



CITY COUNCIL SPECIAL AND REGULAR MEETING AGENDA

Tuesday, March 13, 2012
5:00 p.m.
701 Laurel Street, Menlo Park, CA 94025
City Council Chambers

5:00 P.M. CLOSED SESSION (1st floor Council Conference Room, City Hall)

Public Comment on Closed Session item will be taken prior to adjourning to Closed Session

CL1. Closed Session pursuant to Government Code Section 54956.9 to conference with legal counsel regarding existing litigation, 1 case: Schuler v. City of Menlo Park
Superior Court of California, County of San Mateo, Case No. CIV500463

6:00 P.M. STUDY SESSION (Council Chambers)

SS1. Consideration and guidance on the following Environmental Policies: (1) Whether to adopt a community-wide Greenhouse Gas Reduction target, and if a target is to be considered, which target should be recommended (2) Whether to prohibit distribution of single use carryout plastic bags and charge a minimum fee for single use paper bags at retail establishments, and (3) Whether to prohibit the distribution of polystyrene food ware at eating establishment ([Staff report #12-041](#))

7:00 P.M. REGULAR SESSION

ROLL CALL – Cline, Cohen, Fergusson, Keith, Ohtaki

PLEDGE OF ALLEGIANCE

REPORT FROM CLOSED SESSION

ANNOUNCEMENTS

A. PRESENTATIONS AND PROCLAMATIONS

A1. Proclamation: Red Cross Month ([Attachment](#))

A2. Presentation by Len Materman, San Francisquito Creek Joint Powers Authority

A3. Presentation by Mendel Stewart and John Bourgeois, South Bay Salt Pond Restoration

B. COMMISSION/COMMITTEE VACANCIES, APPOINTMENTS AND REPORTS

The City Clerk's office is accepting applications for the Finance & Audit Committee and the Planning Commission.

C. PUBLIC COMMENT #1 (Limited to 30 minutes)

Under “Public Comment #1”, the public may address the Council on any subject not listed on the agenda and items listed under the Consent Calendar. Each speaker may address the Council once under Public Comment for a limit of three minutes. Please clearly state your name and address or political jurisdiction in which you live. The Council cannot act on items not listed on the agenda and, therefore, the Council cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

D. CONSENT CALENDAR

- D1.** Authorize the City Manager to enter into an agreement with Green Earth Engineering and Construction for \$75,280 to complete rehabilitation of the Hollyburne Neighborhood Stabilization Program home ([Staff report #12-039](#))
- D2.** Adopt a resolution amending the Sidewalk Accessibility Project budget to appropriate \$34,271 from the General Fund CIP fund balance, approving the plans and specifications for the Woodland Avenue Sidewalk Project, awarding a contract to J.J.R. Construction, Inc. in the amount of \$233,285 and authorizing a budget of \$303,271 for construction, contingencies, testing and engineering and construction administration ([Staff report #12-036](#))
- D3.** Adopt a resolution authorizing a California Energy Commission Energy Efficiency and Conservation Block Grant Phase 2 application submittal ([Staff report #12-038](#))
- D4.** Award a contract to Lee Carpeting to supply carpet for the Main Library, authorize a budget for the Main Library Carpet Replacement Project in an amount not to exceed \$114,500 for carpet, contingency and staff administration, and adopt a resolution authorizing the City Manager to execute the necessary construction agreements for the Menlo Park Public Library Lobby Remodel Project in an amount not to exceed \$100,000 ([Staff report #12-046](#))
- D5.** Consider the findings and actions to uphold the Appeal for determination regarding the use of a portion of an existing accessory structure as a secondary dwelling unit on a property located at 116 O’Connor Street ([Staff report #12-043](#))
- D6.** Accept the minutes for Council meeting of February 14, 2012 (Amended) and February 28, 2012 ([Attachment](#))

E. PUBLIC HEARINGS – None

F. REGULAR BUSINESS

- F1.** Approve a letter to the City of East Palo Alto providing comments on the Draft Environmental Impact Report for the Ravenswood/4 Corners Transit Oriented Development Specific Plan ([Staff report #12-040](#))
- F2.** Discuss and provide direction regarding the 2012-13 budget process ([Staff report #12-045](#))

F3. Provide general direction on a revised 5-Year Capital Improvement Plan; general direction on Capital and other projects to be included in the City Manager's Proposed 2012-13 Budget ([Staff report #12-044](#))

F4. Adopt a resolution as Successor Agency to the former Redevelopment Agency (1) adopting an Enforceable Obligation Payment Schedule, (2) approving the Recognized Obligation Payment Schedule, (3) approving the Successor Agency administrative budget, (4) making certain determinations regarding separate assets and liabilities of the Successor Agency, and (5) directing the City Manager to take all actions necessary to effectuate associated requirements of ABX1 26 ([Staff report #12-037](#))

F5. Consider state and federal legislative items, including decisions to support or oppose any such legislation, and items listed under Written Communication or Information Item

G. CITY MANAGER'S REPORT – None

H. WRITTEN COMMUNICATION – None

I. INFORMATIONAL ITEMS

I1. Biannual update of schedules for capital improvement projects ([Staff report #12-042](#))

J. COUNCILMEMBER REPORTS

K. PUBLIC COMMENT #2 (Limited to 30 minutes)

Under "Public Comment #2", the public if unable to address the Council on non-agenda items during Public Comment #1, may do so at this time. Each person is limited to three minutes. Please clearly state your name and address or jurisdiction in which you live.

L. ADJOURNMENT

Agendas are posted in accordance with Government Code Section 54954.2(a) or Section 54956. Members of the public can view electronic agendas and staff reports by accessing the City website at <http://www.menlopark.org>, and can receive e-mail notification of agenda and staff report postings by subscribing to the "Home Delivery" service on the City's homepage. Agendas and staff reports may also be obtained by contacting the City Clerk at (650) 330-6620. Copies of the entire packet are available at the library for viewing and copying. (Posted: 03/08/2012)

At every Regular Meeting of the City Council/Community Development Agency Board, in addition to the Public Comment period where the public shall have the right to address the City Council on the Consent Calendar and any matters of public interest not listed on the agenda, members of the public have the right to directly address the City Council on any item listed on the agenda at a time designated by the Mayor, either before or during the Council's consideration of the item.

At every Special Meeting of the City Council/Community Development Agency Board, members of the public have the right to directly address the City Council on any item listed on the agenda at a time designated by the Mayor, either before or during consideration of the item.

Any writing that is distributed to a majority of the City Council by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available for inspection at the Office of the City Clerk, Menlo Park City Hall, 701 Laurel Street, Menlo Park, CA 94025 during regular business hours. Members of the public may send communications to members of the City Council via the City Council's e-mail address at city_council@menlopark.org. These communications are public records and can be viewed by any one by clicking on the following link: <http://ccin.menlopark.org>.

City Council meetings are televised live on Government Access Television Cable TV Channel 26. Meetings are re-broadcast on Channel 26 on Thursdays and Saturdays at 11:00 a.m. A DVD of each meeting is available for check out at the Menlo Park Library. Live and archived video stream of Council meetings can be accessed at http://menlopark.granicus.com/ViewPublisher.php?view_id=2.

Persons with disabilities, who require auxiliary aids or services in attending or participating in City Council meetings, may call the City Clerk's Office at (650) 330-6620.



PUBLIC WORKS DEPARTMENT

Council Meeting Date: March 13, 2012

Staff Report #:12-041

Agenda Item #: SS1

STUDY SESSION: Consideration and Guidance on the Following Environmental Policies: (1) Whether to Adopt a Communitywide Greenhouse Gas Reduction Target, and if a Target Is To Be Considered, Which Target Should Be Recommended (2) Whether to Prohibit Distribution of Single Use Carryout Plastic Bags and Charge a Minimum Fee for Single Use Paper Bags at Retail Establishments, and (3) Whether to Prohibit the Distribution of Polystyrene Food Ware at Eating Establishments

RECOMMENDATION

Staff recommends that the City Council provide guidance on the following environmental policies:

1. Whether to adopt a Community Greenhouse Gas Reduction Target, and if a target is to be considered, which target should be recommended;
2. Whether to prohibit distribution of single use carryout plastic bags and charge a minimum fee for single use paper bags at retail establishments; and
3. Whether to prohibit the distribution of polystyrene food ware at eating establishments.

BACKGROUND

Communitywide Greenhouse Gas Reduction Target

The City Council adopted a Climate Action Plan in 2009 and a Supplemental Assessment Report in July 2011. The Assessment Report provided a five year strategy to reduce greenhouse gas emissions (GHG) resulting from energy consumption of fossil fuel or landfilled waste in Menlo Park. The Assessment Report also updated Menlo Park's GHG inventory from 2005 to 2009. Staff is currently updating the 2010 inventory that will be presented to Council this summer.

The next steps identified in the Supplemental Assessment Report include considering adoption of a communitywide greenhouse gas (GHG) reduction target in 2011-12. Staff recommended that the Council review and discuss three potential targets during a study session in early 2012. Council also requested that the Environmental Quality Commission (EQC) provide feedback regarding the targets and conduct further public outreach before the study session.

Two public workshops were held in October 2011. At each workshop staff presented the pros and cons of three potential reduction targets at 10%, 17%, and 27% below Menlo Park's 2005 baseline GHG emissions. Staff also facilitated a discussion and distributed a survey to receive community feedback on the various targets. Attendance at both workshops was low with several members of the public attending the first workshop and no new members attending the second workshop. To gain more public feedback, the EQC and staff sent an online survey to the Green Ribbons Citizen Committee (GRCC) and Chamber of Commerce; this resulted in 12 additional responses.

The EQC also agenzized the target options at two EQC meetings since the adoption of the Supplemental Report by Council in July 2011. Based on the feedback from the community and additional analysis on the state of global GHG emissions, the EQC recommends that Council consider adopting the 27% greenhouse gas reduction target in order to align with California's AB 32 goals. See Attachment A for the EQC's full recommendation.

Single Use Carryout Bags and Polystyrene Food Ware Container Policies

Implementing a single use carryout bag and polystyrene food ware policy will assist Menlo Park in meeting federal and state stormwater permit requirements. The City of Menlo Park is required to have a National Pollutant Discharge Elimination System (NPDES) Permit for the discharge of stormwater runoff into city stormdrains. This regulation stems from the Federal Clean Water Act, and is regulated locally through the California Regional Water Quality Control Board-San Francisco Bay Region. The NPDES permit expires every five years, and must be reissued. The last permit that was reissued to Menlo Park was on October 14, 2009. With each revision, the Water Board can modify, add, or expand to the existing requirements. Cities and counties must comply with all permit conditions in order to avoid fines that can cost up to \$10,000 per day of noncompliance.

The 2009 permit included a new mandate to reduce trash in stormdrains by 40% by 2014. A variety of measures can be implemented to meet this mandate, such as implementing a single use bag and polystyrene food ware policy. The analysis section of this report provides further discussion on implementing a single use bag and polystyrene food ware ordinance.

In addition, the EQC work plan has prioritized development of resource conservation and pollution prevention programs and policies, such as a single use carryout bag and polystyrene food ware policy.

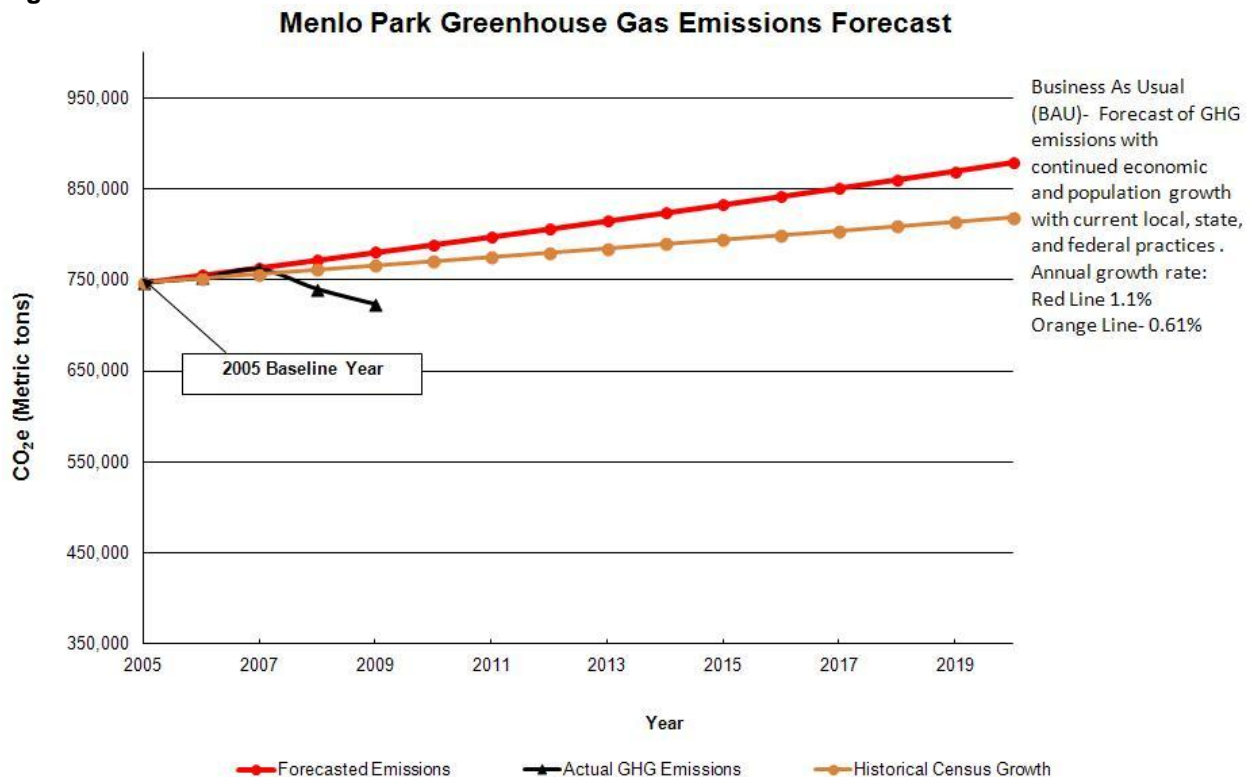
ANALYSIS

1. Communitywide Greenhouse Gas Reduction Target

Twenty nine bay area cities have adopted GHG reduction targets (Attachment B). Many of these targets align with California's AB 32 legislation, which sets a state goal to reduce greenhouse gas emissions to 1990 levels by 2020, and 80% below 1990 levels by 2050. These state targets were established to align with the United Nations Kyoto Protocol Treaty. However, due to the difficulty in obtaining energy consumption data from 1990, many bay area cities adopted 2005 as their baseline for measuring reductions to meet AB 32 goals, establishing a 25% reduction target below 2005 levels by 2020 and 80% reduction target below 2005 emissions by 2050.

In 2005, Menlo Park emitted an estimated 747,205 metric tons of GHG emissions from building energy consumption, landfilled waste, and transportation. Figure 1.1 shows Menlo Park’s greenhouse gas emissions forecast using the Association of Bay Area Government (ABAG) projected population and economic growth (top line), and historical census and employment growth from 2000 to 2010 (lower line). It is estimated that Menlo Park’s GHG emission growth will be between ABAG’s growth projection and the historical census trends. Currently, Menlo Park is experiencing a downward trend in emissions (short black line). This is primarily due to the downturn in the economy that started in 2008. It is likely that GHG emissions will increase with increased economic activity because of higher consumption of resources and energy.

Figure 1.1



Staff has analyzed three potential reduction targets below 2005 GHG levels for consideration, which are:

- 10% by 2020 (this target can provide a path to 30% reduction by 2050)
- 17% by 2020 (this target can provide a path to 50% reduction by 2050)
- 27% by 2020 (this target can provide a path to 80% reduction by 2050, meeting AB 32 goals)

Figure 1.2 adds the intensity of climate action plan work required to reach each reduction target by comparing the difference between Business as Usual growth (black line/gray line) and the potential target.

Figure 1.2

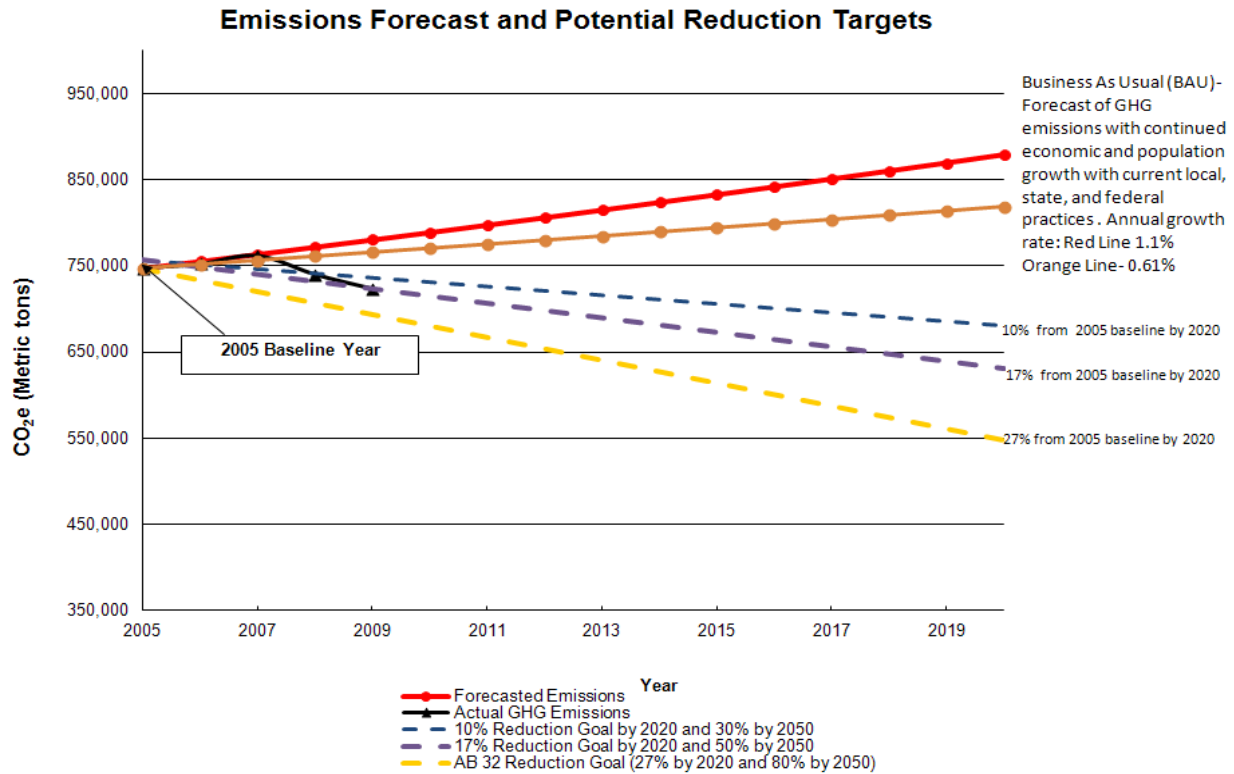


Table 1.1 outlines total reductions for each goal when factoring in population and economic growth.

Table 1.1

Proposed 2020 GHG Reduction Target	10%	17%	27%
Total reduction needed from baseline to achieve goal (Metric Tons)	66,351	116,784	199,255
Total reduction needed from growth line to achieve goal (Metric Tons)	198,034	248,468	330,938

In order to meet the state’s AB 32 goals, it is estimated that Menlo Park would need to consider reducing 27% of GHG emissions below 2005 levels by 2020 to continue on the path of reducing emissions 80% below 2005 levels by 2050. It is also important to consider how state initiatives will contribute to Menlo Park’s reduction target.

Staff had previously estimated that state initiatives, such as energy code improvements, renewable energy mandates, and fuel efficiency standards would assist Menlo Park in achieving at least a 10% reduction below 2005 baseline emissions. However, the International Council for Local Environmental Initiatives (ICLEI) has recently developed a methodology to estimate the impacts of state initiatives on local GHG emissions. Applying this methodology, it is estimated that the impacts from state initiatives would be greater, and could help Menlo Park achieve a 15% to 20% reduction below 2005 GHG levels even with population and economic growth. Table 1.2 is a summary of the statewide initiatives and their potential GHG reduction impacts for Menlo Park.

Table 1.2

State Initiative	Estimated GHG Reduction Impact for Menlo Park by 2020
State Energy Code Title 24 Requirements- Each new version of Title 24 standards reduces energy consumption 10% for residential and 5% for commercial.	14,000-20,000 Metric Tons
Renewable Portfolio Standard for Energy Utilities- Requires each utility in the state to obtain 33% of its energy from renewable sources by 2020. This mandate has been challenging for PG&E to meet in previous years because most of PG&E's renewable power comes from hydroelectric where drought conditions limit the use of this source. In 2007, 12% of PG&E's power mix was renewable, and in 2010 it was 18%.	40,700-71,000 Metric Tons
Pavely Fuel Economy Standards- Requires increased fuel efficiencies for vehicles sold in California to produce 22% less greenhouse gas emissions by 2012 and 30% by 2016.	52,400-120,000 Metric Tons

Menlo Park has also continued to adopt local climate action initiatives to reduce GHG emissions that include local energy efficiency standards that require new buildings to be 15% more efficient than state code requirements. This initiative is estimated to have a 1,000 ton reduction per year, and is variable based on the number of new buildings constructed per year.

The City has also offered additional incentives to Menlo Park residents that participate in the statewide Energy Upgrade program. This program provides homeowners the opportunity to increase their home's energy efficiency and receive up to \$4,000 in rebates from PG&E. The City has been providing rebates to residents for completing a comprehensive home energy assessment that provides initial eligibility into the Energy Upgrade program. To date, Menlo Park has ranked third in highest participation for San Mateo County behind San Mateo and San Bruno. The GHG reductions from this program have not been analyzed yet.

Discussion of Target Options

Table 1.3 discusses the pros and cons for each target if it were adopted in Menlo Park.

Table 1.3

Target Reductions (below 2005 levels)	Pros	Cons
10% by 2020 30% by 2050	<ul style="list-style-type: none"> • Likely to be achieved through statewide efforts. • Would not require an increase to Menlo Park’s budget or implementation of climate action initiatives. 	<ul style="list-style-type: none"> • Does not meet AB 32 goals. • Would not contribute to fostering local sustainability policies or programs.
17% by 2020 50% by 2050	<ul style="list-style-type: none"> • Could possibly be achieved through statewide efforts • Less than \$250,000 needed annually for Menlo Park initiatives • Can be achieved with implementation of some strategies in the current five year Climate Action Plan strategies 	<ul style="list-style-type: none"> • Does not meet AB 32 goals. • Some strategies may be difficult to implement due to funding and community willingness, such as energy and water efficiency standards for transfer of title transactions and a commercial vehicle idling ordinance.
27% by 2020 80% by 2050 *Meets AB 32 goal	<ul style="list-style-type: none"> • Most of the goal can be achieved through statewide initiatives. • Meets AB 32 goals. • Menlo Park would be recognized as a leader in climate initiatives. • Encourages greater sustainability projects/programs in the community • Implementing all strategies in the five year Climate Action Plan could meet the target. 	<ul style="list-style-type: none"> • Higher amount of annual funding needed to meet target that can range from \$250,000 to \$400,000. • Additional strategies may need to be identified. • Some strategies may be difficult to complete, such as including General Plan GHG requirements and implementing a commercial energy efficiency and renewable energy program.

As part of the 2011 Supplemental Climate Action Plan report, a five year climate action strategy was developed. New programs and projects for future consideration by Council include:

- Actively marketing the Energy Upgrade program
- Adopting a mandatory commercial recycling ordinance
- Adopting an environmental purchasing policy
- Implementing energy savings performance contracting and/or solar power purchase agreements
- Adopting sustainable development and green building standards that exceed state green building code
- Social marketing campaign to promote alternative transportation (walking, biking, public transit, etc.)
- Adopting a zero waste policy
- Green Business Certification Program
- Implementing a civic green building policy
- Energy Efficiency or Renewable Energy Program for residential sector
- Bike Sharing Program
- Amending the General Plan to include sustainability policies, goals, and programs
- Social marketing campaign to engage citizens in reducing personal GHG emissions
- Hybrid recharging stations
- Amending the City's general plan to include "GHG Reduction Strategy" as outlined in new CEQA guidelines.
- Program to promote local food production
- Limiting idling time of vehicles
- Commercial Energy Efficiency Program
- Energy and water efficiency standards for transfer of title transactions
- City Car sharing Program

Implementing these programs could potentially reduce emissions levels in Menlo Park to achieve a 17% to 27% reduction below 2005 emissions by 2020. Many cities have adopted GHG targets that range from 15% to 30% below 2005 levels by 2020.

Environmental Quality Commission and Community Feedback on GHG Reduction Target

Two public workshops were held in October 2011 to present each potential GHG reduction target, and receive feedback from the community through discussions and a survey. The workshops were advertised through emails, press releases, flyers, and other media sources. The last workshop was posted as advertisement in the Almanac. Attendance at both workshops was low with several members of the public attending the first meeting and no new members of the public attending the second meeting. The results of the workshops were brought to the EQC in November 2011. The EQC recommended that staff send an electronic survey to the Green Ribbons Citizen Committee members and the Chamber of Commerce to cast a wider net of feedback. Twelve additional responses were received from the online survey.

The EQC also analyzed potential GHG reduction targets in their 2011 September, November, December and 2012 January meetings. The meetings in September and November discussed the target options. No public comment was received on this topic during the meetings.

A total of 17 surveys were received between the workshops and the online survey. The survey questions included factors to be considered when adopting a GHG reduction target, concerns with adopting a target, willingness to pay for programs that reduce GHG emissions, how to pay for programs, and identifying which target Menlo Park should adopt.

The top responses for factors to consider when adopting a GHG reduction target were:

- Meets state and international goals (such as AB 32)
- Achievable, realistic and cost effective to residents and businesses
- Greatest environmental benefit to the community and cost effective to City operations
- Long term savings to residents/businesses and encourages economic growth.

The major concerns about adopting a GHG target identified by respondents were:

- Lack of sustained leadership to achieve target
- Reducing GHG emissions is not considered as important as other City issues
- Adopting a target that is not aggressive enough
- Too much government oversight
- Increased taxes and increase costs to implement City programs.

When asked if residents would be willing to pay for additional climate action programs or projects, 75% said yes and 25% said no. For those that said yes, the top amount that they would be willing to pay was \$50 per year or more. When these same respondents were asked how to pay for climate initiatives, 45% of respondents said additional fees or taxes related to greenhouse gas emission generation. Respondents identified public and private partnerships or grants to consider if they are or become available.

One comment was received through email requesting that the council adopt a Standard of Significance for development projects that considers the aggregate GHG emissions impact, not just per capita impact. This is included as a potential project in the Climate Action Plan five year strategies under amending the City's general plan to include a "GHG Reduction Strategy" as outlined in the new California Environmental Quality Act (CEQA) guidelines.

The EQC has appointed a standing subcommittee dedicated to climate action initiatives. This subcommittee has worked with staff over the last several months in developing GHG reduction target options. In January 2012, the EQC recommended that Council consider adopting the 27% by 2020 reduction target.

Questions for Council

In order to bring forward a recommendation regarding a GHG reduction target, there are several items that require Council discussion. These items will help answer policy questions regarding adoption of a potential GHG reduction target, including whether any

further research may be necessary, before bringing a recommendation to council in the future. The comments from the study session will be reviewed and incorporated into a formal recommendation to council.

The following is a series of questions to help provide the framework for the discussion.

1. *Should Menlo Park consider adopting a greenhouse gas reduction target?*

Adopting a GHG reduction target would assist in developing a more defined strategic plan of climate action initiatives, and provide the opportunity for cost effective strategies to be implemented in the near term rather than attempting to make significant reductions later on that would be more costly or require more programs and policies. For example, the city adopted local energy efficiency standards for new buildings last year. This initiative will continue to accumulate GHG reductions each year. Thus, the savings will be greater by 2020 than if the initiative was implemented in 2019. Adopting a target may also place the City in a better position to receive grants because adopting a GHG reduction target is considered to be a vital step in climate action planning.

2. *If a GHG target should be considered, which target would Council consider adopting for 2020? Should a 2050 target be considered?*

Staff analyzed three potential target at 10%, 17%, and 27% below 2005 GHG emission levels by 2020. The 10% target is likely to be achieved with little to no funding because state initiatives will assist Menlo Park in reaching this target. The 17% reduction target could potentially be met with state initiatives, but it may also require local initiatives to meet the target that could cost less than \$250,000 annually. The 27% reduction target will require local initiatives to be implemented and the cost can range from \$250,000 to \$400,000 annually, depending on the effectiveness of state initiatives and the availability of grants. In addition, some local initiatives may be more difficult to implement for the 17% or 27% target because of funding and/or community willingness to accept initiatives, such as a commercial vehicle idling ordinance, integration of GHG reduction strategies in the General Plan update, and requiring energy and efficiency standards for transfer of title transactions resulting from the sale of real estate.

The EQC has recommended a 27% GHG reduction below 2005 levels by 2020. The 2020 targets were developed to provide a path towards a 2050 target. Council may want to consider adopting a 2050 target to maintain consistency with AB 32 and Kyoto Protocol goals.

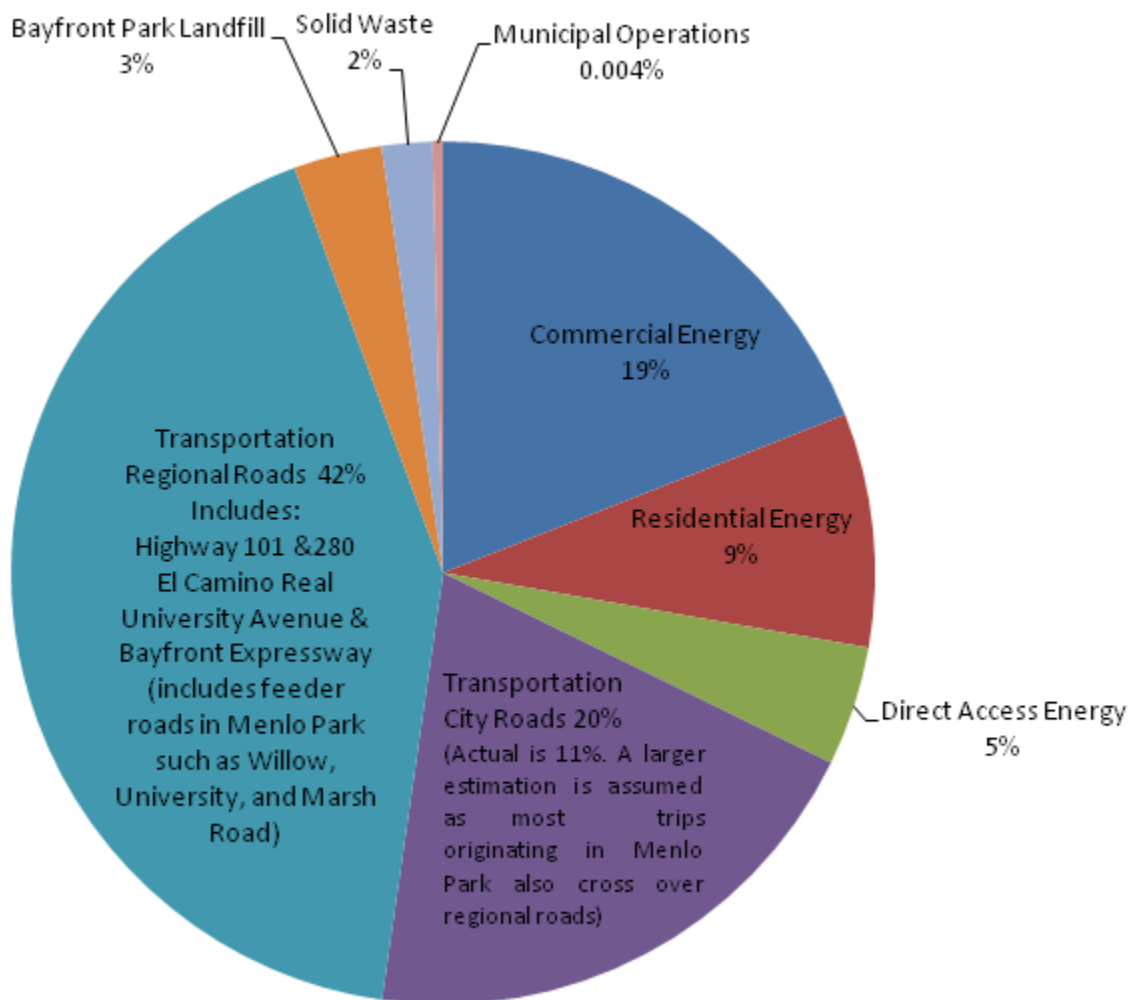
3. *Depending on which target is adopted, what funding sources should staff analyze to ensure that Menlo Park can reach its target?*

If the 17% or 27% reduction target is recommended, it would require additional resources to implement. One option that was discussed in the community workshops was increasing the Utility User Tax because utilities are closely linked to generation of greenhouse gas emissions. There were also discussions to involve public and private partnerships to fund activities. The other option would be to continue to seek out grants, and annually request that climate action strategies be funded through the Capital Improvement Plan and budgetary

processes, although this approach conflicts with ongoing effort to create a sustainable budget, or can shift other project priorities to a later date.

Programs, policies, and projects would be primarily geared towards increasing building energy efficiency and renewable power, promoting alternative transportation (public transit, walking, biking), and reducing solid waste that is sent to the landfill. Figure 1.3 shows how these sources contribute to Menlo Park's overall emissions. Energy and transportation programs and policies would likely be funded through the general fund while solid waste programs can be funded through solid waste funds (although this funding source may require additional garbage fee increases).

Figure 1.3
Sources of Greenhouse Gas Emissions in Menlo Park



2. Prohibiting Distribution of Single Use Carryout Plastic Bags, and Charging a Fee for Single Use Carryout Paper Bags at Retail Establishments

Single-use carryout plastic bags have been found to contribute substantially to the litter stream and have adverse effects on marine wildlife. A policy prohibiting the distribution of single use carryout plastic bags, and charging a minimum fee for single use paper bags would assist the City in meeting new Regional Water Board mandates to reduce

trash in stormdrains by 40% by 2014, and further State legislation goals to divert 75% of trash from landfills by 2020.

If the City implements a single use carryout bag policy, Menlo Park will receive a 12% credit towards the 40% trash reduction in stormdrains mandate from the Regional Water Board. The 12% credit will be awarded if the city prohibits distribution of plastic bags and charges a minimum fee for single use carryout paper bags at retail establishments. Menlo Park has the opportunity to implement an ordinance by acting independently through filing a Negative Declaration. Alternatively, the City can join San Mateo County's efforts to prepare an Environmental Impact Report (EIR), and partner to implement a countywide ordinance.

Over 41 cities and counties in California have adopted a single use carryout bag ordinance. Below are local cities with carryout bag ordinances:

Local Jurisdiction	Description of Bag Ordinance
San Jose	plastic ban, 10/25 cents for paper
Marin County	plastic ban, 5 cents for paper
Santa Monica	plastic ban, 10 cents for paper
Calabasas	plastic ban, 10 cents for paper
Santa Clara County	plastic ban, 15 cents for paper
Long Beach	plastic ban, 10 cents for paper
Santa Cruz County	plastic ban, 10/25 cents for paper
Pasadena	plastic ban, 10 cents for paper
Monterey	plastic ban, 10/25 cents for paper
Sunnyvale	plastic ban, 10/25 cents for paper
Alameda Co and 14 incorporated cities	plastic ban, 10/25 cents for paper
San Francisco (expansion of 2007 ban)	plastic ban, 10 cents for paper
Millbrae	plastic ban, 10 cents for paper
Laguna Beach	plastic ban, 10 cents for paper
San Luis Obispo County and 7 incorporated cities	plastic ban, 10 cents for paper

Option One: Joining the Countywide Effort to File an EIR

On January 18, 2012 the San Mateo County Health Department hosted a meeting to discuss a regional approach to prohibiting the distribution of single use carryout plastic bags. Environmental program staff attended the meeting as well as staff from 14 other cities in the county. Most cities expressed support for a model ordinance in the county that would be similar to San Jose's carryout bag ordinance. San Jose's ordinance became effective January 1, 2012. The key provisions in San Jose's ordinance are:

- Prohibits single use carryout *plastic* bags by all retail businesses.
- Stores can sell paper bags if they are made of at least 40 percent post-consumer recycled content.
- Paper bags sold by retailers must carry a minimum price of 10 cents per bag which increases to 25 cents per bag after December 31, 2013. Retailers keep the fee charged for bags.

- Retailers must keep a record of paper bags that are sold to customers.
- The ordinance allows for protective plastic or paper bags, without handles, for items such as meat, fresh produce, prepared food, and prescription medication.
- Customers purchasing with WIC and CalFresh food stamps can receive paper bags with 40% or more consumer content at no cost until December 31, 2013.

The County is proposing to fund and complete an Environmental Impact Report (EIR) that would allow cities in San Mateo County to implement an ordinance to prohibit the distribution of single use carryout plastic bags, and charge a minimum fee for paper bags (this fee would then be retained by the retail establishment). The county would like to receive feedback by mid March from cities in San Mateo County on:

1. Whether they would like to participate in the EIR, which is estimated to be completed by September 2012; and
2. Whether the City will commit to taking the lead on outreach within their jurisdiction during the EIR process if participating in the County EIR, including public education and outreach to both retail establishments and consumers; and
3. Consider adopting by reference the county's ordinance. This is typically done by inserting a couple of sentences in Menlo Park's municipal code that refers to the County's ordinance for interpretation and enforcement. If the City adopts the County's ordinance by reference, the County Health Department will implement the ordinance that would include education, outreach, and enforcement. The County estimates Menlo Park will be able to begin implementation in early 2013.

Benefits of Joining the Countywide Effort: Staff estimates that the cost to join the countywide effort will be under \$10,000, which would be less expensive than filing a negative declaration. Also, the County has offered to enforce the ordinance for cities at no cost. This will conserve staff resources and provide annual savings to Menlo Park. So, from a budgetary perspective, participating in the County process is less expensive, and EIR outreach can be budgeted into the solid waste management program for next fiscal year.

Limitations of Joining the Countywide Effort: This approach leaves the City with little flexibility to modify, delete, or add to a countywide single use carryout bag ordinance once the EIR is certified. If the Council wanted to modify the bag ordinance, it may require amendments to the EIR that Menlo Park would need to fund. In addition, by not adopting the County's ordinance by reference, the County Health Department may not enforce the ordinance on Menlo Park's behalf. Thus, Menlo Park would be responsible for enforcement, which could increase the operating costs in the solid waste and stormwater management budgets.

Option Two: Filing a Negative Declaration

Menlo Park is also in the unique position of being able to implement an ordinance without an EIR due to its small population size. Last summer, the California Supreme Court determined that a Negative Declaration is appropriate for small cities with a population under 40,000 to file a Negative Declaration instead of an EIR for this issue. This was recently done in the City of Millbrae where an estimated seven million bags

are distributed every year throughout retail businesses. The City of Millbrae's ordinance will become effective September 1st of this year.

Benefits of Filing a Negative Declaration: The benefit of this option is that the city can tailor the ordinance to meet the needs of the community if necessary as opposed adopting all conditions of the County's ordinance.

Limitations of Filing a Negative Declaration: Staff estimates this option would cost up to \$25,000 to complete the negative declaration, engage the community, and provide promotional materials. The City would also be responsible for enforcement, which could cost an additional \$10,000 to \$15,000 per year. This is more expensive than joining the countywide effort.

There is also a high probability that filing a Negative Declaration will not be enough to protect Menlo Park against litigation under the California Environmental Quality Act (CEQA). CEQA states that if a project will have cumulative impacts than it would be considered a significant impact. Since many cities in the region are joining the County's EIR process, it will be difficult for Menlo Park to state that a local ordinance impacting less than 40,000 people is isolated and separate from what is occurring countywide. This may trigger a need to perform an EIR in Menlo Park in order to adopt a single use carryout bag ordinance.

Questions for Council

Given there are two paths for Menlo Park to implement a single use carryout bag ordinance, a discussion by Council is necessary to determine the best option for Menlo Park. This discussion will provide general direction to respond to the County on whether Menlo Park would like to participate in the countywide effort, or develop a specific Menlo Park ordinance. The comments from the study session will provide the framework and direction for staff on how to proceed with this policy.

The following is a series of questions to help provide the framework for the discussion.

1. Should Menlo Park pursue a single use bag ordinance that would ban plastic bags and charge a fee for other single use bags, such as paper, at all retail establishments?

A single use plastic bag policy would help Menlo Park meet a new mandate from the Regional Water Board to reduce trash in stormdrains by 40% by 2014. If the City adopted a policy, it would help Menlo Park meet 12% of this requirement. If the City chooses not to implement a policy on single use bags, it may put the City in the position of more costly approaches to reducing trash in stormdrains, such as installing trash capture devices that are costly to install and maintain or increasing parking enforcement on street sweeping days.

A policy on plastic bags also has the additional benefit of reducing waste sent to the landfill as plastic bags are not recyclable in Menlo Park's curbside recycling program. In addition, sometimes consumers mistakenly place plastic bags in the recycling curbside program. Recycling facilities then experience problems because plastic bags interfere with the recycling facility's machinery and often jam the screens used to separate materials, which is expensive to repair.

2. If Menlo Park does pursue a single use carryout bag policy, should Menlo Park join the countywide EIR process or proceed with a negative declaration?

There is no cost to the City to be included in the countywide EIR. However, the City will be responsible for dedicating resources and staff time to provide education and outreach to the community throughout the EIR process. This is estimated to occur between July and December 2012, and is estimated to cost under \$10,000 in staff time and promotional materials. Joining this effort could save the City on costs for implementation as the county has offered to enforce the ordinance if adopted by Menlo Park.

Filing a negative declaration is another option that would take six months to one year to complete, and would start next fiscal year. The City would be responsible for funding the negative declaration, engaging the community, and providing promotional material; this is estimated to cost up to \$25,000. This option provides flexibility for the City to tailor the model ordinance if needed, but may require additional City resources to enforce if the ordinance differs significantly from the countywide ordinance. In addition, the development of a countywide ordinance may create a significant cumulative impact for Menlo Park under CEQA, which would then trigger development of an EIR.

3. Prohibiting distribution of Polystyrene Food Ware at Food Establishments

A policy prohibiting the distribution of Polystyrene food ware containers at food establishments would assist the City in meeting new Regional Water Board mandates to reduce trash in stormdrains by 40% by 2014, and a new state legislation goal to divert 75% of trash from landfills by 2020.

Polystyrene is a petroleum-based lightweight material that can be formed into many different products. One of the more common uses of this product is to use expanded polystyrene beads and form them into disposable food service containers, such as plates, cups, bowls, trays, and clamshell containers used to take out food. These containers are often referred to as "Styrofoam." Once these containers are used and become soiled with food, they tend to be non-reusable and are not biodegradable.

Used polystyrene food containers are a significant litter problem in local cities and are also a major source of marine pollution. Supporters of ordinances and legislation to ban these containers also say that these containers have hazardous chemicals that may leach into food and drink and may cause cancer. They also say that the small pieces of the brittle material can break off and be ingested by wildlife resulting in reduced appetite, reduced nutrient absorption, and starvation.

One way to address this problem is to encourage the use of compostable food containers. These compostable containers are made from recyclable and renewable materials, such as paper, cardboard, corn starch, potato starch and sugar cane.

In 2011, San Mateo County adopted a polystyrene ban ordinance for restaurants in unincorporated county. Education, outreach, and enforcement activities are done by the County Environmental Health Department. County supervisors have encouraged other

cities in the county to adopt their polystyrene ban ordinance. As an incentive to do this, the county is offering to have their environmental health inspectors assist with ordinance education, outreach, initial enforcement, and imposition of fines at no charge to the cities. Cities would still need to be responsible for enforcement actions in court if needed. To date, there have been no enforcement actions, requests for waivers, and fines under the county ordinance. Three cities have already adopted the County's model ordinance (Foster City, Half Moon Bay, and Burlingame).

Staff is working on an outreach campaign to educate food establishments on alternative food ware products and to ask for input on a potential polystyrene ban. Staff is also surveying how many food establishments in Menlo Park use polystyrene.

Questions for Council

The environmental problems associated with polystyrene are significant, and a discussion by Council on whether to ban polystyrene food ware at food establishments is necessary. The comments from the study session will provide the framework and direction for staff on how to proceed with this policy.

The following is a series of questions to help provide the framework for the discussion.

1. Should Menlo Park pursue a ban on polystyrene food ware ban at food establishment by ordinance?

A polystyrene food ware policy at food establishments would help Menlo Park meet a new mandate from the Regional Water Board to reduce trash in stormdrains by 40% by 2014. If the City adopted a policy, it would help Menlo Park meet 8% of this requirement. If the City chooses not to implement this policy, it may put the City in the position of more costly approaches to reducing trash in stormdrains, such as installing trash capture devices.

A policy banning polystyrene food ware at food establishments will also assist in diverting material from the landfill, as Styrofoam is not accepted in Menlo Park's recycling program.

The cost for businesses to switch from Polystyrene to compostable food ware can range from neutral to six cents more per unit depending on the type of product used. Staff is currently gathering data from multiple vendors to gain greater insight into the cost differences. San Mateo's model ordinance excludes straws, drinking container lids, and utensils.

2. Should Menlo Park explore straws, drinking container lids, and utensils?

The County's ordinance currently excludes beverage lids, straws, and utensils. These items are still a significant problem for the environment, and are not recyclable. Alternative products are available that would biodegrade and could be accepted in the recycling program in the future. If modifications are made to the County's ordinance, the county may not enforce the ordinance on Menlo Park's behalf.

IMPACT ON CITY RESOURCES

Community Wide Greenhouse Gas Reduction Target

Depending on which GHG reduction target is adopted, additional funding may be needed to complete climate initiatives. Council may wish to explore additional sources of revenue in order to successfully meet target.

Prohibiting the distribution of Single Use Carryout Plastic Bags, and charging a fee for single use bags at Retail Establishments

If the Council wishes to proceed with countywide effort, there will be costs associated with holding outreach meetings with local retailers and the public, and reviewing and collaborating with the County on a proposed ordinance. Staff estimates the cost to be under \$10,000 for outreach and promotion, and can be included in next year's Solid Waste Management operating budget.

Completing a negative declaration, conducting outreach, and providing promotional materials could cost up to \$25,000. If the ordinance differs significantly with the countywide ordinance, the City would be responsible for enforcement with an estimated annual enforcement cost of up to \$10,000.

Prohibiting the distribution of Polystyrene Food Ware at Food Establishments

Outreach, ordinance development, and enforcement can be completed within the current Solid Waste Management operating budget.

POLICY ISSUES


Setting a greenhouse gas reduction is consistent with the Climate Action Plan's five year strategies. There would be no financial penalty if the City does not achieve the GHG reduction target. The single use carryout bag and polystyrene policy is consistent with the Regional Water Board mandates to reduce trash in stormdrains by 40% by 2014, and implementing a policy would reduce the City's liability of receiving a violation from the Regional Water Board.

ENVIRONMENTAL REVIEW

Implementing a policy on single use carryout bags does require CEQA review. A GHG target and polystyrene policy does not require environmental review.



Rebecca Fotu,
Environmental Programs Manager



Charles Taylor, P.E.
Public Works Director

PUBLIC NOTICE: Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS: A. Environmental Quality Commission Recommendation for Greenhouse Gas Reduction Target.
B. List of Cities and Counties with GHG Reduction Targets

**Report by Menlo Park Environmental Quality Commission to City Council
on Establishing Targets for Reducing Community-wide Greenhouse Gas
Emissions**

January 4, 2012

Dear City Council Members,

We are pleased that City Council is poised to consider setting greenhouse gas reduction targets for our community. At the time this concept was first publicly addressed in Council Chambers, in 2007, there were very few Bay Area jurisdictions who had taken such action. At this point, at least 26 Bay Area cities and 4 counties have established greenhouse gas (GHG) reduction targets.

RECOMMENDATION

We urge Council to thoughtfully establish strong goals for Menlo Park that align with larger statewide and international targets. In order to attain statewide and international GHG reduction targets by 2050, we recommend that Council adopt a near-term community-wide GHG reduction target of 27% by 2020. We further recommend that Staff develop an annual reporting mechanism to assess the impact of specific GHG reduction measures and progress toward attaining the overall GHG reduction target.

BACKGROUND

In 2007 Menlo Park's City Council took some initial steps in addressing climate change as a city and community by supporting a baseline study of Menlo Park's greenhouse gas emissions and supporting several early actions to address climate change while providing cost savings and/or quality of life benefits. In parallel, a community dialogue was initiated that included consideration as to whether or not Menlo Park would position itself as among the leading communities in addressing climate change.

In 2008 City Council adopted Menlo Park's initial Climate Action Plan (CAP) and this was supplemented with the CAP Assessment Report in 2011 to prioritize climate action strategies and reveal the greater depth of thinking and experience that has occurred over the past 4 years.

As you are aware, the EQC has participated in developing and vetting Menlo Park's climate action plans and initiatives, both as a full Commission and through our Climate Action Plan Subcommittee. Several of our members have contributed research regarding best practices for greenhouse gas reduction targets to City staff, dating back to 2008.

Throughout this period of time, this Commission as well as numerous members of the public (most notably, the Menlo Park Green Ribbon Citizens' Committee or GRCC) has

contended that Menlo Park's Climate Action Plan requires goals or targets for overall reduction in greenhouse gas emissions. Specific goals will enable our community, City staff, this Commission, and current and future City Councils to determine the level of resources and types of initiatives needed to meet the local, regional, and worldwide challenges posed by climate change.

PUBLIC OUTREACH AND PARTICIPATION

Over the last several months, City staff and the EQC have conducted a public outreach process at City Council's request to help educate the public about this issue, to promote discussion, and to elicit comments to help inform Council's Study Session and potential future decision.

In addition to the comments shared in the Staff Report, we Commissioners are mindful that approximately 120 individuals participated in a transparent public process within the GRCC in 2007 that resulted, among other measures, in a recommendation regarding greenhouse gas reduction targets.

GHG REDUCTION TARGET

The world scientific community has indicated that an 80% reduction target by 2050 is the minimum reduction that has a reasonable chance of averting catastrophic rises in sea level and other ominous impacts to the climate. California's greenhouse gas reduction policy, as asserted in AB-32, is consistent with the scientific mandate.

And, we might add, the global situation has deteriorated considerably over the last 2 years. While global GHG emissions declined during the recession, in 2010 emissions increased by 6%, the largest amount on record, according to the U.S. Department of Energy. The atmospheric CO₂ concentration has increased to 389 parts per million, a 39% increase over the last 25 years.

The absence of a GHG reduction and development guidelines in Menlo Park continues to complicate the process of evaluating new development plans and construction. Environmental Impact Reports for such substantial developments as Menlo Gateway, El Camino/Downtown, and the Facebook Campus were not able to conform to an overall plan for addressing GHG in Menlo Park since these guidelines have not been established. Once in place, our community will have greater assurance that the strong desire to reduce GHG emissions will be consistently addressed.

Staff is presenting you with 3 options for 10-year (2020) GHG reduction targets. Only one of these, the 27% reduction target, would enable Menlo Park to attain the 80%-by-2050 decrease without substantially increasing the level of resources needed in future years. However, this target will require Staff and the EQC to identify additional strategies beyond the current 5-year CAP and determine how to fund these strategies. While there is some concern on the EQC that specific initiative and funding sources are not presently identified for the 2016-2020 initiatives, we are confident that Staff, our

Commission, and our community will rise to the challenge over the next 5 years.

The 17% mid-range target is considered by Staff to be attainable with the existing 5-year CAP strategies, yet falls far short of the 2050 desirable GHG emission level. Indeed, by adopting this target the implication is that Menlo Park will pursue no further GHG reduction measures after 2016 and will be satisfied with a 50% reduction by 2050.

The 10% low level target will be attained largely by the benefits of GHG reduction measures mandated by California and regional bodies. This target falls far short of the 2050 mandate, with a 30% overall reduction estimated.

In considering whether or not any particular target contributes to Menlo Park taking its place among the climate action leaders, the chart on page xx of the Staff Report provides a helpful guideline. 26 listed Bay Area cities and 4 counties have already established GHG reduction targets (and there may be others that are not listed). Of these, the most aggressive is Los Altos Hills (30% by 2015). Three cities (Berkeley, Santa Cruz, Union City) are targeting 30% reduction by 2020. The next set of communities, with reduction targets of 25% are Alameda, Foster City, Fremont, Mountain View, San Leandro.

When you review the 2011 public comment you will note that a large majority of meeting attendees and survey respondents stated a preference for the 27% reduction level. The original GRCC recommendations in 2007 call for City Council to "establish goal of climate neutrality for Menlo Park community by 2030 and require a Climate Action Plan to address both GHG reduction and GHG offsets."

SUMMARY OF RECOMMENDATION

We are recommending that City Council adopt a GHG target of 27% reduction below 2005 levels by 2020. This recommendation is based upon the following factors:

- 1) It is the only target level proposed by Staff that enables Menlo Park to conform with the international scientific and statewide 2050 reduction level of 80% without necessitating extraordinary increases in local investment beyond 2020. In other words, by investing at a reasonable rate currently our community receives a compounding benefit and if we fail to invest sufficiently there will be a compounding detriment.
- 2) Based on recent and long-term community engagement and participation, there appears to be strong support for the 27% GHG reduction target.
- 3) Several Bay Area communities have adopted comparable targets. While Menlo Park would be among the leaders with such a target, we will not be asserting an unreasonable goal that other communities have avoided. Such a goal may position our City to cooperate more closely with these leaders on the types of regional initiatives around transportation and development that will certainly be required in the coming years to attain all of our targets.
- 4) Although Staff has not yet identified the initiatives nor the resources to move from

a 17% GHG reduction to this recommended 27%, there is a 4-5 year lead-time to identify appropriate initiatives and develop funding sources. We believe this is sufficient.

We believe that it is incumbent upon Menlo Park to take this action as a responsible community and also believe that there will be abundant co-benefits regarding environmental quality that all of our residents and businesses will enjoy for decades to come.

Below is a current survey community greenhouse gas reduction targets set in other communities.

California Cities	Community-Wide Target below 2005 levels unless otherwise stated
Alameda	25% by 2020
Benicia	10% below 2000 by 2020
Berkeley	30% by 2020, 80% by 2050
Burlingame	15% by 2020, 80% by 2050
Foster City	25% by 2020
Fremont	25% reduction by 2020
Hayward	13-18% by 2020
Hillsborough	15% by 2020, 80% by 2050
Los Altos Hills	30% by 2015
Los Angeles	35% by 2030
Millbrae	15% by 2020, 80% by 2050
Morgan Hill	15% by 2020
Mountain View	5% by 2012, 10% by 2015, 15-20% by 2020, 80% by 2050
Palo Alto	15% by 2020
Portola Valley	15% by 2020
Redwood City	15% by 2020
Richmond	15% by 2020
San Carlos	15% by 2020, 35% by 2030
San Francisco	20% by 2020
San Jose	35% below 1990 by 2030
San Leandro	25% by 2020
San Mateo	15% by 2020
San Rafael	15% by 2020
Santa Cruz	30% by 2020, 80% by 2050
Union City	30% by 2020
California Counties	County-Wide below 2005 levels unless otherwise stated
Marin	15% by 2020
San Mateo	Flat emissions by 2010, 80% by 2050
Santa Clara	80% by 2050, 10% reduction every 5 years
Sonoma	20% by 2012

Proclamation

American Red Cross Month 2012

WHEREAS, the American Red Cross, a leading voluntary agency, chartered and authorized by Congress to act in times of need, providing compassionate assistance to people afflicted by personal, local or national disasters; and

WHEREAS, the American Red Cross has touched many lives in the City of Menlo Park, as well as across the country and around the world; and

WHEREAS, during American Red Cross Month, we thank those who contribute to the mission of the Red Cross, whether through time, money or blood, and invite others to support the Red Cross in helping people in need down the street, across the country and around the world; and

WHEREAS, in the City of Menlo Park, the American Red Cross Bay Area Chapter works tirelessly through its nearly 1,000 volunteers to support us when disaster strikes, when someone needs life-saving blood, or the comfort of a helping hand; and

WHEREAS, the American Red Cross Bay Area Chapter helped over 1,405 people with temporary housing, clothing, food and mental health counseling during 392 local disasters last year alone; and

WHEREAS, people have counted on the Red Cross for the information and skills they need to be safe at home, at work, at school and at play including: lifesaving CPR, First Aid, and water safety, Community Preparedness programs, and Blood Services support; and

WHEREAS, Red Cross staff deployed with the U.S. military to provide emergency communications, counseling, financial assistance and a caring presence to local military families; and

WHEREAS, for nearly 100 years, United States presidents have called on the American people to support the Red Cross and its humanitarian mission.

NOW, THEREFORE, BE IT RESOLVED that the Menlo Park City Council hereby proclaims March 2012 as **American Red Cross Month** in Menlo Park and encourages all residents to be cognizant of the compassion, courage, character, and civic duty that is inherent in the Red Cross mission to prevent and relieve human suffering.




Kirsten Keith, Mayor



COMMUNITY SERVICES DEPARTMENT

Council Meeting Date: March 13, 2012
Staff Report #: 12-039

Agenda item #: D-1

CONSENT AGENDA: **Authorize the City Manager to Enter into an Agreement with Green Earth Engineering and Construction for \$75,280 to Complete Rehabilitation of the Hollyburne Neighborhood Stabilization Program Home**

RECOMMENDATION

Staff recommends City Council authorize the City Manager to enter into an agreement to complete the Hollyburne rehabilitation project.

BACKGROUND

On May 5, 2009, City Council approved use of \$2,000,000 from the Below Market Rate (BMR) Housing Fund to operate a program to purchase and rehabilitate foreclosed homes in Menlo Park for resale into the BMR Program. The Neighborhood Stabilization Program (NSP) guidelines were approved by City Council on October 6, 2009 and the purchase of the first home, at 1382 Hollyburne Avenue, was approved at the January 12, 2010 City Council meeting. At that time, staff had estimated the rehabilitation costs associated with the home to be approximately \$160,000. Since that time, staff has been working on various aspects of the rehabilitation.

ANALYSIS

Initial review of the rehabilitation needs of the home on Hollyburne Avenue prior to purchase showed the home to be in extremely poor condition. The City's Rehabilitation Specialist created an extensive scope of work for the project, including;

- Removal of concrete driveway and sidewalk
- Removal of illegal additions to the home (carport and shed)
- Return the original carport to its original design (it had been closed in for use as a bedroom)
- Remove existing interior sheetrock
- Replace windows with double-glazed
- Remove existing roof and reinstall with insulation materials added
- Re-wire and re-plumb
- Insulate and install sheetrock

- Tape and bed sheetrock joints and paint
- Re-stucco over the existing stucco
- Install new cabinets and fixtures in the bathroom and kitchen
- Install new doors (both exterior and interior)
- Install new flooring
- Provide a new fence

Once the home was purchased and a more extensive evaluation of the rehabilitation needs had been completed, additional work was determined to be needed. These needs included;

- Lifting the home out of the flood plain
- Removal of three huge eucalyptus trees from the front yard
- Removal of the existing carport and replace with a single car garage
- Removal of the existing stucco and exterior sheathing, to be replaced with new sheathing and stucco
- Removal of the existing roof structure, to be replaced with an engineered truss system, roof sheathing, and shingles
- Landscaping of the yard to replace the trees that were removed

These improvements to the home were considered desirable not only to bring the home into compliance with all local codes and ordinances but to transform one of the worst homes in the immediate neighborhood into one of the best – thus contributing to an increase in value for the area and achieving one of the goals of the Neighborhood Stabilization Program.

In addition, to these needs, the City worked with Treasure Island Job Corps to design and install a solar electrical system for the home. The City paid for the materials (about \$8,000 for the Hollyburne home) and Job Corps students did the installation for no charge. The students were supervised by one of their instructors, Tom Huggett. Mr. Huggett also volunteered his students to work on other aspects of the project that resulted in cost savings for the City, including;

- Removal of the existing driveway and sidewalk
- Removal of the roof structure
- Removal of the carport
- Removal of the existing stucco and exterior sheathing,
- Re-sheathing of the exterior walls
- Sheathing of the new roof trusses
- Replacement of dry-rotted flooring and walls
- Reframing for new double-glazed windows
- Grading around the foundation of the home after the lift

Job Corps will also re-wire the home before insulation and sheetrock are installed by the new contractor.

The agreement in question would provide for the finish-out of the interior of the home, including; insulation, sheetrock, tape and bed, texture, paint, flooring, doors, closet shelving, cabinets, countertops, commode, bathtub, appliances, new driveway and sidewalk, and fencing.

A total of six bids were received for the attached scope of work, ranging in price from \$75,280 to \$99,780. The low bidder was Green Earth Engineering and Construction, a firm based in Milpitas. The City's in-house estimate for the project was \$83,260.

IMPACT ON CITY RESOURCES

The funding request for this agreement is \$75,280. To date, approximately \$150,000 has been spent or committed for work currently underway. Staff anticipates that the total rehabilitation costs of the completed project will be approximately \$230,000 when all work is completed. Total NSP funding for the project will be approximately \$480,000, including the purchase price of the home. The project sale price of the home is \$386,523 at current interest rates, creating a loss of about \$100,000 for the creation of the BMR unit. An appraisal of the completed home will be conducted prior to sale and if the market rate is not significantly above the projected sale price, the price will be adjusted to ensure that the home is below the market rate.

POLICY ISSUES

Acceptance of this contract completes the rehabilitation of this home under Council's previously approved Neighborhood Stabilization Program.

ENVIRONMENTAL REVIEW

The Neighborhood Stabilization Program activities are not projects under the current California Environmental Quality Act Guidelines.

Douglas Frederick
Housing Manager
Report Author

Cherise Brandell
Community Services Director

PUBLIC NOTICE

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS

- A. [Scope of Work for 1382 Hollyburne and Staff Estimate of Cost](#)
- B. [Bid from Green Earth Engineering and Construction](#)

H:\Staff Reports\City Council\2012\031312 - Hollyburne Contract.doc

CITY OF MENLO PARK
HOUSING REHABILITATION LOAN PROGRAM
HOUSING AND REDEVELOPMENT

701 Laurel Street Menlo Park, CA 94025 (650) 330-3739 Fax (650) 327-1759



**Rehabilitation Project Work Specification Requirements
Cost Allocation Submittal Form
EXHIBIT A**

Housing Number	01-04-2010	Telephone	650-330-6739
Property Owner(s)	City of Menlo Park Housing Department, BMR Program		
Mailing Address	701 Laurel Street, Menlo Park, CA 94025		
Project Address	1382 Hollyburne Avenue, Menlo Park, CA 94025		
Contractor Name	In-House Estimate	Telephone	
Address			
License Number		Expire Date	
SS or IRS Number		Incorporated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Project Cost as Per Rehabilitation Requirements of This Form			\$ 83,260

GENERAL NOTES AND MANDATORY REQUIREMENTS

1. Contractor and Owner(s) hereby affirm that they are in receipt of and understand this requirement and cost allocation form in conjunction with the rehabilitation project work specification requirements and that both documents are a part of the project bid and contract documents.
2. This work includes the rehabilitation of existing structure(s) according to these specifications as shown by line item work tasks for purposes of payment and monitoring of the project.
3. Each line item amount shall include all costs for labor, materials, allowances, profit, and overhead for that specification only. Contractor must provide all applicable lien releases for these items upon request but no later than the punchlist inspection and prior to the release of further funds, inclusive of the retention.
4. The Property Owner or Housing and Redevelopment (H&R) reserve the right to reject any or all bids or waive formalities in the bidding process. Bids may be held by H&R for a period not to exceed thirty days from the bid opening date. H&R may review and/or negotiate bids with selected contractors for purposes of affordability and/or line item and cost clarification.
5. The Bidder attests that he/she/they has/have not colluded with any person in respect to this bid or any other bid or the submitting of bids for the contract for which this bid is submitted.
6. These work specifications when formally signed in conjunction with the Owner/Contractor Agreement shall constitute a final description of work and complete price for the project described herein, and may only be modified through the accepted change order process.
7. All measurements or quantities shown in specifications are as approximate to accurate as possible. H&R does not guarantee the accuracy of these measurements or quantities. It is the responsibility of the Contractor to verify all measurements and quantities on site for purposes of bidding and construction. Unless so specified, all items are to be bid as completed tasks, within all required building and housing codes, and standards for the industry.
8. In the event of a dispute and/or interpretation of these work specifications, the Housing and Redevelopment Department and its representatives shall be the sole agency/persons responsible for determining compliance of industry standards to these work specifications.
9. The final work specifications shall include a sub-contractors list and a materials selection form as a part of the project Contract documents. The Contractor is responsible to fill in and complete these forms and provide them to H&R prior to the processing of the first progress payment for this project.
10. The Property Owner shall make all selections involving items listed on the materials selection form within designated allowance limits as shown in these work specifications.
11. Allowance limits are designated within these specifications for items requiring subjective selection. Invoices for these items must be provided by the Contractor. Should the Property Owner selection be less than the maximum allowance allowed for that item, a credit shall be given to the Property Owner contingency account. Should the Property Owner selection be

Rehabilitation Project Work Specification Requirements
Cost Allocation Form
Exhibit A

greater than the maximum allowance allowed for that item, the Property Owner must provide the necessary additional funds prior to obtaining that item.

12. All changes in the original work specifications must be preceded by a change order approved by all parties prior to any work being done, except in those circumstances regarding immediate health and safety concerns.
 13. All work must be scheduled and coordinated to complete the project in a timely manner without unreasonable delays.
 14. Lead-based paint shall not be used in any form or manner on this project.
 15. Executive Order 11246 requires that a Contractor who signs a contract on a Federal or Federally assisted project assumes the obligation to take whatever affirmative actions are necessary to ensure equal employment opportunity in all aspects of employment, irrespective of race, color, religion, national origin, or sex.
 16. Temporary relocation of the Property Owner is a project based expense and may be incorporated in the loan as a reimbursable expense if it is designated as a necessary requirement by the H&R Project Manager. Any relocation not previously approved by H&R shall be the responsibility of the Contractor and/or the Property Owner.
 17. Should a dispute arise between parties during the rehabilitation period of this project, the H. & R. Specialist reserves the right to order a "Stop Work" until the dispute is mitigated and/or other measures are warranted.
-

Rehabilitation Project Work Specification Requirements
 Cost Allocation Form
 Exhibit A

SUBCONTRACTOR INFORMATION

Contractor will identify all proposed Subcontractors and materials selected for this project by Property Owners. Final selections must be completed and returned to H. & R. within 10 days after the Pre-construction meeting and before the first payment shall be released.

Name:	Phone #:	License #:
Trade Type:		
Name:	Phone #:	License #:
Trade Type:		
Name:	Phone #:	License #:
Trade Type:		
Name:	Phone #:	License #:
Trade Type:		
Name:	Phone #:	License #:
Trade Type		
Name	Phone #	License #
Trade Type		
Name	Phone #	License #
Trade Type		

Rehabilitation Project Work Specification Requirements
Cost Allocation Form
Exhibit A

ITEM - BRAND - MODEL - COLOR - TYPE - (ALLOWANCE)

This form is designed to cover most selections appropriate to a full rehabilitation project. **Some items may not apply to this particular project.** It is the responsibility of the Contractor to ensure that the selections apply to the actual work being done and that the selection allowances are appropriate to the contract.

FENCING:
ROOF COVERING:
GARAGE DOOR:
FRONT ENTRY DOOR:
REAR EXIT DOOR:
TUB/SHOWER DOORS:
WINDOWS:
VINYL FLOOR:
CARPETING:
CERAMIC TILE FLOOR:
TUB/SHOWER SURROUND:
EXTERIOR PAINT:
EXTERIOR TRIM PAINT:
INTERIOR PAINT:
INTERIOR PAINT:
INTERIOR TRIM PAINT:
INTERIOR TRIM PAINT:
STOVE:
OVEN:
HOOD:
DISPOSAL:
DISHWASHER:
BATH FAN:
REFRIGERATOR:
KITCHEN CABINETS:
VANITY:
COUNTERTOP:

Rehabilitation Project Work Specification Requirements
Cost Allocation Form
Exhibit A

MEDICINE CABINET:
CENTRAL FURNACE:
WALL FURNACE:
THERMOSTAT:
HOT WATER HEATER:
TOILET:
FAUCETS:
KITCHEN SINK:
LIGHT FIXTURES:

I/We have selected and approve of the materials identified in this form in accordance with accepted procedure.	
OWNER SIGNATURE: _____	DATE: _____
OWNER SIGNATURE: _____	DATE: _____

The undersigned hereby certifies that the information herein is accurate to the best of their knowledge, and that they have the authority to legally bind and negotiate for the Contactor/Company as designated above.	
CONTRACTOR/AGENT SIGNATURE: _____	DATE: _____

I/We accept this final bid and proposal subject to loan approval and execution of the Property Owner/Contractor Agreement.	
OWNER SIGNATURE: _____	DATE: _____
OWNER SIGNATURE: _____	DATE: _____

PROJECT LINE ITEM COST ALLOCATION FORM

On the following pages, the Contractor shall identify all labor, materials, allowances, overhead, and profit for each line item as shown below, and place such costs in the column as labeled. Contractor will be entitled to 85% of all line items which are 100% completed as determined by H&R. A retention of 15% will be maintained in the escrow account for a period of thirty-five (35) days after the filing date of the Notice of Completion at the Office of the County Recorder for San Mateo.

Contractor Project Note Section

THIS PROJECT IS SUBJECT TO CURRENT LOCAL PREVAILING WAGE DETERMINATION FOR PERSPECTIVE TRADES. IT WILL BE THE CONTRACTORS RESPONSIBILITY FOR FULL COMPLIANCE PER CITY OF MENLO PARK POLICY.

DIVISION ONE GENERAL

1.A.1 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ _____
NOTE: For purposes of bidding, all required permits will be provided by the City of Menlo Park. The approve permit will be provided to the selected contractor for this project.	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

1.A.2 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ 1,000.00
Provide dumpster service with periodic pickups as required to remove construction debris for the duration of project. Project is to be left broom clean on a daily basis.	
PILES OF TRASH ARE UNACCEPTABLE.	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

Rehabilitation Project Work Specification Requirements
 Cost Allocation Form
 Exhibit A

**DIVISION TWO
 SITEWORK**

2.C.3 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ 6,000.00	
<p>Remove and dispose of the existing 51 LN FT. of chain link fence at right side property line.. Provide and install 160 LN. FT. of new 6' high redwood fencing with two 3' wide redwoods gated at left side rear corner of house and one to the immediate right side of the front right corner of garage. Use redwood fence 1"x8"x6' redwood fence boards with two 2"x4" continuous rails and 4"x4" pressure treated wood posts set in 10" diameter x 24" deep concrete footings with 3" of drain rock at base. Provide 2 3' wide gates of similar materials. Provide all necessary hardware. All fence posts shall be 2" from dwelling. Provide and install a kicker 2x6 pressure treated board at base run of fence.</p> <p>(LOCATION: 94' +/- Rear yard from, right rear corner of lot to past left side front of house, (note use 5' surveyor offsets for fence location), 31' +/- from right rear corner of lot toward front on existing fence line and 30' +/- from that point to the right front corner of the garage parallel to front of garage.</p> <p>(Approximate Linear Footage: Remove 51LN. FT.+/- . / Provide and install 160 +/- LN. FT. NEW 6' redwood fence) (Width of gate 3' entry gates 2 each)</p>		
DATE(S) PAID:	VOUCHER NUMBER(S):	AMOUNT(S) PAID:

2.C.4 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ 600.00	
<p>Provide and install approximately 20 lineal feet of 1"X4" 42" high by 8' long cedar spaced French gothic fence panel fencing from right side yard from street to 6' redwood fence location. Three pressure treated post should be adequate if you use the corner post of the adjoining 6' redwood fence at mid span right side yard location. 42"X 8' panels model #63665 SKU 321479. (\$26.25 ea. Home Depot)</p>		
DATE(S) PAID:	VOUCHER NUMBER(S):	AMOUNT(S) PAID:

**DIVISION THREE
 CONCRETE**

3.A.2 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ 500.00
Remove and dispose of as follows; 1.) Damaged concrete and asphalt at existing location to right of driveway approximately 200 square feet.	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

3.A.3 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ 6,000.00
Form and pour as follows; 1.) Replacement driveway, 4" thick, 2,000 PSI concrete slab reinforced with 6"x 6" x 10 gauge EWWM over earth sub-grade compacted to the required density. Provide and install 1/2" thick PEJF wherever new concrete abuts existing concrete and score slab at 5' O.C. Steel trowel and broom finish slab and slope at the rate of 1" in 10' for drainage. Dimensions 24' +/- wide X 24' +/- long by 4" thick. 2.) A new walkway from finished driveway to front porch. Walkway to be approximately 3' wide by approximately 12' in length by 4" thick. 3.) Back yard walkway from rear deck landing to left rear corner of dwelling from foundation sloped 1" in 10" away from dwelling. Approximate dimensions 3' wide by 30' long by 4" thick. 4.) Front yard walkway from left side of front entry landing to left side of corner of the dwelling in front yard. Approximately 34' long by 3" wide by 4" thick. Along foundation with a minimum slope of 1" in 10" away from dwelling.	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

Rehabilitation Project Work Specification Requirements
 Cost Allocation Form
 Exhibit A

**DIVISION SIX
 WOOD & PLASTIC**

6.A.1 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ 2,000.00
Provide and install plywood underlayment over the existing subfloor. Use 7/32 4X8 model #431178 SKU 492930 \$11.50 at Home Depot, approximately 912 SQ. FT or 30 sheets. Install over a layer of "B" grade paper.	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

6.A.3 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ 400.00
Provide and install missing sheetrock blocking where needed approximately 80 +/- feet at ceiling to be verified on site.	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

6.A.4 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ 600.00
Provide and install rough sawn plywood soffit material under porch cover and at the gable end of the front porch awning. Trim out with 1X4 surfaced redwood to create a finished appearance, make ready for paint. Install 12" X 12" gable end vent near top of gable. (Model # GLFF1212WK \$12.75 Home Depot or approved equal.)	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

6.A.4 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ 500.00
Provide and install two vented subarea access doors for the front and back of house. Use Pressure treated framing materials and sheet metal louver type screen vents to comply with FEMA.	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

Rehabilitation Project Work Specification Requirements
 Cost Allocation Form
 Exhibit A

**DIVISION SEVEN
 THERMAL & MOISTURE**

7.B.2 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ 1,500.00
Provide and install gutters and downspouts front and back of dwelling including garage and front porch at gabel ends. (Type of gutter: Aluminum pre-finished approx. 114 +/- lineal feet with 6 down spouts and leader pipes at each front and back locations.)	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

6.A.3 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ 4,875.00
Provide and install R-38 faced insulation in attic and R-19 faced insulation in subarea under floor approximately 900 sq. Feet attic and 900 sq ft floor. Provide and install faced R13 in all exterior wall approximately 850 sq. ft. All insulation to be installed per manufacturer specifications.	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

6.A.3 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ 750.00
Provide and install new 3&1/4" MDF baseboard for the3 bedrooms, all closets hallway. (Note: You may choose to bid all base boards for his line item as your option just note "ALL" to this line item. Base boards are included with some flooring specifications, do not double bid this item.)	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

**DIVISION EIGHT
DOORS & WINDOWS**

8.B.2 (CLASS OF WORK : HS -CV-HQS)

ITEM COST \$ 3,200.00

Provide and install all 8 Masonite composite pre primed interior pre-hung, Hollow-Core 6 panel colonial style interior doors and all necessary hardware to fit existing openings. Home Depot estimate for door costs are \$55. per pre-hung door. Include casing out of all doors. Door casing to be 1 1/16 by 2 & 1/4" model PFP356SE2 SKU 47388 COST PER 2 SETS \$37.00, 2 SETS REQUIRED PER DOOR. Provide and install appropriate hardware privacy for 3 bed and 1 bath rooms and passage for 4 hall closets. Use Model #1705JN0020 for closets \$18 EA. And Model #1710JNJNSL20 \$40 EA. HOME DEPOT. the finish is Satin Nickel Premium.

DATE(S) PAID:

VOUCHER NUMBER(S):

AMOUNT(S) PAID:

Rehabilitation Project Work Specification Requirements
 Cost Allocation Form
 Exhibit A

**DIVISION NINE
 FINISHES**

9.D.1 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ 1,200.00
Provide and install wonder board Model GCB60 3x5x1/2" (\$10.75 ea. H.D.), or Perma Board MODEL CB48120800 4X8X1/2" (\$22.75 ea. H.D.), backer board for kitchen/dining and bath room floor. (NOTE: Material price is about the same per sq. ft.)	
DATE(S) PAID:	VOUCHER NUMBER(S): AMOUNT(S) PAID:

9.D.2 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ 3,000.00
Provide and install 10"x10" +/- ceramic tile floor for the kitchen and dining area approximately 190 sq. ft. Use an allowance of \$4 per sq. foot for tile for the purpose of estimate. Grout and clean tile, seal grout. Tile and grout color to be approved by City housing staff. Provide & install 3&1/4" MDF baseboard.	
DATE(S) PAID:	VOUCHER NUMBER(S): AMOUNT(S) PAID:

9.D.3 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ 750.00
Provide and install tile floor set in mortar, provide and install 3&1/4" MDF baseboard for the bath room floor. Seal gout with approved sealer. As selected by Project Manager. (Approximate square feet: 45 +/-, tile flooring: allowance \$4 sq. ft. tile only. The selection of tile & grout to be approved by Project Manager) Note: all material selections will be readily available.	
DATE(S) PAID:	VOUCHER NUMBER(S): AMOUNT(S) PAID:

Rehabilitation Project Work Specification Requirements
 Cost Allocation Form
 Exhibit A

9.D.4 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ 4,000.00
Provide and install new medium grade carpeting over a 6 LB. re-bond pad. (Approximate square yardage 90: color Beach Nut #35, 49oz. Nylon from Home Depot or approved equal) (carpet & pad allowance: \$26 SY carpet only) (LOCATION: All bedrooms and closet except hall closet to be laminate.) Note: if product is not available and alternate can be approved by the Project Manager.	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

9.D.5 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ 2,760.00
Provide and install laminate flooring, (PERGO or equal), for the living room and hallway, approximately 230+/- square feet. Us an allowance of \$4.00 sq. foot for materials to be selected by Project Manager. Provide and install 3 ¼" MDF base. (LOCATION: Living room and hallway off of living room.)	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

9.E.2 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ 500.00
Provide and install 1/2" mortar board over B grade paper at both bathtub surrounded areas to ceiling. Use fiberglass tape on all joints. Provide and install solid 2X6 +/- wood blocking at 42" horizontally at back wall of tub for the purpose of grab bar support.	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

9.E.3 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ 1,200.00
Provide and install DAL-TILE, or equal ceramic tile: tub-shower surround in bathroom. Install tile over mortar. Install an integral soap dish conveniently located. Grout all joints. Strike joints to create uniform line(s). NOTE: tile to ceiling, tile to be 6"x6" or as approved by housing staff us an allowance of \$4 per square ft. tile only.	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

Rehabilitation Project Work Specification Requirements
 Cost Allocation Form
 Exhibit A

9.F.1 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ 6,700.00
<p>Fill all depressions and cracks in exterior surfaces with approved fillers, to create a uniform finish. Include caulking all lap joints/trim lines for exterior siding. Prime with one coat of premium quality primer/surface conditioner, to manufacturer's specifications. Paint with a premium quality latex, applied per manufacturer's specifications, to achieve a uniform color coat. Color to be selected and approved by the Project Manager.</p>	
DATE(S) PAID:	VOUCHER NUMBER(S): AMOUNT(S) PAID:

9.F.3 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ 5,500.00
<p>Fill all irregularities in areas to be painted with approved fillers and sand [or texture] to match existing surfaces in kind. Paint all interior walls and ceilings of structure, including closets, (except kitchen and bathrooms) with a premium quality latex paint applied as per manufacturer's specifications. Paint all walls and ceilings of kitchen and bathrooms and all woodwork, (this includes doors, base boards door casing , closet shelving etc.) throughout residence with a premium quality semi-gloss latex enamel. Apply as per manufacturer's specifications.</p>	
DATE(S) PAID:	VOUCHER NUMBER(S): AMOUNT(S) PAID:

9.F.4 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ 8,200.00
<p>Provide and install mildew resistant (purple)1/2" sheetrock on all exterior walls approximately 650 sq. ft. and approximately 200 sq..ft..of mold resistant 5/8 sheetrock at wall adjoining garage.</p> <p>Provide and install 5/8" type X sheetrock at all ceiling of residence approximately 900 +/- sq. ft. and 5/8" type X at garage /dwelling common wall to ceiling.</p> <p>Provide and install 1/2" sheetrock at all interior walls of residence.</p> <p>Fire tape garage dwelling common wall.</p> <p>Tape, top and texture all interior walls and ceilings, make ready for paint..</p>	
DATE(S) PAID:	VOUCHER NUMBER(S): AMOUNT(S) PAID:

Rehabilitation Project Work Specification Requirements
 Cost Allocation Form
 Exhibit A

**DIVISION ELEVEN
 APPLIANCES**

11.A.2 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ 1,400.00
Provide and install a new slide in Maytag Model # MGR 8670WSDD (952-533) gas range in kitchen as per approved schematic: (Allowance fo\$980 Home Depot or equal) (LOCATION: per plan)	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

11.A.3 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ 750.00
Provide and install a new Maytag Model MMV5208WS DD (665-028) microwave exhaust hood fan unit, (\$326 Home Depot). Install new electrical wiring and sheet metal ducting. Vent to terminate at roof or exterior wall.	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

11.A.4 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ 450.00
Provide and install a new 3/4 HP Insinkerator Evolution Compact garbage disposal with an allowance of \$196. (Home Depot)	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

11.A.5 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ 1,100.00
Provide and install a new Maytag Model # MDB7749AWM (HOME DEPOT)dishwasher and air gap. Allowance of \$687 for unit only.	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

Rehabilitation Project Work Specification Requirements
 Cost Allocation Form
 Exhibit A

11.A.6 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ 575.00
Provide and install an exhaust fan/light unit in Bathroom ceiling, Air King Model # QTXEN110FLT (HOME DEPOT) or equal. 110 CFM / .7 Sones /Energy Star rated, including all wiring, ducting, and/or switches. Install duct to exterior of dwelling. (Allowance for fanlight: \$240.00. (HOME DEPOT)	
DATE(S) PAID:	VOUCHER NUMBER(S): AMOUNT(S) PAID:

11.A.7 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ 1,875.00
Provide and install a new refrigerator-freezer unit with an allowance of \$1,471. Maytag model # 3MBR2258XES Height 70" Width 33" (Home Depot) for materials only.	
DATE(S) PAID:	VOUCHER NUMBER(S): AMOUNT(S) PAID:

11.A.7 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ _____
Install light diffusers for sun tunnels, heater registers and miscellaneous fixture covers after sheetrock and painting is complete.	
DATE(S) PAID:	VOUCHER NUMBER(S): AMOUNT(S) PAID:

DIVISION TWELVE FURNISHINGS

12.A.2 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ 6,250.00
Provide and install upper cabinets and base cabinets to conform to kitchen layout and specifications, as provided by Project Manager. Cabinets to be all plywood boxes cherry Model A012. Contractor is to install cabinets as per industry standards. (Cabinet estimate provider East Star Building. Phone Number (408) 733-8886 (Allowance for cabinets only: \$3,250)	
DATE(S) PAID:	VOUCHER NUMBER(S): AMOUNT(S) PAID:

12.A.6 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ 800.00
Provide and install a vanity cabinet including cultured marble top with molded bowl in the bathroom. Top to have a 4" backsplash. Where vanity is against sidewalls, a 4" side splash is required. Where vanity is against the tub, a canted marble strip must be used to divert water from vanity. Caulk all edges of vanity and top with a clear silicone sealant. Provide and install a single lever "Delta" faucet with pop-up drain and full P-trap assembly. Main bathroom Danville White 33"x21" X 33-1/2" \$360 (Home Depot) Sink top included, Delta classic faucet Model E O Classic 4" 2HDL Chrome C-71 OR 865-122 Allowance is \$70 (Home Depot).	
DATE(S) PAID:	VOUCHER NUMBER(S): AMOUNT(S) PAID:

12.A.7 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ 3,000.00
Provide and install a pre-finished granite counter top with a full 18" tile backsplash, granite to be cut for under mount sink. Allowance for granite top \$400 allowance for tile \$450. Cabinet top and tile to be sealed with clear silicone granite and grout sealant. Note: Granite pre-finished bull nosed two 2'x8' pieces and 1at 3'x8' (Peninsula Color Cheng De Green) \$400. Quote East Star Building, Contact (408) 733-8886. Tile for backsplash to be approved by Project Manager. NOTE: SINK IS UNDERMOUNT HAVE PROPER # OF HOLES DRILLED FOR SINK FAUCET, AIR GAP AND SOAP DISPENCER.	
DATE(S) PAID:	VOUCHER NUMBER(S): AMOUNT(S) PAID:

Rehabilitation Project Work Specification Requirements
 Cost Allocation Form
 Exhibit A

12.A.8 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ 450.00
Provide and install American Classic Model # T 36BM, Model # EL 210-03-318 (\$141 at Home Depot) medicine cabinet and Model # EL210-03-318 (\$83 at Home Depot) Vanity light. (Total Allowance \$224 for materials.)	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

12.A.9 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ 125.00
Provide and install a 3' long by 1&1/4" diameter polished stainless, Grab bar by Wingits Premium series Model # WGB5PS36 (\$36 each at Home Depot). NOTE: Bar is to be set at 42" mounted horizontally at back of tub wall. Solid blocking to be installed at back of tub wall for grab bar.	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

12.A.10 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ 350.00
Provide and install at bath; towel bar shower rod, shower curtain and liner and shower ring, toilet paper holders. Materials as follows; Interior Design Carlton long shower curtain white (\$22 at Home Depot), Delta Leland toilet paper holder Model #77850 (\$18.50 each at Home Depot), Kohler 24" double towel bar Model # K-11413-CP (\$87 each at Home Depot), Zenith single curved shower rod in stainless steel Model # 35601 ST , (\$44 each at Home Depot), Zenith PVC vinyl shower curtain liner Model # H29WW (\$11 each at Home Depot), Zenith plastic curtain rings Model # H99K (\$3.50 each at Home Depot)	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

12.A.11 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ 650.00
PROVIDE AND INSTALL 6 SETS OF Bali 1" mini blinds at existing window locations per plans. 1 ea 3' wide model 76-1112-35 (\$16 ea H/D), 1 ea 4' wide model 76-1112-47 (\$23 ea. H/D), 3 ea 5' wide model # 76-1112-58 (\$26 ea H/D) and 1 2' wide model 76-1112-23 (\$11 ea. Home Depot), all to be trimmed to fit both width and heath of windows. Provide and install Bali 78" wide vertical blind head rail model 65-034-00 SKU 564401 (\$24 H/D) with 3 sets of Bali Alabaster louver sets model 68-3073-31 SKU 56449 / 3.5" 9 packs at (\$15 ea, H/D) Vertical blind are for rear sliding door at dining room.	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

Rehabilitation Project Work Specification Requirements
 Cost Allocation Form
 Exhibit A

**DIVISION FIFTEEN
 MECHANICAL**

15.D.2 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ 500.00
<p>Provide and install a new, white, low-flow Kohler Model # 947-278 16&1/2" high 1.28 gallon. Flush elongated bowel toilet. Allowance is \$216 at Home Depot (or approved equal, close-coupled water closet with a flapper style flush valve and anti-siphon ball cock in the main bathroom. Provide and install no slam plastic seat covers Model # 634-0652 at Home Depot. Allowance is \$22 each. Connect to existing sewer pipe, floor flange (with new bowl wax seal) and to the existing cold water supply pipe. Provide a chrome-plated ¼ turn angle valve, and new supply tube.</p>	
DATE(S) PAID:	VOUCHER NUMBER(S): AMOUNT(S) PAID:

15.D.5 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ 500.00
<p>Provide and install a new chrome-plated brass escutcheons and spout with automatic diverter, and 1/2" diameter shower arm tree and 2 inch diameter shower head in bathroom. Connect water supply to existing hot and cold water supply line. All new work to be in copper. Use Delta D-23 SKU 866-145 \$133 at Home Depot or equal fixtures for assembly.</p>	
DATE(S) PAID:	VOUCHER NUMBER(S): AMOUNT(S) PAID:

15.D.6 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ 1,200.00
<p>Provide and install a new white porcelain enamel cast iron Kohler Model # 505 or 506 or equal bathtub in bathroom with appropriate right end drains. Connect to existing wastes with new waste and overflow assembly. (CAL-STEAM stocks this tub)</p>	
DATE(S) PAID:	VOUCHER NUMBER(S): AMOUNT(S) PAID:

15.D.10 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ 850.00
<p>Provide and install a new single stainless steel kitchen sink, (KRAUS MODEL KH100-32 \$404HOME DEPOT.), with a new single lever Delta or equal faucet with sprayer Delta Model Classic stainless # DSTHDLW/SPRAY DNI 361-734 \$123. Include new shut offs and supply tubes.</p>	
DATE(S) PAID:	VOUCHER NUMBER(S): AMOUNT(S) PAID:

CITY OF MENLO PARK
HOUSING REHABILITATION LOAN PROGRAM
HOUSING AND REDEVELOPMENT

701 Laurel Street Menlo Park, CA 94025 (650) 330-3739 Fax (650) 327-1759



Rehabilitation Project Work Specification Requirements
Cost Allocation Submittal Form
EXHIBIT A

Housing Number	01-04-2010	Telephone	650-330-6739
Property Owner(s)	City of Menlo Park Housing Department, BMR Program		
Mailing Address	701 Laurel Street, Menlo Park, CA 94025		
Project Address	1382 hollyburne Avenue, Menlo Park, CA 94025		
Contractor Name	Green Earth Engineering and Construction	Telephone	408-263-2188
Address	968 Hanson Court, Milpitas CA 95305		
License Number	657129	Expire Date	10/31/2012
SS or IRS Number	77-0320108	Incorporated?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Project Cost as Per Rehabilitation Requirements of This Form		\$ 75,280⁰⁰	

(B1)

GENERAL NOTES AND MANDATORY REQUIREMENTS

1. Contractor and Owner(s) hereby affirm that they are in receipt of and understand this requirement and cost allocation form in conjunction with the rehabilitation project work specification requirements and that both documents are a part of the project bid and contract documents.
2. This work includes the rehabilitation of existing structure(s) according to these specifications as shown by line item work tasks for purposes of payment and monitoring of the project.
3. Each line item amount shall include all costs for labor, materials, allowances, profit, and overhead for that specification only. Contractor must provide all applicable lien releases for these items upon request but no later than the punchlist inspection and prior to the release of further funds, inclusive of the retention.
4. The Property Owner or Housing and Redevelopment (H&R) reserve the right to reject any or all bids or waive formalities in the bidding process. Bids may be held by H&R for a period not to exceed thirty days from the bid opening date. H&R may review and/or negotiate bids with selected contractors for purposes of affordability and/or line item and cost clarification.
5. The Bidder attests that he/she/they has/have not colluded with any person in respect to this bid or any other bid or the submitting of bids for the contract for which this bid is submitted.
6. These work specifications when formally signed in conjunction with the Owner/Contractor Agreement shall constitute a final description of work and complete price for the project described herein, and may only be modified through the accepted change order process.
7. All measurements or quantities shown in specifications are as approximate to accurate as possible. H&R does not guarantee the accuracy of these measurements or quantities. It is the responsibility of the Contractor to verify all measurements and quantities on site for purposes of bidding and construction. Unless so specified, all items are to be bid as completed tasks, within all required building and housing codes, and standards for the industry.
8. In the event of a dispute and/or interpretation of these work specifications, the Housing and Redevelopment Department and its representatives shall be the sole agency/persons responsible for determining compliance of industry standards to these work specifications.
9. The final work specifications shall include a sub-contractors list and a materials selection form as a part of the project Contract documents. The Contractor is responsible to fill in and complete these forms and provide them to H&R prior to the processing of the first progress payment for this project.
10. The Property Owner shall make all selections involving items listed on the materials selection form within designated allowance limits as shown in these work specifications.
11. Allowance limits are designated within these specifications for items requiring subjective selection. Invoices for these items must be provided by the Contractor. Should the Property Owner selection be less than the maximum allowance allowed for that item, a credit shall be given to the Property Owner contingency account. Should the Property Owner selection be

B2

Rehabilitation Project Work Specification Requirements
Cost Allocation Form
Exhibit A

greater than the maximum allowance allowed for that item, the Property Owner must provide the necessary additional funds prior to obtaining that item.

12. All changes in the original work specifications must be preceded by a change order approved by all parties prior to any work being done, except in those circumstances regarding immediate health and safety concerns.
13. All work must be scheduled and coordinated to complete the project in a timely manner without unreasonable delays.
14. Lead-based paint shall not be used in any form or manner on this project.
15. Executive Order 11246 requires that a Contractor who signs a contract on a Federal or Federally assisted project assumes the obligation to take whatever affirmative actions are necessary to ensure equal employment opportunity in all aspects of employment, irrespective of race, color, religion, national origin, or sex.
16. Temporary relocation of the Property Owner is a project based expense and may be incorporated in the loan as a reimbursable expense if it is designated as a necessary requirement by the H&R Project Manager. Any relocation not previously approved by H&R shall be the responsibility of the Contractor and/or the Property Owner.
17. Should a dispute arise between parties during the rehabilitation period of this project, the H. & R. Specialist reserves the right to order a "Stop Work" until the dispute is mitigated and/or other measures are warranted.

B3

Rehabilitation Project Work Specification Requirements
 Cost Allocation Form
 Exhibit A

SUBCONTRACTOR INFORMATION

Contractor will identify all proposed Subcontractors and materials selected for this project by Property Owners. Final selections must be completed and returned to H. & R. within 10 days after the Pre-construction meeting and before the first payment shall be released.

Name: <u>J&M Heating</u>	Phone #:	License #:
Trade Type: <u>Mechanical</u>	<u>415-279-8896</u>	<u>564467</u>
Name: <u>Neighbor Roofing</u>	Phone #:	License #:
Trade Type: <u>Gutter</u>	<u>408-472-3869</u>	<u>806508</u>
Name:	Phone #:	License #:
Trade Type:		
Name:	Phone #:	License #:
Trade Type:		
Name:	Phone #:	License #:
Trade Type		
Name	Phone #	License #
Trade Type		
Name	Phone #	License #
Trade Type		

(B4)

Rehabilitation Project Work Specification Requirements
 Cost Allocation Form
 Exhibit A

ITEM - BRAND - MODEL - COLOR - TYPE - (ALLOWANCE)

This form is designed to cover most selections appropriate to a full rehabilitation project. **Some items may not apply to this particular project.** It is the responsibility of the Contractor to ensure that the selections apply to the actual work being done and that the selection allowances are appropriate to the contract.

The materials equipments are detailed in the line item cost allocation form

FENCING:
ROOF COVERING:
GARAGE DOOR:
FRONT ENTRY DOOR:
REAR EXIT DOOR:
TUB/SHOWER DOORS:
WINDOWS:
VINYL FLOOR:
CARPETING:
CERAMIC TILE FLOOR:
TUB/SHOWER SURROUND:
EXTERIOR PAINT:
EXTERIOR TRIM PAINT:
INTERIOR PAINT:
INTERIOR PAINT:
INTERIOR TRIM PAINT:
INTERIOR TRIM PAINT:
STOVE:
OVEN:
HOOD:
DISPOSAL:
DISHWASHER:
BATH FAN:
REFRIGERATOR:
KITCHEN CABINETS:
VANITY:
COUNTERTOP:

(BS)

Rehabilitation Project Work Specification Requirements
Cost Allocation Form
Exhibit A

MEDICINE CABINET:
CENTRAL FURNACE:
WALL FURNACE:
THERMOSTAT:
HOT WATER HEATER:
TOILET:
FAUCETS:
KITCHEN SINK:
LIGHT FIXTURES:

I/We have selected and approve of the materials identified in this form in accordance with accepted procedure.

OWNER SIGNATURE: _____

DATE: _____

OWNER SIGNATURE: _____

DATE: _____

The undersigned hereby certifies that the information herein is accurate to the best of their knowledge, and that they have the authority to legally bind and negotiate for the Contactor/Company as designated above.

CONTRACTOR/AGENT SIGNATURE: Raymond Lee

DATE: 2/29/2012

I/We accept this final bid and proposal subject to loan approval and execution of the Property Owner/Contractor Agreement.

OWNER SIGNATURE: _____

DATE: _____

OWNER SIGNATURE: _____

DATE: _____

B6

PROJECT LINE ITEM COST ALLOCATION FORM

On the following pages, the Contractor shall identify all labor, materials, allowances, overhead, and profit for each line item as shown below, and place such costs in the column as labeled. Contractor will be entitled to 85% of all line items which are 100% completed as determined by H&R. A retention of 15% will be maintained in the escrow account for a period of thirty-five (35) days after the filing date of the Notice of Completion at the Office of the County Recorder for San Mateo.

Contractor Project Note Section

THIS PROJECT IS SUBJECT TO CURRENT LOCAL PREVAILING WAGE DETERMINATION FOR PERSPECTIVE TRADES. IT WILL BE THE CONTRACTORS RESPONSIBILITY FOR FULL COMPLIANCE PER CITY OF MENLO PARK POLICY.

DIVISION ONE GENERAL

1.A.1 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ <u>150⁰⁰</u>	
NOTE: For purposes of bidding, all required permits will be provided by the City of Menlo Park. The approve permit will be provided to the selected contractor for this project.		
DATE(S) PAID:	VOUCHER NUMBER(S):	AMOUNT(S) PAID:

1.A.2 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ <u>550⁰⁰</u>	
Provide dumpster service with periodic pickups as required to remove construction debris for the duration of project. Project is to be left broom clean on a daily basis.		
PILES OF TRASH ARE UNACCEPTABLE.		
DATE(S) PAID:	VOUCHER NUMBER(S):	AMOUNT(S) PAID:

B7

**DIVISION TWO
 SITework**

2.C.3 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ <u>6,292⁰⁰</u>	
<p>Remove and dispose of the existing 51 LN FT. of chain link fence at right side property line.. Provide and install 160 LN. FT. of new 6' high redwood fencing with two 3' wide redwoods gated at left side rear corner of house and one to the immediate right side of the front right corner of garage. Use redwood fence 1"x8"x6' redwood fence boards with two 2"x4" continuous rails and 4"x4" pressure treated wood posts set in 10" diameter x 24" deep concrete footings with 3" of drain rock at base. Provide 2 3' wide gates of similar materials. Provide all necessary hardware. All fence posts shall be 2" from dwelling. Provide and install a kicker 2x6 pressure treated board at base run of fence.</p> <p>(LOCATION: 94' +/- Rear yard from, right rear corner of lot to past left side front of house, (note use 5' surveyor offsets for fence location), 31' +/- from right rear corner of lot toward front on existing fence line and 30' +/- from that point to the right front corner of the garage parallel to front of garage.</p> <p>(Approximate Linear Footage: Remove 51LN. FT.+/- . / Provide and install 160 +/- LN. FT. NEW 6' redwood fence) (Width of gate 3' entry gates 2 each)</p>		
DATE(S) PAID:	VOUCHER NUMBER(S):	AMOUNT(S) PAID:

2.C.4 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ <u>1,418⁰⁰</u>	
<p>Provide and install approximately 20 lineal feet of 1"X4" 42" high by 8' long cedar spaced French gothic fence panel fencing from right side yard from street to 6' redwood fence location. Three pressure treated post should be adequate if you use the corner post of the adjoining 6' redwood fence at mid span right side yard location. 42"X 8' panels model #63665 SKU 321479. (\$26.25 ea. Home Depot)</p>		
DATE(S) PAID:	VOUCHER NUMBER(S):	AMOUNT(S) PAID:

(b8)

**DIVISION THREE
 CONCRETE**

3.A.2 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ <u>1,560⁰⁰</u>
Remove and dispose of as follows;	
1.) Damaged concrete and asphalt at existing location to right of driveway approximately 200 square feet.	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

3.A.3 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ <u>6,433⁰⁰</u>
Form and pour as follows;	
1.) Replacement driveway, 4" thick, 2,000 PSI concrete slab reinforced with 6"x 6" x 10 gauge EWWM over earth sub-grade compacted to the required density. Provide and install 1/2" thick PEJF wherever new concrete abuts existing concrete and score slab at 5' O.C. Steel trowel and broom finish slab and slope at the rate of 1" in 10' for drainage. Dimensions 24' +/- wide X 24' +/- long by 4" thick.	
2.) A new walkway from finished driveway to front porch. Walkway to be approximately 3' wide by approximately 12' in length by 4" thick.	
3.) Back yard walkway from rear deck landing to left rear corner of dwelling from foundation sloped 1" in 10" away from dwelling. Approximate dimensions 3' wide by 30' long by 4" thick.	
4.) Front yard walkway from left side of front entry landing to left side of corner of the dwelling in front yard. Approximately 34' long by 3" wide by 4" thick. Along foundation with a minimum slope of 1" in 10" away from dwelling.	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	



**DIVISION SIX
 WOOD & PLASTIC**

6.A.1 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ <u>1,607⁰⁰</u>
Provide and install plywood underlayment over the existing subfloor. Use 7/32 4X8 model #431178 SKU 492930 \$11.50 at Home Depot, approximately 912 SQ. FT or 30 sheets. Install over a layer of "B" grade paper.	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

6.A.3 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ <u>263⁰⁰</u>
Provide and install missing sheetrock blocking where needed approximately 80 +/- feet at ceiling to be verified on site.	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

6.A.4 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ <u>354⁰⁰</u>
Provide and install rough sawn plywood soffit material under porch cover and at the gable end of the front porch awning. Trim out with 1X4 surfaced redwood to create a finished appearance, make ready for paint. Install 12" X 12" gable end vent near top of gable. (Model # GLFF1212WK \$12.75 Home Depot or approved equal.)	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

6.A.4 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ <u>340⁰⁰</u>
Provide and install two vented subarea access doors for the front and back of house. Use Pressure treated framing materials and sheet metal louver type screen vents to comply with FEMA.	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	



**DIVISION SEVEN
 THERMAL & MOISTURE**

7.B.2 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ <u>1,270.⁰⁰</u>
Provide and install gutters and downspouts front and back of dwelling including garage and front porch at gabel ends. (Type of gutter: Aluminum pre-finished approx. 114 +/- lineal feet with 6 down spouts and leader pipes at each front and back locations.)	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

6.A.3 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ <u>3,291.⁰⁰</u>
Provide and install R-38 faced insulation in attic and R-19 faced insulation in subarea under floor approximately 900 sq. Feet attic and 900 sq ft floor. Provide and install faced R13 in all exterior wall approximately 850 sq. ft. All insulation to be installed per manufacturer specifications.	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

6.A.3 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ <u>1,141.⁰⁰</u>
Provide and install new 3&1/4" MDF baseboard for the3 bedrooms, all closets hallway. (Note: You may choose to bid all base boards for his line item as your option just note "ALL" to this line item. Base boards are included with some flooring specifications, do not double bid this item.)	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	



**DIVISION EIGHT
DOORS & WINDOWS**

8.B.2 (CLASS OF WORK : HS -CV-HQS)

ITEM COST \$ 2,246⁰⁰

Provide and install all 8 Masonite composite pre primed interior pre-hung, Hollow-Core 6 panel colonial style interior doors and all necessary hardware to fit existing openings. Home Depot estimate for door costs are \$55. per pre-hung door. Include casing out of all doors. Door casing to be 11/16 by 2&1/4" model PFP356SE2 SKU 47388 COST PER 2 SETS \$37.00, 2 SETS REQUIRED PER DOOR. Provide and install appropriate hardware privacy for 3 bed and 1 bath rooms and passage for 4 hall closets. Use Model #1705JN0020 for closets \$18 EA. And Model #1710JNJNSL20 \$40 EA. HOME DEPOT. the finish is Satin Nickel Premium.

DATE(S) PAID:

VOUCHER NUMBER(S):

AMOUNT(S) PAID:

B12

**DIVISION NINE
 FINISHES**

9.D.1 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ <u>1,131⁰⁰</u>
Provide and install wonder board Model GCB60 3x5x1/2" (\$10.75 ea. H.D.), or Perma Board MODEL CB48120800 4X8X1/2" (\$22.75 ea. H.D.), backer board for kitchen/dining and bath room floor. (NOTE: Material price is about the same per sq. ft.)	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

9.D.2 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ <u>2,664⁰⁰</u>
Provide and install 10"x10" +/- ceramic tile floor for the kitchen and dining area approximately 190 sq. ft. Use an allowance of \$4 per sq. foot for tile for the purpose of estimate. Grout and clean tile, seal grout. Tile and grout color to be approved by City housing staff. Provide & install 3&1/4" MDF baseboard.	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

9.D.3 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ <u>988⁰⁰</u>
Provide and install tile floor set in mortar, provide and install 3&1/4" MDF baseboard for the bath room floor. Seal gout with approved sealer. As selected by Project Manager. (Approximate square feet: 45 +/-, tile flooring: allowance \$4 sq. ft. tile only. The selection of tile & grout to be approved by Project Manager) Note: all material selections will be readily available.	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

BB

Rehabilitation Project Work Specification Requirements
 Cost Allocation Form
 Exhibit A

9.D.4 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ <u>3,371⁰⁰</u>
Provide and install new medium grade carpeting over a 6 LB. re-bond pad. (Approximate square yardage 90: color Beach Nut #35, 49oz. Nylon from Home Depot or approved equal) (carpet & pad allowance: \$26 SY carpet only) (LOCATION: All bedrooms and closet except hall closet to be laminate.) Note: if product is not available and alternate can be approved by the Project Manager.	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

9.D.5 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ <u>1,979⁰⁰</u>
Provide and install laminate flooring, (PERGO or equal), for the living room and hallway, approximately 230+/- square feet. Us an allowance of \$4.00 sq. foot for materials to be selected by Project Manager. Provide and install 3 1/4" MDF base. (LOCATION: Living room and hallway off of living room.)	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

9.E.2 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ <u>619⁰⁰</u>
Provide and install 1/2" mortar board over B grade paper at both bathtub surrounded areas to ceiling. Use fiberglass tape on all joints. Provide and install solid 2X6 +/ wood blocking at 42" horizontally at back wall of tub for the purpose of grab bar support.	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

9.E.3 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ <u>1,670⁰⁰</u>
Provide and install DAL-TILE, or equal ceramic tile: tub-shower surround in bathroom. Install tile over mortar. Install an integral soap dish conveniently located. Grout all joints. Strike joints to create uniform line(s). NOTE: tile to ceiling, tile to be 6"x6" or as approved by housing staff us an allowance of \$4 per square ft. tile only.	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

B14

Rehabilitation Project Work Specification Requirements
 Cost Allocation Form
 Exhibit A

9.F.1 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ <u>3,170⁰⁰</u>
<p>Fill all depressions and cracks in exterior surfaces with approved fillers, to create a uniform finish. Include caulking all lap joints/trim lines for exterior siding. Prime with one coat of premium quality primer/surface conditioner, to manufacturer's specifications. Paint with a premium quality latex, applied per manufacturer's specifications, to achieve a uniform color coat. Color to be selected and approved by the Project Manager.</p>	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

9.F.3 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ <u>4,557⁰⁰</u>
<p>Fill all irregularities in areas to be painted with approved fillers and sand [or texture] to match existing surfaces in kind. Paint all interior walls and ceilings of structure, including closets, (except kitchen and bathrooms) with a premium quality latex paint applied as per manufacturer's specifications. Paint all walls and ceilings of kitchen and bathrooms and all woodwork, (this includes doors, base boards door casing , closet shelving etc.) throughout residence with a premium quality semi-gloss latex enamel. Apply as per manufacturer's specifications.</p>	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

9.F.4 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ <u>7,131⁰⁰</u>
<p>Provide and install mildew resistant (purple) 1/2" sheetrock on all exterior walls approximately 650 sq. ft. and approximately 200 sq..ft..of mold resistant 5/8 sheetrock at wall adjoining garage.</p> <p>Provide and install 5/8" type X sheetrock at all ceiling of residence approximately 900 +/- sq. ft. and 5/8" type X at garage /dwelling common wall to ceiling.</p> <p>Provide and install 1/2" sheetrock at all interior walls of residence.</p> <p>Fire tape garage dwelling common wall.</p> <p>Tape, top and texture all interior walls and ceilings, make ready for paint..</p>	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

(BIS)

**DIVISION ELEVEN
 APPLIANCES**

11.A.2 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ <u>1,251⁰⁰</u>
Provide and install a new slide in Maytag Model # MGR 8670WSDD (952-533) gas range in kitchen as per approved schematic: (Allowance fo\$980 Home Depot or equal) (LOCATION: per plan)	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

11.A.3 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ <u>1,016⁰⁰</u>
Provide and install a new Maytag Model MMV5208WS DD (665-028) microwave exhaust hood fan unit, (\$326 Home Depot). Install new electrical wiring and sheet metal ducting. Vent to terminate at roof or exterior wall.	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

11.A.4 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ <u>451⁰⁰</u>
Provide and install a new 3/4 HP Insinkerator Evolution Compact garbage disposal with an allowance of \$196. (Home Depot)	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

11.A.5 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ <u>929⁰⁰</u>
Provide and install a new Maytag Model # MDB7749AWM (HOME DEPOT)dishwasher and air gap. Allowance of \$687 for unit only.	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

(Blb)

Rehabilitation Project Work Specification Requirements
 Cost Allocation Form
 Exhibit A

11.A.6 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ <u>669⁰⁰</u>
Provide and install an exhaust fan/light unit in Bathroom ceiling, Air King Model # QTXEN110FLT (HOME DEPOT) or equal. 110 CFM / .7 Sones /Energy Star rated, including all wiring, ducting, and/or switches. Install duct to exterior of dwelling. (Allowance for fanlight: \$240.00. (HOME DEPOT)	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

11.A.7 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ <u>1767⁰⁰</u>
Provide and install a new refrigerator-freezer unit with an allowance of \$1,471. Maytag model # 3MBR2258XES Height 70" Width 33" (Home Depot) for materials only.	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

11.A.7 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ <u>154⁰⁰</u>
Install light diffusers for sun tunnels, heater registers and miscellaneous fixture covers after sheetrock and painting is complete.	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

(B17)

**DIVISION TWELVE
 FURNISHINGS**

12.A.2 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ <u>4,805⁰⁰</u>
Provide and install upper cabinets and base cabinets to conform to kitchen layout and specifications, as provided by Project Manager. Cabinets to be all plywood boxes cherry Model A012. Contractor is to install cabinets as per industry standards. (Cabinet estimate provider East Star Building. Phone Number (408) 733-8886 (Allowance for cabinets only: \$3,250)	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

12.A.6 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ <u>801⁰⁰</u>
Provide and install a vanity cabinet including cultured marble top with molded bowl in the bathroom. Top to have a 4" backsplash. Where vanity is against sidewalls, a 4" side splash is required. Where vanity is against the tub, a canted marble strip must be used to divert water from vanity. Caulk all edges of vanity and top with a clear silicone sealant. Provide and install a single lever "Delta" faucet with pop-up drain and full P-trap assembly. Main bathroom Danville White 33"x21" X 33-1/2" \$360 (Home Depot) Sink top included, Delta classic faucet Model E O Classic 4" 2HDL Chrome C-71 OR 865-122 Allowance is \$70 (Home Depot).	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

12.A.7 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ <u>2,495⁰⁰</u>
Provide and install a pre-finished granite counter top with a full 18" tile backsplash, granite to be cut for under mount sink. Allowance for granite top \$400 allowance for tile \$450. Cabinet top and tile to be sealed with clear silicone granite and grout sealant. Note: Granite pre-finished bull nosed two 2'x8' pieces and 1at 3'x8' (Peninsula Color Cheng De Green) \$400. Quote East Star Building, Contact (408) 733-8886. Tile for backsplash to be approved by Project Manager. NOTE: SINK IS UNDERMOUT HAVE PROPER # OF HOLES DRILLED FOR SINK FAUCET, AIR GAP AND SOAP DISPENCER.	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	


(B18)

Rehabilitation Project Work Specification Requirements
Cost Allocation Form
Exhibit A

12.A.8 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ <u>707⁰⁰</u>
Provide and install American Classic Model # T 36BM, Model # EL 210-03-318 (\$141 at Home Depot) medicine cabinet and Model # EL210-03-318 (\$83 at Home Depot) Vanity light. (Total Allowance \$224 for materials.)	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

12.A.9 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ <u>275⁰⁰</u>
Provide and install a 3' long by 1&1/4" diameter polished stainless, Grab bar by Wingits Premium series Model # WGB5PS36 (\$36 each at Home Depot). NOTE: Bar is to be set at 42" mounted horizontally at back of tub wall. Solid blocking to be installed at back of tub wall for grab bar.	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

12.A.10 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ <u>511⁰⁰</u>
Provide and install at bath; towel bar shower rod, shower curtain and liner and shower ring, toilet paper holders. Materials as follows; Interior Design Carlton long shower curtain white (\$22 at Home Depot), Delta Leland toilet paper holder Model #77850 (\$18.50 each at Home Depot), Kohler 24" double towel bar Model # K-11413-CP (\$87 each at Home Depot), Zenith single curved shower rod in stainless steel Model # 35601 ST , (\$44 each at Home Depot), Zenith PVC vinyl shower curtain liner Model # H29WW (\$11 each at Home Depot), Zenith plastic curtain rings Model # H99K (\$3.50 each at Home Depot)	
DATE(S) PAID:	VOUCHER NUMBER(S):
AMOUNT(S) PAID:	

12.A.11 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ <u>1,236⁰⁰</u>
PROVIDE AND INSTALL 6 SETS OF Bali 1" mini blinds at existing window locations per plans. 1 ea 3' wide model 76-1112-35 (\$16 ea H/D), 1 ea 4' wide model 76-1112-47 (\$23 ea. H/D), 3 ea 5' wide model # 76-1112-58 (\$26 ea H/D) and 1 2' wide model 76-1112-23 (\$11 ea. Home Depot), all to be trimmed to fit both width and heath of windows. Provide and install Bali 78" wide vertical blind head rail model 65-034-00 SKU 564401 (\$24 H/D) with 3 sets of Bali Alabaster louver sets model 68-3073-31 SKU 56449 / 3.5" 9 packs at (\$15 ea, H/D) Vertical blind are for rear sliding door at dining room.	
	

Rehabilitation Project Work Specification Requirements
 Cost Allocation Form
 Exhibit A

DATE(S) PAID:	VOUCHER NUMBER(S):	AMOUNT(S) PAID:
---------------	--------------------	-----------------

**DIVISION FIFTEEN
 MECHANICAL**

15.D.2 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ <u>489⁰⁰</u>
--	--------------------------------------

Provide and install a new, white, low-flow Kohler Model # 947-278 16&1/2" high 1.28 gallon. Flush elongated bowel toilet. Allowance is \$216 at Home Depot (or approved equal, close-coupled water closet with a flapper style flush valve and anti-siphon ball cock in the main bathroom. Provide and install no slam plastic seat covers Model # 634-0652 at Home Depot. Allowance is \$22 each. Connect to existing sewer pipe, floor flange (with new bowl wax seal) and to the existing cold water supply pipe. Provide a chrome-plated 1/4 turn angle valve, and new supply tube.

DATE(S) PAID:	VOUCHER NUMBER(S):	AMOUNT(S) PAID:
---------------	--------------------	-----------------

15.D.5 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ <u>518⁰⁰</u>
--	--------------------------------------

Provide and install a new chrome-plated brass escutcheons and spout with automatic diverter, and 1/2" diameter shower arm tree and 2 inch diameter shower head in bathroom. Connect water supply to existing hot and cold water supply line. All new work to be in copper. Use Delta D-23 SKU 866-145 \$133 at Home Depot or equal fixtures for assembly.

DATE(S) PAID:	VOUCHER NUMBER(S):	AMOUNT(S) PAID:
---------------	--------------------	-----------------

15.D.6 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ <u>1129⁰⁰</u>
--	---------------------------------------

Provide and install a new white porcelain enamel cast iron Kohler Model # 505 or 506 or equal bathtub in bathroom with appropriate right end drains. Connect to existing wastes with new waste and overflow assembly. (CAL-STEAM stocks this tub)

DATE(S) PAID:	VOUCHER NUMBER(S):	AMOUNT(S) PAID:
---------------	--------------------	-----------------

15.D.10 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ <u>900⁰⁰</u>
---	--------------------------------------

Provide and install a new single stainless steel kitchen sink, (KRAUS MODEL KH100-32 \$404HOME DEPOT.), with a new single lever Delta or equal faucet with sprayer Delta Model Classic stainless # DSTHDLW/SPRAY DNI 361-734 \$123. Include new shut offs and supply tubes.

520

Rehabilitation Project Work Specification Requirements
Cost Allocation Form
Exhibit A

DATE(S) PAID:	VOUCHER NUMBER(S):	AMOUNT(S) PAID:
---------------	--------------------	-----------------

**DIVISION SIXTEEN
ELECTRICAL**

16.C.7 (CLASS OF WORK.: HS -CV-HQS)	ITEM COST \$ <u>982⁰⁰</u>	
Provide and install a new direct wire with battery for backup smoke /carbon monoxide detectors. Units to be installed at entry to and to all sleeping areas. (Number of Units: 7)		
DATE(S) PAID:	VOUCHER NUMBER(S):	AMOUNT(S) PAID:

821

Rehabilitation Project Work Specification Requirements
Cost Allocation Form
Exhibit A

**DIVISION SIXTEEN
ELECTRICAL**

16.C.7 (CLASS OF WORK : HS -CV-HQS)	ITEM COST \$ 700.00	
Provide and install a new direct wire with battery for backup smoke /carbon monoxide detectors. Units to be installed at entry to and to all sleeping areas. (Number of Units: 7)		
DATE(S) PAID:	VOUCHER NUMBER(S):	AMOUNT(S) PAID:



PUBLIC WORKS DEPARTMENT

Council Meeting Date: March 13, 2012

Staff Report #: 12-036

Agenda Item #: D2

CONSENT CALENDAR: Adopt a Resolution Amending the Sidewalk Accessibility Project Budget to Appropriate \$34,271 from the General Fund Capital Improvement Project Fund Balance, Approving the Plans and Specifications for the Woodland Avenue Sidewalk Project, Awarding a Contract to J.J.R. Construction, Inc in the Amount of \$233,285, and Authorizing a Budget of \$303,271 for Construction, Contingencies, Testing, Engineering and Construction Administration

RECOMMENDATION

Staff recommends that the City Council adopt a resolution (Attachment A):

1. Amending the Sidewalk Accessibility Project budget to appropriate \$34,271 from the General Fund Capital Improvement Project (CIP) Fund Balance;
2. Approving plans and specifications for the Woodland Avenue Sidewalk Project;
3. Awarding a contract to J.J.R. Construction, Inc. in the amount of \$233,285; and
4. Authorizing a budget of \$303,271 for construction, contingencies, testing, engineering, inspection, and administration.

BACKGROUND

In January 2009, Council authorized staff to begin a preliminary design and outreach effort for a pedestrian accessibility project along Woodland Avenue between Menalto Avenue and Euclid Avenue. The proposed project would connect several sections of previously installed sidewalk to create a continuous stretch of accessible walkways.

Staff conducted an extensive outreach process to investigate the needs of residents and to ensure that the proposed improvements would not have a negative effect on the neighborhood. Through this process, site specific designs were created that addressed the unique character of all the properties along the alignment. At seven locations, it was determined that the City would need to make improvements on private property in order to reconstruct and re-grade driveways, and as a result, staff obtained right of entry letters signed by each of the affected homeowners.

The proposed project includes new curb and gutter, sidewalk, drainage improvements, asphalt driveways and updated signage.

ANALYSIS

On January 31, 2012, the City issued a "Notice to Contractors" inviting qualified contractors to submit construction bid proposals for the project by February 23, 2012. Eight contractors responded. Upon review of the submitted bids, staff determined J.J.R. Construction, Inc. to be the lowest responsible bidder, with a bid of \$233,285. A summary of all the bid proposal amounts is included as Attachment B.

Staff has reviewed the five most recent project related references and is satisfied with the Contractor's past performance. Staff recommends that the City Council award the contract to J.J.R. Construction, Inc.

IMPACT ON CITY RESOURCES

The proposed construction contract will utilize funding from the Sidewalk Master Plan Implementation Project as well as the Sidewalk Accessibility Project. The current fund balance for the Sidewalk Master Plan Implementation Project is \$95,000 and the Sidewalk Accessibility Project is \$174,000 for a total funding amount available of \$269,000. Additionally, staff is recommending that Council increase the Sidewalk Accessibility Project by \$34,271, utilizing funds from the General Fund CIP Fund Balance, in order to ensure adequate contingency due to the sensitive nature of the creek frontage and improvements on and along private property. Any unused funds at the end of construction would be returned to the General Fund CIP Fund Balance.

Proposed Construction Budget:

Contract Amount	\$233,285
Contingency (20%)	\$ 46,657
Testing, Engineering, and Construction Administration	<u>\$ 23,329</u>
Total Construction Cost:	\$303,271

POLICY ISSUES

This project is consistent with several policies in the 1994 General Plan Circulation and Transportation Element. These policies seek to enhance the safety of school children who walk and bicycle to school. Additionally, the project has been prepared and bid according to State Public Contracts Code.

ENVIRONMENTAL REVIEW

The proposed project is categorically exempt under Class 1 of the current California Environmental Quality Act Guidelines. Class 1 allows for minor alterations of existing facilities, including existing highways and streets, sidewalks, gutters, pedestrian access, and similar facilities, as long as there is a negligible or no expansion of use.



Atul Patel, P.E.
Senior Transportation Engineer



Matt Oscamou, P.E.
Engineering Services Manager

PUBLIC NOTICE: Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS: A. Resolution
B. Bid Summary

RESOLUTION NO.

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
AMENDING THE SIDEWALK ACCESSIBILITY PROJECT BUDGET TO
APPROPRIATE \$34,271 FROM THE GENERAL FUND CAPITAL
IMPROVEMENT PROJECT FUND BALANCE, ADOPTING THE PLANS
AND SPECIFICATIONS, AUTHORIZING EXECUTION OF A CONTRACT
TO J.J.R. CONSTRUCTION, INC. FOR THE WOODLAND AVENUE
SIDEWALK PROJECT, AND AUTHORIZING A CONSTRUCTION BUDGET
OF \$303,271**

WHEREAS, plans and specifications, dated January 31, 2012, were prepared under the supervision and approved by the Public Works Director for the Woodland Avenue Sidewalk Project and are on file in the office of the Engineering Services Manager; and

WHEREAS, a schedule of prevailing wage scales for each craft or type of workman needed to execute these plans and specifications in the locality in which said work is to be performed has been established by the Department of Industrial Relations and has been referred to in said plans and specifications; and

WHEREAS, the Engineering Services Manager did issue a call for sealed proposals to be received at the office of the Engineering Services Manager, City of Menlo Park Administration Building, 701 Laurel Street, Menlo Park, CA, until the hour of 2:00 p.m., February 23, 2012; and

WHEREAS, the Engineering Services Manager did cause the notice inviting sealed proposals to be published two (2) times in The Almanac, a newspaper printed and published in this County; and

WHEREAS, said bids were publicly opened and declared in the office of the Engineering Services Manager; and

WHEREAS, an analysis of said sealed proposals to be made by the Engineering Services Manager for the City of Menlo Park, which has fully reviewed and considered said proposals and the analysis thereof; and

WHEREAS, the lowest responsible bid was submitted by J.J.R. Construction, Inc. in the amount of \$233,285 based on an estimate of the amount of work to be done; and

WHEREAS, adequate contingency is necessary to ensure that unanticipated conditions maybe addressed.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Menlo Park hereby approve the amendment to the Sidewalk Accessibility Project to appropriate \$34,271 from the General Fund CIP fund balance, approve the final plans and specifications for the Woodland Avenue Sidewalk Project and authorize the award of a construction contract and authorize a construction budget of \$303,271 including

construction, contingencies, testing, engineering, inspection, and construction administration based on the following:

1. The plans and specifications dated January 31, 2012, for the Woodland Avenue Sidewalk Project, on file in the office of the Engineering Services Manager, to which reference is hereby made for further particulars, are hereby approved and are adopted as the plans and specifications to be adhered to and performing the work under a contract for said improvements.
2. The schedule of prevailing wages referred to in said plans and specifications has been determined to contain the general prevailing rates of wages in the locality in which said work is to be performed for each craft or type of workman needed to execute said contract.
3. That it is to the best interest of the City of Menlo Park to award the contract for the Sidewalk Accessibility Project to:

J.J.R. Construction, Inc.
1120 Ninth Avenue
San Mateo, CA 94402

4. That the City of Menlo Park shall enter into a written contract with J.J.R. Construction, Inc. for the doing said work as required by the plans and specifications.
5. That the City Manager is hereby authorized to enter into said written contract with J.J.R. Construction, Inc. for the work as hereinbefore mentioned and to receive and approve the Faithful Performance Surety Bond and the Labor and Material Surety Bond required to be posted by the said Contractor with the City of Menlo Park in connection therewith.
6. That all payments to the Contractor be in accordance with the plans and specifications, and other contract documents, based on the Engineering Services Manager's written estimates of work actually done, and approved by the Engineering Services Manager.
7. That the Sidewalk Accessibility Project budget be increased by \$34,271 from the General Fund CIP fund balance in order to provide adequate contingency.
8. That, Paragraph 6 above notwithstanding, aggregate payments to Contractor shall not exceed the sum of \$233,285 without this Council's approval.
9. That the Engineering Services Manager, shall have a total project budget of \$303,271 for construction, inspection, testing, fees, furnishings, equipment, contingencies and construction administration.

I, Margaret S. Roberts, City Clerk of the City of Menlo Park, do hereby certify that the above and foregoing Resolution was duly and regularly passed and adopted at a meeting by said Council on the thirteenth day of March, 2012, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this thirteenth day of March, 2012.

Margaret S. Roberts, MMC
City Clerk

Bid Summary**WOODLAND AVENUE SIDEWALK PROJECT****BID OPENING DATE: Thursday, February 23, 2012**

	CONTRACTOR	BID AMOUNT
1.	JJR Construction, Inc.	\$ 233,285
2.	AJW Construction	\$ 234,340
3.	Suarez & Munoz Construction, Inc.	\$ 249,420
4.	Wattis Construction Co. Inc.	\$ 272,592
5.	Golden Bay Construction, Inc.	\$ 273,382
6.	Sposeto Engineering, Inc.	\$ 274,214
7.	Alaniz Construction, Inc.	\$ 283,540
8.	B&M Builders, Inc.	\$ 290,795



PUBLIC WORKS DEPARTMENT

City Council Meeting Date: March 13, 2012

Staff Report #: 12-038

Agenda Item #: D3

CONSENT CALENDAR: Adopt a Resolution Authorizing a California Energy Commission Energy Efficiency and Conservation Block Grant Phase 2 Application Submittal

RECOMMENDATION

Staff recommends that the City Council adopt a resolution authorizing a California Energy Commission Energy Efficiency and Conservation Block Grant Phase 2 application submittal.

BACKGROUND

The City of Menlo Park currently owns and maintains approximately 2,300 street lights on public streets throughout Menlo Park. A total of 477 streetlights have already been retrofitted to light-emitting diode (LED) fixtures. The remaining lights currently use high pressure sodium (HPS) bulbs, which have been surpassed by LED technology in terms of energy efficiency, lighting uniformity, and useful life.

In February 2009, the United States Congress funded the Energy Efficiency and Conservation Block Grant (EECBG) program as part of the American Recovery and Reinvestment Act (ARRA). The EECBG is intended to assist U.S. cities, counties, states, territories, and Native American tribes to create and implement strategies to reduce fossil fuel emissions, reduce energy use, and improve energy efficiency.

In December 2009, the City Council adopted a resolution authorizing staff to submit an application for the EECBG program. Staff submitted the application in January 2010, and in July 2010, the City entered into a grant agreement for \$163,154 with the California Energy Commission (CEC) to replace approximately 230 existing streetlights with LED fixtures.

In February 2010, the City Council authorized two agreements with Pacific Gas and Electric Company (PG&E) to purchase and replace existing streetlights with LED fixtures: one agreement for \$163,154 to retrofit approximately 230 streetlights funded by the EECBG, and the other agreement for \$160,000 to retrofit approximately 215 streetlights within the Belle Haven neighborhood (the Redevelopment Agency Fund) funded by the Community Development Non-Housing Fund.

A total of 477 LED streetlights have been installed primarily on streets more heavily traveled during commute hours, streets with the greatest energy and cost savings due to existing high energy wattage bulbs, and streets deemed to need better lighting. The energy savings are approximately \$27,000 per year, which is equivalent to a savings of 223,000 kilowatt-hours per year in electricity, a CO2 reduction of 117,000 pounds per year, and saving \$3,300 per year in maintenance costs. Attachment B provides a map

showing the locations of completed streetlight retrofits. There is no additional funding remaining in the original EECBG grant or Community Development Non-Housing Fund for streetlight retrofits.

The CEC is now administering the EECBG Phase 2 Small City and County Grant Program. Under the Phase 2 program, the CEC will make available on a first-come, first-serve basis, any unspent funds from the original EECBG program. At the time of the grant solicitation release (January 2012), zero dollars were available, however, the CEC anticipates (but cannot guarantee) up to \$10 million may become available in the near future. The CEC is planning to award grants in April 2012, and partial grants may be awarded.

For the Phase 2 program there are no minimum or maximum funding award restrictions, and no match share requirements. In addition to applying for the EECBG Phase 2 grant (which staff submitted prior to the February 14, 2012 deadline), every applicant must submit an authorizing resolution from their governing board, which must be submitted prior to expending any grant funds awarded under Phase 2. Grant payments will be made on a reimbursement basis, and the project must be completed with funds fully disbursed by September 13, 2012.

The CEC has determined that purchasing and installing LED fixtures that replace existing high-pressure sodium, low pressure sodium, mercury vapor, metal halide, or incandescent lamps in "cobrahead" type streetlights qualifies as an eligible Phase 2 project. Replacement of the streetlight pole is not allowed.

ANALYSIS

The LED street light fixtures proposed to be replaced as part of the EECBG Phase 2 Grant have a similar appearance to the existing cobra head style lights and will be mounted on existing street light poles/arms. When visually compared with HPS street lights, LED street lights have a whiter light and offer improved visibility for drivers, and they do not contain mercury. The installed LEDs are rated at 6000 Kelvin (a measure of color temperature) in order to produce the most amount of light (lighting efficiency) for the least amount of energy, as there is a direct relationship between temperature and energy efficiency. PG&E recommended the 6000 Kelvin LEDs as they've installed them throughout the region and have found this color temperature to be more acceptable to communities.

With the elimination of \$340,000 in Redevelopment funds for additional LED streetlight retrofits, staff believes it is worthwhile to pursue an EECBG Phase 2 grant in order to complete LED streetlight retrofits for all remaining cobraheads within the City. As there are no minimum or maximum funding award restrictions and no match share requirements for the Phase 2 program, staff submitted a grant application in February 2012 to retrofit the remaining 1,478 cobrahead type streetlights in the City for a maximum grant award of \$739,161. The energy savings are estimated at \$84,000 per year, which is equivalent to a savings of 690,000 kilowatt-hours per year in electricity, a CO2 reduction of 360,000 pounds per year, and a savings of \$10,000 per year in maintenance costs. The attached resolution must be submitted to the CEC as part of the grant application prior to any grant funds awarded.

The remaining 1,478 cobrahead type streetlights that may be retrofitted are located throughout the City. If the CEC awards a partial grant, staff will prioritize LED streetlight replacements on the streets listed in the City's General Plan, shown in Attachment C (and defined by the Roadway Classification System) in the following order.

1. Primary Arterial Streets
2. Minor Arterial Streets
3. Collector Streets
4. Local Streets

For the original EECBG program, the City participated in PG&E's LED Streetlight Turnkey Replacement Service to purchase and install LED fixtures. PG&E helped with project design, installation and billing updates, including:

- Volume purchasing power
- Technical consulting for lighting selection and photometric analysis
- LED lights that meet PG&E energy efficiency standards for energy rates and rebates
- LED fixture installation, utilizing a competitive bid process
- Compliance with American Recovery and Reinvestment Act (ARRA) prevailing wage requirements
- Rebate application completion and processing
- Billing record updates
- Geographic Information Systems (GIS) data updates
- Environmental Protection Agency approved disposal of removed fixtures

Based on the positive experience with PG&E and their expertise, staff believes it would be beneficial to continue participating in PG&E's LED Streetlight Turnkey Replacement Service for the EECBG Phase 2 program. In preliminary discussions, if the City receives an EECBG Phase 2 grant, PG&E has stated that they can purchase and install the LEDs by the September 13, 2012 grant deadline.

Next Steps

If the City receives full or partial Phase 2 Grant funding up to \$739,161, staff will return to Council in May/June to authorize agreements with PG&E to replace existing streetlights with LED fixtures up to the amount of the awarded grant.

IMPACT ON CITY RESOURCES

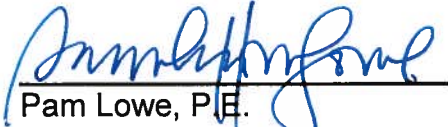
The amount granted by the EECBG Phase 2 Program (up to \$739,16) will be funded through a reimbursement to the City. The City will retrofit streetlights up to the awarded grant amount. Staff recommends that funds from the General Fund-CIP be utilized for the upfront expenditure, to be reimbursed upon completion.

POLICY ISSUES

The proposed action is consistent with the City's General Plan, Goal II-A to *"maintain and provide for a safe and efficient movement of people and goods throughout Menlo Park for residential and commercial purposes."*

ENVIRONMENTAL REVIEW

This project is categorically exempt under California Environmental Quality Act (CEQA) Guideline Article 19, Categorical Exemption, Section 15301, Existing Facility.


Pam Lowe, P.E.
Associate Civil Engineer


Matt Oscamou, P.E.
Engineering Services Manager

PUBLIC NOTICE: Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS:

- A. Resolution
- B. Map of LED Streetlight Retrofits
- C. Menlo Park General Plan Roadway Classification

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO
PARK AUTHORIZING A CALIFORNIA ENERGY COMMISSION'S
ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT PHASE
2 APPLICATION SUBMITTAL**

WHEREAS, the City of Menlo Park recognizes that it is in the interest of the regional, state, and national economy to stimulate the economy; create and retain jobs; reduce fossil fuel emissions; and reduce total energy usage and improve energy efficiency within our jurisdiction; and

WHEREAS, Energy Efficiency and Conservation Block Grant (EECBG) funds are available through the California Energy Commission's EECBG Phase 2 Program for grants to eligible local governments for cost-effective energy efficiency projects; and

WHEREAS, the City of Menlo Park is eligible to apply for EECBG funding under the California Energy Commission's EECBG Program; and

WHEREAS, the City of Menlo Park is proposing to implement the energy efficiency project described in Exhibit A in order to qualify for EECBG Phase 2 funds from the California Energy Commission; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council authorizes the submittal of the application to the California Energy Commission's EECBG Phase 2 Program for funds to execute the proposed project described in Exhibit A.

BE IT FURTHER RESOLVED, if recommended for funding by the California Energy Commission, the City Council authorizes the City of Menlo Park to accept a grant award up to the amount of this application for \$739,161, and, that the City Manager, acting for the City of Menlo Park, is hereby authorized and empowered to execute all necessary contracts, agreements, and amendments hereto, to implement and carry out completion of the EECBG Phase 2 Program.

I, Margaret Roberts, City Clerk of the City of Menlo Park, do hereby certify that the above foregoing Resolution was duly and regularly passed and adopted at a meeting by said Council on the thirteenth of March, 2012, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City this thirteenth of March, 2012.

Margaret S. Roberts, MMC
City Clerk

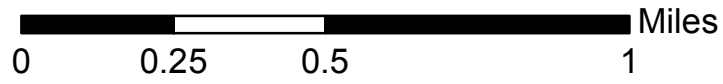
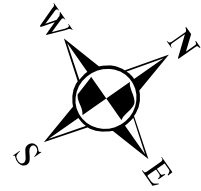
EXHIBIT A
Project Description

The City of Menlo Park currently owns and maintains approximately 2,300 street lights on public streets throughout Menlo Park. To-date, approximately 478 streetlights have already been retrofitted to LED fixtures. The remaining lights currently use high pressure sodium (HPS) bulbs, which have been surpassed by light-emitting diode (LED) technology in terms of energy efficiency, lighting uniformity, and useful life. LED street light fixtures have a similar appearance to the existing cobra head style lights and will be mounted on existing street light poles/arms. When visually compared with HPS street lights, LED street lights have a whiter light and offer improved visibility for drivers, and they do not contain mercury.

This project consists of purchasing and installing LED fixtures on all remaining existing streetlights that are the cobrahead type fixtures, up to the requested grant amount of \$739,161.

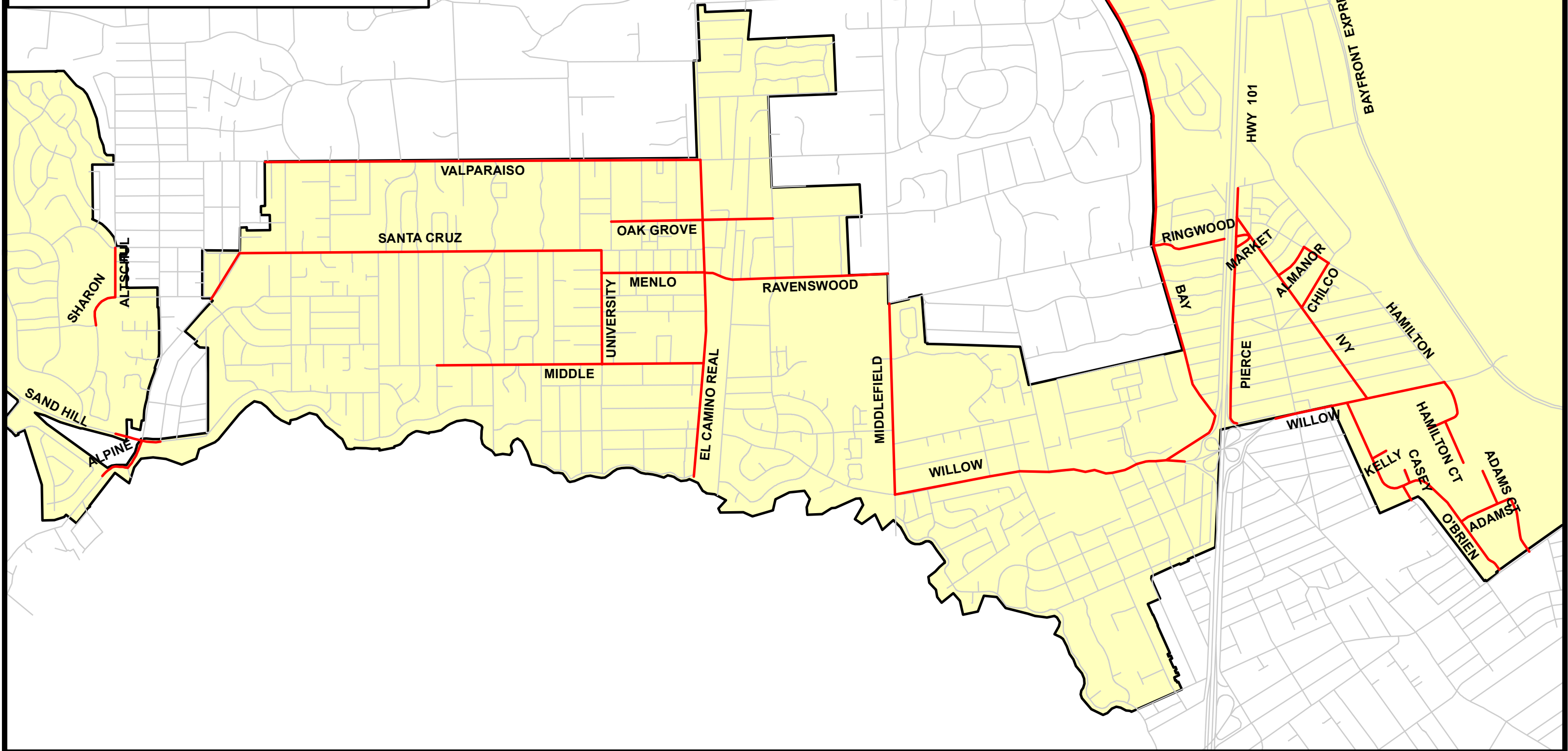
LED STREETLIGHT RETROFIT LOCATIONS

- LED RETROFITTED STREETS
- STREETS
- Citylimits



ATTACHMENT B

ATHERTON



Primary Arterial Streets

Primary Arterial Streets serve major centers of activity and high volume traffic corridors within the urbanized area, accommodate the longest trip desires (particularly through trips), and carry a high proportion of total area travel on a small percentage of total system mileage. The network formed by Primary Arterial Streets is integrated and internally interconnected and provides connections to outside areas.

Primary Arterial Streets		
Roadway	From	To
El Camino Real (SR 82)	N. City Limit	S. City Limit
Marsh Road	Bohannon Drive	Bayfront Expressway
Sand Hill Road	I-280	Santa Cruz Avenue
University Avenue (SR 109)	City Limits	Bayfront Expressway
Willow Road (SR 114)	Bayshore Freeway	Bayfront Expressway

Minor Arterial Streets

Minor Arterial Streets interconnect with and augment the freeway and primary arterial street network. Minor Arterial Streets provide greater access to abutting property and carry more locally-oriented traffic than do the Primary Arterial Streets. Minor Arterial Streets serve traffic within a smaller geographic area, accommodate trip lengths of moderate length, and offer greater opportunities for property access. These streets usually bound neighborhoods and do not penetrate them.

Minor Arterial Streets		
Roadway	From	To
Alameda de las Pulgas	City Limit	Santa Cruz Avenue
Alpine Road	City Limit	Junipero Serra Boulevard
Junipero Serra Boulevard	Alpine Road	City Limit
Marsh Road	Bay Road	Bohannon Drive
Middlefield Road	N. City Limit	S. City Limit
Newbridge Street	Willow Road	S. City Limit
Ravenswood Avenue	El Camino Real	Middlefield Road
Sand Hill Road	Santa Cruz Avenue	E. City Limit
Santa Cruz Avenue	Alpine/Junipero Serra	El Camino Real
Valparaiso Avenue	City Limit	El Camino Real
Willow Road	Middlefield Road	Bayshore Freeway

Collector Streets

Short trips for property access and circulation are served by Collector Streets. As the name implies, Collector Streets "collect" traffic from local streets within residential, commercial and industrial areas and channel the traffic into the arterial system. Likewise, Collector Streets serve to distribute traffic through the area to its destination. These types of streets usually penetrate a neighborhood and are surrounded by local streets and lands uses. Collector Streets usually connect with other collector streets and with arterial streets.

Collector Streets		
Roadway	From	To
Alma Street	Willow Road	Oak Grove Avenue
Avy Road	Monte Rosa Drive	Santa Cruz Avenue
Bay Road	Willow Road	Marsh Road
Bohannon Drive	Marsh Road	Scott Drive
Chilco Street	Constitution Drive	Bayfront Expressway
Chrysler Drive	Constitution Drive	Bayfront Expressway
Constitution Drive	Chilco Street	Chrysler Drive
Crane Street	Oak Grove Avenue	Menlo Avenue
Encinal Avenue	Laurel Street	City Limit
Glenwood Avenue	El Camino Real	Laurel Street
Hamilton Avenue	Chilco Street	Willow Road
Haven Avenue	Marsh Road	City Limit
Laurel Street	Willow Road	Glenwood Avenue
Menlo Avenue	University Drive	El Camino Real
Middle Avenue	Olive Street	El Camino Real
Newbridge Street	Willow Road	Chilco Street
O'Brien Drive	Willow Road	University Avenue
Oak Grove Avenue	University Drive	Middlefield Road
Ringwood Avenue	Middlefield Road	City Limit
Scott Drive	Bohannon Drive	Marsh Road
Sharon Park Drive	Sand Hill Road	Monte Rosa Drive (east)
Sharon Road	Sharon Park Drive	Alameda de las Pulgas
University Drive	Middle Avenue	Valparaiso Avenue
Willow Road	Alma Street	Middlefield Road

Local Streets

Local Streets primarily provide direct access to abutting property, locations for easements, open space for light and air, and a firebreak between buildings. Local Streets carry traffic from the immediate land use, and as a result, typically serve relatively low volumes of short trips. Typical daily volumes on Local Streets should not exceed 2500 vehicles per day. All streets not otherwise classified are designated Local Streets.



PUBLIC WORKS DEPARTMENT

Council Meeting Date: March 13, 2012

Staff Report #: 12-046

Agenda Item #: D4

CONSENT CALENDAR: Award a Contract to Lee Carpeting to Supply Carpet for the Main Library, Authorize a Budget for the Main Library Carpet Replacement Project in an Amount Not to Exceed \$114,500 for Carpet, Contingency and Staff Administration; and Adopt a Resolution Authorizing the City Manager to Execute the Necessary Construction Agreements for the Menlo Park Public Library Lobby Remodel Project in an Amount Not to Exceed \$100,000

RECOMMENDATION

Staff recommends that the City Council:

1. Award a contract to Lee Carpeting to supply carpet for the Main Library Carpet Replacement Project;
2. Authorize the Main Library Carpet Replacement project budget in an amount not to exceed \$114,500 for carpet, contingency and staff administration; and
3. Adopt a resolution authorizing the City Manager to execute the necessary construction agreements for the Menlo Park Public Library Lobby Remodel Project in the amount not to exceed \$100,000.

BACKGROUND

Three projects are planned for the Library in 2012. The first project is the replacement of the Library carpet which was last replaced in 1991. The carpet has come to the end of its useful life expectancy, showing deterioration, significant wear in high traffic areas and separation of seams. The funding for this project was approved for FY 2011-12.

The second project, which consists of remodeling the Library circulation area to be more inviting where self-service options are prominent and more appealing to the public while improving the staff work area. The design includes layout, selection of furniture, equipment, materials, lighting and electrical modifications. The funding for this project was approved for FY 2006-07.

The third project is the installation of equipment to read all library materials from the current barcode system to the more reliable Radio Frequency Identification (RFID) format. The RFID format will reduce staff time and improve circulation activities. The RFID tags offer better inventory control and increased security for library materials. The RFID system will be purchased and installed by the Peninsula Library system. The funding for this project was approved for FY 2011-12.

ANALYSIS

Staff has selected a carpet material and pattern for the Library. Staff has chosen to replace the existing rolled carpet with carpet tiles in order to reduce maintenance and extend carpet life. One of the features of commercial carpet tiles is that if damage occurs to one section of the carpet or in high traffic areas, staff can easily replace affected sections. Also the carpet tiles can be easily installed by staff instead of hiring carpet professionals.

The City contracted Noll & Tam Architects to redesign the circulation area and staff has approved the final design for the remodeling project

The RFID system is being installed by 3M, a contractor the Peninsula Library System has hired. The system consists of new security gates at the entrance of the Library that will detect the new RFID format that all materials of the library will be tagged with.

Staff has kept the Library Commission informed of the projects which they fully support.

Bidding

The bidding for the replacement of the carpet was broken into carpet purchase, installation and moving of furniture. This was done in that the lead time for the carpet delivery once ordered is two months. This will allow staff to have the carpet on site when the construction begins. Staff received two bids and the lowest bid came from Lee Carpet in the amount of \$92,500. The carpet installation and moving of furniture will be provided by a separate contractor that staff will coordinate. These components of the project are anticipated to be within staff's approval authority.

The Public Library Lobby Remodel Project is out to bid and will receive bids at the end of March. The estimated cost of the Public Library Lobby Remodel Project is \$90,000.

The RFID system has been purchased by the Peninsula Library System and is funded by the Public Library Fund and General Fund CIP.

Scheduling

Staff has been meeting to discuss options on how best to accomplish the carpet replacement, the Library remodel project, and the installation of the RFID system. The challenge in this project is that the remodeling portion of the project is in the main entrance which also includes replacing floor tiles at the entrance in order to install the RFID equipment and remodeling the circulation area. The main restrooms are also in this area. Staff has considered using alternate entrances and temporarily relocating the library and working at night. Due to the challenges of these alternatives staff is recommending that the Library be closed for up to four weeks. This will allow sufficient time to complete all Library projects and sequence the work appropriately. During this time Library staff will recode all the books to be compatible with the new RFID system. Staff has not finalized the schedule due to the unconfirmed lead time for material purchases. The carpet has an approximate two-month lead time once it is ordered and takes approximately three weeks to install. It is estimated that the Library would be closed from mid-May to mid-June. The Library needs to be open by mid-June to ensure

that the popular Summer Reading Program for children and youth is able to take place; otherwise the project will need to be moved to September.

The bids for the remodeling project will be opened the last week of March. Staff was unable to have the award of contract available for the March 27th City Council meeting. The next Council meeting in which the Council could award the contract would be April 17th. This three week delay would not provide sufficient time for the contract documents to be processed and for the submittal of the equipment to be reviewed and ordered and would require delaying the project until after summer. In order to complete the projects before mid-June, staff is requesting the Council to authorize the City Manager to execute the necessary construction agreements for the Menlo Park Public Library Lobby Remodel Project in an amount not to exceed \$100,000.

IMPACT ON CITY RESOURCES

The budget for supplying the replacement carpet for the Main Library is as follows:

Lee Carpet	\$ 92,500
Staff Administration	\$ 7,000
Contingency	\$ <u>15,000</u>
Total budget	\$114,500

There are sufficient funds in the Main Library Carpet Replacement project budget for this project. The installation and moving of furniture will be provided by a separate contractor that will fall within staff's contract authorization limits. The Library remodel project is funded from Library Bond and General Fund CIP funds.

POLICY ISSUES


This recommendation would increase the City Manager's contract authorization limit from \$50,000 to \$100,000 for this one project.

ENVIRONMENTAL REVIEW

The project is exempt under class 1 of the current State of California Environmental Quality Act Guidelines.



Carl Thomas
Facilities Supervisor



Ruben Niño
Assistant Director of Public Works

PUBLIC NOTICE: Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENT: A. Resolution

RESOLUTION NO.

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
AUTHORIZING THE CITY MANAGER TO EXECUTE THE NECESSARY
CONSTRUCTION AGREEMENTS FOR THE MENLO PARK PUBLIC
LIBRARY LOBBY REMODEL PROJECT IN AN AMOUNT NOT TO
EXCEED \$100,000**

WHEREAS, the plans and specifications are complete for the Menlo Park Public Library Lobby Remodel (Project) with the bid opening scheduled for the last week of March; and

WHEREAS, the Project is in the main entrance to the Library requiring the Library to be closed for up to four weeks; and

WHEREAS, the Library needs to be operational for the beginning of the Literacy program that begins in mid-June; and

WHEREAS, delaying the award of the contract to the next City Council meeting will not provide sufficient time for the bids to be reviewed, contract documents processed and completion of the Project by mid-June.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Menlo Park hereby authorize the City Manager to execute a construction contract for the Menlo Park Public Library Lobby Remodel Project in an amount not to exceed \$100,000.

I, Margaret S. Roberts, City Clerk of the City of Menlo Park, do hereby certify that the above and foregoing Resolution was duly and regularly passed and adopted at a meeting by said Council on the thirteenth day of March, 2012, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this thirteenth day of March, 2012.

Margaret S. Roberts, MMC
City Clerk



COMMUNITY DEVELOPMENT DEPARTMENT

Council Meeting Date: March 13, 2012
Staff Report #: 12-043

Agenda Item #: D5

CONSENT CALENDAR: Consider the Findings and Actions to Uphold the Appeal for Determination Regarding the Use of a Portion of an Existing Accessory Structure as a Secondary Dwelling Unit on a Property Located at 116 O'Connor Street

RECOMMENDATION

Staff recommends that the City Council review and approve the findings and actions to uphold the appeal to find that a portion of an existing accessory structure is a legal, secondary dwelling unit within a legal, nonconforming accessory structure on a property located at 116 O'Connor Street. The findings and actions for approval are provided as Attachment A.

BACKGROUND

On February 14, 2012, the City Council considered an appeal of the Planning Commission's determination that a portion of an existing accessory structure is not a secondary dwelling unit. At that meeting, the appellant and the appellant's attorney presented information regarding the historical use of the structure. Several members of the public also spoke regarding the property and process.

Several of the Council Members believed that there was sufficient evidence to support the applicant's appeal and determine that the secondary dwelling unit has been historically and continuously used for such use, and indicated that the case is rare and should not be used to set precedent. Other Council Members were sympathetic to the situation, but indicated that there were not enough facts to support the appeal. The City Council voted 3-2 (Mayor Keith and Council Member Cline opposed) to determine that a portion of the secondary dwelling unit has been and is considered a secondary dwelling unit, and directed the City Attorney to work with the appellant's attorney to draft the findings for approval and return to City Council with the findings for final approval, as a consent calendar item.

ANALYSIS

The draft findings and actions for approval are included as Attachment A, and have been reviewed by both the City Attorney and appellant's attorney. The findings provide the relevant facts, as discussed by the City Council on February 14, 2012, regarding the City Council's determination that a portion of the accessory structure is a legal secondary dwelling unit located within a legal, nonconforming accessory structure. The

findings for approval also outline two conditions in order to provide clarity on the triggers and process for any modifications to the use and/or structure.

Correspondence

Staff has not received any correspondence regarding the item.

IMPACT ON CITY RESOURCES

The applicant paid a flat fee of \$110 to appeal staff's determination to the Planning Commission. The applicant also paid a separate fee of \$110 to appeal the Planning Commission's determination. Staff time spent on the review of the appeals to the Planning Commission and City Council is not recoverable beyond the amounts of the flat fees, consistent with the Council's policy.

POLICY ISSUES

No changes to the General Plan or Zoning Ordinance are required for the project. Although the City Council does not have the ability to implement development standards differently on an ad hoc basis, the City Council can review specific facts about a project that would help in making a determination specific to a property and not be applicable to other properties or set precedent for future cases.

ENVIRONMENTAL REVIEW

The determination on these items is not considered a project and therefore, not subject to the California Environmental Quality Act (CEQA).

Deanna Chow
Senior Planner
Report Author

Justin Murphy
Development Services Manager

PUBLIC NOTICE

Public notification consisted of posting the agenda, with this agenda item being listed at least 72 hours prior to the meeting.

ATTACHMENTS

- A. [Draft Findings, Actions, and Conditions for Approval](#)

Attachment A
116 O'Connor Street
Draft Findings and Actions to Uphold the Appeal
March 13, 2012

1. Make a finding that the proposed determination is not a project and therefore, not subject to the California Environmental Quality Act (CEQA).
2. Make a finding that after considering evidence presented prior to and at the City Council Meeting on February 14, 2012, the City Council finds that the following are the relevant facts regarding the proposed determination:
 - a. The existing residence and accessory building were built in approximately 1921 in unincorporated San Mateo County.
 - b. The subject lot was part of a larger one-acre property, and was originally part of the Charles Weeks Poultry Colony established in 1920.
 - c. A portion (back room) of the accessory structure was used by the farmhands as their living quarters during the time the property was used for poultry farming.
 - d. The use of the room for living quarters pre-dates the establishment of a Zoning Ordinance by the County in 1933.
 - e. The property was annexed into the City of Menlo Park in 1959.
 - f. The living unit existed prior to 1983, when the City adopted its secondary dwelling unit ordinance.
 - g. The room has been used continuously as a living unit since the 1920s.
3. Make a finding that the room at the rear of the accessory building and the kitchen in a portion of the garage, according to the use and configuration as of February 14, 2012, is considered a legal secondary dwelling unit, and thus livable space, in a nonconforming structure, and subject to the following conditions:
 - a. Any future modification, expansion or addition to the structure shall comply with the Menlo Park Zoning Ordinance, and shall, if required by the Zoning Ordinance, be subject to review by Planning staff (or Planning Commission if warranted per the Zoning Ordinance) and require applicable building permits.
 - b. Any encroachment into the existing one-car garage space (10 feet in width by 20 feet in length interior clear) shall be deemed a conversion of the parking space and a new one-car covered parking space, compliant with the Zoning Ordinance requirements and built in accordance with the building code, shall be required.

THE MINUTES HAVE BEEN AMENDED TO REFLECT PUBLIC COMMENT MADE PRIOR TO CLOSED SESSION.



CITY COUNCIL SPECIAL AND REGULAR MEETING MINUTES

Tuesday, February 14, 2012 at 6:00 p.m.
701 Laurel Street, Menlo Park, CA 94025
City Council Chambers

Mayor Keith called the Closed Session to order at 6:04 p.m.
Council Member Fergusson arrived at 6:20 p.m.

- CL1.** Pursuant to Government Code Section 54957.6 to conference with labor negotiators regarding labor negotiations with the Service Employees International Union (SEIU)
Attendees: Starla Jerome-Robinson, Interim City Manager, Bill McClure, City Attorney and Glen Kramer

~~There were no members of the public present to comment on the Closed Session item.~~
Public Comment

Sandy Pimentel, a city employee, spoke regarding the current inequality of cost sharing for health benefits. She requested the Council consider the importance of providing healthcare benefits equally for all City employees from the top to the bottom of the organization.

The Council went into Closed Session after receiving public comment.

Mayor Keith called the Regular Session to order at 7:22 p.m. with all members present.

The pledge of allegiance was led by Mayor Keith.

REPORT FROM CLOSED SESSIONS

There was no reportable action from Closed Session.

ANNOUNCEMENTS:

There will be a special meeting on Saturday, February 25, 2012 regarding Trees for Menlo and more information will be forthcoming with the agenda posting.

A. PRESENTATIONS AND PROCLAMATIONS

- A1.** Presentation: Honoring the Youth of the Year nominees and winner for the Boys and Girls Club Awards ([Attachment](#))

Mayor Keith presented a Certificate of Excellence to Mark Johnson, and Diante Davenport. Tajianna Robinson was also honored although not able to attend the meeting.

Peter Fortenbaugh, Executive Director of the Boys and Girls Club spoke to the Council regarding the program in Menlo Park.

- A2.** Presentation: Police Department Operations Update
Staff presentation by Chief Roberts ([PowerPoint](#))



CITY COUNCIL SPECIAL AND REGULAR MEETING **DRAFT** MINUTES

Tuesday, February 28, 2012 at 5:30 p.m.
701 Laurel Street, Menlo Park, CA 94025
City Council Chambers

Mayor Keith called the Closed Session to order at 5:30 p.m. Council Member Cohen arrived at 5:51 p.m.

There were no members of the public present to comment on the Closed Session item.

CL1. Pursuant to Government Code Section 54956.9(c) regarding potential/anticipated litigation: 1 case

Mayor Keith called the Regular Session to order at 7:00 p.m. with all members present.

REPORT FROM CLOSED SESSION

ACTION: There was no reportable action from Closed Session.

The pledge of allegiance was led by Mayor Keith.

ANNOUNCEMENTS: None

A. PRESENTATIONS AND PROCLAMATIONS

A1. Presentation: Environmental Quality Awards ([Attachment](#)) ([Powerpoint](#))

Award presentation by Environmental Quality Commissioner Kristin Kuntz-Duriseti and Chair Mitchel Slomiak

Accepting the award were homeowners Vivek and Tavinder Wadhwa and representing Clarum Homes were President John Suppes and John Carr, Quality Assurance & Home Warranty Representative.

A2. Presentation by Marian Lee, CalTrain

Presentation made by Marian Lee, Caltrain Modernization Program Acting Director ([PowerPoint](#))

Public Comments

- Don Barby spoke against a blended system with High Speed Rail (HSR).
- Martin Mazmer spoke regarding the blended system discussed in the presentation and that it is in violation of Proposition 1A and AB 3404.
- Adina Levin, Friends of CalTrain, spoke regarding the stability and upgrading of the CalTrain system and spoke in favor of what was included in the presentation.
- Alan Bushell stated that there were shortfalls in the presentation and the HSR program is fraught with problems.

B. COMMISSION/COMMITTEE VACANCIES, APPOINTMENTS AND REPORTS: None

C. PUBLIC COMMENT #1

- Tim Goode spoke regarding the dangerous and congested situation of the parking lot between the Library and the Arrillaga Gymnasium requesting consideration of the possibility of opening the doors to the Gym opposite to the Library. He requested no cutbacks to the Library.
- Roland Lebrum spoke regarding the trail location on the map in the staff report is right on and addressed the possibility of a Dumbarton tunnel instead of a bridge. (Consent Calendar item D1)
- Adina Levin spoke in support of the completion of the Bay Trail on behalf of the Silicon Valley Bicycle Coalition. (Consent Calendar item D1)
- Adina Levin stated she supports the Council priority of addressing the Housing Element and expressed concern about not addressing the Transportation Element. (Consent Calendar item D2)

D. CONSENT CALENDAR

D3. Accept minutes for Council meetings of January 31 and February 14, 2012 ([Attachment](#))

ACTION: Motion and second (Cline/Fergusson) to approve the minutes as amended passes unanimously.

D2. Adopt Council goals and deliverables for 2012 ([Staff report #12-031](#))

Item pulled by K. Keith for discussion

ACTION: Motion and second (Cline/Ohtaki) to approve the Council goals and deliverables passes unanimously.

D1. Adopt **Resolution No. 6048** supporting progress toward completion of the Bay Trail Gap from Bayfront Expressway and University Avenue to the existing Bay Trail South of University Avenue on the Mid Peninsula Regional Open Space District Property

([Staff report #12-030](#))

Item pulled by K. Fergusson for questions

ACTION: Motion and second (Fergusson/Ohtaki) to approve **Resolution No. 6048, as amended**, supporting progress toward completion of the Bay Trail Gap from Bayfront Expressway and University Avenue to the existing Bay Trail South of University Avenue on the Mid Peninsula Regional Open Space District Property and noting that the route included in the packet is a non-binding route passes unanimously.

E. PUBLIC HEARINGS: None

F. REGULAR BUSINESS

F1. Accept the 2011-12 Mid-year Financial Summary and adopt a Resolution approving the recommended amendments to the 2011-12 Operating and Capital Budgets

([Staff report #12-034](#)) ([PowerPoint](#))

Staff presentation by Carol Augustine, Finance Director

ACTION: Motion and second (Fergusson/Cline) to accept the 2011-12 Mid-year Financial Summary and adopting **Resolution No. 6049** approving the recommended amendments to the 2011-12 Operating and Capital Budgets and increasing two budgets for work on the Housing

Element; legal budget by \$50,000 and the Community Development budget by \$100,000 for a contract planner passes unanimously.

F2. Approve an Agreement with Capitol Advocates to provide legislative and regulatory advocacy on High Speed Rail issues ([Staff report #12-032](#))

Staff presentation by Starla Jerome-Robinson, Interim City Manager

NOTE: Council Member Cohen and City Attorney McClure announced their recusal on the item due to proximity of property and left the meeting at 9:10 p.m.

ACTION: Motion and second (Fergusson/Cline) to approve an agreement with Capitol Advocates to provide legislative and regulatory advocacy on High Speed Rail issues with a maximum expenditure of \$50,000, quarterly reports at a Council meeting (with no charge from consultant) and to hold a kick-off meeting passes 3-1-1 (Keith dissenting, Cohen recusal).

F3. Consider state and federal legislative items, including decisions to support or oppose any such legislation, and items listed under Written Communication or Information Item: None

G. CITY MANAGER'S REPORT: None

H. WRITTEN COMMUNICATION: None

I. INFORMATIONAL ITEMS

There was no formal staff report on this item.

I1. Update on staff review of the City of East Palo Alto Draft Environmental Impact Report for the Ravenswood/4 Corners Transit Oriented Development Specific Plan ([Staff report #12-033](#))

Public Comment

- Roland Lebrum spoke regarding the location of the Dumbarton Rail Station should be in an industrial area, should be four (4) tracks and to consider the possibility

J. COUNCILMEMBER REPORTS

Council Members reported on meetings attended in compliance with AB1234 reporting requirements.

K. PUBLIC COMMENT #2: None

L. ADJOURNMENT

The meeting was adjourned at 9:50 p.m.

Margaret S. Roberts, MMC
City Clerk

Minutes accepted at the Council meeting of



PUBLIC WORKS DEPARTMENT

Council Meeting Date: March 13, 2012

Staff Report #: 12-040

Agenda Item #: F1

REGULAR BUSINESS: Approve a Letter to the City of East Palo Alto Providing Comments on the Draft Environmental Impact Report for the Ravenswood/4 Corners Transit Oriented Development Specific Plan

RECOMMENDATION

Staff recommends that the City Council approve a letter to the City of East Palo Alto providing comments on the Draft Environmental Impact Report (DEIR) for the Ravenswood/4 Corners Transit Oriented Development Specific Plan included as Attachment A.

BACKGROUND

The Plan Area encompasses approximately 350 acres. It is generally bounded at the west by University Avenue, at the north by a rail line that crosses the Bay on a drawbridge and at the south by Weeks Street. To the east are tidal wetlands in the Ravenswood Open Space Preserve, owned and managed by the Midpeninsula Open Space District and in the City of Menlo Park; and to the southeast are wetlands that are part of the Palo Alto Baylands Nature Preserve, owned by the City of Palo Alto, and managed by the U.S. Fish and Wildlife Service as part of the Don Edwards San Francisco Bay National Wildlife Refuge. In addition to University Avenue, which is an important transit corridor within the City of East Palo Alto as well as the region, the Plan Area includes Bay Road, a major east-west corridor in East Palo Alto. Similarly, the southwest boundary extends to include blocks west of University Avenue in the 4 Corners Area, to include all parcels within the Ravenswood Redevelopment Area. Attachment C, Figure 3-3 from the DEIR, shows the Plan Area boundary. The Plan Area boundary includes the connection to Cooley Landing but it does not include the other lands that will become the park.

Attachment D, Table 3-1 from the DEIR, illustrates the net development potential from the proposed land uses.

On May 2, 2011, the City of East Palo Alto released a Notice of Preparation of the Environmental Impact Report for a public review and comment period that ended June 3, 2011. The City of Menlo Park submitted comments on the Notice of Preparation on May 27, 2011 as shown as Attachment B.

On January 18, 2012, the City of East Palo Alto released a DEIR for this project for a public review and comment period that ends on March 14, 2012. The City of Menlo Park plans to submit its comments on the DEIR before the end of the comment period.

ANALYSIS

Traffic

The DEIR is deficient in the traffic analysis. In the DEIR, there were a total of 24 unsignalized and signalized study intersections analyzed. Out of the 24 study intersections, only three were analyzed within Menlo Park. The three locations analyzed were:

- Willow Road at Bayfront Expressway
- Willow Road at Newbridge Street
- University Avenue at Bayfront Expressway

The DEIR determined that the intersections at Willow Road at Bayfront Expressway and at University Avenue at Bayfront Expressway, which are both operated and maintained by Caltrans, would have potential significant impacts that are unavoidable and unmitigated.

The DEIR fails to analyze signalized intersections along Willow Road near the Belle Haven neighborhood and also along Willow Road, west of US 101 to Middlefield Road. The recently completed DEIR for Facebook analyzed these intersections. Staff recommends that the Ravenswood/4 Corners DEIR be consistent in their study intersections with the recent Facebook DEIR. The Menlo Park signalized intersections not included in the Ravenswood/4 Corners DEIR are as follows:

- Willow Road at Hamilton Avenue
- Willow Road at Ivy Drive
- Willow Road at O'Brien Drive
- Willow Road at Bay Road
- Willow Road at Durham Street/VA Hospital entrance
- Willow Road at Coleman Avenue
- Willow Road at Gilbert Road
- Willow Road at Middlefield Road

The DEIR is also missing some signalized intersections in East Palo Alto along University Avenue that were analyzed in the Facebook EIR. These are all within the study Plan Area. The intersections not included in the traffic analysis are:

- University Avenue at O'Brien Drive
- University Avenue at Kavanaugh Drive
- University Avenue at Bell Street

Furthermore, the DEIR does not take into account the traffic originating from the Belle Haven neighborhood to the proposed Plan area land uses. The DEIR states that "the (travel demand) model estimates that approximately 21 percent of the residential trips and about 27 percent of the non-residential trips generated by the project would remain within East Palo Alto or Menlo Park east of Highway 101. Staff anticipates that these percentages underestimate the amount of traffic originating from the Belle Haven neighborhood, given the close proximity to the Plan area. The trips generated from the Belle Haven neighborhood are not shown on the trip distribution figures or the trip assignment figures.

Due to the DEIR's traffic analysis understating the number of trips produced by the project, additional Menlo Park intersections that are currently not analyzed in the DEIR are anticipated to have potential significant impacts. Furthermore, with the additional traffic along University Avenue due to the Plan, traffic could be diverted through the East Palo Alto neighborhood streets towards Willow Road and Menlo Park. Therefore, the percentage of trips estimated to use Willow Road is underestimated and understates the impacts at the intersections along Willow Road.

Additional comments related to the transportation section are listed in Attachment A.

The following comments pertain to the Housing, Air Quality, Greenhouse Gas Emissions, Hazard and Hazardous Materials, Noise, Public Services, Utilities and Services, Alternative Analysis, and Hydrology sections in the DEIR and are included in the City's comment letter.

Housing

There are concerns regarding the use of outdated information from the American Community Survey data in the EIR. The City of East Palo Alto should use the best available and most accurate information in their analysis of housing. The EIR concludes that the Specific Plan job growth to 4,851 jobs is within Association of Bay Area Government (ABAG) projections, but the ABAG projections predicted 7,080 jobs by 2035 before this Specific Plan. There is also some inconsistency in the calculation of the number of residences to the number of residents, which could impact the analysis for air quality, traffic and noise. There is also insufficient information to conclude that many of the workers will want to live in East Palo Alto, when the number of jobs to the number of units created equate to 17 percent

Air Quality

There is concern regarding the increase in pollutants as a result of increased traffic resulting from the more intense development envisioned by the Specific Plan. Also, the DEIR understates the residential population and the impacts to air quality may be more significant than identified in the Specific Plan DEIR. The DEIR concludes that although the impacts of increased traffic on air quality will be mitigated by requiring large employers to participate in a Transportation Demand Management (TDM) program, there is little or no information in the Specific Plan DEIR regarding what is considered a large employer and what specific TDM measures will be required.

Greenhouse Gas Emissions

The DEIR concludes that there will be energy savings, but the residential population is anticipated to increase by 74% and the employee population by over two hundred percent (200%) above what is allowed by the current General Plan. There is also concern in the threshold of significance used in the greenhouse gas emission analysis and why the 1,100 metric tons of CO₂ equivalent per year standard was not utilized. Also, there is not sufficient information on the fleet mix to calculate the emissions accurately.

Hazards and Hazardous Materials

Despite significantly increasing the resident and employee population over the no project scenario, the Specific Plan DEIR improperly concludes that there will be no impact on emergency response. In addition, looking at this same item in the cumulative

impacts section, the Specific Plan DEIR improperly looks only at East Palo Alto and not reasonably foreseeable probable future projects in the area from which emergency response would come.

Furthermore, since a number of sites in the Plan Area require remediation, the EIR should clarify whether there will be any additional environmental analysis and oversight by Department of Toxic Substance Control (DTSC) of clean-up activities.

Land Use and Planning

The Specific Plan proposes to increase the jobs ratio from 4.4 jobs per acre to 14 jobs per acre (an increase of 3,314 employees) and yet inappropriately concludes that the Specific Plan complies with the existing General Plan that would allow only 1,537 workers in the same amount of land.

Noise

The DEIR uses outdated noise measurements in their analysis. There are also concerns on the methodology used for the noise measurements.

Public Services

The Specific Plan includes buildings four to eight stories in height, but there is no analysis of whether the fire department has adequate equipment (e.g. a ladder truck in close proximity) to adequately serve these taller structures.

The DEIR analysis fails to take into consideration the impact that the worker population will have on the provision of public services, which needs to be considered. There is also concern that the Specific Plan EIR indicates that motor vehicle thefts are on the rise, but with additional motor vehicles in the area due to increased residents and employees, the opportunities for such crime would increase. This is not considered in the analysis of whether there is adequate law enforcement available.

Utilities and Service Systems

The Specific Plan DEIR concludes that given current population projections there is sufficient landfill capacity. However, this project and other reasonably foreseeable probable future projects are increasing population projections and therefore, this conclusion is not supported.

Water

The Specific Plan DEIR indicates that domestic water use would increase by 41% over the current demand, despite the fact that the City is currently exceeding or near their supply from San Francisco Public Utilities Commission (SFPUC). Additionally, the DEIR states that development would not occur until new water supplies have been obtained, any of which must be considered under a separate CEQA document. In order to allow any development related to the Specific Plan, a complete groundwater analysis should be completed as part of this EIR in order to understand aquifer demands and identify if it is feasible to extract the necessary volume of water within the City of East Palo Alto.

Alternatives

The alternatives section does not provide any quantification of impacts, and thus, the narrative is insufficient to adequately inform the reader of a conclusion.

Also, the Specific Plan DEIR improperly concludes that a reduced density alternative with fewer residents and employees would have an equivalent impact on population and housing.

There needs to be a discussion in the Specific Plan DEIR of why alternatives were considered, but rejected.

Assessment Conclusions

This section indicates that the Specific Plan would involve direct growth inducement through the construction of 591 new housing units. This is the first time this number is mentioned and it is unclear where it comes from as the Section on population and housing referenced 835 housing units.

Hydrology

The DEIR indicates that there are approximately 59 acres of vacant land that would be developed under the proposed plan at various locations. While compliance with the NPDES permit is identified, there is inadequate discussion of how the new stormwater will be discharged. All newly developed sites must either match or decrease historical stormwater flows and no increased flows shall be discharged to the San Francisquito Creek Watershed.

IMPACT ON CITY RESOURCES

There is no direct impact on City resources associated with the action in this staff report.

POLICY ISSUES

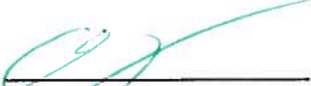
California Environmental Quality Act allows a review period where individuals can comment on a Draft EIR. The Actions taken by Council under this agenda item are not in conflict with CEQA laws, nor will they establish a new City policy.

ENVIRONMENTAL REVIEW

The City of East Palo Alto is responsible for preparing the environmental review for the Ravenswood/4 Corners TOD Specific Plan. It has been the City's practice to review and comment on environmental documents prepared by other agencies when there are potential impacts to Menlo Park. Despite the absence of Menlo Park's jurisdiction over many aspects of this project, it is incumbent on East Palo Alto to consider and respond to Menlo Park's comments prior to certifying the environmental document.



Atul Patel, P.E.
Senior Transportation Engineer



Charles Taylor, P.E.
Public Works Director

PUBLIC NOTICE: Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS:

- A. Draft comment letter to East Palo Alto
- B. City of Menlo Park's comments on the Notice of Preparation dated May 27, 2011
- C. Figure 3-3 Plan Area from the DEIR
- D. Table 3-1 Net Development Potential from the DEIR

KIRSTEN KEITH
MAYOR

PETER OHTAKI
MAYOR PRO TEM

ANDREW COHEN
COUNCIL MEMBER

RICHARD CLINE
COUNCIL MEMEBR

KELLY FERGUSSON
COUNCIL MEMBER



701 LAUREL STREET, MENLO PARK, CA 94025-3483
www.menlopark.org

ATTACHMENT A

March 13, 2012

Sean Charpentier
Project Coordinator II
Attn: Specific Plan
City of East Palo Alto Redevelopment Agency
1960 Tate Street
East Palo Alto, CA 94303

Building
TEL 650.330.6704
FAX 650.327.5403

City Clerk
TEL 650.330.6620
FAX 650.328.7935

City Council
TEL 650.330.6630
FAX 650.328.7935

City Manager's Office
TEL 650.330.6610
FAX 650.328.7935

Community Services
TEL 650.330.2200
FAX 650.324.1721

Engineering
TEL 650.330.6740
FAX 650.327.5497

Environmental
TEL 650.330.6763
FAX 650.327.5497

Finance
TEL 650.330.6640
FAX 650.327.5391

Housing & Redevelopment
TEL 650.330.6706
FAX 650.327.1759

Library
TEL 650.330.2500
FAX 650.327.7030

Maintenance
TEL 650.330.6780
FAX 650.327.1953

Personnel
TEL 650.330.6670
FAX 650.327.5382

Planning
TEL 650.330.6702
FAX 650.327.1653

Police
TEL 650.330.6300
FAX 650.327.4314

Transportation
TEL 650.330.6770
FAX 650.327.5497

Re: Draft Environmental Impact Report for Ravenswood/4 Corners Transit Oriented Development Specific Plan

Dear Mr. Charpentier:

Thank you for the opportunity to review and comment on the Draft Environmental Impact Report (Draft EIR) for the Ravenswood/4 Corners Transit Oriented Development Specific Plan (Specific Plan). The City of Menlo Park appreciates its working relationship with the City of East Palo Alto regarding this and other projects that impact both cities. As the substance of the Specific Plan is a policy issue for the City of East Palo Alto, the comments in this letter are not intended to address the substance of the Specific Plan. Instead, the City of Menlo Park has focused its attention on the adequacy of the environmental review in the Draft EIR as that is an important issue to not only the City of Menlo Park, which will be impacted by this project, but also the community at large. With this framework in mind, the following comments are provided by the City of Menlo Park regarding the Draft EIR for the Specific Plan:

General Comment

1. The Draft EIR appears to be missing data, either in the sections themselves or in technical appendices, to support the conclusions. An EIR is above all else an informational document and this Draft EIR appears to lack data in sufficient quantity to provide adequate information. Adequate supporting data and information should be provided.

Traffic

1. The traffic analysis is missing critical intersections in Menlo Park that should be included in the Draft EIR. Trips from the Belle Haven

neighborhood would take the shortest route to the Specific Plan area using Ivy Drive, Hamilton Avenue to Willow Road at O'Brien Drive, Bay Road, and Bayfront Expressway.

2. The following is a list of intersections typically traveled by Menlo Park residents to East Palo Alto, which are likely to see some traffic impacts from the Specific Plan and should be analyzed:
 - a. Willow Road at Hamilton Avenue
 - b. Willow Road at Ivy Drive
 - c. Willow Road at O'Brien Drive
 - d. Willow Road at Bay Road
 - e. Willow Road at Durham/Veteran's Hospital
 - f. Willow Road at Gilbert Avenue
 - g. Willow Road at Coleman Avenue
 - h. Willow Road at Middlefield Road
3. The Draft EIR did not include analysis of some signalized intersections in East Palo Alto along University Avenue. These are all within the Specific Plan area. Intersections not included in the traffic analysis which are expected to be impacted include:
 - a. University Avenue at O'Brien Drive
 - b. University Avenue at Kavanaugh Drive
 - c. University Avenue at Bell Street
4. The Draft EIR uses traffic counts from October 2009 and June 2011. Counts from 2009 are outdated and should be updated. Counts taken in June do not reflect Stanford related traffic as classes were not in session. Traffic counts should be taken when Ravenswood and Menlo Park City School Districts and Stanford are all in session.
5. Figure 4.14-2: Intersection 6, the eastbound right turn is not striped as a right turn lane. Analyze as a shared thru/right turn lane.
6. Pursuant to more recent counts conducted for Menlo Park, the LOS at intersections 5, 6, and 9 has deteriorated from what the Draft EIR is shown on Table 4.14-3. Please contact the City of Menlo Park for detailed count information.
7. The second paragraph on page 4.14-20 discusses traffic conditions in and around the Specific Plan area; however, the intersections on Bayfront Expressway at Willow Road and University Avenue in Menlo Park, which are significantly impacted, were not discussed.
8. The Draft EIR is missing discussion about State Route (SR) 109 and SR 114 in the Congestion Management Plan (CMP) Monitoring Reports.
9. Figure 4.41.1 is missing the Ringwood Overcrossing at US 101, the Class 2 and 3 bike lanes in Menlo Park, and the pedestrian/bicycle undercrossing improvements at Willow/Bayfront Expressway. The Bay Trail is not mentioned in the discussion of existing bike facilities. A "bike path" is described as paralleling Bayfront Expressway, but a gap is not described. The Draft EIR is also missing a discussion regarding the existing pedestrian/bicycle bridge overcrossing at Ringwood/US 101 and there no mention of East Palo Alto's plans for 101 pedestrian/bicycle overcrossing

10. The Draft EIR at page 4.14-25 is missing text regarding the existing Menlo Park Shuttle service on Willow Road and in the Belle Haven Neighborhood.
11. The trip distribution methodology in the Draft EIR at page 4-14-29 is flawed. For trips originating in Menlo Park, east of US 101, the model should use the trip distribution from the Menlo Park's Circulation System Assessment document.
12. On Table 4.14-5 there is not sufficient data to support the basis for the internal trips for office/industrial/R&D and civic uses.
13. Clarify/provide the basis for the reduction in size for the post office and subsequent reduction in daily and am/pm peak trips. Also clarify if the post office is being reduced in size, why the Civic Center internal trips are being added instead of being reduced.
14. The health clinic is being analyzed using the Institute of Traffic Engineers (ITE) trip generation rate for medical office building, which is not similar in nature to the daily, or peak hour, traffic patterns of a health clinic. Conduct a trip generation survey of a similar health clinic of similar size to the one proposed.
15. The charter high school is being analyzed using the ITE trip generation rate for a public high school, which is not similar in nature to the daily, or peak hour, traffic patterns of a charter high school. Conduct a trip generation survey of a similar charter high school similar in size to the one proposed. Explain the basis for the reduction in trips for the charter high school.
16. The Draft EIR traffic analysis is using the ITE Trip Generation, 2nd edition, chapter 7 for internal trip percentages. Research whether there are any recent Transportation Research Board (TRB) documents with more updated data than the 2nd edition, which is now over 20 years old.
17. The first paragraph on page 4.14-40 is erroneous because there are retail uses that generate a considerable amount of AM peak hour traffic, such as convenience stores, coffee shops, and fast-food restaurants.
18. Menlo Park has approved the location of the Dumbarton Rail station at Willow Road Business Park. Revise the text in the last paragraph on page 4.14-40 accordingly.
19. On page 4.14-41, the trip distribution model estimates that approximately 21% of the residential trips and about 27% of the non-residential trips generated by the project would remain within East Palo Alto or Menlo Park, east of Highway 101. Given the close proximity of the Belle Haven neighborhood to the Specific Plan area, there may be additional impacts at intersections that were not analyzed.
20. Figure 4.14.7 and 8 are missing the percentage of trips coming from the Belle Haven neighborhood.
21. Project Trip Assignment Figure: Willow Road/SR 84 is missing trips from Willow Road to Bayfront Expressway that would be generated from the Belle Haven neighborhood. The same is true for the Newbridge Street/Willow Road intersection.
22. On page 51 consider adaptive signalization as a partial mitigation for Willow Road/SR 84.
23. University Avenue/Donohoe Street mitigation measure is missing discussion of a right turn overlap phase.

24. Cumulative Traffic Volume Forecasts are missing the Menlo-Gateway Project in the analysis.
25. P.4.14-77: The mitigation measure at Willow Road/Bayfront Expressway still causes the intersection to remain at LOS F. Consider other widening improvements, TDM measures, or adaptive signals.
26. The Draft EIR is missing analysis of the Willow Road/US 101 interchange as well as the Willow Road/Middlefield Road intersection.
27. Given the large amount of trips anticipated to travel along University Avenue and the anticipated congestion, traffic could divert through East Palo Alto neighborhoods and into Menlo Park via Willow Road. The Draft EIR underestimates the percentage of trips along Willow Road and thus, underestimates the impacts associated with the traffic along Willow Road at the signalized intersections.
28. Page 4.14-7, 8: The LOS threshold section has no mention of state-controlled intersection LOS thresholds.
29. Page 4.14-1: The regulatory framework section has no mention of Menlo Park General Plan or City/County Association of Governments (C/CAG) study on Willow Road and University Avenue, Gateway Study.
30. Revise the text on page 4.14-11 so it states that Bayfront Expressway is a six lane facility between Marsh Road and Dumbarton Bridge Toll Plaza.
31. Page 4.14-12: University Ave is primary access to US 101 and SR 84. Also, it serves a majority of the trips in the planning area and all residential, retail, and office trip types. There are primarily residential and retail uses that front on to University.
32. Page 4.14-7: The Intersection level of service standards and analysis methodologies used City of Menlo Park standards instead of CMP standards since they are more stringent. This is not a typical practice, as it would overestimate potential impacts.
33. Page 4.14-27: Significance criteria in Menlo Park are not correctly applied for the Willow Road/Bayfront Expressway intersection. Willow Road is designated as SR 114 between Bayfront Expressway and approximately Newbridge Street.
34. Page 4.14-39: Mixed use and pass by trip reductions used ITE Handbook methods to determine internalization rates, applied pass-by reductions to retail uses, no reduction for AM peak hour, but used same reduction PM peak as daily. Please clarify why different standards and reductions were utilized.
35. Page 4.14-41: It is unclear which version of the C/CAG model was used to determine the internalization of trips to East Palo Alto. The most current version should be used.
36. Figure 4.14.8: A trip distribution of 27% of the peak hour non-residential trips as internal to East Palo Alto appears high.
37. On page 4.14-51, impacts and mitigation were evaluated for Willow Road/Bayfront Expressway using Menlo Park, not Caltrans standards. Recommended mitigation is to convert shared through-left lane on eastbound Willow Road approach to left-turn only lane and modify the signal phasing from split to protected (left-turn arrows). This will not adequately accommodate the expected traffic levels to/from the Facebook campus. Describe alternative

mitigation to add third eastbound right-turn lane (from Willow Road to Bayfront Expressway).

38. On page 4.14-52, impacts and mitigation were evaluated for University Avenue/Bayfront Expressway using Menlo Park standards, but include a statement that the addition of four seconds of delay triggers an impact, which is not correct.

Air Quality

1. A health risk assessment was not and should be included.
2. The Draft EIR concludes that traffic will increase at a greater rate than the residential or employee population with the implementation of the Specific Plan. How this conclusion was reached was not adequately explained in this section to allow the reader to understand that statement or its impact on air quality. Furthermore, as will be discussed in the comments on population and housing below, it appears the residential population may be understated and the impacts to air quality may be more significant than identified in the Draft EIR.
3. Although the Draft EIR states that the impacts of increased traffic on air quality will be mitigated by requiring large employers to participate in a TDM program, there is little or no information in the Draft EIR regarding what is considered a large employer and what specific TDM measures will be required.
4. There would be considerable construction activity from implementation of the Specific Plan that would affect the air quality. Discussion of post-construction operational impacts to air quality is also absent. These impacts need to be addressed in the Final EIR.
5. It is unclear what is meant by the "X" s and "-" in Table 4.3-3: Summary of Measured Air Quality Exceedances.
6. The daily vehicle miles traveled (VMT) is based upon an artificially low projection of population growth (please see population and housing comments below). The analysis should be revised to reflect a more accurate population growth projection.
7. Mitigation Measure AQ-1 provides that no mitigation available. A statement that there are no available measures to mitigate an impact should not technically be considered a mitigation measure.
8. The Draft EIR only cites an increase in the rate of vehicle use that will directly result in greater quantities of air pollutants. The Draft EIR fails to consider other sources of air pollution contributing to cumulative air quality impacts, such as construction activity and post-construction operational impacts.
9. While the Draft EIR identifies that implementation of the Specific Plan would result in significant impacts to air quality, it provides no mitigation measures to address these impacts.
10. The cumulative impact analysis should not be limited to inconsistencies with applicable air quality plans, but should incorporate all other thresholds listed in the standards of significance. Whenever possible, all feasible mitigation measures should be included.

Greenhouse Gas Emissions

1. The Draft EIR fails to include the 1,100 MT of CO₂ equivalents per year standard as a threshold of significance to be considered. This efficiency threshold should be considered and if not utilized an explanation should be provided as to why as use of this threshold may show significant impacts.
2. It is unclear how emissions can be predicted in the absence of a predictable fleet mix and unknown TDM requirements that will be imposed on large employers of undefined size.
3. It appears there may be a typographical error on page 4.7-16, second paragraph from the bottom, where it states that the Specific Plan is estimated to produce “2,766 new residences.”

Hazards and Hazardous Materials

1. In light of the fact that a number of sites in the Specific Plan area require remediation, it should be clarified whether there will be any additional environmental analysis and oversight by Department of Toxic Substance Control (DTSC) of clean-up activities.
2. The discussion for criteria b. and d. under the Standards of Significance section references Specific Plan Policy LU-7.2 which is absent from the Specific Plan document.
3. The Draft EIR cites Specific Plan Policies LU-7.1 and LU-7.2 to mitigate impacts to a less than significant level, but does not provide an explanation of how implementation of these policies will ensure that exposure is reduced. Policy LU-7.1 only requires studies and analysis to determine the extent of contamination, but does not appear to have any binding and enforceable measures to ensure remediation or to limit exposure. Policy LU-7.2 does not exist.
4. Future site-specific analysis will likely be more limited in scope and may not extensively evaluate the cumulative impacts of exposure to hazards and hazardous substances to all the proposed land uses and increased population in the area. This EIR must therefore fulfill the obligation to fully analyze and address the cumulative impacts that would otherwise not be captured in a site-specific environmental analysis.

Noise

1. The baseline noise measurements were taken from a noise study conducted in November 2009, which is over two years prior to the release of the Draft EIR; these measurements should be updated.
2. In the noise analysis, there is mention of the Union Pacific Railway tracks located along the northern boundary of the proposed Specific Plan area that were no longer in regular use as of the date of the study, and that Union Pacific continues to reserve the right to run freight operations on these tracks. It is unclear whether the noise measured during November 2009 data collection dates captured any noise from freight operations on these tracks, as there is no further mention of this in the section.

Population and Housing

1. The list of consultants on the title page does not match the list of preparers at the end of the document. For example, Keyser Marston Associates (KMA) is listed at the front, but not the back with the list of preparers. It is unclear what KMA's role was in preparing the document. No report from KMA was available on East Palo Alto's web page related to this project.
2. Clarify the use of 3.39 persons per household as opposed to the current 4.2 persons per household. To the extent there is any change in the Final EIR regarding the number of persons per household, consider whether the analyses in any other sections such as transportation, air quality, noise and public services would be more significant.
3. It is unclear whether this the four housing unit threshold relates to a gross (total/absolute number of housing units removed) or net loss (housing units removed subtracted from new housing units built) of four housing units. The Draft EIR needs to clarify this threshold.
4. The Draft EIR states that the "Specific Plan implementation could result in the displacement of existing residents and dwelling units" which is inconsistent with the previous determination that there will be no impact on the displacement of substantial numbers of people.
5. The Draft EIR underestimates the potential population growth from implementation of the Specific Plan, and any analysis based upon this erroneous data is therefore flawed by not accounting for the full extent of the potential impacts.

Public Services

1. The analysis is based on a flawed number of additional residents (see above).
2. The analysis fails to take into consideration the impact that the worker population will have on the provision of public services. For example, a certain portion of employees will use the library or the parks or increase the number of emergency calls during the daytime. These additional impacts need to be considered.
3. The Draft EIR indicates that motor vehicle thefts are on the rise. With the implementation of the Specific Plan additional motor vehicles would be in the area due to increased residents and employees, increasing the opportunities for such crime. This is not considered in the analysis of whether there is adequate law enforcement available.
4. The impact discussion section states that existing fire protection services, including a physical expansion of Fire Station #2, would be required. Expansion plans for Fire Station #2 were recently released. There should be a discussion of the potential physical impacts of this expansion.
5. The Draft EIR identifies that an approximately 10% citywide increase in population may result in a proportional need for additional law enforcement personnel, equipment, and/or police facilities, but defers the analysis of the potential impacts of service increases to future project-specific environmental analysis. This is a foreseeable physical impact that must be addressed in the

Final EIR, particularly as expansion of law enforcement services may contribute to cumulative impacts in air quality (construction and post-construction operational impacts).

6. The Draft EIR states that the Ravenswood City School District “would not be able to accommodate the additional 418 students generated by the Specific Plan” and that expansions or new school construction may be necessary in order to accommodate the projected new students. The Draft EIR defers any analysis of the potential impacts of school expansion for later project-level environmental review. The EIR fails to justify why this is considered a less than significant impact, and provides no mitigation measures for the identified need to expand school facilities.

Utilities and Service Systems

1. The Draft EIR concludes that given current population projections there is sufficient landfill capacity. However, this project and other reasonably foreseeable probable future projects are increasing population projections and therefore, this conclusion is not adequately supported.
2. The Draft EIR indicates that domestic water use would increase by 41% over the current demand, despite the fact that East Palo Alto is currently exceeding or near their supply from San Francisco Public Utilities Commission (SFPUC). This is a significant impact associated with the Specific Plan and needs to be addressed immediately. Additionally, the Draft EIR states that development would not occur until new water supplies have been obtained, any of which must be considered under a separate CEQA document. In order to allow any development related to the Specific Plan, a complete groundwater analysis should be completed as part of this Draft EIR in order to understand aquifer demands and identify if it is feasible to extract a volume of water within the City of East Palo Alto.

Hydrology

1. The Draft EIR identifies that new development must be in compliance with the National Pollutant Discharge Elimination System (NPDES) Permit, as put forth by the Regional Water Quality Control Board (RWQCB), which was adopted in 2009. All development that takes place under the Specific Plan must conform to the current NPDES regulations as administered by the RWQCB at the time of building permit issuance for any project.
2. The Draft EIR indicates that there are approximately 59 acres of vacant land that would be developed under the proposed plan at various locations. While compliance with the NPDES permit is identified, there is inadequate discussion of how the new stormwater will be discharged.

Alternatives

1. The Draft EIR improperly concludes that a reduced density alternative with fewer residents and employees would have an equivalent impact on population and housing.
2. The analysis regarding the Housing on 391 Demeter Street Alternative is inadequate. It is unclear to the reader how many additional housing units or residents are added with this alternative and how many fewer jobs are created and how much less footage is available for commercial development.
3. Although the Draft EIR provides a discussion of alternatives considered, but rejected, it inappropriately fails to explain why they were rejected.
4. While the wetlands setback alternative would not alleviate the significant air quality and traffic impacts generated by the Specific Plan, it would be a substantial improvement to preserving the wetlands habitat and improving flood protection for nearby developments. The Draft EIR states that this alternative would not meet all of the project objectives because the lack of new development opportunities could hinder clean-up of contaminated sites. However, this is not a logical conclusion because it assumes that only through new development opportunities could remediation and restoration of contaminated sites within the wetlands setback area occur, and yet new development within the setback area would in itself adversely impact the wetlands it strives to restore. The Draft EIR further notes that entitlements have already been granted for a project at 151 Tara Road, and that “restoration of this area would be dependent upon large funding sources that have not been identified” as further reasons why the Wetlands Setback Alternative is not the preferred alternative. While there may be limited recourse to influence the already approved project at 151 Tara Road to adhere to a 300-foot wetlands setback (assuming this was not incorporated into the approval), it does not appear that the Draft EIR analysis has made any attempt at exploring the feasibility of funding wetlands clean-up and restoration in the absence of new development-driven clean-up efforts. Funding feasibility for this alternative should be more fully explored, such as federal and state grant and funding opportunities, partnering with other governmental and non-governmental organizations, or requiring a development impact fee to fund wetlands restoration.

Assessment Conclusions

1. The growth inducement discussion states that the Specific Plan would induce “the construction of up 591 new housing units by 2035” which is inconsistent with the project description which notes there is an projected increase of up to 835 housing units.
2. Due to the fact that the Draft EIR has not provided sufficient analysis on many significant aspects of the project, as enumerated above, should further analysis reveal new or worsened impacts, the CEQA-Required Assessment Conclusions section would need to be revised.

Appendix

1. The Draft EIR is missing the following referenced technical reports in the appendix:
 - a. Air Quality and Greenhouse Gas Emissions report by Illingworth & Rodkin. The air quality analysis included in the online Appendix does not appear to be complete as it does not include a description of the study methodology, analysis of the data, or evidence that it was prepared by a qualified expert at Illingworth & Rodkin.
 - b. Biological Resources report by TRA Environmental Sciences, October 21, 2009.
 - c. Cultural Resources report by Basin Research Associates, March 2010 (excluding any archaeology reports or information).
 - d. Geology, Soils, and Mineral Resources; Hazards and Hazardous Materials; Hydrology and Water Quality report by ENGE0, November 2009.
 - e. Noise report by Illingworth & Rodkin, November 2009.

We appreciate the opportunity to review the Draft EIR. The City will continue to participate in the process to review any impacts and proposed mitigation measures within the City of Menlo Park.

Sincerely,

Kirstin Keith
Mayor

RICHARD CLINE
MAYOR

KIRSTEN KEITH
MAYOR PRO TEM

ANDREW COHEN
COUNCIL MEMBER

KELLY FERGUSSON
COUNCIL MEMBER

PETER OHTAKI
COUNCIL MEMBER



701 LAUREL STREET, MENLO PARK, CA 94025-3483
www.menlopark.org

Building
TEL 650.330.6704
FAX 650.327.5403

City Clerk
TEL 650.330.6620
FAX 650.328.7935

City Council
TEL 650.330.6630
FAX 650.328.7935

City Manager's Office
TEL 650.330.6610
FAX 650.328.7935

Community Services
TEL 650.330.2200
FAX 650.324.1721

Engineering
TEL 650.330.6740
FAX 650.327.5497

Environmental
TEL 650.330.6763
FAX 650.327.5497

Finance
TEL 650.330.6640
FAX 650.327.5391

**Housing &
Redevelopment**
TEL 650.330.6706
FAX 650.327.1759

Library
TEL 650.330.2500
FAX 650.327.7030

Maintenance
TEL 650.330.6780
FAX 650.327.1953

Personnel
TEL 650.330.6670
FAX 650.327.5382

Planning
TEL 650.330.6702
FAX 650.327.1653

Police
TEL 650.330.6300
FAX 650.327.4314

Transportation
TEL 650.330.6770
FAX 650.327.5497

May 27, 2011

Sent via Regular Mail and E-Mail

Sean Charpentier
Project Coordinator II
Attn: Specific Plan
City of East Palo Alto Redevelopment Agency
1960 Tate Street
East Palo Alto, CA 94303

**Re: Notice of Preparation (NOP) for Ravenswood/4 Corners Transit
Oriented Development Specific Plan**

Dear Mr. Charpentier:

Thank you for the opportunity to review and comment on the Notice of Preparation (NOP) for Ravenswood/4 Corners Transit Oriented Development Specific Plan. Given the proximity of the project to Menlo Park, the City is concerned about the traffic impacts that this project will have on Menlo Park and wants to find the best ways to minimize those impacts.

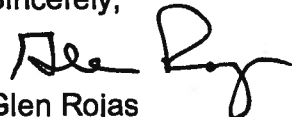
Specifically, with respect to traffic and transportation, in preparing the Environmental Impact Report, the City of East Palo Alto and its environmental consultants should consult with the City of Menlo Park's transportation staff regarding which roadways and intersections in Menlo Park should be analyzed. All roadways and intersections that may be affected by traffic from the project within Menlo Park need to be evaluated as part of the Environmental Impact Report. Those intersections and roadways to be analyzed should be approved by the City of Menlo Park's transportation staff. Furthermore, the Menlo Park Transportation Impact Analysis Guidelines ("Guidelines") should be used for the analysis of all roadways and intersections within Menlo Park. The thresholds of significance for traffic impacts are identified in the Guidelines and should be used when determining impacts within Menlo Park. A copy of these Guidelines is enclosed for your convenience.

Ravenswood/4 Corners Transit Oriented Development Specific Plan
May 27, 2011
Page 2

In addition, the East Palo Alto "Community Preferred Alternative" dated December 13, 2010, shows the Rapid Bus/BRT and Dumbarton Rail stations located within the City of Menlo Park on wetland property owned by Caltrans. Any considerations of these stations and mitigation of their impacts needs to be conducted in consultation with the Caltrans and City of Menlo Park, including potential land use entitlements. Furthermore, any analysis in the Environmental Impact Report will need to consider whether a permit from the Army Corps of Engineers or a permit from any other agency having jurisdiction over bay wetlands is necessary and what mitigations are associated with developing wetlands.

If you have any questions regarding the comments contained in this letter, please feel free to contact Justin Murphy, Development Services Manager at jicmurphy@menlopark.org or by telephone at (650) 330-3725. Again, thank you for allowing Menlo Park to participate in the review process.

Sincerely,


Glen Rojas
City Manager

Enclosure: Menlo Park Transportation Impact Analysis Guidelines

cc: Mayor and City Council
Arlinda Heineck, Community Development Director
Kent Steffens, Public Works Director
Justin Murphy, Development Services Manager
William L. McClure, City Attorney

ATTACHMENT "A"

Transportation Impact Analysis Guidelines

The following projects would generally be exempt from the requirements of the Transportation Impact Analysis Guidelines unless their geographic location or type of use prompt such study (subject to the City's discretion):

- Residential projects under five units
- Commercial projects where the total new or added square footage is 10,000 square feet or less
- Other projects that are determined to be exempt or categorically exempt under CEQA

All other projects involving a change of use and/or new construction will be required to submit a Transportation Impact Analysis performed by a qualified consultant selected by the City and paid for by the project applicant.

The Transportation Impact Analysis shall include the following:

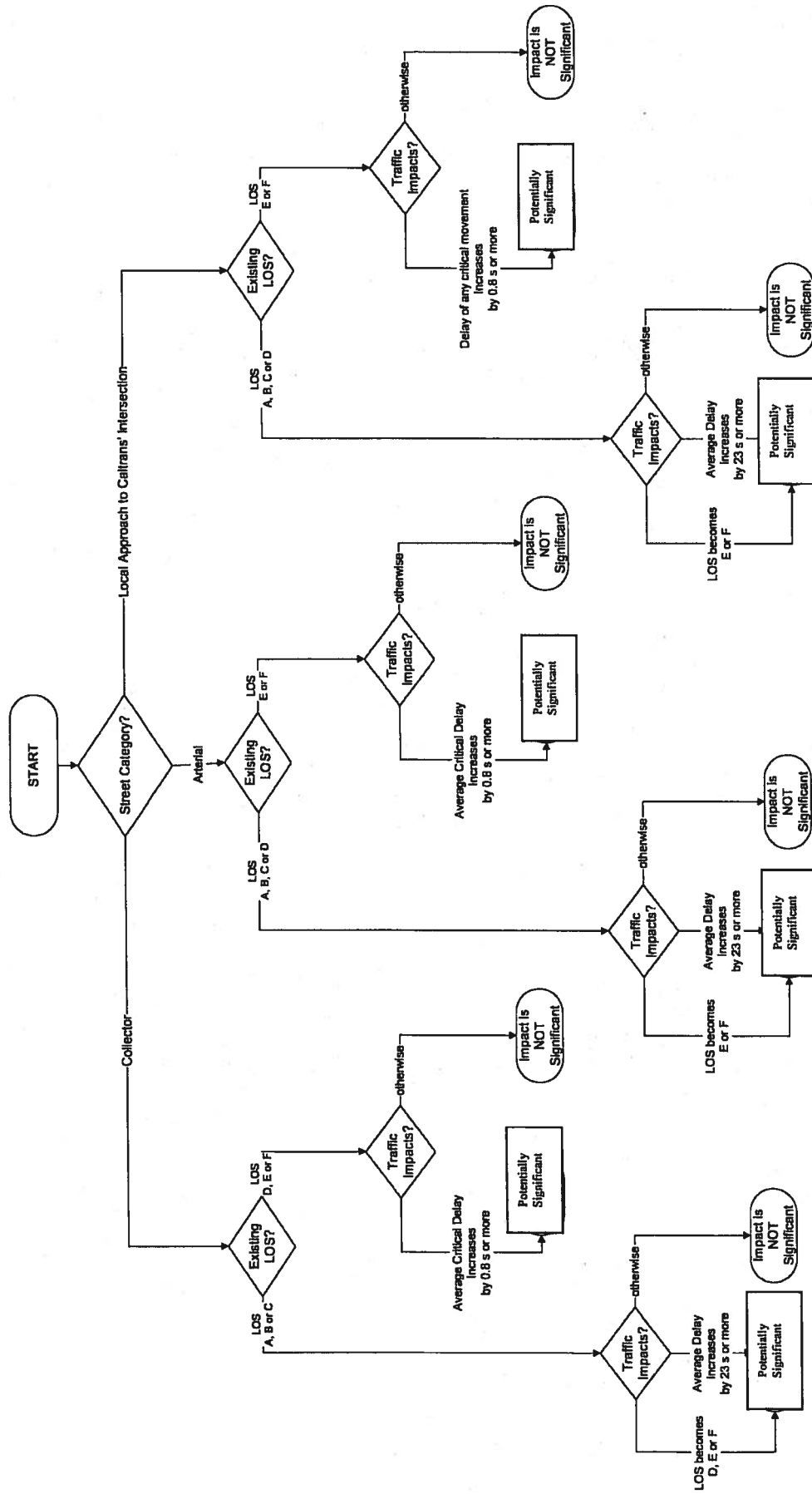
- I. Executive Summary
- II. Introduction
 - A. Project Description
 - B. Study Scope
- III. Existing Conditions – Conditions should be described based upon information found in the most recent Circulation System Assessment (CSA) document when applicable. The CSA existing traffic counts and information should be used as existing conditions.
 - A. Description of existing street system serving the site (Number of lanes, classification, etc.)
 - B. CSA existing traffic volumes – ADT's and AM & PM peak hours (Figure to be included in report)
 - C. CSA existing levels of service – AM & PM (Table to be included in report)
 - D. Public transit (Service providers to the area)
 - E. On and off-street parking conditions/availability
 - F. Pedestrian and bicycling conditions in the project area
- IV. Cumulative Analysis – Near Term conditions without project should be discussed using the most recent CSA near term traffic counts and information. Project traffic should then be added to the CSA near term traffic counts. If the project build-out is beyond the CSA near term data, future conditions should be projected to the first year of assumed project occupancy. A supplemental list of planned and or/approved projects will be provided to the consultants for inclusion in the analysis process. For large projects of regional magnitude (projects generating 100 or more trips during peak hours), the

consultants will analyze the impacts of the project for a span of ten years from the existing conditions.

- A. Description of new or planned changes to the street system serving the site including changes in on-street parking
- B. Near term volumes – ADT's and AM & PM peak hours
 - 1. List project trip generation rates
 - 2. Discuss trip distribution
 - 3. Discuss impact of project traffic on intersections in the project vicinity
- C. Near term levels of service – AM & PM for both near term and near term plus project analysis. Table to be included in report. Also a comparison table of existing conditions including a column showing the difference in seconds of delay between existing, near term conditions and near term conditions with project and percent of increase.

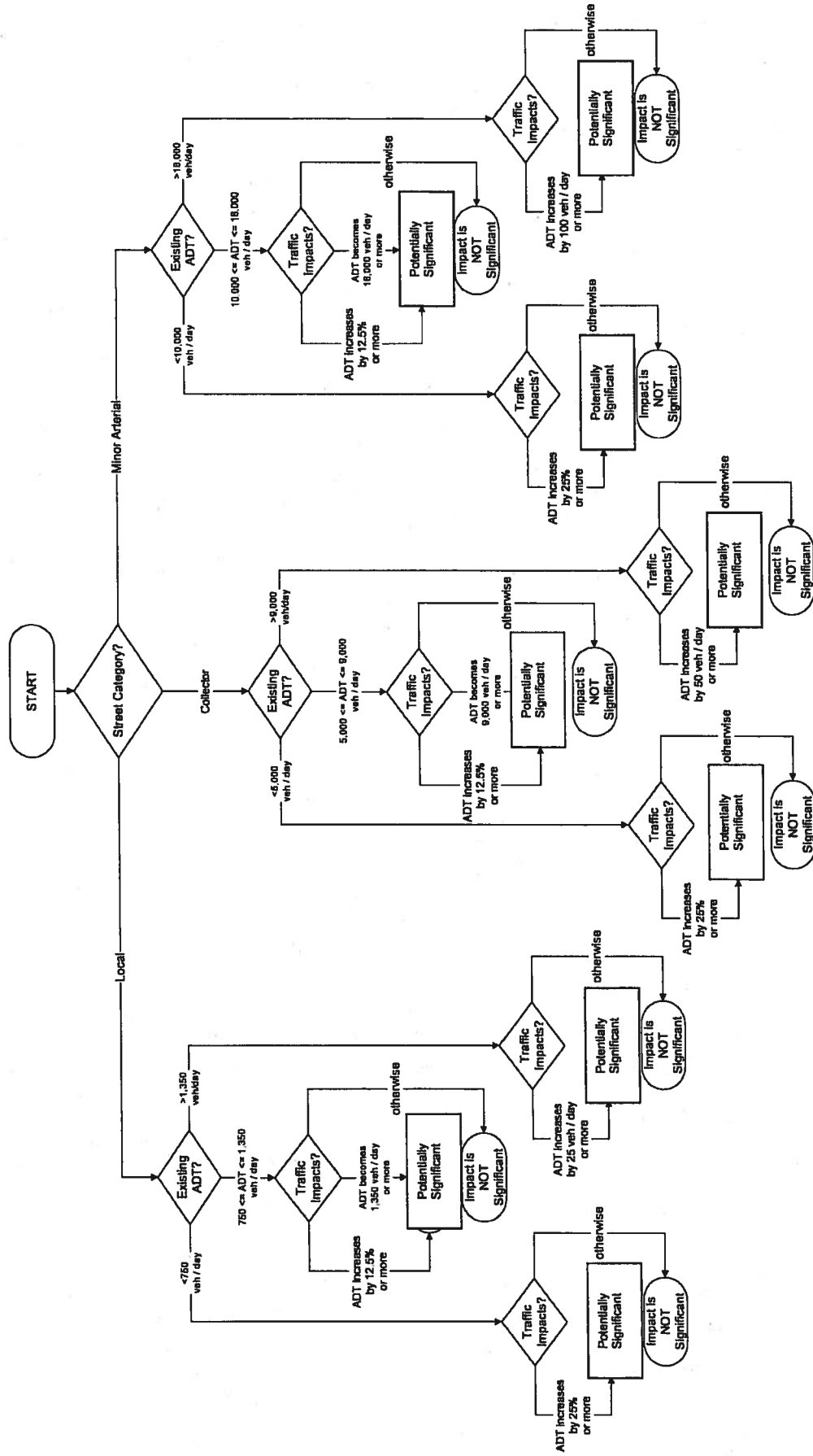
V. Analysis

- A. Discuss impacts of CSA near term conditions and CSA near term conditions with project
 - 1. A Project is considered to have a potentially "significant" traffic impact if the addition of project traffic causes an intersection on a collector street operating at LOS "A" through "C" to operate at an unacceptable level (LOS "D", "E" or "F") or have an increase of 23 seconds or greater in average vehicle delay, whichever comes first. A potential "significant" traffic impact shall also include a project that causes an intersection on arterial streets or local approaches to State controlled signalized intersections operating at LOS "A" through "D" to operate at an unacceptable level (LOS "E" or "F") or have an increase of 23 seconds or greater in average vehicle delay, whichever comes first.
 - 2. A project is also considered to have a potentially "significant" traffic impact if the addition of project traffic causes an increase of more than 0.8 seconds of average delay to vehicles on all critical movements for intersections operating at a near term LOS "D" through "F" for collector streets and at a near term LOS "E" or "F" for arterial streets. For local approaches to State controlled signalized intersections, a project is considered to have a potentially "significant" impact if the addition of project traffic causes an increase of more than 0.8 seconds of delay to vehicles on the most critical movements for intersections operating at a near term LOS "E" or "F".



- B. In certain circumstances as determined by the Transportation Manager, analysis may be necessary for impacts on minor arterial, collector and local streets. If any of the thresholds listed below are exceeded, the analysis should make a recommendation as to whether the traffic impact is considered potentially "significant".
1. On minor arterial streets, a traffic impact may be considered potentially significant if the existing Average Daily Traffic Volume (ADT) is: (1) greater than 18,000 (90% of capacity), and there is a net increase of 100 trips or more in ADT due to project related traffic; (2) the ADT is greater than 10,000 (50% of capacity) but less than 18,000, and the project related traffic increases the ADT by 12.5% or the ADT becomes 18,000 or more; or (3) the ADT is less than 10,000, and the project related traffic increases the ADT by 25%.
 2. On collector streets, a traffic impact may be considered potentially significant if the existing Daily Traffic Volume (ADT) is: (1) greater than 9,000 (90% of capacity), and there is a net increase of 50 trips or more in ADT due to project related traffic; (2) the ADT is greater than 5,000 (50% of capacity) but less than 9,000, and the project related traffic increases the ADT by 12.5% or the ADT becomes 9,000 or more; or (3) the ADT is less than 5,000, and the project related traffic increases the ADT by 25%.
 3. On local streets, a traffic impact may be considered potentially significant if the existing Daily Traffic Volume (ADT) is: (1) greater than 1,350 (90% of capacity), and there is a net increase of 25 trips or more in ADT due to project related traffic; (2) the ADT is greater than 750 (50% of capacity) but less than 1,350, and the project related traffic increases the ADT by 12.5% or the ADT becomes 1,350; or (3) the ADT is less than 750, and the project related traffic increases the ADT by 25%.
- C. Discuss project site circulation and access and identify any deficiencies.
- D. Discuss compliance of project site parking with adopted City code including loading and disabled spaces. If a shared parking arrangement is proposed, an analysis of the adequacy of this aspect shall be provided. Discuss any off-site parking impacts (such as neighborhood parking intrusion) of the project.
- E. Analyze project in relation to relevant policies of the Circulation Element of the General Plan.
- F. Analyze potential cut-through traffic generated by the project impacting other City neighborhoods.
- G. Pedestrian conditions and bicycle access, including safety issues, should be discussed.

Significance Criteria for Street segments



H. Analyze project using the requirements outlined in the San Mateo County Congestion Management Plan Land Use Analysis Program guidelines, if applicable.

VI. Mitigation

- A. Discuss specific mitigation measures in detail to address significant impacts, which may occur as a result of the addition of project traffic (provide table comparing before and after mitigation). Analysis shall focus on mitigating significant impacts to a non-significant level, but must also identify measures, which would reduce adverse, although not significant, impacts. All feasible and reasonable mitigation requirements that could reduce adverse impacts of the project should be identified, whether or not there are significant impacts caused by the project. The goal of mitigation should be such that there are no net adverse impacts on the circulation network. Mitigation measures may include roadway improvements, operational changes, Transportation Demand Management or Transportation Systems Management measures, or changes in the project. If roadway or other operational measures would not achieve this objective, the consultant shall identify a reduction in the project size, which would with other measures, reduce impacts below the significant level. All mitigation measures must first be discussed with the City Transportation Division before they are included in the report.
- B. Discuss possible mitigation measures to address future traffic conditions with the project. All feasible and reasonable mitigation measures that would reduce such impacts, whether at the significant level or below shall be identified. Mitigation measures should be designed to address the project's share of impacts. Measures that should be jointly required of the project and any other on-going related projects in a related geographical area should also be identified, as applicable.
- C. Discuss possible mitigation measures to address any site circulation or access deficiencies.
- D. Discuss possible mitigation measures to address any parking deficiencies.
- E. Discuss possible mitigation measures to address any impacts on pedestrian amenities, bicycle access, safety and bus/shuttle service.

VII. Alternatives

- A. In the event any potentially significant impacts are identified in the Transportation Impact Analysis, alternatives to the proposed project shall be evaluated or considered to determine what the impacts of an alternative project or use might be. The alternatives to be considered shall be determined in consultation with the Director of Community Development and the Transportation Manager.

VIII. Summary and Conclusions

- A. Assess level of significance of all identified impacts after mitigation.

Upon receipt by the City of a Transportation Impact Analysis indicating that a project may have potentially significant traffic impacts, the applicant shall have the option of proceeding directly with the preparation of an EIR in accordance with the City's procedures for preparation of an EIR, or requesting a determination by the City Council as to whether a negative declaration, mitigated negative declaration or an EIR is most appropriate for the project.

NOTES:

1. The Highway Capacity Manual Special Report 209 (HCM), latest version shall be used for intersection analysis. The consultant shall use the Citywide TRAFFIX model with the HCM analysis.
2. The most recent Circulation System Assessment (CSA) shall be used for all information regarding existing and near term conditions.
3. Traffic counts that may be required beyond the counts contained in the CSA document shall be less than 6 months old.
4. The consultant shall submit proposed assumptions to the Transportation Manager for review and approval prior to commencement of the Analysis relating to the following:
 1. trip rates
 2. trip distribution
 3. trip assignment
 4. study intersections
 5. roadways to be analyzed
4. The consultant shall submit all traffic count sheets to the City's Transportation Division.
5. Figures of existing and any proposed intersection configurations should be provided in the appendix.
6. Trip generation rates from Institute of Transportation Engineer's (ITE) publication, "TRIP Generation", latest version should be used.
7. Street widening and on-street parking removal are mitigation measures which may be technically feasible, but which are generally considered undesirable. If such measures appear potentially appropriate to the consultant, they should consult the Transportation Division in preparing the impact analysis and mitigation recommendations. If such measures are to be proposed, alternate mitigation measures, which would be equally effective, should also be identified.
8. Existing uses at the site, which would be removed as part of the project, may be deducted from the calculation of the project traffic based on their traffic distribution patterns.
9. Refer to the San Mateo County Congestion Management Program (CMP) Land Use Impact Analysis Program guidelines for performing CMP analysis.

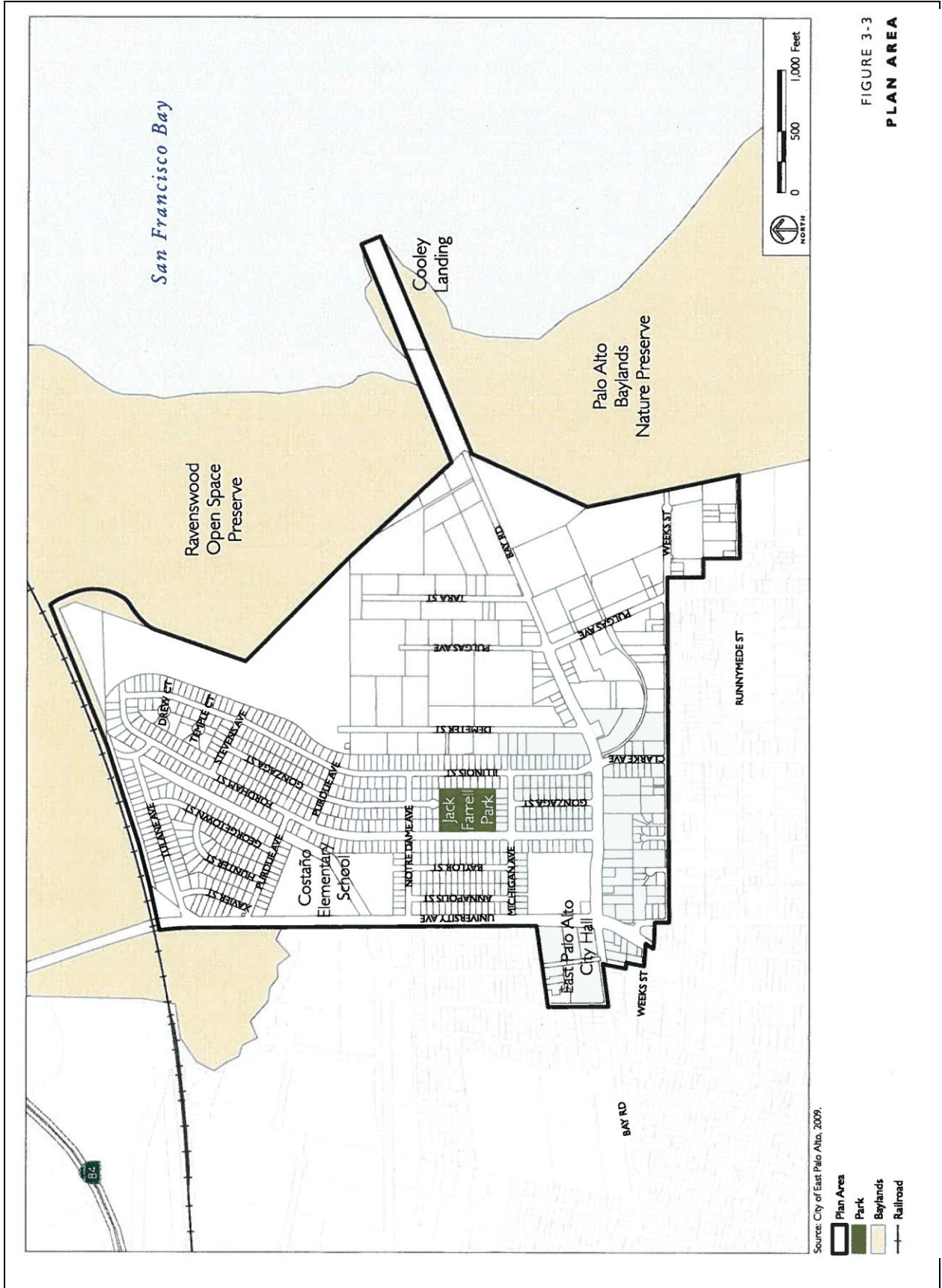


FIGURE 3-3
PLAN AREA

Source: City of East Palo Alto, 2009.

TABLE 3-1 NET DEVELOPMENT POTENTIAL

Land Use Type	Dwelling Units (du) or Square Feet (sf)	Density (du/Acre) or FAR	Population or Employees ^e
Residential (du)			
Residential ^a	19	25	73
Mixed-Use Residential ^b	572		
Swenson Property Mixed- Use Residential	244	816	2,693
Total Residents			2,766
Office (sf)			
Office	1,046,910	1.5	3,490
Mixed-Use Upper-Floor Office ^b	202,990	1.0	
Mixed-Use Ground-Floor Office ^d	18,600	-	633
Retail (sf)			
Mixed-Use Ground-Floor Retail ^b	92,400		
Swenson Property Ground- Floor Retail ^b	20,000	112,400	314
Industrial/Flex (sf)			
R&D/Industrial	267,967	0.5	
Light Industrial	83,853	0.5	414
Civic/Community^c	61,000		
Total Employees			4,851

^a The 19 residential units are small-lot single-family or attached townhomes.

^b Upper floor space in the mixed-use category is assigned as Residential (75 percent) and Office (25 percent).

^c Ground floor space in the mixed-use category is assigned as Retail (88 percent) and Office (12 percent).

^d These forecasts assume 3.9 people per household for Residential; 3.3 people per household for both types of Mixed-Use Residential; 300 square feet per employee for Office; 350 square feet per employee for both types of Mixed-Use Office; 350 square feet per employee for Mixed-Use Ground-Floor Retail; 400 square feet per employee for Swenson Property Ground-Floor Retail; and 850 square feet per employee for both types of Industrial.

^e Employment figures are not included in this table, but were taken into account in the traffic analysis detailed in Chapter 4-14 of this EIR.



ADMINISTRATIVE SERVICES

Council Meeting Date: March 13, 2012
Staff Report #: 12-045

Agenda Item: F-2

REGULAR BUSINESS: Discuss and Provide Direction Regarding the 2012-13 Budget Process

RECOMMENDATION

Staff recommends City Council direct staff to continue to pursue the strategies for the 2012-13 budget process, including:

- Use of new or increased revenues
- Alternative service delivery
- Cost reductions
- Alternative funding sources

BACKGROUND

The City of Menlo Park provides an array of services at an approximate cost of over \$80 million per fiscal year with 237 full time equivalent (FTE) benefitted employees approved for 2011-12. For the past two years the City has worked extremely hard to strategically reduce spending and align services with projected revenues by reducing personnel and operations costs. This year's dissolution of Redevelopment Agencies (RDAs) by the State of California legislature greatly increase the burden for service provision on the General Fund, lengthening the time needed to achieve full sustainability.

In addition to eliminating staffing by 12 FTE over the past three years, personnel costs have been reduced by not filling vacant positions (currently there are 13 vacancies), not increasing salaries for non sworn personnel, not awarding bonuses to the Executive staff, and reducing overtime budgets throughout the organization, most notably in the Police Department. The City has also addressed employee and retiree benefit costs by moving to a two-tier retirement formula, charging employees for a share of increased PERS employer costs, having employees pay a portion of the health benefits for the more expensive plans, and eliminating retiree medical benefits for new hires. In addition, unrecorded liabilities (OPEB, CalPERS Safety Side Fund) have been identified and funded in past years in order to reduce future operating costs. In addition to these long-term strategies, the budget assumed the continuation of the type of short-term strategies often utilized in economic downturns in order to achieve a balanced General Fund budget, such as reduced employee training, maintenance supplies and small equipment/computer purchases. Implementation of these strategies has moved the City closer to the goal of achieving a sustainable budget without substantial service cuts, with the goal of reducing reliance on these short-term cost reduction efforts as the economy improved. However, the elimination of redevelopment funding will make the 2012-13 budget development much more challenging.

2011-12 Budget Approach

As we approached the 2011-12 fiscal year, leading indicators for the U.S. economy showed signs of moderate recovery from the so-called Great Recession. Still, there remained a lack of confidence in the recovery, making revenue projections extremely uncertain.

The weak economic recovery coupled with the loss of redevelopment funds continues to challenge the City's ability to focus on fiscal sustainability, support prior year budget initiatives, maintain services and infrastructure at appropriate levels, pursue existing Council goals and implement approved capital projects. The City's 10-year Forecast, which makes only very broad assumptions regarding future revenue and expenditure trends, was most recently updated with the issuance of the 2011-12 Mid-year Report. The forecast depicts a General Fund budget deficit of approximately \$1 million annually. The results of recent business development efforts are not specifically included in the 10-year Forecast, but growing General Fund revenues is an important focus of the City's fiscal management going forward if the current service mix is to be retained.

ANALYSIS

The purpose of this staff report is to provide Council with an overview of the process for creating the 2012-13 budget and to establish parameters that will guide the formation of the budget alternatives provided to the Council. After analyzing the impacts of the loss of redevelopment funding and the severe implications for the City's budget, the strategic framework to meet the City's budgetary goals in light of the CDA dissolution was discussed by Council at their January 24th meeting. Noting that services previously funded from redevelopment revenues will, in the future, need to be funded from other sources or discontinued in order for the City to maintain a sustainable budget for 2011-12, staff recommended a mix of alternative funding sources and cost reductions that would mitigate the impact to the City's General Fund for the remainder of the fiscal year.

At a January 30th study session, staff presented general categories of options which could help address the loss of RDA funding for the 2012-13 operations and capital budgets. These options included:

- Use of new revenues from the development agreement with Facebook (currently in negotiations)
- Continued shift of some activities to other, non-general fund sources until depleted
- Revenue increases through tax increases such as Transient Occupancy Tax (TOT) or Utility Users Tax (UUT)
- Service cuts
- Use of reserves
- Decrease in the CIP transfer

Staff incorporated feedback from Council's discussion of this item in developing specific approaches/strategies to help resolve the short-and long-term fiscal challenges of the 2012-13 fiscal year operating and capital budgets. The strategies discussed here reflect various degrees of sustainability - not all are appropriate for continued application in future fiscal years. Based on Council's general direction from the January 30th meeting, the following strategies were generally deemed acceptable to pursue and are discussed further in this report:

New or Increased Revenue Sources

At the January 30th study session staff recognized that the use of non-recurring revenues is not a sustainable strategy for a governmental operating budget. That being said, certain revenue strategies need to be balanced with political realities of challenging economic times, and public perception of the City's financial stewardship. Although not appropriate for filling an *on-going* budgetary gap (structural deficit), one-time revenues often translate into an operating surplus in any given fiscal year. Such an increase in reserve levels may not appear consistent or reasonable to a populace that has been asked to pay higher taxes or fees. Certainly during a time of general service cut-backs (reduced hours of operation for the library and other City facilities), it would be difficult to explain why some portion of those funds could not have been applied to meeting the revenue needs for the year.

Therefore, the use of one-time revenues has not been ruled out as the City considers how to best manage the elimination of redevelopment funding. As such funding has been a significant revenue source in prior year budgets, one-time revenues could be used to smooth the transition to a better alignment of ongoing General Fund revenues and an acceptable level of services in future year budgets.

New revenues from Facebook and other business development opportunities:

In the past, the City has been reluctant to rely on revenues from development projects, due to the uncertainty of such revenues in amount and durability. Such is the case with the potential revenues from the Facebook Campus Project. A Development Agreement is currently in negotiations and will delineate the terms and conditions of the proposed development project. The final Development Agreement is expected to allow the project sponsor to secure vested rights, and allow the City to secure certain benefits. One of the benefits that has been mentioned to date is a source of ongoing revenue comparable to a fee in lieu of sales tax. Over the years, the City has received income from sales and use taxes generated from business-to-business sales. As the site of the former Oracle/Sun Microsystems campus, this particular property was one of the City's top sales tax revenue producers. Based on the Council-established schedule for the review of the project, the negotiating team is scheduled to return to the Council with a term sheet on April 17, 2012. The Council would then have a better understanding of the timing and the potential amount of such a revenue source. If the project stays on the Council-established schedule, then the Development Agreement could be

approved as early as June 2012 with an effective date of July 2012. Staff feels it would be appropriate to allocate an understated estimate for use during the development of the 2012-13 budget, or assume use or reserves for the 2012-13 fiscal year.

Increased Transient Occupancy Tax (TOT)

With eroding General Fund revenues for local governments resulting from the economic recession which began in 2008, surrounding cities (in both San Mateo and Santa Clara Counties) have increasingly sought and received majority vote approval for raising their TOT. The TOT is a general tax, and as such may be imposed for general governmental purposes. As a tax on hotel and motel rentals, it is not a tax that falls on local residents, but is paid by visitors to assist in the continuance of city-provided services that include roads, parks, public safety and library services. Pursuant to State law, any increase of the TOT rate must be approved by a 2/3 vote (four members) of the City Council and a majority of the City's voters at a Regular Municipal Election.

Each one percent increase in the City's TOT rate would yield an additional \$280,000 annually for the General Fund. As surrounding cities, which compete with Menlo Park for hotel occupancy, have TOT rates of 12 percent, Council seemed to be generally in favor of increasing the City's current 10 percent TOT rate to 12 percent. Staff is in the process of informing the City's hotel/motel owners and operators that such an increase will be considered for placement on the November 2012 ballot. If approved by the voters, the increase would be effective as of January 1, 2013, providing an additional \$280,000 in General Fund revenues in the second half of the 2012-13 fiscal year, and \$560,000 in subsequent fiscal years' budgets.

Increased Utility User Tax (UUT)

The Utility Users Tax (UUT), which was passed in November 2006 to provide for the long-term sustainability of the General Fund budget, has been an integral part of budget decisions throughout the recent economic downturn. As part of the annual budget process, the Council reviews UUT revenues to determine whether an adjustment of the rate (within the limits of the original ordinance) is necessary to maintain the financial health of the City throughout the subsequent fiscal year. Although staff endeavors to budget as realistically as possible, the adequacy of the various revenues that provide the funding required for General Fund operations cannot always be anticipated during the budget process. The ability to increase the UUT is therefore an appropriate long-term "safety valve" as an ongoing revenue source, dedicated to the maintenance of General Fund services, if needed. However, due to the administrative implications of numerous rate changes and the general confusion and uncertainty surrounding such changes, frequent variation in the UUT rate is not recommended.

In developing the Proposed Budget for 2011-12, staff recommended that the Utility Users Tax rate be maintained at the reduced rate for the fiscal year period. Other budget reduction strategies sufficed to provide a delicately balanced budget for the year, such that no draw on General Fund reserves was anticipated, and temporary tax rate reductions for a period of up to twelve months could be implemented with the specific finding provided in the UUT ordinance: “The temporary tax reduction shall not adversely affect the City’s ability to meet its financial obligations as contemplated in its current or its proposed budget.” However, the dissolution of the City’s RDA as of January 31st resulted in a significant hit to the General Fund, and the City endeavored to maintain services previously funded by redevelopment revenues. Midyear budget adjustments reflecting increased revenues and a shifting of expenditures to other funds mitigated the impact somewhat for the remainder of 2011-12, but the long-term effect is evident in the revised 10-year forecast for the General Fund. Even in a period of moderately recovering revenues, ongoing operating deficits of approximately one million dollars are reflected in future fiscal years.

If the tax were to be assessed at the higher rates provided for in the UUT ordinance, projected revenues would be nearly \$2.2 million higher on an annual basis, approximately \$1 million per one percent increase. Whether, and to what extent, a change in the UUT tax rate is necessary will depend on many factors that cannot be accurately quantified at this time:

- the performance of the City’s other revenues in uncertain economic times,
- the adequacy of the General Fund expenditure budget to support current expected levels of service,
- the capacity of the City’s other funds to meet capital and further needs not provided for in the General Fund operating budget, and
- the emergence of future revenue opportunities or expenditure demands not captured in the current long-term forecast

Alternative Service Delivery

During the 2011-12 Budget process, staff was asked to evaluate alternative service delivery strategies, including contracting out of particular services. In order to develop alternative service delivery options for Council to consider, staff first reviewed the net expenditures (level of cost recovery / general fund subsidy) for the City’s major programs to determine the primary areas where savings could occur through outsourcing. An initial list of services that might provide contracting opportunities was developed, and the Council provided general parameters for developing requests for proposals, if appropriate. As a part of the analysis, staff would also need to consider any effects from requirements for “living” or prevailing wages and the impacts of such strategies on our capacity for emergency response. The following strategies emerged as most plausible for effective net cost reductions in the General Fund:

Shared Service for Belle Haven After School Program

As discussed at the January 30th study session, staff has taken the next steps to pursue a possible shared services arrangement with the Boys and Girls Club of the Peninsula for after school and summer camp programming in Belle Haven. A meeting with BGCP staff indicated that an effective merger of some kind could work. City staff agreed to survey participants in the City's program to get their input on the possible merger. BGCP staff agreed to work up a proposal for a cost estimate for adding the children from the City's program, including transport to Belle Haven School, if needed, from the Onetta Harris Community Center site where the City's program currently takes place. Once the results of the survey are in and the BGCP proposal is received, staff will return to Council with a plan for the transition, should it still make sense to proceed at that time. The merger is estimated to save the City approximately \$200,000 annually, and would include the elimination of at least .75 FTE.

Contract Median Maintenance

As part of the 2011-12 Budget development, the City Council requested that staff obtain proposals for median/ right-of-way maintenance so that the cost could be compared to the current internal costs of providing this service. The process was delayed when other priorities, such as the analysis of Flood Park, arose. Staff is presently preparing a Request for Proposals for equivalent services to those currently provided, and will present the results to the City Council this summer with a recommendation.

Vehicle Maintenance shared services

Due to the availability of City facilities and experienced staffing, the concept of shared fleet maintenance services has been investigated by City staff for some time, and was recommended as a budget strategy to be pursued at the January 30th study session. Staff has recently finalized an agreement with the Menlo Park City School District to provide vehicle maintenance for the district's vehicles. Staff is also in discussions with West Bay Sanitary District and Las Lomita's School District to provide similar services. Due to the volume of vehicles that the sanitary district would need to have maintained under the contract, a budget amendment to the Fleet operating budget would most likely be required. Staff intends to bring the agreements to the City Council this summer with a cost/benefits analysis of providing this service, and any needed budget adjustments.

Paperless Agendas

This option was also put forward as a staff-recommended budget option at the January 30th study session. The City Clerk's Office produces 20 paper copies of the City Council Agenda packets to the City Council and executive staff per meeting, for an average of 27 times a year. The City prints approximately 106,370

pages per annum for the packets, which equates to 213 reams of paper. Given the estimate that 1 ream uses 6 percent of a tree this equates to 12.78 trees per year.

To date, we have eliminated 8 paper copies by converting to paperless on the iPad for a cost savings of \$4,260, in paper alone. Moving an additional 10 (keeping 2 paper copies public access at the Library), the additional cost savings for paper would be \$5,320. Additional savings would be seen with reduction in copier supplies as well as staff time. Going paperless for the City Council would provide additional cost reduction, and conversion of the commissions and committees to paperless would extend these savings. Additional changes that would make the staff report approval process electronic could also provide further savings, but would require an additional investment in technology.

Other Cost Reduction Measures

Delay Vehicle Purchases

Staff is recommending the reduction of the vehicle replacement program by \$100,000 in fiscal year 2012-13. (The average annual vehicle replacement program budget is approximately \$250,000.) Although this reduction is not sustainable in the long term, the strategy is feasible in the 2012-13 fiscal year due to an increase in current year purchases: In July 2011 the City Council approved a contract to purchase two Ford Interceptors, the police patrol car of choice, in anticipation of Ford not taking any further orders for this particular model and to provide a sufficient number of vehicles for public safety operations until other police vehicles could be evaluated. The delay in purchasing police vehicles in 2012-13 should not affect police operations unless an abnormal year of wrecks and /or damage to police vehicles occurs.

Decrease CIP Transfer

This budget option was not recommended by staff at the January 30th study session, as preserving the General Fund transfer to fund infrastructure maintenance has long been upheld as a key component in a sustainable budget for the City. Although the transfer has been reduced somewhat in the past, the strategy was usually coupled with alternative funding for the transfer, or alternative funding for specific infrastructure projects (such as the use of Federal American Recovery and Reinvestment Act funds in 2009-10).

Reducing this General Fund transfer does have the benefit of expediency. However, the actual deferral of infrastructure maintenance projects results in a more costly tactic than providing an uninterrupted effort to maintain the City's assets in their current condition. The midyear analysis presented to the Council on February 28th included a discussion of the additional long-term burden place on the General CIP Fund by the elimination of redevelopment resources from the mix of funding that makes up the City's Capital Improvement Plan. Although the General CIP Fund balance remains healthy at this point, staff continues to recommend that

the transfer remain intact, reflecting an appropriate annual investment in the City's infrastructure assets.

Alternative Funding Sources

Street Repair Costs funded from Construction Impact Fee Fund

The Construction Impact Fees Fund is supported through developer fees assessed to mitigate pavement damage due to heavy construction activity. Revenues have approximated \$500,000 per year, and the fund currently contributes \$1 million to the bi-annual Street Resurfacing project. In the Midyear Report, staff recommended that asphalt and other road repair material be purchased utilizing the Building Construction Impact Fee revenues (as opposed to the General Fund) for the remainder of the 2011-12 fiscal year, for a \$35,000 savings to the General Fund. In addition, it was recommended that the fund be used to partially support (\$20,000) the salaries for the Right-of-Way Maintenance Repair Program. Both of these expenditures are appropriate for the fund. Due to an adequate fund balance, the Construction Impact Fee Fund can continue this \$55,000 annual operating support to the General Fund road repair services in future years, assuming current revenue levels are maintained. Should revenues for the fund drop significantly, this budget strategy would have to be revisited.

CIP transfer partially funded with Gas Tax Funds

Similarly, the General Fund obligation for infrastructure maintenance, reflected in the annual transfer to the General Fund CIP, can be reduced if supplanted with revenues of the Gas Tax fund. This fund also contributes to the bi-annual Street Resurfacing project, and retains an adequate fund balance. Staff recommends that the Gas Tax fund be used to partially (\$250,000) provide for the funding of the infrastructure maintenance transfer as an appropriate use of this fund for the 2012-13 budget. Such a strategy is not sustainable in the long term in that it further depletes gas tax reserves.

Budget Process and Overview

This year's budget process is similar to that of prior years in that the mid-year overview of the current year economic environment, the overall status of previous capital projects, preliminary revenue forecasts and a general indication of the City's cost drivers have allowed the Council to establish its major capital and operational project directives early in the process.

Existing Commitments

A necessary first step in developing a spending plan for the coming fiscal year is to assess the City's current commitments and determine the resources required to meet them. Existing commitments include day-to-day services to the community, as well as the Capital Improvement Plan and Council goals. Because many projects and goals

span more than one fiscal year, the scope of these commitments will need to be reconsidered (eliminated, reduced or deferred) if staffing and other resources are further reduced.

Budget Development

In accordance with Council's direction, staff will include funding for major projects and infrastructure maintenance and develop line item budget detail for all departmental operations and projects. Finance staff will monitor revenue projections based on current economic realities, forecasts and input from other departments. Since many of the revenue sources are program-based, the final revenue forecast will not be available until the end of the budget process. The City Manager will review individual departmental budgets, the General Fund budget in particular, and the City Budget as a whole, making adjustments as appropriate. Finally, the departments will submit the results of their service measures for inclusion in the Budget document.

Requirements Related to the Utility Users Tax (UUT)

As allowed in the UUT ordinance, the Council approved an extended reduction in the tax rates (to a 1 percent rate for all utilities) with the approval of the 2008-09 budget and each subsequent year since then. Per the ordinance, such rate reductions are temporary. If the temporary rate is not extended for another year, the original rates established by the ordinance (or some alternate rates) would be effective as of October 1, 2010. The original rates established by the ordinance are 3 ½ percent for water, gas and electric utilities and 2 ½ percent for cable and telecommunications services.

The 2012-13 Budget Schedule and Next Steps

A tentative budget schedule for the 2012-13 budget process has been established. The dates for Council review and direction are outlined below.

<input checked="" type="checkbox"/> 02/28/12	Mid-Year Report to Council
<input checked="" type="checkbox"/> 3/13/12	Direction regarding budget strategies, as well as presentation of the 5-year Capital Improvement Projects Plan
04/24/12	Adoption of the 5-year CIP for 2012-13 through 2016-17
05/10/12	Proposed budget ready for publication
05/22/12	City Manager's proposed budget to Council (Public Hearing)
06/12/12	Final budget to Council, Budget Adoption; consideration of continuation of the UUT; approve UUT rate effective Oct. 1, 2012

Requirements Related to the Utility Users Tax (UUT)

As allowed in the UUT ordinance, the Council approved an extended reduction in the tax rates (to a 1 percent rate for all utilities) with the approval of the 2008-09 budget and each subsequent year since then. Per the ordinance, such rate reductions are temporary. If the temporary rate is not extended for another year, the original rates established by the ordinance (or some alternate rates) would be effective as of October

1, 2010. The original rates established by the ordinance are 3 ½ percent for water, gas and electric utilities and 2 ½ percent for cable and telecommunications services.

IMPACT ON CITY RESOURCES

Ultimately, the choices that the City Council makes regarding revenues, services levels and projects will determine how operations are funded and how City resources are utilized.

Short term efficiencies and other budget reduction strategies have been used to the extent possible in the last four years, leaving the City with limited options for budget balancing, and requiring a continued commitment to pursuing effective cost-reduction strategies. The elimination of redevelopment funding will require a focus on long-term solutions in order to maintain an appropriate level of city wide services.

POLICY ISSUES

Staff asks Council to discuss the budget strategies for use in the development of the 2012-13 budget, including:


- New or increased revenues
- Alternative service delivery
- Cost reductions
- Alternative funding sources

The proposed budget will then better reflect the Council's priorities for meeting the community's needs.

The budget strategies described in this report and the proposed budgeting process for the 2012-13 fiscal year, leading to adoption in June, represents no changes in City policy.

ENVIRONMENTAL REVIEW

Environmental review is not required.



Carol Augustine
Finance Director



ADMINISTRATIVE SERVICES

Council Meeting Date: March 13, 2012

Staff Report #: 12-044

Agenda Item: F3

REGULAR BUSINESS: General Direction on the 5-Year Capital Improvement Plan; General Approval of Capital and Other Projects to be Included in the City Manager's Proposed 2012-13 Budget

RECOMMENDATION

Staff recommends that Council provide general approval of the capital and comprehensive planning projects funded in fiscal year 2012-13, shown on page E.1 of the Capital Improvement Plan (Attachment A), and approve the general direction included in the 5-Year Capital Improvement Plan.

BACKGROUND

A 5-Year Capital Improvement Plan (CIP) provides a useful long-term planning tool, increasing clarity regarding project status by distinguishing between funded projects, proposed projects, planned projects and unfunded projects. An additional purpose of the CIP is to ensure resources are optimally prioritized in each fiscal year. The CIP is intended to incorporate the City's investments in infrastructure development and maintenance (i.e. capital improvements), with comprehensive planning and other significant capital expenditures adding to, or strategically investing in, the City's asset inventory. Studies and capital expenditures less than \$25,000 are included in the operating budget instead of the CIP. This updated CIP continues to incorporate long term planning projects based on the Planning Department's comprehensive work plan for the General Plan update, although a funding source has yet to be determined. The CIP also includes several technology infrastructure projects not originally included in the calculation used to determine the required annual infrastructure maintenance cost.

The 2012-13 CIP process started in October when departments submitted potential projects to a cross-departmental staff team for review, analysis and prioritization. In December, the initial draft of this year's CIP was ready to be sent to the City's Commissions when the California Supreme Court announced their decision to uphold ABx1 26 which dissolved Redevelopment Agencies across the state, eliminating this important infrastructure funding source. As the draft CIP included over \$7.5 million in Redevelopment Agency (RDA) funded projects, substantial re-prioritizing was needed, delaying the issuance of the draft plan to the City's Commissions for review.

Commissions received the CIP in late January and were asked to gather and provide community input on the plan at their February meetings. Each Commission reviewed the 5-year plan and provided comments on time frames for proposed projects or suggested new projects to be included. Written input from the Commissions is included in Attachment B. Overall, Commission input included suggestions for moving projects from the unfunded list to the active list, accelerating projects, adding new and/or eliminating projects and updating some project descriptions. Lack of staffing or funding sources to implement projects generally made adding all projects suggested impossible at this time.

If new projects suggested by Commissions could not be included, they were added to the Unfunded Projects Index (appendix C of the CIP report).

ANALYSIS

This report provides Council with the proposed CIP for 2012-17 which includes various time frame changes, project description updates, and the removal of some projects from the list of those previously recommended for funding. Some new projects have also been added, primarily in the final year of the 5-year CIP (2016-17) as would be expected. As was the process last year, staff seeks approval of the projects to be included in the upcoming fiscal year's Budget. Staff will incorporate Council feedback in the development of the 2012-13 operating budget and bring back the final CIP for approval at the April 24th Council meeting. Both the 5-Year CIP for fiscal years 2012-13 through 2016-17 and the City Manager's proposed budget for fiscal year 2012-13 will then be presented to the Council in early June for approval and adoption.

Proposed changes to the previous year's plan came from staff analysis of each project using established criteria, including: public health and safety risk exposure, protection of infrastructure and cultural heritage, economic development and redevelopment, impacts on operating budgets, external requirements (such as State mandates), population served, community/Commission support and more. Projects not ranked high enough according to these criteria are recorded in the ongoing index of unfunded projects attached to the CIP.

This 5-year CIP, as it was redrafted in January, includes 28 projects recommended for implementation in FY 2012 -13 and 41 additional projects for implementation in future years. Last year's CIP included 31 projects recommended for implementation in FY 2011-12 and 44 additional projects recommended for implementation in future fiscal years. Several of the proposed projects in this CIP address ongoing infrastructure or facility maintenance needs and are programmed on an annual, bi-annual or other periodic basis. Examples include street resurfacing and sidewalk repair.

Revisions to the Previous Year's CIP

New Projects: Seventeen new projects were added to the interim years of the CIP to meet emerging community needs since the last 5-year plan was adopted in 2011. These, include:

- Remodeling of the Belle Haven Child Development Center outdoor play area in 2012-13 to address ADA compliance and other access issues (\$75,000)
- El Camino Real lane configuration alternatives in 2013-14 to analyze improvement alternatives for El Camino Real including 6-lanes or 4-lanes and bike lanes (\$75,000)
- Willow Road improvements at Newbridge and Bayfront Expressway in 2012-13 to improve traffic congestion on Willow Road and University Avenue; C/CAG will provide a large portion of the funding (\$900,000)
- Sustainable/green buildings standards cost benefit analysis in 2012-13 as part of the Climate Action Plan's 5-year strategy approved by the Council in July 2011 (\$30,000)

- Burgess pool deck repairs in 2014-15 to address deterioration due to chemical infiltration (\$135,000)
- Burgess Pool pump ladder in 2012-13 to address safety issues (\$28,000)
- CEQA and FIA Guidelines update in 2013-14 to bring guidelines current with new regulations and streamline the process for preparation of documents (\$35,000)
- Housing Element update in 2012-13 to comply with State law, including rezoning properties to accommodate more housing (\$300,000 in addition to \$150,000 from 2011-12)
- Automated library materials return system in 2012-13 to improve the check-in process and get materials back on the shelves more quickly (\$120,000)
- Bike sharing program cost benefit study in 2014-15 as part of the Climate Action Plan's 5-year strategy approved by the Council in July 2011 (\$30,000)
- City car-sharing program study in 2015-16 as part of the Climate Action Plan's 5-year strategy approved by the Council in July 2011 (\$30,000)
- Website upgrade in 2015-16 for a more user-friendly and solution based oriented interface (\$75,000)
- Upgrades to Council chamber voting equipment, microphones and AV equipment in 2012-13 to replace equipment that has reached end of life and for which replacements are no longer available or supported (\$135,000)
- Improved infrastructure for the delivery of electronic library services in 2013-14, a study to analyze and identify appropriate technologies needed for the services provided by the library (\$37,000)
- Cost benefit analysis and plan for installing Electric Plug-in Recharging Stations in 2013-14 as part of the Climate Action Plan's 5-year strategy approved by the Council in July 2011 (\$30,000)
- Downtown parking utilities undergrounding funded in 2012-13 through 2014-15 to improve the beautification of the downtown and create an underground utility district in the downtown (\$4,750,000). A majority of the project will be funded through PG&E Rule 20A funds.
- Replacement of police radios and other communications equipment is scheduled to be funded in all five years of the plan to replace aging equipment and improve our communication systems with adjacent agencies (\$646,000)

Because the fifth year of the 5-year plan (2016-17) had no projects shown in the prior version numerous projects were added based on identified needs and a review of the list of unfunded projects. New projects added for 2016-17 include:

- Civic Center sidewalk replacement and Irrigation Upgrades - to address tripping hazards and upgrades to the current irrigation system (\$400,000)
- La Entrada Baseball Field renovation - to address the field's poor drainage system and deteriorated sod (\$170,000)
- Overnight parking software application - to allow residents to purchase overnight parking passes on line (\$70,000)

- Corporation yard storage cover - previously an unfunded project, to address issues with the City's National Pollutant Discharge Elimination System permit (\$300,000)
- Park pathway repairs - previously listed as several separate projects, will replace damaged pathways at Market Place, Nealon, Sharon, and Stanford Hills Parks (\$200,000)
- Parking Plaza 8 renovations - will design needed improvements including landscaping, lighting and storm drainage (\$250,000)

Time Frame Changes: Several projects were pushed back to later fiscal years from the time frames proposed in the previous CIP or moved to earlier years based on new information and the change in priorities with the loss of RDA funding, including:

- Streetlight painting from 2013-14 to 2014-15 (\$75,000)
- Administration building carpet replacement from 2012-13 to 2015-16 (\$200,000)
- Belle Haven Child Development Center carpet replacement from 2012-13 to 2013-14 (\$50,000)
- El Camino tree planting from 2012-13 and 2013-14 to 2012-13 (\$200,000)
- Bedwell Bayfront Park restroom repair from 2013-14 to 2015-16 (\$95,000)
- Jack Lyle Park restrooms from 2012-13 to 2014-15
- Automated water meter reading from 2012-2013 to 2014-15. The total cost of the project was increased from \$1.5 million to \$2.45 million based on updated cost information
- Combining the former Willow Business Area Phase 1.3 and Marsh Business Area – Phase 2 into the M-2 Area Plan in 2013-14 due to loss of redevelopment funding (\$250,000 first year, total \$1 million).
- General Plan update from 2012-13 to 2015-16 in order to accommodate the CEQA and FIA guideline updates prior to a General Plan update (\$250,000 first year, total \$1.25 million within CIP time horizon)
- Bedwell Bayfront Park Gas Collection System repair from 2012-13 to 2014-15 (\$100,000)
- Downtown Streetscape improvements were moved from 2013-14 to 2014-15 (\$25,000 first year, total \$175,000)
- Parking Plaza 7 and 8 renovations were pushed out in order to complete the utility undergrounding prior to parking plaza renovation. Parking Plaza 7 was funded for design in FY 2010-11 and construction in FY 2011-12. Approximately \$200,000 of the construction funding from the current fiscal year will be used to make surface repairs to both Parking Plaza 7 and 8 to help these lots last until the utility undergrounding project is completed, and as a result \$200,000 additional funding is proposed in FY 2015-16
- Sand Hill Road Pathway repair from 2012-13 to 2013-14 (\$300,000)

Projects eliminated or added to the Unfunded Category: Due to limited or alternative funding availability, primarily the elimination of the RDA and more pressing community needs, several projects have been moved to the Unfunded Project Index (Attachment C of the CIP). These include:

- Dumbarton Transit Station-MTC planned to provide a grant that would fund part of the project and RDA funds would have been used for the remaining (\$1,000,000)
- Newbridge Street/Willow Road Traffic Circulation Improvements (\$100,000)
- Transportation Demand Management Ordinance Study (\$37,000)
- Onetta Harris Community Center Solar Power Conversion, an RDA funded project (\$400,000)
- Dark Fiber Installation Pilot Project, an RDA funded project (\$50,000)
- Haven Avenue Security Lighting, an RDA funded project (\$50,000)
- Parking Plaza 3 Renovation Design (\$200,000)
- Atherton Channel Flood Abatement, an RDA funded project (\$2,300,000) – (Design for this project was funded 2011-12)
- Burgess Pool Locker Room Expansion (design phase) was removed from 2015-16, given the new restrooms in the Arrillaga Gymnastics Center that will be accessible from the pool (\$250,000)
- City Entry Signage on Willow and Marsh Road, an RDA funded project (\$200,000)
- Redevelopment area streetscapes including O'Brien Drive, Haven Avenue, Pierce Road, and Willow Road; RDA funded projects totaling (\$3,780,000)
- Highway 84/Willow Road Bike/Pedestrian underpass, an RDA funded project (\$900,000)
- LED Streetlight Conversion, an RDA funded project (\$340,000)

Many of the streetscape or other infrastructure projects will have to be factored into the City's ongoing resurfacing/sidewalks/pathways projects. This may impact the pavement condition index (PCI) as more miles of streets and sidewalks will have to be maintained with the current level of infrastructure maintenance funding. This would require identification of other funding sources.

Several projects were suggested as potential new projects or appeared in the Redevelopment Area Implementation Plan but were not considered a high enough priority to be included in the 5-year plan; the following projects appear in the Unfunded Project Index:

- Belle Haven Pool House Building Remodel
- Alternative Transportation Social Marketing Plan
- Bay Levee Design Project
- Parking Plaza 3 Renovation Design
- Kelly Park Sound Wall
- Belle Haven branch library feasibility

- Green business certification program
- Plan to limit vehicle idling
- 5-year social marketing plan to engage households in reducing their greenhouse gas emissions
- Energy Efficiency/Renewable Energy Program for residents section cost benefit analysis
- Plan to encourage local or organic food production and purchase
- Require energy and water standards for transfer of title transactions cost benefit analysis
- Single-Family Residential Zoning Ordinance Amendment
- Single-Family Residential Zoning Ordinance Guidelines

Challenges to the 5-Year CIP

Loss of Redevelopment Agency as a CIP funding source: With the recent California Supreme Court decision to uphold the elimination of the Redevelopment Agencies as constitutional, a major funding source for capital projects aimed at blight elimination and business development in the former redevelopment area has been eliminated. The 5-year Redevelopment Implementation Plan, the community-driven plan which determined project priorities for the agency for 2010-2015 had included over \$10 million in projects such as vital improvements to flood control along Atherton Channel; streetscape improvements; and transit station planning activities. These projects will either need to be eliminated or funded from other sources in the future.

Staffing and other resources limit ability to implement projects: The proposed 5-year CIP was developed with constraints for available funding. Projects were not recommended unless they had an identifiable and realistic source of funding (a significant exception being land use planning projects that do not have a dedicated funding source). However, due to the need to commit significant staff resources to major City facility projects in 2010-11 and 2011-12 (one of which was unanticipated), the 5-year CIP was not adequately constrained by available staff resources to implement the projects. Shifting projects out of 2010-11 and 2011-12 has caused a ripple effect, resulting in an excess projects in 2012-13. As a result, many projects that had no funding source in 2012-13, have been shifted to a subsequent year, or eliminated. In addition, the dissolution of the RDA resulted in the elimination of a vacant Senior Engineer position created for FY 2011-12 which was funded by the RDA. (The position had not been filled pending the resolution of the legislation to dissolve RDA's.)

Funding source for Comprehensive Planning Projects: The 2010-11 CIP included a "placeholder" category of Comprehensive Planning Projects and Studies to be developed in conjunction with the Community Development Department's long term planning process workplan. The City's current comprehensive planning effort, the El Camino Real/Downtown Specific Plan, is funded through the current fiscal year from General Fund Reserves. This year's updated CIP includes more specificity in the Comprehensive Planning project category, but does not yet include a designated long term funding source or strategy. Staff is currently considering several options for addressing this unmet need and will bring forward a proposal in the near future.

Funding source for Technology Upgrades: When the City began the practice of transferring General Fund dollars into the General Fund CIP in 2006, the appropriate amount of the transfer was based upon estimates of annual infrastructure maintenance needs with infrastructure defined as City buildings, roads, parks and physical assets. As the CIP process has evolved, the City has used the CIP as a way to fund other investment needs, such as upgrading the City’s web site or introducing technology solutions at the library. Like comprehensive planning projects, these projects do not yet include a designated long term funding source or strategy and are considered within the General Fund CIP transfer. Staff is currently considering several options for addressing this unmet need and will bring forward a proposal in the near future that may create a separate funding allocation or require an addition to the \$2.2 million currently transferred for infrastructure.

2012-13 Capital Spending

In accordance with Council’s direction on the CIP for the 2012-13 fiscal year, staff will include funding for infrastructure maintenance and develop line item budget detail for all projects approved for the first fiscal year of the 5-year CIP (Attachment A). The 5-year CIP contains the listing of the 28 projects staff is recommending for inclusion in the 2012-13 budget, reflected in the two tables shown on page E.1, as replicated below.

Table E.1 – New Capital Projects Summary FY 2012/13

New Capital Projects	FY 2012/13 Budget	5-Year Total Budget
Sidewalk Master Plan Implementation	100,000	500,000
Chrysler Pump Station Improvements	80,000	400,000
High Speed Rail Coordination	50,000	250,000
Safe Routes to Oak Knoll School	50,000	50,000
Willow Road Improvements at Newbridge and Bayfront Expressway	900,000	900,000
Downtown Parking Utility Underground	100,000	4,750,000
Council Chambers Mics/Voting Equipment	60,000	60,000
Council Chambers Audio/Video	75,000	75,000
Radio Replacement	130,000	646,000
City Facilities Telephone System Upgrade	295,000	295,000
Automated Library Materials Return	120,000	120,000
Housing Element Update	300,000	300,000
Emergency Water Supply Project	2,000,000	4,000,000
Energy Audit of City Administration	40,000	TBD
Sustainable/Green Buildings Standards Cost Benefit Analysis	30,000	30,000
El Camino Real Tree Planting	200,000	200,000
Library RFID Conversion Project	29,000	58,000
TOTAL	4,559,000	12,634,000

The listing does not include current projects that are fully funded in this or a previous year’s budget and are continuing into 2012-13. Rather, the list shows only new projects and current projects that require an additional funding appropriation. Included for 2012-13 are seventeen new capital projects for a total of \$4,559,000.

Also included for the 2012-13 fiscal year are eleven projects, many of which are on-going from year-to-year, pertaining to the maintenance of current infrastructure. These projects total \$4,293,000 in the current fiscal year, which is lower than the previous year

due to the two year street resurfacing cycle that includes design in even years and construction in odd years. The average annual funding for infrastructure maintenance over the entire five year period covered by the CIP from all funding sources is approximately \$2.04 million per year.

Table E.2 – Maintenance of Current Infrastructure Projects Summary FY 2012-13

Maintenance of Current Infrastructure	FY 2012/13 Budget	5-Year Total Budget
Street Resurfacing	225,000	11,245,00
Sidewalk Repair Program	300,000	1,500,000
City Buildings (Minor)	275,000	1,475,000
Administration Building Emergency Generator	200,000	200,000
Belle Haven Child Development Center Outdoor Play Space Remodel	75,000	75,000
Park Improvements (Minor)	120,000	630,000
Storm Drain Improvements	160,000	880,000
Water Main Replacements	2,700,000	5,200,000
Downtown Irrigation Replacement	170,000	170,000
Police Parking Lot Security	40,000	40,000
Burgess Pool Pump Ladder	28,000	28,000
TOTAL	4,293,000	10,198,000

Staff recommends that the Council approve the projects on page E.1 of the 5-Year CIP (Attachment A) so that the development of the 2012-13 budget can proceed with an accurate distribution of personnel costs between programs, projects and funds.

IMPACT ON CITY RESOURCES

The purpose of early review and approval by the City Council of the 2012-13 capital improvement projects is to enable the distribution of staff hours and other resources that will be dedicated to capital projects in the development of the City Manager’s proposed budget for the 2012-13 fiscal year.

Ultimately, the choices that the City Council makes about service levels and projects will determine where City resources are budgeted. The recent decisions by the State to eliminate redevelopment agencies greatly impacts the City’s ability to complete previously planned projects and continue supporting service levels in all areas of the City.

POLICY ISSUES

Council to provide approval of the proposed capital and comprehensive planning projects to be included in the 2012-13 budget in the context of the 5 year CIP. The proposed budget will then better reflect the Council’s priorities for meeting the City’s capital needs. This portion of the budgeting process, leading to Council adoption in June, represents no changes in City policy.

ENVIRONMENTAL REVIEW

Environmental review is not required of the 5-year CIP or the projects listed for the 2012-13 fiscal year. Certain projects, however, may be subject to environmental review before they are implemented.



Carol Augustine
Finance Director



Charles Taylor
Public Works Director

PUBLIC NOTICE: Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting

ATTACHMENT: A. Five-Year Capital Improvement Plan
B. Commission Input Memoranda

CITY OF MENLO PARK

**FIVE-YEAR
CAPITAL IMPROVEMENT PLAN**

FY 2012-17



March 6, 2012

This page intentionally left blank.

<u>Table of Contents</u>	<u>Page</u>
I. Introduction	1
II. Procedures for Developing Five-Year Capital Improvement Plan	2
III. Project Development and Selection Process	3
IV. Proposed Projects	4
V. Project Funding Sources	5
VI. General Plan Consistency	5
VII. Environmental Review	5
Appendix A. Capital Improvement Plan Project Summaries	
A.1 Projects by Category	
A.2 Projects by Funding Source	
A.3 Projects by Responsible Department/Division	
Appendix B Overview Schedule of Previously Funded Projects	
Appendix C Index of Non-Funded Project Requests	
Appendix D Descriptions of Projects Proposed for FY 2013/14 through FY 2016/17	
Appendix E Proposed Projects for FY 2012/13	

This page intentionally left blank.

I. INTRODUCTION

This 5-year Capital Improvement Plan (CIP) for the City of Menlo Park is the community's plan for short and long-range development, maintenance, improvement and acquisition of infrastructure assets to benefit the City's residents, businesses, property owners and visitors. It provides a linkage between the City's General Plan, various master planning documents and budget, and provides a means for planning, scheduling and implementing capital and comprehensive planning projects over the next 5 years (through FY 2016/17).

This is the third year of the new CIP, which provides a long-term approach for prioritizing and selecting new projects in the City. Although the plan document is updated annually, it allows the reader to review projects planned over the full 5-year timeframe, and provides an overview of works in progress. The CIP is intended to incorporate the City's investments in infrastructure development and maintenance (i.e. capital improvements) with other significant capital expenditures that add to or strategically invest in the City's inventory of assets. Studies and capital expenditures of less than \$25,000 are not included in the CIP.

New Photo



II. Procedures for Developing Five-Year Capital Improvement Plan

The procedures for developing the five-year CIP aim to enhance the City's forecasting, project evaluation and community engagement processes by creating a resource "toolbox" to be used throughout the decision-making process. It is not intended to limit the City's ability to adjust its programs, services and planned projects as unexpected needs, opportunities or impacts arise. With this in mind, the Council, City Manager, CIP Committee and other participants will need to observe these procedures and draw upon a variety of resources in order to effectively update and administer the plan.

Procedures for Submitting and Amending Projects

Department managers initiate requests for new projects or purchases, and modifications to or reprioritization of existing projects. Initiating requests are accomplished by sending completed request form(s) and supporting information to the City Manager within the timeframes established by the Finance Department for annual budget preparation.

Request forms include estimated costs, benefits, risks associated with not completing the project/purchase, funding source(s), availability of funds, estimated timeframe for completing the project/purchase, and any anticipated impacts to previously approved projects.

Evaluation and Preliminary Ranking by Committee

The CIP Committee performs the initial evaluation and ranking of proposed projects. Committee members consist of the City Manager or his/her designee; the Directors of Community Development, Community Services, Finance and Public Works; the Maintenance and Engineering Division Managers and any other staff, as designated by the City Manager. The Committee meets as needed, but not less than once each calendar year.

The Committee furnishes copies of its preliminary project rankings to all Department Managers prior to review by City Commissions and approval by the City Council.

Community Input

Annual updating of the City's 5-year CIP is an integral part of the budget process. Early development of the CIP provides time for adequate review by the City's various commissions prior to Council consideration and incorporation into the annual budget. The draft CIP is posted to the City's website to encourage public input during this review process. The public also has opportunities to comment on the plan through the review processes of the various commissions and during the public hearing held prior to the adoption of the plan by the City Council.

Prioritization Criteria

Projects are prioritized in accordance with evaluation criteria which include, but are not limited to, the following:

- Public Health and Safety/Risk Exposure
- Protection of Infrastructure
- Economic Development
- Impacts on Operating Budgets
- External Requirements
- Population Served
- Community/Commission Support
- Relationship to Adopted Plans
- Cost/Benefit
- Availability of Financing
- Capacity to Deliver/Impacts to Other Projects

Projects that are not ranked high enough to be prioritized for this 5-year plan are recorded in an ongoing index of non-funded projects attached to the CIP. Indexing extends back a minimum of 3 years from the current fiscal year.

Funding Plans for Five-Year CIP

Once each year, the Council adopts an updated 5-year CIP that includes all prioritized short and long-term projects. Each year, the proposed CIP is published for public review prior to a Public Hearing where the City Council will receive public comments and discuss the plan. Following the Public Hearing the City Council will modify and/or adopt the CIP.

III. Project Development and Selection Process

The projects proposed in this 5-Year CIP were derived from a variety of sources, including recommendations from the City's Infrastructure Management Study (2007), the Sidewalk Master Plan (2009), the Climate Action Plan (2009), and the 2009-2014 Redevelopment Implementation Plan (2009). Projects were analyzed and ranked by Department Heads and staff during the development of the draft plan.

Although not typically included as capital improvements, studies estimated to cost over \$25,000 are included in the CIP. Capital expenditures amounting to less than \$25,000 are not included in the CIP. Budget information relating to studies and capital expenditures of less than \$25,000 are included in the City Manager's Recommended Budget, utilizing appropriate operating funds.

This 5-Year CIP includes 28 new projects recommended for implementation commencing in FY 2012/13 and 41 additional projects recommended for funding in future fiscal years. Other proposed projects that are not currently recommended are incorporated into the index of non-funded projects in Appendix C. The index also includes projects for which grant funding is being sought but has not yet been awarded.

IV. Proposed Projects

Several of the proposed projects in this CIP address ongoing infrastructure or facility maintenance needs and are programmed on an annual, bi-annual or periodic basis. Examples include street resurfacing and the sidewalk repair program.

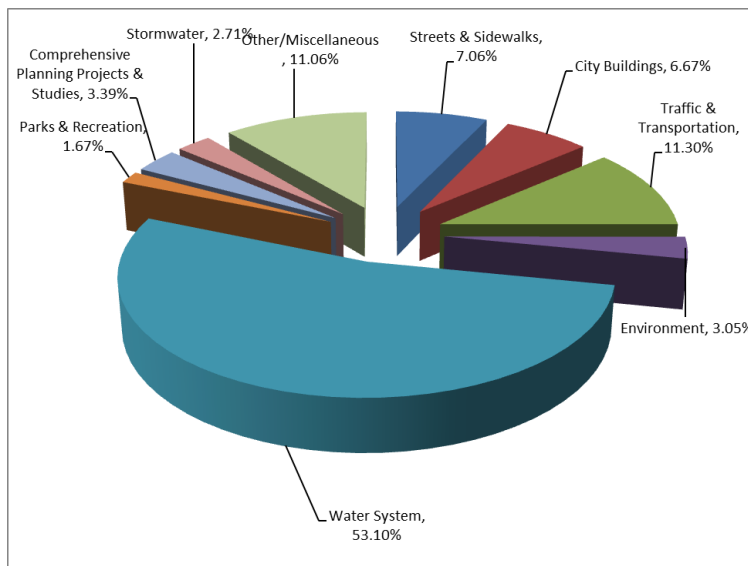
New capital projects and projects involving maintenance of current infrastructure proposed for FY 2012/13 are listed in Appendix A and described in detail in Appendix E. Projects approved in prior fiscal years that have not yet been completed are listed in Appendix B.

Table 1 lists total funding levels for project categories proposed for FY 2012/13 with corresponding percentages of the total funding. Figure 1 graphically presents the percentages of total funding for each category.

Table 1 - Proposed Project Funding Levels for FY 2012/13 by Category

Project Category	FY 2012/13 Funding	Percent of Total CIP FY 2012/13
Streets & Sidewalks	\$ 625,000	7.06%
City Buildings	\$ 590,000	6.67%
Traffic & Transportation	\$ 1,000,000	11.30%
Environment	\$ 270,000	3.05%
Water System	\$ 4,700,000	53.10%
Parks & Recreation	\$ 148,000	1.67%
Comprehensive Planning Projects & Studies	\$ 300,000	3.39%
Stormwater	\$ 240,000	2.71%
Other/Miscellaneous	\$ 979,000	11.06%
TOTALS	\$ 8,852,000	100.00%

Figure 1 – FY 2012/13 Proposed Projects by Category



V. *Project Funding Sources*

The proposed FY 2012-17 CIP coordinates physical improvements with financial planning, allowing maximum benefits from available funding sources. The Plan relies on funding from various sources, largely retained in the Capital and Special Revenue funds, with uses that are usually restricted for specific purposes. Although an annual transfer from the General Fund to the City's General CIP Fund (currently \$2.2 million) is part of the City's operating budget, this funding is intended solely for maintaining *existing* infrastructure in its current condition. The restricted funding sources shown in Table 2 on the following page comprise the City's major project funding sources.

VI. *General Plan Consistency*

The FY 2012/13 projects listed in this Five-Year CIP will be presented to the Planning Commission during a Public Hearing prior to forwarding the plan to the City Council. The Planning Commission must review the CIP in order to adopt a finding that it is consistent with the City's General Plan.

VII. *Environmental Review*

The development of this 5-year plan is not a project, as defined in the California Environmental Quality Act (CEQA), and an environmental review is not required for its adoption. Individual projects listed herein may be subject to CEQA. Environmental reviews will be conducted at the appropriate times during implementation of those projects.

Table 2 – Project Funding Sources

Funding Sources	Fund No.	Uses	Primary Source Of Funds
Bedwell/Bayfront Park Maintenance/Operations	809	Park maintenance	Interest earned on sinking fund.
Comprehensive Planning Projects	864	Maintain, update and create land use planning docs. such as the General Plan, Specific Plans and Zoning Ordinance	Specific source of funds not yet established
Construction Impact Fee	843	Street resurfacing	Fee charged for property development based on construction value
Downtown Parking Permit	758	Parking lot maintenance and improvements	Annual and daily fees from permits issued to merchants for employee and customer parking
General CIP Fund	851	Capital Projects	Funding for on-going maintenance of current infrastructure is provided annually by the General Fund
Highway Users Tax	835	Street resurfacing, sidewalks	State Gasoline Taxes
Library Bond Fund (1990)	853	Library capital improvements	Bond issuance proceeds and interest earned
Bedwell/Bayfront Park Landfill	754	Landfill post-closure maintenance and repairs	Surcharge on solid waste collection fees paid by customers
Measure A	834	Street resurfacing, bicycle lanes, Safe Routes to Schools	½ cent Countywide sales tax
Measure T Bond	845	Recreation facilities, park improvements	2006 and 2009 bond proceeds and accumulated interest
Recreation In-lieu Fee	801	Recreation facilities, park and streetscape improvements	Fee charged for residential property development based on number of units and market value of land
Public Library Fund	452	Library projects and programs.	State grants
Sidewalk Assessment	839	Sidewalk repairs	Annual property tax assessment, per parcel
Storm Drainage Connection Fees	713	Storm drainage capacity improvements	Fee charged for property development per lot, per unit, or per square foot of impervious area
Storm Water Management Fund (NPDES)	841	Storm water pollution prevention activities	Annual property tax assessment based on square footage of impervious area
Transportation Impact Fee (replaces Traffic Impact Fee)	710	Intersection improvements, sidewalks, traffic signals, traffic calming, bicycle circulation, transit systems	Fee charged for property development at per unit or per square foot rates
Water Fund – Capital	855	Water distribution and storage	Surcharge per unit of water sold

Appendix A
Capital Improvement Plan Summaries

NOTE: The 3 tables presented on the following pages provide the same listing of proposed projects sorted (1) by category, (2) by funding source and (3) by responsible department.

This page intentionally left blank.

Table A.1
Projects by Category

This page intentionally left blank.

Projects by Category

	Fiscal Year Project Funding Projection					TOTAL
	2012-13	2013-14	2014-15	2015-16	2016-17	
Streets & Sidewalks						
Civic Center Sidewalk Replacement and Irrigation System Upgrades	0	0	0	0	400,000	400,000
Sidewalk Master Plan Implementation	100,000	100,000	100,000	100,000	100,000	500,000
Sidewalk Repair Program	300,000	300,000	300,000	300,000	300,000	1,500,000
Street Resurfacing	225,000	5,270,000	230,000	5,270,000	250,000	11,245,000
Streetlight Painting	0	0	75,000	0	0	75,000
TOTAL	\$625,000	\$5,670,000	\$705,000	\$5,670,000	\$1,050,000	\$13,720,000

City Buildings						
Administration Building Carpet Replacement	0	0	0	200,000	0	200,000
Administration Building Emergency Generator	200,000	0	0	0	0	200,000
Belle Haven Child Development Ctr. Carpet Replacement	0	50,000	0	0	0	50,000
Belle Haven Child Development Center Outdoor Play Space Remodel	75,000	0	0	0	0	75,000
City Buildings (Minor)	275,000	300,000	300,000	300,000	300,000	1,475,000
Main Library Interior Wall Fabric Replacement	0	0	150,000	0	0	150,000
Menlo Children's Center Carpet Replacement	0	60,000	0	0	0	60,000
Police Parking Lot Security	40,000	0	0	0	0	40,000
TOTAL	\$590,000	\$410,000	\$450,000	\$500,000	\$300,000	\$2,250,000

Projects by Category

	Fiscal Year Project Funding Projection					TOTAL
	2012-13	2013-14	2014-15	2015-16	2016-17	
Traffic & Transportation						
El Camino Real/Ravenswood NB Right Turn Lane	0	0	1,350,000	0	0	1,350,000
El Camino Real Lane Reconfiguration Alternatives	0	75,000	0	0	0	75,000
High Speed Rail Coordination	50,000	50,000	50,000	50,000	50,000	250,000
Middlefield Road at Ravenswood Avenue Intersection Reconfiguration Study	0	0	0	50,000	0	50,000
Middlefield Road at Willow Road Intersection Reconfiguration Study	0	0	0	50,000	0	50,000
Safe Routes to Oak Knoll School	50,000	0	0	0	0	50,000
Sand Hill Road Improvements (Addison/Wesley to I280)	0	0	0	0	TBD	TBD
Sand Hill Road Signal Interconnect	0	100,000	0	0	0	100,000
Willow Road Improvements at Newbridge and Bayfront Expressway	900,000	0	0	0	0	900,000
TOTAL	\$1,000,000	\$225,000	\$1,400,000	\$150,000	\$50,000	\$2,825,000

Environment						
Commercial Energy Efficiency Program Cost Benefit Analysis and Plan	0	0	0	30,000	0	30,000
El Camino Real Tree Planting	200,000	0	0	0	0	200,000
Energy Audit of City Administration	40,000	TBD	0	0	0	40,000
Sustainable/Green Building Standards Cost Benefit Analysis	30,000	0	0	0	0	30,000
TOTAL	\$270,000	\$0	\$0	\$30,000	\$0	\$300,000

Water System						
Automated Meter Reading	0	0	50,000	1,200,000	1,200,000	2,450,000
Emergency Water Supply Project	2,000,000	2,000,000	0	0	0	4,000,000
Urban Water Management Plan	0	0	50,000	0	0	50,000
Water Main Replacements	2,700,000	0	0	300,000	2,200,000	5,200,000
TOTAL	\$4,700,000	\$2,000,000	\$100,000	\$1,500,000	\$3,400,000	\$11,700,000

Projects by Category

	Fiscal Year Project Funding Projection					
	2012-13	2013-14	2014-15	2015-16	2016-17	TOTAL
Parks & Recreation						
Bedwell Bayfront Park Restroom Repair	0	0	0	95,000	0	95,000
Burgess Pool Deck Repairs	0	0	135,000	0	0	135,000
Burgess Pool Pump Ladder	28,000	0	0	0	0	28,000
Jack Lyle Park Restrooms - Construction	0	0	40,000	200,000	0	240,000
Jack Lyle Park Sports Field Sod Replacement	0	75,000	0	0	0	75,000
La Entrada Baseball Field Renovation	0	0	0	0	170,000	170,000
Park Pathways Repairs	0	0	0	0	200,000	200,000
Park Improvements (Minor)	120,000	120,000	130,000	130,000	130,000	630,000
Willow Oaks Dog Park Renovation	0	50,000	250,000	0	0	300,000
TOTAL	\$148,000	\$245,000	\$555,000	\$425,000	\$500,000	\$1,873,000

Comprehensive Planning Projects & Studies						
CEQA and FIA Guidelines	0	35,000	0	0	0	35,000
General Plan Update	0	0	0	250,000	500,000	750,000
Housing Element Update	300,000	0	0	0	0	300,000
M-2 Area Plan	0	250,000	500,000	250,000	0	1,000,000
TOTAL	\$300,000	\$285,000	\$500,000	\$500,000	\$500,000	\$2,085,000

Stormwater						
Chrysler Pump Station Improvements	80,000	320,000	0	0	0	400,000
Corporation Yard Storage Cover	0	0	0	0	300,000	300,000
Middlefield Road Storm Drainage Improvements	0	0	0	350,000	0	350,000
Storm Drain Improvements	160,000	175,000	175,000	185,000	185,000	880,000
Trash Capture Device Installation	0	0	0	60,000	0	60,000
TOTAL	\$240,000	\$495,000	\$175,000	\$595,000	\$485,000	\$1,990,000

Projects by Category

	Fiscal Year Project Funding Projection					
	2012-13	2013-14	2014-15	2015-16	2016-17	TOTAL
Other/Miscellaneous						
Automated Library Materials Return	120,000	0	0	0	0	120,000
Bedwell Bayfront Park Gas Collection System Repair	0	0	100,000	0	0	100,000
Bedwell Bayfront Park Leachate Collection System Replacement	0	100,000	900,000	0	0	1,000,000
Bike Sharing Program Cost Benefit Study	0	0	30,000	0	0	30,000
City Car Sharing Program Study	0	0	0	30,000	0	30,000
City Facilities Telephone System Upgrade	295,000	0	0	0	0	295,000
City Website Upgrade	0	0	0	75,000	0	75,000
Council Chambers Audio/Video Equipment	75,000	0	0	0	0	75,000
Council Chambers Mics/Voting Equipment	60,000	0	0	0	0	60,000
Downtown Irrigation Replacement	170,000	0	0	0	0	170,000
Downtown Parking Utility Underground	100,000	100,000	4,550,000	0	0	4,750,000
Downtown Streetscape Improvements	0	0	25,000	150,000	0	175,000
El Camino Real Median and Side Trees Irrigation System Upgrade	0	0	0	85,000	0	85,000
Improved Infrastructure for the Delivery of Electronic Library Services-Study	0	37,000	0	0	0	37,000
Installation of Electric Plug In Recharging Stations Cost Benefit Analysis and Plan	0	30,000	0	0	0	30,000
Library RFID Conversion	29,000	29,000	0	0	0	58,000
Overnight Parking App	0	0	0	0	70,000	70,000
Parking Plaza 7 Renovations	0	0	0	200,000	0	200,000
Parking Plaza 8 Renovations	0	0	0	0	250,000	250,000
Radio Replacement	130,000	195,000	26,000	100,000	195,000	646,000
Sand Hill Road Pathway Repair	0	300,000	0	0	0	300,000
TOTAL	\$979,000	\$791,000	\$5,631,000	\$640,000	\$515,000	\$8,556,000
FISCAL YEAR TOTALS	\$8,852,000	\$10,121,000	\$9,516,000	\$10,010,000	\$6,800,000	\$45,299,000

Table A.2
Projects by Funding Source

This page intentionally left blank.

Projects by Funding Source

Funding Source	Fiscal Year Project Funding Projection					Total
	2012-13	2013-14	2014-15	2015-16	2016-17	
General Fund - CIP						
Available Balance	4,615,000	4,664,000	2,987,000	4,183,000	3,178,000	
Revenues	2,460,000	2,350,000	5,400,000	2,500,000	2,500,000	
Operating Expenditures and Commitments	14,000	16,000	18,000	20,000	22,000	
Recommended Projects						
Administration Building Carpet Replacement	0	0	0	200,000	0	200,000
Administration Building Emergency Generator	200,000	0	0	0	0	200,000
Automated Library Materials Return ¹	120,000	0	0	0	0	120,000
Belle Haven Child Development Center Carpet Replacement	0	50,000	0	0	0	50,000
Belle Haven Child Development Center Outdoor Play Space Remodel	75,000	0	0	0	0	75,000
Burgess Pool Deck Repairs	0	0	135,000	0	0	135,000
Burgess Pool Pump Ladder	28,000	0	0	0	0	28,000
Chrysler Pump Station Improvements	80,000	320,000	0	0	0	400,000
City Buildings (Minor)	275,000	300,000	300,000	300,000	300,000	1,475,000
City Facilities Telephone System Upgrade	295,000	0	0	0	0	295,000
City Website Upgrade	0	0	0	75,000	0	75,000
Civic Center Sidewalk Replacement and Irrigation Upgrades	0	0	0	0	400,000	400,000
Commercial Energy Efficiency Program Cost Benefit Analysis and Plan	0	0	0	30,000	0	30,000
Corporation Yard Storage Cover	0	0	0	0	300,000	300,000
Council Chambers Mics/Voting Equipment	60,000	0	0	0	0	60,000
Council Chambers Audio/Video Equipment	75,000	0	0	0	0	75,000
Downtown Irrigation Replacement	170,000	0	0	0	0	170,000
Downtown Parking Utility Underground ²	100,000	100,000	2,750,000	0	0	2,950,000
Downtown Streetscape Improvements	0	0	25,000	150,000	0	175,000
El Camino Real Median and Side Trees Irrigation System Upgrade	0	0	0	85,000	0	85,000
El Camino Real Tree Planting	200,000	0	0	0	0	200,000
Energy Audit of City Administration Building	40,000	TBD	0	0	0	40,000
High Speed Rail Coordination	50,000	50,000	50,000	50,000	50,000	250,000

Projects by Funding Source

Funding Source	Fiscal Year Project Funding Projection					Total
	2012-13	2013-14	2014-15	2015-16	2016-17	
General Fund - CIP Continued						
Improved Infrastructure for the Delivery of Electronic Library Services-Study	0	37,000	0	0	0	37,000
Installation of Electric Plug In Recharging Stations Cost Benefit Analysis and Plan	0	30,000	0	0	0	30,000
La Entrada Baseball Field Renovation	0	0	0	0	170,000	170,000
Jack Lyle Park Sports Field Sod Replacement	0	75,000	0	0	0	75,000
Library RFID Conversion	29,000	29,000	0	0	0	58,000
Main Library Interior Wall Fabric Replacement	0	0	150,000	0	0	150,000
Menlo Children's Center Carpet Replacement	0	60,000	0	0	0	60,000
Overnight Parking App	0	0	0	0	70,000	70,000
Park Improvements (Minor)	120,000	120,000	130,000	130,000	130,000	630,000
Park Pathways Repairs	0	0	0	0	200,000	200,000
Police Parking Lot Security	40,000	0	0	0	0	40,000
Radio Replacement	130,000	195,000	26,000	100,000	195,000	646,000
Sand Hill Road Pathway Repair	0	300,000	0	0	0	300,000
Sidewalk Repair Program	120,000	120,000	120,000	120,000	120,000	600,000
Storm Drain Improvements	160,000	175,000	175,000	185,000	185,000	880,000
Street Resurfacing	0	2,000,000	0	2,000,000	0	4,000,000
Streetlight Painting	0	0	75,000	0	0	75,000
Sustainable/Green Building Standards Cost Benefit Analysis	30,000	0	0	0	0	30,000
Trash Capture Device Installation	0	0	0	60,000	0	60,000
Willow Oaks Dog Park Renovation	0	50,000	250,000	0	0	300,000
Total	2,397,000	4,011,000	4,186,000	3,485,000	2,120,000	16,199,000
Ending Fund Balance	4,664,000	2,987,000	4,183,000	3,178,000	3,536,000	

¹ For this project, \$60,000 will be donated from the Friends of the Library

² City to be reimbursed from PG&E with Rule 20A revenues shown in 2014-15

Bedwell Bayfront Park Landfill						
Available Balance	2,830,000	3,330,000	3,770,000	3,350,000	3,970,000	
Revenues	800,000	850,000	900,000	950,000	1,000,000	
Operating Expenditures and Commitments	300,000	310,000	320,000	330,000	350,000	
Recommended Projects						
Bedwell Bayfront Park Gas Collection System Repair	0	0	100,000	0	0	100,000
Bedwell Bayfront Park Leachate Collection System Replacement	0	100,000	900,000	0	0	1,000,000
Total	0	100,000	1,000,000	0	0	1,100,000
Ending Fund Balance	3,330,000	3,770,000	3,350,000	3,970,000	4,620,000	

Projects by Funding Source

Funding Source	Fiscal Year Project Funding Projection					Total
	2012-13	2013-14	2014-15	2015-16	2016-17	
Bedwell Bayfront Park Maintenance						
Available Balance	710,000	567,000	417,000	261,000	4,000	
Revenues	7,000	5,000	4,000	2,000	0	
Operating Expenditures and Commitments	150,000	155,000	160,000	164,000	170,000	
Recommended Projects						
Bedwell Bayfront Park Restroom Repair	0	0	0	95,000	0	95,000
Total	0	0	0	95,000	0	95,000
Ending Fund Balance	567,000	417,000	261,000	4,000	(166,000)	

Construction Impact Fees						
Available Balance	890,000	1,335,000	780,000	1,225,000	670,000	
Revenues	500,000	500,000	500,000	500,000	500,000	
Operating Expenditures and Commitments	55,000	55,000	55,000	55,000	55,000	
Recommended Projects						
Street Resurfacing	0	1,000,000	0	1,000,000	0	2,000,000
Total	0	1,000,000	0	1,000,000	0	2,000,000
Ending Fund Balance	1,335,000	780,000	1,225,000	670,000	1,115,000	

Downtown Parking Permits						
Available Balance	1,790,000	2,045,000	2,307,000	2,575,000	2,649,000	
Revenues	380,000	390,000	2,200,000	410,000	420,000	
Operating Expenditures and Commitments	125,000	128,000	132,000	136,000	140,000	
Recommended Projects						
Downtown Parking Utility Underground ¹	0	0	1,800,000	0	0	1,800,000
Parking Plaza 7 Renovations	0	0	0	200,000	0	200,000
Parking Plaza 8 Renovations	0	0	0		250,000	250,000
Total	0	0	1,800,000	200,000	250,000	2,250,000
Ending Fund Balance	2,045,000	2,307,000	2,575,000	2,649,000	2,679,000	

¹ City to be reimbursed from PG&E with Rule 20A funds revenue shown in 2014-15

Highway Users Tax						
Available Balance	1,482,500	2,137,500	1,042,500	1,742,500	702,500	
Revenues	880,000	905,000	930,000	960,000	990,000	
Operating Expenditures and Commitments	0	0	0	0	0	
Recommended Projects						
Street Resurfacing	225,000	2,000,000	230,000	2,000,000	250,000	4,705,000
Total	225,000	2,000,000	230,000	2,000,000	250,000	4,705,000
Ending Fund Balance	2,137,500	1,042,500	1,742,500	702,500	1,442,500	

*The Traffic Congestion Relief Fund was eliminated from this table. The fund balance of \$32,500 will be transferred to the Highway Users Tax Fund balance.

Measure A						
Available Balance	260,000	370,000	195,000	345,000	135,000	
Revenues	960,000	990,000	1,020,000	1,050,000	1,080,000	
Operating Expenditures and Commitments	700,000	720,000	740,000	760,000	790,000	

Projects by Funding Source

Funding Source	Fiscal Year Project Funding Projection					Total
	2012-13	2013-14	2014-15	2015-16	2016-17	
Measure A - Continued						
Recommended Projects						
Bike Sharing Program			30,000	0	0	30,000
Cost Benefit Study	0	0				
City Car Sharing Program			0	30,000	0	30,000
Study	0	0				
El Camino Real Lane						
Reconfiguration						
Alternatives	0	75,000	0	0	0	75,000
Middlefield Road at						
Ravenswood Avenue						
Intersection						
Reconfiguration Study	0	0	0	50,000	0	50,000
Middlefield Road at						
Willow Road Intersection						
Reconfiguration Study	0	0	0	50,000	0	50,000
Safe Routes to Oak Knoll						
School	50,000	0	0	0	0	50,000
Sand Hill Road						
Improvements (Addison-						
Wesley to I280)	0	0	0	0	TBD	TBD
Sidewalk Master Plan						
Implementation	100,000	100,000	100,000	100,000	100,000	500,000
Street Resurfacing	0	270,000	0	270,000	0	540,000
Total	150,000	445,000	130,000	500,000	100,000	1,325,000
Ending Fund Balance	370,000	195,000	345,000	135,000	325,000	

Measure T						
Available Balance	190,000	192,000	194,000	196,000	8,196,000	
Revenues	2,000	2,000	2,000	8,000,000	20,000	
Operating Expenditures						
and Commitments	0	0	0	0	0	
Recommended Projects						
Total	0	0	0	0	0	0
Ending Fund Balance	192,000	194,000	196,000	8,196,000	8,216,000	

Rec-in-Lieu Fund						
Available Balance	225,000	375,000	525,000	635,000	585,000	
Revenues	150,000	150,000	150,000	150,000	150,000	
Operating Expenditures						
and Commitments	0	0	0	0	0	
Recommended Projects						
Jack Lyle Park Restrooms						
- Construction	0	0	40,000	200,000	0	240,000
Total	0	0	40,000	200,000	0	240,000
Ending Fund Balance	375,000	525,000	635,000	585,000	735,000	

Sidewalk Assessment						
Available Balance	240,000	222,000	208,000	198,000	193,000	
Revenues	180,000	185,000	190,000	195,000	200,000	
Operating Expenditures						
and Commitments	18,000	19,000	20,000	20,000	20,000	
Recommended Projects						
Sidewalk Repair Program	180,000	180,000	180,000	180,000	180,000	900,000
Total	180,000	180,000	180,000	180,000	180,000	900,000
Ending Fund Balance	222,000	208,000	198,000	193,000	193,000	

Projects by Funding Source

Funding Source	Fiscal Year Project Funding Projection					Total
	2012-13	2013-14	2014-15	2015-16	2016-17	
Storm Drainage Fund						
Available Balance	50,000	57,000	64,000	71,000	(272,000)	
Revenues	7,000	7,000	7,000	7,000	7,000	
Operating Expenditures and Commitments	0	0	0	0	0	
Recommended Projects						
Middlefield Road Storm Drainage Improvements	0	0	0	350,000	0	350,000
Total	0	0	0	350,000	0	350,000
Ending Fund Balance	57,000	64,000	71,000	(272,000)	(265,000)	

Transportation Impact Fees						
Available Balance	3,190,000	2,205,000	2,820,000	1,385,000	1,300,000	
Revenues	50,000	850,000	50,000	50,000	50,000	
Operating Expenditures and Commitments	135,000	135,000	135,000	135,000	135,000	
Recommended Projects						
Sand Hill Road Signal Interconnect	0	100,000	0	0	0	100,000
El Camino Real/Ravenswood NB Right Turn Lane	0	0	1,350,000	0	0	1,350,000
Willow Road Improvements at Newbridge and Bayfront Expressway ¹	900,000	0	0	0	0	900,000
Total	900,000	100,000	1,350,000	0	0	2,350,000
Ending Fund Balance	2,205,000	2,820,000	1,385,000	1,300,000	1,215,000	

¹ This project is expected to receive an \$800,000 grant from C/CAG, included in revenues in 2013-14

Public Library Fund						
Available Balance	60,000	60,000	60,000	60,000	60,000	
Revenues	0	0	0	0	0	
Operating Expenditures and Commitments	0	0	0	0	0	
Recommended Projects						
Total	0	0	0	0	0	0
Ending Fund Balance	60,000	60,000	60,000	60,000	60,000	

Water Fund - Capital						
Available Balance	8,715,000	4,406,000	3,170,000	3,832,000	3,092,000	
Revenues	800,000	800,000	800,000	800,000	800,000	
Operating Expenditures and Commitments	409,000	36,000	38,000	40,000	42,000	
Recommended Projects						
Automated Meter Reading	0	0	50,000	1,200,000	1,200,000	2,450,000
Emergency Water Supply Project	2,000,000	2,000,000	0	0	0	4,000,000
Urban Water Management Plan	0	0	50,000	0	0	50,000
Water Main Replacements	2,700,000	0	0	300,000	2,200,000	5,200,000
Total	4,700,000	2,000,000	100,000	1,500,000	3,400,000	11,700,000
Ending Fund Balance	4,406,000	3,170,000	3,832,000	3,092,000	450,000	

Projects by Funding Source

Fiscal Year Project Funding Projection						
Funding Source	2012-13	2013-14	2014-15	2015-16	2016-17	Total
Comprehensive Planning Projects Fund						
Available Balance	(102,000)	(402,000)	(687,000)	(1,187,000)	(1,687,000)	
Revenues	0	0	0	0	0	
Operating Expenditures and Commitments	0	0	0	0	0	
Recommended Projects						
CEQA and FIA Guidelines		35,000	0	0	0	35,000
General Plan Update	0	0		250,000	500,000	750,000
Housing Element Update	300,000	0	0	0	0	300,000
M-2 Area Plan	0	250,000	500,000	250,000	0	1,000,000
Total	300,000	285,000	500,000	500,000	500,000	2,085,000
Ending Fund Balance	(402,000)	(687,000)	(1,187,000)	(1,687,000)	(2,187,000)	

*This fund could possibly have future fee revenues through reimbursement agreements with developers.

FISCAL YEAR TOTALS	8,852,000	10,121,000	9,516,000	10,010,000	6,800,000	45,299,000
---------------------------	------------------	-------------------	------------------	-------------------	------------------	-------------------

Table A.3
Projects by Responsible Department/Division

This page intentionally left blank.

Projects by Responsible Department

Responsible Department	Fiscal Year Project Funding Projection					TOTAL
	2012-13	2013-14	2014-15	2015-16	2016-17	
Public Works - Engineering						
Automated Meter Reading	0	0	50,000	1,200,000	1,200,000	2,450,000
Bedwell Bayfront Park Gas Collection System Repair	0	0	100,000	0	0	100,000
Bedwell Bayfront Park Leachate Collection System Replacement	0	100,000	900,000	0	0	1,000,000
Chrysler Pump Station Improvements	80,000	320,000	0	0	0	400,000
Commercial Energy Efficiency Program Cost Benefit Analysis and Plan	0	0	0	30,000	0	30,000
Civic Center Sidewalk Replacement and Irrigation System Upgrades	0	0	0	0	400,000	400,000
Corporation Yard Storage Cover	0	0	0	0	300,000	300,000
Downtown Parking Utility Underground	100,000	100,000	4,550,000	-	-	4,750,000
El Camino Real Tree Planting	200,000	0	0	0	0	200,000
Emergency Water Supply Project	2,000,000	2,000,000	0	0	0	4,000,000
Energy Audit of City Administration Building	40,000	TBD	0	0	0	40,000
Installation of Electric Plug In Recharging Stations Cost Benefit Analysis and Plan	0	30,000	0	0	0	30,000
Jack Lyle Park Restrooms - Construction	0	0	40,000	200,000	0	240,000
Middlefield Road Storm Drainage Improvements	0	0	0	350,000	0	350,000
Parking Plaza 7 Renovations	0	0	0	200,000	0	200,000
Parking Plaza 8 Renovations	0	0	0	0	250,000	250,000
Sand Hill Road Pathway Repair	0	300,000	0	0	0	300,000
Sidewalk Master Plan Implementation	100,000	100,000	100,000	100,000	100,000	500,000
Sidewalk Repair Program	300,000	300,000	300,000	300,000	300,000	1,500,000
Storm Drain Improvements	160,000	175,000	175,000	185,000	185,000	880,000
Street Resurfacing	225,000	5,270,000	230,000	5,270,000	250,000	11,245,000
Streetlight Painting	0	0	75,000	0	0	75,000
Sustainable/Green Building Standards Cost Benefit Analysis	30,000	0	0	0	0	30,000
Trash Capture Device Installation	0	0	0	60,000	0	60,000
Urban Water Management Plan	0	0	50,000	0	0	50,000
Water Main Replacements	2,700,000	0	0	300,000	2,200,000	5,200,000
Willow Oaks Dog Park Renovation	0	50,000	250,000	0	0	300,000
TOTAL	\$5,935,000	\$8,745,000	\$6,820,000	\$8,195,000	\$5,185,000	\$34,880,000

Projects by Responsible Department

Responsible Department	Fiscal Year Project Funding Projection					TOTAL
	2012-13	2013-14	2014-15	2015-16	2016-17	
Public Works - Maintenance						
Administration Building Carpet Replacement	0	0	0	200,000	0	200,000
Administration Building Emergency Generator	200,000	0	0	0	0	200,000
Bedwell Bayfront Park Restroom Repair	0	0	0	95,000	0	95,000
Belle Haven Child Development Center Carpet Replacement	0	50,000	0	0	0	50,000
Belle Haven Child Development Center Outdoor Play Space Remodel	75,000	0	0	0	0	75,000
City Buildings (Minor)	275,000	300,000	300,000	300,000	300,000	1,475,000
Downtown Irrigation Replacement	170,000	0	0	0	0	170,000
Downtown Streetscape Improvements	0	0	25,000	150,000	0	175,000
El Camino Real Median and Side Trees Irrigation System Upgrade	0	0	0	85,000	0	85,000
Jack Lyle Park Sports Field Sod Replacement	0	75,000	0	0	0	75,000
La Entrada Baseball Field Renovation	0	0	0	0	170,000	170,000
Council Chambers Mics/Voting Equipment	60,000	0	0	0	0	60,000
Council Chambers Audio/Video Equipment	75,000	0	0	0	0	75,000
Main Library Interior Wall Fabric Replacement	0	0	150,000	0	0	150,000
Park Pathways Repairs	0	0	0	0	200,000	200,000
Menlo Children's Center Carpet Replacement	0	60,000	0	0	0	60,000
Park Improvements (Minor)	120,000	120,000	130,000	130,000	130,000	630,000
TOTAL	\$975,000	\$605,000	\$605,000	\$960,000	\$800,000	\$3,945,000

Projects by Responsible Department

Responsible Department	Fiscal Year Project Funding Projection					TOTAL
	2012-13	2013-14	2014-15	2015-16	2016-17	
Public Works - Transportation						
Bike Sharing Program Cost Benefit Study	0	0	30,000	0	0	30,000
City Car Sharing Program Study	0	0	0	30,000	0	30,000
El Camino Real/Ravenswood NB Right Turn Lane	0	0	1,350,000	0	0	1,350,000
El Camino Real Lane Configuration Alternatives	0	75,000	0	0	0	75,000
High Speed Rail Coordination	50,000	50,000	50,000	50,000	50,000	250,000
Middlefield Road at Ravenswood Avenue Intersection Reconfiguration Study	0	0	0	50,000	0	50,000
Middlefield Road at Willow Road Intersection Reconfiguration Study	0	0	0	50,000	0	50,000
Safe Routes to Oak Knoll School	50,000	0	0	0	0	50,000
Sand Hill Road Improvements (Addison-Wesley to I280)	0	0	0	0	TBD	TBD
Sand Hill Road Signal Interconnect	0	100,000	0	0	0	100,000
Willow Road Improvements at Newbridge and Bayfront Expressway	900,000	0	0	0	0	900,000
TOTAL	\$1,000,000	\$225,000	\$1,430,000	\$180,000	\$50,000	\$2,885,000

Community Development (Planning)						
CEQA and FIA Guidelines	0	35,000	0	0	0	35,000
General Plan Update	0	0	0	250,000	500,000	750,000
Housing Element Update	300,000	0	0	0	0	300,000
M-2 Area Plan	0	250,000	500,000	250,000	0	1,000,000
TOTAL	\$300,000	\$285,000	\$500,000	\$500,000	\$500,000	\$2,085,000

Community Services						
Burgess Pool Deck Repairs	0	0	135,000	0	0	135,000
Burgess Pool Pump Ladder	28,000	0	0	0	0	28,000
TOTAL	\$28,000	\$0	\$135,000	\$0	\$0	\$163,000

Projects by Responsible Department

Fiscal Year Project Funding Projection						
Responsible Department	2012-13	2013-14	2014-15	2015-16	2016-17	TOTAL
Police Department						
Overnight Parking App	0	0	0	0	70,000	70,000
Radio Replacement	130,000	195,000	26,000	100,000	195,000	646,000
Police Parking Lot Security	40,000	0	0	0	0	40,000
TOTAL	\$170,000	\$195,000	\$26,000	\$100,000	\$265,000	\$756,000
Library						
Automated Library Materials Return	120,000	0	0	0	0	120,000
Improved Infrastructure for the Delivery of Electronic Library Services-Study	0	37,000	0	0	0	37,000
Library RFID Conversion	29,000	29,000	0	0	0	58,000
TOTAL	\$149,000	\$66,000	\$0	\$0	\$0	\$215,000
Management Information Systems						
City Facilities Telephone System Upgrade	295,000	0	0	0	0	295,000
City Website Upgrade	0	0	0	75,000	0	75,000
TOTAL	\$295,000	\$0	\$0	\$75,000	\$0	\$370,000
FISCAL YEAR TOTAL	\$8,852,000	\$10,121,000	\$9,516,000	\$10,010,000	\$6,800,000	\$45,299,000

Appendix B
Overview Schedule of Previously Funded Projects

This page intentionally left blank.

**Public Works Department
Project Composite**

Project Name	2011						2012												2013					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Engineering																								
Parking Plaza 2 Renovation																								
Emergency Water Supply																								
Beechwood School/Property Subdivision and Sale																								
Main Library Circulation Area Redesign																								
Storm Drain Fee Study																								
Sharon Heights Pump Station Replacement Design																								
Middlefield Road Storm Drain																								
Utility Undergrounding Study of City Parking Plazas																								
LED Streetlights Retrofit 2009-10																								
Commercial Recycling Ordinance																								
Santa Cruz Sidewalks Design and Construction																								
Sharon Heights Pump Station Construction																								
Burgess Gymnastics Center																								
Trash Capture Device Installation																								
Chrysler Pump Station Discharge Pipe Replacement																								
Sidewalk Repair Program 2010-11																								
Street Resurfacing 2010-11																								
Atherton Channel Flood Abatement																								
Storm Drain Improvements 2011-12																								
Highway 84 Carbon Offset Project																								
Water Main Replacement Project																								
Bedwell Bayfront Park Gas Collection System improvements study and Conceptual Design																								
Sidewalk Repair Program 2011-12																								
Street Resurfacing 2011-12																								
Seminary Oaks Pathway Replacement																								

- Legend
- FY 2011/12
 - FY 2010/11
 - FY 2009/10
 - FY 2008/09
 - FY 2007/08
 - FY 2006/07

**Public Works Department
Project Composite**

Project Name	2011						2012						2013											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Transportation																								
Study of Sand Hill Road (btw Addison-Wesley and I-280 including Bicycling)																								
Safe Routes to Hillview School Project Implementation																								
Santa Cruz Avenue Sidewalk Preliminary Design Phase																								
Sidewalk Accessibility Project																								
Bike Lane Mitigation Study																								
Middle Ave Bike Lane Feasibility Study																								
Safe Route to Valparaiso Avenue Plan																								
High Speed Rail Coordination																								
Linfield/Middlefield Crosswalk																								
Sand Hill Road/Branner Signal Mast Arm Construction																								
Downtown Parking Modifications																								
Willow Road Signal Interconnect																								
Oak Grove/Merrill Intersection Lighted Crosswalk																								
Safe Routes to Oak Knoll School Design																								
Sidewalk Master Plan Implementation																								
Maintenance																								
Reservoirs #1 and #2 Mixers																								
Reservoir Re-roofing																								
Hillview School Fields Renovation																								
Park Improvements 2011-12																								
City Buildings (Minor) 2011-12																								
Belle Haven Pool Boiler/Pumps Upgrades																								
Main Library Carpet Replacement																								
Downtown Irrigation Replacement																								
Administration Building Emergency Generator																								
Water Conservations Upgrade for City Facilities																								
Legend																								

Appendix C
Index of Non-Funded Project Requests

This page intentionally left blank.

Index of Non-Funded Project Requests

Streets & Sidewalks

Streetscape – O'Brien Drive

This project will involve construction of street resurfacing work, and will potentially involve landscaping, lighting or other improvements along O'Brien Drive. A public outreach process will be conducted to identify needed improvements. Although this project was funded with RDA funds (\$25,000) in FY 2010-11, (\$100,000) in FY 2011-12 and additional funding (\$400,000) was planned for FY 2013-14, work in this project did not start prior to the dissolution of the RDA.

Source: Staff

Streetscape – Overall RDA Resurfacing and Improvements

This project will involve conceptual design, engineering and construction of street resurfacing work, and will potentially involve landscaping, lighting or other improvements along various streets throughout the Redevelopment Area.

Estimated Cost: \$ 2,000,000

Source: Staff

Streetscape – Willow Road

This project will involve conceptual design, engineering and construction of street resurfacing work, and will potentially involve landscaping, lighting or other improvements along Willow Road.

Estimated Cost: \$ 330,000

Source: Staff

Streetscape – Haven Avenue

This project will involve conceptual design, engineering and construction of street resurfacing work, and will potentially involve landscaping, lighting or other improvements along Haven Avenue.

Estimated Cost: \$ 550,000

Source: Staff

Streetscape – Pierce Road

This project will involve conceptual design, engineering and construction of street resurfacing work, and will potentially involve landscaping, lighting or other improvements along Pierce Road.

Estimated Cost: \$ 500,000

Source: Staff

Marsh Road Section Median Islands Landscaping

The project will upgrade the landscaping and irrigation system in the median island on Marsh Road between Bohannon Drive and Scott Drive. Marsh Road is a major entrance to the City and the existing landscaping needs to be rejuvenated to fit in with the new landscaping along the commercial properties adjacent to the median islands.

Estimated Cost: \$35,000

Source: Staff

City Buildings

Belle Haven Pool House Building Remodel

This project will consist of remodeling the men's and women's shower, bathroom and check-in area. The work will also include replacing plumbing fixtures and remodeling the front façade of the Pool House and re-landscaping the front.

Estimated Cost: \$ 400,000

Source: Staff

Traffic & Transportation

Bicycle-Related

Bay Road Bike Lane Improvements

This project would study the feasibility and implementation of moving the existing bike lane away from the trees on the Atherton side of Bay Road between Ringwood Avenue and Marsh Road. Staff has determined that the roadway width is too narrow to make the requested improvements for this project.

Estimated Cost: TBD

Source: Bicycle Commission

Bike Safety Event

This project would use the Street Smartz public education safety campaign program along with Safe Moves safety education classes to coordinate a bicycle and walking-to-school safety event. This project would work in conjunction with the Safe Routes to School programs for Encinal, Laurel, and Oak Knoll Elementary Schools.

Estimated Cost: \$18,000

Source: Bicycle Commission

Highway 84/Willow Bike/Ped Underpass Connections

This project would involve using the existing, but closed, tunnel beneath Highway 84 at Willow Road for a bicycle/pedestrian undercrossing as described in the Menlo Park Comprehensive Bicycle Master Plan.

Estimated Cost: \$ 900,000

Source: Staff

Study of Ordinance to Require Bike Parking in City Events

This project would investigate the potential to create an ordinance requiring bicycle parking facilities at all outdoor city events (such as block parties, art/wine festivals, 4th of July events, music in the park series, etc.). The city policy would provide bike parking facilities and publicize this option to participants. Outside groups using city or public facilities for public events (e.g. Chamber of Commerce) would also be required to provide these same services. The city ordinance shall have some means of recognizing or rewarding (by city certificate or resolution) those events which provide exceptional bicycle parking service.

Estimated Cost: \$15,000

Source: Bicycle Commission

Willow Road Bike Lane Study

This project would study the area on Willow Road between O'Keefe and Bay Road to assess what would be needed to install bike lanes in both directions. (The 101/ Willow Road interchange is currently in the environmental review stage.)

Estimated Cost: \$70,000

Source: Bicycle Commission

Bay Trail Extension

This project would provide the connection between existing portions of the Bay Trail located near the salt ponds and the Don Edwards San Francisco Bay National Wildlife Refuge and existing trails in East Palo Alto. Grant funding would be needed to match City or other funds. Improvements would include work to provide a crossing over San Francisco Public Utilities Commission (SFPUC) lands and railroad right of way.

Estimated Cost: \$1-2 million

Source: City Council

Caltrain Undercrossing

This project would involve construction of the bike and pedestrian undercrossing envisioned under the Caltrain tracks between Ravenswood Avenue and Cambridge Avenue. A study and conceptual designs for an undercrossing were completed as part of the Cal Train Bike/Pedestrian project approved in FY 2007/08. Completion of the planning phase was suspended pending completion of the El Camino Real/Downtown Specific Plan and the High Speed Rail preliminary design. The cost estimate assumes a tunnel is constructed under the Caltrain tracks (i.e. versus under a bridge structure).

Estimated Cost: \$8,000,000

Source: City Council

Schools

None.

Shuttles

Study Possible Improvements to Menlo Park's Free Shuttle Service

This is a project to review the shuttle service and what incremental improvements and expansion of scope might be possible and appropriate.

Estimated Cost: \$50,000

Source: Transportation Commission

Study – Shuttle Bus Expansion for Student-School-Busing Use

This is a study to evaluate and analyze the use of City shuttle buses to pick up and drop off students at their schools, thereby reducing vehicular traffic throughout the City and at school sites in particular. This could be subject to other regulations because of school bus requirements that may not allow City shuttle buses to be used for that purpose.

Estimated Cost: \$95,000

Source: Transportation Commission

Shuttle Expansion Study

This study is to identify how the City shuttle services may be expanded to meet the needs and desires of the residents and businesses of Menlo Park. This study would not include specific school bus routes.

Estimated Cost: \$125,000

Source: Transportation Commission

Miscellaneous Traffic and Transportation

Dumbarton Transit Station

Funding will be used to add amenities to the planned transit station. The City Council has indicated a preference for the transit station location on the Southwest corner of Willow Road and Hamilton Avenue. Funding is contingent on the expansion of transit systems serving the area and may consist of a new rail station or bus terminal.

Estimated Cost: \$1,000,000

Source: Staff

Downtown Parking Structures - A Feasibility Study

This project will conduct a cost, site, and circulation feasibility study of installing one or more parking structures on City parking plazas 1, 2, or 3.

Estimated Cost: \$75,000

Source: Transportation Commission

Installation of Pedestrian Audible Signal on El Camino Real at Santa Cruz Avenue

This project will install a pedestrian audible signal on El Camino Real at Santa Cruz Avenue. (Caltrans will be upgrading signals along El Camino Real over the next year; this project could be considered at a later date as part of that project.)

Estimated Cost: \$20,000

Source: Transportation Commission

Newbridge Street/Willow Road Traffic Circulation Improvements

This project will evaluate the intersection of Newbridge Street and Willow Road for proposed improvements for better traffic circulation at the intersection.

Estimated Cost: \$ 100,000

Source: Staff

Wayfinding Signage Phase II

The first phase of the wayfinding bicycle signage in the Willows neighborhood was completed in 2009. The signs, attached to pre-existing sign posts, point to destinations such as the pedestrian bridge to Palo Alto, downtown, and Burgess Park. This is the next phase to this project as indicated in the bicycle development plan. This will include another neighborhood, an east/west cross-city route, and/or routes to schools.

Estimated Cost: \$15,000

Source: Bicycle Commission

Willow Oaks Park Path Realignment

This project would study the entrance to Willow Oaks Park at Elm Street to add a bike path adjacent to the driveway to East Palo Alto High School.

Estimated Cost: \$18,000

Source: Bicycle Commission

Transportation Demand Management Ordinance Study

This study would analyze the cost/benefit of implementing a Transportation Demand Management Ordinance that applies to all new development. This will be included as part of the General Plan update.

Estimated Cost: \$37,000

Source: Bicycle Commission

Environment

Increase Tree Planting

Increase tree planting efforts citywide to increase tree planting by 50% greater than in 2008-09. This would result in 50 additional new trees being planted.

Estimated Cost: \$15,000

Source: Environmental Quality Commission (Climate Action Plan Strategy)

Climate Smart

Climate Smart is a carbon dioxide offset program PG&E offers its customers to achieve climate neutrality. The City began purchasing offset credit through the program in 2008. Continued participation in Climate Smart offsets the greenhouse gas emission from all of the City's gas and electric usage in City facilities.

Estimated Cost: \$18,000

Source: Staff (Climate Action Plan Strategy)

Suburban Park Streetlight Conversion

Take streetlights in the Suburban Park area off the high-voltage PG&E system and convert to low-voltage parallel-wiring system.

Estimated Cost: \$100,000

Source: Staff

Canopy Tree-Planting and Education Project

Under contract with the City, Canopy, a local non-profit organization, would recruit and train volunteers to plant up to 100 trees along streets and in parks. Planting locations and trees will be provided by the City. Canopy will also conduct a public education program about urban forestry, including tree steward workshops, presentations to neighborhood groups, a tree walk, and printed and website information. Canopy will also advise the City on reforestation grant opportunities. Canopy has carried out similar programs with the cities of Palo Alto and East Palo Alto (www.canopy.org). The project was recommended by the Environmental Quality Commission again for FY 2011/12, but was not included in the projects listed for that year due to the volume of projects currently listed and the labor intensive nature of this project.

Estimated Cost: \$55,000

Source: Environmental Quality Commission & Green Ribbon Citizens Committee

Energy Upgrades of Home Remodels – Pilot Program

This pilot program would provide free comprehensive home energy audits up to \$500 in energy rebates to 100 Menlo Park residents who are significantly remodeling their homes. The program targets homeowners who are already thinking of home improvements and may be more inclined to make significant energy upgrades also. The goal is to reduce greenhouse gas emissions through residential energy conservation. This project is a high ranking measure in the Climate Action Plan.

Estimated Cost: \$110,000

Source: Staff

Onetta Harris Community Center Solar Power Conversion

This project will result in serving energy needs at the Onetta Harris Community Center, including heating the Belle Haven pool from on-site solar photovoltaic panels. Although funded in FY 2011-12, work on this project did not start prior to the dissolution of the RDA.

Estimated Cost: \$400,000

Source: Staff

LED Streetlight Conversion

This project will retrofit City streetlights with energy efficient LED streetlights in the Redevelopment area of the City. Although partially funded (\$90,000) in FY 2010-11 and (\$250,000) FY 2011-12, work on this project did not start prior to the dissolution of the RDA.

Estimated Cost: \$340,000

Source: Staff

Plan to Encourage Local or Organic Food Production and Purchase

This project will develop an education and/or social marketing program to promote locally grown and or organic food production and promote community gardens, school gardens and farmer's markets. This program can help reduce emissions from transporting refrigerating and packaging food hauled from long distances (the average fresh food travel 1,500 miles for use in California homes). Staff will consider an 'Eat Local Campaign' similar to Portland, Oregon program that promotes eating foods grown within a specific mile radius. This is part of the Climate Action Plan's five year strategy approved by Council in July 2011.

Estimated Cost: \$50,000

Source: Environmental Quality Commission

Require Energy and Water Standards for Transfer of Title Transactions Cost Benefit Analysis

This study would evaluate the benefits and costs for requiring a minimum standard for energy and water efficiency measures when a home or business has a transfer of title (e.g. sale of property). This is part of the Climate Action Plan's five year strategy approved by Council in July 2011.

Estimated Cost: \$30,000

Source: Environmental Quality Commission

Implement a Five Year Social Marketing Plan to Engage Households in Reducing Their Greenhouse Gas Emissions Cost Benefit Analysis

Social marketing programs aim to uncover barriers that prevent individuals from engaging in sustainable behaviors and promote a new norm for the community to engage in, such as carpooling, bicycling, conserving energy, and/or recycling. It also provides a set of tools that social science research has demonstrated to be effective in fostering behavior change. A typical social marketing design includes surveying community or neighborhood attitudes to identify target audiences and their barriers. A program is then developed around this research that minimizes barriers through incentives, targeted message development, or direct neighborhood engagement activities. Other cities have used this approach through green schools initiatives, neighborhood carbon diet clubs, or green teams. This study would explore various options for the city to consider. This is part of the Climate Action Plan's five year strategy approved by Council in July 2011.

Estimated Cost: \$60,000

Source: Environmental Quality Commission

Plan to Limit Vehicle Idling Cost Benefit Analysis

Part of the Climate Action Plan's five year strategy approved by Council in July 2011 to consider an educational program and/or local ordinance to limit vehicle idling, Exhaust from motor vehicles is a substantial contributor to air pollution and a source of greenhouse gas emissions. These pollutants are harmful to the environment and public health. An example standard would be to limit commercial truck idling time to a maximum of three to five minutes. This study would explore various options for the city to consider.

Estimated Cost: \$30,000

Source: Environmental Quality Commission

Green Business Certification Program Cost Benefit Analysis and Plan

The original strategy included expanding San Mateo County's Green Business Program. However, due to funding limitations, the County has placed this program on hold. Thus, this strategy would require Menlo Park to develop, fund, and staff a program. The Green Business Program would be a voluntary program, and would certify businesses as "green" for practicing environmentally sustainable behaviors and/or using sustainable technologies. This project would study the program's cost and benefit's for reducing greenhouse gas emissions and its suitability for Menlo Park. This is part of the Climate Action Plan's five year strategy approved by Council in July 2011

Estimated Cost: \$30,000

Source: Environmental Quality Commission

Energy Efficiency/Renewable Energy Program for Residential Sector Cost Benefit Analysis

This project would involve an incentive program for residents to complete home energy assessments and cost effective upgrades. This would be similar to the Green@Home program, but would include more comprehensive heating and cooling system tests and explore renewable energy options with the homeowners. One particular strategy could involve providing a rebate for half the cost of the energy analysis, and if upgrades are completed a rebate for the full cost of the assessment would be provided. The program can promote current state and utility financial incentives and add new incentives to maximize energy efficiency. This study would explore various options for the City to consider before implementing. This is part of the Climate Action Plan's five year strategy approved by Council in July 2011.

Estimated Cost: \$30,000

Source: Environmental Quality Commission

Water System

None.

Parks & Recreation

Flood County Park

This project would potentially involve the City obtaining a joint use agreement to improve and maintain sports fields at Flood Park, installing playing field improvements and operating it as a City park in order to increase playing field availability.

Estimated Cost: TBD

Source: City Council

Burgess Pool Locker Room Expansion Design

Since this project was suggested in 2010 the locker rooms at the pool have undergone renovation that allows accommodation of more people at one time. Additionally, locker rooms and changing rooms that have been added to the new Gymnastics Center, easily accessible and adjacent to the Pool, negate the need for a more expensive renovation project of the pool locker rooms at this time. Staff recommends this project be removed from the CIP.

Estimated Cost: \$250,000

Source: Council and Parks & Recreation Commission

Willow Oaks Park Restrooms

This project would involve the neighboring community in developing a conceptual design, then constructing restrooms at Willow Oaks Park.

Estimated Cost: \$240,000

Source: Parks and Recreation Commission

Comprehensive Planning Projects & Studies

Comprehensive Zoning Ordinance Update

The last comprehensive update of the Zoning Ordinance occurred in 1967. Over the last 45 years, there have been 103 distinct amendments. The Zoning Ordinance is not user friendly and includes many inconsistencies and ambiguities which make it challenging for staff, let alone the public to use. An update of the Zoning Ordinance would be a key tool for implementing the vision, goals and policies of an updated General Plan. An update of the single-family residential zoning standards and review process would be included in this project.

Estimated Cost: \$1,500,000

Source: Staff

Single-Family Residential Zoning Ordinance Amendment

This project would involve changes to residential single-family zoning requirements to create a more predictable and expeditious process for the construction of new and substantially expanded two-stories residences on substandard lots. The changes to the Zoning Ordinance would likely involve additional development requirements in lieu of the discretionary use permit process.

Estimated Cost: TBD

Source: Planning Commission

Single Family Residential Design Guidelines

This project would involve the creation of residential single-family zoning guidelines to provide a method for encouraging high quality design in new and expanded residences.

Estimated Cost: TBD

Source: Planning Commission

Stormwater

Atherton Channel Flood Abatement Construction

This project will improve the drainage channel conditions in order to prevent systematic flooding from Atherton Channel that affects businesses along Haven Avenue. The design portion of this project was partially funded (\$200,000) in FY 2010-11 and (\$300,000) in FY 2011-12.

Estimated Cost: \$2,000,000

Source: Staff

Other/Miscellaneous

Alternative Transportation Social Marketing Plan

Social marketing programs aim to uncover barriers that prevent individuals from engaging in sustainable behaviors and establish a new social norm for the community. This project would develop a five year plan for Menlo Park to create social norms around bicycling, walking, and taking public transit. This project is part of the Climate Action Plan's five year strategy approved by Council in July 2011.

Estimated Cost: \$60,000

Source: Environmental Quality Commission

Bicycle Parking Ordinance Feasibility Study

This project would investigate the potential to create an ordinance requiring bicycle parking facilities for all new development projects. The study would review similar ordinances from agencies in the Bay Area, assess the impacts to developers, and recommend an appropriate bicycle parking rate per 1000 square foot of new development. This project will be considered with the General Plan update and the M-2 Area Plan.

Estimated Cost: \$70,000

Source: Bicycle Commission

Bay Levee Design Project

The San Francisco Joint Powers Authority is in the process of applying for a grant to investigate and design a new levee system to reduce the likelihood of coastal flooding. If the grant is received in the next fiscal year the City of Menlo Park would consider providing a portion of the matching funding along with East Palo Alto. The project will also require staff time to provide support and review the information and design.

Estimated Cost: \$200,000

Source: Staff

City Entry Signage on Willow and Marsh Roads

These arterials are the two primary gateways into Menlo Park from the East Bay. Providing "Welcome to Menlo – Habitat for Innovation" signage identifies the entry point our City, positions the City as a friendly place to be, and furthers the City's brand as a desirable place to live, work and play.

Estimated Cost: \$200,000

Source: Staff

Parking Plaza 3 Renovation Design

This project involves the redesign of Parking Plaza 3 to include safer vehicular access, improved lighting, improved stormwater treatment and rehabilitation of the existing asphalt. This project is part of the standard cycle of parking plaza renovations. This project will be coordinated with the Downtown Specific Plan prior to any improvements to the Parking Plaza.

Estimated Cost: \$200,000

Source: Staff

City Gateway Signage

The project will include installing gateway signage at four locations entering Menlo Park. The proposed locations are Sand Hill Road, Bayfront Expressway, and northbound and southbound El Camino Real. The proposed signage would be similar in style to the sign at Laurel Street and Burgess Drive and would include uplights.

Estimated Cost: \$250,000

Source: City Council

Library Website Access Improvement

Library users expect to access information quickly, easily and accurately. The current library website provides very limited access to program information and electronic resources. A more graphical, dynamic website would engage all segments of the community and would improve access to non-native English speakers, children and the elderly. It is essential to the Library's mission to create a web portal that more effectively promotes library services and resources. Project would cover start-up costs for a consultant to design and implement a new web portal. Library staff will continue the maintenance of the site as part of regular library outreach to the community. Project was funded in the 2008-09 adopted budget but was deferred via mid-year budget adjustments.

Estimated Cost: \$6,500

Source: Staff

Belle Haven Branch Library Feasibility Study

Improving library services to Belle Haven is one of the Library's Commission main Work Plan objectives. The Commission has received consistent community feedback over the last two years about the need for more library services in Belle Haven. The addition of Facebook to the Belle Haven area further indicates that a feasibility study is necessary before the City can move forward with improving library services in the Belle Haven area. This project is consistent with the Library's Commission's Work Plan objectives, as well as with the City's priority on economic development.

Estimated Cost: \$95,000

Source: Library Commission

Water Usage and Conservation Awareness Collection and Programs

Funds would establish a collection of materials on the topic of water conservation. Two to three talks and demonstrations on water conservation related topics will be organized by staff. Funds will be used for the selection, purchase and cataloging of materials and for expenses associated with organizing events.

Estimated Cost: \$7,000

Source: Library Commission

Kelly Park Sound Wall

The project would install a sound wall approximately 1,000 feet long between Highway 101 and the sports field at Kelly Park. Design of the project would determine the appropriate height, materials, and final location of the sound wall.

Estimated Cost: \$1,300,000

Source: Staff

Dark Fiber Installation Pilot Project

Optical fiber is the preferred broadband access medium for companies seeking lab and office space in Silicon Valley. Menlo Business Park and Willow Business Park (soon to be called Menlo Science & Technology Center) already have limited deployment of this highly sought after capability. These funds will enable the City to initiate a planning effort to determine how the existing fiber network can be extended further in the City's industrial sub-areas. Although funded in FY 2011-12, work on this project did not start prior to the dissolution of the RDA.

Estimated Cost: \$50,000

Source: Staff

Haven Avenue Security Lighting

The project consists of installing additional street lights along Haven Avenue to improve visibility and security for business along Haven Avenue. Although funded in FY 2011-12, work on this project did not start prior to the dissolution of the RDA.

Estimated Cost: \$50,000

Source: Staff

Appendix D
Descriptions of Projects Proposed for FY 2013/14 through FY 2016/17

This page intentionally left blank.

Descriptions of Projects Proposed for FY 2013/14 through FY 2016/17

Streets and Sidewalks

Streetlight Painting Project	2014-15	This recurring project will involves repainting streetlight poles and arms to preserve their appearance. Streetlight painting was last performed during FY 2008-09.
Civic Center Sidewalk Replacement and Irrigation System Upgrades	2016-17	<p>Many areas of the Civic Center sidewalk network have been damaged by tree roots and vehicular traffic, resulting in extensive cracking and uplifts; all of which create tripping hazards to the pedestrians that use the park daily. The proposed project would replace the sidewalk network north of Burgess Field, between the Recreation Center, Administration Building, Council Chambers and Library. Sidewalks would be replaced using thicker paving sections with reinforcing bars where necessary.</p> <p>The existing irrigation around the Civic Center is a patch work due to numerous building replacement/remodel projects have cut into the existing system. This project will upgrade the irrigation system and reduce the number of controllers. The new controllers will be connected to the City's weather station making it more water efficient.</p>

City Buildings

Belle Haven Child Development Center Carpet Replacement	2013-14	The project will replace the carpet at the Belle Haven Child Development Center. Due to the extensive use of the facility and the wear and tear on the facility, the carpets will need to be replaced.
Menlo Children's Center Carpet Replacement	2013-14	This project will replace the carpet of the Menlo Children's Center. Due to the extensive use of the facility and the wear and tear of the facility, the carpets will need to be replaced. The existing carpets were installed when the building was remodeled in 2006.
Main Library Interior Wall Fabric Replacement	2014-15	The project will replace the interior wall fabric of the main library. The interior wall finishes of the Library are starting to get worn and the seams are beginning to separate. This was installed in 1991.
Administration Building Carpet Replacement	2015-16	This project will replace the carpet of the administration building. The carpets were installed as part of the administration building remodel in 1998. Areas of the carpet are showing wear and have permanent stains.

Descriptions of Projects Proposed for FY 2013/14 through FY 2016/17

Traffic and Transportation

El Camino Real Lane Reconfiguration Feasibility Study	2013-14	A traffic study to determine the level of service at the intersections on El Camino Real when a third through lane is added or the inclusion of a bicycle lane for both the northbound and southbound directions between Encinal Avenue and Live Oak. The study will include the impacts of removing the on-street parking on El Camino Real.
Sand Hill Road Improvements (Addison/Wesley to I280)	2016-17	This project will implement traffic improvements that will be approved in conjunction with the Sand Hill Road between Addison/Wesley and I-280 Traffic Study.
Sand Hill Road Signal Interconnect	2013-14	This project will install either wireless or wired interconnect along the traffic signals on Sand Hill Road between Santa Cruz Avenue and Addison/Wesley to establish communication and adaptive coordination between these signals for more efficient traffic flow.
El Camino Real/Ravenswood NB Right Turn Lane	2014-15	This project will convert the existing NB Right Turn Lane to the third NB Through Lane and adding a NB Right Turn Lane.
Middlefield Road at Ravenswood Avenue Intersection Reconfiguration Study	2015-16	This is a feasibility study of reconfiguring the intersection of Middlefield Road at Ravenswood Avenue to remove the southwest pork-chop island and modify the free eastbound right turn lane and to open the recently constructed Menlo Atherton High School driveway for traffic. These improvements have been identified that could: 1) potentially facilitate bicycle safety through the intersection: 2) relieve traffic congestion at the intersection of Middlefield Road with Ringwood Avenue. Funding was identified for this study as mitigation for the 1300 El Camino Real Development if it proceeds forward, otherwise Measure A funds would be utilized.
Middlefield Road at Willow Road Intersection Reconfiguration Study	2015-16	This is a feasibility study of reconfiguring the intersection of Middlefield Road at Willow Road to remove the southeast corner and northeast corner pork-chop islands. The improvements have been identified that could potentially and improve bicycle and pedestrian safety at the intersection.

Descriptions of Projects Proposed for FY 2013/14 through FY 2016/17

Environment

Energy Audit of City Administration Building	2013-14	The city's administration building has the highest energy consumption of all the city buildings, using over 1 million kWh and 15,000 therms per year, costing \$153,000 annually. This project proposes to conduct an energy audit of the administration building to identify ways of reducing the building's energy loads in a cost effective manner. The energy audit will provide guidance on which upgrades to undertake first, and how to use the savings to make further energy upgrades in the future. The cost of this project does not include building retrofits that will be identified as part of this project.
Commercial Energy Efficiency Program Cost Benefit Analysis and Plan	2015-16	Menlo Park's commercial sector produces 24% of GHG emissions through electricity and natural gas consumption. This program can provide comprehensive energy assessments and rebates for businesses. The energy assessment can identify energy efficiency/water conservation opportunities at commercial facilities and promote rebates, incentives and financing programs. Business can receive a report with prioritized actions they can take to reduce energy/water costs. Businesses would be encouraged but not required to perform efficiency retrofits. Consider requiring free energy audits in future, e.g., 2017-18. Some jurisdictions such as the City of Chula Vista have implemented this program as mandatory. The study would propose program options for council to consider. This project is part of the Climate Action Plan's five year strategy approved by Council in July 2011.

Water Systems

Urban Water Management Plan	2014-15	This project will prepare an Urban Water Management Plan that is due to the State in the year 2015. This is a State requirement every 5 years. Having this plan in place makes the City eligible for grants. The plan is only for the City's Municipal Water District.
Automated Meter Reading	2014-15	This project will involve selecting appropriate technology then installing the initial phase of automated meter reading infrastructure for the Menlo Park Municipal Water District.

Descriptions of Projects Proposed for FY 2013/14 through FY 2016/17

Parks and Recreation

Jack Lyle Park Sports Field Sod Replacement	2013-14	The project will consist of removing the existing sod, adjusting the irrigation system and installing new sod. The field has had to annually be patched with new sod due to wear which has created irregular grades in the field. The existing field was built in 2002.
Willow Oaks Dog Park Renovation	2013-14	This project will include a scoping and design phase in FY 2013-14, then construction in FY 2014-15 of upgrades and replacement at the Willow Oaks Dog Park.
Jack Lyle Park Restrooms Construction	2014-15	This project will involve engaging the neighboring community in developing a conceptual design, then constructing restrooms at Jack Lyle Park.
Burgess Pool Deck Repair	2014-15	Pool chemicals are corrosive and erode the cement pool decks making the pool age significantly, impacting aesthetics, and increasing the risk of safety issues from slips and trips. This project would coat the entire 11,600 feet of pool deck surface with protective coating similar to what was used at Belle Haven Pool in 2011. This would ensure a longer life for the decks and avoid the need to replace the cement which would be a significantly higher cost.
Bedwell Bayfront Park Restroom Repair	2015-16	The project will replace the sewage ejector pump and the exterior siding. The existing sewage ejector pump breaks down constantly and an alternative design needs to be evaluated. The exterior of the restrooms is a composite material and is showing cracks. The restroom was built in 1996.
Park Pathways Replacement	2016-17	The project consists of replacing damaged pathways at Market Place, Nealon, Sharon, and Stanford Hills Parks.
La Entrada Baseball Field Renovation	2016-17	The existing La Entrada baseball field has poor drainage and needs new sod. The project will regrade the outfield and install a drainage system and new irrigation system and sod the field.

Comprehensive Planning Projects and Studies

CEQA and FIA Guidelines	2013-14	This project involves the adoption of guidelines for the City's implementation of the California Environmental Quality Act (CEQA) and the City's preparation of Fiscal Impact Analysis (FIA). The project would involve an update of the City's Transportation Impact Analysis (TIA) Guidelines while maintaining consistency with the current General Plan policies regarding the level of service (LOS) at intersections while encouraging alternative modes of transportation.
-------------------------	---------	---

Descriptions of Projects Proposed for FY 2013/14 through FY 2016/17

M-2 Area Plan	2013-14	The project will create a comprehensive planning framework for the M-2 zoning district, recognizing the differences of various subareas, such as the Willow Business Area and the Marsh Business Area. One goal would be to streamline the approval process for 1) tenant improvements involving a change of use for preferred uses or 2) construction of new square footage for preferred uses. A key component of the project would be a comprehensive analysis of multi-modal transportation options for the area in the short term and long term. The project would likely include preparation of a Specific Plan, a General Plan Amendment, a Zoning Ordinance Amendment, an Environmental Impact Report and a Fiscal Impact Analysis.
General Plan Update	2015-16	Comprehensive update of all six elements of the General Plan after completion of work on the El Camino Real Downtown Specific Plan and the M-2 Area Plan. The project would involve multiple phases including data gathering, visioning and the preparation of an Environmental Impact Report, a Fiscal Impact Analysis, and a Greenhouse Gas Reduction Strategy.

Stormwater

Chrysler Pump Station Improvements	2013-14	This project will involve construction of upgrades to the aging equipment at the Chrysler Pump Station.
Corporation Yard Storage Cover	2016-17	This project consists of installing a cover over the green waste and garbage collected at the Corporation Yard high enough to drive trucks thru. A best management practice is recommended by the Regional Water Quality Control Board NPDES permit issued to the City to cover green waste and garbage areas so that water does not flow through the debris and then into the storm drain system.
Middlefield Road Storm Drainage Improvements	2015-16	This project involves design of a storm drainage system to address flooding on Middlefield Road from San Francisquito Creek to Ravenswood Avenue.
Trash Capture Device Installation	2015-16	Installation of trash capture devices during next round of Municipal Regional Permit to reduce the amount of pollutants going into the Bay in anticipation of heightened trash capture device requirements.

Other/Miscellaneous

Bedwell Bayfront Park Leachate Collection System Replacement	2013-14	This project will involve repairs and upgrades to the existing Leachate collection system that the City is required to maintain at the former landfill site at Bedwell Bayfront Park.
--	---------	---

Descriptions of Projects Proposed for FY 2013/14 through FY 2016/17

Install Electric Plug In Recharging Stations Cost Benefit Analysis and Plan	2013-14	Part of the Climate Actions Plan's five year strategy approved by Council in July 2011 to consider installing recharging electric vehicles (EV) and plug in hybrid electric vehicles (PHEV) in public parking facilities. The City can also encourage or require larger local businesses and multi-unit housing projects to install charging stations. The 2009 Climate Action Plan estimated that installing 30 recharging stations would reduce an estimated 7,000 metric tons of greenhouse gas emissions. This study would explore various options for the City to consider. The study will also evaluate charging a fee for recharging vehicles.
Sand Hill Road Pathway Repair	2013-14	This project will involve the design and installation of repairs and improvements to the asphalt concrete path along Sand Hill Road.
Improved Infrastructure for the Delivery of Electronic Library Services- Study	2013-14	This project will involve the use of a consultant to identify appropriate technologies needed to support new services and improve existing ones, design new services based on these technologies (including, but not limited to, Web site design), and implement the designs. Improving electronic service access in Menlo Park is the Library Commission's second Work Plan priority. Extending access to library services beyond those who visit the library and extending access to business information that increases Menlo Park's ability to serve small businesses and start-ups, extending access to Menlo Park's Spanish-speaking population, extending teen services, and reducing library costs are some of the potential benefits of this project.
Bedwell Bayfront Park Gas Collection System Repair	2014-15	This project will address repairs that may be needed as part of routine maintenance to the gas collection system serving the former landfill at Bedwell Bayfront Park. Improvements that could increase methane capture will be implemented, reducing greenhouse gas emissions. This project will be scoped in more detail following completion of the FY 2011-12 Gas Collection System Improvements Study and Conceptual Design project.
Bike Sharing Program Cost Benefit Study	2014-15	Part of the Climate Action Plan's five year strategy approved by Council in July 2011. This project would study the program's cost and benefit's for reducing greenhouse gas emissions and its suitability for Menlo Park. A Bike Sharing Program provides publicly shared bicycles that can increase the usage of bicycles in an urban environment. Redwood City is currently participating in a pilot regional a bike sharing program in the bay area.

Descriptions of Projects Proposed for FY 2013/14 through FY 2016/17

Downtown Streetscape Improvements	2014-15	This project will involve engaging the downtown community in the development of conceptual designs (FY 2013-14), engineering design and construction (FY 2014-15) of roadway, landscaping, and lighting improvements in the downtown area in accordance to the specific plan.
Parking Plaza 7	2015-16	This project consists of construction of needed improvements at Parking Plaza 7 including landscaping, lighting, storm drainage and asphalt pavement rehabilitation. Work will be coordinated with Downtown Parking Utility Underground Project.
City Car Sharing	2015-16	Part of the Climate Action Plan's five year strategy approved by Council in July 2011. This project would study the program's cost and benefits for reducing greenhouse gas emissions and its suitability for Menlo Park. Many cities (San Francisco, Berkeley, and Portland) have implemented a car sharing program.
City Website	2015-16	Upgrade the City Website to a more user friendly and solution based interface. Revise departmental pages and website structure so that residents, non-residents, businesses and contractors can easily find answers to their questions. Website design and implementation would be performed by a consultant with experience in municipal website development. Simplification and reorganization of the City website will reduce the amount of time staff spends answering questions for people who have attempted to find solutions on the website but were unable to. In many cases the City website is the organization's first impression for outside customers and presenting an organized, modern website will assist in enhancing resident and visitor experience.
El Camino Real Median and Side Trees Irrigation System Upgrade	2015-16	This project will replace the existing irrigation controllers on El Camino Real with a Rain Master Evolution II central irrigation system, which will improve water savings and reduce maintenance costs. The Rain Master irrigation system allows staff to control the system remotely and the system could automatically shut off at times of rain or breaks in the irrigation system.
Overnight Parking Application	2016-17	This project would create a software program to allow a resident to apply, pay, and print an overnight parking permit from the internet. This would provide a convenience for residents to go online, pay and print the permit from home late at night and place the permit on their dashboard so they do not receive a ticket overnight. The website currently does not provide this added feature for residents.

Descriptions of Projects Proposed for FY 2013/14 through FY 2016/17

Parking Plaza 8 Renovation	2016-17	This project consists of design of needed improvements at Parking Plaza 8 including landscaping, lighting, storm drainage and asphalt pavement rehabilitation. Work will be coordinated with Downtown Parking Utility Underground Project.
-------------------------------	---------	--

Appendix E
Proposed Projects for FY 2011/12

This page intentionally left blank.

Table E.1 – New Capital Projects Summary FY 2012/13

New Capital Projects	FY 2012/13 Budget	5-Year Total Budget
Sidewalk Master Plan Implementation	100,000	500,000
Chrysler Pump Station Improvements	80,000	400,000
High Speed Rail Coordination	50,000	250,000
Safe Routes to Oak Knoll School	50,000	50,000
Willow Road Improvements at Newbridge and Bayfront Expressway	900,000	900,000
Downtown Parking Utility Underground	100,000	4,750,000
Council Chambers Mics/Voting Equipment	60,000	60,000
Council Chambers Audio/Video	75,000	75,000
Radio Replacement	130,000	646,000
City Facilities Telephone System Upgrade	295,000	295,000
Automated Library Materials Return	120,000	120,000
Housing Element Update	300,000	300,000
Emergency Water Supply Project	2,000,000	4,000,000
Energy Audit of City Administration	40,000	TBD
Sustainable/Green Buildings Standards Cost Benefit Analysis	30,000	30,000
El Camino Real Tree Planting	200,000	200,000
Library RFID Conversion Project	29,000	58,000

Table E.2 – Maintenance of Current Infrastructure Projects Summary FY 2012/13

Maintenance of Current Infrastructure	FY 2012/13 Budget	5-Year Total Budget
Street Resurfacing	225,000	11,245,00
Sidewalk Repair Program	300,000	1,500,000
City Buildings (Minor)	275,000	1,475,000
Administration Building Emergency Generator	200,000	200,000
Belle Haven Child Development Center Outdoor Play Space Remodel	75,000	75,000
Park Improvements (Minor)	120,000	630,000
Storm Drain Improvements	160,000	880,000
Water Main Replacements	2,700,000	5,200,000
Downtown Irrigation Replacement	170,000	170,000
Police Parking Lot Security	40,000	40,000
Burgess Pool Pump Ladder	28,000	28,000

Street Resurfacing

This ongoing project will include the detailed design and selection of streets to be resurfaced throughout the City during Fiscal Year 2013-14. This project will utilize the City's Pavement Management System (PMS) to assess the condition of existing streets and assist in the selection process.



	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
General Fund-CIP	-	2,000,000	-	2,000,000		4,000,000
Construction Impact Fee	-	1,000,000	-	1,000,000		2,000,000
Highway User Tax	225,000	2,000,000	230,000	2,000,000	250,000	4,705,000
Measure A	-	270,000	-	270,000		540,000
Subtotal	225,000	5,270,000	230,000	5,270,000	250,000	11,245,000

Sidewalk Master Plan Implementation

This project will involve constructing new sidewalks in areas with priority needs as identified in the Sidewalk Master Plan. Resident surveys will be conducted at high priority locations to assess the level of support prior to selecting specific sites.



	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
Measure A	100,000	100,000	100,000	100,000	100,000	500,000
Sub-total	100,000	100,000	100,000	100,000	100,000	500,000

Sidewalk Repair Program

This ongoing project consists of removing hazardous sidewalk offsets and replacing sidewalk sections that have been damaged by City tree roots in order to eliminate trip hazards.



	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
General Fund CIP	120,000	120,000	120,000	120,000	120,000	600,000
Sidewalk Assessment	180,000	180,000	180,000	180,000	180,000	900,000
Sub-total	300,000	300,000	300,000	300,000	300,000	1,500,000

Administration Building Emergency Generator

The project will replace the existing emergency generator at the administration building that provides emergency power to the administration building when power from PG&E is temporarily lost. The existing generator is over 25 years old and supports the operation of the police dispatch 911 system and other essential City services during an emergency.



	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
General Fund CIP	200,000	-	-	-	-	200,000
Sub-total	200,000	-	-	-	-	200,000

**Belle Haven Child Development Center
Outdoor Play Space Remodel**

No Photo

The BHCDC used to have a water feature in the back that became high maintenance and was removed and replaced with sand. Over the years, a small play structure has been added in the sand pit. The playground needs to be evaluated for fall zones and compliance with the Americans with Disabilities Act (ADA), and a new play area constructed as needed.

	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
General Fund CIP	75,000	-	-	-	-	75,000
Sub-total	75,000	-	-	-	-	75,000

City Buildings (Minor)

This ongoing project was established in Fiscal Year 2004-05. Projects programmed on an annual basis include minor improvements that extend the useful life of systems and equipment in City Buildings. FY 2012-13 funding provides for replacing the corporation yard floor in the men's bathroom, and locker room, replacing the bathroom partition, and painting the lockers. The project will also begin the design for the replacement of the Corporation Yard roof, and other miscellaneous building improvements throughout the City.



	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
General Fund – CIP	275,000	300,000	300,000	300,000	300,000	1,475,000
Sub-total	275,000	300,000	300,000	300,000	300,000	1,475,000

Police Lot Security

The proposed project will improve the east and south police parking area by installing new fencing and gates that will eliminate the ability of pedestrians /public to access the secured area. Additionally, the parking area will be reconfigured to provide space for additional police vehicles.

No Photo

	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
General Fund-CIP	40,000	-	-	-	-	40,000
Sub-total	40,000	-	-	-	-	40,000

High Speed Rail Coordination

The California High Speed Rail Bay Area to Central Valley route is being planned along the existing Caltrain tracks through the City of Menlo Park. This project involves City staff coordination with the Peninsula Cities Coalition, neighboring jurisdictions, the High Speed Rail Authority and elected officials to protect the City's interests during the planning and implementation stages of the California High Speed Rail project. Funding will be used for technical expertise and consulting support.



	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
General Fund CIP	50,000	50,000	50,000	50,000	50,000	250,000
Sub-total	50,000	50,000	50,000	50,000	50,000	250,000

<p>Safe Routes to Oak Knoll School</p> <p>This project will implement improvements based on the updated traffic study currently being conducted to improve the pedestrian and bicycle routes to Oak Knoll school and encourage more school children to walk or bike to school.</p>	<p>No Photo</p>
---	-----------------

	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
Measure A	50,000	-	-	-	-	50,000
Sub-total	50,000	-	-	-	-	50,000

<p>Willow Road Improvements at Newbridge and Bayfront Expressway</p> <p>The City/County Association of Governments (CCAG) recently partnered with Menlo Park and East Palo Alto to analyze congestion improvement projects for the Willow Road and University Avenue from US 101 to Bayfront Expressway. In Menlo Park, two projects were identified to improve traffic flow. The improvements include northbound offramp improvements from US 101 to Willow near Newbridge and a third right turn lane from Willow onto Bayfront Expressway. The City would work with C/CAG to design and construct the improvement. C/CAG has indicated that a large portion of the funding is available through their programs, the City would match a portion of the funding. The City intends to consider all modes of transportation in the design of the intersection improvements and the existing bicycle lanes will be maintained during construction.</p>	<p>No Photo</p>
---	-----------------

	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
TIF	900,000	-	-	-	-	900,000
Sub-total	900,000	-	-	-	-	900,000

El Camino Tree Planting

This project will involve planting new trees along El Camino Real in both median and sidewalk areas in coordination with the El Camino Real/Downtown Specific Plan implementation.

No Photo

	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
General Fund CIP	200,000	-	-	-	-	200,000
Sub-total	200,000	-	-	-	-	200,000

Energy Audit of City Administration

The city's administration building has the highest energy consumption of all the city buildings, using over 1 million kWh and 15,000 therms per year, costing \$153,000 annually. This project will conduct an energy audit of the administration building to identify ways of reducing the building's energy loads in a cost effective manner. The energy audit will provide guidance on which upgrades to undertake first, and how to use the savings to make further energy upgrades in the future. The cost of this project does not include building retrofits that will be identified as part of this project.



	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
General Fund CIP	40,000	-	-	-	-	40,000
Sub-total	40,000	-	-	-	-	40,000

Emergency Water Supply Project

This project will involve the first phase of construction of up to three emergency standby wells to provide a secondary water supply to the Menlo Park Municipal Water District's eastern service area. An emergency water supply would be needed in the event of an outage of the SFPUC Hetch Hetchy system. Final project costs will vary depending on land acquisitions costs and the final depth and size of the wells. This project was partially funded in FY 2011-12.



	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
Water Fund- Capital	2,000,000	2,000,000	-	-	-	4,000,000
Sub-total	2,000,000	2,000,000	-	-	-	4,000,000

Water Main Replacements

This recurring project involves replacement and improvements to the Menlo Park Municipal Water District's distribution system. The locations of work are determined through maintenance records and as needed to support other major capital projects such as the emergency water supply project.



	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
Water Fund – Capital	2,700,000	-	-	300,000	2,200,000	5,200,000
Sub-total	2,700,000	-	-	300,000	2,200,000	5,200,000

Downtown Irrigation Replacement

This project will upgrade the current irrigation system and plant a demonstration garden in the downtown area. Design and construction estimates have increased to minimize existing streetscape damage and replace damaged landscaping from construction.



	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
General Fund-CIP	170,000	-	-	-	-	170,000
Sub-total	170,000	-	-	-	-	170,000

Burgess Pool Pump Ladder

The Burgess Pool main pumps are in a large pit area. In order to service this equipment, on a daily basis, city staff, aquatics contracted staff, or service contractors are required to follow OSHA requirements for Confined Spaces. This is a stringent requirement and labor intensive to comply with. The requirement would not be needed if a set of stairs were installed going into the pit area. This project will include the design costs, permits, the purchase and installation of the stairs.

No Photo

	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
General Fund-CIP	28,000	-	-	-	-	28,000
Sub-total	28,000	-	-	-	-	28,000

Park Improvements (Minor)

The project addresses minor improvements to parks, such as repairing fences, irrigation systems, play equipment, resodding portions of fields and adding sand and fibar to play equipment.



	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
General Fund-CIP	120,000	120,000	120,000	130,000	130,000	630,000
Sub-total	120,000	120,000	120,000	130,000	130,000	630,000

Sustainable/Green Building Standards Cost Benefit Analysis

Twenty eight percent of Menlo Park’s greenhouse gas (GHG) emissions are from the residential and commercial sectors. Green buildings not only reduce greenhouse gas emissions by minimizing energy/water usage, but also reduce natural resource consumption and provide healthier indoor environments in comparison to non-green buildings. The level of implementation can vary from strict to voluntary based on available resources, community feedback and city council priorities. In addition, the applicability can range to only new structures or include major renovations of buildings. The city has already increased local energy efficient requirements for new construction. This study would evaluate the benefit and costs of various policies to gain greater GHG reductions. This project is part of the Climate Action Plan’s five year strategy approved by Council in July 2011.



	2012/13	2013/14	2014/15	2015/16	2015/16	TOTAL
General Fund- CIP	30,000	-	-	-	-	30,000
Sub-total	30,000	-	-	-	-	30,000

<p>Housing Element</p> <p>The Housing Element is a policy document within the General Plan that provides direction on the provision of housing in the City. Regular updates of the Housing Element are mandated by State law. The update includes identification of potential housing sites, background report, goals and policies, rezoning of property and environmental review. In addition, the following other elements of the General Plan will likely need to be updated in order to maintain required consistency: Land Use, Transportation and Circulation, Open Space and Conservation, Safety and Seismic Safety, and Noise.</p>	<p>No Photo</p>
--	-----------------

	2012/13	2013/14	2014/15	2015/16	2015/16	TOTAL
Comprehensive Planning Projects Fund	300,000					300,000
Sub-total	300,000					300,000

<p>Chrysler Pump Station Improvements</p> <p>This project will involve design (FY 2012/13) and construction (2013/14) of upgrades to the aging equipment at the Chrysler Pump Station. The existing Chrysler Pump Station is approximately 40 years old and its electrical equipment and pumps need to be upgraded and/or replaced.</p>	<p>No Photo</p>
--	-----------------

	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
General Fund - CIP	80,000	320,000	-	-	-	400,000
Sub-total	80,000	320,000	-	-	-	400,000

Storm Drain Improvements/Cleaning

This ongoing project will implement improvements that were identified in the Storm Drain Master Plan as high priority and will provide annual cleaning to the existing storm drains.



	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
General Fund - CIP	160,000	175,000	175,000	185,000	185,000	880,000
Sub-total	160,000	175,000	175,000	185,000	185,000	880,000

Automated Library Materials Return

The library has converted its collection of books and other materials from barcode inventory technology to a new radio frequency identification (RFID) system. The automated materials return (self check-in) and automated materials handling system will improve the check-in process and get materials back on the shelves more quickly. It will allow for an increased amount of time for staff to spend working directly with customers. The materials return system will be installed in the Main Library in an existing room adequately sized to accommodate the new equipment.

No Photo

	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
General Fund CIP	120,000	-	-	-	-	120,000
Sub-total	120,000	-	-	-	-	120,000

<p>Council Chambers Audio/Video Equipment</p> <p>This upgrade will improve the City Council Chamber audio and video equipment and it will incorporate specific concepts and hardware items for audio and visual presentation systems along with improved seating for Council members. The project will replace the video switcher, cameras, video screen and Council chairs in the Council Chambers. The Panasonic video switcher, the pan, and tilt camera have reached their end of life and are no longer available or supported. The current technology is considered obsolete.</p>	<p>No Photo</p>
--	-----------------

	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
General Fund - CIP	75,000	-	-	-	-	75,000
Sub-total	75,000	-	-	-	-	75,000

<p>Council Chambers Mics/Voting Equipment</p> <p>The existing City Council Chambers microphones are customized to include the voting panel. The system is over 15 years old and the microphones can no longer be repaired. Staff is recommending replacing the microphones and voting panel system with a non custom system available on the market.</p>	<p>No Photo</p>
---	-----------------

	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
General Fund - CIP	60,000	-	-	-	-	60,000
Sub-total	60,000	-	-	-	-	60,000

Downtown Parking Utility Underground

A project study was initiated in FY 2008/09 to investigate the use of Rule 20A funding for undergrounding utilities in the downtown parking plazas, and through recent communication with PG&E, it has been confirmed that this can be done. As a result, the City will begin the process of creating an underground utility district in the downtown area, then design and construction can begin.

No Photo

	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
General Fund-CIP	100,000	100,000	2,750,000	-	-	2,950,000
Downtown Parking Permits			1,800,000			1,800,000
Sub-total	100,000	100,000	4,550,00	-	-	4,750,000

Library RFID Conversion

This project will convert all library materials from the current barcode system to the more reliable RFID format. RFID will provide savings in time, money and labor in material check-out and circulation activities. The RFID tags offer better inventory control and increased security for library materials.



	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
General Fund - CIP	29,000	29,000	-	-	-	58,000
Public Library Fund			-	-	-	
Sub-total	29,000	29,000		-	-	58,000

<p>Radio Replacement</p> <p>The Dispatch Center utilizes an extensive network of radio equipment which has a useful lifespan of 10 to 15 years. If equipment is not replaced it can malfunction, leading to a loss of communication with police officers in the field. This would lead to an enhanced level of risk to officers and a decrease in service to the community. A multi-year Replacement Schedule was created in 2010 by the County which stipulates equipment to be replaced based on lifespan. All costs to install include labor.</p>	<p>No Photo</p>
---	-----------------

	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
General Fund - CIP	130,000	195,000	26,000	100,000	195,000-	646,000
Sub-total	130,000	195,000	26,000	100,000	195,000	646,000

<p>City Facilities Telephone System Upgrade</p> <p>This project will replace the legacy based Nortel Meridian Option 11 phone system with a new IP based phone system. The existing legacy system is very old and as of June 5, 2009 no longer supported by Avaya. Repairs are currently made with parts on the secondary market which result in a less and less reliable system as time goes on.</p>	<p>No Photo</p>
--	-----------------

	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
General Fund CIP	295,000	-	-	-	-	295,000
Sub-total	295,000	-	-	-	-	295,000

This page intentionally left blank.

Melgar, Nancy M

From: Holmer, Susan E
Sent: Friday, March 02, 2012 10:32 AM
To: Melgar, Nancy M
Subject: FW: Library Commission comments on 2012 - 2017 CIP

From: Alaina Sloo [mailto:alaina@sloo.com]
Sent: Friday, February 17, 2012 10:03 AM
To: nmelgar@menlopark.org
Cc: Jerome-Robinson, Starla L; Holmer, Susan E
Subject: Library Commission comments on 2012 - 2017 CIP

Hi there,

Below are the Library Commission comments and requests for the 2012-2017 CIP. Thanks very much for offering to get it to the committee this morning. We very much appreciate it.

Alaina Sloo

To the CIP Committee.

My apologies for not getting these to the CIP Committee earlier. As you know, the Library Commission received the CIP too late to discuss it before the Feb 13 deadline. We promised our comments to the City Manager this week, but we weren't notified that the CIP Committee was meeting this (Friday) morning.

The Library Commission supports the Automated Materials Handling project and the Library RFID project.

The Library Commission requests that the Library Interior Wall Fabric Replacement Project be moved to FY 2012-13.

This project addresses the wall coverings from the library entry way to the elevators: the central public space of the library. Work on the reconfigured front circulation area will have been completed by that time, and fresh wall coverings will compliment the new area, whereas the old wall coverings, which have become quite dirty in places, will detract from the effect of the city's investment in the new circulation area.

The Library Commission requests that a new project, a Belle Haven Branch Library Feasibility Study, be added to FY 13-14 with a funding projection of \$95,000.

Improving library services in Belle Haven is one of the Library Commission's main Work Plan objectives. We have received consistent community feedback over the last two years about the need for more library services in Belle Haven. The addition of Facebook to the Belle Haven area further indicates that a feasibility study is necessary before the city can move forward with improving library services in the Belle Haven area. We believe this project is consistent with the Library Commission's Work Plan objectives, as well as with the city's priority on economic development.

The Library Commission requests that a new project, Improved Infrastructure for the Delivery of Electronic Library Services, be added to FY 13-14 with a funding projection of \$37,000.

Improving electronic service access in Menlo Park is the Library Commission's second Work Plan priority. Extending access to library services beyond those who visit the library, extending access to business information for small businesses and start-ups, extending access to Menlo Park's Spanish-speaking population, extending teen services, and reducing library costs are some of the potential benefits of this project. We believe this project is consistent with the Library Commission's Work Plan objectives, as well as with the city's priority on economic development.

Melgar, Nancy M

From: Holmer, Susan E
Sent: Friday, March 02, 2012 10:32 AM
To: Melgar, Nancy M
Subject: FW: Expanded description of Library Commission's Electronic Services Infrastructure CIP item

From: Alaina Sloo [<mailto:alaina@sloo.com>]
Sent: Monday, February 27, 2012 8:17 AM
To: Holmer, Susan E
Cc: Amy Hamilton; Vin Sharma
Subject: Expanded description of Library Commission's Electronic Services Infrastructure CIP item

Susan,

Below is an expanded version of the Library Commission's CIP item for an electronic services infrastructure.

Alaina

The Library Commission requests that a new project, Improved Infrastructure for the Delivery of Electronic Library Services, be added to FY 13-14 with a funding projection of \$37,000.

Improving electronic service access in Menlo Park is the Library Commission's second Work Plan priority. Extending access to library services beyond those who visit the library, extending access to business information that increases Menlo Park's ability to serve small businesses and start-ups, extending access to Menlo Park's Spanish-speaking population, extending teen services, and reducing library costs are some of the potential benefits of this project.

This project will involve use of a consultant to identify appropriate technologies needed to support new services and improve existing ones, design new services based on these technologies (including, but not limited to, Web site design), and implement the designs.

We believe this project is consistent with the Library Commission's Work Plan objectives, as well as with the city's priority on economic development.



COMMUNITY SERVICES DEPARTMENT

February 16, 2012

TO: Mayor and City Council

FROM: Cherise Brandell, Community Services Director on behalf of the
Parks and Recreation Commission

RE: 2012 – 17 CIP input

The Parks and Recreation Commission reviewed the 2012 – 17 CIP at their February 15, 2012 meeting and provided the following feedback:

- No additional projects should be added in the next five years
- The projects listed are consistent with community needs
- The Commission would, however, like to see the prioritization changed to move the Jack Lyle Park restroom project up by at least one year as it was already delayed one year in the previous CIP.
 - Since the project is funded from Rec-in-lieu funds and not the General Fund, the Commission suggests a contract engineer or other temporary staffing be used to complete this project that would not impact the General Fund. Adequate funding is available in the Rec-in-lieu account to provide additional staff support for this project if needed.

BICYCLE COMMISSION 5-YEAR CIP COMMENTS

B2. Consideration of the Updated Five-Year Capital Improvement Plan

ACTION 1: Motion and second (Kohn/Klingsporn) to have the current non-funded Willow Road Bike Lane Study be funded, and be made a higher priority, and to not only include O'Keefe and Bay Road, but as much of Willow Road down to Bayfront Expressway, as possible passed unanimously.

ACTION 2: Motion and second (Klingsporn/Steele) that the funded Willow Road Improvements at Newbridge and Bayfront Expressway not disregard cyclists safety when designing the US 101 off-ramp improvements. Any changes should not adversely affect the biking lanes. Also, Bicycle Lanes should be maintained during the construction of the project passed unanimously.



TRANSPORTATION DIVISION

701 Laurel Street / Menlo Park, CA 94025-3483 / (650) 330-6770 / Fax (650) 327-5497

MEMORANDUM

DATE: February 9, 2012

TO: Starla Jerome-Robinson, Interim City Manager

FROM: Penelope Huang, Chair, Transportation Commission

SUBJECT: Transportation Commission's Comments on the FY 2012-17 Capital Improvement Plan

Based on our meeting last night (February 8, 2012) and in response to your Memorandum of December 9, 2011 and e-mail of January 31, 2012, transmitted for Council's consideration are the Transportation Commission's comments on the FY 2012-17 Capital Improvement Plan.

Transportation Commission Comments on 5 Year CIP FY 2012-17

1. **Street Resurfacing Project**-Can we reduce this amount, what is the minimum amount we can do this year? What is the current PCI, what direction has Council given for the appropriate PCI and what amount is required to achieve it per year?

2. **CEQA and FIA Guidelines**- The following are questions for staff's consideration regarding this planning study:
 - Q: One-third of Menlo Park residents use some alternative mode of transportation to get to work. Shouldn't Menlo Park be including these modes of transportation in our traffic analyses?

 - Q: What mitigation measures are considered for transportation impacts in EIRs for which Menlo Park is the lead agency? In what order? Why?

 - Q: Does CEQA prohibit the inclusion of improvements to alternative modes of transportation as traffic mitigation measures? If so, what section of CEQA?

 - Q: Other cities are already prioritizing alternative modes of transportation above roadway and intersection expansions. Could we choose to do this in Menlo Park?

 - Q: Are traffic analysis models available to calculate potential reductions in auto traffic due to measures that would encourage alternative modes of transportation (bike, pedestrian, transit, and other Transportation Demand Management (TDM))?

 - Q: What is the relative cost of adding car lanes compared to bike lanes, shuttles, and TDM programs? (the proposed El Camino Real & Ravenswood northbound Right Turn Lane, in the current CIP, will cost \$1.35 million)

 - Q. What will the increased burden be on city staff and proposed developments be, if all alternative modes of transportation are included in the traffic analysis.

 - Q. What approaches have other local jurisdictions used in including alternative modes of transportation in Menlo Park's traffic analysis.

Staff should bring back to the Transportation Commission (and other commissions) for input into developing the objectives and goals of the planning study.



MEMORANDUM

DATE: February 8, 2012

TO: Starla Jerome Robinson, Interim City Manager

FROM: Deanna Chow on behalf of the Planning Commission

RE: **Planning Commission Comments on Draft 2012-2017 Five-Year Capital Improvement Plan**

The Planning Commission appreciates the opportunity to provide input on the City's Draft 2012-2017 Five-Year Capital Improvement Plan (CIP). On February 6, 2012, the Planning Commission reviewed, discussed, and provided input on the CIP. Individual Planning Commissioner's interest extended beyond the projects identified in the Comprehensive Planning Projects and Studies. However, the focus of this memorandum is on items that the Planning Commission unanimously supported. In considering the questions provided by the City Manager's Office in a memorandum dated December 9, 2011, the Planning Commission primarily focused on projects that they felt were missing from the draft CIP, which are further discussed below. In doing this task, the Commission also recognized the need to find ways to help fund such projects during a time of budgetary constraints. Both of the topics are summarized below in its respective section.

At the February 6 meeting, two members of the public (Adina Levin and Andrew Boone) spoke on the item. Both speakers were supportive of establishing California Environmental Quality Act (CEQA) Guidelines along with review of the Transportation Impact Analysis (TIA) Guidelines, citing the recent Facebook Environmental Impact Report (EIR) process as extremely enlightening. The speakers stated that the existing TIA Guidelines are auto-oriented and do not consider alternative modes of transportation, but should be part of the TIA review. One of the speakers, in addition, requested that the Willow Road Bike Lane Study be considered as a funded project and to expand the scope to include Willow Road between O'Keefe Street and Bayfront Expressway, not just from O'Keefe Street and Bay Road.

Proposed Additions to Comprehensive Planning Projects and Studies

The Commission highlighted two additional projects and one sub-item of a planned project that it felt warranted further discussion and inclusion within the draft CIP. The projects include the following: 1) the concept that alternative modes of transportation should be reviewed as part of the TIA Guidelines review process, 2) a relatively modest set of amendments to the residential sections of the Zoning Ordinance and 3) the creation of residential design guidelines. In addition, the Commission suggested that the Development Agreement negotiation process could be an opportunity to help achieve some of the identified projects in the CIP. While this is not directly a project, it could have implications on projects as a cost saving measure and allow funds to be reallocated. This item is further discussed in the section below with other cost saving suggestions.

TIA Guidelines

The creation of CEQA and FIA implementation guidelines was identified by staff as a new project for the 2012-13 fiscal year. As part of that effort, the City's TIA Guidelines would be reviewed. The Commission noted that alternative modes of transportation should be part of the proposed TIA review, similar to the comments made by the public speakers at the meeting.

Residential Zoning Review

The draft CIP listed the Comprehensive Zoning Update as an unfunded project because the project would follow the completion of the General Plan Update, which is expected to be after the planning period for the 2012-17 CIP. Staff believes the completion of the General Plan Update is a needed first step to help guide policy and potential changes to the Zoning Ordinance. However, the Commission recommended that the residential portion of the zoning update be removed from the comprehensive approach to address what some may consider the "low hanging fruit" in a more expeditious manner. The Commission thought that \$50,000 to \$100,000 would be an appropriate amount for the update and commencement of the project could begin in the 2013-14 fiscal year. Although the Commission was not explicit about the specific proposed changes, one Commissioner cited the daylight plane changes in the Lorelei Manor zoning district as an example of a Zoning Ordinance amendment, where compliance with a more restrictive daylight plane could eliminate the need for discretionary use permit review.

Residential Design Guidelines

Related to the residential zoning changes, but a distinct and separate project, is the Commission's recommendation for the creation of residential design

guidelines. The Commission recognized that there are budgetary constraints to adding such a project and offered suggestions for alternative sources to aid staff in this effort. One concept raised by the Commission was the idea of creating a subcommittee and/or the use of university students (as part of a student project) to create a framework for the guidelines from which staff could build upon.

Cost Saving Suggestions

In its discussion about the potential for new projects, the Commission acknowledged that there would be trade-offs. Therefore, it provided input on projects that could be potentially deferred and items that could be further reviewed for cost competitiveness. The Commission recommended that the Downtown Irrigation Replacement project (\$170,000 for FY 2012-13) could potentially be eliminated and replaced with a project that would create a partnership that utilizes the Chamber of Commerce or local businesses to water the landscaping and/or replace the landscaping with material that would rely on little to no irrigation.

The Commission also suggested revisiting items that could potentially be put out for bid for cost competitiveness. One specific item that was cited was the City Facilities Telephone System Upgrade, which would be approximately \$295,000 in the upcoming fiscal year. Since the February 6 meeting, staff has confirmed that this project would be put out to bid before selecting a consultant.

Lastly, the Commission agreed that future Development Agreement negotiations could be a source for implementing CIP projects when there is a connection to a proposed project. For example, the Commission cited three potential projects (although recognized there are probably more) that could be part of the Facebook Development Agreement discussions. The three projects are: 1) Willow Road Bike Lane Study, 2) Improvements at Newbridge Street and Bayfront Expressway, and 3) Belle Haven Child Development Center Outdoor Play Space Remodel.

These recommendations have been made with the caveat that the Planning Commission had limited information on the background for these projects and the implications for these items if they were modified. Therefore, the Commission recommends that these cost saving measures be further evaluated by the City Manager's Office. All of the identified Comprehensive Planning and Studies projects, as suggested in the draft CIP along with the Housing Element, have also been recommended to move forward. The Planning Commission unanimously supported, 5-0 (with Commissioners Eiref and O'Malley absent), the recommendations as outlined above.

Melgar, Nancy M

From: Romero, Eren
Sent: Thursday, March 01, 2012 4:06 PM
To: Melgar, Nancy M
Subject: FW: Capital Improvement Plan Projects from Climate Action Plan
Attachments: Rebecca L Fotu.vcf; Commercial Energy Program Capital Project Submittal New Projects for 5-yr CIP 2012-17.doc; Cost Benefit for Res Energy Program Capital Project Submittal New Projects for 5-yr CIP 2012-17.doc; Electric Plug Ins Capital Project Submittal New Projects for 5-yr CIP 2012-17.doc; Energy Upgrade Capital Project Submittal New Projects for 5-yr CIP 2012-17.doc; GHG Household Program Capital Project Submittal New Projects for 5-yr CIP 2012-17.doc; Green Building Capital Project Submittal New Projects for 5-yr CIP 2012-17.doc; Green Business Capital Project Submittal New Projects for 5-yr CIP 2012-17.doc; Idling Capital Project Submittal New Projects for 5-yr CIP 2012-17.doc; Local Food Program Capital Project Submittal New Projects for 5-yr CIP 2012-17.doc; Transfer of Title Capital Project Submittal New Projects for 5-yr CIP 2012-17.doc; Commercial Energy Program Capital Project Submittal New Projects for 5-yr CIP 2012-17.doc

From: Fotu, Rebecca L
Sent: Monday, February 06, 2012 12:05 PM
To: Romero, Eren; Taylor, Charles W
Subject: Capital Improvement Plan Projects from Climate Action Plan

Hi Eren and Chip,

Attached are the projects that should have been included in the CIP. On Feb 1, the EQC recommended the following six projects to be included in the funded portion of the CIP according to the timeline set in the Climate Action Plan. Below is the action.

The EQC recommends that six particular projects from the CAP, which staff and the EQC have spent significant time drafting and developing, should be included as priorities in the CIP:

- 1. Consider amending the City's General Plan to include a "GHG Reduction Strategy" as outlined in the new CEQA guidelines (2013-14)*
- 2. Consider an educational program and/or local ordinance to limit vehicle idling (2013-14)*
- 3. Consider implementation for City Bike Sharing Program (2013-14)*
- 4. Consider installing Electric Plug-in Hybrid Vehicle Recharging Stations (2013-14)*
- 5. Expand Green Business Certification Program / Include Green Business education to new business permit applicants (2012-13)*
- 6. Develop a commercial energy efficiency program to encourage businesses to participate in a free energy efficiency audit when business license is issued or renewed (2015-16);*

Amendment: where for item No.1 'this project to include adoption of mitigations such as TDM and other measures facilitating alternative transportation modes'

Most of these projects are cost benefit analysis. Of the all the projects attached, there are two I think are a high priority:

1. I would like to advocate for the Energy Upgrade Capital project, as our energy assessment rebate program is going to be heavily used until the end of the year when the Energy Upgrade program expires. Any additional funding would be helpful. Right now we have about 22 participants receiving a rebate between \$500-\$700 each, and only \$16,000 in funds available (formally Green@Home funds). ABAG is supposed to rebate \$300 for assessments completed before December 31, 2011 so we might have a little left. I am getting those numbers from the county this week. We have advertised that we will provide rebates until funds run out, but it would be nice to have a cushion in case there is a time lag for residents applying.

2. Green Building Capital Project- this is going to be worked on next year with Ron, myself and the EQC.

The City Car Sharing Program should be included under "Environmental" or "Traffic and Transportation" and not "Misc" in section A.1. What might be even better is to have a section that is dedicated to the Climate Action Plan Strategies so that Council can see why these projects are being included in the CIP.

I am not sure what the policy is on adding, modifying, or deleting non funded projects, but under Environment we should eliminate "climate smart." We would not participate in that program. Also the "Energy Upgrades of Home Remodels- Pilot Program" should be removed and replaced with the cost benefit analysis for residential energy program attached to this email. "Alternative Transportation Social Marketing Plan" should go under the "Environment" and not "Other/Miscellaneous."

Thanks
Rebecca

From: Fotu, Rebecca L
Sent: Sunday, November 06, 2011 9:03 PM
To: Taylor, Charles W
Subject: Capital Improvement Plan Projects from CAP

Hi Chip,

These are all studies and/or plans that were outlined in the CAP. Other strategies will be incorporated in the budget process. Some of these cross over to other departments, so you may want to edit the project lead.

See you on Wednesday.



Rebecca L. Fotu
City of Menlo Park
Environmental Programs Manager
Public Works
(650) 330-6765
rifotu@menlopark.org
701 Laurel Street
Menlo Park, CA 94025

Capital Project Submittal New Projects for 5yr CIP 2012-17

City investments in infrastructure development and maintenance (i.e. capital improvements), redevelopment, comprehensive planning and other significant capital expenditures that add to or strategically invest in the City's inventory of assets. Studies and capital expenditures of less than \$25,000 are not included in the 5-year CIP.

For each potential project for which your department is the lead, please fill out and submit the following information to Cherise Brandell by November 8, 2011. Print as many forms as you need.

Project Name: Cost Benefit Analysis and Plan to Install Electric Plug In Recharging Stations	Lead Department: Environmental Programs Department Contact: Rebecca Fotu	Source of Project: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Commission <input type="checkbox"/> Staff	Project Type: <input type="checkbox"/> Capital <input checked="" type="checkbox"/> Study <input type="checkbox"/> Other	Staff Recommendation: <input checked="" type="checkbox"/> Recommend <input type="checkbox"/> Don't recommend			
Project Description (including benefits, risks associated with not completing the project/purchase, and other significant impacts): Part of the Climate Action Plan's five year strategy approved by Council in July 2011.							
Estimated Timeline: FY 2013-2014		Other Departments Involved: Transportation			Estimated # of Staff Hours to full project completion: 300		
Funding requested (in 1,000's)		2012-13	2013-14	2014-15	2015-16	2016-17	Total
Estimated staff costs		\$	30,000				\$ 30,000
Estimated non-staff costs							\$ -
Estimated total costs		\$	30,000	\$	-	\$	30,000
Sources of funding (in 1,000's)		2012-13	2013-14	2014-15	2015-16	2016-17	Total
General Fund		\$	30,000				\$ 30,000
Total		\$	30,000	\$	-	\$	30,000
Will the project receive any grants or other non-City funding? Yes ___ No <input checked="" type="checkbox"/>							
If Yes explain (from whom, when, how much, match expected?):							
Anticipated impacts to previously approved projects:							

Capital Project Submittal
New Projects for 5yr CIP 2012-17

City investments in infrastructure development and maintenance (i.e. capital improvements), redevelopment, comprehensive planning and other significant capital expenditures that add to or strategically invest in the City's inventory of assets. Studies and capital expenditures of less than \$25,000 are not included in the 5-year CIP.

For each potential project for which your department is the lead, please fill out and submit the following information to Cherise Brandell by November 8, 2011. Print as many forms as you need.

Project Name: Cost Benefit Analysis of Sustainable/Green Building Standards		Lead Department: Environmental Programs Department Contact: Rebecca Fotu	Source of Project: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Commission <input type="checkbox"/> Staff	Project Type: <input type="checkbox"/> Capital <input checked="" type="checkbox"/> Study <input type="checkbox"/> Other	Staff Recommendation: <input checked="" type="checkbox"/> Recommend <input type="checkbox"/> Don't recommend	
Project Description (including benefits, risks associated with not completing the project/purchase, and other significant impacts): Part of the Climate Action Plan's five year strategy approved by Council in July 2011. Twenty eight percent of Menlo Park's greenhouse gas emissions are from the residential and commercial sectors. Green buildings not only reduce greenhouse gas emissions by minimizing energy/water usage, but also reduce natural resource consumption and provide healthier indoor environments in comparison to non-green buildings. Building energy efficiency standards are important because Menlo Park has significant policy control over residential and commercial energy consumption and this strategy has been implemented in many other cities in the bay area to reduce greenhouse gas emissions. The level of implementation can vary from strict to voluntary based on available resources, community feedback and city council priorities. In addition, the applicability can range to only new structures or include major renovations of buildings. This study would evaluate the benefit and costs of various policies.						
Estimated Timeline:			Other Departments Involved: Community Development			
FY 2012-2013			Estimated # of Staff Hours to full project completion: 300			
Funding requested (in 1,000's)	2012-13	2013-14	2014-15	2015-16	2016-17	Total
Estimated staff costs	\$ 30,000					\$ 30,000
Estimated non-staff costs						\$ -
Estimated total costs	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Sources of funding (in 1,000's)	2012-13	2013-14	2014-15	2015-16	2016-17	Total
Solid Waste	\$ 10,000					\$ 10,000
Water Supply	\$ 10,000					\$ 10,000
General Fund	\$ 10,000					\$ 10,000
Total	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Will the project receive any grants or other non-City funding? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						
If Yes explain (from whom, when, how much, match expected?):						
Anticipated impacts to previously approved projects:						

Capital Project Submittal New Projects for 5yr CIP 2012-17

City investments in infrastructure development and maintenance (i.e. capital improvements), redevelopment, comprehensive planning and other significant capital expenditures that add to or strategically invest in the City's inventory of assets. Studies and capital expenditures of less than \$25,000 are not included in the 5-year CIP.

For each potential project for which your department is the lead, please fill out and submit the following information to Cherise Brandell by November 8, 2011. Print as many forms as you need.

Project Name: Plan to encourage local or organic food production and purchase	Lead Department: Environmental Programs Department Contact: Rebecca Fotu	Source of Project: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Commission <input type="checkbox"/> Staff	Project Type: <input type="checkbox"/> Capital <input type="checkbox"/> Study <input checked="" type="checkbox"/> Other	Staff Recommendation: <input checked="" type="checkbox"/> Recommend <input type="checkbox"/> Don't recommend																																																								
Project Description (including benefits, risks associated with not completing the project/purchase, and other significant impacts): Part of the Climate Action Plan's five year strategy approved by Council in July 2011. Develop an education and/or social marketing program to promote locally grown and or organic food production and promote community gardens, school gardens and farmer's markets. This program can help reduce emissions from transporting, refrigerating and packaging food hauled from long distances (the average fresh food travels 1,500 miles for use in California homes). Consider an 'Eat Local Campaign' similar to Portland, Oregon program that promotes eating foods grown within a specific mile radius.																																																												
Estimated Timeline: FY 2014-2013		Other Departments Involved: Estimated # of Staff Hours to full project completion: 500																																																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 15%; text-align: center;"><u>2012-13</u></th> <th style="width: 15%; text-align: center;"><u>2013-14</u></th> <th style="width: 15%; text-align: center;"><u>2014-15</u></th> <th style="width: 15%; text-align: center;"><u>2015-16</u></th> <th style="width: 15%; text-align: center;"><u>2016-17</u></th> <th style="width: 15%; text-align: center;"><u>Total</u></th> </tr> </thead> <tbody> <tr> <td>Funding requested (in 1,000's)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Estimated staff costs</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">50,000</td> <td></td> <td></td> <td></td> <td style="text-align: right;">\$ 50,000</td> </tr> <tr> <td>Estimated non-staff costs</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">-</td> </tr> <tr> <td>Estimated total costs</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">50,000</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">50,000</td> </tr> <tr> <td>Sources of funding (in 1,000's)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>General Fund</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">50,000</td> <td></td> <td></td> <td></td> <td style="text-align: right;">-</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">50,000</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> </tbody> </table>						<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>Total</u>	Funding requested (in 1,000's)							Estimated staff costs	\$	50,000				\$ 50,000	Estimated non-staff costs						-	Estimated total costs	\$	50,000	\$	-	\$	50,000	Sources of funding (in 1,000's)							General Fund	\$	50,000				-	Total	\$	50,000	\$	-	\$	-
	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>Total</u>																																																						
Funding requested (in 1,000's)																																																												
Estimated staff costs	\$	50,000				\$ 50,000																																																						
Estimated non-staff costs						-																																																						
Estimated total costs	\$	50,000	\$	-	\$	50,000																																																						
Sources of funding (in 1,000's)																																																												
General Fund	\$	50,000				-																																																						
Total	\$	50,000	\$	-	\$	-																																																						
Will the project receive any grants or other non-City funding? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes explain (from whom, when, how much, match expected?):																																																												
Anticipated impacts to previously approved projects:																																																												

Capital Project Submittal New Projects for 5yr CIP 2012-17

City investments in infrastructure development and maintenance (i.e. capital improvements), redevelopment, comprehensive planning and other significant capital expenditures that add to or strategically invest in the City's inventory of assets. Studies and capital expenditures of less than \$25,000 are not included in the 5-year CIP.

For each potential project for which your department is the lead, please fill out and submit the following information to Cherise Brandell by November 8, 2011. Print as many forms as you need.

Project Name: Cost Benefit Analysis and Plan for Commercial Energy Efficiency Program	Lead Department: Environmental Programs Department Contact: Rebecca Fotu	Source of Project: <input type="checkbox"/> Council <input type="checkbox"/> Commission <input type="checkbox"/> Staff	Project Type: <input type="checkbox"/> Capital <input checked="" type="checkbox"/> Study <input type="checkbox"/> Other	Staff Recommendation: <input checked="" type="checkbox"/> Recommend <input type="checkbox"/> Don't recommend																																																																													
Project Description (including benefits, risks associated with not completing the project/purchase, and other significant impacts): Part of the Climate Action Plan's five year strategy approved by Council in July 2011. Menlo Park's commercial sector produces 24% of greenhouse gas emissions through electricity and natural gas consumption. The study would propose program options for council to consider.																																																																																	
Estimated Timeline: FY 2015-2016		Other Departments Involved: Estimated # of Staff Hours to full project completion: 300																																																																															
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 15%; text-align: center;"><u>2012-13</u></th> <th style="width: 15%; text-align: center;"><u>2013-14</u></th> <th style="width: 15%; text-align: center;"><u>2014-15</u></th> <th style="width: 15%; text-align: center;"><u>2015-16</u></th> <th style="width: 15%; text-align: center;"><u>2016-17</u></th> <th style="width: 15%; text-align: center;"><u>Total</u></th> </tr> </thead> <tbody> <tr> <td>Funding requested (in 1,000's)</td> <td></td> <td></td> <td></td> <td style="text-align: right;">\$ 30,000</td> <td></td> <td style="text-align: right;">\$ 30,000</td> </tr> <tr> <td>Estimated staff costs</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">-</td> </tr> <tr> <td>Estimated non-staff costs</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">\$ 30,000</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Estimated total costs</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">\$ 30,000</td> <td style="text-align: right;">-</td> </tr> <tr> <td colspan="7">Sources of funding (in 1,000's)</td> </tr> <tr> <td>General Fund</td> <td></td> <td></td> <td></td> <td style="text-align: right;">\$ 30,000</td> <td></td> <td style="text-align: right;">\$ 30,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">-</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">-</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">-</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">\$ 30,000</td> <td style="text-align: right;">\$ 30,000</td> </tr> </tbody> </table>						<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>Total</u>	Funding requested (in 1,000's)				\$ 30,000		\$ 30,000	Estimated staff costs						-	Estimated non-staff costs	\$	-	-	-	\$ 30,000	-	Estimated total costs	\$	-	-	-	\$ 30,000	-	Sources of funding (in 1,000's)							General Fund				\$ 30,000		\$ 30,000							-							-							-	Total	\$	-	-	-	\$ 30,000	\$ 30,000
	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>Total</u>																																																																											
Funding requested (in 1,000's)				\$ 30,000		\$ 30,000																																																																											
Estimated staff costs						-																																																																											
Estimated non-staff costs	\$	-	-	-	\$ 30,000	-																																																																											
Estimated total costs	\$	-	-	-	\$ 30,000	-																																																																											
Sources of funding (in 1,000's)																																																																																	
General Fund				\$ 30,000		\$ 30,000																																																																											
						-																																																																											
						-																																																																											
						-																																																																											
Total	\$	-	-	-	\$ 30,000	\$ 30,000																																																																											
Will the project receive any grants or other non-City funding? Yes ___ No <input checked="" type="checkbox"/>																																																																																	
If Yes explain (from whom, when, how much, match expected?):																																																																																	
Anticipated impacts to previously approved projects:																																																																																	

**Capital Project Submittal
New Projects for 5yr CIP 2012-17**

City investments in infrastructure development and maintenance (i.e. capital improvements), redevelopment, comprehensive planning and other significant capital expenditures that add to or strategically invest in the City's inventory of assets. Studies and capital expenditures of less than \$25,000 are not included in the 5-year CIP.

For each potential project for which your department is the lead, please fill out and submit the following information to Cherise Brandell by November 8, 2011. Print as many forms as you need.

Project Name: Energy Upgrade Incentive Program	Lead Department: Environmental Programs Department Contact: Rebecca Fotu	Source of Project: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Commission <input type="checkbox"/> Staff	Project Type: <input type="checkbox"/> Capital <input type="checkbox"/> Study <input checked="" type="checkbox"/> Other	Staff Recommendation: <input checked="" type="checkbox"/> Recommend <input type="checkbox"/> Don't recommend		
Project Description (including benefits, risks associated with not completing the project/purchase, and other significant impacts): Part of the Climate Action Plan's five year strategy approved by Council in July 2011. The statewide Energy Upgrade program will end December 31, 2012. In order to increase Menlo Park's participation in the program and leverage city funds efficiently, staff recommends offering additional incentives until the program ends. The program aims to increase home energy efficiency and contributes to the reduction of greenhouse gas emissions. Remaining funds will be used to continue to provide low cost home energy assessments to educate homeowners on ways to improve home energy efficiency cost effectively.						
Estimated Timeline: FY 2012-2013		Other Departments Involved:				
		Estimated # of Staff Hours to full project completion: 300				
Funding requested (in 1,000's)	2012-13	2013-14	2014-15	2015-16	2016-17	Total
Estimated staff costs						\$ -
Estimated non-staff costs	\$ 30,000					\$ 30,000
Estimated total costs	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Sources of funding (in 1,000's)	2012-13	2013-14	2014-15	2015-16	2016-17	Total
General Fund	\$ 30,000					\$ 30,000
Total	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Will the project receive any grants or other non-City funding? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>						
If Yes explain (from whom, when, how much, match expected?): Energy Upgrade California will provide up to \$4,000 per home energy upgrade.						
Anticipated impacts to previously approved projects:						

**Capital Project Submittal
New Projects for 5yr CIP 2012-17**

City investments in infrastructure development and maintenance (i.e. capital improvements), redevelopment, comprehensive planning and other significant capital expenditures that add to or strategically invest in the City's inventory of assets. Studies and capital expenditures of less than \$25,000 are not included in the 5-year CIP.

For each potential project for which your department is the lead, please fill out and submit the following information to Cherise Brandell by November 8, 2011. Print as many forms as you need.

Project Name: Cost Benefit Analysis and Plan for a Green Business Certification Program	Lead Department: Environmental Programs Department Contact: Rebecca Fotu	Source of Project: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Commission <input type="checkbox"/> Staff	Project Type: <input type="checkbox"/> Capital <input checked="" type="checkbox"/> Study <input type="checkbox"/> Other	Staff Recommendation: <input checked="" type="checkbox"/> Recommend <input type="checkbox"/> Don't recommend
Project Description (including benefits, risks associated with not completing the project/purchase, and other significant impacts): Part of the Climate Action Plan's five year strategy approved by Council in July 2011.				
Estimated Timeline: FY 2012-2013		Other Departments Involved:		
		2013-14	2014-15	2015-16
Funding requested (in 1,000's)	2012-13	2013-14	2014-15	2015-16
Estimated staff costs	\$ 30,000			Total \$ 30,000
Estimated non-staff costs				\$ -
Estimated total costs	\$ 30,000	\$ -	\$ -	\$ 30,000
Sources of funding (in 1,000's)	2012-13	2013-14	2014-15	2015-16
General Fund	\$ 20,000			\$ 20,000
Solid Waste	\$ 10,000			\$ 10,000
				\$ -
Total	\$ 30,000	\$ -	\$ -	\$ 30,000
Will the project receive any grants or other non-City funding? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
If Yes explain (from whom, when, how much, match expected?):				
Anticipated impacts to previously approved projects:				

**Capital Project Submittal
New Projects for 5yr CIP 2012-17**

City investments in infrastructure development and maintenance (i.e. capital improvements), redevelopment, comprehensive planning and other significant capital expenditures that add to or strategically invest in the City's inventory of assets. Studies and capital expenditures of less than \$25,000 are not included in the 5-year CIP.

For each potential project for which your department is the lead, please fill out and submit the following information to Cherise Brandell by November 8, 2011. Print as many forms as you need.

Project Name: Cost Benefit Analysis to require Energy and Water Standards for Transfer of Title Transactions	Lead Department: Environmental Programs Department Contact: Rebecca Fotu	Source of Project: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Commission <input type="checkbox"/> Staff	Project Type: <input type="checkbox"/> Capital <input checked="" type="checkbox"/> Study <input type="checkbox"/> Other	Staff Recommendation: <input checked="" type="checkbox"/> Recommend <input type="checkbox"/> Don't recommend		
Project Description (including benefits, risks associated with not completing the project/purchase, and other significant impacts): Part of the Climate Action Plan's five year strategy approved by Council in July 2011. Study would evaluate the benefits and costs for requiring a minimum standard for energy and water efficiency measures when a home or business has a transfer of title (e.g. sale of property).						
Estimated Timeline: FY 2015-2016		Other Departments Involved:				
		Estimated # of Staff Hours to full project completion: 300 hours				
Funding requested (in 1,000's)	2012-13	2013-14	2014-15	2015-16	2016-17	Total
Estimated staff costs			\$ 30,000			\$ 30,000
Estimated non-staff costs						-
Estimated total costs	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000
Sources of funding (in 1,000's)	2012-13	2013-14	2014-15	2015-16	2016-17	Total
General Fund				\$ 30,000		\$ 30,000
Total	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000
Will the project receive any grants or other non-City funding? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						
If Yes explain (from whom, when, how much, match expected?):						
Anticipated impacts to previously approved projects:						

Capital Project Submittal New Projects for 5yr CIP 2012-17

City investments in infrastructure development and maintenance (i.e. capital improvements), redevelopment, comprehensive planning and other significant capital expenditures that add to or strategically invest in the City's inventory of assets. Studies and capital expenditures of less than \$25,000 are not included in the 5-year CIP.

For each potential project for which your department is the lead, please fill out and submit the following information to Cherise Brandell by November 8, 2011. Print as many forms as you need.

Project Name: Cost Benefit Analysis and Plan for an Energy Efficiency/Renewable Energy Program for Residential Sector	Lead Department: Environmental Programs Department Contact: Rebecca Fotu	Source of Project: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Commission <input type="checkbox"/> Staff	Project Type: <input type="checkbox"/> Capital <input checked="" type="checkbox"/> Study <input type="checkbox"/> Other	Staff Recommendation: <input checked="" type="checkbox"/> Recommend <input type="checkbox"/> Don't recommend			
Project Description (including benefits, risks associated with not completing the project/purchase, and other significant impacts): Part of the Climate Action Plan's five year strategy approved by Council in July 2011. This would involve an incentive program for residents to complete home energy assessments and cost effective upgrades. This would be similar to the Green@Home program and Energy Upgrade California.							
Estimated Timeline: FY 2013-2014		Other Departments Involved: Estimated # of Staff Hours to full project completion: 300					
		<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>Total</u>
Funding requested (in 1,000's)							
Estimated staff costs		\$ 30,000					\$ 30,000
Estimated non-staff costs							\$ -
Estimated total costs		\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
Sources of funding (in 1,000's)		<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>Total</u>
General Fund		\$ 30,000					\$ 30,000
Total		\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
Will the project receive any grants or other non-City funding? Yes ___ No <input checked="" type="checkbox"/>							
If Yes explain (from whom, when, how much, match expected?):							
Anticipated impacts to previously approved projects:							

Capital Project Submittal New Projects for 5yr CIP 2012-17

City investments in infrastructure development and maintenance (i.e. capital improvements), redevelopment, comprehensive planning and other significant capital expenditures that add to or strategically invest in the City's inventory of assets. Studies and capital expenditures of less than \$25,000 are not included in the 5-year CIP.

For each potential project for which your department is the lead, please fill out and submit the following information to Cherise Brandell by November 8, 2011. Print as many forms as you need.

Project Name: Five Year Social Marketing Plan to Engage Households in Reducing Their Greenhouse Gas Emissions	Lead Department: Environmental Programs Department Contact: Rebecca Fotu	Source of Project: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Commission <input type="checkbox"/> Staff	Project Type: <input checked="" type="checkbox"/> Capital <input type="checkbox"/> Study <input type="checkbox"/> Other	Staff Recommendation: <input checked="" type="checkbox"/> Recommend <input type="checkbox"/> Don't recommend			
Project Description (including benefits, risks associated with not completing the project/purchase, and other significant impacts): Part of the Climate Action Plan's five year strategy approved by Council in July 2011. Social marketing programs aim to uncover barriers that inhibit individuals from engaging in sustainable behaviors and promote a new norm for the community to engage in. It also provides a set of tools that social science research has demonstrated to be effective in fostering behavior change. A typical social marketing design includes surveying community or neighborhood attitudes to identify target audiences and their barriers. A program is then developed around this research that minimizes barriers through incentives, targeted message development, or direct neighborhood engagement activities. Other cities have used this approach through green schools initiatives, or neighborhood carbon diet clubs or green teams.							
Estimated Timeline: FY 2013-2014		Other Departments Involved:			Estimated # of Staff Hours to full project completion: 600		
		<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>Total</u>
Funding requested (in 1,000's) Estimated staff costs Estimated non-staff costs		\$ 60,000					\$ 60,000
Estimated total costs		\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000
Sources of funding (in 1,000's)		<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>Total</u>
Solid Waste General Fund		\$ -	\$ 20,000 \$ 40,000				\$ 20,000 \$ 40,000 - -
Total		\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000
Will the project receive any grants or other non-City funding? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>							
If Yes explain (from whom, when, how much, match expected?):							
Anticipated impacts to previously approved projects:							

Capital Project Submittal New Projects for 5yr CIP 2012-17

City investments in infrastructure development and maintenance (i.e. capital improvements), redevelopment, comprehensive planning and other significant capital expenditures that add to or strategically invest in the City's inventory of assets. Studies and capital expenditures of less than \$25,000 are not included in the 5-year CIP.

For each potential project for which your department is the lead, please fill out and submit the following information to Cherise Brandell by November 8, 2011. Print as many forms as you need.

Project Name: Cost Benefit Analysis and Plan to Limit Vehicle Idling	Lead Department: Environmental Programs Department Contact: Rebecca Fotu	Source of Project: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Commission <input type="checkbox"/> Staff	Project Type: <input type="checkbox"/> Capital <input checked="" type="checkbox"/> Study <input type="checkbox"/> Other	Staff Recommendation: <input checked="" type="checkbox"/> Recommend <input type="checkbox"/> Don't recommend			
Project Description (including benefits, risks associated with not completing the project/purchase, and other significant impacts): Part of the Climate Action Plan's five year strategy approved by Council in July 2011. Exhaust from motor vehicles is a substantial contributor to air pollution and a source of greenhouse gas emissions. These pollutants are harmful to the environment and public health.							
Estimated Timeline: FY 2013-2014		Other Departments Involved: Transportation					
		Estimated # of Staff Hours to full project completion: 300					
Funding requested (in 1,000's)		<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>Total</u>
Estimated staff costs		\$	30,000				\$ 30,000
Estimated non-staff costs							-
Estimated total costs		\$	30,000	\$	-	\$	30,000
Sources of funding (in 1,000's)		<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>Total</u>
General Fund		\$	30,000				\$ 30,000
Total		\$	30,000	\$	-	\$	30,000
Will the project receive any grants or other non-City funding? Yes ___ No <u>X</u>							
If Yes explain (from whom, when, how much, match expected?):							
Anticipated impacts to previously approved projects:							

Capital Project Submittal New Projects for 5yr CIP 2012-17

City investments in infrastructure development and maintenance (i.e. capital improvements), redevelopment, comprehensive planning and other significant capital expenditures that add to or strategically invest in the City's inventory of assets. Studies and capital expenditures of less than \$25,000 are not included in the 5-year CIP.

For each potential project for which your department is the lead, please fill out and submit the following information to Cherise Brandell by November 8, 2011. Print as many forms as you need.

Project Name: Cost Benefit Analysis and Plan for Commercial Energy Efficiency Program	Lead Department: Environmental Programs Department Contact: Rebecca Fotu	Source of Project: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Commission <input type="checkbox"/> Staff	Project Type: <input type="checkbox"/> Capital <input checked="" type="checkbox"/> Study <input type="checkbox"/> Other	Staff Recommendation: <input checked="" type="checkbox"/> Recommend <input type="checkbox"/> Don't recommend	
Project Description (including benefits, risks associated with not completing the project/purchase, and other significant impacts): Part of the Climate Action Plan's five year strategy approved by Council in July 2011. Menlo Park's commercial sector produces 24% of greenhouse gas emissions through electricity and natural gas consumption. The study would propose program options for council to consider.					
Estimated Timeline: FY 2015-2016		Other Departments Involved: Estimated # of Staff Hours to full project completion: 300			
Funding requested (in 1,000's) Estimated staff costs Estimated non-staff costs Estimated total costs	<u>2012-13</u> - \$ - \$ \$	<u>2013-14</u> - \$ - \$ - \$	<u>2014-15</u> - \$ - \$ - \$	<u>2015-16</u> \$ 30,000 30,000 \$ 30,000 \$	<u>2016-17</u> - \$ - \$ - \$ 30,000
Sources of funding (in 1,000's)					
General Fund	-	-	-	30,000	30,000
Total	\$	-	-	30,000	30,000
Will the project receive any grants or other non-City funding? Yes ___ No <input checked="" type="checkbox"/>					
If Yes explain (from whom, when, how much, match expected?):					
Anticipated impacts to previously approved projects:					



ADMINISTRATIVE SERVICES

Council Meeting Date: March 13, 2012

Staff Report #: 12-037

Agenda Item #: F-4

REGULAR BUSINESS: Adopt a Resolution as Successor Agency to the Former Redevelopment Agency (1) Adopting an Enforceable Obligation Payment Schedule; (2) Approving the Recognized Obligation Payment Schedule; (3) Approving the Successor Agency Administrative Budget; (4) Making Certain Determinations Regarding Separate Assets and Liabilities of the Successor Agency; and (5) Directing the City Manager to take all Actions Necessary to Effectuate Associated Requirements of ABX1 26

RECOMMENDATION

Adopt a resolution of the City Council, in the capacity as governing board of the successor agency to the former Redevelopment Agency: (1) adopting an Enforceable Obligation Payment Schedule; (2) approving the Recognized Obligation Payment Schedule; (3) approving the Successor Agency Administrative Budget; (4) making certain determinations and directions regarding the separate assets and liabilities of the successor agency; and (5) authorizing the City Manager to take such actions and execute such other documents as are appropriate to effectuate the intent of the resolution and all actions necessary to effectuate associated requirements of the Dissolution Act.

BACKGROUND

The California state legislature enacted Assembly Bill x1 26 (the Dissolution Act) to dissolve redevelopment agencies formed under the Community Redevelopment Law. The California Supreme Court in its decision in *California Redevelopment Association v. Matosantos*, issued December 29, 2011, declared the Dissolution Act to be constitutional. Under the Dissolution Act, all California redevelopment agencies were dissolved effective February 1, 2012, and various actions are now required by successor agencies to unwind the affairs of all former redevelopment agencies.

ANALYSIS

On January 10, 2012 the City Council adopted a resolution accepting the role of Successor Agency to the Community Development Agency of the City of Menlo Park (the Redevelopment Agency). An Oversight Board, consisting of members representing the County, the City, and various education and special districts, will be formed by May 1, 2012 to approve and direct certain actions of the City as Successor Agency.

On January 24, 2012, the Redevelopment Agency Board, in accordance with the Dissolution Act, adopted its latest Enforceable Obligations Payment Schedule (EOPS) listing all of the Redevelopment Agency's enforceable obligations for payments required to be made by the Redevelopment Agency through June 30, 2012.

At this time, it is necessary for the City as Successor Agency to take certain actions to implement various requirements of the Dissolution Act, as follows:

Adopt EOPS. The City as Successor Agency is required to adopt the Redevelopment Agency's EOPS, with certain specified revisions, for approval by the Oversight Board. Until the Recognized Obligation Payment Schedule (ROPS) becomes operative, as further discussed below, the City as Successor Agency is only allowed to pay the enforceable obligations of the former Redevelopment Agency on the EOPS as adopted and revised by the City as Successor Agency. The accompanying resolution accomplishes the necessary adoption and revision of the EOPS by the City Council, as governing board of the Successor Agency.

Approve ROPS. As required by the Dissolution Act, prior to the March 1, 2012 deadline, staff of the Successor Agency has prepared the first ROPS, also covering enforceable obligations of the former Redevelopment Agency through June 30, 2012, and containing other specified information. The first ROPS is supposed to take effect and replace the EOPS by May 1, 2012. Prior to taking effect, the ROPS must be certified by an external auditor appointed by the County Auditor-Controller and must then be approved by the Oversight Board (a process that may take several months). In order to accelerate the ROPS certification and approval process, and in order to provide a forum for public review and input pending formation of the Oversight Board, it is recommended that the City Council, as governing Board of the Successor Agency, consider at a public meeting and preliminarily approve the ROPS, as provided in the accompanying resolution.

Approve Administrative Budget. The Dissolution Act also requires the City as Successor Agency to prepare an administrative budget and submit it to the Oversight Board for approval. In connection and coordination with preparation of the ROPS, staff of the Successor Agency has also prepared the required administrative budget. Through the accompanying resolution, it is recommended that the City Council, as governing board of the Successor Agency, approve the Successor Agency's administrative budget for submittal to the Oversight Board.

Successor Agency Procedures and Determinations. The Dissolution Act provides certain limitations on the liabilities of the City when acting in its capacity as Successor Agency. The accompanying resolution establishes certain recommended procedures and makes certain recommended determinations intended to assure, to maximum possible extent, that the operations, funds, other assets, liabilities, obligations, and activities of the Successor Agency are treated as separate and distinct from the normal operations, funds, other assets, liabilities, obligations and activities of the City.

Implementation Actions. Finally, the accompanying resolution authorizes and directs the City Manager or the City Manager's designee to take all steps on behalf of the Successor Agency to implement upcoming requirements under the Dissolution Act, including providing necessary notices, transmittals and postings regarding the EOPS, ROPS, and Successor Agency administrative budget, and facilitating the formation and convening of the Oversight Board.

IMPACT ON RESOURCES

Adoption of the EOPS and approval of the ROPS will facilitate the ability of the City as Successor Agency to continue payment of the enforceable obligations of the former Redevelopment Agency and is among the reasonable measures required to be taken to avoid triggering an event of default under any enforceable obligations. Approval of the Successor Agency administrative budget will facilitate the Successor Agency's receipt of the funds to which it is entitled under the Dissolution Act to implement its responsibilities.

ENVIRONMENTAL REVIEW

The actions set forth in the recommended accompanying resolution, as summarized above, are exempt under Guideline 15378(b)(4) of the California Environmental Quality Act (CEQA) in that the actions do not constitute a "project," but instead are required to continue a governmental funding mechanism for enforceable obligations of the former Redevelopment Agency and to perform the statutorily mandated unwinding of the assets, liabilities, and functions of the former Redevelopment Agency pursuant to the Dissolution Act.

Carol Augustine
Finance Director

Starla Jerome-Robinson
City Manager

ATTACHMENTS

- A. Resolution of the Successor Agency of the Community Development Agency of the City of Menlo Park Adopting an Amended EOP Schedule, Approving the ROPS Schedule , Approving the Successor Agency Administrative Budget, and Taking Other Actions Required by ABX1 26
- B. Enforceable Obligation Payment Schedule
- C. Recognized Obligation Payment Schedule (Including Successor Agency Administrative Budget)
- D. Successor Agency Administrative Budget



ADMINISTRATIVE SERVICES

Council Meeting Date: March 13, 2012

Staff Report #: 12-037

Agenda Item #: F-4

REGULAR BUSINESS: Adopt a Resolution as Successor Agency to the Former Redevelopment Agency (1) Adopting an Enforceable Obligation Payment Schedule; (2) Approving the Recognized Obligation Payment Schedule; (3) Approving the Successor Agency Administrative Budget; (4) Making Certain Determinations Regarding Separate Assets and Liabilities of the Successor Agency; and (5) Directing the City Manager to take all Actions Necessary to Effectuate Associated Requirements of ABX1 26

RECOMMENDATION

Adopt a resolution of the City Council, in the capacity as governing board of the successor agency to the former Redevelopment Agency: (1) adopting an Enforceable Obligation Payment Schedule; (2) approving the Recognized Obligation Payment Schedule; (3) approving the Successor Agency Administrative Budget; (4) making certain determinations and directions regarding the separate assets and liabilities of the successor agency; and (5) authorizing the City Manager to take such actions and execute such other documents as are appropriate to effectuate the intent of the resolution and all actions necessary to effectuate associated requirements of the Dissolution Act.

BACKGROUND

The California state legislature enacted Assembly Bill x1 26 (the Dissolution Act) to dissolve redevelopment agencies formed under the Community Redevelopment Law. The California Supreme Court in its decision in *California Redevelopment Association v. Matosantos*, issued December 29, 2011, declared the Dissolution Act to be constitutional. Under the Dissolution Act, all California redevelopment agencies were dissolved effective February 1, 2012, and various actions are now required by successor agencies to unwind the affairs of all former redevelopment agencies.

ANALYSIS

On January 10, 2012 the City Council adopted a resolution accepting the role of Successor Agency to the Community Development Agency of the City of Menlo Park (the Redevelopment Agency). An Oversight Board, consisting of members representing the County, the City, and various education and special districts, will be formed by May 1, 2012 to approve and direct certain actions of the City as Successor Agency.

On January 24, 2012, the Redevelopment Agency Board, in accordance with the Dissolution Act, adopted its latest Enforceable Obligations Payment Schedule (EOPS) listing all of the Redevelopment Agency's enforceable obligations for payments required to be made by the Redevelopment Agency through June 30, 2012.

At this time, it is necessary for the City as Successor Agency to take certain actions to implement various requirements of the Dissolution Act, as follows:

Adopt EOPS. The City as Successor Agency is required to adopt the Redevelopment Agency's EOPS, with certain specified revisions, for approval by the Oversight Board. Until the Recognized Obligation Payment Schedule (ROPS) becomes operative, as further discussed below, the City as Successor Agency is only allowed to pay the enforceable obligations of the former Redevelopment Agency on the EOPS as adopted and revised by the City as Successor Agency. The accompanying resolution accomplishes the necessary adoption and revision of the EOPS by the City Council, as governing board of the Successor Agency.

Approve ROPS. As required by the Dissolution Act, prior to the March 1, 2012 deadline, staff of the Successor Agency has prepared the first ROPS, also covering enforceable obligations of the former Redevelopment Agency through June 30, 2012, and containing other specified information. The first ROPS is supposed to take effect and replace the EOPS by May 1, 2012. Prior to taking effect, the ROPS must be certified by an external auditor appointed by the County Auditor-Controller and must then be approved by the Oversight Board (a process that may take several months). In order to accelerate the ROPS certification and approval process, and in order to provide a forum for public review and input pending formation of the Oversight Board, it is recommended that the City Council, as governing Board of the Successor Agency, consider at a public meeting and preliminarily approve the ROPS, as provided in the accompanying resolution.

Approve Administrative Budget. The Dissolution Act also requires the City as Successor Agency to prepare an administrative budget and submit it to the Oversight Board for approval. In connection and coordination with preparation of the ROPS, staff of the Successor Agency has also prepared the required administrative budget. Through the accompanying resolution, it is recommended that the City Council, as governing board of the Successor Agency, approve the Successor Agency's administrative budget for submittal to the Oversight Board.

Successor Agency Procedures and Determinations. The Dissolution Act provides certain limitations on the liabilities of the City when acting in its capacity as Successor Agency. The accompanying resolution establishes certain recommended procedures and makes certain recommended determinations intended to assure, to maximum possible extent, that the operations, funds, other assets, liabilities, obligations, and activities of the Successor Agency are treated as separate and distinct from the normal operations, funds, other assets, liabilities, obligations and activities of the City.

Implementation Actions. Finally, the accompanying resolution authorizes and directs the City Manager or the City Manager's designee to take all steps on behalf of the Successor Agency to implement upcoming requirements under the Dissolution Act, including providing necessary notices, transmittals and postings regarding the EOPS, ROPS, and Successor Agency administrative budget, and facilitating the formation and convening of the Oversight Board.

IMPACT ON RESOURCES

Adoption of the EOPS and approval of the ROPS will facilitate the ability of the City as Successor Agency to continue payment of the enforceable obligations of the former Redevelopment Agency and is among the reasonable measures required to be taken to avoid triggering an event of default under any enforceable obligations. Approval of the Successor Agency administrative budget will facilitate the Successor Agency's receipt of the funds to which it is entitled under the Dissolution Act to implement its responsibilities.

ENVIRONMENTAL REVIEW

The actions set forth in the recommended accompanying resolution, as summarized above, are exempt under Guideline 15378(b)(4) of the California Environmental Quality Act (CEQA) in that the actions do not constitute a "project," but instead are required to continue a governmental funding mechanism for enforceable obligations of the former Redevelopment Agency and to perform the statutorily mandated unwinding of the assets, liabilities, and functions of the former Redevelopment Agency pursuant to the Dissolution Act.

Carol Augustine
Finance Director

Starla Jerome-Robinson
City Manager

ATTACHMENTS

- A. Resolution of the Successor Agency of the Community Development Agency of the City of Menlo Park Adopting an Amended EOP Schedule, Approving the ROPS Schedule , Approving the Successor Agency Administrative Budget, and Taking Other Actions Required by ABX1 26
- B. Enforceable Obligation Payment Schedule
- C. Recognized Obligation Payment Schedule (Including Successor Agency Administrative Budget)
- D. Successor Agency Administrative Budget

RESOLUTION NO.**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK, ACTING AS THE GOVERNING BOARD OF THE SUCCESSOR AGENCY FOR THE COMMUNITY DEVELOPMENT AGENCY OF THE CITY OF MENLO PARK, ADOPTING AN AMENDED ENFORCEABLE OBLIGATION PAYMENT SCHEDULE, APPROVING THE RECOGNIZED OBLIGATION PAYMENT SCHEDULE, APPROVING THE SUCCESSOR AGENCY ADMINISTRATIVE BUDGET, AND DIRECTING THE CITY MANAGER TO TAKE ALL ACTIONS NECESSARY TO EFFECTUATE ASSOCIATED REQUIREMENTS OF ABX1 26**

WHEREAS, the California state legislature enacted Assembly Bill x1 26 (the "Dissolution Act") to dissolve redevelopment agencies formed under the Community Redevelopment Law (Health and Safety Code Section 33000 et seq.); and

WHEREAS, on January 10, 2012 and pursuant to Health and Safety Code Section 34173, the City Council of the City of Menlo Park (the "City Council") declared that the City of Menlo Park, a municipal corporation (the "City"), would act as successor agency (the "Successor Agency") for the dissolved Community Development Agency of the City of Menlo Park (the "Former RDA") effective February 1, 2012; and

WHEREAS, on February 1, 2012, the Former RDA was dissolved pursuant to Health and Safety Code Section 34172; and

WHEREAS, the Dissolution Act provides for the appointment of an oversight board (the "Oversight Board") with specific duties to approve certain Successor Agency actions pursuant to Health and Safety Code Section 34180 and to direct the Successor Agency in certain other actions pursuant to Health and Safety Code Section 34181; and

WHEREAS, on January , the Former RDA adopted its latest enforceable obligation payment schedule (the "RDA EOPS") as required pursuant to Health and Safety Code Section 34169(g); and

WHEREAS, Health and Safety Code Section 34177(a)(1) requires the Successor Agency to amend the RDA EOPS to remove specified agreements and adopt the amended EOPS (the "Amended EOPS") and make associated notifications and distributions; and

WHEREAS, Health and Safety Code Section 34177(l)(2)(A) requires the Successor Agency to prepare a draft recognized obligation payment schedule (the "ROPS") and make associated notifications and distributions; and

WHEREAS, Health and Safety Code Section 34177(j) requires the Successor Agency to prepare an administrative budget (the "Successor Agency Administrative Budget"); and

WHEREAS, Health and Safety Code Section 34177(k) requires the Successor Agency to prepare administrative cost estimates from the information set forth in the Successor Agency Administrative Budget (the "Successor Agency Administrative Cost Estimates") and provide them to the Auditor-Controller for the County of San Mateo; and

WHEREAS, the ROPS and Successor Agency Administrative Budget must be approved by the Oversight Board pursuant to Health and Safety Code Sections 34177(l)(2)(B) and 34177(j), respectively.

NOW, THEREFORE, BE IT RESOLVED that the City Council, acting as the Governing Board of the Successor Agency, hereby authorizes and directs the City Manager or the City Manager's designee, acting on behalf of the Successor Agency, to organize and call the meetings of the Oversight Board, as soon as practicable after the appointment of the Oversight Board but no later than the date required by Health and Safety Code Section 34179, to facilitate the Oversight Board's approval of the ROPS and Successor Agency Administrative Budget; and

BE IT FURTHER RESOLVED that unless and until the City Council, acting as the Governing Board of the Successor Agency, resolves otherwise, the Successor Agency shall be referred to in all its official documents, papers, reports, agreements, deeds, and other written materials, and shall carry out its duties and exercise its rights as the "City of Menlo Park, acting in its capacity as the Successor Agency of the Redevelopment Agency of the City of Menlo Park", or similar wording; and

BE IT FURTHER RESOLVED that the City Council, acting as the Governing Board of the Successor Agency, declares that the assets, obligations, liabilities, and activities of the Successor Agency are and shall remain separate from the assets, obligations, liabilities and activities of the City, and that all costs of, liabilities of, and claims against the Successor Agency and/or the Oversight Board shall be solely the costs and liabilities of the Successor Agency and/or the Oversight Board and shall not be costs of, liabilities of, and/or claims against the City; and

BE IT FURTHER RESOLVED that the City Council, acting as the Governing Board of the Successor Agency and in conformance with Health and Safety Code Section 34177(a)(1), hereby adopts the RDA EOPS (a copy of which is on file with the City Clerk) as the Successor Agency's Amended EOPS, conditioned on removal from the RDA EOPS of the Invalidated Agreements. As used in this Resolution, "Invalidated Agreements" means those agreements between the Redevelopment Agency and the City that remain invalidated pursuant to Health and Safety Code Section 34178 following the final outcome of (1) all pending and potential statutory amendments to Health and Safety Code Section 34178 or other applicable provisions of the Dissolution Act (including, without limitation, amendments pursuant to SB 654 and AB 1585), and

(2) all pending and potential litigation regarding the validity of Health and Safety Code Section 34178 and other applicable provisions of the Dissolution Act (including, without limitation, any such litigation initiated by the City). "Invalidated Agreements" expressly do not include any agreements that are deemed valid following the final outcome of any of the events described in the preceding sentence, and expressly do not include any agreements that are described as being valid pursuant to Health and Safety Code Section 34178(b); and

BE IT FURTHER RESOLVED that the City Council, acting as the Governing Board of the Successor Agency, hereby approves the ROPS and the Successor Agency Administrative Budget, which contains the Successor Agency Administrative Cost Estimates. Copies of the ROPS and the Successor Agency Administrative Budget are also on file with the City Clerk; and

BE IT FURTHER RESOLVED that the City Council, acting as the Governing Board of the Successor Agency, hereby authorizes and directs the City Manager or the City Manager's designee, acting on behalf of the Successor Agency, to file, post, mail or otherwise deliver via electronic mail, internet posting, and/or hardcopy, all notices and transmittals necessary or convenient in connection with the adoption of the Amended EOPS, approval of the ROPS, approval of the Successor Agency Administrative Budget containing the Successor Agency Administrative Cost Estimates, and other actions taken pursuant to this Resolution; and

BE IT FURTHER RESOLVED that nothing in this Resolution shall abrogate, waive, impair or in any other manner affect the right or ability of the City, as a municipal corporation, to initiate and prosecute any litigation with respect to any agreement or other arrangement between the City and the Former RDA, including, without limitation, any litigation contesting the purported invalidity of such agreement or arrangement pursuant to the Dissolution Act; and

BE IT FURTHER RESOLVED, that this Resolution shall take immediate effect upon adoption.

I, Margaret S. Roberts, City Clerk of Menlo Park, do hereby certify that the above and foregoing Council Resolution was duly and regularly passed and adopted at a meeting by said Council on the twenty-eighth day of February, 2012, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this twenty-eighth day of February, 2012.

Margaret S. Roberts, MMC
City Clerk

Name of Redevelopment Agency: City of Menlo Park Community Development Agency
 Project Area(s) Las Pulgas Redevelopment Project Area

ENFORCEABLE OBLIGATION PAYMENT SCHEDULE
 Per AB 26 - Section 34167 and 34169 (*)

	Project Name / Debt Obligation	Payee	Description	Total Outstanding Debt or Obligation	Total Due During Fiscal Year	Payments by month**						Total for Successor Agency
						CDA	Successor Agency					
							Jan	Feb	Mar	Apr	May	
1)	2006 Las Pulgas Project Tax Allocation Bonds	Bank of New York	Bonds Issued to fund redevelopment activities	99,957,764	5,153,996	2,576,998					2,576,998	2,576,998
3)	2006 Las Pulgas Project Tax Allocation Bonds	BLX Group, LLC	Arbitrage Compliance/Rebate Reporting	38,000	2,000							
4)	2006 Las Pulgas Project Tax Allocation Bonds	PFM Asset Mgmt LLC	GASB 53 Effectiveness Testing	28,500	1,500							
5)	2006 Las Pulgas Project Tax Allocation Bonds	PFM Asset Mgmt LLC	Swap Monitoring & Disclosure Reporting	66,500	3,500							
6)	2006 Las Pulgas Project Tax Allocation Bonds	Bank of New York	Trustee Administration Fee	55,385	3,015						3,015	3,015
7)	Atherton Channel Flood Abatement	City of Menlo Park	This project involves the design and construction of improvements to drainage conditions in order to prevent systemic flooding from the Atherton Channel that affects businesses along Haven Avenue.	4,089	4,089	545						
8)	Belle Haven Pool Upgrades	City of Menlo Park	This project provides upgrades to the pool surfacing (lining) and replace the boiler and pump for the Belle Haven Pool. The boiler and pump were installed in the mid-1970's and need to be replaced.	75,190	75,190	1,040						
9)	LED Streetlight Conversion	City of Menlo Park	This project retrofits City streetlights with energy efficient LED streetlights in the Redevelopment area of the City.	1,610	1,610	215						
10)	Shuttle Bus Service	Peninsula Corridor Joint Powers Board	Provision and promotion of shuttle bus service between the industrial/commercial work centers	70,000	70,000	7,150						
11)	Onetta Harris Campus Signage	Ellis and Ellis Sign Systems	Refurbishing of campus monument sign and construction and installation of external directional, destination, directory, and hours of operation panels and direct applications.	29,291	29,291	29,291						
12)	Police Substation/City Hall Annex	City of Menlo Park	Police substation in the redevelopment area for use of crime control.	1,345,851								
13)	Police Substation	Mohammed Karwash	Lease for Police Substation	11,400	11,400	950	950	950	950	950	950	4,750
14)	Kelly Park	City of Menlo Park	Maintenance of Kelly Park.	46,098	46,100	1,000						
15)	Administrative Staff Costs	City of Menlo Park	Administrative Overhead	3,748,273	492,613	283,538	57,075	38,000	38,000	38,000	38,000	209,075
16)	Professional Services Contracts	City of Menlo Park	Administrative Overhead	1,382,182	96,842	13,687	23,000	12,000	12,000	12,000	12,000	71,000
Totals - This Page				106,860,133	5,991,146	2,914,414	81,025	50,950	50,950	2,627,948	53,965	2,864,838
Totals - Other Obligations				113,661,197	2,559,787	0	0	275,174	0	0	1,257,932	1,533,106
Grand total - All Pages				220,521,330	8,550,933	2,914,414	81,025	326,124	50,950	2,627,948	1,311,897	4,397,944

* This Enforceable Obligation Payment Schedule (EOPS) is scheduled to be adopted by the Successor Agency (City of Menlo Park) on March 13, 2012. It is valid through June 30, 2012. It is the basis for the Preliminary draft Recognized Obligation Payment Schedule (ROPS), which must be prepared by the Successor Agency by 2/29/12 and submitted to the Oversight Board once formulated.

** All payments are estimates

Name of Redevelopment Agency: City of Menlo Park Community Development Agency
 Project Area(s) Las Pulgas Redevelopment Project Area

OTHER OBLIGATION PAYMENT SCHEDULE
Per AB 26 - Section 34167 and 34169 (*)

Project Name / Debt Obligation	Payee	Description	Total Outstanding Debt or Obligation	Total Due During Fiscal Year	Payments by month**							Total for Successor Agency
					CDA	Successor Agency						
						Jan	Feb	Mar	Apr	May	June	
												0.00
	San Mateo County	Pass-Through Agreement	58,068,708.00	1,427,962.00							713,981.00	713,981.00
1)	Menlo Park Fire Protection	Pass-Through Agreement	25,432,182.00	625,400.00							312,700.00	312,700.00
2)	Mosquito Abatement Dist	Pass-Through Agreement	134,186.00	3,826.00			1,913.00				1,913.00	3,826.00
3)	Menlo Park City School Dis	Pass-Through Agreement	210,000.00	10,000.00			5,000.00				5,000.00	10,000.00
4)	Redwood City School Dist	Pass-Through Agreement	210,000.00	10,000.00			5,000.00				5,000.00	10,000.00
5)	SMC Community College	Pass-Through Agreement	7,423,334.00	218,000.00			109,000.00				109,000.00	218,000.00
6)	Ravenswood City School	Pass-Through Agreement	14,154,617.00	143,439.00			71,719.00				71,719.00	143,439.00
7)	Sequoia Union High School	Pass-Through Agreement	6,162,635.00	62,452.00			31,226.00				31,226.00	62,452.00
8)	SMC Office of Education	Pass-Through Agreement	1,459,579.00	14,785.00			7,393.00				7,393.00	14,786.00
9)	Fair Oaks Sewer Maint Dis	Statutory Payments	3,960.00	292.00			292.00					292.00
10)	Ravenswood Slough Flood	Statutory Payments	1,194.00	109.00			109.00					109.00
11)	Bay Area Air Quality Mgt	Statutory Payments	6,587.00	707.00			707.00					707.00
12)	San Mateo Harbor Dist	Statutory Payments	11,094.00	1,193.00			1,193.00					1,193.00
13)	Sequoia Healthcare Dist	Statutory Payments	6,329.00	927.00			927.00					927.00
14)	City of Menlo Park	Statutory Payments	376,792.00	40,695.00			40,695.00					40,695.00
Totals - Other Obligations			\$ 113,661,197.00	\$ 2,559,787.00	\$ -	\$ -	\$ 275,174.00	\$ -	\$ -	\$ 1,257,932.00	\$ 1,533,106.00	

* This Enforceable Obligation Payment Schedule (EOPS) is scheduled to be adopted by the Successor Agency (City of Menlo Park) on March 13, 2012. It is valid through June 30, 2012. It is the basis for the Preliminary draft Recognized Obligation Payment Schedule (ROPS), which must be prepared by the Successor Agency by 2/29/12 and submitted to the Oversight Board once formulated.

** All payments are estimates

Name of Redevelopment Agency: City of Menlo Park Community Development Agency
 Project Area(s) Las Pulgas Redevelopment Project Area

INITIAL RECOGNIZED OBLIGATION PAYMENT SCHEDULE (ROPS)
January to June 2012*

	Project Name / Debt Obligation	Payee	Description	Total Outstanding Debt /Obligation**	Total Due During Fiscal Year**	Month						Funding Source***
						Jan	Feb	Mar	Apr	May	Jun	
1)	2006 Las Pulgas Project Tax Allocation Bonds	Bank of New York	Bonds Issued to fund redevelopment activities	\$99,957,764	\$2,576,998	\$2,576,998						Reserve Balances
2)	2006 Las Pulgas Project Tax Allocation Bonds	Bank of New York	Bonds Issued to fund redevelopment activities		2,576,998					2,576,998		RPTTF
3)	2006 Las Pulgas Project Tax Allocation Bonds	BLX Group, LLC	Arbitrage Compliance/Rebate Reporting	38,000	2,000							RPTTF
4)	2006 Las Pulgas Project Tax Allocation Bonds	PFM Asset Mgmt LLC	GASB 53 Effectiveness Testing	28,500	1,500							RPTTF
5)	2006 Las Pulgas Project Tax Allocation Bonds	PFM Asset Mgmt LLC	Swap Monitoring & Disclosure Reporting	66,500	3,500							RPTTF
6)	2006 Las Pulgas Project Tax Allocation Bonds	Bank of New York	Trustee Administrative Fee	55,385	3,015						3,015	RPTTF
7)	Employee Obligations	City of Menlo Park Employees - Housing Division	Obligations accrued through January 31, 2012 due with termination of employment	19,075	19,075		19,075					Reserve Balances
8)	Employee Obligations	City of Menlo Park Employees	Housing and Non-housing redevelopment activities, January 2012	267,038	267,038	267,038						Reserve Balances
9)	Services and Supplies	Various	Maintenance of redevelopment properties thru January 2012	53,250	11,450	11,450						Reserve Balances
10)	Services and Supplies	Various	Maintenance of redevelopment properties		350	350						Reserve Balances
11)	Administrative Costs	City of Menlo Park	Includes all administrative and legal expenses after January 2012	4,750,000	250,000		50,000	50,000	50,000	50,000	50,000	RPTTF
12)	Administrative Costs	City of Menlo Park	Includes all administrative and legal expenses thru January 2012	16,500	16,500	16,500						Reserve Balances
13)	Legal expenses	Goldfarb Lipman Attorneys	Legal expenses through January 2012	1,887	1,887	1,887						Reserve Balances
Totals - This Page				105,253,899	5,730,311	2,874,223	69,075	50,000	50,000	2,626,998	53,015	
Totals - Page 2				1,624,834	248,985	39,241	11,000	0	0	0	0	
Totals - Page 3 Other Obligations				113,661,197	2,559,787	0	0	275,174	0	0	1,257,932	
Grand total - All Pages				\$220,539,930	\$8,539,083	\$2,913,464	\$80,075	\$325,174	\$50,000	\$2,626,998	\$1,310,947	

* This Initial Recognized Obligation Payment Schedule (PROPS) is to be prepared by the Successor Agency no later than 2/29/12. It is valid through 6/30/12. It is based on the Enforceable Obligation Payment Schedule (EOPS) approved and adopted by the Community Development Agency Board on January 24, 2012.
 ** Changes from the EOPS in total obligation or amounts due during the 2011-12 fiscal year may reflect payments appropriately accrued to the Agency's prior fiscal year (ended June 30, 2011).
 *** RPTTF - County's Redevelopment Property Tax Trust Fund

Name of Redevelopment Agency: City of Menlo Park Community Development Agency

Project Area(s) Las Pulgas Redevelopment Project Area

INITIAL RECOGNIZED OBLIGATION PAYMENT SCHEDULE

January to June 2012*

	Project Name / Debt Obligation	Payee	Description	Total Outstanding Debt /Obligation**	Total Due During Fiscal Year**	Month						Funding Source***
						Jan	Feb	Mar	Apr	May	Jun	
1)	Kelly Park	Jones & Sons	Completion of Kelly Park upgrades	\$46,098	\$46,100	\$1,000						Reserve Balances
2)	RDA- Streetscape - Overall Improvements	Wilsey Ham	Monuments for Belle Haven neighborhood entry-way	11,000	11,000		11,000					Reserve Balances
3)	HEART Membership	HEART Joint Powers Authority	Housing Endowment and Regional Trust of San Mateo County	11,705	11,705							Low and Moderate Income Housing Fund
4)	Atherton Channel Flood Abatement	City of Menlo Park	This project involves the design and construction of improvements to drainage conditions in order to prevent systemic flooding from the Atherton Channel that affects businesses along Haven Avenue.	4,089	4,089	545						Reserve Balances
5)	Belle Haven Pool Upgrades	City of Menlo Park	This project provides upgrades to the pool surfacing (lining) and replace the boiler and pump for the Belle Haven Pool. The boiler and pump were installed in the mid-1970's and need to be replaced.	75,190	75,190	1,040						Reserve Balances
6)	LED Streetlight Conversion	City of Menlo Park	This project retrofits City streetlights with energy efficient LED streetlights in the Redevelopment area of the City.	1,610	1,610	215						Reserve Balances
7)	Onetta Harris Campus Signage	Ellis and Ellis Sign Systems	Refurbishing of campus monument sign and construction and installation of external directional, destination, directory, and hours of operation panels and direct applications.	29,291	29,291	29,291						Reserve Balances
8)	Shuttle Bus Service	Peninsular Corridor Joint Powers Board	Provision and promotion of shuttle bus service between the industrial/commercial work centers	70,000	70,000	7,150						Reserve Balances
9)	Police Substation/City Hall Annex	Willows Corners LLC	Construction of Police Substation in the redevelopment area for use of crime control.	1,345,851								RPTTF
10)	Police Substation/City Hall Annex	City of Menlo Park	Preparation of subdivision maps required for project	15,000								
11)	Police Substation/City Hall Annex	City of Menlo Park	Legal services in preparation of covenants, conditions, and restrictions associated with project	15,000								
Totals - This Page				\$1,624,834	\$248,985	\$39,241	\$11,000	\$0	\$0	\$0	\$0	

* This Initial Recognized Obligation Payment Schedule (PROPS) is to be prepared by the Successor Agency no later than 2/29/12. It is valid through 6/30/12. It is based on the Enforceable Obligation Payment Schedule (EOPS) approved and adopted by the Community Development Agency Board on January 24, 2012.

** Changes from the EOPS in total obligation or amounts due during the 2011-12 fiscal year may reflect payments appropriately accrued to the Agency's prior fiscal year (ended June 30, 2011).

*** RPTTF - County's Redevelopment Property Tax Trust Fund

Name of Redevelopment Agency: City of Menlo Park Community Development Agency

Project Area(s) Las Pulgas Redevelopment Project Area

INITIAL RECOGNIZED OBLIGATION PAYMENT SCHEDULE - OTHER OBLIGATIONS
January to June 2012*

	Project Name / Debt Obligation	Payee	Description	Total Outstanding Debt /Obligation**	Total Due During Fiscal Year	Month						Funding Source***
						Jan	Feb	Mar	Apr	May	Jun	
1	Pass-Through Agreement	San Mateo County	Pass-Through Agreement	58,068,708	1,427,962						713,981	RPTTF
2	Pass-Through Agreement	Menlo Park Fire Protection	Pass-Through Agreement	25,432,182	625,400						312,700	RPTTF
3	Pass-Through Agreement	Mosquito Abatement Dist	Pass-Through Agreement	134,186	3,826			1,913			1,913	RPTTF
4	Pass-Through Agreement	Menlo Park City School Dist	Pass-Through Agreement	210,000	10,000			5,000			5,000	RPTTF
5	Pass-Through Agreement	Redwood City School Dist	Pass-Through Agreement	210,000	10,000			5,000			5,000	RPTTF
6	Pass-Through Agreement	SMC Community College Dist	Pass-Through Agreement	7,423,334	218,000			109,000			109,000	RPTTF
7	Pass-Through Agreement	Ravenswood City School Dist	Pass-Through Agreement	14,154,617	143,438			71,719			71,719	RPTTF
8	Pass-Through Agreement	Sequoia Union High School	Pass-Through Agreement	6,162,635	62,452			31,226			31,226	RPTTF
9	Pass-Through Agreement	SMC Office of Education	Pass-Through Agreement	1,459,579	14,786			7,393			7,393	RPTTF
10	Statutory Payments	Fair Oaks Sewer Maint Dist	Statutory Payments	3,960	292			292				RPTTF
11	Statutory Payments	Ravenswood Slough Flood	Statutory Payments	1,194	109			109				RPTTF
12	Statutory Payments	Bay Area Air Quality Mgt	Statutory Payments	6,587	707			707				RPTTF
13	Statutory Payments	San Mateo Harbor Dist	Statutory Payments	11,094	1,193			1,193				RPTTF
14	Statutory Payments	Sequoia Healthcare Dist	Statutory Payments	6,329	927			927				RPTTF
15	Statutory Payments	City of Menlo Park	Statutory Payments	376,792	40,695			40,695				RPTTF
Totals - Other Obligations				\$113,661,197	\$2,559,787	\$0	\$0	\$275,174	\$0	\$0	\$1,257,932	

* This Initial Recognized Obligation Payment Schedule (PROPS) is to be prepared by the Successor Agency no later than 2/29/12. It is valid through 6/30/12. It is based on the Enforceable Obligation Payment Schedule (EOPS) approved and adopted by the Community Development Agency Board on January 24, 2012.

** Changes from the EOPS in total obligation or amounts due during the 2011-12 fiscal year may reflect payments appropriately accrued to the Agency's prior fiscal year (ended June 30, 2011).

*** RPTTF - County's Redevelopment Property Tax Trust Fund

**Successor Agency - Community Development Agency of the City of Menlo Park
Administrative Budget
February 1, 2012 thru June 30, 2012**

Program		FY 2012 Budget
705 - Finance	Personnel	141,841
705 - Finance	Other	390
705 - Finance	Total Expenditures	142,231
709 - Legal Services	Personnel	7,882
709 - Legal Services	Contract Services	60,000
709 - Legal Services	Total Expenditures	67,882
710 - Business Development	Personnel	8,877
710 - Business Development	Total Expenditures	8,877
704 - Community Engagement	Personnel	20,761
704 - Community Engagement	Total Expenditures	20,761
Public Works - All Programs	Personnel	5,752
Public Works - All Programs	Total Expenditures	5,752
Police - All Programs	Personnel	5,077
Police - All Programs	Total Expenditures	5,077
	Total Direct Expenditures	250,579
Overhead (Payroll, IT, Accounts Payable, Printing, Audit, etc)		35,428
		286,007

Prepared by: City of Menlo Park, as Successor Agency to the Community Development Agency
Administrative Services Department

Name of Redevelopment Agency: City of Menlo Park Community Development Agency
 Project Area(s) Las Pulgas Redevelopment Project Area

ENFORCEABLE OBLIGATION PAYMENT SCHEDULE
 Per AB 26 - Section 34167 and 34169 (*)

	Project Name / Debt Obligation	Payee	Description	Total Outstanding Debt or Obligation	Total Due During Fiscal Year	Payments by month**						Total for Successor Agency
						CDA	Successor Agency					
							Jan	Feb	Mar	Apr	May	
1)	2006 Las Pulgas Project Tax Allocation Bonds	Bank of New York	Bonds Issued to fund redevelopment activities	99,957,764	5,153,996	2,576,998					2,576,998	2,576,998
3)	2006 Las Pulgas Project Tax Allocation Bonds	BLX Group, LLC	Arbitrage Compliance/Rebate Reporting	38,000	2,000							
4)	2006 Las Pulgas Project Tax Allocation Bonds	PFM Asset Mgmt LLC	GASB 53 Effectiveness Testing	28,500	1,500							
5)	2006 Las Pulgas Project Tax Allocation Bonds	PFM Asset Mgmt LLC	Swap Monitoring & Disclosure Reporting	66,500	3,500							
6)	2006 Las Pulgas Project Tax Allocation Bonds	Bank of New York	Trustee Administration Fee	55,385	3,015						3,015	3,015
7)	Atherton Channel Flood Abatement	City of Menlo Park	This project involves the design and construction of improvements to drainage conditions in order to prevent systemic flooding from the Atherton Channel that affects businesses along Haven Avenue.	4,089	4,089	545						
8)	Belle Haven Pool Upgrades	City of Menlo Park	This project provides upgrades to the pool surfacing (lining) and replace the boiler and pump for the Belle Haven Pool. The boiler and pump were installed in the mid-1970's and need to be replaced.	75,190	75,190	1,040						
9)	LED Streetlight Conversion	City of Menlo Park	This project retrofits City streetlights with energy efficient LED streetlights in the Redevelopment area of the City.	1,610	1,610	215						
10)	Shuttle Bus Service	Peninsula Corridor Joint Powers Board	Provision and promotion of shuttle bus service between the industrial/commercial work centers	70,000	70,000	7,150						
11)	Onetta Harris Campus Signage	Ellis and Ellis Sign Systems	Refurbishing of campus monument sign and construction and installation of external directional, destination, directory, and hours of operation panels and direct applications.	29,291	29,291	29,291						
12)	Police Substation/City Hall Annex	City of Menlo Park	Police substation in the redevelopment area for use of crime control.	1,345,851								
13)	Police Substation	Mohammed Karwash	Lease for Police Substation	11,400	11,400	950	950	950	950	950	950	4,750
14)	Kelly Park	City of Menlo Park	Maintenance of Kelly Park.	46,098	46,100	1,000						
15)	Administrative Staff Costs	City of Menlo Park	Administrative Overhead	3,748,273	492,613	283,538	57,075	38,000	38,000	38,000	38,000	209,075
16)	Professional Services Contracts	City of Menlo Park	Administrative Overhead	1,382,182	96,842	13,687	23,000	12,000	12,000	12,000	12,000	71,000
Totals - This Page				106,860,133	5,991,146	2,914,414	81,025	50,950	50,950	2,627,948	53,965	2,864,838
Totals - Other Obligations				113,661,197	2,559,787	0	0	275,174	0	0	1,257,932	1,533,106
Grand total - All Pages				220,521,330	8,550,933	2,914,414	81,025	326,124	50,950	2,627,948	1,311,897	4,397,944

* This Enforceable Obligation Payment Schedule (EOPS) is scheduled to be adopted by the Successor Agency (City of Menlo Park) on March 13, 2012. It is valid through June 30, 2012. It is the basis for the Preliminary draft Recognized Obligation Payment Schedule (ROPS), which must be prepared by the Successor Agency by 2/29/12 and submitted to the Oversight Board once formulated.

** All payments are estimates

Name of Redevelopment Agency: City of Menlo Park Community Development Agency
 Project Area(s) Las Pulgas Redevelopment Project Area

OTHER OBLIGATION PAYMENT SCHEDULE
Per AB 26 - Section 34167 and 34169 (*)

Project Name / Debt Obligation	Payee	Description	Total Outstanding Debt or Obligation	Total Due During Fiscal Year	Payments by month**							Total for Successor Agency
					CDA	Successor Agency						
						Jan	Feb	Mar	Apr	May	June	
												0.00
Pass-Through Agreement	San Mateo County	Pass-Through Agreement	58,068,708.00	1,427,962.00							713,981.00	713,981.00
1) Pass-Through Agreement	Menlo Park Fire Protection	Pass-Through Agreement	25,432,182.00	625,400.00							312,700.00	312,700.00
2) Pass-Through Agreement	Mosquito Abatement Dist	Pass-Through Agreement	134,186.00	3,826.00			1,913.00				1,913.00	3,826.00
3) Pass-Through Agreement	Menlo Park City School Dis	Pass-Through Agreement	210,000.00	10,000.00			5,000.00				5,000.00	10,000.00
4) Pass-Through Agreement	Redwood City School Dist	Pass-Through Agreement	210,000.00	10,000.00			5,000.00				5,000.00	10,000.00
5) Pass-Through Agreement	SMC Community College	Pass-Through Agreement	7,423,334.00	218,000.00			109,000.00				109,000.00	218,000.00
6) Pass-Through Agreement	Ravenswood City School	Pass-Through Agreement	14,154,617.00	143,439.00			71,719.00				71,719.00	143,439.00
7) Pass-Through Agreement	Sequoia Union High School	Pass-Through Agreement	6,162,635.00	62,452.00			31,226.00				31,226.00	62,452.00
8) Pass-Through Agreement	SMC Office of Education	Pass-Through Agreement	1,459,579.00	14,785.00			7,393.00				7,393.00	14,786.00
9) Statutory Payments	Fair Oaks Sewer Maint Dis	Statutory Payments	3,960.00	292.00			292.00					292.00
10) Statutory Payments	Ravenswood Slough Flood	Statutory Payments	1,194.00	109.00			109.00					109.00
11) Statutory Payments	Bay Area Air Quality Mgt	Statutory Payments	6,587.00	707.00			707.00					707.00
12) Statutory Payments	San Mateo Harbor Dist	Statutory Payments	11,094.00	1,193.00			1,193.00					1,193.00
13) Statutory Payments	Sequoia Healthcare Dist	Statutory Payments	6,329.00	927.00			927.00					927.00
14) Statutory Payments	City of Menlo Park	Statutory Payments	376,792.00	40,695.00			40,695.00					40,695.00
Totals - Other Obligations			\$ 113,661,197.00	\$ 2,559,787.00	\$ -	\$ -	\$ 275,174.00	\$ -	\$ -	\$ 1,257,932.00	\$ 1,533,106.00	

* This Enforceable Obligation Payment Schedule (EOPS) is scheduled to be adopted by the Successor Agency (City of Menlo Park) on March 13, 2012. It is valid through June 30, 2012. It is the basis for the Preliminary draft Recognized Obligation Payment Schedule (ROPS), which must be prepared by the Successor Agency by 2/29/12 and submitted to the Oversight Board once formulated.

** All payments are estimates

Name of Redevelopment Agency: City of Menlo Park Community Development Agency
 Project Area(s) Las Pulgas Redevelopment Project Area

INITIAL RECOGNIZED OBLIGATION PAYMENT SCHEDULE (ROPS)
January to June 2012*

	Project Name / Debt Obligation	Payee	Description	Total Outstanding Debt /Obligation**	Total Due During Fiscal Year**	Month						Funding Source***
						Jan	Feb	Mar	Apr	May	Jun	
1)	2006 Las Pulgas Project Tax Allocation Bonds	Bank of New York	Bonds Issued to fund redevelopment activities	\$99,957,764	\$2,576,998	\$2,576,998						Reserve Balances
2)	2006 Las Pulgas Project Tax Allocation Bonds	Bank of New York	Bonds Issued to fund redevelopment activities		2,576,998					2,576,998		RPTTF
3)	2006 Las Pulgas Project Tax Allocation Bonds	BLX Group, LLC	Arbitrage Compliance/Rebate Reporting	38,000	2,000							RPTTF
4)	2006 Las Pulgas Project Tax Allocation Bonds	PFM Asset Mgmt LLC	GASB 53 Effectiveness Testing	28,500	1,500							RPTTF
5)	2006 Las Pulgas Project Tax Allocation Bonds	PFM Asset Mgmt LLC	Swap Monitoring & Disclosure Reporting	66,500	3,500							RPTTF
6)	2006 Las Pulgas Project Tax Allocation Bonds	Bank of New York	Trustee Administrative Fee	55,385	3,015						3,015	RPTTF
7)	Employee Obligations	City of Menlo Park Employees - Housing Division	Obligations accrued through January 31, 2012 due with termination of employment	19,075	19,075		19,075					Reserve Balances
8)	Employee Obligations	City of Menlo Park Employees	Housing and Non-housing redevelopment activities, January 2012	267,038	267,038	267,038						Reserve Balances
9)	Services and Supplies	Various	Maintenance of redevelopment properties thru January 2012	53,250	11,450	11,450						Reserve Balances
10)	Services and Supplies	Various	Maintenance of redevelopment properties		350	350						Reserve Balances
11)	Administrative Costs	City of Menlo Park	Includes all administrative and legal expenses after January 2012	4,750,000	250,000		50,000	50,000	50,000	50,000	50,000	RPTTF
12)	Administrative Costs	City of Menlo Park	Includes all administrative and legal expenses thru January 2012	16,500	16,500	16,500						Reserve Balances
13)	Legal expenses	Goldfarb Lipman Attorneys	Legal expenses through January 2012	1,887	1,887	1,887						Reserve Balances
Totals - This Page				105,253,899	5,730,311	2,874,223	69,075	50,000	50,000	2,626,998	53,015	
Totals - Page 2				1,624,834	248,985	39,241	11,000	0	0	0	0	
Totals - Page 3 Other Obligations				113,661,197	2,559,787	0	0	275,174	0	0	1,257,932	
Grand total - All Pages				\$220,539,930	\$8,539,083	\$2,913,464	\$80,075	\$325,174	\$50,000	\$2,626,998	\$1,310,947	

* This Initial Recognized Obligation Payment Schedule (PROPS) is to be prepared by the Successor Agency no later than 2/29/12. It is valid through 6/30/12. It is based on the Enforceable Obligation Payment Schedule (EOPS) approved and adopted by the Community Development Agency Board on January 24, 2012.
 ** Changes from the EOPS in total obligation or amounts due during the 2011-12 fiscal year may reflect payments appropriately accrued to the Agency's prior fiscal year (ended June 30, 2011).
 *** RPTTF - County's Redevelopment Property Tax Trust Fund

Name of Redevelopment Agency: City of Menlo Park Community Development Agency

Project Area(s) Las Pulgas Redevelopment Project Area

INITIAL RECOGNIZED OBLIGATION PAYMENT SCHEDULE

January to June 2012*

	Project Name / Debt Obligation	Payee	Description	Total Outstanding Debt /Obligation**	Total Due During Fiscal Year**	Month						Funding Source***
						Jan	Feb	Mar	Apr	May	Jun	
1)	Kelly Park	Jones & Sons	Completion of Kelly Park upgrades	\$46,098	\$46,100	\$1,000						Reserve Balances
2)	RDA- Streetscape - Overall Improvements	Wilsey Ham	Monuments for Belle Haven neighborhood entry-way	11,000	11,000		11,000					Reserve Balances
3)	HEART Membership	HEART Joint Powers Authority	Housing Endowment and Regional Trust of San Mateo County	11,705	11,705							Low and Moderate Income Housing Fund
4)	Atherton Channel Flood Abatement	City of Menlo Park	This project involves the design and construction of improvements to drainage conditions in order to prevent systemic flooding from the Atherton Channel that affects businesses along Haven Avenue.	4,089	4,089	545						Reserve Balances
5)	Belle Haven Pool Upgrades	City of Menlo Park	This project provides upgrades to the pool surfacing (lining) and replace the boiler and pump for the Belle Haven Pool. The boiler and pump were installed in the mid-1970's and need to be replaced.	75,190	75,190	1,040						Reserve Balances
6)	LED Streetlight Conversion	City of Menlo Park	This project retrofits City streetlights with energy efficient LED streetlights in the Redevelopment area of the City.	1,610	1,610	215						Reserve Balances
7)	Onetta Harris Campus Signage	Ellis and Ellis Sign Systems	Refurbishing of campus monument sign and construction and installation of external directional, destination, directory, and hours of operation panels and direct applications.	29,291	29,291	29,291						Reserve Balances
8)	Shuttle Bus Service	Peninsular Corridor Joint Powers Board	Provision and promotion of shuttle bus service between the industrial/commercial work centers	70,000	70,000	7,150						Reserve Balances
9)	Police Substation/City Hall Annex	Willows Corners LLC	Construction of Police Substation in the redevelopment area for use of crime control.	1,345,851								RPTTF
10)	Police Substation/City Hall Annex	City of Menlo Park	Preparation of subdivision maps required for project	15,000								
11)	Police Substation/City Hall Annex	City of Menlo Park	Legal services in preparation of covenants, conditions, and restrictions associated with project	15,000								
Totals - This Page				\$1,624,834	\$248,985	\$39,241	\$11,000	\$0	\$0	\$0	\$0	

* This Initial Recognized Obligation Payment Schedule (PROPS) is to be prepared by the Successor Agency no later than 2/29/12. It is valid through 6/30/12. It is based on the Enforceable Obligation Payment Schedule (EOPS) approved and adopted by the Community Development Agency Board on January 24, 2012.

** Changes from the EOPS in total obligation or amounts due during the 2011-12 fiscal year may reflect payments appropriately accrued to the Agency's prior fiscal year (ended June 30, 2011).

*** RPTTF - County's Redevelopment Property Tax Trust Fund

Name of Redevelopment Agency: City of Menlo Park Community Development Agency

Project Area(s) Las Pulgas Redevelopment Project Area

INITIAL RECOGNIZED OBLIGATION PAYMENT SCHEDULE - OTHER OBLIGATIONS
January to June 2012*

	Project Name / Debt Obligation	Payee	Description	Total Outstanding Debt /Obligation**	Total Due During Fiscal Year	Month						Funding Source***
						Jan	Feb	Mar	Apr	May	Jun	
1	Pass-Through Agreement	San Mateo County	Pass-Through Agreement	58,068,708	1,427,962						713,981	RPTTF
2	Pass-Through Agreement	Menlo Park Fire Protection	Pass-Through Agreement	25,432,182	625,400						312,700	RPTTF
3	Pass-Through Agreement	Mosquito Abatement Dist	Pass-Through Agreement	134,186	3,826			1,913			1,913	RPTTF
4	Pass-Through Agreement	Menlo Park City School Dist	Pass-Through Agreement	210,000	10,000			5,000			5,000	RPTTF
5	Pass-Through Agreement	Redwood City School Dist	Pass-Through Agreement	210,000	10,000			5,000			5,000	RPTTF
6	Pass-Through Agreement	SMC Community College Dist	Pass-Through Agreement	7,423,334	218,000			109,000			109,000	RPTTF
7	Pass-Through Agreement	Ravenswood City School Dist	Pass-Through Agreement	14,154,617	143,438			71,719			71,719	RPTTF
8	Pass-Through Agreement	Sequoia Union High School	Pass-Through Agreement	6,162,635	62,452			31,226			31,226	RPTTF
9	Pass-Through Agreement	SMC Office of Education	Pass-Through Agreement	1,459,579	14,786			7,393			7,393	RPTTF
10	Statutory Payments	Fair Oaks Sewer Maint Dist	Statutory Payments	3,960	292			292				RPTTF
11	Statutory Payments	Ravenswood Slough Flood	Statutory Payments	1,194	109			109				RPTTF
12	Statutory Payments	Bay Area Air Quality Mgt	Statutory Payments	6,587	707			707				RPTTF
13	Statutory Payments	San Mateo Harbor Dist	Statutory Payments	11,094	1,193			1,193				RPTTF
14	Statutory Payments	Sequoia Healthcare Dist	Statutory Payments	6,329	927			927				RPTTF
15	Statutory Payments	City of Menlo Park	Statutory Payments	376,792	40,695			40,695				RPTTF
Totals - Other Obligations				\$113,661,197	\$2,559,787	\$0	\$0	\$275,174	\$0	\$0	\$1,257,932	

* This Initial Recognized Obligation Payment Schedule (PROPS) is to be prepared by the Successor Agency no later than 2/29/12. It is valid through 6/30/12. It is based on the Enforceable Obligation Payment Schedule (EOPS) approved and adopted by the Community Development Agency Board on January 24, 2012.

** Changes from the EOPS in total obligation or amounts due during the 2011-12 fiscal year may reflect payments appropriately accrued to the Agency's prior fiscal year (ended June 30, 2011).

*** RPTTF - County's Redevelopment Property Tax Trust Fund

**Successor Agency - Community Development Agency of the City of Menlo Park
Administrative Budget
February 1, 2012 thru June 30, 2012**

Program		FY 2012 Budget
705 - Finance	Personnel	141,841
705 - Finance	Other	390
705 - Finance	Total Expenditures	142,231
709 - Legal Services	Personnel	7,882
709 - Legal Services	Contract Services	60,000
709 - Legal Services	Total Expenditures	67,882
710 - Business Development	Personnel	8,877
710 - Business Development	Total Expenditures	8,877
704 - Community Engagement	Personnel	20,761
704 - Community Engagement	Total Expenditures	20,761
Public Works - All Programs	Personnel	5,752
Public Works - All Programs	Total Expenditures	5,752
Police - All Programs	Personnel	5,077
Police - All Programs	Total Expenditures	5,077
	Total Direct Expenditures	250,579
Overhead (Payroll, IT, Accounts Payable, Printing, Audit, etc)		35,428
		286,007

Prepared by: City of Menlo Park, as Successor Agency to the Community Development Agency
Administrative Services Department



PUBLIC WORKS DEPARTMENT

Council Meeting Date: March 13, 2012

Staff Report #: 12-042

Agenda Item #: I1

INFORMATION ITEM: Biannual Update of Schedules for Capital Improvement Projects

This is an information item and does not require Council action.

BACKGROUND

In 2008, staff began developing bar chart schedules for each funded capital project. Staff committed to update the schedules twice per year. The last update was provided in October of 2011.

ANALYSIS

The development of project schedules has provided a useful tool to assess the progress of individual projects as well as the capital improvement program as a whole. Schedules are also used to assess staff capacity to take on new projects each fiscal year.

Attachment A provides an overall summary of the number of projects that are currently active, projects that have been completed since the last update, and those that will start later in the fiscal year. These statistics are provided in two tables, one sorted by the fiscal year the project began, and a second sorted by department.

Attachment B is a status report listing each project, its approved budget, lead department, current status and expected completion date. Projects that were listed as complete on the last update have been removed.

Over time, project summaries can be used to analyze trends such as whether projects are being added at a faster pace than projects are being completed. The following table shows an overall summary of projects since the tracking system was created.

Status as of	Active	Complete	Hold	Start Pending	Total
October 7, 2008	57	13	1	11	82
March 17, 2009	55	8	4	1	68
October 6, 2009	46	11	5	22	84
March 9, 2010	57	2	5	6	70
October 19, 2010	46	18	9	16	89
March 15, 2011	50	5	12	4	71
October 18, 2011	46	12	11	20	89
March 13, 2012	46	6	10	9	78

The current project scheduling system has now been in place for five years. The number of active projects in the eight biannual reporting periods has averaged 50 and remained relatively constant. The number of completed projects has varied significantly by reporting period. In five years 75 projects have been completed, or an average of 15 projects per year. The number of projects on hold has increased steadily over the years and at some point the City may wish to consider removing some of these projects if it is unlikely that they will restart.

The California Supreme Court ruled to uphold AB x126 which dissolves Redevelopment Agencies across the State. Ten projects previously funded through the Redevelopment Agency (RDA) have been unfunded (not including the Police Substation project). Only three of the ten projects were shifted to other funding sources in order to continue work. The RDA projects that have been shifted to other funding sources are shaded in the table included as Attachment B.

A vacant Senior Engineer position has been eliminated due to the RDA's dissolution. The position was funded by RDA and water capital funds, water capital funds alone are not sufficient to fund the position. Staff must look at alternate methods to implement projects. Staff is working to document workflows and evaluate ways to reduce issues and streamline working on projects. This process may include consideration of the appropriate level of consultant services to increase the overall efficiency of the system with the unknown variability in the number of projects active at a particular time.

IMPACT ON CITY RESOURCES

Transmittal of project updates has no direct impact on City resources.

POLICY ISSUES

No policy issues are raised in this report.

ENVIRONMENT REVIEW

As an information report, environmental review is not required.

Charles W. Taylor
Public Works Director

PUBLIC NOTICE: Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS:

- A. [Overall Project Summary](#)
- B. [Capital Improvement Project Status Report](#)
- C. [Individual Project Schedules](#)
- D. [Public Works Department Project Composite](#)

**City of Menlo Park
Capital Improvement Project Update
Overall Project Summary
Updated March 6, 2012**

ATTACHMENT A

PROJECT STATISTICS BY FISCAL YEAR

	Project Status					Total
	Active	Complete	Hold	Start Pending	Unfunded	
2002-03			1			1
2003-04						0
2004-05	2		1			3
2005-06						0
2006-07	2					2
2007-08	2		2			4
2008-09	8	1	5			14
2009-10	6			2		8
2010-11	11	4	1		2	18
2011-12	10			7	5	22
Added	5	1				6
All Projects	46	6	10	9	7	78

PROJECT STATISTICS BY DEPARTMENT

	Project Status					Unfunded	Total
	Active	Complete	Hold	Start Pending			
Community Development	3		1				4
Community Services	1	2			1		4
Library	1						1
Public Works – Engineering	19	1	4	6	4		34
Public Works – Maintenance	8	3		2	2		15
Public Works - Transportation	14		5	1			20
All Projects	46	6	10	9	7		78

City of Menlo Park
Capital Improvement Project Status Report

ATTACHMENT B

Updated: March 6, 2012

Pg. No.	Project Name	Approved Budget	Fiscal Year Funded	Lead Department	Status Active/ Complete	Complete 2011-12 (Yes/No)	Anticipated Completion
1	El Camino Real/Downtown Specific Plan *	\$933,950	2008-09	Community Development	Active	Yes	June 12
-	Modify Single Family Residential Zoning Standards and Review Process	\$5,000	2008-09	Community Development	On Hold		
2	Sustainable Building Program	\$10,000	2008-09	Community Development	Active	No	Phase 1 Sept. 11 Phase 2 TBD
3	Willow Business Area and M-2 Zoning District Area Work Program	Phases 1.1 and 1.2 \$35,000 Phase 1.3 \$300,000	2004-05	Community Development	Active	No	Phase 1.1 TBD Phase 1.2 TBD Phase 1.3 TBD Phase 2 TBD
-	E-Gov OnLine Facility Registration	\$40,000	2008-09	Community Services	Completed	Yes	Oct. 11
4	Burgess Gymnastics Center Equipment	\$54,000	2010-11	Community Services	Active	No	Dec. 12
-	O'Brien Drive Streetscape Outreach	\$25,000	2010-11	Community Services	Unfunded	N/A	N/A
-	Onetta Harris Community Center Campus Signage	\$35,000	2010-11	Community Services	Completed	Yes	Jan. 12
5	Library RFID Conversion Project	\$65,000	2011-12	Library	Active	Yes	June 12
6	Atherton Channel Flood Abatement	\$500,000	2010-11/ 2011-12	Public Works Engineering	Active	No	Apr. 13
7	Bedwell Bayfront Park Gas Collection System Improvements Study and Conceptual Design	\$80,000	2011-12	Public Works Engineering	Starts Mar. 12	No	Jan. 13
8	Beechwood School Property Sale	\$45,000	Added Feb. 2008	Public Works Engineering	Active	Yes	June 12
9	Burgess Gymnastics Center	\$6,200,000	2010-11	Public Works Engineering	Active	Yes	April 12
10	Chrysler Pump Station Discharge Pipe Replacement	\$60,000	2010-11	Public Works Engineering	Active	No	July 12

City of Menlo Park
Capital Improvement Project Status Report

Updated: March 6, 2012

Pg. No.	Project Name	Approved Budget	Fiscal Year Funded	Lead Department	Status Active/Complete	Complete 2011-12 (Yes/No)	Anticipated Completion
11	Commercial Recycling Ordinance	\$10,000	2009-10	Public Works Engineering	Active	No	July 12
-	Dark Fiber Installation Pilot Project	\$50,000	2011-12	Public Works Engineering	Unfunded	N/A	N/A
12	Emergency Water Supply	\$4,196,218	2004-05/ 2011-12	Public Works Engineering	Active	No	Sept. 13
13	Highway 84 Carbon Offset Project	\$350,000	Added March 2012	Public Works Engineering	Active	No	June 14
14	LED Streetlight Retrofits 09-10	\$323,154	Added Feb. 2010	Public Works Engineering	Active	Yes	Mar. 12
-	LED Streetlight Conversion 10-11	\$90,000	2010-11	Public Works Engineering	Unfunded	N/A	N/A
-	LED Streetlight Conversion 11-12	\$250,000	2011-12	Public Works Engineering	Unfunded	N/A	N/A
15	Main Library Circulation Area Redesign	\$150,000	2006-07	Public Works Engineering	Active	No	Aug. 12
16	Middlefield Road Storm Drain	\$150,000	2008-09	Public Works Engineering	Active	No	Oct. 12
-	O'Brien Drive Streetscape	\$100,000	2011-12	Public Works Engineering	Unfunded	N/A	N/A
17	Parking Plaza 2 Renovation	\$790,000	2006-07	Public Works Engineering	Active	Yes	Apr. 12
-	Parking Plaza 7 Renovation Design and Construction	\$980,000	2010-11/ 2011-12	Public Works Engineering	On Hold		
-	Police/City Service Cntr– Belle Haven	\$2,230,000	2002-03	Public Works Engineering	On Hold		
-	Preliminary Design of Restroom Facilities at Jack Lyle Memorial Park and Willow Oaks Park	\$35,000	2008-09	Public Works Engineering	On Hold		
-	San Francisquito Creek Bonde Weir Fish Passage Improvements	\$248,000	2004-05	Public Works Engineering	On Hold		

City of Menlo Park
Capital Improvement Project Status Report

Updated: March 6, 2012

Pg. No.	Project Name	Approved Budget	Fiscal Year Funded	Lead Department	Status Active/ Complete	Complete 2011-12 (Yes/No)	Anticipated Completion
18	Santa Cruz Avenue Sidewalk Improvements Design and Construction *	\$600,000	2009-10/ 2010-11	Public Works Engineering	Starts Dec. 12	No	Oct. 13
19	Sharon Heights Pump Station Replacement Design	\$275,000	2008-09	Public Works Engineering	Active	Yes	June 12
20	Sharon Heights Pump Station-Construction	\$2,330,000	2009-10	Public Works Engineering	Starts Jun. 12	No	Feb. 14
21	Seminary Oaks Pathway Replacement	\$140,000	2011-12	Public Works Engineering	Starts Apr. 12	No	Jan. 13
22	Sidewalk Repair Program 10-11	\$240,000	2010-11	Public Works Engineering	Active	Yes	March 12
23	Sidewalk Repair Program 11-12	\$300,000	2011-12	Public Works Engineering	Starts Jan. 12	No	Dec. 12
24	Storm Drain Fee Study	\$75,000	2007-08	Public Works Engineering	Active	No	Nov. 12
-	Storm Drain Improvements and Cleaning 10-11	\$150,000	2010-11	Public Works Engineering	Completed	Yes	Nov. 11
25	Storm Drain Improvements and Cleaning 11-12	\$160,000	2011-12	Public Works Engineering	Active	No	Nov. 12
26	Street Resurfacing Project Design 10-11	\$200,000	2010-11	Public Works Engineering	Active	No	March 12
27	Street Resurfacing Project Design 11-12	\$5,720,000	2011-12	Public Works Engineering	Starts Mar. 12	No	Nov. 12
28	Trash Capture Device Installation	\$23,094	2010-11	Public Works Engineering	Active	Yes	June 12
29	Utility Undergrounding Study of City Parking Plazas	\$100,000	2008-09	Public Works Engineering	Active	No	July 12
30	Water Main Replacement 11-12	\$300,000	2011-12	Public Works Engineering	Active	No	Oct. 12
31	Administration Building Emergency Generator	\$50,000	2011-12	Public Works Maintenance	Starts May 12	No	June 13
32	Belle Haven Pool Boiler/Pumps Upgrades	\$50,000	2011-12	Public Works Maintenance	Active	No	Sept. 12

City of Menlo Park
Capital Improvement Project Status Report

Updated: March 6, 2012

Pg. No.	Project Name	Approved Budget	Fiscal Year Funded	Lead Department	Status Active/ Complete	Complete 2011-12 (Yes/No)	Anticipated Completion
-	City Buildings (Minor) 10-11	\$250,000	2010-11	Public Works Maintenance	Completed	No	Dec. 12
33	City Buildings (Minor) 11-12	\$275,000	2011-12	Public Works Maintenance	Active	No	Sept. 12
34	Downtown Irrigation Replacement	\$175,000	2010-11/ 2011-12	Public Works Maintenance	Active	No	Nov. 12
-	Haven Avenue Security Lighting	\$50,000	2011-12	Public Works Maintenance	Unfunded	N/A	N/A
35	Hillview School Fields Renovation	\$500,000	2010-11	Public Works Maintenance	Active	Yes	April 12
-	Little House Roof Replacement Project	\$85,000	Added Jul. 11	Public Works Maintenance	Completed	Yes	Jan. 12
36	Main Library Carpet Replacement	\$175,000	2011-12	Public Works Maintenance	Active	No	Oct. 12
-	Onetta Harris Community Center Campus Solar Power Conversion	\$400,000	2011-12	Public Works Maintenance	Unfunded	N/A	N/A
-	Park Improvements (Minor) 10-11	\$110,000	2010-11	Public Works Maintenance	Completed	Yes	Dec. 11
37	Park Improvements (Minor) 11-12	\$110,000	2011-12	Public Works Maintenance	Active	Yes	June 12
38	Reservoir #1 & Reservoir #2 Mixers	\$200,000	2008-09	Public Works Maintenance	Active	No	Sept. 12
39	Reservoir Re-roofing	\$350,000	2009-10	Public Works Maintenance	Active	No	Oct. 12
40	Water Conservation Upgrades for City Facilities	\$35,000	2011-12	Public Works Maintenance	Starts April 12	Yes	June 12
-	Alternative School Transportation (Implementation)	TBD	2008-09	Public Works Transportation	On Hold		
41	Bike Lane Parking Mitigation Study	\$25,000	2009-10	Public Works Transportation	Active	No	May 13

City of Menlo Park
Capital Improvement Project Status Report

Updated: March 6, 2012

Pg. No.	Project Name	Approved Budget	Fiscal Year Funded	Lead Department	Status Active/Complete	Complete 2011-12 (Yes/No)	Anticipated Completion
-	Caltrain Bike/Pedestrian Undercrossing Study & Conceptual Design between Ravenswood Ave and City Limits	\$55,000	2007-08	Public Works Transportation	On Hold		
42	Downtown Parking Modifications	\$126,036	Added Aug. 2010	Public Works Transportation	Active	Yes	April 12
-	High Speed Rail Coordination*	\$290,000	2009-10	Public Works Transportation	On Going	No	TBD
43	Linfield /Middlefield Crosswalk	\$50,000	2010-11	Public Works Transportation	Active	No	Sept. 12
44	Middle Avenue Bike Lane Feasibility Study	\$25,000	2009-10	Public Works Transportation	Active	No	Dec. 13
45	Oak Grove/Merrill Intersection Lighted Crosswalk	\$55,000	2011-12	Public Works Transportation	Active	No	Nov. 12
-	Residential Shuttle Service to the Menlo Park Caltrain Station Study	\$35,000	2008-09	Public Works Transportation	On Hold		
-	Safe Routes to Encinal School Plan Implementation	\$55,000	2008-09	Public Works Transportation	On Hold		
46	Safe Routes to Hillview School-Construction	\$143,000	Added Feb. 2008	Public Works Transportation	Active	No	Sept. 12
47	Safe Routes to Oak Knoll School Design	\$40,000	2011-12	Public Works Transportation	Starts July 12	No	Feb. 13

City of Menlo Park
Capital Improvement Project Status Report

Updated: March 6, 2012

Pg. No.	Project Name	Approved Budget	Fiscal Year Funded	Lead Department	Status Active/Complete	Complete 2011-12 (Yes/No)	Anticipated Completion
48	Safe Routes to Valparaiso Avenue Plan	\$80,000	2009-10	Public Works Transportation	Active	No	Oct. 12
49	Sand Hill Road between Addison-Wesley and I-280 Including Bicycling Study	\$50,000	2007-08	Public Works Transportation	Active	Yes	June 12
50	Sand Hill Road/Branner Signal Master Arm Construction	\$75,000	2010-11	Public Works Transportation	Active	No	Nov. 12
51	Santa Cruz Avenue Sidewalk Preliminary Design Phase	\$110,000	2008-09	Public Works Transportation	Active	No	Nov. 12
52	Sidewalk Master Plan Implementation	\$100,000	2011-12	Public Works Transportation	Active	No	July 13
-	School Traffic Trip Reduction Study	\$100,000	2007-08	Public Works Transportation	On Hold		
53	Sidewalk Accessibility	\$220,000	2008-09	Public Works Transportation	Active	No	Sept. 12
54	Willow Road Signal Interconnect	\$300,000	2011-12	Public Works Transportation	Active	No	March 13

Footnotes

- | |
|---|
| * |
|---|

 Includes Funding from multiple fiscal years
- | |
|-----|
| TBD |
|-----|

 To Be Determined - Project schedule depends on the outcome of current tasks
- | |
|--|
| |
|--|

 Projects previously funded through the Redevelopment Agency that have shifted to other funding sources.



Project Status Report

Updated: March 6, 2012

FY Approved: Added 2008-09

El Camino Real/Downtown Specific Plan

Description: Implementation of the El Camino Real/Downtown Vision Plan through community engagement activities to develop a Specific Plan and associated environmental and fiscal review for community, Commission and Council consideration.

Project Activities	2011												2012					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Prepare Draft EIR (DEIR) and FIA	■	■	■															
Release DEIR for 45-day review				■	■	■	■											
Release FIA				■		■	■	■										
Commissions meetings				■														
Planning Commission meeting on DEIR					■													
Council meeting-overview of Plan review						■												
Planning Commission meetings on Plan							■	■										
Council meetings on Plan							■	■	■	■								
Prepare Final EIR (FEIR)							■	■	■	■	■	■	■	■	■			
Prepare Final Specific Plan and General Plan and Zoning Ordinance amendments										■	■	■	■	■	■			
Planning Commission meeting-FEIR and Plan										■	■	■	■	■	■	■		
Council meeting-final action on FEIR and Plan												■	■	■	■	■	■	■

Project Budget: Total budget over three fiscal years is \$1,216,390 for consultant services.

Prepared by: A. Heineck

Schedule Update Footnotes:

(1) Extended timeline results from extended reviews of draft Plan by Commission and Council and holidays in November and December; Completion date dependent on final reviews by Planning Commission and City Council.



Project Status Report

Updated: March 6, 2012

FY Approved: FY 2008-09

Sustainable Building Program

Description: Initially implement a program for the submittal of sustainable building checklists related to development projects followed by adoption of the State Green Building Code and consideration of adoption of local amendments to enhance State Green Building Codes.

Project Activities	2011												2012					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Begin implementation of State Green Building Code (ongoing)	■																	
Council Information Item on two-phased approach to the adoption of local amendments to State Code				■														
Council meetings to consider adoption of Phase 1 local amendments					■	■	■	■										
Submittal of Phase 1 local amendments to State Energy Commission									■									
State Energy Commission review (takes up to 4 months)									■	■	■	■						
Approval by State Energy Commission												■						
Implementation of Phase 1 local amendments													■					

Project Budget: \$10,000 in FY 2008-09; no current consultant budget

Prepared by: A. Heineck

Schedule Update Footnotes:

- (1) The project began in FY 2008-09 with a phased submittal of green building checklists. The current requirements for submittal of checklists for new non-residential projects over 10,000 square feet and new residential projects of more than 5 units are ongoing until directed otherwise by the Council.
- (2) Extended timeline due to Council's extended review of local amendments.
- (3) Phase 2 is a cost benefit analysis of further sustainable/green building standards, consistent with CAP's approved 5-year strategy. Work is intended to begin FY 2012-13.



Project Status Report

Updated: March 6, 2012

FY Approved: Added FY 2010-11

Willow Business Area and M-2 Zoning District Area Work Program

Description: Multi-phased work program to plan for the M-2 zoning district, with an initial focus on the Willow Business Area, to provide greater opportunity for business development that benefits the City's fiscal sustainability. The goal is to streamline planning and building permit processes to reduce turnaround time and increase certainty of standards for the remodel and expansion of buildings.

Project Activities	2011												2012					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Implementation of electronic conversion of records (Phase 1.1)																		
Implementation of changes to rules/review process for the following topics (Phase 1.2):																		
Hazardous materials																		
Roof-mounted equipment																		
Signs																		
Council approval of work scope and budget for Phase 1.3																		
Start of work to create new zoning district for WBA (Phase 1.3)																		

Project Budget: \$35,000 for Phases 1.1 and 1.2; Estimate for Phase 1.3 is \$300,000.

Prepared by: A. Heineck

Schedule Update Footnotes:

- (1) Work began with a business community roundtable held July 2010. Work to date includes Council approval of the work scope and budget for Phases 1.1 and 1.2.
- (2) Work on Phase 1.1 was conducted through March 2011 at which time it was delayed due to a need for City standardization of document imaging systems for compliance with records retention schedules. Project is anticipated to resume in FY 2012-13.
- (3) Work on Phase 1.2 was conducted through March 2011 when project was delayed due to a planning staff vacancy followed by a vacancy in Business Development. Work is anticipated to resume in April 2012.
- (4) Timing of Phase 1.3, the creation of a new zoning district for WBA, will need to be reconsidered based on the timing and process for the Housing Element Update.



Project Status Report

Updated: March 6, 2012

FY Approved: 2010-11

Burgess Gymnastics Center Equipment

Description: This project involves purchasing gymnastics equipment to expand programs. With this equipment, the gymnastics program will be able to expand classes and add programs such as training for older children, cheerleading, dance, martial arts and more in a safe environment. Equipment needed includes a 40' x 40' spring exercise floor, foam and padding to surround the existing equipment on the gym floor, and uneven bars.

Project Activities	2011						2012												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Acquire bids for equipment																			
Purchase equipment for gymnastics relocation site																			
Evaluate existing equipment & equipment needs for new site																			
Purchase remaining equipment for new site																			

Project Budget: \$54,000

Prepared by: Katrina Whiteaker

Schedule Update Footnotes: Will continue into 2012



Project Status Report

Updated: March 6, 2012

FY Approved: 2011-12

Library RFID Conversion Project

Description: Convert all library materials from current barcode system to more reliable RFID format. Install new patron self checkout stations, concurrent with previously approved circulation area remodel.

Project Activities	2011						2012												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Develop construction plans, specifications, and estimate																			
Conversion from barcode to RFID tags of 170,000 items																			
Construction																			
Project wrap-up and acceptance																			

Project Budget: \$65,000 for FY from General Fund CIP

Prepared by: S. Holmer

Tagging of materials 20% completed as of 9/22/11 (35K items/170K items). Plans for lobby remodel completed by Noll & Tam, architects. Remodel and installation scheduled for February/March, depending on Planning approvals and project bid process.

Schedule Update Footnotes: \$24,000 for FY from Public Library Fund



Project Status Report

Updated: March 6, 2012

FY Approved: 2010-11/2011-12

Atherton Channel Flood Abatement

Description: The Atherton Channel Flood Abatement project consists of consultant selection, preliminary design phase and environmental review. The project will improve the drainage channel conditions in order to prevent systemic flooding from Atherton Channel that affects business along Haven Avenue. This project will be funded from Redevelopment Agency Funds.

Project Activities	2011						2012												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Issue RFP and select consultant (1)	█	█	█	█	█	█													
Prepare Design Alternatives																			
Environmental Review Process to be completed - April 2013																			

Project Budget: FY 2010-11 \$200,000
 FY 2011-12 \$300,000

Prepared by: Pam Lowe

Council to Award Contract

Council to Review Alternatives

Schedule Update Footnotes:

(1) Project delayed due to uncertainty of RDA funds. Project design and construction to be completed in future fiscal years.



Project Status Report

Updated: March 6, 2012

FY Approved: 2011-12

Bedwell-Bayfront Park Gas Collection System Improvements Study and Conceptual Design

Description: This project will involve a preliminary study to identify the potential for improving the gas collection rate, followed by the preparation of one or more conceptual designs for system improvements that are deemed feasible.

Project Activities	2012												2013					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Develop project scope (1)			■	■	■	■												
RFP & Consultant selection							■	■	■	■								
Conceptual design									■	■	■	■	■	■				

Project Budget: \$80,000

Prepared by: Virginia Parks

Council to Award Contract

Council to Review Study
Sept - Jan 2013

Schedule Update Footnotes:

Project delayed to accommodate other project priorities.

(1) Scope to be completed in June, following gas collection and analysis. Gas sampling is expected to begin in March 2012.



Project Status Report

Updated: March 6, 2012

FY Approved: Added

Beechwood School/Property Subdivision and Sale

Description: This project involves the surveying, appraisal, and subdivision of City-owned property located at 50 Terminal Avenue for potential sale to the current tenant, Beechwood School.

Project Activities	2011						2012												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Property subdivision																			
Negotiation of Purchase Agreement																			

Project Budget: \$45,000

Prepared by: Matt Oscamou

Schedule Update Footnotes:

(1) Project was put on-hold following the termination of the Habitat for Humanity housing project.



Project Status Report

Updated: March 6, 2012

FY Approved: 2010-11

Burgess Gymnastics Center

Description: This project involves the demolition of the existing Gymnastics Center and Burgess Gymnasium and construction of a new Gymnastics Center in approximately the same footprint. This new project will also be funded in large part by donation from Mr. John Arrillaga. The City will complete site work such as utility installation and obtaining architectural approval and building permits. Environmental approval was obtained as part of the EIR that included the Arrillaga Family Gymnasium.

Project Activities	2010						2011												2012					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Conceptual Planning and Architectural Control																								
Prepare Plans and Specifications																								
Construction will end April 2012 (1)																								
Project Wrap up and Acceptance																								

Project Budget: \$6,200,000

Prepared by: Matt Oscamou

Schedule Update Footnotes:

(1) Construction expected to last 12 months, with completion expected in April 2012. Council to accept the project following completion.



Project Status Report

Updated: March 6, 2012

FY Approved: 2010-11

Chrysler Pump Station Discharge Pipe Replacement

Description: This project will replace the two existing 36" discharge pipes and flap gates. The existing pipes and flap gates which restrict water from the Bay surcharging back into the pump station have corroded due to the salt water environment.

Project Activities	2011												2012					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Prepare Plans and Specifications (1)	█	█																
Bid and award contract			█	█	█	█	█	█	█	█	█	█	█	█	█	█		
Construction (2)																		█

Project Budget: \$60,000

Prepared by: Matt Oscamou

Council to Award Contract

Schedule Update Footnotes:

(1) Delayed to accommodate higher priority projects.

(2) Construction will take place in the spring/summer of 2012. The pumps can remain in operation through the winter.



Project Status Report

Updated: March 6, 2012

FY Approved: 2009-10

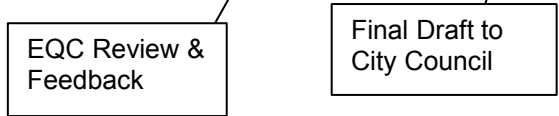
Commercial Recycling Ordinance

Description: Draft an ordinance for Council's consideration requiring larger commercial waste generators to recycle certain materials.

Project Activities	2011						2012												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Community Outreach	█																		
Ordinance Review												█							

Project Budget: \$10,000

Prepared by: Rebecca Fotu



Schedule Update Footnotes:

Development of draft ordinance completed March 2010.



Project Status Report

Updated: March 6, 2012

FY Approved: 2004-05/2011-12

Emergency Water Supply

Description: The project consists of constructing approximately two or three wells that will provide emergency water supply reliability to the eastern service area of the Menlo Park Municipal Water District in the event of earthquake or other emergency. The water would meet state and federal drinking water standards and provide at least 3,000 gpm (gallons per minute).

Project Activities	2011						2012												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Site Selection	█																		
Testing of drilled test wells and detailed evaluations						█	█												
Negotiation and Acquisition of Property (if necessary)										█	█								
Design, Planning Review, Environmental Review and Design													█	█	█	█	█	█	█
Advertise, award, and execute contract																			
Construction - Feb. 2013 (1)																			
Outreach on-going	█																		

Project Budget: FY 2004-05 \$1,666,481
 FY 2011-12 \$2,500,000

Prepared by: Pam Lowe

Community meetings

Council approves two test well locations and negotiation with private parcels.

Provide test well results to Council.

Schedule Update Footnotes:

(1) Construction completion in Fall 2013.



Project Status Report

Updated: March 6, 2012

FY Approved: Added

Highway 84 Carbon Offset Project

Description: In spring of 2011, the city received a state grant to plant 1,000 native trees and shrubs at Bedwell Bayfront Park to offset additional vehicle emissions created from widening Highway 84.

Project Activities	2011						2012											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Data collection and stakeholder meetings	█																	
Develop design plans, specifications, and estimate																		
Advertise, award, and execute contract																		
Plant Installation																		
Project wrap-up and acceptance (June 2014)																		

Project Budget: \$350,000

Prepared by: Rebecca Fotu

Schedule Update Footnotes:

Per council direction on this project, design plans will be brought to Council for review before awarding a contract for plant installation.



Project Status Report

Updated: March 6, 2012

FY Approved: Added

LED Streetlight Retrofits

Description: Purchasing and installing LED fixtures on existing streetlights by participating in PG&E's streetlight Turnkey Replacement Service.

This project includes an Energy Efficiency and Conservation Block Grant (EECBG) for \$163,154 and \$160,000 Community

Development Non-Housing Fund for the Las Pulgas Community Development Project Area.

Project Activities	2010						2011												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
City signs agreement with CEC and PG&E																			
PG&E Design																			
Construction to be completed March 2012 (1)																			

Project Budget: \$323,154

Prepared by: Pam Lowe

Schedule Update Footnotes:

(1) Delayed due to Caltrans Streetlight Pole Upgrades on El Camino Real, which has been delayed due to shortage of paint and the manufacturer not having the right equipment to make some parts per design. 478 streetlights retrofitted as of March 2012 100% complete.



Project Status Report

Updated: March 6, 2012

FY Approved: 2006-07

Main Library Circulation Area Redesign Project

Description: The Main Library Circulation Area Redesign Project was originally combined with the Children's Room and Young Adult Area Projects (Now complete), but was separated out and placed on hold because of inadequacies with the self-check equipment available at the time. An improved version of the self-check equipment became available in 2010.

Project Activities	2011												2012					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Improved self-check equipment is available	■																	
Select Architect, Design & Prep Const. Documents		■	■															
Construction Document preparation				■	■	■	■	■	■	■	■	■	■					
Advertise & Award Construction Contract (1)														■	■	■	■	
Construction																	■	■
Project wrap-up acceptance July - August 2012																		

Project Budget: \$150,000

Prepared by: Matt Oscamou

City Council to Award Contract

Schedule Update Footnotes:

(1) Advertisement and award of construction contract have been delayed to coordinate construction with library recarpeting and RFID conversion projects, as well as accommodating ADA Restroom upgrades required prior to Circulation Area Construction.



Project Status Report

Updated: March 6, 2012

FY Approved: 2008-09

Middlefield Road Storm Drain

Description: This project involves the preliminary design of a storm drainage system to address flooding on Middlefield Road from San Francisquito Creek to Ravenswood Avenue.

Project Activities	2011						2012												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Establish scope of work and issue RFP to on-call consultants (1)																			
Select consultant; execute contract																			
Study period																			
Present findings and recommendations to City Council - Nov. 2012																			

Project Budget: \$150,000

Prepared by: Matt Oscamou

Schedule Update Footnotes:

(1) Delayed to accommodate other project priorities and staffing changes.



Project Status Report

Updated: March 6, 2012

FY Approved: 2007-08

Parking Plaza 2 Renovation

Description: This project involves the reconstruction of Parking Plaza 2 and includes adding new trees, lighting, benches and rehabilitation of the asphalt concrete pavement.

Project Activities	2011						2012												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Develop construction plans, specifications, and estimate																			
Advertise, award, and execute construction contract (1)	█	█																	
Construction (2)			█	█	█	█	█	█	█	█	█								
Project Wrap-up and Acceptance									█	█	█								

Project Budget: \$790,000

Prepared by: Atul Patel

Award of contract Council meeting July 26, 2011

Council to accept project

Schedule Update Footnotes:

- (1) Project bid was delayed to avoid construction during summer Downtown events.
- (2) Construction period extended to accommodate Holiday season parking needs.



Project Status Report

Updated: March 6, 2012

FY Approved: 2009-10/2010-11

Sidewalks on Santa Cruz Avenue Design and Construction

Description: This projects will include the detailed design and construction of a conceptual plan for new sidewalk improvements approved by the City Council.

Project Activities	2012						2013												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Prepare Plans and Specifications (1)																			
Advertise, award, and execute contract																			
Construction																			
Project Acceptance																			

Project Budget: FY 2009-10 \$100,000
 FY 2010-11 \$500,000

Prepared by: Matt Oscamou

Schedule Update Footnotes:

(1) Project delayed due to additional time needed to complete the community survey and develop consensus among residents.



Project Status Report

Updated: March 6, 2012

FY Approved: 2008-09

Sharon Heights Pump Station Replacement Design

Description: The scope of this project includes a complete detailed design for a replacement Sharon Heights Pump Station. The existing pump is over 45 years old and requires frequent maintenance. New technology will be incorporated to improve the reliability and emergency efficiency of the pump station.

Project Activities	2011						2012												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Preliminary Design (1)																			
Planning review																			
Final design and cost estimate																			

Project Budget: \$275,000

Prepared by: Virginia Parks

Planning
Commission
Review

Use Permit Approved
by City Council

Schedule Update Footnotes:

(1) Project delayed due to prolonged negotiations with HOA for conceptual approval to locate temporary pump station on private property adjacent to the exiting pump station, and internal review of preliminary design elements.



Project Status Report

Updated: March 6, 2012

FY Approved: 2009-10

Sharon Heights Pump Station Construction

Description: The scope of this project includes a complete detailed design for a replacement Sharon Heights Pump Station. The existing pump station is over 45 years old and requires frequent maintenance. New technology will be incorporated to improve the reliability of the Menlo Park Municipal Water system.

Project Activities	2012								2013											
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Advertise, Award and Execute Contract (1)																				
Project Construction (2)			↑																	

Project Budget: \$2,330,000

Prepared by: Virginia Parks

City Council to Award Construction Contract

Schedule Update Footnotes:

(1) Design to be completed June 2012.

(2) Construction expected to take 18 months.



Project Status Report

Updated: March 6, 2012

FY Approved: 2011-12

Seminary Oaks Park Pathway Replacement

Description: This project will involve removal of the existing decomposed aggregate paths at Seminary Oaks Park and replacing them with sturdier, low maintenance material such as concrete to improve safety and reduce ongoing maintenance costs.

Project Activities	2011						2012												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Develop construction plans, specifications, and estimate																			
Advertise, award, and execute contract (1)																			
Construction																			
Project wrap-up and acceptance January 2013																			

Project Budget: \$140,000

Prepared by: Matt Ocamou

Schedule Update Footnotes:

(1) Project to bid with the 2012/13 Citywide Sidewalk Repair Project in order to maximize economy on concrete unit pricing.



Project Status Report

Updated: March 6, 2012

FY Approved: 2010-11

Sidewalk Repair Program (2010-11)

Description: This ongoing project consists of removing hazardous sidewalk offsets and replacing sidewalk sections that have been damaged by City tree roots in order to eliminate trip hazards.

Project Activities	2011												2012					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Trip Hazard Removal			■	■														
Prepare Plans and Specifications					■	■	■	■	■									
Advertise, award, and execute contract									■	■	■							
Construction (1)											■	■	■	■				
Project Acceptance																	■	

Project Budget: \$240,000

Prepared by: Matt Ocamou

Acceptance by
City Council

Schedule Update Footnotes:

(1) Construction prolonged to accommodate Holiday traffic/Business in the Downtown.



Project Status Report

Updated: March 6, 2012

FY Approved: 2011-12

Sidewalk Repair Program (2011-12)

Description: This ongoing project consists of removing hazardous sidewalk offsets and replacing sidewalk sections that have been damaged by City tree roots in order to eliminate trip hazards.

Project Activities	2012												2013					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Prepare Plans and Specifications (2)																		
Advertise, award, and execute contract																		
Construction																		
Project Acceptance																		
Trip Hazard Removal (1)																		

Project Budget: \$300,000

Prepared by: Matt Ocamou

Council to Award Contract

Schedule Update Footnotes:

(1) Triphazard Removal will be converted loan ongoing maintenance contract in order to provide faster response to needed repairs



Project Status Report

Updated: March 6, 2012

FY Approved: 2007-08

Storm Drain Fee Study

Description: The study will evaluate funding options to address increased regulatory requirements and the need to fund long-term storm drain improvements.

Project Activities	2011						2012												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Issue RFP and select consultant (1)																			
Prepare funding report																			
Request direction from Council																			

Project Budget: \$75,000

Prepared by: Jennifer Ng

Schedule Update Footnotes:

The project was started then delayed in anticipation of the Municipal Regional Permit (Regional Water Quality Board approval in December 2009).

(1) Commencement of the next steps will depend on status of the unfunded mandate claim, and County-wide efforts to start a funding workgroup to review options to fund future regulatory requirements and storm drain improvements.



Project Status Report

Updated: March 6, 2012

FY Approved: 2011-12

Storm Drain Improvements and Cleaning (2011-12)

Description: This ongoing project will implement improvements that were identified in the Storm Drain Master Plan as high priority.

Project Activities	2011						2012												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Annual Storm Drain Cleaning																			
Project Selection (1)																			
Prepare Plans and Specifications (2)																			
Advertise and Bid																			
Construction																			
Project Acceptance and closeout																			

Project Budget: \$160,000

Prepared by: Matt Oscamou

Council to Award Contract

Schedule Update Footnotes:

- (1) Current project is combined with previous year funding in order to complete the next priority location for the Storm Drain Master Plan.
- (2) Project start delayed to accommodate other project priorities.



Project Status Report

Updated: March 6, 2012

FY Approved: 2010-11

Street Resurfacing Project (2010-11)

Description: This ongoing project will include the detailed design and selection of streets to be resurfaced throughout the City during Fiscal Year 10/11. This project will utilize the City's Pavement Management System (PMS) to assess the condition of existing streets and assist in the selection process. The Construction Phase of the project will begin Fiscal Year 2011/12.

Project Activities	2011						2012												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
PMS Report Update (1)																			
Project Design Prepare Plans, Specs and Estimate																			

Project Budget: \$200,000

Prepared by: Matt Oscamou

Schedule Update Footnotes:

(1) City was awarded funding for Pavement Management System reporting from Metropolitan Transportation Commission (MTC) and MTC's funded work began in August 2011.



Project Status Report

Updated: March 6, 2012

FY Approved: 2011-12

Street Resurfacing Project (2011-12)

Description: This ongoing project will include the detailed design and selection of streets to be resurfaced throughout the City during Fiscal Year 10/11. This project will utilize the City's Pavement Management System (PMS) to assess the condition of existing streets and assist in the selection process. The Construction Phase of the project will begin Fiscal Year 2011/12.

Project Activities	2011						2012												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Advertise, Award and Execute Contract																			
Construction																			
Project Acceptance and Wrap-up																			

Council to Award Contract

Project Budget: \$5,720,000
 Prepared by: Matt Oscamou

Schedule Update Footnotes:



Project Status Report

Updated: March 6, 2012

FY Approved: 2010-11

Trash Capture Device Installation

Description: This project will install multiple trash capture devices throughout the City that remove solid trash and debris from the City's storm water system. The installation of these devices will put the City in compliance with a portion of Municipal Regional Permit for Stormwater discharge.

Project Activities	2010						2011												2012						
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Execute contract with ABAG/SF Estuary																									
Identify locations																									
Vendor negotiations and order materials																									
Installation (2)																									

Project Budget: \$23,094

Prepared by: Virginia Parks

Schedule Update Footnotes:

- (1) This project is fully funded from grant monies received from the San Francisco Estuary partnership.
- (2) Installation delayed due to rainy season.



Project Status Report

Updated: March 6, 2012

FY Approved: 2008-09

Utility Undergrounding Study of City Parking Plazas

Description: The scope of this project will include evaluating the costs of placing the existing utility system underground in downtown parking plazas and adjacent side streets.

Project Activities	2011												2012					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Coordination with PG&E (1)																		
Preliminary Design and Conceptual Cost estimate - July 2012 (2)																		

Project Budget: \$100,000

Prepared by: Chip Taylor

Schedule Update Footnotes:

(1) Staff has continued conversations with PG&E to determine whether Rule 20-A undergrounding funds can be used outside through the Parking Plazas. A consultant will be selected to evaluate each parking plaza's utility poles and prepare cost estimates for future undergrounding work. Conceptual cost estimate will be completed as Phase I. Phase II will begin after Phase I information and verification from PG&E. Pending outcome with PG&E.

PG&E has indicated that implementation of Rule 20-A projects is a 3-5 year process, due to their backlog and staffing.

(2) Project delayed due to other project priorities and reduced staffing.



Project Status Report

Updated: March 6, 2012

FY Approved: 2011-12

Water Main Replacement

Description: This recurring project involves replacements and improvements to the Menlo Park Municipal Water District's distribution system. The locations of work are determined through maintenance records and as needed to support other major capital projects such as the emergency water supply project.

Project Activities	2011						2012												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
System Evaluation, site selection and RFP Preparation (1)							■	■	■	■									
Consultant Selection										■	■								
Prepare plans, specs and estimate (2)												■	■	■	■	■			

Project Budget: \$300,000

Prepared by: Matt Ocamou

Schedule Update Footnotes:

(1) System Evaluation and Site Selection delayed due to other project priorities and reduced staffing.

(2) Project Construction is proposed to be funded in FY 2012-13.



Project Status Report

Updated: March 6, 2012

FY Approved: 2011-12

Administration Building Emergency Generator

Description: This project will replace the existing emergency generator at the administration building that provides emergency power to the building when power from PG&E is temporarily lost. The existing generator is over 25 years old and supports the operation of the police dispatch 911 system and other essential City services during an emergency.

Project Activities	2012												2013					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Develop construction plans, specifications, and estimate																		
Advertise, award, and execute contract																		
Construction																		
Project wrap-up and acceptance																		

Project Budget: \$50,000

Prepared by: Ruben Niño

Schedule Update Footnotes:



Project Status Report

Updated: March 6, 2012

FY Approved: 2011-12

Belle Haven Pool Boiler/Pumps Upgrades

Description: The project will include the replacement of the boiler and pump for the Belle Haven pool. The boiler and pump were installed in the mid 1970's and therefore, it is necessary to replace aging equipment. Higher efficiency units will be installed to reduce energy consumption and improve pool circulation.

Project Activities	2011						2012												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Develop specifications and estimate																			
Advertise, award, and execute contract																			
Construction																			
Project wrap-up and acceptance																			

Project Budget: \$50,000

Prepared by: Ruben Niño

Schedule Update Footnotes:



Project Status Report

Updated: March 6, 2012

FY Approved: 2011-12

City Buildings (Minor) FY 11-12

Description: This ongoing project was established in Fiscal Year 2004-05. Projects programmed on an annual basis include minor improvements that extend the useful life of systems and equipment in City Buildings. The FY 2011-12 projects will include the replacement of the Uninterrupted Power Source system which provides power to dispatch and the telephone system when PG&E power is interrupted; replacement /repair of the City Council roof gutters and fascia board; painting of the front of the Library; and replacement of the single pane windows in the Administration Building.

Project Activities	2011						2012												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Library Painting (1)	■	■																	
Uninterrupted Power Source replacement (2)							■	■	■	■	■								
Replace windows in Administration Building (3)							■	■	■	■	■								
City Council gutter replacement												■	■	■	■				

Project Budget: \$275,000

Prepared by: Ruben Niño

Schedule Update Footnotes:

- (1) Project has been completed.
- (2) Design starts in March.
- (3) Obtain proposals in April.



Project Status Report

Updated: March 6, 2012

FY Approved: 2010-11

Downtown Irrigation Replacement

Description: This project consists of replacing and upgrading the irrigation system and improving landscaping in the Downtown area to eliminate problem areas and extend the life and efficiency of the system.

Project Activities	2012												2013					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	July	Aug	Sep	Oct	Nov	Dec
Develop construction plans, specifications, and estimate	■																	
Advertise, award, and execute contract							■	■	■									
Construction								■	■	■								
Project wrap-up and acceptance												■						

Project Budget: FY 2010-11 \$ 30,000, \$25,000

FY 2011-12 \$120,000

Prepared by: Ruben Niño

City Council to Award Contract

Schedule Update Footnotes:



Project Status Report

Updated: March 6, 2012

FY Approved: 2010-11

Hillview School Fields Renovation

Description: This project will provide funding for the synthetic turf athletic field renovation and Tinker Park replacement that will occur with the Hillview School reconstruction project.

Project Activities	2011						2012												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Agreement negotiations with Menlo Park School District (1)																			

Project Budget: \$500,000

Prepared by: Ruben Niño

Schedule Update Footnotes:

(1) Agreement delayed due to comments from District.



Project Status Report

Updated: March 6, 2012

FY Approved: 2011-12

Main Library Carpet Replacement

Description: The project will replace the carpet in the Library. The existing carpet is showing significant patterns of wear in high travel areas and separation at seams. The existing carpet was installed in 1991.

Project Activities	2011						2012											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Develop Proposals																		
Advertise, Award and Execute Contract																		
Carpet Replacement (1)																		
Project wrap-up and acceptance																		

Project Budget: \$175,000

Prepared by: Ruben Niño

City Council to Award Contract

Schedule Update Footnotes:

(1) Installation to be coordinated with Library Circulation and RFID projects.



Project Status Report

Updated: March 6, 2012

FY Approved: 2011-12

Park Improvements (Minor) FY 11-12

Description: This project addresses minor improvements to parks, such as repairing fences, backstops, pathways, adding fibar and sand to play equipment, periodically replacing benches and trash cans, resodding portions of fields and replacing portions of irrigation systems. This ongoing project was established in Fiscal Year 2004-05.

Project Activities	2011						2012												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Replaced park benches at Seminary/Fremont (1)							■	■	■	■									
Fibar installation at City Parks (1)							■	■	■	■									
Repair Gate House Fence									■	■	■	■							

Project Budget: \$110,000

Prepared by: Ruben Niño

Schedule Update Footnotes:

(1) Projects have been completed.



Project Status Report

Updated: March 6, 2012

FY Approved: 2008-09

Reservoirs #1 & #2 Mixers

Description: This project funds the purchase and installation of solar-powered mixers for Reservoir #1 and Reservoir #2 to improve water quality.

Project Activities	2011						2012												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Prepare plans, specifications and estimate	█																		
Advertise and Council award of contract (1)						█	█	█	█	█									
Execute contract											█								
Installation												█	█	█	█				
Project acceptance															█				

Project Budget: \$200,000

Prepared by: Ruben Niño

City Council to Award Contract

Schedule Update Footnotes:

(1) Project delayed due to other project priorities.



Project Status Report

Updated: March 6, 2012

FY Approved: 2009-10

Reservoir Re-roofing

Description: The roof on Reservoir 2 is deteriorating and is at the end of its life expectancy. This project will replace the old roof.

Project Activities	2011						2012											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Advertise, award and execute contract (1)																		
Construction																		
Project wrap up and acceptance																		

Projected Budget \$350,000

Prepared by: Ruben Niño

City Council awards contract

Schedule Update Footnotes:

(1) Project delayed due to other project priorities.



Project Status Report

Updated: March 6, 2012

FY Approved: 2011-12

Water Conservation Upgrades for City Facilities

Description: This project will evaluate, prioritize, and install water efficient fixtures (e.g. low flow toilets, sensor activated faucets, etc.) in City owned buildings. It will result in cost savings in utility bills.

Project Activities	2011						2012												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Install new fixtures																			

Project Budget: \$35,000

Prepared by: Ruben Niño

Schedule Update Footnotes:



Project Status Report

Updated: March 6, 2012

FY Approved: 2009-10

Bike Lane Mitigation Study

Description: The California Department of Motor Vehicles driver handbook states that one may park in a bike lane unless a "No Parking" sign is posted. Throughout the high bicycle traffic areas in the City, there are inconsistent parking restrictions. This study would appraise bike lane hazards in the most traveled bicycle routes and recommend parking restrictions when appropriate.

Project Activities	2012												2013					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Identify bicycle routes most traveled and develop alternatives (1)	█	█	█	█	█													
Community input meeting						█	█	█	█									
Prepare Conceptual Plans and Cost Estimates									█	█	█	█						
Develop Draft Plan												█	█	█	█	█	█	
Recommendation to Council															█	█	█	

Project Budget: \$25,000

Prepared by: Atul Patel

Bicycle & Transportation Commission

Schedule Update Footnotes:

(1) Project delayed to accommodate other projects.



Project Status Report

Updated: March 6, 2012

FY Approved: Added

Downtown Parking Modification Implementation

Description: This project will implement the parking management measures approved in conjunction with the Downtown Parking Study. These parking management measures may include 1) modifying the existing timed parking restrictions in Downtown streets and some of the parking plazas; 2) modifying the current system of annual parking permits available to business owners and employees; 3) installing parking payment equipment in some of the parking plazas to facilitate time extension beyond the length of the parking restriction.

Project Activities	2010						2011												2012						
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
City Council Approval of Downtown Parking Study		■																							
Parking study inventory of new sign purchased			■	■	■	■																			
Bid Parking Equipment Vendor Selection				■	■	■	■	■	■	■	■	■													
Council to amend budget for paid parking equipment													■												
Implementation (1)														■	■	■	■	■							
Project Acceptance and wrap up																	■	■	■	■	■	■	■	■	

Projected Budget \$126,036

Prepared by: Rene Baile

Contract Award

Holiday grace period

Schedule Update Footnotes:

- (1) Machines installed and operational in 1st week of November.
- (2) System Integration and troubleshooting took place following Holiday relaxed enforcement



Project Status Report

Updated: March 6, 2012

FY Approved: 2010-11

Linfield/Middlefield Crosswalk

Description: This is a project to relocate the existing marked crosswalk on Middlefield Road to the northerly leg and enhance this new crosswalk with red pigmented "tyre-grip" material and a solar wireless in-pavement lighted crosswalk system, in conjunction with making the crossing on Middlefield Road at Linfield Drive safer for pedestrians and bicyclists.

Project Activities	2011						2012												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Design and cost estimate																			
Advertise Bid and Award (1)																			
Construction																			
City Council acceptance of project																			

Projected Budget \$50,000

Prepared by: Atul Patel

Schedule Update Footnotes:

(1) Project delayed to accommodate other project priorities.



Project Status Report

Updated: March 6, 2012

FY Approved: 2009-10

Middle Avenue Bike Lane Feasibility Study

Description: This study would investigate bike lanes on Middle Avenue from El Camino Real to University Drive. Middle Avenue is a fairly wide street that might support a change from the existing class III bike route to a class II bike lane. Lane widths and parking issues would have to be resolved to provide this cycling resource.

Project Activities	2012						2013												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Develop Alternatives (1)	■	■	■	■	■	■	■	■	■	■									
Prepare Conceptual Plans and Cost Estimates											■	■	■	■	■	■	■	■	■
Presentation to Commissions																		■	■
Approval by City Council																			■

Projected Budget \$25,000

Prepared by: Atul Patel

Schedule Update Footnotes:

(1) Project delayed to accommodate other projects.



Project Status Report

Updated: March 6, 2012

FY Approved: 2011-12

Oak Grove/Merrill Intersection Lighted Crosswalk

Description: This project will install an in-pavement lighted crosswalk at the intersection of Oak Grove Avenue and Merrill Street to improve pedestrian safety at the intersection. This crosswalk location is one of the nine locations studied and screened by staff for in-pavement lighted crosswalk installation in 2005 and got ranked no. 4 using a prioritization formula. The top three locations had already been installed with in-pavement lighted crosswalks.

Project Activities	2011						2012												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Develop construction plans, specifications, and estimate																			
Advertise, award, and execute contract																			
Construction																			
Project wrap-up and acceptance																			

Project Budget: \$55,000

Prepared by: Rene Baile

Schedule Update Footnotes:

- (1) The City received E-76 for design of project on December 28, 2011
- (2) Project delayed due to reduced staffing and other project priorities



Project Status Report

Updated: March 6, 2012

FY Approved: Added

Safe Routes to Hillview School Project Construction

Description: This project will install three lighted crosswalks on Santa Cruz Avenue near Hillview School, install school directional signs, and a new painted crosswalk to make it safer for the students to walk and bike to school as well to promote and encourage walking and biking among the students.

Project Activities	2011						2012												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Design Plans, Specifications and Estimate	█																		
Advertise Bid, and Award (1)										█	█								
Construction Phase											█	█	█	█	█				

Council to Award Contract

Project Budget: \$143,000

Prepared by: Rene C. Baile

Schedule Update Footnotes:

(1) Caltrans to obligate funding in March 2012.



Project Status Report

Updated: March 6, 2012

FY Approved: 2011-12

Safe Routes to Oak Knoll School

Description This project will conduct further traffic studies to improve the pedestrian and bicycle routes to Oak Knoll School and encourage more school children to walk or bike to school

Project Activities	2012						2013												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Hire consultant (1)	■																		
Data Collection and Review		■																	
Potential Improvement Alternatives			■	■	■														
Draft Safe Route Plan					■	■	■	■	■										
Final Report and Recommendation to City Council									■										

Project Budget: \$40,000

Prepared by: Atul Patel

Community Meetings
Commission Meetings

Schedule Update Footnotes:

(1) Project delayed to accommodate other projects.



Project Status Report

Updated: March 6, 2012

FY Approved: 2009-10

Safe Routes to Valparaiso Avenue Plan

Description: This project will develop a safe route to school plan for schools on Valparaiso Avenue - Menlo School, Sacred Heart School and St. Joseph's School - including a feasibility study of installing lighted crosswalks on Valparaiso Avenue.

Project Activities	2011						2012												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Hire Consultant	█	█																	
Data collection and review			█	█	█														
Prepare Alternatives (1)						█	█	█	█	█	█								
Draft Safe Route to School Plan									█	█	█	█	█	█	█	█	█	█	█
Final Report												█	█	█	█	█	█	█	█

Community meetings

Project Budget: \$80,000

Prepared by: Rene Baile

Schedule Update Footnotes:

(1) Preparation of alternative completed on February 17, 2012.



Project Status Report

Updated: March 6, 2012

FY Approved: 2007-08

Study of Sand Hill Road (between Addison-Wesley and I-280 including Bicycling)

Description: This traffic study of Sand Hill Road between Addison-Wesley and I-280, including bicycling, will determine potential improvements to address congestion, safety, and level of service, including vehicle, bicycle traffic.

Project Activities	2010												2011											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
Identify areas in need of improvement	█																							
Develop improvement alternatives and costs (1)		█	█	█	█	█	█	█	█	█	█	█												
Evaluate and select preferred alternatives													█	█	█	█	█	█	█	█	█	█	█	█

Project Budget: \$50,000

Prepared by: Atul Patel

Public Meetings (2)

Bicycle and Transportation Commission Meetings

City Council Review
June 2012

Schedule Update Footnotes:

(1) The project start was deferred to accommodate other priority projects. The study has been completed the last task is Council Review.



Project Status Report

Updated: March 6, 2012

FY Approved: 2010-11

Sand Hill Road/Branner Signal Mast Arm Construction

Description: This project consists of a signal mast arm extension at the intersection of Sand Hill Road and Branner. The improvement will increase the safety of the intersection by extending the sight distance for motorists.

Project Activities	2011						2012												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Design and Cost estimate (1)	█				█	█	█	█	█	█									
Advertise, award and execute contract										█	█								
Construction												█	█	█	█				
Project wrap up and acceptance																	█	█	

Project Budget: \$75,000

Prepared by: Rene Baile

Schedule Update Footnotes:

(1) This project was delayed due to necessary review by the San Francisco Public Utilities Commission (SFPUC). The new pole is in close proximity to SFPUC's facilities at the intersection.



Project Status Report

Updated: March 6, 2012

FY Approved: 2008-09

Santa Cruz Avenue Sidewalk Preliminary Design Phase

Description: The first part of this project was a study to identify areas where sidewalks should be installed for pedestrian safety.

Project Activities	2012												2013					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Survey Outreach	█	█	█	█	█	█	█	█										
Formulate Consensus and present to Transportation Commission								█	█									
Council Approval of recommended alternative layout										█	█							

Phase I Project Budget: \$110,000

Prepared by: Rene Baile

Schedule Update Footnotes:

Project delayed to accommodate other project priorities and reduced staffing.



Project Status Report

Updated: March 6, 2012

FY Approved: 2011-12

Sidewalk Master Plan Implementation

Description This project will involve constructing new sidewalks in area with priority needs as identified in the Sidewalk Master Plan. Resident surveys will be conducted at high priority locations to assess the level of support prior to selecting specific sites.

Project Activities	2012						2013												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Site Selection & Public Outreach (1)	■	■	■	■															
Develop construction plans, specifications, end estimate					■	■	■	■	■										
Advertise, award, and execute contract								■	■	■	■								
Construction											■	■	■						
Project wrap-up and acceptance													■						

Project Budget: \$100,000

Prepared by: Atul Patel

Schedule Update Footnotes:

(1) Funding for the Sidewalk Master Plan 2011-12 to be utilized by the Woodland Avenue Sidewalk Project.



Project Status Report

Updated: March 6, 2012

FY Approved: 2008-09

Sidewalk Accessibility

Description: This project would improve sidewalk accessibility in conformance with the American with Disabilities Act, and it will add other sidewalk improvements (on Woodland Avenue between Menalto Avenue and Euclid Avenue) and approved by Council. Rough estimates of costs for new sidewalk with curb and gutter are \$125 per linear foot. Funding levels are sufficient for approximately 1,400 feet of new sidewalk. Some locations may require drainage or other improvements that would reduce the total length of new sidewalk that could be built.

Project Activities	2011						2012												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Develop construction plans, specifications, and estimate (1)	█						█												
Advertise, award, and execute construction contract								█											
Construction									█	█	█	█							
Project wrap-up and acceptance													█	█	█				

Project Budget: \$220,000

Prepared by: Atul Patel

Council to Award Contract

Schedule Update Footnotes:

(1) Project delayed due to drainage system complications, coordination with homeowners, and PG&E/Comcast utility pole relocation.

**Public Works Department
Project Composite**

ATTACHMENT D

Project Name	2011						2012						2013											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Engineering																								
Parking Plaza 2 Renovation																								
Emergency Water Supply																								
Beechwood School/Property Subdivision and Sale																								
Main Library Circulation Area Redesign																								
Storm Drain Fee Study																								
Sharon Heights Pump Station Replacement Design																								
Middlefield Road Storm Drain																								
Utility Undergrounding Study of City Parking Plazas																								
LED Streetlights Retrofit 2009-10																								
Commercial Recycling Ordinance																								
Santa Cruz Sidewalks Design and Construction																								
Sharon Heights Pump Station Construction																								
Burgess Gymnastics Center																								
Trash Capture Device Installation																								
Chrysler Pump Station Discharge Pipe Replacement																								
Sidewalk Repair Program 2010-11																								
Street Resurfacing 2010-11																								
Atherton Channel Flood Abatement																								
Storm Drain Improvements 2011-12																								
Highway 84 Carbon Offset Project																								
Water Main Replacement Project																								
Bedwell Bayfront Park Gas Collection System improvements study and Conceptual Design																								
Sidewalk Repair Program 2011-12																								
Street Resurfacing 2011-12																								
Seminary Oaks Pathway Replacement																								

Legend

- FY 2011/12
- FY 2010/11
- FY 2009/10
- FY 2008/09
- FY 2007/08
- FY 2006/07

**Public Works Department
Project Composite**

Project Name	2011						2012						2013											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Transportation																								
Study of Sand Hill Road (btw Addison-Wesley and I-280 including Bicycling)																								
Safe Routes to Hillview School Project Implementation																								
Santa Cruz Avenue Sidewalk Preliminary Design Phase																								
Sidewalk Accessibility Project																								
Bike Lane Mitigation Study																								
Middle Ave Bike Lane Feasibility Study																								
Safe Route to Valparaiso Avenue Plan																								
High Speed Rail Coordination																								
Linfield/Middlefield Crosswalk																								
Sand Hill Road/Branner Signal Mast Arm Construction																								
Downtown Parking Modifications																								
Willow Road Signal Interconnect																								
Oak Grove/Merrill Intersection Lighted Crosswalk																								
Safe Routes to Oak Knoll School Design																								
Sidewalk Master Plan Implementation																								
Maintenance																								
Reservoirs #1 and #2 Mixers																								
Reservoir Re-roofing																								
Hillview School Fields Renovation																								
Park Improvements 2011-12																								
City Buildings (Minor) 2011-12																								
Belle Haven Pool Boiler/Pumps Upgrades																								
Main Library Carpet Replacement																								
Downtown Irrigation Replacement																								
Administration Building Emergency Generator																								
Water Conservations Upgrade for City Facilities																								
Legend																								



Project Status Report

Updated: March 6, 2012

FY Approved: 2011-12

Willow Road Signal Interconnect

Description This project will install either wireless or wired interconnect along the traffic signals on Willow Road between Middlefield and Durham Road/Entrance to VA Hospital to establish communication and signal coordination for more efficient traffic flow.

Project Activities	2011						2012												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Coordinate with C/CAG & Caltrans on smart corridor project implementation																			
Construction - March 2013																			

Project Budget: \$300,000

Prepared by: Atul Patel

Schedule Update Footnotes:

Smart Corridor Project designing interconnect system & furnishing and installing central signal system for City along same limits. City is coordinating with Caltrans and C/CAG for these efforts. Construction start Date dependent on schedule of CCAG Smart Corridor Project .