EAST PALO ALTO PUBLIC WORKS AND TRANSPORTATION COMMISSION PUBLIC WORKS REGULAR SESSION AGENDA

Wednesday, April 16, 2025, 5:30 PM
East Palo Alto City Hall
2415 University Ave. First Floor
East Palo Alto, CA 94303

NOTICE

This Public Works and Transportation meeting on April 16, 2025, at 5:30pm., will be held virtually and in-person at the Council Chambers located at 2415 University Avenue, First Floor, East Palo Alto, CA 94303. The virtual portion of this 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 Public Works and Transportation Commission Regular meeting via Zoom meeting or by attending in-person at the Council Chambers at 2415 University Avenue, First Floor, East Palo Alto, CA 94303. Members of the public may provide comments sending an e-mail to engineering@cityofepa.org, submitting a speaker card at the meeting, or using the **RAISE HAND** feature when the Chair or Public Works Commission Clerk calls for public comment.

Please click this URL to join

https://us06web.zoom.us/j/88087625189

Or join by phone:
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US: +1 669 900 6833 or
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+ 1 301 715 8592

Webinar ID: 880 8762 5189

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 THE MINUTES

3.1 Public Works and Transportation Commission Minutes of February 19, 2025 and March 19, 2025

Recommendation:

Approval of the Public Works and Transportation Commission Meeting Minutes of February 19, 2025 and March 19, 2025.

4. PUBLIC COMMENT

5. SPECIAL PRESENTATIONS

5.1 City Trouble Reporting

Recommendation: Receive a presentation on the City of East Palo Alto's Trouble Reporting Services from the Engineering Division.

6. STAFF/COMMISSION ORAL REPORTS

6.1 SamTrans Ride Plus Statistics Presentation

Recommendation: Receive a presentation from the Public Works and Transportation Commission Chair, Christopher Kao, on the SamTrans Ride Plus Program.

7. DISCUSSION AND ACTION

7.1 Parking Restriction Along Woodland Avenue

Recommendation:

Recommend to the City Council the restriction of parking along the west side of Woodland Avenue between University Avenue and West Bayshore Avenue.

8. WRITTEN COMMUNICATIONS

8.1 General CIP Updates

Recommendation:

Receive updates.

9. FUTURE COMMISSION AGENDA ITEM REQUESTS

9.1 Future PWTC Item Requests

Recommendation: To receive requests for future agenda items.

10. ADJOURNMENT

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

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

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

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

DECLARATION OF POSTING

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

POSTED: April 11, 2025
ATTEST:

Nancy Murguia
Public Works & Transportation Commission Clerk

EAST PALO ALTO
PUBLIC WORKS AND TRANSPORTATION
STAFF REPORT

DATE: April 16, 2025

TO: Public Works and Transportation Members

VIA: Humza Javed, Public Works Director

BY: Nancy Murguia**,** Public Works Commission Clerk

SUBJECT: Public Works and Transportation Commission Minutes of February 19, 2025 and March 19, 2025

Recommendation

Recommend that the Public Works and Transportation Commission approves the Minutes of February 19, 2025 and March 19, 2025, as presented in the packet as accurate reflection of the meetings.

Background

The Public Works and Transportation Commission will consider adopting the Minutes of February 19, 2025 and March 19, 2025.

Attachments

1. Draft PWTC Minutes of February 19, 2025 and March 19, 2025.

EAST PALO ALTO PUBLIC WORKS AND TRANSPORTATION COMMISSION PUBLIC WORKS REGULAR SESSION MINUTES

Wednesday, February 19, 2025, 5:30 PM
East Palo Alto City Hall
2415 University Ave. First Floor
East Palo Alto, CA 94303

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order by Vice Chair Patel at 5:30 p.m.

Attendee Name	Title	Status	Arrived
Christopher Kao	Chair	Absent	
Asiya Patel	Vice Chair	Present	
Uhila Makoni	Commissioner	Present	
Tonga Victoria Afuha'amango	Commissioner	Present	
Isabel Lopez Ysmael	Commissioner	Present	
Marianna Sumina	Commissioner	Present	
Ravneel Chaudhary	Commissioner	Present	

2. APPROVAL OF THE AGENDA

Commissioner Makoni moved to pull item 7.1, second by Commissioner Chaudhary.

Commissioner Makoni moved to approve the agenda as amended, seconded by Commissioner Sumina. The motion passed unanimously.

RESULT: APPROVED [UNANIMOUS]
MOTION BY: Makoni
SECOND: Patel
AYES: Makoni, Patel, Lopez Ysmael, Sumina, Victoria, Chaudhary
NOES:
ABSENT: Christopher Kao

3. APPROVAL OF THE MINUTES

3.1 Public Works and Transportation Commission Minutes of January 15, 2025

Recommendation: Approval of the Public Works and Transportation Commission Minutes of January 15, 2025.

Commissioner Makoni moved the motion, seconded by Commissioner Ysmael to approve the Minutes of January 15, 2025. The motion passed unanimously.

RESULT:	**APPROVED [UNANIMOUS]**
MOTION BY:	Makoni
SECOND:	Ysmael
AYES:	Makoni, Patel, Lopez, Sumina, Chaudhary, Makoni, Victoria
NOES:	
ABSENT:	Christopher Kao

4. PUBLIC COMMENT

There were no public speakers

5. SPECIAL PRESENTATIONS

6. STAFF/COMMISSION ORAL REPORTS

Commissioner Sumina reported about a ride along with a Parking Service Officer for four hours where she observed parking enforcement.

Commissioner Makoni welcomed the new commissioners. Commissioner Makoni reported a power outage in the Gardens subdivision 8pm on Saturday and again at 10:30am on Sunday.

Vice Chair Patel reported that Chair Kao asked for the City to reach out to Palo Alto regarding the traffic issues at East Bayshore Road.

Commissioner Victoria reported about a meeting attended about Safe Routes to School Project.

Introductions of new commissioners Victoria and Chaudhary.

7. DISCUSSION AND ACTION - NONE

8. WRITTEN COMMUNICATIONS

8.1 General CIP Updates

Recommendation: Receive updates.

Batool Zaro, Senior Engineer, presented the staff report and responded to questions posed by the Commission.

One public comment – Francois spoke about EPA water and pipes.

9. FUTURE COMMISSION AGENDA ITEM REQUESTS

9.1 Future PWTC Item Requests

Recommendation: To receive requests for future agenda items

Commissioner Ysmael requested a future agenda item discussion on two lots across the Castano Elementary School.

Commissioner Victoria requested a future agenda item discussion about street vendors in the right of way obstructing sidewalks. Second by Commissioner Sumina.

Commissioner Makoni requested a future agenda item report on the Pulgas and Weeks speed data. He requested to get the outcome of study.

Commissioner Ysmael requested future agenda item on the results of the survey entries on the Notre Dame temporary roundabouts.

10. ADJOURNMENT

The meeting ended at 6:32 p.m.

EAST PALO ALTO PUBLIC WORKS AND TRANSPORTATION COMMISSION PUBLIC WORKS REGULAR SESSION MINUTES

Wednesday, March 19, 2025, 5:30 PM
East Palo Alto City Hall
2415 University Ave. First Floor
East Palo Alto, CA 94303

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order by Chair Kao at 5:30 p.m.

Attendee Name	Title	Status	Arrived
Christopher Kao	Chair	Present	
Asiya Patel	Vice Chair	Present	
Uhila Makoni	Commissioner	Present	
Tonga Victoria Afuha'amango	Commissioner	Present	
Isabel Lopez Ysmael	Commissioner	Present	
Marianna Sumina	Commissioner	Present	
Ravneel Chaudhary	Commissioner	Present	
Neal Ramaswamy (alternate)	Commissioner	Present	

2. APPROVAL OF THE AGENDA

Commissioner Chaudhary moved to approve the agenda, second by Commissioner Patel. The motion passed unanimously.

RESULT: APPROVED [UNANIMOUS]
MOTION BY: Chaudhary
SECOND: Patel
AYES: Makoni, Patel, Lopez Ysmael, Sumina, Victoria, Chaudhary, Kao
NOES:
ABSENT:

3. APPROVAL OF THE MINUTES

4. PUBLIC COMMENT

There were no public speakers

5. SPECIAL PRESENTATIONS

5.1 Corp Yard Informational Presentation

Recommendation: Receive a presentation on the City of East Palo Alto Corp Yard from the Maintenance Division.

6. STAFF/COMMISSION ORAL REPORTS

Commissioner Victoria reported on the Safe Routes to School Project audit.

Commissioner Ysmael reported on meeting with Finance Director Tomo and two other Commissioners on the CIP budget.

Commissioner Chaudhary reported about City Year's event on little libraries and their donation of two fully furnished little libraries to EPA. Location to be determined.

Chair Kao reported on the traffic signal lighting issue on East Bayshore Street in Palo Alto.

Commissioner Ysmael discussed the Parking Permit Program proposal from last nights Council meeting.

7. DISCUSSION AND ACTION

7.1 Bus Parking Loading Zone Request at:

- **Los Robles – McNair at 2033 Pulgas Avenue**
- **Costano Elementary at 2673 Fordham Street**

Recommendation: Recommend to the City Council the establishment of a bus loading zone at the following locations:

1. Starting 50 feet southerly, at the starting point 336 feet from the centerline of Myrtle Street (on Pulgas Avenue); and
2. Starting 50 feet northerly at 47 feet from centerline of Purdue Avenue (on Fordham Street)

From 7:30 a.m. to 8:30 a.m. and 2:30 p.m. to 3:30 p.m. on school days Monday to Friday.

Commissioner Ysmael moved the motion to approve staff's recommendation on item number 2, seconded by Commissioner Chaudhary.

RESULT:	**APPROVED**
MOTION BY:	Ysmael
SECOND:	Chaudhary
AYES:	Kao, Ysmael, Chaudhary, Patel, Sumina, Ramaswamy
NOES:	Makoni, Victoria
ABSENT:	

Commissioner Makoni moved the motion to approve staff's recommendation on item number 1, second by Commissioner Ysmael.

RESULT: APPROVED [UNANIMOUS]
MOTION BY: Makoni
SECOND: Ysmael
AYES: Kao, Makoni, Patel, Ysmael, Sumina, Victoria, Chaudhary, Ramaswamy
NOES:
ABSENT:

8. WRITTEN COMMUNICATIONS

8.1 General CIP Updates

Recommendation: Receive updates.

Batool Zaro, Senior Engineer, presented the staff report and responded to questions posed by the Commission.

9. FUTURE COMMISSION AGENDA ITEM REQUESTS

9.1 Future PWTC Item Requests

Recommendation: To receive requests for future agenda items

Commissioner Victoria requested a future agenda item discussion about street vendors in the right of way obstructing sidewalks. Second by Commissioner Sumina.

Commissioner Makoni requested to remove some items from the future agenda items list, and requested that power point presentations be attached to the agenda packet.

Chair Kao re-prioritized the current future agenda items list. Chair Kao requested a future item to present the SamTrans ride plus statistics findings.

10. ADJOURNMENT

The meeting ended at 7:32 p.m.

EAST PALO ALTO
PUBLIC WORKS & TRANSPORTATION COMMISSION
STAFF REPORT

DATE: April 16, 2025

TO: Public Works & Transportation Commission Members

BY: Michael Cortez, Assistant Civil Engineer

SUBJECT: City Trouble Reporting Services Informational Presentation

Recommendation

Receive a presentation on the City of East Palo Alto's Trouble Reporting Services from the Engineering Division.

Background

This presentation will provide an overview of the City of East Palo Alto's Trouble Reporting Services, including information regarding current standard operating procedures for reporting issues throughout the City.

Public Notice

The public was provided notice of this agenda item by posting the Public Works & Transportation Commission agenda on the City's official bulletin board outside City Hall and making the agenda and report available at the City's website and at the San Mateo County Library located at 2415 University Avenue, East Palo Alto, CA 94030.

Government Code § 84308

Applicability of Levine Act: Not Applicable.

Analysis of Levine Act Compliance: Not Applicable.

Attachments

None.

EAST PALO ALTO
PUBLIC WORKS & TRANSPORTATION COMMISSION
STAFF REPORT

DATE: April 16, 2025

TO: Public Works & Transportation Commission Members

BY: Batool Zaro, Senior Engineer

SUBJECT: SamTrans Ride Plus Statistics Presentation

Recommendation

Receive a presentation from the Public Works and Transportation Commission Chair, Christopher Kao, on the SamTrans Ride Plus Program.

Public Notice

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

Government Code § 84308

Applicability of Levine Act: No.

Analysis of Levine Act Compliance: Not applicable.

EAST PALO ALTO
PUBLIC WORKS & TRANSPORTATION COMMISSION
STAFF REPORT

DATE: April 16, 2025

TO: Public Works & Transportation Commission Members

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

SUBJECT: Parking Restriction Along Woodland Avenue

Recommendation

Recommend to the City Council the restriction of parking along the west side of Woodland Avenue between University Avenue and West Bayshore Avenue.

Background

Woodland Avenue is a connector roadway that runs in the north-south direction, serving traffic in both directions. Between University Avenue and West Bayshore Avenue, this section of Woodland Avenue lacks sidewalk and bike lanes. Moreover, due to the narrow roadway width, there isn't enough space for parking along both sides of the corridor.

Over the years, the City of East Palo Alto (City) staff have received many complaints regarding improper parking and illegal dumping along Woodland Avenue.

Additionally, there is constant illegal dumping as well as encampments in the San Francisquito Creek (Creek), which is adjacent to Woodland Avenue, posing a risk to water quality and the surrounding environment.

Analysis

There are several sections along the west side of Woodland Avenue where vehicles park. In many circumstances, the parked vehicles create safety hazards due to the limited road right-of-way. Also, the parked vehicles encourage encampment activity within the creek.

City staff has performed several cleanup operations within the creek costing tens of thousands of dollars including numerous hours of staff time. Restricting parking adjacent to the creek will not only remove unsafe parking along the corridor, but will also potentially reduce trash and encampment activity.

In order to address the abovementioned issues, staff recommends restricting parking along the west side of Woodland Avenue (adjacent to the creek) between University Avenue and West Bayshore Avenue. In addition to the parking restriction, staff will also be installing fencing along specific areas of concern where easy access to the creek has allowed encampment and illegal dumping activity in the past. The parking restriction is demonstrated in *Image 1*.

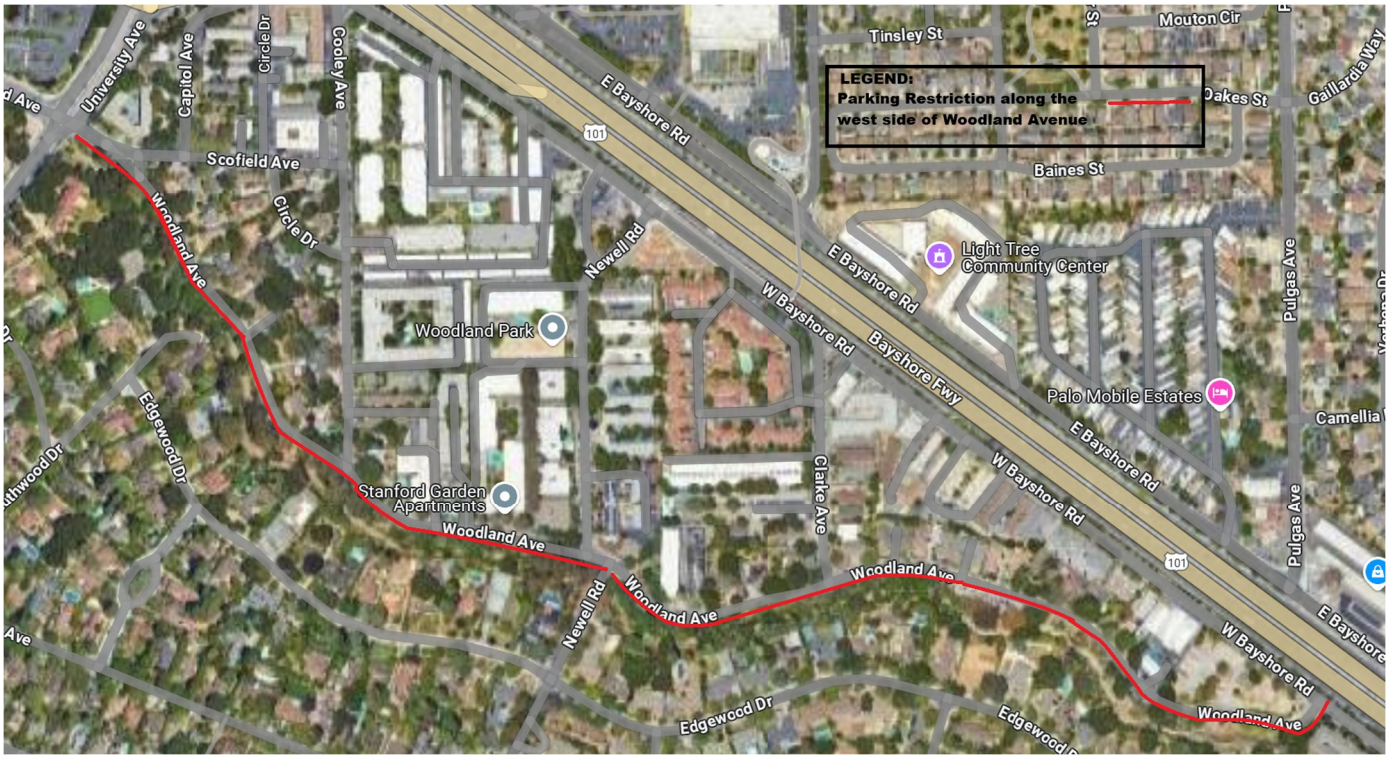


Image 1: Parking Restriction Limit Along Woodland Avenue

Public Notice

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Government Code § 84308

Applicability of Levine Act: No.

Analysis of Levine Act Compliance: Not applicable.

EAST PALO ALTO
PUBLIC WORKS & TRANSPORTATION COMMISSION
STAFF REPORT

DATE: April 16, 2025

TO: Public Works & Transportation Commission Members

BY: Batool Zaro, Senior Engineer

SUBJECT: General CIP Updates

Recommendation

Receive updates.

Background

DISCLOSURE: This is an informational report included for the PWTC. These project updates will not be formally discussed unless the Commission members choose to. The following is a brief status update of on-going City capital improvement projects as well as some regional projects that are in the planning, design, or construction phases.

1. **Facilities Improvements Project**
   At the 2/4/2025 City Council meeting, City Council awarded a construction contract for improvements at two City facilities and now contract execution is underway.

   The City-owned facility located at 1960 Tate Street, East Palo Alto, CA 94303, which houses the Community and Economic Development Department (CEDD) and some staff members from the Public Works Department, needs a range of upgrades. The scope of work for the improvements at this site includes the removal and replacement of the existing roof shingles, rain gutters and downspouts, installation of new four-foot-wide awnings, and the removal and replacement of the current heating, ventilation, and air conditioning (HVAC) system.

   The City-leased facility located at 141 Demeter Street, East Palo Alto, CA 94303, which houses the Police Department, needs necessary basic facility upgrades. The scope of work for the improvements at this site includes the installation of new roofing at the facility's buildings; repair of damaged dry rot on the existing facades for each building; installation of new exterior siding; rehabilitation of bathrooms; replacing awning; and installation of new heat pumps.

2. University Avenue Signal Improvements

The project includes improving pedestrian crossings, installing upgraded signal equipment to increase visibility, and installing protected left phases to separate conflicting vehicle movements. The goal of the comprehensive project is to reduce overall fatal and severe crashes of certain types at University and Runnymede. City Council authorized the design work for this project on April 4th, 2023. The design is complete and construction is estimated to begin in 2025. The PS&E item was approved by City Council at the 12/3/2024 meeting. Staff is working on bidding out the project by early 2025.

3. East Bayshore Safety Improvements Project

In 2023 the City received grant funds to prepare the Plans, Specifications, and Estimate (PS&E) package for the East Bayshore Safety Improvements Project. The improvements would include the installation of sidewalks, bikeways, traffic calming measures, and green infrastructure measures. This project was awarded to a designer at the 4/2/2024 City Council meeting. The PS&E package was approved by City Council on March 18, 2025. The project is tentatively scheduled to be bid out in April.

4. Cummings Loft Project

This project involves the construction of an incubator space for small businesses in the community. Several years ago, the City acquired a commercial space (known as Cummings Loft) of nearly 1,000 sq/ft as part of a negotiation with a developer who built a mixed-use project. The intent was to create incubator space for East Palo Alto small businesses and non-profits that were on the verge of being displaced due to gentrification. The developer provided the space in a “cold shell” condition. Therefore, the space needs drywall, plumbing, flooring, paint, and other essential features prior to making the space available for use.

The City awarded the project to an architect at the 4/16/2024 City Council meeting. The contract has been executed and design is now underway. As part of the contract scope of work, the consultant will be holding public outreach meetings to obtain public feedback on the use of the space. The first City Council public meeting was held 2/4/2025, where the council discussed the initial concept drawings. At the meeting, the City Council provided feedback on different project layouts. The next steps involve refining the design and scheduling a public outreach meeting sometime in the Spring of 2025.

5. University Avenue/ US101 Pedestrian Overcrossing Project

Construction work for this project began Summer 2023. Additional updates on the project’s progress can be found on the City website.

6. Water Infrastructure Projects

a. The University Avenue and Weeks Street 12'' Water Transmission Main Project

The goal of the 12'' Water Transmission Main Project is to increase water capacity to the City. These upgrades will help address the need to meet potential emergency water supply shortfalls and future water demands. The project was awarded to a contractor at the 10/17/23 City Council meeting. The construction work on the Weeks Street portion has been completed and the contractor began work on University Avenue. The estimated completion date is May 2025. Additional information will be available on the City website.

b. The Woodland Avenue Waterline and Palo Alto Emergency Interconnect Project

This project established an emergency intertie with the City of Palo Alto's water system. The establishment of interties allows the City to obtain emergency water in case the City's connection with the Hetch Hetchy Aqueduct is severed. The project was awarded to a contractor at the 10/17/23 City Council meeting. Construction work for this project is completed, and project closeout is underway.

7. Pulgas Avenue Mini-Roundabout Project

The City is working on completing the design and PS&E package for the Pulgas Avenue Mini-Roundabout Project. Staff awarded the design contract at the 3/19/2024 City Council meeting. The PS&E package was approved at the 12/03/2024 City Council meeting and the project was awarded to a contractor on 2/18/2025. Following contract execution, construction will begin.

8. Rutgers Gate

The Bay Trail MOU with Midpen was approved in February. The San Francisco Public Utility Company (SFPUC) will now approve the project and issue a consent letter. SFPUC approval is scheduled to take place. Following approval, the project is tentatively scheduled to be bid out in April 2025. Construction is estimated to begin Summer 2025.

9. East Palo Alto Library Design

The City of East Palo Alto in partnership with San Mateo County Libraries, and with support from the Foundation for San Mateo County Libraries, is designing a new Community Library. The project was awarded to an architect at the March 5th, 2024, City Council meeting. The City held its first community outreach meeting for the project on August 27th, 2024. Additional information can be found on the project webpage:

https://www.epalibrary.org/

An updated concept plan was approved by City Council on March 4th, 2025.

10. 2024/2025 Annual Street Resurfacing Project

The 2024/2024 Annual Street Resurfacing Project will consist of rehabilitation and preventive maintenance of City streets including pothole/base repairs, crack sealing, slurry seals, and pavement overlays. The project will also include approved traffic calming measures and bicycle/ pedestrian improvements. The City is currently seeking a contractor for the project. The project was awarded by City Council at the October 15th, 2024, City Council Meeting. The contract has been executed and construction work has begun.

Public Notice

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Government Code § 84308

Applicability of Levine Act: No.

Analysis of Levine Act Compliance: Not applicable.

EAST PALO ALTO
PUBLIC WORKS & TRANSPORTATION COMMISSION
STAFF REPORT

DATE: April 16, 2025

TO: Public Works & Transportation Commission Members

BY: Batool Zaro, Senior Engineer

SUBJECT: Future PWTC Item Requests

Recommendation

To receive requests for future agenda items.

Background

Staff will set aside time to receive requests for future agenda items from the Commissioners.

Items previously requested and to be scheduled tentative staff availability:

- Status of Mobility Study Measures
- Alternative Lighting Solution for Clarke Street Pedestrian Bridge
- Rail Spur Improvements
- Updating PW Standard Operating Procedures that interface with the public
- Beautification of the City
- EPASD Updates on CIP's
- Palo Alto Airport Expansion
- Air Quality Information
- Tunnel Tour
- Maintenance Plans (Cooley Landing and Bay Trail)
- SamTrans Rapid Transit Informational Report
- Woodland Avenue and Scofield Avenue Concerns
- Purdue Avenue Pedestrian Paseo
- University Village Lighting
- Discuss the potential new City gateway sign project

Items tentatively scheduled for the next meeting:

- Speed Hump Policy Update
- Traffic Calming Requests

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Government Code § 84308

Applicability of Levine Act: No.

Analysis of Levine Act Compliance: Not applicable.