



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

Wednesday, July 15, 2026, 6:00 PM
East Palo Alto City Hall
2415 University Ave. First Floor
East Palo Alto, CA 94303

NOTICE

This Public Works and Transportation Commission meeting on July 15, 2026 at 6:00 PM, will be held virtually and in-person at the Council Chambers located at 2415 University Avenue, First Floor, East Palo Alto, CA 94303. The virtual portion of this meeting will be conducted in accordance with City of East Palo Alto Resolution adopted pursuant to Assembly Bill 361.

The public may participate in the Public Works and Transportation Commission Regular meeting via Zoom meeting or by attending in- person at the Council Chambers at 2415 University Avenue, First Floor, East Palo Alto, CA 94303. Members of the public may provide comments sending an e-mail to engineering@cityofepa.org, submitting a speaker card at the meeting, or using the **RAISE HAND** feature when the Chair or Public Works Commission Clerk calls for public comment.

Please click this URL to join

<https://us06web.zoom.us/j/89131626166>

Or join by phone:

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US: +1 669 900 6833 or
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+ 1 253 215 8782 or
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Webinar ID: 891 3162 6166

International numbers available:

<https://us06web.zoom.us/j/kcGpmKlmjP>

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF THE AGENDA

3. APPROVAL OF THE MINUTES

3.1 Public Works and Transportation Commission Minutes of June 17, 2026

Recommendation: Recommend that the Public Works and Transportation Commission approve the Minutes of June 17, 2026, as presented in the package as accurate reflection of the meetings.

4. PUBLIC COMMENT

5. SPECIAL PRESENTATIONS

5.1 Canopy Informational Presentation

Recommendation: Receive a general informational presentation from Canopy.

5.2 Recology Informational Presentation

Recommendation: Receive a general informational presentation from Recology regarding their responsibilities and service standards.

6. STAFF/COMMISSION ORAL REPORTS

6.1 General CIP Updates

Recommendation: Receive general project updates and updates on active capital improvement program (CIP) projects from Public Works Engineering staff.

6.2 Public Works & Transportation Commission Draft Work Plan Framework

Recommendation:

1. Receive an informational report regarding a Public Works & Transportation Commission (PWTC) Draft Work Plan framework.
2. PWTC to provide comments, direction, and consider adoption of the Work Plan, or continue item for further refinement and consideration at the next PWTC meeting.
3. PWTC to select topic within this draft Work Plan framework to study, review, and discuss at the next PWTC meeting.

7. DISCUSSION AND ACTION

8. WRITTEN COMMUNICATIONS

9. FUTURE COMMISSION AGENDA ITEM REQUESTS

9.1 Future PWTC Item Requests

Recommendation: Receive requests for future PWTC agenda items.

10. ADJOURNMENT

UPCOMING MEETINGS

REGULAR MEETING	SEPTEMBER 16, 2026	6:00 PM
REGULAR MEETING	OCTOBER 21, 2026	6:00 PM
REGULAR MEETING	NOVEMBER 18, 2026	6:00 PM
REGULAR MEETING	DECEMBER 16, 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 Public Works Transportation and Commission 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: July 9, 2026

AMENDED: July 10, 2026

ATTEST:

Lenina M. Tatakamotonga

Public Works Transportation
Commission Clerk



COMMISSION REPORTS 3.1



EAST PALO ALTO PUBLIC WORKS & TRANSPORTATION COMMISSION STAFF REPORT

DATE: July 15, 2026

TO: Public Works & Transportation Commission Members

BY: Lenina M. Tatakamotonga, Public Works Transportation Commission Clerk

SUBJECT: Public Works and Transportation Commission Minutes of June 17, 2026

Recommendation

Recommend that the Public Works and Transportation Commission approve the Minutes of June 17, 2026, as presented in the packet as accurate reflection of the meetings.

Background

The Public Works and Transportation Commission to consider adoption of the Minutes of June 17, 2026.

Public Notice

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

Government Code § 84308

Applicability of Levine Act: No, not applicable.

Analysis of Levine Act Compliance: Not applicable.

Attachments



COMMISSION REPORTS 3.1

1. Draft PWTC Minutes of June 17, 2026.



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

Wednesday, June 17, 2026, 6:00 PM
East Palo Alto City Hall Government Center
2415 University Avenue, First Floor
East Palo Alto, CA 94303

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order by Vice Chair Victoria at 6:02 PM.

Attendee Name	Title	Status	Arrived
Tonga Victoria	Vice Chair	Present	
Elizabeth Pulido	Commissioner	Present	
Marianna Sumina	Commissioner	Present	
Ravneel Chaudhary	Commissioner	Unexcused	
Roderick Sims	Commissioner	Present	
Uhila Makoni	Commissioner	Late	6:04 PM
Seat Available	Commissioner		
Seat Available	Commissioner		

2. APPROVAL OF THE AGENDA

Vice Chair Victoria moved to approve the agenda, seconded by Commissioner Sumina. The motion passed.

RESULT: APPROVED [UNANIMOUS]

MOTION BY: Victoria

SECOND: Sumina

AYES: Sims, Pulido

NOES:

ABSENT: Makoni, Chaudhary

3. APPROVAL OF THE MINUTES

Commissioner Sumina moved to approve the minutes, seconded by Commissioner Pulido. The motion passed.

3.1 Public Works and Transportation Commission Minutes of June 17, 2026

Recommendation: Recommend that the Public Works and Transportation Commission approve the Minutes of June 17, 2026, as presented in the packet as accurate reflection of the meetings.

4. PUBLIC COMMENT None.

5. **SPECIAL PRESENTATIONS**

5.1 **FEMA Community Rating System (CRS) Informational Presentation**

Recommendation: Receive general project updates and updates on active capital improvement program (CIP) projects from Public Works Engineering staff.

City Engineer, Anwarbeg Mirza, presented FEMA Community Rating System (CRS) Informational Presentation. Discussion occurred among the Commissioners. City staff addressed questions and provided additional clarification.

Public Comment: None.

6. **STAFF/COMMISSION ORAL REPORTS**

6.1 **General CIP Project Updates**

Recommendation: Receive general project updates and updates on active capital improvement program (CIP) projects from Public Works Engineering staff.

City Engineer, Anwarbeg Mirza provided updates on active capital improvement (CIP) projects. Discussion occurred among the Commissioners. City staff addressed questions and provided additional clarification.

Commissioner Makoni provided oral report updates on Safer Routes to School Walk Audit (Los Robles and Ronald McNair) reports were shared Commissioners, updates on EPAPD Beat 3 and workplan for PWTC. City staff provided oral report updates on East Bayshore Construction Progress and outreach to local businesses. Updates regarding series of Coffee Talk with City of East Palo Alto Staff and Commission. Commissioner Sumina had questions regarding trash bins maintenance throughout the City, City staff provided clarification. Commissioner Pulido requested updates on O'Connor Pump Station, City staff provided clarification. Commissioner Makoni requesting updates on sidewalk assessment and annual street resurfacing project, City staff addressed questions and provided additional clarification.

7. **DISCUSSION AND ACTION**

7.1 **Parking Restriction Improvements at Two City Locations**

Recommendation: Staff recommends to the City Council adopting a resolution restriction parking at the following locations

1. The establishment of a no parking bus stop zone starting at 47 feet northerly from the centerline of Weeks Street (On Pulgas Avenue) continuing for 41 feet; and
2. The establishment of a 50 feet no parking zone at the western terminus of Tulane Avenue

Assistant Engineer, Cartier Pham presented Parking Restriction Improvement at Two City Locations. Discussion occurred among the Commissioners. City staff addressed questions and provided additional clarification.

Commissioner Sumina moved to approve the Parking Restriction Improvements at Two City Locations, seconded by Commissioner Pulido. The motion passed.

Public Comment: None.

RESULT: APPROVED
MOTION BY: Sumina
SECOND: Pulido
AYES: Sims, Victoria
NOES:
ABSTAIN: Makoni
ABSENT: Chaudhary

7.2 Public Works and Transportation Commission Chair and Vice Chair Selection

Recommendation: Staff recommend that the Public Works and Transportation Commission appoint a Chair and Vice Chair to serve through May 31, 2027.

RESULT: CHAIR – PULIDO
NOMINATED BY: Sumina
SECOND: Victoria
AYES: Sumina, Sims, Makoni
NOES:
ABSENT: Chaudhary

Commissioner Pulido was appointed Chair through May 31, 2027.

RESULT: VICE CHAIR – SIMS
NOMINATED BY: Sumina
AYES: Makoni, Pulido, Sumina, Victoria
NOES:
ABSENT: Chaudhary

Commissioner Sims was appointed Vice Chair through May 31, 2027.

8. WRITTEN COMMUNICATIONS

None.

9. FUTURE COMMISSION AGENDA ITEM REQUESTS

9.1 Future PWTC Item Requests

Recommendation: Receive requests for future PWTC agenda items.

Commissioners requested tree and littering reports from Maintenance Department along with contractor oversight.

10. ADJOURNMENT

The meeting was adjourned at 7:29 PM.



EAST PALO ALTO PUBLIC WORKS & TRANSPORTATION COMMISSION STAFF REPORT

DATE: July 15, 2026

TO: Public Works & Transportation Commission Members

BY: Michael Cortez, Associate Engineer
Batool Zaro, Senior Engineer

SUBJECT: Canopy Informational Presentation

Recommendation

Receive a general informational presentation from Canopy.

Public Notice

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

Government Code § 84308

Applicability of Levine Act: Not applicable

Analysis of Levine Act Compliance: Not applicable



EAST PALO ALTO PUBLIC WORKS & TRANSPORTATION COMMISSION STAFF REPORT

DATE: July 15, 2026

TO: Public Works & Transportation Commission Members

BY: Michael Cortez, Associate Engineer
Batool Zaro, Senior Engineer

SUBJECT: Recology Informational Presentation

Recommendation

Receive a general informational presentation from Recology regarding their responsibilities and service standards.

Public Notice

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Government Code § 84308

Applicability of Levine Act: Not applicable

Analysis of Levine Act Compliance: Not applicable



EAST PALO ALTO PUBLIC WORKS & TRANSPORTATION COMMISSION STAFF REPORT

DATE: July 15, 2026

TO: Public Works & Transportation Commission Members

BY: Michael Cortez, Associate Engineer
Batool Zaro, Senior Engineer

SUBJECT: General CIP Project Updates

Recommendation

Receive general project updates and updates on active capital improvement program (CIP) projects from Public Works Engineering Staff.

Background

DISCLOSURE: This is an informational report included for the Public Works & Transportation Commission. These project updates will not be formally discussed unless the Commission members choose to.

The following is a brief status update of ongoing City CIP projects as well as regional projects that are in the planning, design, or construction phases.

Active Construction Updates

- East Bayshore Safety Improvements Project – construction is currently underway.
- Newell Bridge Improvements Project – construction is currently underway.

Project Updates

1. Citywide Lighting Improvements Project

As part of the Citywide Lighting Improvements Project, improvements will be made citywide to upgrade existing streetlight mast arms, install new street light mast arms, install new streetlights, and install upgraded fixtures.

The Citywide Lighting Assessment (Phase I) project was awarded by City Council on February 3, 2026. The contract has been executed and the project has been kicked off. The study is estimated to be completed by the end of 2026.

2. University Avenue Grand Corridor Project

The University Avenue Grand Corridor Project is included in the vision of the City's General Plan. The General Plan envisions University Avenue being transformed from a cut-through corridor into a mixed-use boulevard with high-density housing, and neighborhood-serving businesses & offices.

The project is currently in the design phase. An update on the project design and went to City Council on March 3rd, 2026.

3. Water Storage Tank Siting Study (WS-09)

In 2022, a Water System Master Plan (WSMP) was prepared by EKI Environment & Water, Inc. This WSMP provided the City with an overall plan for potable water infrastructure improvements over the next twenty years, which would aid in maintaining water system reliability and support anticipated development within the City's service area. Based on the supply and storage evaluations presented in the WSMP, additional water storage needed to be constructed within the City in the form of a water storage tank.

The aim of the Water Storage Tank Siting Study is to select potential locations for the water storage tank, determine storage tank volumes, and investigate the feasibility of designing & constructing the water storage tank. Staff is currently working with EKI Environment & Water to finalize a technical memorandum for the new storage tanks. This memorandum is anticipated to be completed by Fall/Winter 2026.

4. University Avenue Signal Improvements

The University Avenue Signal Improvements project includes improving pedestrian crossings, installing upgraded signal equipment to increase visibility, and installing protected left-turn phases to separate conflicting vehicle movements. The goal of this comprehensive project is to reduce overall fatalities and severe collisions of certain types at the intersection of University Avenue and Runnymede Street.

City Council authorized the design for this project on April 4, 2023. The design is currently complete and is estimated to begin in 2026. City Council approved the Plans, Specifications, and Estimates (PS&E) package at a City Council meeting on December 4, 2024. Bids were received and the contract was awarded to Sposeto by City Council at the September 2, 2025 Council meeting. The contract has been executed, and construction is being scheduled.

5. East Bayshore Safety Improvements Project

In 2023, the City received grant funds to prepare the Plans, Specifications, and Estimates (PS&E) package for the East Bayshore Safety Improvements Project. These improvements would include the installation of sidewalks, bikeways, traffic calming measures, and green infrastructure measures.

The project was awarded by City Council to a designer at the April 4, 2024 Council meeting, and the project Plans, Specifications, and Estimate (PS&E) package was

approved by City Council at the March 18, 2025 City Council meeting. The project was bid out in June 2025 and the construction contract was awarded to a contractor at the July 8, 2025 City Council meeting.

The construction contract has been executed and PG&E gas relocations for the project have been completed. Construction is currently underway; specific information on the construction schedule can be found on the project page on the City webpage.

6. Cummings Loft Project

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

The City awarded the project to an architect at a City Council meeting on April 16, 2024. The contract has been executed and design is currently underway. As part of the contract scope, the consultant will be holding public outreach meetings to obtain public feedback on the use of the space.

The first public meeting was held on February 2, 2025, where City Council discussed the initial concept drawings. At the meeting, Council provided feedback on different project layouts. Next steps involve finalizing the design and scheduling a public outreach meeting to discuss the space programming sometime in early 2026.

A bid opening was held on November 13, 2025; however, no bids were received, and the project was re-bid. The construction contract was awarded at the February 3, 2026, City Council meeting. The contract has been executed and construction activities are underway. Construction is estimated to be completed by the end of 2026. Specific construction schedule updates will be made available on the project webpage.

7. Trash Capture Device Installation

Over the last several years, the City has invested significant resources to identify trash-generating areas and implement measures to control and reduce trash in its pipe network for storm drains, as required by the State Water Resources Control Board’s Municipal Regional Permit (MRP). These efforts include “true” source controls to prevent trash generation, “institutional controls” to intercept trash before entering the storm drain system, and the installation of Full Trash Capture (FTC) systems.

The FTC systems installed included connector pipe screens (CPS) installed in drain inlets Citywide, as well as a debris separating baffle box (DSBB) located along Newbridge Street and Saratoga Avenue. Construction for the installation of the DSBB recently reached substantial completion.

8. O'Connor Pump Station Improvements Project: Phase I (SD-06A)

Design for improvements at the O'Connor Pump Station are currently underway. The pump station, which was originally constructed in 1984, is in need of critical improvements.

The O'Connor Pump Station Improvements Project: Phase I aims to make significant improvements, including increasing the pump station's overall pumping capacity, improving wet well characteristics for optimal flow, ventilation upgrades, and electrical upgrades to accommodate the pump station's increased capacity. These improvements will allow the City to meet future stormwater demands, improve overall operability & safety, and comply with stringent environmental requirements under California Senate Bill 445 (SB 445).

These improvements are approximately 60% designed. Staff is working with Harris & Associates throughout the preparation of the 90% design plans.

Public Notice

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

Government Code § 84308

Applicability of Levine Act: Not applicable

Analysis of Levine Act Compliance: Not applicable



EAST PALO ALTO PUBLIC WORKS & TRANSPORTATION COMMISSION STAFF REPORT

DATE: July 15, 2026

TO: Public Works & Transportation Commission Members

BY: Michael Cortez, Associate Engineer
Batool Zaro, Senior Engineer

SUBJECT: Public Works & Transportation Commission Draft Work Plan Framework

Recommendation

1. Receive an informational report regarding a PWTC Draft Work Plan framework.
2. PWTC to provide comments, direction, and consider adoption of the Work Plan, or continue item for further refinement and consideration at the next PWTC meeting.
3. PWTC to select topic within this draft Work Plan framework to study, review, and discuss at the next PWTC meeting.

Background

The Public Works & Transportation Commission (PWTC) advises the City Council on policies, programs, and capital projects related to transportation, mobility, public works infrastructure, traffic safety, and streetscape improvements. The PWTC also supports community engagement, transparency, and long-term planning for City infrastructure.

Analysis

The proposed Work Plan is intended to provide a structured framework for the PWTC's future discussions by organizing strategic topics into seven (7) primary focus areas. Rather than making policy recommendations at this time, the Work Plan identifies issues that may benefit from additional analysis, staff presentations, and public discussion.

Under the proposed approach, each major topic would be scheduled as a study session during a regular PWTC meeting. Supporting background materials would be included in the agenda packet for each study session to facilitate informed discussion by PWTC members, staff, and members of the public.

1. Support the Design of the new East Palo Alto Library

- Review conceptual, schematic, and final design proposals.
- Provide recommendations to ensure safe multimodal access (walking, biking, transit, ADA).
- Advise on frontage improvements, traffic/parking impacts, and neighborhood integration.
- Participate in community outreach to gather input and represent resident concerns.
- Deliver a recommendation to the City Council prior to contract award.

2. Provide feedback for the Citywide Sidewalk Assessment & Repair Program

- Review assessment methodology and prioritization criteria.
- Provide input on phasing, funding, and communication strategies.
- Recommend improvements to resident reporting and follow-up.
- Review contractor selection and implementation schedules.

3. Provide feedback for the Annual Street Resurfacing Project (FY28-29)

- Review pavement condition data and proposed resurfacing lists.
- Recommend opportunities to bundle resurfacing with active-transportation improvements.
- Evaluate outreach and equity-based prioritization.
- Provide an advisory recommendation before Council approval.

4. Develop a reporting framework for Public Works Maintenance Division activities

- Identify Key Performance Indicators (KPIs) for core maintenance tasks.
- Recommend a standardized monthly or quarterly reporting format.
- Explore options for public-facing dashboards or web-based reporting.
- Make recommendations to improve transparency and responsiveness.

5. Develop a grant funding program for Public Works & Transportation projects

- Identify priority grant categories aligned with City needs.
- Recommend criteria for selecting and ranking projects for grant pursuit.
- Support staff in identifying match funding and partnership opportunities.
- Review major grant applications prior to Council authorization.
- Recommend integration of grant strategy into the CIP.

6. Develop administration of the Residential Parking Permit Program

- Review existing parking permit needs, challenges, and best practices.
- Provide feedback on proposed program structure, eligibility criteria, and enforcement approaches.
- Recommend application processes (online, in-person), fee structure, and renewal cycles.
- Evaluate communication and outreach strategies for residents and neighborhoods.
- Prepare an advisory recommendation for City Council before program launch or expansion.

7. Support the City's website update with a Public Works & Transportation focus

- Identify functional requirements specific to Public Works & Transportation (e.g., service request tools, project dashboards, street sweeping schedules, permitting portals, traffic advisories).
- Review how maintenance reporting, capital project updates, and transportation information should be presented for clarity and accessibility.
- Provide feedback on user navigation paths related to roads, infrastructure, parking, and mobility.
- Evaluate opportunities for integration of GIS maps, mobile-friendly tools, and resident request workflows.
- Participate in user-testing or review sessions hosted by City's Internet Technology (IT) Department or communications staff.

The following deliverables will be provided on a quarterly basis:

- Advisory reports and progress updates to City Council on each major item.
- Trends and achievability of each major item at the end of the current quarter.
- Updates to the Work Plan.

The following deliverables will be provided on an annual basis:

- Advisory reports and recommendations to City Council on each major item.
- Annual summary of PWTC findings and accomplishments.
- Recommended Work Plan for the following fiscal year.

Public Notice

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

Government Code § 84308

Applicability of Levine Act: Not applicable

Analysis of Levine Act Compliance: Not applicable

Public Works & Transportation Commission
City of East Palo Alto
Draft Work Plan (FY 2027)

Purpose of the Commission

The Public Works & Transportation Commission advises the City Council on policies, programs, and capital projects related to transportation, mobility, public works infrastructure, traffic safety, and streetscape improvements. The commission also supports community engagement, transparency, and long-term planning for city infrastructure.

Work Plan Goals and Tasks

- 1. Support the Design of the New East Palo Alto Library**
 - Review conceptual, schematic, and final design proposals.
 - Provide recommendations to ensure safe multimodal access (walking, biking, transit, ADA).
 - Advise on frontage improvements, traffic/parking impacts, and neighborhood integration.
 - Participate in community outreach to gather input and represent resident concerns.
 - Deliver a recommendation to the City Council prior to contract award.
- 2. Provide Feedback for the Citywide Sidewalk Assessment and Repair Program**
 - Review assessment methodology and prioritization criteria.
 - Provide input on phasing, funding, and communication strategies.
 - Recommend improvements to resident reporting and follow-up.
 - Review contractor selection and implementation schedules.
- 3. Provide Feedback for the Annual Street Resurfacing Plan (FY28–FY29)**
 - Review pavement condition data and proposed resurfacing lists.
 - Recommend opportunities to bundle resurfacing with active-transportation improvements.
 - Evaluate outreach and equity-based prioritization.
 - Provide an advisory recommendation before council approval.
- 4. Develop a Reporting Framework for Public Works Maintenance Activities**
 - Identify key performance indicators (KPIs) for core maintenance tasks.
 - Recommend a standardized monthly or quarterly reporting format.
 - Explore options for public-facing dashboards or web-based reporting.
 - Make recommendations to improve transparency and responsiveness.
- 5. Develop a Grant Funding Program for Public Works & Transportation Projects**

- Identify priority grant categories aligned with city needs.
- Recommend criteria for selecting and ranking projects for grant pursuit.
- Support staff in identifying match funding and partnership opportunities.
- Review major grant applications prior to council authorization.
- Recommend integration of grant strategy into the CIP.

6. Develop Administration of the Residential Parking Permit Program

- Review existing parking permit needs, challenges, and best practices.
- Provide feedback on proposed program structure, eligibility criteria, and enforcement approaches.
- Recommend application processes (online, in-person), fee structure, and renewal cycles.
- Evaluate communication and outreach strategies for residents and neighborhoods.
- Prepare an advisory recommendation for City Council before program launch or expansion.

7. Support the City's Website Update with a Public Works & Transportation Focus

Tasks:

- Identify functional requirements specific to Public Works and Transportation (e.g., service request tools, project dashboards, street sweeping schedules, permitting portals, traffic advisories).
- Review how maintenance reporting, capital project updates, and transportation information should be presented for clarity and accessibility.
- Provide feedback on user navigation paths related to roads, infrastructure, parking, and mobility.
- Evaluate opportunities for integration of GIS maps, mobile-friendly tools, and resident request workflows.
- Participate in user-testing or review sessions hosted by City IT or communications staff.

Quarterly Deliverables

- Advisory reports and progress updates to City Council on each major item.
- Trends and achievability of each major item at the end of the current quarter.
- Updates to work plan.

Annual Deliverables

- Advisory reports and recommendations to City Council on each major item.
- Annual summary of commission findings and accomplishments.
- Recommended work plan for the following fiscal year.



EAST PALO ALTO PUBLIC WORKS & TRANSPORTATION COMMISSION STAFF REPORT

DATE: July 15, 2026

TO: Public Works & Transportation Commission Members

BY: Michael Cortez, Associate Engineer
Batool Zaro, Senior Engineer

SUBJECT: Future PWTC Item Requests

Recommendation

Receive requests for future PWTC agenda items.

Background

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

Items previously requested and to be scheduled tentatively based on staff availability:

- Maintenance Performance Metrics Updates
- Daylighting Update
- Lighting Updates
 - Alternative Lighting Solution for Clarke Street Pedestrian Bridge
 - University Village Lighting
- Rail Spur Improvements
- EPASD Updates on CIP's
- Maintenance Plans (Cooley Landing and Bay Trail)
- Sidewalk Investigation Plan
- Recology Informational Item
- Illegal Dumping Informational Item

Public Notice

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Government Code § 84308

Applicability of Levine Act: Not applicable

Analysis of Levine Act Compliance: Not applicable