



## STAFF REPORT

**City Council**  
**Meeting Date:** 1/14/2025  
**Staff Report Number:** 25-001-CC

**Consent Calendar:** Transmittal of the annual report on the status of citywide impact fees collected as of June 30, 2024

### Recommendation

Staff recommends the City Council review the City's Assembly Bill 1600 (AB 1600) report providing data on the revenues collected from the transportation impact, storm drainage impact and construction impact fees. The recreation in-lieu fee, below market rate (BMR) housing in-lieu fee, heritage tree in-lieu fee and community amenity in-lieu payments are not impact fees under AB 1600 but are included in this report.

### Policy Issues

This report does not represent any change to existing City policy and affirms the City's intention to continue to charge these impact fees to fund projects and programs that mitigate the impact of development in the City of Menlo Park.

### Background

Cities and counties often charge fees on new development to fund public improvements to mitigate the impact of development activity. These fees are commonly known as development impact fees. In 1989, the state Legislature passed AB 1600, which added §66000 et seq. to the California Government Code, commonly known as the Mitigation Fee Act.

As required by law, these fees are segregated from the general fund and accounted for in special revenue funds. Government Code §66006 requires that the City make available to the public information regarding development impact fees for the fiscal year within 180-days after the end of each fiscal year:

- A brief description of the fee and the fund into which the fee was deposited.
- The amount of the fee.
- The associated fund's beginning and ending balances for the fiscal year.
- The total amount of fees collected and interest earned.
- Identification of each public improvement on which impact fees were expended and the amount of expenditure on each improvement, including the total percentage of the cost of the public improvement that was funded with impact fees.
- Identification of the approximate date by which construction of a public improvement will commence if the local agency determined that sufficient funds have been collected to complete financing on an incomplete public improvement.
- Identification of each public improvement identified in a previous report and whether construction began on the approximate date noted in the previous report. For a project identified in which construction did not commence by the approximate date provided in the previous report, the reason for the delay and a

- revised approximate date that the City will commence construction.
- A description of each interfund transfer or loan made from an account or fund.

Further, Government Code §66001 requires the following findings to be made every five years:

- The purpose of the fee.
- The reasonable relationship between the fee and the purpose.
- The anticipated sources and amount of funding for planned projects.
- The approximate date the funds will be spent on the planned project.

Failure to make such findings subjects the City to going through a refunding procedure. This report meets the requirements to comply with the Mitigation Fee Act.

## **Analysis**

### Transportation impact fees

Growth and development in the City of Menlo Park has placed increased pressure on the transportation system. The purpose of the transportation impact fee is to provide adequate transportation improvements to serve cumulative development within the city. However, the fee does not replace the need for site-specific transportation improvements that may be needed to mitigate the impact of specific projects upon the city's transportation system. There is a reasonable relationship between the amount of the fee and the purpose for which it is charged because the fee represents the City's proportionate costs of constructing transportation improvements to serve new development and the fee revenues will be used for the purpose of constructing transportation projects that will serve new development.

The transportation impact fee methodology was put in place effective Dec. 6, 2009, with the addition of §13.26 to the municipal code. In 2019, the City prepared an updated transportation impact fee nexus study which demonstrates the reasonable relationship between the amount of the fees and the purpose for which they are charged. In addition, the 2019 update reduced the transportation impact fees for child care facilities and secondary (accessory) dwelling units to \$0. The current fee program became effective in February 2020, and is adjusted annually according to the Engineering News Record construction cost index.

Current 2024 fees are listed below in Table 1:

| Table 1: Transportation impact fee |                |                  |
|------------------------------------|----------------|------------------|
| Land use                           | Unit           | 2024 fee amount* |
| Office                             | Sq. ft.        | \$21.91          |
| Research and development           | Sq. ft.        | \$9.33           |
| Manufacturing                      | Sq. ft.        | \$12.77          |
| Warehousing                        | Sq. ft.        | \$3.62           |
| Restaurant                         | Sq. ft.        | \$12.77          |
| Retail                             | Sq. ft.        | \$12.77          |
| Single-family                      | Dwelling units | \$18,864.43      |
| Multifamily                        | Dwelling units | \$6,358.18       |
| Hotel                              | Per room       | \$11,432.98      |
| Medical office                     | Sq. ft.        | \$65.94          |

\*As of June 2024, ENR Construction Cost Index % Change for San Francisco =0.0  
 If land use is not one of the above, use this formula: \$19,054.98 \* Total PM Peak Hour Trips

For fiscal year 2023-24, the City received total revenue of \$2,239,892 (\$0 in fees, \$1,071,813 in grant reimbursements, \$353,991 in interest earnings, and \$814,088 due to unrealized gain adjustment on investments). The unrealized gain/loss on investments is an accounting requirement to reflect the year-end fair market value of the investments at year-end and does not represent a cash gain or loss, provided investments are held until maturity. For the same period, the City expended a total of \$5,799,346 on projects eligible for funding under this revenue source. The ending balance as of June 30, 2024, is \$10,539,825. Of this amount, all funds are available for use to meet current or planned projects eligible for this funding source. The Haven Avenue streetscape improvements, Willow Oaks bike connector and Middle Avenue complete streets projects were in construction in fiscal year 2023-24. In the next five fiscal years, it is planned that the City will require \$49,744,268 from transportation impact fees to finance needed infrastructure projects. The City Council adopted the transportation master plan in November 2020 and staff has included new projects from the master plan in the future five-year capital improvement program. As such, there exists a continued need for this fee. Detail of current year financials as well as current year project expenditures are available in Attachment A.

**Storm drainage impact fees**

The storm drainage impact fee commenced before 1989. The fee is levied to mitigate impacts on the storm drainage system either directly or indirectly resulting from development projects. The fee does not cover even a fraction of all the federally or regionally mandated stormwater permitting requirements imposed since 1990 under the National Pollutant Discharge Elimination System permits. There is a reasonable relationship between the fee and its use because the fee is calculated in proportion to a development’s impact on storm drain infrastructure, as measured by the number of lots, units or square footage, depending on the type of development. Storm drainage impact fees are charged for property development as shown in the City’s 2024 master fee schedule:

- Single-family – per lot \$450.00
- Multifamily – per unit \$150.00
- Industrial and commercial – per square foot of impervious area \$0.24

For fiscal year 2023-24, the City received total revenue of \$14,597 (\$450 in fees, \$5,317 in interest earnings, and \$8,830 due to unrealized gain adjustment on investments). The unrealized gain/loss on investments is an accounting requirement to reflect the year-end fair market value of the investments at year-end and does not represent a cash gain or loss, provided investments are held until maturity. For the same period, the City expended a total of \$11,436 on projects eligible for funding under this revenue source. The ending balance as of June 30, 2024, is \$167,339. Of this amount, all funds are available for use to meet planned projects eligible for this funding source. The Trash Load Reduction Device Installation project did not begin in fiscal year 2023-24 due to delays with executing the agreement and maintenance staff coordination. This project is now anticipated to commence in February 2025. The City plans to use the remaining funds to support the storm drain improvements identified in the citywide stormwater master plan, which identifies \$12 million in improvements for the two-year storm system. At this time, there still exists a continued need for this fee. Detail of current year financials as well as current year project expenditures are available in Attachment B.

#### Construction impact fees

The construction impact fee took effect in November 2005 and was adopted to recover the cost of repairing damage to streets caused by construction-related vehicle traffic. On Aug. 5, 2008, the City Council adopted a resolution extending this fee beyond the three-year sunset provision initially established. There is a reasonable relationship between the fee and its use because the fee is calculated in proportion to a development's impact on city right-of-ways, as measured by the market value of the project. The fee is charged on the value of the construction project as shown in the 2024 master fee schedule:

- 0.58% of a construction project's value
- Residential alteration and repairs, as well as all projects under \$10,000, are exempt from the fee

For fiscal year 2023-24, the City received total revenue of \$1,950,193 (\$1,314,533 in fees, \$227,780 in interest income and \$407,879 in unrealized gain adjustment on investments). The unrealized gain/loss on investments is an accounting requirement to reflect the year-end fair market value of the investments at year-end and does not represent a cash gain or loss, provided investments are held until maturity. For the same period, the City expended a total of \$1,234,974 on projects eligible for funding under this revenue source. The ending balance as of June 30, 2024, is \$7,816,095. Of this amount, all funds are available for use to meet current or planned projects eligible for this funding source. During fiscal year 2023-24, annual street resurfacing and maintenance was completed. In the next five fiscal years, it is planned that the City will require \$12,645,556 from construction impact fees to finance needed infrastructure projects. As such, there exists a continued need for this fee. Detail of current year financials as well as current year project expenditures are available in Attachment C.

#### Recreation in-lieu fees

The recreation in-lieu fee commenced before 1989. The purpose of the fee is to provide improved and expanded recreation facilities to serve new residential uses. The fee is assessed as an option for residential developments in-lieu of providing dedication of land for new facilities. Although the fee is not required reporting under AB 1600, staff is providing a brief update here consistent with past practice. There is a reasonable relationship between the fee and its use because the fee is calculated in proportion to a development's impact on parklands and recreational facilities, as measured by the number of units and the market value of the land. The fee is charged on new residential subdivisions as authorized under municipal code §15.16.020 in accordance with the Quimby Act and summarized in the City's 2024 master fee schedule:

- Single-family (RE and R-1): \$127,400 per unit
- Multifamily development (R-2, R-3, RLU and PD): \$78,400 per unit

For fiscal year 2023-24, the City received total revenue of \$1,098,104 (\$254,800 in fees, \$725,414 in transfers in, \$83,745 in interest income and \$34,145 due to unrealized gain adjustment on investments.) The unrealized gain/loss on investments is an accounting requirement to reflect the year-end fair market value of the investments at year-end and does not represent a cash gain or loss, provided investments are held until maturity. For the same period, the City expended a total of \$2,655,666 on projects eligible for funding under this revenue source. The ending balance as of June 30, 2024, is \$1,086,753. Of this amount, all funds are available for use to meet current or planned projects eligible for this funding source. The park playground equipment and Willow Oaks Park improvements projects were constructed in fiscal year 2023-24. In the next five fiscal years, it is planned that the City will require \$1,859,128 from recreation in-lieu fees to finance needed infrastructure projects. As such, there exists a continued need for this fee. Detail of current year financials as well as current year project expenditures are available in Attachment D.

### BMR housing in-lieu fees

The BMR housing program was established in 1987 to increase the housing supply for households that have very low, low- and moderate-incomes as defined by income limits set by the California Department of Housing and Community Development for San Mateo County. The primary objective is to create actual housing units rather than the equivalent cash. The BMR housing program is applicable to both residential and commercial development that meet certain criteria. There is a reasonable relationship between the fee and its use because the fee is generally equal to the City's costs of providing affordable housing units in-lieu of the units being provided by new development. The payment of an in-lieu fee is one way to meet the BMR requirements.

Residential developers are subject to the following requirements, but may be permitted to pay an in-lieu payment for a fractional unit in certain situations:

- Residential developments of five or more units are strongly encouraged to provide a BMR unit.
- Residential developments of 10 to 19 units are required to provide 10% of the housing at BMRs.
- Residential developments of 20 units or more are required to provide 15% of the housing at BMRs.

For new commercial developments equal to or greater than 10,000 square feet that generate employment opportunities, the commercial linkage fee for fiscal year 2023-24 was established as follows:

- Group A: \$21.65 per square foot of net new gross floor area for most commercial uses
- Group B: \$11.75 per square foot of net new gross floor area for defined uses that generate fewer employees

For fiscal year 2023-24, the City received total revenue of \$267,737. No in-lieu payments were collected. For the same period, the City expended a total of \$448,281 on costs eligible for funding under this revenue source. The ending balance as of June 30, 2024, is \$13,987,754 and is available to meet current or planned projects eligible for this funding source. The City Council has committed use of BMR funds over the past several years, primarily through the City's notice of funding availability (NOFA) process that would reduce the available BMR fund balance once the funds are encumbered. In the next five fiscal years, it is planned that the City will require \$16,066,134 from BMR housing fees. At this time, there still exists a continued need for this fee. It is anticipated that approved non-residential development projects will make in-lieu payments in the next few years to help replenish the BMR housing fund to assist future affordable housing projects. Detail of current year financials as well as current year project expenditures are available in Attachment E.

### Heritage tree in-lieu fees

The heritage tree in-lieu fee commenced July 1, 2020. Menlo Park desires to protect and preserve the scenic beauty and natural environment, prevent erosion of topsoil and sedimentation in waterways,

encourage quality development, provide shade and wildlife habitat, counteract pollutants in the air and decrease wind velocities and noise. The overall goal of the heritage tree ordinance is to ensure continued canopy cover is maintained or increased. The City prefers the planting of replacement trees on-site, but if the property does not have space to plant replacement trees, there is an option to pay an in-lieu fee. There is a reasonable relationship between the fee and its use because the fee is equal to the City’s costs to provide trees in-lieu of those trees being provided by the fee payor. The fee is based on the value of the tree container size as listed below in Table 2 and helps support maintaining and planting public trees.

| <b>Replacement tree requirement</b> | <b>In-lieu value</b> |
|-------------------------------------|----------------------|
| One #5 container                    | \$100                |
| One #15 container                   | \$200                |
| One 24-inch tree box                | \$400                |
| One 36-inch tree box                | \$1,200              |
| One 48-inch tree box                | \$5,000              |
| One 60-inch tree box                | \$7,000              |

For fiscal year 2023-24, the City received a total of \$264,413 in fees. For the same period, the City expended a total of \$0 on projects eligible for funding under this revenue source. The ending balance as of June 30, 2024, is \$694,039. Of this amount, all funds are available for use to meet planned projects eligible for this funding source, including tree planting. Development of the urban forest management plan began in fiscal year 2023-24. The City plans to use the remaining funds to support improvements and planting priorities to be identified in the urban forest management plan as it is developed and adopted. In the next five fiscal years, it is planned that the City will require \$700,000 from heritage tree in-lieu fees. At this time, there still exists a continued need for this fee. Detail of current year financials as well as current year project expenditures are available in Attachment F.

**Community amenities in-lieu payments**

As a part of the approval of the 2016 General Plan update, the City created the following zoning districts: Office (O), Life Sciences (LS) and Residential Mixed-Use (R-MU.) Regulations for bonus level development and community amenities were established in these zoning districts. In exchange for bonus level development (increased floor area ratio, density (dwelling units per acre) and/or height), an applicant is required to provide community amenities from a City Council-adopted list of community amenities in the area between Highway 101 and the San Francisco Bay. The required community amenity value is 50% of the fair market value of the additional (bonus) gross floor area above the base allowable gross floor area for a parcel or project site. In lieu of providing and constructing a community amenity from the adopted list of community amenities, applicants may choose to provide a payment in the amount of 110% of the community amenities value. The community amenities fund is used to provide community amenities in the area north of Highway 101 and south of the San Francisco Bay. There is a reasonable relationship between the increased intensity and/or density of bonus level development and the increased effects on the surrounding community. There is also a reasonable relationship between the community amenities in-lieu payment and its use because the required community amenities in exchange for bonus level development are intended to address identified community needs that result from the effect of increased development in the surrounding community. The adopted community amenity list includes projects that exceed the current fund balance.

The City received \$21,010,000 in community amenity in-lieu payments during fiscal year 2023-24. For the same period, the City expended a total of \$0 on projects eligible for funding under this revenue source. The ending balance as of June 30, 2024, is \$30,415,000. Of this amount, all funds are available for use to meet planned projects eligible for this funding source. The City's fiscal year 2024-25 adopted capital improvement plan identifies \$1,300,000 for park improvements in the Belle Haven neighborhood, which would be funded from the community amenities fund. In addition, it is planned that the City will require \$29,115,000 in community amenity in-lieu payments to fund future projects. Detail of current year financials as well as current fiscal year expenditures are available in Attachment G.

### **Impact on City Resources**

There is no impact on City resources resulting from this annual report, and this report meets the compliance requirements of the Mitigation Fee Act.

### **Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

### **Public Notice**

Public notification to comply with the Mitigation Fee Act is achieved by posting the annual report at least 15 days before the meeting at which the City Council is anticipated to make required findings as outlined in the recommendation.

### **Attachments**

- A. Transportation impact fee financial report
- B. Storm drainage impact fee financial report
- C. Construction impact fee financial report
- D. Recreation in-lieu fee financial report
- E. BMR housing in-lieu fee financial report
- F. Heritage tree in-lieu fee financial report
- G. Community amenities fund financial report

Report prepared by:

Adrian Patino, Management Analyst II

Report reviewed by:

Jared Hansen, Assistant Administrative Services Director

Rani Singh, Interim Finance and Budget Manager

**City of Menlo Park  
Transportation Impact Fee (TIF) Financial Report (Fund 351)**

| Transportation Impact Fees             | 2023-24              |
|--|----------------------|
| <b>Beginning balance</b>               | <b>\$ 14,099,279</b> |
| Developer Fees                         | -                    |
| Grant reimbursement*                   | 1,071,813            |
| Interest income                        | 353,991              |
| Unrealized gain/(loss) on investment** | 814,088              |
| Expenditures                           | (5,799,346)          |
| <b>Ending Balance</b>                  | <b>\$ 10,539,825</b> |

There were no interfund loans nor interfund transfers from impact fee to other funds this year. No refunds have been paid out of this fund.

\*Haven Avenue Streetscape Improvement (73 percent); Pierce Road Bike/Pedestrian Enhancement (27 percent, and including improvements at Coleman Ave and Middle Avenue) projects

\*\*The unrealized gain/loss on investments is an accounting requirement to reflect the year-end fair market value of the fund's allocation of the City investment portfolio and does not represent a cash gain or loss, provided investments are held until maturity.

| 2023-24 Project Expenditures         | Total TIF Expended  | Fee % Share | Construction start date <sup>1</sup> |
|--------------------------------------|---------------------|-------------|--------------------------------------|
| Haven Avenue Streetscape Improvement | 1,079,105           | 100%        | 10/2023                              |
| Middle Avenue Caltrain Crossing      | 3,941,099           | 100%        | Tent. 2025                           |
| Willow Oaks Bike Connector           | 463,212             | 100%        | 09/2023                              |
| ECR Crossings Improvements           | 5,210               | 100%        | Tent. 2025                           |
| Transportation projects (minor)*     | 30,000              | 100%        | Ongoing                              |
| Middle Avenue Complete Streets       | 110,325             | 100%        | 8/2023                               |
| Willow Rd Ped and Bicycle Safety     | 170,395             | 100%        | Tent. 2026                           |
| <b>Total</b>                         | <b>\$ 5,799,346</b> |             |                                      |

| Future Projects  | Construction start date <sup>1</sup> | TIF funding 2024-25  | Other Funding sources 2024-25 | Funding Source           | TIF Funding 2025-29  | Total TIF future needs |
|--|--------------------------------------|----------------------|-------------------------------|--------------------------|----------------------|------------------------|
|  |                                      |                      |                               |                          |                      |                        |
| Middle Avenue Caltrain Crossing Study Design and Construction* | Tent. 2026                           | 17,907,439           | 10,000,000                    | Grants                   | -                    | 17,907,439             |
| Traffic Signal Modifications                                   | Ongoing                              | 3,517,804            | -                             | Grants                   | 1,500,000            | 5,017,804              |
| Transportation Projects (minor)                                | Ongoing                              | 587,175              | -                             | Measure A, General Fund  | 700,000              | 1,287,175              |
| Haven Avenue Streetscape Improvement*                          | 10/2023                              | 566,312              | -                             | Caltrans, Grants         | -                    | 566,312                |
| Willow Rd & Newbridge St Bicycle and Pedestrian Improvement*   | Tent. 2026                           | 1,129,605            | -                             | Grant                    | 2,675,000            | 3,804,605              |
| ECR Crossings Improvements*                                    | Tent. 2025                           | 371,685              | 1,000,000                     | Grant                    | -                    | 371,685                |
| Middle Avenue Complete Streets*                                | 8/2023                               | 1,289,248            | 1,650,000                     | Grant                    | -                    | 1,289,248              |
| Caltrain Grade Separation                                      | Tent. 2028                           | 2,000,000            | -                             | SMCTA Grade Separation** | 17,500,000           | 19,500,000             |
| <b>Total</b>   |                                      | <b>\$ 27,369,268</b> | <b>\$ 2,650,000</b>           |                          | <b>\$ 22,375,000</b> | <b>\$49,744,268</b>    |

<sup>1</sup> Construction start dates are shown as month and year of construction contract authorization for projects that have commenced construction. For future projects, the year construction is expected to commence is noted.

\* Grant funding will be received as reimbursement, City pays for project up front with TIF funds

\*\* Costs for next scope of work in development, SMCTA Grade Separation program will pay for 90% of Preliminary Engineering.

| Collected Developer Payments | 2023-24 |
|------------------------------|---------|
| <b>None collected</b>        | -       |



**City of Menlo Park  
Storm Drainage Impact Fee Financial Report (Fund 354)**

| Storm Drainage Impact Fees            | 2023-24           |
|---------------------------------------|-------------------|
| <b>Beginning balance</b>              | <b>\$ 164,178</b> |
| Developer fees                        | 450               |
| Interest income                       | 5,317             |
| Unrealized gain/(loss) on investment* | 8,830             |
| Expenditures                          | (11,436)          |
| <b>Ending Balance</b>                 | <b>\$ 167,339</b> |

There were no interfund loans nor interfund transfers from impact fee to other funds this year. No refunds have been paid out of this fund.

\*The unrealized gain/loss on investments is an accounting requirement to reflect the year-end fair market value of the fund's allocation of the City investment portfolio and does not represent a cash gain or loss, provided investments are held until maturity.

| 2023-24 Project Expenditures          | Total SDIF Expended | Fee % Share | Construction start date <sup>1</sup> |
|---------------------------------------|---------------------|-------------|--------------------------------------|
| Trash Load Reduction Plan Development | 11,436              | 100%        | 9/2022                               |
| <b>Total</b>                          | <b>\$ 11,436</b>    |             |                                      |

| Future Projects  | Construction Start date | SDIF Funding 2024-25 | Other future funding Sources | Funding Source       | SDIF Funding 2025-29 | Total SDIF future needs |
|--|-------------------------|----------------------|------------------------------|----------------------|----------------------|-------------------------|
| Trash Load Reduction Device Installation                                     | 2/2025                  | -                    | 90,000                       |                      | -                    | -                       |
| Two-year Storm System Capital Improvements (per 2023 Stormwater Master Plan) | 2026                    |                      | 11,500,000                   | General fund, grants | 500,000              | 500,000                 |
| <b>Total</b>   |                         | <b>\$ -</b>          | <b>\$ 11,590,000</b>         |                      | <b>\$ 500,000</b>    | <b>\$ 500,000</b>       |

<sup>1</sup> Construction start dates are shown as month and year of construction contract authorization for projects that have commenced construction. For future projects, the year construction is expected to commence is noted.

| Collected Developer Payments | 2023-24       |
|------------------------------|---------------|
| 488 Oak Ct                   | 450           |
| <b>Total</b>                 | <b>\$ 450</b> |

**City of Menlo Park  
Construction Impact Fee Financial Report (Fund 362)**

| Construction Impact Fees              | 2023-24             |
|---------------------------------------|---------------------|
| <b>Beginning balance</b>              | <b>\$ 7,100,876</b> |
| Developer Fees                        | 1,314,533           |
| Interest income                       | 227,780             |
| Unrealized gain/(loss) on investment* | 407,879             |
| Expenditures                          | (1,234,974)         |
| <b>Ending balance</b>                 | <b>\$ 7,816,095</b> |

There were no interfund loans nor interfund transfers from impact fee to other funds this year. No refunds have been paid out of this fund.

\* The unrealized gain/loss on investments is an accounting requirement to reflect the year-end fair market value of the fund's allocation of the City investment portfolio and does not represent a cash gain or loss, provided investments are held until maturity.

| 2023-24 Project Expenditures | Total CIF Expended  | Fee % Share | Construction start date <sup>1</sup> |
|------------------------------|---------------------|-------------|--------------------------------------|
| Street Resurfacing Project   | 1,184,174           | 100%        | 7/2023                               |
| Street Maintenance           | 50,800              | 100%        | 7/2023                               |
| <b>Total Expenditures:</b>   | <b>\$ 1,234,974</b> | <b>100%</b> |                                      |

<sup>1</sup> Construction start dates are shown as month and year of construction contract authorization for projects that have commenced construction. For future projects, the year construction is expected to commence is noted.

| Future Projects    | Start date | CIF Funding 2024-25 | Other Funding sources 2024-25 | Funding Source                          | CIF Funding 2025-29 | Total CIF future needs |
|--------------------|------------|---------------------|-------------------------------|---|---------------------|------------------------|
| Street Resurfacing | 6/2025     | 5,845,556           | 4,417,550                     | Highway users tax, SB1 funds, Measure W | 6,800,000           | 12,645,556             |
| <b>Total</b>       |            | <b>\$ 5,845,556</b> | <b>\$ 4,417,550</b>           |   | <b>\$ 6,800,000</b> | <b>\$ 12,645,556</b>   |

| Collected Developer Payments        | 2023-24             |
|-------------------------------------|---------------------|
| 1305 O'Brien Dr                     | 361,904             |
| 500 El Camino Real                  | 66,700              |
| 4400 Bohannon Dr                    | 63,800              |
| 64 Willow Pl                        | 54,724              |
| 4055 Bohannon Dr                    | 52,200              |
| 1302 El Camino Real                 | 46,400              |
| 1585 Bay Laurel Dr                  | 34,800              |
| 1235 Bay Laurel Dr                  | 33,160              |
| 2882 Sand Hill Rd                   | 29,000              |
| 3 Robert S Dr                       | 20,687              |
| 472 permits less than \$18,000 each | 551,158             |
| <b>Total</b>                        | <b>\$ 1,314,533</b> |

**City of Menlo Park  
Recreation In-Lieu Fee Financial Report (Fund 256)**

| Recreation In-Lieu Fees               | 2023-24             |
|---------------------------------------|---------------------|
| <b>Beginning balance</b>              | <b>\$ 2,644,315</b> |
| Developer Fees                        | 254,800             |
| Interest income                       | 83,745              |
| Unrealized gain/(loss) on investment* | 34,145              |
| Transfer in from other funds**        | 725,414             |
| Expenditures                          | (2,655,666)         |
| <b>Ending balance</b>                 | <b>\$ 1,086,753</b> |

There were no interfund loans nor interfund transfers from impact fee to other funds this year. No refunds have been paid out of this fund.

\*The unrealized gain/loss on investments is an accounting requirement to reflect the year-end fair market value of the fund's allocation of the City investment portfolio and does not represent a cash gain or loss, provided investments are held until maturity.

\*\*Transfer in of Measure T bond proceeds for Willow Oaks Park Improvements and park playground equipment project expenditures

| 2023-24 Project Expenditures           | Total RIL Expended  | Fee % Share | Construction start date <sup>1</sup> |
|--|---------------------|-------------|--------------------------------------|
| Belle Haven Community Campus           | 1,133,297           | 100%        | 2021                                 |
| Park Playground Equipment- Willow Oaks | 1,009,725           | 100%        | 2023                                 |
| Willow Oaks Park Improvements          | 512,644             | 100%        | 2023                                 |
| <b>Total</b>                           | <b>\$ 2,655,666</b> | <b>100%</b> |                                      |

<sup>1</sup> Construction start dates are shown as month and year of construction contract authorization for projects that have commenced construction. For future projects, the year construction is expected to commence is noted.

| Future Projects               | Start date | RIL funding 2024-25 | Other funding Sources 2024-25 | Funding Source  | RIL funding 2025-29 | Total RIL future needs |
|-------------------------------|------------|---------------------|-------------------------------|---|---------------------|------------------------|
| Park Playground Equipment     | 9/2023     | 280,071             | 500,000                       | General Fund  | -                   | 280,071                |
| Belle Haven Community Campus  | 9/2021     | 1,496,362           | 2,816,498                     | General Fund, Belle Haven Community Campus, Bayfront Mitigation | -                   | 1,496,362              |
| Willow Oaks Park Improvements | 9/2024     | 82,695              | -                             |   | -                   | 82,695                 |
| <b>Total</b>                  |            | <b>\$ 1,859,128</b> | <b>\$ 3,316,498</b>           |   | <b>\$ -</b>         | <b>\$ 1,859,128</b>    |

| Collected Developer Payments | 2023-24           |
|------------------------------|-------------------|
| 8 Maywood Ln                 | 127,400           |
| 488 Oak Ct                   | 127,400           |
| <b>Total</b>                 | <b>\$ 254,800</b> |

**City of Menlo Park**  
**Below Market Rate (BMR) Housing In-Lieu Fee Financial Report (Fund 222)**

| Below Market Rate (BMR) Housing In-Lieu Fee | 2023-24              |
|---|----------------------|
| <b>Beginning balance</b>                    | <b>\$ 14,168,298</b> |
| BMR Fees collected per City Ordinance       | -                    |
| Interest Income                             | 215,489              |
| Rental Income                               | 43,355               |
| Proceeds from the Sale of Assets            | 8,893                |
| Expenditures                                | (448,281)            |
| <b>Ending balance</b>                       | <b>\$ 13,987,754</b> |

There were no interfund loans nor interfund transfers from impact fee to other funds this year. No refunds have been paid out of this fund.

| 2023-24 Project Expenditures                | 2023-24           | Fee % Share |
|---|-------------------|-------------|
| BMR Housing program - Administrative Costs  | 396,976           | 100%        |
| 1155 Merrill St                             | 4,490             |             |
| Rebuilding Together Peninsula Rehab Program | 46,815            | 100%        |
| <b>Total</b>                                | <b>\$ 448,281</b> |             |

| Future Projects  | Start date | BMR Funding 2024-25 | Other funding Sources 2024-25 | Funding Source | BMR 2025-29 Funding | Total               |
|--|------------|---------------------|-------------------------------|----------------|---------------------|---------------------|
| Rebuilding Together Peninsula Rehab Program (Committed*) | 11/2023    | 133,185             | -                             |                | -                   | 133,185             |
| Homeownership Preservation Program (Committed*)          | 5/2023     | 1,200,000           | -                             |                | -                   | 1,200,000           |
| 335 Pierce Road  | FY24-25    | 3,600,000           | -                             |                | -                   | 3,600,000           |
| Habitat for Humanity Homeownership                       | FY24-25    | 2,000,000           | -                             |                | -                   | 2,000,000           |
| MidPen Housing Veteran Housing                           | 12/2024    | 2,000,000           | -                             |                | -                   | 2,000,000           |
| 975 Florence   | TBD        | -                   | -                             |                | 408,949             | 408,949             |
| 1162 El Camino Real                                      | TBD        | -                   | -                             |                | 2,000,000           | 2,000,000           |
| 320 Sheridan Dr  | TBD        | -                   | -                             |                | 1,000,000           | 1,000,000           |
| BMR Housing program - Administrative Costs               | Annual     | 600,000             | -                             |                | 3,124,000           | 3,724,000           |
| <b>Total</b>   |            | <b>\$ 9,533,185</b> | <b>\$ -</b>                   |                | <b>\$ 6,532,949</b> | <b>\$16,066,134</b> |

\*Committed projects were approved by Council and funds are not available for any other use; however, these have not been fully expended.

| Collected Developer Payments | 2023-24 |
|------------------------------|---------|
| <b>None collected</b>        | -       |

**City of Menlo Park  
Heritage Tree In-Lieu Fee Financial Report (Fund 211)**

| Heritage Tree In-Lieu Fees | 2023-24           |
|----------------------------|-------------------|
| <b>Beginning balance</b>   | <b>\$ 429,626</b> |
| Fees                       | 264,413           |
| Expenditures               | -                 |
| <b>Ending Balance</b>      | <b>\$ 694,039</b> |

There were no interfund loans nor interfund transfers from impact fee to other funds this year. No refunds have been paid out of this fund.

| 2023-24 Project Expenditures | Total Expended | Fee % Share | Construction start date <sup>1</sup> |
|------------------------------|----------------|-------------|--------------------------------------|
|                              | -              |             |                                      |
| <b>Total</b>                 | <b>\$ -</b>    |             |                                      |

<sup>1</sup> Construction start dates are shown as month and year of construction contract authorization for projects that have commenced construction.

| Future Projects                             | Start date | HT Funding 2024-25 | Other funding Sources 2024-25 | Funding Source | HT Funding 2025-29 | Total             |
|---|------------|--------------------|-------------------------------|----------------|--------------------|-------------------|
| Urban Forest Management Plan                | 5/2024     | 250,000            | -                             |                | -                  | 250,000           |
| Urban Forest Management Plan Implementation | 9/2026     | -                  | -                             |                | 450,000            | 450,000           |
| <b>Total</b>                                |            | <b>\$ 250,000</b>  | <b>\$ -</b>                   |                | <b>\$ 450,000</b>  | <b>\$ 700,000</b> |

| Collected Developer Payments      | 2023-24           |
|-----------------------------------|-------------------|
| 1100 Merrill St                   | 77,800            |
| 1235 Bay Laurel Dr                | 62,100            |
| 1220 Hoover St                    | 23,320            |
| 269 Willow                        | 12,200            |
| 222 Blackburn Ave                 | 9,400             |
| 1015 Whitney Dr                   | 9,400             |
| 1175 Hermosa Way                  | 7,000             |
| 1024 Middle Ave                   | 6,200             |
| 1155 Johnson St                   | 6,090             |
| 736 Partridge Ave                 | 5,900             |
| 38 permits less than \$6,000 each | 45,003            |
| <b>Total</b>                      | <b>\$ 264,413</b> |

**City of Menlo Park  
Community Amenities In-Lieu Payments Financial Report (Fund 369)**

| Community Amenities In-Lieu Payments | 2023-24              |
|--------------------------------------|----------------------|
| <b>Beginning balance</b>             | <b>\$ 9,405,000</b>  |
| Developer Payments                   | 21,010,000           |
| Expenditures                         | -                    |
| <b>Ending Balance</b>                | <b>\$ 30,415,000</b> |

There were no interfund loans nor interfund transfers from impact fee to other funds this year. No refunds have been paid out of this fund.

| 2023-24 Project Expenditures | Total Expended | Fee % Share | Construction start date <sup>1</sup> |
|------------------------------|----------------|-------------|--------------------------------------|
|                              | -              |             |                                      |
| <b>Total</b>                 | <b>\$ -</b>    |             |                                      |

| Future Projects  | Start date | Community Amenities Funding (2024 - 2025) |                               |                | Community Amenities Funding (2025-2029) | Total                |
|--|------------|---|-------------------------------|----------------|---|----------------------|
|  |            | Funding (2024 - 2025)                     | Other funding Sources 2024-25 | Funding Source |   |                      |
| Belle Haven Park Improvements  | 2027       | 1,300,000                                 | -                             |                | 3,000,000                               | 4,300,000            |
| Community amenity list implementation (Carbon-free transit and enhanced transportation; community-serving retail; Energy, technology, utilities, and communication infrastructure in the Belle Haven and Bayfront neighborhoods; Enhanced quality of life) | TBD        | -   | -                             |                | 26,115,000                              | 26,115,000           |
| <b>Total</b>   |            | <b>\$ 1,300,000</b>                       | <b>\$ -</b>                   |                | <b>\$ 29,115,000</b>                    | <b>\$ 30,415,000</b> |

| Collected Developer Payments               | 2023-24              |
|--|----------------------|
| 1350 Adams Court                           | 16,115,000           |
| 141 Jefferson Dr & 180-186 Constitution Dr | 4,895,000            |
| <b>Total</b>                               | <b>\$ 21,010,000</b> |