EAST PALO ALTO CITY COUNCIL
REGULAR SESSION AGENDA

Tuesday, September 15, 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/87646842326

Or join by phone:
Dial (for higher quality, dial a number based on your current location):
US: +1 669 900 6833 or
+ 1 346 248 7799 or
+ 1 253 215 8782 or
+ 1 312 626 6799 or
+ 1 929 205 6099 or
+ 1 301 715 8592

Webinar ID: 876 4684 2326

International numbers available: https://us06web.zoom.us/u/keF62zVdtF

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1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF THE AGENDA

3. APPROVAL OF CONSENT CALENDAR

3.1 Woodland Avenue Street Improvements (ST-33) Design Contract Award

Recommendation:

Adopt a resolution:

1. Authorizing the City Manager to award, negotiate, and execute an agreement with Alta Planning + Design, Inc. (Alta), in a form approved by the City Attorney, for a contract amount of $744,528 with a 10% contingency in the amount of $74,452.80, for a total not-to-exceed $818,980.80 for professional engineering design services to complete the base scope and optional services as set forth in Alta's proposal for the Woodland Avenue Improvements Project (CIP Project No. ST-33), the total not-to-exceed amount being the maximum total payable to Alta under this agreement, inclusive of all other direct costs, expenses, and subconsultant mark-up; and
2. Finding that the proposed action does not constitute a "project" with the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines sections 15378(b)(4) and (5) in that it is a governmental fiscal, organizational or administrative activity that will not result in direct or indirect changes in the environment.

3.2 Establishment of Limited Parking Zones at Various Locations

Recommendation:

Adopt a resolution authorizing:

1. The establishment of a no parking bus stop zone on the east side of Pulgas Avenue starting 47 feet north of the centerline of Weeks Street continuing for 41 feet northerly; and
2. The establishment of a fifty feet wide no parking any time zone at the western terminus of Tulane Avenue; and
3. The establishment of a bus loading zone on the west side of Pulgas Avenue starting 336 feet south of the centerline of Myrtle Street (on Pulgas Avenue) continuing for 50 feet southerly from 7:30 a.m. to 8:30 a.m. and 2:30 p.m. to 3:30 p.m. Monday to Friday; and
4. The establishment of a bus loading zone on the west side of Fordham Avenue starting 47 feet north from centerline of Purdue Avenue (on Fordham Street) continuing for 50 feet northerly from 7:30 a.m. to 8:30 a.m. and 2:30 p.m. to 3:30 p.m. Monday to Friday; and

5. The establishment of a 30 minute time-limited parking zone along the north side of Weeks Street, starting 57 feet west from the centerline of University Avenue and continuing for 50 feet westerly from 9:00 a.m. to 9:00 p.m.

3.3

Monthly Cash Treasury Report for July 2026

Recommendation: Accept and file the Cash Treasury Report for the month of July 2026

3.4 Annual Internal Control Report

Recommendation:

By motion, receive and approve the Annual Internal Control Report summarizing management's assessment of the design and implementation of the City's internal control system.

3.5 City Council Meeting Minutes

Recommendation: Adopt the September 1, 2026, City Council Meeting Minutes

3.6 Childhood Cancer Awareness Month

4. CLOSED SESSION

5. PUBLIC COMMENT

6. INFORMATIONAL REPORTS

6.1 Minor Home Repair Program Launch

Recommendation:

Recommendation

Receive an informational update from staff and Climate Resilient Communities (CRC) on the City-funded Minor Home Repairs Program, launched July 1, 2026.

7. SPECIAL PRESENTATIONS

7.1 Reimagine Dumbarton Project Update

Recommendation: Receive a presentation from SamTrans staff on the Reimagine Dumbarton Project.

8. PUBLIC HEARINGS

9. POLICY AND ACTION

9.1 Major Home Repairs Program

Recommendation: Recommendation:

Provide direction to staff on desired policy details of the Major Home Repairs Program.

9.2 Rent Board and PWTC Appointments

10. ADJOURN CITY COUNCIL REGULAR MEETING AND RECONVENE TO THE JOINT SUCCESSOR AGENCY SPECIAL BOARD MEETING

11. JOINT SUCCESSOR AGENCY BOARD CONSENT CALENDAR

11.1 Approval of San Mateo County Community College District Obligation

Recommendation:

Adopt a resolution:

1. Approving a maximum $162,995 contractual pass-through obligation payment to the San Mateo County Community College District for FY 2026-27 pursuant to a former Agency Agreement approved by Resolution No. 34 on November 28, 1988;
2. Approving the San Mateo County Controller's Office's inclusion of such amount in the calculation of contractual pass-through obligations due to San Mateo County Community College District for FY 2026-27; and
3. Finding that the proposed 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.

12. ADJOURN JOINT SUCCESSOR AGENCY BOARD SPECIAL MEETING TO THE EAST PALO ALTO SANITARY DISTRICT BOARD MEETING

13. EPASD BOARD CONSENT CALENDAR

13.1 Cash Disbursement Report for July 2026

Recommendation:

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

14. EPASD PUBLIC COMMENT

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

16. COUNCIL REPORTS

17. ADJOURNMENT

Upcoming meetings:

Study Session	September 29, 2026	6:00 PM
Regular Meeting	October 6, 2026	6:00 PM
Regular Meeting	October 20, 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: September 4, 2026

ATTEST:

James Colin

City Clerk

CONSENT ITEM 3.1

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: September 15, 2026

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

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

SUBJECT: Woodland Avenue Improvements Project (ST-33) Design Contract Award

Recommendation

Adopt a resolution:

1. Authorizing the City Manager to award, negotiate, and execute an agreement with Alta Planning + Design, Inc. (Alta), in a form approved by the City Attorney, for a contract amount of $744,528.00 with a 10% contingency in the amount of $74,452.80, for a total not-to-exceed $818,980.80 for professional engineering design services to complete the base scope and optional services as set forth in Alta's proposal for the Woodland Avenue Improvements Project (CIP Project No. ST-33); and

2. Authorizing appropriation of an additional $118,980.80 from the capital fund to fund the design services contract; and

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

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

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

Background

Woodland Avenue is a connector roadway that runs parallel to the San Francisquito Creek in the north/south direction. This corridor connects to University Avenue and the new pedestrian/bike overcrossing. Additionally, the corridor is used as a route to access the Clarke Avenue pedestrian/bike overcrossing.

Woodland Avenue, between University Avenue and Newell Road, currently lacks critical elements of infrastructure. The pavement is in unfavorable condition, has inadequate stormwater drainage facilities, and lacks proper parking and traffic measures. A project to address these inadequacies has been identified by the City Council as a priority and is included in the 10-year Capital Improvement Program.

The Woodland Avenue Improvements Project aims to repair the roadway, install sidewalks, construct traffic calming measures, implement stormwater improvements, and install signage and striping along the Woodland Avenue corridor between University Avenue and Newell Road.

The scope of work for the design of the Woodland Avenue Improvements Project includes the following:

- Pedestrian Improvements
- Drainage/Stormwater Improvements
- Traffic Striping and Bike Striping Improvements
- Traffic Calming Assessment, Green Infrastructure, Lighting, Multimodal Improvements, Congestion Management
- Right-of-Way Investigation/Survey
- Environmental Compliance
- Stakeholder Coordination with local/regional jurisdictions

The scope of work is described in full detail in Attachment 2 of this report. Upon award and execution of the contract, staff will coordinate with Alta's staff to establish a baseline schedule for the timely completion of the scope of work mentioned above.

Analysis

On June 30, 2026, the City published a request for proposals (RFP) for professional engineering design services for the Woodland Avenue Improvements Project. On July 31, 2026, the City received four proposals.

The four proposals were reviewed and ranked by a panel of staff members from the Public Works Engineering Division. Proposals were ranked based on a set list of criteria, which included the following:

1. Overall quality of the proposal
2. Firm's qualification and delivery of similar projects

3. Proposed scope of work
4. Firm's client references
5. Schedule/manpower allocation

The highest-ranking proposal was submitted by Alta Planning + Design, Inc. (Alta). The ranking summary has been tabulated in Table 1 below.

Table 1: Proposal Ranking Summary

PROPOSER	*SCORE*	*BASE SCOPE*	*OPTIONAL SERVICES*	*TOTAL COST*
ActiveWayz Engineering, Inc.	93	$844,477	$80,448	$924,925
Alta Planning + Design, Inc.	**96**	**$705,950**	**$38,578**	**$744,528**
CSG Consultants, Inc.	94	$798,271	N/A	$798,271
Harris & Associates, Inc.	94	$1,203,804	$259,335	$1,463,139

Alta has a long-standing history of delivering high-quality work and its project team consists of highly qualified technical staff with a reputation for delivering results based on sound science and engineering principles. Combined with its staff's extensive experience in conducting a myriad of similar projects for neighboring municipalities in the San Francisco Bay Area, Alta provided civil and traffic engineering services for the award-winning Pulgas Mini Roundabouts project, which has helped the City of East Palo Alto advance its Complete Streets goals.

Alta's proposal, which includes the cost proposal, is included as Attachment 2 to this report.

Alta's cost proposal includes optional services, which include photo simulations of the proposed improvements, NEPA support, and potholing. These optional services total $38,578. Staff recommends including these optional services in order to improve the quality of the design package. The recommended not-to-exceed amount is the maximum total payable to Alta and includes all other direct costs, expenses, and subconsultant mark-ups.

Fiscal Impact

The total project cost is $818,980.80, which includes a ten percent contingency. This project is budgeted in the CIP in the amount of $700,000. The TA Measure A/W grant covers $525,000 and there is a minimum City match of $175,000. In order to proceed with the project, an additional amount of $118,980.80 needs to be appropriated from the capital fund.

The funding breakdown is shown in Table 2 below.

Table 2: Funding Source Breakdown

FUNDING SOURCE	*AMOUNT*
TA Measure A/W	$525,000.00
Capital Fund (previously appropriated)	$175,000.00
Capital Fund (new appropriation)	$118,980.80
TOTAL	**$818,980.80**

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)(4), 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: Not applicable.

Analysis of Levine Act Compliance: Not applicable.

Attachments

1. Resolution
2. Alta Planning + Design, Inc. Proposal



PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES FOR

Woodland Avenue Improvements Project

City of East Palo Alto

JULY 31, 2026

PREPARED BY ALTA PLANNING + DESIGN, INC.
IN ASSOCIATION WITH
RINCON CONSULTANTS, INC.
SANDIS
MONUMENT

1. Letter of Transmittal

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

JULY 31, 2026

RE: Proposal for Professional Engineering Services for the Woodland Avenue Improvements Project (ST-33)

Dear Batool Zaro and Members of the Selection Committee:

Alta Planning + Design, Inc. (Alta) is pleased to submit this proposal to provide professional engineering services for the Woodland Avenue Improvements Project (ST-33). We are excited to continue our partnership with the City of East Palo Alto by helping transform Woodland Avenue into a safer, more connected, and more resilient multimodal corridor that enhances neighborhood mobility, strengthens regional connectivity, and advances the City's Complete Streets vision. Alta understands that successful project delivery begins long before the first set of construction plans are prepared. The feasibility, environmental, and stakeholder decisions made during Project Approval and Environmental Documentation (PA&ED) phase sets the stage for efficient Plans, Specification, and Estimate, permitting, and construction. The Alta Team including civil and traffic engineers, landscape architects, and environmental planners will work collaboratively throughout the project and identify challenges early, coordinate with the City, and prepare designs that transition efficiently into final design and construction. The Alta team offers several unique qualifications, knowledge, and capabilities to complete the services requested in the RFP, including:

Proven Project Delivery. Our team knows how to navigate various permitting, design, and community challenges that naturally occur during the PA&ED and PS&E phases of a project, and we will help the City navigate them and find appropriate solutions. Alta and Rincon have developed a strong working relationship delivering successful complex multimodal transportation projects throughout California. Our team works collaboratively to advance engineering designs, CEQA/NEPA approvals, environmental technical studies, permitting, and agency coordination concurrently, allowing potential constraints to be identified early, minimizing redesign during PS&E, and keeping projects on schedule. This collaborative approach has been successfully applied on projects including the Gage Canal Multi-Purpose Trail (Riverside), 7th Street Connection ATP (Oakland), South San Francisco OBAG 3 Bicycle and Pedestrian Improvements, and the Parker-Addison Bikeway (Berkeley), helping agencies efficiently advance projects from PA&ED through final PS&E.

Community-Driven Approach. Alta understands that the best projects are developed with the community, not simply presented to the community. During the Pulgas Avenue Mini Roundabouts project, our team worked closely with the City and neighborhood stakeholders to understand local concerns, evaluate alternatives, and refine the final design to reflect community priorities while improving safety for all users. We will bring this same collaborative approach to Woodland Avenue by engaging residents, businesses, and stakeholders early in the process, using community input to inform design decisions, build consensus, and develop improvements that balance multimodal safety, neighborhood access, parking, and long-term maintenance.

Committed Leadership and Local Experience. Our team brings valuable local knowledge, leadership, and an established relationship with the City of East Palo Alto. Project Manager **Amanda Zucker, PE** brings experience in site design, roadway, and utility design, providing a critical perspective on how things are built in the real work and not just on paper. **Em Katz, EIT,** will serve as Assistant Project Manager, leveraging their recent design and construction support experience on the City's award-winning Pulgas Avenue Mini Roundabouts project to provide technical continuity and day-to-day coordination. As Principal-in Charge, I will provide overall oversight, drawing on more than 20 years of experience delivering active transportation and Complete Streets projects.

I also served as PIC for the Pulgas Mini Roundabouts projects which the Alta team led from concept design to demonstration to final design through construction, establishing a strong working relationship with City staff and a firsthand understanding of East Palo Alto's project delivery process. Together, our team brings local knowledge, commitment, and technical expertise to efficiently guide Woodland Avenue from environmental clearance through final design.

We are confident that our technical expertise, collaborative approach, and commitment to construction ready designs make Alta the right partner to deliver the Woodland Avenue Improvements Project. As you read through our proposal, we trust you will find our team is prepared and well qualified to design and implement this project for the City. Please contact me at (310) 756-4055 or **vincenthellens@altago.com** with any questions or to discuss our qualifications in more detail.

Sincerely,





Vincent Hellens, Jr., ENV SP
Principal-in-Charge
Alta Planning + Design, Inc.

Steven Frieson, PE
Vice President, *authorized to bind the firm*
Alta Planning + Design, Inc.

180 Grand Ave., Suite 1400
Oakland, CA 94610
stevenfrieson@altago.com
909-367-4048

2. Table of Contents

1. Letter of Transmittal 2

2. Table of Contents 4

3. Work Plan and Approach..... 7

4. Key Personnel and Background 26

5. Team Experience 44

6. References 57

7. Manpower Allocation 58

8. Cost 59

9. Acknowledgement of Addendum 60

Team Overview

Alta's services combine innovative ideas with a collaborative process to connect local needs to successful implementation strategies. Our mission is to make walking and bicycling an integral part of daily life. By offering planning, design, engineering, economics, and programming services, we provide an engaging approach to bicycle and pedestrian planning that draws on our national expertise to create local success stories. From intersection and street design to regional analysis of the benefits of walking and biking, Alta's ideals reflect our client's goals, leading to the future of nonmotorized transportation.

CIVIL ENGINEERING

Alta's engineering practice focuses on delivering practical, cost-effective infrastructure solutions that prioritize safety and long-term sustainability. Our engineers develop comprehensive construction details for ADA-compliant improvements. When street modifications are required, we incorporate proven design elements such as narrowed street crossings, enhanced lighting systems, and optimized sight lines to maximize safety outcomes.

Central to our approach is designing for minimal maintenance and operational costs through strategic timing of improvements with routine maintenance cycles, specification of efficient systems like weather-responsive irrigation controllers and high-efficiency lighting (including solar options), and selection of durable site amenities that reduce replacement frequency while enhancing community character. This integrated methodology ensures that our engineering solutions not only meet immediate project requirements but also provide lasting value through reduced lifecycle costs and improved performance over time.

INTERSECTION IMPROVEMENTS

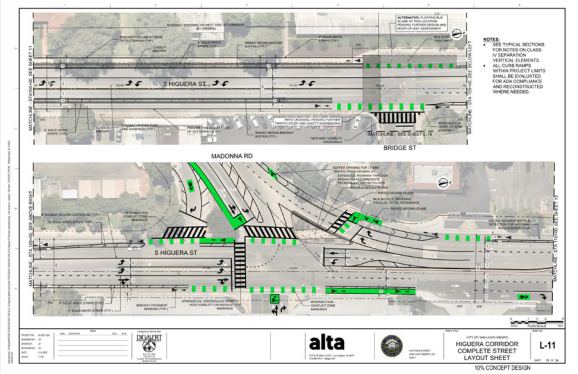
The public right-of-way is one of a city's most valuable assets. We find ways to better utilize sidewalks, streets, and alleys, which often represent the majority of a city's public space, by designing them to have co-benefits for pedestrians, communities, and the ecosystem. We help communities determine the cost-benefits of implementing green infrastructure, and prioritizing elements like tree coverage and stormwater capture. These create an abundance of positive impacts including more resilient urban canopies, pollinator and wildlife habitats, and water conservation.

PA&ED Experience

Our team brings extensive experience navigating the Caltrans Project Approval and Environmental Document process, coordinating directly with Caltrans staff to meet technical, regulatory, and stakeholder requirements. We understand the distinct roles within this process, with Caltrans typically serving as the lead agency for NEPA and the City serving as the lead for CEQA. Our team is well-versed in leveraging Statutory and Categorical Exemptions that apply to active transportation projects in the public right-of-way such Senate Bill 922 (SB 922) to streamline approvals. This expertise allows us to navigate regulatory requirements efficiently, secure timely environmental clearances, and keep projects on schedule and within budget.



SNAIL Neighborhood Improvements, Sunnyvale, CA



Higuera Complete Streets and Neighborhood Greenway, San Luis Obispo, CA



Merced Avenue Linear Park, El Monte, CA

Subconsultant Team

The defining advantage of our team is that Alta and our subconsultant partners, Sandis, Rincon, and Monument have successfully worked together to deliver similar projects. Our strong relationships will not only result in efficient project delivery, but our collective expertise will result in designs that are forward thinking, technically sound, and considerate of all users.

Our team will collaborate and be flexible, providing the leadership needed to build consensus among stakeholders, and successfully complete the project. We are responsive and able to innovate to solve problems and overcome challenges. The Alta team will commit proven, familiar, and experienced professional staff, brings reliable processes that have delivered similar projects on time and within budget, and provides innovative design and engineering thinking that has successfully delivered projects of similar nature and complexity.

SANDIS

Supplemental Topographic and Boundary Survey

Sandis is a professional services firm specializing in civil engineering, traffic engineering, land surveying, stormwater management, QSP/D, utility locating, 3D laser scanning, construction staking, and planning. They service public and private clients in the civic, public works, academic, hospitality, healthcare, justice, corporate, and commercial sectors.

The City of East Palo Alto's Woodland Avenue improvements project aligns with Sandis' expertise and represents the kind of work the team excels in and is passionate about. Sandis has extensive experience providing civil engineering design services and surveying for transportation safety and connectivity projects. They have provided similar surveying, civil, and traffic engineering services for projects throughout the Bay Area including Palo Alto Middlefield Road Drive, Churchill Avenue Corridor Improvements, San Mateo Delaware Street Safe Routes to School.

Sandis and Alta also have a rich collaborative history working together. We are currently working on the City of Oakland 7th Street Connector project together. Sandis is providing civil and traffic engineering services including storm drainage and utility relocation plans, green infrastructure, permitting, and construction support.

RINCON

Environmental Compliance

Rincon is a multidisciplinary environmental science, planning, and engineering consulting firm. As the environmental subconsultant, Rincon provides PA&ED, PS&E, and Construction support through CEQA and NEPA compliance, environmental technical study preparation, permitting, regulatory coordination, and environmental compliance.

Rincon's transportation-focused environmental specialists work as an integrated extension of Alta's design team. They identify environmental constraints early, develop practical permitting strategies, and coordinate closely with engineering partners, state agencies, resource agencies, and local jurisdictions to keep projects moving. They prepare multidisciplinary technical studies—including biological, cultural, hazardous materials, water quality, noise, air quality, and paleontological resources—and help integrate environmental commitments into project design.

Rincon's experience spans local Complete Streets improvements to large-scale federally funded transportation infrastructure projects requiring coordinated CEQA and NEPA review. Representative projects in the active transportation space include multiple segments of the Monterey Bay Sanctuary Scenic Trail Project, Fort Ord Regional Trail and Greenway Project, Colma El Camino Real Bicycle and Pedestrian Improvements Project, and the Santa Paula Branch Line Path Project. Across these efforts, Rincon has successfully delivered environmental clearance, permitting, and multidisciplinary technical services to advance projects efficiently from planning through design and into construction.

MONUMENT

Right of Way

Monument is a full-service real estate and right-of-way firm offering project management, appraisal, acquisition, relocation, utility coordination, GIS services and condemnation support. They serve local, state, and federal agencies, transportation authorities, public and private utilities and energy partners, and water and wastewater agencies with public infrastructure projects throughout California.

3. Work Plan and Approach

PROJECT UNDERSTANDING

Woodland Avenue represents an important step in implementing the City of East Palo Alto's long-term vision for a safer, more connected multimodal transportation network. The East Palo Alto Vista 2035 General Plan identifies Woodland Avenue as an important Connector Street, while the City's 2017 Bicycle Transportation Plan and the Southeast San Mateo County Community-Based Transportation Plan envision enhanced bicycle and pedestrian facilities that strengthen east-west connectivity, improve access to the Bay Trail, and enhance connections between neighborhoods and the Newell Road Bridge. Together, these planning efforts see Woodland Avenue as a critical corridor for improving mobility, accessibility, and safety for all users.

Woodland Avenue's location adjacent to San Francisquito Creek presents unique environmental opportunities and constraints that will influence project development. Based on our understanding of the project, the proposed Complete Streets improvements are anticipated to qualify for a CEQA Categorical Exemption, while the corridor's proximity to sensitive riparian habitat and floodplain resources will require thoughtful coordination of engineering, biological resources, drainage, and regulatory permitting throughout PA&ED. Our understanding is that the project can be designed to avoid impacts to waters of the United States, allowing environmental permitting to focus primarily on State regulatory approvals while minimizing permitting complexity.

By integrating environmental planning with engineering early in project development, potential impacts can be minimized, permitting streamlined, and environmental commitments incorporated into the final design, positioning the project for efficient environmental clearance and implementation.

The project will transform approximately one-half mile of Woodland Avenue between University Avenue and Newell Road through the preparation of Project Approval and Environmental Documentation (PA&ED) and final Plans, Specifications, and Estimate (PS&E), culminating in a bid-ready package for future construction. Key improvements include Complete Streets enhancements such as pedestrian and bicycle facilities, ADA-compliant curb ramps, traffic calming measures, drainage and utility improvements, and other corridor enhancements that improve safety, accessibility, and connectivity for all users.

More than a roadway improvement project, Woodland Avenue represents an opportunity to balance multimodal safety, neighborhood livability, and long-term infrastructure that reflects both the City's vision and community priorities. As an established residential corridor, transportation improvements must reflect local priorities as well as broader multimodal transportation objectives. Community discussions have highlighted the importance of improving pedestrian and bicycle safety while also considering neighborhood access, parking, and the character of the corridor. Successfully advancing the project will require thoughtful evaluation of these priorities to develop a preferred alternative that is supported by the community and can seamlessly move through environmental clearance, final design, and construction.





Alta visited the Woodland Avenue corridor to gain firsthand knowledge of the existing conditions and begin evaluating opportunities to improve safety, accessibility, and connectivity.

PROJECT APPROACH

The Alta Team is committed to delivering the Woodland Avenue Improvements PA&ED and PS&E on time and within budget. We will accomplish this by demonstrating a successful approach, quality control, and clear understanding of the project goals and objectives. We will focus on the needs of the City while staying flexible and adaptive through the life of the project.

PROJECT MANAGEMENT APPROACH

As Project Manager, Amanda Zucker, PE will manage all aspects of the project, including coordination, staffing, quality assurance, design, budget, and schedule. She has the support of her team of Active Transportation experts, her established experience, and Alta Project Management tools implemented on every project to achieve success on this project. Amanda will be supported by three design firms, Rincon Consultants for environmental clearance and Sandis for topographic and boundary survey and drainage compliance, and Monument for right-of-way engineering. Together they will leverage their experience to determine the baseline analysis and preliminary engineering studies to obtain the project's geometric alignments.

We will see that the City's Project Manager has the current status of each task and agency coordination updates, so that there are no surprises. She will provide overall project management and team coordination from project inception to closeout. Quality work, cost control, and schedule compliance will result from a systematic management program tailored to the Woodland Avenue Improvements Project. Holding to the planned task budgets and anticipating workload and schedule changes allows us to deliver complex projects on time and on budget. This will be accomplished by preparing and maintaining a detailed Critical Path method schedule that is resource loaded and treated as a living document through-out the project. We have already developed a draft schedule and included it in this proposal for your review.

Alta will host an in-person or virtual Project Kickoff Meeting and recurring project progress meetings with the consultant team, City Project Manager and staff, and when appropriate, other divisions within the city and other stakeholders. During the kickoff meeting we will discuss project goals, objectives, and related constraints and opportunities with City staff in order to confirm the study parameters and schedule. The kickoff meeting will also introduce the Alta Team and City Staff and discuss team member roles and responsibilities on the project.

MAINTAINING PROJECT SCHEDULE

Alta's utilization of Microsoft Project allows us to maintain an up-to-date critical path schedule that identifies when key decisions need to be made. All project schedules will identify turnaround times and decision-making time frames that will need to be adhered to in order to keep a project on track. Following the kick-off meeting, Alta will prepare an updated Project Master Schedule indicating any additional critical path and appropriate milestones for managing and completing the project within the allotted timeframe. The baseline schedule will be updated as needed to correspond with project meetings and reflect the monthly progress reports. By creating this road map, we can manage design leads and drive early decision making.

EFFECTIVE PROJECT MEETINGS

We will schedule project team meetings and project workshops to allow the team to monitor progress and status, identify potential issues, and discuss any changes to the baseline work plan and impacts on schedule. We will conduct a project kickoff meeting in a workshop format to present project team and communication protocol, review project scope and schedules, present project management protocols and quality control plan, discuss important deliverables and project milestones, and address any project concerns. Our regular project review meetings will provide a forum to identify, discuss, and resolve potential risks, concerns, or unexpected issues that may result in schedule variances or deviations between assignments and project scope. Draft agendas will be submitted to allow for coordination with the City's project manager and meeting minutes will provide summary notes and living "action item log."

REAL-TIME BUDGET TRACKING

To ensure we stay on track Alta utilizes VantagePoint, an integrated time management and invoicing system. This system allows us to generate invoices based directly on timesheet entries, resulting in faster and more accurate invoicing. VantagePoint's integrated reporting tools allow us to monitor the budget, project status, progress and billing constantly on a real-time basis. Alta's financial team has developed a set of billing protocols to facilitate streamlined project management review of tasks and expenses.

MANAGEMENT OF DELIVERABLES

As an existing Sharepoint user, Alta brings organizational strategies to help facilitate easy access and review of deliverables. For example, we have found placing shortcuts on the project's home page for current items (such as upcoming meeting agendas) and pending deliverables provides efficiencies for both the City and project team. We have outlined the specific deliverables within each task under our Work Plan section.

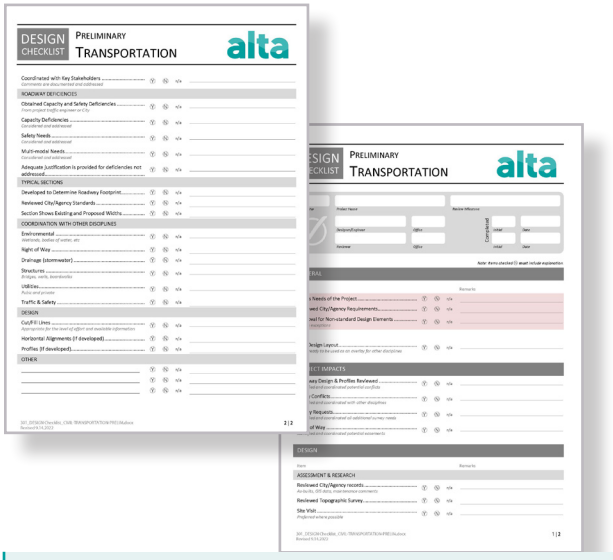
QUALITY ASSURANCE AND QUALITY CONTROL METHODOLOGY

We believe that everyone on the team is responsible for providing our clients with quality products and deliverables. Our designers utilize checklists during their design process to identify key issues that are communicated to other disciplines early in the design. This helps us to avoid missing key elements during the design process while at the same time serving as a reminder to communicate internally within our team. In addition, our designers are required to have a senior level engineer provide an over-the-shoulder review at the preliminary stage of the design so that we have considered other design elements that may enhance the project.

Our designers are required to submit the checklists as part of the QA/QC process to provide reviewers with additional project information to aid in the review process and allow them to focus on key design elements. This process makes everyone on the team accountable for providing quality design and deliverables.

The QA/QC process will be led by Alta's designated QA/QC Manager Hal Williams, PE, whose primary role will be to ensure the integration of project goals and to verify the accuracy and consistency of project deliverables. Alta utilizes Bluebeam Revu for deliverables review which allows us to document all of the review comments and see that all comments are addressed prior to submitting to our clients. By using Bluebeam Sessions for our QA/QC process we improve efficiency and are able to utilize our design experts across the company as reviewers. Our quality management procedures will see that:

- Work is performed by qualified personnel
- The necessary information is documented, checked, transmitted, and reviewed for completeness
- Documents are reviewed by the appropriate technical staff for constructability and accuracy
- Products are reviewed by staff not involved in the project to provide a fresh perspective and insights



Alta has design checklists that will be filled out by the designer and checked at every submittal stage of the project to see that designs are compliant and applicable information is included.

KEY PROJECT RISKS AND OUR PROVEN STRATEGIES

It is critically important to have a consultant that understands and is prepared to address the common challenges and opportunities associated with alternative transportation mode improvement projects with innovative and tested approaches. Issues and opportunities can be categorized as those associated with project design, and those associated with project process. We have identified project constraints and, more importantly, have developed proposed solutions to make sure the City's and community's needs are met. Key project requirements and elements to be addressed include the following:

KEY PROJECT RISKS/OPPORTUNITIES	PROVEN STRATEGIES
1. Community Driven Design Alternatives. Woodland Avenue serves an established residential neighborhood where project success depends on balancing City objectives with community priorities. Previous outreach has highlighted interest in improving pedestrian and bicycle safety while balancing concerns regarding parking availability, neighborhood access, and lighting. Alta believes the best engineering decisions are made when stakeholders clearly understand the benefits and tradeoffs associated with each design alternative. Rather than presenting a single preferred concept, Alta will use the preliminary design phase to evaluate two corridor alternatives supported by parking utilization findings, engineering analysis, and visual exhibits that communicate how each option addresses project objectives. Community feedback will be incorporated into the preferred alternative before advancing into final design, resulting in a corridor that reflects both technical analysis and local priorities while maintaining momentum toward implementation.	The Alta team led a robust community engagement strategy which included a demonstration of the Class IV protected bike improvements on Elenda Street for the La Ballona SRTS project in Culver City. The separated bikeway design included parking and traffic analysis, streetscape and pedestrian lighting, striping, and bicycle signal design at two major boulevards. The neighborhood had serious reservations about the loss of parking, but the Alta team was able to explain the advantages of the Class IV improvements and eventually discovered that the community's worries about the loss of parking were concentrated on one side of the street. The Alta team revised the bikeway design to the opposite side of the street which led to Culver City's first protected bike lane in the City.



The Alta Team mitigated the community's concerns by having a nimble design alternative resulting in the project staying on schedule and meeting the Caltrans ATP funding allocation deadlines.

KEY PROJECT RISKS/OPPORTUNITIES

2. Preferred Alignment. Developing a preferred cross section for Woodland Avenue will require balancing the City's Complete Streets objectives within a constrained corridor. The project must accommodate pedestrians, bicyclists, vehicles, transit access, drainage infrastructure, utilities, and on-street parking with the proximity of San Francisquito Creek, mature trees, existing development, and available right-of-way. Alta understands that there is not a one-size-fits-all solution and that each design decision influences the overall functionality of the corridor.

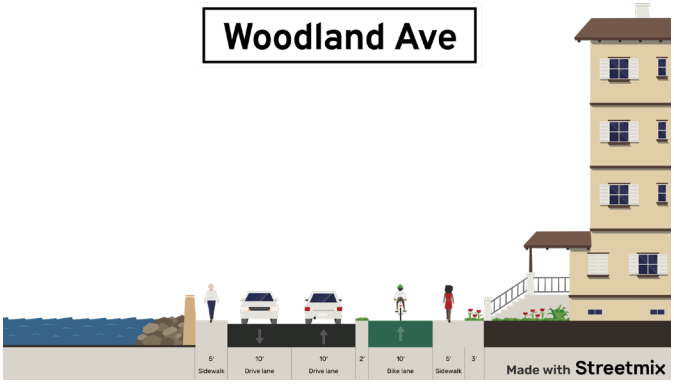
We believe successful corridor design begins long before the first alternative is developed. To gain an early understanding of Woodland Avenue, the Alta Team conducted a site visit to observe existing conditions and begin evaluating the opportunities and constraints that will shape the corridor. Our observations confirmed several corridor specific considerations, including existing speed humps, constrained parking, overhead utility transitions, mature trees, limited drainage infrastructure, and the relationship between the roadway and San Francisquito Creek. These observations, combined with topographic survey, utility mapping, right-of-way research, and parking utilization analysis, will establish the foundation for developing two preliminary corridor alternatives that clearly communicate the benefits and tradeoffs associated with multimodal safety, parking retention, accessibility, and constructability before advancing a preferred alternative into final design. The conceptual StreetMix typical section below reflects our early evaluation of the corridor and illustrates how the available right-of-way could be allocated to support the City's vision.

PROVEN STRATEGIES

Although significant permanent right-of-way acquisition is not anticipated for the project, proposed roadway and pedestrian facility improvements will likely require access to adjacent private properties for construction purposes. While the impact of the temporary construction easements (TCEs) is often assumed to be minimal, our team understands that TCEs are real property interests that must be acquired in accordance with prevailing regulations including the "Uniform Act" and California Eminent Domain Law. Alta solved each of these problems working with the City of El Monte's Parkway Denholm project. We worked to improve connections for corridor users and safety for two schools all while facilitating outreach critical in obtaining local resident buy-in on the controversial improvements. This work included identifying opportunities and constraints for selecting active transportation route options and evaluating alternatives to determine the locally preferred alternative.







Alta has already begun evaluating how the Woodland Avenue corridor can be transformed into a safer, more comfortable Complete Streets corridor while balancing existing right-of-way constraints.

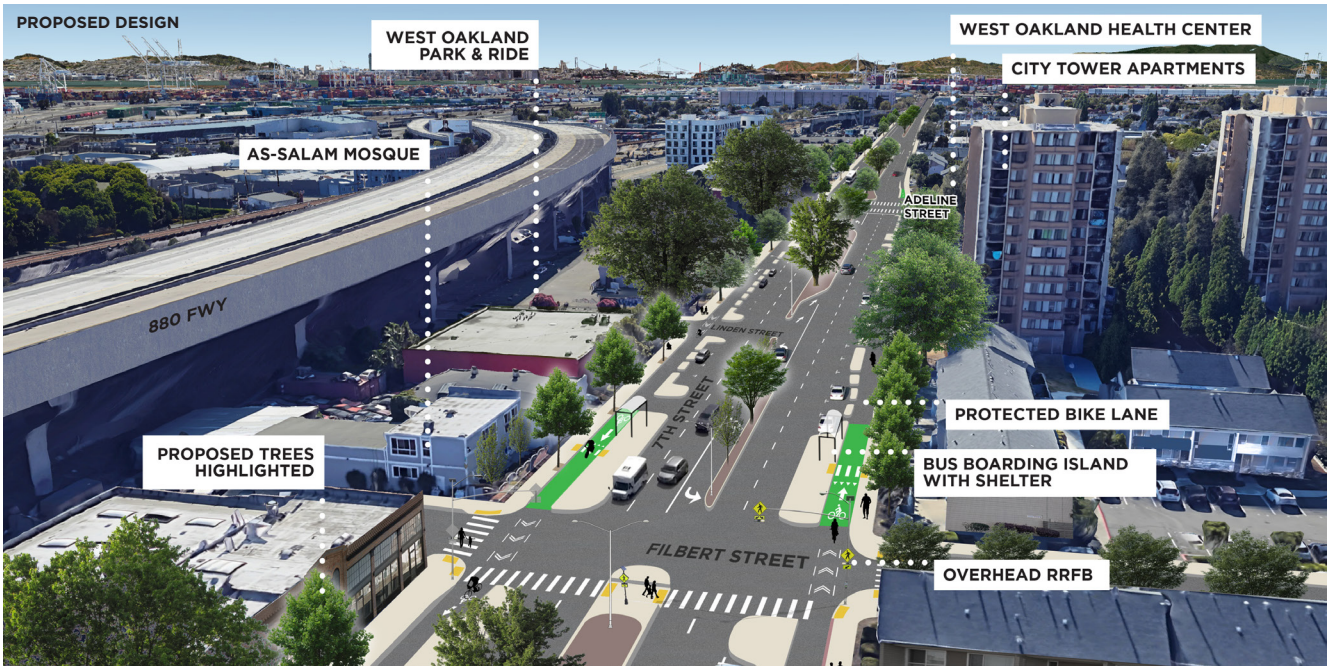
KEY PROJECT RISKS/OPPORTUNITIES

3. Early Stakeholder Coordination. One of the most significant factors influencing the Woodland Avenue Improvements Project is the ongoing Newell Road Bridge Replacement immediately east of the project limits. During Alta's site visit, our team observed that bridge construction is actively underway, roadway elevations are being raised, new sidewalk connections are being constructed, and flood protection improvements are being incorporated into the project. Because these improvements extend directly to the Woodland Avenue project limits, early coordination will be essential to ensure compatible roadway grades, sidewalk transitions, drainage patterns, utility connections, and bicycle and pedestrian facilities. Alta will coordinate early with the City of East Palo Alto, the City of Palo Alto, the bridge design team, the San Francisquito Creek Joint Powers Authority, and utility providers to verify design assumptions, identify potential conflicts, and maintain consistency between projects. This proactive coordination will reduce the potential for redesign during later phases and help deliver a seamless multimodal corridor.

PROVEN STRATEGIES

The Alta Team has taken this approach on the City of Oakland's 7th Street Connection with their MLK Streetscape project, where we coordinated environmental approvals, utility relocations, Caltrans coordination, and adjacent infrastructure improvements while advancing the project into final design. This experience will directly benefit Woodland Avenue as improvements are coordinated with the Newell Road Bridge Replacement and future San Francisquito Creek projects.





7TH STREET AT FILBERT STREET
LOOKING WEST TOWARDS MANDELA PARKWAY
*This illustration represents our current understanding of the design, and may be subject to change



City of Oakland | Department of Transportation

KEY PROJECT RISKS/OPPORTUNITIES

4. Environmental Considerations. Woodland Avenue's closeness to San Francisquito Creek presents environmental considerations that should be integrated into engineering decisions from the outset. Portions of the corridor lie within a FEMA Special Flood Hazard Area, and the project will likely require coordination with resource agencies responsible for biological resources, water quality, flood protection, and permitting. Rather than treating environmental documentation as a separate effort, Alta and Rincon will advance engineering and environmental studies concurrently so design decisions are informed by permitting requirements, environmental constraints, and constructability throughout project development.

This integrated approach reduces redesign, supports efficient environmental clearance, and transitions the project seamlessly from PA&ED into final PS&E. Early coordination between the design team and environmental teams will also help identify opportunities to minimize impacts, incorporate mitigation measures into the design, and streamline agency review.

PROVEN STRATEGIES

The Gage Canal Multi Use Trail project for the City of Riverside was guided through the Senate Bill 288 (SB288) Statutory Exemption process by Alta with assistance from Rincon. The exception was backed by technical memos on biological and cultural resources. The technical memorandums were used to provide mitigation measures into the plan set which included cultural/ biological interpretive signage, monitoring during construction, and identified environmental areas to avoid during construction. We were aware that CEQA granted environmental exemptions for projects that are located inside city rights-of-ways in California in order to minimize greenhouse gas emissions and improve the balance of the state's transportation systems. The project is currently under construction.



Alta led trail design and outreach for this 2-mile-long active transportation and recreational green space over the existing Gage Canal. The trail offers local residents recreational opportunities and connections to the Box Springs Reserve, and provides a continuous off-street connection from Palmyrita Avenue to Blaine Street. It is comprised of a combination of Class I asphalt concrete (AC) and natural surface rails within an existing Cityowned water utility easement.

Work Plan

TASK 1: PROJECT MANAGEMENT AND ADMINISTRATION

Assumptions: The Alta Project Team will attend one (1) one-hour virtual kick-off meeting with the City upon Notice to Proceed. The kickoff meeting will consist of a one-hour virtual conference call and will serve to confirm the project scope, schedule, deliverables, to establish communication protocols, and to discuss preliminary data requests, potential challenges, and overall project details. Project team meeting attendees may include Alta's Project Manager, Engineering Lead, and Outreach Lead; two (2) Rincon staff; and two (2) Sandis staff. As part of Task 1, Alta will also complete monthly invoices for the project. The assumed project duration is twenty-six (26) months, with as assumed twenty-six (26) monthly invoices.

Bi-weekly virtual meetings will track project progress, identify issues, and maintain communication, with two Alta staff per meeting for up to twenty (20) one-hour sessions and up to ten (10) one-hour ad-hoc meetings. Monthly invoices, progress reports, and schedule updates will be provided to the City, highlighting risks or upcoming deliverables as needed. Project management and PDT Meetings are expected to be virtual.

Alta will be supported by up to two (2) Rincon staff attending up to three (3) one-hour virtual coordination meetings with City staff throughout the duration of the project. During these meetings, we will provide status updates for environmental deliverables and advise on the CEQA, NEPA, and permitting strategy. Other communication under this task includes the provision of status updates and general project coordination via email with project team members.

The Project Manager will produce agendas and minutes for, and conduct, the Project Delivery Team (PDT) meetings as well as produce biweekly reports detailing progress updates, monthly invoices, status reports and project schedule updates for submission to the City's project manager. Alta will hold PDT Meetings monthly, maintain a running meeting agenda that includes minutes, and a summary of action items to keep the project on track. At the kick-off meeting, we will work with the City to identify a core group of decision makers who will attend regularly and those who will be pulled in during specific phases only. These include stakeholders such as the San Francisquito Creek Joint Powers Authority (SFCJPA), and the City of Palo Alto, who might be impacted by the improvements.

The timing of PDT meetings will coincide with submittals to provide more than just a regular check-in on the project status and schedule, but an opportunity for the City and the Alta Team to verbally discuss City comments and concerns on deliverables.

Throughout the duration of the Woodland Avenue Improvements Project, Alta's Project Manager will be responsible for the coordination of day to day activities associated with monitoring the scope, budget, and schedule. We will consistently monitor and review the project for conformance with CEQA Guidelines, City of East Palo Alto standards, policies, and procedures, and other local requirements. Project management also includes quality assurance/quality control, internal coordination with the internal teams throughout the entirety of the project, and general contract administration.

Senior Alta staff will perform QA/QC for all submittals to ensure compliance with City standards. The Alta Quality Assurance program (AQUA) is our approach to providing services and developing deliverables that satisfy client requirements in a systematic, reliable way. Our goal is to achieve the highest level of "Alta Quality" on everything we do. AQUA includes a three-tiered review process that records the originator, checker, back-checker, and verifier of each document that goes out the door. The Woodland Avenue Improvements will be reviewed by personnel not directly involved with the project to see that the quality standards and conformance to the City Standards are met. We utilize senior level staff for all submittal reviews and clearly communicate project requirements to the entire project team so all team members understand project expectations.

Deliverables:

- Finalized scope and budget
- Facilitation of project kick-off meeting with the City
- Kick-off meeting agenda and notes
- QA/QC review comments incorporated into submittals
- Monthly Progress Reports and Invoices
- Monthly Project Schedule updates, plan check submittal checklist/QC

TASK 2: PROJECT APPROVAL AND ENVIRONMENTAL DOCUMENTATION (PA&ED)

Task 2.1 CEQA Categorical Exemption

To be eligible for a Categorical Exemption, none of the following exceptions to an exemption (as defined in CEQA Guidelines Section 15300.2) can occur:

(a) Location. Classes 3, 4, 5, 6, and 11 are qualified by consideration of where the project is to be located–a project that is ordinarily insignificant in its impact on the environment may in a particularly sensitive environment be significant. Therefore, these classes are considered to apply [in] all instances, except where the project may impact on an environmental resource of hazardous or critical concern where designated, precisely mapped, and officially adopted pursuant to law by federal, state, or local agencies.

(b) Cumulative Impact. All exemptions for these classes are inapplicable when the cumulative impact of successive projects of the same type in the same place, over time is significant.

(c) Significant Effect. A categorical exemption shall not be used for an activity where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances.

(d) Scenic Highways. A categorical exemption shall not be used for a project which may result in damage to scenic resources, including but not limited to, trees, historic buildings, rock outcroppings, or similar resources, within a highway officially designated as a state scenic highway. This does not apply to improvements which are required as mitigation by an adopted negative declaration or certified EIR.

(e) Hazardous Waste Sites. A categorical exemption shall not be used for a project located on a site which is included on any list compiled pursuant to Section 65962.5 of the Government Code.

(f) Historical Resources. A categorical exemption shall not be used for a project which may cause a substantial adverse change in the significance of a historical resource.

Under this task, the Alta team supported by Rincon Consultants will prepare a draft Notice of Exemption (NOE) using the form provided in Appendix E of the CEQA Guidelines. We will prepare a brief memorandum to accompany the NOE form, which will include a description of the project, a discussion supporting the applicability of the Class 1 and Class 4 Categorical Exemptions, and a discussion demonstrating that none of the above exceptions to the exemptions apply.

An Administrative Draft of the NOE and Exemption Memorandum will be reviewed internally and revised to create the Draft NOE and Exemption Memorandum, which will be submitted to the City for review and comment. We will revise Draft NOE and Exemption Memorandum after receipt of comments from the City to create the Final NOE and Exemption Memorandum. The Final NOE and Exemption Memorandum will be submitted to the City for approval.

Alta will be supported by Rincon to file the Final Notice of Exemption with the accompanying Final Categorical Exemption Memorandum with the State Clearinghouse within 5 days of approval. We will also electronically file the Final Notice of Exemption with the accompanying Final Categorical Exemption Memorandum with the Sonoma County Clerk, and we will file the Final Notice of Exemption with the accompanying Final Categorical Exemption Memorandum with the Marin County Clerk in-person.

Assumptions:

- We will file the NOE in-person with San Mateo County Clerk within five days of approval.
- We will file the NOE electronically with the State Clearinghouse within five days of approval.
- Applicable filing fees are included in the cost estimate associated with this scope of work ($50 for San Mateo County Clerk).

Deliverables:

- Draft and Final Notice of Exemption (Microsoft Word and PDF)
- Draft and Final Exemption Memorandum (Microsoft Word and PDF)

Task 2.2 Cultural Resources

Alta will be supported by Rincon to conduct a California Historical Resources Information System (CHRIS) records search of the proposed project site as well as a 0.25-mile radius around the project site. The records search will reveal the nature and extent of any cultural resources work previously conducted within the project site and adjacent vicinity. We will also contact the California Native American Heritage Commission (NAHC) for a review of their Sacred Lands File (SLF). Upon completion of the records and SLF searches, which are typically fulfilled within four to six weeks, we will conduct a cultural resources survey of the project site to evaluate the potential for presence of cultural resources. Upon completion of the survey and analysis of results, we will prepare a Cultural Resources Assessment Memorandum discussing the results of the

records searches and field survey. The results of this study will be used to inform the project design, to be prepared by Alta, and the CEQA analysis under Task 2.1.

Assumptions:

- NWIC direct expenses will not exceed $1,200.
- Based on our preliminary research and a review of available cultural resources documentation, we do not anticipate the presence of cultural resources (built environment or archeological) within the project site. Therefore, this scope of work does not include recording of cultural resources on California Department of Parks and Recreation (DPR) 523 forms.
- No cultural resources will be identified during the records search or field investigation.
- Archaeological testing will not be required.
- The project does not require Caltrans documentation.
- The project does not require compliance with Section 106 of the National Historic Preservation Act.

Deliverables:

- Draft and Final Cultural Resources Assessment Memorandum (Microsoft Word and PDF)

Task 2.3 Biological Resources Assessment

Alta will be supported by Rincon to conduct a Biological Resources Assessment (BRA) of the project site. The BRA will be based on a desktop literature and agency database review and a reconnaissance level field survey to assess on-site conditions. The results of the desktop review and field survey will be presented in a BRA Letter Report that will include an analysis of potential project-related impacts to biological resources.

The literature and database review will include a review of project plans, aerial imagery, and natural resource databases, including the California Natural Diversity Database [CNDDB], California Native Plant Society Inventory of Rare and Endangered Plants, and U.S. Fish and Wildlife Service (USFWS) Information for Planning and Conservation database. The information revealed from these sources will identify sensitive biological and aquatic resources that have been previously documented in the region, and the field survey will determine if those resources could potentially be present on the project site based on habitat suitability (e.g., prior disturbances, vegetation, soils, topography, and adjacent land uses). The San Francisquito Creek Flood Protection, Ecosystem Restoration, and Recreation Project Upstream of Highway 101 Final EIR (2019), which covers the project area, will also be referenced as a resource.

The field survey will focus on the project site and a 50-foot buffer, where accessible, to evaluate existing conditions, characterize and map habitat conditions, aquatic resource conditions, and riparian vegetation characteristics, and evaluate the site's potential to support special-status species that have been recorded in the region. Areas that are inaccessible (e.g., private property) will be surveyed from the nearest vantage point via binoculars. All plants and animals observed during the field survey will be documented and representative photographs of the site will be taken. The location of sensitive biological resources encountered during the survey will be mapped using a handheld Global Positioning System (GPS) unit.

The Letter Report will be prepared following the field survey describing the methods and results of the BRA including a description of the baseline biological conditions at the project site. We will also map the limits of CDFW jurisdiction, other state and federal jurisdictional limits, and temporary project impacts. Potentially significant impacts will be identified and recommendations for avoidance and minimization will be provided. The BRA Letter Report will be of sufficient detail to support CEQA analysis under Task 2.1 and the regulatory permitting under Task 2.3.

Assumptions:

- Two biologists will complete the field survey in one ten-hour day, inclusive of preparation and travel time.
- The field survey will be limited to the top of the physical bank or the landward dripline of riparian vegetation, whichever is broader
- The field survey will be at the reconnaissance level and does not include protocol-level botanical or wildlife surveys.
- An aquatic resources delineation is not required for CDFW or RWQCB and is not included in this scope of work.

Deliverables:

- Draft and Final Biological Resources Assessment Letter Report (Microsoft Word and PDF)

Task 2.4 Regulatory Permitting

Based on the anticipated temporary impacts to riparian vegetation and other state-jurisdictional resources along the roadway shoulder, Alta supported by Rincon will prepare permit applications for submittal to the San Francisco Bay Regional Water Quality Control Board (RWQCB) and California Department of Fish and Wildlife (CDFW). The permitting strategy will focus on obtaining the state authorizations needed for a limited

set of potential impacts while avoiding work below the ordinary high-water mark and any impacts to waters of the United States.

The Alta Team will begin with one pre-application meeting with RWQCB and CDFW to confirm the proposed permitting approach, application requirements, and anticipated avoidance and minimization measures. This meeting will be held after the CEQA Categorical Exemption is finalized and filed. The meeting may be conducted as a joint interagency meeting, subject to agency availability. We will prepare meeting materials and document key outcomes for use in the permit applications. Reasonable follow-up coordination by email and telephone is also included.

The permit application packages will include the following information, as applicable:

- Name of applicant
- Project description
- Location description
- Description of existing conditions and expected impacts
- Temporary impact calculations, including the area of riparian vegetation and other waters of the State affected
- Proposed measures to avoid and minimize impacts to natural resources
- BRA Letter Report (prepared under Task 2.3)

Following submittal, we will coordinate with RWQCB and CDFW through application completeness review and permit development. This scope includes responses to one round of minor comments or requests for clarification from each agency, including preparation and submittal of updated application materials, as needed.

Task 2.4.1 RWQCB Waste Discharge Requirements

Alta will be supported by Rincon to prepare, submit, and coordinate an application for Waste Discharge Requirements from the RWQCB for anticipated temporary impacts to riparian vegetation and other waters of the State. The application will describe the steps taken during design to avoid and minimize impacts and explain why the remaining temporary impacts are necessary. Based on the anticipated limited scale and temporary nature of the impacts, this scope assumes that a formal alternatives analysis will not be required. The Alta Team will instead include a concise avoidance and minimization narrative directly in the application.

The application package would include the following items:

- Items listed above under Task 2.4, Regulatory Permitting
- WDR application form and supplemental information
- Copy of NOE prepared under Task 2.1
- Jurisdiction and temporary impact figures
- Avoidance, minimization, construction BMPs, and temporary site restoration measure

Assumptions:

- Impacts to waters of the U.S. will be avoided and therefore a Clean Water Act Section 404 permit and Section 401 Water Quality Certification will not be required.
- Temporary restoration measures will be described directly in the application. No standalone restoration plan, compensatory mitigation plan, Habitat Mitigation and Monitoring Plan, or compensatory mitigation will be required.

Deliverables:

- Draft and Final RWQCB WDR Application
- Responses to one round of minor RWQCB comments or requests for clarification

Task 2.4.2 CDFW Lake and Streambed Alteration Agreement

Alta will be supported by Rincon to will prepare, submit, and coordinate a Notification for a Lake and Streambed Alteration Agreement in compliance with Section 1602 of the California Fish and Game Code. The Notification package will describe the project features, construction period, construction methods, impacts on vegetation, fish and wildlife, and proposed avoidance, minimization, and temporary restoration measures.

The Notification package would include the following:

- Items listed above under Task 2.4, Regulatory Permitting
- LSAA Notification form and supplemental information
- Copy of NOE prepared under Task 2.1
- Jurisdiction and temporary impact figures
- Avoidance, minimization, construction BMPs, and temporary site restoration measures

The Alta Team will prepare the Notification materials for submittal through CDFW's Environmental Permit Information Management System (EPIMS).

We will provide the City with a Word-format record of the final EPIMS submittal content.

Assumptions:

- The City will provide the Alta Team access to the appropriate EPIMS account and authorize the Alta Team to prepare and submit the Notification on the City's behalf.
- The project will not result in take of species listed under the federal or California Endangered Species Acts. A CDFW Incidental Take Permit, federal Endangered Species Act Section 7 consultation, and a Section 10 incidental take permit will not be required.
- All impacts to riparian habitat and other CDFW-jurisdictional resources will be temporary.
- Temporary restoration measures will be included in the BRA Technical Report under Task 2.3 and/or directly in the Notification. No standalone restoration plan or compensatory mitigation will be required.

Deliverables:

- Draft and Final CDFW 1602 Notification
- Responses to one round of minor CDFW comments or requests for clarification

Task 2.5 NEPA Support (Optional)

The project is currently funded through non-federal sources, and NEPA compliance is not anticipated at this time. However, the City may pursue future federal funding for construction as the project advances. If requested, the Alta Team will provide limited NEPA support to evaluate potential federal nexus considerations and assist the City in understanding the NEPA environmental review requirements that may be triggered. Work under this task may include review of prospective funding programs and grant opportunities, identification of the potential federal lead agency, evaluation of anticipated NEPA pathway requirements, and coordination with the City to summarize key NEPA considerations, schedule implications, data needs, and recommended next steps to position the project for efficient NEPA review.

Assumptions:

- A budget of $3,000 has been allocated to this preliminary NEPA support effort.
- This task is intended to support planning and initiation of the NEPA process only and does not include preparation of NEPA clearance documentation. Should federal funding be secured, a separate scope and fee would be developed based on the requirements of the applicable federal lead agency and anticipated level of environmental review and documentation required for NEPA compliance. These hours are designed to cover an initial agency meeting and a strategy call to identify and confirm a NEPA clearance pathway, if needed.

TASK 3: PRELIMINARY DESIGN

Task 3.1 Existing Design Services

The Alta Team will visit the site and determine existing site conditions. We have assumed up to four (4) hours for two (2) staff members to perform the site visit, as well as travel time and preparation of materials. During the site visit, the Alta Team will conduct site reconnaissance to observe existing conditions, access constraints, drainage patterns, roadway features, utilities, and other relevant site characteristics, as well as tie-in to adjacent projects such as the Newell Road/San Francisquito Creek Bridge Replacement Project, San Francisquito Creek Joint Powers Authority (SFCJPA) Reach 2 future project, and Woodland Ave Waterline and City of Palo Alto Interconnect Project. The Alta Team will document field observations and identify potential design considerations and constraints to include in existing conditions mapping.

Task 3.2 Surveying Services

Alta will be supported by Sandis, who will conduct an initial investigation to understand the corridor's complex boundaries and produce high-level mapping to inform the initial design process. This phase will be based exclusively on readily available recorded maps and deeds; no in-depth title research will be performed, and the procurement or review of title reports is explicitly excluded from this phase. The Woodland Avenue corridor presents significant right-of-way determination challenges that will be initially evaluated as follows:

- The south line is bounded by San Francisquito Creek, which also serves as the county line between San Mateo County and Santa Clara County. Sandis will review readily available recorded documents to assess this boundary, as the centerline of the creek and the established county line may influence the legal determination of the right-of-way's south line.
- The northerly line is only partially mapped by very early (circa 1900) subdivision maps, with the remainder defined by historical deeds. Sandis will utilize readily available recorded maps and deeds to begin piecing together this boundary.
- Sandis will review available records and perform preliminary assessments to evaluate the presence

of physical monumentation along the right-of-way centerline and sidelines. (Includes 2 days of field crew work)

- Sandis will perform an aerial topographic survey of the project area. This survey will show the location of existing site features which are visible on the ground from aerial photography including visible tree canopies, structures, walkways, fences, roadways, and surface utility information within the project areas. The planning-level GIS right-of-way lines, derived from the initial investigation of readily available records, will be superimposed onto this aerial survey to map out the knowns and unknowns and provide a clear visual context of the corridor.
- Sandis will create an exhibit clearly identifying the highly challenging areas (such as those lacking monumentation or possessing conflicting deed/map data) to assist the engineering team in early spatial planning.

Research within City of East Palo Alto and the County of San Mateo will be performed to find existing centerline, right-of-way and property line information to support the establishment of the Right-of-way Base Map. As part of Task 3.2, The Alta Team will walk the corridor and verify that all visible surface utilities have been located. Survey data will be tied to NAD83 horizontal and City NAVD88 vertical control, and cadastral research will support calculation of centerlines, rights-of-way, and property ownership. We will perform cross sections on all intersecting streets. Limits of cross sections will be from the fenceline to San Francisquito Creek, extending 100' beyond the centerline of the corridor. In addition, the Alta Team will locate existing catch basins within the above-described cross section limits. Invert elevations will be obtained within these existing storm drain structures. Where access permits, we will also collect invert elevations of the catch basins within the project limits. The Alta Team will locate all fences, walls and floodwalls, review available project information, including existing plans, reports, and relevant background documents, obtain and review available title reports, easement information, right-of-way records, property ownership information, available utility maps, utility record drawings, and as-built plans from utility owners and public agencies.

Task 3.3 Preliminary Design Alternatives

Based on the survey from Task 3.2, Alta will produce an AutoCAD base map incorporating survey information, existing features, utilities, right-of-way, and property lines and develop Preliminary Design Plans showing geometric layouts of proposed safety and mobility improvements along Woodland Avenue, including ADA-compliant curb ramps, concrete islands, speed humps, striping, and other traffic calming features. QA/QC review will be performed for all submittals. All plan sheets will use the City's standard title block and 22"x34" sheet format.

The Alta Team will develop two preliminary two-dimensional layout plan alternatives for the project corridor. The alternatives will evaluate different design approaches and associated tradeoffs:

- **Alternative 1**: A bike- and pedestrian-focused design that minimizes parking impacts while improving multimodal connectivity and safety.
- **Alternative 2**: A design that accommodates greater parking retention while balancing multimodal improvements.

Each alternative will include an overall corridor layout and key design elements sufficient to communicate the proposed improvements, design intent, and tradeoffs. Alternatives will be developed at a conceptual level and will not include detailed engineering or profile design.

Alta will be supported by Sandis who will prepare preliminary storm drain improvements for drainage improvements along the project corridor. These are anticipated to be in localized areas with the intent to fix/improve drainage along the corridor and not anticipated to be overall corridor / main improvements.

Alta will provide the two alternatives for a City review period of up to three (3) weeks. It is assumed Alta will provide the City with a Bluebeam session to review the two alternatives. Alta will respond to up to one (1) round of consolidated non-conflicting comments from the City.

The final two alternatives will be presented during the Task 4 Public Outreach phase to solicit stakeholder and community input. Presentation materials will summarize the overall layout, design features, anticipated benefits, and tradeoffs of each alternative to support informed feedback.

SHEET LIST

SHEET DESCRIPTION	NUMBER OF SHEETS
Typical Sections	1
Layout Plans (2 Alternatives)	8
TOTAL	9

Unless otherwise noted, sheets assumed 1"=20'

Deliverables:

- Draft and Final Preliminary Design Alternative Plans (22"x34" PDF)

Task 3.4 Photometric Study

The Alta Team will prepare photometric calculations to evaluate existing lighting conditions and determine the illumination levels needed to enhance safety and user comfort along the Woodland Avenue corridor. The analysis will consider sidewalks, crossings, bicycle facilities, and other key pedestrian areas while accounting for existing utilities, mature trees, and available right-of-way. Recommended lighting levels and preliminary fixture locations will be identified to support final design.

Deliverables:

- Photometric calculations and preliminary lighting layout with recommended fixture locations and illumination levels

Task 3.5 Potholing (Optional)

The Alta Team has included up to ten (10) potholes to be performed on an as-needed basis to verify the horizontal and vertical location of existing utilities at potential conflict locations. Pothole locations will be identified as the design advances and prioritized where verification is most valuable to avoid utility conflicts and minimize potential relocations.

Deliverables:

- Up to 10 utility potholes

TASK 4: PUBLIC OUTREACH AND COORDINATION

Task 4.1 Public Engagement Plan

In partnership with City Staff, Alta will develop a Public Engagement Plan (PEP) to ensure timely and inclusive engagement. The plan will incorporate scheduling, logistics, and material preparation requirements. The PEP will be presented as a standalone memo at the beginning of the project. Alta will address up to one (1) set of consolidated non-contradictory comments on the PEP from the City.

Alta will address up to one (1) set of consolidated non-contradictory comments from the City for all meeting materials. All meeting materials will be translated and available in English and Spanish. Alta can translate additional languages for an additional fee.

While the outreach schedule will be confirmed with the City through the PEP, we anticipate going to the public during three phases of the project: Task 3 Preliminary Design, Task 5.1 50% Plan Set Submittal, and Task 5.2 100% PS&E Submittal. After final approval of the plan sets, we anticipate presenting the 100% PS&E Submittal to City Council and/or another City commission. The outreach events, and supplementary materials for each event, are described below.

Task 4.2 Public Outreach Meetings

In-Person Public Meeting

Up to two (2) Alta staff will attend and facilitate an in-person public meeting, for a duration of up to two hours, near the project extents. The purpose of the in-person public meeting will be to provide an overview of the project and gather input on the two alternatives of the preliminary design (Task 3).

Alta will also present findings from the Existing Parking Inventory and Utilization Assessment completed during Task 3 and discuss potential parking impacts associated with the project. Alta will incorporate feedback received during the in-person public meeting into the 50% submittal (Task 5.2).

Alta will help advertise the meeting by preparing one (1) flyer. The flyer will provide an overview of the project, link people to the City/project website (if available), and advertise the in-person public meeting. In addition to the flyer, Alta will develop a short notice/mailer for residents directly affected by the project. The City will be responsible for distributing and/or printing the flyer and notice/mailer to residents.

Materials for the in-person public meeting will include a PowerPoint presentation and a printed handout that shows the two preliminary design alternatives from Task 3.3 and summarizes the findings from the Existing Parking Inventory and Utilization Assessment from Task 3.4. Travel to and from the meeting and the printed handout will be included as a reimbursable expense.

Virtual Public Meetings

Up to two (2) Alta staff will attend and present at two (2) virtual public meetings, one meeting to present the 50% submittal (Task 5.2) and findings from the Parking Impacts and Management Recommendations (Task 5.1) and one meeting to present the 100% submittal (Task 5.3). The public meetings will last up to one (1) hour each. Materials for the in-person public meeting will include a PowerPoint presentation. The City will be responsible for hosting and advertising the meetings.

In-Person Council Meeting

One (1) Alta staff member will attend and present at an in-person Council/commission meeting to present the 100% PS&E Submittal after final approval from the City. Travel to and from the meeting will be included as a

reimbursable expense.

Task 4.3 Photo Simulations (Optional)

To help communicate the preliminary design during the in-person public meeting, Alta can prepare one (1) photographic simulation ("photosim"). Alta will include the photosim as part of the meeting presentation. A photosim is a conceptual, two-dimensional photographic collage that illustrates potential streetscape improvements by overlaying proposed design elements onto an existing site photograph. Photosims are intended as a communication and engagement tool to help stakeholders visualize design concepts. Photosims are not three-dimensional photorealistic renderings, engineering drawings, or representations of final design and should not be interpreted as depicting final dimensions, materials, or construction details. Alta can prepare one (1) photosim for up to one (1) viewpoint or location. Staff will be allocated a limit of 20 hours for the photosim. The photosim will be based on preliminary design concepts available at the time of production and utilize imagery from Google Maps. Alta will present precedent examples and preliminary sketches to align with client before proceeding. Once a completed photosim is sent to client, Alta will address up to one (1) set of consolidated non-contradictory comments on the photosim. Additional revisions or changes resulting from modifications to the underlying design after completion of the photosim may be provided as an additional service.

Deliverables:

- Draft and Final Public Engagement Plan (PEP)
- Attendance, Materials, and Presentation for three (3) public meetings: 2 virtual and 1 in-person
- Attendance and Materials for one (1) in-person Commission/Council Meeting
- Translation of all materials from English to Spanish
- Optional: One PhotoSim illustration

TASK 5: DESIGN

After the first public outreach meeting, Alta and the City will use the community feedback to determine one (1) preferred design alternative. The preferred design alternative will be the basis of design in Task 5.

The Final PS&E will be prepared under the supervision of a Professional Civil Engineer, and in accordance with California MUTCD, NACTO Urban Street Design Guidelines, Caltrans Highway Design Manual (include Design Information Bulletins), Caltrans Standard Plans, and City of East Palo Alto Public Works Standard Drawings and Specifications. We assume the following number of drawings will be included in this effort:

SHEET LIST

SHEET DESCRIPTION	NUMBER OF SHEETS
Title Sheet	1
General notes, legend, abbreviations	1
Typical Sections	1
Existing conditions/ survey control plan	1
Existing Utilities Plan	4
Demolition Plan	4
Layout Plans	4
Plan & Profile (Roadway)	4
Utilities Plan	4
Grading and Drainage Plans	4
Plan & Profile (Utilities)	4
Signing and Striping Plans	4
Civil and Striping Details	2
Lighting Plans	4
Storm Drain Details	1
Landscape Plan	4
Landscape Details	1
TOTAL	48

Unless otherwise noted, sheets assumed 1"=20'

Task 5.1: Parking Impacts and Management Recommendations

Alta will evaluate the parking effects of the preferred design alternative and develop parking-related recommendations. The following will be completed in advance of the development of plans:

- Review of the preferred roadway design alternative and assessment of parking impacts associated with proposed roadway, bicycle, pedestrian, traffic calming, drainage, and operational improvements.
- Identification and quantification of changes in parking supply, including a comparison of existing and proposed parking conditions along Woodland Avenue.
- Evaluation of the potential redistribution of parking demand to adjacent study streets and assessment of the available parking capacity to accommodate displaced parking demand.

- Development of recommended parking restrictions, parking limitations, and curbside management treatments consistent with project goals, roadway design constraints, and observed parking demand.
- Coordination of parking recommendations with proposed striping, signage, traffic control devices, bicycle facilities, pedestrian improvements, and other project elements affecting curbside operations.

Alta will provide the Draft Project Parking Impacts and Recommendations Memo for a City review period of up to three (3) weeks. It is assumed Alta will provide the City with a Microsoft Word Document to review the Memo. Alta will respond to up to one (1) round of consolidated non-conflicting comments from the City and provide the Final Project Parking Impacts and Recommendations Memo.

Task 5.1 Deliverables:

- Draft and Final Project Parking Impacts and Recommendations Memo (Microsoft Word and PDF)

Task 5.2: 50% Plan Set Submittal

Alta will prepare a 50% PS&E package using the preferred design alternative for the Woodland Avenue Improvements Project. The 50% package will be prepared over topographic information provided in Task 3. As part of the 50% design process Alta will prepare up to (6) AutoTurn exhibits (two (2) for each of the three intersections along the project corridor) using a standard Fire Apparatus and Samtrans bus. It is assumed that the City will provide the necessary vehicle templates or vehicle information for Alta to create a vehicle template in AutoTurn. Alta will provide the AutoTurn exhibits for a City review period of up to one (1) week. It is assumed Alta will provide the City with a Bluebeam session to review the AutoTurn exhibits. Alta will respond to up to one (1) round of consolidated non-conflicting comments from the City. Engineer's Opinion of Construction Costs will be prepared in Microsoft Excel and will include a contingency of at least 25%.

The 50% Plans will build on the one (1) preferred alternative from the Preliminary Design submittal and incorporate public feedback collected during outreach. Alta will provide the 50% PS&E package for a City review period of up to three (3) weeks. It is assumed Alta will provide the City with a Bluebeam session to review the 50% PS&E package. Alta will respond to up to one (1) round of consolidated non-conflicting comments from the City.

Task 5.2 Deliverables:

- Six (6) AutoTurn Exhibits (11"x17" PDF)
- 50% Plans (22"x34" PDF)
- 50% Engineer's Opinion of Construction Costs (Microsoft Excel and PDF)
- Table of Contents for Specifications (Microsoft Word and PDF)
- One (1) Bluebeam Comment Response Session documenting City review comments and proposed resolutions.

Task 5.3: 100% PS&E Submittal

Alta will incorporate City comments from the 50% PS&E package and prepare a 100% PS&E package. 100% Engineer's Opinion of Construction Costs will include a contingency of at least 15% and a Bid Schedule and Bid Item description will be prepared for inclusion in the City prepared specifications.

The 100% submittal will build on the 50% PS&E submittal and incorporate one round of consolidated, non-conflicting City comments, as well as any public feedback collected during outreach. Alta will provide the 100% PS&E package for a City review period of up to three (3) weeks. It is assumed Alta will provide the City with a Bluebeam session to review the 100% P&E package. Alta will respond to up to one (1) round of consolidated non-conflicting comments from the City.

Task 5.3 Deliverables:

- 100% Plans (22"x34" PDF)
- 100% Engineer's Opinion of Construction Costs (Microsoft Excel and PDF)
- Specifications (Microsoft Word and PDF)
- One (1) Bluebeam Comment Response Session documenting City review comments and proposed resolutions.

Task 5.4: Bid Package Submittal

Alta will incorporate City comments from the 100% PS&E package and prepare a Final PS&E package. Final Engineer's Opinion of Construction Costs will include a contingency of at least 10%.

Alta will provide the Final PS&E package to the City for inclusion in the bid package.

Task 5.4 Deliverables:

- Final Plans (22x"34" PDF)
- Final Engineer's Opinion of Construction Costs (Microsoft Excel and PDF)

- Specifications (Microsoft Word and PDF)
- One (1) Comment Response Matrix in Excel documenting City review comments and proposed resolutions.

Task 5.5: Additional Topographic Survey and Right-of-Way Determination (Allocation)

This subsequent portion of survey work will commence after the design team has determined the extent of the new improvements. This effort focuses resources specifically on the areas directly impacted by proposed construction, utilizing the initial research from initial investigation and expanding upon it (including deeper title research if necessary and authorized) to resolve the specific boundary complexities. Because this scope of work cannot be defined until the design is better understood, an allowance has been included as part of our proposal.

- Alta will be supported by Sandis to conduct additional topographic and boundary field surveys focused on the specific areas where new improvements are proposed. This will support the engineering design in these targeted areas and identify locations where improvements extend beyond the existing public right-of-way.
- The Alta Team will finalize the right-of-way boundaries exclusively in the zones of proposed improvements, attempting to resolve the complex creek boundaries, county line jurisdictions, and historical deed issues identified in initial investigation for these specific locations.
- We will coordinate with the City and its legal counsel regarding right-of-way needs, documentation requirements, and property owners as necessary to address localized boundary disputes or challenges.
- If the survey determination must be formally mapped on a Record of Survey (per state or local requirements), this mapping effort is not included in this scope of work. Any required Record of Survey will be performed under a separate agreement.
- Linked Preliminary Title Reports with referenced documents shall be provided by the client's title company, or one can be ordered at the client's request as a reimbursable expense.

Task 5.6 Right-of-Way Cost Estimates

Alta will be supported by Monument to coordinate with the design team to identify right-of-way acquisitions resulting from the proposed improvements. The Alta Team will provide information about existing conditions within the project limits including, land use, and any existing rights or encumbrances known to exist on the affected properties. The specific steps we will take to determine impacts and estimate costs are as follows:

- Perform a GIS analysis to identify property and rights potentially affected by the proposed design
- Use publicly available data and other real estate resources to confirm the ownership, land use, zoning, lot size, and improvements for each affected property.
- Perform a desktop inspection of properties to confirm the probable acquisition type (fee, easement, temporary construction easement, etc.) including identifying existing uses or personal property to be relocated (if any).
- Calculate the fee and/or easement area (including temporary construction easements) that will need to be acquired for each impacted property using design data and assessor boundary information.
- Estimate the total capital cost of acquisition for all parcels including real estate costs, relocation assistance, severance damages, loss of goodwill, fixtures and equipment, demolition and clearance.
- Estimate permit costs.
- Estimate the total support cost for all parcels including appraisal fees, condemnation costs, title and escrow fees, environmental fees, and consultant fees as necessary.
- Escalate costs to anticipated right-of-way acquisition date.
- Prepare a draft Caltrans Right of Way Data Sheet (RWDS) using Caltrans Exhibit 17-EX-21 (Right of Way Data Sheet for Local Public Agencies) for the Build Alternatives.
- Update the RWDS based on comments from the design team and the City and submit a final Draft RWDS.

Deliverables:

- Right-of-Way Data Sheets (Caltrans Exhibit 17-EX-21) for up to 1 build alternatives.

Assumptions:

- Right-of-Way Data Sheets will be prepared for a maximum of 1 Build Alternatives.
- Maximum of 2 updates based on comments from the City.
- Design Team to provide a graphic depiction of the proposed improvements in PDF and digital (CAD or GIS) formats.
- Additional supporting information including utility

conflict/cost information, R/W engineering data, milestone schedule information, Haz Mat testing data, etc. to be provided by Design Team.

- R/W Cost Estimates and Data Sheets will be billed on a fixed fee basis.

Additional Services

- If the City wants to move forward with the design, our consultant team can also move forward with the acquisition process for each property in accordance with 49 CFR Part 24 and the Uniform Standards of Professional Appraisal Practice (USPAP).

The acquisition appraisal effort is assumed to include property appraisals, appraisal reviews, acquisition services, negotiations with property owners, escrow coordination, Right of Entry (ROE) permits, and Permits to Enter and Construct (PTECs). The estimated cost for these services is assumed to be $19,000 per acquisition.

TASK 6: BID SUPPORT AND CONSTRUCTION SUPPORT

Task 6.1 Bid Phase

Alta will support the City throughout the bidding process. We will participate in one (1) pre-bid meeting, prepare final bid quantities, Engineer's Opinion of Construction Costs, provide design clarifications, prepare addendum to the plans and specifications if needed, and assist the City in the evaluation of the bids.

Task 6.2 Construction Phase

Alta will provide ongoing design support during the construction. We will review and respond accordingly to up to eight (8) requests for information (RFIS), review and approve up to twelve (12) Contractor's shop drawings and submittals, review change orders, attend up to three (3) field meetings, perform one (1) final inspection, and prepare punch list items.

Task 6.2 Deliverables:

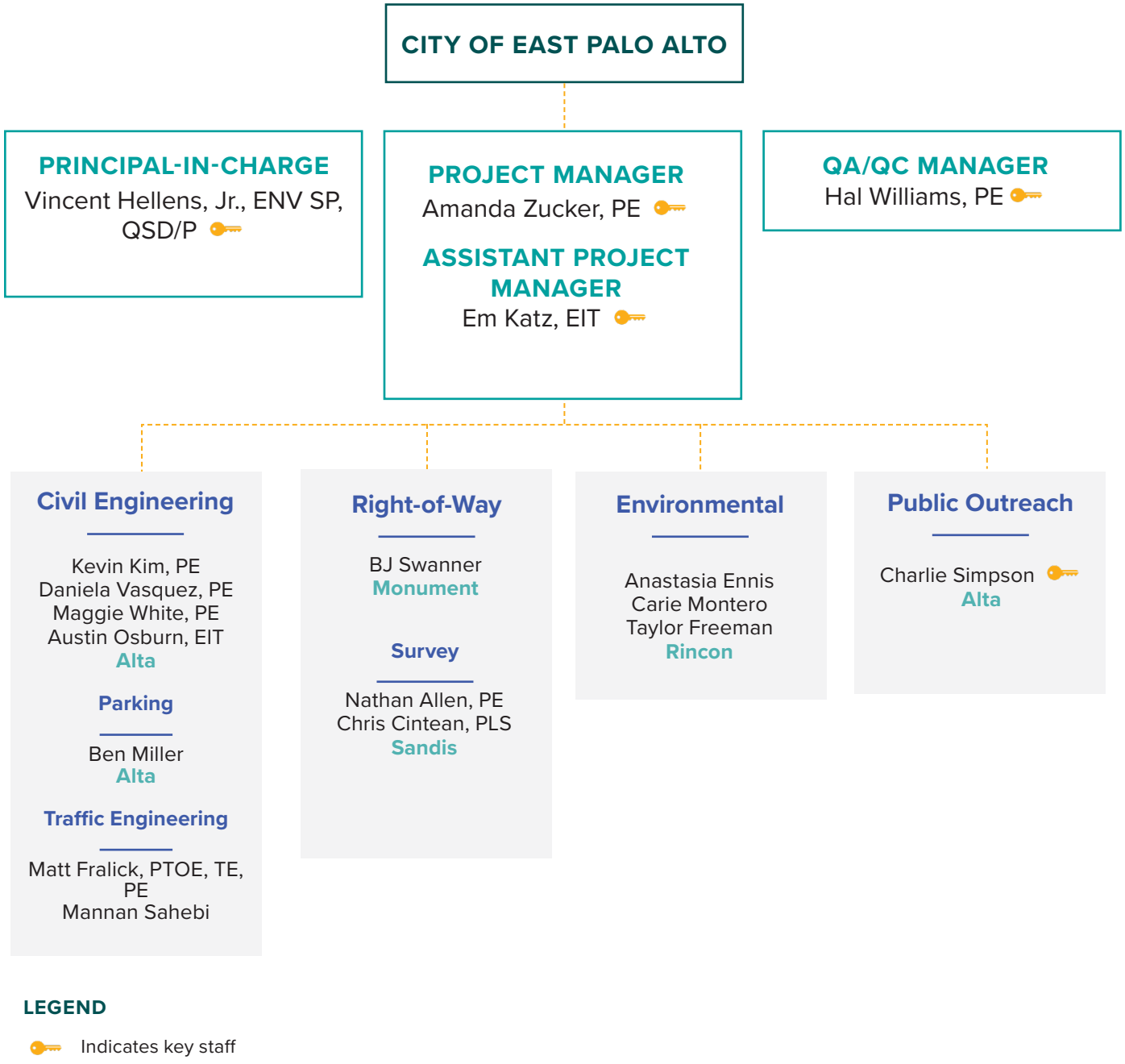
- Responses to RFIs within 72 hours
- Review of submittals within 5 days
- Revisions to plans as addenda or change orders
- Support the City with any reviews of Contractor's change orders

General Exclusions:

- Traffic signal design and timing modifications
- Traffic control plans or traffic analysis
- Structural analysis and design
- Lighting analysis and design other than identifying relocated existing streetlights
- Landscape and irrigation design
- Geotechnical investigations, analysis, and reports
- Any and all permitting fees as it is assumed all process and reviews would be performed by the City of East Palo Alto
- Traffic Control Plans are not included in this scope
- Utility Coordination and related relocation plans is not included in this scope

4. Key Personnel Background

Organizational Chart



LEGEND

Indicates key staff



Vincent Hellens, Jr., ENV SP

Principal-in-Charge

Vincent has over 20 years of experience managing and designing large and small public works infrastructure projects from planning and design through construction. His project management approach involves focusing on the needs of his clients while staying flexible and adaptable through the life of the project. He has delivered active transportation projects including pedestrian ADA improvements, Complete Streets, Class IV bikeways, trails, and roadway rehabilitations. Vincent's relationship-driven leadership style has resulted in cohesive, goal-oriented teams that create positive results across a variety of situations. In addition, Vincent is responsive and maintains an open line of communication with his clients which allows him to report progress, identify problems, assign priorities, receive feedback, and document progress. He delivers projects by providing purpose, clear direction, and motivation to the project team.

YEARS OF EXPERIENCE

20 years

EDUCATION

BS, Civil Engineering, Alabama Agricultural and Mechanical University

AREAS OF EXPERTISE

Project management

Stakeholder coordination

Pedestrian ADA accessibility design

Complete Streets design

Roadway design

Class I, II, III, and IV Bike Facilities

REGISTRATIONS

ENV SP, Envision Sustainable Professional

PROFESSIONAL HIGHLIGHTS

APWA: 2024 SoCal Chapter President/Board Member

Relevant Experience

Pulgas Avenue Mini Roundabouts, East Palo Alto, CA
Alta developed plans and estimates for two mini-roundabouts on Pulgas Avenue in East Palo Alto. The City, with Alta's support, initially installed temporary traffic circles at these locations. After positive community feedback, the City decided to convert these temporary traffic circles to permanent mini roundabouts, including sidewalk and striping rehabilitation at both intersections. Vincent served as Principal-in-Charge.

SNAIL Neighborhood Active Transportation Improvements, Sunnyvale, CA
Vincent served as Principal-in-Charge for this Cycle 3 ATP grant-funded project, for pedestrian and bicyclist improvements in the SNAIL neighborhood of Sunnyvale. Project deliverables included environmental process and PS&E development for sidewalk and bikeway improvements at multiple locations throughout the neighborhood.

Traffic Calming Plan with Class IV Bike Lanes: Parkway Dr & Denholm St, El Monte, CA
Alta developed a Class IV bikeway and additional traffic calming measures, such as replacing speed humps with stormwater-capturing medians, curb extensions, and a cycle track, to calm traffic and improve roadway safety on Parkway Drive and Denholm Drive. The project included bus landing zones and community amenities such as shade trees, benches, and beautification. Vincent served as the Principal-in-Charge for the project and played a key role in public outreach and PS&E development.

Parker Street to Addison Bikeway (AHSC Connected Berkeley) Berkeley, CA
Alta is leading all work including signing and striping plans, design of a rectangular rapid flashing beacon (RRFB) crossing, utility coordination, lighting evaluations and designs for the corridor crosswalks, development of technical specifications, and estimating construction costs for the project. Alta collaborated with City staff to conduct public outreach and supported the City in preparing a grant application to the California Active Transportation Program. Vincent is Principal-in-Charge on this project.

South San Francisco OBAG 3 Safety and Access Improvements, CA
Vincent is serving as Principal-In-Charge for the safety and traffic calming improvements for three streets around Martin Elementary School in South San Francisco. Improvements include; curb extensions, rapid flashing beacons, green infrastructure, traffic signal installations, utility coordination, and signing and striping improvements.



Amanda Zucker, PE

Project Manager

Amanda has a decade of progressive experience in land development, stormwater and utility design, and project coordination across public and private sectors. Her proven track record in managing multidisciplinary teams, preparing construction documentation, and leading agency submittals is demonstrated in strong technical background in AutoCAD, grading and drainage, roadway and utility design. She is passionate about sustainable engineering, effective mentorship, and delivering efficient, regulatory-compliant solutions throughout the Bay Area.

YEARS OF EXPERIENCE

10 years

EDUCATION

B.S.. Civil & Environmental Engineering, University of California, Davis

AREAS OF EXPERTISE

AutoCAD

Civil 3D

Land Development Site Planning

Surveying

Stormwater Design

Utility Design

Pavement Design

REGISTRATIONS

Professional Civil Engineer: CA (#96971)

Relevant Experience

Adeline Street Transportation Improvements, Berkeley, CA

Amanda is serving as the Project Engineer helping the city identify specific locations along the Adeline Street corridor for people centric spaces and locations for sustainable infrastructure improvements and significant bicycle and pedestrian safety upgrades. Tasked with performing analysis to re-configure Adeline Street from a 6-lane roadway to a 4-lane roadway, this project will add a separated bike lane and increase sidewalk widths along the entire stretch of Adeline Street within the project limits.

The Greenway, Sunnyvale, CA*

As Project Manager, Amanda prepared engineering PS&E's and bond estimates for a residential development project converted from a previously commercially zoned district. She performed design of the site plan and adjacent streets, stormwater and utilities, signing & striping, and Rails to Trails conversion, and developed master plans for sitewide accessibility. Amanda provided technical training to the engineering team to develop plans on AutoCAD and led coordination with the project architect, landscape architect, joint trench and MEP consultants, surveyors, mapping, City, and Client.

MacArthur Studios, Oakland, CA*

As Project Manager, Amanda prepared engineering PS&E's for a site plan including affordable senior housing, as well as off-site improvements for frontage sidewalk, driveway, curb & gutter replacement and new utility connections. She led coordination with the project architect, landscape architect, joint trench and MEP consultants, surveys, mapping, City, and Client. She prepared pre- and post- construction ALTA boundary surveys, hydrology and hydraulic calculations, and Storm Water Pollution Prevention Plan (SWPPP). The purpose of this project is to construct 193-unit 100% affordable housing in a 5-story building located at MacArthur Boulevard and High Street.

Black Mountain, San Carlos, CA*

As Project Manager, Amanda prepared engineering PS&E's for a site plan for a 75-unit single family residential development on a hillside. Amanda provided technical training to the engineering team to develop plans on AutoCAD and led coordination with the project architect, landscape architect, joint trench and MEP consultants, surveyors, mapping, City, and Client. She prepared hydrology and hydraulic calculations, hydromodification volume calculations, and a water system analysis to investigate capacity issues.

**completed prior to joining Alta*



Em Katz, EIT

Assistant Project Manager

Em is a Transportation Engineer who is passionate about accessible and environmentally friendly transportation. Their project experience includes the design and coordination of raised intersections, shared use paths, curb extensions, traffic circles and roundabouts, safe railway crossings, signing and striping, signal analysis, road diets, and ADA compliant curb ramps. They are adept and managing constraints and coordination with agencies and ensure that communities can engage in multimodal transportation safely.

YEARS OF EXPERIENCE

9 years

EDUCATION

BS, Civil Engineering, Northeastern University

AREAS OF EXPERTISE

Traffic analysis

Concept design

Public engagement

Signing and striping

REGISTRATIONS

Engineer-in-Training: (#0210227)

PROFESSIONAL HIGHLIGHTS

Member, Institute of Transportation Engineers

Relevant Experience

Pulgas Avenue Mini Roundabouts, East Palo Alto, CA

PROJECT SPOTLIGHT

Alta developed plans and estimates for two mini-roundabouts on Pulgas Avenue in East Palo Alto—one at Beech Street and another at Runnymede Street. The City, with Alta's support, initially installed temporary traffic circles at these locations. After positive community feedback, the City decided to convert these temporary traffic circles to permanent mini roundabouts, including sidewalk and striping rehabilitation at both intersections. Em is the APM on the project, leading design of the roundabouts, curb ramps, and new sidewalk.

Parker to Addison Bikeway (AHSC Connected Berkeley), Berkeley, CA

Alta is providing management, community outreach, environmental documentation, and final design support for this bike boulevard project along Mabel and Bonar Streets in southwestern Berkeley. It is anticipated that Parker Street, Mabel Street, and Bonar Street will be converted to bicycle boulevards with a short segment of a protected Class IV on Dwight Way. The project also includes construction of two traffic circles and closure of a sidewalk gap on Acton Street. Construction is nearing completion, with Alta continuing to provide construction support services, including responses to RFIs and record drawings. Em is serving as Project Manager.

SNAIL Neighborhood Active Transportation Improvements, Sunnyvale, CA

Em served as Engineer for this Cycle 3 ATP grant-funded project for pedestrian and bicyclist improvements in the SNAIL neighborhood of Sunnyvale. Project deliverables include environmental process and PS&E development for sidewalk and bikeway improvements at multiple locations throughout the neighborhood.

Multi-Corridor Civil Design Services, Oakland, CA

Alta is working with the City of Oakland Department of Transportation (OakDOT) to produce signing and striping plans, specifications, and estimates for six miles of roadway. For High Street, Alta prepared a traffic analysis, developed recommendations, including ADA compliant pedestrian refuge islands and curb ramp designs, and provided full civil design for the traffic calming improvements. As Project Engineer, Em helped develop concept designs that implement Complete Streets elements that align with the city's standards along the corridor.

East Oakland Calm Streets, Oakland, CA

Alta led the design of two corridors in the Calm East Oakland Streets project. The goals and location of this project stemmed from the Let's Bike Oakland Plan that Alta wrote. The project includes traffic calming in the form of raised intersections, curb extensions, traffic circles, speed humps, and RRFBs. Em served as APM for the project and led the design of the traffic calming measures, assisted in coordinating outreach efforts, and communicated with the City staff to ensure continuity among the four corridors.



Hal Williams, PE

QA/QC Manager

Hal has 28 years of experience delivering transportation related projects of various sizes. He is experienced with Caltrans projects, projects delivered through the Caltrans Local Assistance Procedures Manual (LAPM) process, light rail, heavy rail, maritime, aviation, and local agency improvement projects, public outreach, and agency and stakeholder coordination. Additionally, Hal's experience includes projects that did not fit the typical Caltrans delivery process, where new procedures were required to achieve consensus. Hal has extensive experience in managing staff, both technical and administrative, as well as managing federally and state funded transportation projects from the planning phase to its completion.

YEARS OF EXPERIENCE

28 years

EDUCATION

BS, Civil Engineering, North Carolina State University

AREAS OF EXPERTISE

Project management of complex civil bikeway projects

Construction administration

Stakeholder outreach

REGISTRATIONS & CERTIFICATIONS

Professional Civil Engineer: CA (#C70058)

Project QA/QC Experience

- Western Our Way, Los Angeles, CA
- Glendora Avenue/Foothill Boulevard Bikeways, Glendora, CA
- Daly City SRTS Quick Build Project, CA
- Adeline Street Transportation Improvements, Berkeley, CA
- Hayward High Injury Network Safety Plan, CA

Additional Relevant Experience

Program and Project Management for Measure D and Capital Improvements Projects Programs, Santa Cruz County, CA

Hal provided project management services for the RTC's Measure D and other Capital Improvement Programs. Measure D is a source of funding for street and road maintenance, bicycle and pedestrian projects, safety projects, transit and other essential transportation projects. Hal's role included providing project management, project controls, construction management, and public outreach assistance.

Old Auburn Road, Citrus Heights, CA

Hal served as Assistant Project Manager during the closeout of PA/ED and transition to PS&E for this complete streets project. Access in the area is currently challenged by inadequate, inconsistent, or lack of non-motorized. The project includes Class IV bike lanes, a reduction of the roadway profile, lighting improvements, a variety of pavement types for aesthetic purposes, and includes significant coordination with a wide range of stakeholders.

McClelland Road Slope Repairs and Building 69 Pavement Replacement, Point Loma Naval Base, San Diego, CA

Hal served as project manager for both projects. McClelland Road includes improvements to minimize the impacts of frequent slope stability issues and rock falls. Building 69 includes the removal and replacement of an existing asphalt access road and circulation area with concrete pavement to facilitate loading of ordinance onto naval vessels.

Safe Routes for Seniors, Hayward, CA

Hal was Project Manager for civil design of this project which improved the senior pedestrian environment in Hayward Downtown Area. Scope of work involved the preparation of improvement plans for bulb outs, ADA compliant curb ramps and sidewalks, median modifications, and to prepare cost estimates in accordance with federally funded guidelines.



Kevin Kim, PE

Project Engineer

Kevin is a civil engineer with 16 years of progressive experience in the industry. Kevin excels in providing leadership, mentoring, and technical expertise on projects. He is adept at making major design decisions, ensuring quality control, resolving complex problems, assessing construction feasibility, and managing projects of all sizes from inception to completion. Kevin's career includes significant roles at design and consulting firms for major private and public projects in California. His extensive project portfolio spans site development, roadway improvements, stormwater management, and mutltidisciplinary and utility coordination.

YEARS OF EXPERIENCE

16 years

EDUCATION

BS, Civil Engineering, California State Polytechnic University - Pomona

AREAS OF EXPERTISE

ADA Design

Roadway Geometrics

Grading and Drainage

Stormwater Facilities Design and Management

Building Codes and Design Standards

Development of Plans, Specifications, and Estimates

Multidiscipline Design Coordination

Permit and Utility Coordination

Construction Assistance

REGISTRATIONS

Professional Civil Engineer: CA (#83474)

PROFESSIONAL HIGHLIGHTS

ASCE Orange County Bridge Project of the Year (2019) – State College Boulevard Grade Separation

Former Member, American Society of Civil Engineers (ASCE)

Former Member, Institute of Transportation Engineers (ITE)

Former Member, Women's Transportation Seminar (WTS)

Relevant Experience

South San Francisco OBAG 3 Safety and Access Improvements, CA
Kevin is leading Civil Engineering support for the safety and traffic calming improvements for three streets around Martin Elementary School in South San Francisco. Improvements include: curb extensions, rapid flashing beacons, green infrastructure, traffic signal installations, utility coordination, and signing and striping improvements.

Monument Boulevard Improvements, Concord, CA
Kevin is serving as Project Manager completing a preliminary design to better accommodate non-auto modes on Monument Boulevard between Mohr Lane and Systron Drive on a Class I facility. The project will connect the Iron Horse Trail at Mohr Lane with the Class I facility that terminates at Systron Drive.

Merced Avenue Greenway, Part 2, South El Monte, CA
Alta designed a Class IV bikeway integrated with green infrastructure such as stormwater capturing, curb extensions with bioretention planters, permeable pavement and infiltration chambers for the first phase of the project. The design phase for Phase 2 is currently in progress and will address the industrial section of Merced Avenue, which will feature a 0.65 mile Class II buffered bikeway with green infrastructure. Kevin serves as Project Manager for the second phase of the project, preparing the signing and striping plans, specifications, and estimates for final design and construction.

South Pasadena Slow Streets Program, CA
Kevin is the Project Manager for the South Pasadena Slow Street program, which consists of the design and implementation of four demonstration projects intended to improve walking and biking conditions for residents. These demonstrations were well received by the community and many will be made permanent in future phases of the project. Alta is working to develop a comprehensive Complete Street configuration for the Mission Street corridor with lane reductions to reduce speeding, reconfigured on-street parking, shorter pedestrian crossing distances, parklets, and other modifications to encourage more walking and bicycling.

Chestnut Avenue Concepts, South San Francisco, CA
Alta is providing draft and final concept plans for the extension of a two-way cycle track on Chestnut Boulevard in South San Francisco from Grand Avenue to Commercial Avenue. We are also designing a multi-use path on Chestnut. Kevin serves as Project Manager.



Daniela Vazquez, PE

Engineering Designer

Daniela is a transportation engineer with experience working on various design projects including curb extension and curb ramp design, cost estimating, and the design of bicycle and pedestrian facilities. Daniela has designed over 100 curb ramps, produced estimates, and worked on draft and final project reports. Daniela speaks and writes Spanish fluently which has allowed her to translate technical documents and perform bilingual outreach.

YEARS OF EXPERIENCE

6 years

EDUCATION

BS, Civil Engineering, California Polytechnic State University, SLO

AREAS OF EXPERTISE

ADA Accessibility and Design
Multimodal Engineering
Class I, II, III, IV Bike Facilities
Complete Streets
Signing and Striping
Bilingual Outreach

REGISTRATIONS

Professional Civil Engineer: CA (#95034)

PROFESSIONAL HIGHLIGHTS

Member, American Society of Civil Engineers

LANGUAGES SPOKEN

English and Spanish

Relevant Experience

South San Francisco OBAG 3 Safety and Access Improvements, CA
Daniela serves as Assistant Project Manager for the safety and traffic calming improvements for three streets around Martin Elementary School in South San Francisco. Improvements include; curb extensions, rapid flashing beacons, green infrastructure, traffic signal installations, utility coordination, and signing and striping improvements.

Glendora People Movement Project, Glendora, CA
As a Lead Engineer, Daniela is designing segments of the shared use path and is assisting with sheet production. Daniela is also coordinating the outreach events. This phase of the People Movement Project is comprised of two projects: Gledora Avenue Project and Little Dalton Wash Project, which together will deliver key first/last mile connectivity improvements to the Metro A Line and fully develop the Glendora Urban Trail System.

South San Francisco SRTS Program, CA
Alta developed 60% PS&E for the previously prepared conceptual plans for Parkway Heights Middle School and Ponderosa Elementary and the recently prepared exhibits for Alta Loma Middle School and Buri Buri Elementary. Alta completed a topographic survey and existing conditions assessment to determine the feasibility of constructing roadway safety improvements for streets surrounding the four schools. Daniela served as Project Engineer for this effort.

South Higuera Complete Streets and Neighborhood Greenway, San Luis Obispo, CA
The South Higuera Complete Streets Project will dramatically increase safety for residents who wish to walk or bike to work, school, grocery stores, parks, transit, and downtown San Luis Obispo. The project includes 4.6 miles of Class IV protected bike lanes, buffered bike lanes, various intersection improvements (like LPIs, high visibility crosswalks), HAWK beacon, RRFB, curb ramp upgrades, neighborhood traffic circles, and a pedestrian plaza. Alta is currently providing final design plans, specifications, and estimates for the South Higuera Complete Streets project. In addition, Alta is providing Caltrans encroachment permit and coordination support over the US 101 freeway. As Project Engineer, Daniela is designing and annotating curb ramps, updating signing and striping plans, and assisting with the cost estimate.



Maggie White, PE

Engineer

Maggie is a Professional Engineer with strong experience designing projects from concept level alternatives through final design. Her project experience includes interdisciplinary design reviews, coordination and collaboration with consultants, working on 3-D intersections and corridor designs, ADA curb ramps, Complete Streets, as well as roadway design and signing and striping projects. She is inspired to work on active transportation projects that increase the connectivity of the community where she lives.

YEARS OF EXPERIENCE

7 years

EDUCATION

BS, Civil Engineering, University of California Los Angeles

AREAS OF EXPERTISE

ADA curb ramp design

Complete streets design

Signing and striping

REGISTRATIONS

Professional Engineer, CA (#96787)

Relevant Experience

Pulgas Avenue Mini Roundabouts, East Palo Alto, CA

Alta developed plans and estimates for two mini-roundabouts on Pulgas Avenue in East Palo Alto—one at Beech Street and another at Runnymede Street. The City, with Alta's support, initially installed temporary traffic circles at these locations. After positive community feedback, the City decided to convert these temporary traffic circles to permanent mini roundabouts, including sidewalk and striping rehabilitation at both intersections. Maggie is an engineer on the project.

People Movement Improvements, Glendora, CA

This phase of the project is comprised of two projects: Glendora Avenue Project and Little Dalton Wash Project, which together will deliver key first/last mile connectivity improvements to the Metro A Line and fully develop the Glendora Urban Trail System. Maggie designed the class IV bike lane as well as expanded sidewalks, bus pullouts and a roundabout.

Adeline Street Transportation Improvements, Berkeley, CA

Maggie is serving as Project Engineer helping the city identify specific locations along the Adeline Street corridor for people centric spaces and locations for sustainable infrastructure improvements and significant bicycle and pedestrian safety upgrades. Tasked with performing analysis to re-configure Adeline Street from a 6-lane roadway to a 4-lane roadway, this project will add a separated bike lane and increase sidewalk widths along the entire stretch of Adeline Street within the project limits.

7th Street Connection Project, Oakland, CA

Maggie serves as Assistant Project Manager and engineer for the 7th Street Connection Project. Maggie designed and analyzed three buffered and protected bike lane alternatives along the 7th Street corridor. She also designed the signing and striping plans for the most preferred alternative. The project is adding bike lanes on the 7th Street corridor between West Oakland BART at Mandela Parkway to Martin Luther King Jr. Boulevard.

South Higuera Complete Streets, San Luis Obispo, CA

Maggie is creating curb ramp sheets and annotation curb ramps throughout the project area. Alta prepared striping layout plans and curb ramp improvements for South Higuera Street from Marsh Street to Los Osos Valley Road (LOVR) and for Madonna Road from Higuera Street to the Madonna Inn/ US 101 ramp intersection in the City of San Luis Obispo.



Austin Osburn, EIT

Engineer

Austin is a transportation engineer dedicated to sustainable, multimodal design in complex urban environments. With expertise in AutoCAD Civil 3D, best-practice roadway and streetscape design, detailed curb ramp and corridor modeling, QA/QC on plan sets, and cost estimating, Austin integrates technical precision with a passion for livable, walkable, and bike-friendly communities to create transportation infrastructure that enhances connectivity, accessibility, and sustainability. Austin leverages his expertise to develop solutions that enhance mobility, reduce environmental impact, and improve urban livability.

YEARS OF EXPERIENCE

2 years

EDUCATION

BS, Environmental and Ecological Engineering, Purdue University

AREAS OF EXPERTISE

Urban Street Design
Corridor & Curb Ramp Modeling
QA/QC
Cost Estimating
Utility Design
Drainage Analysis
Greenhouse Gas Analysis
Data Analysis & Manipulation
HEC-RAS
ArcGIS

Relevant Experience

Hayward High Injury Network Safety Plan, CA
The Alta team is part of the team leading the City of Hayward High Injury Network Safety Plan—an SS4A grant-funded project to redesign three of Hayward's highest priority streets for serious and fatal injury collisions. The Alta team is leading public outreach, including partnerships with CBOs, for each of the three corridors. The Alta team is also leading advanced data analytics for near-miss collisions at 10 key intersections and is leading design for the Tennyson Road corridor in south Hayward. The project will develop 35% design plans for each of the three corridors with a focus on transformative safety-based countermeasures for vulnerable road users. Austin is an engineer on the project.

South San Francisco OBAG 3 Safety and Access Improvements, CA
Austin is providing Civil Engineering support for the safety and traffic calming improvements for three streets around Martin Elementary School in South San Francisco. Improvements include: curb extensions, rapid flashing beacons, green infrastructure, traffic signal installations, utility coordination, and signing and striping improvements.

Atwood Multi-Purpose Trail PA&ED and PS&E, Placentia, CA
Austin serves as project engineer on the proposed Atwood Multi-Purpose Trail. The purpose of this (PA&ED) phase is to identify a preferred trail alignment; explore the feasibility of trail crossings at roads and railroads; identify opportunities for access points that connect the trail to neighborhoods, parks, schools, and transit; and environmentally clear the project. Alta provided overall project management, leading the development of concept plans, preliminary cost estimates, feasibility study, community outreach, and hydrology report. Following successful completion of the PA&ED phase, Alta was retained to prepare the final PS&E package. Our team advanced the preferred alternative through final design while continuing coordination with regulatory agencies, utility providers, and project stakeholders to maintain schedule and support project delivery.

San Francisco Bay Trail Survey, CA
Austin provides engineering support for a comprehensive asset inventory of existing infrastructure along the 350-mile San Francisco Bay Trail corridor as part of a regional needs, maintenance, and operations assessment. The survey includes fieldwork protocol design, field testing, logistics, and QA/QC. Survey data are being collected by bicycle in user pairs using Esri's QuickCapture and managed through an ArcGIS Experience Builder platform built specifically for MTC QA/QC review and real-time data sharing. At project close, Alta will deliver a public-facing interactive application built on the collected dataset, providing MTC with a durable spatial resource for operations and maintenance guidance, public communication, and grant applications.



Ben Miller

Parking Lead

YEARS OF EXPERIENCE

8 years

EDUCATION

MS, Urban and Environmental Planning, Arizona State University

BS, Urban Studies, University of Minnesota

AREAS OF EXPERTISE

Traffic impact studies

Traffic operations analyses

Innovative parking management strategies

Signal warrants analyses

Parking and transportation demand management (PTDM) programs

Ben has more than eight years' experience in transportation planning, transit planning, and traffic operations. He also has a strong background in VMT analyses, TDM strategies, and innovative parking management strategies. He has led a number of multimodal transportation planning studies for transit station area development projects, such as the BART Little Portugal Station/Five Wounds Neighborhood Specific Plan, where he led a walk audit and prepared multimodal access improvements for the proposed Little Portugal BART Station.

Relevant Experience

East Bay Greenway PA/ED, Oakland, San Leandro, and Hayward, CA
Project Planner responsible for preparing SYNCHRO analysis to evaluate the circulation effects of the proposed East Bay Greenway Project, a 16-mile bicycle and pedestrian path that runs along the BART alignment, connecting seven BART stations as well as downtown areas, schools, and other major destinations. The analyses focused on potential impacts on key arterial roads and needs for pedestrian and bicycle signals.

South Ocean Beach Coastal Erosion and Wastewater Infrastructure Protection Project, San Francisco, CA
The project would permanently close the Great Highway in San Francisco, between Sloat and Skyline Boulevards, resulting in the diversion of more than 1,000 vehicles during the peak hour, closure of a primary driveway for the San Francisco Zoo, and displacement of coastal parking lots and an existing Muni bus stop. Ben conducted SYNCHRO and Sim Traffic analyses to address traffic diversion issues along Sloat and Skyline Boulevards, assessed the feasibility of constructing a roundabout for the unsignalized intersection of Sloat and Skyline Boulevards, and analyzed parking impacts. Traffic analysis was conducted for existing conditions and up to five different project variants to assess impacts on 13 key intersections. Project analysis also included multi-modal impacts, especially pedestrian and bicycle circulation along the Great Highway. He prepared several traffic operations memorandums summarizing the analyses and findings for review by the SFPUC, the San Francisco Planning Department, and SFMTA.

Altamont Commuter Express ACEforward Program EIS/EIR, Santa Clara, Alameda, San Joaquin, Stanislaus, and Merced Counties, CA
Project planner responsible for SYNCHRO and SimTraffic analysis for 40 railroad grade crossings with proposed increases in train operation from 4 to 6 and 10 trains per hour during the AM and PM peak periods. Prepared the Short-Range Transit Plan (SRTP), compiled existing and estimated ridership data for the proposed improvements, verified ridership, revenue, and performance data to analyze trends for ridership, ticket revenue, fare box recovery, and on-time performance. The project included both existing and proposed alignments of Altamont Commuter Rail (ACE) operations from Stockton to Santa Clara and from Stockton to Merced. Impact analysis included both program level analysis and project specific level analysis. The project was successfully completed.



Charlie Simpson

Outreach Lead

YEARS OF EXPERIENCE

13 years

EDUCATION

Master of Urban Planning, University of Washington College of Built Environments

BS, Urban and Environmental Policy, Occidental College

AREAS OF EXPERTISE

Urban planning

Vision Zero

Tactical urbanism

Community engagement

Charlie is a passionate transportation planner and advocate for safe streets that meet the needs of all ages and abilities. He continually works to ensure that equity guides his work and is energized by building relationships with communities. Charlie has multiple years of experience utilizing tactical urbanism as a tool to expand community engagement, more quickly implement bicycle and pedestrian projects, and catalyze long-term change.

Relevant Experience



PROJECT SPOTLIGHT

Pulgas Avenue Mini Roundabouts, East Palo Alto, CA

Alta is developed plans and estimates for two mini-roundabouts on Pulgas Avenue in East Palo Alto—one at Beech Street and another at Runnymede Street. The City, with Alta's support, initially installed temporary traffic circles at these locations. After positive community feedback, the City decided to convert these temporary traffic circles to permanent mini roundabouts, including sidewalk and striping rehabilitation at both intersections. Charlie serves as Planner on the project and leads community engagement. The photo above shows Charlie at the ribbon cutting event.

Active Streets Plan, Sacramento, CA

Alta is preparing active transportation audits for three Community Plan areas to identify deficient active transportation infrastructure and prioritize 2021 investments in high-injury portions of the network. As a Planner, Charlie contributed to the plan review and assessment of community characteristics (demographics, existing land use, and transportation patterns). He also contributed to several analyses, including for equity (CalEnviroScreen, Healthy Places Index, California Heat Assessment Tool, Tree Canopy Analysis, Housing & Transportation Cost Index), existing transportation networks (bicycle, pedestrian, and transit), and safety (collisions).

SRTS Walk Audit Program, SMCTA, CA

Alta is currently in Phase 2 of supporting San Mateo County by conducting Walk Audits at seven (7) schools across the county. Across the two phases of work, Alta will have conducted a total of fourteen (14) Walk Audits at separate schools. Each Walk Audit is conducted in partnership with the County, local jurisdiction, school district, and school and is attended by school staff and parents. Charlie is serving as Project Manager.

Safe Routes to School Program, Alameda County, CA

Alta developed a data-driven approach to prioritize walk audits throughout Alameda County and provides up to 40 audits each year. Alta also leads an annual evaluation effort that analyzes mode shift as well as program equity and participation. Charlie served as Planner, helping lead School Safety Audits focusing on evaluating barriers and opportunities to biking and walking to various school sites. Following the field evaluation, he worked to develop infrastructure improvements addressing deficiencies around each school site.



BJ Swanner

Senior Project Manager | Right-of-Way

YEARS OF EXPERIENCE

18 years

EDUCATION

BA, Geography (GIS and remote Sensing), UCLA

AREAS OF EXPERTISE

GIS

Early Planning

Right-of-way

REGISTRATIONS

Real Estate Salesman

State Of California

Ca#02231697

BJ has over 18 years of experience managing right-of-way programs for a variety of public infrastructure projects from small to large. He has demonstrated experience managing projects, as well as developing and implementing technological solutions to real estate challenges utilizing GIS and other systems. Throughout his career, BJ's focus has been the delivery of large programs as well as supporting engineers and planners during the pre-acquisition and acquisition phases. As a recognized leader in the Southern California right-of-way profession, he is knowledgeable about local markets and infrastructure and has relationships with key stakeholders in the region.

Relevant Experience

LINK-21 New Transbay Rail Crossing, San Francisco, CA

As Project Manager, BJ led Monument's right-of-way impact analysis and cost estimating services during the conceptual design phase of the LINK-21 New Transbay Rail Crossing. He evaluated more than 1,000 potentially impacted parcels across representative BART and Regional Rail alignments, preparing planning-level acquisition and relocation cost estimates to support project development and funding decisions. Working closely with the design team through workshops and technical reviews, BJ identified opportunities to reduce right-of-way impacts, resulting in design refinements that minimized the project footprint. He also collaborated with Monument's appraisal and relocation specialists to develop submarket-specific acquisition and relocation cost estimates and continues to support the project by updating right-of-way analyses and cost estimates as the design advances.

Inglewood Transit Connector, Inglewood, CA

BJ serves as Monument's Project Manager for this transformative transit project, overseeing right-of-way planning, acquisition, and relocation services. During project planning, he performed right-of-way impact analyses, relocation studies, and cost estimates to support project programming and funding. BJ now manages a team of appraisers and acquisition agents responsible for securing property rights and relocating affected businesses, while implementing innovative acquisition and relocation strategies to help meet the project's accelerated schedule in advance of the 2028 Olympic Games.

I-105 Express Lanes Project, El Segundo to Norwalk, CA

As Right-of-Way Project Manager, BJ led the preparation of Caltrans Right-of-Way Data Sheets to support the Project Approval and Environmental Document (PA&ED) phase and evaluated impacts to private properties, rail corridors, and public agency facilities. He coordinated with the design team to identify real estate constraints, prepared planning-level acquisition and permitting cost estimates, and provided quality oversight of utility investigations and coordination activities. During final design, BJ managed title review, coordinated with Metro, Caltrans, the design team, and construction partners, and oversees acquisition, certification, and right-of-way delivery activities required to obtain Caltrans Right of Way Certification for the project.



Carie Montero, RPA

Environmental Lead

RINCON CONSULTANTS

Carie is a Senior Principal with 30 years of experience leading CEQA and NEPA environmental compliance and multidisciplinary project delivery for transportation infrastructure throughout California. She specializes in guiding roadway, bridge, transit, multimodal corridor, complete streets, and bicycle and pedestrian projects through environmental clearance, permitting, design and construction phases. As a former Caltrans District 4 Branch Chief for Construction and Mitigation Compliance, Carie spent nearly a decade overseeing construction, environmental compliance, permitting, and project delivery for state transportation projects, giving her extensive knowledge of Caltrans project development, Local Assistance procedures, and environmental approval processes for NEPA and CEQA. She has successfully managed environmental teams for complex EIR/EAs, PEARs, PIDs, and technical studies, coordinating closely with Caltrans, FTA, FRA, local agencies, and regulatory partners to develop practical environmental strategies and deliver high-quality, legally defensible environmental documents that keep projects moving from planning through design and construction.

Relevant Experience

Fort Ord Regional Trail and Greenway Project EIR Addendums, Monterey County, California

Principal-in-Charge for Rincon's ongoing support of the Fort Ord Regional Trail and Greenway (FORTAG) Project, a regional multi-use trail network spanning approximately 28 miles through Seaside, Del Rey Oaks, Monterey, Marina, and the CSU Monterey Bay campus. Carie provides strategic guidance on environmental compliance and oversees design review to support TAMC's self-certification that environmental commitments are met for ATP grant funding requirements.

Santa Paula Branch Line Path, Ventura County, California

Principal-in-Charge for Rincon's environmental support of the City of Ventura's Santa Paula Branch Line Path Project, a four-mile Class I bicycle and pedestrian facility connecting the East Ventura Metrolink Station to Wells Road along the existing rail corridor. Rincon prepared a CEQA Notice of Exemption to statutorily exempt the project under Public Resources Code Section 21080.25 and continues to provide CEQA advisory support during design. Under Carie's oversight, the team coordinates with the City and engineering partners to guide design decisions, maintain CEQA compliance, and support regulatory coordination and permitting strategy as the project advances.

Oakland-Alameda Estuary Bridge Project PA&ED, Alameda City, California

This project proposes a pedestrian and bicycle bridge connecting Oakland and Alameda. As Environmental Lead, Carie managed funding plan development, advised the client on Caltrans District 4 (D4) processes, participated with meeting with the Coast Guard, oversaw stakeholder and community engagement, contributed to the environmental alternatives analysis, and provided QC for the Preliminary Environmental Analysis Report (PEAR)/Project Initiation Document (PID) to support project development.

YEARS OF EXPERIENCE

30 years

EDUCATION

MA, Anthropology, University of Illinois, Urbana-Champaign

BA, Ancient Studies and Anthropology, University of Maryland, Baltimore County Honors College

AREAS OF EXPERTISE

Transportation Environmental Planning

CEQA/NEPA Environmental Clearance

PA&ED & Caltrans Project Development

Environmental Strategy & Regulatory Permitting

Multimodal Corridor & Complete Streets

Project Delivery & QA/QC

REGISTRATIONS

Registered Professional Archaeologist (RPA), No. 15091

PROFESSIONAL HIGHLIGHTS

Former Caltrans District 4 Branch Chief with nearly a decade of experience leading environmental compliance and project delivery for state transportation projects at Caltrans.

Environmental Manager for complex roadway, bridge, transit, and multimodal infrastructure projects throughout California.



Anastasia Ennis

Lead Biologist

RINCON CONSULTANTS

Anastasia is a Supervising Biologist with experience supporting transportation, infrastructure, utility, and habitat restoration projects throughout California. She specializes in biological resources assessments, environmental compliance, permitting support, construction monitoring, and preparation of technical studies to support CEQA and NEPA environmental review. Anastasia has managed multidisciplinary biological investigations for roadway, bridge, rail, utility, shoreline, and restoration projects, overseeing field teams, coordinating with regulatory agencies, and integrating biological constraints into project planning and design. Her experience includes projects adjacent to tidal marshes, streams, wetlands, and other sensitive habitats, where she has prepared biological reports, conducted preconstruction surveys, supported environmental permitting, and monitored compliance with permit conditions throughout construction. Anastasia's collaborative approach and technical expertise help clients navigate complex biological and regulatory requirements while advancing projects efficiently through environmental clearance and delivery.

Relevant Experience

Aquatic Resources Delineation Services for ADA Improvement Projects, San Mateo County, CA
Biologist for aquatic resources delineation for ADA improvements to trails in three sites in the Pulgas Ridge and Skyline Ridge Open Space Preserves. Conducted site visit for jurisdictional delineations and prepared aquatic resources delineation reports.

Emergency Storm Drain Repair, Los Altos, CA
Project manager overseeing implementation of Lake and Streambed Alteration Agreement MMRP for a storm drain outfall repair project. Oversaw approval of biologists by CDFW, preparation of a worker environmental awareness training, and scheduling of site clearance surveys and monitoring. Focal species included western pond turtle, giant salamander, Santa Cruz black salamander, and California red-legged frog.

Millbrae and Burlingame Shoreline Area Protection and Enhancement Project, San Mateo County, CA
Biologist and senior lead for a site reconnaissance survey and preparation of a Biological Resources Assessment to support CEQA review of design alternatives prior to project approval.

Alameda County Transit Commission Rail Safety Enhancement Project, Alameda County, CA
Project manager and biologist for CEQA and NEPA technical studies supporting rail safety improvements across multiple municipalities. Reviewed deliverables prior to submittal to the client, conducted site surveys, and prepared biological reports.

Don Edwards National Wildlife Refuge Newark Slough Bridge Replacement, Fremont, CA
Served as project manager and construction monitor for a Caltrans-funded bridge replacement project, overseeing environmental compliance during construction within a sensitive tidal marsh. Coordinated with Caltrans and regulatory agencies, monitored permit compliance, supervised mitigation implementation, and supported utility and infrastructure improvements to maintain project schedule and regulatory compliance.

YEARS OF EXPERIENCE

15 years

EDUCATION

MS, Ecology, Evolution, and Conservation Biology, San Francisco State University

BS, Animal Science, Cornell University

AREAS OF EXPERTISE

Biological Resources Assessments

CEQA/NEPA Biological Technical Studies

Aquatic Resources & Jurisdictional Delineations

Environmental Compliance & Construction Monitoring

Regulatory Permitting & Agency Coordination

REGISTRATIONS

40-hour Wetland Delineation Certificate

CRAM Trained Practitioner

USFWS 10 (a)(1)(A) Federal Recovery Permit (TE13639B-1) – salt marsh harvest mouse and California Ridgway's rail (in renewal)

PROFESSIONAL HIGHLIGHTS

Project Manager for biological compliance supporting the California High-Speed Rail program

Extensive experience with biological investigations, permitting, and environmental compliance for projects in sensitive habitats.



Taylor Freeman

Environmental Project Manager

RINCON CONSULTANTS

Taylor is a Senior Environmental Planner and Project Manager specializing in transportation infrastructure projects throughout California with a focus on active transportation improvements. She has more than six years of experience leading multidisciplinary teams through CEQA and NEPA compliance and overseeing environmental technical studies, agency coordination, and permitting activities for projects from planning through design and construction. Taylor is an expert in developing legally defensible environmental documentation that balances technical rigor with clear communication, helping clients navigate complex regulatory requirements while maintaining project schedules. Her background in natural sciences and resource management, combined with hands-on field experience, enables her to identify environmental constraints early, integrate environmental commitments into project development, and collaborate effectively with engineers, resource agencies, and stakeholders. She has successfully managed environmental services for roadway widening, bicycle and pedestrian facilities, multimodal corridor improvements, and rail-trail projects, providing leadership in project management through quality assurance/quality control and client coordination from project initiation through environmental clearance.

Relevant Experience

Chestnut Avenue Bicycle Improvements Project, South San Francisco, CA
Rincon is preparing NEPA documentation for a bicycle improvements project on a residential portion of Chestnut Avenue in South San Francisco. She is serving as project manager and is working closely with the City and Caltrans staff to initiate the Preliminary Environments Study form and will be overseeing completion of a suite of technical studies to support NEPA clearance.

Fort Ord Regional Trail and Greenway Project, Jerry Smith and California Avenue Segments, Monterey County, CA
Rincon prepared the original Environmental Impact Report for the full Fort Ord Regional Trail and Greenway Project, a 28-mile multi-use paved trail that encircles the cities of Seaside, Del Rey Oaks, Monterey, and Marina, as well as the CSU Monterey Bay campus and is designed to serve pedestrians and bicyclists of all abilities. Taylor served as the Project Manager overseeing three separate CEQA Addenda, one for the Jerry Smith Segment and two for the California Avenue Segment. Taylor also managed design review activities to ensure that all environmental commitments and mitigation measures were included in the final design package leading to project construction.

Santa Paula Branch Line Path, Ventura County, CA
Project Manager overseeing preparation of a CEQA Notice of Exemption and supporting documentation for the Santa Paula Branch Line Path Project, a four-mile Class I bicycle and pedestrian facility between the East Ventura Metrolink station and Wells Road along the existing rail corridor, consistent with PRC Section 21080.25. Rincon, led by Taylor, is currently teamed with Chen Ryan Associates to provide general CEQA consulting services related to project design and engineering, guiding the City and CRA through design decisions and how those may affect the existing CEQA approvals. Taylor provided direct oversight for preparation of a Phase I for the project, and she led coordination with the regulatory agencies leading to the acquisition of permits from the California Department of Fish and Wildlife (CDFW) and the Regional Water Quality Control Board (RWQCB).

YEARS OF EXPERIENCE

7 years

EDUCATION

Master of Earth and Environmental Resources Management, University of South Carolina

BS, Biology with Chemistry Minor, University of North Carolina at Greensboro

AREAS OF EXPERTISE

CEQA & NEPA Environmental Documentation

Agency Coordination & Permitting

Environmental Strategy & Project Delivery

PROFESSIONAL HIGHLIGHTS

Senior Project Manager for transportation PA&ED projects, including management of Preliminary Environmental Studies (PES), CEQA/NEPA technical studies, and Caltrans Local Assistance coordination.

Lead environmental planner and environmental compliance manager for multimodal transportation projects entering PS&E and construction phases.



Ron Sanzo, PE, TE, PTOE

Survey Principal

SANDIS

Ron has extensive experience in providing civil and traffic engineering services, especially for capital improvements projects. Ron understands the importance of early and regular communication with cities, agencies, stakeholders, and the community to ensure that all parties are aware of the project objectives and goals. Ron's traffic engineering expertise includes the development of parking studies, traffic studies, site and roadway improvements, traffic signal improvements, traffic control plans, site and roadway design, as well as the layout and design of parking facilities.

YEARS OF EXPERIENCE

19 years

EDUCATION

B.S. Environmental/Resource Engineering

Syracuse University

AREAS OF EXPERTISE

Site and Roadway Traffic Safety

Site and Roadway Design

Civil Design

REGISTRATIONS

Professional Engineer Civil Engineer CA #79305

Professional Engineer Traffic Engineer CA #2693

Professional Traffic Operations Engineer

Relevant Experience

City of Oakland 7th Street Connection Oakland, CA
Principal-in-Charge. Sandis is working with Alta on the comprehensive redesign of the corridor, including a redesign of the streetscape, connecting West Oakland with Downtown, adding bicycle lanes, pedestrian safety measures, and road rehabilitation. Sandis is providing civil and traffic engineering services including storm drainage and utility relocation plans, green infrastructure, permitting, and construction support.

City of Palo Alto Middlefield Road Improvements Palo Alto, CA
Principal-in-Charge. Sandis provided civil engineering, traffic engineering, surveying and utility locating for improvements to Palo Alto's Middlefield Road. The project included pavement improvements as well as new curb and gutter, curb ramps, sidewalks, and driveways.

City of Palo Alto Churchill Avenue Corridor Palo Alto, CA
Principal-in-Charge. Sandis is providing engineering and surveying services for multi-modal improvements along the Churchill Avenue. A series of multi-modal improvements including a two-way cycle, signal improvements, enhanced class II bicycle lanes, and traffic calming measures are being proposed. As part, utility relocations and additional land easements where necessary to accommodate the Class I facility. Significant sidewalk and ADA improvements are being made to improve pedestrian safety. The improvements include new curb ramps, sidewalk bulbouts, sidewalk widening, and ADA ramps.

City of San Mateo Delaware Street Safe Routes to School Corridor Bicycle Improvements San Mateo, CA
Principal-in-Charge. This Infrastructure project emphasizes safety and community access. The project's goal is to encourage more biking and biking connections in the area, making it accessible for people of all ages and abilities, especially students traveling to school. The project also includes upgrading existing curb ramps and pedestrian facilities for ADA compliance. These improvements promote non-motorized transportation for short trips, commuting, and recreation, thereby enhancing connectivity, mobility, and public health.

Moraga Road and Canyon Road Complete Streets Moraga, CA
Principal-in-Charge. Sandis is providing engineering and surveying services for this complete streets project. The project includes closing significant sidewalk gaps, replacing nonconforming sidewalks, ADA-accessible curb ramps, RRFBs, intersection timing, pedestrian refuge islands, Class II bike lanes with buffer zones, pavement renovation, landscaping, bus stop shelters, and speed feedback signs.



Chris Cintean, PLS

Senior Project Manager | Survey

Chris Cintean has 23 years of experience in land surveying and has worked with both the public and private sectors. Chris' expertise is enhanced by his wealth of experience in the preparation of boundary and topographic surveys. His background includes an extensive knowledge and expertise in boundary identification/validation; post data collection processes; preparation of calculations; preservation of project field control; maintaining documentation i.e. reports, project plans, specifications, and as-builts; and managing project budget and change orders.

YEARS OF EXPERIENCE

23 years

EDUCATION

AA, San Joaquin Delta College and San Jose Evergreen Valley College

AREAS OF EXPERTISE

Project Coordination and Management

Boundary and Topographic Survey, Control Survey

Utility Mapping

REGISTRATIONS

Professional Land Surveyor

California #8941

Relevant Experience

Palo Alto Bike Boulevards Palo Alto, CA

Project Manager, Surveying. As part of an on-call civil engineering contract, Sandis was contracted to assist in the design and plan of bike/ pedestrian corridor. Chris coordinated with the Sandis engineering and survey teams, leading the survey crews in performing topographic surveys, base mapping and more for the construction of pedestrian/ bike thoroughfares for the City of Palo Alto.

City of Palo Alto Middlefield Road Improvements Palo Alto, CA

Project Manager, Surveying. Sandis provided surveying, civil engineering, traffic engineering, and utility locating for improvements to Palo Alto's Middlefield Road. The project included pavement improvements as well as new curb and gutter, curb ramps, sidewalks, and driveways.

City of San Mateo Delaware Street Safe Routes to School Corridor Bicycle Improvements San Mateo, CA

Sr. Project Manager, Surveying. This project emphasizes safety and community access. Chris led the survey efforts, which included the creation of an Aerial Drone Survey for the development of bikeway improvements and Full Ground Topographical Survey for the ADA and intersection improvements. Chris also assisted the city in navigating boundary questions related to Caltrans, Railroad ROW, and utility coordination.

Moraga Road and Canyon Road Complete Streets Moraga, CA

Sr. Project Manager, Surveying. The project entails adding 1,233 LF of new sidewalks, replacing/repairing 1,872 LF of nonconforming sidewalks, installing 14 ADA-accessible curb ramps, 12 solar-powered Rectangular Rapid Flash Beacons (RRFBs), implementing intersection timing with leading pedestrian intervals, incorporating 4 median pedestrian crossing noses, establishing 4600 LF of enhanced Class II bike lanes with buffer zones, conducting pavement renovation, planting 25 street trees along new sidewalks, installing 3 new bus stop shelters with people-friendly benches and solar-power-compacted garbage bins, deploying speed feedback signs, and other essential improvements. Chris oversaw the development of multiple survey efforts for the various project locations and has created a seamless base upon which the project has developed.



Nathan Allen, PE

Survey

YEARS OF EXPERIENCE

22 years

EDUCATION

B.S. Civil Engineering
Clemson University

AREAS OF EXPERTISE

Site Civil Design
Public Infrastructure
Entitlements and Permitting

REGISTRATIONS

Professional Engineer Civil Engineer CA #76072

Nathan Allen has 22 years of civil engineering experience. His expertise helps seamlessly deliver projects from the initial feasibility/planning stages to the construction and documentation phase. With a strong technical background and commitment to responsiveness, Nathan is able to successfully navigate numerous projects, proactively identify potential obstacles, and meet project demands.

Relevant Experience

City of Oakland 7th Street Connection Oakland, CA
Sr. Project Manager. Sandis is working with Alta on the comprehensive redesign of the corridor, including a redesign of the streetscape, connecting West Oakland with Downtown, adding bicycle lanes, pedestrian safety measures, and road rehabilitation.

Sandis is providing civil and traffic engineering services including storm drainage and utility relocation plans, green infrastructure, permitting, and construction support.

SFMTA Woods Facility BEB Charging Infrastructure San Francisco, CA
Sr. Project Manager. The SFMTA is working towards a goal of an all-electric fleet and carbon-neutral by 2040. Sandis is providing services for the addition of new charging station infrastructure to support the electric bus fleet. Services include permitting assistance, utility infrastructure design, grading design, surveying, and utility locating services for the project.

El Cerrito Elm Street Improvements El Cerrito, CA
Project Manager. Nathan led the Sandis engineering team in providing engineering and surveying services for Elm street improvements in El Cerrito. Project improvements included signage and striping revision, traffic signal upgrades, construction of curb ramps and a driveway.

MacArthur Transit Village Oakland, CA
Project Manager. Nathan was part of the engineering team for Sandis who provided civil and traffic engineering services for the creation of a $330 million, 7.76 acre transit oriented mixed-use development which functions as an integrated multi-modal link for the community. Sandis also provided street improvements and traffic calming measures on a major Oakland thoroughfare, Macarthur Boulevard. The project increases comfort and safety for bicyclists and pedestrians using Oakland's MacArthur BART Station. The 8 acre development consists of 675 multi-family residential units, 34,000 SF of retail space, 5,000 SF of community center, 300 parking spaces for BART, and structured parking. Sandis worked closely with the City of Oakland Development Agency, San Francisco Bay Area Rapid Transit Community Partners, and LLC.

5. Team Experience


Demonstration


Built

Pulgas Avenue Mini Roundabouts

EAST PALO ALTO, CA | 2023-2026

Alta provided civil and traffic engineering services to transform two temporary traffic circles into permanent mini roundabouts along Pulgas Avenue at Beech Street and Runnymede Street in the City of East Palo Alto. The City, with Alta's support, initially installed temporary traffic circles demonstrations through the San Mateo County Office of Education Student Travel Fellowship program. Following the success of the City's traffic calming demonstration project and positive community feedback, the City retained Alta to advance the project through final engineering by preparing final Plans, Specifications, and Estimates (PS&E) for permanent multimodal safety improvements designed to reduce vehicle speeds, improve intersection operations, and enhance pedestrian and bicycle connectivity within a residential neighborhood.

Alta led the geometric design of the mini roundabouts, incorporating curb realignments, concrete splitter islands, ADA-compliant curb ramps, sidewalk reconstruction, pavement rehabilitation, and signing and striping improvements. The design team evaluated turning movements and coordinated closely with SamTrans to ensure the roundabouts accommodated transit vehicles while maintaining efficient operations for emergency responders, and service vehicles. Throughout design, Alta worked collaboratively with City staff to balance multimodal safety, constructability, maintenance considerations, and neighborhood aesthetics, resulting in traffic calming solutions that reflects community priorities. Following the final PS&E, Alta continued supporting the City during construction by reviewing contractor submittals, responding to requests for information, and providing engineering assistance to facilitate successful project delivery. The completed project has improved safety and operations for all roadway users while advancing the City's Complete Streets goals. In recognition of its innovative, community-focused design and successful delivery, the project received the 2026 APWA Silicon Valley Chapter Project of the Year Award!

CLIENT
City of East Palo Alto

CONTACT
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East Palo Alto, CA 94303
(650) 853-3100
bzaro@cityofepa.org

RELEVANCE
- ✓ Community driven improvements
- ✓ ADA accessibility and compliance
- ✓ Traffic calming improvements
- ✓ Utility and Stakeholder Coordination
- ✓ Class II bike improvements
- ✓ Drainage Improvements
- ✓ Utility and Caltrans Coordination

KEY TEAM MEMBERS
- ✓ **Vincent Hellens**, Principal-in-Charge
- ✓ **Em Katz, EIT,** Project Manager
- ✓ Amanda Zucker, Engineer
- ✓ Charlie Simpson, Community engagement

AWARDS
APWA Silicon Valley 2026
Project of the Year Award







SNAIL Neighborhood Improvements

SUNNYVALE, CA | 2021-2024

The Sunnyvale SNAIL Neighborhood Improvements Project is a safety improvement initiative that delivers new traffic calming measures and infrastructure enhancements at multiple intersections within the SNAIL neighborhood in Sunnyvale. Improvements consist of new curb ramps, curb extensions, standard and protected bike facilities, high visibility crosswalks, new signage & striping, and a new Pedestrian Hybrid Beacon at the intersection of San Miguel Avenue and Duane Avenue.

Funded through ATP Cycle 3, the project benefited from Alta's extensive experience delivering ATP-funded projects, dating back to Cycle 2. The SNAIL project included over 30 curb extensions, a raised crosswalk, and traffic signal improvements. Following environmental clearance, the design scope was strategically divided between Alta and another teaming partner, enabling completion of the design in just eight months including all R/W and utility certifications to secure the E-76 for construction. The division of labor proved critical in accelerating the schedule and meeting funding deadlines.

As the prime consultant on the project, Alta provided overall project management, final PS&E construction documents, and provided construction support services during construction. The team also prepared all required R/W and Caltrans exhibit forms and coordinated with the CTC for construction allocation.

CLIENT

City of Sunnyvale

CONTACT

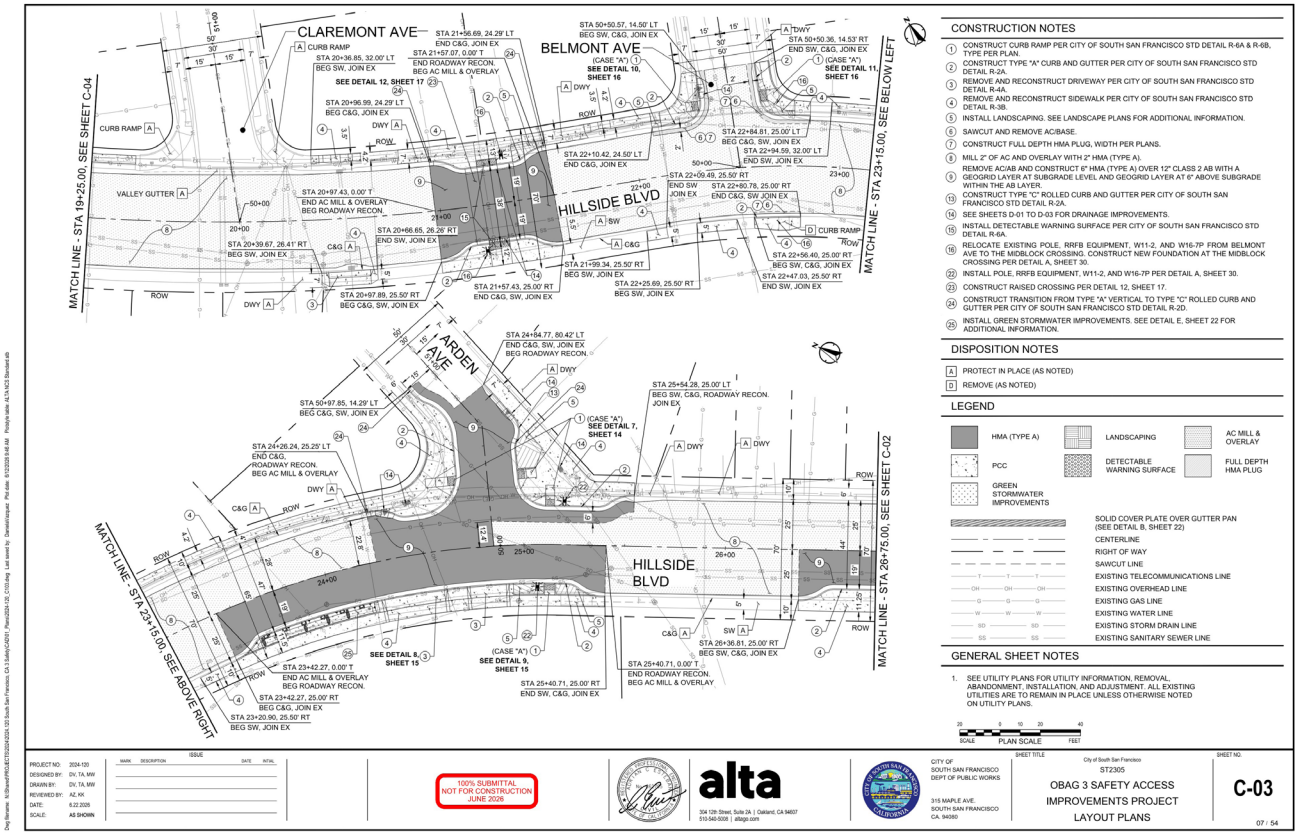
Richard Chen, PE
Senior Engineer
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RELEVANCE

- ✓ Traffic calming
- ✓ Safety improvements
- ✓ Intersection infrastructure improvements
- ✓ Signing & striping

KEY TEAM MEMBERS

- ✓ Vincent Hellens, Principal-in-Charge
- ✓ Em Katz, Design Engineer



School Street, Spruce Avenue, and Hillside Blvd Safety and Access Improvements

SOUTH SAN FRANCISCO, CA | 2024-ONGOING

Alta is providing project management, civil engineering, landscape architecture, traffic engineering, environmental support, and bid and construction support services to deliver multimodal safety improvements around Martin Elementary School. Building upon previous Safe Routes to School planning efforts, Alta advanced the project through environmental clearance, right-of-way certification, utility coordination, and final PS&E for a federally funded project.

The final design includes roadway reconstruction, ADA curb ramps, raised intersections and crossings, drainage and green infrastructure improvements, signing and striping, RRFB enhancements, landscaping, irrigation, and comprehensive traffic control and staging plans. During the design phase, Alta coordinated extensively with the City, Caltrans Local Assistance, SFPUC, utility owners, and adjacent property owners to resolve utility conflicts and construction of improvements without the need for temporary construction easements, and prepare the project for construction. Alta will continue to provide engineering support during the bidding and construction phases.

CLIENT

City of South San Francisco

CONTACT

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RELEVANCE

- ✓ Community engagement
- ✓ Right-of-way and utility coordination
- ✓ ADA Pedestrian and Bicycle Improvements
- ✓ Drainage and Safety enhancements
- ✓ Environmental Approval (CEQA/ NEPA)

KEY PERSONNEL

- ✓ Vincent Hellens, Principal-in-Charge
- ✓ Em Katz, Design Engineer
- ✓ Maggie White, Engineer





Photo Credit: Pablo Miras

City of Oakland Multi-Corridor Civil Design Services

OAKLAND, CA | 2020-ONGOING

Alta is providing final design for approximately six miles of roadway within the City of Oakland, working on a tight timeline to align with the City's planned pavement rehabilitation schedule. As part of this initiative, improvements for 73rd Avenue and Bancroft Avenue were constructed in 2022, marking a significant milestone in enhancing roadway safety and accessibility. Alta produced signing and striping PS&E for these corridors and continues to support the construction process to verify successful implementation.

For High Street, 40% of the corridor was constructed in 2024, with the remaining segments temporarily on hold pending the completion of the City's waterline reconstruction project. Alta's involvement on High Street has included a comprehensive traffic analysis and the development of targeted improvements, such as ADA-compliant pedestrian refuge islands, curb ramp designs, and traffic calming measures, including speed humps**.** Additionally, Alta was responsible for the signing and striping for the corridor and construction support service. Alta also assisted the City in securing a Caltrans Encroachment Permit for ADA curb ramps that were constructed under I-580, facilitating safe and accessible passage for all users.

Throughout this project, Alta has maintained a close partnership with the City of Oakland to meet tight deadlines and deliver effective, community-centered solutions. The phased construction and ongoing coordination demonstrate a proactive approach to balancing roadway enhancements with essential infrastructure needs, allowing the City to meet both immediate and future demands for safe, well-designed streets.

CLIENT AGENCY

City of Oakland, Dept of Transportation

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AWARDS

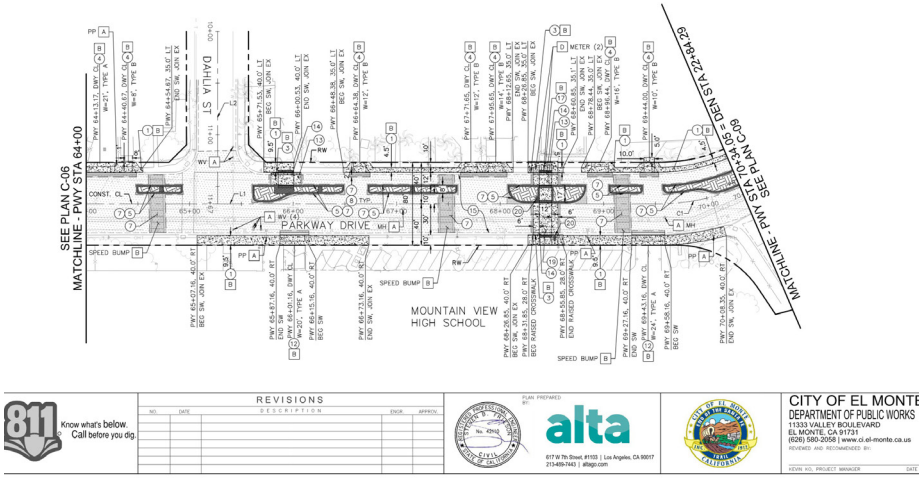
2024 Project of the Year, City of Oakland

RELEVANCE

- ✓ Traffic Analysis
- ✓ ADA curb ramp upgrades
- ✓ Signing and Striping
- ✓ Traffic Calming Countermeasures
- ✓ Caltrans Coordination and Encroachment Permit

PROJECT KEY PERSONNEL

- ✓ Vincent Hellens, Principal-in-Charge
- ✓ Em Katz, Project Manager





CLIENT

City of El Monte

CONTACT

Kevin Ko
Former Project Manager with the City of El Monte
now with Ko and Associates
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RELEVANCE

- ✓ Class IV bike lanes
- ✓ Traffic calming
- ✓ Raised crosswalk
- ✓ Parking analysis
- ✓ Stormwater improvements
- ✓ Community engagement
- ✓ Environmental CEQA clearance

KEY PERSONNEL

- ✓ Vincent Hellens, Project Manager
- ✓ Em Katz, Project Engineer

Parkway Drive and Denholm Drive Traffic Calming and Class IV Bike Lane

EL MONTE, CA | 2020-ONGOING

Alta is working with the City of El Monte to calm traffic and improve roadway safety on Parkway Drive and Denholm Drive. Alta provided overall project management, civil design, landscape design, and traffic analysis to develop effective traffic calming improvements. This is being accomplished through the design of a Class IV bikeway and additional traffic calming measures such as removing existing speed humps which will be replaced with safer and more effective curbed landscaped median solution. The project will include the design of a total of 38 curb ramps, including uni-directional, mid-block uni-directional, and directional ramps. Additionally, Alta designed several raised crosswalks along the Class IV bike facility and one to cross Parkway Drive to Mountain View High School.

Alta is transforming this historically high-speed residential corridor into a safer, more accessible street. A key part to implementation of the project involved facilitating community outreach to gather resident feedback, build trust, and secure neighborhood buy-in. Through workshops, information sessions, and tailored outreach materials, Alta presented strategies for successful project implementation and outlining benefits for both residents and road users. This outreach not only engaged residents meaningfully but also strengthened the City's successful application for additional grant funding through California's Active Transportation Program, which will support the project's construction. With the final PS&E completed in early 2024, construction is slated to begin in Fall 2026, setting the stage for a reimagined Parkway and Denholm Drive that prioritizes safety, accessibility, and community well-being.



Calm Streets East Oakland

OAKLAND, CA | 2023-ONGOING

Alta served as the prime consultant and provided overall project management, civil engineering, traffic engineering, and community engagement services for the Calm East Oakland Streets Project, a $17.3 million Active Transportation Program (ATP)-funded initiative that transforms recommendations from the City's Let's Bike Oakland Bicycle Plan into construction-ready multimodal improvements. Building on Alta's leadership in developing the City's bicycle master plan and supporting the successful ATP grant application, Alta delivered the project from planning through final engineering for four priority neighborhood corridors designed to improve safety, reduce cut-through traffic, and strengthen walking and bicycling connections to schools, parks, transit, and neighborhood destinations. Final Plans, Specifications, and Estimates (PS&E) have been completed, and the project is currently awaiting construction.

CLIENT

City of Oakland

CONTACT

Yu-An Chen, Ph.D.
Transportation Engineer
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RELEVANCE

- ✓ Community outreach
- ✓ Traffic calming
- ✓ Bicycle and pedestrian facility improvements
- ✓ Permitting

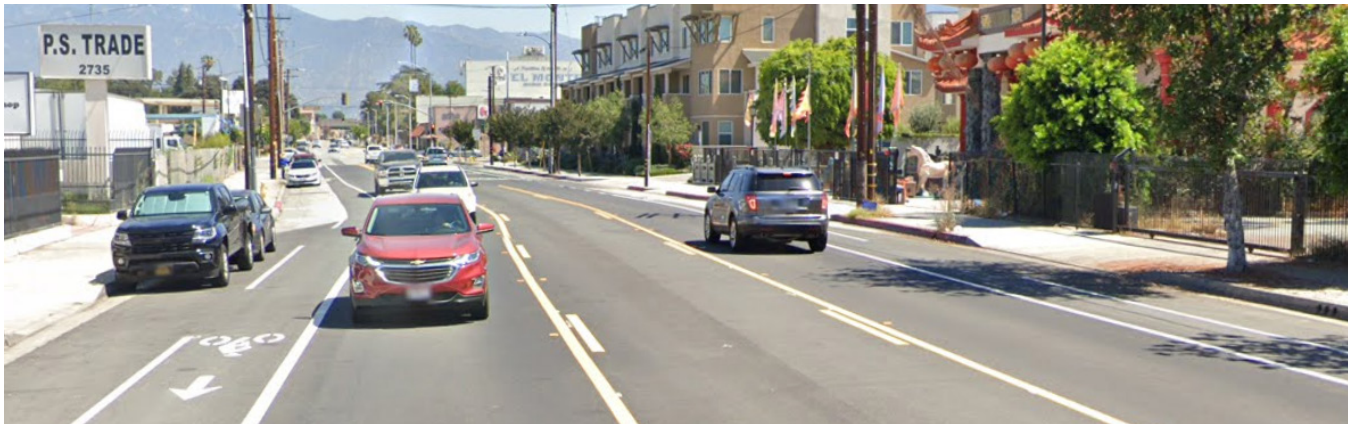
KEY PERSONNEL

- ✓ Vincent Hellens, Principal-In-Charge
- ✓ Em Katz, Engineering Designer
- ✓ Daniela Vazquez, Engineer
- ✓ Maggie White, Engineer

Alta was responsible for overall project management, schedule and budget management, coordination with City staff and stakeholders, utility coordination, and supporting the City's federal authorization process, including preparation of E-76 documentation to advance the project toward construction. Engineering services included roadway geometric design, traffic calming, bicycle facilities, ADA-compliant curb ramps, pedestrian crossings, signing and striping, pavement rehabilitation, utility coordination, engineer's estimates, and preparation of complete Plans, Specifications, and Estimates (PS&E). Throughout design, Alta coordinated closely with utility providers, agency partners, and the community to proactively resolve design constraints, minimize utility conflicts, and maintain project schedule.

The Calm East Oakland Streets Project demonstrates Alta's ability to successfully lead large, federally funded Complete Streets programs from planning and funding through final engineering by integrating project management, civil engineering, traffic engineering, utility coordination, federal funding compliance, public engagement, and agency coordination into a coordinated, construction-ready transportation improvement program. As noted by the City of Oakland,

"Alta has been a solid partner in designing and producing design plans that touch many different transportation disciplines. Most importantly, they intimately understand how to design for non-motorized users."





CIP 016 Pavement Rehabilitation

EL MONTE, CA | 2020-2021

Alta provided civil and traffic engineering services for the City of El Monte's CIP 016 Pavement Rehabilitation Project, delivering final design for pavement rehabilitation and multimodal improvements along multiple corridors throughout the City. The project included the implementation of Class I, II, and III bicycle facilities on Merced Avenue, Towneway Drive, Brockway Drive, Ramona Boulevard, Tyler Avenue, and Durfee Avenue, creating a connected bicycle network that ties into Alta-designed improvements within the neighboring City of South El Monte.

Alta reviewed the City's Pavement Management Plan and conducted detailed pavement condition assessments to identify predominant pavement distress types, severity levels, and rehabilitation needs. Working collaboratively with City staff, Alta developed cost-effective pavement rehabilitation strategies tailored to each corridor, including slurry seal, grind and overlay, and full-depth pavement repairs to maximize pavement life while supporting implementation of Complete Streets improvements.

As part of the final design, Alta prepared comprehensive signing and striping plans that reconfigured roadway markings to safely accommodate new bicycle facilities while maintaining efficient traffic operations. The design included pavement markings, regulatory and wayfinding signage, striping modifications, and transition treatments that improved multimodal connectivity, enhanced safety for bicyclists and pedestrians, and maintained consistency with the CAMUTCD and City standards. Alta also coordinated utility constraints and successfully secured a Caltrans District 7 encroachment permit for improvements extending beneath Interstate 10 and within the State highway right-of-way, facilitating seamless connections across jurisdictional boundaries.

CLIENT
City of El Monte

CLIENT CONTACT
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Former City Engineer
Public Works Director
City of Palmdale
661-267-5301
ltorres@cityofpalmdaleca.gov

RELEVANCE

- ✓ Pavement rehabilitation
- ✓ Signing and striping
- ✓ Caltrans encroachment permit
- ✓ Utility coordination

KEY PERSONNEL

- ✓ Vincent Hellens, Project Manager







Parker Street to Addison Bikeway (AHSC Connected Berkeley)

BERKELEY, CA | 2020-ONGOING

Alta is provided overall management, community outreach, environmental documentation, and final design support for this bike boulevard project along Mabel and Bonar Streets in southwestern Berkeley. The route will establish a needed low-stress bikeway connecting the existing bike boulevards on Parker Street and Addison Street. The project's goal, as part of the Affordable Housing Sustainable Communities Grant (AHSC Connected Berkeley), is to connect neighborhoods in the disadvantaged West Berkeley area to the North Berkeley BART rail station. It is anticipated that Parker Street (from San Pablo Ave to Mabel), Mabel Street (between Ward and Dwight Way), and Bonar Street (from Dwight Way to Bancroft Way) will be converted to bicycle boulevards with a short segment of a protected Class IV on Dwight Way. The project also includes construction of two traffic circles (at Bonar Street/ Channing Way and Parker Street/ 9th Street); and closure of a sidewalk gap on Acton Street (between Parker Street to Carleton Street).

A key challenge has been the configuration of the design along a short section of Dwight Street to compensate for an offset intersection crossing along the route. Alta is working closely with City staff to develop safe solutions for bikeway transitions, integration with the larger bikeway network, and comfortable bikeway connections to local parks and other amenities. Alta will provide construction support services for the City when construction begins.

CLIENT

City of Berkeley

CONTACT

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(510) 981-7028
1947 Center St. 6th Floor
Berkeley, CA 94704

RELEVANCE

- ✓ Civil and Traffic engineering
- ✓ Environmental Approval
- ✓ Public Outreach and Communications
- ✓ Traffic calming
- ✓ Pedestrian path
- ✓ Beacons & crossing enhancements
- ✓ Bike boulevard
- ✓ Intersection design
- ✓ Construction documentation

KEY PERSONNEL

- ✓ Vincent Hellens, Principal-In-Charge
- ✓ Em Katz, Engineering Designer



Highway 49 Sidewalk Gap Closure

AUBURN, CA

The SR 49 corridor through Auburn previously lacked safe and connected routes for pedestrians and cyclists. Residents were forced to walk and bike along the highway itself or use informal dirt paths beside it, resulting in numerous accidents and seven fatalities. The SR 49 Active Transportation Project (ATP) was undertaken to close these safety and connectivity gaps by linking existing sidewalks and creating continuous pedestrian and bicycle access along approximately 4.4 miles of SR 49. This project represented a successful collaboration between the City of Auburn, Placer County, and the Placer County Transportation Planning Agency (PCTPA), with PCTPA serving as the lead agency. Monument was retained by PCTPA to manage right-of-way acquisition and utility coordination—key components in achieving the project's connectivity goals.

CLIENT

Placer County Transportation Agency

CONTACT

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Rcarter@pcpta.com
530.823.4033

RELEVANCE

- ✓ Project Management
- ✓ Acquisition
- ✓ Utility Coordination
- ✓ Escrow Coordination
- ✓ Certification

KEY PERSONNEL

- ✓ BJ Swanner (Right-of-Way)

monument

To support construction of new sidewalks and improve multimodal access, Monument acquired right-of-way from 50 parcels, including both residential properties and local businesses such as a lawn equipment company, a commercial glass shop, a convenience store, and a car wash. The project also required coordination for the relocation of five utility systems along the corridor. Because this project involved numerous agencies and utility owners (PCTPA, SPRTA, Caltrans Headquarters and District 3, FHWA, the City of Auburn, Placer County, PG&E, and others) maintaining alignment across stakeholders was one of the primary challenges. Each entity operated with its own procedures and timelines, creating potential conflicts that could have delayed delivery. To meet the aggressive schedule, Monument implemented a unified communication and delivery strategy to keep all partners aligned.

Drawing on extensive experience working with Caltrans, Monument collaborated directly with their right-of-way certification team to streamline reviews and approvals. The team also eliminated the need for plats and legals for temporary construction easements (TCEs), and waived escrow services for transactions under $10,000—saving PCTPA both time and budget.



Link21 Transbay Crossing

SAN FRANCISCO, CA

Link21 and its partner agencies aim to better connect the BART and Regional Rail (including commuter, intercity, and high-speed rail) network in Northern California, as envisioned by the California State Rail Plan. A critical step towards a better train network is the construction of a second underground train crossing of the San Francisco Bay. This crossing will enable riders access to destinations across Northern California, which includes the greater San Francisco Bay Area, the Sacramento area, the Monterey Bay area, and the Northern San Joaquin Valley.

CLIENT

Bay Area Rapid Transit

CONTACT

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RELEVANCE

- ✓ Project Management
- ✓ Risk Analysis
- ✓ Cost Estimating
- ✓ Relocation Analysis

KEY PERSONNEL

Monument supported the project's conceptual design alternatives study by preparing right-of-way cost estimates for two alternatives - a BART concept, and a Regional Rail concept. Both concepts would traverse underneath the San Francisco Bay, and would feature tunnel and at-grade sections, but would feature different rail technology and would connect with existing rail infrastructure at different locations. Monument worked closely with planners and engineers to understand the proposed project elements and define assumptions that would be used to prepare the estimates. Monument then conducted market research across widely differing submarkets ranging from San Francisco's South Financial District, to Downtown Oakland, to the suburban East Bay communities of Richmond and San Pablo. Market sales and rent data was then used to prepare estimates of the cost to acquire land and rights required for the project across all affected submarkets. Subterranean easements were also estimated based on the value of land in accordance with assumptions developed by the project team.

In addition to acquisition cost, Monument performed research to identify potentially displaced residences and businesses and developed conceptual relocation cost estimates, including estimated loss of business goodwill. Displacements ranged from large, industrial businesses in the East Bay to high-rise office towers in San Francisco. When significant displacements were identified, Monument coordinated with the design team to determine whether a feasible design alternative may exist that minimized displacement impacts.

Monument was subsequently retained to prepare updated estimates based on design refinements and to prepare estimates for additional design concepts.



Fort Ord Regional Trail and Greenway (FORTAG)

MONTEREY, CA | 2022-ONGOING

Rincon led preparation of the Environmental Impact Report (EIR) and CEQA/NEPA technical studies for the Fort Ord Regional Trail and Greenway (FORTAG) Project as a subconsultant to Alta Planning + Design. The project involved the phased development of a multi-use trail system in northwestern Monterey County, generally encircling the cities of Seaside, Del Rey Oaks, Monterey, and Marina, as well as the California State University, Monterey Bay campus. The proposed alignment included approximately 28 miles of new paved trail, primarily located on the inland side of State Route 1, and was designed to accommodate pedestrians and bicyclists of all abilities. In support of CEQA compliance, Rincon prepared technical studies addressing biological resources, cultural resources, and hazardous materials through a Phase I Environmental Site Assessment. For NEPA compliance, Rincon prepared technical documentation for Segment 1 of the project, including rare plant surveys and reporting, a Historic Property Survey Report and Archaeological Survey Report, an Initial Site Assessment, and a Paleontological Identification Report. Rincon's work supported coordinated state and federal environmental review for a complex, multi-jurisdictional trail project delivered through phased implementation.

Following approval of the Final EIR, Rincon prepared five CEQA Addendums for the FORTAG Project: two addendums for the Canyon Del Rey/SR-218 segment, two addendums for the California Avenue segment, and one addendum for the Jerry Smith segment. Rincon also supported GHD, the PS&E lead, with design reviews to ensure all environmental commitments and mitigation measures identified in the CEQA EIR, subsequent EIR Addendums, and NEPA technical studies were incorporated and planned for in the 100% PS&E design package. Rincon is currently supporting special status species permitting and mitigation implementation for the California Avenue segment due to the presence of critical habitat for Monterey gilia.

CLIENT AGENCY

Transportation Agency for Monterey County (TAMC)

CONTACTS

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Director of Programming & Project Delivery
Transportation Agency for Monterey County
55-B Plaza Circle
Salinas, CA 93901
831-775-4416
mike@tamc.org

RELEVANCE

- ✓ CEQA EIR
- ✓ NEPA Environmental Technical Studies
- ✓ Bicycle & Pedestrian Improvements
- ✓ Biological Resources
- ✓ Cultural Resources & Section 106
- ✓ Environmental Clearance
- ✓ Agency Coordination
- ✓ Regulatory Permitting

PROJECT KEY PERSONNEL

- ✓ Carie Montero (Principal-in-Charge)
- ✓ Taylor Freeman (Project Manager)



Monterey Bay Sanctuary Scenic Trail Network (Various Segments)

MONTEREY COUNTY, CA | 2022-ONGOING

Rincon has provided award-winning environmental planning and compliance services for the MBSST Network for more than 12 years, beginning with preparation of the original MBSST Network Master Plan EIR for the Santa Cruz County Regional Transportation Commission. Rincon conducted constraints analyses to inform the overall trail alignment, supported extensive community engagement, and prepared the PEIR, which was completed in 2013.

Rincon also prepared the North Coast Rail Trail EIR (MBSST Segment 5), a 7.5-mile segment extending from Wilder Ranch State Park to Davenport. The Draft EIR received the Association of Environmental Professionals Award for Excellence in Environmental Analysis in 2019.

For MBSST Segment 8/9, Rincon completed the EIR and Caltrans NEPA technical studies for a 2.2-mile segment extending from the Beach Street/Pacific Avenue roundabout to east of 17th Avenue, primarily within the City of Santa Cruz. Key issues included visual and historic resources and tree removal. The Draft EIR received an Association of Environmental Professionals Award for Excellence in Environmental Analysis in 2023, and the Final EIR was certified in March 2023.

Rincon further supported preparation of the EIR and NEPA technical studies for MBSST Segment 10/11, a 4.2-mile segment extending from east of 17th Avenue to State Park Drive within unincorporated Santa Cruz County and the City of Capitola.

CLIENT AGENCY

Santa Cruz Regional Transportation Commission/City and County of Santa Cruz

CONTACTS

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Segments 10 and 11:
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RELEVANCE

- ✓ CEQA/NEPA Documentation
- ✓ Environmental Technical Studies
- ✓ Caltrans Compliance
- ✓ Environmental Clearance
- ✓ Biological Resources
- ✓ Cultural Resources
- ✓ Alternatives Analysis
- ✓ Agency Coordination

PROJECT KEY PERSONNEL

- ✓ Carie Montero (Section 4(f))
- ✓ Taylor Freeman (Project Manager)



Middlefield Road Improvements (Phases 1 through 3)

PALO ALTO, CA

Sandis provided civil engineering, traffic engineering, surveying, and utility locating for improvements to Middlefield Road. The project includes pavement improvements as well as new curb and gutter, curb ramps, sidewalks, and driveways. The existing roadway section along the corridor includes a significant cross-sectional slope due to a series of pavement overlays. Sandis analyzed existing pavement core samples along with topographic survey information to determine an appropriate reduction in the cross section without compromising the existing pavement base material.

New sidewalk facilities and intersection curb ramps complying with current ADA requirements were also installed throughout the project corridor. Sandis worked with the City and the project contractor to develop an appropriate phasing/traffic control approach to minimize traffic impacts along the corridor, which functions as a main arterial for vehicles traveling to and from Palo Alto.

CLIENT AGENCY

City of Palo Alto

CONTACTS

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650.329.2616

RELEVANCE

- ✓ Pavement improvements
- ✓ Improved pedestrian and bicyclist safety
- ✓ ADA accessibility

PROJECT KEY PERSONNEL

- ✓ Ron Sanzo (Principal-in-Charge)
- ✓ Chris Cintean (Survey Lead)

SANDIS

6. References

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Project: Sunnyvale SNAIL Neighborhood Improvements

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Project: South San Francisco School Street, Spruce Avenue, and Hillside Blvd Safety and Access Improvements

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Project: Oakland Engineering for Three Streets

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Project: El Monte Parkway Drive and Denholm Drive Traffic Calming and Class IV Bike Lane

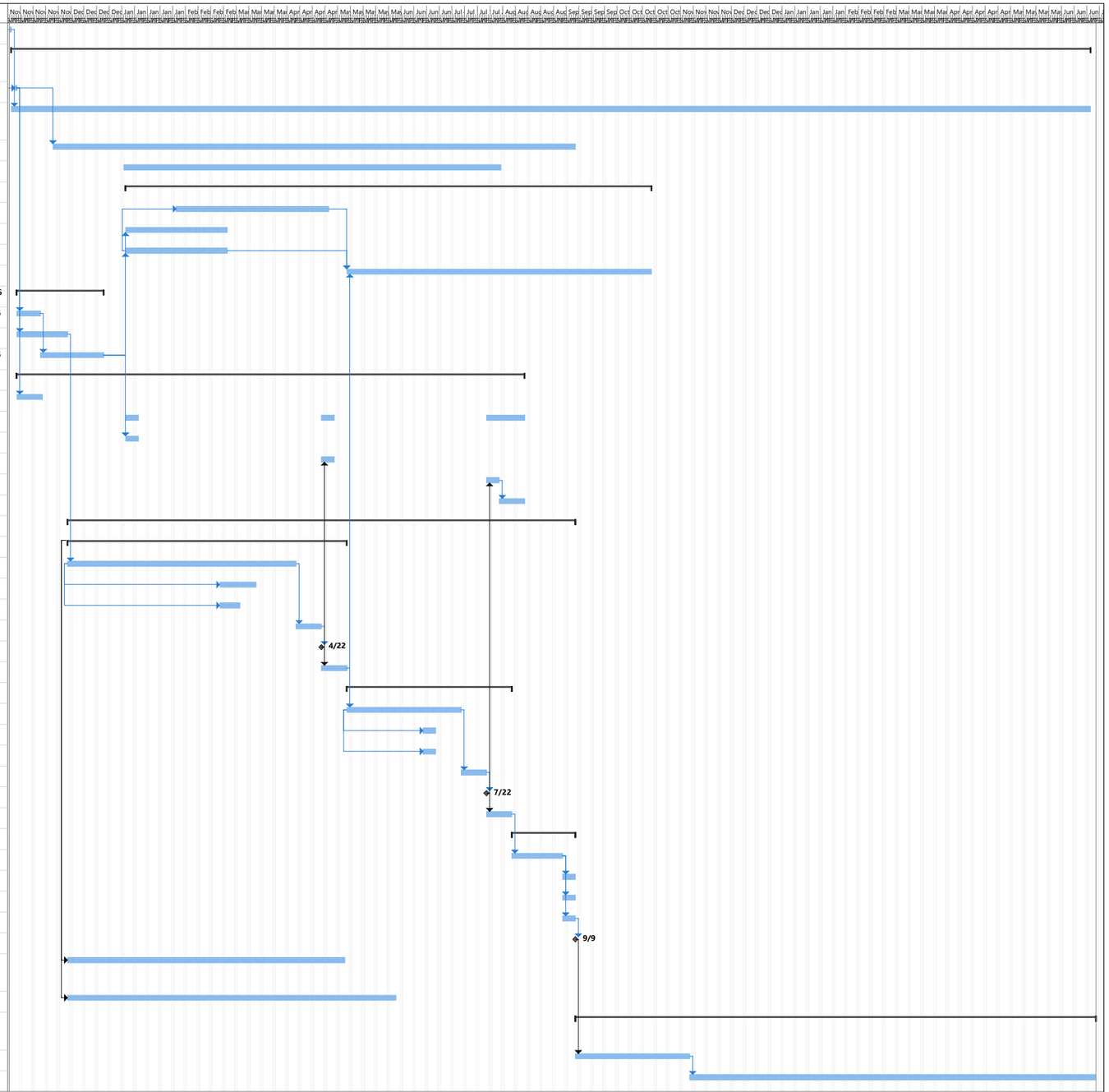
Ken Jung, PE, GE, Supervising Civil Engineer Public Works, Measure FF
kjung@berkeleyca.gov | (510) 981-7028
Project: Parker Street to Addison Bikeway (AHSC Connected Berkeley

Jesse Boudart, Former Project Manager with the City of Oakland
jboudart@berkeleyca.gov
Project: East Oakland Neighborhood Bike Routes

7. Manpower Allocation

This table provides an estimate turn around times for various work on the project.

ID	Task Mode	Task Name	Duration	Start	Finish
1		NTP	1 day	Mon 11/2/26	Mon 11/2/26
2		**Task 1: Project Management and Administration**	**425 days**	**Tue 11/3/26**	**Mon 6/19/28**
3		1.1 Kick-off meeting	1 day	Thu 11/5/26	Thu 11/5/26
4		1.2 Monthly invoicing, Admin, Coordination	425 days	Tue 11/3/26	Mon 6/19/28
5		1.3 Bi-Weekly Progress Meetings	206 days	Thu 11/26/26	Thu 9/9/27
6		1.4 Ad-Hoc Meetings	150 days	Mon 1/4/27	Fri 7/30/27
7		**Task 2: PA&ED**	**208 days**	**Tue 1/5/27**	**Thu 10/21/27**
8		2.1 CEQA Categorical Exemption	3 mons	Tue 2/2/27	Mon 4/26/27
9		2.2 Cultural Resources	2 mons	Tue 1/5/27	Mon 3/1/27
10		2.3 Biological Resources Assessment	2 mons	Tue 1/5/27	Mon 3/1/27
11		2.4 Regulatory Permitting	6 mons	Fri 5/7/27	Thu 10/21/27
12		**Task 3: Preliminary Design**	**34 days**	**Fri 11/6/26**	**Wed 12/23/26**
13		3.1 Existing Design Services	9 days	Fri 11/6/26	Wed 11/18/26
14		3.2 Surveying Services	20 days	Fri 11/6/26	Thu 12/3/26
15		3.3 Preliminary Design Alternatives	25 days	Thu 11/19/26	Wed 12/23/26
16		**Task 4: Public Outreach and Coordinatio**	**200 days**	**Fri 11/6/26**	**Thu 8/12/27**
17		4.1 Public Engagement Plan	10 days	Fri 11/6/26	Thu 11/19/26
18		**4.2 Public Engagement Meetings**	**158 days**	**Tue 1/5/27**	**Thu 8/12/27**
19		4.2 Public Engagement Meetings 1	5 days	Tue 1/5/27	Mon 1/11/27
20		4.2 Public Engagement Meetings 2	5 days	Fri 4/23/27	Thu 4/29/27
21		4.2 Public Engagement Meetings 3	5 days	Fri 7/23/27	Thu 7/29/27
22		4.2 Public Engagement Meetings 4	10 days	Fri 7/30/27	Thu 8/12/27
23		**Task 5: Design**	**200 days**	**Fri 12/4/26**	**Thu 9/9/27**
24		**5.2 50% PS&E Submittal**	**110 days**	**Fri 12/4/26**	**Thu 5/6/27**
25		50% Plans	90 days	Fri 12/4/26	Thu 4/8/27
26		50% Estimates	14 days	Fri 2/26/27	Wed 3/17/27
27		50% Specs	7 days	Fri 2/26/27	Mon 3/8/27
28		QA/QC	10 days	Fri 4/9/27	Thu 4/22/27
29		Submit 50% Draft	0 days	Thu 4/22/27	Thu 4/22/27
30		City Review Period	2 wks	Fri 4/23/27	Thu 5/6/27
31		**5.3 100% PS&E Submittal**	**65 days**	**Fri 5/7/27**	**Thu 8/5/27**
32		100% Plans	45 days	Fri 5/7/27	Thu 7/8/27
33		100% Estimates	5 days	Fri 6/18/27	Thu 6/24/27
34		100% Specs	5 days	Fri 6/18/27	Thu 6/24/27
35		QA/QC	10 days	Fri 7/9/27	Thu 7/22/27
36		Submit 100% Draft	0 days	Thu 7/22/27	Thu 7/22/27
37		City Review Period	2 wks	Fri 7/23/27	Thu 8/5/27
38		**5.4 Bid Package Submittal**	**25 days**	**Fri 8/6/27**	**Thu 9/9/27**
39		Final Plans	20 days	Fri 8/6/27	Thu 9/2/27
40		Final Estimates	5 days	Fri 9/3/27	Thu 9/9/27
41		Final Specs	5 days	Fri 9/3/27	Thu 9/9/27
42		QA/QC	5 days	Fri 9/3/27	Thu 9/9/27
43		Submit Bid Package	0 days	Thu 9/9/27	Thu 9/9/27
44		**5.5 Additional Topo Survey and ROW Determination (Allowance)**	**109 days**	**Fri 12/4/26**	**Wed 5/5/27**
45		**5.6 Right-of-Way Cost Estimates**	**129 days**	**Fri 12/4/26**	**Wed 6/2/27**
46		**Task 6: Bid Support and Construction Support**	**205 days**	**Fri 9/10/27**	**Thu 6/22/28**
47		6.1 Bid Support	45 days	Fri 9/10/27	Thu 11/11/27
48		6.2 Construction Support	8 mons	Fri 11/12/27	Thu 6/22/28



Woodland Ave EPA

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

Page 1

8. Cost

This table provides a detailed schedule of hourly rates for all staff positions that would be assigned to the proposed consulting services.

	Phase	Alta Planning + Design, Inc.																					Rincon Consultants	Sandis	Monument	Total Task Hours	Total Task Fee
		Principal-in-Charge, Engineering	*QA/QC Manager*	*Project Manager*	*Assistant Project Manager*	*Project Engineer*	*Engineering Designer I*	*Associate I - Planning*	*Planner II*	*Associate II - Landscape Architecture*	*Landscape Designer III*	*Project Accountant*	*Creative Production Manager*	*Associate I - Graphic Design*	*Associate - Senior Planner*	*Associate I - Planning*	*Associate I - Planning*	*Planner II*	*Alta's Hours*	*Alta Expenses*	***Alta's Sub Total***	***Rincon Consultants Sub Total***	***Sandis Sub Total***	***Monument Sub Total***		
		Vincent Hellens Jr.	Hal Williams	Amanda Zucker	Em Katz	Maggie White	Austin Osburn	Charlie Simpson	Jesus Contreras	Julie An	Katrina Ortiz	Kirsten Clausen	Caitlin Dronen	Nora Hastings	Samuel Zneimer	Siqing Yi	Ben Miller	Jane Li									
1	**Administration**	**14**	**0**	**104**	**32**	**0**	**0**	**5**	**0**	**0**	**0**	**48**	**0**	**0**	**0**	**0**	**0**	**0**	**203**	**$ -**	**$ 47,904**	**$ 13,688**	**$ 8,102**	**$ -**	**203**	**$ 69,694**
1.01	Kick-off Meeting	1	0	2	2	0	0	1	0	0	0	0	0	0	0	0	0	0	6	$ -	$ 1,480	$ 13,688	$ -	$ -	6	$ 15,168
1.02	Monthly invoicing, Administration, and Coordination	8	0	42	0	0	0	0	0	0	0	48	0	0	0	0	0	0	98	$ -	$ 20,794	$ -	$ 3,845	$ -	98	$ 24,638
1.03	Bi-Weekly Progress Meetings, up to 20	4	0	40	20	0	0	4	0	0	0	0	0	0	0	0	0	0	68	$ -	$ 17,503	$ -	$ 4,257	$ -	68	$ 21,760
1.04	Ad-Hoc Meetings, up to 10	1	0	20	10	0	0	0	0	0	0	0	0	0	0	0	0	0	31	$ -	$ 8,127	$ -	$ -	$ -	31	$ 8,127
2	**Project Approval & Environmental Document (PA&AD)**	**2**	**0**	**22**	**6**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**30**	**$ -**	**$ 7,720**	**$ 81,145**	**$ -**	**$ -**	**30**	**$ 88,865**
2.01	CEQA Categorical Exemption	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	4	$ -	$ 960	$ 11,554	$ -	$ -	4	$ 12,514
2.02	Cultural Resources	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	$ -	$ 1,040	$ 22,321	$ -	$ -	4	$ 23,361
2.03	Biological Resources Assessment	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	$ -	$ 1,040	$ 17,138	$ -	$ -	4	$ 18,178
2.04	Regulatory Permitting	0	0	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	8	$ -	$ 1,920	$ 30,131	$ -	$ -	8	$ 32,051
3	**Preliminary Design**	**2**	**4**	**28**	**36**	**16**	**120**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**206**	**$ 250**	**$ 40,050**	**$ -**	**$ 67,744**	**$ -**	**206**	**$ 107,794**
3.01	Existing Design Services	0	0	8	12	0	0	0	0	0	0	0	0	0	0	0	0	0	20	$ 250	$ 4,970	$ -	$ -	$ -	20	$ 4,970
3.02	Surveying Services	1	0	4	8	0	0	0	0	0	0	0	0	0	0	0	0	0	13	$ -	$ 3,140	$ -	$ 39,424	$ -	13	$ 42,564
3.03	Preliminary Design Alternatives	1	4	12	16	16	120	0	0	0	0	0	0	0	0	0	0	0	169	$ -	$ 30,900	$ -	$ 14,020	$ -	169	$ 44,920
3.04	Photometric Analysis	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	$ -	$ 1,040	$ -	$ 14,300	$ -	4	$ 15,340
4	**Public Outreach and Coordination**	**2**	**0**	**17**	**33**	**0**	**0**	**4**	**22**	**0**	**0**	**0**	**2**	**4**	**2**	**0**	**8**	**12**	**106**	**$ 500**	**$ 23,369**	**$ -**	**$ -**	**$ -**	**106**	**$ 23,369**
4.01	Public Engagement Plan	1	0	1	1	0	0	2	8	0	0	0	0	0	0	0	0	0	13	$ -	$ 2,499	$ -	$ -	$ -	13	$ 2,499
4.02	Public Outreach Meetings	1	0	16	32	0	0	2	14	0	0	0	2	4	2	0	8	12	93	$ 500	$ 20,870	$ -	$ -	$ -	93	$ 20,870
5	**Design**	**3**	**24**	**32**	**68**	**232**	**660**	**0**	**0**	**12**	**94**	**0**	**0**	**0**	**1**	**4**	**16**	**36**	**1182**	**$ 250**	**$ 232,644**	**$ -**	**$ 133,474**	**$ 13,200**	**1182**	**$ 379,318**
5.01	Parking Impacts and Management Recommendations	0	0	0	0	0	0	0	0	0	0	0	0	0	1	4	16	36	57	$ 250	$ 11,233	$ -	$ -	$ -	57	$ 11,233
5.02	50% Plan Submittal	1	8	16	32	160	300	0	0	6	40	0	0	0	0	0	0	0	563	$ -	$ 110,103	$ -	$ 34,331	$ -	563	$ 144,434
5.03	100% Plan Submittal	1	8	8	24	40	240	0	0	4	30	0	0	0	0	0	0	0	355	$ -	$ 69,435	$ -	$ 29,931	$ -	355	$ 99,366
5.04	Bid Package Submittal	1	8	8	12	32	120	0	0	2	24	0	0	0	0	0	0	0	207	$ -	$ 41,873	$ -	$ 2,200	$ -	207	$ 44,073
5.05	Additional Topo Survey and ROW Determination (Allowance)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -	$ 67,012	$ -	0	$ 67,012
5.06	Right-of-Way Cost Estimates	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -	$ -	$ 13,200	0	$ 13,200
6	**Bid Support and Construction Support**	**2**	**0**	**20**	**32**	**16**	**12**	**0**	**0**	**10**	**8**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**100**	**$ -**	**$ 24,079**	**$ -**	**$ 12,832**	**$ -**	**100**	**$ 36,910**
6.01	Bid Phase	1	0	4	8	4	0	0	0	2	0	0	0	0	0	0	0	0	19	$ -	$ 4,917	$ -	$ 1,766	$ -	19	$ 6,683
6.02	Construction Phase	1	0	16	24	12	12	0	0	8	8	0	0	0	0	0	0	0	81	$ -	$ 19,161	$ -	$ 11,066	$ -	81	$ 30,227
	Staff Hours	**25**	**28**	**223**	**207**	**264**	**792**	**9**	**22**	**22**	**102**	**48**	**2**	**4**	**3**	**4**	**24**	**48**	**1827**						**1827**	
	Labor Total	**$ 8,877**	**$ 9,012**	**$ 60,650**	**$ 48,063**	**$ 61,824**	**$ 135,221**	**$ 1,656**	**$ 3,465**	**$ 5,267**	**$ 17,657**	**$ 6,420**	**$ 420**	**$ 756**	**$ 945**	**$ 924**	**$ 5,544**	**$ 8,064**			**$ 374,766**	**$ -**	**$ (0)**	**$ -**		**$ 374,766**
	Project Total (Labor + Expenses + Sub Markup)	**$ 8,877**	**$ 9,012**	**$ 60,650**	**$ 48,063**	**$ 61,824**	**$ 135,221**	**$ 1,656**	**$ 3,465**	**$ 5,267**	**$ 17,657**	**$ 6,420**	**$ 420**	**$ 756**	**$ 945**	**$ 924**	**$ 5,544**	**$ 8,064**		**$ 1,000**	**$ 375,766**	**$ 94,833**	**$ 222,151**	**$ 13,200**		**$ 705,950**

GENERAL NOTES:
* This fee proposal is valid for 90 days from the date submitted.
* Hours and staff assignments can be adjusted by the consultant as needed to implement the tasks described during the course of the project.
* Hourly rates will be adjusted if work is continued into subsequent year(s).

	Phase	Alta Planning + Design, Inc.							Rincon Consultants		Sandis		Total Task Hours	Total Task Fee
		Project Manager	*Assistant Project Manager*	*Associate II - Landscape Architecture*	*Landscape Designer III*	*Alta's Hours*	*Alta Expenses*	***Alta's Sub Total***	*Sub Expenses*	***Rincon Consultants Sub Total***	*Sub Expenses*	***Sandis Sub Total***		
		Amanda Zucker	Em Katz	Julie An	Katrina Ortiz									
		$260	$220	$220	$160									
1	**Optional Tasks**	**8**	**16**	**0**	**0**	**24**	**$ -**	**$ 5,600**	**$ 4,980**	**$ 5,478**	**$ 25,000**	**$ 27,500**	**24**	**$ 38,578**
1.01	Photo Simulations					0		$ -		$ -		$ -	0	$ -
1.02	NEPA Support					0		$ -	$ 4,980	$ 5,478		$ -	0	$ 5,478
1.03	Potholing	8	16			24		$ 5,600		$ -	$ 25,000	$ 27,500	24	$ 33,100
	Staff Hours	**8**	**16**	**0**	**0**	**24**							**24**	
	Labor Total	**$ 2,080**	**$ 3,520**	**$ -**	**$ -**			**$ 5,600**		**$ -**		**$ -**		**$ 5,600**
	Project Total (Labor + Expenses + Sub Markup)	**$ 2,080**	**$ 3,520**	**$ -**	**$ -**		**$ -**	**$ 5,600**	**$ 4,980**	**$ 5,478**	**$ 25,000**	**$ 27,500**		**$ 38,578**

GENERAL NOTES:
* This fee proposal is valid for 90 days from the date submitted.
* Hours and staff assignments can be adjusted by the consultant as needed to implement the tasks described during the course of the project.
* Hourly rates will be adjusted if work is continued into subsequent year(s).

COST SUMMARY

Base Cost	$705,950
Optional Services	$38,578
TOTAL COST	**$744,528**

ADDENDUM No.1, ACKNOWLEDGMENT
(To be submitted with the proposal package)

REQUEST FOR PROPOSAL –**WOODLAND AVENUE STREET IMPROVEMENTS PROJECT**

City Project: **CIP-ST-33**

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, Vincent Hellens , representing Alta Planning + Design, Inc. have carefully read this addendum, understand it, acknowledge receipt of it and will comply with its terms.



CONTRACTOR SIGNATURE

7/29/26
DATE

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 PROFESSIONAL ENGINEERING SERVICES AGREEMENT WITH ALTA PLANNING + DESIGN, INC., IN A FORM APPROVED BY THE CITY ATTORNEY, IN THE AMOUNT OF $744,528.00; ESTABLISHING A 10% CONTINGENCY AMOUNT OF $74,452.80, FOR A TOTAL NOT-TO-EXCEED PROJECT BUDGET OF $818,980.80 FOR PROFESSIONAL ENGINEERING DESIGN SERVICES TO COMPLETE THE WOODLAND AVENUE IMPROVEMENTS PROJECT (CIP PROJECT ST-33).

WHEREAS, Woodland Avenue is a connector roadway parallel to the San Francisquito Creek that connects the University Avenue pedestrian/bike overcrossing and the Clarke Avenue pedestrian/bike overcrossing; and

WHEREAS, Woodland Avenue, between University Avenue and Newell Road, currently has unfavorable pavement conditions, has inadequate stormwater drainage facilities, and lacks proper traffic and parking measures; and

WHEREAS, a project to address these inadequacies on this section of Woodland Avenue has been identified by the City Council as a priority and is included in the 10-year Capital Improvement Program; and

WHEREAS, the Woodland Avenue Improvements Project was advertised on June 30, 2026, for the solicitation of proposals from qualified engineering design firms; and

WHEREAS, on July 31, 2026, four proposals were received and scored by a panel of staff from the Public Works Engineering Division; and

WHEREAS, Alta Planning + Design, Inc. was the highest-scoring proposer with a proposed amount of $744,528.

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

1. Finds that the foregoing recitals are true and correct, and are incorporated by this reference into this action; and
2. Authorizes the City Manager to award, negotiate, and execute an agreement with Alta Planning + Design, Inc. (Alta), in a form approved by the City Attorney, for a contract amount of $744,528.00 with a 10% contingency in the amount of $74,452.80, for a total not-to-exceed $818,980.80 for professional engineering design services to complete the base scope and optional services as set forth in Alta's proposal for the Woodland Avenue Improvements Project (CIP Project No. ST-33); and
3. Authorizes appropriation of an additional $118,980.80 from the capital fund to fund the design services contract; and

4. 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)(4), in that it is a government administrative activity that will not result in direct or indirect changes in the environment.

PASSED AND ADOPTED this 15th 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

CONSENT ITEM 3.2

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: September 15, 2026

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

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

SUBJECT: Establishment of parking restrictions at various locations citywide

Recommendation

Adopt a resolution authorizing:

1. The establishment of a no parking bus stop zone on the east side of Pulgas Avenue starting 47 feet north of the centerline of Weeks Street continuing for 41 feet northerly; and
2. The establishment of a fifty feet wide no parking any time zone at the western terminus of Tulane Avenue; and
3. The establishment of a bus loading zone on the west side of Pulgas Avenue starting 336 feet south of the centerline of Myrtle Street (on Pulgas Avenue) continuing for 50 feet southerly from 7:30 a.m. to 8:30 a.m. and 2:30 p.m. to 3:30 p.m. Monday to Friday; and
4. The establishment of a bus loading zone on the west side of Fordham Avenue starting 47 feet north from centerline of Purdue Avenue (on Fordham Street) continuing for 50 feet northerly from 7:30 a.m. to 8:30 a.m. and 2:30 p.m. to 3:30 p.m. Monday to Friday; and
5. The establishment of a 30 minute time-limited parking zone along the north side of Weeks Street, starting 57 feet west from the centerline of University Avenue and continuing for 50 feet westerly from 9:00 a.m. to 9:00 p.m.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority: Public Health, Safety, and Quality of Life

Background

Over the last few years, the Public Works Department has received requests for parking and loading zone modifications at several locations to address transit operations, public safety, school transportation needs, parking turnover, and City maintenance access. The locations are identified below:

1. Pulgas Avenue at Weeks Street
2. Western terminus of Tulane Avenue
3. Pulgas Avenue south of Myrtle Street
4. Fordham Street north of Purdue Avenue
5. North side of Weeks Street near University Avenue

The requests for parking restrictions at the abovementioned locations were made by City residents, staff from SamTrans, and staff from the Ravenswood City School District. Each location was investigated individually and presented to the Public Works and Transportation Commission for review on separate dates. Detailed information about each location is presented below. Attachment 2 includes exhibits for each location.

Analysis

Pulgas Avenue at Weeks Street

The City's Engineering Division received a request for restricting parking at the northeast corner of the Pulgas Avenue and Weeks Street intersection. SamTrans reported recurring difficulties for buses turning from Weeks Street onto Pulgas Avenue due to vehicles parked near the corner and noted that large vehicles frequently obstructed the existing bus stop. Residents and maintenance staff also raised concerns regarding the lack of parking restrictions at the bus stop, which often required transit riders to board buses from the travel lane rather than directly from the curb. To address these concerns, staff evaluated the location and determined that establishing a no parking bus stop zone would improve transit operations and passenger safety. The proposed restriction would provide additional clearance for buses making turning movements at the intersection, reduce the potential for buses to encroach into opposing traffic lanes, and help maintain unobstructed curb access at the existing SamTrans bus stop. The restriction would also improve visibility and reduce potential conflicts between buses, motorists, bicyclists, and pedestrians. Two “No Parking Bus Stop” signs were installed at the SamTrans Bus Stop No. 36360 per the approval of the Public Works Director. This item was reviewed at the June 17, 2026, Public Works and Transportation Commission (PWTC) meeting, and the PWTC approved staff’s recommendation. Please see Exhibit A, Attachment 2.

Western terminus of Tulane Avenue

The City's Engineering Division received a request from a resident to restrict parking at the western terminus of Tulane Avenue near the Xavier Street intersection. Additionally, the City's Maintenance Division identified access issues caused by vehicles parked near the end of the roadway, restricting entry to an area that requires routine maintenance by staff. Staff determined that a no parking zone at the western terminus of Tulane Avenue would preserve

access for maintenance vehicles and operations. Maintaining this area free of parked vehicles would provide City crews and equipment with sufficient access to perform routine maintenance. The proposed 50-foot restriction would also clearly establish the area that must remain available for City operations. Two "No Parking" signs with directional arrows were installed with the approval of the Public Works Director to clearly identify the limits of the restrictions. This item was reviewed at the June 17, 2026, Public Works and Transportation Commission (PWTC) meeting, and the PWTC approved staff's recommendation. Please see Exhibit B, Attachment 2.

Pulgas Avenue south of Myrtle Street / Fordham Street north of Purdue Avenue

The City's Engineering Division received two requests from the Ravenswood City School District (District) to establish bus loading zones during school arrival and dismissal periods from 7:30 a.m. to 8:30 a.m. and 2:30 p.m. to 3:30 p.m. on school days. The first request is on Pulgas Avenue serving Los Robles Ronald McNair Academy. The District explained that the loading zones are used by multiple buses serving several schools and that students are not unloaded directly onto school property. Staff evaluated the requested location on Pulgas Avenue and determined that a designated bus loading zone during school operating hours would support safe and efficient student loading and unloading activities while minimizing impacts to surrounding traffic and parking. As the proposed loading zone is located along an existing red-curbed frontage, establishing the loading zone would not result in the removal of existing legal on-street parking. Formalizing the area as a bus loading zone would reinforce the existing parking restriction while providing a clearly designated curbside area for school bus operations. Please see Exhibit C, Attachment 2.

The second request from the District was to establish a bus loading zone on Fordham Street serving Costaño Elementary School. Staff evaluated the requested location on Fordham Street and determined that a designated bus loading zone during school operating hours would support safe and efficient student loading and unloading activities while minimizing impacts to surrounding traffic and parking. During the evaluation, staff determined that the District's initially requested location did not provide sufficient curb length for bus operations and could result in buses obstructing nearby residential driveways. Staff therefore identified an alternative location near 2705 Fordham Street that provides additional curb space. This new location provides a more suitable area for buses serving students traveling to schools within the Ravenswood City School District and neighboring school districts. Please see Exhibit D Attachment 2.

Both requests for bus loading zones were reviewed and supported by the PWTC at the March 19, 2025, PWTC meeting.

North Side of Weeks Street near University Avenue

The City's Engineering Division received a request to establish a 30-minute time-limited parking zone on the north side of Weeks Street starting 57 feet west at the centerline of University Avenue and continuing for 50 feet westerly from 9:00 a.m. to 9:00 p.m. Staff evaluated existing parking conditions and determined that this segment experiences high parking demand due to its proximity to University Avenue and nearby commercial businesses with limited off-street parking. Establishing a 30-minute parking zone from 9:00 a.m. to 9:00

p.m. would encourage parking turnover, increase short-term parking availability for customers and visitors, and provide an enforceable parking restriction that supports nearby businesses while maintaining efficient parking operations. The proposed restriction is intended allow the limited curb space to serve a greater number of customers and visitors throughout the day. This request was reviewed at the July 20, 2023, PWTC meeting, and the PWTC supported staff's recommendation. Please see Exhibit E Attachment 2.

Summary

In order for any of the abovementioned parking restrictions to be enforceable, a City Council resolution creating parking restrictions is required.

Engineering staff has determined that the proposed parking restrictions and loading zones will improve transit operations, enhance pedestrian and student safety, preserve access for City maintenance activities, improve parking turnover, and provide clearly designated areas for school bus loading and unloading.

Fiscal Impact

The cost to install new signage is approximately $2,000 and is included in the existing maintenance budget.

Public Notice

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

Environmental

The action being considered does not constitute a "Project" within the meaning of the California Environmental Quality Act (CEQA), pursuant to CEQA Guideline section 15061(b)(3) because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. Additionally, it is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Sections 15301 (Repair, maintenance and/or minor alteration of an existing facility).

Government Code § 84308

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

Analysis of Levine Act Compliance: Not applicable.

Attachments

1. Resolution
2. Exhibits A-E

RESOLUTION NO. xx – 2026

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

AUTHORIZING THE ESTABLISHMENT OF PARKING RESTRICTIONS AT VARIOUS LOCATIONS CITYWIDE

WHEREAS, the City of East Palo Alto received requests from SamTrans, the Ravenswood City School District, City maintenance staff, and residents regarding parking restrictions and loading zone modifications at various locations throughout the City; and

WHEREAS, SamTrans reported operational and safety concerns at the northeast corner of the Pulgas Avenue and Weeks Street intersection, where parked vehicles interfere with bus turning movements and obstruct access to the existing bus stop; and

WHEREAS, staff determined that establishing a no parking bus stop zone on Pulgas Avenue at Weeks Street provides adequate clearance for transit vehicles, improves sight distance at the intersection, and enhances overall roadway safety and traffic operations; and

WHEREAS, the City's Maintenance Division identified access constraints at the western terminus of Tulane Avenue near Xavier Street caused by parked vehicles that interfere with routine maintenance operations and access to City-maintained facilities; and

WHEREAS, staff determined that establishing a no parking zone at the western terminus of Tulane Avenue would preserve access for maintenance vehicles and support efficient maintenance activities; and

WHEREAS, the Ravenswood City School District requested the establishment of school bus loading zones on Pulgas Avenue serving Los Robles Ronald McNair Academy and on Fordham Street serving Costaño Elementary School to facilitate safe and efficient student loading and unloading during school arrival and dismissal periods; and

WHEREAS, City staff conducted field investigations and determined that designated bus loading zones would improve student safety, facilitate efficient school transportation operations, and reduce conflicts between buses and parked vehicles; and

WHEREAS, staff determined that overall the proposed parking restrictions and loading zones will improve transit operations, enhance pedestrian and student safety, preserve access for City maintenance activities, and provide clearly designated areas for school bus loading and unloading; and

WHEREAS, staff evaluated parking conditions along the north side of Weeks Street near University Avenue and determined that existing 30-minute parking restrictions were unenforceable due to the lack of a City Council resolution authorizing the parking zone; and

WHEREAS, staff determined that establishing a 30-minute time-limited parking zone along the north side of Weeks Street near University Avenue would improve parking turnover, increase short-term parking availability for nearby businesses and visitors, and provide an enforceable parking restriction through the installation of California MUTCD-compliant signage; and

WHEREAS, the proposed parking restrictions and loading zones are consistent with the City's goals of promoting public safety and enhancing community services for residents.

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. Approves the establishment of a no parking bus stop zone on the east side of Pulgas Avenue starting 47 feet north of the centerline of Weeks Street continuing for 41 feet northerly; and
3. Approves the establishment of a fifty feet wide no parking any time zone at the western terminus of Tulane Avenue; and
4. Approves the establishment of a bus loading zone on the west side of Pulgas Avenue starting 336 feet south of the centerline of Myrtle Street (on Pulgas Avenue) continuing for 50 feet southerly from 7:30 a.m. to 8:30 a.m. and 2:30 p.m. to 3:30 p.m. Monday to Friday; and
5. Approves the establishment of a bus loading zone on the west side of Fordham Avenue starting 47 feet north from centerline of Purdue Avenue (on Fordham Street) continuing for 50 feet northerly from 7:30 a.m. to 8:30 a.m. and 2:30 p.m. to 3:30 p.m. Monday to Friday; and
6. Approves the establishment of a 30 minute time-limited parking zone along the north side of Weeks Street, starting 57 feet west from the centerline of University Avenue and continuing for 50 feet westerly from 9:00 a.m. to 9:00 p.m.
7. 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 15061(b)(3) because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, and is additionally exempt pursuant to CEQA Guidelines section 15301 (Repair, maintenance and/or minor alteration of an existing facility).

PASSED AND ADOPTED this 15th day of September 2026**,** by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Webster Lincoln, Mayor

ATTEST:

APPROVED AS TO FORM:

James Colin, City Clerk

John D. Lê, City Attorney

ATTACHMENT 2
EXHIBITS A-E

EXHIBIT A:

Image 1: Ariel View of the Parking Restriction at Pulgas Avenue and Weeks Street



Image 2: On-Site View of the Parking Restriction at Pulgas Avenue and Weeks Street



EXHIBIT B:

Image 1: Ariel View of the Parking Restriction at the Western Terminus of Tulane Avenue

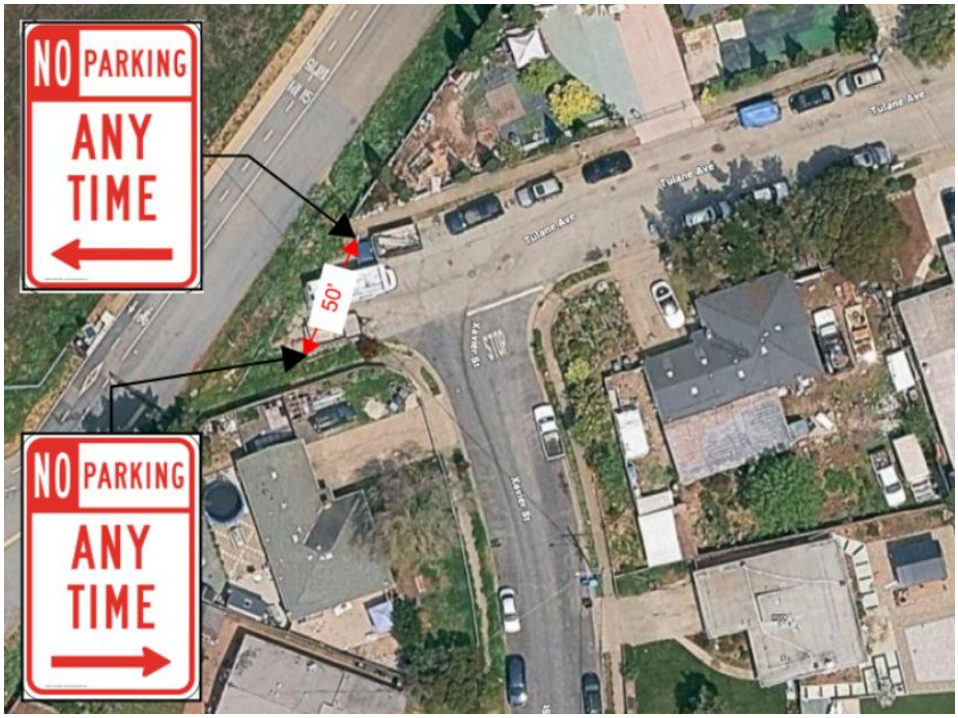


Image 2: On-Site view of the Parking Restriction at the Western Terminus of Tulane Avenue



EXHIBIT C:

Image 1: Arial View of the Bus Loading Zone at Los Robles Ronald McNair (2033 Pulgas Avenue)



Image 2: On-Site View of the Bus Loading Zone at Los Robles Ronald McNair Academy (2033 Pulgas Avenue)

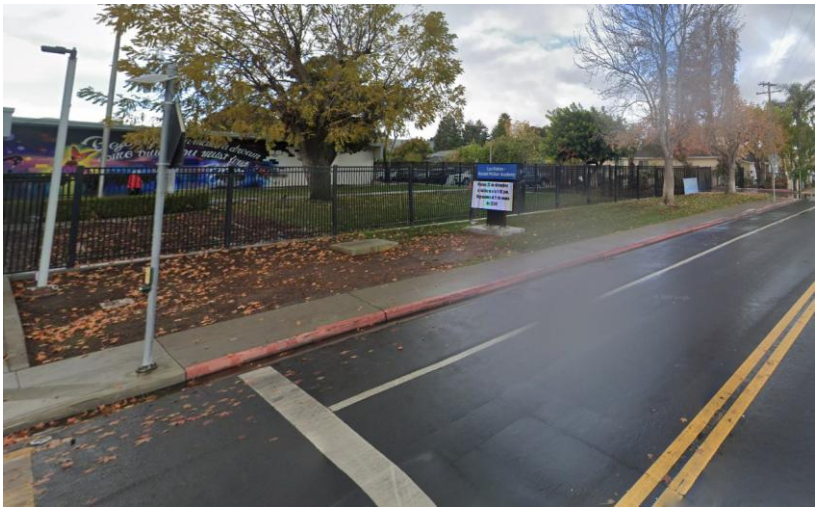


EXHIBIT D:

Image 1: On-Site View of the Bus Loading Zone at Costaño Elementary School (2705 Fordham Street)



Image 2: Ariel View of the Bus Loading Zone at Costaño Elementary School (2705 Fordham Street)

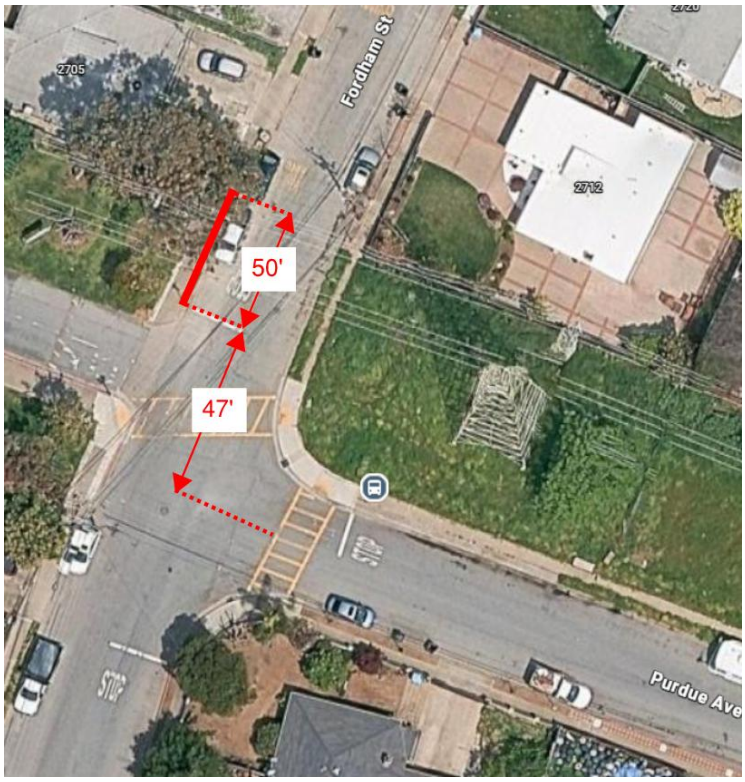


EXHIBIT E:

Image 1: Ariel View of the 30 minute Time-Limited Parking Zone on Weeks Street



Image 2: On-Site View of the 30 minute Time-Limited Parking Zone on Weeks Street



EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: **September 15, 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: **Monthly Cash Treasury Report for July 2026**

Recommendation

Accept and file the Cash Treasury Report for the month of July 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. Further, City Investment Policy Section XVIII requires monthly reporting of investment transactions, as specified. Because the City participates in State and County investments pools and does not independently broker or engage outside investment advisors to transact investments, the monthly reporting provides a snapshot of overall cash receipts, transfers, and disbursements.

Analysis

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

(SCIP) bond proceeds held by a trustee in the name of the City. For investment purposes, City cash is pooled, except for bond proceeds held by a trustee. The City does not have, nor is it legally required to have, separate bank accounts for each individual fund. However, all cash is segregated in the City's accounting records. Monthly cash transactions for the monthly period ending July 31, 2026 are as follows:

Account	Beginning Balance	Receipts	Disbursements	Interest Allocation	Inter-Account Transfers	Ending Balance
Wells Fargo Bank	7,276,919.10	2,108,317.60	(6,568,620.06)	-	-	2,816,616.64
LAIF	24,489,551.38	-	-	239,074.30	-	24,728,625.68
San Mateo County Pool	63,844,269.53	449.98	-	607,532.46	-	64,452,251.97
CAMP	92,177,952.54	-	-	296,100.96	-	92,474,053.50
Total	**187,788,692.55**	**2,108,767.58**	**(6,568,620.06)**	**1,142,707.72**	**-**	**184,471,547.79**

The Wells Fargo cash balance reflects the book value balance (i.e., total outstanding checks not cashed are deducted from the account balance). The month-to-date cash and investment balance decreased by approximately $3.3M compared to the balance as of June 30, 2026.

June receipts totaled approximately $2.1M, consisting primarily of Transient Occupancy Tax from the Four Seasons Hotel ($0.6M), sales tax revenue ($0.4M), Veolia payments ($0.3M), and various other receipts.

June disbursements totaled approximately $6.6M, consisting primarily of FY27 CalPERS Unfunded Accrued Liability (UAL) employer contributions ($1.3M), payroll costs ($1.2M), the fourth-quarter payment to Recology for refuse collection and recycling services ($0.9M), payments to J.J.R. Construction, Inc. for the East Bayshore Project ($0.4M), Sherwood Design Engineers for the Safer Bay Project ($0.3M), Goodfellow Brothers for the Annual Street Resurfacing Project ($0.3M), West Coast Code Consultants for on-call building and code enforcement services ($0.2M), West Bay Sanitary District for June maintenance services ($0.2M), Kaiser Foundation Health Plan for June medical benefits ($0.1M) and other recurring operating expenditures.

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

	Jul-26	Jun-26	Jul-25
6-Month Treasury Bill	3.82	3.85	4.13
2-Year Treasury Note	4.28	4.14	3.94
5-Year Treasury Note	4.45	4.19	3.96

Local Agency Investment Fund (LAIF) average monthly effective yields were 3.84% in July 2026 compared to 3.82% in June 2026. San Mateo County monthly gross earnings for July 2026 were 4.46% compared to 3.89% in June 2026. The estimated County Pool earnings for FY 26-27 are 3.75%. As of July 2026, the current annualized yield for California Asset Management Program (CAMP) is 3.78% compared to 3.77% in June 2026.

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

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

Summary July 31, 2026		
	Deposit Value	Market Value
General Fund (Inc. Petty cash of $10,800)	$ 25,648,545	$ 25,648,545
General Sub-Funds (Commited/Restricted)	$ 38,535,968	$ 38,535,968
City Funds Restricted and Committed	$ 119,856,499	$ 119,856,499
Successor Agency Trust	$ 1,799,572	$ 1,799,572
Unrealized Gain/(Loss) on Investment Pools	$ -	$ 197,117
	$ 185,840,584	**$ 186,037,701**

The deposit market value totals $186,037,701 including an unrealized gain[2] of $197,117, reflecting treasury yields during the calendar year. All except for the General Fund balance is restricted by either City Council or external parties for specific purposes. Unrestricted cash and investment balance under General Fund ($25,648,545) may be used at Council discretion.

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.

Environmental

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

Government Code § 84308

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

Analysis of Levine Act Compliance: Not applicable.

[2] Investment Fair Market Value (FMV) factor is provided on a quarterly basis. Thus, as of June 30, 2026, FMV factor is used to calculate Unrealized Gain/(Loss) on Investments.

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: September 15, 2026

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: Tomohito Oku, Finance Director

SUBJECT: Annual Internal Control Report

Recommendation

By motion, receive and approve the Annual Internal Control Report summarizing management's assessment of the design and implementation of the City's internal control system.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority: Governance, Organizational Strength, and Fiscal Sustainability

Background

Internal controls are policies, procedures, and processes designed to ensure accurate financial reporting, safeguard assets, prevent fraud, and promote operational efficiency. On December 16, 2025, the City Council adopted the City's Internal Control Policy and accepted an implementation framework in response to the 2023–24 San Mateo County Civil Grand Jury Report, *Assessing and Reporting Internal Controls*. The framework established a formal process for documenting organizational risks, conducting an annual management assessment of internal controls, and reporting the results of the assessment to the City Council and the public.

The City's Internal Control Policy is based on the U.S. Government Accountability Office's *Standards for Internal Control in the Federal Government*, commonly referred to as the "Green Book." The Green Book is based on the Committee of Sponsoring Organizations of the Treadway Commission ("COSO") Internal Control—Integrated Framework and organizes an effective internal control system into five interrelated components: (1) Control Environment; (2) Risk Assessment; (3) Control Activities; (4) Information and Communication; and (5) Monitoring.

These five components are supported by 17 principles that establish the requirements for an effective internal control system.

For FY 2025-26, Finance coordinated the City's first annual entity-wide internal control assessment under the newly adopted framework. The entity-wide assessment evaluates four of the five internal control components—Control Environment, Risk Assessment, Information and Communication, and Monitoring—and their 14 related Green Book principles. Control Activities and the related Principles 10 through 12 are evaluated separately at the individual business-process level because risks and mitigating controls vary by operational area. This structure is consistent with the methodology described in Attachment 1.

The City's annual internal control assessment is a management assessment and is not an audit. Also, this review is conducted internally, not by a third party. The procedures performed for both the entity-wide assessment and the process-level assessment of Control Activities are intended to assess whether identified controls are appropriately designed and have been implemented. While staff performed limited validation of selected transactions or instances as part of the process-level assessments, those procedures were not designed to evaluate operating effectiveness over the entire fiscal year. Accordingly, the assessment does not provide an audit opinion or assurance regarding whether controls operated effectively throughout FY 2025-26.

Analysis

SCOPE AND ASSESSMENT METHODOLOGY

For FY2025-26, Finance coordinated the City’s first annual internal control assessment under the Internal Control Policy adopted in December 2025. The Internal Control assessment was structured in two parts to address all 5 components and 17 principles of the Green Book.

The **entity-wide assessment** evaluated controls that operate broadly across City departments, programs, systems, and activities. It covered four Green Book components—Control Environment, Risk Assessment, Information and Communication, and Monitoring—and their 14 related principles. The assessment considered citywide policies and procedures, organizational structure, assigned responsibilities, management and governance oversight, risk assessment practices, communication processes, and monitoring activities.

The **process-level Control Activities assessment** evaluated Principles 10 through 12 within selected financial and operational processes. Control Activities are assessed at the process level because the risks and controls necessary to address those risks vary significantly by operational area.

Finance assessed the **design and implementation** of identified controls through inquiry, walkthroughs and observation, review of policies and procedures, inspection of supporting documentation, and, where applicable, limited validation of selected transactions or instances. The assessment was not designed to test whether controls operated effectively throughout the entire fiscal year and does not provide an audit opinion or assurance regarding operating effectiveness.

For reporting purposes, assessment results were classified into the following three categories:

1. **Designed and Implemented:** Controls responsive to the applicable principle or identified risk were appropriately designed, and evidence indicates that the controls have been placed into operation.
2. **Improvement Opportunity Identified:** Controls are **considered designed and implemented**, but opportunities exist to further strengthen the controls or related processes through improved documentation, consistency, communication, formalization, or other enhancements. An improvement opportunity does **not** represent an internal control deficiency.
3. **Deficiency Identified:** A control is missing, inadequately designed, or not implemented such that the applicable internal control objective may not be achieved.

These classifications assess the **design and implementation** of controls and do not represent a conclusion regarding their operating effectiveness throughout FY 2025-26. This is consistent with the assessment criteria established in Attachment 1.

ASSESSMENT RESULTS

Entity-Wide Assessment

The entity-wide assessment evaluated the 14 Green Book principles associated with Control Environment, Risk Assessment, Information and Communication, and Monitoring. Overall, staff identified controls and management practices responsive to all 14 principles. The assessment did not identify any entity-wide internal control deficiencies. Several improvement opportunities were identified as the City's recently formalized internal control framework continues to mature.

- **Control Environment – Principles 1 through 5: Designed and Implemented.** The City has established an organizational and governance structure that supports integrity and ethical conduct, Council oversight, defined responsibilities and authority, employee competence, and accountability for internal control responsibilities. All five principles were assessed as Designed and Implemented.

- **Risk Assessment – Principles 6 through 9: Designed and Implemented, with Improvement Opportunities Identified.** The City has established a structured risk-assessment process through process-level internal control memoranda and the Citywide Risk Register. Improvement opportunities were identified to expand detailed process-level assessments to additional significant areas, particularly budgeting, grant management, and information technology and cybersecurity, and to continue updating the assessments as significant operational changes occur. Principle 8, addressing fraud risk, was assessed as Designed and Implemented without an improvement opportunity.

- **Information and Communication – Principles 13 through 15: Designed and Implemented, with Improvement Opportunities Identified.** The City has established systems and communication processes to provide financial and operational information

and communicate internal control responsibilities. Improvement opportunities include completing remaining ERP system and reporting enhancements and developing comprehensive Citywide Procurement and Budget Policies to supplement existing ordinances, SOPs, training, and other guidance.

- **Monitoring – Principles 16 and 17: Designed and Implemented.** The City's Internal Control Policy and Procedures Manual establish a formal framework for ongoing management oversight, annual internal control assessment, identification of control issues, and corrective action. Because FY 2025-26 is the first annual assessment under the new framework, these monitoring processes are expected to continue to mature through future assessment cycles.

Overall, the entity-wide internal control framework was assessed as designed and implemented. The improvement opportunities identified above represent opportunities to further strengthen and mature existing controls and processes and are not internal control deficiencies.

Process-Level Control Activities Assessment

Control Activities represent the policies, procedures, and other actions established by management to respond to identified risks. Because risks and related controls vary by business process, the City assessed Control Activities (Green Book Principles 10 through 12) at the individual operational-process level.

For FY 2025-26, Finance completed process-level assessments of four significant financial operational areas: Cash Receipting and Revenue Recognition; Procurement, Accounts Payable and Cash Disbursement; Payroll and Related Human Resources Processes; and Treasury and Cash Management.

For each area, Finance developed an internal control memorandum through interviews with responsible staff, observation of established processes, and review of applicable policies, procedures, standard operating procedures, system information, reports, and other supporting documentation. The memoranda identify significant operational, financial reporting, compliance, and fraud and asset-safeguarding risks and the key controls established to mitigate those risks. The underlying memoranda document the controls in substantially greater detail. For example, the cash receipting memorandum addresses risks related to completeness and accuracy of receipts, revenue recognition, safeguarding of assets, unauthorized transactions, system access, and segregation of duties.

Finance then performed walkthroughs of selected transactions, documents, reports, or other instances to validate whether the identified key controls were appropriately designed and had been placed into operation. These procedures support an assessment of design and implementation and were not intended to test operating effectiveness throughout FY 2025-26.

Cash Receipting and Revenue Recognition

Scope. Finance assessed controls over significant revenue collection and recording activities,

including receipt and deposit of funds, safeguarding of cash and checks, electronic and third-party collections, recording and reconciliation of receipts, supervisory review, revenue recognition and year-end cutoff, segregation of duties, and system access. These areas correspond to the key controls documented in the underlying cash receipting memorandum.

Procedures Performed. Finance documented the process through interviews with responsible staff, observation of established practices, and review of relevant procedures and supporting documentation. Selected transactions and related documentation were then walked through to determine whether the identified key controls had been implemented.

Observation. Based on the procedures performed, the key controls evaluated were determined to be Designed and Implemented. No exceptions were identified through the selected walkthrough procedures.

Procurement, Accounts Payable and Cash Disbursement

Scope. Finance assessed controls over procurement, purchase authorization, vendor setup, receipt and approval of goods and services, invoice processing, payment authorization and disbursement, year-end expenditure recognition, system access, and segregation of duties. The underlying memorandum documents the procurement and payment process and the key controls established to address authorization, compliance, financial reporting, and fraud and asset-safeguarding risks.

Procedures Performed. Finance documented the process through interviews, observation, and review of applicable procurement requirements and supporting documentation. Four selected procurement and cash-disbursement transactions were walked through from procurement and authorization through invoice processing and payment.

Observation. The selected transactions generally demonstrated that the identified key controls were in place. One selected procurement file did not contain documentation of the applicable bid-waiver approval, representing an opportunity to improve retention of procurement documentation. Based on the procedures performed, the controls were assessed as Designed and Implemented, with an Improvement Opportunity Identified.

Payroll and Related Human Resources Processes

Scope. Finance assessed controls over the payroll process from hiring and employee setup through timekeeping, payroll processing and approval, payroll disbursement, tax and benefit remittances, employee separation, financial reporting, system access, and segregation of duties. The underlying memorandum identifies 14 principal risks across hiring and personnel, payroll processing and financial reporting, and fraud and asset safeguarding.

Procedures Performed. Finance documented the payroll and related Human Resources processes through interviews, observation, and review of supporting documentation. Three selected employee records were walked through using applicable personnel, onboarding, payroll, timekeeping, benefit, and separation documentation to determine whether the identified

key controls had been implemented.

Observation. The walkthroughs demonstrated that the key controls evaluated were generally designed and implemented. The review identified an opportunity to strengthen the process for timely deactivation of separated employees from applicable systems and modules. In addition, evidence of a separate Human Resources benefits reconciliation was not available for the selected items; however, Payroll performs a year-end benefits reconciliation as part of the annual financial reporting process. Based on the procedures performed, the controls were assessed as Designed and Implemented, with an Improvement Opportunity Identified.

Treasury and Cash Management

Scope. Finance assessed controls over the City's bank and investment accounts, liquidity management, treasury transactions, account access, and monthly bank and investment reconciliation processes. The underlying assessment addresses operational and compliance, financial reporting, and fraud and asset-safeguarding risks associated with treasury activities.

Procedures Performed. Finance reviewed account access, selected bank-account activity and treasury transactions, and monthly bank and investment reconciliations and related supporting documentation to determine whether the identified key controls had been implemented. The underlying walkthrough included observations across multiple periods and selected treasury transactions.

Observation. Based on the procedures performed, the key controls evaluated were determined to be Designed and Implemented. The walkthroughs supported implementation of controls over restricted account access, management of the payroll account, authorization of treasury transactions, and reconciliation and review of bank and investment accounts. No exceptions were identified through the selected walkthrough procedures.

Fiscal Impact

Implementation will occur within existing staff resources. Any specialized training or system improvements identified through the annual assessment will be incorporated into future budget proposals.

Public Notice

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

Environmental

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

Government Code § 84308

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

Analysis of Levine Act Compliance: Not applicable.

Attachments

1. FISCAL YEAR 2025-26 ENTITY-WIDE INTERNAL CONTROL ASSESSMENT

ATTACHMENT 1

FISCAL YEAR 2025-26 ENTITY-WIDE INTERNAL CONTROL ASSESSMENT

Purpose and Scope

The City of East Palo Alto ("City") conducted an entity-wide internal control assessment for Fiscal Year 2025-26 in accordance with the City's Internal Control Policy and Internal Control Procedures Manual. The City's internal control framework is based on the U.S. Government Accountability Office's *Standards for Internal Control in the Federal Government* ("Green Book"), which incorporates the Committee of Sponsoring Organizations of the Treadway Commission ("COSO") Internal Control—Integrated Framework. The Green Book organizes internal control into five integrated components supported by 17 principles.

The purpose of the entity-wide assessment is to evaluate whether governance and management controls applicable across City departments, programs, systems, and activities are identified, documented, appropriately designed, and implemented. Entity-wide controls generally operate at the organizational level and establish the structure, expectations, and processes that support the City's overall internal control system.

The entity-wide assessment evaluates four of the five components of internal control: **Control Environment, Risk Assessment, Information and Communication, and Monitoring**, and their 14 related Green Book principles.

Control Activities, the fifth component of internal control and its related Principles 10 through 12, are evaluated separately at the individual business-process level because the nature of risks and mitigating control activities varies by operational area. Accordingly, the City separately documents and assesses internal controls over processes such as procurement and cash disbursements, cash receipting, financial reporting, budgeting, treasury management, payroll, grant administration, and information technology.

The entity-wide assessment is a management assessment and is not an audit. The procedures performed are intended to assess the design and implementation of identified controls and do not provide an audit opinion or assurance regarding the operating effectiveness of controls throughout the fiscal year.

Assessment Methodology

Finance coordinated the entity-wide internal control assessment using the components and related principles of the COSO/Green Book framework. The assessment considered Citywide policies and procedures, organizational structure, assigned roles and responsibilities, management and governance oversight, information and communication processes, risk management activities, and monitoring practices.

Staff performed the assessment through inquiry of management and responsible staff, review of applicable City policies and procedures, observation of established practices, and inspection of available documentation supporting the implementation of identified entity-wide controls.

For purposes of this assessment, staff used the following conclusions:

Assessment Conclusion	Definition
Designed and Implemented	Controls responsive to the applicable principle were identified, appropriately designed to address the objective of the principle, and evidence indicates the controls have been placed into operation.
Improvement Opportunity Identified	Controls are generally designed and implemented; however, opportunities exist to improve documentation, consistency, communication, or formalization of the process.
Deficiency Identified	A control is missing, inadequately designed, or not implemented such that the applicable internal control objective may not be achieved.

A conclusion that a control is designed and implemented does not mean that the control operated effectively throughout the fiscal year. Evaluation of operating effectiveness would require additional procedures and evidence over a defined period.

I. CONTROL ENVIRONMENT

The Control Environment is the foundation of the City's internal control system. It establishes the organizational tone, discipline, structure, and accountability that influence how internal controls are designed and implemented. The City Council and management are responsible for establishing and maintaining an environment that demonstrates a positive attitude toward internal control.

The Green Book identifies five principles related to the Control Environment.

Principle 1 – Demonstrate Commitment to Integrity and Ethical Values

Green Book Principle

The City Council and management should demonstrate a commitment to integrity and ethical values.

Citywide Controls and Practices

The City establishes expectations for ethical conduct and accountability through applicable standards of conduct, conflict-of-interest requirements, personnel policies, administrative policies, and management oversight. City officials and designated employees are subject to applicable conflict-of-interest disclosure requirements.

The City Council's adoption of the Internal Control Policy further establishes a formal commitment to sound governance, accountability, safeguarding of public assets, reliable financial reporting, and compliance with applicable laws and regulations. The Policy applies to all City departments, offices, divisions, programs, systems, and activities.

Employees are responsible for following established internal control procedures and promptly reporting control deficiencies, irregularities, or noncompliance to management.

Staff Observation and Assessment

Staff observed that the City has established policies and requirements communicating expectations regarding integrity, ethical conduct, and accountability. Adoption of the Internal Control Policy further formalized management's responsibility for maintaining internal controls and employees' responsibility for following established procedures and reporting identified irregularities.

Assessment Conclusion: Designed and Implemented

Principle 2 – Exercise Oversight Responsibility

Green Book Principle

The City Council should oversee the entity's internal control system.

Citywide Controls and Practices

The City Council provides governance oversight through adoption of City policies and the annual budget, review of audited financial statements, consideration of external audit findings, and receipt of management reports.

The Internal Control Policy formally establishes the City Council's internal control oversight responsibility. The Policy requires management to prepare an Annual Internal Control Report for City Council review and requires the report to summarize assessment results, significant risks and control activities, identified deficiencies and corrective actions, continuous improvement efforts, and updates to the Internal Control Procedures Manual.

Staff Observation and Assessment

Staff observed that the City Council exercises oversight through established financial, budgetary, policy, and audit reporting processes. Adoption of the Internal Control Policy expanded this oversight structure by establishing formal annual internal control reporting to the City Council.

Assessment Conclusion: Designed and Implemented

Principle 3 – Establish Structure, Responsibility, and Authority

Green Book Principle

Management should establish an organizational structure, assign responsibility, and delegate authority to achieve the entity's objectives.

Citywide Controls and Practices

The City maintains an organizational structure that assigns authority and responsibility through the City Council, City Manager, Department Directors, managers, supervisors, and employees. Organizational responsibilities are further established through job classifications, departmental structures, policies, procedures, and delegated approval authorities.

The Internal Control Policy specifically assigns responsibilities to the City Council, City Manager, Finance Director, Department Directors and Managers, and City employees. The Finance Director leads the Citywide internal control program, maintains the Risk Register and assessment tools, and coordinates preparation of the Annual Internal Control Report. Department Directors and Managers are responsible for implementing controls, identifying and documenting risks and corrective actions, and ensuring staff are appropriately trained.

Staff Observation and Assessment

Staff observed that the City's organizational structure and adopted Internal Control Policy establish responsibility and authority for the internal control system. The Policy provides a defined accountability structure while allowing individual departments to design and implement controls appropriate to their operations.

Assessment Conclusion: Designed and Implemented

Principle 4 – Demonstrate Commitment to Competence

Green Book Principle

Management should demonstrate a commitment to recruit, develop, and retain competent individuals.

Citywide Controls and Practices

The City establishes minimum qualifications, education, experience, knowledge, and skill requirements through adopted job classifications and recruitment processes. Supervisors and Department Directors are responsible for assigning duties based on employee roles and responsibilities.

Departments provide or arrange specialized training based on operational, professional, financial, legal, and regulatory responsibilities. The Internal Control Policy specifically assigns Department Directors and Managers responsibility for ensuring staff are appropriately trained on internal control practices.

Staff Observation and Assessment

The City has established recruitment and classification processes designed to identify the minimum qualifications necessary for City positions. Departments also use professional training and outside subject matter expertise where specialized knowledge is required.

Because the City's formal internal control framework was recently implemented, Citywide training specifically addressing internal control responsibilities and the COSO/Green Book framework continues to develop.

Assessment Conclusion: Designed and Implemented

Principle 5 – Enforce Accountability

Green Book Principle

Management should evaluate performance and hold individuals accountable for their internal control responsibilities.

Citywide Controls and Practices

The City establishes accountability through assigned job responsibilities, supervisory oversight, approval requirements, and applicable personnel policies and procedures. Department Directors and Managers are responsible for implementing controls within their areas and ensuring staff comply with internal control requirements.

The Internal Control Policy requires departments to identify and document risks, controls, and corrective actions. When deficiencies are identified, management is

required to develop Corrective Action Plans that identify the nature of the deficiency, required remediation, responsible staff or departments, target completion dates, and progress. Corrective Action Plans must be monitored until resolved.

Staff Observation and Assessment

The City's Internal Control Policy establishes clear accountability for internal control responsibilities. Implementation of the Citywide Risk Register and Corrective Action Plan process provides a formal mechanism to assign responsibility for identified risks and deficiencies.

Because the formal internal control assessment process is in its first annual cycle, continued implementation of corrective action tracking will be necessary to demonstrate consistent accountability over time.

Assessment Conclusion: Designed and Implemented

II. RISK ASSESSMENT

Risk Assessment is the process used by management to identify, analyze, and respond to risks that may prevent the City from achieving its objectives. The Green Book requires management to define objectives and risk tolerances, identify and analyze risks, consider the potential for fraud, and evaluate significant changes that may affect the internal control system.

The City performs its internal control risk assessment primarily through **internal control memoranda developed for individual operational areas** and the **Citywide Risk Register**. The internal control memoranda document significant processes, identify and analyze operational, financial reporting, compliance, and fraud risks, identify related control activities, and evaluate how those controls respond to identified risks. The memoranda also provide a mechanism for management to consider acceptable levels of risk and update controls as operations change.

During FY 2025-26, the City developed internal control memoranda for selected significant operational areas, including treasury and cash management, procurement and cash disbursements, cash receipting and revenue recognition, and payroll and hiring. Other significant areas, including budgeting, grant management, and information technology and cybersecurity, have not yet been documented through comprehensive internal control memoranda. Risks within these areas are nevertheless identified and assessed through the City's Risk Register pending development of more detailed process-level assessments.

Principle 6 – Define Objectives and Risk Tolerances

Green Book Principle

Management should define objectives clearly to enable the identification of risks and define risk tolerances.

Citywide Controls and Practices

The City establishes organizational and operational objectives through the City Council Strategic Plan, annual budget, departmental work plans, adopted policies and procedures, regulatory requirements, and individual program and project objectives.

At the operational level, the City's internal control memoranda document the objectives of significant business processes and identify risks that could prevent the City from achieving those objectives. The memoranda identify related control activities and provide a basis for management to evaluate whether identified risks are reduced to an acceptable level.

The Citywide Risk Register supplements the process-level assessments by documenting risks across City operations, including areas for which detailed internal control memoranda have not yet been developed.

Staff Observation and Assessment

Staff observed that the City has established a structured approach for considering objectives and risks through its internal control memoranda and Citywide Risk Register. The internal control memoranda provide more detailed consideration of process objectives, risks, and related controls and therefore provide the strongest documentation of the City's operational risk-assessment process.

However, detailed internal control memoranda have currently been developed for only selected operational areas. Other significant areas, including budgeting, grant management, and information technology and cybersecurity, are currently addressed primarily through the Citywide Risk Register rather than through detailed process-level documentation.

Assessment Conclusion: Improvement Opportunity Identified

Improvement Opportunity: Continue expanding the City's process-level internal control documentation to significant operational areas not yet covered by internal control memoranda. As these assessments are developed, clearly document the applicable objectives, significant risks, related controls, and management's determination of whether the remaining risk is acceptable or requires additional mitigation.

Principle 7 – Identify, Analyze, and Respond to Risks

Green Book Principle

Management should identify, analyze, and respond to risks related to achieving defined objectives.

Citywide Controls and Practices

The City's internal control memoranda provide the primary process-level mechanism for identifying, analyzing, and responding to significant risks. For each operational area assessed, staff documents the business process, identifies significant operational, financial reporting, compliance, and fraud risks, and identifies the control activities established to mitigate those risks.

The Citywide Risk Register provides an additional Citywide mechanism for identifying and evaluating risks. The Risk Register documents identified risks, assesses their likelihood and potential impact, identifies existing controls and responsible departments, and provides for corrective actions where additional mitigation is necessary.

Together, the internal control memoranda and Risk Register allow management to evaluate risks at both the individual business-process and Citywide levels.

Staff Observation and Assessment

Staff observed that the City has implemented a structured process for identifying, analyzing, and responding to risks. Detailed process-level assessments have been completed or are being developed for treasury and cash management, procurement and cash disbursements, cash receipting and revenue recognition, and payroll and hiring.

For operational areas where detailed internal control memoranda have not yet been developed, risks continue to be identified and assessed through the Citywide Risk Register. While this provides a Citywide mechanism for identifying significant risks, development of detailed process-level assessments would provide greater documentation of the underlying processes, specific risks, mitigating controls, and any control gaps requiring corrective action.

Assessment Conclusion: Improvement Opportunity Identified

Improvement Opportunity: Continue developing internal control memoranda for significant operational areas, with priority given to budgeting, grant management, and information technology and cybersecurity. Continue using and updating the Citywide Risk Register to identify and prioritize risks across all City operations, including areas awaiting detailed process-level assessment.

Principle 8 – Assess Fraud Risk

Green Book Principle

Management should consider the potential for fraud when identifying, analyzing, and responding to risks.

Citywide Controls and Practices

The City incorporates fraud risk into its risk assessment process at both the operational and Citywide levels. Internal control memoranda developed for significant operational areas identify applicable fraud and asset-safeguarding risks and the control activities established to mitigate those risks.

Detailed internal control assessments have been developed for areas where the nature of the City's activities presents heightened exposure to fraud or misappropriation of assets, including treasury and cash management, procurement and cash disbursements, cash receipting and revenue recognition, and payroll and hiring. These assessments consider risks such as unauthorized transactions, misappropriation of City assets, fictitious or unauthorized vendors, fraudulent or duplicate disbursements, unauthorized access to financial systems and banking platforms, and inappropriate adjustments or transactions.

The Citywide Risk Register provides an additional mechanism for identifying and assessing fraud-related risks across City operations, including operational areas for which detailed internal control memoranda have not been developed.

Staff Observation and Assessment

Staff observed that fraud risk is incorporated into the City's internal control risk assessment methodology and is specifically considered within operational areas where fraud and asset-misappropriation risks are most significant. Evaluating fraud risk within individual business processes allows management to identify fraud scenarios relevant to the activity being assessed and evaluate the specific controls established to prevent or detect those risks.

The Citywide Risk Register supplements these detailed assessments by providing a mechanism for identifying fraud-related risks that may arise elsewhere in City operations.

Assessment Conclusion: Designed and Implemented

Principle 9 – Identify, Analyze, and Respond to Significant Change

Green Book Principle

Management should identify, analyze, and respond to significant changes that could impact the internal control system.

Citywide Controls and Practices

The City's internal control memoranda and Risk Register are intended to be updated as significant operational changes occur. Changes in staffing and responsibilities, business processes, financial and operational systems, laws and regulations, service delivery methods, vendors and third-party service providers, and other operational conditions may create new risks or affect the design of existing controls.

As significant changes are identified, management evaluates whether previously documented risks and control activities remain appropriate and updates the applicable internal control memorandum or Risk Register, as necessary.

Staff Observation and Assessment

Staff observed that the City's process-level internal control documentation provides a mechanism for evaluating the effect of significant operational changes on risks and related controls. The internal control memoranda are intended to function as living management documents and continue to be updated and improved as processes, systems, responsibilities, and operating conditions change.

Because detailed internal control memoranda currently cover only selected operational areas, the City's ability to document the internal control implications of significant changes through this process is not yet consistent across all City operations. Significant risks arising in areas without detailed internal control memoranda are currently captured through updates to the Citywide Risk Register.

Assessment Conclusion: Improvement Opportunity Identified

Improvement Opportunity: Continue updating existing internal control memoranda when significant operational changes affect identified risks or control activities and expand the use of internal control memoranda to other significant operational areas. Incorporate consideration of significant changes into the periodic review of both the internal control memoranda and Citywide Risk Register.

III. INFORMATION AND COMMUNICATION

Information and Communication supports the internal control system by ensuring management and employees obtain and exchange relevant, timely, and reliable information necessary to carry out their responsibilities.

The Green Book identifies three principles addressing the use of quality information and internal and external communication.

Principle 13 – Use Quality Information

Green Book Principle

Management should use quality information to achieve the entity's objectives.

Citywide Controls and Practices

The City uses financial and operational information systems to capture, process, and report information necessary to support City operations, internal controls, financial reporting, budget monitoring, and management decision-making. The City's enterprise resource planning (ERP) system serves as the primary financial system for accounting, budgeting, procurement, accounts payable, cash receipting, payroll, and related financial processes.

The City implemented its current ERP system in November 2023 as a significant modernization of its financial operations. Since implementation, the City has continued to refine system configurations, workflows, reports, and related business processes. Management and Finance staff use system-generated financial information, including budget-to-actual reports, to monitor financial activity and support approval and decision-making processes.

The Internal Control Procedures Manual also requires documentation supporting the execution of controls, including approvals, reconciliations, reviews, logs, audit trails, and system reports.

Staff Observation and Assessment

The implementation of the ERP system significantly modernized the City's financial information environment and established an integrated platform for key financial processes. However, implementation involved operational and system challenges, particularly with the budget development module, procurement and accounts payable approval workflows, and budget-to-actual reporting that supports expenditure review and approval.

Since implementation, Finance and other City staff have worked with the system provider to correct configurations, improve workflows and reports, and address identified issues. As of the completion of this assessment, the substantial majority of the significant implementation issues identified by management have been resolved, and the remaining issues continue to be addressed.

The City's experience also demonstrates the importance of continuing to evaluate whether information generated by financial systems is complete, accurate, timely, and

appropriate for the business processes and internal controls that rely upon that information.

Assessment Conclusion: Improvement Opportunity Identified

Improvement Opportunity: Continue resolving remaining ERP system and reporting issues and refining financial workflows, particularly those supporting budget development, procurement and accounts payable approvals, and budget-to-actual monitoring. As system enhancements are implemented, Finance should continue validating key financial reports and workflows to ensure that information relied upon for internal controls and management decision-making is complete, accurate, timely, and appropriate for its intended use.

Principle 14 – Communicate Internally

Green Book Principle

Management should internally communicate the necessary quality information to achieve the entity's objectives.

Citywide Controls and Practices

The City communicates financial management and internal control requirements through Citywide and departmental policies and procedures, management and departmental meetings, employee communications, training, workshops, standard operating procedures (SOPs), financial reports, and supervisory direction.

The Finance Department provides training and workshops to City departments regarding financial business processes and related internal control requirements. Finance also develops and maintains financial management policies, procedures, and SOPs to communicate responsibilities, approval requirements, documentation standards, and other requirements applicable to financial transactions and processes.

The City's Internal Control Policy further establishes and communicates internal control responsibilities for the City Council, City Manager, Finance Director, Department Directors and Managers, and City employees. The annual internal control assessment provides an additional formal mechanism for communication between Finance and City departments regarding risks, control activities, identified deficiencies, and corrective actions. The existing draft already recognizes this Citywide communication structure.

Staff Observation and Assessment

Staff observed that the City has established multiple mechanisms for communicating financial management requirements and internal control responsibilities. Finance

provides departments with training and workshops and develops SOPs and other guidance addressing specific financial business processes.

However, certain significant financial processes would benefit from more comprehensive management-level policies. For example, the City has adopted a Purchasing Ordinance and Budget Ordinance and maintains various SOPs addressing individual procedures, but does not currently have comprehensive administrative policies that translate those higher-level requirements into detailed Citywide management requirements and responsibilities for procurement and budget administration.

Formal procurement and budget policies would provide a consistent framework between the requirements established by City ordinance and the detailed procedures contained in individual SOPs and would strengthen Citywide communication and consistent application of financial management requirements.

Assessment Conclusion: Improvement Opportunity Identified

Improvement Opportunity: Develop comprehensive Citywide Procurement and Budget Policies that establish management-level requirements, roles and responsibilities, approval authorities, internal control expectations, and compliance requirements. Continue developing and updating related SOPs, training, and workshops to communicate detailed procedures and support consistent implementation across City departments.

Principle 15 – Communicate Externally

Green Book Principle

Management should externally communicate the necessary quality information to achieve the entity's objectives.

Citywide Controls and Practices

The City communicates with external stakeholders through City Council meetings, publicly available staff reports and financial documents, regulatory filings, audited financial statements, grant reporting, vendor and contractor communications, and communications with federal, state, county, and other oversight agencies.

The Internal Control Policy requires preparation of an Annual Internal Control Report for City Council review as the City's formal internal control reporting mechanism supporting transparency and accountability.

Staff Observation and Assessment

Staff observed that the City maintains established external communication and reporting channels based on the nature of individual programs, regulatory requirements, and stakeholder needs. The Annual Internal Control Report establishes an additional formal mechanism for communicating information regarding the City's internal control framework to the City Council and public.

Assessment Conclusion: Designed and Implemented

IV. MONITORING

Monitoring consists of activities established by management to assess the quality of the internal control system over time and address identified deficiencies.

The Green Book identifies two principles related to monitoring: evaluating the internal control system and remediating identified deficiencies.

Principle 16 – Perform Monitoring Activities

Green Book Principle

Management should establish and operate monitoring activities to monitor the internal control system and evaluate the results.

Citywide Controls and Practices

Supervisors and managers are responsible for implementing controls in daily workflows and monitoring control performance. Finance leads the Citywide internal control program and coordinates the annual internal control assessment.

The Internal Control Policy requires management to perform a Citywide assessment of internal controls annually. The assessment evaluates whether identified risks are mitigated by control activities, whether controls are designed and implemented, and whether control gaps or deficiencies require corrective action.

The Risk Register and process-level assessment documentation provide tools to identify risks, document controls, assess design and implementation, and identify gaps requiring corrective action.

Staff Observation and Assessment

Adoption of the Internal Control Policy and Procedures Manual established a formal Citywide monitoring framework. FY 2025-26 represents the City's first annual assessment under the newly adopted framework.

The monitoring process is expected to continue to mature as the City completes additional annual assessment cycles, expands process-level assessments, and develops historical information regarding recurring risks and control deficiencies.

Assessment Conclusion: Designed and Implemented

Principle 17 – Evaluate Issues and Remediate Deficiencies

Green Book Principle

Management should remediate identified internal control deficiencies on a timely basis.

Citywide Controls and Practices

The Internal Control Policy requires management to develop Corrective Action Plans when deficiencies are identified. Corrective Action Plans must document the nature of the deficiency, actions needed to remediate the deficiency, responsible staff or departments, target completion dates, and progress tracking. Corrective Action Plans are monitored until resolved.

The Internal Control Procedures Manual provides that Finance monitors Corrective Action Plans quarterly, departments provide status updates, and significant, overdue, or high-risk corrective actions are escalated to the City Manager.

Staff Observation and Assessment

The City's internal control framework establishes a formal process for documenting and monitoring corrective actions. Because the framework was adopted in December 2025 and the current assessment is the first annual assessment, the City's standardized corrective action tracking process is in the initial stage of implementation.

Future annual assessments will allow the City to evaluate the timeliness of corrective actions, identify recurring control issues, and report progress on previously identified deficiencies.

Assessment Conclusion: Designed and Implemented

Overall Assessment

Based on the FY 2025-26 entity-wide assessment, staff identified controls and management practices responsive to all 14 Green Book principles evaluated. The City's Internal Control Policy and Procedures Manual, adopted in December 2025, established

a formal framework for Citywide internal control responsibilities, risk assessment, monitoring, corrective action, and annual reporting.

Overall, the City's entity-wide internal control framework is designed and implemented, with several opportunities for continued improvement as the framework matures. These include expanding process-level internal control assessments to additional significant operational areas, continuing to improve ERP functionality and financial reporting, developing comprehensive procurement and budget policies, and updating internal control documentation as significant operational changes occur.

The identified improvement opportunities do not indicate an absence or failure of internal controls, but represent areas where the City's recently formalized internal control framework can be further strengthened. Control activities associated with individual financial and operational processes are evaluated separately through the City's process-level internal control assessments.

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: September 15, 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 August 10, 2026, and September 1, 2026 City Council Meeting Minutes.

Attachments

1. August 10, 2026, Minutes
2. September 1, 2026 Minutes

EAST PALO ALTO CITY COUNCIL
SPECIAL MEETING MINUTES

Monday, August 10, 2026, 12:00 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 12:01 PM. City Clerk James Colin confirmed a quorum was present. The City Clerk noted that interpretation services would not be provided due to the brief nature of the meeting.

Attendee Name	Title	Status	Arrived
Webster Lincoln	Mayor	Present	
Ruben Abrica	Vice Mayor	Absent	
Carlos Romero	Councilmember	Present	
Mark Dinan	Councilmember	Present	
Martha Barragan	Councilmember	Present	

2. APPROVAL OF THE CONSENT CALENDAR

No items were pulled from the consent calendar. No public comment was received.

Motion: Councilmember Romero moved; Councilmember Barragan seconded to approve the Consent Calendar as presented. Motion carried unanimously.

3. ADJOURNMENT

Mayor Lincoln adjourned the meeting at 12:02 PM

EAST PALO ALTO CITY COUNCIL
REGULAR MEETING MINUTES

Tuesday, September 1, 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 approve the agenda as proposed. Motion carried unanimously (5-0).

3. APPROVAL OF THE 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 $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.

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

East Palo Alto City Council September 1, 2026 Agenda

2

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]

East Palo Alto City Council September 1, 2026 Agenda

3

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

Councilmember Romero and Councilmember Dinan pulled Items 3.3 and 3.4.

Motion: Councilmember Romero moved; Councilmember Dinan seconded to approve the Consent Calendar, excluding Item 3.3 and 3.4. Motion carried unanimously.

3.3 FY2025-2026 Capital Water System Improvement Payments to Veolia
Councilmembers asked questions while Public Works Director Humza Javed confirmed information for the public.

Motion: Councilmember Romero moved; Councilmember Dinan seconded to approve the payments to Veolia. Motion carried unanimously.

3.4 Latino History Month Proclamation
Vice Mayor Abrica offered remarks recognizing the City's 43rd Anniversary of Incorporation.

Motion: Mayor Lincoln moved; Vice Mayor Abrica seconded to approve the proclamation. Motion carried unanimously.

4. CLOSED SESSION

No closed session was held.

5. PUBLIC COMMENT

The following speakers provided public comments: Gail Dixon, Bishop Dr. Cleveland Prince, Leland Francois, Mario Mendoa, Nevada Butler, and Lynelle Burleson.

6. INFORMATIONAL REPORTS

6.1 Climate Action Plan Implementation Report

No action was taken; the report was received for information.

7. SPECIAL PRESENTATIONS

No special presentations were heard.

8. PUBLIC HEARINGS

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

Staff presented the item, and public comment was received. Council approved that the proposed alternative compliance option for the 2120–2160 Euclid Avenue project meets IHO requirements, as amended to move 9 state density bonus units from 80% AMI to 50% AMI (resulting in 10 units at 50% AMI and 9 units at 80% AMI).

Motion: Councilmember Romero moved, Vice Mayor Abrica seconded to adopt the resolution. Motion carried unanimously.

8.2 Bell Street Park Easement for RCSD 2120 Euclid Avenue Project

Staff and consultants presented the proposed options for Bell Street Park. Public comment was received.

Motion: Councilmember Dinan moved, Councilmember Romero seconded to adopt the resolution granting the fire suppression access easement through Bell Street Park under Option 3, with minor clerical corrections to the resolution to properly label the option. Motion carried unanimously.

8.3 Annual Inclusionary Housing In-Lieu Fees Update

This item was continued to a future meeting. No action was taken.

9. POLICY AND ACTION

No items were heard.

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

11. EPASD CONSENT CALENDAR

11.1 Cash Disbursement Report for June 2026

Motion: Mayor Lincoln (Vice President) moved, and Vice Mayor Abrica (President) seconded to approve the EPASD Consent Calendar. Motion carried 5-0.

12. EPASD PUBLIC COMMENT

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

14. COUNCIL REPORTS

Councilmember Romero: Requested transparency regarding records related to alleged ex parte communications with a developer.

Mayor Lincoln: Requested future presentations on the Tonga delegation and emergency preparedness.

Vice Mayor Abrica: Reported on recent community events and a County briefing on vehicle license fee impacts.

15. ADJOURNMENT

Mayor Lincoln adjourned the meeting at 9:13 PM

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: September 15, 2026

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: Marissa Silva, Assistant City Clerk

SUBJECT: Childhood Cancer Awareness Month Proclamation

Recommendation

Present the Childhood Cancer Awareness Month Proclamation

Attachments

1. Proclamation

PROCLAMATION OF THE CITY OF EAST PALO ALTO PROCLAIMING SEPTEMBER 2026 AS CHILDHOOD CANCER AWARENESS MONTH

WHEREAS, childhood cancer is a devastating disease that affects children and families across the nation, impacting their physical, emotional, and financial well-being and remaining one of the leading causes of death by disease among children; and

WHEREAS, approximately 1 in 285 children in the United States will be diagnosed with cancer by their 20th birthday, with thousands of children diagnosed each year and the average age at diagnosis being approximately six years old; and

WHEREAS, children and families facing a cancer diagnosis demonstrate extraordinary courage, strength, and resilience throughout treatment and recovery, while survivors may face lifelong health challenges resulting from treatment; and

WHEREAS, families affected by childhood cancer may experience significant financial hardships, highlighting the importance of accessible resources, community support, and continued investment in research; and

WHEREAS, advances in research, treatment, and supportive care have improved outcomes for many children with cancer; however, continued investment in pediatric cancer research is essential to developing safer and more effective treatments and finding cures; and

WHEREAS, healthcare professionals, researchers, nonprofit organizations, schools, families, and community members play an important role in supporting children with cancer and their families and raising awareness of the unique needs of those affected by the disease; and

WHEREAS, Childhood Cancer Awareness Month provides an opportunity to honor children courageously battling cancer, recognize survivors, support affected families, and remember the children whose lives have been lost to cancer; and

WHEREAS, the City of East Palo Alto recognizes the importance of compassion, community support, increased awareness, and continued research to improve the lives of children and families affected by childhood cancer; and

NOW, THEREFORE, BE IT PROCLAIMED, that the City Council of the City of East Palo Alto hereby recognizes **September 2026 as Childhood Cancer Awareness Month** and encourages all residents to raise awareness, support affected families, honor survivors, and remember those whose lives have been lost to cancer.

Dated: September 15, 2026

Webster Lincoln, Mayor

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: September 15, 2026

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: Yajaira Morales, Housing Project Manager
Alex Waggoner, HEART Housing Consultant
Karen Camacho, Housing and Economic Development Manager
Elena Lee Community and Economic Development Director

SUBJECT: Minor Home Repair Program Launch

Recommendation

Receive an informational update from staff and Climate Resilient Communities (CRC) on the City-funded Minor Home Repairs Program, launched July 1, 2026.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority: Comprehensive Housing

Background

The Fiscal Year 2025-2029 Strategic Priorities and FY 2025-27 Work Plan includes a Comprehensive Housing strategic priority project to develop and launch a home repair program. On February 3, 2026, the City Council approved a Memorandum of Understanding with the County of San Mateo to administer the City's Minor Home Repairs Program to support low-income senior homeowners, funded by a City allocation of $125,000. Of the $125,000, the County retains $18,750 as its administrative fee and will distribute the remaining $106,250 in

reimbursements to the selected vendor, Climate Resilient Communities ("CRC"), who will provide minor home repairs support ranging from $5,000 to $16,000 per household.

Analysis

San Mateo County Role

In early 2026, the County oversaw a competitive process to select a qualified nonprofit provider, and City staff participated in the selection process, including coming up with interview questions and scoring applicants with County staff. The County issued a Notice of Funding Availability (NOFA), developed guidelines for the Minor Home Repair Program, held public hearings and received public comment at the County Housing Committee and Board of Supervisors, and coordinated a kick-off meeting with the selected organization on June 3, 2026.

The selected organization, Climate Resilient Communities or CRC distinguished itself through its creative use of funds, ties to community, and positive historical outcomes. CRC will manage the application process, verify homeowner information, prepare cost estimates, coordinate construction work, and ensure that all repairs comply with program guidelines. The County will review and approve all reimbursement requests and oversee compliance with City requirements. Any unspent funds after one year—excluding the County's $18,750 fee—will be returned to the City within ninety days of program completion, unless otherwise extended administratively. Based on demonstrated demand, staff anticipates that all funds will be fully utilized. This partnership will expand access to essential repairs, address longstanding housing and safety needs, and advance the City Council's goals of improving quality of life and supporting vulnerable residents.

Program Eligibility

Homeowners are eligible if they are at least 62 years old, own their home in East Palo Alto, and have a household income at or below 80% AMI. 80% AMI is approximately $117,700 for a household of one, $134,500 for a household of two, and $168,100 for a household of four, according to 2025 San Mateo County income limits. Given the funding amount, staff estimate that between five and twelve households will receive assistance in this current funding cycle.

Eligible repairs include health and safety improvements, accessibility upgrades, code compliance work, electrical and plumbing repairs, roofing, water heater replacement, window repairs, HVAC work, flood mitigation, limited landscaping related to safety hazards, and room additions when needed to reduce overcrowding. These repairs would improve habitability, extend the life of aging homes, and enhance the safety and well-being of vulnerable seniors.

Next Steps

The Minor Home Repair Program launched in FY 26-27 by July 1, 2027, and is expected to run through June 30, 2027. In the first quarter, CRC will be conducting outreach and screening potential eligible households, in both English and Spanish. The City has created a webpage where eligible homeowners can sign up to be added to the interest form, available at: https://www.ci.east-palo-alto.ca.us/housing/page/home-repairs. The interest form is intended to

gather interest from residents in the City's Home Repairs Program(s), and submission of this form does not constitute a formal application and does not guarantee eligibility, funding, or acceptance into the program(s). As the program(s) progresses, residents who submit this form may be contacted with additional information about the application process.

Fiscal Impact

There is no fiscal impact for this informational report. Council has already allocated $125,000 in FY 26-27 for the Minor Home Repairs Program.

Public Notice

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

Environmental

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

Government Code § 84308

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

Analysis of Levine Act Compliance: Not applicable.

Attachments

None.

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: September 15, 2026

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: Yajaira Morales, Housing Project Manager
Alex Waggoner, HEART Housing Consultant
Karen Camacho, Housing and Economic Development Manager
Don Jeppson, Chief Building Official
Elena Lee, Community and Economic Development Director
Shiri Klima, Assistant City Manager

SUBJECT: Major Home Repairs Program

Recommendation

Provide direction to staff on desired policy details of the Major Home Repairs Program.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

- Priority: Public Health, Safety, and Quality of Life
- Priority: Comprehensive Housing

Background

The Fiscal Year 2025-2029 Strategic Priorities and FY 2025-27 Work Plan include a Comprehensive Housing strategic priority project to develop and launch a home repair program. On June 23, 2026, the City Council voted to allocate $800,000 in restricted (EPAMC 3.68.150(B). Transient Occupancy Tax (TOT) funds to create a Major Home Repairs Program (Program). To advance this project, staff drafted program guidelines and a request for proposals (RFP) for a qualified organization to administer the Program. Staff will return to the City Council with a recommendation for approval of the selected organization.

The Program will advance Public Health, Safety, and Quality of Life and Comprehensive Housing Strategic Priorities by helping homeowners and renters maintain safe, stable, and habitable housing conditions. The Program will also support the goals and policies of the 2023–2031 Housing Element and the 2024–2028 Affordable Housing Strategy (AHS), which emphasize the preservation of single-family and multi-family homes, protection of affordable and rent-stabilized housing units, prevention of resident displacement, and promotion of safe and healthy housing conditions. The AHS specifically identifies the establishment of a Major Home Repairs Program as a key strategy and sets a goal of repairing at least 4 single-family homes and 13 multi-family units. The proposed Program will advance these objectives and implement AHS Program 4.6, which calls for a housing rehabilitation program serving single-family and multi-family properties.

The Major Home Repairs Program will address critical housing repair needs, improve health and safety outcomes, preserve existing housing stock, and support the City's ongoing housing preservation and anti-displacement efforts.

Analysis

Program Eligibility

Homeowners will be eligible if they own or rent their home in East Palo Alto and occupy it as their primary residence and have a household income at or below 80% AMI (Area Median Income). Area Median Income is a measurement of the average income of a household in a county based on number of members published by the Department of Housing and Urban Development. According to 2026 San Mateo County income limits, 80% AMI is approximately $117,700 for a household of one, $134,500 for a household of two, and $168,100 for a household of four. Staff estimates that up to 22 households could receive assistance from the $800,000 appropriation, with fifteen percent of the funds going towards administrative costs, approximately $120,000.

Eligible repairs include, but are not limited to: health and safety improvements, accessibility upgrades, code compliance work, electrical and plumbing repairs, roofing, water heater replacement, window repairs, HVAC work, landscaping related to safety hazards, deck repairs, hazard mitigation, lead testing and lead-based paint remediation on housing built before 1978, weather proofing, kitchen rehabilitation, and room additions when needed to reduce overcrowding. These repairs would improve habitability, extend the life of aging homes, and enhance the safety and well-being of vulnerable low-income households.

Eligible expenses include, but are not limited to construction and materials costs, contracts and subcontracts related to construction or repairs, governmental fees such as permits, administrative costs related to the implementation of the program (which shall not exceed fifteen percent, to be covered by the City as part of program costs) of the program operator's modified total direct costs), and reasonable community outreach and transportation costs.

Depending on Council feedback, funding for home repairs will be administered as grants, instead of loans, to qualifying families, enabling applicants to rehabilitate and preserve their homes with minimal cost burden and with minimal staffing cost burden to the City for any loan monitoring. A

maximum of $30,000 in eligible expenses may be used per household, based on estimates of the cost of major home repair programs in other jurisdictions and from numbers provided by qualified contractors.

Assistance to a property that is not occupied by its owner would be conditioned on a restriction recorded against the property, in a form approved by the City Attorney, that limits rent for a stated term and requires repayment on sale or transfer. Additionally, this condition would apply where the property has been cited for serious health, safety, fire, or building code violations at least sixty (60) days before the vacancy. Without that condition, City funds used to abate a code violation on a rented home would restore the owner's ability to reset rent to market on turnover, which East Palo Alto Municipal Code section 14.04.110(A)(4) otherwise withholds while the violation is unabated.

Council Feedback

Staff is requesting feedback on the following policy questions for design of the program:

1. Should the program be limited to low-income homeowners living in their primary residence, or should it include homeowners living in another property and renters who receive written consent from the property owner?

    - **Staff Recommendation**: Staff recommends flexibility in eligibility due to specific circumstances that may arise. For example, the City is aware of a low-income senior homeowner that rents out her home and has not received rent for six consecutive months. The homeowner is proactively working to fix health and safety violations but is having challenges with paying the repair expenses. Further, discussion with organizations operating this kind of program emphasized the importance of flexibility to assist vulnerable populations who are often in complex situations. Overly stringent requirements can impede the success of a home repair program.

    - **Alternatives:** Alternative options for this item include, but are not limited to, restricting the program to low-income homeowners living in their primary residence, and allowing low-income homeowners not living in their primary residence to request services under specific conditions.

2. Should funds be prioritized for projects that resolve outstanding Code Enforcement cases and/or Below Market Rate (BMR) properties and administered on a first-come, first-served basis, or should funds otherwise prioritize certain homeowners' needs over others'?

    - **Staff Recommendation:** Staff recommends administering the program on a first-come, first-served basis but providing a preference to Below Market Rate (BMR) homes and projects that resolve outstanding Code Enforcement cases. BMR homes are inhabited by low-income households, are already deteriorating, and the homeowners can enter into updated regulatory agreements that best support the

administration of the BMR program. According to EPACANDO, the City's BMR administrator, there are multiple BMR homeowners that would benefit from this program. Providing preference for projects that resolve outstanding Code Enforcement cases could support staff in closing out open Code Enforcement cases and allow staff to shift attention to new cases. Additionally, the City of East Palo Alto Housing Element specifically calls for a home repair program to assist low-income homeowners with major repairs to address acute safety issues and preserve existing affordable housing stock, such as BMR properties, under Program 4.7 of the City's Housing Element.

- **Alternatives:** Alternative options for this item include but are not limited to: administering the program solely on a first-come, first-served basis, with no preference for any applicant to the program; and prioritizing a certain amount of funding for BMR homeowners and/or for projects that resolve outstanding Code Enforcement cases, but not the entire pool of funding.

3. Should the funds be administered as grants of up to $34,000 per household? Or should the program be structured to encourage repayment of the funds or in an alternative grant amount?

    - **Staff Recommendation:** Staff recommends supporting up to 22 households with grants of up to $35,000 each in eligible expenses (inclusive of administrative costs). Staff does not recommend administering loans, as the administrative cost for City staff is not cost-effective.

    - **Alternatives:** Alternative options for this item include, but are not limited to, a different distribution of $35,000 grants and $75,000 loans, different amounts, structuring all of the funds distributed as loans, distributing all of the funds as grants at lower dollar amounts, and if the funds are distributed as loans, they could require repayment at a low interest rate.

4. Should the funding be allocated in the dollar amounts and number of grants as presented in the staff report? Current funding amounts are based on best practices research around the average cost of repair projects covered by a Major Home Repair Program and the requisite administrative costs.

Staff Recommendation: While the Housing Element and Affordable Housing Strategy set a minimum of four single-family and 13 multi-family units to be supported, based on best practices research, funding amounts of $35,000 per household cover the costs of major home repair projects, while also allowing the program to be spread across additional households, bringing the total number of households served to 22.

Next Steps

Staff will finalize the guidelines for the program and issue an RFP to identify and recommend an organization to operate the Program. Staff will return to Council to approve the selection of a vendor.

The selected contractor for the Major Home Repairs program will manage the application process, income-verify applicants, work with applicants, prepare cost estimates, review contractor selection, verify that each contractor holds a current California contractor's license and carries workers' compensation and commercial general liability insurance, coordinate repair and rehabilitation work, provide day-to-day administration, and report to City staff and the City Council as requested.

The City has created a webpage where eligible homeowners can sign up to be added to the interest form, available at: https://www.ci.east-palo-alto.ca.us/housing/page/home-repairs. The interest form is intended to gather interest from residents in the City's Home Repairs Program(s), and submission of this form does not constitute a formal application and does not guarantee eligibility, funding, or acceptance into the Program. As the Program progresses, residents who submit this form may be contacted with additional information about the application process.

Fiscal Impact

The FY 2026-27 Housing budget includes $800,000 for the Major Home Repairs Program. No additional budget allocation is needed.

Public Notice

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

Environmental

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15378(b)(4), in that it is related to government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment. Individual repairs funded under the Program will be reviewed for exemption when they are approved.

Government Code § 84308

Applicability of Levine Act: No. This action requests feedback for a solicitation. It does not decide a license, permit or other entitlement for use, and no party has a proceeding pending before the City Council. The award of the resulting agreement will be a separate proceeding, and the Levine Act analysis will be made in that staff report.

Analysis of Levine Act Compliance: Not applicable.

Attachments

None.

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: September 15, 2026

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: James Colin, City Clerk

SUBJECT: Commission Appointments

Recommendation

Interview applicants for the following open seats on the Public Works and Transportation Commission (2), and appoint applicants for the seats for the commission using the selection process recommended by staff.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority No. 1: Promote Housing, Economic and Workforce Development
Priority No. 3: Promote Health & Public Safety
Priority No. 4: Ensure Our Financial and Organizational Health

Government Code § 84308

Applicability of Levine Act: No

Analysis of Levine Act Compliance: Not applicable

Background

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

Public Works and Transportation Commission appointments for the following terms:

Regular Seat No. 3: From January 7, 2025, through May 31, 2028
Alternate Seat No. 8: From July 21, 2026, through May 31, 2027

The application period has been held open from July 8 through September 15, 2026; however, these positions remain open until filled. The City accepted applications electronically via the SurveyMonkey platform and offered to assist anyone who needed help submitting the application. The City conducted outreach, including in-person efforts and through its social media outlets to ensure a comprehensive approach to the outreach process. Social media outlets included various newsletters disseminated to over 4,000 residents, Facebook ads, and the City website.

Selection Process

In order to ensure an efficient and transparent Brown Act-compliant selection process, the procedure for review is as follows:

1. City Council will review the applications attached to the September 15, 2026, agenda.
2. City Council will be provided a voting form at the beginning of the agenda item from the City Clerk.
3. City Council will conduct interviews.
4. City Council will make its selections by ballot vote.

Attachments

1. Public Works and Transportation Commission Applications (redacted)

#9

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Thursday, August 13, 2026 4:18:56 PM
Last Modified: Thursday, August 13, 2026 4:22:08 PM
Time Spent: 00:03:11

[redacted] [redacted]

Page 1: Public Works & Transportation Commission Application

Q1

Name

Emanuel Jimenez

Q2 **Respondent skipped this question**

Home Address

Q3

City

East Palo Alto

Q4

E-mail Address

[redacted]

Q5

Phone Number

[redacted]

Q6 **Yes**

Are you available to attend regular Commission meetings scheduled for the third Wednesday of every month at 5:30 pm?

Q7

Why would you like to serve on the Public Works & Transportation Commission?

I would like to serve on the Public Works or Sanitary District Advisory Committee because I have lived in this community my entire life and have a deep personal connection to the people and neighborhoods that make it home.
Throughout my life, I have had the opportunity to see our community change and grow, while also experiencing firsthand the importance of strong local leadership and responsible planning for the future. I believe that serving on the Advisory Committee would allow me to use my experience and knowledge of the community in a meaningful way.
My wife and I have spent many years building and successfully operating a plumbing business. That experience taught me the importance of accountability, fiscal responsibility, long-term planning, problem-solving, and making decisions that affect both people and operations. I believe these skills are directly relevant to serving on a committee responsible for providing thoughtful input and oversight on issues that are important to the community.
After dedicating much of our lives to building our business and raising our family, we now have more time to give back. I feel strongly that when you have the experience, ability, and opportunity to contribute to your community, you should be willing to step forward and serve.
I have been encouraged by friends and members of the community to become more involved in local government, and I believe this is the right time for me to do so. I would approach the Advisory Committee with an open mind, a willingness to listen, and a commitment to representing the interests of the community. It would be an honor to use my experience and lifelong connection to this community to help support its continued success.

#1

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, July 15, 2026 12:27:46 PM
Last Modified: Wednesday, July 15, 2026 12:32:29 PM
Time Spent: 00:04:42

[redacted]

Page 1: Public Works & Transportation Commission Application

Q1

Name

Uhila Makoni

Q2

Home Address

[redacted]

Q3

City

East Palo Alto

Q4

E-mail Address

[redacted]

Q5

Phone Number

[redacted]

Q6 **Yes**

Are you available to attend regular Commission meetings scheduled for the third Wednesday of every month at 5:30 pm?

Q7

Why would you like to serve on the Public Works & Transportation Commission?

I’m applying for the alternate seat. I’m currently serving as the alternate in PWTC. I enjoy serving on the PWTC to help grow and build the City I grow up in. I have Engineering and Municipal work experience that I believe can contribute to the efforts of the PWTC and City of EPA.

#2

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, August 12, 2026 6:11:09 PM
Last Modified: Wednesday, August 12, 2026 6:17:35 PM
Time Spent: 00:06:26

[redacted]

Page 1: Public Works & Transportation Commission Application

Q1

Name

Betsy Yañez

Q2

Home Address

[redacted]

Q3

City

East Palo Alto

Q4

E-mail Address

[redacted]

Q5

Phone Number

[redacted]

Q6 **Yes**

Are you available to attend regular Commission meetings scheduled for the third Wednesday of every month at 5:30 pm?

Q7

Why would you like to serve on the Public Works & Transportation Commission?

I had served at that commission for many years, I resigned for personal reasons, I had served as elected official to my community for 20 years and I would like to continue working for the community.

SUCCESSOR AGENCY CONSENT ITEM 11.1

EAST PALO ALTO SUCCESSOR AGENCY STAFF REPORT

DATE: September 15, 2026

TO: Chair and Members of the Board of the Successor Agency

VIA: Melvin E. Gaines, City Manager

BY: Tomohito Oku, Finance Director

SUBJECT: Approval of San Mateo County Community College District Obligation

Recommendation

Adopt a resolution:

1. Approving a maximum $81,294 contractual pass-through obligation payment to the San Mateo County Community College District for FY 2026-27, and a maximum $81,701 contractual pass-through obligation payment to that District for FY 2025-26, for a combined maximum payment of $162,995, pursuant to a former Agency Agreement approved by Resolution No. 34 on November 28, 1988;

2. Approving the San Mateo County Controller's Office's inclusion of such amount in the calculation of contractual pass-through obligations due to San Mateo County Community College District for FY 2026-27; and

3. Finding that the proposed 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.

Background

In June 2011, then Governor Jerry Brown signed Abx1 26 (the RDA Dissolution Bill) into law. In December 2011, the California Supreme Court upheld Abx1 26. As a result, Redevelopment agencies in California were dissolved effective February 1, 2012.The Dissolution Statutes were further amended by AB 1484, enacted June 2012, AB 471, enacted February 2014, and SB 107, enacted September 2015 (collectively, "Dissolution Statutes").

SUCCESSOR AGENCY CONSENT ITEM 11.1

Under the Dissolution Statutes, on January 10, 2012, the City Council elected to serve as the Successor Agency to the Former Redevelopment Agency of the City of East Palo Alto (the "Successor Agency"). Prior to dissolution, redevelopment agencies often entered into tax sharing contractual agreements with various taxing agencies residing within redevelopment project areas. The table on the following page summarizes the former Redevelopment Agency of East Palo Alto's contractual agreements for each project area:

Pass Through Type	University Circle	Ravenswood	Gateway 101
Contractual Pass Through Agreements	Six Agreements with each of the four schools, Fire District and Sanitary District	Five Agreements with College District, High School District, Fire District, Mosquito District, Open Space District	Six Agreements with Fire District, County, Community College, High School District, Elementary School District, Open Space District

Under current Dissolution Statutes, the San Mateo County Controller's Office is responsible for collecting property tax revenues of the Successor Agency. The San Mateo County Controller's Office accounts for these revenues and distributes the residual property tax to related taxing agencies after fulfilling several obligations: payment of contractual and statutory pass-through payments to taxing entities and providing the successor agency with enough funds to cover enforceable obligations approved in the recognized obligation payment schedule (ROPS). Once all administrative costs, pass-through payments, and enforceable obligations are paid, the remaining property tax is allocated and distributed among the taxing agencies, including the City, according to the Dissolution Statutes. This surplus distributed revenue is commonly referred to by staff as "excess RPTTF" and is deposited into the general revenue funds of the respective agencies.

Since Dissolution, the obligation accounting and payment process has occurred entirely at the County level; with cursory review of residual distribution calculations performed by Successor Agency staff.

On May 15, 2026, the San Mateo County Community College District ("SMCCCD") provided the City with a "claim for make whole payments from the East Palo Alto Successor Agency regarding the East Palo Alto University Circle project area". A brief description of the former Agency contractual agreement (Attachment 2) terms under which the letter was submitted is as follows:

The San Mateo County Community College District (SMCCCD) pass through agreement requires payments equivalent to a taxing agency election under former H&S 33676 (i.e., an amount equal to the District's share of the inflationary increase in property taxes). In addition, the agreement provides for additional "hold harmless" payments "in the event that the state funding formula for local school districts is changed" such that districts are no longer made "whole" for their respective shares of revenue that would have been received absent the allocation of property taxes to the former redevelopment agency. To receive payment under the hold harmless provisions, districts must submit a written claim to the Agency not later than the May 30th preceding the commencement of the fiscal year for which payment is requested. SMCCCD reached the State revenue limit in 2016 and no longer receives State apportionment.

SMCCCD executive staff confirmed the District remains in excess tax funding status for FY 2026-27.

Analysis

Successor Agency staff are aware of the potential for invocation of agreement provisions, but no claims were made until SMCCCD submitted the first claim in FY 2019-20. Section 2.02 of the Agreement states, "The (former) Agency shall approve…those respective amounts due pursuant to this Agreement during each fiscal year".

The calculation of SMCCD FY 2026-27 make whole amount is based upon FY 2026-27 assessed valuation of the University Circle Redevelopment Project Area. Agency staff calculated and estimated the amounts as follows:

UCI CLAIM		Calculated FY 2025-26	Estimated FY 2026-27	TOTAL FY 2026-27
Per Successor:				
Total Increment, net		$ 7,343,214	$ 7,474,010	
SMCCCD District Share	4.4110%			
Calculated Make Whole		**$ 323,910**	**$ 329,690**	
Tax Revenues Distributed as:				
Pass Through Payments		$ (53,336)	$ -	
Residual Tax Payments		$ (188,873)	$ (248,396)	
SA Claim Approval		**$ 81,701**	**$ 81,294**	**$ 162,995**

For FY 2026-27, the estimated total net increment is $7,474,010. The SMCCCD District Share of this property tax distribution is 4.4110%, which produces the calculated make-whole amount of $329,690 shown in the table above. This amount is reduced by Residual Tax Payments of $248,396, resulting in an SA Claim Approval of $81,294. Because the FY 2025-26 make whole payment was based on an estimate, an underpayment of $81,701 occurred. Therefore, the FY 2026-27 SA Claim Approval of $81,294 is increased by $81,701, leaving a final claim of $162,995.

As in prior years, the County Controller requires Successor Agency approval before paying SMCCCD the amount owed under the Agreement. Although the Successor Agency no longer administers payments following dissolution, the Agreements terms require this step before the County Controller pays the obligation. Health and Safety Code section 34183, subdivision (a)(1)(A), directs the County Auditor-Controller to remit pass-through amounts owed under a pre-1994 pass-through agreement ahead of all other distributions from the Redevelopment Property Tax Trust Fund, calculated solely on the basis of pass-through payment obligations existing before dissolution.

Section 2.07 of the Agreement provides that where the Agency is required to make payments under Section 1.02(b), "the District and the Agency shall enter an agreement providing for specific methods by which such payments shall be used to benefit the residents of the City." No

such agreement has been located. Staff will request one from the District.

Agency staff recommend the Successor Board approve a SMCCD Claim in the amount of $162,995, consistent with the agreement provisions.

Fiscal Impact

There is no direct fiscal impact to the Successor Agency, as the Successor Agency is only entitled to receive the amounts needed to pay enforceable obligations and administrative expenses and the payment to SMCCD does not impact the payment of those amounts. The obligation does, however, reduce the residual Redevelopment Property Tax Trust Fund revenue that the county auditor-controller distributes to taxing entities under Health and Safety Code section 34183, subdivision (a)(4). The City is one of those taxing entities, so the amount approved here reduces the property tax revenue that reaches the City's General Fund.

The payment of the obligation affects available property tax distributions paid to all taxing entities within the University Circle tax rate areas. Based on the City's current proportionate share of approximately 33.74%, the combined maximum pass-through obligation of $162,995 is estimated to reduce the City's General Fund residual RPTTF distribution by approximately **$55,000.** The actual impact is dependent upon a series of calculations comprised of University Circle property tax increment, total former Redevelopment tax increment, total enforceable obligation payments during each six-month ROPS calculation period, total other agency pass-through obligation amounts, and County fees. Each year, Agency staff shall perform an "estimated to actual" calculation and adjust any amounts owed or due to SMCCCD based upon actual distribution results.

Public Notice

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

Environmental

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

Government Code § 84308

Applicability of Levine Act: No. Government Code section 84308, subdivision (a)(5)(A), defines "license, permit, or other entitlement for use" to include all contracts, but subdivision (a)(5)(B)(vi) excludes contracts between two or more agencies. The Successor Agency and the District are both agencies.

Analysis of Levine Act Compliance: Not applicable.

Attachments

1. Resolution.
2. Former RDA Resolution No. 34

RESOLUTION NO. XX– 2026

A RESOLUTION OF THE SUCCESSOR AGENCY TO THE FORMER REDEVELOPMENT AGENCY OF THE CITY OF EAST PALO ALTO APPROVING CONTRACTUAL PASS-THROUGH OBLIGATION PAYMENTS TO THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT IN A MAXIMUM AMOUNT OF $81,294 FOR FISCAL YEAR 2026-27 AND A MAXIMUM AMOUNT OF $81,701 FOR FISCAL YEAR 2025-26.

WHEREAS, pursuant to section 34172(a) of the California Health and Safety Code, the Redevelopment Agency of the City of East Palo Alto (the "Former Agency") has been dissolved and no longer exists as a public body, corporate and politic, and pursuant to section 34173, and the Successor Agency to the Former Redevelopment Agency of the City of East Palo Alto (the "Successor Agency") has become the successor entity to the Former Agency; and

WHEREAS, on November 28, 1988, the Former Agency adopted Resolution No. 34 approving an agreement with the San Mateo County Community College District titled, "Agreement to Alleviate Financial Burden or Detriment from the East Palo Alto University Circle Redevelopment Project" herein known as "Agreement" and incorporated and attached to this Resolution; and

WHEREAS, in accordance with Article II, Section 2.01 of the Agreement, the San Mateo County Community College District submitted to the Successor Agency on May 15, 2026 a written claim for payment for fiscal year 2026-27, invoking the amounts described in Article I, Section 1.01 and Section 1.02 of the Agreement; and

WHEREAS, in accordance with Article II Section 2.01 of the Agreement, any claim submitted by the San Mateo County Community College District and paid by the Successor Agency shall be prima facie evidence of financial burden or detriment caused by the former University Circle Redevelopment Project Area; and

WHEREAS, calculated and estimated claim amounts are discharged through Redevelopment Property Tax Trust Fund ("RPTTF") distributions of excess and available revenues and approved obligation payments herein; and

WHEREAS, the San Mateo County Controller's Office collects property tax and calculates pass through obligations of the Former Agency in accordance with Dissolution Statutes and applied methodology; and

WHEREAS, Health and Safety Code section 34183, subdivision (a)(1)(A), directs the county auditor-controller to remit from the Redevelopment Property Tax Trust Fund, before any other distribution, amounts payable pursuant to any pass-through agreement between a redevelopment agency and a taxing entity entered into before January 1, 1994, calculated solely on the basis of pass-through payment obligations existing before the effective date of that part; and

WHEREAS, San Mateo County has requested the Successor Agency approve the obligation due in accordance with Agreement Article II, Section 2.02, and the calculated amounts of $81,294 for fiscal year 2026-27 and $81,701 for fiscal year 2025-26, totaling $162,995, are the maximum remaining amounts due of the total amount of the obligation requested under the Agreement.

NOW, THEREFORE, THE SUCCESSOR AGENCY TO THE FORMER REDEVELOPMENT AGENCY OF THE CITY OF EAST PALO ALTO HEREBY:

1. Approves a maximum $81,294 contractual pass-through obligation due to the San Mateo County Community College District for FY 2026-27, and a maximum $81,701 contractual pass-through obligation due to that District for FY 2025-26, pursuant to a former Agency Agreement approved by Resolution No. 34 on November 28, 1988;

2. Approves of the San Mateo County Controller's Office including such amount in the calculation of contractual pass-through obligations due to San Mateo County Community College District; and

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

PASSED AND ADOPTED this 15th day of September 2026**,** by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Webster Lincoln, Successor Agency Chair

ATTEST:

James Colin, Successor Agency Clerk

APPROVED AS TO FORM:

John D. Lê, Successor Agency Counsel

RESOLUTION NO. 34

RESOLUTION OF THE EAST PALO ALTO REDEVELOPMENT AGENCY APPROVING AGREEMENT WITH THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT PROVIDING FOR PAYMENTS TO ALLEVIATE FINANCIAL BURDEN OR DETRIMENT CAUSED BY THE UNIVERSITY CIRCLE REDEVELOPMENT PROJECT

WHEREAS, the East Palo Alto Redevelopment Agency has prepared a Redevelopment Plan for the University Circle Redevelopment Project, which Plan has been submitted by the Agency for approval by the City Council of the City of East Palo Alto following a joint public hearing held by the Agency and City Council on November 21, 1988 and continued to November 28, 1988; and

WHEREAS, implementation of the Redevelopment Plan will cause a financial burden or detriment to the San Mateo County Community College District; and

WHEREAS, Section 33401 of the Health and Safety Code and Section 315 of the Redevelopment Plan provide that the Agency may pay to the District any amounts of money which the Agency finds are necessary and appropriate to alleviate such financial burden or detriment; and

WHEREAS, after consultations pursuant to Section 33028 of the Health and Safety Code, the Agency and the San Mateo County Community College District desire to enter into an agreement under which the Agency will pay certain amounts to the District to alleviate such financial burden or detriment.

NOW, THEREFORE, BE IT RESOLVED by the East Palo Alto Redevelopment Agency as follows:

1. The "Agreement to Alleviate Financial Burden or Detriment from the East Palo Alto University Circle Redevelopment Project" between the East Palo Alto Redevelopment Agency and the San Mateo County Community College District in the form attached to this resolution and incorporated herein by reference, is hereby approved and the Chairman is hereby authorized and directed to sign said agreement.

2. The Agency hereby finds, based upon the evidence provided by the San Mateo County Community College District, which evidence is contained in the Agency's Report to City Council on the Redevelopment Plan, that the East Palo Alto University Circle Redevelopment Project would have a financial burden or detriment on the District, but that such burden or detriment is alleviated by the payments provided for in the attached agreement.

3. The Agency hereby determines that the amounts of money to be paid to the District under the attached agreement are necessary and appropriate to alleviate the financial burden or detriment which would otherwise be caused by the Project.

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112388/dlk

PASSED, APPROVED AND ADOPTED this 28th day of November, 1988.

APPROVED:

William Vines

William Vines, Mayor

ATTEST:

Stanley H. Hall, City Clerk

Ayes: Bostic, Coats, Mouton, Johnson, Vines

Noes: None

Abstentions: None

"AGREEMENT TO ALLEVIATE FINANCIAL BURDEN OR DETRIMENT

FROM THE

EAST PALO ALTO UNIVERSITY CIRCLE REDEVELOPMENT PROJECT"

[ATTACH COPY OF AGREEMENT TO RESOLUTION]

AGREEMENT TO ALLEVIATE FINANCIAL BURDEN OR DETRIMENT FROM THE EAST PALO ALTO UNIVERSITY CIRCLE REDEVELOPMENT PROJECT

THIS AGREEMENT is made and entered into this 28th day of November, 1988, by and between the San Mateo County Community College District (the "District") and the East Palo Alto Redevelopment Agency (the "Agency").

RECITALS

A. WHEREAS, the Agency is a redevelopment agency existing pursuant to the provisions of the Community Redevelopment Law (California Health and Safety Code Section 33000, et seq.) which has been authorized to transact business and exercise the powers of a redevelopment agency pursuant to action of the City Council ("City Council") of the City of East Palo Alto ("City"); and

B. WHEREAS, pursuant to Section 33327 of the California Health and Safety Code, the Agency previously notified the District of its intention to prepare a redevelopment plan ("Plan") for the University Circle Redevelopment Project ("Project") for the Project area described in Exhibit A ("Project Area"); and

C. WHEREAS, the proposed Plan contains provisions for the distribution and allocation of property tax revenues derived from property located within the Project Area to the Agency pursuant to California Health and Safety Code Section 33670(b); and

D. WHEREAS, meetings have been held by representatives of the District and representatives of the Agency to discuss the fiscal impact of the Project on the District, at which meetings the District presented substantial evidence that the District will suffer a financial burden and detriment as a result of the implementation of the Plan if it is adopted by the City Council; and

E. WHEREAS, the Agency agrees that the substantial evidence presented by the District is persuasive and desires to alleviate such financial burden or detriment pursuant to Health and Safety Code Section 33401 and the District desires to consent to and approve of the Plan.

F. WHEREAS, the Agency has adopted a resolution approving this Agreement and recognizing the financial burden and

detriment that would be suffered by the District if the parties did not agree to enter into this Agreement.

G. . WHEREAS, any loss to the District of property tax revenue may have an adverse impact on the District's capital improvement programs.

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained herein, the parties hereto agree as follows:

ARTICLE I
PAYMENT OF CERTAIN AMOUNTS TO DISTRICT

Section 1.01 Amounts Due to Increase in Assessed Value over Base Year Assessment Roll.

(a) Subject to the limitations set forth in Section 2.05 and elsewhere in this Agreement, in any fiscal year in which the Agency receives, pursuant to Health and Safety Code Section 33670(b), an allocation and payment of "property tax revenues" (as hereinafter defined) generated within the Project Area ("Tax Increment"), the Agency agrees to pay to the District, in the manner specified below, an amount equal to that portion of the Tax Increment allocated to and paid to the Agency for the applicable fiscal year which is attributable to those increases in the assessed value of the taxable property in the Project Area (as such assessed value is established by the assessment roll equalized prior to the effective date of the ordinance adopting the Plan as provided in Health and Safety Code Section 33670(a)), which are, or otherwise would be, calculated annually pursuant to subdivision (f) of Section 110.1 of the California Revenue and Taxation Code (which provides that such increases shall not exceed an annual rate of two (2) percent of the full cash value of taxable property as defined in California Constitution Article XIIIA, Section 2). Such portion is equivalent to property tax revenues which would have been allocated to the District after an election pursuant to Health and Safety Code Section 33676(a)(2).

(b) "Fiscal year" as used in this Agreement means July 1 of each year through June 30 of the following year.

Section 1.02 Amounts Due to Changes in State Funding Formula for Local School Districts.

(a) The District and the Agency agree that under the current funding formula, the annual fiscal detriment to the District caused by the Project is limited to the amount payable to the District by the Agency pursuant to Section 1.01(a) hereinabove.

(b) Subject to the limitations set forth in Section 2.05 and elsewhere in this Agreement, in the event that the State funding formula for local school districts is changed so that the District is not fully reimbursed by the State for that portion of the Tax Increment which would have been allocated to the District but for the existence of the Project, then the Agency shall thereafter annually pay to the District an amount necessary to hold the District harmless from the loss of such State reimbursement.

Section 1.03 Allocation of Special Taxes. The District shall be allocated, in addition to the portion of taxes allocated pursuant to Subdivision (a) of Health and Safety Code Section 33670, all or any portion of the tax revenues allocated to Agency pursuant to Subdivision (b) of Health and Safety Code Section 33670 attributable to increases in the rate of tax imposed for the benefit of the District, which levy occurs after the tax year in which the ordinance adopting the redevelopment plan becomes effective.

Section 1.04 Low and Moderate Income Housing Fund. As provided for in Health and Safety Code Sections 33487 and 33670, it is the intention of the parties that no amount due the District under Sections 1.01, 1.02, or 1.03 hereof is subject to the Low and Moderate Income Housing Fund established pursuant to Health and Safety Code Sections 33334.3 or 33487.

Section 1.05 Property Tax Revenues Definition. As used in this Agreement, the term "property tax revenues" shall include only: (1) all ad valorem property taxes allocated and paid to the Agency pursuant to Article XVI, Section 16 of the California Constitution and Health and Safety Code Section 33670 et seq., and (2) identifiable California State legislative supplements to or substitutes for ad valorem property tax, provided, however, by way of example and not of limitation, that the term "property tax revenues" as used herein shall not include:

(1) Revenues, funds, monies, awards, loans, grants or credits whose source, directly or indirectly, is the federal government; nor

(2) Any monies or funds received from any other public source (State, county, municipal, or otherwise) as a result of any loan, grant, or award, or similar payment; nor

(3) Any public funds, or assessment, received by the Agency upon a condition, limitation or restriction that precludes use of such funds for payment to the District pursuant to this Agreement; nor

(4) Proceeds from any disposition of any real or personal property; nor

(5) Proceeds from the sale of bonds or loan agreements; nor

(6) Tax revenues received by the Agency as a result of taxes levied by any affected taxing agency to retire voter-approved indebtedness.

ARTICLE II
CONDITIONS AND LIMITATIONS

Section 2.01 Submission of Claim by District. For any year that the District is not fully reimbursed by the State as described in Section 1.02(a) and 1.03 above, the District shall submit to Agency a written claim for payment pursuant to Health and Safety Code Section 33401 in order to alleviate the financial burden or detriment caused to the District by the Project. Such written claim shall be submitted not later than the May 30th preceding the commencement of the Agency's fiscal year for which such payment is requested. The claim shall specify the amount requested to be paid during such fiscal year of the Agency together with information showing how such payment amount was calculated. Any such amount requested by the District shall be deemed an estimated maximum amount until final adoption of the District's budget for the fiscal year for which such payment is requested, at which time the District shall provide the Agency with the specific amount, not to exceed the estimated maximum amount, of such requested payment, together with information showing how such amount was calculated.

The Agency and the District agree that any claim submitted by the District and paid by the Agency pursuant to this Section 2.01 shall be prima facie evidence of financial burden or detriment caused to the District by the Project, and that no additional substantiation of such burden or detriment shall be required.

Section 2.02 Payment Procedure. The Agency shall approve and pay to the fund or account designated in writing by the District those respective amounts due pursuant to this Agreement during each fiscal year within a reasonable period after the Agency receives the Tax Increment from the County Controller, provided that payments in relation to allocations received between July 1 and December 31 of any fiscal year shall be made no later than the following February 28; and that payments in relation to allocations received between January 1 and June 30 of any fiscal year shall be made no later than the following August 30. No interest shall accrue in relation to any amounts payable pursuant to this Agreement.

Section 2.03 Limitations on Payments. The Agency's obligation to make payments hereunder shall be limited to and be paid from Tax Increment received by the Agency from the Project Area. The Agency shall be deemed to have fully discharged its obligations under this Agreement upon paying or causing the payment of those amounts payable to District under Sections 1.01, 1.02, and 1.03 of this Agreement. This Agreement fully addresses any adverse fiscal impact of the Project upon the District, and the District may not hereafter elect to receive pursuant to Health and Safety Code Section 33676 or otherwise claim any additional property tax revenues from the Project Area.

In addition, the Agency's obligation to make payments to the District pursuant to this Agreement in any single year shall not exceed the amount of property tax revenues which would have been received by the District if all the Tax Increment from the Project Area had been allocated to all the affected taxing agencies without regard to the division of taxes required by Health and Safety Code Section 33670.

Section 2.04 Indebtedness. The Agency's obligation to make payments pursuant to this Agreement is deemed to constitute an "indebtedness" within the meaning of Health and Safety Code Sections 33670 and 33675.

Section 2.05 Subordination. The indebtedness of the Agency under this Agreement shall not be a first pledge of the Tax Increment and shall be subordinate to Agency bonds, notes, certificates of participation, and any other legally enforceable contract or agreement requiring Agency expenditure of tax revenues for any of its purposes, except contracts or agreements with the City, a private developer owning or developing land in the Project Area, or other affected taxing agencies if for the purpose of alleviating fiscal detriment caused by the Project. However, any indebtedness of the Agency arising from Section 1.02 above, which comes into existence upon a submission of a claim by the District pursuant to Section 2.01 above, shall not be subordinated to any subsequent indebtedness of the Agency. The indebtedness of the Agency under this Agreement shall be included in all calculations of the amounts of the other Agency indebtedness used in connection with the sale of bonds or any agreement for which a pledge of property tax revenues is necessary, and this Agreement shall be communicated to bond counsel with respect to Agency indebtedness.

The Agency shall not knowingly impair the Agency's obligations to the District under this Agreement. The Agency shall use good faith efforts to give the District sixty (60) days' notice of the Agency's intent to issue bonds, notes or other indebtedness to which the Agency intends to subordinate the

District's interests under this Agreement, provided, however, that the Agency's failure to give such notice shall not constitute a default hereunder. The Agency further agrees to give the District two weeks' prior notice of the submission to the Agency, for its approval of a preliminary official statement or other official document by which the Agency intends to incur debt of the type described in this paragraph, together with copies of such documents and other data as the Agency shall rely upon in approving the proposed issuance of debt. Notwithstanding the foregoing, nothing in this Agreement shall be construed to give the District the right to approve or disapprove any Agency indebtedness.

If during any fiscal year the Agency is unable to pay the full amounts due and owing to the District pursuant to this Agreement, such deficit shall be paid by the Agency according to a schedule upon which the parties shall mutually agree. Any sums due and owing shall accumulate and not be discharged through the passage of time. The parties agree that such deferral may be necessary to accomplish the purposes of the Project at an earlier time than would otherwise be the case in that such deferral would allow for issuance of bonds with a higher principal amount.

Section 2.06 Agency Bond Issues on Behalf of District. At the District's request, and only if determined to be mutually beneficial in each party's sole discretion, the Agency may expend proceeds from an Agency bond issue for capital projects specified by the District. Any such use of Agency bond funds for the District shall be subject to all applicable laws and regulations. The Agency shall use all or a portion of the Tax Increment, as determined by the Agency, in its sole discretion, which it would otherwise have paid to the District under this Agreement to pay issuance, administrative, and debt service costs on such bond issues. In the event an amendment to the Plan is necessary to issue such bonds, the District consents to such an amendment.

Section 2.07 Use of Funds. The District shall employ its best efforts to use any funds the Agency shall pay to the District under this Agreement for the benefit of the residents of the City, provided that the Agency shall have no right to approve or disapprove the District's budget or actual financial expenditures, and provided, further, that in the event the Agency shall be required to make payments to the District pursuant to Section 1.02(b) hereof, the District and the Agency shall enter an agreement providing for specific methods by which such payments shall be used to benefit the residents of the City.

Section 2.08 Deposit of Funds. All sums paid to the District by the Agency pursuant to this Agreement shall be

deposited in the District's Special Reserve Fund unless otherwise designated by the District.

ARTICLE III
ADDITIONAL DOCUMENTATION; APPROVAL OF PLAN

Section 3.01 Documentation. The District agrees to execute and acknowledge any other documentation that may be necessary to give effect to this Agreement, including, but not limited to, the subordination provisions of Section 2.05 hereof.

Section 3.02 Approval. The District consents to and approves the proposed Plan, which has been reviewed by the District and provides for the use of tax increment financing with respect to the Project Area. The District agrees that it will not file or participate in any lawsuit or proceedings attacking or otherwise questioning the validity of the Plan or the adoption or approval of such Plan, or any other findings or determinations previously made or to be made by the Agency or the City Council in connection with such Plan or its implementation. In the event such lawsuit or proceedings are brought or joined and final judgment is rendered declaring the Plan invalid, this Agreement shall be of no further force or effect.

ARTICLE IV
MISCELLANEOUS

Section 4.01 Entire Agreement. This Agreement constitutes the entire understanding and agreement between the parties and supersedes all previous negotiations between them. Except as otherwise expressly provided herein, neither this Agreement nor any of the terms hereof may be amended, modified, waived or terminated except by a written instrument signed by the parties hereto. It is the intent of the Agency and the District that the payments herein provided constitute a full, complete, fair and equitable adjustment for all detrimental financial and other impacts which have resulted or may result during the term of this Agreement from the Project.

Section 4.02 Effective Date and Term of Agreement. The date of this Agreement shall be the date when the Agreement shall have been signed by the Agency; provided, however, that this Agreement shall become effective only upon the effective date of the ordinance of the City Council adopting the Plan. This Agreement shall continue in effect so long as the Agency receives the Tax Increment from the Project Area.

Section 4.03 State Law. This Agreement, and the rights and obligations of the parties hereto, shall be construed

and enforced in accordance with the laws of the State of California.

Section 4.04 Attorneys' Fees. In any action which Agency or District brings to enforce its respective rights hereunder, the unsuccessful party shall pay all costs incurred by the prevailing party, including reasonable attorneys' fees.

Section 4.05 Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, successors and assigns.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the date set forth opposite their signatures.

~~"District"~~ Agency

Date 5 Dec 85

By William Hall

Its Vice-Chair

~~"Agency"~~ District"

Date _____

By _____

Its _____

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EAST PALO ALTO SANITARY DISTRICT STAFF REPORT

DATE: September 15, 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 July 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 July 2026, as approved by the District Treasurer. As of July 31, 2026, actual expenses remain within the District's approved budget. Year-to-date expenditures total $0.1 million, compared to the adopted budget of $9.8 million, representing 1% 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 July 31, 2026

Vendor Name	Invoice Number	Description	Check Amoun	Check Issue Date
AppleOne, Inc	01-7291989	Staffing Services	$ 1,519.44	7/24/2026
AppleOne, Inc	01-7318201	Staffing Services	$ 1,921.28	7/2/2026
AppleOne, Inc	01-7323936	Staffing Services	$ 1,925.60	7/10/2026
AppleOne, Inc	01-7328767	Staffing Services	$ 1,921.28	7/17/2026
CALIFORNIA NEWSPAPERS PAR	0006972011	DAILY NEWS MARISSA SILVA PENINSULA NEWS LEGALS CLS TIMES RUN: 2, PO NUMBER 2025 UWMP 6/16/26	$ 514.08	7/17/2026
COMCAST	001004433990	Recurring charges for ACC#708960844 EPASD 07/2026	$ 466.10	7/17/2026
COMCAST	5362 072026	Recurring charges for ACCT#8155 20 007 0165362 for JULY 2026 EPASD	$ 832.78	7/17/2026
Everon, LLC	161168460	Service at EPASD	$ 90.00	7/17/2026
Everon, LLC	161168461	Service at EPASD	$ 54.99	7/17/2026
Everon, LLC	161168462	Service at EPASD	$ 150.00	7/17/2026
Everon, LLC	161168463	Service at EPASD	$ 75.00	7/17/2026
FREYER & LAURETA INC.	26-474	Engineering Services through June 30, 2026	$ 2,107.75	7/17/2026
HORIZON DISTRIBUTORS INC	1N676415	Replace bad irrigation valve assembly	$ 20.14	7/2/2026
Islas Maintenance Cleaning, LLC	2967	EPASD JANITORIAL SERVICES	$ 2,050.00	7/24/2026
IWORQ SYSTEMS INC.	216515	iworq systems internet software management and support for July 2026 to June 2027	$ 5,000.00	7/2/2026
LOCKWORKS UNLIMITED INC.	I260617640	Fixed latch issue on fire door so it locks properly and ensured ADA button is properly functioning	$ 382.51	7/2/2026
Marissa Silva	20260520	Women's Leadership Summit Roseville 5/20-21, 2026 miles and meals	$ 227.55	7/2/2026
PACIFIC GAS & ELECTRIC	2164215266-0 06/2026	PACIFIC GAS & ELECTRIC EPASD 2164215266-0 for 5/21/266/21/26	$ 234.62	7/10/2026
PACIFIC GAS & ELECTRIC	2205881930-5 06/2026	PACIFIC GAS & ELECTRIC EPASD	$ 25.14	7/2/2026
QUALITY PLUMBING	24691	Replace under sink hot water heater at EPASD facility	$ 899.50	7/17/2026
U.S.BANK CORPORATE PAYMENT SYSTEM	JULY 2026 C	Camera lenses for EPASD	$ 209.75	7/30/2026
U.S.BANK CORPORATE PAYMENT SYSTEM	JULY 2026 C	MEETING THROUGH LUNCH FOR EPASD/ENGINEERING	$ 99.98	7/30/2026
U.S.BANK CORPORATE PAYMENT SYSTEM	JULY 2026 C	EPASD AC DINNER	$ 165.08	7/30/2026
U.S.BANK CORPORATE PAYMENT SYSTEM	JULY 2026 C	Membership	$ 16.47	7/30/2026
U.S.BANK CORPORATE PAYMENT SYSTEM	JULY 2026 C	Office supplies (coffee creamer and coffee cups for EPASD office)	$ 139.94	7/30/2026

EPASD Cash Disbursement Reports
For Period Ending July 31, 2026
(Continued)

Vendor Name	Invoice Number	Description	Check Amoun	Check Issue Date
U.S.BANK CORPORATE PAYMENT SYSTEM	Jun-26	Dining (AC Evening Special Meeting - Dinner 5.7.2026)	$ 242.71	7/10/2026
U.S.BANK CORPORATE PAYMENT SYSTEM	Jun-26	Office Supplies (Coffee Cups)	$ 43.70	7/10/2026
U.S.BANK CORPORATE PAYMENT SYSTEM	Jun-26	Membership (Matt Vining -EPA SD Utility Manager)	$ 95.00	7/10/2026
U.S.BANK CORPORATE PAYMENT SYSTEM	Jun-26	Lunch for Meeting at EPA SD 5.20.2026 (811 locator training with maintenance field group)	$ 168.92	7/10/2026
U.S.BANK CORPORATE PAYMENT SYSTEM	Jun-26	Hotel stay for employee, Marissa Silva, for the women in municipal management convention	$ 177.30	7/10/2026
U.S.BANK CORPORATE PAYMENT SYSTEM	Jun-26	Membership	$ 16.47	7/10/2026
U.S.BANK CORPORATE PAYMENT SYSTEM	Jun-26	PW Maintenance Utility Meeting (Catering)	$ 50.74	7/10/2026
U.S.BANK CORPORATE PAYMENT SYSTEM	Jun-26	Car Wash (Vehicle Maintenance Service)	$ 10.00	7/10/2026
VEOLIA WATER NORTH AMERIC	385576	WATER BILL FOR EPASD FOR 6/6/26-7/5/26 acct#385576	$ 759.38	7/24/2026
VEOLIA WATER NORTH AMERIC	386303	Charges for account 386303 6/6/26-7/5/26 EPASD	$ 242.64	7/24/2026
WEST BAY SANITARY DISTRIC	2025/26-084	FY25-26 Operation and Maintenance of the EPASD Sewer System 05/2026	$ 30.00	7/17/2026
WEST BAY SANITARY DISTRIC	2025/26-086	FY25-26 Operation and Maintenance of the EPASD Sewer System 06/2026	$ 155,707.79	7/17/2026
WILLDAN FINANCIAL SERVICE	010-65326	Impact fee Nexus study, financial feasibility analysis and transportation infrastructure, utilities	$ 1,415.00	7/10/2026
WILLDAN FINANCIAL SERVICE	010-65757	Impact fee Nexus study, financial feasibility analysis and transportation infrastructure, utilities	$ 2,440.00	7/10/2026
WILLDAN FINANCIAL SERVICE	010-66262	Impact fee Nexus study, financial feasibility analysis and transportation infrastructure, utilities	$ 550.00	7/10/2026
WILLDAN FINANCIAL SERVICE	010-66650	Sewer fee study for city of EPA through June 2026	$ 2,555.00	7/24/2026
			$ 185,553.63	

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.