Worker series. Incumbents work under general supervision and exercise a high level of discretion and independent judgment in performing the full range of routine to complex manual labor duties in the construction, maintenance, and repair of City facilities and infrastructure. This class is distinguished from the Senior Maintenance Worker in that the latter provides lead direction to crews, assists in assigning and reviewing work, and performs the most complex work assigned to the series.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Participates in performing routine to complex and specialized maintenance and repair work on assigned City public works infrastructure.
- Trains employees in work methods, use of tools and equipment, and relevant safety precautions.
- Operates specialized vehicles and a variety of light, medium, and heavy equipment related to the maintenance and repair of the City s sanitation infrastructure system; inspects, rebuilds, and services equipment as necessary.
- Performs a wide variety of maintenance, repair, and installation work in the City infrastructure, systems, and facilities to which assigned, including buildings and facilities, parks, streets, sidewalks, curbs and gutters, asphalt pavement, concrete repair, traffic and street sign installation, repair, and reflectivity, pavement markings, and/or stormwater and drainage systems and facilities.
- Assists in coordinating, overseeing and personally participating in all assigned maintenance programs.
- Installs new and replacement storm drainage lines; cuts, threads, and joins pipe; shapes side walls and bottom of tunnels or open trenches to specified dimensions and grades; repairs and installs manholes including removing and replacing manhole covers as necessary.

- Follow City wide safety procedures and practices, ensuring all work is performed safely and in compliance with policies.
- Inspects various public works improvement activities and private developments in the assigned functional area; interacts with engineers and contractors regarding compliance with City standards and specifications; reports, records, and documents inspections, observations, and conditions found during the inspection process.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Performs minor adjustments on service equipment; maintains tools and equipment in working order.
- Provides installation, maintenance, and repair of traffic signs, including making signs, and installing signpostsand signs in accordance with City, State, and Federal Codes.
- Stays current on the status of new and pending regulatory legislation; attends continuing education courses and seminars as required.
- Maintains accurate records and logs of daily activities using appropriate computer software applications; prepares reports related to work progress and finished projects.
- Responds to and performs emergency repairs and other emergency services as necessary.
- Maintains public facilities, shop and garage areas, storage sites, and other work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Performs other related duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of:

- Standard principles, practices, tools, materials, and safety considerations as they relate to the maintenance and repair of infrastructure, streets, systems, facilities, and appurtenances similar to those in a municipal environment.
- Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Cal/OSHA and DOT safety codes and regulation related to job duties and responsibilities
- Recordkeeping and reporting practices

- Safe driving rules and practices.
- Basic mathematics, including Ohm's law and principles of linear measurement.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
- Traffic control procedures and traffic sign regulations.
- Operational characteristics of specialized construction maintenance and repair equipment.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar in order to be effective in the assignment.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

If qualified and assigned to Utility Locator:
- Underground Service Alert and pertinent State regulations.
- Methods, tools, equipment, and standard practices for locating and marking underground utilities.

- Methods, materials, and equipment used in the installation, maintenance, excavation, and repair of underground utilities.
- Basic electricity and safety rules when working around or in the vicinity of Energized High Voltage Conductors and equipment.

Ability to:

- Plan, organize, and coordinate the work of technical staff.
- Effectively provide staff leadership and work direction.
- Perform a variety of tasks relating to the construction, modification, repair, and maintenance of public works facilities, parks, roads, and sewers.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Understand and follow oral and written instructions.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Maintain accurate logs, records, and basic written records of work performed.
- Learn principles, practices, techniques, and regulations pertaining to assigned duties.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- Understand, interpret, explain, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from the twelfth (12^{th}) grade and five (5) years of progressively responsible experience performing construction or manual labor duties similar to those of a Maintenance Worker II.
Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License (Class B) by time of appointment and a satisfactory driving record.
- Possession of, or ability to obtain, a valid Landscape Certificate.
- Possession of, or ability to obtain, a valid Lock Out and Tag Out Certificate.
- Possession of a valid Supervisory or Lead Certificate is desired.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

March 2025
FLSA: Exempt

FINANCE DIRECTOR/ DISTRICT TREASURER

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Finance Department, including finance, treasury, accounting, purchasing, billing, customer service and risk management which includes identifying, analyzing, mitigating, and monitoring financial and operational risks to protect the City's and the East Palo Alto Sanitary District s (EPASD) assets and ensure fiscal sustainability; directs and administers the fiscal operations and activities of the City and EPASD, which include budgeting, investments, financial transaction processing, record-keeping and reporting, payroll, accounts payable, accounts receivable, utility billing, and business licensing; coordinates assigned activities with other City and EPASD departments, officials, outside agencies, and the public; fosters cooperative working relationships among City and EPASD departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the City Manager/General Manager in areas of expertise; serves as a Board member of the insurance pool JPA; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager/General Manager. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

DISTINGUISHING CHARACTERISTICS

This is a Department Director classification that oversees, directs, and participates in all activities of the Finance Department, including short- and long-term planning, development, and administration of departmental and EPASD policies, procedures, and services. This class provides assistance to the City Manager/General Manager and the City Council members/EPASD Board of Directors in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy and municipal and district functions and activities, including the role of an elected officials, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department and EPASD with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City and EPASD goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Finance Department programs, services, and activities, including finance, treasury, accounting, purchasing, billing, customer service and risk management activities.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within City and EPASD policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of City department's and EPASD annual budgets; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary; ensures that the budgets of all departments and EPASD are accurate, aligned with policies and procedures, and consistent with financial best practices; collaborates with department heads and EPASD Board of Directors to review and refine budget proposals; and works closely with the City Manager/General Manager to finalize all budgets.
- Plans, coordinates, and manages the City's and EPASD's risk management and loss control programs, including general liability, property cost recovery, and loss prevention strategies to minimize exposure to financial and operational risks.
- Administers and maintains insurance programs, workers' compensation claims, and related policies; ensures proper handling of claims, evaluates coverage options, and coordinates with insurers to optimize risk transfer strategies.
- Supervises the City's safety program and ensure compliance with regulatory requirements, including Affordable Care Act (ACA) report filings; provide risk management consulting services to City departments and EPASD to promote a safe and legally compliant work environment.
- Serve as an active participant in the governance of the Plan JPA by attending Board meetings, contributing to decision-making processes, and providing financial insights to support policy formulation.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City and EPASD needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Coordinates the development and administration of the entire City's and EPASD's annual budgets and Capital Improvement Program budgets; provides financial forecasting and planning; tracks the adopted budget and prepares periodic budget reviews for submission to City and EPASD departments.
- Establishes the City's and EPASD's central budgeting, accounting, and financial reporting practices; evaluates accounting procedures and financial controls; responds to and implements audit recommendations; acts as a resource for the Budget Review Committee; ensures compliance with Federal, State, local government accounting and financial reporting standards and controls.
- Manages the City's and E{ASD's investment portfolio; ensures that investments meet the City's and EPASD Board of Director's policy guidelines and that adequate cash is available to meet obligations; prepares periodic reports regarding investments to the City Council and EPASD Board.

- Oversees all activities related to the City's and EPASD's accounting function, including financial transaction processing, record keeping and reporting, payroll, accounts payable, accounts receivable, utility billing, business licensing, processing and issuance of checks and warrants, cash receipts, and the electronic accounting system.
- Reviews City and EPASD development agreements; reviews fiscal analysis regarding recommended annexations; reviews and establishes special assessment districts and maintenance districts.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City and EPASD needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Represents the department to other City and EPASD departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the City Council members and EPASD Board of Directors and a wide variety of committees, boards, and commissions; performs financial review of matters pertaining to the various committees, such as determining appropriate rates of City and EPASD services.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of finance and other services as they relate to the area of assignment.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect City, EPASD, or departmental operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager/General Manager.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other related duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budget development, contract administration, City-wide and EPASD administrative practices, and general principles of risk management related to the functions of the assigned area.
- Principles and practices of governmental accounting, public finance administration and budgeting, auditing, and reconciliation; municipal taxation and revenue management.
- Principles and practices of risk management, claims management, and asset protection.
- Self-insurance plan program development and administration.

- Applicable Federal, State, and local laws, regulatory codes, ordinances, risk management, asset protection, safety and worker's compensation programs, and procedures relevant to assigned area of responsibility.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Techniques for providing a high level of customer service effectively by dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative, management, and professional leadership for the Finance Department programs.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of finance programs and administrative activities.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Manage and direct a comprehensive risk management program.
- Plan, organize, direct, and coordinate a variety of risk management programs to meet City and EPASD needs.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City and the EPASD in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City, EPASD, and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in finance, accounting, economics, business or public administration, or a related field and seven (7) years of management and/or administrative experience in municipal finance and accounting.

Licenses and Certifications:

- Possession of a valid California Class C Driver's License and a good driving record, at the time of appointment.
- Possession of a Certified Public Accountant license in the State of California is highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

March 2025
FLSA: Exempt

ACCOUNTANT SENIOR

DEFINITION

Under general supervision, performs financial accounting and record keeping, budget preparation, analysis and maintenance, payroll analyses, reconciliation of various accounts, benefit management such as OPED, internal control reporting, maintenance of capital asset program, purchasing activities and a variety of professional accounting tasks relative to assigned area of responsibility for the City and East Palo Alto Sanitary District (EPASD).

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Finance Director or Financial Services Manager as assigned. Indirectly supervises technical and clerical staff in Finance as assigned.

DISTINGUISHING CHARACTERISTICS

Accountant Senior is an advanced journey level accounting position and is a member of the mid-management employee unit. Incumbents are expected to perform the full scope of professional accounting duties with considerable independence and minimum direction, and to oversee lower-level staff work to ensure adherence to quality and timely work products in assigned areas of responsibility.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs and provides technical support in the preparation, maintenance, and operation of the administration and accounting functions, including general ledger, budgetary accounting, payroll, accounts payable, accounts receivable, year-end audit work, and financial reporting.
- Demonstrates a full understanding and ensures compliance with Federal and State laws, as well as City and EAPSD policies and procedures; responsible for writing, implementing, and training employees from other departments on accounting procedures and the use of the accounting software.
- Maintains general ledger and subsidiary accounting ledgers including preparation of journal entries related to all accounting activities such as payroll, benefits management such as OPEB, accounts payable, cash receipts, and accounts receivable according to established accounting policies and procedures.
- Convey oneself to and from departments at different geographical locations.
- Reviews, reconciles and audits accounting records of receipts, disbursements and encumbrances to ensure fiscal accuracy and control.
- Assists in preparation and maintenance of annual operating budget and capital improvement budget, including budget preparation and analysis.

- Performs and ensures the internal control set-up, testing, and monitoring for accounts payable, accounts receivable, and payroll.
- Audits cash receipts and disbursements; allocates revenue to proper cost accounts.
- Assists in the implementation and update of the accounting and cost system; provides system user training to other staff as required.
- Gathers financial and statistical information and materials for various reports and year-end auditing process; compiles, reconciles, and verifies information and prepares financial, Federal, and State mandated reports.
- Prepares and submits financial reports and other information required by outside agencies, including the County, the State, and the federal such as annual reports of financial transactions to the State Controller, the annual State Streets Report, Federal Employment Survey, and other reports as required.
- Performs capital asset accounting, including maintaining accurate and up-to-date accounting asset records and providing thorough statistics for capital and operating budgets.
- Assists in the preparation of audit deliverables for external auditors and coordinates their fieldwork activities.
- Prepare written memos, letters, reports, standard operating procedures, policies, and publications for effective communication with internal and external customers.
- Performs other duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, and techniques used in governmental accounting, public finance administration and budgeting.
- Terminology and practices of financial processing, record keeping, and financial reporting including general ledger, payroll, accounts payable, accounts receivable and year-end audit work.
- Benefit management such as OPEB.
- Principles and practices of auditing payroll, accounts receivable, and other accounting and finance documents.
- Principles and practices of accounting systems, fund accounting and public agency operating and budgeting, including budget preparation and analysis
- Internal control set-up, testing, and monitoring for accounts payable, accounts receivable, and payroll.State and Federal regulations and guidelines as they pertain to municipal finance, municipal taxation and revenue management.
- Terminology and practices of financial processing, record keeping, and financial reporting.
- Principles and practices of preparing and reviewing finance documents.
- Business arithmetic and basic financial and statistical techniques.
- Record keeping principles and procedures.
- Computer equipment and computer applications related to work, including financial systems, word processing, spreadsheet, presentation and database software.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Basic knowledge of Utility operations and corresponding accounting/finance operations.

Ability to:

- Assist in the development of goals, objectives, policies, procedures, and work standards.
- Prepare, process, maintain, and reconcile ledgers and journals according to accepted accounting policies and procedures.
- Convey oneself to and from departments at different geographical locations.

- Independently carry out complex accounting and auditing work.
- Compile and analyze financial reports.
- Prepare clear, comprehensive, and accurate reports and statements.
- Examine and verify financial documents.
- Learn, retain, interpret and apply financial regulations and policies.
- Perform detailed accounting and finance tasks accurately and in a timely manner.
- Handle and prioritize a variety of assignments and meet deadlines.
- Perform detailed and accurate work product in Microsoft Word, Excel, PowerPoint, and Outlook, and financial accounting system(s).
- Correspond with banking institutions, government agencies, and auditors (among others) regarding City and EPASD financial transactions and reports.
- Write clear and concise reports, correspondence, procedures and other written materials.
- Make accurate arithmetic, financial, and statistical computations.
- Organize own work, set priorities, and meet critical time deadlines.
- Coordinate closely with employees and departments to achieve deadlines and project requirements.
- Perform basic statistical analysis and conduct research studies.
- Collect, compile, summarize and maintain accurate records and files.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

QUALIFICATIONS:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Equivalent to a bachelor's degree with major coursework in Accounting, Finance, Business Administration, Public Administration or a related field.

Experience: Four (4) years of experience performing progressively responsible accounting and auditing experience preferably within a municipality. Training and experience working in governmental and municipal fund accounting is highly desirable.

Licenses and Certifications:

- The ability to convey oneself to and from geographical locations frequently and timely.
- If operating a City vehicle, a CA driver's license is required.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

March 2025
FLSA: Exempt

CITY CLERK PUBLIC INFORMATION OFFICER

DEFINITION

Under administrative direction, plans, organizes, manages, and provides direction and oversight for all functions and activities of the City Clerk s Office and EPASD within assigned area, including administration, election management, the legislative function, archiving of public records and public information; serves as the elections filing officer; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with State and local intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex administrative support to the City Manager/General Manager and the City Council; and performs related work as required.

In addition, the City Clerk- Public Information Officer serves as the Secretary for the East Palo Alto Sanitation District (EPASD); and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager/General Manager and the City Council and EPASD Board. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises technical and functional direction over and provides training to lower-level staff.

DISTINGUISHING CHARACTERISTICS

This classification oversees, directs, and participates in all activities of the City Clerk s Office and EPASD, including short- and long-term planning and development and administration of departmental policies, procedures, and services. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the City Clerk s Office and EPASD with those of other departments and outside agencies and managing and overseeing the complex and varied functions

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all programs, services, and activities of the City Clerk s Office and EPASD, including administration, public information, election management, and records management.

- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the EPASD; establishes, within City policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Coordinates EPASD activities with those of other departments and outside agencies and organizations; provides staff assistance to the City Manager/General Manager and City Council; prepares and presents staff reports and other necessary correspondence.
- Plans, manages, and conducts municipal elections and special elections; ensures conformance with the California Elections Code, Political Reform Act, and other government codes; coordinates, receives, and certifies sufficiency/insufficiency of ballot measures, initiative petitions, arguments, rebuttals, referendums, recalls, and impartial analyses; prepares municipal legislation as required; prepares candidate's notebooks and provides necessary information to candidates, committees, and the public; serves as filing officer for the Fair Political Practices Commission for campaign disclosure filings; maintains election documents for public inspection; oversees printing of sample ballot material; declares election results; administers and files oaths of office.
- Oversees the operations of the City-wide and EPASD records management program, document imaging system, and records preservation and destruction; sets and ensures legal compliance retention schedules for City and EPASD records; develops and updates records retention policies and procedures; researches City documents, historical information, and other information as needed; attests, indexes, and files all legislative actions.
- Maintains custody of the City Seal, ensuring authentication of only approved documents.
- Serves as Public Records Coordinator; ensures compliance with the Public Records Act, the Freedom of Information Act, and the Brown Act; reviews and monitors legal requests for records; ensures that all public records are open to inspection at all times during office hours and that every person's right to inspect any public record of the City is upheld.
- Serves as the Clerk of the City Council; attends meetings and oversees the recording of all official proceedings; supervises the preparation of public notifications, agendas, minutes, and other documents; directs the publication, filing, indexing, and safekeeping of all proceedings of the City Council.
- Administers the public hearing process for the City Council; supervises the coordination of public hearing packets and public notices of hearings in accordance with various government code requirements and legal deadlines.
- Serves as Filing Officer and Filing Official for the Political Reform Act; manages the City's disclosure requirements for designated employees, including composing and presenting legislation; ensures all candidates, political committees, elected officials, appointed officers, and designated employees file timely and complete campaign disclosure forms; distributes forms and notifications; conducts required audits; advises candidates, committees, and treasurers on filing requirements; determines and collects fines for late filing; ensures campaign contribution limits and other requirements are met; corresponds with the Fair Political Practices Commission (FPPC) as appropriate.
- Administers and manages a variety of functions in the City Clerk's Office and EPASD including ensuring compliance with legal acts, including the Maddy Act; processing, filing, recording, and countersigning various documents and records; attesting all official documents of the City; receiving and distributing all subpoenas and claims; and preparing State filings.
- Serves as the secretary for EPASD.
- Manages the codification and distribution of revisions to the Municipal Code.

- Represents the City Clerk Office and EPASD to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations in the field of municipal government.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other related duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budget development, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Principles, practices, and procedures related to public agency record keeping, municipal elections, and the City Clerk function.
- Functions, authority, responsibilities, and limitations of an elected City Council.
- Automated and manual records management principles and practices, including legal requirements for recording, retention, and disclosure.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility, including Public Records Act, the Freedom of Information Act, and the Brown Act, FPPC procedures and regulations, and election laws and procedures.
- Techniques for providing a high level of customer service by effectively interacting with members of the public, including individuals of diverse socioeconomic, ethnic, and cultural backgrounds in person and over the phone.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.

- Interpret, apply, explain, and ensure compliance with Federal, State, and local laws, rules, regulations, policies, and procedures.
- Plan, organize, direct, and coordinate the work of supervisory, technical, and administrative personnel; delegate authority and responsibility.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Coordinate municipal elections within legal guidelines.
- Oversee and coordinate maintenance of the official records of the City and EPASD.
- Prepare official minutes, resolutions, ordinances, clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Effectively represent the department, EPASD, and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City, EPASD, and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an associate degree in public or business administration and seven (7) years of increasingly responsible experience in a City Clerk's or Deputy City Clerk's office, including three (3) years of lead experience and/or supervisory training.

Licenses and Certifications:

- Possession of a valid California Class C Driver's License and a good driving record, at the time of appointment.
- Possession of a Notary Public certification.
- Possession of a Certified Municipal Clerk certification.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking

between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

SPECIAL PROJECTS MANAGER

DEFINITION

Under the general direction of the City Manager or designee (i.e., a Department Head), requiring organizational skills and related experience for specific or time sensitive projects or to alleviate the backlog in the following areas:

- Finance
- Public Works
- Community Development
- Administration

The position provides the following, but is not limited to organizational efficiency, support involving specific projects, assistance with administrative and special studies, assistance in alleviating a backlog of work, written reports or other work product, consultation and presentations, and may supervise staff on a temporary basis

SUPERVISION RECEIVED AND EXERCISED

This mid-managerial level position reports directly to the City Manager or designee and will exercise functional, technical, or advisory oversight and/or review role within the department, as needed.

DISTINGUISHING CHARACTERISTICS

Positions at this level are distinguished by their supervisory or mid-managerial level of responsibility assumed, complexity of duties assigned, and independence of action taken. Employees at this level are required to be fully trained in all procedures and regulations related to assigned areas of responsibility.

EXAMPLES OF TYPICAL JOB FUNCTIONS (include, but are not limited to the following)

- Ability to communicate problems effectively in either written or verbal form.
- Maintains effective working relationships with all levels of staff and with the public.
- Ability to demonstrate initiative, problem solve, and participate in generating options for solving issues.
- Demonstrate independence and initiative in the timely and accurate preparation and processing of studies and reporting.

- Highly skilled the areas of developing, implementing programs, policies and plans related to facets of City government as specified by the City Manager or designee.
- Well organized with attention to detail and ability to effectively prioritize in a fast paced, challenging environment.

EDUCATION AND EXPERIENCE

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an Associate's degree in an area related to appointment or public administration, or a related field and two (2) years of management and/or administrative experience.

 Possession of a valid California Class C Driver's License and a good driving record, at the time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

SELECTION GUIDELINES

This position is intended to be filled upon recommendation of placement by the City Manager.

Duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and

SALARY AND BENEFITS

The following salary scale is approved for this limited duration Extra Help appointment:

LIMITED DURATION CLASSIFICATION		
Special Projects - Manager		
Hourly	**65.10**	**69.33**
Bi-Weekly		
Monthly		
Annual		

All benefits offered and accruing to the non-represented executive class of the City shall accrue to this limited duration assignment.

Public Works Director/ District Engineer (Executive)

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

Director of Finance/District Treasurer (Executive)

		Step A	Step B	Step C	Step D	Step E
Hourly		92.1429	96.7500	101.5875	106.6669	112.0003
Bi-Weekly		7,371.43	7,740.00	8,127.00	8,533.35	8,960.02
Monthly		15,971.44	16,770.01	17,608.51	18,488.93	19,413.38
Annual		191,657.23	201,240.09	211,302.09	221,867.20	232,960.56

Paralegal (Non-Bargaining - SEIU)

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

Recreation Leader I FT (SEIU)

		Step A	Step B	Step C	Step D	Step E
Hourly		17.4500	18.3225	19.2386	20.2006	21.2106
Bi-Weekly		1,396.00	1,465.80	1,539.09	1,616.04	1,696.85
Monthly		3,024.67	3,175.90	3,334.70	3,501.43	3,676.50
Annual		36,296.00	38,110.80	40,016.34	42,017.16	44,118.01

Information Technology Specialist I (SEIU)

		Step A	Step B	Step C	Step D	Step E
Hourly		35.5998	37.3798	39.2488	41.2112	43.2718
Bi-Weekly		2,847.99	2,990.38	3,139.90	3,296.90	3,461.74
Monthly		6,170.63	6,479.17	6,803.12	7,143.28	7,500.44
Annual		74,047.61	77,749.99	81,637.49	85,719.37	90,005.34

Information Technology Specialist II (SEIU)

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

Accountant Senior (MEA)

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

Docusign Envelope ID: 767840BB-4355-4E2B-98B5-E620D09390CF

City of East Palo Alto and
East Palo Alto Service Employees International Union (SEIU Local 521)
Side Letter Agreement: Maintenance Worker Premium Pay for Utility Locator Function

1. This Side Letter confirms the understanding between the City of East Palo Alto ("City") and SEIU ("SEIU") regarding premium pay when the Maintenance Worker classification performs the Utility Locator function. Assignment to the rotation is at the discretion of the Public Works Director.

2. This Side Letter is effective from the date of City Council adopts the resolution approving this side letter which will be on or around March 18, 2025.

3. Premium Pay: Any premium pay will be paid only when assigned to Utility Locator rotation. The parties agree that the City, within its sole discretion, may provide employees within the classification of maintenance worker the opportunity to perform the task of Utility Location, and when such work is being completed, the City shall pay the employee a 5% premium on the base hourly rate for the pay period when the work is performed

   a) The Parties intend and understand that this premium payment will not be pensionable and will not be reported to CalPERS; however, CalPERS makes the final determination on the inclusion of this premium pay in its total pensionable compensation calculation. The parties also agree and understand that, since this payment is paid only when performing the assigned rotation of the Utility Locator function, all applicable laws will apply when calculating the regular rate of pay. This premium pay will not be applied when an employee is inactive, on leave, or removed from or no longer serving in the Utility Locator assignment rotation.

4. To qualify for the premium identified in Paragraph 3, the employee must be trained and qualified to perform the Utility Locator duties as outlined in the job description and as required by law. The premium pay will only be applied to the pay periods when assigned to the rotation to perform the Utility Locator functions.

5. The parties specifically acknowledge and agree that this agreement shall not operate as, nor be considered as evidence of a practice or past practice of the City of a precedent in the future.

6. It is intended that this side letter will be incorporated into the Memorandum of Understanding during the next round of bargaining unless the Utility Locator duties are removed from the Maintenance Worker classification and/or an alternate classification is created to perform such duties.

7. This Side Letter Agreement will expire upon expiration of the Memorandum of Understanding (June 30, 2027)

Docusign Envelope ID: 767840BB-4355-4E2B-98B5-E620D09390CF

City of East Palo Alto and
East Palo Alto Service Employees International Union (SEIU Local 521)
Side Letter Agreement: Maintenance Worker Premium Pay for Utility Locator Function

The undersigned parties represent that they have read and understand the terms of this Side Letter Agreement and that they are authorized to execute this Side Letter Agreement on behalf of their principals.

DocuSigned by:
Guadalupe Rosas
8864E3ECDDB34C8...
Date 3/13/2025

Guadalupe Rosas
SEIU Local 521
Chief Negotiator

Signed by:
36C17CCB5C91467...
Date 3/13/2025

Brenna Rowe
Sloan Sakai Yeung & Wong LLP
Chief Negotiator

DocuSigned by:
Janet Nunez-Aguilar
91F36AEAA9BC400...
Date 3/13/2025

Janet Nunez
SEIU President
East Palo Alto SEIU

DocuSigned by:
Ana Torres-Mondragon
A0094422962341D...
Date 3/13/2025

Ana Torres-Mondragon
Human Resources Manager
City of East Palo Alto

INFORMATIONAL REPORT 6.1

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: March 18, 2025

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: James Colin, City Clerk

SUBJECT: Automated License Plate Reader Implementation Update

Recommendation

Receive informational report about the Automated License Plate Reader Implementation.

Attachments

1. Proclamation

EAST PALO ALTO SANITARY DISTRIC STAFF REPORT

DATE: March 18, 2025

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

VIA: Melvin E. Gaines, General Manager

BY: Tomohito Oku, District Treasurer

Bo-Kyoung Kim, Financial Services Manager

SUBJECT: Cash Disbursement Report for January 2025

Recommendation

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

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

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

Background

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

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

EPASD BOARD CONSENT ITEM 10.1

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

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

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

This staff report is informational and includes all cash disbursements for the month ending January 31, 2025, approved by District Treasurer. As of January 31, 2025, the actual expenses did not exceed the District's approved budget.

Analysis

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

EPASD Cash Disbursement Reports
For Period Ending January 31, 2025

Name	Description	Check amount	Check number*	Check Issue Date
AT&T	Monthly phone service Dec 2-Jan 1	$ 521.54	71362	1/24/2025
CALIF PUBLIC EMPLOYEES	EPASD CALPERS Jan 2025	$ 53.67	759	1/30/2025
CALIF PUBLIC EMPLOYEES	EPASD CALPERS Jan 2025	$ 2,290.25	759	1/30/2025
CALIF PUBLIC EMPLOYEES	EPASD CALPERS JAN 2025	$ 6,808.58	759	1/30/2025
CALIF PUBLIC EMPLOYEES	EPASD CALPERS JAN 2025	$ 10,075.43	759	1/30/2025
CITY OF PALO ALTO	2ND QUARTER FY24-25 Q&M OF RWQCP	$ 63,844.10	71314	1/17/2025
COMCAST	EPASD	$ 1,273.33	71278	1/10/2025
COMCAST	Recurring charges for ACCT#905067630	$ 419.77	71366	1/24/2025
FRANK & GROOSMAN LANDSCAP	Deep Clean Entire Office Work Completed	$ 5,500.00	71259	1/7/2025
PACIFIC GAS & ELECTRIC	reocurring charges for electric	$ 422.29	71339	1/17/2025
RECOLOGY SAN MATEO COUNTY	Waste for Dec 2024 EPASD	$ 733.90	71342	1/17/2025
SWRCB	Annual fees	$ 297.00	71297	1/10/2025
VEOLIA WATER NORTH AMERIC	EPASD WATER BILLS	$ 223.97	71397	1/24/2025
VEOLIA WATER NORTH AMERIC	EPASD WATER BILLS	$ 64.55	71397	1/24/2025
VEOLIA WATER NORTH AMERIC	METER BASE FEE FOR WATER SERVICES	$ 632.92	71270	1/7/2025
WEST BAY SANITARY DISTRIC	Maintenance services agreement & additional expenses 11/2024	$ 49,175.76	71301	1/10/2025
WEST BAY SANITARY DISTRIC	Wash down the manhole and performed a manhole entry	$ 868.27	71398	1/24/2025

Everon LLC	Batteries in certain zones were changed in order to help function of alarm system	$ 250.00	71257	1/7/2025
Everon LLC	Equipment lease	$ 1,072.62	71375	1/24/2025
Everon LLC	EPASD	$ 2,175.00	71375	1/24/2025
40 Hrs, Inc.	STAFF PAYMENT W/E 12/22/24	$ 5,227.60	71249	1/7/2025
40 Hrs, Inc.	STAFF PAYMENT W/E 12/29/24	$ 5,437.62	71273	1/10/2025
40 Hrs, Inc.	STAFF PAYMENT W/E 1/5/25	$ 821.35	71273	1/10/2025
AppleOne, Inc	Staffing Services	$ 3,423.39	71251	1/7/2025
AppleOne, Inc	Staffing Services	$ 2,656.53	71360	1/24/2025
AppleOne, Inc	Staffing Services	$ 2,404.71	71360	1/24/2025
Akintunde A Okupe	Monthly car allowance Dec 2024	$ 400.00	71250	1/7/2025
Akintunde A Okupe	Monthly car allowance JAN 2025	$ 266.00	71308	1/17/2025
Sierra West Consultants, Inc	professional construction support services	$ 1,522.00	71391	1/24/2025
UniFirst Corporation	uniforms and supplies	$ 233.99	71269	1/7/2025
UniFirst Corporation	uniforms and supplies	$ 2,404.27	71300	1/10/2025
UniFirst Corporation	uniforms and supplies	$ 167.57	71396	1/24/2025
Green Source Janitorial	Monthly Janitorial Service Jan 2025	$ 1,953.00	71327	1/17/2025
Jeanpierre Wegem Alabi And CO LLP	Accounting, HR and Consulting Services for DEC 2024	$ 10,156.94	71285	1/10/2025
Jeanpierre Wegem Alabi And CO LLP	Accounting, HR and Consulting Services for JAN 2025	$ 3,931.72	71381	1/24/2025
ADP	PAYROLL TAX EPASD	$ 662.56	758	1/30/2025
ADP	PAYROLL TAX EPASD	$ 3,608.89	758	1/30/2025
ADP	PAYROLL TAX EPASD	$ 886.17	758	1/30/2025
ADP	PAYROLL TAX EPASD	$ 24,524.02	758	1/30/2025
ADP	PAYROLL TAX EPASD	$ 2,152.89	758	1/30/2025
ADP	PAYROLL TAXES EPASD	$ 73,653.93	758	1/30/2025
ADP	PAYROLL TAX EPASD	$ 384.28	758	1/30/2025
ADP	PAYROLL FEES EPASD	$ 49.85	758	1/30/2025
ADP	PAYROLL FEES EPASD	$ 49.85	758	1/30/2025
ADP	PAYROLL FEES EPASD	$ 51.85	758	1/30/2025
ADP	PAYROLL FEES EPASD	$ 121.40	758	1/30/2025
ADP	PAYROLL FEES EPASD	$ 49.85	758	1/30/2025
ADP	PAYROLL WAGE EPASD	$ 9,257.51	758	1/30/2025
ADP	PAYROLL WAGE EPASD	$ 36,591.38	758	1/30/2025
Degree HVAC, Inc	Labor and Materials to fix Reznor	$ 2,825.00	71370	1/24/2025
Tripepi, Smith & Associates, Inc	EPASD CRISIS COMMUNICATIONS PRESS RELEASE	$ 622.50	71353	1/17/2025
Ranger Pipeline, Inc	Remaining balance for change orders for SSRP/Application for PA #11	$ 250,721.44	71400	1/29/2025
	Total	**$ 593,923.01**		

Manual checks have three-digit check numbers.

Fiscal Impact

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

Public Notice

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

Environmental

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

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

Government Code § 84308

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

Analysis of Levine Act Compliance: Not applicable.

Attachments: None.

EAST PALO ALTO SANITARY DISTRIC STAFF REPORT

DATE: March 18, 2025

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

VIA: Melvin E. Gaines, General Manager

BY: Tomohito Oku, Finance Director/District Treasurer

SUBJECT: Accept Annual Financial Reports for Fiscal Year 2023-24

Recommendation

Adopt a resolution:

1. Accepting and directing staff to file with the State Controller's Office the Annual Audited Financial Reports for Fiscal Year 2023-24; and

2. Finding that the proposed action does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(4) in that it is related to government fiscal activities, which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

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

Background

State law requires that special districts issue annual financial reports prepared in accordance with generally accepted accounting principles (GAAP), so that the financial position and results of operations of each government entity is publicly available to residents, legislators, financial institutions, and other interested parties.

Effective October 1, 2024, the East Palo Alto Sanitary District (District) was reorganized as a subsidiary of the City of East Palo Alto (City), with the City Council serving as its governing board. David Farnsworth, Certified Public Accountant, has provided financial auditing services to the District since the 2019-20 fiscal year.

This audited financial report covers the fiscal year from July 1, 2023, to June 30, 2024, during which the prior administrator oversaw operations. However, the District is under new management who is responsible for preparing and fairly presenting the financial statements in accordance with generally accepted accounting principles in the United States. We are also responsible for designing, implementing, and maintaining internal controls to ensure the financial statements are free from material misstatements, whether due to fraud or error.

Analysis

David Farnsworth, Certified Public Accountant, has completed the annual audit and issued the District's annual financial statements and other required reports. The auditor will be presenting an overview of the audit results and will be available to answer any additional questions regarding the reports. The District received an "unmodified" audit opinion which means the independent auditor reviewed the financial records and found that they were presented fairly and accurately, according to the Generally Accepted Accounting Principles (GAAP) on the annual financial report for the fiscal year ended June 30, 2024. As a result of audit procedures, however, the auditor identified material weaknesses in internal control due to multiple instances found in the District's financial processes which are detailed in the communication letter to the governing board regarding significant deficiencies and material weaknesses in internal control (Attachment 4).

Below is a summary description of the annual financial report:

1) Independent Auditor's Report

This section provides the auditor's professional opinion on whether the financial statements fairly present the financial position and results of operations of the organization. It outlines the scope of the audit, the standards followed, and any key findings. It may also include a statement on the auditor's independence and any limitations or concerns regarding financial reporting.

2) Management's Discussion and Analysis (MD&A)

This is a narrative overview prepared by management that explains the organization's financial performance over the past year. It highlights key financial trends, significant changes in revenues and expenses, and factors affecting the financial position. It often includes comparisons to the previous year and insights into budget performance, capital projects, and future financial outlook.

3) Basic Financial Statements

This section contains the core financial reports that present the organization's financial health. It includes:

- **Statement of Net Position:** A snapshot of assets, liabilities, deferred inflows and outflows, and net position at year-end.
- **Statement of Revenues, Expenses, and Changes in Net Position:** A summary of financial activities, showing income, expenses, and changes in financial position.
- **Statement of Cash Flows:** An overview of cash inflows and outflows from operations, financing, and investing activities.
- **Notes to the Financial Statements:** Detailed explanations of accounting policies, significant transactions, and any additional financial information.

4) Required Supplementary Information

This section includes additional financial data required by accounting standards. It consists of:

- Pension and OPEB (Other Post-Employment Benefits) schedules showing contributions, liabilities, and funding status.

Fiscal Impact

There is no fiscal impact by this item.

Public Notice

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

Environmental

The proposed action does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(4) in that it is related to government fiscal activities, which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment.

Government Code § 84308

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

Analysis of Levine Act Compliance: Not applicable.

EPASD POLICY AND ACTION ITEM 13.1

Attachment:

1. Resolution
2. Annual Financial Report
3. Communication letter to the Board of Directors
4. Communication letter regarding internal controls

RESOLUTION NO. XX– 2025

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE EAST PALO ALTO SANITARY DISTRICT

ACCEPTING AND DIRECTING STAFF TO FILE THE ANNUAL FINANCIAL REPORT WITH THE STATE CONTROLLER'S OFFICE FOR FISCAL YEAR 2023-24

WHEREAS, local government agencies are required by law to undertake an independent audit of the annual financial statements, and California Government Code Section 53891 requires each local agency to provide an annual report of financial transactions to the State Controller's Office containing data from audited financial statements prepared in accordance with generally accepted accounting principles; and

WHEREAS, the East Palo Alto Sanitary District ("District") engaged David Farnsworth, Certified Public Accountant, as the District's independent auditor for the fiscal year 2023-24; and

WHEREAS, the annual financial audit for fiscal year ended June 30, 2024, was conducted in accordance with auditing standards generally accepted in the United States of America; and

WHEREAS, the District received an auditor opinion that the financial statements referred to above present fairly, in all material respects, the respective financial position of the District, as of June 30, 2024, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE EAST PALO ALTO SANITARY DISTRICT hereby:

1. Finds the foregoing recitals are true and correct, and are incorporated by this reference into this action;

2. Accepts the annual financial report for Fiscal Year Ending June 30, 2024;

3. Directs staff to file the annual financial report with the State Controller's Office, as required by law; and

4. Finds that the proposed action does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(4) in that it is related to government fiscal activities, which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment

PASSED AND ADOPTED 18th day of March 2025**,** by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mark Dinan, Board President

ATTEST:

James Colin, Secretary

APPROVED AS TO FORM:

John D. Lê, District Counsel

East Palo Alto
Sanitary District

Annual Financial Report
June 30, 2024

EAST PALO ALTO SANITARY DISTRICT
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June 30, 2024

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david farnsworth cpa
ACCOUNTING • ADVISORY • ASSURANCE

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
East Palo Alto Sanitary District
East Palo Alto, California

Opinion

We have audited the accompanying financial statements of the East Palo Alto Sanitary District as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the East Palo Alto Sanitary District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the East Palo Alto Sanitary District, as of June 30, 2024, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the East Palo Alto Sanitary District, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the East Palo Alto Sanitary District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the East Palo Alto Sanitary District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the East Palo Alto Sanitary District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, the schedule of changes in the net District's net OPEB liability and related ratios, the schedule of District's contributions for OPEB, the schedule of the District's proportionate share of the net pension liability, and the schedule of the District's pension contributions, as listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

David Farnsworth, CPA

Milpitas, California
March 6, 2025

This section of the East Palo Alto Sanitary District financial statements presents management's discussion and analysis of the District's financial performance during the fiscal year ended June 30, 2024. Since this management's discussion and analysis is designed to focus on current activities, resulting in change and current known facts, please read it in conjunction with the District's basic financial statements and notes to the financial statements.

Financial Highlights

For the fiscal year ended June 30, 2024, the District's net position increased by $6,163,550 from $31,268,479 to $37,432,029 in 2024, as can be seen on page 9. Operating revenue, which consists mainly of District user fees and connection fees, decreased by $1,522,582, or 23%, compared to the previous year. Non-operating revenue, which consists of property tax and investment earnings increased by $1,193,826 or 74%. Capital contributions increased by $2,227,645. Operating expenses decreased by $3,937,311, or 53%. The overall increase in the District's net position is due in large part to the increase in net capital assets of $4,468,105 as a result of capital projects being in progress. Current assets increased by $1,005,268. The unrestricted portion of the District's net position (the portion available for capital projects and other expenditures) was $23,108,594 as of June 30, 2024, an increase of $1,828,031 compared to the previous year. The increase in the unrestricted portion is due to operating income of $5,043,168, nonoperating revenues of $1,193,826, and capital contributions of $2,227,645. The District reported special item expense, net of reimbursement of $360,893.

Overview of the Financial Statements

This management's discussion and analysis is intended to serve as an introduction to the District's basic financial statements. The District's basic financial statements are comprised of two components: 1) the financial statements and 2) notes to the financial statements that explain in more detail some of the information in the financial statements.

Required Financial Statements

The financial statements of the District report information about the District using accounting methods similar to those used by private-sector companies. These statements provide both long-term and short-term information about the District's overall financial status.

The statement of net position presents information on all of the District's assets deferred outflows of resources and liabilities deferred inflows of resources, with the difference between the four reported as net position. This statement or evaluating the capital structure of the District and assessing the liquidity and financial flexibility of the District provides information about the nature and the amounts of investments in resources (assets) and the obligations to District creditors (liabilities). It provides one way to measure the financial health of the District by providing the basis however, there are several outside nonfinancial factors that need to be considered, such as changing economic conditions, population and customer growth, and new or changed rules and regulations.

All of the current year's revenue and expenses are accounted for in the statement of revenues, expenses, and changes in net position. This statement measures the success of the District's operations over the past year and can be used to determine whether the District has successfully recovered all its cost through its user fees.

The final required statement is the statement of cash flows. The statement reports cash receipts, cash payments, and net changes in cash resulting from operating, noncapital financing, investing, and financing

activities. This statement provides answers to such questions as 'where did cash come from', 'what was cash used for', and 'what was the change in cash balance during the reporting period'.

Financial Analysis of the District

As previously noted, net position may serve over time as a useful indicator of an entity's financial position. In the case of the District, assets exceeded liabilities by $37.43 million at the close of the most recent fiscal year. The largest portion of the District's net position (62%) reflect its unrestricted net position. Net investment in capital assets consists of 32% of total net position (e.g., sewers, buildings, machinery and equipment as of June 30, 2024. These capital assets are used primarily in the collection and treatment of wastewater throughout the District's service area. The related debt will be repaid with resources provided by system users through rates and fees. Restricted net position consists of 6% of total net position.

The following schedule is prepared from the District's Statement of Net Position, which is presented on the full accrual basis of accounting in which capital assets are systematically depreciated.

	2024	2023	Increase (Decrease)	Percent Change
Current assets	$24,415,653	$23,410,385	$ 1,005,268	4.29%
Noncurrent assets	2,321,934	2,282,781	39,153	1.72%
Capital assets, net	12,161,198	8,058,294	4,102,904	50.92%
Total assets	38,898,785	33,751,460	5,147,325	15.25%
Deferred outflows	1,462,443	713,497	748,946	104.97%
Current liabilities	856,329	487,619	368,710	75.61%
Noncurrent liabilities	789,565	865,556	(75,991)	-8.78%
Total liabilities	1,645,894	1,353,175	292,719	21.63%
Deferred inflows	1,283,305	1,843,303	(559,998)	-30.38%
Net position	$37,432,029	$31,268,479	$ 6,163,550	19.71%

Current assets increased by $1,005,268 compared to the prior year and the change is primarily due to:

- Cash increased by $933,054
- Receivables increased by $415,401
- Prepaid items decreased by $343,187

Noncurrent assets increased by $39,153 and capital assets, net of accumulated depreciation increased by $4,102,904 compared to the prior year and the change is primarily due to:

- Restricted cash decreased by $98,304
- Notes receivable decreased by $5,377
- Net OPEB asset increased by $142,834
- Capital assets, net of accumulated depreciation increased by $4,102,904

Deferred outflows increased by $748,946 compared to the prior year and the change is primarily due to:

- Pension related deferred outflows increased by $824,909
- OPEB related deferred outflows decreased by $75,963

Current liabilities increased by $368,710 compared to the prior year and the change is primarily due to:

- Accounts payable and accrued liabilities increased by $653,678

- Unearned income decreased by $260,541
- Current portion of long-term debt decreased by $24,427

Noncurrent liabilities decreased by $75,991 compared to the prior year and the change is primarily due to:

- Net pension liability decreased by $37,474
- Net OPEB liability decreased by $181,351 and reported a Net OPEB asset of $142,834.

Deferred inflows decreased by $559,998 compared to the prior year and the change in primarily due to:

- Pension related deferred inflows decreased by $659,143
- OPEB related deferred inflows increased by $99,145

Change in Net Position

As can be seen above the District's net position increased by $6,163,550 this year from $31,268,479 in FY 2023 to $37,432,029 in FY 2024.

	2024	2023	Increase (Decrease)	Percent Change
Operating revenues	$ 5,043,168	$ 6,565,750	$ (1,522,582)	-23.19%
Operating expenses	3,551,685	7,488,996	(3,937,311)	-52.57%
Operating income	1,491,483	(923,246)	2,414,729	-261.55%
Nonoperating revenue (expenses)	2,805,315	2,074,607	730,708	35.22%
Capital contributions	2,227,645	-	2,227,645	
Special items	(360,893)	-	(360,893)	
Change in net position	$ 6,163,550	$ 1,151,361	$ 5,012,189	435.33%

The change in net position shows the Summary of Revenues, Expenses, and Changes in Net Position and provides details as to the nature and source of these changes. During 2024, total operating revenues decreased by $1,522,582. Total operating expenses decreased by $3,937,311. Non-operating revenue and expenses increased by $730,708. This year the District reported special items expense, net of reimbursement of $360,893 related to loss due to fraud. The major factors which contributed to these results include:

- The decrease in operating revenues of $1,522,582 was due to a decrease in sewer service charges of $39,546, a decrease in developer fees and connection fees of $1,528,871, and an increase of $45,835 in other revenues
- The decrease in operating expenses of $3,937,311 was due to a decrease in personnel services of $2,848,119, a decrease of $1,107,161 in purchased services, an increase of $22,578 of utilities, fuel, and supplies, and a decrease in $42,021 in depreciation expense, and an increase of $37,412 in other expenses.
- The increase in nonoperating revenues (expenses) of $730,708 was due to an increase of $233,666 in property taxes, an increase of $495,276 in investment earnings, and a decrease of $1,766 in interest expense.
- The increase in capital contributions of $2,227,645 is due to an increase in development impact fees.
- The increase in special items expense is due to fraud, net of reimbursements of $360,893.

BUDGETARY HIGHLIGHTS

The District has an annual operating budget that is approved by its Board of Directors. Capital projects are approved on a project-by-project basis within the annually approved capital budget. Total budgeted revenues were reported in the amount of $5,863,210. Total budgeted expenses were reported in the amount of $17,800,400.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

As of June 30, 2024, the District's investment in capital assets, net of accumulated depreciation reported $12,161,198 and $8,058,294 as of June 30, 2024 and 2023, respectively. In 2024, the District spent $4,468,105 on a current construction project. Additional information on the District's capital assets can be found in Note 3 to the Financial Statements.

	2024	2023	Increase Decrease	Percent Change
Land	$ 184,601	$ 184,601	$ -	-
Construction in progress	6,676,749	2,208,644	4,468,105	202.30%
Cured in place pipe	1,474,518	1,474,518	-	0.00%
Sewer collection facilities	8,216,243	8,216,243	-	0.00%
Buildings	2,587,577	2,587,577	-	0.00%
Furniture and equipment	2,175,995	2,175,995	-	0.00%
Accumulated depreciation	(9,154,485)	(8,789,284)	(365,201)	4.16%
Capital assets, net	$ 12,161,198	$ 8,058,294	$ 4,102,904	50.92%

Debt Administration

The District paid off the notes payable as of June 30, 2024. Additional information on the District's long-term debt can be found in Note 5 to the financial statements.

ECONOMIC FACTORS AND THE NEXT YEAR'S BUDGETS AND RATES

The service area of the District is best described as mature. The District is not in a growth situation but one in which the system is continually televised, upgraded, and repaired given budgetary constraints.

Requests for Information

The financial report is designed to provide a general overview of the District's finances and operations for all those with an interest in the District's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to:

Office of the General Manager
East Palo Alto Sanitary District
901 Weeks Street
East Palo Alto, CA 94303

FINANCIAL STATEMENTS

EAST PALO ALTO SANITARY DISTRICT
Statement of Net Position
June 30, 2024

ASSETS	
Current assets:	
Cash	$ 23,356,716
Intergovernmental receivable	198,806
Interest receivable	244,815
Rental receivable	3,030
Other receivable	158,787
Prepaid items	453,499
Total current assets	24,415,653
Noncurrent assets:	
Restricted investments- held by pension trust	2,162,237
Notes receivable	16,863
Net OPEB assets	142,834
Capital assets:	
Non depreciable capital assets	6,861,350
Capital assets, net of depreciation	5,299,848
Total non current assets	14,483,132
Total assets	38,898,785
DEFERRED OUTFLOWS OF RESOURCES	
Pension related	1,201,130
OPEB related	261,313
Total deferred outflows of resources	1,462,443
LIABILITIES	
Current liabilities:	
Accounts payable	802,254
Accrued liabilities	8,124
Compensated absences	45,951
Total current liabilities	856,329
Noncurrent liabilities:	
Net pension liability	789,565
Total non current liabilities	789,565
Total liabilities	1,645,894
DEFERRED INFLOWS OF RESOURCES	
Pension related	1,139,433
OPEB related	143,872
Total deferred inflows of resources	1,283,305
NET POSITION	
Net investment in capital assets	12,161,198
Restricted	2,162,237
Unrestricted	23,108,594
Total Net Position	$ 37,432,029

The accompanying notes are an integral part of these financial statements.

EAST PALO ALTO SANITARY DISTRICT
Statement of Revenues, Expenses, and Changes in Net Position
For the Year Ended June 30, 2024

OPERATING INCOME:	
Charges for services:	
Sewer service charges	$ 4,761,746
Connection fees	92,351
Miscellaneous	189,071
Total Operating Revenues	5,043,168
OPERATING EXPENSES:	
Personnel services:	
Salaries and benefits	584,608
Pension credit	(1,448,842)
Purchased services	3,458,148
Utilities, fuel and supplies	176,676
Depreciation	365,201
Other expenses	415,894
Total operating expenses	3,551,685
Operating income	1,491,483
NONOPERATING REVENUES (EXPENSES):	
Property taxes	1,734,764
Investment earnings	1,075,304
Interest expense	(4,753)
Total Nonoperating Revenues (Expenses)	2,805,315
CAPITAL CONTRIBUTIONS	2,227,645
SPECIAL ITEMS	
Loss due to fraud	(360,893)
Total special items	(360,893)
Change in Net Position	6,163,550
Net Position - Beginning	31,268,479
Net Position - Ending	$37,432,029

The accompanying notes are an integral part of these financial statements.

EAST PALO ALTO SANITARY DISTRICT
Statement of Cash Flows
For the Year Ended June 30, 2024

CASH FLOWS FROM OPERATING ACTIVITIES	
Receipts from customers and users	$ 4,782,627
Payments to suppliers	(4,191,320)
Payments to employees	(655,383)
Net cash provided by noncapital financing activities	(64,076)
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES	
Property taxes	1,535,958
Net cash provided by noncapital financing activities	1,535,958
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Acquisition and construction of capital assets	(3,812,518)
Capital contributions	2,227,645
Principal paid on debt	(70,378)
Interest paid on debt	(4,753)
Collections on note receivable	5,376
Net cash used for capital and related financing activities	(1,654,628)
CASH FLOWS FROM INVESTING ACTIVITIES	
Investment earnings	1,017,496
Net cash provided by investing activities	1,017,496
Net increase in cash and cash equivalents	834,750
Cash and cash equivalents at beginning of year (including $2,000,000 for the sewer fund reported in restricted accounts)	24,684,203
Cash and cash equivalents at end of year (including $2,162,237 for the sewer fund reported in restricted accounts)	$ 25,518,953
RECONCILIATION OF OPERATING INCOME TO NET CASH PROVIDED BY OPERATING ACTIVITIES	
Operating income	$ 1,491,483
Adjustment to reconcile operating income to net cash provided by operating activities:	
Depreciation expense	365,201
Changes in assets and liabilities:	
Decrease in prepaid items	343,187
(Decrease) in operating accounts payable and accrued expenses	35,258
Decrease in unearned income	(260,541)
Increase in compensated absences	8,783
Increase in net pension liability and related deferrals	(1,521,525)
Increase in net other postemployment benefits asset and related deferrals	(6,242)
Increase in other receivables and special items	(519,680)
Net cash provided by operating activities	$ (64,076)

The accompanying notes are an integral part of these financial statements.

EAST PALO ALTO SANITARY DISTRICT
Index to Notes to the Financial Statements
June 30, 2024

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Note 1 – Summary of Significant Accounting Policies

A. Description of the Reporting Entity

The primary purpose of the East Palo Alto Sanitary District (District) is to provide safe, efficient and cost-effective sanitary services to portions of East Palo Alto and Menlo Park, in San Mateo County. The collection system carries wastewater from the District's service area to the Palo Alto treatment plant where it is treated and disposed of in a manner which meets federal and state standards.

The District is governed by a five-member Board of Directors elected at large to four-year terms by residents within the District.

The financial statements of East Palo Alto Sanitary District include only the financial activities of the District. The District management considered all potential component units for inclusion in the reporting entity by applying the criteria set forth in accounting principles generally accepted in the United States of America. The District concluded that there are no potential component units which should be included in the reporting entity.

B. *Basis of Presentation and Accounting*

The fund financial statements provide information about the District's enterprise funds. Statements for proprietary funds are presented. The emphasis of fund financial statements is on major enterprise funds, each displayed in a separate column. Major individual enterprise funds are reported as separate columns in the funds financial statements.

The District reports the following major enterprise funds:

> The sewer fund accounts for the activities of the District. The activities are financed in whole or in part by fees charged to external parties and are accounted for in an enterprise fund. Enterprise funds maintain their records using the economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the related liability is incurred, regardless of the timing of the cash flows.

The statement of net position and the statement of revenues, expenses, and changes in net position displays information about the primary government (the District). Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. Operating revenues, such as charges for services, result from exchange transactions associated with the principal activity of the District. Exchange transactions are those which each party receives and gives up essentially equal values. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

C. Budgets and Budgetary Accounting

Annual budgets are adopted on a basis consistent with generally accepted accounting principles for the sewer enterprise fund.

The appropriated budget is prepared by fund, function, and department. The District General Manager is authorized to transfer any unencumbered amounts from one department to another within the same major account and to transfer any unencumbered appropriation from one line-item account to another within the same major account. The major accounts are defined as salaries and employee benefits,

maintenance and operation, capital outlay and reserves. Any additional appropriations require approval by the Board of Directors. Appropriations in all budgeted funds lapse at the end of the fiscal year.

D. *Cash and Cash Equivalents*

The District's cash and cash equivalents include cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. For purposes of the statement of cash flows, the District's proprietary funds consider their demand deposits and all highly liquid investments with an original maturity of three months or less when purchased to be cash equivalents.

Restricted cash – Restricted assets are financial resources generated for a specific purpose, such as pension benefits. These assets are for the benefit of a specific purpose and, as such, are legally or contractually restricted by an external third-party agreement. The District's restricted assets consist of a Section 115 trust with California Public Employees' Retirement System (CalPERS) called California Employers' Pension Prefunding Trust (CEPPT) that is dedicated to pre-funding employer contributions to the defined benefit pension plan.

E. Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in fund financial statements. The cost of prepaid items is recorded as expenses when consumed rather than when purchased.

F. Capital Assets

The cost of additions to utility plant and major replacements of property is capitalized. Costs include material, direct labor, transportation and indirect items such as interest, engineering, supervision and employee fringe benefits. Capital assets are defined by the District as assets with an initial, individual cost of more than $500 and an estimated useful life in excess of one year. Donated capital assets are recorded at estimated acquisition value at the date of donation. Depreciation is computed on a straight-line basis over the estimated useful lives of the property as follows:

Sewer Collection Facilities	50 years
Building	30 years
Furniture and Equipment	10 years
Computers	5 years

G. Deferred Outflows and Inflows of Resources

In addition to assets, the statement of financial position includes a separate section for deferred outflows of resources. Deferred outflows of resources represent a consumption of net assets that applies to a future period(s) and so will not be recognized as an outflow of resources (expense) until then. The District has three items that qualify for reporting in this category. It is the deferred charge on refunding reported in the government-wide statement of net position, and deferred amounts related to pension and OPEB.

In addition to liabilities, the Statement of Net Position will report a separate section for deferred inflows of resources. Deferred inflows of resources represent an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available. In the fund financial statements the District reports deferred amounts related to pension and OPEB.

H. Postemployment Benefits Other Than Pensions (OPEB)

For purposes of measuring the total OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the District Plan and additions to/deductions from the District Plan have been determined on the same basis as they are reported by CalPERS. For this purpose, the District recognizes benefit payments when due and payable in accordance with the benefit terms. Investments are reported at fair value.

I. Pensions

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position and additions to/deductions from the Plan fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

J. Compensated Absences

The District records the expense of employees' vacation benefits in the period in which they accumulate and become vested. At June 30, 2024, the balance is $45,951.

K. Net Position

For reporting proprietary funds, the difference between assets and deferred outflows of resources less liabilities and deferred inflows of resources is called net position. Net position is comprised of three components: net investment in capital assets, restricted, and unrestricted.

- *Net investment in capital assets* consists of capital assets, net of accumulated depreciation/amortization and reduced by outstanding balances of bonds, notes, and other debt that are attributable to the acquisition, construction, or improvement of those assets. Deferred outflows of resources and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets or related debt are included in this component of net position.

- *Restricted net position* consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Assets are reported as restricted when constraints are placed on asset use either by external parties or by law through constitutional provision or enabling legislation. Amounts reported in restricted net position represent funds held in a Section 115 trust with CalPERS, called CEPPT, that are restricted for future contributions to the pension plan; amounts related to the net pension liability.

- *Unrestricted* net position is the net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that does not meet the definition of the two preceding categories.

Sometimes the District will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted net position and unrestricted net position in the government-wide and proprietary fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the District's policy to consider restricted net position to have been depleted before unrestricted net position is applied.

L. Revenues and Expenses

1. *Sewer Service Charges*–Sewer service charges are billed and collected, on behalf of the District, by San Mateo County (the County) as a separate component of semi-annual property tax billings. The County assesses properties, bills for and collects property taxes on the following schedule:

	Secured	Unsecured
Lien/valuation date	January 1	January 1
Levy dates	July 1	July 1
Due dates	50% on November 1 50% on February 1	July 1
Delinquent as of	December 10 April 10	August 31

The term "Unsecured" refers to taxes on property not secured by liens on real property. Property taxes levied are recorded as revenue and receivables, net of estimated uncollectible amounts, in the fiscal year of levy. The County of San Mateo is responsible for assessing, collecting, and apportioning property taxes for the District. Under California law, property taxes are assessed and collected by the County up to 1% of the full cash value of taxable property, plus other increases approved by the voters and distributed per statutory formulas.

Secured property taxes are levied on or before the first day of September of each year. They become a lien on real property on March 1 preceding the fiscal year for which taxes are levied. These taxes are paid in two equal installments; the first is due November 1 and delinquent with penalties after December 10; the second is due February 1 and delinquent with penalties after April 10. Secured property taxes, which are delinquent and unpaid as of June 30, are declared to be tax defaulted and are subject to redemption penalties, cost, and interest when paid. If the delinquent taxes are not paid at the end of five years, the property is sold at public auction, and the proceeds are used to pay the delinquent amounts due. Any excess is remitted, if claimed, to the taxpayer. Additional tax liens are created when there is a change in ownership of property or upon completion of new construction. Tax bills for these new tax liens are issued throughout the fiscal year and contain various payments and delinquent dates but are generally due within one year. If the new tax liens are lower, the taxpayer receives a tax refund rather than a tax bill. Unsecured personal property taxes are not a lien against real property. These taxes are due on March 1, and become delinquent, if unpaid on August 31.

The District participates in an alternative method of distribution of property tax levies and assessments known as the "Teeter Plan." The State Revenue and Taxation Code allows

counties to distribute secured real property, assessment, and supplemental property taxes on an accrual basis resulting in full payment to taxing agencies each fiscal year. Any subsequent delinquent payments and penalties and interest during a fiscal year will revert to the County. The Teeter Plan payment, which includes 95% of the outstanding accumulated delinquency, is included in property tax revenue retained by the County under the revenue neutrality agreement. Under the Teeter Plan Code, 5% of the delinquency must remain with the County as a reserve for Teeter plan funding. The Teeter Plan does not allow the District to earn interest in a meaningful way on its reserves and the District has an objective to develop reserves to allow it to earn interest and go off the teeter plan.

2. *Sewer Connection Fees*–Connection fees represent a one-time contribution of resources to the District imposed on contractors and developers for the purpose of financing growth-related construction and improvements. Connection fees are recognized as 'Connection fees' revenues in the Statement of Revenues, Expenses and Changes in Net Position.

3. *Use of Estimates*–The preparation of basic financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

M. Special Items

Special items are significant transactions or other events unusual or infrequent and are within the control of management.

Note 2 – Cash and Investments

Cash Deposits with Financial Institutions

Custodial credit risk – deposits. In the case of deposits, this is the risk that, in the event of a bank's failure, the East Palo Alto Sanitary District's deposits may not be returned to it. The District does not have a deposit policy for custodial credit risk. As of June 30, 2024, the District's cash deposit balance was $23,356,716 and $0 of that amount was exposed to custodial credit risk. The carrying amount of the deposits as of June 30, 2024 was $23,356,716.

Policies and Classification

The District's cash and investments consist of the following at June 30, 2024:

Enterprise Funds Statement of Net Position	
Cash and investments with San Mateo County Treasurer	$23,356,716
Restricted cash and investments held by pension trust - CEPPT	2,162,237
Total cash and investments	$25,518,953

The District has authorized staff to invest cash with the San Mateo County Treasurer in a series of pooled accounts with cash from various other governmental entities within the County, for investment purposes. State statutes govern the County's investment policies.

In addition, the County has an investment committee, which prescribes written investment policies regarding the types of investments that may be made. The policies limit amounts that may be invested in any one financial institution or amounts which may be invested in long-term instruments. Interest earned from such time deposits and investments is allocated quarterly to the District based on its average daily cash balances. The fair value of the account at June 30, 2024 was provided by the County Treasurer.

The District is a voluntary participant in the San Mateo County Investment Fund (SMCIF) that is regulated by California Government Code Section 53600 under the oversight of the treasurer of the County of San Mateo. The District reports its investment in SMCIF at the fair value amount provided by SMCIF. The balance available for withdrawal is based on the accounting records maintained by SMCIF, which are recorded on an amortized cost basis. The pool is not registered with the SEC and is unrated.

Restricted Investments – Pension Trust – The District established a Section 115 trust account with CalPERS entitled CEPPT to hold assets that are legally restricted for use in administering the District's pension plan. Trust account holders can select from two strategy options for investments. The District elected to select 50% of restricted funds to Strategy 1 portfolio and 50% of restricted funds to Strategy 2 portfolio of restricted funds. The CEPPT Strategy 1 and 2 portfolios are invested in various asset classes that are passively managed to an index. CalPERS periodically adjusts the composition of the portfolio in order to match the target allocations. Generally, equities are intended to help build the value of the portfolio over the long term while bonds are intended to help provide income and stability of principal. Also, strategies invested in a higher percentage of equities seek higher investment returns (but assumes more risk) compared with strategies invested in a higher percentage of bonds. Compared to CEPPT Strategy 2, this portfolio has a higher allocation to equities than bonds. The CEPPT Strategy 1 portfolio and CEPPT Strategy 2 portfolio consist of the following asset classes and corresponding benchmarks:

Asset Class	CEPPT Strategy 1 Target Allocation	CEPPT Strategy 1 Target Range	Benchmark
Global equity	37.00%	+/-5%	MSCI All Country World Index IMI (Net)
Fixed income	44.00%	+/-5%	Bloomberg U.S. Aggregate Bond Index
Global real estate (REITs)	14.00%	+/-5%	FTSE EPRA/NAREIT Developed Liquid Index (Net)
Treasury inflation protected securities (TIPS)	5.00%	+/-3%	Bloomberg U.S. TIPS Index, Series L
Cash	0.00%	+/-2%	91-Day Treasury Bill
Total	**100.00%**	**0.00%**	

Asset Class	CEPPT Strategy 2 Target Allocation	CEPPT Strategy 2 Target Range	Benchmark
Global equity	21.00%	+/-5%	MSCI All Country World Index IMI (Net)
Fixed income	61.00%	+/-5%	Bloomberg U.S. Aggregate Bond Index
Global real estate (REITs)	9.00%	+/-5%	FTSE EPRA/NAREIT Developed Liquid Index (Net)
Treasury inflation protected securities (TIPS)	9.00%	+/-3%	Bloomberg U.S. TIPS Index, Series L
Cash	0.00%	+/-2%	91-Day Treasury Bill
Total	**100.00%**	**0.00%**	

Interest Rate Risk – Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment the greater the sensitivity of its fair value to changes in market interest rates. The District manages its exposure to interest rate risk by investing in the SMCIF. The sensitivity of the fair values of the District's investments to market interest rate fluctuation is measured as the weighted average maturity of the investment portfolio, which was 1.49 years on June 30, 2024.

District Investments:	**June 30, 2024**	**Less than 1 Year**
Investments measured at amortized cost		
Investment in San Mateo County Investment Pool	$ 23,356,716	$ 23,356,716
Investment in CEPPT - Mutual Funds	2,162,237	2,162,237
Total investments	$ 25,518,953	$ 25,518,953

Fair Value Measurements – The District categorizes the fair value measurements of its investments based on the hierarchy established by generally accepted accounting principles. The fair value hierarchy has three levels and is based on the valuation inputs used to measure an asset's fair value. Deposits and withdrawals in the SMCIF and CEPPT – mutual funds are made in the basis of $1 and not fair value. Accordingly, the District's proportionate share of investments in those funds at June 30, 2024, is an uncategorized input not defined as Level 1, Level 2 or Level 3 input.

Note 3–Capital Assets

Capital assets activity for the year ended June 30, 2024, was as follows:

	Balance at June 30, 2023	Additions	Retirements	Balance at June 30, 2024
Capital assets not being depreciated:				
Land	$ 184,601	$ -	$ -	$ 184,601
Construction in progress	2,208,644	4,468,105	-	6,676,749
Total capital assets not being depreciated	2,393,245	4,468,105	-	6,861,350
Capital assets being depreciated:				
Sewer collection facilities	8,216,243	-	-	8,216,243
Cured in place pipe	1,474,518	-	-	1,474,518
Buildings	2,587,577	-	-	2,587,577
Furniture and equipment	2,175,995	-	-	2,175,995
Total capital assets being depreciated	14,454,333	-	-	14,454,333
Less accumulated depreciation for				
Sewer collection facilities	(3,874,951)	(164,325)	-	(4,039,276)
Cured in place pipe	(539,919)	(49,151)	-	(589,070)
Building	(2,373,979)	(105,830)	-	(2,479,809)
Furniture and equipment	(2,000,435)	(45,895)	-	(2,046,330)
Total accumulated depreciation	(8,789,284)	(365,201)	-	(9,154,485)
Total capital assets, net	$ 8,058,294	$ 4,102,904	$ -	$ 12,161,198

Depreciation expense was charged to the function of the proprietary funds of the District as follows:

Sanitation	$ 365,201
Total depreciation expense	$ 365,201

Note 4 – Compensated Absences

	Balance Beginning of Year [1]	Additions	Deletions	Balance End of Year	Amount Due Within One Year
Compensated absences	$ 37,168	$ 8,783	$ -	$ 45,951	$ 45,951

1 In the prior period, compensated absences were classified in accrued liabilities. The ending balance of $45,951 was disbursed during the fiscal year ended June 30, 2025.

Note 5 – Long Term Debt

Changes in long-term liabilities

Changes in the District's long-term liabilities for the year ended June 30, 2024, are as follows:

Business-Type Liabilities	Original Issue Amount	Balance Beginning of Year	Additions	Deletions	Balance End of Year	Amount Due Within One Year
Palo Alto 1990 Utility Revenue Bonds						
5.75%, due 6/30/2024	$ 469,595	$ 31,796	$ -	$ (31,796)	$ -	$ -
Palo Alto 2000 Utility Revenue Bonds						
5.75%, due 6/30/2024	573,000	38,582	-	(38,582)	-	-
Net OPEB liability (asset)		38,517	-	(181,351)	(142,834)	
Net pension liability		827,039	-	(37,474)	789,565	-
		$ 935,934	$ -	$ (289,203)	$ 646,731	$ -

Note 6 – Defined Benefit Pension Plan

A. *Plan Descriptions*

The District contributes to the California Public Employees' Retirement System (CalPERS), a cost sharing multiple-employer public employee retirement system. CalPERS provides retirement and disability benefits, annual cost-of living adjustments, and death benefits to plan members and beneficiaries. CalPERS acts as a common investment and administrative agent for participating public entities within the State of California. Benefit provisions and all other requirements are established by state statute and District resolution. Calipers issues a publicly available financial report that includes financial statements and required supplementary information. The report may be obtained from CalPERS, 400 Q Street, Sacramento, CA 95811.

Benefits Provided

CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full-time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: The Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost-of-living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

The Plan's provisions and benefits in effect at June 30, 2024, are summarized as follows:

	Prior to January 1, 2013	On or After January 1, 2013
Formula	2% @ 55	2% @ 62
Benefit vesting schedule	5 years of service	5 years of service
Benefit payments	Monthly for life	Monthly for life
Retirement age	50	52
Monthly benefits, as a percent of annual salary	1.426% to 2.418%	1.0% to 2.5%
Required employee contribution rates	8.00%	6.75%
Required employer contribution rates	15.95%	7.68%

Contributions — Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers are determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for the Plan is determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded

accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

For the year ended June 30, 2024, the contributions to the Plan were $72,684.

B. Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions

As of June 30, 2024, the District reported net pension liability for its proportionate share of collective net pension liability in the amount of $789,565.

The District's net pension liability for the Plan is measured as the proportionate share of the collective plans net pension liability. The net pension liability of the Plan is measured as of June 30, 2023, and the total pension liability for the Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2022 rolled forward to June 30, 2023 using standard update procedures. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. The District's proportionate share of the net pension liability for the Plan as of the June 30, 2023 and 2024 reporting dates was as follows:

Proportion - June 30, 2023	0.01767%
Proportion - June 30, 2024	0.01579%
Change	-0.00188%

For the year ended June 30, 2024, the District recognized pension credit of $1,448,842. At June 30, 2024, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes of Assumptions	47,670	$ -
Differences between Expected and Actual Experience	40,335	(6,257)
Differences between Projected and Actual Investment Earnings	127,838	-
Differences between Employer's Contributions and Proportionate Share of Contributions	912,603	(146,622)
Change in Employer's Proportion	-	(986,554)
Pension Contributions Made Subsequent to Measurement Date	72,684	-
Total	$ 1,201,130	$ (1,139,433)

The $72,684 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2025. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

Year Ended June 30	Deferred Outflows/(Inflows) of Resources
2025	$ (280,926)
2026	(75,975)
2027	342,245
2028	3,669
2029	-
Thereafter	-
	$ (10,987)

Actuarial Assumptions
The total pension liabilities in the June 30, 2022 actuarial valuation was determined using the following actuarial assumptions for both plans:

Valuation Date	June 30, 2022
Measurement Date	June 30, 2023
Actuarial Cost Method	
Discount Rate	6.90%
Inflation	2.30%
Salary increases	Varies by Entry Age and Service
Mortality rate table (1)	Derived using CalPERS' Membership Data for all Funds
Post-retirement benefit increase	Contract COLA up to 2.30% until Purchasing Power Protection Allowance Floor on Purchasing Power applies

1 The mortality table was developed based on CalPERS-specific data. The rates incorporate Generational Mortality to capture ongoing mortality improvement using 80% of Scale MP 2020 published by the Society of Actuaries. For more details, please refer to the 2021 experience study report that can be found on the CalPERS website.

Discount Rate — The discount rate used to measure the total pension liability was 6.90 percent for the Plan. To determine whether the municipal bond rate should be used in the calculation of a discount rate for the plans, CaIPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested plans run out of assets. Therefore, the current 6.90 percent discount rate is adequate, and the use of the municipal bond rate calculation is not necessary.

The long term expected discount rate of 6.90 percent will be applied to all plans in the Public Employees' Retirement Fund (PERF). The stress test results are presented in a detailed report that can be obtained from the CalPERS website.
The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

The table below reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These rates of return are net of administrative expenses.

Asset Class	Assumed Assets Allocation	Real Return Years 1 - 10 (1,24)
Global equity - cap-weighted	30%	4.54%
Global equity non-cap-weighted	12%	3.84%
Private equity	13%	7.28%
Treasury	5%	0.27%
Mortgage-backed securities	5%	0.50%
Investment grade corporates	10%	1.56%
High yield	5%	2.27%
Emerging market debt	5%	2.48%
Private debt	5%	3.57%
Real assets	5%	3.21%
Leverage	-5%	-0.59%

1 An expected inflation 2.30 used for this period.

2 Figures are based on the 2021-22 Asset Liability Management study.

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate — The following presents the District's proportionate share of the net pension liability for the Plans, calculated using the discount rate for the Plans, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower or 1 percentage point higher than the current rate:

	1% Decrease (5.90%)	Current Discount Rate (6.90%)	1% Increase (7.90%)
Net Pension Liability	$ 1,728,118	$ 789,565	$ 17,055

Pension Plan Fiduciary Net Position — Detailed information about each pension plan's fiduciary net position is available in the separately issued CalPERS financial reports.

Note 7 – Postemployment Benefits Other Than Pensions (OPEB)

General Information about the OPEB Plan

Plan description and benefits provided

The District provides post-retirement benefits to eligible employees in the form of reimbursement for post-retirement health insurance premiums. Retired employees have a choice of remaining on the District's group health insurance plan or purchasing a plan of their choice. Reimbursement is made quarterly upon receipt of proof of payment. The District's contribution is capped at the amount of the Kaiser premium. The obligation of the District to provide these benefits is determined annually by the Board of Directors. In order to qualify for postemployment medical benefits, an employee must retire from the District with at least 5 years of service and be over 50 years of age.

The District is a contracting agency under the Public Employees' Medical and Hospital Care Act (PEMHCA), which is administered by CalPERS for the provision of healthcare insurance programs for both active and retired employees. The District participates in the California Employers' Retiree Benefit Trust Fund Program (CERBT), an agent-multiple employer postemployment health plan, to prefund other postemployment benefits through CalPERS. The financial statements for CERBT may be obtained by writing the California Public Employees' Retirement System, Constituent Relations Office, CERBT (OPEB), P.O. Box 242709, Sacramento, California 94229-2709 or by calling 888-225-7377.

Employees covered by benefit terms

As of the June 30, 2023 actuarial valuation date, the following current and former employees were covered by the benefit terms under the healthcare plan:

Inactive employees or beneficiaries currently receiving benefits payments	7
Active employees	4
	11

Contributions
The OPEB Plan and its contribution requirements are established by the District. The annual contribution is based on the actuarially determined contribution. For the fiscal year ended June 30, 2024, the District's contribution was $78,371, of which $9,459 was in the form of a subsidy.

Net OPEB Liability and Assumptions

The District's net OPEB liability was measured as of June 30, 2023 and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation dated June 30, 2023, based on the following actuarial methods and assumptions:

Inflation	2.50 percent
Salary increases	3.00 percent, average, including inflation
Investment rate of return	6.15 percent, net of OPEB plan investment expense
Inflation Health care cost trend rates	6.50 percent, grade down to 6% for years 2024 and thereafter.

Demographic actuarial assumptions used in this valuation are based on the 2021 experience study of the California Public Employees Retirement System using data from 1997 to 2019, except for a different basis used to project future mortality improvements.

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of OPEB plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

	Target Allocation	Target Range	Benchmark
Global Equity	49.00%	± 5%	MSCI All Country World Index IMI (Net)
Fixed Income	23.00%	± 5%	Bloomberg Long Liability Index
Treasury Inflation-Protected Securities ("TIPS")	5.00%	± 3%	Bloomberg US TIPS Index, Series L
Real Estate Investment Trusts ("REITs")	20.00%	± 5%	FTSE EPRA/NAREIT Developed Index (Net)
Commodities	3.00%	± 5%	S&P GSCI Total Return Index
Cash		2%	ICE BofA US 3-Month Treasury Bill Index

The discount rate used to measure the total OPEB liability was 6.15 percent. The projection of cash flows used to determine the discount rate assumed that contributions will be made at rates equal to the actuarially determined contribution rates. Based on those assumptions, the OPEB plan's fiduciary net position was projected to be available to make all projected OPEB payments for current active and inactive employees and beneficiaries. Therefore, the long-term expected rate of return on OPEB plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability.

Changes in the Net OPEB Liability
The changes in the net OPEB liability are as follows:

	Increase (Decrease)		
	Total OPEB Liability	Plan Fiduciary Net Position	Net OPEB Liability (Asset)
Balance at June 30, 2023	$ 1,377,676	$ 1,339,159	$ 38,517
Changes recognized for year:			
Service cost	39,876	-	39,876
Interest	84,170	-	84,170
Benefit Payments	(75,430)	(75,430)	-
Employer contributions	-	75,430	(75,430)
Net investment income		81,677	(81,677)
Change due to plan experience	(139,990)	4,315	(144,305)
Change due to assumptions	(4,374)		(4,374)
Administrative expenses		(389)	389
Net changes	(95,748)	85,603	(181,351)
Balance at June 30, 2024	$ 1,281,928	$ 1,424,762	$ (142,834)

Sensitivity of the Net OPEB Liability to Changes in the Discount Rate and to Changes in the Health Care Cost Trend Rates

The following presents the net OPEB liability if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate:

Discount Rate	1% Decrease 5.15%	Current 6.15%	1% Decrease 7.15%
Net OPEB Asset	$ 22,823	$ (142,834)	$ (277,782)

The following presents the net OPEB liability if it were calculated using health care cost trend rates that are one percentage point lower or one percentage point higher than the current rate:

Healthcare Cost Trend Rate	1% Decrease 5.50%	Current 6.50%	1% Decrease 7.50%
Net OPEB Asset	$ (242,524)	$ (142,834)	$ (19,478)

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

Gains and losses related to changes in total OPEB liability and fiduciary net position are recognized in OPEB expense systematically over time. Amounts are first recognized in OPEB expense for the year the gain or loss occurs. The remaining amounts are categorized as deferred outflows and deferred inflows of resources related to OPEB and are to be recognized in the future as OPEB expense. The recognition period differs depending on the source of the gain or loss:

Net difference between projected and actual earnings on OPEB plan investments	5 Years straight-line recognition
All other amounts	Straight-line recognition over the expected average remaining service lifetime (EARSL) of all members that are provided with benefits, determined as of the beginning of the Measurement Period. In determining the EARSL, all active, retired and inactive (vested) members are counted, with the latter two groups having 0 remaining service years.

For the fiscal year ended June 30, 2024, the District recognized OPEB expense of $72,128. As of

fiscal year end June 30, 2024, the District reported deferred outflows and inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes of assumptions	$ 52,259	$ (28,791)
Differences between expected and actual experience	40,437	(115,081)
Net difference between projected and actual earnings on investments	90,246	-
Deferred contributions	78,371	-
Total	$ 261,313	$ (143,872)

The $78,371 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the OPEB liability during the fiscal year ending June 30, 2025. Other amounts reported as deferred outflows and inflows of resources related to OPEB will be recognized as expense as follows:

Ending June 30	(Inflows) of Resources
2025	$ 27,566
2026	11,639
2027	42,344
2028	(26,550)
2029	(15,929)
Thereafter	-
Total	$ 39,070

Note 8 – Risk Management

The East Palo Alto Sanitary District is exposed to various risks of loss related to torts: theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. Insurance policies are purchased for the following exposures with the deductible, or the amount of risk retention indicated in parenthesis: public officials and employment practices liability. Total risk financing limits of $10 million combined single limit at $10 million per occurrence, subject to the following deductibles: $50,000 per occurrence for third party general liability property damage; $25,000 per occurrence for third party auto liability property damage; 50% co-insurance of costs expended by SDRMA, in excess of $10,000 up to $50,000, per occurrence, for employment related claims. Employee dishonesty coverage: total of $1 million per loss includes public employee dishonesty, forgery or alteration and theft, disappearance, and destruction. Property loss: Replacement cost, for property on file, if replaced, and if not replaced within two years after the loss, paid on an actual cash value basis to a combined total of $1 billion per occurrence, subject to a $50,000 deductible per occurrence. Boiler and machinery: Replacement cost up to $100 million per occurrence, subject to a $50,000 deductible. Public officials' personal liability: $500,000 each occurrence, with an aggregate of $500,000 per each elected/appointed official to which this coverage applies, deductible of $50,000 per claim. Comprehensive and collision: on selected vehicles, with deductibles of $250/$500 or $500/$1,000 as elected; ACV limits; fully self-funded by SDRMA. Settled claims for SDRMA were exceeded in the current year in the amount of $500,000. The annual member contribution is $187,952 for the property/liability program.

Note 9 – Related Party Transactions

The District reported an outstanding notes receivable of $6,259 from one board member. The original note receivable reported a balance of $10,000. The note receivable was to repair a sewer lateral at the board member's residence. The note receivable will be paid over a period of 10 years with an annual interest rate of 2.2%.

Note 10 – Special Items

During the year ended June 30, 2024, a disbursement check was manipulated and disbursed to a vendor not affiliated with the East Palo Alto Sanitary District. The District received a cash receipt of $158,787 July 2024 to reimburse the fraudulent cash disbursement from the receiving bank and will be collecting the remaining funds from the general liability insurance carrier. This amount of $519,680 was reported as Other Receivable in the statement of net position and as Reimbursements in the statement of revenues, expenses, and changes in net position.

Note 11 – Subsequent Events

As of October 1, 2024, the East Palo Alto Sanitary District is a component unit of the City of East Palo Alto. This action was approved by the San Mateo Local Agency Formation Commission (LAFCo). LAFCo is State-mandated, independent agency with countywide jurisdiction over changes in organization and boundaries of cities and special district including annexations, detachments, incorporations and formations. LAFCo's approval of the component unit of the City of East Palo Alto (subsidiary district) recognized the need for improved transparency in the District governance and sustainable and efficient operation of East Palo Alto Sanitary District.

As a blended component unit of the City of East Palo Alto, the District will continue to operate with the City Council as the Board of Directors and the City Manager as General Manager.

Note 12 – Commitments and Contingencies

Litigation–At June 30, 2024, in the opinion of the District's management, there are no outstanding matters, which could have a significant effect on the financial position of the District.

REQUIRED SUPPLEMENTARY INFORMATION

EAST PALO ALTO SANITARY DISTRICT
Required Supplementary Information
Schedule of Changes in the District's Net OPEB Liability and Related Ratios
June 30, 2024

Measurement period - fiscal year ended June 30	**2023**	**2022**	**2021**	**2020**	**2019**	**2018**	**2017**
Total OPEB Liability							
Service cost	$ 39,876	$ 34,524	$ 33,345	$ 32,374	$ 29,357	$ 28,433	$ 65,151
Interest	84,170	83,575	78,160	76,380	86,688	83,812	75,555
Difference between expected and actual experience	(139,990)	-	134,472	-	(158,786)	-	56,218
Changes of assumptions	(4,374)	97,899	(83,791)	-	11,722	-	58,445
Benefit payments	(75,430)	(83,907)	(82,353)	(84,375)	(73,289)	(70,888)	(47,473)
Net change in total OPEB liability	(95,748)	132,091	79,833	24,379	(104,308)	41,357	207,896
Total OPEB liability - beginning	1,377,676	1,245,585	1,165,752	1,141,373	1,245,681	1,204,324	996,428
Total OPEB liability - ending (a)	$ 1,281,928	$ 1,377,676	$ 1,245,585	$ 1,165,752	$ 1,141,373	$ 1,245,681	$ 1,204,324
Plan Fiduciary Net Position							
Contributions - employer	$ 75,430	$ 83,907	$ 82,353	$ 84,375	$ 118,018	$ 167,884	$ 123,991
Net investment income	81,677	(207,000)	333,568	41,428	66,813	61,815	84,512
Benefit payments	(75,430)	(83,907)	(82,353)	(84,375)	(73,289)	(70,888)	(47,473)
Administrative expenses	(389)	(392)	(459)	(573)	(228)	(522)	(421)
Other expenses		-	-	-	-	(1,196)	-
Change due to investment experience	4,315						
Net change in plan fiduciary net position	85,603	(207,392)	333,109	40,855	111,314	157,093	160,609
Plan fiduciary net position - beginning	1,339,159	1,546,551	1,213,442	1,172,587	1,061,273	904,180	743,571
Plan fiduciary net position - ending (b)	1,424,762	1,339,159	1,546,551	1,213,442	1,172,587	1,061,273	904,180
District's Net OPEB liability (asset) - ending (a)-(b)	$ (142,834)	$ 38,517	$ (300,966)	$ (47,690)	$ (31,214)	$ 184,408	$ (300,144)
Plan fiduciary net position as a percentage of the total OPEB liability (asset)	111%	97%	124%	104%	103%	85%	75%
Covered-employee payroll	527,950	423,561	450,416	315,700	276,918	325,500	534,400
Net OPEB liability (asset) as a percentage of covered-employee payroll	-27.05%	9.09%	-66.8%	-15.1%	-11.3%	56.7%	-56.2%

See note to required supplementary information.

Note: Until the full ten year trend is compiled, information is presented only for those years which information is available.

EAST PALO ALTO SANITARY DISTRICT
Required Supplementary Information
Schedule of the District's Contributions for OPEB
June 30, 2024

Measurement year ended June 30,	**2023**	**2022**	**2021**	**2020**	**2019**	**2018**	**2017**
Actuarially determined contribution	$ 6,714	$ 11,163	$ 34,870	$ 33,760	$ 45,599	$ 44,729	$ 84,368
Contribution in relation to the actuarially determined contribution	78,371	75,430	83,907	82,353	84,375	118,018	171,601
Contribution deficiency (excess)	$ (71,657)	$ (64,267)	$ (49,037)	$ (48,593)	$ (38,776)	$ (73,289)	$ (87,233)
Covered-employee payroll	$ 527,950	$ 423,561	$ 450,416	$ 315,700	$ 276,918	$ 325,400	$ 534,400
Contributions as a percentage of covered-employee payroll	14.84%	17.81%	18.63%	26.09%	30.47%	36.27%	32.11%

See notes to required supplementary information.

Note: Until the full ten year trend is compiled, information is presented only for those years which information is available.

EAST PALO ALTO SANITARY DISTRICT
Required Supplementary Information
Schedule of the District's Proportionate Share of the Net Pension Liability
June 30, 2024

Measurement period - fiscal year ended June 30,	**2023**	**2022**	**2021**	**2020**	**2019**	**2018**	**2017**	**2016**	**2015**	**2014**
Proportion of the net pension liability	0.0003058	0.03133%	0.03199%	0.04407%	0.04401%	0.04366%	0.04252%	0.04232%	0.04303%	0.03807%
Proportion share of the net pension liability	789565	$827,039	$1,230,697	$1,858,898	$1,762,354	$1,645,444	$1,676,026	$1,470,158	$1,180,505	$940,823
Covered payroll	$ 603,962	$471,085	$ 423,561	$ 435,859	$ 262,098	$ 185,975	$ 367,923	$ 701,673	$ 678,974	$577,858
Proportionate share of the net pension										
Covered-employee payroll										
liability as a percentage of covered payroll	130.73%	175.56%	290.56%	426.49%	672.40%	884.77%	455.54%	209.52%	173.87%	162.81%
Plan's proportionate share of the fiduciary										
net position as a percentage of the plan's										
total pension liability	89%	88%	68%	70%	71%	75%	71%	74%	78%	80%

See notes to required supplementary information.

EAST PALO ALTO SANITARY DISTRICT
Required Supplementary Information
Schedule of the District's Contributions for Pensions
June 30, 2024

Measurement year ended	**2023**	**2022**	**2021**	**2020**	**2019**	**2018**	**2017**	**2016**	**2015**	**2014**
Actuarially determined contribution	$ 72,684	$122,760	$ 84,229	$ 54,342	$ 38,195	$ 33,957	$ 27,317	$ 42,955	$ 76,889	$126,764
Contribution in relation to the actuarially determined contributions	$ (72,684)	(122,760)	(1,494,202)	(54,342)	(38,195)	(33,957)	(27,317)	(42,955)	(76,889)	(126,764)
Contribution deficiency (excess)	$ -	$ -	$(1,409,973)	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Covered-employee payroll	$603,962	$471,085	$ 423,561	$435,859	$359,533	$262,098	$185,975	$367,923	$701,673	$678,974
Contributions as a percentage of covered payroll	12.03%	26.06%	352.77%	12.47%	10.62%	12.96%	14.69%	11.67%	10.96%	18.67%

See notes to required supplementary information

Schedule of Changes in the Net OPEB Liability and Related Ratios

The District's OPEB liability is administered as an agent multiple employer plan, which is administered by CalPERS. The schedule of changes in Net OPEB liability and the schedule of contributions show a ten-year trend information, where available, about these amounts and they are changing from year to another.

Schedule of OPEB Contributions

The District makes contributions towards the OPEB liability at an actuarially determined rate. The District does not request reimbursement for its' out-of-pocket expenditures for this subsidy from the OPEB trust and allows the subsidy amount to remain in the CERBT to prefund OPEB and offset the total OPEB liability.

Schedule of District's Proportionate Share of the Net Pension Liability (NPL)

This schedule presents information on the District's proportionate share of the net pension liability (NPL), the plans' fiduciary net position and, when applicable, the State's proportionate share of the NPL associated with the District.

Schedule of District's Pension Contributions

This schedule presents information on the District's required contribution, the amounts actually contributed, and any excess or deficiency related to the required contribution.

david farnsworth cpa
ACCOUNTING • ADVISORY • ASSURANCE

Communication with Those Charged with Governance at the Conclusion of the Audit

February 27, 2025

To the Board of Directors
East Palo Alto Sanitary District
East Palo Alto, California

We have audited the financial statements of the business-type activities and each major fund of East Palo Alto Sanitary District for the year ended June 30, 2024. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated October 30, 2024. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by East Palo Alto Sanitary District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2024. We noted no transactions entered into by East Palo Alto Sanitary District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the business-type activities' financial statements were:

1. Management's estimate of the accumulated depreciation is based on straight-line method of accounting. We evaluated the methods, assumptions, and data used to develop the accumulated depreciation in determining that it is reasonable in relation to the financial statements taken as a whole.
2. Management's estimate of the net pension liability, related deferred outflows/inflows, and pension expense is based on generally accepted actuarial principles consistent with standards of practice prescribed by the Actuarial Standards Board, and that the assumptions and methods are internally consistent and reasonable for the risk pool as of the valuation date June 30, 2022. We evaluated the methods, assumptions, and data used to develop the accumulated depreciation in determining that it is reasonable in relation to the financial statements taken as a whole.
3. Management's estimate of the net OPEB asset, related deferred outflows/inflows, and OPEB expense is based on the actuarial assumptions and methods used in this report to be individually reasonable under the requirements imposed by GASB 75 and taking into consideration reasonable expectations of plan experience. We evaluated the methods, assumptions, and data used to develop the accumulated depreciation in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were:

1. The disclosure of Special Items in Note 10 to the financial statements reports the special items reported as of and for the year ended June 30, 2024

2. The disclosure of Subsequent Events reports that the District became a blended component unit of the City of East Palo Alto as of October 1, 2024.
3. The disclosure of the related party transaction reports the related party transactions between a board member and the District

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated February 27, 2025.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to East Palo Alto Sanitary District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as East Palo Alto Sanitary District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

We discovered material weaknesses as a result of the audit procedures and communicated these matters in a separate letter.

Other Matters

We applied certain limited procedures to Schedule of Changes in the District's Net OPEB liability and related ratios, schedule of the District's Contributions for OPEB, and Schedule of the District's Proportionate Share of the Net Pension Liability, Schedule of the District's Pension Contributions, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Restriction on Use

This information is intended solely for the information and use of Board of Directors and management of East Palo Alto Sanitary District and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

David Farnsworth, CPA

David Farnsworth, CPA

david farnsworth cpa
ACCOUNTING • ADVISORY • ASSURANCE

Communication of Material Weaknesses

Board of Directors and Management
East Palo Alto Sanitary District
East Palo Alto, California

In planning and performing our audit of the financial statements of the business-type activities and each major fund of East Palo Alto Sanitary District as of and for the year ended June 30, 2024, in accordance with auditing standards generally accepted in the United States of America, we considered East Palo Alto Sanitary District's system of internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of East Palo Alto Sanitary District's internal control. Accordingly, we do not express an opinion on the effectiveness of East Palo Alto Sanitary District's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses and other deficiencies that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the following deficiencies in internal control to be material weaknesses:

1. As a result of audit procedures, we discovered that assets, liabilities, revenues and expenses material to the financial statements were misstated. To correct the misstatement, we recommended multiple adjusting journal entries to management.
2. During the year ended June 30, 2024, District Management discovered that a disbursement check was manipulated and disbursed to a vendor not affiliated with the East Palo Alto Sanitary District. District Management failed to communicate the misappropriation of assets until three months after the misappropriation of assets occurred.
3. As a result of the audit procedures, we discovered that the District failed to follow the procurement policy of the District.
4. As a result of the audit procedures, we discovered a board member had used funds of the District to travel and attend conferences outside the scope of the District's activities.

This communication is intended solely for the information and use of management Board of Directors, and others within East Palo Alto Sanitary District, and is not intended to be, and should not be, used by anyone other than these specified parties.

David Farnsworth, CPA

David Farnsworth, CPA
Milpitas, California
February 27, 2025

EAST PALO ALTO SANITARY DISTRICT STAFF REPORT

DATE: March 18, 2025

TO: EPASD Board of Directors

VIA: Melvin E. Gaines, General Manager

BY: Richard Perez, City Utility Manager
Humza Javed, District Engineer

SUBJECT: Accept the Notice of Completion and authorize the release of retention payment to Ranger Pipelines for the Sanitary Sewer Replacement Project at Beech Street, Clarke Avenue, and Green Street.

Recommendation

Adopt a resolution:

1. Accepting the notice of completion to Ranger Pipelines for the Sanitary Sewer Replacement Project at Beech Street, Clarke Avenue, and Green Street; and

2. Authorizing the release of a retention balance in the amount of $238,016.90; and

3. Authorizing recordation of the Notice of Completion with the County of San Mateo; and

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

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority: Promote Health & Public Safety

EPASD POLICY AND ACTION ITEM 13.2

Background

On September 7, 2023, the District's Board members awarded Ranger Pipelines a contract to perform critical infrastructure improvements on Beech Street, Clarke Avenue, and Green Street. These infrastructure improvements included the installation and upsizing of sewer mains within the project limits. The total project budget for this work was $5,035,800.90. Ranger Pipelines started the project on November 13, 2023, and it was completed and accepted by staff in January 2025, as the City awaited completion of a punch list by the contractor.

There were scope changes over the course of the project due to site conditions which reduced the overall project cost to $4,760,338.06.

Analysis

The East Palo Alto Sanitary District is currently holding a contract retention balance in the amount of $238,016.90, which is to be released upon acceptance of the improvements by the Board of Directors, and within 35 days after recordation of the Notice of Completion.

The project was inspected throughout construction and has been accepted by staff. In order to closeout the project, a Notice of Completion needs to be recorded with the County of San Mateo. The retention payment must be released to the contractor for the work that has been completed.

Fiscal Impact

There is no additional fiscal impact by this action, as the retention amount is already included in the project budget.

Public Notice

The public was provided notice by making the agenda and report available on the City's website and on the City's official bulletin board located at City Hall: 2415 University Avenue, East Palo Alto and at the East Palo Alto Sanitary District bulletin board located at 901 Weeks Street, East Palo Alto, CA.

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. Further, CEQA compliance was conducted in a previous meeting.

Government Code § 84308

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

Analysis of Levine Act Compliance: Not applicable.

Attachments

1. Resolution
2. Notice of Completion

RESOLUTION NO. XX-2025

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE EAST PALO ALTO SANITARY DISTRICT

ACCEPT THE NOTICE OF COMPLETION AND AUTHORIZE THE RELEASE OF RETENTION PAYMENT TO RANER PIPELINES FOR THE SANITARY SEWER PROJECT AT BEECH STREET, CLARKE AVENUE, AND GREEN STREET IN THE AMOUNT OF $238,016.90 AND AUTHORIZING THE RECORDATION OF THE NOTICE OF COMPLETION WITH THE COUNTY OF SAN MATEO

WHEREAS, on September 13, 2023, the East Palo Alto Sanitary District's Board awarded Ranger Pipelines a contract to perform critical infrastructure improvements on Beech Street, Clarke Avenue, and Green Street (project).

WHEREAS, the project included the installation and upsizing of portions of the sanitary sewer system; and

WHEREAS, the project was completed in January 2025, as the City awaited completion of punch list items by the contractor, in the total amount of $4,760,338.06; and

WHEREAS, the East Palo Alto Sanitary District is currently holding a retention balance in the amount of $238,016.90 to be released upon acceptance of the improvements by the East Palo Alto Sanitary District, within 35 days after recordation of the Notice of Completion; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the City of East Palo Sanitary District hereby:

1) Accepts the notice of completion to Ranger Pipelines for the Sanitary Sewer Replacement Project at Beech Street, Clarke Avenue, and Green Street; and

2) Authorizes the release of a retention balance in the amount of $238,016.90; and

3) Authorizes the recordation of the Notice of Completion with the County of San Mateo; and

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

PASSED AND ADOPTED this 18th day of March 2025**,** by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mark Dinan, Board President

ATTEST:

James Colin, Secretary

APPROVED AS TO FORM:

John D. Lê, District Counsel

RECORDATION REQUESTED BY AND
AFTER RECORDATION RETURN TO:

East Palo Alto Sanitary District
901 Weeks Street
East Palo Alto, California 94303
Attn: EPASD Clerk

BY: MAIL (X) PICK-UP ( )

PLEASE RECORD WITHOUT FEE PURSUANT TO GOVERNMENT CODE SECTION 6103

NOTICE OF COMPLETION

Notice is hereby given pursuant to the California Civil Code that the East Palo Alto Sanitary District, (the "District"), accepted as complete, on March 18, 2025, Replacement Project At Beech Street, Clarke Avenue, and Green Street**,** (the "Project"). The Project consisted of critical public infrastructure upgrades on Beech Street, Clarke Avenue, and Green Street. Construction work commenced in July 2022 and substantially completed on August 16, 2024.

The fee owner of the Property is the East Palo Alto Sanitary District located at 901 Weeks St, East Palo Alto, California, 94303.

The Project was undertaken at the at Beech Street, Clarke Avenue, and Green Street pursuant to a contract between the District and Ranger Pipeline Inc, whose principal place of business is P.O. Box 24109, 1790 Yosemite Avenue, San Francisco, CA 94124, which provided for the labor and materials to be furnished for the Project.

The Work included critical infrastructure upgrades on Beech Street, Clarke Avenue, and Green Street. These infrastructure improvements included the installation and upsizing of current sanitary sewer mains. Said work and improvements were accepted as completed by the East Palo Alto Sanitary District Board of Directors at a regular meeting held on the 18th day of March 2025. The Project was completed for the total construction contract amount of $4,760,338.06 including retention.

I declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge.

[SIGNATURES FOLLOW ON NEXT PAGE]

Executed this the ___ day of_____, 2025, at East Palo Alto, California.

APPROVED AS TO FORM: THE EAST PALO ALTO SANITARY DISTRICT

By:_____ By:_____

John D. Lê
District Counsel

Humza Javed, PE
District Engineer

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

ACKNOWLEDGMENT

State of California)
County of San Mateo)

On _____ ____ before me, _____, Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

EAST PALO ALTO SANITARY DISTRICT STAFF REPORT

DATE: March 18, 2025

TO: Honorable Mayor and Members of the City Council

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

BY: John D. Lê, District Counsel/City Attorney

SUBJECT: Signature Authority

Recommendation

Adopt a resolution:

1. Rescinding District Board Resolution No. 419;

2. Authorizing the District Treasurer of the EPASD (City Finance Director) to sign checks and warrants in the name of the District;

3. Authorizing the General Manager of the EPASD (City Manager) to sign all contracts, releases, receipts, and similar documents in the name of the district, consistent with applicable local law, including the East Palo Alto Municipal Code, including without limitation Section 2-59.1 (Formalities—Approval) of Chapter 2 (Administration) and Chapter 2.84 (Purchasing), as amended from time to time, of the East Palo Alto Municipal Code, in the name of the District, as authorized by California Health & Safety Code 6487; and

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

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority: Ensure Our Financial and Organizational Health

EPASD POLICY & ACTION ITEM 13.3

Background

October 1, 1992, the East Palo Alto Sanitary District (EPASD) adopted Resolution No. 419 to authorize the General Manager to be a signatory on warrants and checks drawn on EPASD funds but that such warrants and checks, to be effective, must also bear the signatures of either two members of the EPASD board, or a single board member and the General Manager.

On December 3, 2024, the East Palo Alto City Council, in its capacity as the governing board of the EPASD, adopted an ordinance amending various portions of the Sanitary District Code, including Section 307, which states that the EPASD will adopt policies and procedures for the purchase of supplies and equipment consistent with state law.

On February 18, 2025, the East Palo Alto City Council adopted an ordinance amending Chapter 2.84 (Purchasing) of the East Palo Alto Municipal Code, substantially revamping its purchasing ordinance, including electing to be subject to the California Uniform Public Construction Cost Accounting Act (UPCCAA). That ordinance became effective 30 days thereafter, i.e., on March 20, 2025.

To ensure the EPASD staff can comply with Chapter 2.84, as recommended in Item No. 13.1 of this agenda, it is recommended that certain changes to local law be made to ensure: 1) the District Treasurer has signature authority for checks and warrants, and 2) the EPASD's General Manager has authority to sign agreements and similar documents, in lieu of existing local and state law, which requires board member approval. As noted in a separate agenda report before the Council this evening, he General Manager would be subject to the same authorization limits as those provided to the City Manager in Chapter 2.84 (Purchasing) of the East Palo Alto Municipal Code and the UPCCAA.

Analysis

Although District Resolution No. 419 requires board member approval, staff believe this process could prove burdensome for the current Council as they serve in two capacities (City Council and Governing Board Members). Additionally, state law does not mandate board member approval and in fact allow for delegation of such authority.

Pursuant to Health & Safety Code section 6487, all contracts, deeds, warrants, releases, receipts, and documents shall be signed in the name of the district by its president, and countersigned by its secretary, except that the board may, by resolution, authorize the district manager or other district employees specified by the board to sign contracts, warrants, releases, receipts, and similar documents in the name of the district; and

Further, the City's Municipal Code authorizes staff to be signatories, and the City Manager and City Attorney to be involved in the negotiation, execution and review of agreements entered into on behalf of the City. Pursuant to Section 2-59.1 (Formalities—Approval) of Chapter 2 (Administration) and Chapter 2.84 (Purchasing), as amended from time to time, of the East Palo Alto Municipal Code, authorizes either any employee authorized to enter into the contract, including the City Manager, or any person authorized by the Council, thereby raising an inconsistency.

As staff is recommending that the Council, in its capacity of the EPASD Governing Board, require procurement of District supplies, equipment and services to comply with the newly-enacted Chapter 2.84 and to ensure consistency of procurement practice, staff is further recommending that the Council make changes to ensure: 1) the District Treasurer has signature authority for checks and warrants, and 2) the EPASD's General Manager has authority to sign agreements and similar documents, in lieu of existing local and state law, which requires board member approval.

Fiscal Impact

There is no fiscal impact for this item.

Public Notice

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

Environmental

The proposed action involves procurement of design services for tenant improvements in an existing commercial space that does not involve an increase in baseline capacity. Accordingly, the proposed action is not a "project" within the meaning of the California Environmental Quality Act (CEQA), pursuant to CEQA Guideline section 15378(b)(2), in that it is government administrative activity that will not result in direct or indirect changes in the environment.

Government Code § 84308

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

Analysis of Levine Act Compliance: Not applicable.

Attachments

1. Draft Resolution.

RESOLUTION NO. ___-2025

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE EAST PALO ALTO SANITARY DISTRICT

DELEGATING AUTHORITY TO THE DISTRICT MANAGER OR OTHER DISTRICT EMPLOYEES SPECIFIED BY THE BOARD TO SIGN CONTRACTS, WARRANTS, RELEASES, RECEIPTS, AND SIMILAR DOCUMENTS IN THE NAME OF THE EAST PALO ALTO SANITARY DISTRICT

WHEREAS, on October 1, 1992, the East Palo Alto Sanitary District (EPASD) adopted Resolution No. 419 to authorize the General Manager to be a signatory on warrants and checks drawn on EPASD funds but that such warrants and checks, to be effective, must also bear the signatures of either two members of the EPASD board, or a single board member and the General Manager; and

WHEREAS, on December 3, 2024, the East Palo Alto City Council, in its capacity as the governing board of the EPASD, adopted an ordinance amending various portions of the Sanitary District Code, including Section 307, which states that the EPASD will adopt policies and procedures for the purchase of supplies and equipment consistent with state law; and

WHEREAS, on February 18, 2025, the East Palo Alto City Council adopted an ordinance amending Chapter 2.84 (Purchasing) of the East Palo Alto Municipal Code, substantially revamping its purchasing ordinance, including electing to be subject to the California Uniform Public Construction Cost Accounting Act (UPCCAA). That ordinance became effective 30 days thereafter, i.e., on March 20, 2025; and

WHEREAS, pursuant to Health & Safety Code section 6487, all contracts, deeds, warrants, releases, receipts, and documents shall be signed in the name of the district by its president, and countersigned by its secretary, except that the board may, by resolution, authorize the district manager or other district employees specified by the board to sign contracts, warrants, releases, receipts, and similar documents in the name of the district; and

WHEREAS, pursuant to Section 2-59.1 (Formalities—Approval) of Chapter 2 (Administration) and Chapter 2.84 (Purchasing), as amended from time to time, of the East Palo Alto Municipal Code, authorizes either any employee authorized to enter into the contract, including the City Manager, or any person authorized by the Council, thereby raising an inconsistency.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE EAST PALO ALTO SANITARY DISTRICT HEREBY:

1. Finds the foregoing recitals are true and correct, and are incorporated by this reference into this action;

2. Rescinds District Board Resolution No. 419;

3. Authorizes the District Treasurer of the EPASD (City Finance Director) to sign checks and warrants in the name of the District;

4. Authorizes the General Manager of the EPASD (City Manager) to sign all contracts, releases, receipts, and similar documents in the name of the district, consistent with applicable local law, including the East Palo Alto Municipal Code, including without limitation Section 2-59.1 (Formalities—Approval) of Chapter 2 (Administration) and Chapter 2.84

(Purchasing), as amended from time to time, of the East Palo Alto Municipal Code, as authorized by California Health & Safety Code 6487; and

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

PASSED AND ADOPTED this 18th day of March 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mark Dinan, President

ATTEST:

APPROVED AS TO FORM:

James Colin, City Clerk

John D. Lê, City Attorney/District Counsel

EAST PALO ALTO SANITARY DISTRICT STAFF REPORT

DATE: March 18, 2025

TO: Honorable Mayor and Members of the City Council

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

BY: John D. Lê, District Counsel/City Attorney

SUBJECT: Purchasing Ordinance, Policies and Procedures for EPASD

Recommendation

Adopt an ordinance amending the Sanitary District Code to require purchases of services, equipment and supplies for the East Palo Alto Sanitary District to comply with Chapter 2.84 of the East Palo Alto Municipal Code, as amended from time to time, and any policies and procedures, as amended from time to time, adopted to implement the same.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority: Ensure Our Financial and Organizational Health

Background

On December 3, 2024, the East Palo Alto City Council, in its capacity as the governing board of the East Palo Alto Sanitary District (EPASD), adopted an ordinance amending various portions of the Sanitary District Code, including Section 307, which states that the EPASD will adopt policies and procedures for the purchase of supplies and equipment consistent with state law.

On February 18, 2025, the East Palo Alto City Council adopted an ordinance amending Chapter 2.84 (Purchasing) of the East Palo Alto Municipal Code, substantially revamping its purchasing ordinance, including electing to be subject to the California Uniform Public Construction Cost Accounting Act (UPCCAA). That ordinance became effective 30 days thereafter, i.e., on March 20, 2025.

The proposed ordinance would clarify that the EPASD is now subject to the City's new

purchasing ordinance.

Analysis

The proposed ordinance is straightforward, as it simply states that all purchases of services, equipment, and supplies by or for the EPASD must comply with Chapter 2.84 and any implementing policies and procedures implementing the same:

Section 2. Section 307 of the District Code is hereby amended to read as follows: "The District shall comply with Chapter 2.84 of the East Palo Alto Municipal Code as amended from time to time, and any policies and procedures adopted to implement the same, as amended from time to time, governing ~~for~~ the purchase of supplies and equipment, which is in accordance with the requirements of Article 7, of Chapter 5, of Part 1, of Division 2, of Title 5 of the Government Code, and all such purchases shall be made in accordance therewith. Said policies and procedures shall be in writing available for inspection and copying by the public."¶

Staff recommends adoption of this Sanitary District Code amendment.

Fiscal Impact

There is no fiscal impact for this item.

Public Notice

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

Environmental

The proposed action involves procurement of design services for tenant improvements in an existing commercial space that does not involve an increase in baseline capacity. Accordingly, the proposed action is not a "project" within the meaning of the California Environmental Quality Act (CEQA), pursuant to CEQA Guideline section 15378(b)(2), in that it is government administrative activity that will not result in direct or indirect changes in the environment.

Government Code § 84308

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

Analysis of Levine Act Compliance: Not applicable.

Attachments

1. Draft Ordinance

ORDINANCE NO. ____

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE EAST PALO ALTO SANITARY DISTRICT (EPASD)

AMENDING THE DISTRICT CODE REGARDING PURCHASING POLICIES AND PROCEDURES OF THE EAST PALO ALTO SANITARY DISTRICT; AND OTHER AMENDMENTS

WHEREAS, on November 23, 2023, the San Mateo Local Agency Formation Commission (LAFCo) approved, and on September 16, 2024, LAFCo finalized the action to establish the East Palo Alto Sanitary District (EPASD) as a subsidiary district of the City of East Palo Alto (City); and

WHEREAS, pursuant to the LAFCo's Certificate of Completion designates the City Council of the City as the Board of Directors of the EPASD; and

WHEREAS, accordingly, the action to establish EPASD as a subsidiary district of the City became effective October 1, 2024; and

WHEREAS, the Board of Directors of the EPASD adopted Ordinance No. 59 amending the District Code, including an amendment stating that the EPASD would adopt the policies and procedures for the purchase of supplies and equipment; and

WHEREAS, the Board now wishes to amend some portions of the District Code, as follows.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE EAST PALO ALTO SANITARY DISTRICT DOES ORDAIN AS FOLLOWS:

Section 1. The recitals and statements of fact set forth in the preamble to this ordinance are true and correct and are incorporated herein by this reference.

Section 2. Section 307 of the District Code is hereby amended to read as follows: "The District shall comply with Chapter 2.84 of the East Palo Alto Municipal Code as amended from time to time, and any policies and procedures adopted to implement the same, as amended from time to time, governing the purchase of supplies and equipment, which is in accordance with the requirements of Article 7, of Chapter 5, of Part 1, of Division 2, of Title 5 of the Government Code, and all such purchases shall be made in accordance therewith. Said policies and procedures shall be in writing available for inspection and copying by the public."

Section 3. The City Council finds that this ordinance is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2), 15060(c)(3), and 15061(b)(3) of the State CEQA Guidelines because it will not result in a direct or

reasonably foreseeable indirect physical change in the environment, there is no possibility it will have a significant effect.

Section 4. Any provision of local law of either the District or the City of East Palo Alto inconsistent with this Ordinance inasmuch as it cannot be reasonably interpreted harmoniously, to the extent of such inconsistencies and no further, are hereby repealed or modified to the extent necessary to effectuate this Ordinance.

Section 5. If any section, subsection, phrase or clause of this ordinance is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each section, subsection, phrase and clause thereof irrespective of the fact that any one or more sections, subsections, phrases or clauses be declared invalid or unconstitutional.

Section 6. This Ordinance shall be entered in the minutes of the District Board and shall be published once in a newspaper published in the District and posted in three (3) public places within the District for a period of one week. The Ordinance amending this Code shall take effect upon expiration of the week of publication and posting.

Section 7. The foregoing Ordinance was adopted at a regular meeting of the EPASD Board held on the ___day of _____2025, by the following vote:

[Continued on the following page.]

AYES:

NOES:

ABSENT:

ABSTAIN:

Mark Dinan, Board President

ATTEST:

James Colin, District Clerk

APPROVED AS TO FORM:

John D. Lê, District Counsel

PUBLIC HEARING ITEM 16.1

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: March 18, 2025

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

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

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

Recommendation

By motion:

1. Waive the first reading and introduce an ordinance adding a new Chapter 10.40 (Residential Permit Parking Program) to the East Palo Alto Municipal Code; and

2. Find that the proposed action being considered does not constitute a "Project" within the meaning of the California Environmental Quality Act (CEQA), as it is general policy and procedure making not applied to a specific instance and therefore it is not a "project" (California Code of Regulations, Title 14, Division 6, Chapter 3, Article 20, §15378 (b)(2)).

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Implement the Comprehensive Transportation and Mobility Plan

Background

The 2020 Mobility Study recommended creating a citywide permit parking program to address parking challenges along public streets in East Palo Alto. This study introduced a draft permit parking program, outlining general information and guidelines.

Implementing a permit parking program offers several benefits:

- Equitably allocating on-street parking among neighborhood residents
- Encouraging residents to use off-street parking (garages and driveways)
- Motivating residents to consider the impact of excess vehicles

Parking issues frequently arise in all neighborhoods of East Palo Alto, and residents often submit complaints to the City to that effect. Recognizing the need for policy solutions, the City Council supported exploring a permit parking program as a potential improvement and, through the previous Strategic Priority process, has directed staff to prioritize its launch.

Staff first presented a draft residential permit parking ordinance to the Public Works and Transportation Commission (PWTC) on December 20, 2023. During the meeting, staff gathered comments from the PWTC and the public, which were then incorporated into an updated draft. The City's transportation consultant, Hexagon Transportation Consultants, Inc., presented this revised draft at the PWTC meeting on April 17, 2024, responding to additional questions and comments. Staff and Hexagon presented a further refined draft to the PWTC on May 15, 2024. After public comment and deliberation, the PWTC recommended the ordinance to the City Council and provided feedback on the program, including:

- **Petition Establishment**: PWTC and the public recommended reducing the permit parking petition threshold from 67% to 50%+1 of households. Staff recommends maintaining the 67% threshold to ensure substantial support for the program, consistent with other agencies' thresholds.
- **Disabled Parking Areas**: The ordinance should clarify that the permit exemption applies only to designated disabled parking spots. Staff agrees with this recommendation.
- **Program Guidelines**: PWTC suggested adding a midnight to 5 AM time period during which permit parking could be enforced under section 5 of the program guidelines. Staff agreed.
- **Permit Cost**: A commissioner suggested that the first permit should not be free, though staff is recommending that the first permit be free.
- **Revenue Transparency:** A commissioner recommended transparency in revenue generated from fees and citations when a permit parking zone is established. Staff agrees that revenue generated should be tracked by the Finance Department.

On June 18, 2024, staff presented the updated draft ordinance to the City Council. The Council instructed staff to delay the first reading and further investigate additional concerns outlined below:

- **Increased Public Outreach**: Staff expanded outreach with citywide mailers in English and in Spanish, an online survey, and social media engagement. Of 198 survey respondents, 57% are in favor of the program, and about 40% said they have only one vehicle parked on street.
- **Clarification on the 75% Threshold**: One of the main purposes of the RPP is to equitably allocate the limited resource of on-street parking and setting these thresholds for eligibility help ensure this. Section 10.40.050 specifies that at least 75% of on-street spaces in the proposed RPP area must be occupied during proposed permit hours to establish or

expand an RPP area. Most cities set minimum occupancy threshold requirements for residential permit parking program eligibility at 75-80% (San Francisco, Redwood City, Mountain View, Santa Clara, and Oakland). The outliers are San Mateo where the threshold is 60% and San Jose where they require 85% on at least 65% of the blocks. Some cities do not set numeric thresholds but usually require findings that there is a parking shortage (Palo Alto, Menlo Park, Sunnyvale, and Belmont).

- **Consideration of Two Parking Permits by Default**: The draft ordinance offers one free permit per residence, with additional permits available for purchase based on availability, due to limited on-street parking in neighborhoods.

  East Palo Alto neighborhoods do not have enough on-street parking to accommodate two (2) vehicles on the street for every dwelling unit. For example, the Gardens Neighborhood has approximately 1,500 dwelling units and 2,175 on-street spaces which means there's 1.45 spaces per dwelling unit.
- **Impact on Commercial Parking**: The draft ordinance exempts commercial vehicles actively providing services from RPP restrictions if they comply with applicable law, including East Palo Alto Municipal Code Section 10.04.080 (Parking commercial vehicles). However, certain vehicles (e.g., oversized vehicles, trailers) are prohibited from parking overnight or for extended periods.

  Per the Program Guidelines, commercial trucks, boat trailers, RV's, trailers, and work-type commercial vehicles, including taxis and limousines, are not eligible for parking permits. Privately owned passenger cars used for ridesharing (e.g., Uber/Lyft) are not considered commercial vehicles when such vehicle are not in actual use for business. Per the City's municipal code, commercial vehicles are prohibited from parking on residential streets for more than 1 hour except when in actual use for the transaction of any lawful business (§ 10.04.080). Additionally, oversized vehicles and trailers are prohibited from parking on any public street from 2-5 AM (§10.04.130).
- **Investigation of Public/Private Partnership**: Staff reached out to private property owners (including churches and the Boy and Girls Club) in the Gardens neighborhood to explore shared parking, but they expressed concerns regarding liability, safety, and maintenance.

Following the June City Council meeting, a study session was conducted on November 12th, 2024, for staff to provide updates on the items further investigated and to receive feedback and comments on the draft ordinance.

At the November 12, 2024, meeting, the City Council provided the following feedback:

- **Petition Establishment**: Staff recommended aligning the thresholds at 67% for both application and approval and City Council agreed with the recommendation.
- **Outreach:** A council member suggested additional outreach methods, including physical surveys. Staff made physical copies of the outreach survey available at City Hall and at 1960 Tate Street offices.
- **Investigation of Public/Private Partnership:** A council member requested that staff reach out to the Gateway 101 Shopping Center to explore shared parking. Following the meeting, the team reached out to the shopping center; however, they declined to allow

overnight shared parking by residents.

- **Enforcement:** The City Council echoed concerns raised by the public regarding the enforcement of abandoned vehicles and improper parking and requested the development of an enforcement plan for existing issues and the new program.

Analysis

The Residential Permit Parking program establishes a procedure for implementing a permit parking area (PPA) anywhere in the City. The draft residential permit parking program details the process for designating and establishing a PPA, the issuing of resident and guest permits, enforcement within the PPA, and the PPA removal. The draft residential permit parking program is included in this report as Attachment 1. Once a PPA is established, each residential property will receive one parking permit at no charge, and a second permit may be purchased, subject to availability. Limited one-day guest permits will be offered for evening and night-time visitors. All parking permits issued with fees associated will be determined through a citywide fee schedule update.

It is important to note that a permit does not guarantee or reserve an on-street parking space but allows vehicles to park on any neighborhood street within permit-restricted hours. The ordinance will also cap the number of permits issued to prevent exceeding the neighborhood's total parking capacity.

The establishment of a residential PPA should only be considered if the criteria detailed in the Residential Permit Parking Program Guidelines (Attachment 2), are satisfied. The twelve-step procedure for establishing a PPA is detailed in the guide. Additionally, the draft permit parking application is included in Attachment 2. Attachment 3 includes some frequently asked questions (FAQ's).

Residential Permit Parking Program Establishment Process

The establishment process for a PPA includes:

1. Staff review of neighborhood application or petition;
2. Data collection;
3. Community outreach;
4. Review and recommendation by the PWTC;
5. Adoption of a resolution establishing, expanding, or eliminating an RPP area; and
6. Resident notification of the new RPP area.

The establishment procedure is further detailed in Attachments 1 and 2. Per the ordinance, the City also has the ability to establish a PPA. The City Council can establish a PPA independently and on its own (without a petition).

The goal of the ordinance is to provide residents and the City with a mechanism to establish permit parking anywhere in the City. The ordinance does not establish details related to permit

parking zones or fees; fees for permit parking zones will be established later following ordinance adoption.

Next steps:

- Second reading and adoption of the ordinance scheduled tentatively for May 2025.
- Work with a consultant on a Fee study to investigate the costs associated with the program implementation (permit parking platform, permit fees, and enforcement).

Fiscal Impact

There is no fiscal impact for this item.

Public Notice

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

Environmental

The action being considered does not constitute a "Project" within the meaning of the California Environmental Quality Act (CEQA), as it is general policy and procedure making not applied to a specific instance and therefore it is not a "project"(California Code of Regulations, Title 14, Division 6, Chapter 3, Article 20, §15378 (b) (2)).

Government Code § 84308

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

Analysis of Levine Act Compliance: Not applicable.

Attachments

1. Attachment 1 – Draft RPPP Ordinance
2. Attachment 2– Draft RPPP Guidelines
3. Attachment 3 – Draft RPPP FAQ's

Chapter 10.40 - RESIDENTIAL PARKING PERMIT (RPP) PROGRAM

Sections:

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

10.40.010 Purpose.

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

10.40.020 Definitions.

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

"*Residential parking permit area*" or “RPP area” means a geographical area set by City Council resolution establishing a preferential parking permit system pursuant to California Vehicle Code Section 22507.

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

“*Resident*” means an adult person who lives in a RPP area as his/her permanent place of residence, either as a tenant, occupant, or owner.

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

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

10.40.30 Findings.

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

A. Vehicles parked in the RPP area create traffic congestion, noise, or other disruption that disrupts neighborhood life; or a shortage of reasonably available and convenient offstreet parking spaces exist in the proposed RPP area;

B. The establishment of the proposed RPP area would benefit a majority of the residents in the proposed RPP area and balance the impacts to adjoining areas outside of the proposed RPP area, and the proposed RPP would be feasible in terms of cost, administrability, and enforcement; and

C. No alternative solution is feasible or practical.

10.40.040 Designation of residential parking permit areas.

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

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

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

10.40.050 Procedure for establishment of residential parking permit areas.

Requests to establish or expand residential parking permit areas shall be made, and considered, in the following manner:

A. Staff Review of Neighborhood Application/Petition. The Director shall review applications to establish or expand RPP areas initiated by neighborhood residents. The applications are to be made on a form approved by the Director. Failure to provide information requested by the Director that is reasonably necessary to implement this Chapter will be grounds for denial. Through discussions with the applicant, the Public Works Director will identify the draft program parameters, as set forth in the Guidelines, which may be amended from time to time, including, days and time limits when permit parking will be enforced and the geographic area of

enforcement. The applicant will coordinate collection of signatures on a petition. The City Clerk shall review the signed neighborhood petition and verify that it meets the signature requirements set forth in this chapter and the guidelines. If the RPP area request does not meet the signature requirements set forth in section 10.40.040.A., the Director shall send a letter to the petitioners denying their request.

B. Data Collection. For applications initiated by neighborhood petition and applications initiated by City Council, City staff shall promptly complete parking occupancy studies to study and quantify, to the extent possible, the nature of the problem. For eligibility to establish or expand an RPP area, parking surveys must show a minimum of seventy-five percent (75%) of all the on-street parking spaces within the proposed RPP area are occupied during the proposed permit hours. If the RPP area does not meet the minimum parking occupancy requirement, the Director may send a letter to the petitioners denying their request.

C. Community Outreach. Upon completion of data collection, City staff shall prepare a draft resolution containing the proposed boundaries and hours of enforcement. Staff shall undertake an online survey of resident support within the RPP area. The recommended threshold for the creation or expansion of an RPP area is a vote of 67% of the returned surveys in favor of the program; however, the City Council may approve an RPP area with a simple majority (50% + 1) of the returned surveys in favor of the program. Staff shall mail notices to all residences within the proposed RPP area including the following information:

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

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

D. Public Works and Transportation Commission Review and Recommendation. Staff shall provide the Public Works and Transportation Commission an opportunity to consider the proposed RPP area at a noticed public hearing. The Commission shall review the draft resolution and make a recommendation to the City Council regarding the RPP area. This recommendation may include proposed modifications of the boundaries, hours of enforcement, or other matters as the Commission may deem necessary and desirable.

E. Adoption of Resolution Establishing or Expanding an RPP Area. Following the completion of the above procedures, staff shall bring a resolution designating the proposed RPP area for Council consideration. At a minimum, the resolution shall specify:

1. The findings that the criteria set forth in this Chapter have been met;

2. The boundaries and the name of the RPP area;

3. Hours and days of enforcement of parking time restrictions and parking prohibitions that shall be in effect for non-permit holders; and

4. The procedure for obtaining parking permits, including the fee therefor.

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

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

10.40.060 Authority of Director.

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

10.40.070 Issuance of permits.

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

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

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

10.40.080 Guest parking permits.

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

10.40.090 Display of permits.

A. Parking permits shall be displayed in a manner determined by the Director.

B. The Director shall notify each permittee in writing of the proper manner in which to display a parking permit.

C. The proper display on a vehicle of a valid parking permit issued pursuant to this chapter grants only the privilege of parking the vehicle in the RPP area for which the permit was issued.

D. A valid parking permit issued under this chapter shall not guarantee or reserve to the holder an on-street parking space on any street or portion of street within the RPP area for which the permit was issued.

10.40.100 Enforcement.

A. The Director shall cause appropriate signs to be erected at the entrance of a residential parking permit area and at intermediate locations as deemed necessary by the Director.

B. The signs that the Director causes to be erected pursuant to this section shall provide clear notice of the days and times of the parking prohibition applicable to the street upon which the sign is erected.

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

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

E. Parking permit holders are not exempt from state and local traffic and parking rules.

F. Parking permits are only valid in the RPP area for which the permit is issued.

10.40.110 Exempt vehicles.

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

10.40.120 Removal of residential parking permit area.

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

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

PURPOSE

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

BACKGROUND

On [DATE], the City Council adopted a Residential Parking Permit (RPP) Program Ordinance where neighborhood parking is regulated for non-permit holders. Any neighborhood within the City may petition for an RPP area or the City Council may initiate consideration of an RPP area. Three documents govern the creation of an RPP area in the City of East Palo Alto:

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

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

POLICIES

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

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

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

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

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

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

commercial vehicles, including taxis and limousines, are not eligible for resident parking permits.

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

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

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

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

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

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

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

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

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

Exceptions

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

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

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

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

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

PROCEDURES

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

Area Creation or Expansion

Initiating a new residential parking permit area or expanding an existing RPP area requires completion of the following steps:

1. Resident completes a Residential Parking Permit Program application form and submits it to the Public Works Director.

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

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

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

Program Removal

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

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

OBTAINING A PARKING PERMIT

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

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

Resident Parking Permits

The requirements to obtain a resident parking permit for a resident of an RPP area are:

1. A completed application form (online) in the residents' name and address.
2. A current DMV driver's license for each resident requesting a permit.
3. A current DMV motor vehicle registration for each vehicle for which the applicant is requesting a resident parking permit.
4. Proof of residency reflecting the permit address in the RPP area (required only if the address on the driver's license and/or vehicle registration is not located in a parking permit area). Acceptable proof of residency includes a utility bill, car insurance policy, lease agreement or a preprinted personal check with the resident's name and address.

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

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

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

Guest Parking Permits

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

Parking Permit Fees

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

ENFORCEMENT

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

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

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

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

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

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

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

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

1. Requesting Individual's Contact Information

Name: _____ Address: _____

_____

Phone Number: _____ Email:

_____

2. Please describe the nature of the parking problem in your neighborhood.

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

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

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

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

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

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

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

THE UNDERSIGNED BELOW AGREE TO THE FOLLOWING:

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

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

ONLY ONE SIGNATURE PER RESIDENCE

Name (Please Print)	Address	Signature
1.		
2.		
3.		
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Frequently Asked Questions

1. How do I get a residential parking permit on my street?

To start this process you need to complete and submit a *Residential Parking Permit Program Application Form*. After staff has reviewed the request they will contact you to discuss the request. If the area is eligible for residential permits, staff will guide you and your neighborhood through the process.

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

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

Streets where on-street parking is at least 75% full during the peak period

3. What are the steps to create a new permit area?

City and applicant decide on the days and time limits for the permit area

Applicant collects petition signatures from at least 67% of the addresses on each block

City collects parking data

City refines permit area and permit parking restrictions based on the data

City surveys all addresses in permit area to gauge resident support

Public Works and Transportation Commission consider the proposed residential permit parking area at a public hearing and make recommendation to City Council

City Council considers designation of a residential permit parking area at a public hearing and may adopt, modify, or reject the draft ordinance creating/modifying a residential parking permit (RPP) area

4. How many permits will be issued per household?

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

5. What are the time restrictions?

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

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

6. What do permits cost?

The first resident parking permit per residence will be free of charge. The City Council may impose fees for the issuance of additional permits or the transfer of a permit to recover all or a portion of the costs of administering the program.

7. How will the program be enforced?

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

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

   Yes, individuals must prove residency in order to be issued a parking permit. This can be done with a recent utility bill, a current driver's license, or something similar.

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

   Applicants need to show a current driver's license for each resident requesting a permit, the current vehicle registration for the permitted vehicle and provide the license plate number for enforcement purposes, but proof of insurance is not required.

10. **Are permits neighborhood specific?**

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

11. **Are permits transferable?**

    Yes, the virtual parking permits are transferable. Individuals can add or remove vehicles on their RPP account at any time. This includes temporarily assigning loaner vehicles or rental cars. This also allows residents with multiple vehicles to change which of their vehicles is associated with a resident parking permit as needed.

12. **How long will the permit be valid?**

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

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

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

13. **What if I have guests coming?**

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

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

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

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

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

16. **Can I request a parking permit for a caregiver or other private service provider?**

    Yes, residents may obtain resident parking permits for use by caregivers (i.e. babysitters, nannies, nurses, etc.) and other private service providers (i.e. housekeepers, gardeners, etc.) that routinely use their personal vehicle when providing services at your home during permit

restricted hours. Permits issued to service personnel shall count towards the maximum number of resident parking permits that may be issued per residence.

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

Yes, scooters and motorcycles are considered a vehicle.

POLICY AND ACTION 17.1

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: March 18, 2025

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: Shiri Klima, Assistant City Manager
Maurice Baker, Community Services Manager

SUBJECT: 2025 TOT Grants Program Notice of Funding Availability Release

Recommendation

1. Provide any direction to staff on goals for 2025 TOT CYFS Grant Program
2. Adopt a resolution:

    a. Authorizing the City Manager to release a $350,000 Notice of Funding Availability for the 2025 Transient Occupancy Tax grant program and to allow the Community Grants Review Panel to make recommendations on the application pool.
    b. Increasing the maximum grant award for the 2025 TOT Grant program from $40,000 to $75,000.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority: Enhance Community Services and Parks for Residents

Background

Chapter 3.68 of the Municipal Code, known as the uniform transient occupancy tax (TOT) ordinance, imposes a 12 percent tax on hotel rents for transient stays. The ordinance broadly defines hotels to include hotels, motels, lodging houses, apartment houses, dormitories, and similar structures occupied by transients for dwelling, lodging, or sleeping purposes. A transient stay refers to any stay of 30 or fewer consecutive days.

POLICY AND ACTION 17.1

In 2002, East Palo Alto voters modified the TOT ordinance, mandating that 10 percent of TOT revenue be allocated to affordable housing and another 10 percent to children, youth, and family services, including services for senior citizens (CYFS).

Municipal Code Section 3.68.150, specifies that CYFS revenues may only be used to:

1. Support comprehensive, integrated, and community-based systems of services and support systems for children, youth, and their families and senior citizens to promote individual and community health, recreation, and cultural arts, and;

2. Exclusively to fund grants or loans to nonprofit service providers headquartered in East Palo Alto OR for which a majority of clients served are East Palo Alto residents.

Community Grants Review Panel

To guide the allocation of CYFS funding, the City Council established the Community Grants Review Panel (CGRP) in Spring 2014. The CGRP, consisting of East Palo Alto residents, business owners, and industry experts, provides funding recommendations. The Community Services Manager convenes the panel, which currently includes:

- A Four Seasons Hotel Representative
- A Large Business Owner/Representative
- A Small Business Owner/Representative
- A Grant-making Expert; and
- A Community Resident

Due to staff vacancies and the COVID-19 pandemic, the City did not issue TOT grants between 2019 and 2022. By January 2024, the CYFS fund balance had grown to over $1.2 million, enabling the Council to increase grant awards. Before the 2024 grant cycle, awards ranged from $5,000 to $16,000. However, in 2024, the Council raised the maximum award to $40,000 for programs running three months or longer. The City ultimately awarded over $600,000 in CYFS grants to 19 organizations.

For the 2025 TOT CYFS grant cycle, staff recommends allocating $350,000 and increasing the maximum grant award to $75,000. Staff also seeks City Council direction on any funding priorities for the 2025 cycle.

Analysis

Update on the 2024 TOT CYFS Grant Cycle

During the 2024 Cycle, 22 organizations applied for a total of $789,190 in funding. The CGRP and staff initially recommended awarding $455,052 to 13 organizations. The City Council, seeking to expand funding, appropriated an additional $150,000. The CGRP and staff subsequently recommended grants to six additional organizations, leading to a final award total

of $605,052 to 19 organizations.

To receive funds, grantees must meet the City's insurance requirements, submit financial documentation, fulfill their scope of work, provide timely reports, and submit receipts/invoices. Some grantees struggle to meet these requirements, requiring significant City staff time and support. At the time of this report, two of the 19 CYFS grantees from 2024 have not yet completed the contracting process.

Proposed Improvements for the 2025 TOT CYFS Grant Cycle

- To enhance the administration of TOT CYFS grants, staff recommends: Awarding a maximum of 12 grants.
- Allocating a total of $350,000 and increasing the maximum grant amount from $40,000 to $75,000.

The estimated CYFS fund balance for 2025 is $980,000, with projected annual revenue. Allocating $350,000 in 2025 awards will leave over $500,000 in reserve for 2026, excluding 2026 revenue.

City Council Direction on Funding Priorities

Before releasing the Notice of Funding Availability (NOFA), staff seeks City Council input on funding priorities for 2025. If the proposed activities comply with Municipal Code Section 3.68.150, the Council may prioritize specific program categories, such as athletics, education, technology, leadership, or senior programs. Historically, the Council has authorized grants for a broad range of activities.

Next Steps

If the Council approves, staff will proceed with the following timeline:

- **March 21, 2025**: Post NOFA through public channels.
- **April 1, 2025**: Host Mandatory Informational Sessions for interested organizations.
- **April 4, 2025**: Respond to questions from the Session or written inquiries.
- **April 22, 2025**: Proposal submission deadline.
- **April 24-29, 2025**: Community Grants Review Panel review period.
- **May 20, 2025**: Council review of recommended awards.
- **June TBD**: Onboard new vendors, including contract negotiation and insurance verification.

Items for Discussion:

1. Should the City Council prioritize funding for specific programs in the 2025 cycle?

2. Does the Council agree with the staff recommendation to allocate $350,000 in grants?
3. Should the City continue with the current CGRP members or modify the panel?
    a. Adora Manalo (Four Seasons Representative)
    b. Q. Smith (Community Resident)
    c. Michelle Goudeaux (LBA Realty, Large Business Owner/Representative)
    d. Debra Turner (Above All Insurance, Small Business Owner/Representative)
    e. Alma Pulido (CZI Foundation, Grant-Making Expert and Community Resident)
4. Should the grant maximum be increased from $40,000 to $75,000, or should a different amount be set?
5. Should the 2025 grant program limit the number of awarded organizations to12, or should a different number be considered?

Fiscal Impact

As of June 30, 2024, the City's TOT fund balance stood at $1.39 million. After deducting $734,000 for the 2024/2025 grant cycle, the balance is projected at $665,000. The City expects to receive $315,000 in annual revenue and interest for FY 2024-25, bringing the fund balance to approximately $980,000. Upon grant approval, staff will deduct the awarded amount accordingly.

Public Notice

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

Environmental

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

Government Code § 84308

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

Analysis of Levine Act Compliance: Not applicable.

Attachments

1. Resolution.
2. 2024 Grant Award Recipients.

RESOLUTION NO. XX– 2025

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

AUTHORIZING THE CITY MANAGER TO RELEASE A $_____ NOTICE OF FUNDING AVAILABILITY FOR THE 2025 TRANSIENT OCCUPANCY TAX GRANT PROGRAM AND TO ALLOW THE COMMUNITY GRANTS REVIEW PANEL TO MAKE RECOMMENDATIONS ON THE APPLICATION POOL WHILE INCREASING THE GRANT MAXIMUM AWARD FOR THE 2025 GRANT PROGRAM FROM $40,000 TO $_____

WHEREAS, to ensure that our residents continue to have a wide array of activities available for them, the Community Services division has maintained the Transient Occupancy Tax (TOT) grants program since a general election confirmed it on November 2, 2022; and

WHEREAS, ten percent of revenues from the hotel residency tax accumulated by the Four Seasons Hotel Silicon Valley was to be allocated to the Children, Youth, and Family Services including Seniors for programming that is executed by local non-profits or organizations that serves majority East Palo Alto residents according to East Palo Alto Municipal Code 3.68.150; and

WHEREAS, the program is annual but due to the pandemic and staff vacancies, the fund balance has grown to over $1,000,000 (as of 2024) with a conservative increase of $250,000 annually; and

WHEREAS, on May 7 2023, Council made a recommendation to approve the highest amount of TOT funding in one cycle of $605,051.99 for 19 organizations; and

WHEREAS, to provide a more effective level of operation, staff is recommending cap grant awards at 12 organizations for the 2025 TOT grants program and increase the amount of funding to $75,000 for organizations that can prove that they have or serve at least 2,000 unique participants in one calendar year; and

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

1. Finds the foregoing recitals are true and correct, and are incorporated by this reference into this action;

2. Authorizes the City Manager to release a $_____ notice of funding availability for the 2025 Transient Occupancy Tax grants program and to allow the Community Grants Review Panel to make recommendations on the application pool, capped at 12 grantees;

3. Increasing the maximum award amount for the 2025 grant program from $40,000 to $_____; and

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

PASSED AND ADOPTED this **18th day of March 2025,** by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Martha Barragan, Mayor

ATTEST:

James Colin, City Clerk

APPROVED AS TO FORM:

John D. Lê, City Attorney

2024 Transient Occupancy Tax Grant Program
Award List
(listed alphabetically)

Round 1 (approved April 5, 2024)

Organization Name	Requested Amount	Grant Amount
Anamatangi Polynesian Voices	$38,589.99	$38,589.99
East Palo Alto Boxing Gym	$40,000.00	$40,000.00
East Palo Alto Razorhawks	$30,962.00	$30,962.00
EPA Senior Center Inc.	$40,000.00	$30,000.00
EPACenter	$40,000.00	$40,000.00
East Palo Alto Community Archive	$20,000.00	$20,000.00
Foundation for a College Education	$40,000.00	$40,000.00
Hope Horizon	$40,000.00	$40,000.00
Live in Peace	$40,000.00	$40,000.00
Mid-Peninsula Athletic Association	$25,500.00	$25,500.00
Paxton Sports Academy	$40,000.00	$40,000.00
Sign/Fun Gypsies	$40,000.00	$30,000.00
Youth Community Services	$40,000.00	$40,000.00
Total Organizations: 13	**$475,051.00**	**$455,051.99**

Round 2 (approved May 7, 2024)

Organization Name	Requested Amount	Grant Amount
Bay Area Urban Eagles	$40,000.00	$30,000.00
Beyond Barriers Athletic Foundation	$40,000.00	$20,000.00
CoolineKids	$20,000.00	$20,000.00
East Palo Alto Tennis & Tutoring	$40,000.00	$30,000.00
Fresh Approach	$40,000.00	$30,000.00
St. Mark AMEZ	$26,500.00	$20,000.00
Total Organizations: 6	**$206,500.00**	**$150,000.00**