



EAST PALO ALTO CITY COUNCIL SPECIAL MEETING AGENDA

Tuesday, December 9, 2025, 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/81244521602>

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: 812 4452 1602

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

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

2. **APPROVAL OF AGENDA**

3. **POLICY AND ACTION**

3.1 **Selection of Mayor**

Recommendation: Appoint the new Mayor for a one-year period.

3.2 **Selection of Vice Mayor**

Recommendation: Appoint the new Vice Mayor for a one-year period.

3.3

Honoring Outgoing Mayor Martha Barragan

Recommendation: Present commemorative gavel to Mayor Martha Barragan and receive comments from the public and outgoing Mayor.

4. **ADJOURNMENT**

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

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

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

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

DECLARATION OF POSTING

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

POSTED: December 4, 2025

ATTEST:

James Colin

City Clerk



EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: December 9, 2025
TO: Honorable Mayor and Members of the City Council
VIA: Melvin E. Gaines, City Manager
BY: James Colin, City Clerk
SUBJECT: Selection of Mayor

Recommendation

Appoint the new Mayor for a one-year period.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority: Governance, Organizational Strength, and Fiscal Sustainability

Background

On November 20, 2007, City Council approved Resolution No. 2738 establishing a policy for selection of the Mayor and Vice Mayor that states: "The Mayor and Vice Mayor of the City shall hold their respective offices for a term of one year... The Mayor shall be selected, by majority vote, from among all members of the City Council. Following the selection of the Mayor, the Vice Mayor shall be elected, by majority vote, from among any of the remaining four members of the City Council."

Nomination Process

Staff recommends the following nomination process and selection by majority vote, consistent with Resolution No. 2738: The Mayor shall ask the Council for nominations for the position of the new Mayor. Any of the other Councilors may nominate someone other than herself or himself

POLICY AND ACTION ITEM 3.1

(including the sitting Mayor) for the position. The Mayor shall ask each nominated Councilor if she or he is willing to serve before declaring that person nominated. If there are no nominations, the Mayor may make a nomination. When it appears that no further nominations will be made, the Mayor shall announce that the nominations are closed.

If only one Councilor has been nominated, the Mayor shall call for a vote on the nomination. The nominated Councilor must receive three affirmative votes to be selected as Mayor.

If more than one Councilor has been nominated, the Mayor shall call for a vote of the first person nominated. If that candidate receives three or more votes, the Mayor shall declare that candidate selected as the new Mayor and the voting concludes. If not, the Mayor shall call for a vote for the second candidate in the same manner. The candidate receiving three or more votes shall be declared the Mayor. The process then repeats for the position of Vice Mayor among the remaining four members of the City Council.



EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: December 9, 2025
TO: Honorable Mayor and Members of the City Council
VIA: Melvin E. Gaines, City Manager
BY: James Colin, City Clerk
SUBJECT: Selection of Vice Mayor

Recommendation

Appoint the new Vice Mayor for a one-year period.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority: Governance, Organizational Strength, and Fiscal Sustainability

Background

On November 20, 2007, City Council approved Resolution No. 2738 establishing a policy for selection of the Mayor and Vice Mayor that states: "The Mayor and Vice Mayor of the City shall hold their respective offices for a term of one year... The Mayor shall be selected, by majority vote, from among all members of the City Council. Following the selection of the Mayor, the Vice Mayor shall be elected, by majority vote, from among any of the remaining four members of the City Council."

Nomination Process

Staff recommends the following nomination process and selection by majority vote, consistent with Resolution No. 2738: The Mayor shall ask the Council for nominations for the position of the new Vice Mayor. Any of the other Councilors may nominate someone other than herself or himself (including the sitting Mayor) for the position. The Mayor shall ask each nominated

POLICY AND ACTION ITEM 3.2

Councilor if she or he is willing to serve before declaring that person nominated. If there are no nominations, the Mayor may make a nomination. When it appears that no further nominations will be made, the Mayor shall announce that the nominations are closed.

If only one Councilor has been nominated, the Mayor shall call for a vote on the nomination. The nominated Councilor must receive three affirmative votes to be selected as Vice Mayor.

If more than one Councilor has been nominated, the Mayor shall call for a vote of the first person nominated. If that candidate receives three or more votes, the Mayor shall declare that candidate selected as the new Vice Mayor and the voting concludes. If not, the Mayor shall call for a vote for the second candidate in the same manner. The candidate receiving three or more votes shall be declared the Vice Mayor.



EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: December 9, 2025
TO: Honorable Mayor and Members of the City Council
VIA: Melvin E. Gaines, City Manager
BY: James Colin, City Clerk
SUBJECT: Honoring Outgoing Mayor Martha Barragan

Recommendation

Present commemorative gavel to Mayor Martha Barragan and receive comments from the public and outgoing Mayor.