EAST PALO ALTO CITY COUNCIL
REGULAR SESSION AMENDED AGENDA

Tuesday, September 1, 2026, 6:00 PM
EPA Government Center
2415 University Avenue, First Floor
East Palo Alto, CA 94303

NOTICE

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

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

Please click this URL to join

https://us06web.zoom.us/j/85076322648

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

Webinar ID: 850 7632 2648

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

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1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF THE AGENDA

3. APPROVAL OF CONSENT CALENDAR

3.1 Residential Permit Parking Program Study Contract Award

Recommendation: Adopt a resolution:

1. Authorizing the City Manager to award, negotiate and execute an agreement with Dixon Resources Unlimited (DIXON), in a form approved by the City Attorney, in the amount of $232,850 with a 10% contingency in the amount of $23,285 for a not-to-exceed amount of $256,135 to conduct follow up studies and investigations associated with the Residential Permit Parking (RPP) Ordinance, for Option 1 (DIXON-led data collection) of Task 2 together with Optional Services A, B, C and D as set forth in DIXON's cost proposal, the not-to-exceed amount being the maximum total payable to DIXON under the agreement, inclusive of all other direct costs, reimbursables, pass-through expenses and any time-and-materials billing; 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

3.2 FY 2025-26 Fourth Quarter Treasury Report

Recommendation:

Accept and file the Cash Treasury Report for the month of June 2026.

3.3 FY 2025-2026 Capital Water System Improvement Payments to Veolia

Recommendation:

1. Authorizing the City Manager to reimburse Veolia for city-wide capital water system improvements and appropriating an amount not to exceed $213,010.00 from the Water Capital Fund for FY 25/26 for that purpose; 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 that pursuant to section 15301 (minor alterations) as it involves minor improvements to existing facilities.

3.4 Latino History Month Proclamation

Recommendation: Present the Latino History Month Proclamation

3.5 National Suicide Prevention Month

Recommendation: Present the National Suicide Prevention Month

proclamation

3.6 Proclamation for the 100th Birthday of Mr. N.J. Johnson

Recommendation: Present the proclamation

3.7 Proclamation for Royce Keys Day

Recommendation: Present the proclamation

3.8 PD Patrol Vehicles

Recommendation: Adopt the resolution

3.9 Second Amendment Retroactively Extending the Term of the Agreement with Willdan Financial Services, and Ratification of Services Accepted and Payments Made After Expiration of the Term

Recommendation:

Adopt a resolution:

1. Finding, on the basis of this report and the record, that the scope of services described below were previously authorized by the City, were actually and necessarily performed by Willdan Financial Services, conferred a direct benefit on the City and on the East Palo Alto Sanitary District, and that payment for those services serves a public purpose;

2. Ratifying all acts of City officers and staff in requesting, accepting, and paying for services performed by Willdan Financial Services after expiration of the term of the Agreement on December 31, 2025, including the City Manager's exercise of the six-month extension option.;

3. Approving the City Manager to execute the Second Amendment;

4. Ratifying payment of invoices totaling $12,000 paid to Willdan Financial Services after expiration of the term, and find that those payments are within the not-to-exceed amounts previously authorized by the City Council and were made from appropriations lawfully available at the time of payment; and

5. Finding that the action is not a "project" within the meaning of the State CEQA Guidelines (Cal. Code Regs., tit. 14) section 15378(b)(5). [R2]

3.10 City Council Meeting Minutes

Recommendation: Adopt the July 21, 2026, City Council Meeting Minutes

4. CLOSED SESSION

5. PUBLIC COMMENT

6. INFORMATIONAL REPORTS

6.1 City Council Strategic Priorities Fiscal Years (FY) 2025-27 Work Plan - Fourth Quarter Status Update

Recommendation: Receive a fourth quarter update on the City Council Strategic Priorities FY 2025-27 Work Plan.

7. SPECIAL PRESENTATIONS

8. PUBLIC HEARINGS

8.1 Inclusionary Housing Alternative Compliance Option for 2120-2160 Euclid Ave Mixed-Use Project (Portion of APN 063-292-380)

Recommendation: Recommendation

Adopt a resolution:

a) Finding that the proposed alternative for the 2120-2160 Euclid Avenue, mixed-use development project at 2120-2160 Euclid Avenue (portion of APN 063-292-380, "Project") meets the City's Inclusionary Housing Ordinance ("IHO") requirements for an alternative compliance option under Section 18.37.080 of the East Palo Alto Municipal Code ("EPAMC"); and.

b) Finding that the action being considered does not constitute a "Project" within 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 proposed project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to the Class 32(In-Fill Development Projects) exemption under California Code of Regulations, Title 14, Division 6, Chapter 3, Article 19, Section 15332.

Class 32 exemptions apply to infill development projects that meet the following criteria:

- Consistency with the applicable General Plan designation, policies, and zoning regulations;
- Location within city limits on a site no larger than five acres, that is sustainably surrounded by urban uses;

- No value as habitat for endangered, rare, or threatened species;
- No significant effects related to traffic, noise, air quality, or water quality; and
  Adequate provision of all required utilities and public services.

8.2 Bell Street Park Easement for RCSD 2120 Euclid Avenue Project

Recommendation:

Adopt a resolution:

1. Selecting a fire suppression access easement through Bell Street Park in favor of the Ravenswood City School District (RCSD) to support emergency response to the proposed 430-unit affordable housing development at 2120 Euclid Avenue by:

   a. granting the easement as recommended by staff under Option 3 (comprised of two separate approximately 5 feet wide easements);

   b. or granting an easement under any other option presented in this report;

   c. or directing staff to return with a different option proposed by the City Council.

2. Authorizing the City Manager (or designee) and directing him to prepare and execute on behalf of the City an easement instrument consistent with the option selected by the City Council, in a form approved by the City Attorney.

8.3 Annual Inclusionary Housing In-Lieu Fees Update

9. POLICY AND ACTION

10. ADJOURN CITY COUNCIL MEETING AND RECONVENE TO THE EAST PALO ALTO SANITARY DISTRICT MEETING

11. EPASD CONSENT CALENDAR

11.1 Cash Disbursement Report for June 2026

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

12. EPASD PUBLIC COMMENT

13. ADJOURN EAST PALO ALTO SANITARY DISTRICT BOARD MEETING AND RECONVENE TO THE CITY COUNCIL MEETING

14. COUNCIL REPORTS

15. ADJOURNMENT

Upcoming meetings:

Regular Meeting	September 15, 2026	6:00 PM
Study Session	September 29, 2026	6:00 PM
Regular Meeting	October 6, 2026	6:00 PM

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

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

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

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

DECLARATION OF POSTING

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

POSTED: August 21, 2026
AMENDED: August 25, 2026

ATTEST:

James Colin
City Clerk

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: September 1, 2026

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 Study Contract Award

Recommendation

Adopt a resolution:

1. Authorizing the City Manager to award, negotiate and execute an agreement with Dixon Resources Unlimited (DIXON), in a form approved by the City Attorney, in the amount of $232,850 with a 10% contingency in the amount of $23,285 for a not-to-exceed amount of $256,135 to conduct follow up studies and investigations associated with the Residential Permit Parking (RPP) Ordinance, for Option 1 (DIXON-led data collection) of Task 2 together with Optional Services A, B, C and D as set forth in DIXON's cost proposal, the not-to-exceed amount being the maximum total payable to DIXON under the agreement, inclusive of all other direct costs, reimbursables, pass-through expenses and any time-and-materials billing; 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:

Public Health, Safety, and Quality of Life

Background

The City of East Palo Alto has been working on a Residential Permit Parking (RPP) Ordinance since December 2023, with multiple drafts presented to the Public Works and Transportation Commission (PWTC) and City Council. The RPP ordinance was introduced at the February 24, 2026, City Council meeting and adopted at the March 17, 2026, meeting. The ordinance aims to address parking issues in residential areas by allowing the creation of Residential Permit Parking Areas.

As a next step following the ordinance adoption, staff will proceed to the next phase of program development, which will focus on defining the details of the RPP program. The consultant selected to develop the program would conduct a citywide parking study to define potential Residential Permit Parking Areas (RPPAs) and, for each area, analyze occupancy rates and recommend enforcement hours. This work will include recommendations on permit costs and citation fees, enforcement phases, and maximum permits per household. Robust community engagement will be a central component of this process. The scope will also include investigation for permit management platforms, enforcement options, and consultant services to support program implementation, including analysis of costs and fee structure options. Staff anticipates the consultant's work to be complete in Winter 2027.

Once the condition assessment and community engagement plan is complete, staff will return to the City Council with the findings. This will be followed by a fee study adoption and recommendations for third-party enforcement services, staffing recommendations or vendor support for program administration (such as permit issuance, program updates, and the allocation of resources for long-term parking occupancy monitoring).

Analysis

Public Works staff prepared a request for proposals (RFP) to conduct follow up studies and investigations associated with the recently adopted Residential Permit Parking (RPP) Ordinance. The project was published for advertisement in the local newspaper, trade journals, as well as the City's website on June 30, 2026.

On July 31, 2026, the City received two proposals. The two proposals were reviewed and ranked by four staff members from the Public Works Department for the services. The proposals were ranked based on the experience, qualifications, manpower allocation, and proposal quality. The evaluation criteria rubric, along with the weight, is included under Table 1.

Table 1: Evaluation Criteria

Criteria	**Weight**
Proposal Quality	5%
Firm's Qualification/ Delivery of Similar Projects	30%
Proposed Scope of Work	50%

Client References	10%
Manpower Allocation	5%

The ranking summary, along with the total costs, is included in Table 2. Overall, DIXON scored higher due their proposed scope of work detailing the web-based analytics platform to be used, stakeholder and community engagement plan, and the proposed parking action plan. Staff recommends awarding the contract to the highest-ranking firm Dixon Resources Unlimited (DIXON).

Table 2: Ranking Summary

PROPOSER	SCORE	BASE SCOPE	OPTIONAL SERVICES	TOTAL COST
DIXON	91	$206,095	$26,755	$232,850
Walker	89.5	$230,790	N/A	$230,790

DIXON has extensive knowledge in permit parking programs, including program development, parking management, and implementation strategies. DIXON has a strong regional presence in the Bay Area with experience in nearby cities where they developed residential permit parking policies, performed condition assessments, and provided permit parking recommendations. Additionally, they have strong experience in community and stakeholder engagement associated with residential permit parking programs.

DIXON's proposal along with the cost proposal is included as Attachment 2.

DIXON's cost proposal prices Task 2, the existing conditions assessment, two ways. Option 1 has DIXON collect the parking occupancy data. Option 2 has City staff collect it. The proposal also prices five optional services separately. Staff recommends Option 1 together with Optional Services A through D, which totals $232,850. Option 2 with the same optional services totals $202,225. Staff recommends Option 1 to reduce the City staffing burden that Option 2 would impose on Public Works. The optional services (services A through D) include ordinance modification support, additional City Council Presentations, and community outreach material which are all anticipated to be needed. The recommended not-to-exceed amount is the maximum total payable to DIXON and includes all other direct costs, reimbursables and pass-through expenses.

The agreement will prohibit DIXON, its affiliates and its subconsultants from bidding on, subcontracting under, or holding any financial interest in any subsequent City contract for permit management platform services, third-party parking enforcement services, or program administration arising from the recommendations DIXON delivers under this agreement.

Purchasing Ordinance Compliance

This procurement is governed by Article IV of Chapter 2.84 of the East Palo Alto Municipal Code and by the authorization limits adopted in Resolution No. 11-2025. The City's cost estimate for the work was $250,000. Staff issued the request for proposals as a Tier 3 formal solicitation. Notice was published and sent to trade journals on June 30, 2026, and proposals were due July 31, 2026, an interval of 31 days, which exceeds the15 calendar days required by section 18 of Resolution No. 11-2025. Because the City's cost estimate exceeded $220,000, the solicitation was conducted as a formal solicitation under East Palo Alto Municipal Code section 2.84.550. Proposals were required to be submitted sealed and in the prescribed format, and were evaluated according to the procedures set out in the solicitation document, as East Palo Alto Municipal Code section 2.84.030(G) requires. Because the solicitation was Tier 3, the four-fifths vote, the $235,000 award ceiling and the cost-estimate findings in section 2.84.540(B) do not apply.

Because the recommended award exceeds the City Manager's $75,000 authorization limit for services under section 19 of Resolution No. 11-2025, City Council award is required. The proposals were evaluated on the consultant's competence and professional qualifications, as East Palo Alto Municipal Code section 2.84.570 requires for services contracts.

The agreement will have a term ending December 31, 2031. East Palo Alto Municipal Code section 2.84.770 requires that the term be clearly specified and does not permit evergreen contracts.

The 10 percent contingency is the ceiling on the City Manager's authority to approve change orders under East Palo Alto Municipal Code section 2.84.600. Any change order that would carry the cumulative total above the not-to-exceed amount must return to the City Council.

Each of the four Public Works staff who reviewed and ranked the proposals stated the nature and length of any relationship to the proposers, and any personal interest in the outcome of the solicitation, before participating in the procurement, as required by East Palo Alto Municipal Code section 2.84.050(C). Those statements are in the procurement file.

The agreement will require payment of the City minimum wage under Chapter 5.10 of the Municipal Code, as section 2.84.700 requires for all City-procured work. If Optional Service D (Printing and Distribution) is authorized, the agreement will also carry the recycled-content paper certification and record-keeping requirements of section 2.84.720(B). The agreement will be approved as to form by the City Attorney before execution, as section 2.84.760 requires.

Fiscal Impact

The funds are available in the FY26-27 Engineering Budget. In FY26-27 $400,000 was budgeted from General Funds under "Other Professional and Technical Services". Thus, staff is not requesting additional funds for this project at this time. If the funds are not used up in FY26-27, staff will propose to carry it forward to FY27-28.

Public Notice

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

Environmental

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

The environmental impact of this project will be evaluated when residential permit parking areas are established.

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 Proposal

RESOLUTION NO. xx – 2026

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 DIXON RESOURCES UNLIMITED (DIXON), IN A FORM TO BE APPROVED BY THE CITY ATTORNEY, IN THE AMOUNT OF $232,850 WITH A 10% CONTINGENCY IN THE AMOUNT OF $23,285 FOR A NOT-TO-EXCEED AMOUNT OF $256,135, TO CONDUCT FOLLOW UP STUDIES AND INVESTIGATIONS ASSOCIATED WITH THE RESIDENTIAL PERMIT PARKING ORDINANCE

WHEREAS, the City of East Palo Alto has been working on a Residential Permit Parking (RPP) Ordinance since December 2023, with multiple drafts presented to the Public Works and Transportation Commission (PWTC) and City Council; and

WHEREAS, the RPP ordinance was introduced at the February 24, 2026 City Council meeting and adopted on March 17, 2026; and

WHEREAS, as a next step following the ordinance adoption, staff is proceeding with a project to define the details of the RPP program; and

WHEREAS, Public Works staff prepared a request for proposals (RFP) and published it on June 30, 2026; and

WHEREAS, on July 31, 2026, the City received two proposals; and

WHEREAS, the City's cost estimate for the work exceeded $220,000, and the request for proposals was therefore issued as a Tier 3 formal solicitation under East Palo Alto Municipal Code section 2.84.550, requiring sealed submissions in a prescribed format under section 2.84.030(G), with notice published and sent to trade journals on June 30, 2026 and proposals due July 31, 2026; and

WHEREAS, the two proposals received were from Dixon Resources Unlimited and Walker Consultants, and were scored 91 and 89.5 respectively against the evaluation criteria set out in the staff report; and

WHEREAS, the two proposals were reviewed by staff members from the Public Works Department; and

WHEREAS, City staff reviewed and ranked the proposals, and the highest-ranking firm is Dixon Resources Unlimited (DIXON); and

WHEREAS, DIXON has extensive knowledge in permit parking programs, including program development, parking management, and implementation strategies; and

WHEREAS, staff recommends executing a contract with DIXON.

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

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

2. Authorizes the City Manager to award, negotiate and execute an agreement with Dixon Resources Unlimited (DIXON), in a form approved by the City Attorney, in the amount of $232,850 with a 10% contingency in the amount of $23,285 for a not-to-exceed amount of $256,135, to conduct follow up studies and investigations associated with the Residential Permit Parking (RPP) Ordinance, for Option 1 (DIXON-led data collection) of Task 2 together with Optional Services A, B, C and D as set forth in DIXON's cost proposal, the not-to-exceed amount being the maximum total payable to DIXON under the agreement, inclusive of all other direct costs, reimbursables, pass-through expenses and any time-and-materials billing; 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.

PASSED AND ADOPTED this 1st day of September 2026**,** by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Webster Lincoln, Mayor

ATTEST:

James Colin, City Clerk

APPROVED AS TO FORM:

John D. Lê, City Attorney

DIXON
Resources Unlimited

PROPOSAL

Residential Permit Parking Program Services

City of East Palo Alto

Public Works Department, Engineering Division

July 31, 2026

Section A. Letter of Transmittal

July 31, 2026

Batool Zaro, Senior Engineer
Public Works Department, Engineering Division

Dear Batool Zaro,

Dixon Resources Unlimited (DIXON) is pleased to submit this proposal to provide Residential Permit Parking Program Services to the City of East Palo Alto (City). With our specialized approach to data collection and analysis, dynamic experience in stakeholder engagement, and deep understanding of residential permit parking (RPP) programs, we bring a unique blend of resources to the City as it moves forward with implementation of its newly adopted Residential Permit Parking Ordinance.

Our Approach. Our team will evaluate citywide parking conditions and utilization data to determine which neighborhoods meet the City's adopted criteria for permit parking and will develop clear recommendations for Residential Permit Parking Area boundaries, enforcement hours, and permit allocations. Community input will directly inform these recommendations through targeted outreach and engagement prior to finalization. These findings will be delivered through our signature Parking Action Plan (PAP), providing the City with permit parking recommendations, a fee structure, and a phased implementation strategy that can be acted on immediately.

Proven RPP Experience. DIXON has a strong regional presence in the Bay Area, with project experience in Palo Alto, San Leandro, Berkeley, and Sausalito, among others. In Sausalito, we developed residential parking permit policy alongside a data-driven Downtown Parking Study; in Palo Alto, our existing conditions assessment and permit parking recommendations informed the City's technology and policy roadmap. Statewide, we have led the full reimagining of RPP programs, including in Costa Mesa where we realigned eligibility with State law, tied restrictions to actual demonstrated impacts, and incorporated integrated technology systems. Their program earned the CMPA 2023 Public Parking Program of the Year and 2024 ICMA Local Government Excellence Award.

Our Commitment. As a California-certified DBE and SBE firm, we appreciate the opportunity to submit this proposal. Our work with agencies across the state equips us with a deep understanding of both regional context and the unique needs of the City. DIXON is dedicated to delivering inclusive, data-driven, and collaborative solutions, and our team is fully prepared to serve as a trusted partner for the City.

Sincerely,



Julie Dixon, President and Principal-in-Charge
julie@dixonresourcesunlimited.com
(213) 716-6933

Dixon Resources Unlimited
1519 E Chapman Ave #200
Fullerton, CA 92831

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Section C. Work Plan and Approach

The following work plan details the technical approach, methodology, specific tasks, and associated deliverables our team will perform in support of the City of East Palo Alto's Residential Permit Parking (RPP) Program.

Project Understanding

East Palo Alto has already taken the important first step of adopting an RPP ordinance. The next challenge is turning that policy foundation into a program residents understand, City staff can administer, and enforcement personnel can implement consistently. DIXON's role is to connect each of those pieces. We will use data to determine where permit parking is warranted, translate the findings into practical program rules, test those rules with the community, and provide the administrative, enforcement, technology, and monitoring framework needed to operate the program successfully over time.

This engagement builds on the City's 2020 Mobility Study, which identified residential permit parking as a strategy to address parking inequity and management challenges citywide. Our team will provide project management and coordination with City staff, using LPR and drone-based data collection to assess parking conditions and utilization patterns across the City. Applying the 75% occupancy threshold, DIXON will identify neighborhoods that warrant Residential Permit Parking Areas (RPPAs) and develop an RPP Parking Action Plan that establishes criteria for RPPA designation, recommended boundaries, enforcement hours, and permit allocations. Community and stakeholder engagement will test these recommendations against neighborhood needs, with final recommendations reflecting both technical findings and community input. DIXON will also coordinate formal fee adoption and investigate long-term administration and enforcement options to support sustainable, real-world implementation.

DIXON also brings direct experience redefining permit programs to match both current law and current parking reality.

- In **Costa Mesa (CA)**, we rewrote a program built for an era of single-family homes and fewer vehicles: eligibility was opened to every dwelling type per California Attorney General Opinion No. 14-304, restrictions were tied to demonstrated external parking impacts based on data collection, and paper placards gave way to tiered, plate-based virtual permits with a discounted low-income rate.
- In **San Rafael (CA)**, we developed a tailored RPP program grounded in occupancy inventories, financial modeling, and census analysis, while navigating competing stakeholder interests to prioritize both accessibility for low-income residents and neighborhood-specific equity concerns.
- In **Monterey (CA)**, we are supporting the implementation of revised RPP administrative guidelines, a transition to virtual plate-based permits, and new permit fees to provide program cost recovery.

East Palo Alto can build upon the principles and our lessons learned from the start. DIXON recognizes that the success of this program depends on a process that residents trust and that City Council can confidently act on. Our approach is designed to deliver a defensible, data-driven framework that is also responsive to the lived experience of the City's neighborhoods.

Task 1. Project Management & Coordination

Project management is embedded in every task DIXON performs. We will work closely with the designated City staff to ensure a collaborative and transparent approach to project delivery.

Task 1. Deliverables

- Virtual project kick-off
- Virtual bi-weekly meetings
- Document sharing and coordination
- QA/QC throughout the project

Task 1.1 Kick-off Meeting

DIXON will assign Elliott Holt as the Project Manager who will be the primary contact for this engagement. Elliott has extensive experience in the Bay Area supporting municipal parking operations, parking studies, and RPP program administration. The project will begin with a virtual kick-off meeting to confirm the scope of work, prioritize objectives, finalize key milestones, and complete introductions to internal stakeholders.

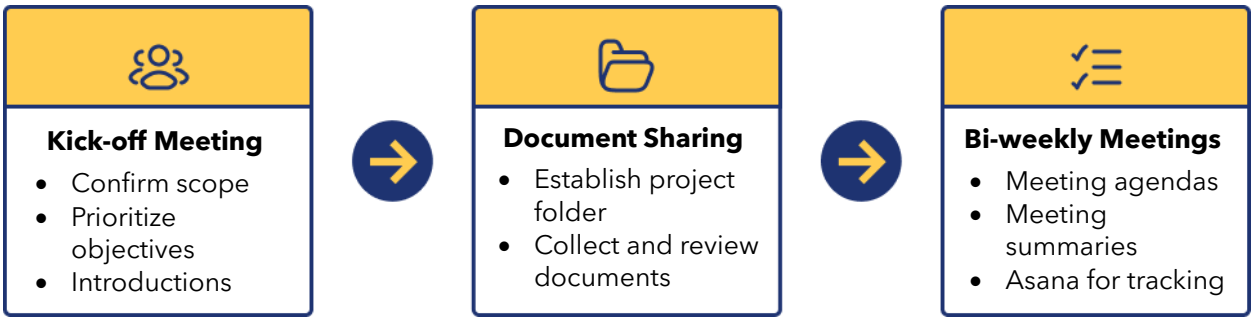


Figure 1. DIXON's project management process

Task 1.2 Project Management and Bi-weekly Meetings

Throughout the duration of the project, we will hold virtual bi-weekly meetings with the City to track progress, address any issues, and keep all parties aligned. We will provide meeting agendas addressing the project schedule and scope, along with a summary of highlights and action items after each call.

Task 1.3 Document Sharing and Coordination

At project initiation, DIXON will collect and review relevant project documents and establish a shared project folder to ensure organized and accessible document sharing throughout the engagement.

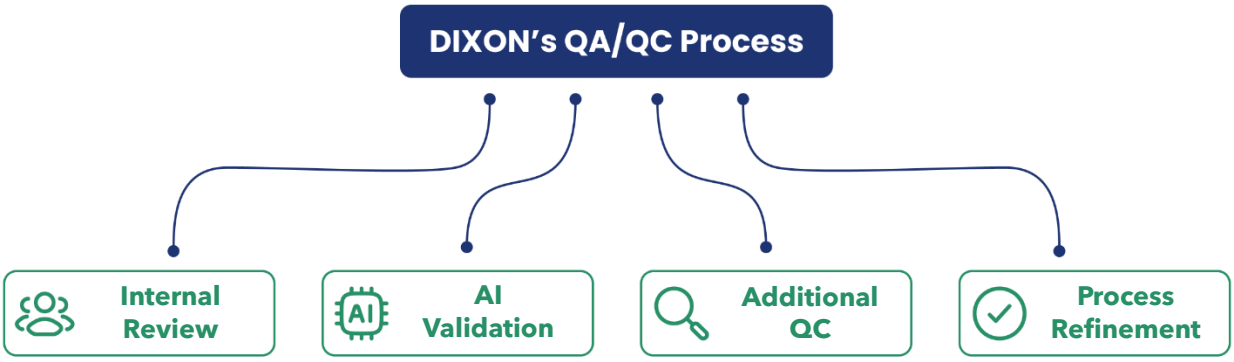
Name	Due date	Responsibility
Task 7.1 Draft Plan 5	Jan 16, 2026	
DIXON to develop draft PAP	Oct 1 – Nov 14	DIXON
Coordinate virtual review session(s) with City staff	Nov 14	City
City to complete draft PAP review	Nov 17 – 28	City
DIXON edits PAP	Dec 1 – 12	DIXON
Public draft review period	Dec 15, 2025 – Jan 16, 2026	

Figure 2. Asana Project Management Tool Sample

To support transparent coordination, DIXON will use Asana, an online project management platform, to track milestones, tasks, and responsibilities. The City's project manager will have access to this tool, which will be used in meetings to visualize progress and ensure alignment regarding task status and timelines.

Quality Assurance/Quality Control (QA/QC)

Reports - DIXON prioritizes producing responsive, concise, and high-quality reports and documents. Before submittal, each deliverable undergoes a structured internal quality assurance review, including evaluation by senior leadership to ensure quality and consistency with project objectives. DIXON incorporates AI-assisted tools to support efficiency in research and drafting, while our staff always reviews and verifies work before delivery.



All reports are subject to a two-stage client review process, where the City will have the opportunity to provide feedback on the draft version. To continually improve our processes, we gather feedback and conduct internal post-mortem reviews across every project.

Data - DIXON's QA/QC process is built on more than 10 years of experience using mobile LPR for parking data collection. This experience led us to develop the Rapid LPR Tool, which standardizes and automates much of the processing required to transform raw LPR records into reliable parking metrics. The tool removes duplicate records and scans of moving or otherwise non-parked vehicles, while accounting for

dozens of collection edge cases, including U-turns, overlapping passes, and GPS accuracy spread. Each valid parked-vehicle observation is then geospatially assigned to the appropriate curb segment, allowing DIXON to produce detailed, block-face-level occupancy and parking activity results. This proven processing framework transforms raw LPR data into accurate, defensible parking metrics.

Where permitted, drone imagery provides an additional source for comparing and validating occupancy results. Our team also performs manual quality-control reviews to identify unusual patterns, collection gaps, or locations requiring further investigation before results are finalized.

Task 2. Existing Conditions Assessment

Task 2. Deliverables

- Confirm Study Area
- Parking inventory
- Data collection
- Data analysis
- Data appendix

Accurate parking data forms the foundation of an effective RPP program. DIXON offers a flexible approach that can include using DIXON staff and our mobile LPR and drone equipment, where permitted, to collect the data, or supporting City-led collection with DIXON-provided loaner LPR equipment, customized routes, and staff training. Under either approach, DIXON will process, analyze, and visualize the results through the *DIXON Data Suite*® to identify occupancy, turnover, repeat activity, parking demand, and potential outside parking impacts across East Palo Alto.

DIXON developed the Rapid LPR Tool in response to a challenge we repeatedly encountered in our own work: agencies lacked an affordable and accurate way to collect and analyze parking data at scale. Traditional studies were often costly and labor-intensive, while available technology was not designed to produce reliable, block-face-level parking metrics. We built the tool to transform raw LPR data into defensible occupancy, turnover, and repeat-parker insights, and have since expanded it to process data generated through agencies' routine enforcement operations. This allows cities to use LPR not only for a one-time study, but as an ongoing resource for monitoring demand, evaluating RPP performance, and guiding future program adjustments.

Proven in Practice

San Francisco – Pay or Permit Program. DIXON processes SFMTA's mobile LPR data to support its Pay or Permit program, which extends residential permit privileges to selected paid parking streets. The resulting insights help SFMTA evaluate parking activity and monitor program performance over time.

Santa Ana – From Targeted Collection to Ongoing Monitoring. City staff initially collected RPP data using a handheld LPR device. After acquiring mobile LPR equipment, the City expanded to ongoing collection across 27 permit areas, creating

a repeatable way to monitor changing parking conditions and evaluate program effectiveness.

These examples demonstrate how East Palo Alto can begin with a targeted citywide study, build staff familiarity with LPR through City-led collection, and establish a foundation for ongoing RPP monitoring if the City acquires its own equipment in the future.

Task 2.1 Confirm Study Area

We begin by confirming precise boundaries for the Study Area, verifying accessible locations and identifying any access constraints. This ensures accurate deployment and consistent coverage across all neighborhoods. The Study Area is estimated at approximately 900 block faces citywide.

DIXON's Data Collection and Analysis Process

1. Collect



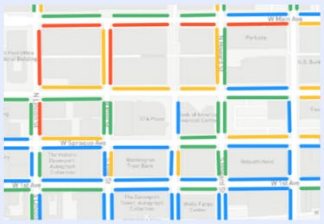
Collect parking data using mobile **License Plate Recognition (LPR)** and drone technology, as permitted.

2. Process



Automatically clean, standardize, and align data to **reveal clear patterns** across systems and time periods.

3. Visualize



Interactive dashboards display occupancy, turnover, revenue, and compliance to support data-driven decisions.

Task 2.2 Parking Inventory

Our comprehensive inventory will document all on-street parking within the study areas using aerial imagery, street-level data, and targeted field verification. For each location, we will identify the total number of spaces.

Deliverables will include GIS-based maps and data tables in an agreed-upon format, such as the Curb Data Specification (CDS).



Figure 3. Example Inventory GIS dataset

Task 2.3 Data Collection

DIXON will implement a data collection strategy that combines License Plate Recognition (LPR) and drone technology, as

permitted, to capture parking utilization. Data will be collected five times throughout the day during typical conditions on a weekday and a weekend day. For these types of residential studies, we typically recommend collection occur at 9 am, 12pm, 3 pm, 6 pm, and 2 am in order to capture occupancy throughout the day including overnight conditions. The schedule will be customized based on specific parking impacts, and we will work with the City to develop a coordinated data collection plan that reflects local conditions and priorities.

Data Collection Options

For each collection round, the City may choose either of the following two options:

Option 1. DIXON-Led Collection

- **DIXON field staff** conduct all LPR sweeps
- DIXON uses **own LPR-equipped vehicles**
- **On-site drone image sampling**, if permitted, to **illustrate parking conditions** with a clear visual reference that **reinforces data findings**

Option 2. City-Led Collection

- **City personnel** conduct sweeps in City vehicle (in lieu of sending DIXON field staff)
- DIXON provides **loaner mobile LPR unit and staff training**
- More **cost-effective** option and offers flexibility for City to **collect additional data** beyond standard rounds, if capacity allows

DIXON remains responsible for data processing and analysis under either option. City-led collection is available at a lower cost since DIXON does not need to send field staff to conduct the sweeps (see Cost Proposal below).

Privacy is a top priority, and this study uses safe and secure methods to deliver results while protecting individual privacy. All LPR usage in this study will be used exclusively for data collection and analysis. All data collected will be handled in accordance with applicable privacy standards and used solely for analytical purposes.

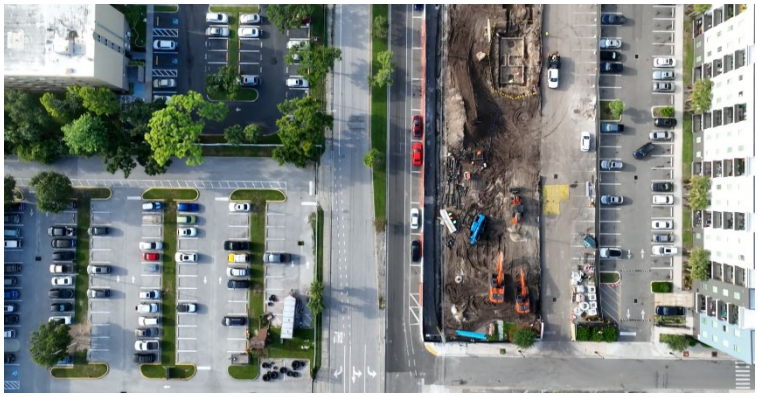


Figure 4. Drone Image of Sarasota, FL

Task 2.4 Data Analysis with *DIXON Data Suite®*

Mobile LPR data collected in the Study Area will be uploaded to the *DIXON Data Suite®*, our web-based analytics platform. The City will receive login access to this interactive dashboard to explore data results, including on-street parking insights by location, time of day, and day of the week.

Metrics such as occupancy, turnover, and repeat activity are displayed through interactive charts, tables, and heat maps. One notable capability is the enforcement coverage analysis tool, which uses City LPR data to help identify gaps in enforcement coverage and route consistency, enabling City staff to optimize patrol operations, allocate resources efficiently, and improve compliance outcomes. The platform prioritizes data privacy, with all license plate numbers anonymized through secure data hashing.

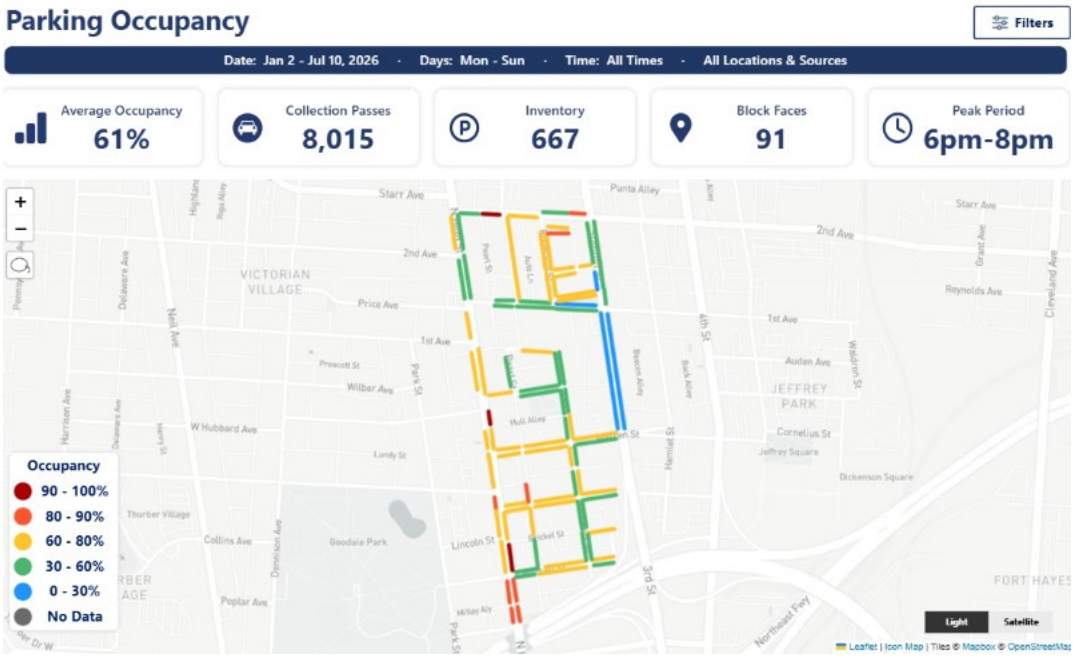


Figure 5. Examples of the DIXON Data Suite® Dashboard

One potential methodology for defining RPPA boundaries would identify contiguous areas that consistently meet the 75% occupancy threshold, then refine boundaries based on daytime versus overnight parking patterns, nearby parking generators, neighborhood continuity, and potential spillover. This analysis would also help determine appropriate enforcement hours and permit limits.

DIXON meets with the City throughout the study to review the results and discuss key takeaways.

Task 2.5 Data Appendix

Using the data collected, DIXON will prepare a data appendix to be incorporated into the RPP PAP (Task 4). This document will include maps, tables, and graphics, providing a comprehensive overview of occupancy, length of stay, and turnover for the Study Area. We will additionally call out key takeaways from the study in written format.

Task 3. Draft RPP Parking Action Plan (Development of Residential Permit Parking Framework)

DIXON will develop an RPP framework and implementation strategy in the form of an RPP **Parking Action Plan** (PAP), tailored to address the future of parking management in the City. The PAP will deliver actionable strategies and recommendations that enhance operational efficiency, while protecting quality of life and equity for residents.

Task 3. Deliverables

- Draft RPP PAP (residential permit parking framework)

From Parking Data to RPP Decisions

DIXON will not apply the 75% occupancy threshold in isolation. We will evaluate when demand occurs, whether vehicles appear to be associated with residents or outside parking generators, how conditions vary from block to block, and where proposed boundaries could create spillover. These findings will be considered alongside neighborhood continuity, household needs, equity, enforcement feasibility, and community input to develop RPP recommendations that are both defensible and practical.

Drawing from our extensive hands-on experience implementing and managing municipal parking programs, we understand that successful implementation requires more than theoretical recommendations; it demands realistic, adaptable strategies grounded in real-world lessons learned. We have worked on RPP programs in communities such as San Rafael (CA), San Fernando (CA), Monterey (CA), and Encinitas (CA), giving us invaluable insight into what works, what doesn't, and how to anticipate challenges before they arise.

In Costa Mesa (CA), that experience extended to a full program redefinition including new eligibility criteria, an escalating fee structure with a low-income rate, plate-based virtual permits residents manage online, and LPR enforcement, all delivered through a phased, year-long rollout.

We will develop an initial residential parking permit framework based on the data analysis from Task 2, which will serve as a starting point for community engagement. We will then refine the recommendations and implementation strategy based on stakeholder feedback to ensure that it reflects both technical findings and community priorities.



Task 3.1 Draft RPP PAP

Wherever possible, these strategic recommendations will be flexible and account for near-, mid-, and long-term priorities based on current and projected parking demand, community input, and equity considerations across neighborhoods. Each recommendation will be designed for practical application and include a narrative description of benefits and justifications for proposed plan adoption or adjustment.

The Plan will touch on the following:

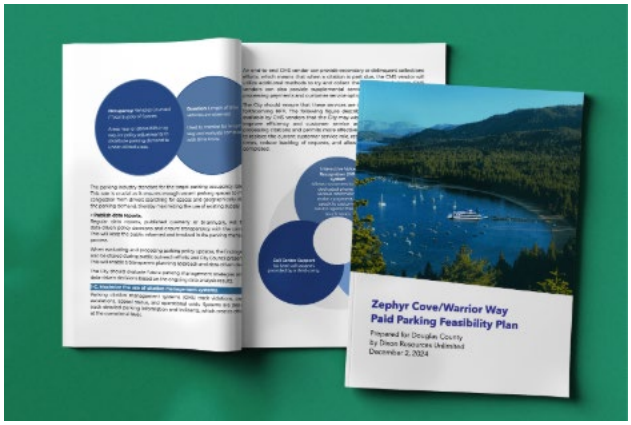


Figure 6. Sample Report

- **Objective criteria for Residential Permit Parking Area (RPPA) designation**: A clear, replicable methodology for determining which neighborhoods qualify for permit parking, grounded in the City's adopted 75% occupancy threshold and informed by observed demand patterns.
- **Recommended RPPA boundaries**: Proposed permit area boundaries for qualifying neighborhoods, developed in consideration of potential spillover effects on adjacent blocks and consistency across the City.
- **Recommended enforcement hours:** Tailored enforcement periods for each proposed RPPA, based on when parking demand data shows the greatest need for restriction.
- **Recommended permit allocations**: Maximum number of permits per household for each area, balanced against observed on-street capacity and household needs.
- **Permit costs and citation fees**: Recommended fee structures for permits and associated citation amounts, informed by comparable programs and the City's cost recovery goals. We will also evaluate equity measures proven elsewhere in California, including escalating per-permit pricing that encourages use of available on-site parking and a discounted rate for qualifying low-income households.
- **Phased implementation strategy**: A realistic rollout sequence prioritizing neighborhoods by demonstrated need, City resources, and community readiness, along with recommendations for program administration and enforcement.
- **Monitoring and evaluation framework**: Performance metrics and a recurring review process to track program effectiveness and support future adjustments to boundaries, hours, or permit limits as neighborhood conditions change.

Task 4. Community and Stakeholder Engagement

DIXON has developed a customized engagement strategy that complements on-site data collection and analysis to deliver the best outcomes for the City. Throughout the process, we will conduct outreach activities to share findings and potential recommendations, ensuring transparency and fostering community support for future parking program changes. Engagement will build on the Existing Conditions Assessment and parking utilization data from Task 2, which will serve as a starting point for community conversations around candidate neighborhoods and potential permit parking recommendations.

Task 4. Deliverables

- Develop stakeholder engagement plan
- Facilitate two (2) in-person events with Spanish interpretation services
- Coordinate one (1) online survey
- Create outreach materials in English and Spanish
- Summarize findings
- One (1) in-person presentation to City Council

As a recognized leader in public outreach and stakeholder engagement, DIXON is known for building trust and generating actionable feedback. Our proven methods, including canvassing, surveys, workshops, and online engagement tools, are paired with clear, audience-specific messaging that encourages meaningful participation. This approach has consistently earned praise for professionalism, responsiveness, and our ability to address complex parking issues. The result is community-supported programs that are practical, forward-looking, and tailored to the City's unique needs.



Figure 7. Figure 7. DIXON's Engagement Approach

In Costa Mesa, **education was essential** to their program updates. Each rollout phase paired a community meeting with a live, recorded Q&A and a plain-language FAQ so residents could see exactly how the new rules applied to their own block. Then each qualified zone decided for itself. Zones with majority participation kept their restrictions; those without had signage removed and their curb reopened to the public. Of 96 legacy zones, 40 requalified.

This process helped residents understand why their area did or did not qualify, how the proposed rules would affect their block, and what participation would be required to retain permit restrictions. DIXON will bring the same emphasis on clear, neighborhood-specific education to East Palo Alto so that technical findings are understandable and community feedback can meaningfully shape the final program.

Task 4.1 Develop Stakeholder Engagement Plan

We will collaborate with the City to develop a **Stakeholder Engagement Plan** that promotes transparency, participation, and public awareness. Stakeholder groups will include City administrative staff, residents, business owners, and other community members. DIXON will work closely with staff to identify specific engagement timelines and expected outcomes.

Our engagement will include in-person meetings and an online survey. We offer a great variety of engagement activities, which can be tailored to support different stakeholder groups and accommodate community events:

In-Person	Virtual	Communications
Parking Magic Wand exercise/discovery	Online surveys	Press releases
Small group interviews	Map-based tools (e.g., Maptionnaire, Social Pinpoint)	Social media campaigns/messaging
Workshops/Community Meetings/Town Halls	Small group interviews (can be enhanced with virtual whiteboarding and/or break-out rooms)	Project website content
Pop-up events or special event tabling		Assist with translation
"Knock and Talks"		Accessibility

Task 4.2 Execute Stakeholder Engagement Plan

DIXON will facilitate all stakeholder activities. We will work closely with City staff to coordinate, promote, and execute the selected engagement offerings. We will work with each stakeholder group to identify their unique challenges, needs, and goals.

Engagement activities will include:

Two (2) in-person stakeholder events. We will collaborate with the City to determine the schedule of in-person meetings. If applicable, stakeholder events can be combined with other on-site work to maximize efficiency.

Meeting format and timing are to be determined in coordination with the City.

One (1) online stakeholder survey. We will develop a targeted online stakeholder survey to capture parking needs, concerns, and pain points around permit parking program elements and recommended permit parking areas. A draft survey will be shared with City staff before launch to allow for feedback, edits, and alignment with the City's outreach goals. Once finalized, we will assist with distributing the survey.

The City's existing newsletters, social media accounts, and other communication tools may be utilized to advertise stakeholder engagement opportunities. We will collaborate with City staff to prepare meeting agendas, presentation materials, graphics, and promotional content. We are prepared to provide Spanish-language interpretation services during stakeholder events and will prepare outreach materials in both English and Spanish. The City will be responsible for printing and distributing materials.

DIXON can accommodate additional engagement services, such as additional in-person or virtual events, with pricing available upon request.



Figure 8. Examples of Stakeholder Engagement in Windsor, CO (Left) and Maui, HI (Right)

Task 4.3 Summarize and Present Outreach Findings

DIXON will compile and analyze all feedback received from in-person events and surveys into a clear, concise summary to identify key themes, concerns, and recommendations from stakeholders. The summary will highlight areas of consensus and divergent viewpoints, and the analysis will inform future recommendations.

Our team will also prepare presentation materials to present these findings and analyses at one (1) City Council meeting. The second City Council meeting is anticipated to occur following the finalization of the Parking Action Plan in Task 4.

Task 5. Final RPP Parking Action Plan (Final Report and Implementation Strategy)

The Final RPP PAP will incorporate the Data Appendix (Task 2.5) and the Outreach Findings summary (Task 4.3) as supporting documentation, ensuring the Plan reflects both technical findings and community input.

Task 5. Deliverables

- Virtual review of RPP PAP with City staff and community
- Final RPP PAP
- One (1) in-person presentation to City Council

Task 5.1 Final RPP PAP

Before finalizing the PAP, we will host a virtual feedback meeting with City staff and the community to solicit feedback and incorporate comments and edits into the final Plan. Our goal is to deliver a clear, actionable plan that drives meaningful results for the City.

Task 5.2 Present RPP PAP

Upon finalization of the PAP, the project team will develop presentation materials to present the final PAP to City Council in person. DIXON will present a clear path from Council adoption through phased implementation, identifying the decisions, resources, technology, and community communications needed to launch the program successfully.

Task 6. Fee Study Adoption and Program Administration/Enforcement Investigation

Adoption of the RPP Parking Action Plan marks the transition from planning to operation. A successful program must be easy for residents to understand, manageable for City staff, financially sustainable, consistently enforced, and adaptable as neighborhood conditions change. DIXON will translate the adopted recommendations into a practical operating framework addressing permit administration, fee collection, enforcement responsibilities, technology needs, resident communications, and long-term performance monitoring.

Task 6. Deliverables

- Fee study adoption
- Program administration and enforcement investigation
- Program Administration and Enforcement Plan

Task 6.1 Fee Study Adoption

DIXON will research program fees and establish permit and citation fee amounts consistent with the cost recovery goals identified in Task 4. This study will be conducted in compliance with the State's fee adoption process, ensuring proposed fees are defensible and appropriately documented for Council consideration. DIXON will prepare all necessary materials to support Council action on fee adoption, including a public hearing presentation, as required.

Task 6.2 Program Administration and Enforcement Research

DIXON will research available options for administering the Residential Permit Parking Program, including:

- **Permit issuance and management**: Evaluation of staffing needs versus vendor-supported solutions for permit issuance, renewals, and program updates.
- **Fee collection**: Recommendations for administering fee collection efficiently and consistent with City systems and capacity.
- **Third-party enforcement services**: Evaluation of available third-party enforcement providers and models, including cost, service levels, and integration with the City's existing enforcement operations.
- **Long-term parking occupancy monitoring**: Recommendations for ongoing monitoring tools and resource allocation to track RPPA performance over time and support the monitoring and evaluation framework identified in Task 4.

Task 6.3 Program Administration and Enforcement Plan

DIXON will prepare a **Program Administration and Enforcement Plan** (Plan) summarizing the fee study findings and program administration recommendations for presentation to City Council. This Plan will include specific recommendations regarding third-party enforcement services, staffing or vendor support for program administration, and the allocation of resources for long-term parking occupancy monitoring.

Optional On-Call Support Services

Should the City determine that an updated ordinance or modified program guidelines are required, DIXON can provide this support, including associated Council materials, as further defined in the optional scope outlined below.

Ordinance Updates. Drawing on best practices from peer California cities and extensive experience with diverse municipal contexts, our team can review and prepare draft language to update existing municipal codes and policies as required. Our approach considers evolving technologies, regulatory changes, and long-term program growth to ensure that ordinances are adaptable over time. We work collaboratively with City staff, incorporating feedback throughout the process and coordinating final recommendations for City Attorney final review and consideration.

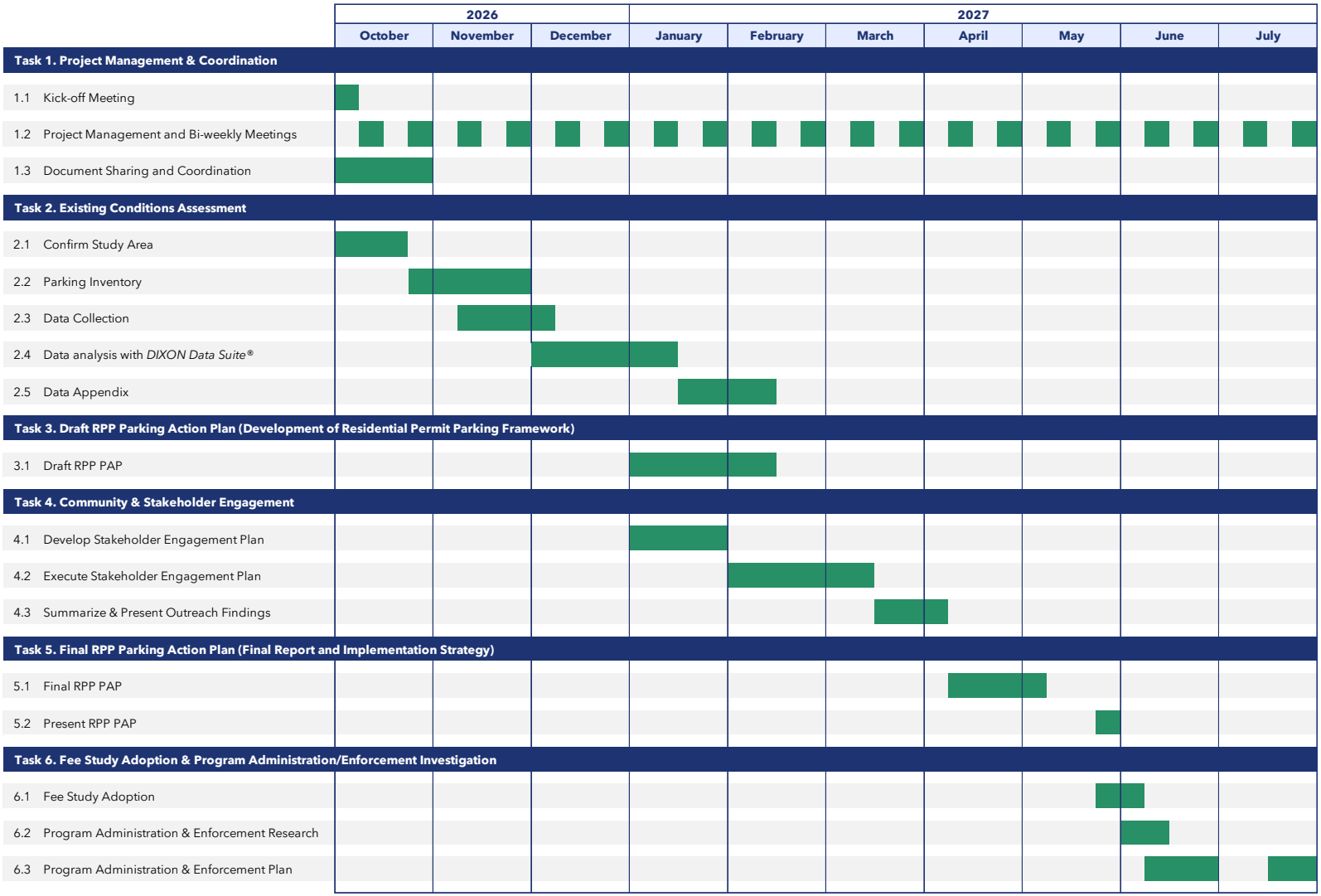
City Council Meetings/Presentations. Stakeholder engagement and City Council presentations are integrated into our overall approach. However, we recognize that additional City Council meetings and presentations may be needed to address ordinance updates or modified program guidelines. DIXON can support these additional presentations through a combination of virtual and in-person meetings, with the format and number of meetings tailored to the City's needs and available budget. We anticipate that these presentations may be utilized to explain recommended code changes, align them with best practices, gather feedback, and support Council

consideration for adoption of updated municipal code language. DIXON can present at virtual and/or in-person City Council meetings:

- Up to two (2) virtual City Council meetings/presentations, including material preparation
- Up to one (1) in-person City Council meeting/presentation, including material preparation

Project Schedule

DIXON has provided the following project schedule. We are adaptable to the City's needs and will make adjustments as needed.



Attachment 2 - Cost Proposal

City of East Palo Alto
RFP for the Residential Permit Parking Program Scope
Dixon Resources Unlimited

Tasks		Labor									Subconsultants						ODCs	Total
Task #	Task Description	Project Manager	Principal-in-Charge	Principal	Senior Associate	Associate / Analyst	Junior Associate	Data Collector	Total Hours	Total Labor Costs	Survey	Geotech.	Title	Title	Title	Title	Other Direct Costs	Total Fee
		Elliott Holt	Julie Dixon	Peter MacDonald, Cameron Clark		Ben Tuazon, Blake Thomas	Cameron Callicutt, Cameron Kawasaki	Ned Crawford			Consult. Name	Consult. Name	Consult. Name	Consult. Name	Consult. Name	Consult. Name		
		$205	$295	$265	$205	$175	$145	$85			Fee/Hr or LS	Fee/Hr or LS	Fee/Hr or LS	Fee/Hr or LS	Fee/Hr or LS	Fee/Hr or LS		
1	Project Management and Coordination	44	14	6	-	28	-	-	92	$19,640	-	-	-	-	-	-	-	$19,640
2	Existing Conditions Assessment - **Option 1 (DIXON-Led Collection)**	-	-	58	-	156	100	175	489	$72,045	-	-	-	-	-	-	$18,050	$90,095
	Existing Conditions Assessment - **Option 2 (City-Led Collection)**	-	-	53	-	171	100	-	324	$58,470	-	-	-	-	-	-	$1,000	$59,470
3	Draft RPP Parking Action Plan (Development of Residential Permit Parking Framework)	45	6	15	-	45			111	$22,845	-	-	-	-	-	-	-	$22,845
4	Community and Stakeholder Engagement	41	21	8	-	65	-	-	135	$28,095	-	-	-	-	-	-	$7,725	$35,820
5	Final RPP Parking Action Plan (Final Report and Implementation Strategy)	19	7	8	-	17			51	$11,055	-	-	-	-	-	-	$2,575	$13,630
6	Fee Study Adoption and Program Administration/ Enforcement Investigation	38	7	14	-	60	-	-	119	$24,065	-	-	-	-	-	-	-	$24,065
7	Reimbursables	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Proposal Subtotal - OPTION 1		**187**	**55**	**109**	**0**	**371**	**100**	**175**	**997**	**$177,745**	-	-	-	-	-	-	**$28,350**	**$206,095**
Proposal Subtotal - OPTION 2		**187**	**55**	**104**	**0**	**386**	**100**	**0**	**832**	**$164,170**	-	-	-	-	-	-	**$11,300**	**$175,470**
Optional Services																		
A	Ordinance Updates	16	-	-	-	20	-	-	36	$6,780	-	-	-	-	-	-	-	$6,780
B	Virtual Council Presentation (2)	8	-	-	-	4	-	-	12	$2,340	-	-	-	-	-	-	-	$2,340
C	In-Person Council Presentation (1)	7	5	-	-	2	-	-	14	$3,260	-	-	-	-	-	-	$2,575	$5,835
D	Printing & Distribution	8	1	-	-	8	12	-	29	$5,075	-	-	-	-	-	-	$6,725	$11,800
E	N/A	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Optional Services		**39**	**6**	**0**	**-**	**34**	**12**	**0**	**91**	**$17,455**	-	-	-	-	-	-	**$9,300**	**$26,755**
Total Including Optional Services - OPTION 1		**226**	**61**	**109**	**0**	**405**	**112**	**175**	**1088**	**$195,200**	-	-	-	-	-	-	**$37,650**	**$232,850**
Total Including Optional Services - OPTION 2		**226**	**61**	**104**	**0**	**420**	**112**	**0**	**923**	**$181,625**	-	-	-	-	-	-	**$20,600**	**$202,225**

Notes:

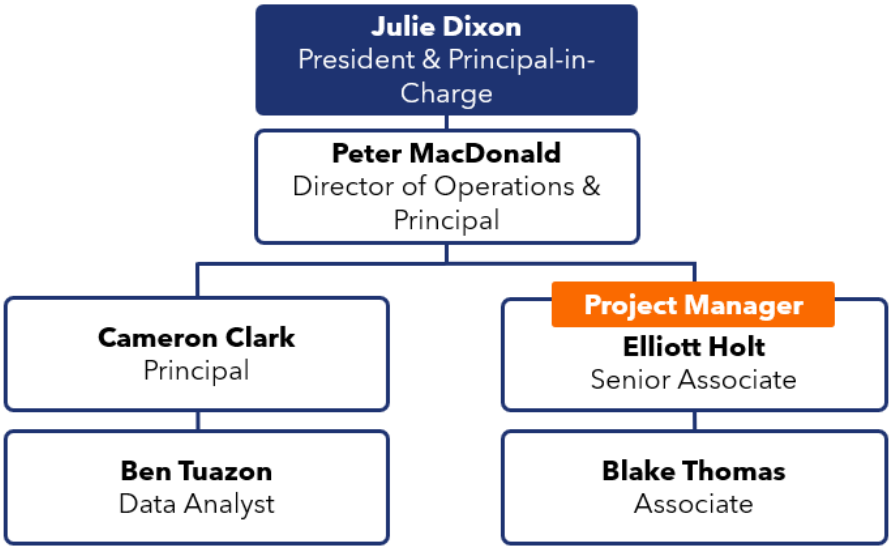
1	Task 2 (Existing Conditions Assessment) has two options: Option 1 is DIXON-Led Data Collection, and Option 2 is City-Led Data Collection. Totals are provided for each option.
2	Both options for Task 2 utilize milestone billing: Milestone #1 (30%) - Project Setup and Inventory; Milestone #2 (40%) - Data Collection; Milestone #3 (20%) - Data Analysis; Milestone #4 (10%) - Data Appendix.
3	For Optional Service D (Printing and Distribution), Other Direct Costs is an estimate only. Any expenses incurred will be billed to the City as a pass-through at DIXON's actual cost (without markup), and associated on-call labor costs will be billed on a time and materials (T&M) basis.
4	

Section D. Key Personnel Background

Our team is committed to a responsive, collaborative approach and is fully equipped to scale our involvement based on the evolving needs of the City of East Palo Alto. Our organization chart and highlights of our team members are provided below.

Complete resumes can be found in ***Appendix A.***

Organization Chart



Key Team Members



Elliott Holt
Senior Associate
Project Manager

Elliott brings over 20 years of experience in parking management and municipal parking operations. As a former parking administrator for the City of Sausalito, he brings a rare combination of hands-on technical expertise with high-level program management, currently serving as project manager for multiple agencies across California and nationwide.

Elliott also provides on-call support for the cities of Monterey, Alameda, and Sausalito, developing parking policies and congestion management strategies, drafting revenue reports, coordinating public outreach and surveys, and preparing reports, exhibits, and presentations for City Councils, Commissions, and Boards. As the primary point of contact for this engagement, Elliott will schedule and host all meetings, agendas, and summaries, as well as manage tasks and the overall project timeline.



Julie Dixon
President & Principal-in-Charge

Julie is the President and Founder of Dixon Resources Unlimited, a woman-owned parking consulting firm serving agencies nationwide. Known as the "Parking Coach," she specializes in guiding clients through operational assessments, technology implementations, and procurement processes. Her expertise spans enforcement, data analysis, customer service, and integrated solutions. Julie's exceptional contributions earned her several industry recognitions, including California's 2024 Parking Professional of the Year. Julie will provide executive oversight and final QA/QC review of all deliverables throughout the engagement. She will also lead all stakeholder engagement efforts.



Peter MacDonald
Principal & Director of Operations

Peter is DIXON's Director of Operations with nearly 20 years of parking and mobility experience. His expertise spans implementation, operations, contracting, and technology, working with agencies like LADOT, MBTA, and IndyGo. After starting his career in Seattle managing downtown parking operations, Peter specialized in mobility apps, transaction processing, and fare payment solutions. His leadership at DIXON focuses on optimizing programs for specific communities with a people-centered approach. Peter will provide senior oversight on the project and provide expertise on program administration, enforcement investigation, and implementation strategy recommendations.



Cameron Clark
Principal

Cameron has 11 years of experience in the parking industry, specializing in curb management, data analysis, Geographic Information Systems (GIS), and product development. He leads the DIXON data team and oversees all data projects and analytics initiatives. Cameron also manages the development and implementation of the *DIXON Data Suite®* and Rapid LPR Tool, the firm's flagship technology platform, which help agencies transform raw data into clear, actionable insights to support smarter parking policies and operations. Cameron will lead all data collection, analysis, and reporting efforts.



Ben Tuazon
Data Analyst

Ben is a Data Analyst at DIXON with extensive Business Intelligence and GIS software development experience. As a lead Data Team member, he develops and maintains the *DIXON Data Suite®*, transforming parking and mobility data into actionable insights. Ben creates efficient, visually engaging tools for cities nationwide, including custom dashboards for SFMTA, integrated data systems for Seal Beach combining LPR, transactions, citations, and permits, and demand forecasting models for Las Vegas. His creativity, precision, and problem-solving abilities advance DIXON's data-driven capabilities. Ben will support data processing, dashboard configuration, and GIS mapping deliverables for the parking inventory and utilization analysis.



Blake Thomas
Associate

Blake has degrees in Data Science and Environmental Design from UC Berkeley, and he recently completed an M.S. in Transportation Engineering. His City of Palo Alto internship provided a municipal parking perspective, and he currently supports both Planning and Data teams, researching best practices and synthesizing parking solutions for El Cerrito and Monterey, developing stakeholder presentations, and processing data to create visualization maps for Los Gatos, St. Pete Beach, and Las Vegas. His broad skill set, problem-solving ability, and city planning knowledge contribute to comprehensive, data-driven parking management approaches. Blake will provide support for all aspects of the project.

Section E. Team Experience & References

Firm Background

With over 30 years of parking and transportation management experience, Julie Dixon founded Dixon Resources Unlimited (DIXON) with the direct goal of supporting parking programs and making parking easy, convenient, and accessible. DIXON is headquartered in California, with staff across the country. In business since 2012, our team has hands-on experience successfully implementing and managing parking programs nationwide, giving us a firsthand understanding of operations, funding options, vendor features, and integrations. Unlike traditional consultants, we understand the realities of plan execution, which enables us to offer flexible, tailored support to each agency.



Figure 9. Receiving the 2023 Organization of the Year IPMI Award



Figure 10. 2023 Organization of the Year International Parking & Mobility Institute (IPMI) Award

Through collaborative partnerships with our clients, DIXON fosters innovation and develops sustainable, technology-integrated parking solutions. We have earned national and international recognition for our expertise in parking policy and program development. DIXON offers best-in-class parking solutions across a broad spectrum:

Policies & Planning	Parking Data	Operations
Financial projections	Data collection	Technology optimization
Community outreach	Data integrations	Revenue reconciliation
Operational audits	Data analysis	Citation/permit management
Municipal code updates	Parking studies	Staffing assessments
Parking management plans	Mapping & GIS	RFP specifications
Council presentations	Heat maps	Procurement support
	Future parking needs	

One of our specialties is our signature **Parking Action Plan (PAP)**, a practical roadmap designed for real-world implementation. Each PAP is tailored to the community it serves, summarizing findings from existing conditions, stakeholder input, and data analysis into phased recommendations that cities can act on immediately. From municipal code updates to enforcement strategies to revenue forecasting, our PAPs address the full range of parking program needs.

DIXON Data Suite®

Informed by decades of parking experience and a firsthand understanding of what agencies need from their data, we built the *DIXON Data Suite®*. This **unified platform collects, integrates, anonymizes, and analyzes data** to help agencies improve their parking program and performance.



Current Data Projects

Santa Ana, CA

Using LPR to evaluate occupancy patterns and program effectiveness across 27 permit districts.

San Francisco, CA

Replaced Sensor Independent Rate Adjustment (SIRA) model with LPR data.

Seal Beach, CA

Using LPR, transaction, and citation data to evaluate potential paid parking on Main Street.

Industry Recognitions

DIXON is proud to have played a pivotal role in transforming numerous projects into award-winning parking programs. These recognitions span our clients, our team, and our broader contributions to the industry.

Award-Winning Clients: Recognized across the country for transforming parking programs, cities such as San Leandro, Laguna Beach, Paso Robles, Seal Beach, and Costa Mesa have earned state and national recognition through DIXON-led projects.

Industry-Recognized Team: Our team has received several parking and mobility awards and recognitions across international, national, and regional levels.

Industry Contributions: For more than a decade, DIXON has organized parking forums in both Northern and Southern California. Giving back and advancing the industry is central to DIXON's mission, including serving on committees and boards that reinforce our active leadership role and commitment to the industry.

Trusted Nationwide: From San Francisco to New Haven, from Maui to St. Pete Beach – DIXON currently supports over 50 agencies across the U.S., delivering results that matter.

Customer Spotlight

DIXON stays engaged with all our clients and continues to provide guidance and direction when needed – an additional level of personalization that makes a significant difference to our customers. In **Palo Alto (CA)**, our existing conditions assessment and permit parking recommendations informed the City's technology and policy roadmap. In **Sausalito (CA)**, we updated residential parking permit policy and led a data-driven Downtown Parking Study that helped secure state and federal grant funding. In **Costa Mesa (CA)**, we completely redesigned and relaunched a citywide residential permit program around equity, state law, and actual demand, leading it to be recognized as ICMA's 2024 Local Government Excellent Award and CMPA's 2023 Public Parking Program of the Year. Our approach goes beyond recommendations; we provide actionable implementation roadmaps that cities actively use to drive change. The map below highlights our notable client list and regional experience.



Figure 11. DIXON Spotlight Customers

Bay Area Project References

Our team experience begins on the following page. Reference contact information is included at the end of each project summary page, as well as summarized in the table below:

Client	Contact Information
City of Palo Alto, CA	**Nathan Baird**, Transportation Manager, Office of Transportation 250 Hamilton Avenue, 5th Floor, Palo Alto, CA 94301 (650) 329-2340 | Nathan.Baird@CityofPaloAlto.org
City of San Rafael, CA	**Preya B. Nixon**, Senior Management Analyst II 1400 Fifth Ave, San Rafael, CA 94901 (415) 258-2649 | Preya.Nixon@cityofsanrafael.org
City of Monterey, CA	**Cristie Steffy,** Parking Superintendent, Parking Division, Public Works 340 Tyler Street, Monterey, CA 93940 (831) 646-3953 | steffy@monterey.org
City of Costa Mesa, CA	**Alma Reyes,** Deputy City Manager 77 Fair Drive, Costa Mesa, CA 92626 (714) 754-5090 | ALMA.REYES@costamesaca.gov
City of San Leandro, CA	**Eric Engelbart,** Deputy City Manager 835 E 14th St, San Leandro, CA 94577 (510) 577-3389 | eengelbart@sanleandro.org
City of Berkeley, CA	**Lyesha Garrett**, Parking Enforcement Manager 125 University Avenue, Berkeley, CA 94704 (510) 812-3402 | lgarrett@berkeleyca.gov
San Francisco Municipal Transportation Authority (SFMTA), CA	**Alexiy Sukhenko**, Operations Manager 1 South Van Ness Avenue, San Francisco, CA 94103 (415) 740-0152 | Alexiy.Sukhenko@sfmta.com
City of Sausalito, CA	**Stacie Gregory**, Acting Chief of Police, Sausalito Police Department 29 Caledonia Street, Sausalito, CA 94965 (415) 289-4188 | sgregory@sausalito.gov
City of El Cerrito, CA	**Will Provost**, Assistant to the City Manager, City Manager's Office 10890 San Pablo Avenue, El Cerrito, CA 94530 (510) 215-4318 | WProvost@ElCerrito.gov
City of Alameda, CA	**Ricardo De La Torre**, Parking Manager, Public Works Department 950 West Mall Square, Ste. 179, Alameda, CA 94501 (510) 747-7923 | rdelatorre@alamedaca.gov



Palo Alto, California

2016 – September 2025

Project

Parking Action Plan & Program Management Support

Team

Project Lead: Elliott Holt
Support: Peter MacDonald

Deliverables

Parking utilization data collection and analysis

Stakeholder engagement

Downtown Parking Management Study

Technical specifications

Solicitation and procurement support

Vendor demonstrations coordination

Proposal review and evaluation support

Parking Action Plan Outline

Municipal code update

Financial modeling and revenue forecasting

Program management support

Summary

In early 2016, DIXON was hired by the City of Palo Alto to conduct a Downtown Parking Management Study, providing a detailed existing conditions assessment followed by recommendations for permit parking policies, paid parking, and related technology solutions. In 2018, Palo Alto brought DIXON on to support procurement of a replacement Citation and Permit Management System (CPMS), working closely across departments to develop technical specifications addressing gaps in current permit parking programs.

In 2020, DIXON developed a Parking Action Plan outline with short-, mid-, and long-term implementation steps, covering public outreach, permit parking, shared parking, parking demand management, maintenance, collections, enforcement, wayfinding and guidance.

In late 2023, Palo Alto had DIXON support the solicitation and procurement of an updated CPMS solution that was able to support Palo Alto's robust permit parking programs and enforcement services.

Key Achievements

- Provided extensive **community and stakeholder engagement** via in-person intercept surveys and in-person meetings to gather public input
- Conducted **parking utilization data collection and analysis** for all downtown parking assets
- Developed detailed **technical specifications** and supported **solicitation and procurement** for Citation and Permit Management System (CPMS) and Automated Parking Guidance System (APGS)

Reference

Nathan Baird, Transportation Manager, Office of Transportation
250 Hamilton Avenue, 5th Floor, Palo Alto, CA 94301
(650) 329-2340 | Nathan.Baird@CityofPaloAlto.org



San Rafael, California

February 2024 - Present

Project

Residential Parking Permit Program Development

Team

Project Lead: Erin Thomas
Support: Elliott Holt, Peter MacDonald

Deliverables

On-site assessment
Stakeholder and subcommittee meetings facilitation
Comparable cities analysis
Parking utilization pilot
Municipal code language refresh
Parking Action Plan
Parking enforcement strategy assessment
Neighborhood external impacts review
Parking data collection (LPR/drone) and analysis
RPP program recommendations

Summary

The City selected DIXON to develop a tailored Residential Permit Parking (RPP) program for East San Rafael, and a general program that could be expanded to the rest of the City. In Phase 1, DIXON built a data-driven foundation through a site visit, reviews of prior research and outreach, inventory and occupancy data collection, financial modeling, and census analysis. East San Rafael faces a unique residential parking challenge: high demand from adjacent high-density, low-income housing spills onto streets with single-family homes lacking affordable off-street parking. The project balanced increasing parking desirability with resident interests, accessibility, and safety. DIXON's Phase 2 scope expands the RPP effort citywide. The team reviewed external parking impacts across Terra Linda, Gerstle Park, Dominican, and Happy Valley/Montecito, led a parking inventory and data collection effort, and developed RPP program recommendations alongside a comprehensive municipal code update. DIXON is also facilitating extensive community outreach and will present final recommendations to the City Council.

Key Achievements

- Created a **data-driven RPP framework** grounded in occupancy inventories, financial modeling, and census analysis
- **Navigated opposing stakeholder interests** and developed a comprehensive community engagement strategy
- **Future-proofed the municipal code** to accommodate evolving policy decisions and program updates

Reference

Preya B. Nixon, Senior Management Analyst II
1400 Fifth Ave, San Rafael, CA 94901
(415) 258-2649 | Preya.Nixon@cityofsanrafael.org



Monterey, California

June 2018 – Present

Project

Operational Audit, Parking Action Plan, RPP Program Overhaul, Coastal Commission Rate Increase, Data Services with *DIXON Data Suite®*

Team

Project Lead: Julie Dixon
Support: Elliott Holt, Blake Thomas, Cameron Clark

Deliverables

Stakeholder Engagement

Revenue Modeling Workbook

Data analysis services with the *DIXON Data Suite®* Rapid LPR Tool

Parking Action Plan

RPP program improvements, including technology upgrades and enhanced cost recovery

RPP policy development

Municipal code update

Ongoing on-call program management and implementation support

Summary

DIXON was retained by the City of Monterey in June 2018 to conduct an analysis of its municipal parking operations and develop a Parking Action Plan. Following the adoption of the Plan, DIXON has continued to provide expert support to the City in implementing the recommended strategies, which have included an RPP program refresh, parking technology solicitations, and project management services. DIXON has helped the City implement rate increases to improve utilization and revenues.

Our team has also helped the City coordinate a rate increase with the CA Coastal Commission and navigate their regulations, ensuring approval for changes to the City's parking program. DIXON currently provides data analysis services using the *DIXON Data Suite®* and is supporting the implementation of a revised RPP program, including the development of updated administrative guidelines and policies, consolidation of and modernization of RPP zones, a transition to a virtual license plate-based system, while providing extensive public engagement support throughout the process.

Key Achievements

- Implementation of on-and-off-street hourly and daily **rate increases**
- **Procurement and implementation support** for a parking equipment and related technology
- Prepared a Parking Action Plan with strategic recommendations to **enhance residential parking permit programs** and supported development of related **administrative guidelines and policies**

Reference

Cristie Steffy, Parking Superintendent, Parking Division, Public Works
340 Tyler Street, Monterey, CA 93940
(831) 646-3953 | steffy@monterey.org



Costa Mesa, California

March 2020 - Present

Project

Residential Parking Study, Solicitation & Implementation Support

Team

Project Lead: Julie Dixon

Deliverables

Residential Parking Study

Data collection and analysis

Community outreach and education strategy and materials

Residential Parking Action Plan

Municipal code review

Solicitation support

Implementation support

Summary

In the spring of 2020, the City of Costa Mesa retained DIXON to conduct a comprehensive Citywide Residential Parking Study, which included data collection, community outreach, and on-site assessments. After the Council adopted the resulting Residential Parking Action Plan, DIXON supported several parking technology solicitations, a municipal code review, and the design and ongoing implementation of a new citywide Residential Parking Permit Program (RPPP).

A priority goal of the plan is to align the RPPP with the 2016 California Attorney General's opinion (#14-304) and ensure equitable access to public on-street parking and residential permits. The previous program did not fully address parking impacts from multi-unit dwellings, commercial areas, and spillover effects of permitted streets onto non-permitted ones. After rewriting the RPPP and procuring the required technology, the City and DIXON are executing a phased, year-long rollout of the new program.

Key Achievements

- In-depth **Residential Parking Study**, including site visits, documentation review, and stakeholder interviews/survey
- **On-street data collection and analysis** on parking impacts over 10,531 spaces
- Transition support into a **virtual permit system** and **enforcement by license plate**
- Program recognition as the **California Mobility and Parking Association's 2023 Public Parking Program of the Year**

Reference

Alma Reyes, Deputy City Manager
77 Fair Drive, Costa Mesa, CA 92626
(714) 754-5090 | ALMA.REYES@costamesaca.gov



San Leandro, California

August 2017 - Present

Project

Parking Program Management Services & On-Call Support

Team

Project Lead: Elliott Holt
Support: Peter MacDonald

Deliverables

Downtown Parking Management Plan implementation

Paid parking technology procurement and implementation

Integrated parking payment and enforcement systems

Ongoing parking utilization data collection and analysis

Financial modeling and revenue forecasting tools

Comprehensive parking rate assessment and evaluation

Budget development and cost recovery tools

Vendor oversight and contract support

Municipal code update

Summary

In 2017, DIXON partnered with the City of San Leandro on the implementation of its Downtown Parking Management Plan (DPMP), working across City departments to modernize parking technology and operations. Key initiatives included procuring and implementing integrated paid parking equipment and ALPR enforcement technology, which earned San Leandro the California Mobility and Parking Association's (formerly CPPA) 2018 "Public Parking Program of the Year" award.

Since 2019, DIXON has provided ongoing program management support, including financial reporting and projections, updated municipal code language, vendor and technology oversight, ongoing parking utilization data collection and analysis, and implementation of DPMP Parking Management Priority List items.

In 2025, DIXON conducted a data-driven parking rate assessment to support a new bi-annual parking fund budget. The assessment informed rate adjustments, improved cost recovery and helped fund the expansion of 130 paid parking downtown, fulfilling long-standing DPMP and Priority List goals and setting the City up to balance its parking fund within two years.

Key Achievements

- **Modernized parking enforcement and payment systems** using LPR and pay-by-plate technology
- CMPA's **"Public Parking Program of the Year"** award winner in 2018
- Established a **balanced budget with sustainable financial and operational practices** through data-driven policies and management

Reference

Eric Engelbart, Deputy City Manager
835 E 14th St, San Leandro, CA 94577
(510) 577-3389 | eengelbart@sanleandro.org



Berkeley, California

February 2024 - Present

Project

Acting Parking Manager, Solicitation Development & Procurement, Pay Station Deployment Plan, Targeted Curbside Management Plan

Team

Project Lead: Allison von Ebers
Support: Julie Dixon, Peter MacDonald

Deliverables

Stakeholder engagement

On-site assessments

Technical specification development

Proposal evaluation support

Tracking system development

Pay Station Deployment Plan

Acting Parking Manager

Solicitation and procurement support

Implementation support

Targeted Curbside Management Plan

Summary

Since 2019, DIXON has partnered with the City of Berkeley, initially supporting the implementation of a new Parking Citation and Permit Management system and ongoing coordination across parking functions. DIXON has helped the City modernize technology, improve operations, and oversee vendors.

In 2024, DIXON served as Berkeley's Interim Parking Manager, supporting daily operations in permitting, paid parking, customer service, and staffing transitions, and overseeing the procurement of a new citation and permit management platform through evaluation, cost review, and transition planning.

In early 2025, DIXON helped introduce new pay-by-plate pay stations to strengthen LPR-based enforcement and integrate mobile payments. Most recently, DIXON developed a Curbside Action Plan for a busy downtown corridor, delivering data-driven recommendations to improve loading, reduce double-parking, and support safe, short-term access.

Key Achievements

- Served as **Interim Parking Manager**, overseeing operations, permitting, customer service, and staffing.
- Supported **procurement and implementation** of a new citation and permit management system.
- Assisted in introducing **pay-by-plate pay stations** for LPR enforcement and streamlined payments.
- Developed a targeted Curbside Action Plan with **data collection** to improve loading, reduce double-parking, and **support short-term access.**

Reference

Lyesha Garrett, Parking Enforcement Manager
125 University Avenue, Berkeley, CA 94704
(510) 812-3402 | lgarrett@berkeleyca.gov



San Francisco, California

June 2021 - Present

Project

Data Collection and Analysis (Rapid LPR Tool)

Team

Project Lead: Cameron Clark
Support: Ben Tuazon

Deliverables

Rapid LPR Tool deployment

API development

Automated daily data processing

Customer-friendly web dashboard

Custom data collection routes

Automatic daily/weekly reports

Summary

SFMTA retained DIXON in 2021 to pilot the Rapid LPR Tool, an innovative solution leveraging vehicle-mounted License Plate Recognition technology. The pilot assessed DIXON's software accuracy by comparing LPR-generated parking occupancy and turnover data against mobile camera footage, confirming LPR's precision and viability while enabling DIXON to enhance its process of converting raw license plate data into reliable insights. The pilot also revealed significant GPS discrepancies in SFMTA's LPR camera systems, which were resolved through direct work with Genetec.

Building on this success, SFMTA contracted DIXON to deploy the Rapid LPR Tool as a replacement for the outdated Sensor Independent Rate Adjustment (SIRA) model, rolling out across all paid parking locations starting in September 2022. The tool integrates with Genetec's LPR database to automatically process and publish daily data to a user-friendly dashboard, with all license plate data anonymized for privacy. This initiative transformed SFMTA's demand-based parking strategy.

Key Achievements

- **Improvements in enforcement operations** via a Rapid LPR Tool pilot
- Replacement of SIRA model with **Rapid LPR Tool**
- **Direct integration** of LPR with Genetec database
- Deployment of Rapid LPR Tool across **all paid parking areas**
- Expanded data for the new **Pay or Permit parking zone program**

Reference

Alexiy Sukhenko, Operations Manager
1 South Van Ness Avenue, San Francisco, CA 94103
(415) 740-0152 | Alexiy.Sukhenko@sfmta.com



Sausalito, California

July 2014 - Present

Project

Parking Operations Support & On-Call Parking Consulting

Team

Project Lead: Elliott Holt
Support: Peter MacDonald

Deliverables

Competitive parking technology pilot

Stakeholder engagement

Technical specification development

Solicitation and procurement support

Implementation support

Hands-on infrastructure replacements support

Residential parking permit policy development

On-site operational assessment

Comparable cities analysis

Parking utilization study

Downtown Parking Study

Regional/federal grant funding application assistance

Summary

In July 2014, DIXON supported the City of Sausalito with an expedited assessment of its parking technology and programs amid aging equipment and infrastructure, involving vendor site walks, a Request for Information (RFI), and a head-to-head pilot of paid parking and mobile payment technologies, supported by extensive resident and business stakeholder engagement and feedback informed a community-focused multi-vendor parking and citation management solution.

Since January 2023, DIXON has provided on-call parking program support services, including policy and code review to update residential permit parking and expand bicycle parking to address seasonal impacts by tourism. In 2024, DIXON prepared a comprehensive Downtown Parking Study, utilizing a thorough on-site operational assessment coupled with a targeted parking utilization data collection. This work helped position Sausalito to secure funding for further parking management planning and capital infrastructure improvements through MTC's 2023 Local Grant, part of the Climate Initiatives for Plan Bay Area 2050, and the 2024 Climate Program Implementation Grant, respectively.

Key Achievements

- **Extensive community engagement** to develop a right-sized, community-oriented parking program.
- Updated **congestion management** and **residential parking policies** near downtown.
- A **Downtown Parking Study** resulting in successful **awards of local and Federal grant funds**.

Reference

Stacie Gregory, Acting Chief of Police, Sausalito Police Department
29 Caledonia Street, Sausalito, CA 94965
(415) 289-4188 | sgregory@sausalito.gov



El Cerrito, California

December 2024 - Present

Project

Parking Consulting & Ongoing Parking Project Management

Team

Project Lead: Blake Thomas
Support: Cameron Clark

Deliverables

Data collection

Brand building

Community outreach

Parking management strategies

Extensive mapping

Parking action plan

Vendor procurement

Summary

The City of El Cerrito engaged DIXON to develop a comprehensive Parking Management Action Plan (PMAP) to address parking and mobility challenges associated with a new transit-oriented development (TOD) at the El Cerrito Plaza BART Station. DIXON is leading all aspects of the program, including data collection and analysis, brand development, community engagement, policy recommendations, and operational improvements.

Key efforts to date include a comprehensive review of existing conditions, extensive parking data collection and the creation of a cohesive project brand – developed in partnership with Linn Nishikawa & Associates (LNA).

Upcoming efforts will focus on community outreach, deliberating over two possible approaches for managing parking near the BART station. These approaches attempt to balance the needs of BART riders, current residents, and other users. Engagement efforts will culminate in the Parking Management Action Plan, outlining a clear path for implementation.

Key Achievements

- **Integrated parking data sources** to deliver occupancy, turnover, and curb space analytics.
- **Developing a distinctive project brand** to support community engagement and website design.
- **Preparing a Parking Management Action Plan (PMAP)** that establishes a framework for program growth.

Reference

Will Provost, Assistant to the City Manager, City Manager's Office
10890 San Pablo Avenue, El Cerrito, CA 94530
(510) 215-4318 | WProvost@ElCerrito.gov



Alameda, California

June 2018 - Present

Project

Parking Action Plan & On-Call Parking Consultant Support Services

Team

Project Lead: Elliott Holt
Support: Peter MacDonald

Deliverables

Program management transition support

Solicitation development and procurement support

Financial modeling and revenue projections

Alameda Point Parking Management Plan

Standard operating procedures for parking technology and revenue collections processes

Ferry Terminal Parking Pricing Strategy update support

Alameda Aquatics Center Parking Action Plan

Ongoing on-call program management and implementation support

Summary

The City of Alameda engaged Dixon Resources Unlimited (DIXON) in 2018 to provide comprehensive parking program support and long-term planning services. DIXON developed parking revenue and expense projections, supported policy development and staffing optimization, and assisted with the procurement and implementation of mobile payment, wayfinding, and parking technology systems. In 2019, DIXON prepared the Alameda Point Parking Management Plan to support redevelopment of the former Naval Air Station and a new regional ferry service, with phased recommendations addressing enforcement, demand management and pricing, public outreach, infrastructure, technology, and operations. Since 2020, DIXON has provided ongoing on-call parking consultant services, including policy guidance, financial modeling, pricing strategies, and vendor procurement support. In 2024, DIXON helped update the City's Ferry Terminal Parking Pricing Strategy for three ferry terminals and in 2025, DIXON developed the Alameda Aquatic Center Parking Action Plan with near- and long-term parking strategies, cost recovery rate modeling, and neighborhood parking impact analysis.

Key Achievements

- Prepared a **thorough Alameda Point Parking Management Plan** with actionable strategies and detailed implementation guidance
- Updated the City's comprehensive **Ferry Terminal Parking Pricing Strategy** with parking technology, staffing, and implementation costs
- On-call parking program management support

Reference

Ricardo De La Torre, Parking Manager, Public Works Department
950 West Mall Square, Ste. 179, Alameda, CA 94501
(510) 747-7923 | rdelatorre@alamedaca.gov

Section F. Manpower Allocation

DIXON is committed to timely, responsive delivery throughout this engagement. Below is our estimated turnaround for major categories of work, based on our experience managing similar residential parking planning studies. Actual timelines will be coordinated with the City based on data collection windows, meeting scheduling, and review periods.

Work Type	Estimated Turnaround
Project kickoff	Within 2 weeks of notice to proceed
Data collection (per round)	4-6 weeks, depending on citywide coverage and weather/scheduling restraints
Data analysis	2-3 weeks following completion of data collection
Draft RPP PAP	4 weeks for drafting and internal review
City staff and community review	2 weeks (City) + 1 week (DIXON) to incorporate feedback
Community meeting materials	Prepared no later than 2 weeks prior to each meeting
Survey development and administration	2 weeks to design and launch; open for 4 weeks for community response
Response to written questions/requests	Within 2 business days
Council meeting materials	Finalized no later than 1 week prior to scheduled meeting
Final RPP PAP	3 weeks from final comments to completed, formatted final document
Fee study and program administration research	4 weeks for research, analysis, and draft recommendations
Program Implementation Plan	3 weeks for drafting; 2 weeks to incorporate City feedback

Section G. Cost Proposal

This cost proposal is based on a time and materials (T&M) approach with a not-to-exceed amount, with the exception of data services (Task 2. Existing Conditions Assessment), which are based on a flat fee approach. We are adaptive to the City's needs and will modify the proposed project plan and timeline to suit the City's evolving priorities. Invoicing will occur on a monthly basis for the work completed in the prior month. Standard Hourly Billing rates are guaranteed through 2026, after which rates are subject to a yearly increase of up to 5%. This cost proposal is valid for 90 days from the submittal date.

Standard Hourly Billing Rates

Classification	Labor Rate Per Hour
Principal-in-Charge	$295
Principal	$265
Senior Associate	$205
Associate / Analyst	$175
Junior Associate	$145
Data Collector	$85

Milestone Billing for Flat Fee Services

DIXON utilizes milestone billing for flat fee services (Task 2. Existing Conditions Assessment):

- Milestone #1 – Project Setup and Inventory (30%)
- Milestone #2 – Data Collection (40%)
- Milestone #3 – Data Analysis (20%)
- Milestone #4 – Data Appendix (10%)

Cost Estimate

DIXON's cost proposal is provided on the following page.

Attachment 2 - Cost Proposal

City of East Palo Alto
RFP for the Residential Permit Parking Program Scope
Dixon Resources Unlimited

Tasks		Labor									Subconsultants						ODCs	Total
Task #	Task Description	Project Manager	Principal-in-Charge	Principal	Senior Associate	Associate / Analyst	Junior Associate	Data Collector	Total Hours	Total Labor Costs	Survey	Geotech.	Title	Title	Title	Title	Other Direct Costs	Total Fee
		Elliott Holt	Julie Dixon	Peter MacDonald, Cameron Clark		Ben Tuazon, Blake Thomas	Cameron Callicutt, Cameron Kawasaki	Ned Crawford			Consult. Name	Consult. Name	Consult. Name	Consult. Name	Consult. Name	Consult. Name		
		$205	$295	$265	$205	$175	$145	$85			Fee/Hr or LS	Fee/Hr or LS	Fee/Hr or LS	Fee/Hr or LS	Fee/Hr or LS	Fee/Hr or LS		
1	Project Management and Coordination	44	14	6	-	28	-	-	92	$19,640	-	-	-	-	-	-	-	$19,640
2	Existing Conditions Assessment - **Option 1 (DIXON-Led Collection)**	-	-	58	-	156	100	175	489	$72,045	-	-	-	-	-	-	$18,050	$90,095
	Existing Conditions Assessment - **Option 2 (City-Led Collection)**	-	-	53	-	171	100	-	324	$58,470	-	-	-	-	-	-	$1,000	$59,470
3	Draft RPP Parking Action Plan (Development of Residential Permit Parking Framework)	45	6	15	-	45			111	$22,845	-	-	-	-	-	-	-	$22,845
4	Community and Stakeholder Engagement	41	21	8	-	65	-	-	135	$28,095	-	-	-	-	-	-	$7,725	$35,820
5	Final RPP Parking Action Plan (Final Report and Implementation Strategy)	19	7	8	-	17			51	$11,055	-	-	-	-	-	-	$2,575	$13,630
6	Fee Study Adoption and Program Administration/ Enforcement Investigation	38	7	14	-	60	-	-	119	$24,065	-	-	-	-	-	-	-	$24,065
7	Reimbursables	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Proposal Subtotal - OPTION 1		**187**	**55**	**109**	**0**	**371**	**100**	**175**	**997**	**$177,745**	-	-	-	-	-	-	**$28,350**	**$206,095**
Proposal Subtotal - OPTION 2		**187**	**55**	**104**	**0**	**386**	**100**	**0**	**832**	**$164,170**	-	-	-	-	-	-	**$11,300**	**$175,470**
Optional Services																		
A	Ordinance Updates	16	-	-	-	20	-	-	36	$6,780	-	-	-	-	-	-	-	$6,780
B	Virtual Council Presentation (2)	8	-	-	-	4	-	-	12	$2,340	-	-	-	-	-	-	-	$2,340
C	In-Person Council Presentation (1)	7	5	-	-	2	-	-	14	$3,260	-	-	-	-	-	-	$2,575	$5,835
D	N/A	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
E	N/A	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Optional Services		**31**	**5**	**0**	**-**	**26**	**0**	**0**	**62**	**$12,380**	-	-	-	-	-	-	**$2,575**	**$14,955**
Total Including Optional Services - OPTION 1		**218**	**60**	**109**	**0**	**397**	**100**	**175**	**1059**	**$190,125**	-	-	-	-	-	-	**$30,925**	**$221,050**
Total Including Optional Services - OPTION 2		**218**	**60**	**104**	**0**	**412**	**100**	**0**	**894**	**$176,550**	-	-	-	-	-	-	**$13,875**	**$190,425**

Notes:

1. Task 2 (Existing Conditions Assessment) has two options: Option 1 is DIXON-Led Data Collection, and Option 2 is City-Led Data Collection. Totals are provided for each option.
2. Both options for Task 2 utilize milestone billing: Milestone #1 (30%) - Project Setup and Inventory; Milestone #2 (40%) - Data Collection; Milestone #3 (20%) - Data Analysis; Milestone #4 (10%) - Data Appendix.

Attachment 2 - Cost Proposal

City of East Palo Alto
RFP for the Residential Permit Parking Program Scope
Dixon Resources Unlimited

Tasks		Labor									Subconsultants						ODCs	Total
Task #	Task Description	Project Manager	Principal-in-Charge	Principal	Senior Associate	Associate / Analyst	Junior Associate	Data Collector	Total Hours	Total Labor Costs	Survey	Geotech.	Title	Title	Title	Title	Other Direct Costs	Total Fee
		Elliott Holt	Julie Dixon	Peter MacDonald, Cameron Clark		Ben Tuazon, Blake Thomas	Cameron Callicutt, Cameron Kawasaki	Ned Crawford			Consult. Name	Consult. Name	Consult. Name	Consult. Name	Consult. Name	Consult. Name		
		$205	$295	$265	$205	$175	$145	$85			Fee/Hr or LS	Fee/Hr or LS	Fee/Hr or LS	Fee/Hr or LS	Fee/Hr or LS	Fee/Hr or LS		
1	Project Management and Coordination	44	14	6	-	28	-	-	92	$19,640	-	-	-	-	-	-	-	$19,640
2	Existing Conditions Assessment - **Option 1 (DIXON-Led Collection)**	-	-	58	-	156	100	175	489	$72,045	-	-	-	-	-	-	$18,050	$90,095
	Existing Conditions Assessment - **Option 2 (City-Led Collection)**	-	-	53	-	171	100	-	324	$58,470	-	-	-	-	-	-	$1,000	$59,470
3	Draft RPP Parking Action Plan (Development of Residential Permit Parking Framework)	45	6	15	-	45			111	$22,845	-	-	-	-	-	-	-	$22,845
4	Community and Stakeholder Engagement	41	21	8	-	65	-	-	135	$28,095	-	-	-	-	-	-	$7,725	$35,820
5	Final RPP Parking Action Plan (Final Report and Implementation Strategy)	19	7	8	-	17			51	$11,055	-	-	-	-	-	-	$2,575	$13,630
6	Fee Study Adoption and Program Administration/ Enforcement Investigation	38	7	14	-	60	-	-	119	$24,065	-	-	-	-	-	-	-	$24,065
7	Reimbursables	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Proposal Subtotal - OPTION 1		**187**	**55**	**109**	**0**	**371**	**100**	**175**	**997**	**$177,745**	-	-	-	-	-	-	**$28,350**	**$206,095**
Proposal Subtotal - OPTION 2		**187**	**55**	**104**	**0**	**386**	**100**	**0**	**832**	**$164,170**	-	-	-	-	-	-	**$11,300**	**$175,470**
Optional Services																		
A	Ordinance Updates	16	-	-	-	20	-	-	36	$6,780	-	-	-	-	-	-	-	$6,780
B	Virtual Council Presentation (2)	8	-	-	-	4	-	-	12	$2,340	-	-	-	-	-	-	-	$2,340
C	In-Person Council Presentation (1)	7	5	-	-	2	-	-	14	$3,260	-	-	-	-	-	-	$2,575	$5,835
D	Printing & Distribution	8	1	-	-	8	12	-	29	$5,075	-	-	-	-	-	-	$6,725	$11,800
E	N/A	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Optional Services		**39**	**6**	**0**	**-**	**34**	**12**	**0**	**91**	**$17,455**	-	-	-	-	-	-	**$9,300**	**$26,755**
Total Including Optional Services - OPTION 1		**226**	**61**	**109**	**0**	**405**	**112**	**175**	**1088**	**$195,200**	-	-	-	-	-	-	**$37,650**	**$232,850**
Total Including Optional Services - OPTION 2		**226**	**61**	**104**	**0**	**420**	**112**	**0**	**923**	**$181,625**	-	-	-	-	-	-	**$20,600**	**$202,225**
Notes:																		
1	Task 2 (Existing Conditions Assessment) has two options: Option 1 is DIXON-Led Data Collection, and Option 2 is City-Led Data Collection. Totals are provided for each option.																	
2	Both options for Task 2 utilize milestone billing: Milestone #1 (30%) - Project Setup and Inventory; Milestone #2 (40%) - Data Collection; Milestone #3 (20%) - Data Analysis; Milestone #4 (10%) - Data Appendix.																	
3	For Optional Service D (Printing and Distribution), Other Direct Costs is an estimate only. Any expenses incurred will be billed to the City as a pass-through at DIXON's actual cost (without markup), and associated on-call labor costs will be billed on a time and materials (T&M) basis.																	
4																		

Appendix A. Resumes

DIXON's team resumes begin on the following page.



Julie Dixon

President & Principal-in-Charge

Summary

Julie Dixon is the President and Founder of Dixon Resources Unlimited, a woman-owned business, focused on providing parking consulting services to municipalities. With over 30 years of experience in parking and transportation management, Julie built her firm to provide "best in class" municipal parking solutions across a broad spectrum of areas, including operations, customer service, enforcement, data analysis, financial reporting, procurement, and integrated solutions.

Julie began her career as the first parking enforcement officer for the Santa Barbara County Sheriff's Department assigned to Isla Vista while completing her bachelor's degree at the University of California, Santa Barbara. As her career path evolved, Julie directed and managed all aspects of various complex transportation programs. Her resume is extensive, and she has been responsible for establishing policies, defining objectives, and delivering on initiatives for municipalities of all sizes, working at all levels within the administration, enforcement, and adjudication processes, and has been solicited to present at a variety of parking industry events regarding her project experiences. She has extensive knowledge and hands-on experience with the solicitation, development, deployment, operation, and maintenance of solutions ranging from municipal parking programs to automated enforcement systems.

Since founding DIXON in 2012, Julie has been focused on coaching municipalities through operational and technology assessments and implementation and procurement processes. Julie is responsible for the overall management of each project for the DIXON team and prides herself on being labeled as the "Parking Coach." Beyond client work, she actively advances the parking industry through leadership roles in professional organizations, participation on national boards and committees, and organizing California parking forums. Julie has received several awards that recognize her exceptional dedication to improving the customer experience and image of parking across the entire industry.

Education & Appointments

- University of California, Santa Barbara, Bachelor of Arts, Sociology
- Point Loma Nazarene University, Master's in Business Administration
- Claremont Graduate University, Doctoral Candidate, Executive Management
- IPMI Board of Directors (2025-26)
- Southwest Parking and Transportation Association (SWPTA) President /Immediate Past President (2017-25)
- Mobility Pathfinders *2026 Smashed Ceiling Award*
- California Mobility and Parking Association *2024 Parking Professional of the Year*
- Parking Today's *2020 Parking Person of the Year*



Peter MacDonald

Principal & Director of Operations

Summary

Peter MacDonald is a Principal and the Director of Operations for DIXON with nearly 20 years of parking and mobility experience. His expertise in implementation, operations, contracting, project management, and technology was gained through working with numerous agencies across North America. Peter's passion lies in helping colleagues and clients implement and operate programs optimized for their specific communities.

After receiving his Bachelor of Arts in Business from Washington State University, Peter started his mobility career by managing parking operations in the Seattle downtown core. Continuing his career, he worked with municipal agencies such as LADOT, Dallas, St. Louis, IndyGo (Indianapolis), MBTA (Boston), and many more, designing and implementing complex transportation solutions, bringing together policy and client design with customized hardware and software technologies.

While Peter's experience brings a wealth of knowledge to our clients, his commitment to his colleagues and the people he serves is what drives him. His deep industry knowledge and commitment to optimizing programs tailored to specific communities underscore his dedication. Peter's leadership continues to drive innovation and operational excellence within the mobility industry, benefiting colleagues and clients alike with a people-focused approach.

Education & Appointments

- Washington State University, Bachelor of Arts, Hospitality and Business Administration
- Southwest Parking and Transportation Association (SWPTA) President (2026)
- Founding Advisory Board Member of Forefront at the University of Washington

Notable Projects

- *City of Alameda (CA) Parking Operations and Data Services (2024-26)*
- *City of Berkeley (CA) Parking Operations and Data Services (2024-26)*
- *City of Beverly Hills (CA) Project Management and Technology Support (2024-26)*
- *City of Los Gatos (CA) Parking Management (2024-26)*
- *City of Manhattan Beach (CA) On-call Support (2024-26)*
- *City of Reno (NV) Parking Management Update (2024-26)*
- *City of San Leandro (CA) Parking Management Support (2024-26)*
- *City of Eugene (OR) Parking Technology Assessment (2025)*
- *Tahoe Regional Planning Association (NV) Parking Action Plan (2025)*
- *City of Portland (OR) Technology Assessment (2025)*
- *North Tahoe Public Utility District (CA) Parking Action Plan (2025)*
- *City of Palo Alto (CA) Parking Technology Procurement (2024-25)*
- *City of San Luis Obispo (CA) Parking Rate Study (2024)*



Cameron Clark

Principal, Data Services

Summary

Cameron Clark is a Principal at DIXON with over 10 years of experience in the parking and mobility industry, specializing in curb management, data analysis, Geographic Information Systems (GIS), and product development. He leads the DIXON Data Team and oversees all data initiatives, from project design and field operations to advanced analysis and reporting. Before joining DIXON, Cameron managed parking data collection and analysis for a national firm, overseeing thousands of parking and mobility studies for municipalities, agencies, and engineering partners across the country.

Cameron currently leads the development and implementation of the *DIXON Data Suite®*, the firm's flagship technology that helps cities transform raw data, such as license plate recognition (LPR), transactions, citations, and permits, into actionable insights for smarter parking policies and operations. His leadership has driven the expansion of DIXON's analytics platform and the integration of innovative data sources across municipal projects nationwide. In San Francisco, he led an evaluation of SFMTA's mobile LPR accuracy, demonstrating its effectiveness for occupancy and turnover analysis and leading to the adoption of the *DIXON Data Suite®* as the agency's new standard for meter rate adjustment data collection.

Education & Appointments

- University of Redlands, Bachelor of Science, Environmental Science & Computer Science
- National Parking Association's "40 Under 40" Class of 2022
- Member of the International Parking and Mobility Institute (IPMI) Technology Committee

Notable Projects

- *City of Pasadena (CA) Data Collection & Analysis (2022–26)*
- *San Francisco Municipal Transportation Agency (CA) Data Collection/Analysis (2021-26)*
- *City of Seal Beach (CA) Ongoing Parking Occupancy Evaluation (2021-26)*
- *City of Monterey (CA) Data Collection & Analysis (2021-26)*
- *City of Las Vegas (NV) Parking Study (2025)*
- *City of Portland Bureau of Transportation (OR) On-Call Support (2025)*
- *City of Carlsbad (CA) Parking Utilization Study (2024-25)*
- *City of El Cerrito (CA) Parking Management Action Plan (2024-25)*
- *City of Beaverton (OR) Data Collection & Analysis (2024-25)*
- *City of Spokane (WA) Data Collection & Analysis (2023–25)*



Elliott Holt

Senior Associate & Project Manager

Summary

Elliott Holt joined DIXON in 2022 as a Senior Associate, with over 20 years of municipal parking experience. Prior to joining the DIXON team, Elliott managed parking operations for the City of Sausalito, a small tourist town just north of the Golden Gate Bridge, which sees more than a million visitors each year.

During his career with the City of Sausalito, Elliott worked his way through every classification level, from facility and equipment maintenance up to program administration, thus he is qualified across a diverse and broad range of skillsets. Elliott has expertise in parking supply and demand management, congestion pricing and rate structures, data collection and analysis, budget preparation and revenue forecasting, solicitation and procurement, stakeholder engagement, and public presentation. Before leaving Sausalito, Elliott developed the City's current demand-based parking rate model, which utilizes data-driven policies to determine the market rate for parking fees, balancing increases in turnover, reduction in congestion, equity, and affordability.

At DIXON, Elliott leverages his extensive parking operations and management experience to provide creative solutions to his clients' unique parking challenges, often in an ongoing program management support capacity, acting like a member of the agency's full-time staff. Elliott assists clients throughout the California Bay Area and across the country with a variety of parking planning, operations, and implementation support services, including recent projects in Alameda, Los Gatos, San Leandro, Palo Alto, San Rafael, Oakdale, and Reno.

Education & Appointments

- B.S. Molecular & Cellular Biology, San Francisco State University
- A.S. Biology & A.S. Liberal Studies, College of Marin

Notable Projects

- *City of Alameda (CA) Aquatics Center Parking Action Plan (2025-26)*
- *Town of Los Gatos (CA) Parking Transition and Implementation Plan, Program Management Support, Data Collection Pilot (2024-26)*
- *City of Alameda (CA) On-Call Support Services (2024-26)*
- *City of San Leandro (CA) Parking Management Support Services (2024-26)*
- *City of Reno (NV) Parking Consultant Services (2025)*
- *City of Palo Alto (CA) Parking Consultant Services (2024-25)*
- *City of Oakdale (CA) Parking Action Plan (2024)*
- *City of San Rafael (CA) Residential Parking Permit Program Development (2024)*
- *City of Sausalito (CA) On-Call Support Services & Downtown Parking Study (2023-24)*
- *City of Monterey (CA) On-Call Support Services (2023)*



Ben Tuazon

Data Analyst

Summary

Ben Tuazon is a Data Analyst for DIXON with extensive experience in Business Intelligence (BI) and Geographic Information Systems (GIS) software development and operation. As a lead member of the DIXON Data Team, Ben develops and maintains the *DIXON Data Suite®,* the firm's proprietary platform that transforms parking and mobility data into actionable insights. His work focuses on creating efficient, accurate, and visually engaging tools that enhance data-driven decision-making for municipalities and agencies nationwide.

Ben has been instrumental in supporting the San Francisco Municipal Transportation Agency (SFMTA), developing new features and dashboards tailored to the City's analytical and reporting needs. For the City of Seal Beach, he integrated multiple data streams, including license plate recognition (LPR), transactions, citations, and permits, into a unified system that helps staff evaluate performance and guide policy. He also played a key role in the City of Las Vegas Future Parking Needs Assessment, building modeling tools to forecast demand under future growth scenarios. Ben's creativity, precision, and problem-solving ability continue to advance DIXON's data-driven capabilities.

Education & Appointments

- Western Washington University, Bachelor of Arts, Economics and Social Studies (magna cum laude)
- Google Coursera Google Data Analytics Certification
- Genetec Security Center Technical Certification
- Teaching Residency Certification from the Washington Office of Superintendent of Public Instruction
- National Parking Association's "40 Under 40" Class of 2023

Notable Projects

- *City of Thousand Oaks (CA), Parking Consultant Services (2026)*
- *City of Chico (CA) Parking Data Services (2026)*
- *City of San Rafael (CA) Parking Permit Services (2025-26)*
- *City of San Leandro (CA), Parking Consultant Services (2025-26)*
- *City of Berkeley (CA) Curbside Management Plan (2025-26)*
- *City of Los Gatos (CA) Parking Study (2025-26)*
- *City of Carlsbad (CA) Parking Study (2024-26)*
- *City of Monterey (CA) Parking Study (2024-26)*
- *City of Santa Ana (CA) Parking Study (2024-26)*
- *City of Seal Beach (CA) Ongoing Parking Occupancy Evaluation (2021-26)*
- *City of Los Angeles (CA) Meter Revenue Report (2022-24)*



Blake Thomas

Associate

Summary

Blake Thomas is an Associate at DIXON, with degrees in Data Science and Environmental Design, as well as an M.S. in Transportation Engineering from UC Berkeley. Blake brings a uniquely cross-disciplinary foundation, spanning planning, engineering, and analytics. He is driven by the belief that parking is one of the most powerful levers for building thriving, livable cities. His previous position as an intern for the City of Palo Alto gave him an in-depth municipal perspective on parking, adding practical context to his academic background.

Blake is a flexible member of the DIXON team, assisting with projects for both the planning and data teams. On the planning side, he develops tailor-made recommendations to meet the unique parking needs of each client. Navigating complex stakeholder landscapes is central to his work, from balancing the needs of staff, students, and visitors at CSU Monterey Bay to accommodating commuter parking near single-family homes in El Cerrito. Blake also supports data projects by processing parking data and creating maps that allow clients to effectively visualize parking utilization and inform data-driven decisions. His data project experience includes Los Gatos (CA), St. Pete Beach (FL), and Las Vegas (NV).

Blake's broad skill set helps him contribute unique solutions to the DIXON team and to our clients. His curiosity and knowledge of city planning give him a big-picture perspective, ensuring a more cohesive and comprehensive approach to parking management.

Education

- M.S. Transportation Engineering, UC Berkeley
- B.A. Data Science; B.A. Sustainable Environmental Design, UC Berkeley

Notable Projects

- *University of Nebraska-Lincoln (NE) Enhancing the University Parking Experience (2026)*
- *Cal State Monterey Bay (CA) Operational Needs and Tech Roadmap (2025-26)*
- *City of El Cerrito (CA) Parking Management Action Plan (2025-26)*
- *Town of Los Gatos (CA) Parking Occupancy Data Analysis (2025-26)*
- *City of Grass Valley (CA) Operational Needs Assessment (2025)*
- *City of Monterey (CA) Residential Permit Parking Update (2025)*
- *City of St. Pete Beach (FL) Comprehensive Parking Management Study (2025)*
- *City of Las Vegas (NV) Parking Demand Data Analysis (2025)*
- *City of San Rafael (CA) Permit Parking Program (2025)*

Appendix B. Addendum No. 1

DIXON's acknowledgment of receipt of Addendum No. 1 is provided below.

7/29/26

CITY OF EAST PALO ALTO, CALIFORNIA
DEPARTMENT OF PUBLIC WORKS – ENGINEERING DIVISION

ADDENDUM 1

RESIDENTIAL PERMIT PARKING PROJECT

General Information and Questions

1. **Where is the data collection area? Is it city-wide? Or is the area more narrowed down?**
   The data collection area is citywide.

2. **What is the City's budget for this project?**
   Approximately 250k

3. **Is the cost proposal provided in Attachment 2 an example, or is it the required format?** That is the required format.

4. **Are there any areas that should be excluded in the citywide data collection?** The ordinance is only applicable to residential areas; however, investigation of other areas may be necessary to determine impacts of various restrictions.

5. **What parking-related datasets (occupancy, citations, complaints, permit records, etc.) are available to the selected consultant?** The Police Department may be able to provide citation/ complaint data; however, they would need to confirm. The City's mobility study investigated the Gardens neighborhood in 2020, so some occupancy data is available there.

6. **Although this is a residential-focused parking project, would data also include commercial districts and other land-uses, especially those adjacent to residential parking?** Same answer as question #4.

7/29/26

ADDENDUM No.1, ACKNOWLEDGMENT

REQUEST FOR PROPOSAL – RESIDENTIAL PERMIT PARKING PROGRAM

Bidder acknowledges receipt of this addendum, which shall be attached to the bid. Acknowledgement of receipt of this addendum is required in the space provided below. Failure to acknowledge the addendum may subject the bidder to disqualification.

I, Julie Dixon, representing Dixon Resources Unlimited have carefully read this addendum, understand it, acknowledge receipt of it and will comply with its terms.



CONTRACTOR SIGNATURE

July 29, 2026

DATE

DIXON
Resources Unlimited


DixonResourcesUnlimited.com


(213) 716-6933


1519 E Chapman Ave PMB 200
Fullerton, CA 92831

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: September 01, 2026

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: Tomohito Oku, Finance Director
Esther Aguirre, Senior Accountant

SUBJECT: FY 2025-26 Fourth Quarter Treasury Report

Recommendation

Accept and file the Cash Treasury Report for the month of June 2026.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority: Governance, Organizational Strength, and Fiscal Sustainability

Background

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

Analysis

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

However, all cash is segregated in the City's accounting records.

Summary June 30, 2026				
	Average Maturity (YRS)	Average Earnings (QTR)	Deposit Value	Market Value
Petty Cash	n/a	n/a	$ 10,800	$ 10,800
Bank Checking	n/a	n/a	$ 7,938,801	$ 7,938,801
Local Agency Investment Fund	0.74	3.81%	$ 24,489,551	$ 24,461,937
San Mateo County Pool Investment	2.77	4.01%	$ 63,844,270	$ 64,069,001
CA Asset Management Program	0.15	3.76%	$ 92,177,953	$ 92,177,953
			$ 188,461,374	**$ 188,658,491**

As of June 30, 2026, the total deposit value of cash and investments equals $188,461,374. Outstanding checks and other minor adjustments totaled $661,881. Compared to the prior quarter ending March 31, 2026, the FY 2025-26 fourth quarter (Q4) ending June 30, 2026, reflects an increase in total book value of approximately $4.2M. Significant receipts during the quarter included Current Secured Tax revenues ($6.9M), grant reimbursement for the University 101 Project ($2.6M), Sales Tax revenue ($1.5M), HDL business license payments ($1.0M), Veolia payments ($0.7M), Transient Occupancy Tax ($0.6M), rental registration revenue from 300 O'Keefe Street ($0.6M), 2025 PG&E Franchise Fees and Surcharges ($0.3M), BMR Enforcement – Excess Rental Proceeds Recovery ($0.2M) and other operating revenues. Significant withdrawals during the quarter included the CalPERS Unfunded Accrued Liability payment ($3.0M), Recology ($0.9M), Ranger Pipeline for the Trash Capture Project ($0.7M), CWS Construction Group for the Tate and Police Department Facilities Project ($0.6M), Operations & Maintenance (O&M) payment for the Regional Water Quality Control Plant (RWQCP) ($0.6M), J.J.R Construction, Inc. for the East Bayshore Project ($0.6M) and other operating expenditures.

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

Summary June 30, 2026		
	Deposit Value	Market Value
General Fund (Inc. Petty cash of $10,800)	$ 26,906,896	$ 26,906,896
General Sub-Funds (Commited/Restricted)	$ 38,677,692	$ 38,677,692
City Funds Restricted and Committed	$ 121,085,868	$ 121,085,868
Successor Agency Trust	$ 1,790,918	$ 1,790,918
Unrealized Gain/(Loss) on Investment Pools	$ -	$ 197,117
	$ 188,461,374	**$ 188,658,491**

The deposit market value totals $188,658,491 including an unrealized gain of $197,117 reflecting treasury yields during the calendar year. All except for General Fund balance is restricted by either City Council or external parties for specific purposes. Unrestricted cash and investment balance under General Fund ($26,906,896).

The table below reflects changes in rates since June 30, 2025, and compared to the previous month of May 2026, demonstrates an increase in Long-term and Short-Term Treasury yields since June 30, 2026[1]:

	Jun-26	May-26	Jun-25
6-Month Treasury Bill	3.85	3.63	4.11
2-Year Treasury Note	4.14	3.98	3.72
5-Year Treasury Note	4.19	4.13	3.79

The City's portfolio is invested in the Local Agency Investment Fund (LAIF), the San Mateo County Treasurer's Pool, and the California Asset Management Program (CAMP). LAIF is a highly liquid investment pool operated by the State Treasurer, and the City has same-day access to the funds. The County Treasurer's Pool is less liquid, and the maturity and diversification of the underlying securities which in normally functioning markets is generally expected to result in higher yield. The CAMP Pool is a highly liquid investment pool directed by a Board of Trustees that provides same-day liquidity, competitive yields, and interest paid monthly. City staff does not control or direct the underlying investment of funds and each pool is managed by the respective agency's investment staff and oversight committee or board. From April to June, LAIF yields decreased from 3.92% at quarter-end (QE) March 2026 to 3.81% at quarter-end (QE) June 2026 and San Mateo County Pool average gross pool earnings increased from 3.99% for QE March 2026 to 4.01% for QE June 2026. San Mateo County Pool earnings are quoted on gross earnings. LAIF fair value factor decreased from 1.0000 in the previous quarter to 0.9989. The County Pool factor decreased from 1.0077 for QE March 2026 to 1.0035 for QE June 2026. As of June 2026, CAMP has an annualized yield of 3.75%, representing a decrease of 0.05% from the 3.80% yield reported in March 2026.

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

Fiscal Impact

There is no fiscal impact for this item. 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.

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

Environmental

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

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

Government Code § 84308

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

Analysis of Levine Act Compliance: Not applicable.

Attachments

1. Treasury Report June 2026

Treasury Summary

CITY AND SUCCESSOR AGENCY OF EAST PALO ALTO

SUMMARY OF INVESTMENTS
For Quarter Ended June 30, 2026

Category	Average Maturity Days	Average Maturity Years	Average Interest Earnings For QTR	DEPOSIT AND BOOK VALUE	%	MARKET VALUE
Cash and Investments						
1. Petty Cash	na	na	0.000%	10,800	0.0%	10,800
2. On Demand Deposits (Wells Fargo checking)	na	na	0.000%	7,938,801	4.2%	7,938,801
3. Local Agency Investment Fund (LAIF)	269	0.74	3.810%	24,489,551	13.0%	24,461,937
4. San Mateo County Pool Investment	1011	2.77	4.010%	63,844,270	34.0%	64,069,001
5. CA Asset Management Program	53	0.15	3.763%	92,177,953	48.9%	92,177,953
Total Cash and Investments on Deposit			3.694%	188,461,374	100.0%	188,658,491
General Fund (including petty cash of $10,800)				46,245,015		46,245,015
General Sub - Funds (Committed/Reserved)				18,677,692		18,677,692
City Funds Restricted and Committed				121,085,868		121,085,868
Successor Agency Trust				1,790,918		1,790,918
Unrealized Gain/(Loss) on Investment Pools				-		197,117
Total Book Balance				187,799,493		187,996,610
Bank to Book Adjustments						
Checks Outstanding/Other AJE				661,881		661,881
Total Book Adjustment				661,881		661,881
Total Cash and Investment Portfolio				188,461,374		188,658,491

CERTIFICATION:

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

Tomohito Oku
Tomohito Oku
Director of Finance

14/08/2026
Date

For Reporting Information Regarding Investment Pools:

LAIF	http://www.treasurer.ca.gov/pmia-laif/laif/index.asp
San Mateo County Pool	http://sanmateocountytreasurer.org/index.html
CA Asset Management Program	https://www.camponline.com/

Signature: *Tomohito Oku*

Email: toku@cityofepa.org

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: September 1, 2026

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: Matt Vining, Utility Manager
Humza Javed, Public Works Director

SUBJECT: FY 2025-2026 Capital Water System Improvement Payments to Veolia

Recommendation

Adopt a resolution:

1. Authorizing the City Manager to reimburse Veolia for city-wide capital water system improvements and appropriating an amount not to exceed $296,110.00 from the Water Capital Fund for FY 25/26 for that purpose; 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 that pursuant to section 15301 (minor alterations) as it involves minor improvements to existing facilities.

Executive Summary

The City of East Palo Alto contracts with Veolia to operate and maintain the City’s water system under a lease agreement that allocates $110,000 annually for system maintenance and repairs. Costs above this allocation are categorized as capital improvements, for which Veolia may request reimbursement; the work associated with these improvements is preapproved by the City through the encroachment permit process.

In FY 2025/26, Veolia and its subcontractors, including C2R and Golden State Construction, performed additional capital improvements such as repairing watermain and service line leaks, replacing deteriorated fire hydrants, and upgrading valves and valve boxes. These services resulted in costs exceeding the annual allocation. The total overage expended by Veolia for water system improvements in East Palo Alto in FY 2025/2026 is 296,110.00.

Staff has reviewed the invoices and supporting documentation, confirmed the work performed, and recommends approval of the reimbursement from the water service fund as well as the water capital fund.

Alignment with City Council Strategic Plan

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

Background

The City has a lease agreement with Veolia to operate and maintain the City's water system through July 2029. The lease agreement allocates up to $110,000 annually for system maintenance and repair costs. According to the lease agreement, any costs above the allocation are considered water system improvements for which Veolia must be reimbursed.

In addition to Veolia personnel, various subcontractors, including C2R and Golden State Construction, are engaged to perform capital improvement, operations, and maintenance services on behalf of Veolia for the City's water system. These services include, but are not limited to, citywide watermain and service line leak repairs, replacement of deteriorated fire hydrants, valve and valve box upgrades, fire, Gloria Way well maintenance, and servicing of the City's water sampling stations.

Analysis

In FY 2025/26, Veolia incurred subcontractor expenses for supplemental capital improvements. These costs exceeded the $110,000 annual allocation provided under the agreement, and Veolia has submitted a reimbursement request (a process referred to as "true up"). Staff has reviewed the supporting documentation and confirmed completion of the work. A cost breakdown is provided below and a detailed service and invoice breakdown is provided in Attachment 2 and

Year	Description	Amount
FY 2025/2026	EPA R&M for FY2025/2026	$296,110.00

This amount is due to Veolia in accordance with the lease agreement, as Veolia requests an annual "true-up" for the additional costs.

Moreover, these costs also include capital improvements to the system such as new fire hydrants, water mains and valves.

Operational True-Up regarding Three-Year Water Lease Amendment and Restatement

On June 9, 2026, the City Council authorized the City Manager to negotiate and execute an amended and restated agreement with Veolia based on the 2001 agreement with American Water Services, Inc., which was assigned to Veolia in 2020. Part of that Amended and Restated

Agreement was a true-up process related to operations – not capital improvements – that staff projected to be approximately $1.1 million by fiscal year-end. On July 24, 2026, Veolia submitted its calculation to the City of the true-up differential owed to Veolia, which is closer to $1.3 million. The City is now completing a financial review or audit of that calculation, and staff should return to Council by November with the results. Regardless, that operational true-up amount will not be impacted by the capital improvements true-up of $296,110 in this staff report.

Fiscal Impact

Staff recommends appropriating funds in the amount of $296,110.00 from Water Capital Funds which hold an adequate fund balance to cover the expenditures.

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. Additionally, the proposed action is further exempt from CEQA pursuant to 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) because any improvements for which reimbursement is owed consisted primarily of minor roadway or infrastructure repairs within existing facilities.

Government Code § 84308

Applicability of Levine Act: No, as the proposed action does involve an entitlement.

Analysis of Levine Act Compliance: Not applicable.

Attachments

1. Resolution
2. FY 2025/26 Veolia invoice 1
3. FY 2025/26 Veolia invoice 2

RESOLUTION NO. XX-2025

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

AUTHORIZING THE CITY MANAGER TO REIMBURSE VEOLIA FOR CITY-WIDE CAPITAL WATER SYSTEM IMPROVEMENTS IN THE AMOUNT OF $296,110.00 FROM THE WATER CAPITAL FUND FOR FISCAL YEAR 2025/2026

WHEREAS, the City has a lease agreement with Veolia to operate and maintain the City's water system through July 2029; and

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

WHEREAS, according to the lease agreement, costs exceeding the annual allocation are considered capital water system improvements for which Veolia is entitled to reimbursement; and

WHEREAS, in FY2025/26 Veolia and its subcontractors performed capital water system improvements throughout the City, including water main and service line leak repairs, replacement of deteriorated fire hydrants, valve and valve box upgrades, Gloria Way well maintenance, and servicing of the City's water sampling stations; and

WHEREAS, Veolia incurred eligible capital water system improvement costs totaling $296,110.00 in FY2025/26 that are due for reimbursement under the lease agreement; and

WHEREAS, this amount is unrelated to the approximately $1.1 to $1.3 million owed to Veolia by the City as an operational true-up, which will come to the City Council by November.

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

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

2. Authorizes the City Manager to reimburse Veolia for city-wide capital water system improvements and appropriates an amount not to exceed $296,110.00 from the Water Capital Fund and Water Service Fund for FY2025/26; 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 that pursuant to CEQA Guidelines Sections 15301 (Existing Facilities) and 15303 (New Construction or Conversion of Small Structures), the work consists of repair, maintenance, replacement, and minor improvements to existing water system facilities.

PASSED AND ADOPTED this 1st day of September 2026**,** by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Webster Lincoln, Mayor

ATTEST:

James Colin, City Clerk

APPROVED AS TO FORM:

John D. Lê, City Attorney

VEOLIA
WATER

Invoice # 9000244162

Pro Forma # 8000014113
1 of 1

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

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

Invoice #:	Invoice Date:	Payment Terms:	Sales/Contract #:	Customer #:	Customer PO:
9000244162	03/18/2026	60 days	70019109	1000149638	

East Palo Alto Overage 2025-2026

Total Amount Due (USD): 213,010.00

Subtotal:	213,010.00
Sales Tax:	
Total Taxes:	0.00
Total Amount Due (USD):	213,010.00

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

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

Invoice #:	9000244162
Invoice Date:	03/18/2026
Invoice Amount (USD):	213,010.00
Current Balance (USD):	213,010.00
Past Due Amount (USD):	0.00
Total Balance Due (USD):	213,010.00

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

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

VEOLIA 110,000

C2R Engineering	Service line repair 1620 Notre Dame Ave	$10,980.00
C2R Engineering	Emergency Leaking Service Repair Euclid and O'Connor	$11,850.00
C2R Engineering	Remove and replace fire hydrant 1275 Beech st	$3,850.00
C2R Engineering	Remove and replace broken angle stop 2344 Menalto Ave	$5,750.00
C2R Engineering	Emergency Repair plugged pipe Euclid and O'Connor	$12,750.00
C2R Engineering	Water Line Leak 2240 Brentwood Ct	$15,850.00
C2R Engineering	Replace angle stop 1423 Bay Rd	$9,850.00
C2R Engineering	Removing and paving of sink holes on University Ave and Donahue	$19,424.25
C2R Engineering	Emergency Repair to water service 123 Donohue St	$3,500.00
C2R Engineering	Fire Hydrant Replacement	$3,940.00
C2R Engineering	Water service leak repair at O'Connor pump station	$12,750.00
		$110,494.25

City Portion

C2R Engineering	Replace cordoded swrvice line 123 Donohue St	$20,500
C2R Engineering	Locate and repair asbestos mainline on Bay Rd	$27,800
Golden State	Leaking Lateral Replacement Hazelwood Way	$19,400
C2R Engineering	Repair 4" gate valves 807 E Bayshore Ave	$19,750
C2R Engineering	Water service leak 2329 Menalto Ave	$19,500
C2R Engineering	Leaking valve repair pulgas Ave and Beech St	$12,900
C2R Engineering	Repair on Main line 2847 Temple Ct	$18,750
C2R Engineering	Repair sewer 1124 Gailardia Way	$10,780
C2R Engineering	Replace leakoing hydrant 809 Donohoe St	$11,800
C2R Engineering	Repairs water main 1735 Woodland	$24,780
C2R Engineering	Repair broken line 2325 Ralmar Ave	$7,850
C2R Engineering	Test station install 1530 University Ave	$14,750
C2R Engineering	Install additional bollards 2796 Forham St	$4,450
		$213,010

SI# 36486

Invoice

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

Date	Invoice #
6/23/2025	C7173S

Bill To

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

Ship To

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

PO# 1000544391

P.O. Number	Terms	Via	Project
	Net 30		

Quantity	Item Code	Description	Price Each	Amount
1	Sales - Small Projects	Water service line repair at 1620 Notre Dame Ave	10,980.00	10,980.00

Total $10,980.00

Please remit payment to:
P.O. Box 1017
Mountain View, CA 94042

WWW.C2RENGINEERING.COM

C2R Engineering Inc
Lic # 994397

PO Box 1017
Mountain View
CA 94043
Phone: (415) 559-2841

INVOICE

DATE: JUNE 23RD 2025

TO:
Thomas Landry
Field Supervisor
VEOLIA NORTH AMERICA

FOR:

Response to RFB # 007 1620 Notre Dame Ave

DESCRIPTION	
• USA area and mobilize • Install new 1" Service Line to from Main for 2nd Attached Unit • Existing 3/4" Service line remains in place • Materials provided by Contractor • Install New Meter Box beyond sidewalk, to left side of Driveway	
Balance	**$10,980.00**

SI# 36486

Invoice

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

Date	Invoice #
6/25/2025	C7172S

Bill To

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

Ship To

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

PO# 1000544390

P.O. Number	Terms	Via	Project
	Net 30		

Quantity	Item Code	Description	Price Each	Amount
1	Sales - Small Projects	Emergency lekaing service repair at Euclid and O'connor	11,850.00	11,850.00

Total $11,850.00

Please remit payment to:
P.O. Box 1017
Mountain View, CA 94042

WWW.C2RENGINEERING.COM

C2R ENGINEERING

C2R Engineering Inc
Lic # 994397

PO Box 1017
Mountain View
CA 94043
Phone: (415) 559-2841

INVOICE

DATE:6/23/25

TO:
Thomas Landry
Field Supervisor
VEOLIA NORTH AMERICA

FOR:

Emergency repair of unknow existing 1" water service that was damaged on construction site at Euclid and O'Connor St

DESCRIPTION	
• Emergency call out to investigate 1" water service leak on construction site property • Pothole and chase existing water line onto the street • Cut and cap water service line • Install gate valve • Install New G5 box • Backfill, compact area and place cutback • Push back temporary fence and reopen sidewalk	
Balance	**$11,850.00**

SI#36486

Invoice

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

Date	Invoice #
7/10/2025	C7179S

Bill To

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

Ship To

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

PO#1000550423

P.O. Number	Terms	Via	Project
	Net 30		

Quantity	Item Code	Description	Price Each	Amount
1	Sales - Small Projects	Remove and Replace fire hydrant at 1275 Beech St	3,850.00	3,850.00

Total $3,850.00

Please remit payment to:
P.O. Box 1017
Mountain View, CA 94042

WWW.C2RENGINEERING.COM

C2R ENGINEERING

C2R Engineering Inc
Lic # 994397

PO Box 1017
Mountain View
CA 94043
Phone: (415) 559-2841

INVOICE

DATE:7/8/25

TO:
Thomas Landry
Field Supervisor
VEOLIA NORTH AMERICA

FOR:

Remove and replace fire hydrant at 1275 Beech St.

DESCRIPTION	
• Mobilize and set up traffic control • Remove and replace fire hydrant • Fire hydrant supplied by Veolia • Flush and test newly installed fire hydrant **Work provided as described and requested per RFQ#26**	
Balance	**$3,850.00**

SI#36486

Invoice

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

Date	Invoice #
7/10/2025	C7180S

Bill To

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

PO#1000550431

Ship To

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

P.O. Number	Terms	Via	Project
	Net 30		

Quantity	Item Code	Description	Price Each	Amount
1	Sales - Small Projects	Remove and replace broken angel stop at water meter at 2344 Menalto Ave	5,750.00	5,750.00

Total $5,750.00

Please remit payment to:
P.O. Box 1017
Mountain View, CA 94042

WWW.C2RENGINEERING.COM

C2R ENGINEERING

C2R Engineering Inc
Lic # 994397

PO Box 1017
Mountain View
CA 94043
Phone: (415) 559-2841

INVOICE

DATE:7/3/25

TO:
Thomas Landry
Field Supervisor
VEOLIA NORTH AMERICA

FOR:

Remove and replace broken angel stop at water meter at 2344 Menalto Ave

DESCRIPTION	
• Mobilize and USA area • Remove and replace broken angle stop • Supply all materials and parts • Restore area **Work provided as described and requested per RFQ#25**	
Balance	**$5,750.00**

SI#36486

Invoice

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

Date	Invoice #
7/10/2025	C7181S

PO#1000550432

Bill To

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

Ship To

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

P.O. Number	Terms	Via	Project
	Net 30		

Quantity	Item Code	Description	Price Each	Amount
1	Sales - Small Projects	Emergency Repair at Euclid and O'Connor St	12,750.00	12,750.00

Total $12,750.00

Please remit payment to:
P.O. Box 1017
Mountain View, CA 94042

WWW.C2RENGINEERING.COM

C2R Engineering Inc
Lic # 994397

INVOICE

PO Box 1017
Mountain View
CA 94043
Phone: (415) 559-2841

DATE:7/2/25

TO:
Thomas Landry
Field Supervisor
VEOLIA NORTH AMERICA

FOR:

Emergency repair of unknow existing 1" water service that was damaged on construction site at Euclid and O'Connor St

DESCRIPTION	
• Obtain encroachment permit • Set up traffic contral • Remove 2" plugged pipe, valve lid and casing in Euclid street. • Trace back the 2" pipe into yard. Cap pipe 2 Ft from Customer pipes. • Provide three photographs of work. • Supply materials. • Restore area **Work provided as described and requested per RFQ#24**	
Balance	**$12,750.00**

SI#36486

Invoice

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

Date	Invoice #
7/22/2025	C7184S

Bill To

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

Ship To

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

PO#1000554633

P.O. Number	Terms	Via	Project
	Net 30		

Quantity	Item Code	Description	Price Each	Amount
1	Sales - Small Projects	Water Service Line - 2240 Brentwood Ct	15,850.00	15,850.00

Total $15,850.00

Please remit payment to:
P.O. Box 1017
Mountain View, CA 94042

WWW.C2RENGINEERING.COM

C2R Engineering Inc
Lic # 994397

PO Box 1017
Mountain View
CA 94043
Phone: (415) 559-2841

Invoice

DATE: JULY 18TH 2025

TO:
Thomas Landry
Field Supervisor
VEOLIA NORTH AMERICA

FOR:

Response to RFQ regarding water line leak at 2240 Brentwood Ct East Palo Alto

DESCRIPTION	
• USA area • Set up traffic control. • Locate and investigate area leak area • Sawcut, excavate, expose and repair existing ¾" water service line • Backfill and compact • Pave trench • Restore area As specified by RFQ text	
Quote	**$15,850.00**

SI#36486

Invoice

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

Date	Invoice #
6/23/2025	C7174S

Bill To

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

Ship To

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

PO#1000569031

P.O. Number	Terms	Via	Project
	Net 30		

Quantity	Item Code	Description	Price Each	Amount
1	Sales - Small Projects	Remove and replace angle stop at water meter at 1423 Bay Rd	9,850.00	9,850.00

Total $9,850.00

Please remit payment to:
P.O. Box 1017
Mountain View, CA 94042

WWW.C2RENGINEERING.COM

C2R ENGINEERING

C2R Engineering Inc
Lic # 994397

PO Box 1017
Mountain View
CA 94043
Phone: (415) 559-2841

INVOICE

DATE:6/21/25

TO:
Thomas Landry
Field Supervisor
VEOLIA NORTH AMERICA

FOR:

Response to RFB # 020 1423 Bay Rd (St Francis of Assisi Church

DESCRIPTION	
• USA and mobilize on Saturday 6/21/25 • Break out meter box • Dig out and crimp 3/4" pipe connected to damaged curb stop • Excavate and remove asphalt and concrete as necessary • Remove and replace damaged curb stop • Furnish and install all parts and materials necessary As specified by RFB.	
Balance	**$9,850.00**

INVOICE

The City of East Palo Alto

1960 Tate Street
East Palo Alto, CA 94303
Phone: (650) 853-3189

APPLICANT: TREVOR CONNOLLY
1423 BAY RD
EAST PALO ALTO, CA 94303
ENCROACHMENT

Permit No: PW2025-0119
Parcel No: 063090020
Description: Water
Valuation: $9,850.00

Fee Description	Account	Fee Amount
ENG-ENCROACHMENT		
TEMPORARY CLOSURE OF SIDEWALK OR S	110-00000-42104	$867.00
UTILITY CONNECTIONS, EXCAVATIONS, POT	110-00000-42304	$867.00

This amount was not charged to C2R

Total Fees Due: **$1,734.00**
Date Printed: 07/10/2025

CUSTOMER

SI# 36486

Invoice

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

Date	Invoice #
8/18/2025	C72225

Bill To

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

Ship To

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

PO# 1000571717

P.O. Number	Terms	Via	Project
	Net 30		

Quantity	Item Code	Description	Price Each	Amount
1	Sales - Small Projects	Response to RFQ # 35 - Removal and paving of existing sink holes on University Ave and Donahue St - Emergency work	17,800.00	17,800.00

Total $17,800.00

Please remit payment to:
P.O. Box 1017
Mountain View, CA 94042

WWW.C2RENGINEERING.COM

C2R ENGINEERING

C2R Engineering Inc
Lic # 994397

PO Box 1017
Mountain View
CA 94043
Phone: (415) 559-2841

Invoice

DATE: AUGUST 18TH 2025

TO:
Thomas Landry
Field Supervisor
VEOLIA NORTH AMERICA

FOR:

Removal and paving of existing sink holes on University Ave and Donahue St

DESCRIPTION	
• Mobilize for Saturday work • Set up and maintain traffic control at the intersection of University Ave and Donahue St • Sawcut existing asphalt, demo, excavate and export • Compact area and add class II AB • Tack coat edges and place approx. 15 ton of asphalt in two sink hole areas Per RFQ# 35	
Balance	**$17,800.00**

City of East Palo Alto
Public Works / Engineering Division
1960 Tate Street - East Palo Alto - CA - 94303
650.853.3189 [tel] - 650.853.3179 [fax]

PERMIT NUMBER: **PW2025-0140**
ISSUED: 08/19/2025 By: MAC
Permit will be expired on: 11/17/2025
USA Ticket No.: _____
Start: _____ End: _____

City of East Palo Alto, California

REVOCABLE ENCROACHMENT APPLICATION AND PERMIT

ENCROACHMENT

Description of work to be done:
Emergency Work

Project Address: 2101 UNIVERSITY AVE

APPLICANT:	TREVOR CONNOLLY	ADDRESS:	100 MOUNTAIN VIEW AVENUE LOS ALTOS, CA 94024
PHONE:	(415) 559-2841 CELL:		
OWNER:		ADDRESS:	
PHONE:	CELL:		
CONTRACTOR:	C2R ENGINEERING, INC.	ADDRESS:	100 MOUNTAIN VIEW AVE LOS ALTOS, CA 94024
PHONE:	CELL:		

Fee Description	Amount	Receipt

Total Fees: $0.00 Total Paid: $0.00 **Total Due: $0.00**

I hereby acknowledge that I have read this permit and the attached "Special Provisions," that the information given by me is correct, that I am the owner or the duly authorized agent of the owner, and that I agree to comply with the conditions and all applicable provisions of the state laws, city ordinances, and the rules of any governmental agency involved.

_____ Trevor Connolly _____ 08/21/2025

Signature of Applicant: Date:

ENCROACHMENT PERMIT INSTRUCTION

THE FOLLOWING STANDARDS APPLY TO OWNER/APPLICANT AND HIS/HER CONTRACTOR AND SUBCONTRACTORS

1. Extreme care shall be exercised when working in City right-of-way (ROW). All work shall be performed in accordance with the City's standard plans and Caltrans standard specifications or as directed by City Engineer
2. All costs of repairing any and all infrastructure damaged within the ROW shall be paid for by the owner/applicant and should be reported immediately to the City Inspector
3. All trenching in the ROW will be required to do a T-Cut after trench is back filled (see City standard for width of T-Cut) and shall be sealed with an approved sealant after asphalt repair is complete
4. Any holes in the sidewalk/street shall be covered with non-flexible metal or as required by the City Inspector
5. Work in the ROW shall be conducted between the hours of 8:00 am and 5:00 pm Monday through Friday unless written authorization is obtained from the City Engineer 48 hours prior to the start of work
6. No equipment or materials shall be stored in the public ROW overnight without written authorization from the City Engineer
7. Prior to completing work in the ROW, the owner/applicant shall install standard trenching backfill as shown on the most current standard details for the City of East Palo Alto.
8. The area to be encroached upon shall be marked 48 hours prior to such encroachment. Notification shall be given to Underground Service Alert (USA) at 1-800-642-2444 for all digging proposed in ROW 48 hours prior to the commencement of any excavation
9. Any non-hazardous dewatering shall be filtered using NPDES approved device prior to discharging to storm drain
10. Proof of current City Business License, Bond deposit (10% of construction cost or $5,000 whichever is greater), Workman's compensation and Liability insurance, are required prior to issuance of an Encroachment Permit
11. When the presence of asbestos or hazardous substances are not shown on the plans or indicated in the specifications and the Contractor encounters materials which the Contractor reasonably believes to be asbestos or a hazardous substance as defined in Section 25914.1 of the Health and Safety Code, and the asbestos or hazardous material has not been rendered harmless, the Contractor may continue work in unaffected areas reasonably believed to be safe , and shall immediately cease work in the affected area and report the conditions to the Engineer in writing . In accordance with Section 25914.1 of the Health and Safety Code, all such removal of asbestos or hazardous substances including any exploratory work to identify and determine the extent of such asbestos or hazardous substance will be performed by a separate contract. If delay of work in the area delays the current controlling operation, the delay will be considered a right-of-way delay and the Contractor will be compensated for such delays as provided in Section 8-1.09, " Right of Way Delays," of the Standard Specifications by the owner of project
12. All work shall comply with all OSHA standards regarding shoring of excavation over 5 feet in depth
13. Caltrans safety standards shall be used for all traffic control measures . A traffic control plan shall be submitted for all work done on City's ROW. All signs cones, barricades, and traffic control devices must be clearly marked with contractor's/ subcontractor's name.
14. During non-daylight hours, applicant shall use yellow flashing lights and reflective tape on all barricades and/or street closure signage, to Caltrans standards. All workers must be equipped with reflective clothing/vests for working during non-daylight hours.
15. Advance notice shall be given to City inspection of all trench work including but not limited to: bedding cover, compaction, patching, paving, sidewalk, etc.... Bond deposit shall not be returned until the final inspection by the Public Works/Engineering Department has been completed.
16. All necessary permits must be obtained from the appropriate agencies prior to the issuance of an Encroachment Permit including but not limited to: sewer, water, electrical, Fish and Game, RWQCB etc....

FAILURE TO COMPLY WITH THESE REGULATIONS MAY RESULT IN A STOP WORK ORDER

SI# 36486

Invoice

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

Date	Invoice #
9/8/2025	C7233S

Bill To

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

Ship To

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

PO# 1000574625

P.O. Number	Terms	Via	Project
	Net 30		

Quantity	Item Code	Description	Price Each	Amount
1	Sales - Small Projects	Emergency Repair to water service at 123 Donohue St	3,500.00	3,500.00

Total $3,500.00

Please remit payment to:
P.O. Box 1017
Mountain View, CA 94042

WWW.C2RENGINEERING.COM

C2R Engineering Inc
Lic # 994397

ESTIMATE

PO Box 1017
Mountain View
CA 94043
Phone: (415) 559-2841

DATE: AUGUST 31ST 2025

TO:
Thomas Landry
Field Supervisor
VEOLIA NORTH AMERICA

FOR:

Emergency repair at 123 Donohue St at ¾" water service on Sunday 8/31/25

DESCRIPTION	
• Emergency repair to water service at 123 Donohue St East Palo Alto	
Quote	**$3,500.00**

City of East Palo Alto
Public Works / Engineering Division
1960 Tate Street - East Palo Alto - CA - 94303
650.853.3189 [tel] - 650.853.3179 [fax]

PERMIT NUMBER: **PW2025-0155**
ISSUED: 09/08/2025 By: MAC
Permit will be expired on: 12/07/2025
USA Ticket No.: _____
Start: _____ End: _____

City of East Palo Alto, California

REVOCABLE ENCROACHMENT APPLICATION AND PERMIT

ENCROACHMENT

Description of work to be done:
Water - 2" Tap & Meter Box

Project Address: 807 BAYSHORE RD

APPLICANT:	TREVOR CONNOLLY		ADDRESS:	100 MOUNTAIN VIEW AVENUE LOS ALTOS, CA 94024
PHONE:	(415) 559-2841	CELL:		
OWNER:			ADDRESS:	
PHONE:		CELL:		
CONTRACTOR:	C2R ENGINEERING, INC.		ADDRESS:	100 MOUNTAIN VIEW AVENUE LOS ALTOS, CA 94024
PHONE:		CELL:		

Fee Description	Amount	Receipt

Total Fees: $0.00 Total Paid: $0.00 **Total Due: $0.00**

I hereby acknowledge that I have read this permit and the attached "Special Provisions," that the information given by me is correct, that I am the owner or the duly authorized agent of the owner, and that I agree to comply with the conditions and all applicable provisions of the state laws, city ordinances, and the rules of any governmental agency involved.

Signature of Applicant

09/08/2025
Date:

ENCROACHMENT PERMIT INSTRUCTION

THE FOLLOWING STANDARDS APPLY TO OWNER/APPLICANT AND HIS/HER CONTRACTOR AND SUBCONTRACTORS

1. Extreme care shall be exercised when working in City right-of-way (ROW). All work shall be performed in accordance with the City's standard plans and Caltrans standard specifications or as directed by City Engineer
2. All costs of repairing any and all infrastructure damaged within the ROW shall be paid for by the owner/applicant and should be reported immediately to the City Inspector
3. All trenching in the ROW will be required to do a T-Cut after trench is back filled (see City standard for width of T-Cut) and shall be sealed with an approved sealant after asphalt repair is complete
4. Any holes in the sidewalk/street shall be covered with non-flexible metal or as required by the City Inspector
5. Work in the ROW shall be conducted between the hours of 8:00 am and 5:00 pm Monday through Friday unless written authorization is obtained from the City Engineer 48 hours prior to the start of work
6. No equipment or materials shall be stored in the public ROW overnight without written authorization from the City Engineer
7. Prior to completing work in the ROW, the owner/applicant shall install standard trenching backfill as shown on the most current standard details for the City of East Palo Alto.
8. The area to be encroached upon shall be marked 48 hours prior to such encroachment. Notification shall be given to Underground Service Alert (USA) at 1-800-642-2444 for all digging proposed in ROW 48 hours prior to the commencement of any excavation
9. Any non-hazardous dewatering shall be filtered using NPDES approved device prior to discharging to storm drain
10. Proof of current City Business License, Bond deposit (10% of construction cost or $5,000 whichever is greater), Workman's compensation and Liability insurance, are required prior to issuance of an Encroachment Permit
11. When the presence of asbestos or hazardous substances are not shown on the plans or indicated in the specifications and the Contractor encounters materials which the Contractor reasonably believes to be asbestos or a hazardous substance as defined in Section 25914.1 of the Health and Safety Code, and the asbestos or hazardous material has not been rendered harmless, the Contractor may continue work in unaffected areas reasonably believed to be safe, and shall immediately cease work in the affected area and report the conditions to the Engineer in writing. In accordance with Section 25914.1 of the Health and Safety Code, all such removal of asbestos or hazardous substances including any exploratory work to identify and determine the extent of such asbestos or hazardous substance will be performed by a separate contract. If delay of work in the area delays the current controlling operation, the delay will be considered a right-of-way delay and the Contractor will be compensated for such delays as provided in Section 8-1.09, "Right of Way Delays," of the Standard Specifications by the owner of project
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FAILURE TO COMPLY WITH THESE REGULATIONS MAY RESULT IN A STOP WORK ORDER

City of East Palo Alto
Public Works / Engineering Division
1960 Tate Street - East Palo Alto - CA - 94303
650.853.3189 [tel] - 650.853.3179 [fax]

PERMIT NUMBER: **PW2025-0155**
ISSUED: 09/08/2025 By: MAC
Permit will be expired on: 12/07/2025
USA Ticket No.: _____
Start: _____ End: _____

City of East Palo Alto, California

REVOCABLE ENCROACHMENT APPLICATION AND PERMIT

ENCROACHMENT

Description of work to be done:
Water - 2" Tap & Meter Box

Project Address: 807 BAYSHORE RD

APPLICANT:	TREVOR CONNOLLY		ADDRESS:	100 MOUNTAIN VIEW AVENUE LOS ALTOS, CA 94024
PHONE:	(415) 559-2841	CELL:		
OWNER:			ADDRESS:	
PHONE:		CELL:		,
CONTRACTOR:	C2R ENGINEERING, INC.		ADDRESS:	100 MOUNTAIN VIEW AVENUE LOS ALTOS, CA 94024
PHONE:		CELL:		

Fee Description	Amount	Receipt

Total Fees: $0.00 Total Paid: $0.00 **Total Due: $0.00**

I hereby acknowledge that I have read this permit and the attached "Special Provisions," that the information given by me is correct, that I am the owner or the duly authorized agent of the owner, and that I agree to comply with the conditions and all applicable provisions of the state laws, city ordinances, and the rules of any governmental agency involved.

_____ _____
Signature of Applicant: Date:

ENCROACHMENT PERMIT INSTRUCTION

THE FOLLOWING STANDARDS APPLY TO OWNER/APPLICANT AND HIS/HER CONTRACTOR AND SUBCONTRACTORS

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7. Prior to completing work in the ROW, the owner/applicant shall install standard trenching backfill as shown on the most current standard details for the City of East Palo Alto.
8. The area to be encroached upon shall be marked 48 hours prior to such encroachment. Notification shall be given to Underground Service Alert (USA) at 1-800-642-2444 for all digging proposed in ROW 48 hours prior to the commencement of any excavation
9. Any non-hazardous dewatering shall be filtered using NPDES approved device prior to discharging to storm drain
10. Proof of current City Business License, Bond deposit (10% of construction cost or $5,000 whichever is greater), Workman's compensation and Liability insurance, are required prior to issuance of an Encroachment Permit
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16. All necessary permits must be obtained from the appropriate agencies prior to the issuance of an Encroachment Permit including but not limited to: sewer, water, electrical, Fish and Game, RWQCB etc....

FAILURE TO COMPLY WITH THESE REGULATIONS MAY RESULT IN A STOP WORK ORDER

GOLDEN STATE CONSTRUCTION & UTILITY, INC.
1485 BAYSHORE BLVD, #226
SAN FRANCISCO, CA 94124
CSLB # 1062957

EMAIL: office@goldenstatecu.com TEL: (415) 949-8303

SI# 36486
PO# 1000567222

INVOICE August 21, 2025

VEOLIA

Attn: Thomas Landry

Fire Hydrant Replacement - 2896 Illinois Street

Supply labor, tools & equipment to perform the following scope of work:

- Remove old dry barrel hydrant, removing stem and valve.
- Install new wet barrel hydrant.
- Veolia EPA will provide replacement hydrant and gaskets.
- City of East Palo Alto Encroachment Permit

All of the Above For the Unit Price of .....$3,940.00 LS

Total Amount Due Now.....$3,940.00 LS

SI# 36486

Invoice

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

Date	Invoice #
9/22/2025	C7269S

Bill To

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

Ship To

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

PO# 1000579467

P.O. Number	Terms	Via	Project
	Net 30		

Quantity	Item Code	Description	Price Each	Amount
1	Sales - Small Projects	Water service leak repair at O'Connor Pump Station	12,750.00	12,750.00

Total $12,750.00

Please remit payment to:
P.O. Box 1017
Mountain View, CA 94042

WWW.C2RENGINEERING.COM

C2R ENGINEERING

C2R Engineering Inc
Lic # 994397

PO Box 1017
Mountain View
CA 94043
Phone: (415) 559-2841

INVOICE

DATE: SEPT 19ND 2025

TO:
Thomas Landry
Field Supervisor
VEOLIA NORTH AMERICA

FOR:

Water service leak repair at O'Connor Pump Station

DESCRIPTION	
• USA area • Mobilize • Demo, remove concrete/asphalt as needed • Excavate and repair leaking water service by existing meter box • Remove and replace meter box • Restore area • Document work.	
Quote	**$12,750.00**

City of East Palo Alto
Public Works / Engineering Division
1960 Tate Street - East Palo Alto - CA - 94303
650.853.3189 [tel] - 650.853.3179 [fax]

PERMIT NUMBER: **PW2025-0166**
ISSUED: 09/23/2025 By: MAC
Permit will be expired on: 12/22/2025
USA Ticket No.: _____
Start: _____ End: _____

City of East Palo Alto, California

REVOCABLE ENCROACHMENT APPLICATION AND PERMIT

ENCROACHMENT

Description of work to be done:

Project Address: 1174 OCONNOR ST

APPLICANT:	C2R ENGINEERING, INC.	ADDRESS:	100 MOUNTAIN VIEW AVENUE
PHONE:	(415) 559-2841 CELL:		LOS ALTOS, CA 94024
OWNER:		ADDRESS:	
PHONE:	CELL:		,
CONTRACTOR:		ADDRESS:	
PHONE:	CELL:		,

Fee Description	Amount	Receipt

Total Fees: $0.00 Total Paid: $0.00 **Total Due: $0.00**

I hereby acknowledge that I have read this permit and the attached "Special Provisions," that the information given by me is correct, that I am the owner or the duly authorized agent of the owner, and that I agree to comply with the conditions and all applicable provisions of the state laws, city ordinances, and the rules of any governmental agency involved.

_____ 09/23/2025

Signature of Applicant: Date:

ENCROACHMENT PERMIT INSTRUCTION

THE FOLLOWING STANDARDS APPLY TO OWNER/APPLICANT AND HIS/HER CONTRACTOR AND SUBCONTRACTORS

1. Extreme care shall be exercised when working in City right-of-way (ROW). All work shall be performed in accordance with the City's standard plans and Caltrans standard specifications or as directed by City Engineer
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3. All trenching in the ROW will be required to do a T-Cut after trench is back filled (see City standard for width of T-Cut) and shall be sealed with an approved sealant after asphalt repair is complete
4. Any holes in the sidewalk/street shall be covered with non-flexible metal or as required by the City Inspector
5. Work in the ROW shall be conducted between the hours of 8:00 am and 5:00 pm Monday through Friday unless written authorization is obtained from the City Engineer 48 hours prior to the start of work
6. No equipment or materials shall be stored in the public ROW overnight without written authorization from the City Engineer
7. Prior to completing work in the ROW, the owner/applicant shall install standard trenching backfill as shown on the most current standard details for the City of East Palo Alto.
8. The area to be encroached upon shall be marked 48 hours prior to such encroachment. Notification shall be given to Underground Service Alert (USA) at 1-800-642-2444 for all digging proposed in ROW 48 hours prior to the commencement of any excavation
9. Any non-hazardous dewatering shall be filtered using NPDES approved device prior to discharging to storm drain
10. Proof of current City Business License, Bond deposit (10% of construction cost or $5,000 whichever is greater), Workman's compensation and Liability insurance, are required prior to issuance of an Encroachment Permit
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FAILURE TO COMPLY WITH THESE REGULATIONS MAY RESULT IN A STOP WORK ORDER

SI# 36486

Invoice

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

Date	Invoice #
9/8/2025	C7234S

Bill To

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

Ship To

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

PO# 1000574027

P.O. Number	Terms	Via	Project
	Net 30		

Quantity	Item Code	Description	Price Each	Amount
1	Sales - Small Projects	Water Service at 123 Donohue St	20,500.00	20,500.00

Total $20,500.00

Please remit payment to:
P.O. Box 1017
Mountain View, CA 94042

WWW.C2RENGINEERING.COM

C2R Engineering Inc
Lic # 994397

ESTIMATE

PO Box 1017
Mountain View
CA 94043
Phone: (415) 559-2841

DATE: SEPT 3RD 2025

TO:
Thomas Landry
Field Supervisor
VEOLIA NORTH AMERICA

FOR:

Water service at 123 Donohue St

DESCRIPTION	
• USA area • Mobilize • Excavate and install new water service line from main (opposite side of street from 123 Donohoe St.) • Connect to existing corp stop on existing water mainline • Work is in conjunction with plumbing company and tapper working on 127 Donohoe - a Park Mutual Water Company Customer. • Restore area • Request and set up Pg&e standby for existing 24" high pressure gas transmission line • Document work.	
Quote	**$20,500.00**

City of East Palo Alto
Public Works / Engineering Division
1960 Tate Street - East Palo Alto - CA - 94303
650.853.3189 [tel] - 650.853.3179 [fax]

PERMIT NUMBER: **PW2025-0148**
ISSUED: 08/28/2025 By: MAC
Permit will be expired on: 11/26/2025
USA Ticket No.:
Start: 8/29/2025 End:

City of East Palo Alto, California

REVOCABLE ENCROACHMENT APPLICATION AND PERMIT

ENCROACHMENT

Description of work to be done:
Emergency Water Line Replacement

Project Address: 123 DONOHOE ST

APPLICANT:	TREVOR CONNOLLY	ADDRESS:	100 MOUNTAIN VIEW AVENUE LOS ALTOS, CA 94024
PHONE:	(415) 559-2841 CELL:		
OWNER:		ADDRESS:	
PHONE:	CELL:		
CONTRACTOR:	C2R ENGINEERING, INC.	ADDRESS:	100 MOUNTAIN VIEW AVENUE LOS ALTOS, CA 94024
PHONE:	CELL:		

Fee Description	Amount	Receipt

Total Fees: $0.00 Total Paid: $0.00 **Total Due: $0.00**

I hereby acknowledge that I have read this permit and the attached "Special Provisions," that the information given by me is correct, that I am the owner or the duly authorized agent of the owner, and that I agree to comply with the conditions and all applicable provisions of the state laws, city ordinances, and the rules of any governmental agency involved.

Signature of Applicant: Date: 09/02/2025

ENCROACHMENT PERMIT INSTRUCTION

THE FOLLOWING STANDARDS APPLY TO OWNER/APPLICANT AND HIS/HER CONTRACTOR AND SUBCONTRACTORS

1. Extreme care shall be exercised when working in City right-of-way (ROW). All work shall be performed in accordance with the City's standard plans and Caltrans standard specifications or as directed by City Engineer
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FAILURE TO COMPLY WITH THESE REGULATIONS MAY RESULT IN A STOP WORK ORDER

SI# 36486

Invoice

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

Date	Invoice #
9/15/2025	C72388

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

PO# 1000576393

P.O. Number	Terms	Via	Project
	Net 30		

Quantity	Item Code	Description	Price Each	Amount
1	Sales - Small Projects	1854 Bay Rd - Emergency Work Locate and repair existing 6" asbestos mainline on Bay Rd	27,800.00	27,800.00

Total $27,800.00

Please remit payment to:
P.O. Box 1017
Mountain View, CA 94042

WWW.C2RENGINEERING.COM

C2R Engineering Inc
Lic # 994397

PO Box 1017
Mountain View
CA 94043
Phone: (415) 559-2841

INVOICE

DATE: SEPT 9TH 2025

TO:
Thomas Landry
Field Supervisor
VEOLIA NORTH AMERICA

FOR:

Locate and repair existing 6" asbestos mainline on Bay Rd

DESCRIPTION	
• Emergency USA area • Coordinate emergency Pg&e standby for high voltage electrical line • Mobilize equipment • Set up traffic control • Remove and replace irrigation lines as necessary • Excavate to mainline and install shoring • Assist the City with existing tree removal • Expose existing 6" ACP mainline and install 6" repair coupling • Backfill trench • Restore area **Note:** Coordinate with facility and supply 6 toilets and wash stations while water line is out of service	
Quote	**$27,800.00**

City of East Palo Alto
Public Works / Engineering Division
1960 Tate Street - East Palo Alto - CA - 94303
650.853.3189 [tel] - 650.853.3179 [fax]

PERMIT NUMBER: **PW2025-0161**
ISSUED: 09/22/2025 By: MAC
Permit will be expired on: 12/21/2025
USA Ticket No.: _____
Start: _____ End: _____

City of East Palo Alto, California

REVOCABLE ENCROACHMENT APPLICATION AND PERMIT

ENCROACHMENT

Description of work to be done:
Emergency Irrigation Line Repair

Project Address: 1854 Bay Road

APPLICANT:	TREVOR CONNOLLY	ADDRESS:	100 MOUNTAIN VIEW AVENUE LOS ALTOS, CA 94024
PHONE:	(415) 559-2841 CELL:		
OWNER:		ADDRESS:	
PHONE:	CELL:		
CONTRACTOR:	C2R ENGINEERING, INC.	ADDRESS:	100 MOUNTAIN VIEW AVENUE LOS ALTOS, CA 94024
PHONE:	CELL:		

Fee Description	Amount	Receipt

Total Fees: $0.00 Total Paid: $0.00 **Total Due: $0.00**

I hereby acknowledge that I have read this permit and the attached "Special Provisions," that the information given by me is correct, that I am the owner or the duly authorized agent of the owner, and that I agree to comply with the conditions and all applicable provisions of the state laws, city ordinances, and the rules of any governmental agency involved.

_____ _____ 09/22/2025

Signature of Applicant: Date:

ENCROACHMENT PERMIT INSTRUCTION

THE FOLLOWING STANDARDS APPLY TO OWNER/APPLICANT AND HIS/HER CONTRACTOR AND SUBCONTRACTORS

1. Extreme care shall be exercised when working in City right-of-way (ROW). All work shall be performed in accordance with the City's standard plans and Caltrans standard specifications or as directed by City Engineer
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3. All trenching in the ROW will be required to do a T-Cut after trench is back filled (see City standard for width of T-Cut) and shall be sealed with an approved sealant after asphalt repair is complete
4. Any holes in the sidewalk/street shall be covered with non-flexible metal or as required by the City Inspector
5. Work in the ROW shall be conducted between the hours of 8:00 am and 5:00 pm Monday through Friday unless written authorization is obtained from the City Engineer 48 hours prior to the start of work
6. No equipment or materials shall be stored in the public ROW overnight without written authorization from the City Engineer
7. Prior to completing work in the ROW, the owner/applicant shall install standard trenching backfill as shown on the most current standard details for the City of East Palo Alto.
8. The area to be encroached upon shall be marked 48 hours prior to such encroachment. Notification shall be given to Underground Service Alert (USA) at 1-800-642-2444 for all digging proposed in ROW 48 hours prior to the commencement of any excavation
9. Any non-hazardous dewatering shall be filtered using NPDES approved device prior to discharging to storm drain
10. Proof of current City Business License, Bond deposit (10% of construction cost or $5,000 whichever is greater), Workman's compensation and Liability insurance, are required prior to issuance of an Encroachment Permit
11. When the presence of asbestos or hazardous substances are not shown on the plans or indicated in the specifications and the Contractor encounters materials which the Contractor reasonably believes to be asbestos or a hazardous substance as defined in Section 25914.1 of the Health and Safety Code, and the asbestos or hazardous material has not been rendered harmless, the Contractor may continue work in unaffected areas reasonably believed to be safe, and shall immediately cease work in the affected area and report the conditions to the Engineer in writing. In accordance with Section 25914.1 of the Health and Safety Code, all such removal of asbestos or hazardous substances including any exploratory work to identify and determine the extent of such asbestos or hazardous substance will be performed by a separate contract. If delay of work in the area delays the current controlling operation, the delay will be considered a right-of-way delay and the Contractor will be compensated for such delays as provided in Section 8-1.09, " Right of Way Delays," of the Standard Specifications by the owner of project
12. All work shall comply with all OSHA standards regarding shoring of excavation over 5 feet in depth
13. Caltrans safety standards shall be used for all traffic control measures. A traffic control plan shall be submitted for all work done on City's ROW. All signs cones, barricades, and traffic control devices must be clearly marked with contractor's/ subcontractor's name.
14. During non-daylight hours, applicant shall use yellow flashing lights and reflective tape on all barricades and/or street closure signage, to Caltrans standards. All workers must be equipped with reflective clothing/vests for working during non-daylight hours.
15. Advance notice shall be given to City inspection of all trench work including but not limited to: bedding cover, compaction, patching, paving, sidewalk, etc.... Bond deposit shall not be returned until the final inspection by the Public Works/Engineering Department has been completed.
16. All necessary permits must be obtained from the appropriate agencies prior to the issuance of an Encroachment Permit including but not limited to: sewer, water, electrical, Fish and Game, RWQCB etc....

FAILURE TO COMPLY WITH THESE REGULATIONS MAY RESULT IN A STOP WORK ORDER

GOLDEN STATE CONSTRUCTION & UTILITY, INC.
1485 BAYSHORE BLVD, #226
SAN FRANCISCO, CA 94124
CSLB # 1062957

EMAIL: office@goldenstatecu.com TEL: (415) 949-8303

SI#36486
PO#1000585712

INVOICE August 21, 2025

VEOLIA

Attn: Thomas Landry

Fire Hydrant Replacement & Leaking Lateral Replacement - 2555 Hazelwood Way.

Supply labor, tools & equipment to perform the following scope of work:

- Excavate and repair leak (Between aux valve and hydrant).
- Replace old 2 port hydrant with a Clow 960 that has two 2.5" ports and one
- 4.5" port (provided by Veolia.
- All other materials provided by Contractor.
- City of East Palo Alto Encroachment Permit

All of the Above For the Unit Price of .....$19,400.00 LS

Total Amount Due Now.....$19,400.00 LS

City of East Palo Alto
Public Works / Engineering Division
1960 Tate Street - East Palo Alto - CA - 94303
650.853.3189 [tel] - 650.853.3179 [fax]

PERMIT NUMBER: **PW2025-0131**
ISSUED: 08/18/2025 By: MAC
Permit will be expired on: 11/16/2025
USA Ticket No.: 2025080101937
Start: 8/20/2025 End: 8/21/2025

City of East Palo Alto, California

REVOCABLE ENCROACHMENT APPLICATION AND PERMIT

ENCROACHMENT

Description of work to be done:
Fire Hydrant + Lateral Replacement

Project Address: 2555 HAZELWOOD WAY

APPLICANT:	CONNOR LEO	ADDRESS:	1485 BAYSHORE BOULEVARD #226
PHONE:	(650) 861-7956 CELL:		SAN FRANCISCO, CA 94124
OWNER:		ADDRESS:	
PHONE:	CELL:		
CONTRACTOR:	GOLDEN STATE CONSTRUCTION	ADDRESS:	1485 BAYSHORE BOULEVARD, #226
PHONE:	(650) 861-7956 CELL:		SAN FRANCISCO, CA 94124

Fee Description	Amount	Receipt
UTILITY CONNECTIONS, EXCAVATIONS, POTHOLING	867.00	R024642
TEMPORARY CLOSURE OF SIDEWALK OR STREET	867.00	R024642

Total Fees: $1,734.00 Total Paid: $1,734.00 **Total Due: $0.00**

I hereby acknowledge that I have read this permit and the attached "Special Provisions," that the information given by me is correct, that I am the owner or the duly authorized agent of the owner, and that I agree to comply with the conditions and all applicable provisions of the state laws, city ordinances, and the rules of any governmental agency involved.

Conor Leo Digitally signed by Conor Leo Date: 2025.08.18 10:45:47-07'00' 8/18/25

Signature of Applicant Date:

ENCROACHMENT PERMIT INSTRUCTION

THE FOLLOWING STANDARDS APPLY TO OWNER/APPLICANT AND HIS/HER CONTRACTOR AND SUBCONTRACTORS

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FAILURE TO COMPLY WITH THESE REGULATIONS MAY RESULT IN A STOP WORK ORDER

SI# 36486

Invoice

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

Date	Invoice #
9/22/2025	C7270S

Bill To

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

Ship To

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

PO#1000590693

P.O. Number	Terms	Via	Project
	Net 30		

Quantity	Item Code	Description	Price Each	Amount
1	Sales - Small Projects	4" gate valves and associated work at 807 E Bayshore Ave	19,750.00	19,750.00

Total $19,750.00

Please remit payment to:
P.O. Box 1017
Mountain View, CA 94042

WWW.C2RENGINEERING.COM

C2R Engineering Inc
Lic # 994397

PO Box 1017
Mountain View
CA 94043
Phone: (415) 559-2841

ESTIMATE

DATE: SEPT 2ND 2025

TO:
Thomas Landry
Field Supervisor
VEOLIA NORTH AMERICA

FOR:

Response to RFQ 036 807 E Bayshore Ave for 4" gate valves and associated work

DESCRIPTION	
• USA area and mobilize • Demo and Replace two each 4" Gate Valves # 145 & 162 • Existing lead joints cut and properly disposed • Ductile iron gate valves, epoxy coated in and out. Mechanical joint on both ends. • Install piping • Backfill and compact trench • Restore area	
Quote	**$19,750.00**

City of East Palo Alto
Public Works / Engineering Division
1960 Tate Street - East Palo Alto - CA - 94303
650.853.3189 [tel] - 650.853.3179 [fax]

PERMIT NUMBER: **PW2025-0154**
ISSUED: 09/08/2025 By: MAC
Permit will be expired on: 12/08/2025
USA Ticket No.: _____
Start: _____ End: _____

City of East Palo Alto, California

REVOCABLE ENCROACHMENT APPLICATION AND PERMIT

ENCROACHMENT

Description of work to be done:
Water - 4" Gate Valve

Project Address: 807 BAYSHORE RD

APPLICANT:	TREVOR CONNOLLY	ADDRESS:	100 MOUNTAIN VIEW LOS ALTOS, CA 94024
PHONE:	(415) 559-2841 CELL:		
OWNER:		ADDRESS:	
PHONE:	CELL:		,
CONTRACTOR:	C2R ENGINEERING, INC.	ADDRESS:	100 MOUNTAIN VIEW AVENUE LOS ALTOS, CA 94024
PHONE:	CELL:		

Fee Description	Amount	Receipt

Total Fees: $0.00 Total Paid: $0.00 **Total Due: $0.00**

I hereby acknowledge that I have read this permit and the attached "Special Provisions," that the information given by me is correct, that I am the owner or the duly authorized agent of the owner, and that I agree to comply with the conditions and all applicable provisions of the state laws, city ordinances, and the rules of any governmental agency involved.

Signature of Applicant: _____ Date: 09.08.2025

ENCROACHMENT PERMIT INSTRUCTION

THE FOLLOWING STANDARDS APPLY TO OWNER/APPLICANT AND HIS/HER CONTRACTOR AND SUBCONTRACTORS

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8. The area to be encroached upon shall be marked 48 hours prior to such encroachment. Notification shall be given to Underground Service Alert (USA) at 1-800-642-2444 for all digging proposed in ROW 48 hours prior to the commencement of any excavation
9. Any non-hazardous dewatering shall be filtered using NPDES approved device prior to discharging to storm drain
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FAILURE TO COMPLY WITH THESE REGULATIONS MAY RESULT IN A STOP WORK ORDER

City of East Palo Alto
Public Works / Engineering Division
1960 Tate Street - East Palo Alto - CA - 94303
650.853.3189 [tel] - 650.853.3179 [fax]

PERMIT NUMBER: **PW2025-0154**
ISSUED: 09/08/2025 By: MAC
Permit will be expired on: 12/08/2025
USA Ticket No.: _____
Start: _____ End: _____

City of East Palo Alto, California

REVOCABLE ENCROACHMENT APPLICATION AND PERMIT

ENCROACHMENT

Description of work to be done:
Water - 4" Gate Valve

Project Address: 807 BAYSHORE RD

APPLICANT:	TREVOR CONNOLLY	ADDRESS:	100 MOUNTAIN VIEW LOS ALTOS, CA 94024
PHONE:	(415) 559-2841 CELL:		
OWNER:		ADDRESS:	
PHONE:	CELL:		
CONTRACTOR:	C2R ENGINEERING, INC.	ADDRESS:	100 MOUNTAIN VIEW AVENUE LOS ALTOS, CA 94024
PHONE:	CELL:		

Fee Description	Amount	Receipt

Total Fees: $0.00 Total Paid: $0.00 **Total Due: $0.00**

I hereby acknowledge that I have read this permit and the attached "Special Provisions," that the information given by me is correct, that I am the owner or the duly authorized agent of the owner, and that I agree to comply with the conditions and all applicable provisions of the state laws, city ordinances, and the rules of any governmental agency involved.

Signature of Applicant: _____ Date: _____

ENCROACHMENT PERMIT INSTRUCTION

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FAILURE TO COMPLY WITH THESE REGULATIONS MAY RESULT IN A STOP WORK ORDER

SI# 36486

Invoice

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

Date	Invoice #
9/8/2025	C7235S

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

PO# 1000574026

P.O. Number	Terms	Via	Project
	Net 30		

Quantity	Item Code	Description	Price Each	Amount
1	Sales - Small Projects	Repair water service leak at 2329 Menalto Ave	19,500.00	19,500.00

Total $19,500.00

Please remit payment to:
P.O. Box 1017
Mountain View, CA 94042

WWW.C2RENGINEERING.COM

C2R Engineering Inc
Lic # 994397

PO Box 1017
Mountain View
CA 94043
Phone: (415) 559-2841

ESTIMATE

DATE: SEPT 4TH 2025

TO:
Thomas Landry
Field Supervisor
VEOLIA NORTH AMERICA

FOR:

Repair water main/service leak at 2329 Menalto Ave

DESCRIPTION	
• USA area • Mobilize • Excavate and explore area to find leak • After investigation it was discovered that the water service was leaking inside an existing slip lined 3" cast iron pipe. • Install new service and reconnect to water main and water meter • Restore area and pave street • Document work.	
Quote	**$19,500.00**

City of East Palo Alto
Public Works / Engineering Division
1960 Tate Street - East Palo Alto - CA - 94303
650.853.3189 [tel] - 650.853.3179 [fax]

PERMIT NUMBER: **PW2025-0157**
ISSUED: 09/09/2025 By: MAC
Permit will be expired on: 12/08/2025
USA Ticket No.: _____
Start: _____ End: _____

City of East Palo Alto, California

REVOCABLE ENCROACHMENT APPLICATION AND PERMIT

ENCROACHMENT

Description of work to be done:
Emergency Repair Leak

Project Address: 2329 MENALTO AVE

APPLICANT:	TREVOR CONNOLLY	ADDRESS:	100 MOUNTAIN VIEW AVENUE LOS ALTOS, CA 94024
PHONE:	(415) 559-2841 CELL:		
OWNER:		ADDRESS:	
PHONE:	CELL:		,
CONTRACTOR:	C2R ENGINEERING, INC.	ADDRESS:	100 MOUNTAIN VIEW AVENUE LOS ALTOS, CA 94024
PHONE:	CELL:		

Fee Description	Amount	Receipt

Total Fees: $0.00 Total Paid: $0.00 **Total Due: $0.00**

I hereby acknowledge that I have read this permit and the attached "Special Provisions," that the information given by me is correct, that I am the owner or the duly authorized agent of the owner, and that I agree to comply with the conditions and all applicable provisions of the state laws, city ordinances, and the rules of any governmental agency involved.

Signature of Applicant: _____ Date: 9/16/20252

ENCROACHMENT PERMIT INSTRUCTION

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FAILURE TO COMPLY WITH THESE REGULATIONS MAY RESULT IN A STOP WORK ORDER

Invoice

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

SI#36486

Date	Invoice #
9/29/2025	C7272S

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

PO#1000593261

P.O. Number	Terms	Via	Project
	Net 30		

Quantity	Item Code	Description	Price Each	Amount
1	Sales - Small Projects	Leaking valve emergency repair at Pulgas Ave and Beech St	12,900.00	12,900.00

Total $12,900.00

Please remit payment to:
P.O. Box 1017
Mountain View, CA 94042

WWW.C2RENGINEERING.COM

C2R Engineering Inc
Lic # 994397

PO Box 1017
Mountain View
CA 94043
Phone: (415) 559-2841

Invoice

DATE: SEPT 29TH 2025

TO:
Thomas Landry
Field Supervisor
VEOLIA NORTH AMERICA

FOR:

Emergency repair leaking valve at Pulgas Ave and Beech St per RFQ 032

DESCRIPTION	
• Emergency USA area and Mobilize • Excavate and repair leak at valve • All materials provided by Contractor • Pave and restore area	
Quote	**$12,900.00**

City of East Palo Alto
Public Works / Engineering Division
1960 Tate Street - East Palo Alto - CA - 94303
650.853.3189 [tel] - 650.853.3179 [fax]

PERMIT NUMBER: **PW2025-0171**
ISSUED: 10/06/2025 By: CP1
Permit will be expired on: 01/04/2026
USA Ticket No.: _____
Start: _____ End: _____

City of East Palo Alto, California
REVOCABLE ENCROACHMENT APPLICATION AND PERMIT
ENCROACHMENT

Description of work to be done:
Emergency Valve Repair

Project Address: 1095 BEECH ST

APPLICANT:	C2R ENGINEERING, INC.	ADDRESS:	100 MOUNTAIN VIEW AVENUE
PHONE:	(415) 559-2841 CELL:		LOS ALTOS, CA 94024
OWNER:		ADDRESS:	
PHONE:	CELL:		
CONTRACTOR:		ADDRESS:	
PHONE:	CELL:		

Fee Description	Amount	Receipt

Total Fees: $0.00 Total Paid: $0.00 **Total Due: $0.00**

I hereby acknowledge that I have read this permit and the attached "Special Provisions," that the information given by me is correct, that I am the owner or the duly authorized agent of the owner, and that I agree to comply with the conditions and all applicable provisions of the state laws, city ordinances, and the rules of any governmental agency involved.

_____ _____ *10/29/2025*
Signature of Applicant: Date:

ENCROACHMENT PERMIT INSTRUCTION

THE FOLLOWING STANDARDS APPLY TO OWNER/APPLICANT AND HIS/HER CONTRACTOR AND SUBCONTRACTORS

1. Extreme care shall be exercised when working in City right-of-way (ROW). All work shall be performed in accordance with the City's standard plans and Caltrans standard specifications or as directed by City Engineer
2. All costs of repairing any and all infrastructure damaged within the ROW shall be paid for by the owner/applicant and should be reported immediately to the City Inspector
3. All trenching in the ROW will be required to do a T-Cut after trench is back filled (see City standard for width of T-Cut) and shall be sealed with an approved sealant after asphalt repair is complete
4. Any holes in the sidewalk/street shall be covered with non-flexible metal or as required by the City Inspector
5. Work in the ROW shall be conducted between the hours of 8:00 am and 5:00 pm Monday through Friday unless written authorization is obtained from the City Engineer 48 hours prior to the start of work
6. No equipment or materials shall be stored in the public ROW overnight without written authorization from the City Engineer
7. Prior to completing work in the ROW, the owner/applicant shall install standard trenching backfill as shown on the most current standard details for the City of East Palo Alto.
8. The area to be encroached upon shall be marked 48 hours prior to such encroachment. Notification shall be given to Underground Service Alert (USA) at 1-800-642-2444 for all digging proposed in ROW 48 hours prior to the commencement of any excavation
9. Any non-hazardous dewatering shall be filtered using NPDES approved device prior to discharging to storm drain
10. Proof of current City Business License, Bond deposit (10% of construction cost or $5,000 whichever is greater), Workman's compensation and Liability insurance, are required prior to issuance of an Encroachment Permit
11. When the presence of asbestos or hazardous substances are not shown on the plans or indicated in the specifications and the Contractor encounters materials which the Contractor reasonably believes to be asbestos or a hazardous substance as defined in Section 25914.1 of the Health and Safety Code, and the asbestos or hazardous material has not been rendered harmless, the Contractor may continue work in unaffected areas reasonably believed to be safe, and shall immediately cease work in the affected area and report the conditions to the Engineer in writing. In accordance with Section 25914.1 of the Health and Safety Code, all such removal of asbestos or hazardous substances including any exploratory work to identify and determine the extent of such asbestos or hazardous substance will be performed by a separate contract. If delay of work in the area delays the current controlling operation, the delay will be considered a right-of-way delay and the Contractor will be compensated for such delays as provided in Section 8-1.09, "Right of Way Delays," of the Standard Specifications by the owner of project
12. All work shall comply with all OSHA standards regarding shoring of excavation over 5 feet in depth
13. Caltrans safety standards shall be used for all traffic control measures. A traffic control plan shall be submitted for all work done on City's ROW. All signs cones, barricades, and traffic control devices must be clearly marked with contractor's/ subcontractor's name.
14. During non-daylight hours, applicant shall use yellow flashing lights and reflective tape on all barricades and/or street closure signage, to Caltrans standards. All workers must be equipped with reflective clothing/vests for working during non-daylight hours.
15. Advance notice shall be given to City inspection of all trench work including but not limited to: bedding cover, compaction, patching, paving, sidewalk, etc.... Bond deposit shall not be returned until the final inspection by the Public Works/Engineering Department has been completed.
16. All necessary permits must be obtained from the appropriate agencies prior to the issuance of an Encroachment Permit including but not limited to: sewer, water, electrical, Fish and Game, RWQCB etc....

FAILURE TO COMPLY WITH THESE REGULATIONS MAY RESULT IN A STOP WORK ORDER

SI# 36486

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

Invoice

Date	Invoice #
9/29/2025	C7273S

Bill To

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

Ship To

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

PO# 1000593457

P.O. Number	Terms	Via	Project
	Net 30		

Quantity	Item Code	Description	Price Each	Amount
1	Sales - Small Projects	Emergency 6" repair on main line at 2847 Temple Ct	18,750.00	18,750.00

Total $18,750.00

Please remit payment to:
P.O. Box 1017
Mountain View, CA 94042

WWW.C2RENGINEERING.COM

C2R Engineering Inc
Lic # 994397

PO Box 1017
Mountain View
CA 94043
Phone: (415) 559-2841

Invoice

DATE: SEPT 29TH 2025

TO:
Thomas Landry
Field Supervisor
VEOLIA NORTH AMERICA

FOR:

Emergency repair to water main break at 2847 Temple Ct. per RFQ 049 on Wednesday 9/24 and pave trench on 9/26

DESCRIPTION	
• Emergency USA area and Mobilize • Locate, excavate and repair longitudinal break on exiting 6" cast iron main line • Backfill and compact trench area • All materials (hymax couplings and pipe) provided by Contractor • Pave and restore area	
Quote	**$18,750.00**

City of East Palo Alto
Public Works / Engineering Division
1960 Tate Street - East Palo Alto - CA - 94303
650.853.3189 [tel] - 650.853.3179 [fax]

PERMIT NUMBER: **PW2025-0173**
ISSUED: 10/06/2025 By: CP1
Permit will be expired on: 01/04/2026
USA Ticket No.: _____
Start: _____ End: _____

City of East Palo Alto, California
REVOCABLE ENCROACHMENT APPLICATION AND PERMIT
ENCROACHMENT

Description of work to be done:
Emergancy Main Repair

Project Address: 2847 TEMPLE CT

APPLICANT:	C2R ENGINEERING, INC.	ADDRESS:	100 MOUNTAIN VIEW AVE LOS ALTOS, CA 94024
PHONE:	(415) 559-2841 CELL:		
OWNER:		ADDRESS:	
PHONE:	CELL:		
CONTRACTOR:		ADDRESS:	
PHONE:	CELL:		

Fee Description	Amount	Receipt

Total Fees: $0.00 Total Paid: $0.00 **Total Due: $0.00**

I hereby acknowledge that I have read this permit and the attached "Special Provisions," that the information given by me is correct, that I am the owner or the duly authorized agent of the owner, and that I agree to comply with the conditions and all applicable provisions of the state laws, city ordinances, and the rules of any governmental agency involved.

_____ _____ 10/06/2025

Signature of Applicant: Date:

ENCROACHMENT PERMIT INSTRUCTION

THE FOLLOWING STANDARDS APPLY TO OWNER/APPLICANT AND HIS/HER CONTRACTOR AND SUBCONTRACTORS

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4. Any holes in the sidewalk/street shall be covered with non-flexible metal or as required by the City Inspector
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7. Prior to completing work in the ROW, the owner/applicant shall install standard trenching backfill as shown on the most current standard details for the City of East Palo Alto.
8. The area to be encroached upon shall be marked 48 hours prior to such encroachment. Notification shall be given to Underground Service Alert (USA) at 1-800-642-2444 for all digging proposed in ROW 48 hours prior to the commencement of any excavation
9. Any non-hazardous dewatering shall be filtered using NPDES approved device prior to discharging to storm drain
10. Proof of current City Business License, Bond deposit (10% of construction cost or $5,000 whichever is greater), Workman's compensation and Liability insurance, are required prior to issuance of an Encroachment Permit
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15. Advance notice shall be given to City inspection of all trench work including but not limited to: bedding cover, compaction, patching, paving, sidewalk, etc.... Bond deposit shall not be returned until the final inspection by the Public Works/Engineering Department has been completed.
16. All necessary permits must be obtained from the appropriate agencies prior to the issuance of an Encroachment Permit including but not limited to: sewer, water, electrical, Fish and Game, RWQCB etc....

FAILURE TO COMPLY WITH THESE REGULATIONS MAY RESULT IN A STOP WORK ORDER

SI# 36486
PO# 1000617351

Invoice

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

Date	Invoice #
11/19/2025	C7310S

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

P.O. Number	Terms	Via	Project
	Net 30		

Quantity	Item Code	Description	Price Each	Amount
1	Sales - Small Projects	RFQ 57 - Remediating Unpermitted Sewer Work at 1124 Gaillardia Way	10,780.00	10,780.00

Total $10,780.00

Please remit payment to:
P.O. Box 1017
Mountain View, CA 94042

WWW.C2RENGINEERING.COM

C2R Engineering Inc
Lic # 994397

PO Box 1017
Mountain View
CA 94043
Phone: (415) 559-2841

DATE: NOV 18TH 2025

TO:
Thomas Landry
Field Supervisor
VEOLIA NORTH AMERICA

FOR:

RFQ # 57 Inspecting and Remediating Unpermitted Sewer Work Performed at 1124 Gaillardia Way

DESCRIPTION	
• Examine water main for any potential leak. • Add fill to cover / protect water main in lieu of city inspector of work on property sewer line • Document work with texted photos. 650-250-6477 • Do not pave. City will access the site at a later date to inspect. Homeowner's PERMITTED contractor will be expected to complete work	
Quote	**$10,780.00**

City of East Palo Alto
Public Works / Engineering Division
1960 Tate Street - East Palo Alto - CA - 94303
650.853.3189 [tel] - 650.853.3179 [fax]

PERMIT NUMBER: **PW2025-0201**
ISSUED: 11/26/2025 By: MAC
Permit will be expired on: 02/24/2026
USA Ticket No.: _____
Start: _____ End: _____

City of East Palo Alto, California

REVOCABLE ENCROACHMENT APPLICATION AND PERMIT

ENCROACHMENT

Description of work to be done:
Unpermitted Sewer Work Inspection

Project Address: 1124 GAILLARDIA WAY

APPLICANT:	TREVOR CONNOLLY	ADDRESS:	100 MOUNTAIN VIEW AVENUE LOS ALTOS, CA 94024
PHONE:	(415) 559-2841 CELL:		
OWNER:		ADDRESS:	
PHONE:	CELL:		,
CONTRACTOR:	C2R ENGINEERING, INC.	ADDRESS:	100 MOUNTAIN VIEW AVENUE LOS ALTOS, CA 94024
PHONE:	CELL:		

Fee Description	Amount	Receipt

Total Fees: $0.00 Total Paid: $0.00 **Total Due: $0.00**

I hereby acknowledge that I have read this permit and the attached "Special Provisions," that the information given by me is correct, that I am the owner or the duly authorized agent of the owner, and that I agree to comply with the conditions and all applicable provisions of the state laws, city ordinances, and the rules of any governmental agency involved.

_____ Signature of Applicant: _____ 11/26/2025 Date:

ENCROACHMENT PERMIT INSTRUCTION

THE FOLLOWING STANDARDS APPLY TO OWNER/APPLICANT AND HIS/HER CONTRACTOR AND SUBCONTRACTORS

1. Extreme care shall be exercised when working in City right-of-way (ROW). All work shall be performed in accordance with the City's standard plans and Caltrans standard specifications or as directed by City Engineer
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7. Prior to completing work in the ROW, the owner/applicant shall install standard trenching backfill as shown on the most current standard details for the City of East Palo Alto.
8. The area to be encroached upon shall be marked 48 hours prior to such encroachment. Notification shall be given to Underground Service Alert (USA) at 1-800-642-2444 for all digging proposed in ROW 48 hours prior to the commencement of any excavation
9. Any non-hazardous dewatering shall be filtered using NPDES approved device prior to discharging to storm drain
10. Proof of current City Business License, Bond deposit (10% of construction cost or $5,000 whichever is greater), Workman's compensation and Liability insurance, are required prior to issuance of an Encroachment Permit
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15. Advance notice shall be given to City inspection of all trench work including but not limited to: bedding cover, compaction, patching, paving, sidewalk, etc.... Bond deposit shall not be returned until the final inspection by the Public Works/Engineering Department has been completed.
16. All necessary permits must be obtained from the appropriate agencies prior to the issuance of an Encroachment Permit including but not limited to: sewer, water, electrical, Fish and Game, RWQCB etc....

FAILURE TO COMPLY WITH THESE REGULATIONS MAY RESULT IN A STOP WORK ORDER

SI# 36486

Invoice

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

Date	Invoice #
10/9/2025	C7283S

Bill To

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

Ship To

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

PO# 1000617661

P.O. Number	Terms	Via	Project
	Net 30		

Quantity	Item Code	Description	Price Each	Amount
1	Sales - Small Projects	Remove and replace leaking hydrant and bury per RFQ 048 at 809 Donohoe St	11,800.00	11,800.00

Total $11,800.00

Please remit payment to:
P.O. Box 1017
Mountain View, CA 94042

WWW.C2RENGINEERING.COM

C2R Engineering Inc
Lic # 994397

PO Box 1017
Mountain View
CA 94043
Phone: (415) 559-2841

INVOICE

DATE: OCT 6TH 2025

TO:
Thomas Landry
Field Supervisor
VEOLIA NORTH AMERICA

FOR:

Remove and replace leaking hydrant and bury per RFQ 048

DESCRIPTION	
• USA area • Mobilize equipment • Set up and maintain traffic/pedestrian control • Pothole existing utilities including gas line, Pg&e electrical lines and MCI line • Demo and excavate existing hydrant including existing bury and concrete kicker • Tunnel underneath existing utilities and install coupling and piece of 6" C900 • Install new 6" x 48" bury with breakoff • Install concrete kicker • Install new fire hydrant (provided by Veolia Water) • Backfill and compact trench • Demobilize	
Balance	**$11,800.00**

City of East Palo Alto
Public Works / Engineering Division
1960 Tate Street - East Palo Alto - CA - 94303
650.853.3189 [tel] - 650.853.3179 [fax]

PERMIT NUMBER: **PW2025-0219**
ISSUED: 01/05/2026 By: CP1
Permit will be expired on: 04/05/2026
USA Ticket No.: _____
Start: _____ End: _____

City of East Palo Alto, California
REVOCABLE ENCROACHMENT APPLICATION AND PERMIT
ENCROACHMENT

Description of work to be done:
Remove and Replace Hydrant

Project Address: 809 DONOHOE ST

APPLICANT:	Trevor Connolly		ADDRESS:	100 Mountain View Ave LOS ALTOS, CA 94024
PHONE:	(415) 559-2841	CELL:		
OWNER:			ADDRESS:	
PHONE:		CELL:		
CONTRACTOR:	C2R ENGINEERING, INC.		ADDRESS:	100 Mountain View Ave LOS ALTOS, CA 94024
PHONE:	(415) 559-2841	CELL:		

Fee Description	Amount	Receipt

Total Fees: $0.00 Total Paid: $0.00 **Total Due: $0.00**

I hereby acknowledge that I have read this permit and the attached "Special Provisions," that the information given by me is correct, that I am the owner or the duly authorized agent of the owner, and that I agree to comply with the conditions and all applicable provisions of the state laws, city ordinances, and the rules of any governmental agency involved.

_____ Signature of Applicant:

01/05/2026
Date:

ENCROACHMENT PERMIT INSTRUCTION

THE FOLLOWING STANDARDS APPLY TO OWNER/APPLICANT AND HIS/HER CONTRACTOR AND SUBCONTRACTORS

1. Extreme care shall be exercised when working in City right-of-way (ROW). All work shall be performed in accordance with the City's standard plans and Caltrans standard specifications or as directed by City Engineer
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3. All trenching in the ROW will be required to do a T-Cut after trench is back filled (see City standard for width of T-Cut) and shall be sealed with an approved sealant after asphalt repair is complete
4. Any holes in the sidewalk/street shall be covered with non-flexible metal or as required by the City Inspector
5. Work in the ROW shall be conducted between the hours of 8:00 am and 5:00 pm Monday through Friday unless written authorization is obtained from the City Engineer 48 hours prior to the start of work
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7. Prior to completing work in the ROW, the owner/applicant shall install standard trenching backfill as shown on the most current standard details for the City of East Palo Alto.
8. The area to be encroached upon shall be marked 48 hours prior to such encroachment. Notification shall be given to Underground Service Alert (USA) at 1-800-642-2444 for all digging proposed in ROW 48 hours prior to the commencement of any excavation
9. Any non-hazardous dewatering shall be filtered using NPDES approved device prior to discharging to storm drain
10. Proof of current City Business License, Bond deposit (10% of construction cost or $5,000 whichever is greater), Workman's compensation and Liability insurance, are required prior to issuance of an Encroachment Permit
11. When the presence of asbestos or hazardous substances are not shown on the plans or indicated in the specifications and the Contractor encounters materials which the Contractor reasonably believes to be asbestos or a hazardous substance as defined in Section 25914.1 of the Health and Safety Code, and the asbestos or hazardous material has not been rendered harmless, the Contractor may continue work in unaffected areas reasonably believed to be safe, and shall immediately cease work in the affected area and report the conditions to the Engineer in writing. In accordance with Section 25914.1 of the Health and Safety Code, all such removal of asbestos or hazardous substances including any exploratory work to identify and determine the extent of such asbestos or hazardous substance will be performed by a separate contract. If delay of work in the area delays the current controlling operation, the delay will be considered a right-of-way delay and the Contractor will be compensated for such delays as provided in Section 8-1.09, "Right of Way Delays," of the Standard Specifications by the owner of project
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16. All necessary permits must be obtained from the appropriate agencies prior to the issuance of an Encroachment Permit including but not limited to: sewer, water, electrical, Fish and Game, RWQCB etc....

FAILURE TO COMPLY WITH THESE REGULATIONS MAY RESULT IN A STOP WORK ORDER

SI#36486

Invoice

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

Date	Invoice #
12/2/2025	C72229S

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

PO#1000617775

P.O. Number	Terms	Via	Project
	Net 30		

Quantity	Item Code	Description	Price Each	Amount
1	Sales	RFQ 59 – Emergency Repairs at 1735 Woodland	24,780.00	24,780.00

Total $24,780.00

Please remit payment to:
P.O. Box 1017
Mountain View, CA 94042

WWW.C2RENGINEERING.COM

C2R Engineering Inc
Lic # 994397

PO Box 1017
Mountain View
CA 94043
Phone: (415) 559-2841

DATE: NOV 21ST 2025

TO:
Thomas Landry
Field Supervisor
VEOLIA NORTH AMERICA

FOR:

Response to RFQ 59 – Emergency Repairs at 1735 Woodland

DESCRIPTION	
• Emergency USA area and mobilize • Excavate street to locate leak • Expose existing 8" ACP water main and remove existing corroded 2" saddle. • Install new 8"x2" saddle and corp. stop • Reconnect to line to existing water service • Pave trench area • Demobilize	
Quote	**$24,780.00**

City of East Palo Alto
Public Works / Engineering Division
1960 Tate Street - East Palo Alto - CA - 94303
650.853.3189 [tel] - 650.853.3179 [fax]

PERMIT NUMBER: **PW2025-0218**
ISSUED: 01/05/2026 By: CP1
Permit will be expired on: 04/05/2026
USA Ticket No.: _____
Start: _____ End: _____

City of East Palo Alto, California
REVOCABLE ENCROACHMENT APPLICATION AND PERMIT
ENCROACHMENT

Description of work to be done:
New Corp Saddle Install

Project Address: 1735 WOODLAND AVE

APPLICANT:	Trevor Connolly		ADDRESS:	100 Mountain View Ave LOS ALTOS, CA 94024
PHONE:	(415) 559-2841	CELL:		
OWNER:			ADDRESS:	
PHONE:		CELL:		,
CONTRACTOR:	C2R ENGINEERING, INC.		ADDRESS:	100 Mountain View Ave LOS ALTOS, CA 94024
PHONE:	(415) 559-2841	CELL:		

Fee Description	Amount	Receipt

Total Fees: $0.00 Total Paid: $0.00 **Total Due: $0.00**

I hereby acknowledge that I have read this permit and the attached "Special Provisions," that the information given by me is correct, that I am the owner or the duly authorized agent of the owner, and that I agree to comply with the conditions and all applicable provisions of the state laws, city ordinances, and the rules of any governmental agency involved.

Signature of Applicant: _____ Date: 01/05/2026

ENCROACHMENT PERMIT INSTRUCTION

THE FOLLOWING STANDARDS APPLY TO OWNER/APPLICANT AND HIS/HER CONTRACTOR AND SUBCONTRACTORS

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9. Any non-hazardous dewatering shall be filtered using NPDES approved device prior to discharging to storm drain
10. Proof of current City Business License, Bond deposit (10% of construction cost or $5,000 whichever is greater), Workman's compensation and Liability insurance, are required prior to issuance of an Encroachment Permit
11. When the presence of asbestos or hazardous substances are not shown on the plans or indicated in the specifications and the Contractor encounters materials which the Contractor reasonably believes to be asbestos or a hazardous substance as defined in Section 25914.1 of the Health and Safety Code, and the asbestos or hazardous material has not been rendered harmless, the Contractor may continue work in unaffected areas reasonably believed to be safe, and shall immediately cease work in the affected area and report the conditions to the Engineer in writing. In accordance with Section 25914.1 of the Health and Safety Code, all such removal of asbestos or hazardous substances including any exploratory work to identify and determine the extent of such asbestos or hazardous substance will be performed by a separate contract. If delay of work in the area delays the current controlling operation, the delay will be considered a right-of-way delay and the Contractor will be compensated for such delays as provided in Section 8-1.09, "Right of Way Delays," of the Standard Specifications by the owner of project
12. All work shall comply with all OSHA standards regarding shoring of excavation over 5 feet in depth
13. Caltrans safety standards shall be used for all traffic control measures. A traffic control plan shall be submitted for all work done on City's ROW. All signs cones, barricades, and traffic control devices must be clearly marked with contractor's/ subcontractor's name.
14. During non-daylight hours, applicant shall use yellow flashing lights and reflective tape on all barricades and/or street closure signage, to Caltrans standards. All workers must be equipped with reflective clothing/vests for working during non-daylight hours.
15. Advance notice shall be given to City inspection of all trench work including but not limited to: bedding cover, compaction, patching, paving, sidewalk, etc.... Bond deposit shall not be returned until the final inspection by the Public Works/Engineering Department has been completed.
16. All necessary permits must be obtained from the appropriate agencies prior to the issuance of an Encroachment Permit including but not limited to: sewer, water, electrical, Fish and Game, RWQCB etc....

FAILURE TO COMPLY WITH THESE REGULATIONS MAY RESULT IN A STOP WORK ORDER

SI# 36486

Invoice

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

Date	Invoice #
9/29/2025	C7274S

Bill To

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

Ship To

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

PO# 1000618019

P.O. Number	Terms	Via	Project
	Net 30		

Quantity	Item Code	Description	Price Each	Amount
1	Sales - Small Projects	Emergency water repair at 2325 Rlamar Ave	7,850.00	7,850.00

Total $7,850.00

Please remit payment to:
P.O. Box 1017
Mountain View, CA 94042

WWW.C2RENGINEERING.COM

C2R Engineering Inc
Lic # 994397

PO Box 1017
Mountain View
CA 94043
Phone: (415) 559-2841

Invoice

DATE: SEPT 29TH 2025

TO:
Thomas Landry
Field Supervisor
VEOLIA NORTH AMERICA

FOR:

Emergency repair to water service at 9/25 per RFQ 050 at 2325 Ralmar Ave

DESCRIPTION	
• Emergency USA area and Mobilize • Excavate and repair broken repair line with ¾" copper • Backfill and compact trench area • All materials provided by Contractor	
Quote	**$7,850.00**

City of East Palo Alto
Public Works / Engineering Division
1960 Tate Street - East Palo Alto - CA - 94303
650.853.3189 [tel] - 650.853.3179 [fax]

PERMIT NUMBER: **PW2025-0220**
ISSUED: 01/06/2026 By: CP1
Permit will be expired on: 04/06/2026
USA Ticket No.: _____
Start: _____ End: _____

City of East Palo Alto, California
REVOCABLE ENCROACHMENT APPLICATION AND PERMIT
ENCROACHMENT

Description of work to be done:
Emergency Water

Project Address: 2325 RALMAR AVE

APPLICANT:	Trevor Connolly		ADDRESS:	100 Mountain View Ave LOS ALTOS, CA 94024	
PHONE:	(415) 559-2841	CELL:			
OWNER:			ADDRESS:		
PHONE:		CELL:			
CONTRACTOR:	C2R ENGINEERING, INC.		ADDRESS:	100 Mountain View Ave LOS ALTOS, CA 94024	
PHONE:	(415) 559-2841	CELL:			

Fee Description	Amount	Receipt

Total Fees: $0.00 Total Paid: $0.00 **Total Due: $0.00**

I hereby acknowledge that I have read this permit and the attached "Special Provisions," that the information given by me is correct, that I am the owner or the duly authorized agent of the owner, and that I agree to comply with the conditions and all applicable provisions of the state laws, city ordinances, and the rules of any governmental agency involved.

_____ _____ 01/06/2025

Signature of Applicant: Date:

ENCROACHMENT PERMIT INSTRUCTION

THE FOLLOWING STANDARDS APPLY TO OWNER/APPLICANT AND HIS/HER CONTRACTOR AND SUBCONTRACTORS

1. Extreme care shall be exercised when working in City right-of-way (ROW). All work shall be performed in accordance with the City's standard plans and Caltrans standard specifications or as directed by City Engineer
2. All costs of repairing any and all infrastructure damaged within the ROW shall be paid for by the owner/applicant and should be reported immediately to the City Inspector
3. All trenching in the ROW will be required to do a T-Cut after trench is back filled (see City standard for width of T-Cut) and shall be sealed with an approved sealant after asphalt repair is complete
4. Any holes in the sidewalk/street shall be covered with non-flexible metal or as required by the City Inspector
5. Work in the ROW shall be conducted between the hours of 8:00 am and 5:00 pm Monday through Friday unless written authorization is obtained from the City Engineer 48 hours prior to the start of work
6. No equipment or materials shall be stored in the public ROW overnight without written authorization from the City Engineer
7. Prior to completing work in the ROW, the owner/applicant shall install standard trenching backfill as shown on the most current standard details for the City of East Palo Alto.
8. The area to be encroached upon shall be marked 48 hours prior to such encroachment. Notification shall be given to Underground Service Alert (USA) at 1-800-642-2444 for all digging proposed in ROW 48 hours prior to the commencement of any excavation
9. Any non-hazardous dewatering shall be filtered using NPDES approved device prior to discharging to storm drain
10. Proof of current City Business License, Bond deposit (10% of construction cost or $5,000 whichever is greater), Workman's compensation and Liability insurance, are required prior to issuance of an Encroachment Permit
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FAILURE TO COMPLY WITH THESE REGULATIONS MAY RESULT IN A STOP WORK ORDER

SI# 36486

Invoice

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

Date	Invoice #
7/10/2025	C7182S

Bill To

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

Ship To

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

PO# 1000619378

P.O. Number	Terms	Via	Project
	Net 30		

Quantity	Item Code	Description	Price Each	Amount
1	Sales - Small Projects	Installation of test station at 1530 University Ave	14,750.00	14,750.00

Total $14,750.00

Please remit payment to:
P.O. Box 1017
Mountain View, CA 94042

WWW.C2RENGINEERING.COM

C2R ENGINEERING

C2R Engineering Inc
Lic # 994397

PO Box 1017
Mountain View
CA 94043
Phone: (415) 559-2841

INVOICE

DATE:7/9/25

TO:
Thomas Landry
Field Supervisor
VEOLIA NORTH AMERICA

FOR:

Relocation and installation of test station on 12" ACP line at 1530 University Ave

DESCRIPTION	
• Obtain encroachment permit • Set up traffic control • Excavate and expose existing 12" ACP line • Furnish and install 12" saddle and materials needed • Schedule DC tapping to install a 1" tap on the 12" ACP line • Install sample station and parts • Restore area **Work provided as described and requested per RFQ#27**	
Balance	**$14,750.00**

City of East Palo Alto
Public Works / Engineering Division
1960 Tate Street - East Palo Alto - CA - 94303
650.853.3189 [tel] - 650.853.3179 [fax]

PERMIT NUMBER: **PW2025-0152**
ISSUED: 09/08/2025 By: MAC
Permit will be expired on: 12/07/2025
USA Ticket No.: _____
Start: _____ End: _____

City of East Palo Alto, California

REVOCABLE ENCROACHMENT APPLICATION AND PERMIT

ENCROACHMENT

Description of work to be done:
1530 O'BRIEN DRIVE

Project Address: 1595 KAVANAUGH DR

APPLICANT:	TREVOR CONNOLLY	ADDRESS:	100 MOUNTAIN VIEW AVENUE LOS ALTOS, CA 94024
PHONE:	(415) 559-2841 CELL:		
OWNER:		ADDRESS:	
PHONE:	CELL:		
CONTRACTOR:	C2R ENGINEERING, INC.	ADDRESS:	100 MOUNTAIN VIEW AVENUE LOS ALTOS, CA 94024
PHONE:	CELL:		

Fee Description	Amount	Receipt

Total Fees: $0.00 Total Paid: $0.00 **Total Due: $0.00**

I hereby acknowledge that I have read this permit and the attached "Special Provisions," that the information given by me is correct, that I am the owner or the duly authorized agent of the owner, and that I agree to comply with the conditions and all applicable provisions of the state laws, city ordinances, and the rules of any governmental agency involved.

Signature of Applicant: _____ Date: _____

ENCROACHMENT PERMIT INSTRUCTION

THE FOLLOWING STANDARDS APPLY TO OWNER/APPLICANT AND HIS/HER CONTRACTOR AND SUBCONTRACTORS

1. Extreme care shall be exercised when working in City right-of-way (ROW). All work shall be performed in accordance with the City's standard plans and Caltrans standard specifications or as directed by City Engineer
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8. The area to be encroached upon shall be marked 48 hours prior to such encroachment. Notification shall be given to Underground Service Alert (USA) at 1-800-642-2444 for all digging proposed in ROW 48 hours prior to the commencement of any excavation
9. Any non-hazardous dewatering shall be filtered using NPDES approved device prior to discharging to storm drain
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FAILURE TO COMPLY WITH THESE REGULATIONS MAY RESULT IN A STOP WORK ORDER

Invoice

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

Date	Invoice #
7/10/2025	C7183S

Bill To

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

SI#36486

Ship To

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

PO#1000619382

P.O. Number	Terms	Via	Project
	Net 30		

Quantity	Item Code	Description	Price Each	Amount
1	Sales - Small Projects	Install additonal bollards at 2796 Fordham St	4,450.00	4,450.00

Total $4,450.00

Please remit payment to:
P.O. Box 1017
Mountain View, CA 94042

WWW.C2RENGINEERING.COM

C2R Engineering Inc
Lic # 994397

PO Box 1017
Mountain View
CA 94043
Phone: (415) 559-2841

INVOICE

DATE:7/8/25

TO:
Thomas Landry
Field Supervisor
VEOLIA NORTH AMERICA

FOR:

Remove and replace fire hydrant
2796 Fordham St

DESCRIPTION	
• Mobilize and set up traffic control • Furnish and install 2 additional bollards • Restore area **Work provided as described and requested per RFQ#28**	
Balance	**$4,450.00**

City of East Palo Alto
Public Works / Engineering Division
1960 Tate Street - East Palo Alto - CA - 94303
650.853.3189 [tel] - 650.853.3179 [fax]

PERMIT NUMBER: **PW2025-0124**
ISSUED: 08/19/2025 By: MAC
Permit will be expired on: 11/17/2025
USA Ticket No.: _____
Start: _____ End: _____

City of East Palo Alto, California

REVOCABLE ENCROACHMENT APPLICATION AND PERMIT

ENCROACHMENT

Description of work to be done:
Bollard Installation

Project Address: 2796 FORDHAM ST

APPLICANT:	TREVOR CONNOLLY	ADDRESS:	100 MOUNTAIN VIEW AVENUE LOS ALTOS, CA 94024
PHONE:	CELL:		
OWNER:		ADDRESS:	
PHONE:	CELL:		
CONTRACTOR:	C2R ENGINEERING, INC.	ADDRESS:	100 MOUNTAIN VIEW AVENUE LOS ALTOS, CA 94024
PHONE:	CELL:		

Fee Description	Amount	Receipt

Total Fees: $0.00 Total Paid: $0.00 **Total Due: $0.00**

I hereby acknowledge that I have read this permit and the attached "Special Provisions," that the information given by me is correct, that I am the owner or the duly authorized agent of the owner, and that I agree to comply with the conditions and all applicable provisions of the state laws, city ordinances, and the rules of any governmental agency involved.

_____ _____ 08/22/2025

Signature of Applicant: Date:

ENCROACHMENT PERMIT INSTRUCTION

THE FOLLOWING STANDARDS APPLY TO OWNER/APPLICANT AND HIS/HER CONTRACTOR AND SUBCONTRACTORS

1. Extreme care shall be exercised when working in City right-of-way (ROW). All work shall be performed in accordance with the City's standard plans and Caltrans standard specifications or as directed by City Engineer
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9. Any non-hazardous dewatering shall be filtered using NPDES approved device prior to discharging to storm drain
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16. All necessary permits must be obtained from the appropriate agencies prior to the issuance of an Encroachment Permit including but not limited to: sewer, water, electrical, Fish and Game, RWQCB etc....

FAILURE TO COMPLY WITH THESE REGULATIONS MAY RESULT IN A STOP WORK ORDER

Invoice # 9000255719
Pro Forma # 8000017965

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

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

Invoice #:	Invoice Date:	Payment Terms:	Sales/Contract #:	Customer #:	Customer PO:
9000255719	08/18/2026	60 days	70020772	1000149638	

East Palo Alto 2025 - 2026 Overage Balance

Total Amount Due (USD): 83,100.00

Subtotal:	83,100.00
Sales Tax:	
Total Taxes:	0.00
Total Amount Due (USD):	83,100.00

- -

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

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

Invoice #:	9000255719
Invoice Date:	08/18/2026
Invoice Amount (USD):	83,100.00
Current Balance (USD):	83,100.00
Past Due Amount (USD):	213,010.00
Total Balance Due (USD):	296,110.00

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

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

Vendor	Description	Amount
C2R	501 Bell Street Replave Fire Hydrant	$5,750.00
C2R	2612 Gonzaga Water Main Repair	$14,850
C2R	2120 Salas Ct Emergency Service line break	$16,750
C2R	1699 Woodland Ave Replacing Valve	$14,850
Golden State	1700 E Bayshore Rd Fire Hydrant Bollard Replacement	$4,200
C2R	1023 Laurel Emergency Line Repair	$5,850.00
C2R	Locate and Repair Water Service Leak Saratoga	$20,850.00
		$83,100.00

Date	Invoice	
3/16/2026	C8052S	
4/14/2026	C8099S	
4/14/2026	C8098S	
4/21/2026	C8100S	
5/12/2026		5
5/15/2026	C8138S	
5/27/2026	C8128S	

Invoice

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

Date	Invoice #
3/16/2026	C8052S

Bill To

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

SI# 36486
PO# 1000645118

Ship To

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

P.O. Number	Terms	Via	Project
	Net 30		

Quantity	Item Code	Description	Price Each	Amount
1	Sales - Small Projects	RFQ 069 501 Bell St - Replace fire hydrant	5,750.00	5,750.00

Total $5,750.00

Please remit payment to:
P.O. Box 1017
Mountain View, CA 94042

WWW.C2RENGINEERING.COM

C2R ENGINEERING

C2R Engineering Inc
Lic # 994397

PO Box 1017
Mountain View
CA 94043
Phone: (415) 559-2841

ESTIMATE

DATE:3/10/26

TO:
Thomas Landry
Field Supervisor
VEOLIA NORTH AMERICA

FOR:

Response to RFB # 069 501 Bell St

DESCRIPTION	
• Mobilize • Set up and maintain traffic/pedestrian control • Sawcut and excavate and expose broken flange • Remove existing break off and install new break off including gaskets and bolts • Install new fire hydrant (provided by Veolia) • Pour concrete collar around break off • Restore paving area As specified by RFB.	
Quote	**$5,750.00**

City of East Palo Alto
Public Works / Engineering Division
1960 Tate Street - East Palo Alto - CA - 94303
650.853.3189 [tel] - 650.853.3179 [fax]

PERMIT NUMBER: **PW2026-0029**
ISSUED: 03/12/2026 By: CP1
Permit will be expired on: 06/10/2026
USA Ticket No.: _____
Start: 3/16/2026 End: 3/16/2026

City of East Palo Alto, California

REVOCABLE ENCROACHMENT APPLICATION AND PERMIT

ENCROACHMENT

Description of work to be done:
Repair Hydrant

Project Address: 501 BELL ST

APPLICANT:	Trevor Connolly		ADDRESS:	100 Mountain View LOS ALTOS, CA 94024	
PHONE:	(415) 559-2841	CELL:			
OWNER:			ADDRESS:		
PHONE:		CELL:			
CONTRACTOR:	Trevor Connolly		ADDRESS:	100 Mountain View LOS ALTOS, CA 94024	
PHONE:	(415) 559-2841	CELL:			

Fee Description	Amount	Receipt

Total Fees: $0.00 Total Paid: $0.00 **Total Due: $0.00**

I hereby acknowledge that I have read this permit and the attached "Special Provisions," that the information given by me is correct, that I am the owner or the duly authorized agent of the owner, and that I agree to comply with the conditions and all applicable provisions of the state laws, city ordinances, and the rules of any governmental agency involved.

_____ _____ 03/12/2026

Signature of Applicant: Date:

ENCROACHMENT PERMIT INSTRUCTION

THE FOLLOWING STANDARDS APPLY TO OWNER/APPLICANT AND HIS/HER CONTRACTOR AND SUBCONTRACTORS

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11. When the presence of asbestos or hazardous substances are not shown on the plans or indicated in the specifications and the Contractor encounters materials which the Contractor reasonably believes to be asbestos or a hazardous substance as defined in Section 25914.1 of the Health and Safety Code, and the asbestos or hazardous material has not been rendered harmless, the Contractor may continue work in unaffected areas reasonably believed to be safe, and shall immediately cease work in the affected area and report the conditions to the Engineer in writing. In accordance with Section 25914.1 of the Health and Safety Code, all such removal of asbestos or hazardous substances including any exploratory work to identify and determine the extent of such asbestos or hazardous substance will be performed by a separate contract. If delay of work in the area delays the current controlling operation, the delay will be considered a right-of-way delay and the Contractor will be compensated for such delays as provided in Section 8-1.09, "Right of Way Delays," of the Standard Specifications by the owner of project
12. All work shall comply with all OSHA standards regarding shoring of excavation over 5 feet in depth
13. Caltrans safety standards shall be used for all traffic control measures. A traffic control plan shall be submitted for all work done on City's ROW. All signs cones, barricades, and traffic control devices must be clearly marked with contractor's/ subcontractor's name.
14. During non-daylight hours, applicant shall use yellow flashing lights and reflective tape on all barricades and/or street closure signage, to Caltrans standards. All workers must be equipped with reflective clothing/vests for working during non-daylight hours.
15. Advance notice shall be given to City inspection of all trench work including but not limited to: bedding cover, compaction, patching, paving, sidewalk, etc.... Bond deposit shall not be returned until the final inspection by the Public Works/Engineering Department has been completed.
16. All necessary permits must be obtained from the appropriate agencies prior to the issuance of an Encroachment Permit including but not limited to: sewer, water, electrical, Fish and Game, RWQCB etc....

FAILURE TO COMPLY WITH THESE REGULATIONS MAY RESULT IN A STOP WORK ORDER

Invoice

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

Date	Invoice #
4/14/2026	C8099S

Bill To

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

SI# 36486

PO# 1000655587

Ship To

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

P.O. Number	Terms	Via	Project
	Net 30		

Quantity	Item Code	Description	Price Each	Amount
1	Sales - Small Projects	Response to RFQ 74 - Emergency Water main repair at 2612 Gonzaga St	14,850.00	14,850.00

Total $14,850.00

Please remit payment to:
P.O. Box 1017
Mountain View, CA 94042

WWW.C2RENGINEERING.COM

C2R ENGINEERING

C2R Engineering Inc
Lic # 994397

PO Box 1017
Mountain View
CA 94043
Phone: (415) 559-2841

ESTIMATE

DATE: APRIL 6TH 2026

TO:
Thomas Landry
Field Supervisor
VEOLIA NORTH AMERICA

FOR:

Response to RFQ 74 – Emergency water main repair

DESCRIPTION	
• Mobilize and USA area • Set up traffic control as needed • Pothole existing utilities • Saw, demo and remove concrete sidewalk as needed • Perform repair on 4" cast iron water mainline using repair clamp • Backfill and compact trenches with sand and class II AB • Pour concrete sidewalk, restore area and demobilize As specified by RFQ 74	
Quote	**$14,850.00**

City of East Palo Alto
Public Works / Engineering Division
1960 Tate Street - East Palo Alto - CA - 94303
650.853.3189 [tel] - 650.853.3179 [fax]

PERMIT NUMBER: **PW2026-0050**
ISSUED: 04/15/2026 By: CP1
Permit will be expired on: 07/14/2026
USA Ticket No.: _____
Start: _____ End: _____

City of East Palo Alto, California

REVOCABLE ENCROACHMENT APPLICATION AND PERMIT

ENCROACHMENT

Description of work to be done:
Water Main Repair

Project Address: 2612 GONZAGA ST

APPLICANT:	Trevor Connolly			ADDRESS:	100 Mountain View Ave LOS ALTOS, CA 94024
PHONE:	(415) 559-2841	CELL:	650		
OWNER:				ADDRESS:	
PHONE:		CELL:			,
CONTRACTOR:	Trevor Connolly			ADDRESS:	100 Mountain View Ave LOS ALTOS, CA 94024
PHONE:	(415) 559-2841	CELL:			

Fee Description	Amount	Receipt

Total Fees: $0.00 Total Paid: $0.00 **Total Due: $0.00**

I hereby acknowledge that I have read this permit and the attached "Special Provisions," that the information given by me is correct, that I am the owner or the duly authorized agent of the owner, and that I agree to comply with the conditions and all applicable provisions of the state laws, city ordinances, and the rules of any governmental agency involved.

Signature of Applicant: _____ Date: 04/15/2026

ENCROACHMENT PERMIT INSTRUCTION

THE FOLLOWING STANDARDS APPLY TO OWNER/APPLICANT AND HIS/HER CONTRACTOR AND SUBCONTRACTORS

1. Extreme care shall be exercised when working in City right-of-way (ROW). All work shall be performed in accordance with the City's standard plans and Caltrans standard specifications or as directed by City Engineer
2. All costs of repairing any and all infrastructure damaged within the ROW shall be paid for by the owner/applicant and should be reported immediately to the City Inspector
3. All trenching in the ROW will be required to do a T-Cut after trench is back filled (see City standard for width of T-Cut) and shall be sealed with an approved sealant after asphalt repair is complete
4. Any holes in the sidewalk/street shall be covered with non-flexible metal or as required by the City Inspector
5. Work in the ROW shall be conducted between the hours of 8:00 am and 5:00 pm Monday through Friday unless written authorization is obtained from the City Engineer 48 hours prior to the start of work
6. No equipment or materials shall be stored in the public ROW overnight without written authorization from the City Engineer
7. Prior to completing work in the ROW, the owner/applicant shall install standard trenching backfill as shown on the most current standard details for the City of East Palo Alto.
8. The area to be encroached upon shall be marked 48 hours prior to such encroachment. Notification shall be given to Underground Service Alert (USA) at 1-800-642-2444 for all digging proposed in ROW 48 hours prior to the commencement of any excavation
9. Any non-hazardous dewatering shall be filtered using NPDES approved device prior to discharging to storm drain
10. Proof of current City Business License, Bond deposit (10% of construction cost or $5,000 whichever is greater), Workman's compensation and Liability insurance, are required prior to issuance of an Encroachment Permit
11. When the presence of asbestos or hazardous substances are not shown on the plans or indicated in the specifications and the Contractor encounters materials which the Contractor reasonably believes to be asbestos or a hazardous substance as defined in Section 25914.1 of the Health and Safety Code, and the asbestos or hazardous material has not been rendered harmless, the Contractor may continue work in unaffected areas reasonably believed to be safe, and shall immediately cease work in the affected area and report the conditions to the Engineer in writing. In accordance with Section 25914.1 of the Health and Safety Code, all such removal of asbestos or hazardous substances including any exploratory work to identify and determine the extent of such asbestos or hazardous substance will be performed by a separate contract. If delay of work in the area delays the current controlling operation, the delay will be considered a right-of-way delay and the Contractor will be compensated for such delays as provided in Section 8-1.09, "Right of Way Delays," of the Standard Specifications by the owner of project
12. All work shall comply with all OSHA standards regarding shoring of excavation over 5 feet in depth
13. Caltrans safety standards shall be used for all traffic control measures. A traffic control plan shall be submitted for all work done on City's ROW. All signs cones, barricades, and traffic control devices must be clearly marked with contractor's/ subcontractor's name.
14. During non-daylight hours, applicant shall use yellow flashing lights and reflective tape on all barricades and/or street closure signage, to Caltrans standards. All workers must be equipped with reflective clothing/vests for working during non-daylight hours.
15. Advance notice shall be given to City inspection of all trench work including but not limited to: bedding cover, compaction, patching, paving, sidewalk, etc.... Bond deposit shall not be returned until the final inspection by the Public Works/Engineering Department has been completed.
16. All necessary permits must be obtained from the appropriate agencies prior to the issuance of an Encroachment Permit including but not limited to: sewer, water, electrical, Fish and Game, RWQCB etc....

FAILURE TO COMPLY WITH THESE REGULATIONS MAY RESULT IN A STOP WORK ORDER

Invoice

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

Date	Invoice #
4/14/2026	C8098S

Bill To

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

SI, 36486

PO# 1000655888

Ship To

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

P.O. Number	Terms	Via	Project
	Net 30		

Quantity	Item Code	Description	Price Each	Amount
1	Sales - Small Projects	Response to RFQ 72- at 2120 Salas Ct	16,750.00	16,750.00

Total $16,750.00

Please remit payment to:
P.O. Box 1017
Mountain View, CA 94042

WWW.C2RENGINEERING.COM

C2R ENGINEERING

C2R Engineering Inc
Lic # 994397

PO Box 1017
Mountain View
CA 94043
Phone: (415) 559-2841

ESTIMATE

DATE: MARCH 30TH 2026

TO:
Thomas Landry
Field Supervisor
VEOLIA NORTH AMERICA

FOR:

Response to RFQ 72.

DESCRIPTION	
• Mobilize and USA area • Set up traffic control as needed • Pothole existing utilities • Perform 3 potholes to locate existing water service leak • Perform repair on service using repair clamp • Backfill and compact trenches with sand and class II AB • Pave trenches, restore area and demobilize As specified by RFQ 72	
Quote	**$16,750.00**

City of East Palo Alto
Public Works / Engineering Division
1960 Tate Street - East Palo Alto - CA - 94303
650.853.3189 [tel] - 650.853.3179 [fax]

PERMIT NUMBER: **PW2026-0051**
ISSUED: 04/16/2026 By: CP1
Permit will be expired on: 07/15/2026
USA Ticket No.: _____
Start: _____ End: _____

City of East Palo Alto, California

REVOCABLE ENCROACHMENT APPLICATION AND PERMIT

ENCROACHMENT

Description of work to be done:
Pothole Ex Utilities

Project Address: 2120 SALAS CT

APPLICANT:	Trevor Connolly		ADDRESS:	100 Mountain View LOS ALTOS, CA 94024	
PHONE:	(415) 559-2941	CELL:			
OWNER:			ADDRESS:		
PHONE:		CELL:			
CONTRACTOR:	Trevor Connolly		ADDRESS:	100 Mountain View LOS ALTOS, CA 94024	
PHONE:	(415) 559-2941	CELL:			

Fee Description	Amount	Receipt

Total Fees: $0.00 Total Paid: $0.00 **Total Due: $0.00**

I hereby acknowledge that I have read this permit and the attached "Special Provisions," that the information given by me is correct, that I am the owner or the duly authorized agent of the owner, and that I agree to comply with the conditions and all applicable provisions of the state laws, city ordinances, and the rules of any governmental agency involved.

_____ _____ 04/16/2026

Signature of Applicant: Date:

ENCROACHMENT PERMIT INSTRUCTION

THE FOLLOWING STANDARDS APPLY TO OWNER/APPLICANT AND HIS/HER CONTRACTOR AND SUBCONTRACTORS

1. Extreme care shall be exercised when working in City right-of-way (ROW). All work shall be performed in accordance with the City's standard plans and Caltrans standard specifications or as directed by City Engineer
2. All costs of repairing any and all infrastructure damaged within the ROW shall be paid for by the owner/applicant and should be reported immediately to the City Inspector
3. All trenching in the ROW will be required to do a T-Cut after trench is back filled (see City standard for width of T-Cut) and shall be sealed with an approved sealant after asphalt repair is complete
4. Any holes in the sidewalk/street shall be covered with non-flexible metal or as required by the City Inspector
5. Work in the ROW shall be conducted between the hours of 8:00 am and 5:00 pm Monday through Friday unless written authorization is obtained from the City Engineer 48 hours prior to the start of work
6. No equipment or materials shall be stored in the public ROW overnight without written authorization from the City Engineer
7. Prior to completing work in the ROW, the owner/applicant shall install standard trenching backfill as shown on the most current standard details for the City of East Palo Alto.
8. The area to be encroached upon shall be marked 48 hours prior to such encroachment. Notification shall be given to Underground Service Alert (USA) at 1-800-642-2444 for all digging proposed in ROW 48 hours prior to the commencement of any excavation
9. Any non-hazardous dewatering shall be filtered using NPDES approved device prior to discharging to storm drain
10. Proof of current City Business License, Bond deposit (10% of construction cost or $5,000 whichever is greater), Workman's compensation and Liability insurance, are required prior to issuance of an Encroachment Permit
11. When the presence of asbestos or hazardous substances are not shown on the plans or indicated in the specifications and the Contractor encounters materials which the Contractor reasonably believes to be asbestos or a hazardous substance as defined in Section 25914.1 of the Health and Safety Code, and the asbestos or hazardous material has not been rendered harmless, the Contractor may continue work in unaffected areas reasonably believed to be safe, and shall immediately cease work in the affected area and report the conditions to the Engineer in writing. In accordance with Section 25914.1 of the Health and Safety Code, all such removal of asbestos or hazardous substances including any exploratory work to identify and determine the extent of such asbestos or hazardous substance will be performed by a separate contract. If delay of work in the area delays the current controlling operation, the delay will be considered a right-of-way delay and the Contractor will be compensated for such delays as provided in Section 8-1.09, "Right of Way Delays," of the Standard Specifications by the owner of project
12. All work shall comply with all OSHA standards regarding shoring of excavation over 5 feet in depth
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14. During non-daylight hours, applicant shall use yellow flashing lights and reflective tape on all barricades and/or street closure signage, to Caltrans standards. All workers must be equipped with reflective clothing/vests for working during non-daylight hours.
15. Advance notice shall be given to City inspection of all trench work including but not limited to: bedding cover, compaction, patching, paving, sidewalk, etc.... Bond deposit shall not be returned until the final inspection by the Public Works/Engineering Department has been completed.
16. All necessary permits must be obtained from the appropriate agencies prior to the issuance of an Encroachment Permit including but not limited to: sewer, water, electrical, Fish and Game, RWQCB etc....

FAILURE TO COMPLY WITH THESE REGULATIONS MAY RESULT IN A STOP WORK ORDER

Invoice

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

Date	Invoice #
4/21/2026	C8100S

SI# 36486

Bill To

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

PO# 1000658232

Ship To

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

P.O. Number	Terms	Via	Project
	Net 30		

Quantity	Item Code	Description	Price Each	Amount
1	Sales - Small Projects	Response to RFP # 068 - 1699 Woodland Ave.	14,850.00	14,850.00

Total $14,850.00

Please remit payment to:
P.O. Box 1017
Mountain View, CA 94042

WWW.C2RENGINEERING.COM

C2R ENGINEERING

C2R Engineering Inc
Lic # 994397

PO Box 1017
Mountain View
CA 94043
Phone: (415) 559-2841

ESTIMATE

DATE:4/20/26

TO:
Thomas Landry
Field Supervisor
VEOLIA NORTH AMERICA

FOR:

Response to RFB # 068 – 1699 Woodland Ave

DESCRIPTION	
Base Scope: - $9,850 • USA area • Mobilize • Expose existing valve • Assess condition • Provide traffic control • Surface restoration **Additive Alternate 1: -$6,500 (not used)** • Replace valve, add thrust block, etc **Additive Alternate 2: -** $5,000 ○ Place an end cap at the end of the valve with a blow-off. ○ Add thrust block Obtain encroachment permit as specified by RFQ 068	
Total	**$14,850.00**

City of East Palo Alto
Public Works / Engineering Division
1960 Tate Street - East Palo Alto - CA - 94303
650.853.3189 [tel] - 650.853.3179 [fax]

PERMIT NUMBER: **PW2026-0052**
ISSUED: 04/21/2026 By: CP1
Permit will be expired on: 07/20/2026
USA Ticket No.: _____
Start: _____ End: _____

City of East Palo Alto, California
REVOCABLE ENCROACHMENT APPLICATION AND PERMIT
ENCROACHMENT

Description of work to be done:
Pothole

Project Address: 1699 WOODLAND AVE

APPLICANT:	Trevor Connolly		ADDRESS:	100 Mountain View Ave
PHONE:	(415) 559-2841	CELL:		LOS ALTOS, CA 94024
OWNER:			ADDRESS:	
PHONE:		CELL:		
CONTRACTOR:	Trevor Connolly		ADDRESS:	100 Mountain View Ave
PHONE:	(415) 559-2841	CELL:		LOS ALTOS, CA 94024

Fee Description	Amount	Receipt

Total Fees: $0.00 Total Paid: $0.00 **Total Due: $0.00**

I hereby acknowledge that I have read this permit and the attached "Special Provisions," that the information given by me is correct, that I am the owner or the duly authorized agent of the owner, and that I agree to comply with the conditions and all applicable provisions of the state laws, city ordinances, and the rules of any governmental agency involved.

_____ _____
Signature of Applicant: Date:

ENCROACHMENT PERMIT INSTRUCTION

THE FOLLOWING STANDARDS APPLY TO OWNER/APPLICANT AND HIS/HER CONTRACTOR AND SUBCONTRACTORS

1. Extreme care shall be exercised when working in City right-of-way (ROW). All work shall be performed in accordance with the City's standard plans and Caltrans standard specifications or as directed by City Engineer
2. All costs of repairing any and all infrastructure damaged within the ROW shall be paid for by the owner/applicant and should be reported immediately to the City Inspector
3. All trenching in the ROW will be required to do a T-Cut after trench is back filled (see City standard for width of T-Cut) and shall be sealed with an approved sealant after asphalt repair is complete
4. Any holes in the sidewalk/street shall be covered with non-flexible metal or as required by the City Inspector
5. Work in the ROW shall be conducted between the hours of 8:00 am and 5:00 pm Monday through Friday unless written authorization is obtained from the City Engineer 48 hours prior to the start of work
6. No equipment or materials shall be stored in the public ROW overnight without written authorization from the City Engineer
7. Prior to completing work in the ROW, the owner/applicant shall install standard trenching backfill as shown on the most current standard details for the City of East Palo Alto.
8. The area to be encroached upon shall be marked 48 hours prior to such encroachment. Notification shall be given to Underground Service Alert (USA) at 1-800-642-2444 for all digging proposed in ROW 48 hours prior to the commencement of any excavation
9. Any non-hazardous dewatering shall be filtered using NPDES approved device prior to discharging to storm drain
10. Proof of current City Business License, Bond deposit (10% of construction cost or $5,000 whichever is greater), Workman's compensation and Liability insurance, are required prior to issuance of an Encroachment Permit
11. When the presence of asbestos or hazardous substances are not shown on the plans or indicated in the specifications and the Contractor encounters materials which the Contractor reasonably believes to be asbestos or a hazardous substance as defined in Section 25914.1 of the Health and Safety Code, and the asbestos or hazardous material has not been rendered harmless, the Contractor may continue work in unaffected areas reasonably believed to be safe, and shall immediately cease work in the affected area and report the conditions to the Engineer in writing. In accordance with Section 25914.1 of the Health and Safety Code, all such removal of asbestos or hazardous substances including any exploratory work to identify and determine the extent of such asbestos or hazardous substance will be performed by a separate contract. If delay of work in the area delays the current controlling operation, the delay will be considered a right-of-way delay and the Contractor will be compensated for such delays as provided in Section 8-1.09, "Right of Way Delays," of the Standard Specifications by the owner of project
12. All work shall comply with all OSHA standards regarding shoring of excavation over 5 feet in depth
13. Caltrans safety standards shall be used for all traffic control measures. A traffic control plan shall be submitted for all work done on City's ROW. All signs cones, barricades, and traffic control devices must be clearly marked with contractor's/ subcontractor's name.
14. During non-daylight hours, applicant shall use yellow flashing lights and reflective tape on all barricades and/or street closure signage, to Caltrans standards. All workers must be equipped with reflective clothing/vests for working during non-daylight hours.
15. Advance notice shall be given to City inspection of all trench work including but not limited to: bedding cover, compaction, patching, paving, sidewalk, etc.... Bond deposit shall not be returned until the final inspection by the Public Works/Engineering Department has been completed.
16. All necessary permits must be obtained from the appropriate agencies prior to the issuance of an Encroachment Permit including but not limited to: sewer, water, electrical, Fish and Game, RWQCB etc....

FAILURE TO COMPLY WITH THESE REGULATIONS MAY RESULT IN A STOP WORK ORDER

GOLDEN STATE CONSTRUCTION & UTILITY, INC.
1485 BAYSHORE BLVD, #226
SAN FRANCISCO, CA 94124
CSLB # 1062957

EMAIL: office@goldenstatecu.com TEL: (415) 949-8303

SI# 36486

PO# 1000665786

INVOICE_005

VEOLIA - SI#36486 **May 12, 2026**

Attn: Erick Tenorio

RE: 1700 E Bayshore Rd - Fire Hydrant Bollard Replacement

Supply labor, tools & equipment to perform the following scope of work:

- Remove the old struck bollards from the driveway.
- Install new bollards on the curb/dirt patch.
- Backfill the driveway and the dirt patch

All of the Above For the Unit Price of .....$4,200.00 LS

Total Amount Due Now.....$4,200.00 LS

City of East Palo Alto
Public Works / Engineering Division
1960 Tate Street - East Palo Alto - CA - 94303
650.853.3189 [tel] - 650.853.3179 [fax]

PERMIT NUMBER: **PW2026-0062**
ISSUED: 05/08/2026 By: CP1
Permit will be expired on: 08/06/2026
USA Ticket No.: _____
Start: _____ End: _____

City of East Palo Alto, California

REVOCABLE ENCROACHMENT APPLICATION AND PERMIT

ENCROACHMENT

Description of work to be done:
Replace Bollards

Project Address: 1700 E Bayshore Road

APPLICANT:	Connor Leo		ADDRESS:	1485 Bayshore Blvd #226	
PHONE:	(650) 861-7956	CELL:		SAN FRANCISCO, CA 94124	
OWNER:			ADDRESS:		
PHONE:		CELL:		,	
CONTRACTOR:	Sean Woods		ADDRESS:	1485 Bayshore Blvd #226	
PHONE:	(650) 861-7956	CELL:		SAN FRANCISCO, CA 94124	

Fee Description	Amount	Receipt

Total Fees: $0.00 Total Paid: $0.00 **Total Due: $0.00**

I hereby acknowledge that I have read this permit and the attached "Special Provisions," that the information given by me is correct, that I am the owner or the duly authorized agent of the owner, and that I agree to comply with the conditions and all applicable provisions of the state laws, city ordinances, and the rules of any governmental agency involved.

Conor Leo Digitally signed by Conor Leo Date: 2026.05.12 11:50:32-07'00'

Signature of Applicant:

5/12/26

Date:

ENCROACHMENT PERMIT INSTRUCTION

THE FOLLOWING STANDARDS APPLY TO OWNER/APPLICANT AND HIS/HER CONTRACTOR AND SUBCONTRACTORS

1. Extreme care shall be exercised when working in City right-of-way (ROW). All work shall be performed in accordance with the City's standard plans and Caltrans standard specifications or as directed by City Engineer
2. All costs of repairing any and all infrastructure damaged within the ROW shall be paid for by the owner/applicant and should be reported immediately to the City Inspector
3. All trenching in the ROW will be required to do a T-Cut after trench is back filled (see City standard for width of T-Cut) and shall be sealed with an approved sealant after asphalt repair is complete
4. Any holes in the sidewalk/street shall be covered with non-flexible metal or as required by the City Inspector
5. Work in the ROW shall be conducted between the hours of 8:00 am and 5:00 pm Monday through Friday unless written authorization is obtained from the City Engineer 48 hours prior to the start of work
6. No equipment or materials shall be stored in the public ROW overnight without written authorization from the City Engineer
7. Prior to completing work in the ROW, the owner/applicant shall install standard trenching backfill as shown on the most current standard details for the City of East Palo Alto.
8. The area to be encroached upon shall be marked 48 hours prior to such encroachment. Notification shall be given to Underground Service Alert (USA) at 1-800-642-2444 for all digging proposed in ROW 48 hours prior to the commencement of any excavation
9. Any non-hazardous dewatering shall be filtered using NPDES approved device prior to discharging to storm drain
10. Proof of current City Business License, Bond deposit (10% of construction cost or $5,000 whichever is greater), Workman's compensation and Liability insurance, are required prior to issuance of an Encroachment Permit
11. When the presence of asbestos or hazardous substances are not shown on the plans or indicated in the specifications and the Contractor encounters materials which the Contractor reasonably believes to be asbestos or a hazardous substance as defined in Section 25914.1 of the Health and Safety Code, and the asbestos or hazardous material has not been rendered harmless, the Contractor may continue work in unaffected areas reasonably believed to be safe, and shall immediately cease work in the affected area and report the conditions to the Engineer in writing. In accordance with Section 25914.1 of the Health and Safety Code, all such removal of asbestos or hazardous substances including any exploratory work to identify and determine the extent of such asbestos or hazardous substance will be performed by a separate contract. If delay of work in the area delays the current controlling operation, the delay will be considered a right-of-way delay and the Contractor will be compensated for such delays as provided in Section 8-1.09, "Right of Way Delays," of the Standard Specifications by the owner of project
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13. Caltrans safety standards shall be used for all traffic control measures. A traffic control plan shall be submitted for all work done on City's ROW. All signs cones, barricades, and traffic control devices must be clearly marked with contractor's/ subcontractor's name.
14. During non-daylight hours, applicant shall use yellow flashing lights and reflective tape on all barricades and/or street closure signage, to Caltrans standards. All workers must be equipped with reflective clothing/vests for working during non-daylight hours.
15. Advance notice shall be given to City inspection of all trench work including but not limited to: bedding cover, compaction, patching, paving, sidewalk, etc.... Bond deposit shall not be returned until the final inspection by the Public Works/Engineering Department has been completed.
16. All necessary permits must be obtained from the appropriate agencies prior to the issuance of an Encroachment Permit including but not limited to: sewer, water, electrical, Fish and Game, RWQCB etc....

FAILURE TO COMPLY WITH THESE REGULATIONS MAY RESULT IN A STOP WORK ORDER

Invoice

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

5 I# 36486

Date	Invoice #
5/15/2026	C8138S

Bill To

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

Ship To

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

P.O. Number	Terms	Via	Project
	Net 60		

Quantity	Item Code	Description	Price Each	Amount
1	Sales - Small Projects	Response to RFQ 78. Emergency water service repair - Work performed at 1023 Laurel St.	5,850.00	5,850.00

Total $5,850.00

Please remit payment to:
P.O. Box 1017
Mountain View, CA 94042

WWW.C2RENGINEERING.COM

C2R Engineering Inc
Lic # 994397

PO Box 1017
Mountain View
CA 94043
Phone: (415) 559-2841

Invoice

DATE: MAY 15TH 2026

TO:
Erick Tenorio
Field Supervisor
VEOLIA NORTH AMERICA

FOR:

Response to RFQ 78. Emergency water service repair

DESCRIPTION	
• Excavate, cut and remove the tree root • Repair the broken service line using ¾" copper and repair couplings • Backfill and restore the customer's front yard As specified by RFQ 78	
Quote	**$5,850.00**

City of East Palo Alto
Public Works / Engineering Division
1960 Tate Street - East Palo Alto - CA - 94303
650.853.3189 [tel] - 650.853.3179 [fax]

PERMIT NUMBER: **PW2026-0067**
ISSUED: 05/18/2026 By: CP1
Permit will be expired on: 08/16/2026
USA Ticket No.: _____
Start: _____ End: _____

City of East Palo Alto, California

REVOCABLE ENCROACHMENT APPLICATION AND PERMIT

ENCROACHMENT

Description of work to be done:
Emergency Water

Project Address: 1023 LAUREL AVE

APPLICANT:	Trevor Connolly		ADDRESS:	100 Mountain Ave LOS ALTOS, CA 94024	
PHONE:	(415) 559-2841	CELL:			
OWNER:			ADDRESS:		
PHONE:		CELL:		,	
CONTRACTOR:	Trevor Connolly		ADDRESS:	100 Mountain Ave LOS ALTOS, CA 94024	
PHONE:	(415) 559-2841	CELL:			

Fee Description	Amount	Receipt

Total Fees: $0.00 Total Paid: $0.00 **Total Due: $0.00**

I hereby acknowledge that I have read this permit and the attached "Special Provisions," that the information given by me is correct, that I am the owner or the duly authorized agent of the owner, and that I agree to comply with the conditions and all applicable provisions of the state laws, city ordinances, and the rules of any governmental agency involved.

Signature of Applicant: _____ Date: 05/18/2026

ENCROACHMENT PERMIT INSTRUCTION

THE FOLLOWING STANDARDS APPLY TO OWNER/APPLICANT AND HIS/HER CONTRACTOR AND SUBCONTRACTORS

1. Extreme care shall be exercised when working in City right-of-way (ROW). All work shall be performed in accordance with the City's standard plans and Caltrans standard specifications or as directed by City Engineer
2. All costs of repairing any and all infrastructure damaged within the ROW shall be paid for by the owner/applicant and should be reported immediately to the City Inspector
3. All trenching in the ROW will be required to do a T-Cut after trench is back filled (see City standard for width of T-Cut) and shall be sealed with an approved sealant after asphalt repair is complete
4. Any holes in the sidewalk/street shall be covered with non-flexible metal or as required by the City Inspector
5. Work in the ROW shall be conducted between the hours of 8:00 am and 5:00 pm Monday through Friday unless written authorization is obtained from the City Engineer 48 hours prior to the start of work
6. No equipment or materials shall be stored in the public ROW overnight without written authorization from the City Engineer
7. Prior to completing work in the ROW, the owner/applicant shall install standard trenching backfill as shown on the most current standard details for the City of East Palo Alto.
8. The area to be encroached upon shall be marked 48 hours prior to such encroachment. Notification shall be given to Underground Service Alert (USA) at 1-800-642-2444 for all digging proposed in ROW 48 hours prior to the commencement of any excavation
9. Any non-hazardous dewatering shall be filtered using NPDES approved device prior to discharging to storm drain
10. Proof of current City Business License, Bond deposit (10% of construction cost or $5,000 whichever is greater), Workman's compensation and Liability insurance, are required prior to issuance of an Encroachment Permit
11. When the presence of asbestos or hazardous substances are not shown on the plans or indicated in the specifications and the Contractor encounters materials which the Contractor reasonably believes to be asbestos or a hazardous substance as defined in Section 25914.1 of the Health and Safety Code, and the asbestos or hazardous material has not been rendered harmless, the Contractor may continue work in unaffected areas reasonably believed to be safe, and shall immediately cease work in the affected area and report the conditions to the Engineer in writing. In accordance with Section 25914.1 of the Health and Safety Code, all such removal of asbestos or hazardous substances including any exploratory work to identify and determine the extent of such asbestos or hazardous substance will be performed by a separate contract. If delay of work in the area delays the current controlling operation, the delay will be considered a right-of-way delay and the Contractor will be compensated for such delays as provided in Section 8-1.09, "Right of Way Delays," of the Standard Specifications by the owner of project
12. All work shall comply with all OSHA standards regarding shoring of excavation over 5 feet in depth
13. Caltrans safety standards shall be used for all traffic control measures. A traffic control plan shall be submitted for all work done on City's ROW. All signs cones, barricades, and traffic control devices must be clearly marked with contractor's/ subcontractor's name.
14. During non-daylight hours, applicant shall use yellow flashing lights and reflective tape on all barricades and/or street closure signage, to Caltrans standards. All workers must be equipped with reflective clothing/vests for working during non-daylight hours.
15. Advance notice shall be given to City inspection of all trench work including but not limited to: bedding cover, compaction, patching, paving, sidewalk, etc…. Bond deposit shall not be returned until the final inspection by the Public Works/Engineering Department has been completed.
16. All necessary permits must be obtained from the appropriate agencies prior to the issuance of an Encroachment Permit including but not limited to: sewer, water, electrical, Fish and Game, RWQCB etc.…

FAILURE TO COMPLY WITH THESE REGULATIONS MAY RESULT IN A STOP WORK ORDER

Encroachment Permit Instructions

City of East Palo Alto

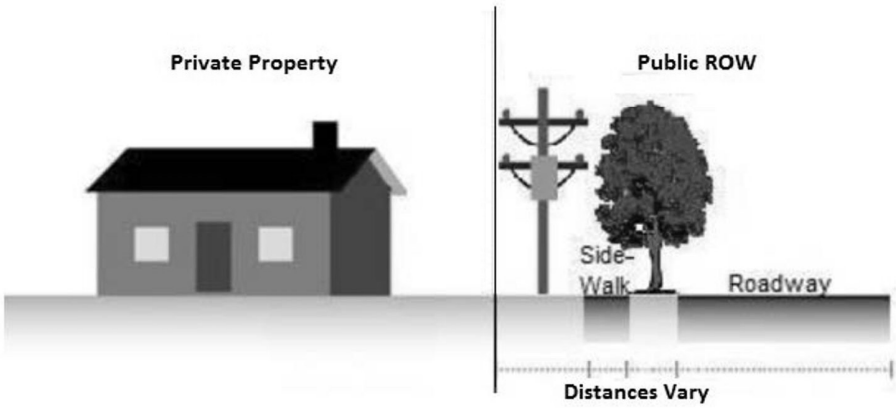
Engineering Division – 1960 Tate Street, East Palo Alto, CA 94303

An encroachment permit is required if work will be performed in the public right-of-way (ROW). The public ROW generally includes roads, curbs and gutters, sidewalks, and driveway aprons. Also utilities such as fire hydrants, street lights, utility poles, traffic signs, utility vaults and boxes, and so on. All these features are for the benefit of the public and the permitting process ensures that work is done correct and safe.

Typical activities that require an encroachment permit include:

- **Water, sewer, and storm line work such as repairs and replacements.**
- **Driveway enlargement or replacement.**
- **Sidewalk or curb and gutter replacement.**
- **Trenching, boring, potholing.**
- **Closure of a vehicle lane, shoulder, or a sidewalk.**

There are parts of East Palo Alto that lack some of the features mentioned above and the boundary between the public ROW and private property may be difficult to distinguish. The image below may be used as a general guide in determining where the public ROW is located.



ITEMS REQUIRED WITH ENCROACHMENT PERMIT APPLICATION

1. Encroachment permit application. A copy may be obtained online or at the front counter at the Community Development Department on 1960 Tate Street.

2. Sketch of the work proposed. The sketch must be site specific and may be drawn on an 8.5x11 sheet. An internet map aerial view, streetview, or both may also be used depending on the type of work. Include street names, dimensions, locations of any utility poles, fences, trees, and so on. If the construction is related to a development project, a copy of the plans may be submitted.

3. Traffic control plan. If there are any closures or diversions of the sidewalk, vehicle lanes, shoulder, and so on. Include a vehicle and/or pedestrian detour plan, if applicable. Show the work hours.

4. Pay fees. Fees vary by project and will be determined at the time of submittal or at later date once the City Engineer has reviewed the plans.

5. Security bond. Based on the construction cost estimate. 10% of estimate or $5000, whichever is greater.

6. Proof of liability insurance. The City of East Palo Alto shall be named additional insured including its officials, agents, employees, and contractors.

7. Business license. Contractor must have a City of East Palo Alto business license. This may be obtained at 1960 Tate Street.

8. Contractor license. Contractor must have either a Class A or Class C8 license to work in the public right-of-way.

9. Workers Compensation Insurance. Provide proof of insurance as required by the State of California.

10. Other permits(If applicable). An approved permit by other public agencies such as the West Bay Sanitary District, East Palo Alto Sanitary District, City of Menlo Park, City of Palo Alto, and so on. This may be waived by the City Engineer if determined to not be necessary.

Revised 3/2019

Encroachment Permit Application

City of East Palo Alto

Engineering Division – 1960 Tate Street, East Palo Alto, CA 94303

Permit Number _____
Call (650) 853-7253 2 business days prior to start of work for initial inspection AND for each inspection request.
Uninspected work will be rejected.

FOR VEOLIA

Project Location

Address: 1023 Laurel St

City: East Palo Alto State: ~~CA~~ Zip: ~~94303~~

Description of Work:

Emergency water service repair

Work Days 1

Type of Permit(s) Applying for:

- ☐ Curb/Gutter ☒ Water ☐ Gas
- ☐ Sidewalk ☐ Storm ☐ Electric
- ☐ Driveway ☐ Sewer ☐ Communications
- ☐ Paving ☐ Other _____

Construction Cost Estimate Within Public R/W (Including Labor) $ $5850.00

Bond

☐Cash ☐Check ☐Surety

$_____ (A final inspection is required to deem the project complete and the bond eligible for release. A copy of the original receipt must accompany the Bond Release Request)

Applicant Represents

☐ Owner ☒ Contractor

Applicant Information:

Name: Trevor Connolly

Company: C2R Engineering, Inc

Address: 100 Mountain View Ave

City: Los Altos State: Ca Zip: 94024

Phone: 415 559 2841

Email: Trevor@c2rengineering.com

Contractor Information:

Name: Trevor Connolly

Company: C2R Engineering, Inc

Address: 100 Mountain View Ave

City: Los Altos State: CA Zip: 94042

Phone: 415 559 2841

Email: Trevor@c2rengineering.com

License (Class and Number): 994397

City Business License Number: 18303341

(Must have a current Business License with the City of East Palo Alto, please contact the Planning Division for new licenses or Finance for renewals)

GENERAL CONDITIONS AND REQUIREMENTS ATTACHED

Signature below acknowledges general conditions and any special conditions as deemed necessary by the City Engineer

I hereby acknowledge that I have read this permit and any "Special Conditions," that the information given by me is correct, that I am the owner or the duly authorized agent of the owner, and that I agree to comply with the conditions and all applicable provisions of the state laws, city ordinances, and the rules of any governmental agency involved.

____	President	05/18/2026
Signature of Applicant	Title	Date

OFFICE USE ONLY (DO NOT WRITE BELOW THIS LINE)

- ☐ Construction Plan (2 sets, 11x17 maximum size)
- ☐ Traffic Control Plan (2 sets, 11x17 maximum size)
- ☐ Fees $_____ Check #_____
- ☐ Signature on this page
- ☐ Bond $_____
- ☐ Certificate of Liability Insurance from Contractor
- ☐ Proof of Workers Compensation Insurance

Received by:_____ Date:_____

PERMIT INFORMATION

Permit Number:_____

Approved By:_____

Issue Date: _____

Issued By: _____

Permit Expiration Date: _____

USA Ticket Number: _____

Start Date: _____

Completed On: _____

GENERAL CONDITIONS AND REQUIREMENTS

City of East Palo Alto

Engineering Division – 1960 Tate Street, East Palo Alto, CA 94303

Fees are non-refundable. An extension may be issued before permit expires and all other requirements been satisfied.

THE FOLLOWING STANDARDS APPLY TO OWNER/APPLICANT AND HIS/HER CONTRACTOR AND SUBCONTRACTORS

1. **The applicant shall notify the Engineering Division at 650-853-7253 two business days prior to start of work.**
2. This permit only authorizes work within the public right-of-way (ROW) per the approved plans.
3. This permit does not grant overnight street parking for any vehicles including construction vehicles unless authorized by City Engineer.
4. Notification shall be given to **Underground Service Alert (USA) at 811 or 1-800-642-2444** for all digging proposed in public ROW prior to the commencement of any excavation. Applicant is responsible for determining locations and depths of existing utilities and facilities.
5. No equipment or materials shall be stored in the public ROW without written authorization from the City Engineer.
6. All work in the public ROW shall be conducted between the **standard permit working hours** of 8:00AM and 5:00PM Monday to Friday (except City holidays), unless written authorization is obtained from the City Engineer 48 hours prior to the start of work.
7. A traffic control plan per current CAMUTCD standards is required for work that will block the public ROW.
   NOTE: The traffic control plan may include restricted working hours which supersede **standard permit working hours**.
8. Any residents or businesses whose access will be affected shall be notified by the applicant at least 48 hours prior to start of work.
9. Extreme care shall be exercised when working in the public ROW. All work shall be performed in accordance with the City's Standard Plans, and CalTrans Standard Specifications or as directed by Engineer.
10. Advance notice shall be given to City inspector for placing any concrete (including but not limited to: driveways, sidewalks, and so on) and all trench work (including but not limited to: bedding cover, compaction, patching, paving, and so on).
11. All costs of repairing and restoring any and all infrastructure damaged within the public ROW shall be paid for by the owner/applicant, and should be reported immediately to the City Inspector.
12. Any trenches or similar holes in the sidewalk/street shall be covered with non-flexible metal plates with a skid-resistant surface.
13. A bond (10% of construction cost or $5,000, whichever is greater) in the form of a deposit (cash or check) or a Faithful Performance Surety is required for work in the public ROW. Bond shall not be returned until a final inspection has been performed and work has been approved.
14. Proof of current City Business License, workers compensation and liability insurance are required prior to issuance of an Encroachment Permit. The City of East Palo Alto, its council members, subsidiary agencies, directors, officers, agents, employees, and servants shall be named as additional insured on any such policies of comprehensive general liability insurance. Applicant agrees to keep insurance active during the duration of project.
15. All work and workers shall comply with all OSHA standards regarding shoring of excavation over 5 feet in depth.
16. During non-daylight hours, applicant shall use yellow flashing lights and reflective tape on all barricades, signs, and debris boxes.
17. All necessary permits must be obtained from the appropriate agencies prior to the issuance of an Encroachment Permit.
18. Special conditions (if any) are attached to this permit and shall be complied with.

Insurance Certificate Example

August 27, 2001

ACORD CERTIFICATE OF LIABILITY INSURANCE — DATE (MM/DD/YY)

PRODUCER
Name of Producer *(Insurance Agent)*
Address
Telephone No.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURED
Name of Insured *(Permittee, Contr., Developer*)*
Address
**As required by permit, agreement, etc.*

INSURER A:	Name of Insurer	*(Insurance Companies must*
INSURER B:	Name of Insurer	*have a minimum Best's Rating*
INSURER C:	Name of Insurer	*of A and a Financial*
INSURER D:		*Performance Rating of VII.)*
INSURER E:		

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY [X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [ ] LOC	GL00000000 *(Gen. Liability Policy No.)* *Must be "occurrence"* *Large projects may require higher coverage*	Begin Date	Expiration Date	EACH OCCURRENCE FIRE DAMAGE MED EXP PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ $ $ 1,000,000 $ 2,000,000 $
B	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] ALL OWNED AUTOS [ ] SCHEDULED AUTOS [ ] HIRED AUTOS [ ] NON-OWNED AUTOS	AL00000000 *(Auto Liability Policy No.)*	Begin Date	Expiration Date	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
	GARAGE LIABILITY [ ] ANY AUTO				AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY: EA ACC AGG	$ $ $
	EXCESS LIABILITY [ ] OCCUR [ ] CLAIMS MADE [ ] DEDUCTIBLE [ ] RETENTION $				EACH OCCURRENCE AGGREGATE	$ $
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	WC0000000 *(Workers Comp. Policy No.)*	Begin Date	Expiration Date	[X] WC STATU-TORY LIMITS [ ] OTH-ER E.L. EA ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
	OTHER					

$1,000,000 general aggregate limit is required if the limit is applied separately to the permit, agreement, etc. $2,000,000 general aggregate limit is required for insurance written on an occurrence basis.

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS/ ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

Certificate holder is named additional insured, endorsement CG 20 10

The certificate holder should be made out to the attention of the "Public Works Dept./Engineering" This will help prevent your certificates from being sent to the wrong department within the city.

Job Loc: xxxxxx, East Palo Alto, CA
Job Description: Replace driveway approach for residential home

CERTIFICATE HOLDER [Y] ADDITIONAL INSURED; INSURER LETTER: A

City of East Palo Alto
1960 Tate Street
East Palo Alto, CA 94303
Attn: Public Works/Engineering

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, IT'S AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

ACORD 25-S (7/97)

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Commercial General Liability Endorsement Example

August 27, 2004

POLICY NUMBER: GL00000000 COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED -- OWNERS, LESSEES OR CONTRACTORS (FORM B)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:

City of East Palo Alto
1960 Tate Street
East Palo Alto, CA 94303
Attn: Public Works/Engineering

(If no entry appears above, the information required to complete this endorsement will be shown in the Declaration as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of your ongoing operations performed for that insured.

a. **The City of East Palo Alto, its officers, officials, employees and volunteers are to be covered as additional insureds.**

b. **For any claims related to this project, named insured's insurance coverage shall be primary.**

c. **Each insurance policy required shall be endorsed that a thirty (30) day notice be given to CITY in the event of cancellation or modification to the stipulated insurance coverage.**

CG 20 10 10 93

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 1/13/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	Benedetti Insurance Agency 199 California Drive #202 Millbrae, CA 94030
CONTACT NAME:	Michael Watters
PHONE (A/C, No, Ext):	(650) 697-2044
FAX (A/C, No):	(650) 697-4506
E-MAIL ADDRESS:	

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A:	Associated Industries Insurance Co.	23140
INSURER B:	State National Ins Co, Inc.	
INSURER C:	Carolina Casualty Ins Company	35076
INSURER D:		41297
INSURER E:	Navigators Insurance Company	42307
INSURER F:	West Chester Fire Insurance Co.	21121

INSURED: C2R Engineering, Inc.
100 MOUNTAIN VIEW AVE
LOS ALTOS, CA 94024

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY							
	[X] CLAIMS-MADE [X] OCCUR	X	X	AES104844507	8/25/2024	8/25/2025	EACH OCCURRENCE	$ 11,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 11,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 13,000,000
	[ ] POLICY [X] PRO-JECT [ ] LOC						PRODUCTS - COMP/OP AGG	$ 13,000,000
	OTHER:							$
B	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 5,000,000
	[X] ANY AUTO	X	X	SPP1819646 01	2/1/2025	2/1/2026	BODILY INJURY (Per person)	$
	[X] OWNED AUTOS ONLY [X] SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	[X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
A	[ ] UMBRELLA LIAB [X] OCCUR	X	X	EXA1247405 00	8/25/2024	8/25/2025	EACH OCCURRENCE	$ 9,000,000
	[X] EXCESS LIAB [ ] CLAIMS-MADE						AGGREGATE	$ 9,000,000
	DED [ ] RETENTION $							$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						[X] PER STATUTE [ ] OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N: Y	N/A	X	BNUWC0162170	2/4/2025	2/4/2026	E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
E	Inland Marine	X		04-IM012531	01/21/2025	01/21/2026	Rented/Leased	$250,000
A	Professional Liab.			AES104844501	08/25/2024	08/25/2025	Limit	$2mm/$2mm
F	Pollution Insurance	X		74874 A	10/01/2024	10/01/2025	Per occ./Agg.	$2mm/$4mm

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Insurance is primary and non-contributory. 30 day notice of canc. to cert holder, 10 days for non-payment
Explosion, Collapse, and Underground Hazards (X,C,U) coverage is included.

City of East Palo Alto, its officers, directors, agents, and employees, and Veolia North America are named as additionally insured per attached blanket endorsement

CERTIFICATE HOLDER

City of East Palo Alto
Veolia North America
1475 E BAYSHORE BLVD
EAST PALO ALTO, CA 94303

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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The ACORD name and logo are registered marks of ACORD

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Additional Insured Person(s) or Organization(s):	Location and Description of Completed Operations
All persons or organizations where written contract with the Named Insured requires additional insured completed operations coverage. This form does not apply to your work on residential property.	Any location where you perform work for such additional insured
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

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AES104844507

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – AUTOMATIC STATUS WHEN REQUIRED IN CONSTRUCTION AGREEMENT WITH YOU

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

A. **Section II – Who Is An Insured** is amended to include as an additional insured any person or organization for whom you are performing operations when you and such person or organization have agreed in writing in a contract or agreement that such person or organization be added as an additional insured on your policy. Such person or organization is an additional insured only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured.

A person's or organization's status as an additional insured under this endorsement ends when your operations for that additional insured are completed.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to:

1. "Bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:
   a. The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
   b. Supervisory, inspection, architectural or engineering activities.
2. "Bodily injury" or "property damage" occurring after:
   a. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
   b. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

© ISO Properties, Inc., 2004

POLICY NUMBER: AES104844507

COMMERCIAL GENERAL LIABILITY
CG 20 10 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
All persons or organizations where written contract with the Named Insured requires additional insured completed operations coverage.	
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. **Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

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WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Person Or Organization:
All persons or organizations where required by written contract with the Named Insured
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to Paragraph **8. Transfer Of Rights Of Recovery Against Others To Us** of **Section IV – Conditions:**

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PRIMARY AND NON-CONTRIBUTING INSURANCE (THIRD-PARTY)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Third Party:
All persons or organizations where required by written contract with the Named Insured

(Absence of a specifically named Third Party above means that the provisions of this endorsement apply as required by written contractual agreement with any Third Party for whom you are performing work.)

Paragraph **4.** of **SECTION IV: COMMERCIAL GENERAL LIABILITY CONDITIONS** is replaced by the following:

4. Other Insurance:

With respect to the Third Party shown above, this insurance is primary and non-contributing. Any and all other valid and collectable insurance available to such Third Party in respect of work performed by you under written contractual agreements with said Third Party for loss covered by this policy, shall in no instance be considered as primary, co-insurance, or contributing insurance. Rather, any such other insurance shall be considered excess over and above the insurance provided by this policy.

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DEDUCTIBLE LIABILITY ENDORSEMENT – INCLUDING EXPENSE (PER OCCURRENCE/OFFENSE)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Coverage			Amount of Deductible
Bodily Injury Liability	OR	$ 5000	per occurrence
Property Damage Liability	OR	$ 5000	per occurrence
Personal and Advertising Injury Liability		$ 5000	per offense

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

APPLICATION OF ENDORSEMENT (Enter below any limitations on the application of this endorsement. If no limitation is entered, the deductibles apply to damages for all "bodily injury", "property damage", and "personal and advertising injury," however caused):

A. Our obligation under the Bodily Injury Liability, Property Damage Liability, and Personal and Advertising Injury Liability Coverages to pay damages on your behalf applies only to the amount of damages in excess of any deductible amounts stated in the Schedule above as applicable to such coverages, and the Limits of Insurance applicable to Each Occurrence or offense for such coverages will be reduced by the amount of such deductible. Aggregate Limits for such coverages shall not be reduced by the application of such deductible amount.

B. The deductible amounts apply to damages and all legal and loss adjustment expenses.

C. The deductible amount stated in the Schedule above is on a per "occurrence" or offense basis and applies as follows:

1. Under the Bodily Injury Liability Coverage to all damages because of "bodily injury";
2. Under Property Damage Liability Coverage to all damages because of "property damage";
3. Under Bodily Injury Liability and/or Property Damage Liability Coverage Combined, to all damages

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because of:

a. "bodily injury";
b. "property damage"; or
c. 'bodily injury" and "property damage" combined;

4. Under Personal and Advertising Injury Liability Coverages to all damages because of "personal and advertising injury"

as the result of any one "occurrence" or offense, regardless of the number of persons or organizations who sustain damages because of that "occurrence" or offense.

D. The terms of this insurance, including those with respect to our right and duty to defend the insured against any "suits" seeking those damages and your duties in the event of an "occurrence," offense, claim or "suit," apply irrespective of the application of the deductible amount.

E. We may pay any part or all of the deductible amount to effect settlement of any claim or "suit" and, upon notification of the action taken, you shall promptly reimburse us for such part of the deductible amount as has been paid by us.

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POLICY NUMBER: EXA1247405 00

CG 20 37 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

SCHEDULE

Name of Additional Insured Person(s) or Organization(s):	Location and Description of Completed Operations
All persons or organizations where written contract with the Named Insured requires additional insured completed operations coverage. This form does not apply to your work on "residential property".	
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

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WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Person Or Organization:
All persons or organizations where required by written contract with the Named Insured
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to Paragraph **8. Transfer Of Rights Of Recovery Against Others To Us** of **Section IV – Conditions:**

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PRIMARY AND NON-CONTRIBUTING INSURANCE (THIRD-PARTY)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Third Party:
All persons or organizations where required by written contract with the Named Insured

(Absence of a specifically named Third Party above means that the provisions of this endorsement apply as required by written contractual agreement with any Third Party for whom you are performing work.)

Paragraph **4.** of **SECTION IV: COMMERCIAL GENERAL LIABILITY CONDITIONS** is replaced by the following:

4. Other Insurance:

With respect to the Third Party shown above, this insurance is primary and non-contributing. Any and all other valid and collectable insurance available to such Third Party in respect of work performed by you under written contractual agreements with said Third Party for loss covered by this policy, shall in no instance be considered as primary, co-insurance, or contributing insurance. Rather, any such other insurance shall be considered excess over and above the insurance provided by this policy.

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Policy#: SPP1819646 01

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM
TRUCKERS COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

The following is added to the Section II – Liability Coverage, Paragraph A.1. Who Is An Insured Provision:

Any person or organization that you are required to include as additional insured on the Coverage Form in a written contract or agreement that is signed and executed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period is an "insured" for Liability Coverage, but only for damages to which this insurance applies and only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Section II.

MCA20480711

Policy#: SPP1819646 01

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET WAIVER OF SUBROGATION

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

SECTION IV – BUSINESSS AUTO CONDITIONS, A. Loss Conditions, 5. Transfer of Rights Of Recovery Against Others To Us, the following is added:

We waive any right of recovery we may have against any person or organization to the extent required of you by a written contract executed prior to any "accident" or "loss", provided that the "accident" or "loss" arises out of the operations contemplated by such contract. The waiver applies only to the person or organization designated in such contract.

Policy#: SPP1819646 01

NX GL 009 08 09

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PRIMARY AND NON-CONTRIBUTING INSURANCE (THIRD-PARTY)

This endorsement modifies insurance provided under the following:

COMMERCIAL AUTOMOBILE LIABILITY

SCHEDULE

Third Party:
All persons or organizations where required by written contract with the Named Insured

(Absence of a specifically named Third Party above means that the provisions of this endorsement apply as required by written contractual agreement with any Third Party for whom you are performing work.)

Paragraph 4. of SECTION IV: is replaced by the following:

4. Other Insurance:

With respect to the Third Party shown above, this insurance is primary and non-contributing. Any and all other valid and collectable insurance available to such Third Party in respect of work performed by you under written contractual agreements with said Third Party for loss covered by this policy, shall in no instance be considered as primary, co-insurance, or contributing insurance. Rather, any such other insurance shall be considered excess over and above the insurance provided by this policy.

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Policy#: SPP1819646 01

COMMERCIAL AUTO
CA 88 66 05 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED INSURED – NONCONTRIBUTING

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM
GARAGE COVERAGE FORM
MOTOR CARRIER COVERAGE FORM
TRUCKERS COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" under the Who Is An Insured Provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

Schedule

Name of Person(s) or Organization(s):

Regarding Designated Contract or Project:

Each person or organization shown in the Schedule of this endorsement is an "insured" for Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured Provision contained in Section II of the Coverage Form.

The following is added to the Other Insurance Condition:

If you have agreed in a written agreement that this policy will be primary and without right of contribution from any insurance in force for an Additional Insured for liability arising out of your operations, and the agreement was executed prior to the "bodily injury" or "property damage", then this insurance will be primary and we will not seek contribution from such insurance.

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WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY **WC 04 03 06**

(Ed. 04-84)

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT CALIFORNIA (Blanket)

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be 0.020000 % of the California workers' compensation premium otherwise due on such remuneration.

Schedule

State	Description
CA	Any party with whom the insured agrees to waive subrogation in a written contract.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.
(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective Date: Policy Number: BNUWC0162170 Endorsement No.:

Insured Name: Insurance Company: Carolina Casualty Insurance Company

Countersigned By

DAYLIGHT HOURS

TCP - RED1

'TYPICAL' LANE CLOSURE w/DETOUR(TA20):
'TYPICAL' HALF ROAD CLOSURE(TA31):
'TYPICAL' ONE WAY CONTROL w/FLAGGING(T13/TA10):
PEDESTRIAN CONTROL(TA28/TA29):
Utility Installation.
Various Locations.

ALL TRAFFIC CONTROL IN ACCORDANCE WITH MUTCD

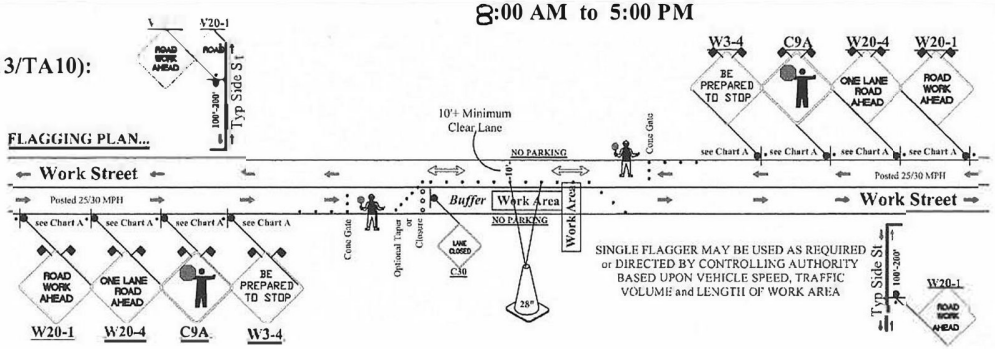
8:00 AM to 5:00 PM

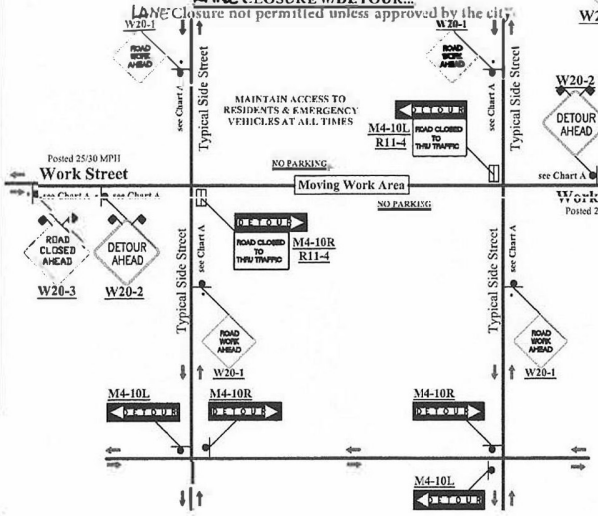
PEDESTRIAN MONITOR TO ASSIST and/or ESCORT PEDESTRIANS and CYCLISTS AS NEEDED, REQUIRED OR DIRECTED DURING WORKING HOURS. *ALL PATHWAYS OPEN DURING NON-WORKING HOURS.*

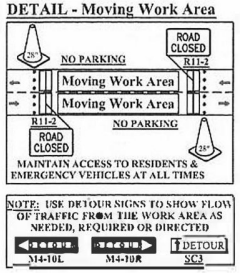
NOTIFY & COORDINATE WITH CITY TRAFFIC ENGINEER WHEN ANY WORK IS PERFORMED WITHIN 200' OF SIGNALIZED INTERSECTION

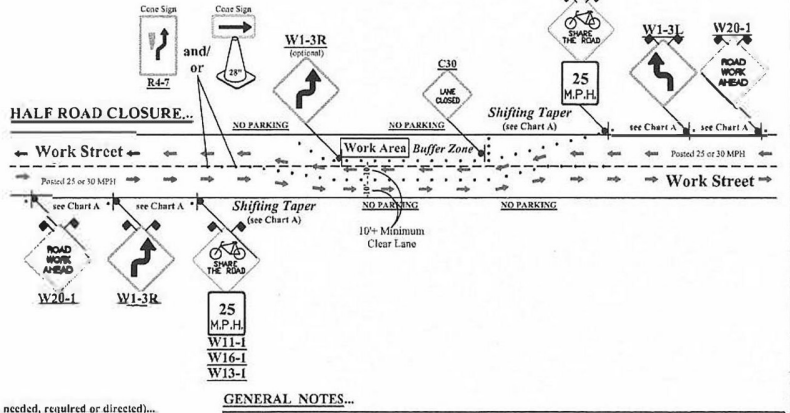
REMOVE OR REDUCE CONTROL ZONE WHEN WORK AREA NO LONGER AFFECTS THAT AREA OF THE ROADWAY

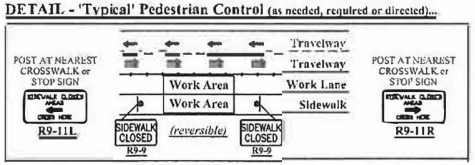














GENERAL NOTES...

NOTE 1: One 10'+ minimum clear lane each direction, access for emergency vehicles, public services, business & residents maintained at all times. All lanes open during non-working hrs.
NOTE 2: Sign spacing and tapers based on 25/30 MPH = 100'-250'; refer to and use CA/MUTCD 01/13/12, Caltrans Standard Plans and be in compliance with local City requirements as a minimum standard. Monitor and maintain traffic control zone at all times.
NOTE 3: All signage & cones to be visible to approaching motorists for a minimum of 1,000'.
NOTE 4: The location of the signs as shown on this illustration are guidelines and actual locations will depend upon alignment, grade, location of street intersections and 85th percentile / posted speed limits / prima facie. Remove or cover existing conflicting signage.
Temporary traffic control signage to be removed or covered during non-working hours.
NOTE 5: All open excavations to be steel plated and secured or backfilled during non-working hours. Place bump/open trench signs as needed. Shoulders to have 4:1 slope.
NOTE 6: Post No Parking signs 48 hours prior to start of work. Remove or reduce control zone when work area no longer affects that area of the roadway.
NOTE 7: Pedestrians to be detoured around work area in a safe ADA compliant manner and in a fashion whereas they do not traverse private property or are directed into travelway.
NOTE 8: Flaggers to be competent, trained and qualified per CalOsha regulations. Flaggers to maintain visual and/or radio contact at all times.
NOTE 9: This plan is reversible for either side of the roadway.

CHART A- Adjust if different.

V MPH	Speed Spacing	Sign Merging 10' - 11' - 12'	Taper Shifting 10' - 11' - 12'	Taper Shoulder 10' - 11' - 12'	Taper Space	Buffer Taper	Cone Spacing Conflict
15	200'	37'-41'-45'	19'-21'-23'	12'-14'-15'	25'	15'	7'
20	200'	66'-74'-80'	33'-37'-40'	22'-25'-27'	35'	20'	10'
* 25	200'	105'-115'-125'	53'-58'-63'	35'-39'-42'	55'	25'	12' *
* 30	350'	150'-165'-180'	75'-83'-90'	50'-55'-60'	85'	30'	15' *
35	350'	205'-225'-245'	103'-113'-123'	69'-75'-82'	120'	35'	17'
40	350'	267'-294'-320'	134'-147'-160'	89'-98'-107'	170'	40'	20'
45	350'	450'-495'-540'	225'-248'-270'	150'-165'-180'	220'	45'	22'

CROSSWALKS, SIDEWALKS & BICYCLES:



NOTE: Place pedestrian & bike signage as needed or directed by the Controlling Agency at specific appropriate locations.

LEGEND...

Sign.
Channelizer.
Type III Barricade.

C2R Engineering Inc.
PO Box 1017
Mountain View, CA94042

EQUIPMENT		PRE-WARNING SIGNS	
Sign Symbol	HIGH-LEVEL	36' X 36'	'A' Lights
TUBES, CONES, BARRELS		48' X 48'	'B' Lights
TYPE I'S	TYPE II'S	Stand. Ints.	'C' Lights
TYPE III'S	ARROW PANEL	SUPER ENGINEER GRADE	

START DATE:
TIME: 7:00 AM to 5:00 PM
DURATION:
DWG: Road Closure w/Detour
DATE:
DRAWING NOT TO SCALE

TRAFFIC CONTROL PLAN NO. RED1
CONTRACTOR: C2R Engineering Inc
AGENCY:
LOCATION: Various Locations

Prepared by Philip M. Sponable ATSSA #00225176 exp 12/18/12

THIS PLAN IS A DRAFT FOR AND AT THE DIRECTION OF THE OWNER/CONTRACTOR. DRAFTSMAN ACKNOWLEDGES NO RESPONSIBILITY IN THE CASE OF ANY ACCIDENT, INJURY OR DEATH OCCURRING DURING THE USE OF THIS UNAPPROVED DRAFT. REFERENCE CA/MUTCD & CALTRANS STANDARD PLANS. THIS PLAN HAS NOT BEEN REVIEWED BY A CALIFORNIA REGISTERED ENGINEER.

Invoice

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

Date	Invoice #
5/27/2026	C8128S

Bill To

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

Ship To

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

PO# 1000671870

P.O. Number	Terms	Via	Project
	Net 60		

Quantity	Item Code	Description	Price Each	Amount
1	Sales - Small Projects	Response to RFQ 79. Locate and repair water service leak on 5/20 and install new water service on 5/21 at 1233 Saratoga Ave	20,850.00	20,850.00

Total $20,850.00

Please remit payment to:
P.O. Box 1017
Mountain View, CA 94042

WWW.C2RENGINEERING.COM

C2R Engineering Inc
Lic # 994397

PO Box 1017
Mountain View
CA 94043
Phone: (415) 559-2841

Invoice

DATE: MAY 27TH 2026

TO:
Erick Tenorio
Field Supervisor
VEOLIA NORTH AMERICA

FOR:

Response to RFQ 79. Locate and repair water service leak on 5/20 and install new water service on 5/21

DESCRIPTION	
• USA area • Mobilize equipment • Demo existing sidewalk and asphalt as needed • Excavate and expose service • Repair the broken service line using ¾" copper and repair couplings • On 5/21, install complete new water service from mainline to meter • Restore asphalt and concrete sidewalk As specified by RFQ 79	
Quote	**$20,850.00**

City of East Palo Alto
Public Works / Engineering Division
1960 Tate Street - East Palo Alto - CA - 94303
650.853.3189 [tel] - 650.853.3179 [fax]

PERMIT NUMBER: **PW2026-0072**
ISSUED: 05/29/2026 By: CP1
Permit will be expired on: 08/27/2026
USA Ticket No.: _____
Start: _____ End: _____

City of East Palo Alto, California

REVOCABLE ENCROACHMENT APPLICATION AND PERMIT

ENCROACHMENT

Description of work to be done:
Repair Water Service

Project Address: 1233 SARATOGA AVE

APPLICANT:	Trevor Connolly		ADDRESS:	100 Mountain View Ave LOS ALTOS, CA 94024	
PHONE:	(415) 559-2841	CELL:			
OWNER:			ADDRESS:		
PHONE:		CELL:		,	
CONTRACTOR:	Trevor Connolly		ADDRESS:	100 Mountain View Ave LOS ALTOS, CA 94024	
PHONE:	(415) 559-2841	CELL:			

Fee Description	Amount	Receipt

Total Fees: $0.00 Total Paid: $0.00 **Total Due: $0.00**

I hereby acknowledge that I have read this permit and the attached "Special Provisions," that the information given by me is correct, that I am the owner or the duly authorized agent of the owner, and that I agree to comply with the conditions and all applicable provisions of the state laws, city ordinances, and the rules of any governmental agency involved.

Signature of Applicant: _____ Date: 06/01/2026

ENCROACHMENT PERMIT INSTRUCTION

THE FOLLOWING STANDARDS APPLY TO OWNER/APPLICANT AND HIS/HER CONTRACTOR AND SUBCONTRACTORS

1. Extreme care shall be exercised when working in City right-of-way (ROW). All work shall be performed in accordance with the City's standard plans and Caltrans standard specifications or as directed by City Engineer
2. All costs of repairing any and all infrastructure damaged within the ROW shall be paid for by the owner/applicant and should be reported immediately to the City Inspector
3. All trenching in the ROW will be required to do a T-Cut after trench is back filled (see City standard for width of T-Cut) and shall be sealed with an approved sealant after asphalt repair is complete
4. Any holes in the sidewalk/street shall be covered with non-flexible metal or as required by the City Inspector
5. Work in the ROW shall be conducted between the hours of 8:00 am and 5:00 pm Monday through Friday unless written authorization is obtained from the City Engineer 48 hours prior to the start of work
6. No equipment or materials shall be stored in the public ROW overnight without written authorization from the City Engineer
7. Prior to completing work in the ROW, the owner/applicant shall install standard trenching backfill as shown on the most current standard details for the City of East Palo Alto.
8. The area to be encroached upon shall be marked 48 hours prior to such encroachment. Notification shall be given to Underground Service Alert (USA) at 1-800-642-2444 for all digging proposed in ROW 48 hours prior to the commencement of any excavation
9. Any non-hazardous dewatering shall be filtered using NPDES approved device prior to discharging to storm drain
10. Proof of current City Business License, Bond deposit (10% of construction cost or $5,000 whichever is greater), Workman's compensation and Liability insurance, are required prior to issuance of an Encroachment Permit
11. When the presence of asbestos or hazardous substances are not shown on the plans or indicated in the specifications and the Contractor encounters materials which the Contractor reasonably believes to be asbestos or a hazardous substance as defined in Section 25914.1 of the Health and Safety Code, and the asbestos or hazardous material has not been rendered harmless, the Contractor may continue work in unaffected areas reasonably believed to be safe, and shall immediately cease work in the affected area and report the conditions to the Engineer in writing. In accordance with Section 25914.1 of the Health and Safety Code, all such removal of asbestos or hazardous substances including any exploratory work to identify and determine the extent of such asbestos or hazardous substance will be performed by a separate contract. If delay of work in the area delays the current controlling operation, the delay will be considered a right-of-way delay and the Contractor will be compensated for such delays as provided in Section 8-1.09, "Right of Way Delays," of the Standard Specifications by the owner of project
12. All work shall comply with all OSHA standards regarding shoring of excavation over 5 feet in depth
13. Caltrans safety standards shall be used for all traffic control measures. A traffic control plan shall be submitted for all work done on City's ROW. All signs cones, barricades, and traffic control devices must be clearly marked with contractor's/ subcontractor's name.
14. During non-daylight hours, applicant shall use yellow flashing lights and reflective tape on all barricades and/or street closure signage, to Caltrans standards. All workers must be equipped with reflective clothing/vests for working during non-daylight hours.
15. Advance notice shall be given to City inspection of all trench work including but not limited to: bedding cover, compaction, patching, paving, sidewalk, etc…. Bond deposit shall not be returned until the final inspection by the Public Works/Engineering Department has been completed.
16. All necessary permits must be obtained from the appropriate agencies prior to the issuance of an Encroachment Permit including but not limited to: sewer, water, electrical, Fish and Game, RWQCB etc.…

FAILURE TO COMPLY WITH THESE REGULATIONS MAY RESULT IN A STOP WORK ORDER

Encroachment Permit Instructions

City of East Palo Alto

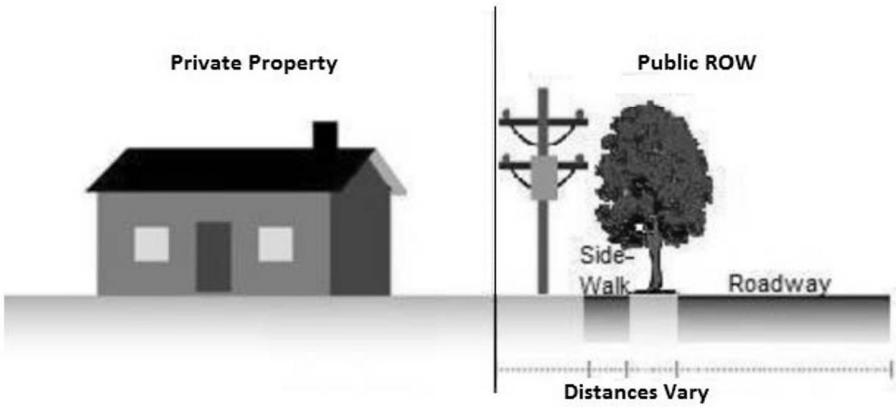
Engineering Division – 1960 Tate Street, East Palo Alto, CA 94303

An encroachment permit is required if work will be performed in the public right-of-way (ROW). The public ROW generally includes roads, curbs and gutters, sidewalks, and driveway aprons. Also utilities such as fire hydrants, street lights, utility poles, traffic signs, utility vaults and boxes, and so on. All these features are for the benefit of the public and the permitting process ensures that work is done correct and safe.

Typical activities that require an encroachment permit include:

- **Water, sewer, and storm line work such as repairs and replacements.**
- **Driveway enlargement or replacement.**
- **Sidewalk or curb and gutter replacement.**
- **Trenching, boring, potholing.**
- **Closure of a vehicle lane, shoulder, or a sidewalk.**

There are parts of East Palo Alto that lack some of the features mentioned above and the boundary between the public ROW and private property may be difficult to distinguish. The image below may be used as a general guide in determining where the public ROW is located.



ITEMS REQUIRED WITH ENCROACHMENT PERMIT APPLICATION

1. Encroachment permit application. A copy may be obtained online or at the front counter at the Community Development Department on 1960 Tate Street.

2. Sketch of the work proposed. The sketch must be site specific and may be drawn on an 8.5x11 sheet. An internet map aerial view, streetview, or both may also be used depending on the type of work. Include street names, dimensions, locations of any utility poles, fences, trees, and so on. If the construction is related to a development project, a copy of the plans may be submitted.

3. Traffic control plan. If there are any closures or diversions of the sidewalk, vehicle lanes, shoulder, and so on. Include a vehicle and/or pedestrian detour plan, if applicable. Show the work hours.

4. Pay fees. Fees vary by project and will be determined at the time of submittal or at later date once the City Engineer has reviewed the plans.

5. Security bond. Based on the construction cost estimate. 10% of estimate or $5000, whichever is greater.

6. Proof of liability insurance. The City of East Palo Alto shall be named additional insured including its officials, agents, employees, and contractors.

7. Business license. Contractor must have a City of East Palo Alto business license. This may be obtained at 1960 Tate Street.

8. Contractor license. Contractor must have either a Class A or Class C8 license to work in the public right-of-way.

9. Workers Compensation Insurance. Provide proof of insurance as required by the State of California.

10. Other permits(If applicable). An approved permit by other public agencies such as the West Bay Sanitary District, East Palo Alto Sanitary District, City of Menlo Park, City of Palo Alto, and so on. This may be waived by the City Engineer if determined to not be necessary.

Revised 3/2019

For Veolia

Encroachment Permit Application

City of East Palo Alto

Engineering Division – 1960 Tate Street, East Palo Alto, CA 94303

Permit Number _____
Call (650) 853-7253 2 business days prior to start of work for initial inspection AND for each inspection request.
Uninspected work will be rejected.

Project Location

Address: 1233 Saratoga Ave

City: East Palo Alto State: CA Zip: 94303

Description of Work:

Locate and Repair water service leak

Work Days 1

Type of Permit(s) Applying for:

- ☐ Curb/Gutter ☒ Water ☐ Gas
- ☐ Sidewalk ☐ Storm ☐ Electric
- ☐ Driveway ☐ Sewer ☐ Communications
- ☐ Paving ☐ Other _____

Construction Cost Estimate Within Public R/W (Including Labor) $ 20850.00

Bond

☐Cash ☐Check ☐Surety

$_____ (A final inspection is required to deem the project complete and the bond eligible for release. A copy of the original receipt must accompany the Bond Release Request)

Applicant Represents

☐ Owner ☒ Contractor

Applicant Information:

Name: Trevor Connolly

Company: C2R Engineering, Inc

Address: 100 Mountain View Ave

City: Los Altos State: Ca Zip: 94024

Phone: 415 559 2841

Email: Trevor@c2rengineering.com

Contractor Information:

Name: Trevor Connolly

Company: C2R Engineering, Inc

Address: 100 Mountain View Ave

City: Los Altos State: CA Zip: 94042

Phone: 415 559 2841

Email: Trevor@c2rengineering.com

License (Class and Number): 994397

City Business License Number: 18303341

(Must have a current Business License with the City of East Palo Alto, please contact the Planning Division for new licenses or Finance for renewals)

GENERAL CONDITIONS AND REQUIREMENTS ATTACHED

Signature below acknowledges general conditions and any special conditions as deemed necessary by the City Engineer

I hereby acknowledge that I have read this permit and any "Special Conditions," that the information given by me is correct, that I am the owner or the duly authorized agent of the owner, and that I agree to comply with the conditions and all applicable provisions of the state laws, city ordinances, and the rules of any governmental agency involved.

Signature of Applicant	Title	Date
TREVOR CONNOLLY	President	05/28/2026

OFFICE USE ONLY (DO NOT WRITE BELOW THIS LINE)

- ☐ Construction Plan (2 sets, 11x17 maximum size)
- ☐ Traffic Control Plan (2 sets, 11x17 maximum size)
- ☐ Fees $_____ Check #_____
- ☐ Signature on this page
- ☐ Bond $_____
- ☐ Certificate of Liability Insurance from Contractor
- ☐ Proof of Workers Compensation Insurance

Received by:_____ Date:_____

PERMIT INFORMATION

Permit Number:_____

Approved By:_____

Issue Date: _____

Issued By: _____

Permit Expiration Date: _____

USA Ticket Number: _____

Start Date: _____

Completed On: _____

GENERAL CONDITIONS AND REQUIREMENTS

City of East Palo Alto

Engineering Division – 1960 Tate Street, East Palo Alto, CA 94303

Fees are non-refundable. An extension may be issued before permit expires and all other requirements been satisfied.

THE FOLLOWING STANDARDS APPLY TO OWNER/APPLICANT AND HIS/HER CONTRACTOR AND SUBCONTRACTORS

1. **The applicant shall notify the Engineering Division at 650-853-7253 two business days prior to start of work.**
2. This permit only authorizes work within the public right-of-way (ROW) per the approved plans.
3. This permit does not grant overnight street parking for any vehicles including construction vehicles unless authorized by City Engineer.
4. Notification shall be given to **Underground Service Alert (USA) at 811 or 1-800-642-2444** for all digging proposed in public ROW prior to the commencement of any excavation. Applicant is responsible for determining locations and depths of existing utilities and facilities.
5. No equipment or materials shall be stored in the public ROW without written authorization from the City Engineer.
6. All work in the public ROW shall be conducted between the **standard permit working hours** of 8:00AM and 5:00PM Monday to Friday (except City holidays), unless written authorization is obtained from the City Engineer 48 hours prior to the start of work.
7. A traffic control plan per current CAMUTCD standards is required for work that will block the public ROW.
   NOTE: The traffic control plan may include restricted working hours which supersede **standard permit working hours**.
8. Any residents or businesses whose access will be affected shall be notified by the applicant at least 48 hours prior to start of work.
9. Extreme care shall be exercised when working in the public ROW. All work shall be performed in accordance with the City's Standard Plans, and CalTrans Standard Specifications or as directed by Engineer.
10. Advance notice shall be given to City inspector for placing any concrete (including but not limited to: driveways, sidewalks, and so on) and all trench work (including but not limited to: bedding cover, compaction, patching, paving, and so on).
11. All costs of repairing and restoring any and all infrastructure damaged within the public ROW shall be paid for by the owner/applicant, and should be reported immediately to the City Inspector.
12. Any trenches or similar holes in the sidewalk/street shall be covered with non-flexible metal plates with a skid-resistant surface.
13. A bond (10% of construction cost or $5,000, whichever is greater) in the form of a deposit (cash or check) or a Faithful Performance Surety is required for work in the public ROW. Bond shall not be returned until a final inspection has been performed and work has been approved.
14. Proof of current City Business License, workers compensation and liability insurance are required prior to issuance of an Encroachment Permit. The City of East Palo Alto, its council members, subsidiary agencies, directors, officers, agents, employees, and servants shall be named as additional insured on any such policies of comprehensive general liability insurance. Applicant agrees to keep insurance active during the duration of project.
15. All work and workers shall comply with all OSHA standards regarding shoring of excavation over 5 feet in depth.
16. During non-daylight hours, applicant shall use yellow flashing lights and reflective tape on all barricades, signs, and debris boxes.
17. All necessary permits must be obtained from the appropriate agencies prior to the issuance of an Encroachment Permit.
18. Special conditions (if any) are attached to this permit and shall be complied with.

Insurance Certificate Example

August 27, 2001

ACORD™ CERTIFICATE OF LIABILITY INSURANCE — DATE (MM/DD/YY)

PRODUCER	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
Name of Producer *(Insurance Agent)* Address Telephone No.	INSURERS AFFORDING COVERAGE
INSURED	INSURER A: Name of Insurer — *(Insurance Companies must*
Name of Insured *(Permittee, Contr., Developer*)* Address **As required by permit, agreement, etc.*	INSURER B: Name of Insurer — *have a minimum Best's Rating*
	INSURER C: Name of Insurer — *of A and a Financial*
	INSURER D: — *Performance Rating of VII.)*
	INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY [X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [ ] LOC	GL00000000 *(Gen. Liability Policy No.)*	Begin Date	Expiration Date	EACH OCCURRENCE FIRE DAMAGE MED EXP PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ $ $ 1,000,000 $ 2,000,000 $
B	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] ALL OWNED AUTOS [ ] SCHEDULED AUTOS [ ] HIRED AUTOS [ ] NON-OWNED AUTOS	AL00000000 *(Auto Liability Policy No.)*	Begin Date	Expiration Date	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
	GARAGE LIABILITY [ ] ANY AUTO				AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY: EA ACC / AGG	$ $ $
	EXCESS LIABILITY [ ] OCCUR [ ] CLAIMS MADE [ ] DEDUCTIBLE [ ] RETENTION $				EACH OCCURRENCE AGGREGATE	$ $
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	WC0000000 *(Workers Comp. Policy No.)*	Begin Date	Expiration Date	[X] WC STATU-TORY LIMITS [ ] OTH-ER E.L. EA ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
	OTHER					

Must be "occurrence"

Large projects may require higher coverage

$1,000,000 general aggregate limit is required if the limit is applied separately to the permit, agreement, etc. $2,000,000 general aggregate limit is required for insurance written on an occurrence basis.

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS/ ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

Certificate holder is named additional insured, endorsement CG 20 10

Job Loc: xxxxxx, East Palo Alto, CA

Job Description: Replace driveway approach for residential home

The certificate holder should be made out to the attention of the "Public Works Dept./Engineering" This will help prevent your certificates from being sent to the wrong department within the city.

CERTIFICATE HOLDER [Y] ADDITIONAL INSURED; INSURER LETTER: A

City of East Palo Alto
1960 Tate Street
East Palo Alto, CA 94303
Attn: Public Works/Engineering

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, IT'S AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

ACORD 25-S (7/97)

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Commercial General Liability Endorsement Example

August 27, 2004

POLICY NUMBER: GL00000000 COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED -- OWNERS, LESSEES OR CONTRACTORS (FORM B)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:

City of East Palo Alto
1960 Tate Street
East Palo Alto, CA 94303
Attn: Public Works/Engineering

(If no entry appears above, the information required to complete this endorsement will be shown in the Declaration as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of your ongoing operations performed for that insured.

a. **The City of East Palo Alto, its officers, officials, employees and volunteers are to be covered as additional insureds.**

b. **For any claims related to this project, named insured's insurance coverage shall be primary.**

c. **Each insurance policy required shall be endorsed that a thirty (30) day notice be given to CITY in the event of cancellation or modification to the stipulated insurance coverage.**

CG 20 10 10 93

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 1/13/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	Benedetti Insurance Agency 199 California Drive #202 Millbrae, CA 94030
CONTACT NAME:	Michael Watters
PHONE (A/C, No, Ext):	(650) 697-2044
FAX (A/C, No):	(650) 697-4506
E-MAIL ADDRESS:	
INSURED	C2R Engineering, Inc. 100 MOUNTAIN VIEW AVE LOS ALTOS, CA 94024

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A:	Associated Industries Insurance Co.	23140
INSURER B:	State National Ins Co, Inc.	
INSURER C:	Carolina Casualty Ins Company	35076
INSURER D:		41297
INSURER E:	Navigators Insurance Company	42307
INSURER F:	West Chester Fire Insurance Co.	21121

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY							
	☐ CLAIMS-MADE ☒ OCCUR	X	X	AES104844507	8/25/2024	8/25/2025	EACH OCCURRENCE	$ 11,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 11,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 13,000,000
	☐ POLICY ☒ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$ 13,000,000
	OTHER:							$
B	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 5,000,000
	X ANY AUTO	X	X	SPP1819646 01	2/1/2025	2/1/2026	BODILY INJURY (Per person)	$
	X OWNED AUTOS ONLY ☒ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
A	UMBRELLA LIAB ☒ OCCUR	X	X	EXA1247405 00	8/25/2024	8/25/2025	EACH OCCURRENCE	$ 9,000,000
	X EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$ 9,000,000
	DED ☐ RETENTION $							$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						X PER STATUTE ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y	N/A	X	BNUWC0162170	2/4/2025	2/4/2026	E.L. EACH ACCIDENT	$ 1,000,000
	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
E	Inland Marine	X		04-IM012531	01/21/2025	01/21/2026	Rented/Leased	$250,000
A	Professional Liab.			AES104844501	08/25/2024	08/25/2025	Limit	$2mm/$2mm
F	Pollution Insurance	X		74874 A	10/01/2024	10/01/2025	Per occ./Agg.	$2mm/$4mm

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Insurance is primary and non-contributory. 30 day notice of canc. to cert holder, 10 days for non-payment

Explosion, Collapse, and Underground Hazards (X,C,U) coverage is included.

City of East Palo Alto, its officers, directors, agents, and employees, and Veolia North America are named as additionally insured per attached blanket endorsement

CERTIFICATE HOLDER

City of East Palo Alto
Veolia North America
1475 E BAYSHORE BLVD
EAST PALO ALTO, CA 94303

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Additional Insured Person(s) or Organization(s):	Location and Description of Completed Operations
All persons or organizations where written contract with the Named Insured requires additional insured completed operations coverage. This form does not apply to your work on residential property.	Any location where you perform work for such additional insured
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

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AES104844507

COMMERCIAL GENERAL LIABILITY
CG 20 33 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – AUTOMATIC STATUS WHEN REQUIRED IN CONSTRUCTION AGREEMENT WITH YOU

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

A. **Section II – Who Is An Insured** is amended to include as an additional insured any person or organization for whom you are performing operations when you and such person or organization have agreed in writing in a contract or agreement that such person or organization be added as an additional insured on your policy. Such person or organization is an additional insured only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured.

A person's or organization's status as an additional insured under this endorsement ends when your operations for that additional insured are completed.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to:

1. "Bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:
   a. The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
   b. Supervisory, inspection, architectural or engineering activities.
2. "Bodily injury" or "property damage" occurring after:
   a. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
   b. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

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POLICY NUMBER: AES104844507

COMMERCIAL GENERAL LIABILITY
CG 20 10 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
All persons or organizations where written contract with the Named Insured requires additional insured completed operations coverage.	
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. **Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

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WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Person Or Organization:
All persons or organizations where required by written contract with the Named Insured
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to Paragraph **8. Transfer Of Rights Of Recovery Against Others To Us** of **Section IV – Conditions:**

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PRIMARY AND NON-CONTRIBUTING INSURANCE (THIRD-PARTY)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Third Party:
All persons or organizations where required by written contract with the Named Insured

(Absence of a specifically named Third Party above means that the provisions of this endorsement apply as required by written contractual agreement with any Third Party for whom you are performing work.)

Paragraph **4.** of **SECTION IV: COMMERCIAL GENERAL LIABILITY CONDITIONS** is replaced by the following:

4. Other Insurance:

With respect to the Third Party shown above, this insurance is primary and non-contributing. Any and all other valid and collectable insurance available to such Third Party in respect of work performed by you under written contractual agreements with said Third Party for loss covered by this policy, shall in no instance be considered as primary, co-insurance, or contributing insurance. Rather, any such other insurance shall be considered excess over and above the insurance provided by this policy.

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DEDUCTIBLE LIABILITY ENDORSEMENT – INCLUDING EXPENSE (PER OCCURRENCE/OFFENSE)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Coverage			Amount of Deductible
Bodily Injury Liability	OR	$ 5000	per occurrence
Property Damage Liability	OR	$ 5000	per occurrence
Personal and Advertising Injury Liability		$ 5000	per offense

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

APPLICATION OF ENDORSEMENT (Enter below any limitations on the application of this endorsement. If no limitation is entered, the deductibles apply to damages for all "bodily injury", "property damage", and "personal and advertising injury," however caused):

A. Our obligation under the Bodily Injury Liability, Property Damage Liability, and Personal and Advertising Injury Liability Coverages to pay damages on your behalf applies only to the amount of damages in excess of any deductible amounts stated in the Schedule above as applicable to such coverages, and the Limits of Insurance applicable to Each Occurrence or offense for such coverages will be reduced by the amount of such deductible. Aggregate Limits for such coverages shall not be reduced by the application of such deductible amount.

B. The deductible amounts apply to damages and all legal and loss adjustment expenses.

C. The deductible amount stated in the Schedule above is on a per "occurrence" or offense basis and applies as follows:

1. Under the Bodily Injury Liability Coverage to all damages because of "bodily injury";
2. Under Property Damage Liability Coverage to all damages because of "property damage";
3. Under Bodily Injury Liability and/or Property Damage Liability Coverage Combined, to all damages

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because of:

a. "bodily injury";
b. "property damage"; or
c. 'bodily injury" and "property damage" combined;

4. Under Personal and Advertising Injury Liability Coverages to all damages because of "personal and advertising injury"

as the result of any one "occurrence" or offense, regardless of the number of persons or organizations who sustain damages because of that "occurrence" or offense.

D. The terms of this insurance, including those with respect to our right and duty to defend the insured against any "suits" seeking those damages and your duties in the event of an "occurrence," offense, claim or "suit," apply irrespective of the application of the deductible amount.

E. We may pay any part or all of the deductible amount to effect settlement of any claim or "suit" and, upon notification of the action taken, you shall promptly reimburse us for such part of the deductible amount as has been paid by us.

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POLICY NUMBER: EXA1247405 00

CG 20 37 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

SCHEDULE

Name of Additional Insured Person(s) or Organization(s):	Location and Description of Completed Operations
All persons or organizations where written contract with the Named Insured requires additional insured completed operations coverage. This form does not apply to your work on "residential property".	
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

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WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Person Or Organization:
All persons or organizations where required by written contract with the Named Insured
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to Paragraph **8. Transfer Of Rights Of Recovery Against Others To Us** of **Section IV – Conditions:**

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PRIMARY AND NON-CONTRIBUTING INSURANCE (THIRD-PARTY)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Third Party:
All persons or organizations where required by written contract with the Named Insured

(Absence of a specifically named Third Party above means that the provisions of this endorsement apply as required by written contractual agreement with any Third Party for whom you are performing work.)

Paragraph **4.** of **SECTION IV: COMMERCIAL GENERAL LIABILITY CONDITIONS** is replaced by the following:

4. Other Insurance:

With respect to the Third Party shown above, this insurance is primary and non-contributing. Any and all other valid and collectable insurance available to such Third Party in respect of work performed by you under written contractual agreements with said Third Party for loss covered by this policy, shall in no instance be considered as primary, co-insurance, or contributing insurance. Rather, any such other insurance shall be considered excess over and above the insurance provided by this policy.

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Policy#: SPP1819646 01

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM
TRUCKERS COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

The following is added to the Section II – Liability Coverage, Paragraph A.1. Who Is An Insured Provision:

Any person or organization that you are required to include as additional insured on the Coverage Form in a written contract or agreement that is signed and executed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period is an "insured" for Liability Coverage, but only for damages to which this insurance applies and only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Section II.

MCA20480711

Policy#: SPP1819646 01

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET WAIVER OF SUBROGATION

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

SECTION IV – BUSINESSS AUTO CONDITIONS, A. Loss Conditions, 5. Transfer of Rights Of Recovery Against Others To Us, the following is added:

We waive any right of recovery we may have against any person or organization to the extent required of you by a written contract executed prior to any "accident" or "loss", provided that the "accident" or "loss" arises out of the operations contemplated by such contract. The waiver applies only to the person or organization designated in such contract.

Policy#: SPP1819646 01

NX GL 009 08 09

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PRIMARY AND NON-CONTRIBUTING INSURANCE (THIRD-PARTY)

This endorsement modifies insurance provided under the following:

COMMERCIAL AUTOMOBILE LIABILITY

SCHEDULE

Third Party:
All persons or organizations where required by written contract with the Named Insured

(Absence of a specifically named Third Party above means that the provisions of this endorsement apply as required by written contractual agreement with any Third Party for whom you are performing work.)

Paragraph 4. of SECTION IV: is replaced by the following:

4. Other Insurance:

With respect to the Third Party shown above, this insurance is primary and non-contributing. Any and all other valid and collectable insurance available to such Third Party in respect of work performed by you under written contractual agreements with said Third Party for loss covered by this policy, shall in no instance be considered as primary, co-insurance, or contributing insurance. Rather, any such other insurance shall be considered excess over and above the insurance provided by this policy.

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Policy#: SPP1819646 01

COMMERCIAL AUTO
CA 88 66 05 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED INSURED – NONCONTRIBUTING

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM
GARAGE COVERAGE FORM
MOTOR CARRIER COVERAGE FORM
TRUCKERS COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" under the Who Is An Insured Provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

Schedule

Name of Person(s) or Organization(s):

Regarding Designated Contract or Project:

Each person or organization shown in the Schedule of this endorsement is an "insured" for Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured Provision contained in Section II of the Coverage Form.

The following is added to the Other Insurance Condition:

If you have agreed in a written agreement that this policy will be primary and without right of contribution from any insurance in force for an Additional Insured for liability arising out of your operations, and the agreement was executed prior to the "bodily injury" or "property damage", then this insurance will be primary and we will not seek contribution from such insurance.

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WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY **WC 04 03 06**

(Ed. 04-84)

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT CALIFORNIA (Blanket)

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be 0.020000 % of the California workers' compensation premium otherwise due on such remuneration.

Schedule

State	Description
CA	Any party with whom the insured agrees to waive subrogation in a written contract.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.
(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective Date: Policy Number: BNUWC0162170 Endorsement No.:

Insured Name: Insurance Company: Carolina Casualty Insurance Company

Countersigned By

DAYLIGHT HOURS

TCP - RED1

'TYPICAL' LANE CLOSURE w/DETOUR(TA20):
'TYPICAL' HALF ROAD CLOSURE(TA31):
'TYPICAL' ONE WAY CONTROL w/FLAGGING(T13/TA10):
PEDESTRIAN CONTROL(TA28/TA29):
Utility Installation.
Various Locations.

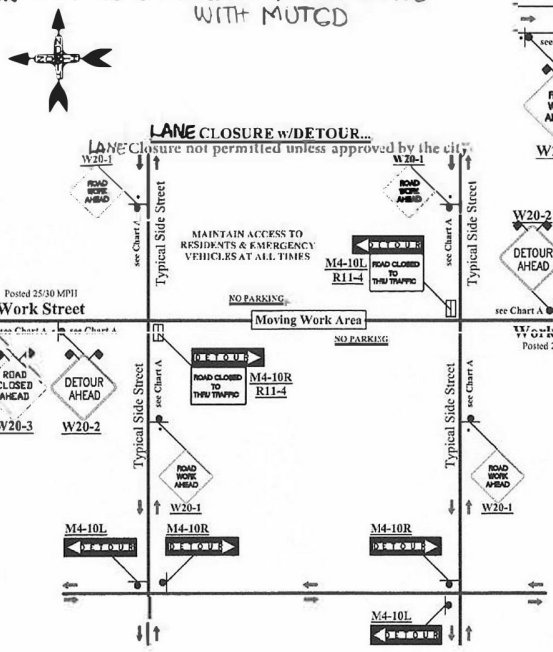
ALL TRAFFIC CONTROL IN ACCORDANCE WITH MUTCD

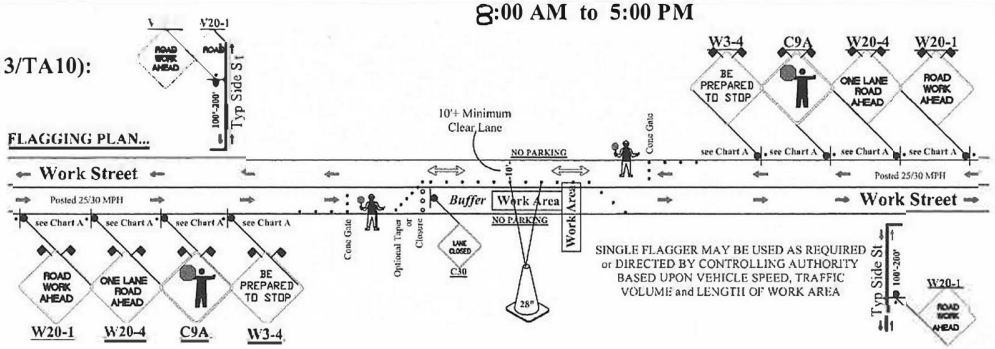
8:00 AM to 5:00 PM

PEDESTRIAN MONITOR TO ASSIST and/or ESCORT PEDESTRIANS and CYCLISTS AS NEEDED, REQUIRED OR DIRECTED DURING WORKING HOURS. *ALL PATHWAYS OPEN DURING NON-WORKING HOURS.*

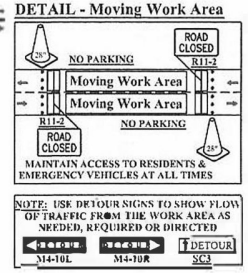
NOTIFY & COORDINATE WITH CITY TRAFFIC ENGINEER WHEN ANY WORK IS PERFORMED WITHIN 200' OF SIGNALIZED INTERSECTION

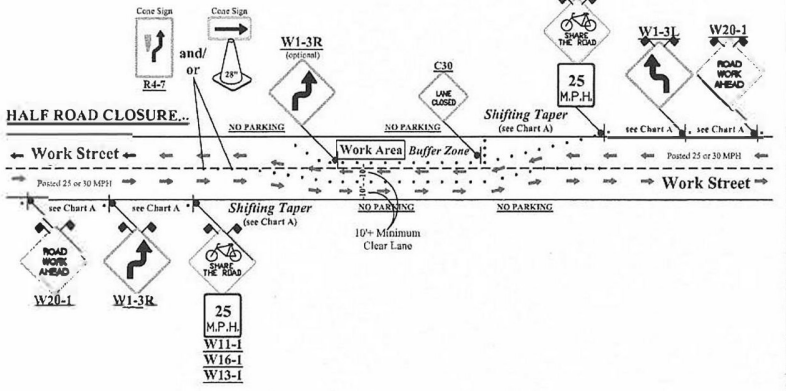
REMOVE OR REDUCE CONTROL ZONE WHEN WORK AREA NO LONGER AFFECTS THAT AREA OF THE ROADWAY





SINGLE FLAGGER MAY BE USED AS REQUIRED or DIRECTED BY CONTROLLING AUTHORITY BASED UPON VEHICLE SPEED, TRAFFIC VOLUME and LENGTH OF WORK AREA





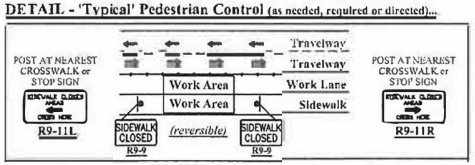
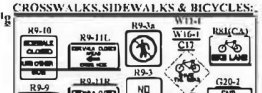


CHART A- Adjust if different.

V MPH	Speed Spacing	Sign Merging 10' - 11' - 12'	Taper Shifting 10' - 11' - 12'	Taper Shoulder 10' - 11' - 12'	Taper Space	Buffer Taper	Cone Spacing Conflict
15	200'	37'-41'-45'	19'-21'-23'	12'-14'-15'	25'	15'	7'
20	200'	66'-74'-80'	33'-37'-40'	22'-25'-27'	35'	20'	10'
* 25	200'	105'-115'-125'	53'-58'-63'	35'-39'-42'	55'	25'	12' *
* 30	350'	150'-165'-180'	75'-83'-90'	50'-55'-60'	85'	30'	15' *
35	350'	205'-225'-245'	103'-113'-123'	69'-75'-82'	120'	35'	17'
40	350'	267'-294'-320'	134'-147'-160'	89'-98'-107'	170'	40'	20'
45	350'	450'-495'-540'	225'-248'-270'	150'-165'-180'	220'	45'	22'

CROSSWALKS, SIDEWALKS & BICYCLES:



NOTE: Place pedestrian & bike signage as needed or directed by the Controlling Agency at specific appropriate locations.



Place no right/left turn signage at all affected driveways and side streets in traffic control zone.

LEGEND...

Sign.
Channelizer.
Type III Barricade.

GENERAL NOTES...

NOTE 1: One 10'+ minimum clear lane each direction, access for emergency vehicles, public services, business & residents maintained at all times. All lanes open during non-working hrs.
NOTE 2: Sign spacing and tapers based on 25/30 MPH = 100'-250'; refer to and use CA/MUTCD 01/13/12, Caltrans Standard Plans and be in compliance with local City requirements as a minimum standard. Monitor and maintain traffic control zone at all times.
NOTE 3: All signage & cones to be visible to approaching motorists for a minimum of 1,000'.
NOTE 4: The location of the signs as shown on this illustration are guidelines and actual locations will depend upon alignment, grade, location of street intersections and 85th percentile / posted speed limits / prima facie. Remove or cover existing conflicting signage.
Temporary traffic control signage to be removed or covered during non-working hours.
NOTE 5: All open excavations to be steel plated and secured or backfilled during non-working hours. Place bump/open trench signs as needed. Shoulders to have 4:1 slope.
NOTE 6: Post No Parking signs 48 hours prior to start of work. Remove or reduce control zone when work area no longer affects that area of the roadway.
NOTE 7: Pedestrians to be detoured around work area in a safe ADA compliant manner and in a fashion whereas they do not traverse private property or are directed into travelway.
NOTE 8: Flaggers to be competent, trained and qualified per CalOsha regulations. Flaggers to maintain visual and/or radio contact at all times.
NOTE 9: This plan is reversible for either side of the roadway.

C2R Engineering Inc.
PO Box 1017
Mountain View, CA94042

EQUIPMENT
Sign Symbol ◄ HIGH-LEVEL
__ TUBES, __ CONES, __ BARRELS
TYPE I'S ___ TYPE II'S
TYPE III'S ARROW PANEL

PRE-WARNING SIGNS
__ 36' X 36' __ 'A' Lights
__ 48' X 48' __ 'B' Lights
__ Stand. Ints. __ 'C' Lights
__ SUPER ENGINEER GRADE

START DATE:
TIME: 7:00 AM to 5:00 PM
DURATION:
DWG: Road Closure w/Detour
DATE:
DRAWING NOT TO SCALE

TRAFFIC CONTROL PLAN NO. RED1
CONTRACTOR: C2R Engineering Inc
AGENCY:
LOCATION: Various Locations

Prepared by Philip M. Sponable ATSSA #00225176 exp 12/18/12

ATSSA AMERICAN TRAFFIC SAFETY SERVICES ASSOCIATION

THIS PLAN IS A DRAFT FOR AND AT THE DIRECTION OF THE OWNER/CONTRACTOR. DRAFTSMAN ACKNOWLEDGES NO RESPONSIBILITY IN THE CASE OF ANY ACCIDENT, INJURY OR DEATH OCCURRING DURING THE USE OF THIS UNAPPROVED DRAFT. REFERENCE CA/MUTCD & CALTRANS STANDARD PLANS. THIS PLAN HAS NOT BEEN REVIEWED BY A CALIFORNIA REGISTERED ENGINEER.

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: September 1, 2026

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: James Colin, City Clerk

SUBJECT: Latino/a Heritage Proclamation

Recommendation

Present the Latino/a Proclamation.

Attachments

1. Proclamation

PROCLAMATION OF THE CITY OF EAST PALO ALTO CELEBRATING SEPTEMBER 15 THROUGH OCTOBER 15, 2026 AS LATINA/O CULTURE AND HISTORY MONTH

WHEREAS, the cultural life of East Palo Alto is enriched by the diversity of the Latino community, with ancestral roots in many parts of North America, Mexico, Central and South America, and the Caribbean, and

WHEREAS, during this nationally designated month, we recognize the contributions made by Latinx individuals and organizations to the nation, state, and local communities, including to the City of East Palo Alto, and the Bay Area, and

WHEREAS, this month also serves as a time of study, reflection, and action on issues of concern to Latinos/as and the general community, be they in education, housing, health care, immigration, politics, economics, voting, etc., and

WHEREAS, the recent rise of anti-Latino/a, anti-Mexican, and anti-immigrant racism in the United States challenges not only the Latino/a community, but everyone to resist and defend people against all forms of oppression, and

WHEREAS, the COVID-19 pandemic exposed the vast structural inequalities in American society, and continues to inflict disproportionate suffering and pain to Latinas/os and other vulnerable communities, and

WHEREAS, during this month seven Latin American countries celebrate their independence, namely: Mexico with its traditional 'Grito' on September 15, and also Chile, Costa Rica, El Salvador, Guatemala, Honduras, and Nicaragua, and

WHEREAS, in other years the East Palo Alto Library, Comite Latino, Aspire Charter School, the Senior Centers in East Palo Alto and Belle Haven, Live in Peace, and this year more organizations, sponsor cultural and civic activities, and

WHEREAS, this year the Comité Latino, the Academia Cultural and other organizations will be hosted by EPACENTER for a major 'tardeada' event on Saturday October 10, from 3:00 to 5:00 pm, honoring the Latino/a Seniors who carry the culture and history of the community and have contributed to the wellbeing of the City

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of East Palo Alto hereby proclaims September 15 through October 15 as Latino/a Culture and History month and acknowledges the East Palo Altan Latino community for their participation and work to keep improving the City of East Palo Alto.

Dated: September 1, 2026

Webster Lincoln, Mayor

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: September 1, 2026

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: James Colin, City Clerk

SUBJECT: National Suicide Prevention Month Proclamation

Recommendation

Present the National Suicide Prevention Month Proclamation.

Attachments

1. Proclamation

PROCLAMATION OF THE CITY OF EAST PALO ALTO PROCLAIMING SEPTEMBER 2026 AS NATIONAL SUICIDE PREVENTION MONTH

WHEREAS, suicide is a serious public health issue that affects individuals, families, friends, coworkers, and communities, and suicide prevention is a shared responsibility; and

WHEREAS, September is recognized nationally as Suicide Prevention Month, providing an opportunity to raise awareness, reduce stigma, promote hope, and connect individuals with mental health and suicide prevention resources; and

WHEREAS, the 2026 Suicide Prevention Month theme, "The Weight We Carry," recognizes that many people—particularly men and boys—carry invisible burdens, including emotional pain, stress, grief, isolation, and societal expectations; and

WHEREAS, California Executive Order N-31-25 calls for action to address disproportionately high suicide rates among men and boys and to improve access to mental health support; and

WHEREAS, the San Mateo County Board of Supervisors declared loneliness a public health crisis in 2024, recognizing the importance of social connection, belonging, and community support in promoting mental health and well-being; and

WHEREAS, communities throughout San Mateo County are working together to strengthen suicide prevention efforts, reduce stigma surrounding mental health, encourage meaningful connections, and ensure that individuals do not have to carry their burdens alone; and

WHEREAS, the City of East Palo Alto is committed to supporting the health, safety, and well-being of its residents and recognizes the importance of creating a community where people feel seen, supported, connected, and comfortable seeking help; and

NOW, THEREFORE, BE IT PROCLAIMED, that the City Council of the City of East Palo Alto hereby recognizes September 2026 as Suicide Prevention Month in the C Suicide Suicide Suicideity of East Palo Alto and encourages all residents, community organizations, businesses, and public agencies to join in raising awareness, reducing stigma, strengthening social connections, and supporting suicide prevention efforts.

BE IT FURTHER PROCLAIMED, that the City of East Palo Alto encourages community members to reach out, listen without judgment, check in on those who may be struggling, and help connect individuals to appropriate mental health and suicide prevention resources.

Dated: September 1, 2026

_____

Webster Lincoln, Mayor

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: September 1, 2026

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: James Colin, City Clerk

SUBJECT: Proclamation for the 100th Birthday of Mr. N.J. Johnson

Recommendation

Present the Proclamation for the 100th Birthday of Mr. N.J. Johnson.

Attachments

1. Proclamation

PROCLAMATION OF THE CITY OF EAST PALO ALTO Celebrating the 100th Birthday of Mr. N.J. Johnson

WHEREAS, the City Council of the City of East Palo Alto is honored to recognize and celebrate the remarkable life and legacy of Mr. N.J. Johnson on the occasion of his 100th birthday, commemorating a century of service, perseverance, leadership, and dedication to family and community; and

WHEREAS, Mr. Johnson was born on July 27, 1926, in Greenville, Texas, and answered the call to serve his country during World War II, serving honorably in the United States Army as a Drill Sergeant, helping prepare soldiers during one of the most significant periods in our nation's history; and

WHEREAS, Mr. Johnson and his beloved wife, Lorene (Jordan) Johnson, built a strong and loving family together, raising five children while instilling the values of hard work, faith, integrity, and service that continue to inspire future generations; and

WHEREAS, during the late 1950s, Mr. Johnson became one of the first African Americans to own a home in East Palo Alto, demonstrating courage, determination, and a pioneering spirit during a pivotal period in the City's history; and

WHEREAS, as a successful entrepreneur, Mr. Johnson purchased a Texaco service station in the Nairobi Village Shopping Center during the late 1960s, later relocating the business to the corner of Donohoe Street and University Avenue, where he provided trusted service to generations of East Palo Alto residents and contributed to the City's economic vitality; and

WHEREAS, Mr. Johnson continued his commitment to serving the community through Johnson's Garage, located at 1896 East Bayshore Road, where he worked until his retirement at the age of 72, earning the respect and admiration of customers, neighbors, and friends alike for his honesty, craftsmanship, and unwavering work ethic; and

WHEREAS, throughout his life, Mr. Johnson has remained steadfast in his faith as a longtime member of New Sweet Home Church, faithfully supporting his church family and serving as an example of humility, compassion, and spiritual devotion; and

WHEREAS, Mr. Johnson's life reflects the very best of East Palo Alto—a commitment to family, military service, entrepreneurship, faith, and community—and his legacy continues to inspire residents of all ages.

NOW, THEREFORE, BE IT PROCLAIMED that the City Council of the City of East Palo Alto hereby extends its heartfelt congratulations and deepest appreciation to Mr. N.J. Johnson on the celebration of his 100th Birthday, and expresses its sincere gratitude for his extraordinary contributions to the City, the nation, and all who have had the privilege of knowing him.

The City Council joins Mr. Johnson's family, friends, and the entire East Palo Alto community in celebrating this extraordinary milestone and wishes him continued good health, joy, peace, and many more blessings.

Date: June 16, 2026

Webster Lincoln, Mayor

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: September 1, 2026

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: James Colin, City Clerk

SUBJECT: Proclamation for Royce Keys Day

Recommendation

Present the Proclamation declaring July 23 as Royce Keys Day and Honoring William Hobson.

Attachments

1. Proclamation

PROCLAMATION OF THE CITY OF EAST PALO ALTO DECLARING JULY 23 AS ROYCE KEYS DAY AND HONORING WILLIAM HOBSON

WHEREAS, William Hobson, known around the world as **Royce Keys**, was raised in the Gardens neighborhood of East Palo Alto, California, where he developed the resilience, determination, and work ethic that have guided him throughout his life and career; and

WHEREAS, inspired by a lifelong passion for professional wrestling, Royce Keys dedicated himself to years of training, perseverance, and sacrifice, building a career that has taken him from local wrestling promotions to the world's largest stages while never forgetting his East Palo Alto roots; and

WHEREAS, through his accomplishments as **Powerhouse Hobbs**, Royce Keys earned international recognition, capturing the **AEW TNT Championship** and the **AEW World Trios Championship**, establishing himself as one of professional wrestling's premier competitors; and

WHEREAS, in 2026, Royce Keys fulfilled a lifelong dream by signing with **World Wrestling Entertainment (WWE)**, making his highly anticipated debut at the **Royal Rumble**, and beginning a new chapter on the world's premier sports entertainment stage; and

WHEREAS, Royce Keys continued his impressive rise in WWE by winning the **2026 André the Giant Memorial Battle Royal**, one of WWE's most prestigious annual honors, demonstrating the determination, athletic excellence, and perseverance that have defined his career; and

WHEREAS, despite achieving international success, Royce Keys has remained proud of his hometown and has returned to East Palo Alto to encourage and inspire local youth, reminding them that with hard work, discipline, and belief in themselves, they too can achieve extraordinary dreams; and

WHEREAS, Royce Keys serves as an outstanding ambassador for the City of East Palo Alto, exemplifying excellence, humility, perseverance, and community pride while demonstrating to future generations that greatness can emerge from every neighborhood; and

WHEREAS, the City of East Palo Alto is proud to recognize Royce Keys for his exceptional achievements, his positive representation of our community on a global stage, and his commitment to inspiring young people to pursue lives of purpose, resilience, and excellence;

NOW, THEREFORE, BE IT RESOLVED that I, **Webster Lincoln, Mayor of the City of East Palo Alto**, together with the City Council, do hereby proclaim **Thursday, July 23, 2026, as "Royce Keys Day"** in the City of East Palo Alto, and encourage all residents to join in celebrating his remarkable accomplishments, his unwavering dedication to excellence, and the pride and inspiration he continues to bring to our community.

Date: July 21, 2026

Webster Lincoln, Mayor

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: September 1, 2026

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: Jeff Liu, Chief of Police

SUBJECT: Purchase of Two Police Patrol Vehicles

Recommendation

Adopt a resolution:

1. Authorizing the City Manager to purchase two 2026 Dodge Durango Police Vehicles from Elk Grove Auto Group for the Police Department, under State of California Contract No. 1-22-23-23E, in an amount not to exceed $114,965.54, inclusive of sales tax, delivery, documentary and registration fees, and tire fee; and

2. Finding that this procurement is a piggyback purchase as defined in East Palo Alto Municipal Code section 2.84.030(K), that Elk Grove Auto Group has agreed in writing to extend to the City the same price and terms established in State of California Contract No. 1-22-23-23E, and that the purchase is exempt from the informal bidding procedures of section 2.84.330(A) under section 2.84.060(B)(17), because Public Contract Code section 10298, subdivision (a) permits local agencies to contract with suppliers awarded Department of General Services leveraged procurement agreements without further competitive bidding; and

3. Find that the proposed action does not constitute a “project” with the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines sections 15378(b)(4) 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, and that in the alternative the action is exempt under CEQA Guidelines section 15061(b)(3), and directing the filing of a Notice of Exemption.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority No. 1: Enhance Public Safety and Emergency Preparedness

Background

On December 6, 2005, the City Council adopted Resolution No. 2532A, which established the City's Vehicle Fleet and Replacement Guidelines. These Guidelines outline the standards by which the City replaces its vehicles. According to the Guidelines, patrol vehicles shall be replaced at five years or 100,000 miles (December 6, 2005, Staff Report and Resolution No. 2532A). This policy ensures City patrol vehicles remain operable with reasonable maintenance. This policy also ensures police vehicles are safe and effective, especially considering the high-risk nature of police driving.

The City considered purchasing two new 2026 Dodge Durango Police Vehicles for $114,965.54 to replace two vehicles that exceed the vehicle age and mileage limits set by City of East Palo Alto City Council Resolution Number 2532A.

Analysis

The purchase of these two vehicles will allow the Department to continue safe, effective and efficient management of its police vehicle fleet.

If Council approves the purchase of these vehicles, the City will replace two vehicles that are over five years old and/or have over 100,000 miles of service. After the Police Department puts the new vehicles into service, the vehicles being replaced will be mechanically assessed to determine whether they can be used as non-emergency City vehicles, used for spare parts or will be disposed of in a manner approved by the City Manager.

The City proposes to purchase the vehicles for $114,965.54 from Elk Grove Auto Group, a contractor on the State of California Statewide Contracts for Fleet Vehicles list. This list provides fleet vehicles at contracted pricing to the State of California and local governmental agencies. Elk Grove Auto's contract #1-22-23-23E with the State has a term through April 30, 2027. Local governmental agencies have the same rights and privileges as the State under the terms of this contract, including pricing.

Staff recommends that the City Council approve this exception to the formal bidding requirements for this purchase in favor of using the State's Statewide Contracts for Fleet Vehicles pursuant to Section 2.84.040(L) for piggybacking. The State of California's contract with Elk Grove Auto's (Contract #1-22-23-23E) conforms to the State bid specifications, which was competitively bid. Accordingly, it is not likely that conducting a new bid process for the purchase of these two vehicles will result in a lower price to the City. Thus, the City Manager recommends proceeding under this exception to formal bid procedure under East Palo Alto Municipal Code Section 2.84.040(L).[1]

[1] "When other special circumstances require, and the City Manager recommends disregarding bid procedures, and City Council approval is obtained to disregard bid procedures and which expressly

Fiscal Impact

The fiscal impact is $114,965.54 from the General Fund. For the Fiscal Year 2026-27 budget, the Police Department budgeted $200,000.00 for vehicle purchases, which is adequate for these purchases.

Public Notice

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

Environmental

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

Government Code § 84308

Applicability of Levine Act: Yes.

Analysis of Levine Act Compliance: The signatory for the agreements is Andrew Villareal of Elk Grove Auto. Staff is unaware of any other parties or participants relevant to the Council's consideration of this item.

Attachments

1. Resolution
2. Quote

authorizes negotiations with one or more firms, persons, corporations, partnerships and/or associates for entities." EPAMC 2.84.070(D).

RESOLUTION NO._____

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

AWARDING THE PURCHASE OF TWO 2026 DODGE DURANGO POLICE VEHICLES FOR THE EAST PALO ALTO POLICE DEPARTMENT FROM ELK GROVE AUTO GROUP AS A PIGGYBACK PURCHASE UNDER STATE OF CALIFORNIA CONTRACT NO. 1-22-23-23E; FINDING THE PURCHASE EXEMPT FROM INFORMAL BIDDING UNDER EAST PALO ALTO MUNICIPAL CODE SECTION 2.84.060(B)(17); AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE PURCHASE ORDER OR CONTRACT IN AN AMOUNT NOT TO EXCEED $114,965.54.

WHEREAS, the City Council adopted Resolution No. 2532A, which established the Vehicle Fleet and Replacement Guidelines (Guidelines) for City vehicle replacements; and

WHEREAS, the replacement guidelines require the Police Department to replace patrol vehicles at five years or 100,000 miles; and

WHEREAS, pursuant to the Guidelines, it is necessary for the Police Department to purchase two Dodge Durango police patrol vehicles to ensure the safe effective and efficient management of its police vehicle fleet; and

WHEREAS, Elk Grove Auto Group is a supplier awarded State of California Contract No. 1-22-23-23E, a [statewide contract / master agreement / multiple award schedule / cooperative agreement - CONFIRM with the Department of General Services] established under Public Contract Code section 10298, subdivision (a), and that contract is in effect through [date - CONFIRM; prior staff reports state April 30, 2026]; and

WHEREAS, the City proposes to purchase two new 2026 Dodge Durango Police Vehicles for $114,965.54 to replace two vehicles that exceed the vehicle age and mileage limits set by Resolution No. 2532A, identified by vehicle identification number in the replacement schedule accompanying the staff report for this item; and

WHEREAS, East Palo Alto Municipal Code section 2.84.040(L) authorizes a piggyback purchase, whereby the City utilizes another agency's solicitation results and issues a separate purchase order to the vendor, and section 2.84.030(K) makes such a purchase contingent on the vendor agreeing to extend the same price and terms of the successful competitive bid to the City; and

WHEREAS, Elk Grove Auto Group has agreed in writing to extend to the City the same price and terms established in State of California Contract No. 1-22-23-23E; and

WHEREAS, at $114,965.54 this purchase would otherwise be subject to informal bidding procedures under East Palo Alto Municipal Code section 2.84.330(A) and section 11 of Resolution No. 11-2025; and

WHEREAS, Public Contract Code section 10298, subdivision (a), provides that State and local agencies may contract with suppliers awarded contracts, master agreements, multiple award schedules, and cooperative agreements established by the Director of General Services for goods, without further competitive bidding, and the purchase is therefore a procurement exempt from competitive bidding under applicable State law within the meaning of East Palo Alto Municipal Code section 2.84.060(B)(17); and

WHEREAS, the purchase exceeds the City Manager's $75,000 authorization for supplies and equipment under East Palo Alto Municipal Code section 2.84.380(A) and section 14 of Resolution No. 11-2025, and City Council award is therefore required; and

WHEREAS, funds for the purchase are appropriated and unencumbered in Fiscal Year 2026-27 Account No. [_____];

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

1. The foregoing recitals are true and correct and are incorporated into this action by this reference;
2. Awards the purchase of two 2026 Dodge Durango Police Vehicles from Elk Grove Auto Group for the Police Department, and authorizes the City Manager to execute the purchase order or contract, in an amount not to exceed $114,965.54 total for both vehicles, inclusive of sales tax, delivery, documentary and registration fees, tire fee, and all upfitting and emergency equipment;

3. Finds that the purchase is a piggyback purchase authorized by East Palo Alto Municipal Code section 2.84.040(L), that the condition in section 2.84.030(K) is satisfied, and that the purchase is exempt from the informal bidding procedures of section 2.84.330(A) under section 2.84.060(B)(17) and Public Contract Code section 10298, subdivision (a);

4. 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, find in the alternative that the action is exempt under CEQA Guidelines section 15061(b)(3), and direct staff to file a Notice of Exemption with the San Mateo County Clerk;
5. Finds, under East Palo Alto Municipal Code section 2.84.310(B)(1)(b), that specification of the Dodge Durango police vehicle by trade name is required to match equipment already in use in the Police Department patrol fleet;
6. Finds that each of the two vehicles to be replaced has completed five or more years of service or exceeds 100,000 miles, and that replacement is required by Resolution No. 2532A;
7. Finds that no member of the City Council has received a contribution subject to Government Code section 84308 from Elk Grove Auto Group, any parent or affiliate, or any agent or participant, within the preceding 12 months, or that any such contribution has been disclosed on the record and the affected member has recused; and
8. Directs that no purchase order issue in excess of the not-to-exceed amount without further City Council action, and that the purchase order or contract be approved as to form by the City Attorney before execution pursuant to section 2.84.760.

PASSED AND ADOPTED this 1st day of September 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Webster Lincoln, Mayor

ATTEST:

James Colin, City Clerk

APPROVED AS TO FORM:

John D. Lê, City Attorney

Elk Grove Auto

8575 Laguna Grove Drive.
Elk Grove, CA 95757
(916)792-3672 - Cell
(916)509-8598 - Desk

TO: Jason Peardon
East Palo Alto PD
2415 University Ave
East Palo Alto, CA 94303

(650) 521-1938

DATE January 28, 2026
Quotation # 4701
FAN # 01K57

Prepared by: Andrew Villareal

Comments or special instructions: Vehicle build and options are in additional pages.

State Contract # 1-22-23-23E

Description	AMOUNT
Line #2 2026 Dodge Durango AWD	$ 39,220.00
Options (Refer to Window Sticker)	$ 2,455.00
Upgrade to Pursuit	$ 3,580.00
Level 3+ Ballistics	$ 4,650.00
Paint 2 Doors and Roof White	$ 2,000.00
****** Please review, sign, and return a copy of the quote and ******	
****** specs with the PO or the vehicle will not be ordered. ******	
******Shipping charge added for deliveries beyond Sacramento. No charge for will call.******	

	Subtotal	$ 51,905.00
	DOC Fee	$ 85.00
(Order Acknowledgment Signature) **(Date)**	**Taxable Subtotal:**	$ 51,990.00
Tax Rate(Subject to change):	9.875%	$ 5,134.02
CA Tire Fee: $1.75 / Per Tire	**Tire Fee:**	$8.75
	Fuel	
	Delivery Charge:	$350.00
	Total:	**$ 57,482.77**
QTY **2**	**Grand Total**	$ 114,965.54

If you have any questions concerning this quotation, contact Andrew Villareal at (916)792-3672 or email at Avillareal@knightelkgrove.com

THANK YOU FOR YOUR BUSINESS!

Winner Chevrolet / Elk Grove Auto Group
Andrew Villareal | (916)509-8598 | avillareal@lasherauto.com

[Fleet] 2026 Dodge Durango (WDEE75) Pursuit AWD (32) (✓ Complete)



Note:Photo may not represent exact vehicle or selected equipment.

[Fleet] 2026 Dodge Durango (WDEE75) Pursuit AWD (32)

Prepared By
Andrew Villareal
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Table of Contents

- Vehicle Image
- Dealership Information
- Window Sticker
- Standard Equipment
- Weight Rating
- Technical Specifications

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Dealership Information

PLEASE REVIEW THE "WINDOW STICKER," QUOTE, AND ALL INCLUDED INFORMATION AND SPECIFICATIONS FOR ACCURACY. IF A PURCHASE ORDER IS ISSUED, PLEASE INCLUDE A SIGNED COPY OF THIS QUOTE WITH THE "WINDOW STICKER." BY THIS QUOTE BEING SIGNED AND RETURNED BY THE PURCHASING AGENCY, THE PURCHASING AGENCY ACKNOWLEDGES THAT THE VEHICLE CONFIGURATION AND PRICE ARE ACCURATE.***TAX IS NOT INCLUDED IN THE QUOTE PRICE. PURCHASING AGENCY IS RESPONSIBLE FOR CALCULATING TAX. THE TAX RATE IS BASED ON THE REGISTRATION ADDRESS AND CANNOT BE A PO BOX. ******IF THE VEHICLE IS GOING TO BE DELIVERED BEYOND F.O.B. SACRAMENTO, ADDITIONAL COST WILL BE REQUIRED. ***

Thanks!

Prepared By:

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Andrew Villareal | (916)509-8598 | avillareal@lasherauto.com

[Fleet] 2026 Dodge Durango (WDEE75) Pursuit AWD (32) (Complete)

Window Sticker

SUMMARY

[Fleet] 2026 Dodge Durango (WDEE75) Pursuit AWD

Interior:Black, Cloth Bucket Seats w/Shift Insert

Exterior 1:DB Black Clearcoat

Exterior 2:No color has been selected.

Engine: 3.6L V6 24V VVT UPG I w/ESS

Transmission: 8-Speed Automatic (850RE)

OPTIONS

CODE	MODEL	MSRP
WDEE75	[Fleet] 2026 Dodge Durango (WDEE75) Pursuit AWD	
	OPTIONS	
2BZ	Quick Order Package 2BZ	$0.00
ADL	Skid Plate Group	$370.00
C5X9	Black, Cloth Bucket Seats w/Shift Insert	$0.00
CW6	Deactivate Rear Doors/Windows	$95.00
DFT	Transmission: 8-Speed Automatic (850RE)	$0.00
DLK	3.45 Rear Axle Ratio	$0.00
ERC	Engine: 3.6L V6 24V VVT UPG I w/ESS	$0.00
GXF	Entire Fleet Alike Key (FREQ 1)	$600.00
LNA	Black Right LED Spot Lamp	$695.00
LNF	Black Left LED Spot Lamp	$695.00
MT8	Delete Liftgate Badge	$0.00
PXJ	DB Black Clearcoat	$0.00
WBN	Wheels: 18" x 8" Black Steel	$0.00
Z6K	GVWR: 6,500 lbs	$0.00

FUEL ECONOMY

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[Fleet] 2026 Dodge Durango (WDEE75) Pursuit AWD (32) (Complete)

Est City:17 (Est) MPG

Est Highway:24 (Est) MPG

Est Highway Cruising Range:590.40 mi

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[Fleet] 2026 Dodge Durango (WDEE75) Pursuit AWD (32) (Complete)

Standard Equipment

Mechanical	
	Engine: 3.6L V6 24V VVT UPG I w/ESS (STD)
	Transmission: 8-Speed Automatic (850RE) (STD)
	3.45 Rear Axle Ratio (STD)
	GVWR: 6,500 lbs (STD)
	50 State Emissions
	Transmission w/Sequential Shift Control
	Full-Time All-Wheel
	Engine Oil Cooler
	650CCA Maintenance-Free Battery w/Run Down Protection
	220 Amp Alternator
	Class IV Towing Equipment -inc: Hitch and Trailer Sway Control
	Trailer Wiring Harness
	Police/Fire
	1250# Maximum Payload
	Front And Rear Anti-Roll Bars
	Gas-Pressurized Front Shock Absorbers and Nivomat Brand Name Rear Shock Absorbers
	Nivomat Suspension
	HD Suspension
	Electric Power-Assist Speed-Sensing Steering
	24.6 Gal. Fuel Tank
	Single Stainless Steel Exhaust
	Permanent Locking Hubs
	Short And Long Arm Front Suspension w/Coil Springs
	Multi-Link Rear Suspension w/Coil Springs
	4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist and Hill Hold Control
	Upfitter Switches
Exterior	
	Wheels: 18" x 8" Black Steel (STD)
	Tires: 255/60R18 BSW On/Off Road

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[Fleet] 2026 Dodge Durango (WDEE75) Pursuit AWD (32) (Complete)

Exterior	
	Wheels w/Chrome Hub Covers
	Steel Spare Wheel
	Compact Spare Tire Stored Underbody w/Crankdown
	Body-Colored Front Bumper w/Black Rub Strip/Fascia Accent
	Body-Colored Rear Step Bumper w/Black Rub Strip/Fascia Accent
	Black Side Windows Trim
	Body-Colored Door Handles
	Chrome Bodyside Insert and Black Wheel Well Trim
	Black Power Heated Side Mirrors w/Manual Folding
	Fixed Rear Window w/Wiper and Defroster
	Deep Tinted Glass
	Speed Sensitive Variable Intermittent Wipers
	Galvanized Steel/Aluminum Panels
	Lip Spoiler
	Black Grille
	Liftgate Rear Cargo Access
	Tailgate/Rear Door Lock Included w/Power Door Locks
	Auto On/Off Projector Beam Led Low/High Beam Daytime Running Headlamps w/Delay-Off
	Perimeter/Approach Lights
	LED Brakelights
	Laminated Glass
Entertainment	
	Radio w/Seek-Scan, Clock, Speed Compensated Volume Control, Aux Audio Input Jack, Steering Wheel Controls, Voice Activation and Radio Data System
	Radio: Uconnect 5 Nav w/10.1" Display
	6 Speakers
	Streaming Audio
	Integrated Roof Antenna
	Wireless Phone Connectivity
	2 LCD Monitors In The Front
	Connected Travel & Traffic Services Real-Time Traffic Display

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[Fleet] 2026 Dodge Durango (WDEE75) Pursuit AWD (32) (Complete)

Interior	
	Front Seats w/Power 4-Way Driver Lumbar
	12-Way Power Driver Seat -inc: Power Recline, Height Adjustment, Fore/Aft Movement, Cushion Tilt and Power 4-Way Lumbar Support
	4-Way Passenger Seat -inc: Manual Recline, Fore/Aft Movement and Fold Flat
	60-40 Folding Split-Bench Front Facing Fold Forward Seatback Cloth Rear Seat
	Manual Tilt/Telescoping Steering Column
	Gauges -inc: Speedometer, Odometer, Voltmeter, Oil Pressure, Engine Coolant Temp, Tachometer, Oil Temperature, Transmission Fluid Temp, Engine Hour Meter, Trip Odometer and Trip Computer
	Power Rear Windows and Fixed 3rd Row Windows
	4G LTE Wi-Fi Hot Spot (3-month or 3 GB trial included) Mobile Hotspot Internet Access
	Leather Steering Wheel
	Front Cupholder
	Rear Cupholder
	Compass
	Proximity Key For Doors And Push Button Start
	Valet Function
	Remote Keyless Entry w/Integrated Key Transmitter, 2 Door Curb/Courtesy, Illuminated Entry and Panic Button
	Cruise Control w/Steering Wheel Controls
	Voice Activated Dual Zone Front Automatic Air Conditioning
	Rear HVAC w/Separate Controls
	HVAC -inc: Auxiliary Rear Heater, Headliner/Pillar Ducts and Console Ducts
	Illuminated Locking Glove Box
	Driver Foot Rest
	Full Cloth Headliner
	Interior Trim -inc: Metal-Look Instrument Panel Insert, Metal-Look Door Panel Insert and Chrome Interior Accents
	Cloth Bucket Seats w/Shift Insert -inc: cloth rear seat
	Day-Night Auto-Dimming Rearview Mirror
	Driver And Passenger Visor Vanity Mirrors
	Partial Floor Console w/Covered Storage, Mini Overhead Console w/Storage and 3 12V DC Power Outlets
	Front And Rear Map Lights
	Fade-To-Off Interior Lighting

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[Fleet] 2026 Dodge Durango (WDEE75) Pursuit AWD (32) (Complete)

Interior	
	Carpet Floor Trim
	Full Vinyl/Rubber Floor Covering
	Cargo Area Concealed Storage
	Cargo Space Lights
	Integrated Navigation System w/Voice Activation
	Smart Device Integration
	FOB Controls -inc: Keyfob Cargo Access and Keyfob Window Activation
	Driver / Passenger And Rear Door Bins
	Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down
	Delayed Accessory Power
	Power Door Locks w/Autolock Feature
	Driver Information Center
	Redundant Digital Speedometer
	Trip Computer
	Outside Temp Gauge
	Digital/Analog Appearance
	Manual w/Tilt Front Head Restraints and Fixed Rear Head Restraints
	Front Center Armrest w/Storage and Rear Center Armrest
	#7 Seat Foam Cushion
	Sentry Key Immobilizer
	3 12V DC Power Outlets
	Air Filtration
Safety-Mechanical	
	Electronic Stability Control (ESC) And Roll Stability Control (RSC)
	ABS And Driveline Traction Control
Safety-Exterior	
	Side Impact Beams
Safety-Interior	
	Dual Stage Driver And Passenger Seat-Mounted Side Airbags
	Dodge Connect Emergency Sos Capability
	ParkSense with Stop Rear Parking Sensors

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[Fleet] 2026 Dodge Durango (WDEE75) Pursuit AWD (32) (Complete)

Safety-Interior	
	Rear Cross Path Detection
	Blind Spot w/Trailer Detection Blind Spot
	Tire Specific Low Tire Pressure Warning
	Dual Stage Driver And Passenger Front Airbags
	Curtain 1st, 2nd And 3rd Row Airbags
	Airbag Occupancy Sensor
	Driver Knee Airbag
	Rear Child Safety Locks
	Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point, Height Adjusters and Pretensioners
	ParkView Back-Up Camera

WARRANTY	
	Basic Years: 3 Basic Miles/km: 36,000 Drivetrain Years: 5 Drivetrain Miles/km: 100,000 Corrosion Years: 5 Corrosion Miles/km: Unlimited Roadside Assistance Years: 5 Roadside Assistance Miles/km: 60,000

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[Fleet] 2026 Dodge Durango (WDEE75) Pursuit AWD (32) (Complete)

Weight Ratings

WEIGHT RATINGS	
Front Gross Axle Weight Rating:	N/A
Rear Gross Axle Weight Rating:	N/A
Gross Vehicle Weight Rating:	6500.00 lbs

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[Fleet] 2026 Dodge Durango (WDEE75) Pursuit AWD (32) (Complete)

Technical Specifications

Powertrain

Transmission

Drivetrain	All Wheel Drive	Trans Order Code	DFT
Trans Type	8	Trans Description Cont.	Automatic w/OD
Trans Description Cont. Again	N/A	First Gear Ratio (:1)	4.71
Second Gear Ratio (:1)	3.14	Third Gear Ratio (:1)	2.11
Fourth Gear Ratio (:1)	1.67	Fifth Gear Ratio (:1)	1.28
Sixth Gear Ratio (:1)	1.00	Reverse Ratio (:1)	3.29
Clutch Size	N/A	Trans Power Take Off	N/A
Final Drive Axle Ratio (:1)	N/A	Transfer Case Model	None
Transfer Case Gear Ratio (:1), High	N/A	Transfer Case Gear Ratio (:1), Low	N/A
Transfer Case Power Take Off	No	Seventh Gear Ratio (:1)	0.84
Eighth Gear Ratio (:1)	0.67		

Mileage

EPA Fuel Economy Est - Hwy	24 (Est) MPG	Cruising Range - City	418.20 mi
EPA Fuel Economy Est - City	17 (Est) MPG	Fuel Economy Est-Combined	20 (Est) MPG
Cruising Range - Hwy	590.40 mi	Estimated Battery Range	N/A

Engine

Engine Order Code	ERC	Engine Type	Regular Unleaded V-6
Displacement	3.6 L/220	Fuel System	Sequential MPI
SAE Net Horsepower @ RPM	293 @ 6400	SAE Net Torque @ RPM	260 @ 4000
Engine Oil Cooler	Regular Duty		

Electrical

Cold Cranking Amps @ 0° F (Primary)	650	Cold Cranking Amps @ 0° F (2nd)	650
Cold Cranking Amps @ 0° F (3rd)	N/A	Maximum Alternator Capacity (amps)	220

Cooling System

Total Cooling System Capacity	N/A

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[Fleet] 2026 Dodge Durango (WDEE75) Pursuit AWD (32) (Complete)

Vehicle

Emissions

Tons/yr of CO2 Emissions @ 15K mi/year	8.8 (Est)	EPA Greenhouse Gas Score	4.0 (Est)

Chassis

Weight Information

Standard Weight - Front	0.00 lbs	Standard Weight - Rear	0.00 lbs
Base Curb Weight	4929 lbs	Gross Axle Wt Rating - Front	N/A
Gross Axle Wt Rating - Rear	N/A	Curb Weight - Front	N/A
Curb Weight - Rear	N/A	Option Weight - Front	0.00 lbs
Option Weight - Rear	0.00 lbs	Reserve Axle Capacity - Front	N/A
Reserve Axle Capacity - Rear	N/A	As Spec'd Curb Weight	N/A
As Spec'd Payload	N/A	Maximum Payload Capacity	N/A
Gross Combined Wt Rating	11600 lbs	Gross Axle Weight Rating	N/A
Curb Weight	N/A	Reserve Axle Capacity	N/A
Total Option Weight	0.00 lbs	Payload Weight Front	0 lbs
Payload Weight Rear	0 lbs	Gross Vehicle Weight Rating	6500.00 lbs

Trailering

Dead Weight Hitch - Max Trailer Wt.	5000 lbs	Dead Weight Hitch - Max Tongue Wt.	500 lbs
Wt Distributing Hitch - Max Trailer Wt.	6200 lbs	Wt Distributing Hitch - Max Tongue Wt.	620 lbs
Fifth Wheel Hitch - Max Trailer Wt.	N/A	Fifth Wheel Hitch - Max Tongue Wt.	N/A
Maximum Trailering Capacity	6200 lbs		

Frame

Frame Type	N/A	Sect Modulus Rails Only	N/A
Frame RBM	N/A	Frame Strength	N/A
Frame Thickness	N/A		

Suspension

Suspension Type - Front	Short And Long Arm	Suspension Type - Rear	Multi-Link
Spring Capacity - Front	N/A	Spring Capacity - Rear	N/A

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[Fleet] 2026 Dodge Durango (WDEE75) Pursuit AWD (32) (Complete)

Chassis

Suspension

Axle Type - Front	Independent	Axle Type - Rear	Independent
Axle Capacity - Front	N/A	Axle Capacity - Rear	N/A
Axle Ratio (:1) - Front	3.45	Axle Ratio (:1) - Rear	3.45
Shock Absorber Diameter - Front	N/A	Shock Absorber Diameter - Rear	N/A
Stabilizer Bar Diameter - Front	N/A	Stabilizer Bar Diameter - Rear	N/A

Tires

Front Tire Order Code	TXQ	Rear Tire Order Code	TXQ
Spare Tire Order Code	N/A	Front Tire Size	P255/60TR18
Rear Tire Size	P255/60TR18	Spare Tire Size	Compact
Front Tire Capacity	N/A	Rear Tire Capacity	N/A
Spare Tire Capacity	N/A	Revolutions/Mile @ 45 mph - Front	N/A
Revolutions/Mile @ 45 mph - Rear	N/A	Revolutions/Mile @ 45 mph - Spare	N/A

Wheels

Front Wheel Size	18 X 8 in	Rear Wheel Size	18 X 8 in
Spare Wheel Size	Compact in	Front Wheel Material	Steel
Rear Wheel Material	Steel	Spare Wheel Material	Steel

Steering

Steering Type	Rack-Pinion	Steering Ratio (:1), Overall	N/A
Steering Ratio (:1), On Center	N/A	Steering Ratio (:1), At Lock	N/A
Turning Diameter - Curb to Curb	41 ft	Turning Diameter - Wall to Wall	N/A

Brakes

Brake Type	4-Wheel Disc	Brake ABS System	4-Wheel
Brake ABS System (Second Line)	4-Wheel	Disc - Front (Yes or)	Yes
Disc - Rear (Yes or)	Yes	Front Brake Rotor Diam x Thickness	13.8 in
Rear Brake Rotor Diam x Thickness	13 in	Drum - Rear (Yes or)	N/A
Rear Drum Diam x Width	N/A		

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 27609. Data Updated: Jan 27, 2026 7:23:00 PM PST.

Winner Chevrolet / Elk Grove Auto Group

Andrew Villareal | (916)509-8598 | avillareal@lasherauto.com

[Fleet] 2026 Dodge Durango (WDEE75) Pursuit AWD (32) (Complete)

Chassis

Fuel Tank

Fuel Tank Capacity, Approx	24.6 gal	Aux Fuel Tank Capacity, Approx	N/A
Fuel Tank Location	N/A	Aux Fuel Tank Location	N/A

Dimensions

Interior Dimensions

Passenger Capacity	5	Front Head Room	39.9 in
Front Leg Room	40.3 in	Front Shoulder Room	58.5 in
Front Hip Room	57 in	Second Head Room	39.8 in
Second Leg Room	38.6 in	Second Shoulder Room	50.4 in
Second Hip Room	42.8 in		

Exterior Dimensions

Wheelbase	119.8 in	Length, Overall w/rear bumper	N/A
Length, Overall	200.8 in	Width, Max w/o mirrors	75.8 in
Height, Overall	72.9 in	Track Width, Front	63.9 in
Track Width, Rear	64.1 in	Overhang, Front	N/A
Overhang, Rear w/o bumper	N/A	Front Bumper to Back of Cab	N/A
Cab to Axle	N/A	Cab to End of Frame	N/A
Ground to Top of Load Floor	N/A	Ground to Top of Frame	N/A
Frame Width, Rear	N/A	Ground Clearance, Front	N/A
Ground Clearance, Rear	N/A	Min Ground Clearance	8.1 in
Body Length	0.00 ft	Rear Door Opening Height	N/A
Rear Door Opening Width	N/A	Liftover Height	32.2 in
Cab to Body	N/A		

Cargo Area Dimensions

Cargo Area Length @ Floor to Seat 1	N/A	Cargo Area Length @ Floor to Seat 2	N/A
Cargo Area Length @ Floor to Seat 3	N/A	Cargo Box Width @ Top, Rear	N/A
Cargo Area Width @ Beltline	N/A	Cargo Box Width @ Floor	N/A
Cargo Box Width @ Wheelhousings	N/A	Cargo Box (Area) Height	N/A
Tailgate Width	N/A	Cargo Volume	N/A

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Winner Chevrolet / Elk Grove Auto Group

Andrew Villareal | (916)509-8598 | avillareal@lasherauto.com

[Fleet] 2026 Dodge Durango (WDEE75) Pursuit AWD (32) (Complete)

Dimensions

Cargo Area Dimensions

Cargo Volume to Seat 1	85.1 ft³	Cargo Volume to Seat 2	43.3 ft³
Cargo Volume to Seat 3	N/A	Ext'd Cab Cargo Volume	N/A

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Data Version: 27609. Data Updated: Jan 27, 2026 7:23:00 PM PST.

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: September 1, 2026

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: Hanson Hom, Deputy Manager, Special Projects
Humza Javed, Public Works Director

SUBJECT: Second Amendment Retroactively Extending the Term of the Agreement with Willdan Financial Services, and Ratification of Services Accepted and Payments Made After Expiration of the Term

Recommendation

Adopt a resolution:

1. Finding, on the basis of this report and the record, that the scope of services described below were previously authorized by the City, were actually and necessarily performed by Willdan Financial Services, conferred a direct benefit on the City and on the East Palo Alto Sanitary District, and that payment for those services serves a public purpose;

2. Ratifying all acts of City officers and staff in requesting, accepting, and paying for services performed by Willdan Financial Services after expiration of the term of the Agreement on December 31, 2025, including the City Manager's exercise of the six-month extension option.;

3. Approving the City Manager to execute the Second Amendment;

4. Ratifying payment of invoices totaling $12,000 paid to Willdan Financial Services after expiration of the term, and find that those payments are within the not-to-exceed amounts previously authorized by the City Council and were made from appropriations lawfully available at the time of payment; and

5. Finding that the action is not a "project" within the meaning of the State CEQA Guidelines (Cal. Code Regs., tit. 14) section 15378(b)(5). [R2]

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

- Priority: Ensure Our Financial and Organizational Health
- Priority: Develop and Implement a Comprehensive Facilities Master Plan

Background

On October 17, 2023, the City Council authorized entering into an agreement with Willdan Financial Services ("Willdan") to prepare a nexus study and financial feasibility analysis to update the City's development impact fees (the "Agreement"). On December 3, 2024, the City Council approved a First Amendment extending the term to June 30, 2025, and authorized the City Manager to approve one additional six-month extension to December 31, 2025.

The Agreement includes a Primary Scope of Services and an Addendum Scope of Services. The Primary Scope of Services covers preparing a nexus study update and financial feasibility analysis for updating the City's existing parks and trails, public facilities, transportation, water, and storm drainage impact fees. The Addendum Scope of Services covers preparing a sewer capacity fee study pending the City assuming jurisdiction of the East Palo Alto Sanitary District ("EPASD").

Compensation for the Primary Scope of Services, completed in May 2025, was authorized by the City Council for a total amount not to exceed $114,372, while the Addendum Scope of Services, completed in July 2026, was authorized for a total amount not to exceed $18,000. The Primary Scope of Services are paid from the City's impact fee accounts, and the Addendum Scope of Services are paid from an EPASD account.

Analysis

The preparation of the EPASD Sewer Capacity Fee Update Study ("Study") was delayed by the analysis required, following adoption of the Sewer System Master Plan in July 2025, to update cost estimates and to determine the fair share allocation for identified sewer improvements necessary to serve new development. The Study was issued on May 13, 2026, and released for public review. On July 7, 2026, following a presentation by Willdan and accepting public comments, the EPASD Board accepted the Study and adopted updated sewer capacity fees in accordance with Government Code Section 66013, 66016, and 66022 pertaining to adoption of capacity charges, public noticing, and statute of limitations for legal challenges.

While the Study was completed within the authorized amount in accordance with the Addendum Scope of Services, the Agreement should have been extended beyond December 31, 2025, to reflect the revised project schedule. Staff mistakenly thought that

the term of the Agreement, with City Manager approval of a six-month extension as authorized by the City Council, expired on June 30, 2026. Additionally, updated sewer capacity fees were anticipated to be considered by the EPASD Board in May or June 2026 before the mistaken expiration date, but the hearing date was later shifted to July. To avoid this situation in the future, staff will document and verify the expiration date when processing invoice payments and, if necessary, extend the agreement before the term expires.

The total cost of the completed Study was $17,150, which is within the not-to-exceed amount of $18,000 authorized by the City Council. Invoices totaling $12,000 to complete the Study were received and paid to Willdan in 2026 after the term of the Agreement had lapsed (see Attachment 2), The recommended action ratifies both the extension of the agreement and the invoice payments made in 2026. While the services have been completed, the Second Amendment is proposed to run to December 31, 2026, so that closeout, final invoicing, audit, and record-retention obligations remain covered.

Fiscal Impact

No new appropriation is required. The recommended action ratifies $12,000 in payments already made from account no. 530-21212-5301, all of which are within the $18,000 not-to-exceed amount for the Addendum Scope of Services previously authorized by the City Council. Sufficient appropriations existed in the account at the time each payment was made. The Addendum Scope of Services is funded from an East Palo Alto Sanitary District account. The City's authority to obligate and disburse those funds were approved by Resolution 104-2023 (original agreement) on October 17, 2023, and Resolution 118-2024 (first amendment) on December 3, 2024.

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 is not a "project" within the meaning of CEQA. Extending the term of a professional services agreement for a completed study, and ratifying payments already made, is an organizational or administrative activity of government that will not result in direct or indirect physical change in the environment. (State CEQA Guidelines, Cal. Code Regs., tit. 14, § 15378(b)(5); see also id., § 15378(b)(4) [government funding mechanisms and other fiscal activities that do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment].) In the alternative, CEQA does not apply because the activity can be seen with certainty to have no possibility of a significant effect on the environment. (Id., § 15061(b)(3).) This action commits the City to no physical improvement. The environmental determination for the sewer capacity fees themselves was made by EPASD on July 7, 2026.

Government Code § 84308

Applicability of Levine Act: No, as the original contract was competitively bid.

Analysis of Levine Act Compliance: Not applicable.

Attachments

1. Draft Second Amendment to the Agreement with Willdan Financial Services
2. Invoices for services completed after December 31, 2025
3. Resolution

SECOND AMENDMENT BETWEEN
CITY OF EAST PALO ALTO
AND
WILLDAN FINANCIAL SERVICES

This Second Amendment to the Principal Agreement, which was made and entered into on September 2, 2026, hereafter referred to as Agreement, between Willdan Financial Services, therein referred to as Contractor, and the City of East Palo Alto, a municipal corporation, therein referred to as City, is made and dated for reference this first day of September 2026 as authorized by City Council Resolution _____.

Contractor and City do mutually agree as follows:

1. Section 3 of the Principal Agreement, entitled "Term" is hereby repealed and replaced with the following:

> The term of this Agreement shall commence on October 23, 2023, and shall continue in full force and effect until December 31, 2026.

3. Integration. This Amendment, including all exhibits, if any, contains the entire agreement between the parties and supersedes whatever oral or written understanding they may have had prior to the execution of this Amendment. This Amendment shall not be amended or modified except by a written agreement executed by each of the parties hereto. Except as specifically revised herein, all terms and conditions the Agreement, and all prior amendments, if any, shall remain in full force and effect, and Contractor shall perform all duties, obligations and conditions required under the Agreement.

4. Inconsistencies. In the event of any conflict or inconsistency between the provisions of this Amendment and the Agreement, and any prior amendment, if any, the provisions of this Amendment shall control in all respects.

5. Ambiguities. The parties acknowledge that they have had the opportunity to have this Amendment reviewed by their respective legal counsel, and that the terms and conditions of this Amendment are not to be construed against any party on the basis of such party's draftsmanship thereof.

6. Counterparts. This Amendment may be executed by the parties in one or more counterparts all of which collectively shall constitute one document and agreement.

7. Facsimile Signature; Electronic Signature. This Amendment shall be binding upon the receipt of facsimile signatures or e-mailed by PDF or otherwise. Any person transmitting his or her signature by facsimile or electronically shall promptly send an original signature to the other party pursuant to the notice provision of the Agreement. The failure to send an original shall not affect the binding nature of this Amendment.

8. Authority. The person signing this Amendment for Contractor hereby represents and warrants that he or she is fully authorized to sign this Amendment on behalf of Contractor.

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

Company: Willdan Financial Services

By: _____

Chris Fisher
Vice-President, Group Director

DATE: _____

FEDERAL I.D. #: _____

_____
East Palo Alto Business License No.

CITY OF EAST PALO ALTO,
a municipal corporation

By: _____
Melvin E. Gaines
City Manager

DATE: _____

APPROVED AS TO CONTENT:

_____
Hanson Hom
Deputy Manager, Special Projects

APPROVED AS TO FORM:

_____
John D. Lê
City Attorney

WILLDAN

INVOICE

Attn : Hanson Hom
Deputy Manager, Special Projects
City of East Palo Alto
2415 University Avenue
East Palo Alto, CA 94303

INVOICE # : 010-64931
INVOICE DATE: 2/19/2026
PROJECT # : 112836
TIN: 33-0302345
TERMS : NET 30 DAYS
Customer #: C16084

Sent Via Email: hhom@cityofepa.org / nmurguia@cityofepa.org / enginvoices@cityofepa.org

RE : Sewer Fee Study for the City of East Palo Alto
Professional Services through January 31, 2026

Services include: Build model using asset inventories from Palo Alto

Authorized Fee $ 18,000.00

Fee earned to date $ 6,735.00

Task	Budget	Current Invoice	Total Invoiced
Phase 2000: Sewer Impact Fee	$ 16,500.00	$ 935.00	$ 6,085.00
Phase 5000: SIF Contingency	$ 1,500.00	$ 650.00	$ 650.00
TOTAL	$ 18,000.00	$ 1,585.00	$ 6,735.00

Prior Billings (5,150.00)

Invoice Total : $ 1,585.00

Budget Status

Original Contract:	$ 18,000.00
Cost To Date:	(6,735.00)
Total Remaining:	$ 11,265.00

To pay via ACH:
Bank: BMO Harris Bank / 111 W. Monroe Street, #5C, Chicago, IL 60603
Account Name: Willdan
Routing Transit Number: 071000288 / Account #: 4398830

Remit Check To: Willdan Financial Services
PO Box 51645, Los Angeles, CA 90051
Questions: (800) 755-6864

Terms: Accounts are payable within 30 days unless special arrangements are made. A service charge of 1.5% per month may be levied on overdue unpaid balances.

WILLDAN

INVOICE

Attn : Hanson Hom
Deputy Manager, Special Projects
City of East Palo Alto
2415 University Avenue
East Palo Alto, CA 94303

INVOICE # : 010-65326
INVOICE DATE: 3/25/2026
PROJECT # : 112836
TIN: 33-0302345
TERMS : NET 30 DAYS
Customer #: C16084

Sent Via Email: hhom@cityofepa.org / nmurguia@cityofepa.org / enginvoices@cityofepa.org

RE : Sewer Fee Study for the City of East Palo Alto
Professional Services through February 28, 2026

Services include: Deliver draft tables.

Authorized Fee $ 18,000.00

Fee earned to date $ 8,150.00

Task	Budget	Current Invoice	Total Invoiced
Phase 2000: Sewer Impact Fee	$ 16,500.00	$ 1,415.00	$ 7,500.00
Phase 5000: SIF Contingency	$ 1,500.00		$ 650.00
TOTAL	$ 18,000.00	$ 1,415.00	$ 8,150.00

Prior Billings (6,735.00)

Invoice Total : $ 1,415.00

Budget Status

Original Contract:	$ 18,000.00
Cost To Date:	(8,150.00)
Total Remaining:	$ 9,850.00

To pay via ACH:
Bank: BMO Harris Bank / 111 W. Monroe Street, #5C, Chicago, IL 60603
Account Name: Willdan
Routing Transit Number: 071000288 / Account #: 4398830

Remit Check To: Willdan Financial Services
PO Box 51645, Los Angeles, CA 90051
Questions: (800) 755-6864

Terms: Accounts are payable within 30 days unless special arrangements are made. A service charge of 1.5% per month may be levied on overdue unpaid balances.

WILLDAN

INVOICE

Attn : Hanson Hom
Deputy Manager, Special Projects
City of East Palo Alto
2415 University Avenue
East Palo Alto, CA 94303

INVOICE # : 010-65757
INVOICE DATE: 4/23/2026
PROJECT # : 112836
TIN: 33-0302345
TERMS : NET 30 DAYS
Customer #: C16084

Sent Via Email: hhom@cityofepa.org / nmurguia@cityofepa.org / enginvoices@cityofepa.org

RE : Sewer Fee Study for the City of East Palo Alto
Professional Services through April 3, 2026

Services include: Deliver administrative draft report.

Authorized Fee $ 18,000.00

Fee earned to date $ 10,590.00

Task	Budget	Current Invoice	Total Invoiced
Phase 2000: Sewer Impact Fee	$ 16,500.00	$ 2,440.00	$ 9,940.00
Phase 5000: SIF Contingency	$ 1,500.00		$ 650.00
TOTAL	$ 18,000.00	$ 2,440.00	$ 10,590.00

Prior Billings (8,150.00)

Invoice Total : $ 2,440.00

Budget Status

Original Contract:	$ 18,000.00
Cost To Date:	(10,590.00)
Total Remaining:	$ 7,410.00

To pay via ACH:
Bank: BMO Harris Bank / 111 W. Monroe Street, #5C, Chicago, IL 60603
Account Name: Willdan
Routing Transit Number: 071000288 / Account #: 4398830

Remit Check To: Willdan Financial Services
PO Box 51645, Los Angeles, CA 90051
Questions: (800) 755-6864

Terms: Accounts are payable within 30 days unless special arrangements are made. A service charge of 1.5% per month may be levied on overdue unpaid balances.

WILLDAN

INVOICE

Attn : Hanson Hom
Deputy Manager, Special Projects
City of East Palo Alto
2415 University Avenue
East Palo Alto, CA 94303

INVOICE # : 010-66149
INVOICE DATE: 5/26/2026
PROJECT # : 112836
TIN: 33-0302345
TERMS : NET 30 DAYS
Customer #: C16084

Sent Via Email: hhom@cityofepa.org / nmurguia@cityofepa.org / enginvoices@cityofepa.org

RE : Sewer Fee Study for the City of East Palo Alto
Professional Services through May 1, 2026

Services include: Revise draft report.

Authorized Fee $ 18,000.00

Fee earned to date $ 11,580.00

Task	Budget	Current Invoice	Total Invoiced
Phase 2000: Sewer Impact Fee	$ 16,500.00	$ 990.00	$ 10,930.00
Phase 5000: SIF Contingency	$ 1,500.00		$ 650.00
TOTAL	$ 18,000.00	$ 990.00	$ 11,580.00

Prior Billings (10,590.00)

Invoice Total : $ 990.00

Budget Status
Original Contract: $ 18,000.00
Cost To Date: (11,580.00)
Total Remaining: $ 6,420.00

To pay via ACH:
Bank: BMO Harris Bank / 111 W. Monroe Street, #5C, Chicago, IL 60603
Account Name: Willdan
Routing Transit Number: 071000288 / Account #: 4398830

Remit Check To: Willdan Financial Services
PO Box 51645, Los Angeles, CA 90051
Questions: (800) 755-6864

Terms: Accounts are payable within 30 days unless special arrangements are made. A service charge of 1.5% per month may be levied on overdue unpaid balances.

WILLDAN

INVOICE

Attn : Hanson Hom
Deputy Manager, Special Projects
City of East Palo Alto
2415 University Avenue
East Palo Alto, CA 94303

INVOICE # : 010-66262
INVOICE DATE: 6/22/2026
PROJECT # : 112836
TIN: 33-0302345
TERMS : NET 30 DAYS
Customer #: C16084

Sent Via Email: hhom@cityofepa.org / nmurguia@cityofepa.org / enginvoices@cityofepa.org

RE : Sewer Fee Study for the City of East Palo Alto
Professional Services through May 31, 2026

Services include: Deliver final report.

Authorized Fee $ 18,000.00

Fee earned to date $ 12,130.00

Task	Budget	Current Invoice	Total Invoiced
Phase 2000: Sewer Impact Fee	$ 16,500.00	$ 550.00	$ 11,480.00
Phase 5000: SIF Contingency	$ 1,500.00		$ 650.00
TOTAL	$ 18,000.00	$ 550.00	$ 12,130.00

Prior Billings (11,580.00)

Invoice Total : $ 550.00

Budget Status
Original Contract: $ 18,000.00
Cost To Date: (12,130.00)
Total Remaining: $ 5,870.00

To pay via ACH:
Bank: BMO Harris Bank / 111 W. Monroe Street, #5C, Chicago, IL 60603
Account Name: Willdan
Routing Transit Number: 071000288 / Account #: 4398830

Remit Check To: Willdan Financial Services
PO Box 51645, Los Angeles, CA 90051
Questions: (800) 755-6864

Terms: Accounts are payable within 30 days unless special arrangements are made. A service charge of 1.5% per month may be levied on overdue unpaid balances.

WILLDAN

INVOICE

Attn : Hanson Hom
Deputy Manager, Special Projects
City of East Palo Alto
2415 University Avenue
East Palo Alto, CA 94303

INVOICE # : 010-66650
INVOICE DATE: 7/20/2026
PROJECT # : 112836
TIN: 33-0302345
TERMS : NET 30 DAYS
Customer #: C16084

Sent Via Email: hhom@cityofepa.org / nmurguia@cityofepa.org / enginvoices@cityofepa.org

RE : Sewer Fee Study for the City of East Palo Alto
Professional Services through June 30, 2026

Services include: PowerPoint presentation, present at EPASD Board and prepare for public hearing.

Authorized Fee $ 18,000.00

Fee earned to date $ 14,685.00

Task	Budget	Current Invoice	Total Invoiced
Phase 2000: Sewer Impact Fee	$ 16,500.00	$ 2,555.00	$ 14,035.00
Phase 5000: SIF Contingency	$ 1,500.00		$ 650.00
TOTAL	$ 18,000.00	$ 2,555.00	$ 14,685.00

Prior Billings (12,130.00)

Invoice Total : $ 2,555.00

Budget Status

Original Contract:	$ 18,000.00
Cost To Date:	(14,685.00)
Total Remaining:	$ 3,315.00

To pay via ACH:
Bank: BMO Harris Bank / 111 W. Monroe Street, #5C, Chicago, IL 60603
Account Name: Willdan
Routing Transit Number: 071000288 / Account #: 4398830

Remit Check To: Willdan Financial Services
PO Box 51645, Los Angeles, CA 90051
Questions: (800) 755-6864

Terms: Accounts are payable within 30 days unless special arrangements are made. A service charge of 1.5% per month may be levied on overdue unpaid balances.

WILLDAN

INVOICE

Attn : Hanson Hom
Deputy Manager, Special Projects
City of East Palo Alto
2415 University Avenue
East Palo Alto, CA 94303

INVOICE # : 010-66778
INVOICE DATE: 7/21/2026
PROJECT # : 112836
TIN: 33-0302345
TERMS : NET 30 DAYS
Customer #: C16084

Sent Via Email: hhom@cityofepa.org / nmurguia@cityofepa.org / enginvoices@cityofepa.org

RE : Sewer Fee Study for the City of East Palo Alto
Professional Services through July 15, 2026

Services include: Attend public hearing for adoption.

Authorized Fee $ 18,000.00

Fee earned to date $ 17,150.00

Task	Budget	Current Invoice	Total Invoiced
Phase 2000: Sewer Impact Fee	$ 16,500.00	$ 2,465.00	$ 16,500.00
Phase 5000: SIF Contingency	$ 1,500.00		$ 650.00
TOTAL	$ 18,000.00	$ 2,465.00	$ 17,150.00

Prior Billings (14,685.00)

Invoice Total : $ 2,465.00

Budget Status

Original Contract:	$ 18,000.00
Cost To Date:	(17,150.00)
Total Remaining:	$ 850.00

To pay via ACH:
Bank: BMO Harris Bank / 111 W. Monroe Street, #5C, Chicago, IL 60603
Account Name: Willdan
Routing Transit Number: 071000288 / Account #: 4398830

Remit Check To: Willdan Financial Services
PO Box 51645, Los Angeles, CA 90051
Questions: (800) 755-6864

Terms: Accounts are payable within 30 days unless special arrangements are made. A service charge of 1.5% per month may be levied on overdue unpaid balances.

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST PALO ALTO TO AUTHORIZE A SECOND AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH WILLDAN FINANCIAL SERVICES TO PREPARE A DEVELOPMENT IMPACT FEE UPDATE NEXUS STUDY, FINANCIAL FEASIBILITY ANALYSIS, AND SEWER CAPACITY FEE UPDATE STUDY

WHEREAS, on April 18, 2023, the City Council authorized issuance of a Request for Proposals ("RFP") to obtain an economic consultant to prepare a Development Impact Fee Update Nexus Study, Financial Feasibility Analysis, and Sewer Capacity Fee Update Study (collectively referred to as "Studies") to update existing development impact and capacity fees; and

WHEREAS, on July 28, 2023, an RFP was published requesting proposals to prepare the Studies in compliance with applicable State laws; and

WHEREAS, on October 17, 2023, the City Council authorized the City Manager to execute a Professional Services Agreement ("Agreement") with Willdan Financial Services, Inc. ("Willdan") to prepare the Studies for a total amount not to exceed $132,372; and

WHEREAS, the Agreement originally terminated on June 30, 2024, with a possible six-month extension to December 31, 2024, that can be authorized by the City Manager; and

WHEREAS, a First Amendment to the Agreement was authorized by the City Council on December 3, 2024, to extend the term of the Agreement to June 30, 2025, with a possible six-month extension to December 31, 2025, that can be authorized by the City Manager; and

WHEREAS, the services related to the Development Impact Fee Update Nexus Study and Financial Feasibility Analysis were completed in May 2025, and services related to the Sewer Capacity Fee Update Study were completed in July 2026; and

WHEREAS, the services described in this resolution were requested by the City were actually and necessarily performed by Willdan, these services conferred a direct benefit on the City and on the East Palo Alto Sanitary District, and payment for these services serves a public purpose; and

WHEREAS, continued performance by Willdan after the term of the Agreement expired was requested and accepted by City staff without a written amendment, and no services outside the scope of services previously approved by the City Council were performed; and

WHEREAS, invoices for services related to the Sewer Capacity Fee Update Study were received after the expiration of the Agreement; however, the total cost of

$17,150 to prepare this study did not exceed the amount of $18,000 that was allocated for the study; and

WHEREAS, a Second Amendment to the Agreement is necessary to extend the term of the Agreement and to ratify payment of invoices totaling $12,000 that were made after expiration of the Agreement; and

WHEREAS sufficient funds have previously been allocated to fund the Agreement, and extending the term of the Agreement does not require an additional budget appropriation, and neither extending the term of the Agreement nor ratifying the payments requires an additional budget appropriation; and

WHEREAS, the Second Amendment described below has been approved as to form by the City Attorney in accordance with Section 2.84.760 of the East Palo Alto Municipal Code, and is attached to this resolution as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALO ALTO, as follows:

1. The recitals set forth in this resolution are incorporated as findings and determinations by the City Council.

2. Find that the action is not a “project” within the meaning of CEQA. Extending the term of a professional services agreement for a completed study, and ratifying payments already made, is an organizational or administrative activity of government that will not result in direct or indirect physical change in the environment. (State CEQA Guidelines, Cal. Code Regs., tit. 14, § 15378(b)(5); see also id., § 15378(b)(4) [government funding mechanisms and other fiscal activities that do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment].) In the alternative, CEQA does not apply because the activity can be seen with certainty to have no possibility of a significant effect on the environment. (Id., § 15061(b)(3).) This action commits the City to no physical improvement. The environmental determination for the sewer capacity fees themselves was made by EPASD on July 7, 2026.

3. Authorize the City Manager to execute a Second Amendment to the Agreement to extend the term of the Agreement to December 31, 2026, and to ratify services accepted and payments made after expiration of the term of the Agreement and find that those payments are within the not-to-exceed amounts previously authorized by the City Council and were made from appropriations lawfully available at the time of payment.

PASSED AND ADOPTED this 1st day of September 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

SIGNED:

_____
Webster Lincoln, Mayor

ATTEST:

_____
James Colin, City Clerk

APPROVED AS TO FORM:

_____
John D. Lê, City Attorney

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: September 1, 2026

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: Marissa Silva, Assistant City Clerk

SUBJECT: City Council Meeting Minutes

Recommendation

Adopt the July 21, 2026, City Council Meeting Minutes.

Attachments

1. July 21, 2026, Minutes

EAST PALO ALTO CITY COUNCIL
SPECIAL MEETING MINUTES

Tuesday, July 21, 2026, 6:00 PM
EPA Government Center
2415 University Avenue, First Floor
East Palo Alto, CA 94303

1. CALL TO ORDER AND ROLL CALL

Mayor Lincoln called the East Palo Alto City Council Special Meeting to order at 6:03 PM. City Clerk James Colin confirmed a quorum was present.

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

2. APPROVAL OF THE AGENDA

Motion: Mayor Lincoln moved, Councilmember Dinan seconded, to continue Item 6.2 to a future meeting. Motion carried unanimously (5-0).

3. APPROVAL OF THE CONSENT CALENDAR

Council Member Romero requested that Item 3.4 be pulled for separate discussion. The remainder of the consent calendar was considered together.

Motion: Councilmember Dinan moved; Vice Mayor Abrica seconded to approve the Consent Calendar, excluding Item 3.4. Motion carried unanimously.

Mayor Lincoln recused himself from Item 3.4, and Vice Mayor Abrica presided.

Motion by Council Member Romero, seconded by Vice Mayor Abrica, to waive second reading and adopt the ordinance approving the First Amendment to the Development Agreement, with the modification deleting the language stating that no affordable housing unit shall be affordable to higher than 80% AMI households. Motion carried by roll call vote, 4-0, with Mayor Lincoln recused.

Mayor Lincoln returned following the vote.

4. CLOSED SESSION

5. PUBLIC COMMENT

The following speakers provided public comments: Dylan Martinez, Gail Dixon, Luis Rosas, Ravneel, Marianna Sumina, Mario, Cristal, Jimena, and Fatima.

6. INFORMATIONAL REPORTS

6.1 Climate Action Plan Implementation Report

Public comment by Mario and Jimena.

6.2 City Council Strategic Priorities Fiscal Years (FY) 2025-27 Work Plan – Fourth Quarter Status Update

Items moved to the next meeting.

7. SPECIAL PRESENTATIONS

8. POLICY AND ACTION

8.1 Second Reading and Adoption of an Ordinance Ordering Submission to the Voters, and Adoption of a Resolution Calling and Requesting Consolidation of an Election

Motion: Councilmember Dinan moved, Vice Mayor Abrica seconded, to waive second reading and adopt the ordinance ordering submission to the voters of a proposition authorizing up to $125,000,000 in general obligation bonds, and to adopt the resolution calling and requesting consolidation of the election and related ballot procedures. Motion carried by roll call vote, 5-0.

Public comment was heard from Gail Dixon, Renee Glover, and Sharifa Wilson.

8.2 Adoption of Temporary Housing Development Incentive Program for Smaller Projects Ordinance

Motion: Councilmember Romero moved, seconded by Vice Mayor Abrica, to reject the Temporary Housing Development Incentive Program for Smaller Projects Ordinance. Motion carried by roll call vote, 3-2, with Mayor Lincoln and Council Member Dinan opposed.

Public comment was heard by Fili, Hunter Wang, Janelle V, Sharifa Wilson, Joseph Ocon, Mele K. Latu, Omowale Satterwhite, Renee Glover Chantler, Eric Perez, Ravneel, Leonel Santibanez, Dylan Martinez, Angelica, Sarah Hoffman, Kenia Najar, Sean Ripley, Angah Miessi, Gail Dixon, Laura Rubio, Maria Love, Mario, Tama Seala, and Deborah Lewis-Virges

9. PUBLIC HEARINGS

9.1 Water Storage Tank Siting Study

Staff presented this item. No public comment.

9.2 University Avenue Grand Corridor Project Pilot Project Contract Amendment

Staff presented the proposed a contract amendment. Public comment was received by Stewart Hyland, Mia O'Brien, Mariana Sumina, Javanni Brown, Lourdes Best, and Larry Moody.

Motion: Councilmember Romero moved, Vice mayor seconded to authorize the contract

amendment for the pilot project. Motion failed on a 2-2 vote, with Mayor Lincoln and Council Member Dinan opposed and Council Member Barragan absent.

9.3 FY2027 Transient Occupancy Tax Grants Recommendations

Mayor Lincoln recused himself. Vice Mayor Abrica presided.

Motion: Vice Mayor Abrica moved, and Councilmember Romero seconded, to approve the recommended FY2027 TOT grants and add funding of $30,000 each for Fit to the Core, East Palo Alto Community Archive, YCS/REPAC emergency preparedness programming, and Build Play Learn Labs. Motion carried unanimously among the members present.

Public comment was heard from Melody Mchlousham and Sharifa Wilson. Jose Martinez-Luna, Khrisar Masann-Chavez, Teresa Fernandez, Stephanie Griffin, Lydda Sutter, Sean Ripley, Tracie Vanhook, Lenita, Moin Oomen, Michael Mashack, Dede, Akala Francis.

10. ADJOURN CITY COUNCIL MEETING AND REVENE TO THE EAST PALO ALTO SANITARY DISTRICT

President of the Board Ruben Abrica called the East Palo Alto Sanitary District meeting to order.

11. EPASD CONSENT CALENDAR

11.1 Cash Disbursement Report April 2026

11.2 Cash Disbursement Report for May 2026

Motion: Mayor Lincoln moved, seconded by Vice Mayor Abrica to approve the EPASD Consent Calendar. Motion carried unanimously among the members present.

12. EPASD PUBLIC COMMENT

13. EPASD PUBLIC HEARING

13.1 Public Hearing and Approval of Previously Adopted Sewer Service Charges to be Collected on the San Mateo County Tax Roll for FY 2026– 27

Staff presented the Sewer Service Charges.

Motion: Councilmember Romero moved, and Board President Abrica seconded to adopt the resolution confirming the written report of charges and authorizing the charges to be submitted to the County Tax Collector for collection. Motion carried unanimously among the members present.

14. ADJOURN EAST PALO ALTO SANITARY DISTRICT MEETING AND RECONVENE THE CITY COUNCIL SPECIAL MEETING

The EPASD meeting was adjourned, and the City Council meeting was reconvened.

15. COUNCIL REPORTS

No reports given.

16. ADJOURNMENT

Mayor Lincoln adjourned the meeting at 12:08 AM

INFORMATIONAL REPORT 6.1

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: September 1, 2026

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: Regina Rubier, Interim Assistant to the City Manager
Shiri Klima, Assistant City Manager

SUBJECT: City Council Strategic Priorities Fiscal Years (FY) 2025-27 Work Plan – Fourth Quarter Status Update

Recommendation

Staff recommends that the City Council receive a fourth quarter update on the City Council Strategic Priorities FY 2025-27 Work Plan, ask clarifying questions, and provide feedback.

Executive Summary

This report provides an update on the City Council Strategic Priorities FY 2025–27 Work Plan, which outlines the projects and initiatives advancing the City Council's adopted FY 2025–29 Strategic Priorities**.** The Work Plan serves as a roadmap for implementing the City Council's strategic goals through coordinated, measurable actions across departments, ensuring continued alignment between City Council direction, community priorities, and City operations. This update pertains to the fourth quarter (Q4) of the Work Plan, which began on April 1, 2026, and ended on June 30, 2026.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority: Civic Engagement
Priority: Comprehensive Housing
Priority: Governance, Organizational Strength, and Fiscal Sustainability
Priority: Land Use, Economic and Workforce Development
Priority: Parks, Recreation, and Community Facilities
Priority: Public Health, Safety, and Quality of Life

INFORMATIONAL REPORT 6.1

Priority: Public Infrastructure and Utilities

Background

On June 17, 2025, the City Council adopted its FY 2025-2029 Strategic Priorities and accompanying FY 2025-27 Work Plan, establishing a strategic framework with particular steps to guide the City's policy direction, resource allocation, and program delivery. These documents represent a coordinated plan for addressing community needs and strengthening organizational capacity over the next several years. They are collectively available at www.cityofepa.org/sites/default/files/fileattachments/city_council/page/13631/epa_strategicplan_7.1.25_final.pdf.

The Council Priorities serve as overarching focus areas that shape how the City directs its efforts and investments. They reflect the collective input of residents, stakeholders, and community leaders who participated in a robust engagement process in the spring of 2025 to identify East Palo Alto's most critical challenges and opportunities. By defining clear priorities, the City Council provided policy direction to the City Manager and ensured staff remained focused on initiatives that advance community well-being and measurable results.

The Council Council's Strategic Priorities for FY 2025 through FY 2029 are:

- **Civic Engagement:** Provide diverse and inclusive opportunities for all EPA community members to participate in City meetings, have a voice in City affairs, and develop leadership skills for EPA youth.
- **Comprehensive Housing:** Increase the City's housing stock at all income levels (from affordable to market rate), facilitate pathways to homeownership, and prevent displacement of existing residents.
- **Governance, Organizational Strength, and Fiscal Sustainability:** Strengthen the City's internal capacity, transparency, and long-term financial health by improving core operation, investing in workforce and systems, and implementing data-informed strategies to ensure effective service delivery, accountability, and fiscal resilience.
- **Land Use, Economic, and Workforce Development:** Support balanced development that attracts investment, strengthens local businesses, reduces economic leakage, and expands access to quality jobs and services that meet local needs.
- **Parks, Recreation, and Community Facilities:** Invest in the modernization and expansion of the City's parks, recreation, and community facilities and services to increase residents' access to open spaces and recreational opportunities.
- **Public Health, Safety, and Quality of Life:** Implement and enforce strategies to ensure public safety, improve the livability of neighborhoods, and prepare the City for disasters and emergencies.
- **Public Infrastructure and Utilities:** Maintain, modernize, and expand the City's physical infrastructure (streets, sidewalks, utilities) to support existing homes and businesses, and new development.

The FY 2025–2029 Strategic Priorities and FY 2025-27 Work Plan were refined in tandem and adopted together to ensure alignment between strategic goals and implementation activities.

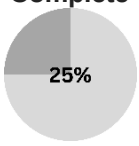
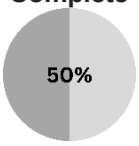
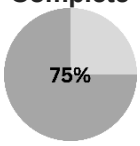
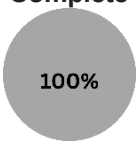
While the Council Priorities establish the City's long-term focus areas, the Work Plan translates those priorities into specific, actionable projects and programs that can be tracked and reported to the City Council and community.

The two-year work plan spreads project execution over fiscal years 2025-26 and 2026-27 based on staff capacity to undertake projects given existing workloads. This report and Attachment 1 provide an update on the City's progress implementing the Work Plan from July 1, 2025, through June 30, 2026. Year two of the Work Plan implementation began July 1, 2026. While some projects were completed as of July 1, staff would not have capacity to undertake new projects without deferring or canceling existing projects planned for FY 2026-27.

Analysis

The FY 2025–27 Work Plan includes 59 projects, and the following table shows their statuses at the end of the fourth quarter.

Table 1: Project Status as of June 30, 2026

Project Completion Status	Not Yet Scheduled to Begin	Deferred	25% Complete 	50% Complete 	75% Complete 	100% Complete 
# of Projects as of End of Q2 (12/31/25)	2	4	25	12	12	4
# of Projects as of End of Q3 (3/31/26)	1	2	16	17	13	10
# of Projects as of End of Q4 (6/30/26)	0	2	13	19	10	15

At the close of Q4, of the 59 projects:

- **3%** have been **deferred** (2 projects).
- **22%** are **a quarter complete** (13 projects).
- **34%** of the projects are **half complete** (19 projects).
- **17%** are **three-quarters complete** (10 projects).
- **25%** of the projects are **completed** (15 projects).

A total of 5 projects progressed to 100% completion during the fourth quarter; these projects are noted below with an asterisk (*****). This brought the total number of completed projects from 10 at the end of Q3 to 15 at the end of Q4. Many completed projects require subsequent operational actions that require significant staff effort. The completed projects are:

1. Develop Recommendations for Youth Commission (CIV-1): The City Council approved establishing a youth commission and youth task force in January 2026. Staff are now working with consultants to launch and manage the commission and task force.
2. Complete Construction of 965 Weeks/Colibri Commons (CH-1): Staff completed final inspections and issued the final Certificate of Occupancy in December 2025, delivering 136 units of affordable housing.
3. Update the Zoning Code* (CH-8): In 2026, staff brought forth the Development Code Text Amendment to Planning Commission on March 23 and to the City Council on April 21 (first reading), May 5 (first reading continued), and June 2 (adoption). This Text Amendment addressed changes in site design, architectural standards, corner lot standards, refueling and service stations, setbacks of multi-family zones, tree removals, temporary use permits (TUPs), alcohol sales at eating establishments, conditional use permits (CUPs) for public and private schools, home occupations, and other areas.
4. Develop a Citywide Information Systems Master Plan* (GOV-4): Beginning in late 2025, staff worked with a consultant to draft a Citywide Information Systems Master Plan, which was adopted by the City Council on April 7, 2026. That plan lays out the current state of the City's technological landscape and then creates a five-year implementation plan, which will be reviewed annually, to roll out various technological improvements.
5. Create an Economic Development Strategic Plan (LU-2): Complete. The strategic plan and implementation plans were approved by the City Council in Q3. Staff is now executing the Implementation Plan that the City Council approved March 17, 2026.
6. Construct Access Improvements at Rutgers Street/Bay Trail (PR-3): The Rutgers Street Bay Trail access improvements are complete, and the entrance is now open to the public.
7. Expand EPACENTER Services and Programs Through City Funding (PR-6): Staff executed a funding agreement with EPACENTER, and programming began in Fall 2025.Staff continues to manage the agreement which has a term through November 15, 2026. The City Council approved continued funding for this effort during the FY 2026-27 Budget Adoption, so staff will continue to oversee program implementation through FY 2026-27 and beyond (until the end of the amended contract term).
8. Expand Access to YMCA Programming and Services for the Greater East Palo Alto Community (PR-11): Staff executed a funding agreement with the YMCA, and programming began in Fall 2025.Staff continues to monitor the program. The agreement term goes through June 30, 2026. The City Council approved continued funding for this effort during the FY 2026-27 Budget Adoption, so staff will continue to oversee program implementation through FY 2026-27 and beyond (until the end of the amended contract term).

9. Expand Parking Enforcement Capacity (PH-1): The new service model with LAZ Parking was executed and went into effect in April 2026. Staff continues to oversee implementation of the program and actively monitor parking enforcement efforts.
10. Implement a Crime Data Analysis Platform for the Police Department* (PH-2): EPA PD staff have been coordinating with County staff to explore a countywide system as the City's platform. Staff completed initial testing, implemented the software, and are now initiating training.
11. Update the Safety Element of the General Plan* (PH-9): The Safety and Noise Elements combined identify potential natural and human-caused hazards that could affect residents, businesses, infrastructure and public services. The purpose of the Safety Element is to establish a comprehensive framework that identifies and anticipates these hazards and prepares the community to minimize associated risks and impacts. After Plenning Commission recommended adoption by a vote of 7-0, the City Council adopted this Safety Element on June 2, 2026.
12. Construct Bicycle/Pedestrian Overcrossing at University Ave (PI-7): Construction is finished, and a ribbon-cutting was held in early Spring 2026.
13. Construct Full Trash Capture Devices to Meet Stormwater Compliance Requirements* (PI-8): The project launched in January 2026 and was completed in March 2026, successfully improving the City's stormwater system and supporting compliance with applicable regulatory requirements.
14. Construct Mini Roundabouts on Pulgas Avenue (PI-9): Construction is finished, and a ribbon-cutting was held in early Spring 2026.
15. Develop Citywide Sewer Infrastructure Master Plan (PI-11): The EPASD Board adopted a sewer system master plan in July 2025. The Master Plan includes $77 million in projects. The Board/City Council authorized advancement of two projects in the current fiscal year.

As of the close of Q4, there are still 2 deferred projects. Public Health, Safety, and Quality of Life priority project PH-6: Maintain Senior/Disabled Emergency Contact Database (PH-6) was originally expected to begin during FY 2026-27 but was deferred until Fall of 2026. If advanced as scheduled, future updates will show this project as in progress.

Governance, Organizational Strength, and Fiscal Sustainability priority project GOV-5: Implement a Centralized Grants Management System was also deferred during FY 2026-27. This project is scoped as implementing a new software to manage both grants the City disseminates to nonprofit entities as well as grants the City obtains from federal, State, County, and private entities.

During the process to develop the Citywide Information Systems Master Plan, staff and the consultant determined that an optimal grants management system would be one that is integrated into, or compatible with, the City's Enterprise Resource Planning (ERP) system (a system that integrates key organizational processes such as finance, human resources, procurement, etc.). The consultant who drafted the Citywide Information Systems Master Plan

recommended the City evaluate its current ERP in FY 2026-27 and potentially roll out a new ERP (if we need one) in FY 2027-28. Because the grants management software would either be a part of or linked to the City's ERP, the City should complete review of, and potential movement from, the existing ERP prior to implementing a new grants management system.

Thus, staff have deferred implementation of a centralized grants management system. However, the need for better grants management in the interim persists. A cross-departmental team of City staff recently engaged in Pause for Change, a methodology to address challenges more effectively, using fewer resources while achieving greater results. One of the Pause for Change challenges was focused on improving the City's approach to grants management. This team presented preliminary ideas at the end of Fiscal Year 2025-26 and are expected to present final recommendations for improving grants management without a robust new technology during the first quarter of FY 2026-27.

Next Steps

Staff will proceed to work on the pending strategic priority projects and will provide a progress update on the fifth quarter implementation (or the first quarter implementation in the second year) of the FY 2025-27 Work Plan in October 2026.

Fiscal Impact

There is no fiscal impact for this item.

Public Notice

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

Environmental

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

Government Code § 84308

Applicability of Levine Act: No, as this item does not entail an entitlement.

Analysis of Levine Act Compliance: Not applicable.

Attachments

1. Council Strategic Priorities Work Plan Update April 1, 2026, through June 30, 2026

FY 2025–27 Strategic Priorities Work Plan Projects — Q4 Update

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
CIV-1	Develop Recommendations for Establishing a Youth Commission or Alternative Youth Civic Engagement Program	City Manager's Office	7/1/2025	3/31/2026	100	Complete

Q4 STATUS UPDATE:

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
CIV-2	Implement Sister City and Cultural Exchange Initiative	City Clerk	7/1/2026	6/30/2027	75	Progressed

Q4 STATUS UPDATE:

Staff prepared for the Tongan Delegation by finalizing reception logistics, coordinating with community and cultural organizations, and developing commemorative materials. The delegation arrived on May 6 and participated in a welcoming dinner, followed by formal events from May 10–15. An opening ceremony was held on May 11, and the formal signing occurred on May 15. Throughout the visit, the delegation met with community partners including JobTrain, Ravenswood City School District, StreetCode Academy, Amazon, and regional partners including Meta and Google. Staff are now coordinating with the delegation to schedule a follow-up visit to Tonga.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
CH-1	Complete Construction of 965 Weeks/Colibri Commons	Community and Economic Development	7/1/2025	9/30/2025	100	Complete

Q4 STATUS UPDATE:

On May 20, 2026, Community partners and public and private-sector stakeholders came together for a ribbon cutting to celebrate the grand opening of the Colibri Commons.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
CH-2	Develop and Launch Home Repair Program	Community and Economic Development	4/1/2026	6/30/2027	50	Continuing as Planned

Q4 STATUS UPDATE:

The City approved $800,000 for home repair programs during the July 23, 2026 budget approval process. Staff finalized the Major Home Repairs Program guidelines and will present them to City Council for approval on July 21, 2026. For the Minor Home Repairs Program, the project is currently estimated at 50% completion because funding is expected to begin July 1, 2026. In early 2026, the County led a competitive selection process for a nonprofit provider, with City staff participating in the evaluation. Climate Resilient Communities (CRC) was selected to administer the program, including homeowner applications, eligibility verification, cost estimates, construction coordination, and compliance monitoring. The County will oversee reimbursements and program compliance. The County completed program guidelines, public outreach, and coordination with CRC, including a June 3, 2026 kickoff meeting. Staff expects strong demand and anticipates that all available funds will be used to support essential home repairs, improve housing safety, and assist vulnerable residents. The Minor Home Repairs item will also be presented at the July 21 City Council meeting.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
CH-3	Establish Rent Registry for Both Rent-Stabilized and Market-Rate Rental Units	Community and Economic Development	7/1/2025	3/31/2027	25	Continuing as Planned

Q4 STATUS UPDATE:

This project experienced significant delay from the transition to new software. Staff now has a new workplan with Tolemi and rental registration for rent-stabilized units is expected to be able to work in the new software by Thanksgiving. From there, we will roll out additional functions, such as rent increases, changes in tenancy, notices of termination and landlord and tenant petitions. Once these functions all work, Tolemi will turn to market-rate rental units.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
CH-4	Research Feasibility of a Financial Empowerment and Foreclosure Prevention Program	Community and Economic Development	1/1/2026	9/30/2026	75	Continuing as Planned

Q4 STATUS UPDATE:

Following the City Council's approval of funding and contract authorization, staff issued a Request for Proposals (RFP) to identify qualified service providers for foreclosure prevention services. After completing the procurement process, staff launched the Pilot Foreclosure Prevention Program to provide resources and assistance to homeowners at risk of foreclosure. The pilot is intended to evaluate the effectiveness of foreclosure prevention strategies, assess community needs, and measure program outcomes. Staff will provide the City Council with a comprehensive update on the program's first-year performance, including key outcomes, challenges, and recommendations for future implementation, in Fall 2026 (anticipated in November 2026 or earlier, if available). On May 5, 2026, staff presented first time homebuyer research, and within that, the potential design of homebuyer education and counseling that supports prospective homebuyers to navigate the complex home purchasing process and connect them with existing financing tools, including workshops covering budgeting, credit readiness, mortgage products, and the purpose process, one-on-one counseling to assess readiness and identify appropriate loan programs, and more, with the goal of preventing foreclosures by bolstering homebuying education.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
CH-5	Research Feasibility of a First-Time Homebuyer Assistance Program	Community and Economic Development	10/1/2025	9/30/2026	75	Progressed

Q4 STATUS UPDATE:

At the May 5, 2026, City Council meeting, staff presented research on the feasibility of establishing first-time homebuyer assistance programs, as directed by the City Council. The research included an overview of potential program models, funding considerations, and best practices from other jurisdictions. This initial research phase has been completed. Following the presentation, the City Council directed staff to conduct additional research and develop more detailed recommendations regarding program design, implementation, staffing requirements, and funding needs. Staff will return to the City Council with program proposals and associated cost estimates in November 2026, or earlier if the work is completed ahead of schedule. For Strategic Plan reporting purposes, staff recommends one of the following approaches: Option 1: Mark this Strategic Priority as 100% complete, as the original Council direction to research the feasibility of first-time homebuyer programs has been fulfilled and establish a new Strategic Plan action item to capture the additional work directed by the City Council. Option 2: Mark this Strategic Priority as 50% complete, reflecting that while the feasibility research has been completed, staff is still developing detailed program recommendations for future Council consideration. The additional research and program development will evaluate the following potential first-time homebuyer assistance initiatives: Homebuyer education and counseling programs. Mortgage interest rate reduction or buydown assistance (of particular interest to Councilmember Lincoln). Closing cost assistance programs. Down payment assistance for Below Market Rate (BMR) housing units (of particular interest to Councilmember Lincoln). Opportunities to partner with or incorporate Community Land Trusts into affordable homeownership strategies (of particular interest to Councilmember Romero). Partnership opportunities with external agencies and organizations to leverage and pool funding resources for first-time homebuyer assistance programs.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
CH-6	Research Feasibility of a Residential Rental Inspection Program	Community and Economic Development	7/1/2025	6/30/2026	25	Continuing as Planned

Q4 STATUS UPDATE:

An initial draft framework has been developed, supported by preliminary research on comparable program models and funding approaches. Next steps including refinement of the analysis and confirmation of timing for City Council consideration.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
CH-7	Update the Inclusionary Housing Ordinance	Community and Economic Development	7/1/2025	6/30/2027	50	Progressed

Q4 STATUS UPDATE:

Staff along with the consultant drafted Temporary Housing Development Incentive Program (THDIP). Staff and the consultant prepared the staff report and presentation of the draft THDIP and held the first public hearing.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
CH-8	Update the Zoning Code	Community and Economic Development	7/1/2025	6/30/2026	100	Complete

Q4 STATUS UPDATE:

Adopted the new Zoning Code with a second reading at the June 2, 2026 City Council meeting.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
GOV-1	Collaborate with the SMC Libraries to Identify and Implement a Comprehensive Funding Strategy for Library	City Manager's Office	7/1/2025	6/30/2027	50	Continuing as Planned

Q4 STATUS UPDATE:

During Q4, the City advanced planning and funding strategy efforts for the new Civic Center facility. Arctec is currently working on the project, which involves revisions to a previously approved and entitled development. Staff has provided Arctec with the complete list of applicable template conditions, and they are currently reviewing these requirements as part of the design process. The project design is expected to take approximately five to six months to complete, during which the plans will be refined and updated to ensure they comply with all applicable conditions and project requirements before moving forward to the next phase. The project team is advancing site and entitlement planning activities through the summer, with internal layout and programming anticipated to begin in late summer in coordination with project partners. Progress continues to depend on alignment of funding, design, and stakeholder coordination, with increased momentum across both fundraising and planning efforts.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
GOV-2	Conduct Council Term Limit Policy Research	City Clerk	10/1/2025	9/30/2026	75	Progressed

Q4 STATUS UPDATE:

Staff conducted substantive research, prepared a staff report, and presented at the City Council meetings on March 3, March 5 and May 12. The City Council approved a resolution to place this ballot measure on the November 2026 election. Next, staff will need to work with the County to place the measure on the November ballot.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
GOV-3	Develop a 10-Year Fiscal Strategy and Address the Structural Deficit	Finance	7/1/2025	3/31/2026	25	Continuing as Planned

Q4 STATUS UPDATE:

We have selected a consultant and completed the project kick-off meeting. During the meeting, the consultant provided a list of data and information needed to begin the analysis. Staff is currently compiling the requested information so the consultant can proceed with the development of the long-term fiscal strategy.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
GOV-4	Develop a Citywide Information Systems Master Plan	City Manager's Office	7/1/2025	6/30/2026	100	Complete

Q4 STATUS UPDATE:

The completed plan was presented to and approved by the City Council on April 7, 2026.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
GOV-5	Implement a Centralized Grants Management System	Finance	7/1/2026	12/31/2026	Deferred	Deferred

Q4 STATUS UPDATE:

This software rollout is scheduled in the IT Strategic Plan for FY 28-29.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
GOV-6	Prepare 2026 Ballot Measure to Raise Revenue for Infrastructure Improvements and Public Facilities	City Manager's Office	7/1/2025	12/31/2026	75	Progressed

Q4 STATUS UPDATE:

In April through June we prepared the staff report for the City Council to take action to place the initiative on the ballot, set up educational sessions about the ballot measure, set up the vehicle for donating funds, and prepared educational materials.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
GOV-7	Update the City's Personnel Policies and Procedures	City Manager's Office	1/1/2026	6/30/2027	25	Continuing as Planned

Q4 STATUS UPDATE:

Outside Counsel has completed preliminary legal review of prior version of the Personnel Policies and Procedures. Next, we are drafting new policies and procedures to address issues not in the prior version of the PPPs; this will go to City Manager's review in the winter.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
GOV-8	Upgrade and Launch New City Website	City Clerk	7/1/2025	6/30/2027	25	Continuing as Planned

Q4 STATUS UPDATE:

Progress has been impacted by staffing constraints and shifting departmental priorities, including increased scope for the Sister Cities initiative and lack of key administrative staff members (Front Desk Assistant and Executive Assistant). Staff continue to conduct preliminary research, including analytics review and an inventory scan of the current website.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
LU-1	Conclude Measure HH Pilot Evaluation and Initiate Ongoing Workforce Development Program	Community and Economic Development	7/1/2025	6/30/2027	75	Continuing as Planned

Q4 STATUS UPDATE:

Received Council approval of $1,100,000 funding allocation in Measure HH funds. Staff finalized the draft Request for Proposals (RFP) for the program. At its July 7, 2027, meeting, the City Council directed staff to proceed only with the procurement of the Master Contractor and Program Evaluator through the RFP process. The Council also directed staff to return with additional analysis and recommendations regarding the proposed training programs before moving forward with that component of the initiative. Staff will incorporate Council's feedback into the analysis and return with recommendations for Council's consideration at a future meeting.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
LU-2	Create an Economic Development Strategic Plan Focusing on Small and Micro Businesses	City Manager's Office	7/1/2025	12/31/2025	100	Complete

Q4 STATUS UPDATE:

Staff developed a work plan and began implementation in partnership with Brian Moura from RGS. Early implementation efforts include launching the sidewalk vending application process, strengthening relationships with local businesses and regional partners along the San Francisco Peninsula, and promoting events to broaden outreach. Staff also created a new business e newsletter, “The Business Pulse,” with the first edition scheduled for distribution in July. An RFP to support implementation of the EDSP is currently being drafted and is expected to be released in July.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
LU-3	Design and Implement a “Pop-Up”/Sidewalk Vending Policy and Program	City Manager's Office	7/1/2025	12/31/2025	75	Continuing as Planned

Q4 STATUS UPDATE:

The ordinance and staff report were included on the April 21 City Council consent calendar and were unanimously approved. Staff continues vendor outreach and internal coordination to finalize the administrative process for vendor applications and citations. Staff also created a public-facing website to provide resources and guidance for interested vendors and will be published in July.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
LU-4	Implement Program to Distribute Community Resource Funds Grants for Small Business Assistance	City Manager's Office	7/1/2025	12/31/2026	50	Progressed

Q4 STATUS UPDATE:

Staff evaluated small business assistance contract, developed guidelines and presented to the City Manager.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
LU-5	Renovate the Cummings Loft Property into a Small Business Incubator	Public Works	7/1/2025	9/30/2026	50	Continuing as Planned

Q4 STATUS UPDATE:

Construction kick-off held in April and construction started in May.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
PR-1	Complete Construction of Tenant Improvements at City Facilities	Public Works	7/1/2025	9/30/2026	75	Continuing as Planned

Q4 STATUS UPDATE:

Construction and change order items completed. Started construction close out.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
PR-2	Conduct a Comprehensive Evaluation of Senior Service Agreements in East Palo Alto	City Manager's Office	10/1/2025	12/31/2026	50	Continuing as Planned

Q4 STATUS UPDATE:

With all community engagement activities now complete, the consultant is in the process of compiling and analyzing the feedback received throughout the outreach effort. This information will be incorporated into a comprehensive report that summarizes the community's input, key findings, and recommendations. The final report is expected to be presented to the City Council in early winter, where it will help inform future discussions and decision-making.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
PR-3	Construct Access Improvements at Rutgers Street Entrance to the Bay Trail	Public Works	7/1/2025	12/31/2025	100	Complete

Q4 STATUS UPDATE:

The City and Midpeninsula Regional Open Space District held the ribbon cutting for the Rutgers Street Entrance on Saturday, April 4, 2026.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
PR-4	Create a Pilot Dog Park	City Manager's Office	7/1/2025	9/30/2026	50	Progressed

Q4 STATUS UPDATE:

The Building Division approved the permit for the Pilot Dog Park on June 30. With the permitting process complete, the project will move into the construction procurement phase. The next steps include preparing and issuing a request for bids, evaluating proposals, selecting a qualified contractor, and completing the contracting process. This phase is anticipated to take approximately two to three months, after which construction can be scheduled to begin.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
PR-5	Establish a Joint Use Agreement with RCSD for Shared Recreation Sites	City Manager's Office	7/1/2025	6/30/2026	25	Progressed

Q4 STATUS UPDATE:

Staff continues to work collaboratively with the Ravenswood City School District (RCSD) to finalize a mutually agreed-upon schedule and timeline for implementation of the proposed joint use agreement. Both parties remain committed to reaching an agreement and are actively engaged in discussions to address scheduling and operational considerations. Staff will continue coordinating with RCSD and will provide updates as progress is made toward finalizing the agreement and establishing a launch timeline

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
PR-6	Expand EPACENTER Services and Programs Through City Funding	City Manager's Office	7/1/2025	6/30/2027	100	Complete

Q4 STATUS UPDATE:

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
PR-7	Finalize Architectural Design for the New East Palo Alto Library	Public Works	7/1/2025	12/31/2026	50	Progressed

Q4 STATUS UPDATE:

In April, the City Council awarded the contract for the architectural design of the overall Civic Center. The library is now incorporated into the Civic Center project design, and coordination is underway to advance the integrated design process.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
PR-8	Implement Priority Projects from the Parks, Recreation and Open Space Master Plan	Public Works	7/1/2025	6/30/2027	50	Continuing as Planned

Q4 STATUS UPDATE:

All projects have advanced into various stages of the completion process. While each project is at a different point depending on its scope and remaining tasks, all are progressing toward final closeout. Staff continues to monitor each project to ensure outstanding items are completed in a timely manner and that all necessary documentation, inspections, and administrative requirements are finalized before project closeout. Cooley Landing AV Upgrades: The bidding process has been completed, and the project is currently awaiting completion of the contract approval process. Stadium/Field Lighting: Plans have been approved by the Building Division, and the project is currently in the contracting phase with the City Attorney's Office. Park Lighting & Cameras: Staff is proposing a phased implementation approach beginning with Bell Street Park and Jack Farrell Park, based on their alignment with the findings and priorities identified in the Citywide Lighting Assessment. Martin Luther King Jr. Park will be the next phase, followed by Joel Davis Park. This phased approach will allow staff to prioritize locations while coordinating resources and implementation timelines effectively.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
PR-9	Negotiate with County to Finalize Acquisition of Beech Street	City Manager's Office	7/1/2025	12/31/2025	75	Continuing as Planned

Q4 STATUS UPDATE:

Staff continue to work on real property transfer agreement(s).

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
PR-10	Plan for Development of New Civic Center Facility	City Manager's Office	7/1/2025	12/31/2026	50	Continuing as Planned

Q4 STATUS UPDATE:

During Q4, the City advanced planning and funding strategy efforts for the new Civic Center facility. Fundraising outreach continued, including engagement with philanthropic partners and major donors. Staff are also preparing for additional donor engagement focused on institutional investors. Arctec is currently working on the project, which involves revisions to a previously approved and entitled development. We have provided the team with the complete list of applicable template conditions, and they are currently reviewing these requirements as part of the design process. The project design is expected to take approximately five to six months to complete, during which the plans will be refined and updated to ensure they comply with all applicable conditions and project requirements before moving forward to the next phase. The project team is advancing site and entitlement planning activities through the summer, with internal layout and programming anticipated to begin in late summer in coordination with project partners. Progress continues to depend on alignment of funding, design, and stakeholder coordination, with increased momentum across both fundraising and planning efforts.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
PR-11	Expand Access to YMCA Programming and Services for the Greater East Palo Alto Community	City Manager's Office	7/1/2025	6/30/2027	100	Complete

Q4 STATUS UPDATE:

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
PH-1	Expand Parking Enforcement Capacity	Police	7/1/2025	12/31/2026	100	Complete

Q4 STATUS UPDATE:

Public education started April 1, with enforcement beginning April 15. City Council received an update from Chief Liu and the LAZ parking enforcement supervisor during the June 16, 2026, meeting. This project is now complete.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
PH-2	Implement a Crime Data Analytics Platform for the Police Department	Police	7/1/2025	6/30/2027	100	Complete

Q4 STATUS UPDATE:

Police Department staff have been coordinating with the County of San Mateo to explore the countywide system, Peregrine, as the City's platform. In March, the County approved the City's use of the system, and staff completed initial testing to confirm its suitability. The onboarding process was finalized in May. This month, staff will identify power users for early training prior to department-wide training. This project is now considered complete, as onboarding is finished and training is underway.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
PH-3	Implement a Shopping Cart Abatement Program	City Manager's Office	1/1/2026	6/30/2027	25	Continuing as Planned

Q4 STATUS UPDATE:

This program is currently on hold due to limited staff capacity. Staff will resume work in FY 2026-2027 quarter 1 with best practice research, ordinance development, and business outreach.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
PH-4	Launch a Residential Parking Permit Program	Public Works	7/1/2025	12/31/2026	50	Continuing as Planned

Q4 STATUS UPDATE:

The Engineering team is continuing to make steady progress in preparing the Project Request for Proposals (RFP). Staff are currently finalizing the scope of work, technical requirements, and procurement documentation to ensure the RFP clearly defines the project objectives and expectations for prospective consultants. Based on the current project schedule, the Engineering team anticipates completing and releasing the RFP by July 31, 2026. Once finalized, the procurement process will advance to the solicitation and evaluation phase, allowing qualified firms to submit proposals for consideration. The Ordinance was adopted in spring 2026, establishing the framework for the required follow-up investigation. In accordance with the implementation schedule, the follow-up investigation RFP was issued in June 2026 to solicit qualified consulting firms with the necessary technical expertise. Staff will evaluate the proposals based on the established selection criteria, including qualifications, technical approach, experience, and cost. Following completion of the evaluation process and the conclusion of the City Council's summer recess, staff anticipates returning to the City Council in September 2026 with a recommendation to award the contract and authorize the selected consultant to begin work.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
PH-5	Launch Emergency Preparedness Program	City Manager's Office	7/1/2025	6/30/2027	50	Progressed

Q4 STATUS UPDATE:

Staff identified and purchased supplies for the Emergency Operations Center. The City partnered with Youth Community Services, rEPAct, Thrive Alliance, and Menlo Fire to plan a community emergency preparedness workshop and purchased emergency kits for attendees. The community emergency preparedness workshop was held on June 5, with 35 participants representing more than 100 household members. An earthquake tabletop exercise for executive staff was conducted on June 4, resulting in useful feedback and identified areas for improvement. The City launched its first emergency preparation campaign, providing residents with preparedness magnets outlining key steps to take. Magnets were distributed at the emergency preparedness workshop and at a community event in June.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
PH-6	Maintain Senior/Disabled Individuals' Emergency Contact Database	City Manager's Office	1/1/2026	12/31/2026	Deferred	Deferred

Q4 STATUS UPDATE:

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
PH-7	Strengthen the Clean City Program to Reduce Illegal Dumping	Public Works	7/1/2025	9/30/2026	75	Continuing as Planned

Q4 STATUS UPDATE:

In April, the City helped organize a multi-jurisdictional Earth Day event where environmental items were discussed. The Earth Day event was on April 25th and included environmental education exhibits and local organizations that conducted outreach and provided attendees with resources and information related to waste reduction. In May, the City organized an e-waste event and a "Fix It" event. In June, the City received a clean-up grant for 6 creek/right-of-way clean ups over the next six months.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
PH-8	Update the Environmental Justice Element of the General Plan	Community and Economic Development	7/1/2025	6/30/2026	50	Continuing as Planned

Q4 STATUS UPDATE:

Presented Draft Element to Planning Commission and City Council. Staff is currently reviewing the draft EJ Element at staff level and anticipate going to Council by October 2026.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
PH-9	Update the Safety Element of the General Plan	Community and Economic Development	7/1/2025	6/30/2026	100	Complete

Q4 STATUS UPDATE:

On June 2, 2026, the City Council adopted the General Plan Element Update.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
PI-1	Assess Utility Operations and Prepare Transition Plan for Post-Lease Operations	City Manager's Office	7/1/2025	6/30/2027	25	Continuing as Planned

Q4 STATUS UPDATE:

Negotiated 3-year water lease amendment and restatement with Veolia. The City Council approved this on June 9, 2026, and then staff executed the document. Next, staff will draft an RFP for a financial assessment of bringing water operations in-house to determine feasibility of that option.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
PI-2	Build Sidewalk and Pedestrian Safety Improvements on East Bayshore Road	Public Works	7/1/2025	9/30/2026	50	Continuing as Planned

Q4 STATUS UPDATE:

Continued with underground utility work, sidewalk installation on East Bayshore from Euclid to Menalto. Construction continues.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
PI-3	Collaborate with City of Palo Alto to Replace the Newell Street Bridge	Public Works	7/1/2025	6/30/2027	50	Continuing as Planned

Q4 STATUS UPDATE:

The Newell Road/San Francisquito Creek Bridge Project is replacing the obsolete Newell Road Bridge, originally constructed in 1911, with a new 80-foot-long, 42.5-foot-wide bridge at the existing location. The new bridge will improve safety and accessibility by providing two travel lanes, shoulders, sidewalks, and upgraded bridge barriers. Construction began in May 2026, with project completion anticipated in Spring 2027.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
PI-4	Collaborate with SFCJPA to Construct San Francisquito Creek Flood Protection Upgrades	Public Works	7/1/2025	6/30/2027	25	Continuing as Planned

Q4 STATUS UPDATE:

SFCJPA design study, design development and subsequent construction to last approximately 3-5 years.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
PI-5	Collaborate with SFCJPA to Implement the SAFER Bay Project	Public Works	7/1/2025	6/30/2027	50	Continuing as Planned

Q4 STATUS UPDATE:

60% design development. Negotiate a contract for north of Bay Road levee design.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
PI-6	Conduct a Siting Study to Identify Locations for Additional Water Storage Tanks	Public Works	7/1/2025	3/31/2026	50	Continuing as Planned

Q4 STATUS UPDATE:

Study development continues; and the study is anticipated to be presented to City Council on July 21, 2026. The schedule reflects the level of analysis required to ensure proposed sites appropriately support long-term emergency preparedness and drought resilience objectives.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
PI-7	Construct a Bicycle and Pedestrian Overcrossing on University Avenue at US 101	Public Works	7/1/2025	3/31/2026	100	Complete

Q4 STATUS UPDATE:

The project team is currently finalizing grant reimbursement documentation and completing minor administrative closeout items. The Notice of Completion is pending final review and signature. These remaining activities are procedural in nature.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
PI-8	Construct Full Trash Capture Devices to Meet Stormwater Compliance Requirements	Public Works	7/1/2025	3/31/2026	100	Complete

Q4 STATUS UPDATE:

Construction of the full trash capture device at Newbridge Street required to meet stormwater compliance requirements has been completed. The project began in January 2026 and was completed in March 2026, successfully improving the City's stormwater system and supporting compliance with applicable regulatory requirements.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
PI-9	Construct Mini Roundabouts to Replace Temporary Traffic Circles on Pulgas Avenue	Public Works	7/1/2025	6/30/2026	100	Complete

Q4 STATUS UPDATE:

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
PI-10	Create a Financing Strategy for Water Infrastructure Upgrades	Public Works	10/1/2025	12/31/2026	25	Continuing as Planned

Q4 STATUS UPDATE:

A project kick-off meeting was held with the consultant to review the project scope, objectives, and anticipated schedule. During the discussion, it was recognized that portions of the project could overlap with public discussions related to the upcoming November General Obligation (GO) bond measure. Because the project may involve evaluating potential water rate adjustments, staff and the consultant mutually agreed to defer substantive project work until after the election to avoid introducing discussions that could be perceived as related to, or influence, the GO bond measure. Deferring this work will allow the City to maintain a clear separation between the project and the election process while minimizing the potential for confusion among stakeholders and the public. The project will resume following the election in accordance with the revised schedule.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
PI-11	Design Roadway Improvements on Woodland Avenue	Public Works	7/1/2025	6/30/2027	25	Continuing as Planned

Q4 STATUS UPDATE:

Executed grant, design agreement underway and drafted the RFP scheduled to be released in July 2026.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
PI-12	Develop an Asset Management Database	Public Works	7/1/2025	9/30/2026	25	Continuing as Planned

Q4 STATUS UPDATE:

Working with vendor on contract execution and scope of work.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
PI-13	Develop Citywide Sewer Infrastructure Master Plan	Public Works	7/1/2025	6/30/2026	100	Complete

Q4 STATUS UPDATE:

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
PI-14	Install Citywide Lighting Improvements – Phase II	Public Works	7/1/2025	6/30/2027	50	Progressed

Q4 STATUS UPDATE:

General Lighting Services, Inc. initially submitted a proposal for the project, which was reviewed by Engineering staff and selected based on its alignment with the City's needs, objectives, and project requirements. Following selection, Engineering staff and General Lighting Services, Inc. discussed project goals, requirements, and expectations to clarify the scope of work and address any questions or areas requiring additional consideration. Through these coordination efforts, the project scope and technical requirements were refined to ensure the proposed services met the City's needs. The Notice to Proceed was executed on May 1, 2026, formally authorizing General Lighting Services, Inc. to begin work. Since project initiation, Engineering staff and General Lighting Services, Inc. have continued regular coordination to review progress, exchange information, discuss findings, and address questions as they arise. General Lighting Services, Inc. is continuing its evaluation efforts in accordance with the City's project objectives.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
PI-15	Install New Traffic Signal and Complete Safety Upgrades on University Avenue at Runnymede	Public Works	10/1/2025	9/30/2026	25	Continuing as Planned

Q4 STATUS UPDATE:

Reviewed construction submittals, ordered materials and currently experiencing construction delays related to material procurement.

GOAL	PROJECT NAME	DEPARTMENT	PROJECT START	PROJECT FINISH	Q4 % COMPLETE	PROJECT PROGRESS FROM Q3 TO Q4
PI-16	Modernize Equipment and Complete Rehabilitation of the O'Connor Pump Station	Public Works	10/1/2025	6/30/2027	50	Continuing as Planned

Q4 STATUS UPDATE:

Continuing with Phase 1 design.

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: September 1, 2026

TO: Honorable Chair and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: Yajaira Morales, Interim Housing & Economic Development Manager
Alex Waggoner, Program Manager, HEART Housing Consulting Services
Elena Lee, Planning Manager
Karen Camacho, Interim Community and Economic Development Director
Shiri Klima, Assistant City Manager

SUBJECT: Inclusionary Housing Alternative Compliance Option for 2120-2160 Euclid Ave Mixed-Use Project (Portion of APN 063-292-380)

Recommendation

Adopt a resolution:

a) Finding that the proposed alternative for the 2120-2160 Euclid Avenue, mixed-use development project at 2120-2160 Euclid Avenue (portion of APN 063-292-380, "Project") meets the City's Inclusionary Housing Ordinance ("IHO") requirements for an alternative compliance option under Section 18.37.080 of the East Palo Alto Municipal Code ("EPAMC"); and

b) Finding that the action being considered does not constitute a "Project" within 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 proposed project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to the Class 32 (In-Fill Development Projects) exemption under

California Code of Regulations, Title 14, Division 6, Chapter 3, Article 19, Section 15332.

Class 32 exemptions apply to infill development projects that meet the following criteria:

A. Consistency with the applicable General Plan designation, policies, and zoning regulations;
B. Location within city limits on a site no larger than five acres, that is sustainably surrounded by urban uses;
C. No value as habitat for endangered, rare, or threatened species;
D. No significant effects related to traffic, noise, air quality, or water quality; and
E. Adequate provision of all required utilities and public services.

Executive Summary

The Pacific Companies LLC, in collaboration with Ravenswood City School District, is developing 2120-2160 Euclid Ave, a one-hundred percent affordable 430 rental mixed-use project. The purpose of this staff report is to present for the City Council's consideration the Alternative Compliance Option, in accordance with the City's Inclusionary Housing Ordinance. Staff finds the project compliant with the City's Inclusionary Housing Ordinance. All inclusionary housing units would be subject to the City's local preference policy, which gives preference to East Palo Alto residents and to those who work within the City or have been displaced from residence in the City.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority: Comprehensive Housing
Priority: Land Use, Economic and Workforce Development
Priority: Public Health, Safety, and Quality of Life

Background

The Pacific Companies, LLC has applied for an Alternative Compliance Option available with Council approval in the City's Inclusionary Housing Ordinance for its mixed-use project at 2120-2160 Euclid Ave (Assessor's Parcel Number: 063-292-380, the "Project"). The Project applicant is ("Applicant"). The Project area is a 4.09 acre site that carries a General Plan land use designation and zoning of Mixed-Use High ("MUH"). The proposed project consists of: 430 multifamily rental units, including studios, one-bedroom, two-bedroom, and three-bedroom apartments ranging from approximately 400 to 1,100 square feet, all of which would be deed-restricted affordable. The Project proposes Building A having 220 residential units, approximately 2,000 square feet of ground-floor retail space, and approximately 13,000 square feet of public open space and Building B having 210 residential units and approximately 18,000 square feet of public open space. The Ravenswood City School District ("RCSD" or "Property

Owner") currently operates its district offices, maintenance facilities, and bus yard on the property.

The Project is providing 43 units at 30% of Area Median Income ("AMI"), 43 units at 50% of AMI, 254 units at 60% of AMI, 86 units at 80% of AMI, and 4 manager units, RCSD employees will receive a preference for the units that are not subject to the City's Local Preference Policy.

The City's Inclusionary Housing Ordinance (Chapter 18.37) generally requires new mixed-use or residential developments with five or more residential units to provide twenty percent of their new units as affordable housing. For-sale projects must generally provide 10% of units affordable to households earning up to 80% of Area Median Income (AMI) and 10% affordable to households earning up to 120% AMI. Rental projects must generally provide 5% at or below 35% AMI, 10% at or below 50% AMI, and 5% at or below 60% AMI. Affordable units are generally required to be integrated into the development and comparable to market-rate units in terms of design and amenities. For smaller developments of up to four units, the developer generally may provide one affordable unit or pay an in-lieu fee.

The Applicant may satisfy the aforementioned IHO requirements through a combination of on-site or off-site affordable units, payment of the applicable in-lieu fees, or a combination of unit provision and fee payment, provided the proposed alternative results in an equivalent or greater public benefit. These alternatives generally increase the affordable-housing obligation to 25% and require City approval. The ordinance also establishes long-term affordability restrictions and requires developers to submit an Inclusionary Housing Plan as part of the approval process.

Please note that in 2025, the City amended the ordinance to exempt projects involving an SB 9 lot split that is sought and approved administratively from the Inclusionary Housing Ordinance, including applicable in-lieu fees.

The Applicant is proposing an Alternative Compliance Plan for the Inclusionary Housing Ordinance requirements, with 18 inclusionary units at 30% of AMI, 3 inclusionary units at 50% of AMI, and 18 inclusionary units at 60% of AMI. Additionally, the project is providing 78 affordable units under State Density Bonus law. Those units apply towards the Inclusionary Housing Ordinance and include 5 units at 30% of AMI, 1 unit at 50% of AMI, 54 units at 60% of AMI, and 18 units at 80% of AMI or below. The project does provide 43 units at very-low income, however 39 of those are being included as part of the Woodland Park Development agreement and are not considered in the IHO obligation for the program. A summary of the project is below.

Table 1. Project Information	
Project Element	**Detail/Description**
Applicant	The Pacific Companies
Owner	Ravenswood City School District
Location	2120–2160 Euclid Avenue
APN	063-292-380
Size of Existing Site	4.09 acres
Proposed Subdivision	Parcel 1: 1.83 acres Parcel 2: 2.25 acres
Existing Use	Public Institution
Total Number of Units	430 (Building A: 220 units; Building B: 210 units)
Number of Affordable Units	430 (100% of total units): • 43 units at 30% AMI • 43 units at 50% of AMI • 254 units at 60% of AMI • 86 units at 80% of AMI • 4 manager units
Proposed Number of Inclusionary Units	39 units: • 18 units at 30% of AMI • 3 units at 50% of AMI • 18 units at 60% of AMI
Proposed Number of Density Bonus Law Units	78 units: • 5 units at 30% of AMI • 1 unit at 50% of AMI • 54 units at 60% of AMI • 18 units at 80% of AMI
Unit Mix	12 studio, 275 one-bedroom, 119 two-bedroom, 24 three-bedroom

Project History

On November 20, 2023, USA Properties ("the former applicant"), on behalf of the Property Owner, submitted a preliminary application for a mixed-use project, and on May 9, 2024, the former applicant submitted an application (PRE24-002) seeking to vest rights under Government Code Section 65589.5(o)(1), also known as Senate Bill (SB) 330 or the Housing Crisis Act. The rights vested under SB 330 include subjecting the proposed developments only to the ordinances, policies and development standards in effect when the SB 330 preliminary application was deemed complete.

On Friday, April 17, 2026, the Applicant submitted a complete Inclusionary Housing Plan proposing an Alternative Compliance, and on July 24, 2026, the Applicant submitted an updated plan. Compliance with the IHO will require City Council approval of an alternative means of compliance because the developer is proposing alternative affordability levels.

On July 27, 2026, the project received entitlement by the Planning Commission. Alternative Compliance proposals are typically accepted by the City Council before the Planning Commission hearing on a project's entitlements. In this case, the Planning Commission hearing preceded Council action due to grant funding deadlines applicable to affordable housing projects and the project's proposal as one-hundred percent affordable. The Planning Commission's entitlements approval was conditioned on subsequent City Council acceptance of the alternative compliance proposal.

Analysis

The Applicant is requesting the City Council's approval of the alternative compliance option under the City of East Palo Alto Inclusionary Housing Ordinance.

Local Preference Policy

In 2020, the City adopted a Local Preference Policy where the selection of tenants for affordable housing is prioritized for people who live in, work in, or have been displaced from a residence in East Palo Alto. The Local Preference Policy applies to occupancy of City-subsidized affordable housing units, density bonus units, and development projects subject to the City's Inclusionary Housing Ordinance.

Woodland Park Development Agreement

The Woodland Park Improvements Project is an entitled housing project subject to a Development Agreement (DA) with the City. Under this DA, the property owner, Sand Hill Property Company, acting through Woodland Park Property Owner A, LLC ("Sand Hill") agreed to provide off-site affordable housing units. To satisfy this obligation, Sand Hill partnered with Eden Housing to potentially build 78 affordable units at 851 Weeks Street for households earning between 35% to 60% AMI. Due to funding constraints, the 851 Weeks project has not moved forward.

Sand Hill subsequently requested an amendment to the DA allowing the 78-unit off-site obligation to be provided within the RCSD project. On July 7, 2026, the City Council introduced, and on July 21, 2026, it adopted, an ordinance approving the First Amendment to the Development Agreement. The Amendment became effective thirty days following the adoption. Although the 78 affordable units are physically located within the RCSD project, they satisfy Sand Hill's obligation under the amended DA and are not credited toward the RCSD project's Inclusionary Housing Ordinance (IHO) obligation.

State Density Bonus Law

California's Density Bonus Law (Government Code Section 65915) allows a developer to increase density on a property above the maximum set under a jurisdiction's General Plan and zoning. In exchange for the increased density, a certain number of the new affordable dwelling units must be reserved at below market rate ("BMR") rents. Qualifying projects can also receive reductions in required development standards via waivers and/or concessions, upon the developer's request. Chapter 18.36 of the East Palo Alto Municipal Code implements the State law. Because the project is proposed as a 100% affordable housing development (excluding four unrestricted manager units), it is eligible for a density bonus of up to 80%, five concessions or incentives, and an unlimited number of waivers from development standards that would physically preclude construction.

The project proposes a total of 430 affordable residential units, 78 of which are California State Density Bonus Law ("SDBL") units. The total number of units minus the SDBL units are called the project's "base units." The base units are calculated by multiplying the base density allowed by zoning without a density bonus (i.e., 86 dwelling units per acre) by the number of acres of the site (i.e., 4.09 acres across Parcel 1 and Parcel 2) and rounding down per the General Plan requirement to not exceed density.

Table 2. Base Density Calculation

Parcel	Parcel Size (approximate)	Max Dwelling Units Per Acre (du/ac)	Max Total Base Units
Parcel 1	1.83	86 du/ac	157
Parcel 2	2.25	86 du/ac	194
Parcel Total	**4.09**		**351**

It should be noted that given the included affordability, the project is entitled up to 186 density bonus units even though the developer elects to utilize only 78 bonus units. The applicable AMI for the current fiscal year is provided in the San Mateo County 2026 Income Limits in the table titled "California State Income Limits for SMC". The table provides the income levels for households of certain sizes and includes the following categories: Acutely Low-, Extremely Low-, Very Low-, Low, Median-, and Moderate- Income.

Inclusionary Housing Ordinance

In addition to complying with the SDBL, the project must satisfy the City's Inclusionary Housing Ordinance ("IHO"). The IHO requires that 20% of the total base units (i.e. dwelling units allowed by the general plan density not including requested density bonus units) in a rental housing project be affordable and allocated as follows: 5% of the base units at 35% of Area Median Income ("AMI"), 10% at 50% AMI, and 5% at 60% AMI.

The proposed 430-unit project includes a maximum density of 351 units to which the IHO would apply. Within the 351 base units, the project is required to provide 20% units (i.e. 70 inclusionary housing units) for original compliance ("Original Compliance") at the designated affordability levels, or 25% inclusionary housing units at their proposed alternative affordability

levels ("Alternative Compliance"). The affordability distribution under Original Compliance would be as follows: 18 units (5%) at 35% AMI, 35 units (10%) at 50% AMI, and 17 units (5%) at 60% AMI. The 78 Sand Hill DA units and the unrestricted manager units would not count as inclusionary units or contribute toward the Applicant's inclusionary housing compliance.

Table 3. IHO Compliance Calculation				
Income Levels	**Pecentage of Units Dedicated to IHO**	**Original IHO Compliance Units Required**	**State Density Bonus Units**	**IHO Units Proposed**
35% AMI or below	5%	18	5	18
50% AMI or below	10%	35	1	3
60% AMI or below	5%	17	54	18
80% AMI or below	N/A	0	18	0
Total	20%	**70**	**78**	**39**

Applicant's Proposed Alternative Compliance

The Applicant's proposed Inclusionary Housing Plan provides 39 on-site Inclusionary Units, representing approximately 11% of the 351 base-density units. The proposed Inclusionary Housing Plan includes 18 inclusionary units affordable to Extremely Low-Income households earning 30% of AMI, 3 inclusionary units affordable to Very Low-Income households at 50% of AMI, and 18 inclusionary units affordable to Low-Income households at 60% of AMI (per the IHO's Low-Income definition).

Evaluation of the Alternative Compliance Option

Section 18.37.080 of the East Palo Alto Municipal Code describes that an "Other" Alternative Compliance Option can be approved by the City Council based on findings that the alternative *will provide as many or more Inclusionary Units at the same or lower income levels or will otherwise provide greater public benefit than would provision of the Inclusionary Units on-site.* Inclusionary Units shall meet the City's Inclusionary Housing Standards under Section 18.37.060 of the EPAMC, including: comparability in exterior appearance and overall quality of construction (to the market-rate unit); comparability in average bedroom mix and unit size; dispersion of Inclusionary Units throughout the project, rather than at a single location; and the same amenities (e.g., access to common open space, parking, and storage).

Table 4: Bedroom and AMI Breakdown of IHO Units and Market Rate Units					
Bedroom Type	**Total Project Base Unit Count**	**Required IHO Units by Bedroom Type**	**Proposed IHO Units**	**Non-IHO Units**	**Square Footage**
Studio	9	0.2%	0	9	429 sq ft.
1 Bedroom	223	12.8%	25	198	601-635 sq ft.
2 Bedrooms	99	5.7%	12	87 (4 Manager's Units)	825-861 sq ft.
3 Bedrooms	20	1.3%	2	18	1131 sq ft.
Total	351	20%	39	312	429 – 1131 sq ft

The purpose of alternative compliance is to provide flexibility from the onsite requirement, but in exchange for the same or greater public benefit as compared to the baseline requirements (unit count, affordability level, onsite construction, etc.).

Under the current proposal, the project would provide 39 inclusionary housing units and 60 of the total 78 density bonus units would be at or below 60% of AMI, which represents approximately 28% of the baseline units, which is above the 25% alternative compliance requirement. Although the proposal provides fewer Very Low-Income units than would otherwise be required, it provides units that are deeper in affordability at 30% of AMI rather than 35% of AMI, which is an approximate difference in monthly rent of $180 to $210 for a household of one to four based on recent income limits.

Further, these units fulfill the requirement that affordable units will be comparable to the remainder of the units in the building in appearance, bedroom count, and size, distributed throughout the building, and have access to the same amenities as other non-IHO units.

Based on the above considerations, staff believes the Applicant's proposal fulfills the requirements of EPAMC Section 18.37.080. Thus, staff recommends the City Council approve this Alternative Compliance Option.

Fiscal Impact

Approval of the proposed Inclusionary Housing Plan has no direct fiscal impact on the City's General Fund. The property is owned by the Ravenswood City School District, and the proposed project consists of 100% affordable housing. Depending on the final ownership and ground lease structure and the project's eligibility for the Welfare Exemption, the development may generate limited or no additional property tax revenue.

Estimated Impact Fees

Pursuant to SB 330 the development and impact fees applicable to the project are those that are subject to the Mitigation Fee Act that were in effect when complete SB 330 preliminary applications were submitted to the City. The development and impact fees were vested on August 29, 2024, when the SB 330 preliminary application was deemed complete. The project shall pay all applicable impact fees pursuant to the fee schedule in effect on August 29, 2024, prior to final building inspection or issuance of the Certificate of Occupancy. The estimated development and impact fees generated by the projects are shown below:

Table 5. Development and Impact Fees Estimated Development and Impact Fee Amounts	
Development Fee	**Mixed-Use Project**
Parks and Trails Impact Fee	$1,479,123.02
Public Facilities Impact Fee	$2,594,041.31.00
Storm Drain Impact Fee	$604,162.68
Transportation Impact Fee	$939,298.84
Water Capacity	$2,601,598.90
School Impact Fees	To be determined by RCSD
Sanitary Sewer Impact Fee	$2,797,103.00

The estimated total City impact fees are at least $11,015,327.75 excluding school impact fees. School impact fees would be collected directly by the Ravenswood School District. The applicant would also be required to pay applicable 2024 East Palo Alto Sanitary District impact fees as shown. Please note that the applicant did not provide the impervious square footage required for the calculation in the application. Therefore, the storm drain impact fee was not calculated at the time of submittal. However, as shown in the table below, the applicable storm drain impact fee is $604,162.68, based on the 2024 City Impact Fee. All City impact fees shall be finalized and collected prior to issuance of the Certificate of Occupancy or final building permit approval.

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. Notice was also published in the *Palo Alto Daily News* on August 21, 2026.

Environmental

The action being considered 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. In the alternative, a decision to deny a project is exempt from CEQA pursuant to Public Resources Code § 21080(b)(5).

Government Code § 84308

Applicability of Levine Act: Yes

Analysis of Levine Act Compliance: The project applicant is Caleb Roope of The Pacific Companies and Katia Kamanagar of Consulting, LLC. The property owner is Ravenswood City School District and is represented by Superintendent Gina Sudaria. Staff is unaware of any other parties or participants relevant to the Planning Commission's consideration of this item.

Attachments

1. Resolution
2. Inclusionary Housing Plan

RESOLUTION NO. XX-2026

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

APPROVING AN INCLUSIONARY HOUSING ALTERNATIVE COMPLIANCE OPTION FOR A FOUR HUNDRED AND THIRTY-UNIT RESIDENTIAL DEVELOPMENT PROJECT AT 2120-2160 EUCLID

WHEREAS, on November 19, 2020, the City Council of the City of East Palo Alto ("City Council") adopted Ordinance No. 425, adding Chapter 18.37 - Inclusionary Housing ("Ordinance") to the City of East Palo Alto Municipal Code; and

WHEREAS, an application for a residential development consisting of 430 rental units on a lot on 2120-2160 Euclid with APN 063-292-380 ("Project"), was submitted on August 9, 2024; and

WHEREAS, the Project is subject to the Ordinance, since it is a new mixed-use development project; and

WHEREAS, the Project inclusionary obligation is to provide 70 rental affordable units on-site, with 18 units at an affordable rent to 35% of AMI Households, 35 units at an affordable rent to very-low-income households, and 17 units at an affordable rent to low-income households; and

WHEREAS, Section 18.37.080 of the East Palo Alto Municipal Code provides that an applicant of a residential development may choose from a list of Alternative Compliance Options to meet the inclusionary obligation if this Alternative Compliance Option is approved by the City Council; and

WHEREAS, alternatively, Subsection (D) of section 18.37.080 of the East Palo Alto Municipal Code allows the Council to grant a residential development applicant "other alternative compliance methods" but "only if the approval body determines, based on substantial evidence, that such alternative compliance will provide as many or more inclusionary units at the same or lower income levels or will otherwise provide greater public benefit than would provision of the inclusionary units on- site", and

WHEREAS, in lieu of the inclusionary obligation, as an Alternative Compliance Option for the project, the Developer proposes to provide 18 rental units affordable on-site for 35% of AMI households, 3 rental units affordable on-site for households at 50% of AMI, and 18 rental units affordable on-site to households at 60% of AMI; and

WHEREAS, on September 1, 2026, the City Council held a duly noticed public hearing regarding this topic; and

WHEREAS, no Planning approvals or clearances may be issued for a residential or mixed-use project unless the inclusionary housing requirements are first met; however, the Planning Commission hearing preceded Council action, on July 27, 2026, due to grant funding deadlines applicable to affordable housing projects, and the Planning Commission approved the entitlement contingent on subsequent City Council acceptance of the alternative compliance proposal.

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 into this action by this reference;

a) Finding that the proposed alternative for the 2120-2160 Euclid Avenue, mixed-use development project at 2120-2160 Euclid Avenue (portion of APN 063-292-380, "Project") meets the City's Inclusionary Housing Ordinance ("IHO") requirements for an alternative compliance option under Section 18.37.080 of the East Palo Alto Municipal Code ("EPAMC"); and

b) Finding that the action being considered does not constitute a "Project" within 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 proposed project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to the Class 32 (In-Fill Development Projects) exemption under California Code of Regulations, Title 14, Division 6, Chapter 3, Article 19, Section 15332.

Class 32 exemptions apply to infill development projects that meet the following criteria:

A. Consistency with the applicable General Plan designation, policies, and zoning regulations;
B. Location within city limits on a site no larger than five acres, that is sustainably surrounded by urban uses;
C. No value as habitat for endangered, rare, or threatened species;
D. No significant effects related to traffic, noise, air quality, or water quality; and
E. Adequate provision of all required utilities and public services.

PASSED AND ADOPTED this 1st day of September 2026, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

SIGNED: _____
Webster Lincoln, Mayor

ATTEST:

_____
James Colin, City Clerk

APPROVED AS TO FORM

_____
John D. Lê, City Attorney

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: September 1, 2026

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: Maurice Baker, Community Services Manager, Humza Javed, Public Works Director

SUBJECT: Bell Street Park Easement for RCSD 2120 Euclid Avenue Project

Recommendation

Adopt a resolution:

1. Selecting a fire suppression access easement through Bell Street Park in favor of the Ravenswood City School District (RCSD) to support emergency response to the proposed 430-unit affordable housing development at 2120 Euclid Avenue by:
    a. granting the easement as recommended by staff under Option 3 (comprised of two separate approximately 5 feet wide easements); or
    b. granting an easement under any other option presented in this report; or
    c. directing staff to return with a different option proposed by the City Council.
2. Authorizing the City Manager (or designee) and directing him to prepare and execute on behalf of the City an easement instrument consistent with the option selected by the City Council, in a form approved by the City Attorney.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

- Priority: Comprehensive Housing
- Priority: Parks, Recreation, and Community Facilities
- Priority: Public Health, Safety, and Quality of Life

Background

Ravenswood City School District (RCSD), in partnership with Pacific Companies, proposes to develop a 430-unit multifamily housing development with 2,000 square feet of ground-floor retail space at 2120 Euclid Avenue. 426 units would be deed-restricted affordable housing, with units serving households ranging from 30% AMI or less to 80% AMI or less. Four units would be reserved for management.

Public Hearing Item 8.1 in this agenda packet discusses the affordability of the proposed development in entirety. The 78 units that Sand Hill Properties would get credit for would have AMI levels ranging from 30 to 60%, as expressed in the following table.

RCSD Total Units		**Sand Hill Units**	**30% AMI or Less**	**50% AMI or Less**	**60% AMI or Less**
12	**Studio**	2	1	1	0
275	**1 – Bed**	50	12	25	13
119	**2 – Bed**	22	5	11	6
24	**3 – Bed**	4	1	2	1
*430**	**Total**	**78**	**19**	**39**	**20**

** Four units are reserved for management.*

The Planning Commission approved the project on July 27, 2026. The City Council has not independently considered this development project. However, the Council discussed elements of the project on July 7, 2026, when it approved an amendment to the development agreement with Sand Hill Property Company for the Woodland Park Euclid Improvements Project, a 550-unit multifamily housing development at 2001 Manhattan Avenue.

Among other provisions, the amendment authorized Sand Hill Property Company to contribute up to $14 million toward the 430-unit RCSD affordable housing project to satisfy its inclusionary housing obligation. The contribution would result in a minimum of 78 affordable housing units within the development being subject to the City's local preference policy.

Emergency Vehicle Access

As part of the development review process, the Menlo Park Fire Protection District (Menlo Fire) identified the need for an appropriate emergency vehicle/fire suppression access arrangement for the 2120 Euclid Avenue project.

RCSD and Pacific Companies therefore requested that the City grant an easement through Bell Street Park. City and Menlo Fire staff subsequently met with RCSD and Pacific Companies to evaluate five potential emergency vehicle access options.

Options 1, 2, and 3 were identified as the least impactful alternatives because they preserve the greatest number of existing public trees and minimize impacts to Bell Street Park. Following review of the alternatives, staff recommends Option 3.

Analysis

Option 3 Provides the Necessary Fire Suppression Access With the Least Impact to Bell Street Park

The primary purpose of the proposed easement is to ensure that firefighters have a reliable means of accessing the 2120 Euclid Avenue development and deploying fire hoses in the event of a fire.

Option 3 accomplishes this objective without creating a new emergency vehicle route through Bell Street Park. Under this option, emergency vehicles would utilize the existing emergency access path immediately south of the YMCA building, and University Avenue. Firefighters would then be able to conduct a hose pull through Bell Street Park from said locations to reach the project site.

This distinction is important. Options 1 and 2 would require physical modifications to Bell Street Park to accommodate emergency vehicles. Those modifications would create a more permanent physical and operational impact on the park, potentially require additional construction, and result in the removal of additional public trees.

By contrast, Option 3 primarily establishes a legal restriction on future improvements within a defined areas of the park to ensure that the City's future use or development of the park does not obstruct the fire department's ability to conduct a hose pull. It does not require the City to construct a new emergency roadway through the park.

For these reasons, Option 3 provides an appropriate balance between the City's responsibility to protect public safety, the need to support the development of significant new affordable housing, and the City's responsibility to preserve and protect public park resources.

Comparison of Options

Attachment 1 provides maps conveying the layout of three proposed options.

Option 1 would establish an emergency vehicle access easement over Euclid Place and a separate easement east of the project site from University Avenue. This alternative would require modifications affecting Bell Street Park and result in the removal of additional public trees.

Option 2 would establish emergency vehicle access over Euclid Place with a hammerhead turnaround. Although this option has been approved by Menlo Fire as an alternative means of emergency access, it would require more substantial physical modifications and result in the removal of additional public trees, including two redwoods.

Option 3 would utilize the existing emergency access path south of the YMCA, and also from University Avenue, and provide for a firefighter hose pull through Bell Street Park to the north and east sides of the project site. No additional public trees would need to be removed to implement this option, and no new emergency vehicle roadway would be constructed through the park. Option 3 would consist of approximately two, 5 feet wide easements. The easement running from the path south of the YMCA would run approximately 157 feet to the project site. The easement running from University Ave would run approximately 200 feet to the project site. Once drafted, finalized and recorded, the easements would prohibit the construction of any buildings, structures, or other impediments that would restrict the ability to use the easement for a firefighter hose pull.

Protection of Public Trees and Park Resources

In total, the RCSD project site contains 43 private trees that would be removed to accommodate the proposed buildings, garage entrances, grading, walkways, and bioswales. Forty of these trees are non-regulated trees. Of the 43 private trees, 19 including 12 coast redwoods are located along the property line adjacent to Bell Street Park. These 19 trees are privately owned but appear as public trees due to proximity to the property line between the park and the project site. The project proposes up to 101 replacement trees.

The project also requires the removal of six City-owned trees: two street trees and four trees located within Bell Street Park. These six trees would need to be removed as part of the project regardless of which emergency access option is selected.

The criteria for removal of public trees is identified in the City of East Palo Alto Municipal Code (EPAMC) Chapter 12.16.070 and is performed under the authority of the Public Works Director. All of the City-owned trees being proposed for removal will need to be posted prior to removal and will need to be replaced by new trees per the tree replacement schedule in EPAMC Chapter 12.16.110.

The emergency access option selected can result in additional public tree removals:

Option	Additional Bell Street Park Trees Removed	Redwoods Removed
Option 1	6	0
Option 2	10	2
Option 3	0	0

The numbers above exclude the six City trees that are required to be removed as part of the project regardless of the easement option selected.

Option 3 is therefore clearly the least impactful alternative from a tree preservation standpoint. It avoids the removal of any additional public trees beyond those already required for the project.

The project's arborist report indicates that, given site constraints, the applicant proposes to work with the City and the City's Arborist to develop mitigation for tree removals. Potential locations for replacement trees include Bell Street Park, another City park, or a public school site in East Palo Alto. The applicant is expected to bring a specific tree mitigation framework to the City Council for consideration.

Public Safety Considerations

The proposed easements should be viewed principally as a fire and life-safety measure.

A 430-unit residential development will introduce a substantial number of residents, employees, and visitors to the site. Ensuring that Menlo Fire has an approved and dependable means of deploying firefighting equipment and hose lines is essential to protecting those occupants and surrounding properties.

The easements do not provide a discretionary benefit unrelated to public safety. Rather, it preserves an emergency response capability identified as necessary through the City's development review process and evaluated with Menlo Fire.

Granting the easements through Option 3 also avoids unnecessarily dedicating additional portions of Bell Street Park to emergency vehicle circulation. This allows the City to preserve the park's existing character and trees while still accommodating the fire department's operational needs.

Scope and Limitations of the Easements

The proposed easements should be narrowly tailored to its intended purpose. The easement would not authorize routine vehicular access through Bell Street Park or convert the park into a permanent emergency roadway.

Instead, the easement would preserve the ability of firefighters to conduct a hose pull through the designated areas during a fire emergency. The easement would also restrict the City's ability to construct permanent structures or other improvements within the easement areas that could obstruct this emergency access.

The final easement document will clearly define:

1. The exact location and boundaries of the easement areas;
2. The permitted emergency fire suppression uses;
3. That the easements do not authorize routine public or private vehicular access through the park;
4. The City's ability to continue operating and maintaining Bell Street Park, provided that future improvements do not obstruct the approved emergency access;
5. The responsibility of RCSD and/or the project developer for any improvements or modifications specifically required to implement the easements; and
6. Coordination with Menlo Fire regarding the operational requirements for emergency access.

These provisions will allow the City to protect the long-term function of Bell Street Park while ensuring that future park improvements do not inadvertently compromise emergency response.

Fiscal Impact

Granting the proposed easements would have no direct General Fund fiscal impact at this time.

Option 3 does not require the City to construct a new emergency vehicle access route through Bell Street Park. Any project-related improvements or costs necessary to implement the approved emergency access arrangement would be the responsibility of RCSD and/or the project developer, as applicable.

The easements would, however, place a limited restriction on the City's future ability to construct structures or improvements within the easement areas. Staff considers this restriction reasonable given the life-safety purpose of the easement and the substantially lower park impact associated with Option 3 compared with the alternatives. The easements are granted in consideration of the fire and life-safety protection they provide to the 430 residential units and to surrounding properties, and of the agreement of RCSD and the project developer to bear all costs of implementing the emergency access arrangement.

Environmental Review

The 2120 Euclid Avenue development is the project for purposes of the California Environmental Quality Act. Under CEQA Guidelines section 15378(c), the term project refers to the activity being approved and does not mean each separate governmental approval, so the grant of the easements is not itself a separate project. Under CEQA Guidelines section 15162(c), once a project has been approved, the determination whether further environmental review is required is made by the public agency that grants the next discretionary approval for that project. The City Council's grant of the easements is that next discretionary approval.

[Staff to identify the environmental document certified or adopted, or the exemption relied on, for the July 27, 2026 Planning Commission approval; the date of any notice of determination or notice of exemption filed; and to state the finding that none of the conditions listed in CEQA Guidelines section 15162(a) has occurred.]

The 2120 Euclid housing project was determined to be categorically exempt from the California Environmental Quality Act (CEQA) pursuant to the Class 32 (In-Fill Development Projects) exemption under California Code of Regulations, Title 14, Division 6, Chapter 3, Article 19, Section 15332.

Class 32 exemptions apply to infill development projects that meet the following criteria:

a. Consistency with the applicable General Plan designation, policies, and zoning regulations;
b. Location within city limits on a site no larger than five acres, that is sustainably surrounded by urban uses;
c. No value as habitat for endangered, rare, or threatened species;
d. No significant effects related to traffic, noise, air quality, or water quality; and
e. Adequate provision of all required utilities and public services.

Based on these criteria, traffic, noise, and air quality impacts were the only issue areas requiring additional technical analysis. Accordingly additional traffic, noise and air quality assessments were completed and demonstrated that the project would not result in significant environmental impacts and support the determination that the project qualifies for the Class 32 Categorical Exemption. The 2120 Euclid project was approved with a condition of approval requiring that the easement be granted to provide the required access for emergency response.

General Plan Conformity

Government Code section 65402(a) provides that no real property shall be disposed of until the location, purpose, and extent of the disposition have been submitted to and reported upon by the planning agency as to conformity with the adopted general plan. The planning agency must render its report within 40 days after the matter is submitted to it, or within any longer period the City Council designates. Granting an easement across Bell Street Park is a disposition of an interest in real property. Subdivision (a) contains no provision deeming a matter to conform if the planning agency does not report, so the report must be made before the City Council acts.

Under East Palo Alto Municipal Code section 18.104.020, the Planning and Housing Division staff and the Planning Manager function as the Planning Agency when so required by provisions of the Government Code. The Community and Economic Development Director serves as the Planning Agency for this item.

The Community and Economic Development Director has reviewed the location, purpose, and extent of the proposed easement areas and reports that they conform to the General Plan. The Director's written conformity report is provided as Attachment [__] and identifies the General Plan elements and policies relied upon. The matter was submitted to the Director on [date] and the report was rendered on [date].

Government Code section 65402(c) separately provides that a local agency shall not acquire real property in a city that has adopted a general plan until the location, purpose, and extent of the acquisition have been submitted to and reported upon by the planning agency having jurisdiction. Under that subdivision, failure of the planning agency to report within 40 days is conclusively deemed a finding of conformity, and a disapproval may be overruled by the acquiring local agency. RCSD should submit its acquisition of the easements so that a single report from the Community and Economic Development Director covers both the City's disposition and the District's acquisition.

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.

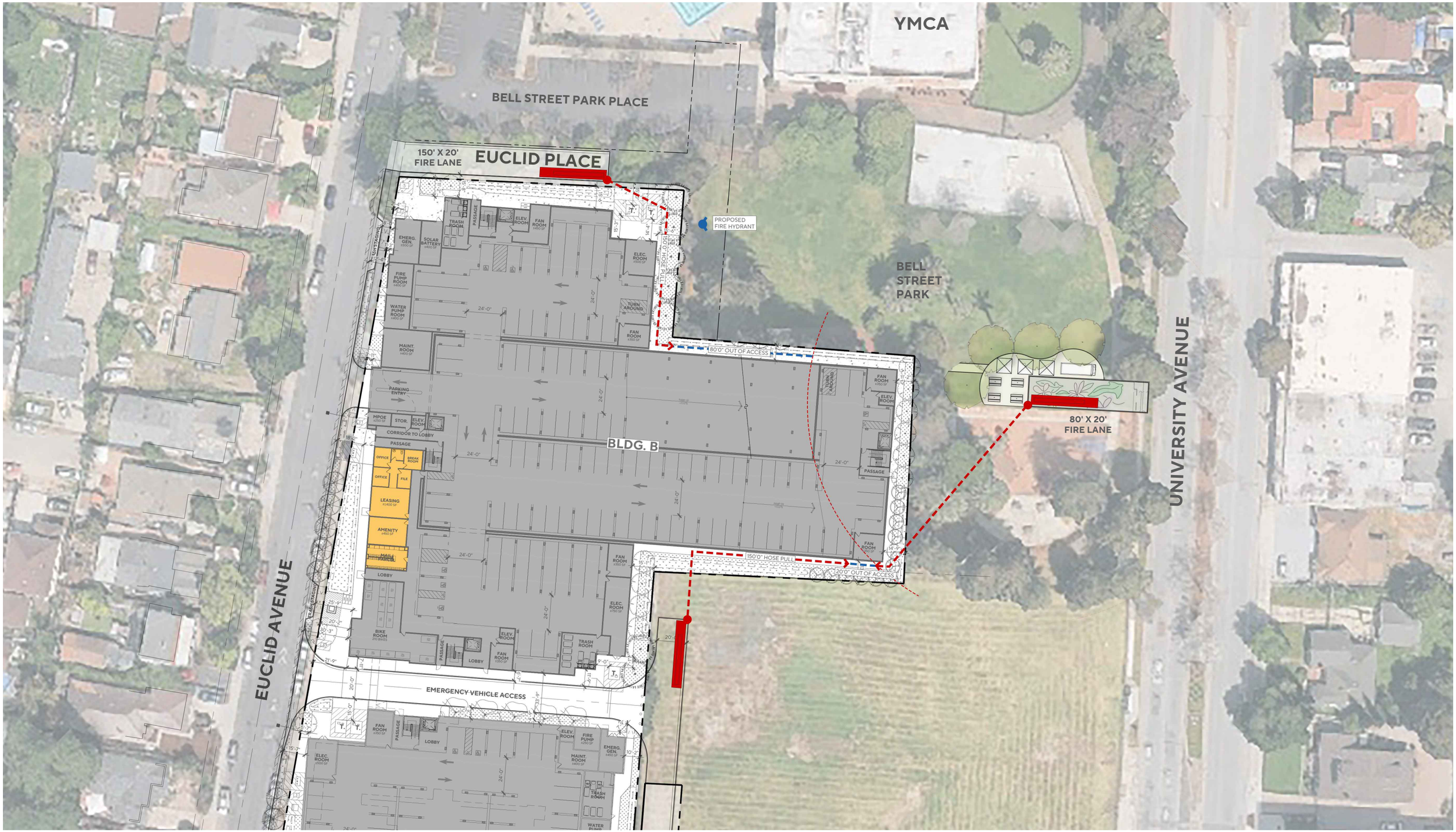
Government Code § 84308

Applicability of Levine Act: No, as the proposed action involves an easement for no consideration.

Analysis of Levine Act Compliance: No, applicable.

Attachments:

1. Easement Option Maps
2. Resolution



THE PACIFIC COMPANIES

2120-2160 EUCLID AVENUE

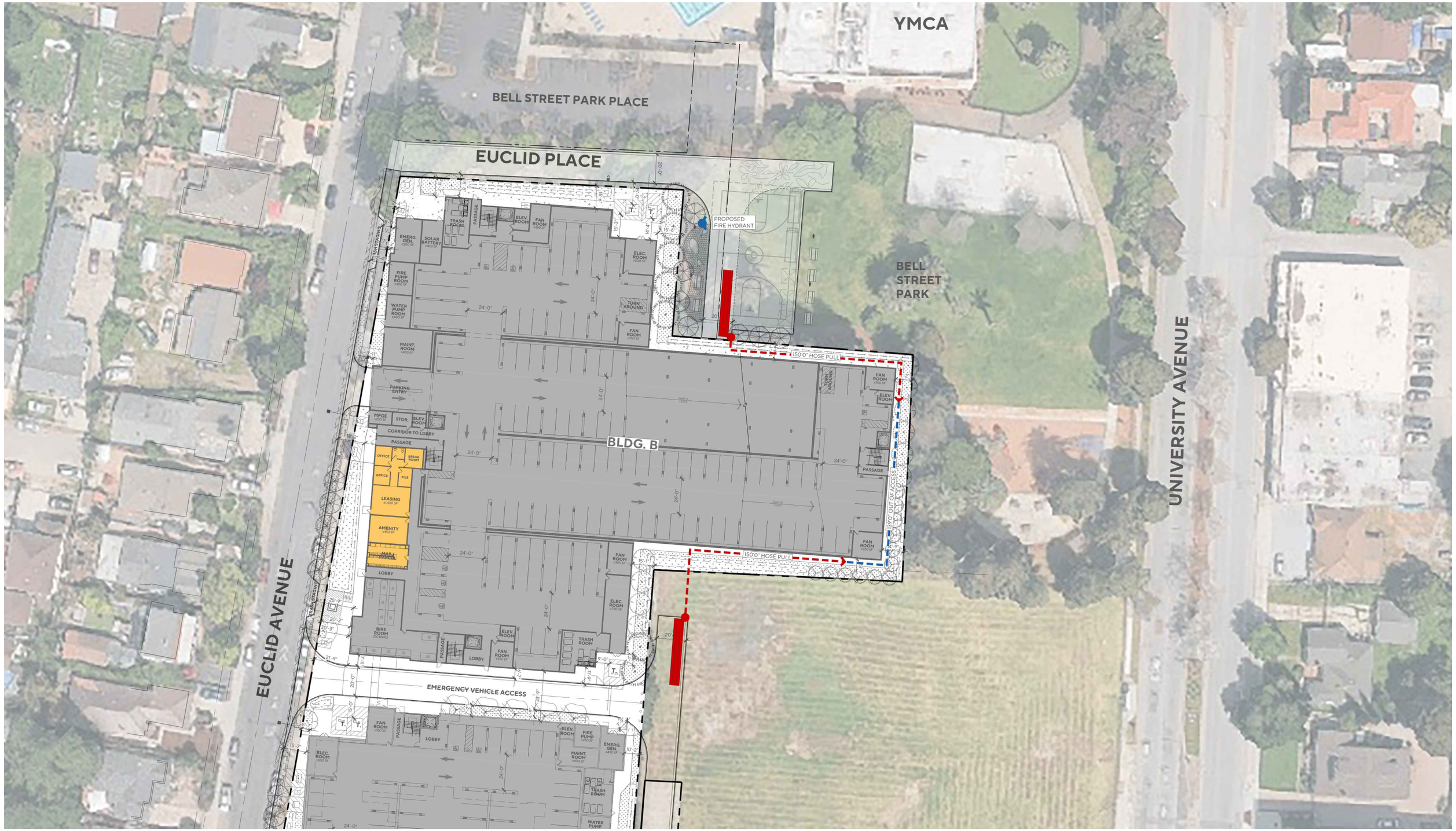
EAST PALO ALTO, CA

OPTION 1

AO

A1

JOB NO. 2025-1061
DATE 07-0'



THE PACIFIC COMPANIES

2120-2160 EUCLID AVENUE

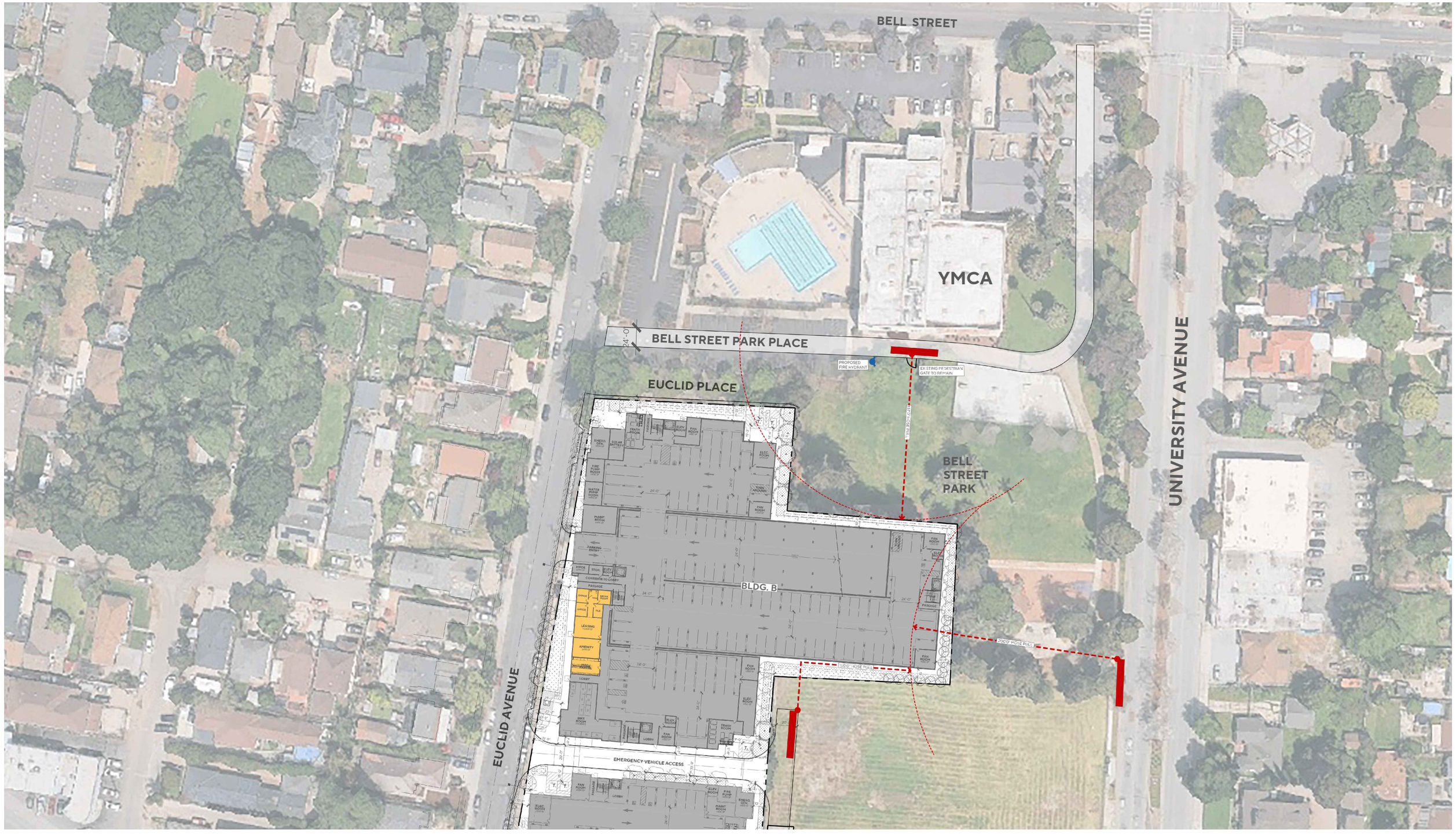
EAST PALO ALTO, CA

OPTION 2

AO

A2

JOB NO. 2025-1061
DATE 07-0'



THE PACIFIC COMPANIES

2120-2160 EUCLID AVENUE

EAST PALO ALTO, CA

OPTION 3

A5

JOB NO. 2025-1061
DATE 07-2(

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST PALO ALTO GRANTING TO THE RAVENSWOOD CITY SCHOOL DISTRICT TWO NON-EXCLUSIVE EMERGENCY FIRE SUPPRESSION ACCESS EASEMENTS OVER PORTIONS OF BELL STREET PARK, AND MAKING FINDINGS OF CONSIDERATION AND PUBLIC PURPOSE

RECITALS

WHEREAS, the City of East Palo Alto (the "City") is the owner in fee of that certain real property commonly known as Bell Street Park, located in the City of East Palo Alto, County of San Mateo, State of California (the "Park"); and

WHEREAS, the Park is held and maintained by the City for public park and recreation purposes; and

WHEREAS, the Ravenswood City School District ("RCSD"), in partnership with Pacific Companies, proposes to develop a 430-unit multifamily residential development at 2120 Euclid Avenue, together with approximately 2,000 square feet of ground-floor retail space (the "Project"), on real property owned by RCSD and adjoining the Park; and

WHEREAS, the Project would provide deed-restricted affordable housing serving households at income levels ranging from 35 percent of area median income or less to 70 percent of area median income or less, consisting of 42 units at 35 percent of area median income or less, 42 units at 50 percent of area median income or less, 258 units at 60 percent of area median income or less, and 86 units at 70 percent of area median income or less, together with two units reserved for on-site management; and

WHEREAS, the Project would deliver a substantial supply of deed-restricted affordable housing in a community in which such housing is needed, would advance the Comprehensive Housing priority of the City Council Strategic Plan and [insert the applicable goal, policy, and program of the Housing Element] of the Housing Element of the General Plan, and would assist the City in meeting its share of the regional housing need; and

WHEREAS, on July 7, 2026, the City Council approved an amendment to the development agreement with Sand Hill Property Company for the Woodland Park Euclid Improvements Project, a 550-unit multifamily housing development at 2001 Manhattan Avenue, which amendment authorized a contribution of up to $14 million toward the Project to satisfy that developer's inclusionary housing obligation, and which contribution would result in a minimum of 78 units within the Project being subject to the City's local preference policy, thereby conferring a direct benefit on residents of East Palo Alto; and

WHEREAS, the Planning Commission approved the Project on July 27, 2026; and

WHEREAS, as part of the development review process, the Menlo Park Fire Protection District ("Menlo Fire") identified the need for an appropriate emergency vehicle and fire suppression access arrangement for the Project; and

WHEREAS, City and Menlo Fire staff met with RCSD and Pacific Companies and evaluated five potential emergency vehicle access options, of which Options 1, 2, and 3 were identified as the least impactful alternatives because they preserve the greatest number of existing public trees and minimize impacts to the Park; and

WHEREAS, Option 3 consists of two non-exclusive easements each approximately five feet in width, the first running approximately 157 feet from the existing emergency access path immediately south of the YMCA building to the north side of the Project site, and the second running approximately 200 feet from University Avenue to the east side of the Project site, as depicted on sheet A5 of the option maps presented to the City Council [the option maps in the packet consist of sheets A1, A2, and A5 only; sheets A3 and A4 for the two remaining evaluated options are not included, and sheet A5 depicts a proposed fire hydrant and does not depict an easement boundary]; and

WHEREAS, the emergency access secured by the easements protects the residents, employees, and visitors of the Project, and also protects users of the Park, adjoining properties, and the surrounding neighborhood, and preserves the ability of Menlo Fire to respond effectively to fire and other emergencies within the City; and

WHEREAS, Option 3 requires no new emergency vehicle roadway through the Park and requires the removal of no public tree beyond the six City-owned trees, consisting of two street trees and four trees within the Park, that must be removed for the Project regardless of the access option selected, thereby avoiding the removal of the six additional public trees associated with Option 1 and the ten additional public trees, including two redwoods, associated with Option 2; and

WHEREAS, RCSD and the project developer are responsible for all costs of any improvements or modifications necessary to implement the emergency access arrangement, and the City will incur no General Fund cost by reason of the grant of the easements; and

WHEREAS, the easements are non-exclusive and are limited to emergency fire suppression access, do not authorize routine public or private vehicular access through the Park, and leave the City free to continue to operate, maintain, and improve the Park so long as future improvements do not obstruct the approved emergency access; and

WHEREAS, in exchange for the easements the City receives the mutual covenants of RCSD set forth in the easement instrument, the fire and life-safety protections described above, the

assumption by RCSD and the project developer of all costs of implementation, the affordable housing and local preference benefits described above, and other good and valuable consideration, the receipt and adequacy of which the City Council hereby acknowledges; and

WHEREAS, Government Code section 37350 authorizes a city to control and dispose of its property for the common benefit, and the City Council finds that the grant of the easements is made for the common benefit and that the benefits the City and its residents receive are commensurate with the value of the limited, non-exclusive interest conveyed; and

WHEREAS, Government Code section 65402(a) provides that no real property shall be disposed of until the location, purpose, and extent of the disposition have been submitted to and reported upon by the planning agency as to conformity with the adopted general plan, and that the planning agency shall render its report within 40 days after the matter is submitted to it or within any longer period designated by the legislative body; and

WHEREAS East Palo Alto Municipal Code section 18.104.020 provides that the Planning and Housing Division staff and the Planning Manager function as the Planning Agency when so required by provisions of the Government Code, and the Community and Economic Development Director serves as the City's Planning Agency for purposes of this Resolution; and

WHEREAS the location, purpose, and extent of the easements were submitted to the Community and Economic Development Director on [date], and on [date] the Director rendered a written report finding the easements to conform to the adopted General Plan, a copy of which report is on file with the City Clerk; and

WHEREAS Government Code section 65402(c) separately provides that a local agency shall not acquire real property within a city that has adopted a general plan until the location, purpose, and extent of the acquisition have been submitted to and reported upon by the planning agency having jurisdiction, and RCSD has submitted its acquisition of the easements to the Community and Economic Development Director; and

WHEREAS, the environmental effects of the Project were considered in [identify the environmental impact report, negative declaration, mitigated negative declaration, or statutory or categorical exemption relied upon, the date of certification or adoption, and the date any notice of determination or notice of exemption was filed]; the grant of the easements is not a separate project, because CEQA Guidelines section 15378(c) provides that the term project refers to the activity being approved and does not mean each separate governmental approval; and the City Council, as the public agency granting the next discretionary approval for the Project within the meaning of CEQA Guidelines section 15162(c), has considered that determination in connection with the grant of the easements; and

WHEREAS, notice of the City Council's consideration of this matter was given in accordance with the Ralph M. Brown Act, Government Code section 54950 and following, and all interested persons were given an opportunity to be heard.

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

Section 1. Recitals. The recitals set forth above are true and correct and are incorporated into this Resolution by this reference as findings of the City Council.

Section 2. Environmental Review. The 2120 Euclid Avenue development is the project for purposes of the California Environmental Quality Act, and under CEQA Guidelines section 15378(c) the grant of the easements is not a separate project. As the public agency granting the next discretionary approval for the Project under CEQA Guidelines section 15162(c), the City Council has reviewed [identify the environmental document certified or adopted, or the exemption relied on, and the date of any notice of determination or notice of exemption filed] and finds, on the basis of substantial evidence in the light of the whole record, that none of the conditions described in Public Resources Code section 21166 and CEQA Guidelines section 15162(a) has occurred, and that no subsequent or supplemental environmental review is required for the grant of the easements. [If an exemption is relied upon rather than a certified or adopted document, substitute the exemption and the basis for it and direct the filing of a notice of exemption. This section must be completed before the item is agendized.]

Section 3. General Plan Conformity. The City Council finds that the location, purpose, and extent of the easements granted by this Resolution were submitted to and reported upon by the Community and Economic Development Director, acting as the City's Planning Agency under East Palo Alto Municipal Code section 18.104.020, as to conformity with the adopted General Plan as required by Government Code section 65402(a), and that the easements conform to the General Plan, including [insert the General Plan elements and policies relied upon]. Pursuant to Government Code section 65102, which authorizes a legislative body to establish rules, procedures, or standards for its planning agency, the City Council establishes as a procedure of its Planning Agency that reports required by Government Code section 65402 shall be prepared and signed by the Community and Economic Development Director or the Director's designee.

Section 4. Consideration and Public Purpose. The City Council finds and determines that the grant of the easements is supported by good, valuable, and adequate consideration, as described in the recitals above, and that the grant serves the public purposes of protecting life and property from fire, facilitating the development of deed-restricted affordable housing within the City, and preserving Bell Street Park and its public trees to the greatest extent consistent with the operational requirements of Menlo Fire. The City Council further finds that, because the grant is made for a public purpose and for the consideration recited above, it does not constitute a gift of public funds or property within the meaning of article XVI, section 6 of the California Constitution.

Section 5. Selection of Emergency Access Option. The City Council selects [Option 3 as recommended by staff / Option ___ as presented in the staff report / the option described as follows: _____] as the emergency vehicle and fire suppression access arrangement for the Project, and directs that the easements granted by this Resolution conform to the option so selected.

Section 6. Grant of Easements. Subject to Section 7, the City Council approves the grant to RCSD of two non-exclusive easements over portions of Bell Street Park for emergency fire suppression access, consistent with the option selected in Section 5.

Section 7. Required Terms of the Easement Instrument. The easements shall be granted by a written instrument in a form approved by the City Attorney, which instrument shall, at a minimum:

(a) attach a legal description and an exhibit map that fix the exact location, width, length, and boundaries of each easement area, and identify the parcel or parcels each easement crosses;

(b) state that each easement is appurtenant to the real property owned by RCSD at 2120 Euclid Avenue and runs with that land, and that the easements bind and benefit the successors and assigns of RCSD, including any ground lessee or limited partnership formed to own or operate the Project;

(c) limit the permitted uses to emergency fire suppression access, and state expressly that the easements do not authorize routine public or private vehicular access through Bell Street Park and do not convert the Park into a permanent emergency roadway;

(d) preserve the City's right to continue to operate, maintain, program, and improve Bell Street Park, provided that improvements do not obstruct the approved emergency access, and specify the standard and the procedure by which a proposed City improvement is determined to obstruct that access;

(e) allocate to RCSD and the project developer the responsibility for all costs of any improvements or modifications required to implement the easements, including any fire hydrant, signage, or curb marking;

(f) provide for coordination with Menlo Fire regarding the operational requirements for emergency access, and confer on Menlo Fire the right to enforce the easements as an express third-party beneficiary;

(g) recite the consideration described in the recitals to this Resolution;

(h) address maintenance, indemnification, and insurance;

(i) provide for termination, abandonment, or relocation of either easement if the Project is not constructed, if the emergency access is no longer required by Menlo Fire, or upon the

mutual agreement of the parties, and provide for the recording of a quitclaim or other instrument clearing title upon termination; and

(j) provide that the easements shall be recorded in the Official Records of San Mateo County, and address subordination as to any lender of RCSD or the project developer.

Section 8. Authorization. The City Manager, or the City Manager's designee, is authorized and directed to prepare and execute on behalf of the City an easement instrument consistent with the option selected by the City Council under Section 5, with the required terms specified in Section 7, and with any further direction given by the City Council at the meeting at which this Resolution is adopted, in a form approved by the City Attorney. The City Manager is further authorized and directed to take such other actions and execute such other documents as are necessary to carry out the intent of this Resolution, including causing the easement instrument to be recorded in the Official Records of San Mateo County, and to return to the City Council for further direction if the instrument cannot be prepared consistent with this Resolution.

Section 9. Severability. If any provision of this Resolution or its application to any person or circumstance is held invalid by a court of competent jurisdiction, the remaining provisions and their application to other persons or circumstances shall not be affected, and to that end the provisions of this Resolution are severable. The City Council declares that it would have adopted this Resolution irrespective of the invalidity of any portion of it.

Section 10. Effective Date. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of East Palo Alto held on the 1st day of September, 2026, by the following vote:

_____
Webster Lincoln, Mayor

ATTEST: **APPROVED AS TO FORM**:

James Colin, City Clerk

John D. Lê, City Attorney

Attachment: Exhibit A, Easement Instrument [if attached]

DRAFTING NOTES: NOT PART OF THE RESOLUTION

Delete this page before the Resolution is placed in the agenda packet. Every highlighted bracket in the text above is a blank that has to be filled. Authority tagged VERIFIED was read against the Westlaw text on August 21, 2026.

Authority for the grant. Government Code section 37350: "A city may purchase, lease, receive, hold, and enjoy real and personal property, and control and dispose of it for the common benefit." VERIFIED. Government Code section 37351 adds that the legislative body may control, dispose of, and convey such property "for the benefit of the city," and imposes a four-fifths vote requirement only for water front property, which does not apply here. VERIFIED. FITS. Section 4 states the common benefit finding so the authority is exercised on the record.

Gift clause. Article XVI, section 6 of the California Constitution bars gifts of public funds or property, and a transfer serving a public purpose is not a gift. FROM MEMORY as to the pin cite subdivision; not yet pulled. FITS. Section 4 makes the finding, which is the part that does the work.

General plan conformity. Government Code section 65402(a) VERIFIED. It reaches any disposition of real property, requires the planning agency to report within 40 days, and, unlike subdivisions (b) and (c), contains no provision deeming a matter to conform if the agency fails to report. Its only exemption authority covers street remainders, street widening, and alignment projects of a minor nature, none of which reaches a park easement. Subdivision (c) applies to RCSD as the acquiring local agency, carries a 40-day deemed-conformity rule, and lets the acquiring agency overrule a disapproval. The report is a condition precedent for the City and must be in the record before adoption.

Who is the planning agency. Government Code section 65100 requires the legislative body to assign planning agency functions "by ordinance," and provides that in the absence of an assignment the legislative body carries out those functions. VERIFIED. EPAMC 18.104.020 assigns them to Planning and Housing Division staff and the Planning Manager. VERIFIED against Municode. The code does not name the Community and Economic Development Director, so confirm the Director holds or supervises that position. Section 3 also exercises the authority in Government Code section 65102 to set the procedure, which is the cheapest way to close the gap. VERIFIED.

CEQA. Correcting an earlier note. CEQA Guidelines section 15378(c) provides that "project" refers to the activity being approved and "does not mean each separate governmental approval." VERIFIED. The easement grant is therefore not a separate project, and the earlier framing was wrong. Guidelines section 15162(c) puts the determination on the agency granting the next discretionary approval, which is this City Council. VERIFIED. Section 2 is drafted to that standard and still cannot be adopted until the underlying document or exemption is identified. Limitations periods under Public Resources Code section 21167 VERIFIED: 30

days from a notice of determination, 35 days from a notice of exemption, 180 days if no notice is filed.

Deferred tree mitigation. CEQA Guidelines section 15126.4(a)(1)(B) VERIFIED: formulation of mitigation shall not be deferred, but specific details may be developed after approval if the agency commits itself to the mitigation, adopts specific performance standards, and identifies the types of actions that can feasibly achieve them. The staff report's tree mitigation framework does none of the three yet.

Public Park Preservation Act. Correcting an earlier note. Public Resources Code section 5401 VERIFIED. It bars a public district from acquiring "any real property, which property is in use as a public park… for the purpose of utilizing such property for any nonpark purpose" without compensation or replacement land. Two elements are contestable and the earlier note overstated the risk by saying every element was satisfied. First, section 5401 says "real property" while section 5402 in the same chapter says "real property or any interest in real property," which is a negative-implication argument that an easement is outside section 5401. Second, a non-exclusive emergency hose-pull corridor arguably does not utilize the property for a nonpark purpose. If the Act does apply, the obligation runs against RCSD, not the City.

Prevailing wage. Correcting an earlier note. The below-market transfer clause is Labor Code section 1720(b)(3), not (b)(4). VERIFIED. But section 1720(c)(3)(B)(i) VERIFIED makes a public subsidy de minimis if it is both less than $600,000 and less than 2 percent of total project cost, and section 1720(c)(2) VERIFIED limits coverage to the public improvement work where a developer is required to build it as a condition of regulatory approval. A non-exclusive five-foot hose-pull easement will not approach either threshold on a 430-unit project. This risk is substantially lower than earlier stated. A one-page valuation memo supporting the adequacy finding in Section 4 closes it.

Levine Act. Correcting an earlier note. Government Code section 84308 VERIFIED, effective January 1, 2025. The threshold is more than $500, not $250, and the staff report is wrong on this. Section 84308(a)(5)(B) excludes from "entitlement for use" both contracts where no party receives financial compensation, clause (v), and contracts between two or more agencies, clause (vi). Both appear to reach this item, so the Act may not apply at all, and the earlier note saying it probably does was wrong. A "participant" must both hold a financial interest and actively act to influence, so Sand Hill's financial stake alone is not enough. The regulation cited earlier, 2 CCR 18438.3, was repealed effective May 15, 2025.

Recusal distance. 2 CCR 18702.2 VERIFIED: a decision involving property within 500 feet of an official's parcel is material unless there is clear and convincing evidence of no measurable impact; between 500 and 1,000 feet it is material only if the decision changes development potential, income potential, highest and best use, character, or market value; at 1,000 feet or more it is presumed not material.

Grantee, extent, and enforcement. Civil Code section 806 VERIFIED: "The extent of a servitude is determined by the terms of the grant, or the nature of the enjoyment by which it was acquired." That is why Section 7(a) is not optional. If the instrument does not fix the extent, the extent will be set by how the easement is actually used. Civil Code sections 801 and 802 VERIFIED both list rights-of-way, so a right-of-way can run either appurtenant or in gross and the instrument has to say which. Section 7(b) and 7(f) exist because the Project will likely be owned by a tax credit limited partnership and because Menlo Fire is not otherwise a party.

Unit count. The recitals state the income-restricted counts from the staff report table, which total 428, plus two management units. The staff report text states that all 430 units are deed-restricted. Confirm which is right before the Resolution recites either figure.

Option maps. The packet contains sheets A1, A2, and A5 only. Sheets A3 and A4 for the two other evaluated options are missing. Sheet A5 shows a proposed fire hydrant and shows hose-pull centerlines rather than an easement boundary.

Sections 5 and 8. Section 5 is drafted so the City Council makes the choice. Section 8 now authorizes the City Manager to prepare as well as execute the instrument, in a form approved by the City Attorney, consistent with the option selected and with any direction given at the meeting, and to return to the City Council if the instrument cannot be prepared consistent with this Resolution.

Still outstanding. Not yet pulled or produced: the ordinance that enacted Article 8 of the Development Code, which the "by ordinance" requirement in Government Code section 65100 makes load-bearing; and the deed, dedication instrument, or acquisition file for Bell Street Park together with any state or federal park grant agreement. The second is the only outstanding item that could bar the grant outright rather than require better findings.

8.3 Annual Inclusionary Housing In-Lieu Fees Update

A STAFF REPORT IS FORTHCOMING ON NOVEMBER 17, 2026

EAST PALO ALTO SANITARY DISTRICT STAFF REPORT

DATE: September 1, 2026

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
Jessica Y Caballero, Financial Services Manager

SUBJECT: Cash Disbursement Report for June 2026

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: Governance, Organizational Strength, and Fiscal Sustainability
Priority: Public Health, Safety, and Quality of Life

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.

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 provided for informational purposes and details all cash disbursements for the month ending June 2026, as approved by the District Treasurer. As of June 30, 2026, actual expenses remain within the District's approved budget. Year-to-date expenditures total $5.8 million, compared to the amended budget of $6.8 million, representing 84% of the budget spent to date.

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 June 30, 2026

Name	Invoice Number	Description	Check Amount	Check Issue Date
AppleOne, Inc	01-7302632	Staffing Services - Temp Employee	$ 1,371.99	6/18/2026
AppleOne, Inc	01-7307120	Staffing Services - Temp Employee	$ 1,371.99	6/18/2026
AppleOne, Inc	01-7309544	Staffing Services - Temp Employee	$ 1,925.60	6/18/2026
AppleOne, Inc	01-7314379	Staffing Services - Temp Employee	$ 1,925.60	6/26/2026
BACKFLOW PREVENTION SPECI	5113	Annual backflow devices testing	$ 218.00	6/18/2026
COMCAST	1004166191	Recurring charges for ACC#708960844 EPASD 06/2026	$ 840.51	6/18/2026
COMCAST	5362	Recurring charges for ACCT#8155 20 007 0165362 for JUNE 2026 EPASD	$ 465.89	6/18/2026
Everon, LLC	161008052	Service at EPASD	$ 90.00	6/18/2026
Everon, LLC	161008054	Extended Service Protection	$ 150.00	6/18/2026
Everon, LLC	161008055	Service at EPASD	$ 75.00	6/18/2026
FREYER & LAURETA INC.	25-402	Engineering Services	$ 6,699.00	6/18/2026
Marquee Pest Management, Inc.	211557	Pest Management	$ 125.00	6/18/2026
Marquee Pest Management, Inc.	211558	Pest Management	$ 77.00	6/18/2026
PACIFIC GAS & ELECTRIC	2164215266-0 05/2026	PACIFIC GAS & ELECTRIC EPASD 2164215266-0 for APRIL 2026	$ 80.10	6/18/2026
			$ 117,488.86	

EPASD Cash Disbursement Reports
For Period Ending June 30, 2026
(Continued)

Name	Invoice Number	Description	Check Amount	Check Issue Date
QUALITY PLUMBING	24637	Plumbing FOR EPASD building maintenance service	$ 475.00	6/18/2026
QUALITY PLUMBING	24651	Install new 2-way cleanout at 901 Weeks St (EPA Description SD)	$ 6,500.00	6/26/2026
QUALITY PLUMBING	24652	Removed and installed new shut off valve at 901 Weeks	$ 1,850.00	6/26/2026
R & S Erection North Peninsula, Inc	SM610144	Automatic Gate	$ 281.00	6/26/2026
Recology San Mateo County	61995783	Waste for month of May 2026 EPASD	$ 1,135.02	6/18/2026
U.S.BANK CORPORATE PAYMENT SYSTEM	May-26	General Office Supplies	$ 30.94	6/5/2026
U.S.BANK CORPORATE PAYMENT SYSTEM	May-26	General Office Supplies	$ 47.98	6/5/2026
U.S.BANK CORPORATE PAYMENT SYSTEM	May-26	General Office Supplies	$ 44.99	6/5/2026
U.S.BANK CORPORATE PAYMENT SYSTEM	May-26	Membership	$ 16.47	6/5/2026
U.S.BANK CORPORATE PAYMENT SYSTEM	May-26	Operating Materials	$ 143.75	6/5/2026
WEST BAY SANITARY DISTRIC	2025-26-082	Maintenance services agreement 5/2026	$ 90,558.03	6/18/2026
WILLDAN FINANCIAL SERVICE	010-66149	Impact fee Nexus study, financial feasibility analysis and transportation infrastructure, utilities	$ 990.00	6/5/2026
			$ 117,488.86	

Fiscal Impact

There is no budget impact 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.