



## ENVIRONMENTAL QUALITY COMMISSION AGENDA

Regular Meeting  
Wednesday, December 17, 2014 at 6:30 PM  
City Administration Building  
701 Laurel Street, Menlo Park, CA 94025

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### CALL TO ORDER

**ROLL CALL** – Allan Bedwell (Vice Chair), Chris DeCardy, Kristin Kuntz-Duriseti, Scott Marshall (Chair), Deborah Martin, Mitchel Slomiak, Christina Smolke

### A. PUBLIC COMMENT (Limited to 30 minutes)

Under “Public Comment,” the public may address the advisory body on any subject not listed on the agenda within the jurisdiction of the Commission. Each speaker may address the Commission 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 Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under Public Comment other than to provide general information. The public may address the Commission regarding items listed on the agenda during the consideration of each item.

### B. REGULAR BUSINESS

- B1.** Consider a Recommendation to the City Council on a Request to Remove Three Heritage Trees and Retain One Heritage Tree on Property Located at 700 Oak Grove Avenue and 1231 Hoover Street ([Attachment](#))
- B2.** Consider a Recommendation on a Request to Remove One Heritage Tree at 701 Laurel St. for Proposed Installation of Solar Carport and Identify Potential Planting Locations for Replacement Trees ([Attachment](#))
- B3.** Discuss and Review Previous EQC Recommendation to City Council on the City’s Heritage Tree Ordinance ([Attachment](#))
- B4.** Review and Discuss Potential Environmental Projects for the Draft Five-Year CIP for 2015-2020 ([Attachment](#))
- B5.** Approve October 22, 2014 Minutes ([Attachment](#))

### C. REPORTS AND ANNOUNCEMENTS

- C1.** Staff Update on Environmental Policies to be Considered by City Council

**C2. Commission Subcommittee Reports and Announcements**

**C3. Discuss Future Agenda Items**

**D. ADJOURNMENT**

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At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

Any writing that is distributed to a majority of the Commission 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 Menlo Park Library, 800 Alma Street, Menlo Park, CA 94025 during regular business hours.

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December 17, 2014

**To: Environmental Quality Commission**

**From: Jean Lin, Associate Planner**

**Subject: Consider a Recommendation to the Planning Commission and City Council on a Request to Remove Three Heritage Trees and Retain One Heritage Tree on and near property located at 700 Oak Grove Avenue and 1231 Hoover Street.**

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### **Potential Environmental Quality Commission (EQC) Action**

Staff recommends that the EQC recommend to the Planning Commission and City Council to approve a Heritage Tree Removal Permit as part of a development proposal by the Menlo Park Fire Protection District on property located at 700 Oak Grove Avenue and 1231 Hoover Street.

### **Background**

#### Site Location

The project site is located at the northwest corner of Oak Grove Avenue and Hoover Street, using Oak Grove Avenue in an east-west orientation, in downtown. The surrounding area is designated for a mix of commercial and residential uses in the ECR/D-SP (El Camino Real/Downtown Specific Plan) zoning district and for residential uses in the R-3 (Apartment) zoning district. Adjacent uses include a single-family residence to the north, an apartment building and a mixed-use office and residential development to the west, commercial uses to the south, and multi-family residences to the east.

#### Proposed Project

On July 11, 2013, Menlo Park Fire Protection District filed applications for a General Plan Amendment, Rezoning, Zoning Ordinance Text Amendment, Use Permit, Architectural Control, Lot Merger, Sign Review, Heritage Tree Removal Permit, and Environmental Review to demolish the existing Fire Station 6 located at 700 Oak Grove Avenue and an existing single-family residence located at 1231 Hoover Street, and construct a new fire station and associated site improvements. The City has prepared a draft Mitigated Negative Declaration (MND) to evaluate the impacts of the project on the physical environment. The public review period for the draft MND began on November 13, 2014 and ended on December 15, 2014. There are four heritage trees on and near the project site as defined by Chapter 13.24 of the Menlo Park Municipal Code, including one heritage tree on the adjacent property to the west (702 Oak Grove Avenue) and one heritage street tree along Hoover Street. A copy of the site plan, preliminary landscape plan, and building elevations are provided in Attachment A.

The purpose of the Environmental Quality Commission's consideration of this project is to provide a recommendation to the City Council on the request to remove three out of four heritage trees located on or near the property.

## Analysis

The applicant has submitted an arborist report to evaluate trees on and near the subject property. The report was prepared by David Babby of Arbor Resources, a Registered Consulting Arborist and Board-Certified Master Arborist. A summary of the heritage trees is contained below.

Fire Station 6 Heritage Tree Summary	Size (diameter)	Condition	Proposal	
			Retain	Remove
<b>Tree #5:</b> Pin oak ( <i>Quercus palustris</i> )	16 inches	Good		X
<b>Tree #6:</b> Coast live oak ( <i>Quercus agrifolia</i> )	17 inches	Fair		X
<b>Tree #7:</b> Coast live oak ( <i>Quercus agrifolia</i> )	21 inches	Good		X
<b>Tree #12:</b> Coast live oak ( <i>Quercus agrifolia</i> )	32 inches	Fair	X	
<b>TOTAL</b>			1	3

### Municipal Code Requirements

Section 13.24.040 of Menlo Park's Heritage Tree Ordinance, requires consideration of the following eight factors when determining whether there is good cause for permitting removal of a heritage tree:

- (1) The condition of the tree or trees with respect to disease, danger of falling, proximity to existing or proposed structures and interference with utility services;
- (2) The necessity to remove the tree or trees in order to construct proposed improvements to the property;
- (3) The topography of the land and the effect of the removal of the tree on erosion, soil retention and diversion or increased flow of surface waters;
- (4) The long-term value of the species under consideration, particularly lifespan and growth rate;
- (5) The ecological value of the tree or group of trees, such as food, nesting, habitat, protection and shade for wildlife or other plant species;
- (6) The number, size, species, age distribution and location of existing trees in the area and the effect the removal would have upon shade, privacy impact and



scenic beauty;

- (7) The number of trees the particular parcel can adequately support according to good arboricultural practices;
- (8) The availability of reasonable and feasible alternatives that would allow for the preservation of the tree(s).

Criteria 1, 2, and 8 are relevant to this request and are discussed below in more detail. The Municipal Code criteria that are applicable to this request are briefly discussed below.

Criteria 1. *The condition of the trees with respect to disease, danger of falling, proximity to existing or proposed structures and interference with utility services.*

The 17-inch coast live oak (tree #6) proposed for removal is in overall fair condition, but exhibits structural problems in which the mainstem has a strong lean over the property line and has an unbalanced canopy. Furthermore, this tree is stunted in growth due to its close proximity to the taller 21-inch coast live oak (tree #7).

Criteria 2: *The necessity to remove the trees in order to construct proposed improvements to the property.*

The 16-inch pin oak (tree #5) proposed for removal is in overall good condition, where the mainstem appears structurally sound and features a well-balanced canopy. This is a street tree surrounded by concrete, and its roots are lifting the surrounding sidewalk. The applicant is proposing its removal due to direct conflicts with the proposed driveway along Hoover Street. One of the objectives of the new fire station is to allow for a drive-through apparatus bay that would accommodate both a 28.5-foot fire truck, which is currently being used, as well as a 44.9-foot fire truck, which is planned for future use. The location of tree #5 is in direct conflict with the driveway design necessary to accommodate the turning movements for a 44.9-foot fire truck entering the drive-through apparatus bay. While the City Arborist initially recommended further evaluation to try to retain this tree, upon further evaluation, tentative approval for its removal was recommended due to the fact that its retention would impede the operation of the fire station.

Criteria 8: *The availability of reasonable and feasible alternatives that would allow for the preservation of the tree(s).*

The applicant proposes to remove a 21-inch coast live oak (tree #7) that is in overall good condition. The removal of tree #7 is proposed in order to accommodate the construction of a trash enclosure within close proximity of this tree. The arborist report includes recommended tree protection measures to mitigate or avoid impacts to this tree, including recommended

construction of the slab foundation for the trash enclosure that limits a vertical soil cut to no more than two inches. The applicant states that excavation of approximately 18 inches would be required in order to construct the slab and associated foundation to support the walls and roof of the trash enclosure, which is deeper than the two-inch excavation limit recommended by the project arborist. Due to its larger size and good condition, the City Arborist has recommended that alternative construction methods be explored that would allow this tree to be retained.

The City Arborist has reviewed the arborist report and conducted a site visit to independently evaluate the health and condition of the heritage trees proposed for removal. The City Arborist's recommendations are as follows:

<b>Fire Station 6 Heritage Tree Summary</b>	<b>Size (diameter)</b>	<b>Recommendation</b>
<b>Tree #5:</b> Pin oak ( <i>Quercus palustris</i> )	16 inches	Tentatively approved due to construction of the proposed project.
<b>Tree #6:</b> Coast live oak ( <i>Quercus agrifolia</i> )	17 inches	Tentatively approved due to structural problems.
<b>Tree #7:</b> Coast live oak ( <i>Quercus agrifolia</i> )	21 inches	Tentatively denied, tree is in good condition. Alternative construction methods should be explored to preserve this tree.

#### Heritage Tree Replacements

The applicant is proposing to provide six heritage tree replacements, which represents a ratio of two replacement trees for every tree removed. The proposed heritage tree replacements include five 24-inch box frontier elms (*ulmus hybrid*) to be planted as new street trees along Hoover Street, and one 48-inch box valley oak (*quercus lobata*) to be planted towards the rear of the site.

The preliminary landscape plan indicates that approximately 26 new trees would be planted throughout the site, including five street trees along Hoover Street and 21 trees on-site. The street trees would consist of frontier elms in 24-inch boxes. The proposed new trees to be planted on-site would consist of valley oak (48-inch box), crape myrtle (24-inch box), fern pine (15 gallon), lagerstroemia hybrid (24-inch box), and Meyer lemon improved (24-inch box). Shrubs would also be planted along the perimeter of the site.

#### Conclusion

Based upon the analysis provided above and the submitted project plans, staff recommends that the Environmental Quality Commission recommend to the City Council the following actions regarding the heritage trees for the proposed project located at 700 Oak Grove Avenue and 1231 Hoover Street:

- (1) Approve the removal of Tree #5 (16-inch pin oak) and Tree #6 (17-inch Coast Live

Oak); and,

- (2) Request alternative construction methods be explored that would allow Tree #7 (21-inch Coast live oak) to be retained.

Signature on File

Jean Lin

Associate Planner

Signature on File

Christian Bonner

City Arborist

**Public Notice:** Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting. Notice cards were sent to all property owners and occupants within 300 feet of the project site.

**Attachments:**

- A. Project Plans (Site Plan, Preliminary Landscape Plan, and Building Elevations)
- B. Arborist Report by Arbor Resources, dated January 3, 2014
- C. City Arborist Evaluation Forms

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130 Portola Road, suite A  
Portola Valley, CA 94028  
(650) 851-9335 / (Fax) 851-9337

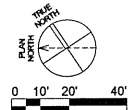


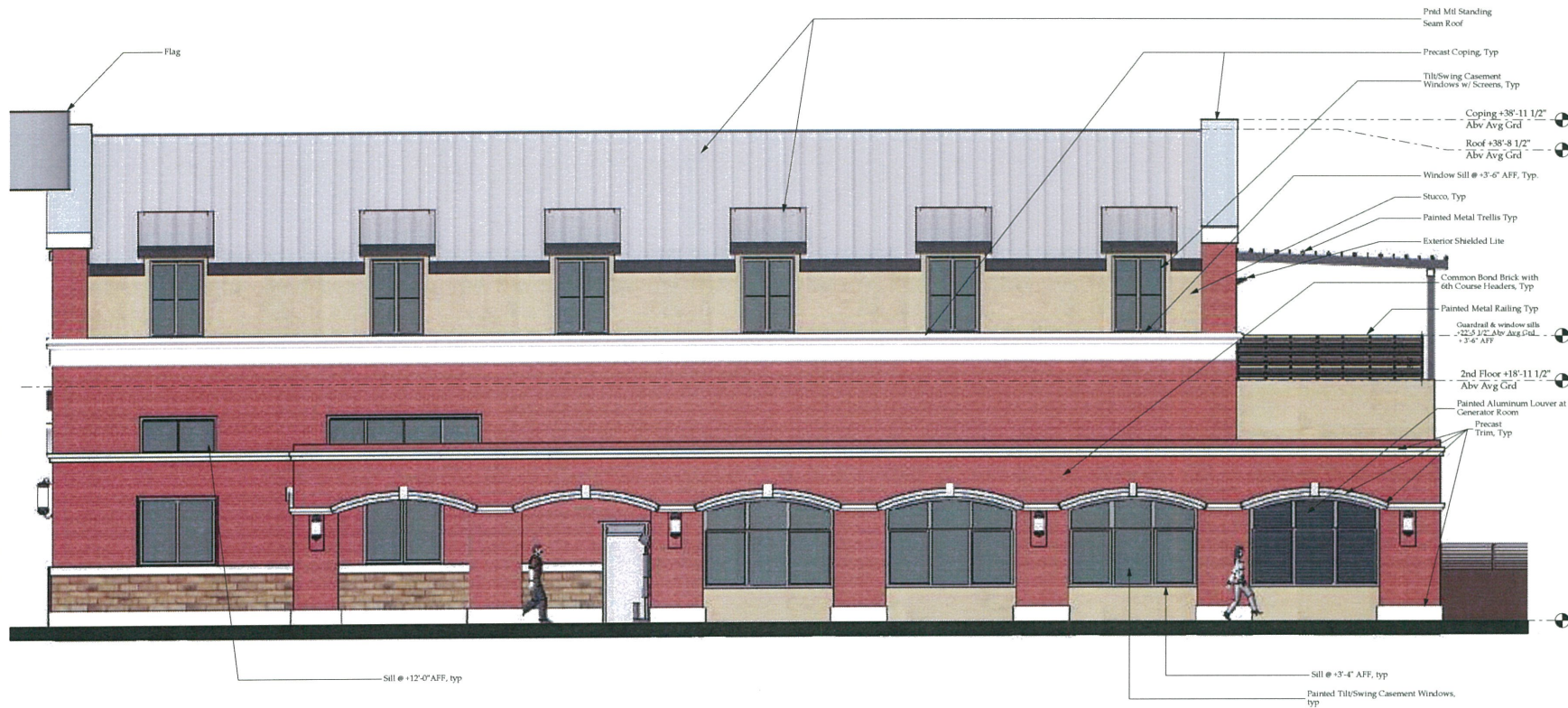
700 Oak Grove Ave.  
Menlo Park CA 94025

## Site Plan

[illegible]

• SHEET: AP-2





1 East Elevation

1/8" = 1'-0"



**C J W ARCHITECTURE**  
 130 Portola Road, suite A  
 Portola Valley, CA 94028  
 (650) 851-9335 / (Fax) 851-9337

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## • PROJECT •

Menlo Park Fire Protection  
 District Station 6

700 Oak Grove Ave.  
 Menlo Park CA 94025

## • SHEET TITLE •

Fire Station - East  
 Elevation

## • REVISIONS •

No.	Date	Notes

• JOB: 2014.1500

• DATE: 12/3/2014

• SHEET: AP-10





1 South Elevation

0 2' 4' 8'



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## • PROJECT •

Menlo Park Fire Protection  
District Station 6

700 Oak Grove Ave.  
Menlo Park CA 94025

## • SHEET TITLE •

Fire Station - South  
Elevation

## • REVISIONS •

No.	Date	Notes

• JOB: 2014.1500

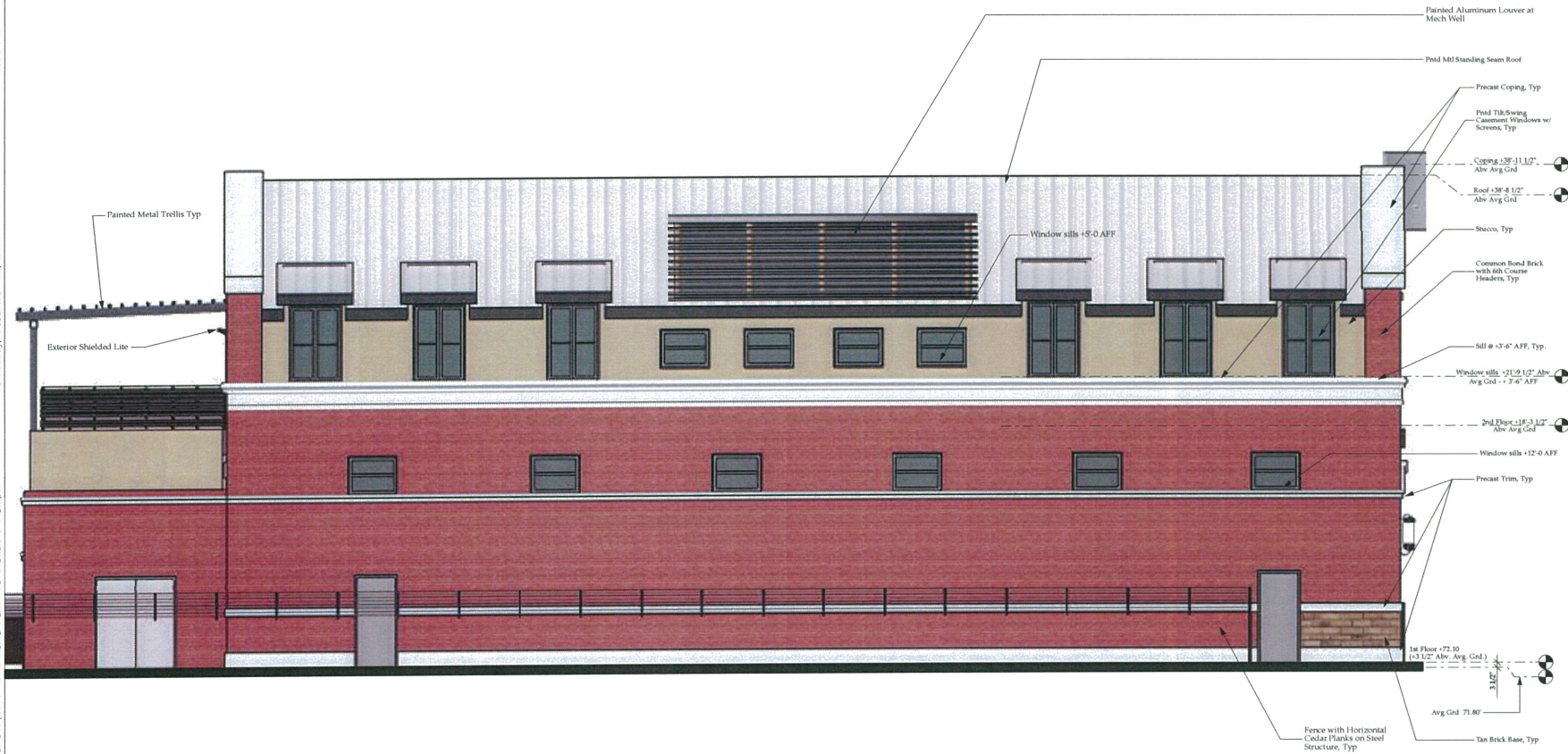
• DATE: 12/3/2014

• SHEET: AP-11

3:08 PM

Wednesday, December 03, 2014

M:\CJW\_bbb\_Files\2014\2014-1500 MPFPD Stn 6\DWG\1 Current\1500 MPFPD Stn 6 Plan.pln



1 West Elevation

1/4" = 1'-0"



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• PROJECT •

Menlo Park Fire Protection  
District Station 6  
  
700 Oak Grove Ave.  
Menlo Park CA 94025

• SHEET TITLE •

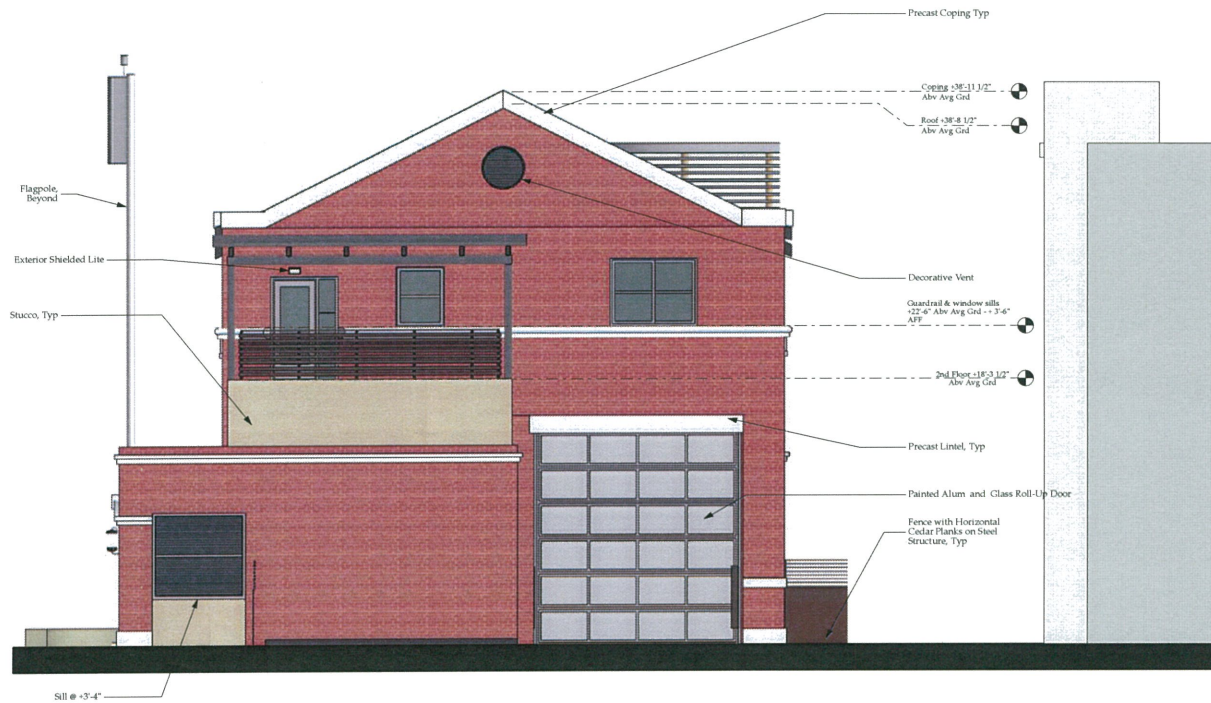
Fire Station - West  
Elevation

• REVISIONS •

No.	Date	Notes

• JOB: 2014.1500  
• DATE: 12/3//2014  
• SHEET: AP-12





1 North Elevation

1/4" = 1'-0"



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• PROJECT •

Menlo Park Fire Protection  
District Station 6  
  
700 Oak Grove Ave.  
Menlo Park CA 94025

• SHEET TITLE •

Fire Station - North  
Elevation

• REVISIONS •

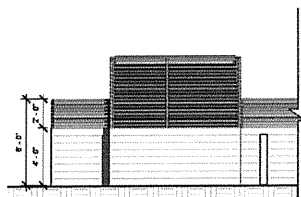
No.	Date	Notes

• JOB: 2014.1500

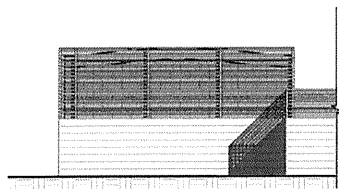
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• SHEET: AP-13

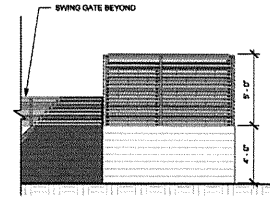




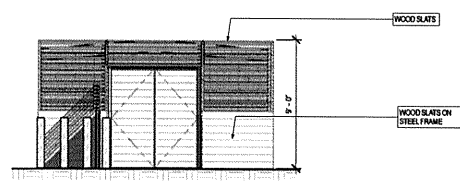
5 TRASH ENCLOSURE - WEST ELEVATION  
1/4" = 1'-0"



4 TRASH ENCLOSURE - NORTH ELEVATION  
1/4" = 1'-0"



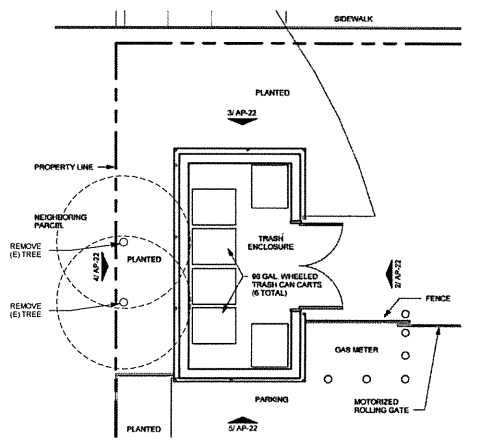
3 TRASH ENCLOSURE - EAST ELEVATION  
1/4" = 1'-0"



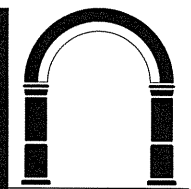
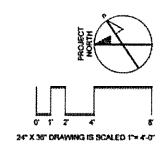
2 TRASH ENCLOSURE - SOUTH ELEVATION  
1/4" = 1'-0"

SEE FENCE DRAWINGS  
AP-31 AND AP-32 FOR  
FURTHER  
INFORMATION AND  
VIEWS

SEE DRAWING AP-7  
FOR ROOF PLAN OF  
GARBAGE ENCLOSURE



1 TRASH ENCLOSURE PLAN  
1/4" = 1'-0"



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• PROJECT •

Menlo Park Fire Protection  
District Station 6  
  
700 Oak Grove Ave.  
Menlo Park CA 94025

• SHEET TITLE •

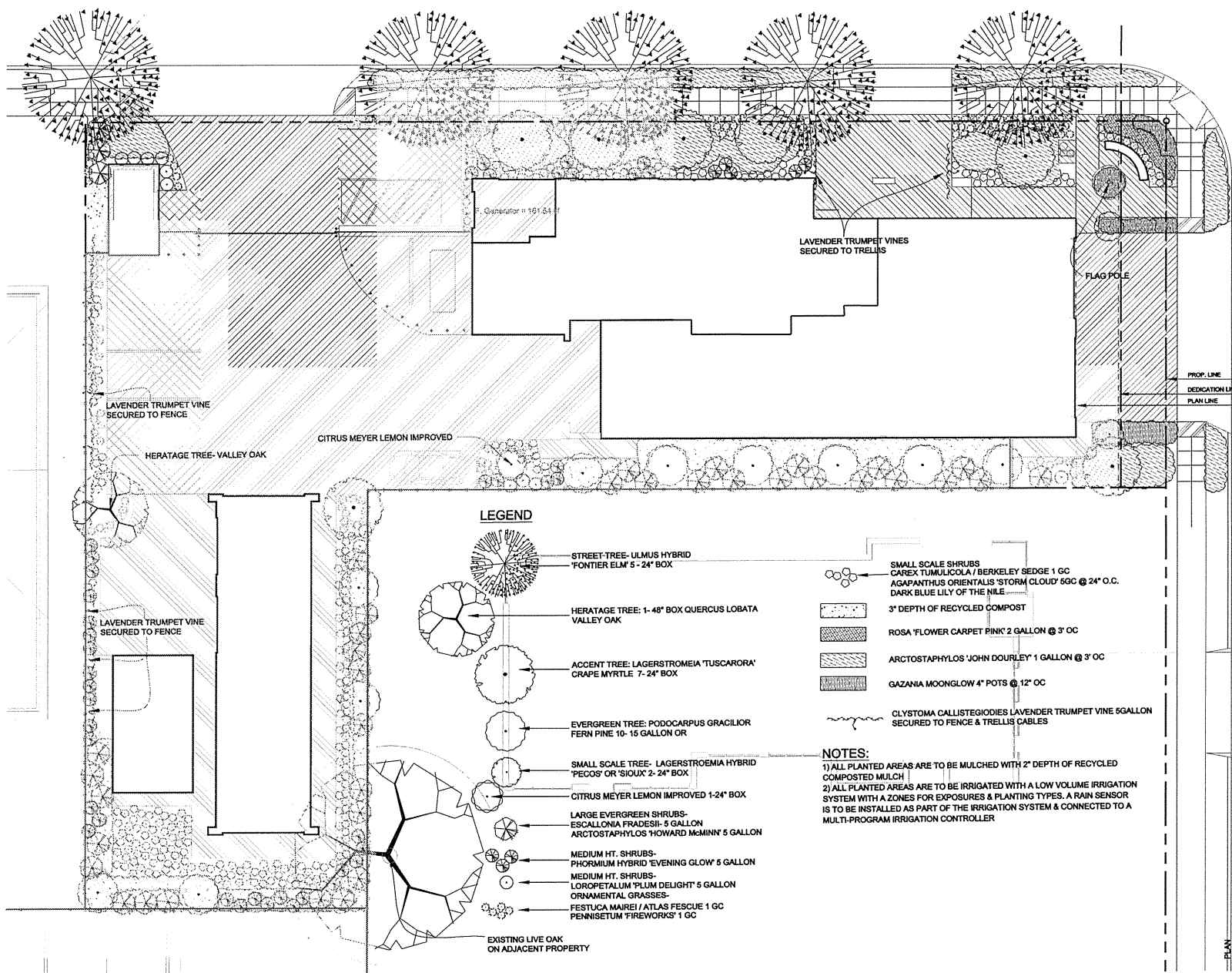
Trash Enclosure Plan &  
Elevations

• REVISIONS •

No.	Date	Notes

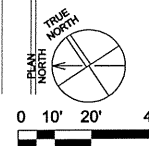
• JOB: 2014.1500  
• DATE: 12/3/2014  
• SHEET: AP-22





1 Preliminary Landscape Plan

1" = 10'



CJ W ARCHITECTURE

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Ron Hodges  
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• PROJECT •

Menlo Park Fire Protection  
District Station 6

700 Oak Grove Ave. Menlo  
Park CA 94025

• SHEET TITLE •

Preliminary  
Landscape Plan

• REVISIONS •

No.	Date	Notes

• JOB: 2014.1500

• DATE: 10/7/2014

• SHEET: AP-18



**ARBOR RESOURCES**

professional consulting arborists and tree care

ATTACHMENT B

**RECEIVED**

JAN 16 2014

CITY OF MENLO PARK  
BUILDING

## **ARBORIST REPORT**

**700 OAK GROVE AVENUE**

**MENLO PARK, CALIFORNIA**

**Submitted to:**

Menlo Park Fire Protection District  
170 Middlefield Road  
Menlo Park, CA 94025

**Prepared by:**

David L. Babby  
*Registered Consulting Arborist® #399*  
*Board-Certified Master Arborist® #WE-4001B*

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January 3, 2014

## TABLE OF CONTENTS

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4.0	TREE PROTECTION MEASURES .....	4
5.0	ASSUMPTIONS AND LIMITING CONDITIONS .....	8

## EXHIBITS

<u>EXHIBIT</u>	<u>TITLE</u>
A	TREE INVENTORY TABLE (two sheets)
B	SITE MAP (one sheet)
C	PHOTOGRAPHS (five sheets)

## 1.0 INTRODUCTION

I have been retained by the Menlo Park Fire Protection District to prepare this *Arborist Report* in connection with the future redevelopment of **Station No. 6** located at **700 Oak Grove Avenue**, Menlo Park (the site is at the west corner of Oak Grove Avenue and Hoover Street). Specific tasks assigned are as follows:

- Visit the site (performed on June 4, 6, and 26, 2013) to identify, photograph, and evaluate 12 trees located on or overhanging the site from neighboring properties.
- Determine each tree's trunk diameter in accordance with City Code; all diameters are rounded to the nearest inch.
- Identify "heritage trees."<sup>1</sup>
- Ascertain each tree's health and structural integrity, and assign an overall condition rating (e.g. good, fair, poor or dead).
- Comment on pertinent health, structural or site conditions.
- Determine each tree's suitability for preservation (e.g. good, moderate or low).
- Sequentially assign numbers to each tree, and plot them on a copy of the site survey (Sheet AP-19), dated 5/21/13; see Exhibit B.
- Affix round metallic tags with engraved, corresponding numbers to the trees' trunks or major limbs.
- To identify the proposed tree disposition, review the project *Site Plan* (Sheet AP-2), dated 12/10/13, and consult with the project architect.
- Develop protection measures to mitigate or avoid damage to trees planned for retention, namely #7 and 12.
- Prepare a written report that presents the aforementioned information, and submit via email as a PDF document.

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<sup>1</sup> Section 13.24.020 of the City Code defines a "heritage tree" as follows: [1] any tree having a trunk diameter  $\geq 15"$  at 54" above natural grade; [2] any oak tree native to California, and has a trunk diameter  $\geq 10"$  at 54" inches above natural grade; [3] any tree  $\geq 12'$  tall with a trunk diameter of  $\geq 15"$  measured at the point where the trunks divide; and [4] any tree or group of trees specifically designated by the City Council for protection because of historical significance, special character or community benefit.

## 2.0 TREE DESCRIPTION AND DISPOSITION

**Twelve (12) trees** of eight various species were inventoried for this report. They are sequentially numbered as **1 thru 12**, and include **six fruit trees** (#1-3 and 9-11), **two pin oaks** (#4 and 5), **one holly** (#8), and **three coast live oaks** (#6, 7 and 12).

Specific information regarding each tree is presented within the table in **Exhibit A**. Their approximate locations and assigned numbers are shown on the site map in **Exhibit B**, and photographs can be viewed in **Exhibit C**.

Of the 12 inventoried trees, **four** are defined by City Code as **heritage trees**; they include **#5, 6, 7 and 12**. **Tree #5** is a pin oak within the public right-of-way, and **#6, 7 and 12** are coast live oaks.

**Trees #4 and 5** are **street trees** within the **public right-of-way** along Hoover Street, in front of the existing residence, and in small, roughly square planters between the sidewalk and curb. Both have outgrown their highly-confined planters.

**Tree #12's** trunk is situated entirely on the **neighboring** southeastern property, near the southern corner of the subject property. The base of its trunk is about four inches from the shared fence line.

The trunks of **trees #6 thru 8** are clustered together, and their trunks are very near or span the neighboring northwest boundary near Hoover Street.

Regarding the **proposed disposition**, all trees but **#7 and 12** are planned for removal.



### 3.0 SUITABILITY FOR TREE PRESERVATION

Each tree has been assigned either a “good,” “moderate” or “low” suitability for preservation rating as a means to cumulatively measure their health, structural integrity, anticipated life span, location, size and specie type. A description of these ratings and associated tree numbers are presented below.

**Good:** Applies to trees #4, 5, 6, 7 and 12.

These five trees appear generally healthy and structurally stable, and provide a good potential of contributing long-term to the site and surrounding properties.

**Moderate:** Applies to trees #1, 2, 3, 8 and 10.

These include fruit trees #1-3 and 10, as well as one small holly suppressed in growth beneath an oak tree. They contribute to the site but at insignificant levels, and frequent care is required during their remaining life span.

**Low:** Applies to trees #9 and 11.

Tree #9 is an apple that has all of its foliage pruned back every year or so, and consequently, has a weak structure (although functional for fruit production). Tree #11 is a nearly dead persimmon that is beyond recovery and should be removed at this time.

## 4.0 TREE PROTECTION MEASURES

Recommendations presented in this section serve as measures to mitigate or avoid impacts to coast live oaks #7 and 12. I should be consulted in the event a measure cannot be implemented, and they are subject to change upon review of additional or revised plans.

1. The **Tree Protection Zone** (hereinafter “**TPZ**”) is where all soil disturbance and activities should be avoided, to include, but not necessarily limited to, the following: trenching, soil scraping, stripping of topsoil, demolition, grading, soil compaction, overexcavation, subexcavation, equipment cleaning, storage of materials, staging, and equipment and vehicle operation and parking. For **tree #7**, I recommend its **TPZ** be a minimum distance of ten feet from its trunk in all directions, excluding the area within the foundation of the existing residence. For **tree #12**, I recommend its **TPZ** to include the entire unpaved planter area that is between its trunk and the existing garage foundation, to a distance of 25 feet from its trunk. Please note that this **TPZ for #12 assumes** the existing garage foundation is relatively deep, and as such, significant roots have been deflected along or away the foundation (versus beneath the foundation and throughout the existing garage pad); should this be found not true, the **TPZ** in the direction of the existing garage should be *at least* 12 feet from its trunk.
2. The **trash enclosure** is proposed only a few feet from tree #7's trunk, and will cover and potentially impact a substantial section of its root zone. One measure to reduce impacts is for the enclosure and pad to be **established** as far from the trunk as possible (as little as one to two feet can help). Additional, critical measures to avoid severing significant roots serving to anchor the trees into the ground and minimize root loss is as follows (and applies to the minimum area within its **TPZ**): [1] the enclosure's **slab foundation** must be established entirely on top of existing soil grade (i.e. a no-dig design) with a vertical soil cut of no more than two inches (including for base material, edging and forms); [2] **compaction** of existing or subgrade avoided (including by equipment), such as by incorporating Tensar® Biaxial **Geogrid** ([www.tensarcorp.com](http://www.tensarcorp.com)) into the details; and [3] **soil fill** placed around the enclosure perimeter is confined to 12 inches beyond its edge.

3. **Tree protective fencing** must be installed for **tree #12 prior to demolition**. It should be along (up against) the existing garage foundation and asphalt drive (edge of) to a distance of at least 25 feet from the trunk (this entire area must be enclosed by the fence, and should be installed after the wood chips are spread). The fence shall be comprised of six-foot high chain link mounted on two-inch diameter steel posts that are driven into the ground 24 inches deep.
4. **Tree protective fencing** is needed to protect **tree #7's TPZ** until the enclosure is constructed. It would consist of six-foot high chain link mounted on two-inch diameter steel posts that are driven into the ground 24 inches deep, and be placed up to (or 12 inches from) the foundation of the existing residence, and to or beyond ten feet from their trunks. Removal of the existing walkways within the designated-fenced area must be manually performed.
5. Once the enclosure is to be constructed (e.g. one day before), fencing would need to be opened to allow access (due to the close proximity of the proposed enclosure to the **tree #7's** trunk, protection fencing is not feasible along the rear of the enclosure). Protection for tree #7 at this stage would include **trunk wrap protection** and a **root zone buffer** consisting of an eight-inch layer of coarse **wood chips**; both should be installed prior to demolition. **Trunk wrap** consists of ten layers of orange-plastic fencing being wrapped around the trunk, beginning a grade and extending upward to the first lateral limbs, and two-inch thick boards are then tied around the outside of the fencing. **Wood chips** are described within the next recommendation.
6. Also prior to demolition, an eight-inch layer of coarse **wood chips** (1/4- to 3/4-inch in size and derived from a state-licensed tree-service) should be spread to cover **#12's TPZ**. For **#7**, I recommend the same is spread on the ground within its TPZ, including what becomes exposed once the existing, adjacent walkway is removed (but not against its trunk).
7. **Underground utilities, services, irrigation, swales, and any trenches** shall be routed beyond TPZs.

8. Great care must be taken during **demolition** of the existing garage foundation and asphalt drive to avoid excavating roots and soil within tree #12's TPZ, as well as removing the existing walkway within tree #7's TPZ.
9. I should be **consulted** in the event a **root of  $\geq$ two inches in diameter** becomes encountered.
10. **Pruning of roots one to two inches** in diameter can occur, and should be manually performed using sharp tools (e.g. saw or loppers) that can cleanly sever the root against the tree side of an excavated area.
11. Any **existing**, unused lines, pipes or vaults requiring removal within a TPZ should be **abandoned** and cut off at existing soil grade.
12. **Spoils** created during digging shall not be piled or spread on unpaved ground within a TPZ, rather they should be temporarily piled on plywood or a tarp.
13. Any **pruning** needed must be performed in accordance with ANSI A300-2001 standards, and by a California state-licensed tree service company (D-49 classification) that has an International Society of Arboriculture (ISA) certified arborist in a supervisory role, carries General Liability and Worker's Compensation insurance, and abides by ANSI Z133.1-2006 (Safety Operations). The same company should be contracted to **remove #6** (due to its close proximity to #7).
14. Great care must be taken by **equipment operators** to position their equipment to avoid trunks and branches. I should be consulted should any conflict arise, such as a limb being exposed to scraping by equipment (and may require wrapping to avoid damage).
15. **Supplemental water** should be applied to the TPZs for each retained oak, beginning two to four weeks prior to construction, and repeated every three to four weeks thereafter through the dry months of the year (e.g. May thru October). In doing so, I recommend the unpaved ground is flooded, via slow release, with roughly five gallons of water (when considering the limited ground area) per inch of trunk diameter.

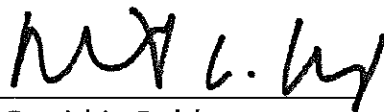
16. The **landscape design** should conform to the following additional guidelines:

- a. **Plant material** installed beneath the canopies of the oaks must be drought-tolerant, limited in amount, and planted at least five or more feet from their trunks. Plant material installed beneath the canopies of all other trees should be at least 24 to 36 inches from their trunks.
- b. **Regular irrigation** can, overtime, adversely impact the oaks and should be avoided. Irrigation for any new plant material beneath an oak's canopy should be low-volume, applied irregularly (such as only once or twice per week), and temporary (such as no more than three years).
- c. **Irrigation** should not be applied within five feet from the oak trunks, or within six inches from the trunks of all other trees (existing and proposed).
- d. **Irrigation and lighting features** (e.g. main line, lateral lines, valve boxes, wiring and controllers) should be established so that no trenching occurs within a TPZ. In the event this is not feasible, they may require being installed in a radial direction to a tree's trunk, and terminate a specific distance from a trunk (versus crossing past it). Should this not be possible, the work may need to be performed using a pneumatic air device (such as an Air-Spade®) to avoid root damage. Any Netafim tubing used should be placed on grade, and header lines installed as mentioned above.
- e. **New fencing** (posts) should be placed at least two feet from a tree's trunk (depends on the trunk size and growth pattern).
- f. **Ground cover** within TPZs should be comprised of a three- to four-inch layer of coarse wood chips or other high-quality mulch (gorilla hair, bark or rock, stone, gravel, black plastic or other synthetic ground cover should be avoided). Mulch should not be placed against the trees' trunks.
- g. **Tilling, ripping and compaction** within TPZs should be avoided.
- h. Bender board or other **edging material** proposed beneath the canopies should be established on top of existing soil grade (such as by using vertical stakes).

## 5.0 ASSUMPTIONS AND LIMITING CONDITIONS

- All information presented herein covers only those trees that were examined, and reflects the size, condition and areas viewed of those trees at the time of my observations on 6/4/13, 6/6/13 and 6/26/13.
- My observations were performed visually without probing, coring, dissecting or excavating. I cannot, in any way, assume responsibility for any defects that could only have been discovered by performing the mentioned services in the specific area(s) where a defect was located.
- The assignment pertains solely to trees listed in Exhibit A. I hold no opinion towards other trees on or surrounding the project area.
- I cannot provide a guarantee or warranty, expressed or implied, that deficiencies or problems of any trees or property in question may not arise in the future.
- No assurance can be offered that if all my recommendations and precautionary measures (verbal or in writing) are accepted and followed, that the desired results may be achieved.
- All information presented on the plans reviewed is assumed to be correct. I cannot guarantee or be responsible for the accuracy of information provided by others.
- I assume no responsibility for the means and methods used by any person or company implementing the recommendations provided in this report.
- The information provided herein represents my opinion. Accordingly, my fee is in no way contingent upon the reporting of a specified finding, conclusion or value.
- The tree numbers shown on the site map in Exhibit B are intended to only approximate a tree's trunk location, and should not be construed as having been surveyed.
- This report is proprietary to me and may not be copied or reproduced in whole or part without prior written consent. It has been prepared for the sole and exclusive use of the parties to who submitted for the purpose of contracting services provided by David L. Babby.
- If any part of this report or copy thereof be lost or altered, the entire evaluation shall be invalid.

Prepared By:



David L. Babby

Registered Consulting Arborist® #399

Board-Certified Master Arborist® #WE-4001B

Date: January 3, 2014



**EXHIBIT A:**

**TREE INVENTORY TABLE**

(two sheets)



## TREE INVENTORY TABLE

TREE/ TAG NO.	TREE NAME	Trunk Diameter (in.)	Health Condition (100%=Best, 0%=Worst)	Structural Integrity (100%=Best, 0%=Worst)	Overall Condition (Good/Fair/Poor/Dead)	Suitability for Preservation (Good/Moderate/Low)	"Heritage Tree"	Street Tree
1	apricot tree ( <i>Prunus armeniaca</i> )	6	60%	50%	Fair	Moderate		
Comments:								
2	apple tree ( <i>Malus domestica</i> )	4	70%	50%	Fair	Moderate		
Comments: Grows mostly beneath existing roof eave.								
3	orange tree ( <i>Citrus sinensis</i> )	3	50%	50%	Fair	Moderate		
Comments: Grows beneath roof eave.								
4	pin oak ( <i>Quercus palustris</i> )	14	70%	50%	Fair	Good		X
Comments: Adjacent walk is raised, and near the curb it is significantly high. Trunk is outgrowing planter area.								
5	pin oak ( <i>Quercus palustris</i> )	16	70%	50%	Fair	Good	X	X
Comments: Adjacent sidewalk and driveway apron are significantly raised. Trunk has well-outgrown planter area.								
6	coast live oak ( <i>Quercus agrifolia</i> )	17	80%	40%	Fair	Good	X	
Comments: Main trunk divides into codominant leaders at ten feet high. Canopy grows out from beneath beneath larger oak #7. Base of trunk at the edge or may span shared property line.								
7	coast live oak ( <i>Quercus agrifolia</i> )	21	80%	50%	Fair	Good	X	
Comments: Roots have raised adjacent slab. Formed by a main trunk that divides into codominant leaders at around 12 feet high. Trunk at the edge or may span shared property line.								





## TREE INVENTORY TABLE

TREE/ TAG NO.	TREE NAME	Trunk Diameter (in.)	Health Condition (100%=Best, 0%=Worst)	Structural Integrity (100%=Best, 0%=Worst)	Overall Condition (Good/Fair/Poor/Dead)	Suitability for Preservation (Good/Moderate/Low)	"Heritage Tree"	Street Tree
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8	English holly ( <i>Ilex aquifolium</i> )	9	70%	40%	Fair	Moderate		
---	---	---	-----	-----	------	----------	--	--

Comments: Sparse canopy growing, and suppressed by, tree #7. Trunk appears to span property line.

9	apple tree ( <i>Malus domestica</i> )	10	60%	30%	Poor	Low		
---	--	----	-----	-----	------	-----	--	--

Comments: Grows beneath tree #8. Has significant decay along central leader. Canopy consists entirely of watersprouts.

10	Japanese persimmon ( <i>Diospyros kaki</i> )	9	80%	60%	Good	Moderate		
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Comments:

11	avocado tree ( <i>Persea americana</i> )	9	10%	20%	Poor	Low		
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Comments: Tree is nearly dead (85- to 90% of canopy has died). Tree should be removed at this time.

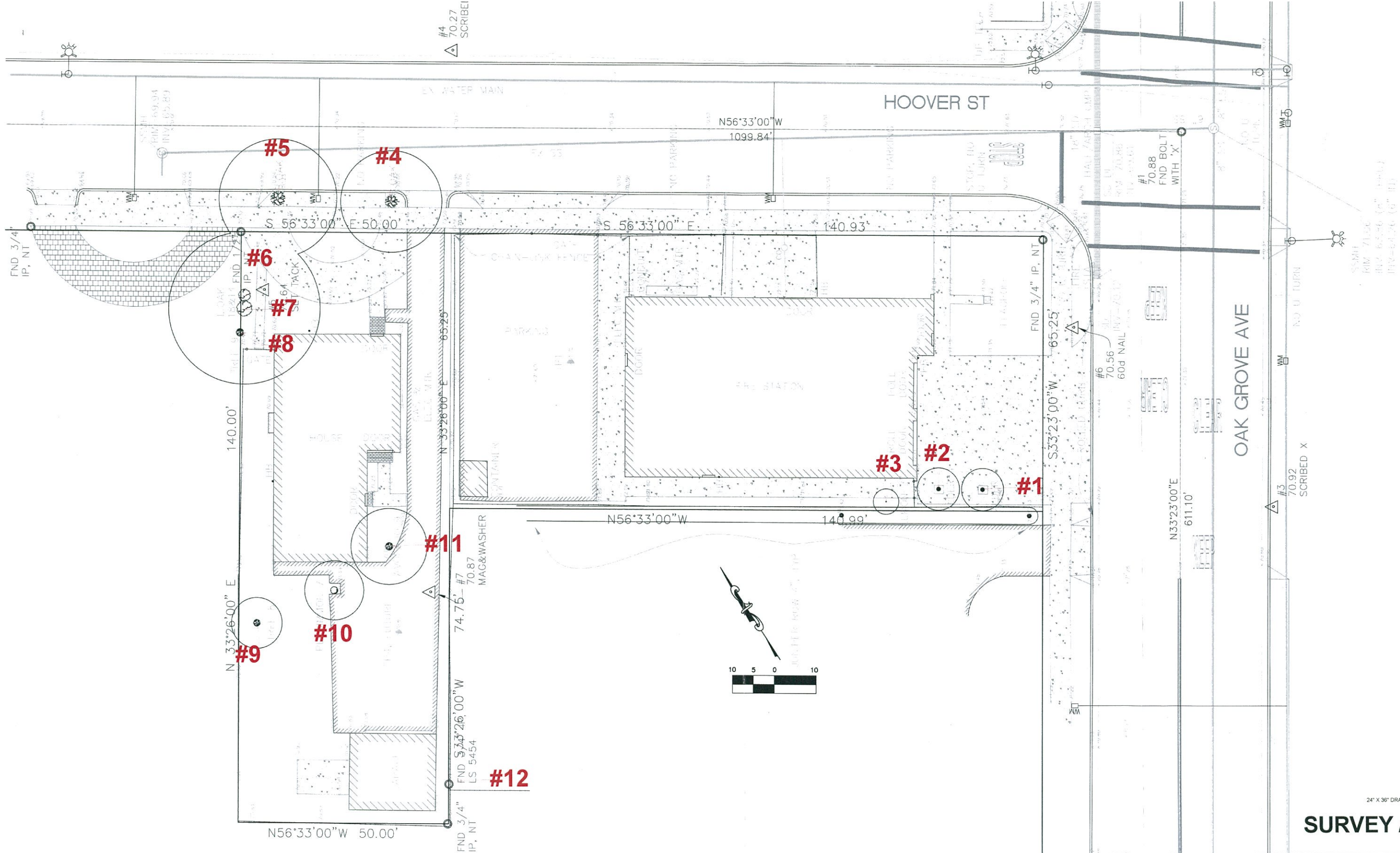
12	coast live oak ( <i>Quercus agrifolia</i> )	32	80%	50%	Fair	Good	X	
----	--	----	-----	-----	------	------	---	--

Comments: On adjacent property, and base of trunk is about four inches from existing fence. Canopy is highly elevated and extends over the site by approximately 25 feet. A quadrant of the canopy overhanging the neighboring site was pruned away. On neighboring site, the area beneath the canopy (predating the recent demolition) consisted of asphalt covering a section of the root zone. Beneath the canopy on the subject site, there is the existing detached garage, concrete garage floor, asphalt drive, as well as a three-foot wide planter area between the garage foundation and fence (or trunk).

**EXHIBIT B:**

**SITE MAP**

(one sheet)



24" X 36" DRAWING IS SCALED 1"= 10'-0"

**SURVEY // AP-19**

**HMC** + Beverly Prior Architects  
 417 MONTGOMERY STREET - 8TH FLOOR  
 SAN FRANCISCO, CA 94104  
 (415) 777-9422

Civil:  
**GreenValley**  
 Consulting Engineers  
 335 Tesconi Circle  
 Santa Rosa, CA 95401  
 (707) 579-0388

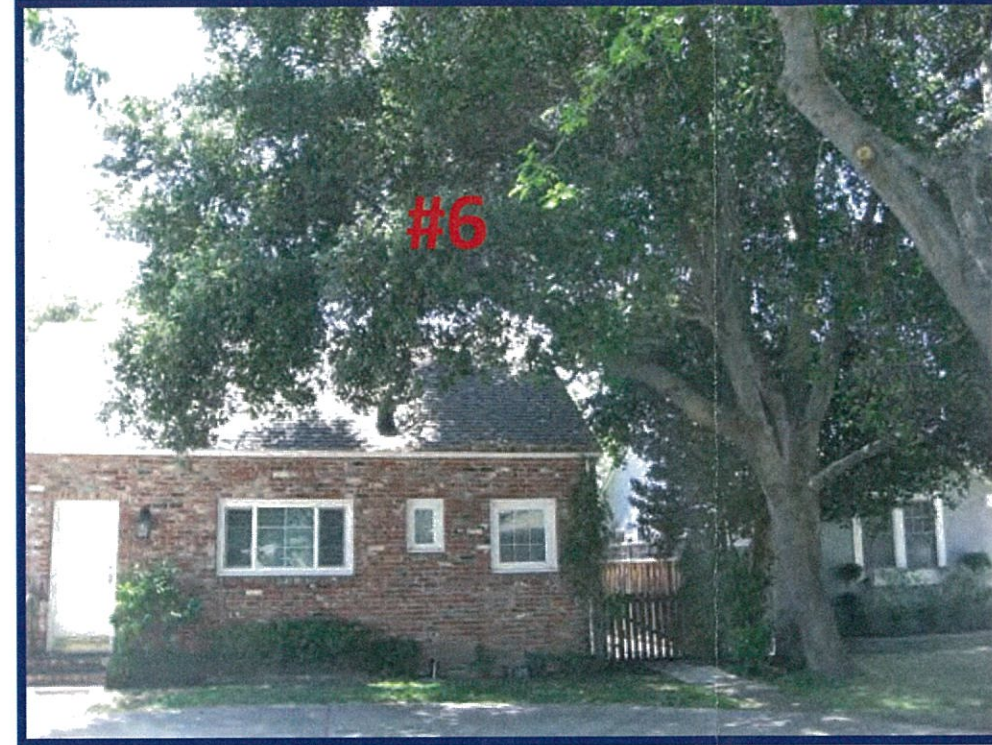
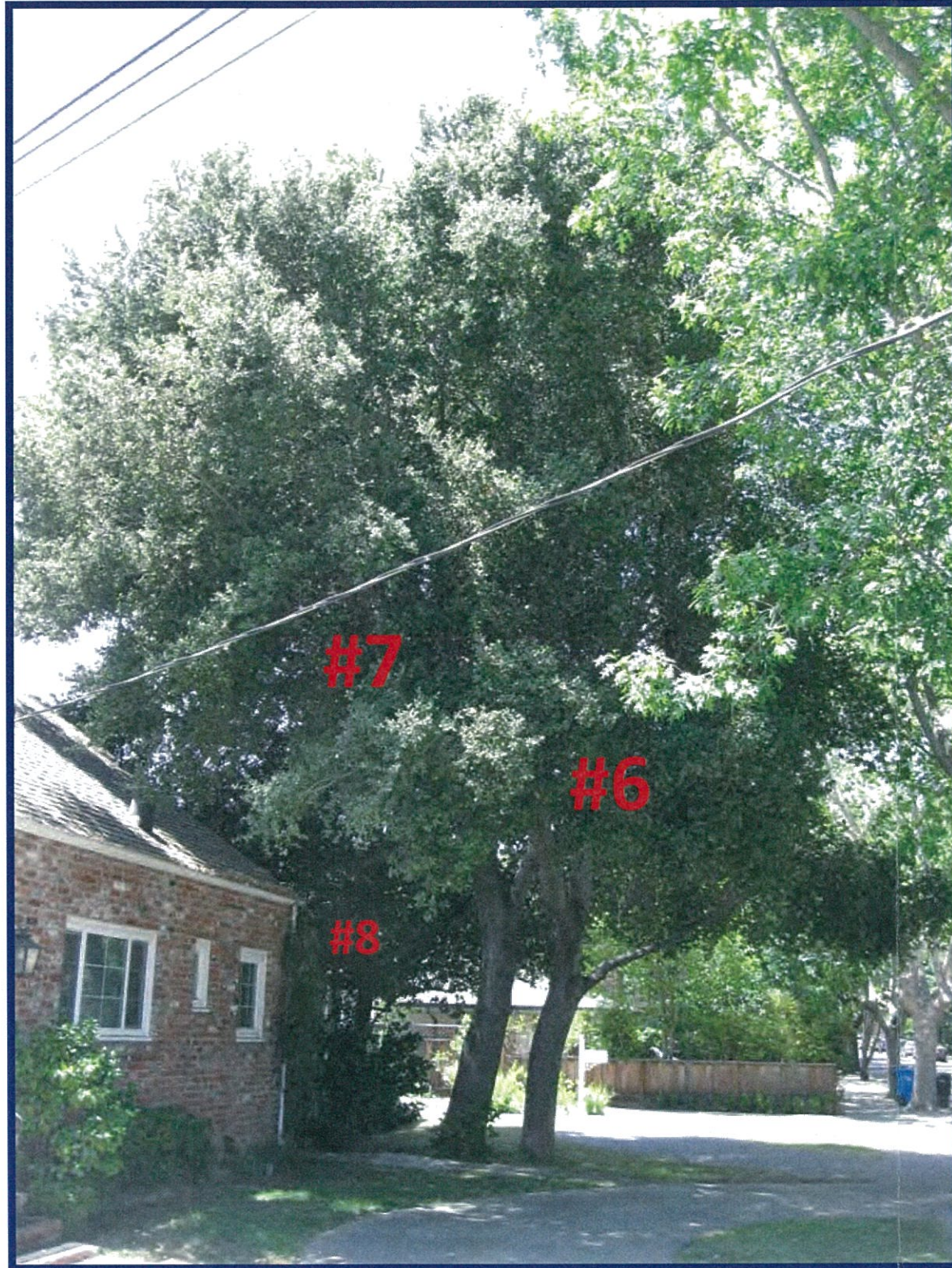
# **MENLO PARK FIRE PROTECTION DISTRICT STATION NO. 6**

700 OAK GROVE AVENUE, MENLO PARK, CA 94025  
 PLANNING SUBMITTAL - 21 MAY 2013

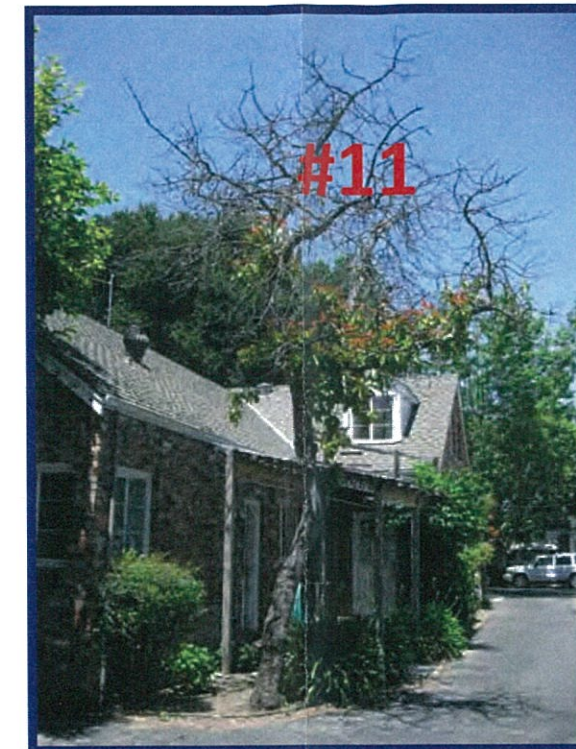
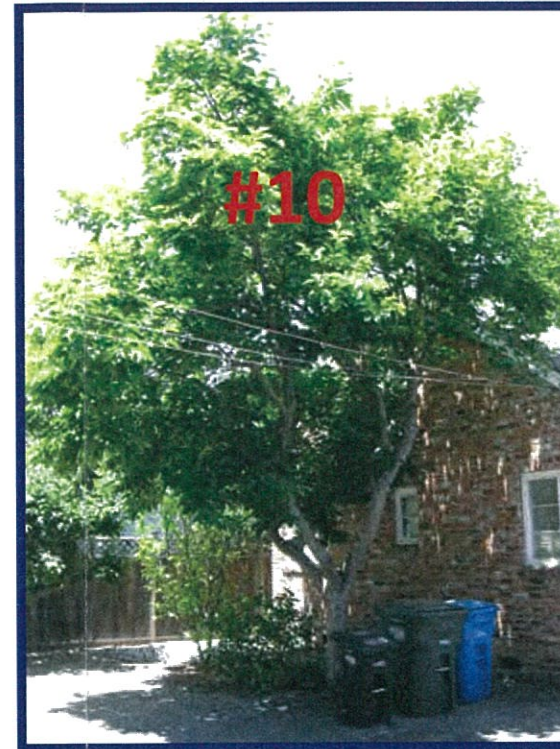


















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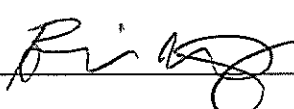
## City Arborist Evaluation Form

Address: 700 DAK GROVE Permit # HTP2014-00007Type of tree: PIN DAK (#5)Private property Yes ☐ No ☒ Residential ☒ Commercial ☐Structure GOOD Approximate Height 30'Health GOOD Diameter (at 4 feet) 16"Overall GOOD**Observations:**Mainstem (s) MAINSTEM APPEARS STRUCTURALLY SOUND.Other branches WELL-BALANCED CANNOPY.Roots LIFTING SURROUNDING SIDEWALK.Cavities NO VISIBLE CAVITIES.Decay NO VISIBLE DECAY.Growth NORMAL GROWTH HABIT FOR SPECIES.Conditions around tree SURROUNDED BY CONCRETE.Other heritage trees nearby DAKSOther comments STREET TREE, TREE BOX REQUIRES ENLARGEMENT.**Category (check one):**

- |  |   |
|--|---|
| <input type="checkbox"/> Structural problem    | <input type="checkbox"/> Property Damage      |
| <input type="checkbox"/> Possibly hazardous    | <input type="checkbox"/> Construction related |
| <input type="checkbox"/> Diseased              | <input type="checkbox"/> Emergency            |
| <input type="checkbox"/> Dead (or nearly dead) | <input type="checkbox"/> Other                |

**Conclusions:**

- ☐ Permit Approved
- ☒ No Permit decision at this time. Further evaluation by the City is recommended.

Signed  City Arborist. Date 1.30.14

## City Arborist Evaluation Form

Address: 700 OAK GROVE AVE

Permit # HTP2013-0067

Type of tree: COAST LIVE OAK (#6)

Private property Yes ☒ No ☐

Residential ☐

Commercial ☒

FIRE DISTRICT

Structure POOL

Approximate Height 30'

Health FAIR

Diameter (at 4 feet) 17"

Overall FAIR

### Observations:

Mainstem (s) MAINSTEM HAS STRONG LEAN OVER PROPERTY DUE TO TALLER OAK (#7)

Other branches UNBALANCED CANNOPY.

Roots NO VISIBLE CONCERN W/ROOTS.

Cavities NO VISIBLE CAVITIES.

Decay NO VISIBLE DECAY.

Growth STUNTED GROWTH DUE TO CLOSE PROXIMITY OF TALLER TREES.

Conditions around tree ALONG PROPERTY LINE, 13" FROM TREE #7.

Other heritage trees nearby COAST LIVE OAK

Other comments \_\_\_\_\_

### Category (check one):

- ☒ Structural problem
- ☐ Possibly hazardous
- ☐ Diseased
- ☐ Dead (or nearly dead)

- ☐ Property Damage
- ☐ Construction related
- ☐ Emergency
- ☐ Other

### Conclusions:

- ☒ Permit Approved
- ☐ No Permit decision at this time. Further evaluation by the City is recommended.

Signed

[Signature]

City Arborist.

Date

8.21.13

## City Arborist Evaluation Form

Address: 700 OAK GROVE AVE Permit # HTR2013-00167

Type of tree: COAST LIVE OAK (#7)

Private property Yes ☒ No ☐

Residential ☐

Commercial ☒

FIRE DISTRICT

Structure FAIR Approximate Height 35'

Health GOOD Diameter (at 4 feet) 21"

Overall GOOD

### Observations:

Mainstem (s) MAINSTEM APPEARS STRUCTURALLY SOUND. MULTIPLE LEADERS @ 12'.

Other branches DEADWOOD VISIBLE IN LOW CANOPY FROM LACK OF MAINTENANCE.

Roots NO VISIBLE CONCERN w/ROOTS.

Cavities NO VISIBLE CAVITIES.

Decay NO VISIBLE DECAY.

Growth NORMAL GROWTH HABIT FOR SPECIES.

Conditions around tree ALONG PROPERTY LINE

Other heritage trees nearby COAST LIVE OAK

Other comments \_\_\_\_\_


### Category (check one):

- ☐ Structural problem
- ☐ Possibly hazardous
- ☐ Diseased
- ☐ Dead (or nearly dead)

- ☐ Property Damage
- ☐ Construction related
- ☐ Emergency
- ☐ Other

### Conclusions:

- ☐ Permit Approved
- ☒ No Permit decision at this time. Further evaluation by the City is recommended.

Signed  City Arborist. Date 8.21.13

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December 17, 2014

**To:** Environmental Quality Commission

**From:** Vanessa Marcadejas, Environmental Programs Specialist

**Subject:** Discuss and Consider a Recommendation on a Request to Remove one Heritage Tree at 701 Laurel St. for Proposed Installation of Solar Carport and identify potential planting locations for replacement trees

---

Staff recommends that the EQC:

1. Approve of the removal of an 18-inch heritage camphor tree at 701 Laurel St. as part of a proposed solar carport installation to generate renewable energy.
2. Discuss potential planting locations for replacement trees

Purpose

The purpose of the installation of the solar carport is to assist the City in generating renewable energy at select municipal City facilities as part of the largest multiple-agency solar energy procurement in California, known as the Regional Renewable Energy Procurement (R-REP) project. Selected sites include the Arrillaga Gymnastics Center/Civic Center, Arrillaga Gymnasium, City Corporation Yard, and Onetta Harris Community Center. Through the R-REP project, the City can offset an estimated 80% of current energy use at each site and save over \$461,000 in energy costs over the course of 20-year power purchase agreements (PPA), when compared to annually increasing PG&E rates. In addition, installing renewable power on City facilities is consistent with the City's Climate Action Plan and 27% greenhouse gas (GHG) reduction target. Once the renewable energy systems are installed they have the potential to reduce an estimates 419 tons of GHG emissions from government operations per year which is a community-wide savings of 0.1% annually.

Background

On November 27, 2012 the City Council signed a Memorandum of Understanding (MOU) with Alameda County to participate in the R-REP project which is an initiative led by Alameda County to collaboratively purchase renewable energy systems with 19 public agencies throughout Alameda, Contra Costa, San Mateo, and Santa Clara Counties. The R-REP project includes 186 sites, totaling over 31 megawatts of renewable energy. Working collaboratively instead of individually has led to a significant reduction in renewable energy system costs, transaction costs, administrative time, and has enhanced leverage for public agencies in negotiations for renewable energy. The City has already saved significantly by joining this effort through reduced staffing costs as Alameda County prepared and coordinated additional financial analysis, bid documents, vendor selection, and reviews on behalf of Menlo Park. As part of the R-REP project the City included the following City facilities in the bulk purchase of



renewable power: the Arrillaga Gymnasium, Arrillaga Gymnastic Center, Onetta Harris Community Center, City Corporation Yard, and the Belle Haven Childcare Center.

On April 29, 2014, the City Council held a study session to review potential Photovoltaic (PV) installation sites, financing options, installation of solar carports, and Planning Commission involvement in the project's review process. Council then provided direction and general feedback to staff that the proposed City sites seemed feasible, to proceed with a PPA for financing since it does not require cash up-front and reduces staff time for maintenance and operation of the system, agreed that solar carports are a good option to pursue pending Council's review and approval, and that they would like the Planning Commission to review any potential solar carports for Architectural Review before they are reviewed by Council.

On October 7, 2014, staff provided City Council with an update on the status of the City's R-REP project informing them that the selected solar vendor for the project was Cupertino Electric, that the Belle Haven Childcare Center was no longer being pursued due to not being financially feasible, that all remaining sites will include roof-mounted solar, and that a carport was only being proposed at the Civic Center/Arrillaga Family Gymnastics Center site. During the public hearing, City Council did not receive any public comments on the project and voted unanimously to:

1. Approve a Resolution Making Findings Necessary to Authorize an Energy Service Contract for PPA's at the Arrillaga Gymnasium, Arrillaga Gymnastics Center, Onetta Harris Community Center, and City Corporation Yard;
2. Authorize the City Attorney to Finalize the Agreement;
3. Authorize the City Manager to Execute the Agreement;
4. Amend the existing consulting contract with Optony, Inc. to include Construction Management Services of which the 3.5% listed under schedule 9 of the PPA's contract to be applied.

During the October 22, 2014 Environmental Quality Commission (EQC) meeting staff provided the EQC with an informational update on the R-REP project and Council's approval of the energy contracts. Staff also informed the EQC that they would be reviewing the project again for a Heritage Tree recommendation during their upcoming December 17<sup>th</sup> meeting. The Planning Commission's review of the architectural control request for the solar carport was considered on December 8, 2014 and was unanimously approved. Staff expects to bring the R-REP item to Council in February 2015 to present the Planning Commission's and EQC's recommendations.

#### Project Description

The proposed solar carport will be located in the parking lot between the Administration Building and Arrillaga Family Gymnastics Center. This location was chosen by City staff, solar consultants, Optony, Inc., and Cupertino Electric as the most feasible due to its sun exposure and potential to generate enough energy for an 80% energy offset. The site also lies in close proximity to existing electrical lines and a PG&E control box, which would save on energy connection costs and also assist in easy access for operation and maintenance. The location would also have the least amount of aesthetic impact when compared to other areas of the parking lot since the carport columns would be

hidden from public view behind the fence separating the police parking and public parking area. The electricity generated from the proposed solar carport would help offset electricity usage at the Administration Building and Arrillaga Family Gymnastics Center. Since both buildings share one energy meter, a meter split is planned once construction begins. The solar carport requires architectural control review for its design and will require the removal of an 18-inch diameter heritage camphor tree, 13.5-inch non-heritage Chinese pistache, and two existing light fixtures, all of which are located within the footprint of the proposed carport.

In terms of design and materials, the carport would be approximately 131 feet, six inches in length and 38 feet, nine inches in width, with an overall height of 16 feet, three inches. The carport would straddle an existing metal fence that separates the police vehicle parking area from the public parking area, and would provide shade for vehicles parked along both sides of the fence. The carport's support structure would comprise of five steel columns on a concrete base, which would support a sloped steel canopy. The columns would be installed within the existing planter areas and would not encroach into the existing parking stalls or vehicular circulation aisles. Anti-glare solar collector panels would be installed over the carport's entire roof surface.

As previously mentioned, two trees would be impacted by the installation of the solar carport, an 18-inch heritage camphor and 13.5-inch non-heritage Chinese pistache. The City Arborist has prepared tree evaluation reports on these two trees and found them to be in good condition, but in direct conflict of the carport's location. The City Arborist has tentatively approved the removal of the 18-inch camphor, which is contingent upon replacing it at a two-to-one ratio with potential planting locations to be determined by the City Arborist and Environmental Quality Commission. It is not anticipated that additional trees would be impacted by the proposed project.

### Project Timeline

The following is a tentative timeline of next steps for both the proposed project and overall R-REP project:

- December 17<sup>th</sup> - Environmental Quality Commission Recommendation on Heritage Tree Removal
- February 2015 - Commission Recommendations Presented to Council
- February/March - Solar Vendor Submits Plans for all solar sites
- Late Spring – Construction, pending building permit approval

### **Attachments**

Attachment A: Project Plans

Attachment B: City Arborist Evaluation Forms

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CUPERTINO  
ELECTRIC

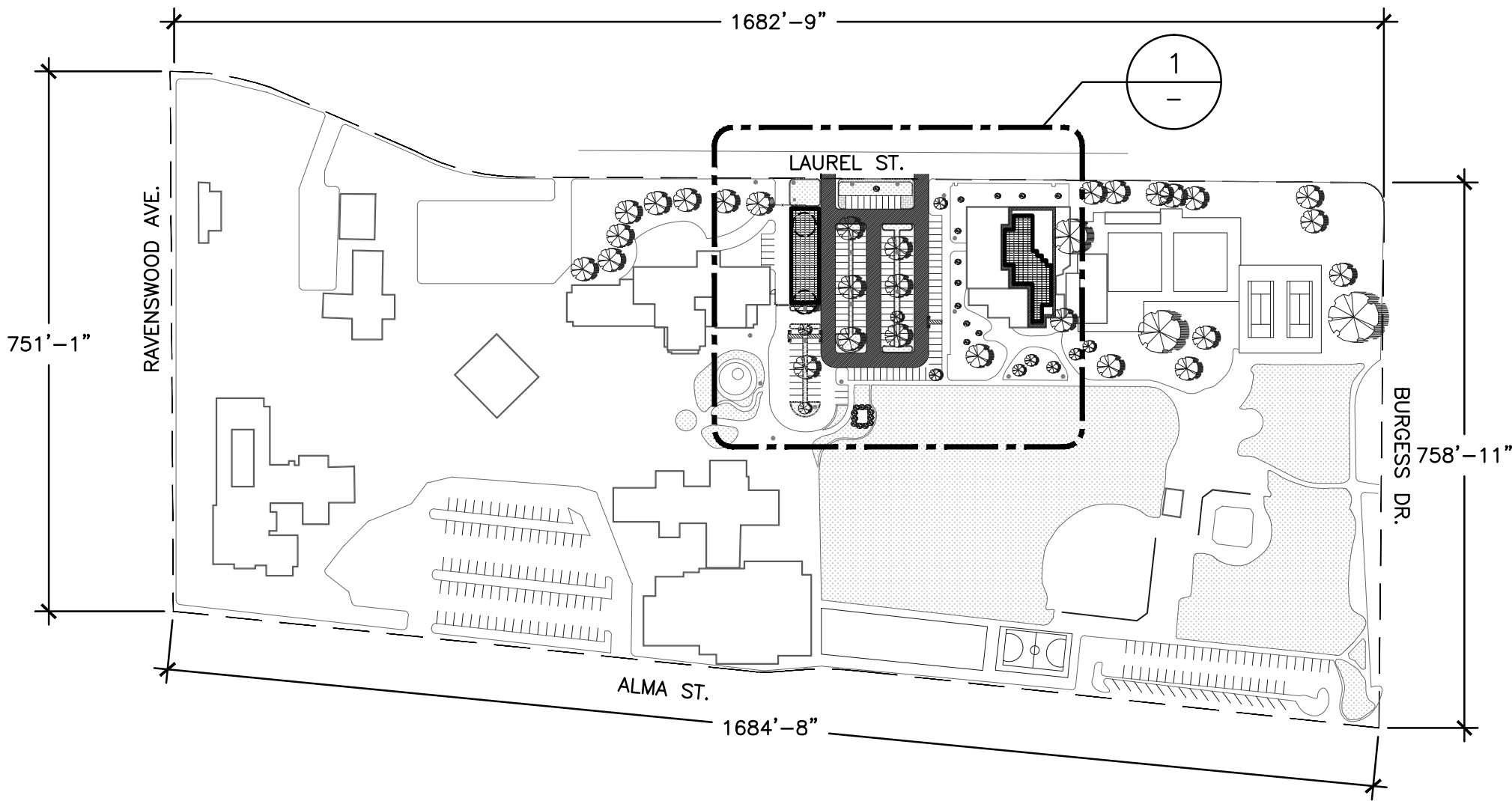
1132 NORTH 7TH STREET  
SAN JOSE, CA 95112  
(408)808-8000  
C-10 LIC.NO. 174637

SHEET NOTES:

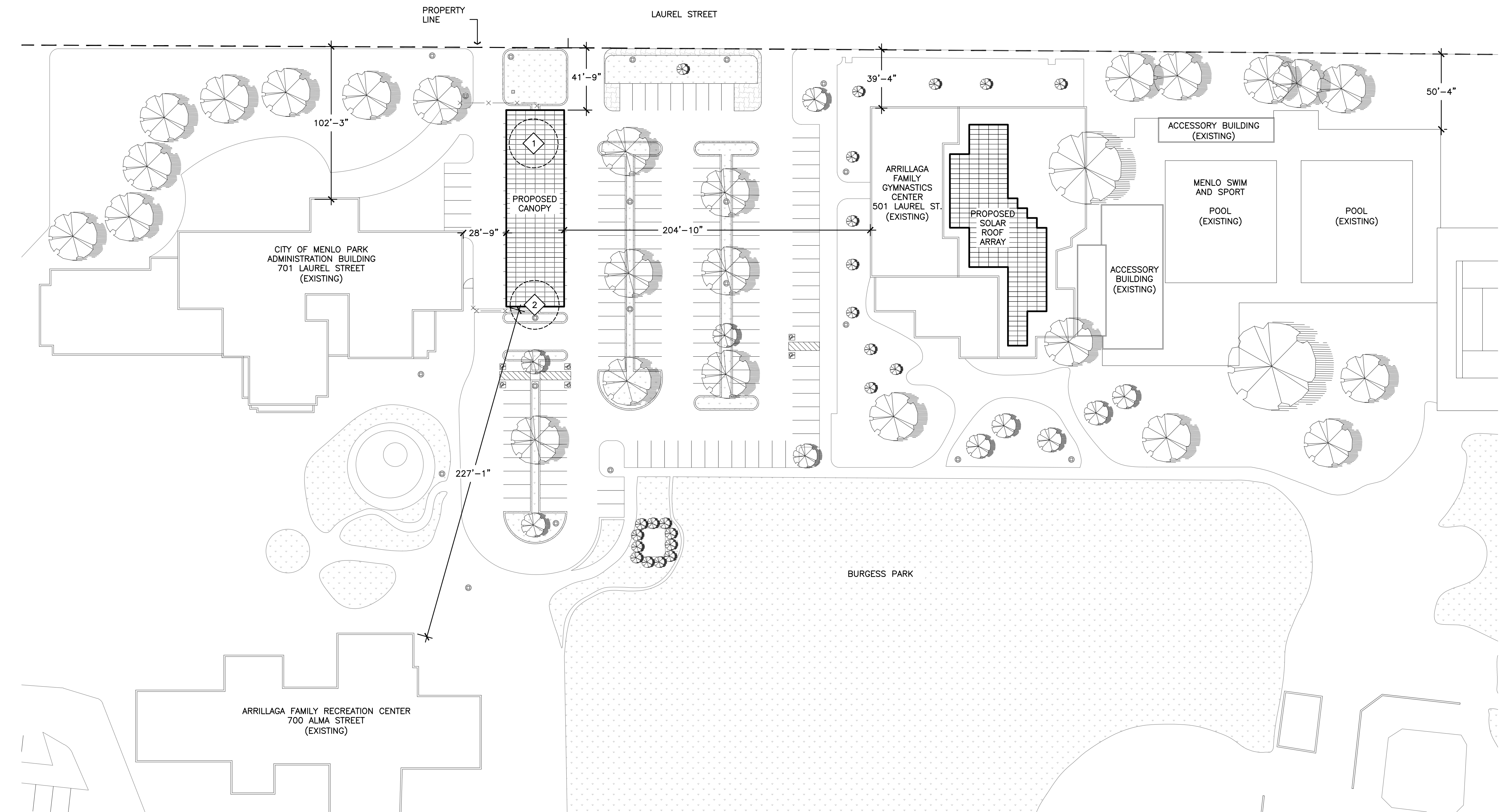
- 1

EXISTING HERITAGE 18-INCH CAMPHOR TREE TO BE REMOVED BY CONTRACTOR.
- 2

NON-HERITAGE 13.5-INCH CHINESE PISTACHE TO BE REMOVED BY CONTRACTOR.



2 AREA MAP  
1"=200'-0"



1 AREA PLAN  
1"=40'-0"

PROJECT TITLE

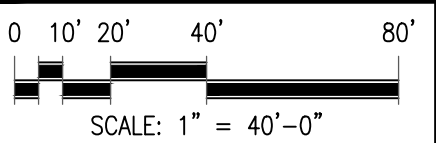
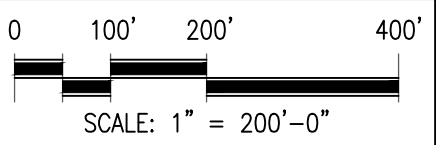
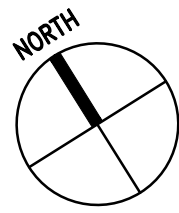
MENLO PARK PV

PROJECT SITE

CITY OF MENLO PARK  
ADMINISTRATION BUILDING  
701 LAUREL ST.  
MENLO PARK, CA 94025  
&  
ARRILLAGA GYMNASICS CENTER  
501 LAUREL ST.  
MENLO PARK, CA 94025

JOB NO. 14-9631  
DRAWN BY: JW&EQ  
CHECKED BY: GC

REV.	DESCRIPTION	DATE
0	ISSUE FOR PLANNING	12/03/14



SHEET TITLE

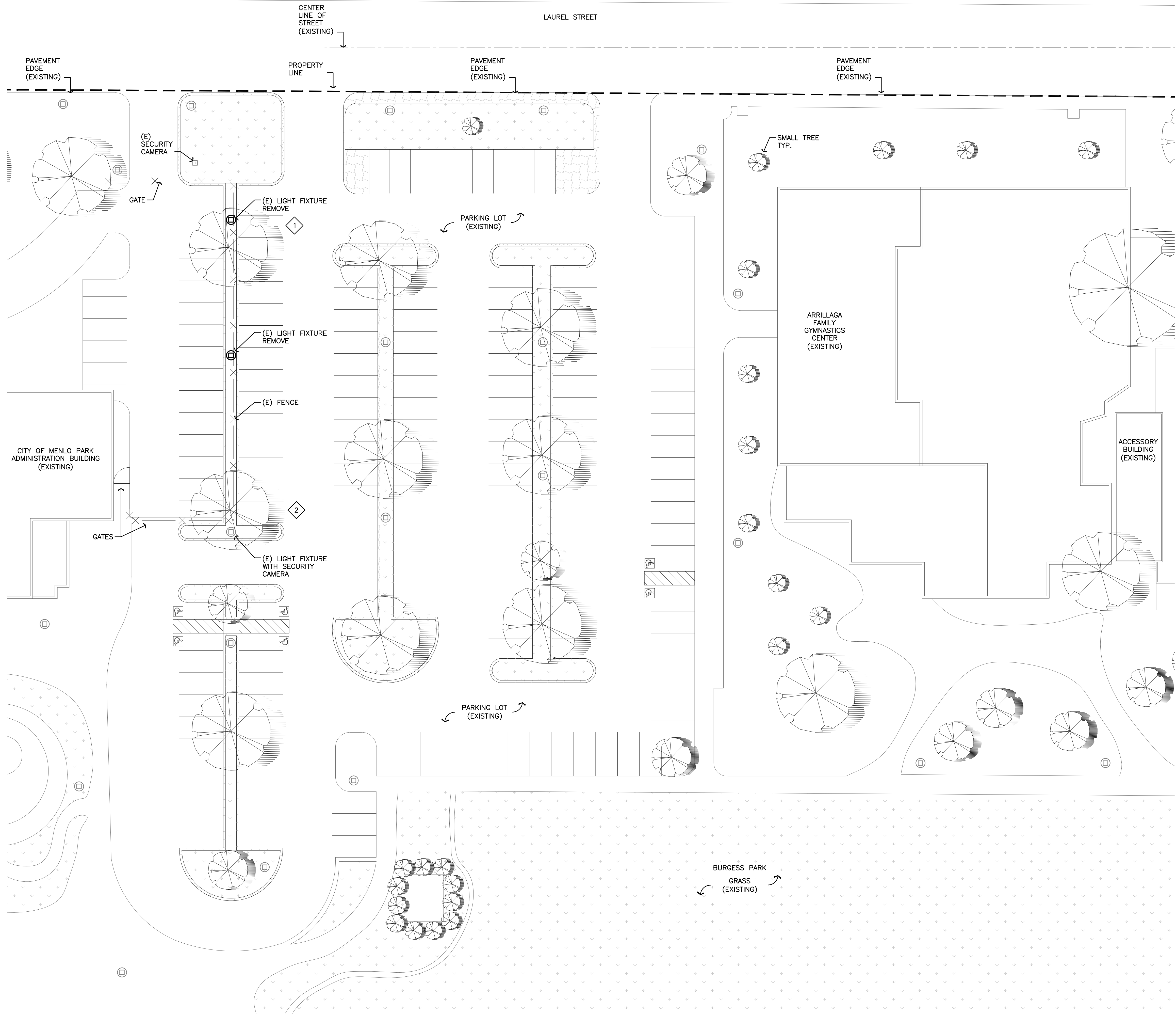
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SHEET NUMBER

PS1.0.0

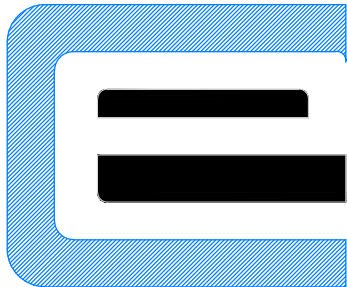


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**SHEET NOTES:**

- 1 EXISTING HERITAGE 18-INCH CAMPHOR TREE TO BE REMOVED BY CONTRACTOR.
- 2 NON-HERITAGE 13.5-INCH CHINESE PISTACHE TO BE REMOVED BY CONTRACTOR.



CUPERTINO  
ELECTRIC

1132 NORTH 7TH STREET  
SAN JOSE, CA 95112  
(408)808-8000  
C-10 LIC.NO. 174637

PROJECT TITLE

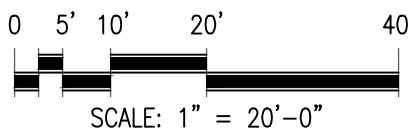
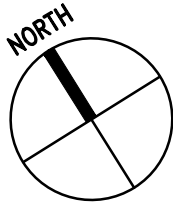
MENLO PARK PV

PROJECT SITE

CITY OF MENLO PARK  
ADMINISTRATION BUILDING  
701 LAUREL ST.  
MENLO PARK, CA 94025  
&  
ARRILLAGA GYMNASTICS CENTER  
501 LAUREL ST.  
MENLO PARK, CA 94025

JOB NO. 14-9631  
DRAWN BY: JW&EQ  
CHECKED BY: GC

REV.	DESCRIPTION	DATE
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SHEET TITLE

EXISTING SITE PLAN

SHEET NUMBER

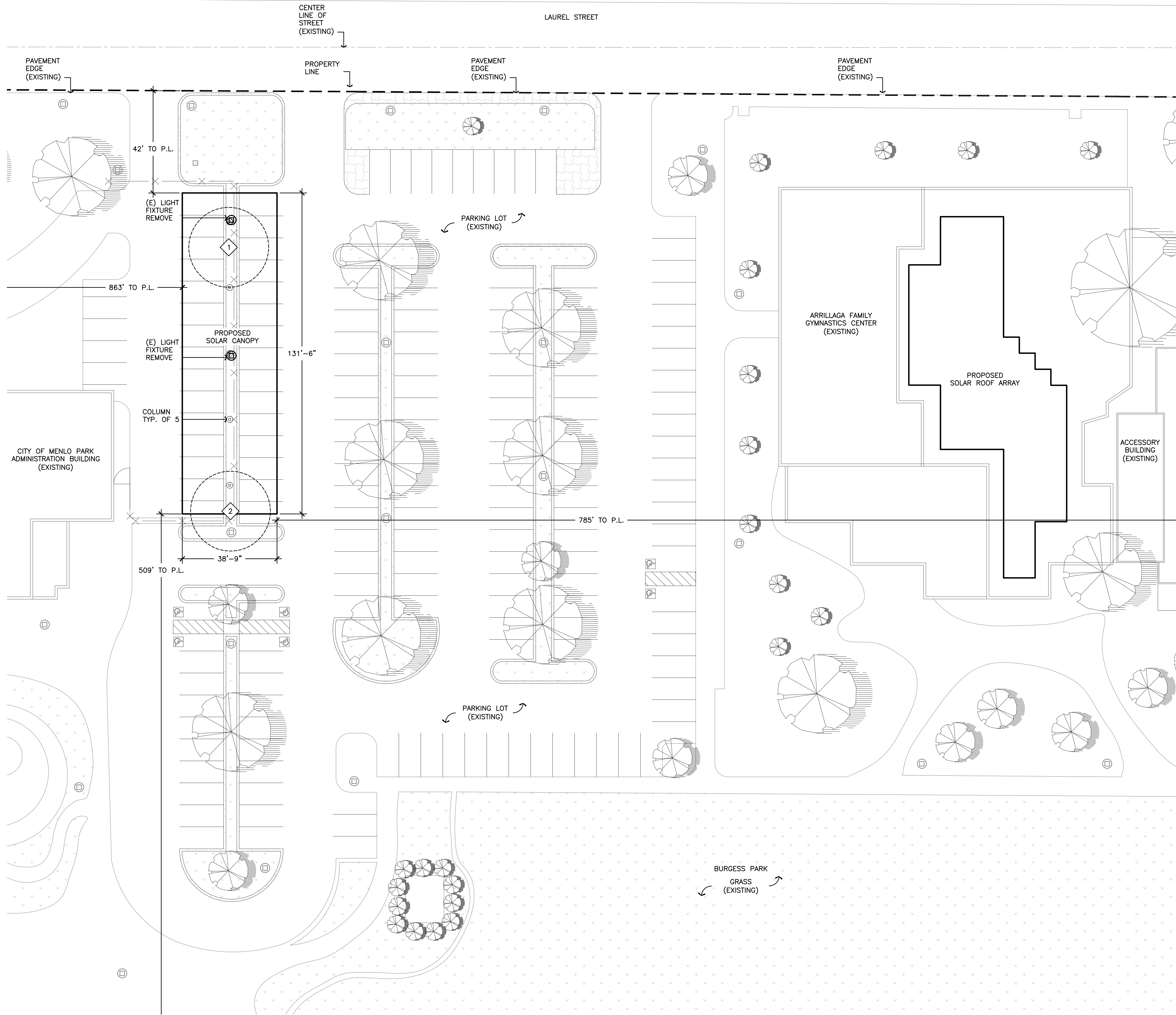
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SITE PLAN - EXISTING

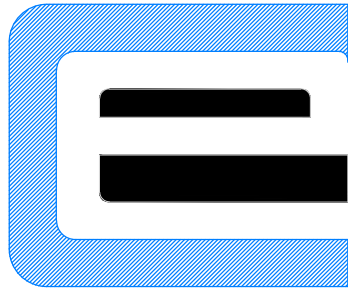
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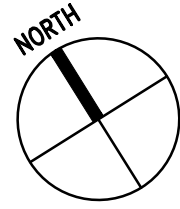
MENLO PARK PV

PROJECT SITE

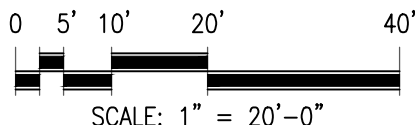
CITY OF MENLO PARK  
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MENLO PARK, CA 94025  
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JOB NO. 14-9631  
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REV.	DESCRIPTION	DATE
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NORTH



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SHEET TITLE

PROPOSED SITE PLAN

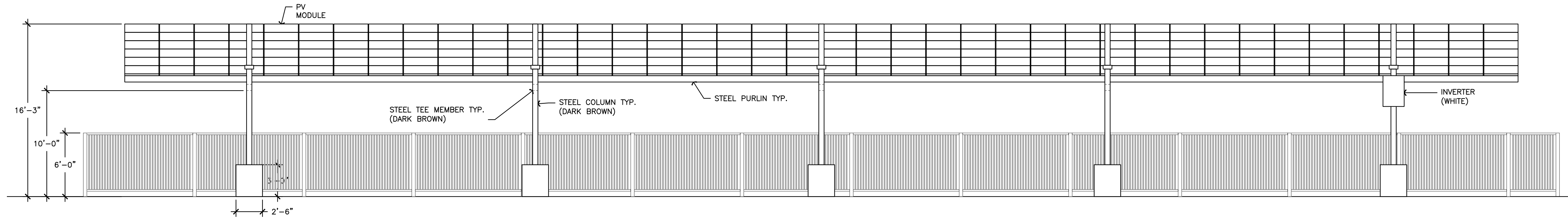
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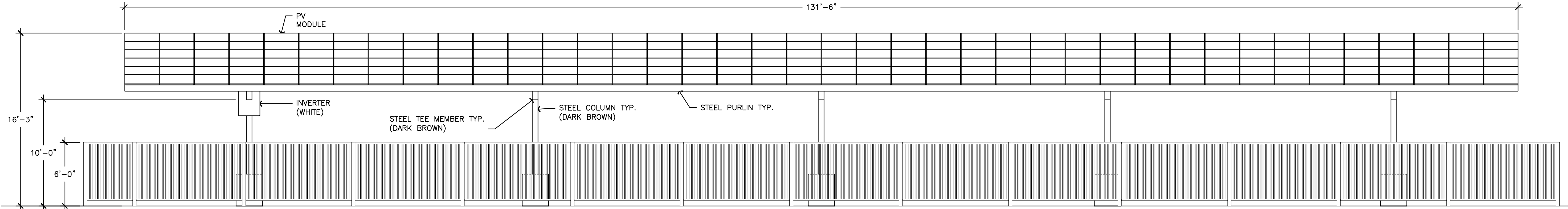
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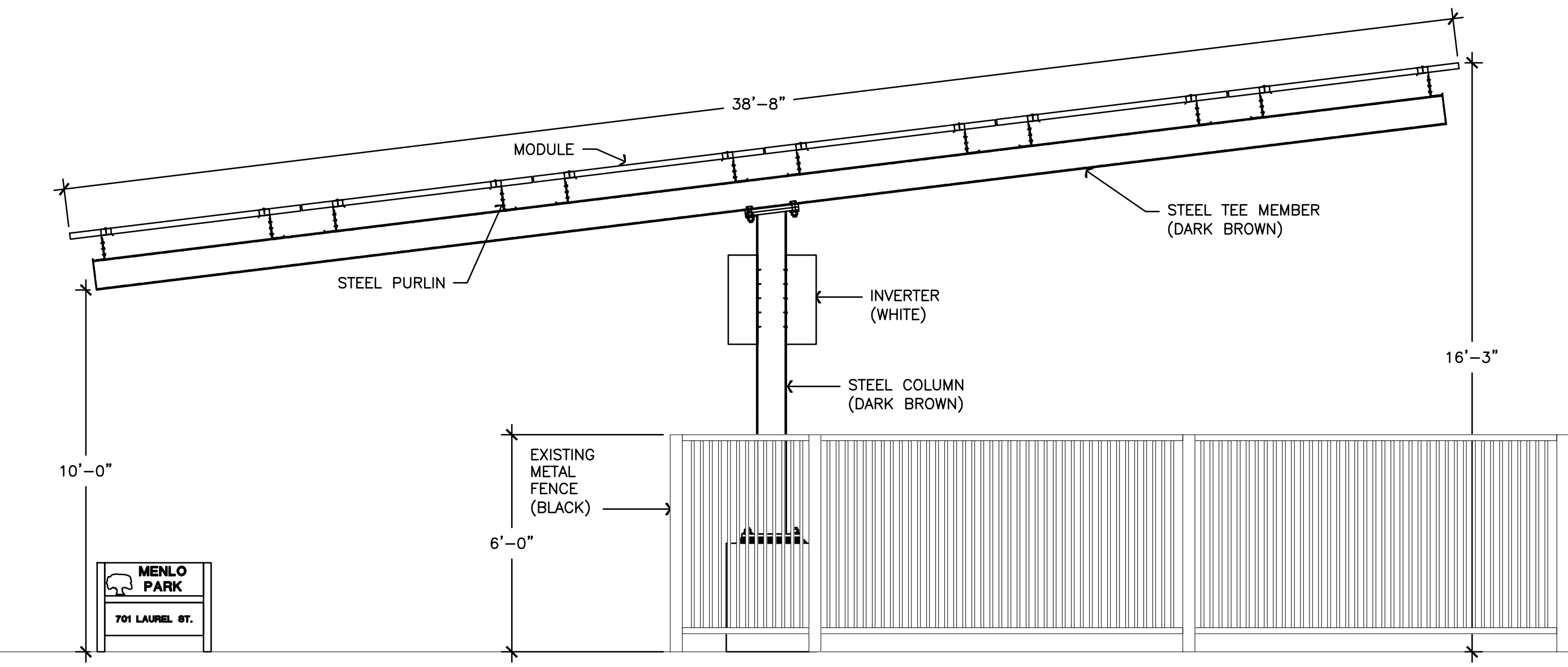
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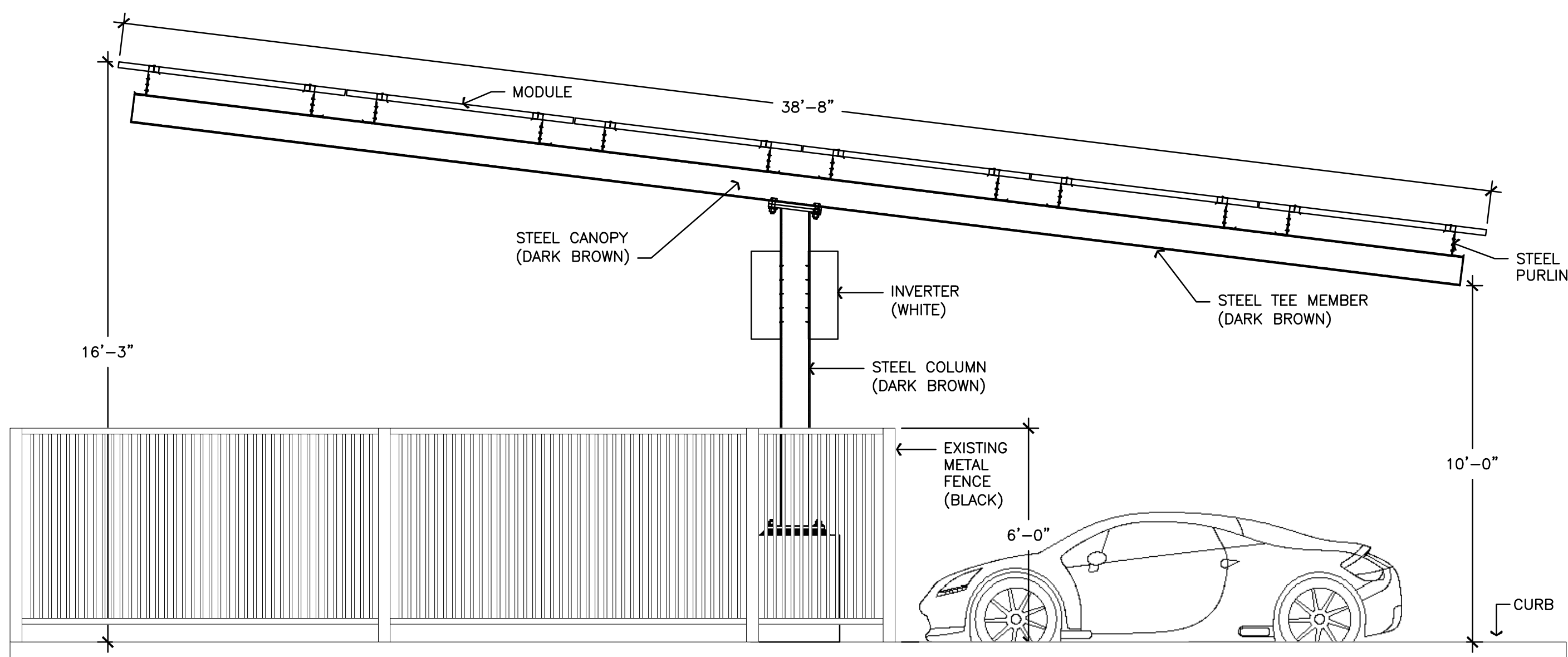
4 NORTH WEST ELEVATION (REAR VIEW)  
1"=5'



3 SOUTH EAST ELEVATION (FRONT VIEW)  
1"=5'



2 NORTH EAST ELEVATION (LEFT SIDE VIEW)  
1"=3'



1 SOUTH WEST ELEVATION (RIGHT SIDE VIEW)  
1"=3'

PROJECT TITLE

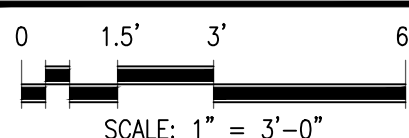
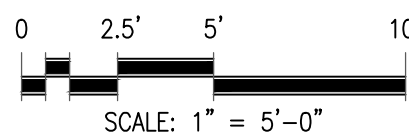
MENLO PARK PV

PROJECT SITE

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501 LAUREL ST.  
MENLO PARK, CA 94025

JOB NO. 14-9631  
DRAWN BY: JW&EQ  
CHECKED BY: GC

REV.	DESCRIPTION	DATE
0	ISSUE FOR PLANNING	12/03/14



SHEET TITLE

PROPOSED ELEVATIONS

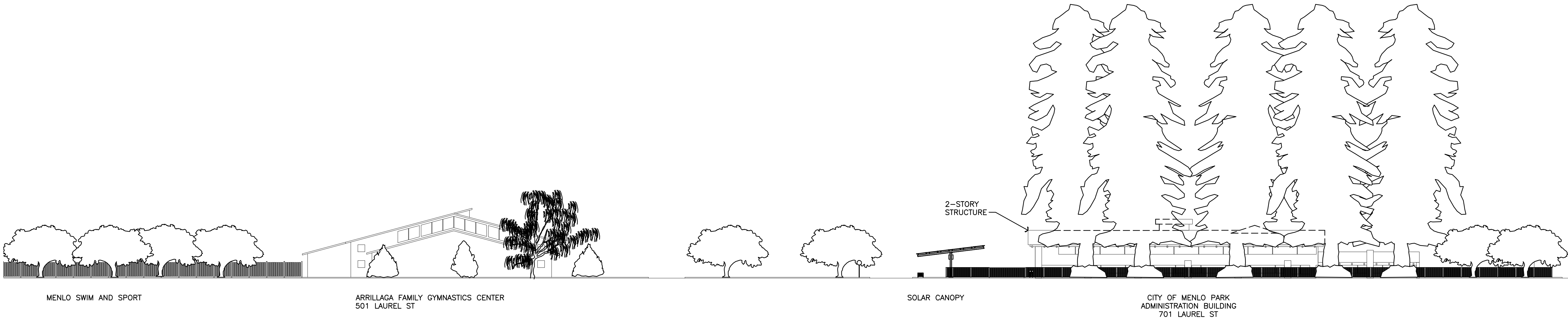
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PS1.3.0

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1132 NORTH 7TH STREET  
SAN JOSE, CA 95112  
(408)808-8000  
C-10 LIC.NO. 174637



1

STREETSCAPE

1"=30'-0"

PROJECT TITLE

MENLO PARK PV

PROJECT SITE

CITY OF MENLO PARK  
ADMINISTRATION BUILDING  
701 LAUREL ST.,  
MENLO PARK, CA 94025  
&  
ARRILLAGA GYMNASTICS CENTER  
501 LAUREL ST.,  
MENLO PARK, CA 94025

JOB NO. 14-9631  
DRAWN BY: JW&EQ  
CHECKED BY: GC

REV.	DESCRIPTION	DATE
0	ISSUE FOR PLANNING	12/03/14

0 7.5' 15' 30' 60'

SCALE: 1" = 30'-0"

SHEET TITLE

PROPOSED STREETSCAPE

SHEET NUMBER

PS1.4.0

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## City Arborist Evaluation Form

Address: 701 LAUREL ST Permit # \_\_\_\_\_Type of tree: CAMPHOR (TREE #1)Private property Yes ☐ No ☐ Residential ☐ Commercial ☐Structure GOOD Approximate Height 23'Health GOOD Diameter (at 4 feet) 18"Overall GOOD

## Observations:

Mainstem (s) MAINSTEM APPEARS STRUCTURALLY SOUND.Other branches WELL-BALANCED CANOPY. PROPERLY MAINTAINED.Roots LIMITED SOIL VOLUME FOR ROOT EXPANSION.Cavities NO VISIBLE CAVITIES.Decay NO VISIBLE DECAY.Growth TYPICAL GROWTH HABIT FOR SPECIES.Conditions around tree IN PROPOSED FOOTPRINT OF SOLAR PANELS.Other heritage trees nearby ELM, REDWOODSOther comments LOCATED INSIDE FENCE OF POLICE DEPARTMENT PARKING LOT.

## Category (check one):

- ☐ Structural problem  
☐ Possibly hazardous  
☐ Diseased  
☐ Dead (or nearly dead)

- ☐ Property Damage  
☒ Construction related  
☐ Emergency  
☐ Other

MULTIPLE PLANTING  
LOCATIONS IN PARKING  
LOT FOR REPLACEMENTS

## Conclusions:

- ☒ Permit Approved  
☐ No Permit decision at this time. Further evaluation by the City is recommended.

Signed  City Arborist. Date 11.4.14



# City Arborist Evaluation Form

Address: 701 LAUREL St. Permit # \_\_\_\_\_

Type of tree: PISTACHIA CHINENSIS

Private property Yes ☐ No ☒ Residential ☐ Commercial ☐

Structure GOOD Approximate Height 25'

Health GOOD Diameter (at 4 feet) 13.5" - NOT A HERITAGE TREE

Overall GOOD

## Observations:

Mainstem (s) 1 MAIN CENTRAL LEADER TO  $\approx$  12' HT.

Other branches SMALL PRUNING CUTS @ TERMINAL ENDS OF LATERAL BRANCHES ON PARKING LOT SIDE (SOUTH EAST) OF CANOPY

Roots NO VISIBLE SIGNS OF DAMAGE

Cavities NONE VISIBLE

Decay NONE VISIBLE

Growth HIGH VIGOR - GOOD WOUND CLOSURE

Conditions around tree PARKING LOT, CITY HALL. LOCATED  $\approx$  12' NORTHWEST OF WROUGHT IRON FENCE

Other heritage trees nearby \_\_\_\_\_

Other comments HEALTHY YOUNG TREE. EVENTUAL LONG TERM CONFLICT WITH LOCATION & FENCE

## Category (check one):

- |  |   |
|--|---|
| <input type="checkbox"/> Structural problem    | <input type="checkbox"/> Property Damage      |
| <input type="checkbox"/> Possibly hazardous    | <input type="checkbox"/> Construction related |
| <input type="checkbox"/> Diseased              | <input type="checkbox"/> Emergency            |
| <input type="checkbox"/> Dead (or nearly dead) | <input type="checkbox"/> Other                |

## Conclusions:

- ☐ Permit Approved  
☒ No Permit decision at this time. Further evaluation by the City is recommended.

Signed Christy R. B. City Arborist. Date 11/19/14



**To: Environmental Quality Commissioners**

**From: Heritage Tree Subcommittee**

**Subject: Discuss and Approve Recommendations to City Council on Changes to the Heritage Tree Ordinance and Tree Replacement Policy.**

---

**Potential Environmental Quality Commission (EQC) Action**

Discuss and approve recommendations to City Council on changes to the Heritage Tree Ordinance and tree replacement policy.

**Background**

Heritage trees represent a valuable city resource. These large trees protect and preserve the scenic beauty and natural environment of the city, prevent erosion of topsoil and sedimentation into waterways, encourage quality development, provide shade and wildlife habitat, counteract pollutants in the air, and decrease wind velocities and noise. Menlo Park has a Heritage Tree Ordinance in place with the primary goal of ensuring a significant population of large, healthy, and desirable trees over the long term in the city.

The Environmental Quality Commission's work plan has identified the preservation of heritage trees and the management and healthy renewal of the City's urban canopy as a priority. The Environmental Quality Commission receives quarterly arborist reports from the City Arborist, and hears appeals from city residents on heritage tree removal permits as part of its regular duties. Through these interactions with City staff and residents, the Environmental Quality Commissioners felt that there were changes that could be made to the Heritage Tree Ordinance and city policies regarding tree removal and replacement that would improve the broader goal of maintaining a healthy urban canopy in Menlo Park. A Heritage Tree Subcommittee composed of Commissioners Marshall, Scott, and Smolke were tasked with studying the issues and coming back to the Environmental Quality Commission with a set of recommendations. Based on several discussions with the City Arborist and City Staff, the Heritage Tree Subcommittee has identified a number of problems faced in the preservation and protection of current and future heritage trees and is providing a set of proposed solutions, which incorporate ordinance and procedural changes, for the Environmental Quality Commission to consider.

## **Potential Recommended Changes to the Heritage Tree Ordinance (HTO) and Tree Replacement Policy**

Opportunities for improving heritage tree preservation and protection have been identified in three broad areas.

### **(1) Information**

#### *Problems:*

(i) Newly-replaced city trees receive mixed acceptance from city residents, leading to lower survival rates; (ii) Replacement trees can have undesirable features, including being climate inappropriate and non-drought tolerant; (iii) Residents are unfamiliar with heritage tree removal and replacement policies.

#### *Recommended solutions:*

Improve outreach and information provided to city residents through mechanisms such as:

- (i) Provide a mailer that describes the tree replacement process (i.e., describing that city trees in the area are reaching the end of their life cycle and new trees of mixed species with similar aesthetic qualities will be planted).
- (ii) Knock on doors and ask if residents would like a tree planted in front of their house on the public right-of-way.
- (iii) Update the city's website with (a) a tree replacement list with climate appropriate and/or drought tolerant trees, (b) a list of undesirable trees for which fees are waived for removal (if approved), and (c) a direction sheet on proper planting techniques, and provide these with tree removal permits.
- (iv) Provide a notice to neighbors regarding heritage tree removal and replacement policies when a permit is approved with city staff contacts for concerns or questions.
- (v) Apply a heritage tree stamp/logo to all real estate promotional flyers, literature, and advertisements associated with the sales process. This stamp will indicate that Menlo Park is a heritage tree city and serve to inform buyers about the heritage tree ordinance long before they sign closing papers for their new house.

### **(2) Enforcement**

#### *Problems:*

(i) Replacement trees are not planted after heritage trees are removed with permit approval; (ii) Heritage trees are too easily removed in preparation for development projects.

#### *Recommended solutions:*

Implement procedural and ordinance changes to better enforce tree replacement such as:

- (i) Modify the HTO to include tree replacement (min 15 gal) as a requirement.
- (ii) Increase the time for tree replacement to allow for a thoughtful, educated planting process. Require tree planting as part of the final inspection for approved construction projects.
- (iii) Modify city procedure so that a reminder notification is sent out with city staff contact information after one month and again after three months. If a replacement tree has not been planted at the time of inspection, assess a fine that is more than the cost of planting two replacement trees (>\$1,200).
- (iv) As an alternative to planting a replacement tree, the resident can pay a fee that will go towards planting two trees on city property (\$800), if (a) an appropriate spot for

planting a replacement tree does not exist on the property (based on approval by the City Arborist) or (b) if selected at the time of permit approval.

- (v) Modify the HTO to indicate violation fines based on the estimated community value of the tree (see point 3 below). If a tree is removed prior to city inspection, a fine will be charged based on the City Arborist's estimation of tree circumference or \$10,000, whichever is greater.
- (vi) Do not issue building permits for site improvements within 3 years of a heritage tree(s) removal, if the tree's location was within the envelope of the proposed building.

### **(3) Incentives**

#### *Problems:*

(i) Healthy and desirable heritage trees are being removed in new construction projects due to value structures that prioritize maximizing development profit and do not account for the value of that asset to the community; (ii) Home owners that maintain and preserve heritage trees for the community are not rewarded; (iii) Undesirable trees are not replaced.

#### *Recommended solutions:*

Implement procedural and ordinance changes to better recognize the community-wide value and incentivize the preservation of healthy heritage trees such as:

- (i) Waive permit fees for removal of undesirable trees, following inspection (and approval) by the City Arborist; replacement trees are required in these cases.
- (ii) Assign a value to a heritage tree that reflects the substantial value of these assets to the community. For example, a method that multiplies the tree's circumference by a standard factor (e.g., \$100/circumference inch) is simpler to implement and more intuitive.
- (iii) Involve the EQC as part of the Planning Commission's preliminary building approval process for new developments. For example, the EQC may engage in the review of development plans that involve the removal of one or more heritage trees under specified criteria or circumstances that would trigger such a review process. In addition, a mitigation fee may be charged for development projects where healthy heritage trees are removed (based on the estimated community value of the tree). As another example, a minimum of two trees from the city-approved list and the planting of street trees where voids exist may be required for new homes.
- (iv) Include a heritage tree fee in construction permits, that can be reduced or waived if the site contains and/or incorporates heritage trees. The heritage trees on a property can be assessed during sales transaction and/or site review by city planner or designed prior to submission of preliminary site plans.

### **Policy Issues**

Some of the proposed actions would represent changes to the City's Heritage Tree Ordinance. Some of the proposed actions would represent changes to city policies and procedures around city tree replacement.

**Additional Notes for Discussion with EQC**

- Under (2) possibly increasing minimum size of the replacement tree.
- Under (2) discuss ways in which building moratorium might be realistically put into practice.
- Under (3) discuss other incentives for home owners to keep heritage trees on their properties, e.g., credit on property taxes for homes with heritage trees, etc.



---

*Office of the City Manager*

Date: December 2, 2014

To: Commission Members

From: Alex D. McIntyre, City Manager

**Subject: Request for Input to the Proposed 2015-2020 Capital Improvement Plan (CIP)**

---

As a part of the annual budget development process, the City updates its Five-Year Capital Improvement Plan (CIP). The proposed Plan represents staff's initial recommendations for short- and long-range public investment in infrastructure development, maintenance, improvement and acquisition. The CIP provides a link between the City's Infrastructure Master Plan, various master planning documents, and various budgets and funding sources, and provides a means for planning, scheduling, funding and implementing capital and comprehensive planning projects over the next five years. Typically, a capital project is defined as a project costing more than \$25,000.

Annual updating of the CIP is an integral part of the City's open and transparent budget process. Public input is important and is accomplished by publishing the draft CIP on the City's website and through review and input by the City's seven Commissions. Community members may also comment on the proposed CIP during the Council meeting held in the spring as a part of the budget process. The draft CIP is scheduled to be presented to the City Council for their initial review in March 2015. The final CIP will be approved by Council with the Budget adoption in June 2015.

Projects included in the proposed CIP were suggested by the City's Commissions, Council and staff and are prioritized according to evaluation criteria that include (but are not limited to):

- public health and safety/risk exposure;
- protection of existing infrastructure;
- economic development and redevelopment;
- impacts on operating budgets;
- external requirements (such as state and county regulations and mandates);
- population served;
- community/Commission support;

- cost benefit;
- relationship to adopted plans;
- availability of financing; and
- staff capacity to deliver the project.

Projects not ranked high enough to be prioritized into the plan are recorded in an index attached to the CIP to keep suggested but unfunded projects available for future consideration.

This year, staff capacity has been a serious limiting factor to the Plan's implementation. The Public Work's Engineering Capital Improvement Projects (CIP) Team has been impacted by the vacancy of two positions (Engineering Services Manager and Senior Civil Engineer) which comprises about 50% of the team (and well over 50% of the capacity). This has affected the CIP schedules for many of the City's projects. We are in the process of filling these positions and are struggling to attract the talent needed to execute on such a Plan. It should be noted that these positions function as high-level project managers who work with contract engineering firms for design and construction of projects. We are hopeful of having these positions filled in 2015.

### **The Proposed CIP**

The proposed CIP organizes the projects by year and is sorted by category and by funding source. Projects proposed for the upcoming fiscal year (July 1, 2015 - June 30, 2016) include more detailed descriptions. These are the projects that Council will consider for approval at their March meeting.

Commissioners are asked to evaluate the proposed CIP using the following questions:

- Are there projects missing that meet the CIP project evaluation criteria above?
- Is the prioritization of the projects (within the Commission's area of interest) appropriate? If not, what would the Commission suggest as prioritization?
- Are the projects, as shown, consistent with community needs based on Commission outreach to community members? If not, why not?

We urge you to schedule responses to these questions for your Commission's upcoming meeting. Responses need to be submitted by Monday, February 2, 2015, for inclusion in the staff report which will be presented to Council that includes the Commission's consensus input as approved at a meeting.

Thank you, as always, for your valuable support of the Council's efforts to meet their goals of responsible fiscal management of the City's resources and infrastructure.



## REVISIONS TO THE PREVIOUS CIP

**NEW PROJECTS:** New Projects were added in the interim years of the CIP to meet emerging community needs since the last 5-year plan was adopted in 2014. These include:

- Sharon Heights Pump Station rolled over to 2015-16 to finalize the upgrade of aging equipment (\$200,000).
- Bedwell Bayfront Park Master Plan moved from the unfunded category to year 2016-17 (\$175,000).
- Gatehouse Fence Replacement added in year 2018-19 to replace the existing historical fence along Ravenswood Avenue (\$220,000).
- Library landscaping partially funded in year 2014-15 an additional \$200,000 was added in year 2015-16 based on final design.
- Chrysler Pump Station added in year 2016-17 to upgrade aging equipment (\$6,200,000).
- Cost of Service-Fee Study added in year 2015-16 to identify the cost components of providing services. This is an integral component in the establishment of fees and cost recovery rates Citywide (\$100,000).

**FIFTH YEAR (2019-20)** of the 5 year Plan had no projects in the prior version. Two projects were added based on identified need and review of the list of unfunded projects. These include:

- City Council Chambers Landscaping (\$500,000).
- Restoration & Resurfacing of La Entrada & Willow Oak Tennis Courts (\$200,000).

**TIME FRAME AND FUNDING CHANGES** Several projects were pushed back to later fiscal years or moved to earlier years from the time frames proposed in the previous CIP. In some cases, funding increased-decreased based on new information.

- El Camino Real Median and Side Trees Irrigation System upgrade moved from year 2015-16 to 2017-18.
- Street Resurfacing is being funded by highway user's tax and construction impact fees. The design year funding increased from \$230,000 to \$600,000 and in year 2015-16 construction decreased from \$6.7m to \$5.5m.
- Main Library Interior Wall Fabric Replacement moved from year 2015-16 to 2016-17.
- Police Front office Counter Remodel-Security Upgrade moved from year 2015-16 to 2017-18.
- Caltrain Bike-Ped Undercrossing Design from year 2017-18 to 2016-17.
- Florence -Marsh and Bay-Marsh Signal Modification from year 2015-16 to 2017-18.

- Sand Hill Road Signal Modification Project from year 2017-18 to 2015-16 and funding decreased from \$250,000 to \$125,000. Some of this work has already been completed by existing contracts, therefore the total project cost as decreased.
- Water Meter Reading funding increased from \$120,000 to \$150,000.
- Jack Lyle Sports field sod Replacement changed to Nealon Park and included the irrigation system upgrade- Funding was also merged totaling \$250,000.
- Relocation of Dog Park at Nealon Park moved to year 2015-16 from 2017-18, funding increased from \$150,000 to \$250,000.
- Trash Capture Device Installation moved from year 2015-16 to 2016-17.

**PROJECTS ELIMINATED, MOVED TO OPERATING BUDGET OR ADDED TO NON-FUNDED CATEGORY:**

Due to limited funding or alternative funding availability, CIP Engineering staffing levels and more pressing community needs, a few projects have been removed from the plan.

- Sand Hill Road Pathway Repair was removed from the plan in Year 2015-16 because PG&E repaired the pathway while working on the pipeline replacement project on Sand Hill Road.
- Alma Ravenswood Pedestrian -Bike Study was removed from the plan in year 2015-16 because the City received a grant from Samtrans to complete a full vehicle study to depress Ravenswood at the Caltrain tracks. This study will cover the pedestrian and bike components as well.
- Laurel Street-Ravenswood Signal Modification was removed from the plan in year 2015-16 because this work is in close proximity to the SRI campus modernization project which may affect the design of this intersection.
- Middlefield Road-Ravenswood Intersection Reconfiguration Study was removed from the plan in year 2016-17 because this work is in close proximity to the SRI campus modernization project which may affect the design of this intersection.
- Middlefield Road -Willow Road Intersection Reconfiguration Study was removed from the plan in year 2018-19 because this project was recently completed by Facebook.
- Sand Hill Road Improvements (Addison -Wesley to I-280) was removed from the plan in year 2016-17 because the City received grant funds to complete a signal coordination project along this corridor which will complete this project.
- Signal Interconnect Study was removed from the plan in year 2018-19 because the San Mateo County Smart Corridor project will cover this CIP item.
- Alternative Transportation Social Marketing Program was removed from the plan in year 2015-16 because staff is currently completing social media outreach and this project is no longer needed.
- Bike Sharing Program Cost Benefit Study was removed from the plan in year 2016-17 because this project can be completed by in-house staff with existing data available from the Bay Area Bikeshare program.

- City Car Sharing Program Study was removed from the plan in year 2017-18 because this project is on hold as we are monitoring other agencies and their car sharing programs.
- Installation of Electric Plug in Recharging Station and Cost Benefit Analysis and Plan was removed from the plan in year 2015-16 because a grant was received to install EV chargers this fiscal year.
- Requirement for Pharmacy to Take back Pharmaceuticals Draft Ordinance was removed from the plan year 2015-16 and moved to unfunded section. There is currently a well-supported Senate Bill (SB 1014) for safe disposal medication management.
- Strategic Plan to Increase Local Food Production through Social marketing, Education was removed from the plan in year 2015-16 and placed in the unfunded section because the social media outreach is already occurring, therefore this project may no longer be needed.
- Corp Yard Storage Cover was removed from the plan because the project will be incorporated with the installation of the solar panels this fiscal year.

#### **UPDATES TO THE UNFUNDED CATEGORY**

Appendix E.1 Non-Funded Project Requests the following changes were made:

##### *Streets & Sidewalks*

- Streetscape - Haven Avenue added sentence... This project is partially grant-funded, using matching funds from the development projects on Haven Avenue.
- Deleted Parking Management Plan

##### *Traffic & Transportation*

- Deleted Highway 84-Willow Bike-Ped Underpass Connections; Facebook will build.
- Deleted Installation of Pedestrian Audible Signal on El Camino Real at Santa Cruz Avenue; project was completed.
- Deleted Study of Possible Improvements to Menlo Park's Free Shuttle Service; project similar to listed project Shuttle Expansion Study.

Appendix E.2 Non-Funded Projects from Previously Approved Plans. In the *Transportation Impact Fee Study (2009)* the following changes were made due to Developments in the area that covered listed improvements:

- Deleted Bayfront Expressway and Undercrossing-
- Deleted Bayfront Expressway & Willow Road
- Deleted Bayfront Expressway & Marsh Road
- Deleted Bayfront Expressway Bicycle-Pedestrian Undercrossing East side Bayfront Expressway at Willow West side Bayfront Expressway at Willow \$750,000.
- Deleted Willow Road Connector Hamilton Bayfront Expressway \$93,500 – Covered by Shuttle Grants.

CITY OF MENLO PARK

FIVE-YEAR

CAPITAL IMPROVEMENT PLAN

FY 2015-20

DRAFT



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## 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 2019/20).

This is the sixth 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.

### *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 4 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.

### *Project Development and Selection Process*

The projects proposed in this 5-Year CIP were derived from a variety of sources, including but not limited to, recommendations from the City's Infrastructure Management Study (2007), Master Plans, City Council Goals, Regulatory Obligations, 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 Operating Budget, utilizing appropriate operating funds.

This 5-Year CIP includes 24 new projects recommended for implementation commencing in FY 2015/16 and 59 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 E. The index also includes projects for which grant funding is being sought but has not yet been awarded.

### *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.

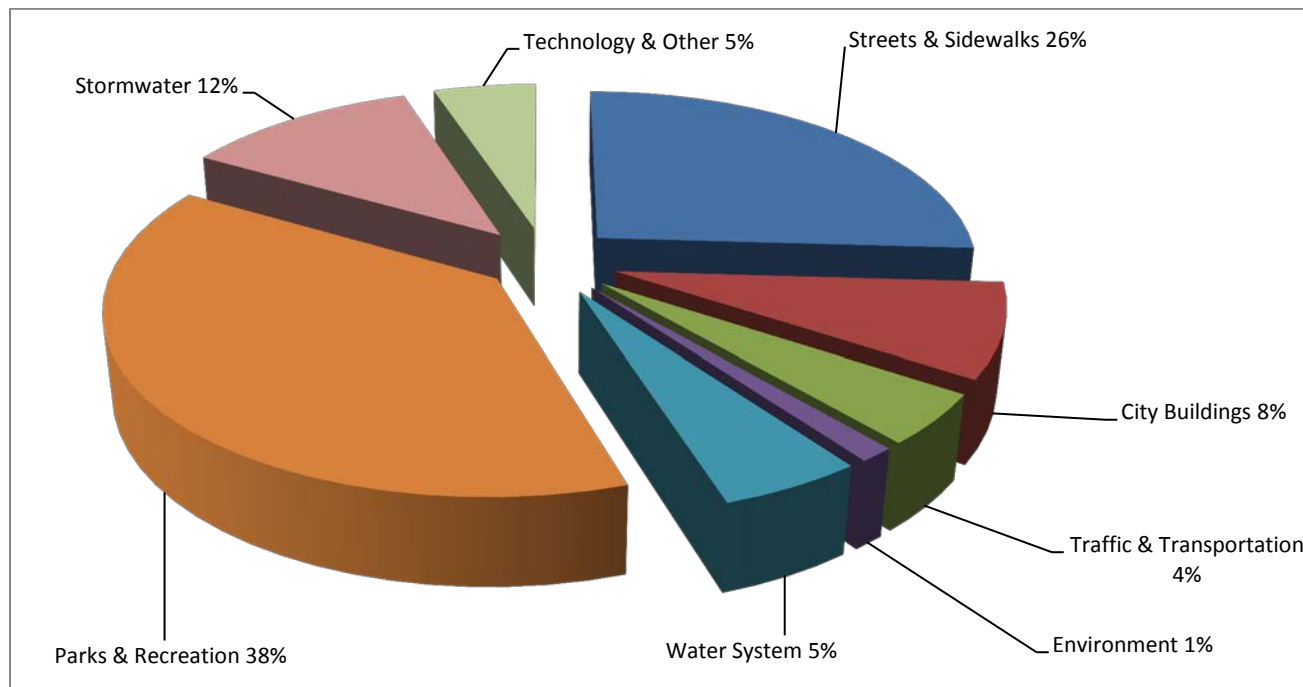
New capital projects and projects involving maintenance of current infrastructure are listed in Appendix B. Proposed projects for FY 2015/16 are listed and described in detail in Appendix C. Projects approved in prior fiscal years that have not yet been completed are listed in Appendix A.

Table 1 lists total funding levels for project categories proposed for FY 2015/16 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 2015/16 by Category**

<b>Project Category</b>	<b>FY 2015/16 Funding</b>	<b>Percent of Total CIP FY 2015/16</b>
Streets & Sidewalks	1,015,000	26%
City Buildings	325,000	8%
Traffic & Transportation	175,000	4%
Environment	50,000	1%
Water System	200,000	5%
Parks & Recreation	1,495,000	38%
Stormwater	455,000	12%
Technology & Other	200,000	5%
<b>TOTALS</b>	<b>\$3,915,000</b>	<b>100.00%</b>

Figure 1 – FY 2015/16 Proposed Projects by Category



### *Project Funding Sources*

The proposed FY 2015-20 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 (approximately \$2.6 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.

### *General Plan Consistency*

The FY 2015/16 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.

### *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 – Funding Sources

Funding Sources	Uses	Primary Source Of Funds
Bedwell/Bayfront Park Maintenance/Operations	Park maintenance	Interest earned on sinking fund.
Construction Impact Fee	Street resurfacing	Fee charged for property development based on construction value
Downtown Parking Permit	Parking lot maintenance and improvements	Annual and daily fees from permits issued to merchants for employee and customer parking
General CIP Fund	Capital Projects	Funding for on-going maintenance of current infrastructure is provided annually by the General Fund
Highway Users Tax	Street resurfacing, sidewalks	State Gasoline Taxes
Library Bond Fund (1990)	Library capital improvements	Bond issuance proceeds and interest earned
Bedwell/Bayfront Park Landfill	Landfill post-closure maintenance and repairs	Surcharge on solid waste collection fees paid by customers
Measure A	Street resurfacing, bicycle lanes, Safe Routes to Schools	½ cent Countywide sales tax
Measure T Bond	Recreation facilities, park improvements	2006 and 2009 bond proceeds and accumulated interest
Recreation In-lieu Fee	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	Library projects and programs.	State grants
Sidewalk Assessment	Sidewalk repairs	Annual property tax assessment, per parcel
Solid Waste Service Fund	Solid Waste Management and Recycling Programs and Projects	Solid waste rates charged to residential and commercial accounts
Storm Drainage Connection Fees	Storm drainage capacity improvements	Fee charged for property development per lot, per unit, or per square foot of impervious area
Transportation Impact Fee (replaces Traffic Impact Fee)	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	Water distribution and storage	Surcharge per unit of water sold

## Appendix A

### Project Schedules

## Page 9

[illegible]

## **Appendix B**

### **Capital Improvement Plan Summary**

# 5 YEAR PLAN SUMMARY

Page 11

Category	Funding Source	Projected					TOTAL
		2015-16	2016-17	2017-18	2018-19	2019-20	

<b>Streets &amp; Sidewalks</b>							
Civic Center Sidewalk Replacement and Irrigation System Upgrades	General Fund	-	-	-	400,000	-	400,000
Downtown Parking Utility Underground	Downtown Parking/Rule 20A	-	4,150,000	-	-	-	4,150,000
Downtown Streetscape Improvement Project (Specific Plan)	General Fund	115,000	165,000	110,000	-	-	390,000
El Camino Real Median and Side Trees Irrigation System Upgrade	General Fund	-	-	85,000	-	-	85,000
Parking Plaza 7 Renovations	Downtown Parking	-	-	-	200,000	-	200,000
Sidewalk Repair Program	General Fund/Sidewalk Assessment	300,000	300,000	300,000	300,000	300,000	1,500,000
Street Resurfacing	Highway Users Tax/Construction Impact Fees	600,000	5,500,000	600,000	6,000,000	-	12,700,000
<b>TOTAL</b>		<b>1,015,000</b>	<b>10,115,000</b>	<b>1,095,000</b>	<b>6,900,000</b>	<b>300,000</b>	<b>19,425,000</b>

<b>City Buildings</b>							
Administration Building Conference Room Furniture Replacement	General Fund	-	-	-	200,000	-	200,000
Belle Haven Youth Center Improvements	General Fund	-	-	150,000	-	-	150,000
City Buildings (Minor)	General Fund	325,000	325,000	350,000	350,000	350,000	1,700,000
City Council Chambers Landscaping	General Fund	-	-	-	-	500,000	500,000
Kitchen Upgrade at Onetta Harris Community Center	General Fund	-	-	-	30,000	-	30,000
Library Furniture Replacement	General Fund	-	-	450,000	-	-	450,000
Main Library Interior Wall Fabric Replacement	General Fund	-	150,000	-	-	-	150,000
Menlo Children's Center Carpet Replacement	General Fund	-	-	60,000	-	-	60,000
Police Department Space Use Study	General Fund	-	40,000	-	-	-	40,000
Police Front Office Counter Remodel/Security Upgrade	General Fund	-	-	70,000	-	-	70,000
<b>TOTAL</b>		<b>325,000</b>	<b>515,000</b>	<b>1,080,000</b>	<b>580,000</b>	<b>850,000</b>	<b>3,350,000</b>

<b>Traffic &amp; Transportation</b>							
Caltrain Bike/Ped Undercrossing Design	TIF	-	500,000	-	-	-	500,000
Florence/Marsh and Bay/Marsh Signal Modification	TIF	-	-	345,000	-	-	345,000
High Speed Rail Coordination	General Fund	50,000	50,000	50,000	-	-	150,000
Pedestrian/Bicycle Master Plan Update	General Fund	-	-	-	250,000	-	250,000
Sand Hill Road Signal Modification Project	TIF	125,000	-	-	-	-	125,000
<b>TOTAL</b>		<b>175,000</b>	<b>550,000</b>	<b>395,000</b>	<b>250,000</b>	<b>-</b>	<b>1,370,000</b>



# 5 YEAR PLAN SUMMARY

Page 12

Category	Funding Source	Projected					TOTAL
		2015-16	2016-17	2017-18	2018-19	2019-20	

<b>Environment</b>							
Bedwell Bayfront Park Gas Collection System Repair	Bedwell Landfill	-	-	100,000	-	-	100,000
Bedwell Bayfront Park Leachate Collection System Replacement	Bedwell Landfill	-	1,000,000	-	-	-	1,000,000
Community Zero Waste Policy Draft	Solid Waste	50,000	-	-	-	-	50,000
<b>TOTAL</b>		<b>50,000</b>	<b>1,000,000</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>1,150,000</b>

<b>Water System</b>							
Automated Water Meter Reading	Water	-	150,000	1,200,000	1,200,000	-	2,550,000
Emergency Water Supply Project (2nd Well)	Water	-	-	-	TBD	-	TBD
Sharon Heights Pump Station	Water	200,000	-	-	-	-	200,000
Water Main Replacements	Water	-	300,000	2,200,000	-	-	2,500,000
<b>TOTAL</b>		<b>200,000</b>	<b>450,000</b>	<b>3,400,000</b>	<b>1,200,000</b>	<b>-</b>	<b>5,250,000</b>

<b>Parks &amp; Recreation</b>							
Bedwell Bayfront Park Electrical Panel Upgrade	Bedwell Landfill	100,000	-	-	-	-	100,000
Bedwell-Bayfront Park Master Plan	Rec in Lieu	-	175,000	-	-	-	175,000
Belle Haven Pool Deck Lighting	Rec in Lieu	30,000	-	-	-	-	30,000
Belle Haven Youth Center Playground Replacement	TBD	TBD	-	-	-	-	TBD
Burgess Pool Deck Repairs	General Fund	-	135,000	-	-	-	135,000
Burgess Sports Field	General Fund	-	-	-	250,000	-	250,000
Gate House Fence Replacement	General Fund	-	-	-	220,000	-	220,000
Gate House Landscaping	General Fund	-	-	-	-	470,000	470,000
Jack Lyle Park Restrooms - Construction	Rec in Lieu	40,000	200,000	-	-	-	240,000
La Entrada Baseball Field Renovation	General Fund	-	-	170,000	-	-	170,000
Library Landscaping	Rec in Lieu	200,000	-	-	-	-	200,000
Measure T Funds Evaluation/Project Ranking	Measure T	125,000	-	-	-	-	125,000
Nealon Park Sports Field Sod and Irrigation System Replacement	General Fund	250,000	-	-	-	-	250,000
Park Improvements (Minor)	General Fund	150,000	150,000	170,000	170,000	170,000	810,000
Park Pathways Repairs	General Fund	-	-	-	200,000	-	200,000
Playground Equipment Assesment & Replacement	TBD	TBD					TBD
Relocation of Dog Park at Nealon Park	Rec in Lieu	250,000	-	-	-	-	250,000
Restoration & Resurfacing of La Entrada & Willow Oak Tennis Courts	General Fund/ USTA Grant	-	-	-	-	200,000	200,000
Tennis Court Electronic Key Upgrade	General Fund	100,000	-	-	-	-	100,000
Willow Oaks Dog Park	Rec in Lieu	250,000	-	-	-	-	250,000
<b>TOTAL</b>		<b>1,495,000</b>	<b>660,000</b>	<b>340,000</b>	<b>840,000</b>	<b>840,000</b>	<b>4,175,000</b>

# 5 YEAR PLAN SUMMARY

Page 13

Category	Funding Source	Projected					
		2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL

<b>Stormwater</b>							
Bay Levee Project	General Fund	90,000	90,000	-	-	-	180,000
Chrysler Pump Station Improvements	General Fund/Gas Tax	-	6,200,000	-	-	-	6,200,000
Storm Drain Improvements	General Fund	115,000	115,000	120,000	120,000	125,000	595,000
Trash Capture Device Installation	General Fund	-	60,000	-	-	-	60,000
Willow Place Bridge Abutment Repairs	General Fund	250,000	-	-	-	-	250,000
<b>TOTAL</b>		<b>455,000</b>	<b>6,465,000</b>	<b>120,000</b>	<b>120,000</b>	<b>125,000</b>	<b>7,285,000</b>

<b>Technology &amp; Other</b>							
Cost of Service/Fee Study	General Fund	100,000	-	-	-	-	100,000
Radio Infrastructure Replacement	General Fund	100,000	-	-	-	-	100,000
Technology Master Plan and Implementation	General Fund	TBD	TBD	TBD	TBD	TBD	TBD
<b>TOTAL</b>		<b>200,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>200,000</b>

<b>FISCAL YEAR TOTALS</b>		<b>3,915,000</b>	<b>19,755,000</b>	<b>6,530,000</b>	<b>9,890,000</b>	<b>2,115,000</b>	<b>42,205,000</b>
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## Appendix C

### Funded Projects for FY 2015/16

## Funded Capital Projects Summary FY 2015/16

Capital Projects	FY 2015/16 Budget	5-Year Total Budget
<b>Streets &amp; Sidewalks</b>		
Downtown Streetscape Improvement Project (Specific Plan)	115,000	390,000
Sidewalk Repair Program	300,000	1,500,000
Street Resurfacing	600,000	12,700,000
<b>City Buildings</b>		
City Buildings (Minor)	325,000	1,700,000
<b>Traffic &amp; Transportation</b>		
High Speed Rail Coordination	50,000	150,000
Sand Hill Road Signal Modification Project	125,000	125,000
<b>Environment</b>		
Community Zero Waste Policy Draft	50,000	50,000
<b>Water System</b>		
Sharon Heights Pump Station	200,000	200,000
<b>Parks &amp; Recreation</b>		
Bedwell Bayfront Park Electrical Panel Upgrade	100,000	100,000
Belle Haven Pool Deck Lighting	30,000	30,000
Jack Lyle Park Restrooms - Construction	40,000	240,000
Library Landscaping	200,000	200,000
Measure T Funds Evaluation/Project Ranking	125,000	125,000
Nealon Park Sports Field Sod and Irrigation System Replacement	250,000	250,000
Park Improvements (Minor)	150,000	810,000
Relocation of Dog Park at Nealon Park	250,000	250,000
Tennis Court Electronic Key Upgrade	100,000	100,000
Willow Oaks Dog Park	250,000	250,000
<b>Stormwater</b>		
Bay Levee Project	90,000	180,000
Storm Drain Improvements	115,000	595,000
Willow Place Bridge Abutment Repairs	250,000	250,000
<b>Technology &amp; Other</b>		
Cost of Service/Fee Study	100,000	100,000
Radio Infrastructure Replacement	100,000	100,000



## STREETS & SIDEWALKS

### Downtown Streetscape Improvement Project (Specific Plan)

The project will consist of planning and implementation of improvements in the downtown area per the Specific Plan considering the Chestnut Paseo and Santa Cruz Avenue Sidewalk and the development of new streetscape plans. The project will be comprised of four components which will consist of meeting with Downtown businesses and customers for an early implementation of a pilot sidewalk widening project. The second component will include development of the pilot plans for implementation of other elements of the specific plan. The third component will be the implementation of the pilot plan and the fourth component will be development of a master plan for the downtown area.



FUNDING SOURCE	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
General Fund - CIP	115,000	165,000	110,000	-	-	390,000
Sub-total	115,000	165,000	110,000	-	-	390,000

### 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.



FUNDING SOURCE	2015/16	2016/17	2017/18	2018/19	2019/20	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

Funded Projects for FY 2015/16

## STREETS & SIDEWALKS

### Street Resurfacing

This ongoing project will include the detailed design and selection of streets to be resurfaced throughout the City during Fiscal Year. This project will utilize the City's Pavement Management System (PMS) to assess the condition of existing streets and assist in the selection process.



FUNDING SOURCE	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Highway Users Tax	200,000	-	200,000	2,500,000	-	2,900,000
Construction Impact Fees	400,000	5,500,000	400,000	3,500,000	-	9,800,000
Sub-total	600,000	5,500,000	600,000	6,000,000	-	12,700,000

## CITY BUILDINGS

### 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.



FUNDING SOURCE	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
General Fund - CIP	325,000	325,000	350,000	350,000	350,000	1,700,000
Sub-total	325,000	325,000	350,000	350,000	350,000	1,700,000

## TRAFFIC & TRANSPORTATION

### 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.



FUNDING SOURCE	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
General Fund - CIP	50,000	50,000	50,000	-	-	150,000
Sub-total	50,000	50,000	50,000	-	-	150,000

### Sand Hill Road Signal Modification Project

This project will upgrade the non-standard traffic and pedestrian signal equipment at Sand Hill/Saga Lane and Sand Hill/Sharon Park Drive to comply with MUTCD standard.



FUNDING SOURCE	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
TIF	125,000	-	-	-	-	125,000
Sub-total	125,000	-	-	-	-	125,000



## ENVIRONMENT

### Community Zero Waste Policy Draft

This project was identified in the Climate Action Plan's five year strategy approved by Council in July 2011. Landfilled waste emits methane that is twenty time more potent than carbon dioxide emissions that contribute to climate change. A zero waste policy would provide a road map for the city to follow to reduce landfilled waste through less waste generation and recycling. This project would include community engagement and a draft policy for the City Council to consider.



FUNDING SOURCE	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Solid Waste	50,000	-	-	-	-	50,000
Sub-total	50,000	-	-	-	-	50,000



## WATER SYSTEM

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### Sharon Heights Pump Station

The project consists of installing a new pump station for the Sharon Heights Neighborhood. Project was partially funded in FY 2013-14, funding for FY 2015-16 will be utilized to complete the project.

No Photo Available

FUNDING SOURCE	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Water	200,000	-	-	-	-	200,000
Sub-total	200,000	-	-	-	-	200,000

## PARKS & RECREATION

### Bedwell-Bayfront Park Electrical Panel Upgrade

Bedwell Bayfront Park is Menlo Park's largest park, and it is the only open space on the Bay. The Bedwell-Bayfront Park on-site restrooms are in need of repair, a temporary portable facility is currently available when the restrooms are in non-working order. There has been on-going problems with the sewer line and toilets, sinks, and flooring are in need of upgrades. The scope of the project will include electrical panel replacement, toilet replacement and sewer connection replacement to improve capacity and efficiency.

No Photo Available

FUNDING SOURCE	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Bedwell Landfill	100,000	-	-	-	-	100,000
Sub-total	100,000	-	-	-	-	100,000

### Belle Haven Pool Deck Lighting

This project involves the installation of pool deck lighting for the Belle Haven Pool. Prior to 2013, the Belle Haven Pool was operated seasonally during the summer months. Since the pool operation expansion in April 2013, the Belle Haven Pool has been operating 7 days a week which includes youth after school programming, a youth swim team, a youth water polo program that caters to youths 14 and under, a swim school that teaches water-babies to youths as well as adults with between 115-250 people depending on season and convenient lap swim that is available during the day and evening.



FUNDING SOURCE	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Rec in Lieu	30,000	-	-	-	-	30,000
Sub-total	30,000	-	-	-	-	30,000

## PARKS & RECREATION

### Jack Lyle Park Restroom Construction

This project will involve engaging the neighboring community in developing a conceptual design, then constructing restrooms at Jack Lyle Park.



FUNDING SOURCE	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Rec in Lieu	40,000	200,000	-	-	-	240,000
Sub-total	40,000	200,000	-	-	-	240,000

### Library Landscaping

The project consists of replacing the landscaping and irrigation system around the library. The existing landscaping and irrigation system is in need of major upgrades and a portion of the system is over thirty years old.



FUNDING SOURCE	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Rec In Lieu	200,000	-	-	-	-	200,000
Sub-total	200,000	-	-	-	-	200,000

## PARKS & RECREATION

### Measure T Funds Evaluation/Project Ranking

This project will consist of community engagement activities to get input from the public in developing priorities for the Measure T fund.

No Photo Available

FUNDING SOURCE	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Measure T	125,000	-	-	-	-	125,000
Sub-total	125,000	-	-	-	-	125,000

### Nealon Park Sports Field Sod and Irrigation System Replacement

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. The project will also add a new water connection to increase the water pressure at Nealon Softball field so that the irrigation system has full coverage.



FUNDING SOURCE	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
General Fund	250,000	-	-	-	-	250,000
Sub-total	250,000	-	-	-	-	250,000



## PARKS & RECREATION

### 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 fiber to play equipment.



FUNDING SOURCE	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
General Fund-CIP	150,000	150,000	150,000	170,000	170,000	810,000
Sub-total	150,000	150,000	150,000	170,000	170,000	810,000

### Relocation of Dog Park at Nealon Park

This project will consist of re-locating the Nealon Park Dog Park from the baseball field to another area within Nealon Park.



FUNDING SOURCE	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Rec in Lieu	250,000	-	-	-	-	250,000
Sub-total	250,000	-	-	-	-	250,000



## PARKS & RECREATION

### Tennis Court Electronic Key Upgrade

No Photo Available

The Tennis Court Electronic Key Upgrade would include the installation of electronic access to five tennis courts sites: La Entrada, Nealon, Burgess, and Kelly Parks. Currently the tennis court system for entry is done through a traditional key lock/core method. Having electronic key access will allow: (1) completely update how tennis users access tennis courts; (2) reuse keycards instead of changing out keys/cores annually; (3) potentially update pricing structure to make it more user friendly (ie. Day, month, biannual, annual use, or charge per use); (4) discontinue use of the cores which are expensive and which are replaced often use to individuals jamming sticks in the locks; (5) keep track of who has accessed courts (and when) in the event of a disturbance; (6) have users always retain their same keycard that can be updated (as opposed to having users return their keys annually and losing expensive keys in the shuffle).

FUNDING SOURCE	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
General Fund-CIP	100,000	-	-	-	-	100,000
Sub-total	100,000	-	-	-	-	100,000

### Willow Oaks Dog Pak

This project will include a scoping and design phase in FY 2014/15, then construction in FY 2015/16 of upgrades and replacement at the Willow Oaks Dog Park.



FUNDING SOURCE	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
Rec in Lieu Fund	250,000	-	-	-	-	250,000
Sub-total	250,000	-	-	-	-	250,000

## STORMWATER

### Bay Levee Project

A project team was selected, and project will start this year with Environmental Analysis, and Design. The Project's purposes are to provide evaluation, feasibility, alternatives analysis, design, and environmental documentation for coastal levee improvements that will improve flood protection, restore the ecosystem, and provide recreational opportunities within the project reach. The specific objectives of the Project include: 1) protect properties and infrastructure in the coastal floodplain within East Palo Alto and the City of Menlo Park between San Francisquito Creek and the Redwood City border resulting from a 100-year tide, including projected Sea Level Rise; 2) enhance habitat along the Project reach, particularly habitat for threatened and endangered species; 3) enhance recreational uses; and 4) minimize operational and maintenance requirements.



FUNDING SOURCE	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
General Fund – CIP	90,000	90,000	-	-	-	180,000
Sub-total	90,000	90,000	-	-	-	180,000

### Storm Drain Improvements

This ongoing project will implement improvements that were identified in the Storm Drain Master Plan.



FUNDING SOURCE	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
General Fund – CIP	115,000	115,000	120,000	120,000	125,000	595,000
Sub-total	115,000	115,000	120,000	120,000	125,000	595,000

## STORMWATER

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### Willow Place Bridge Abutments Repairs

This project will repair damages to the bridge abutment from the December 2012 storm event. Initial Study of repairs were completed, and need to move project forward to design and construction.



FUNDING SOURCE	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
General Fund – CIP	250,000	-	-	-	-	250,000
Sub-total	250,000	-	-	-	-	250,000

## TECHNOLOGY & OTHER

### Cost of Service/Fee Study

Identifying the cost components of providing services in integral in the establishment of fees and cost recovery rates. A detailed cost study was last completed in 2008 and entailed the development of a cost allocation plan, overhead rate study, labor rate study, and a comprehensive fee and service charge study. The results of these studies led to the development of a cost recovery strategy and guided how fees were set in the Master Fee Schedule. In order for cost recovery levels to be maintained, the underlying studies must be periodically updated. This project will provide for a comprehensive update of the studies that were initially completed in 2008.

No Photo Available

FUNDING SOURCE	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
General Fund – CIP	100,000	-	-	-	-	100,000
Sub-total	100,000	-	-	-	-	100,000

### Radio Infrastructure Replacement

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.



FUNDING SOURCE	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
General Fund – CIP	100,000	-	-	-	-	100,000
Sub-total	100,000	-	-	-	-	100,000

## **Appendix D**

### **Projects Proposed for FY 2016/17 through FY 2019/20**



## STREETS & SIDEWALKS

Civic Center Sidewalk Replacement and Irrigation System Upgrades	2018-19	<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>
Downtown Parking Utility Underground	2016-17	<p>Utilize PG&amp;E Rule 20A funding to underground overhead utilities in the downtown area. 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&amp;E, it has been confirmed that this can be done. As a result, the City will begin the process to create an underground utility district in the downtown area, and then design and construction can begin. Alternatively, the project can be funded and managed by PG&amp;E's Rule 20A program which will result in a 3-5 year implementation and a more expensive installation. However, the second option requires no up-front capital expenditure by the City.</p>
El Camino Real Median and Side Trees Irrigation System Upgrades	2017-18	<p>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.</p>
Parking Plaza 7 Renovation	2018-19	<p>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.</p>

## CITY BUILDINGS

Administration Building Conference Room Furniture Replacement	2018-19	The existing chairs and tables in the administration building were purchased in 1999 and have started to break down. The project would replace the chairs and tables in the conference rooms and public areas.
Belle Haven Youth Center Improvements	2017-18	The project consists of replacing the floor, ceiling, cabinets and repainting the interior of the Belle Haven Youth Center. The existing interior has worn out.
City Council Chambers Landscaping	2019-20	The existing landscaping around the Council Chambers is the original landscaping installed in the 1970's and needs major updating that will blend into the existing water fall and new landscaping around the civic center.
Kitchen Upgrade at Onetta Harris Community Center	2018-19	The kitchen at the Community Center is used every weekend for rentals. The current kitchen is outdated and does not meet the needs for current renters. The renovation should include new counter tops, cabinets, sink, etc. The Onetta Harris Community Center has seen a significant increase in weekend rentals over the past two years. A renovation of the multi-purpose room kitchen will better meet renter's needs as well as be attractive for potential renters in the future. In addition, with the increase in week day classes, a renovated kitchen may provide the opportunity for increased usage during the week in the form of cooking-related classes.
Library Furniture Replacement	2017-18	The existing furniture in the Library is over 20 years old. The chairs and tables need consistent repairs due the heavy use of the Library. Also, the existing furniture fabric is difficult to clean and remove odors. The project will replace furniture that will make it easier to maintain.
Main Library Interior Wall Fabric Replacement	2016-17	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.
Menlo Children's Center Carpet Replacement	2017-18	The 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.
Police Space Study	2016-17	With the impending reorganization of the police department, a space use study is necessary for the police department main floor (basement of City Hall). There is a great deal of wasted office and storage space that may be utilized more efficiently.
Police Front Office Counter Remodel/Security Upgrade	2017-18	Security at the front counter of the police department has been a concern for police records personnel for many years. In 2012, the Belcher report, which was an organizational and operation review of the police department, recommended higher security for the front lobby/counter area along with the perimeter of the entire police department. This project would be a reconstruction of the front counter in the PD lobby and would place ballistic glass between the public and staff. The PD has met with the structural engineer and architect who designed and was the project manager for the renovation of the Redwood City Police Department front lobby. The scope of this work would be similar.

## TRAFFIC & TRANSPORTATION

Caltrain Bike/Pedestrian Undercrossing Design	2017-18	This project will design 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 Caltrain 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.
Florence/Marsh and Bay/Marsh Signal Modification	2018-19	This project will improve the level of service and pedestrian safety at intersections and upgrade non-standard traffic signal equipment to comply with MUTCD standards.
Pedestrian/Bicycle Master Plan Update	2018-19	The current Comprehensive Bicycle Development Plan was completed in January of 2005 and lacks current bicycle treatments to include; green bike lanes and sharrows. Additionally, the existing plan has limited treatments for pedestrians and lacks the City's approved Complete Streets initiatives. This project seeks to update the existing plan to include current treatments and serve as a baseline for Complete Streets treatments.
Sand Hill Road Signal Modification Project	2016-17	This project will upgrade the non-standard traffic and pedestrian signal equipment at Sand Hill/Saga Lane and Sand Hill/Sharon Park Drive to comply with MUTCD standard.

## ENVIRONMENT

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Bedwell Bayfront Park Gas Collection System Repair	2017-18	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 Gas Collection System Improvements Study and Conceptual Design project.
Bedwell Bayfront Leachate Collection System Replacement	2016-17	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.

## WATER SYSTEMS

Automated Water Meter Reading	2016-17	This project will involve selecting appropriate technology then installing the initial phase of automated meter reading infrastructure for the Menlo Park Municipal Water District.
Emergency Water Supply	2018-19	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.
Water Main Replacements	2016-17	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.



## PARKS & RECREATION

Bedwell Bayfront Park Master Plan	2016-17	The Master Plan will provide a long-term vision and general development guide for the park and its facilities. The plan will describe how to best protect park resources, provide quality visitor experiences, manage visitor use, and will serve as a blueprint for future park development. The purpose of the Master Plan is to improve the quality of life for the residents of Menlo Park through enhancing the quality of the park and open space system. A task force may be used to gain more extensive citizen input.
Gate House Fence Replacement	2018-19	The existing Gate House Fence along Ravenswood Avenue is failing. The whole fence needs to be replaced to match existing. Due to its intricate details the fence is expensive to replace.
Gate House Landscaping	2019-20	The project will landscape the area around the Gate House and adjacent the MCC. The existing landscaping is the original landscaping installed in the 1970's and needs to be update to reflect the new landscaping in the Civic Center.
La Entrada & Willows Oaks Tennis Courts Restoration & Resurfacing	2019-20	This project includes restoring & resurfacing two tennis courts at La Entrada, four courts at Willow Oaks Park. The project would also include repairing cracks, color coating, and adding Quick-Start lines to all court as well as addition of lighting fixtures at Willow Oaks Park.
Burgess Pool Deck Repairs	2016-17	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.
Burgess Sport Field	2018-19	The project consists of replacing the existing turf, cleaning the drains and leveling the field. In addition remove a portion of the baseball field infield to increase the turf area to allow a large sports field. The existing field is 15 years old and typical sports field last ten years.
La Entrada Baseball Field Renovation	2017-18	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 systems and new sod.
Park Pathways Replacement	2016-17	The project consists of replacing damaged pathways at Market Place, Nealon, Sharon, and Stanford Hills Parks.
Relocation of Dog Park at Nealon Park	2017-18	This project will consist of re-locating the Nealon Park Dog Park from the baseball field to another area within Nealon Park.

**STORMWATER**

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Chrysler Pump Station Improvements	2016-17	Improvements will include design and construction of upgrades to the aging equipment (may consist of pumps, motors, electrical system, heaters, fans, flap gates, generator).
Trash Capture Device Installation	2016-17	This project will install 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.

## **Appendix E.1**

### **Non-Funded Project Requests**

## STREETS & SIDEWALKS

Haven Avenue Security Lighting	Estimated Cost: \$50,000 Source: Staff	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.
Kelly Park Sound Wall	Estimated Construction Cost: \$1,300,000 Estimated Design Cost: \$130,000 Source: Staff	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.
Marsh Road Section Median Islands Landscaping	Estimated Cost: \$35,000 Source: Staff	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.
Parking Plaza 3 Renovation Design	Estimated Cost: \$200,000 Source: Staff	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.
Parking Management Plan	Estimated Cost: TBD Source: Council	The project will evaluate parking impacts of the Chestnut Paseo and Market Place. This project will establish an advisory task force for downtown parking issues comprised of one council member, one transportation commission member chamber of commerce, business owner and a property owner.
Parking Plaza 8 Renovation	Estimated Cost: \$250,000 Source: Staff	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.
Sidewalk Master Plan Implementation	Estimated Cost : TBD Source: Staff	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.
Streetscape – Haven Avenue	Estimated Cost: \$550,000 Source: Staff	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. This project is partially grant-funded, using matching funds from the development projects on Haven Avenue.

## STREETS & SIDEWALKS

Parking Plaza 3 Renovation Design	Estimated Cost: \$200,000 Source: Staff	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.
Parking Plaza 8 Renovation	Estimated Cost: \$250,000 Source: Staff	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.
Streetscape – O’Brien Drive	Estimated Cost: \$525,000 Source: Staff	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.
Streetscape – Overall RDA Resurfacing and Improvements	Estimated Cost: \$2,000,000 Source: Staff	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.
Streetscape – Pierce Road	Estimated Cost: \$500,000 Source: Staff	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.
Underground Overhead Lines	Estimated Cost: TBD Source: Planning Commission	Establish and make an initial deposit for a utility (overhead electric and communication lines) underground fund throughout the City. The project could be considered if a Community Character Element is prepared as part of the General Plan Update.
Streetscape – Willow Road	Estimated Cost: \$330,000 Source: Staff	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.



## CITY BUILDINGS

Belle Haven Branch Library Feasibility Study	Estimated Cost: \$95,000 Source: Library Commission	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.
Belle Haven Pool House Building Remodel	Estimated Cost: \$400,000 Source: Staff	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 relandscaping the front.
City Entry Signage on Willow and Marsh Roads	Estimated Cost: \$200,000 Source: Staff	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.
City Gateway Signage	Estimated Cost: \$250,000 Source: City Council	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.
Onetta Harris Community Center Installation of Additional Restroom	Estimated Cost: \$200,000 Source: Staff	The current restroom available for renters of the Onetta Harris Community Center multi-purpose room is need of renovation. In addition, the single restroom is inadequate for the current weekend and week night rental business at the community center, which has seen a substantial increase in rentals over the past two years. This proposal includes the renovation of the current restroom and the construction of second restroom which would address current and future rental business needs.

## TRAFFIC & TRANSPORTATION

Bay Road Bike Lane Improvements	Estimated Cost: TBD Source: Bicycle Commission	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.
Bay Trail Extension	Estimated Cost: \$1-2 million Source: City Council	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.
Bicycle Parking Ordinance Feasibility Study	Estimated Cost: \$70,000 Source: Bicycle Commission	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.
Bike Safety Event	Estimated Cost: \$18,000 Source: Bicycle Commission	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.
Emergency Traffic Signal Equipment Stock	Estimated Cost: TBD Source: Staff	The Traffic Division currently contracts out all traffic signal, streetlights and roadway safety component maintenance and emergency repair services. However, this contract cover repairs on an as needed basis and does not provide for the allocation of immediate replacement equipment. This has proven to create a lag in repairing critical traffic signal and street lighting facilities which may pose as a risk to the health and safety of our citizens in the event of an emergency. The project seeks to provide a limited stock of critical equipment for the immediate repair of City facilities in the event of unexpected damage or failure.
Downtown Parking Structures - A Feasibility Study	Estimated Cost: \$200,000 Source: Transportation Commission	Conduct a cost, site, circulation, feasibility and construction study of installing one or more parking structures on City parking plazas 1, 2, or 3. Also determined an in lieu parking fee structure as defined in the El Camino Real/Downtown Specific Plan.
Dumbarton Transit Station	Estimated Cost: \$1,000,000 Source: Staff	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.

## TRAFFIC & TRANSPORTATION

Innovation Transportation Solutions	Estimated Cost: TBD Source: Planning Commission	Investigate a people mover system or other innovative technology for east/west connectivity, safe routes to schools, and crossing El Camino Real. The project will be considered as part of the Circulation Element update of the General Plan.
Newbridge Street/Willow Road Traffic Circulation Improvements	Estimated Cost: \$100,000 Source: Staff	This project will evaluate the intersection of Newbridge Street and Willow Road for proposed improvements for better traffic circulation at the intersection.
Shuttle Expansion Study	Estimated Cost: \$125,000 Source: Transportation Commission	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.
Study of Ordinance to Require Bike Parking in City Events	Estimated Cost: \$15,000 Source: Bicycle Commission	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.
Study – Shuttle Bus Expansion for Student-School-Busing Use	Estimated Cost: \$95,000 Source: Transportation Commission	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.
Wayfinding Signage Phase II	Estimated Cost: \$15,000 Source: Bicycle Commission	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.
Willow Oaks Park Path Realignment	Estimated Cost: \$18,000 Source: Bicycle Commission	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.
Willow Road Bike Lane Study	Estimated Cost: \$70,000 Source: Bicycle Commission	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.)

## ENVIRONMENT

Canopy Tree-Planting and Education Project	Estimated Cost: \$55,000 Source: Environmental Quality Commission & Green Ribbon Citizens Committee	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 ( <a href="http://www.canopy.org">www.canopy.org</a> ). 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.
Energy Upgrades of Home Remodels – Pilot Program	Estimated Cost: \$110,000 Source: Staff	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.
Requirement for Pharmacies to take back Pharmaceuticals Draft Ordinance	Estimated Cost: \$25,000 Source: Staff	The community has very limited options for disposing pharmaceuticals. One drop box location is located in Menlo Park that the City maintains with a contractor. A required take back program would increase disposal options for residents and avoid potentially disposing of these chemical in a landfill or sewer system. Menlo Park could model an ordinance after Alameda County that has adopted an ordinance that requires pharmacies to take back pharmaceuticals. This project would include drafting an ordinance for city council to consider adopting and the community engagement involved in preparing the ordinance for adoption.
Suburban Park Streetlight Conversion	Estimated Cost: \$100,000 Source: Staff	Take streetlights in the Suburban Park area off the high-voltage PG&E system and convert to low-voltage parallel-wiring system.

## ENVIRONMENT

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Strategic Plan to Increase Local Food Production through Social Marketing, Education, and Community Garden Programs	Estimated Cost: \$600,000 Source: Staff	Part of the Climate Action Plan's five year strategy approved by Council in 2012 to be considered in 2017-2018. Develop a strategic plan that would increase local food production through education and/or social marketing programs, partnering with nonprofits, promoting locally grown and or organic food production and development of community gardens, school gardens, planting vegetables and/or fruit trees in city parks and/or other public easements, and promotion of 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.
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## WATER SYSTEMS

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See Appendix E.2

## PARKS & RECREATION

Belle Haven Pool House Remodel	Estimated Cost: \$500,000 Source: Staff	The project consists of redesigning the interior showers, locker and lobby areas and refinishing the floors and walls. The Belle Haven Pool House shower, locker room and lobby are over 40 years old. Most of the equipment is original and staff has had to retrofit the showers due to the shower equipment has been discontinued.
Burgess Baby Pool Analysis/Preliminary Design	Estimated Cost: \$200,000 Source: Staff	The demand for more recreational pool space has been a need for many years since the major pool redesign in 2006. This project would evaluate the utility of the current baby pool to allow for a wide range of ages and more space of open recreation swimming time. Currently, the baby pool is only 1' 6" in depth, open May through September, and for only toddlers and their parents. The proposed project would evaluate the current capacity of the baby pool, investigate if an environmental analysis is required and look into a zero entry pool that increases to 3 ½ depth. This would allow for a broader range of ages up to grade school more space to enjoy and reduce the demand of the instructional pool.
Burgess Park Irrigation Well Evaluation	Estimated Cost: \$40,000 Source: Staff	The project consists of hiring a consultant to evaluate whether building an irrigation well for Burgess Park would be cost effective on the long term based upon the continued increase in water rates.
Burgess Pool Locker Room Expansion Design	Estimated Cost: \$250,000 Source: Council and Parks & Recreation Commission	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.
Flood County Park	Estimated Cost: TBD Source: City Council	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.
Willow Oaks Park Restrooms	Estimated Cost: \$240,000 Source: Parks and Recreation Commission	This project would involve the neighboring community in developing a conceptual design, then constructing restrooms at Willow Oaks Park.

## COMPREHENSIVE PLANNING PROJECT & STUDIES

CEQA and FIA Guidelines	Estimated Cost: \$45,000 Source: City Council	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.
Comprehensive Zoning Ordinance Update	Estimated Cost: \$1,500,000 Source: Staff	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.
Single Family Residential Design Guidelines	Estimated Cost: TBD Source: Planning Commission	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.
Single-Family Residential Zoning Ordinance Amendment	Estimated Cost: TBD Source: Planning Commission	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.

## STORMWATER

Atherton Channel Flood Abatement Construction	Estimated Cost: \$2,000,000 Source: Staff	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.
Middlefield Road Storm Drainage Improvements Phase I & II	Estimated Cost: \$2,000,000 Source: Staff	This project involves design of a storm drainage system to address flooding on Middlefield Road from San Francisquito Creek to Ravenswood Avenue.

**TECHNOLOGY & OTHER**

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Dark Fiber Installation Pilot Project	Estimated Cost: \$50,000 Source: Staff	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.
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## **Appendix E.2**

### **Non-Funded Projects from Previously Approved Plans**

**City-wide Storm Drainage Study (2003)****Recommended Improvements*****Projects that do not require new outfalls to San Francisquito Creek or Atherton Channel***

<b><i>Location</i></b>	<b><i>Descriptions</i></b>	<b><i>Estimated Cost (2003)</i></b>
Magnolia Drive/Stanford Court	Flooding occurs in the vicinity of Stanford Court as a result of undersized lines downstream on Magnolia Drive. Upsizing 530 feet of line from 12-inch diameter to 24-inch diameter will improve drainage through an upstream system that has been improved	\$123,000
Spruce Avenue	Flooding occurs at Spruce Avenue. Storm system does not have an inlet at Spruce Avenue with the railroad acting as a barrier to surface flows. Improve requires 250 feet of 24-inch storm drain, and an inlet at Spruce Avenue	80,000
Middlefield Road	A parallel storm drain is proposed along Middlefield Road. The storm drain would connect to a recently constructed 48-inch diameter outfall into San Francisquito Creek. The parallel storm drain is needed to relieve flooding that requires road closures of Middlefield Road, Ravenswood Avenue, and Oak Grove Avenue	4,633,000
Euclid Avenue	A significant drainage area flows to Euclid Avenue with no collection system. It is likely that the flooding could disrupt traffic during a major storm event	288,000
Middle Avenue	Middle Avenue is susceptible to flooding due to undersized facilities to the Creek and upstream flooding that overflows into the drainage area. 1,620 feet of 24-inch diameter line is proposed. <i>Allows the removal of bubble-up storm drain catch basins. Provides backbone for draining Hobart Street, Cotton Street and Hermosa Way</i>	373,000
Oak Grove Avenue	The proposed line relieves flows received along Oak Grove Avenue and discharges to the proposed Middlefield Avenue parallel storm drain	1,699,000
Frontage 101, Menalto Ave to Laurel Ave and Santa Monica Avenue	Proposes 830 feet of 24-inch diameter line to provide backbone for storm drain to Menalto Avenue; and 2,510 feet of 15-inch storm drain to reduce flows at intersections along Menalto Avenue	945,000
Harvard & Cornell	Harvard & Cornell - Proposes addition of valley gutter to eliminate localized ponding	10,000
Bay Laurel Drive Outfall	Connecting drainage system	26,000
Olive Street Outfall	Connecting drainage system	536,000
Arbor Road Outfall	Connecting drainage system	1,524,000
El Camino Real Outfall	Connecting drainage system	1,976,000
Alma Street Outfall	Connecting drainage system	208,000
Middlefield Road Outfall	Connecting drainage system	1,270,000
Highway 101 Outfalls	Connecting drainage system	1,400,000
Euclid Avenue Outfall	Connecting drainage system	275,000

**Non-Funded Project from Previous Approved Plans and Project Request**

***Projects that require new outfalls and increase peak flows to San Francisquito Creek or Atherton Channel Recommended Improvement***

<b><i>Project</i></b>	<b><i>Descriptions</i></b>	<b><i>Estimated Cost (2003)</i></b>
Middle Avenue	Replace and upsize the storm drain line on Arbor Road from the outfall to about 500 feet upstream at a cost of about \$850,000. Replace and upsize the storm drain line on Arbor Road to Middle Avenue for a cost of about \$980,000 and extending the system to Middle Avenue and San Mateo Drive.	2,310,000
Overland Flow	Overflows from the System G system are to System I. There can be a "domino effect," with these overflows continuing to El Camino Real.	900,000
Overland Flow	Overflows from the System I system are to El Camino Real. Currently, a portion of Middle Avenue does not have a storm drain. A storm drain would be provided to collect flows to improve collection into the Priority 1 storm drain line. Lines on Valparaiso Avenue, Santa Cruz Avenue and Arbor Drive are proposed to collect flows and convey flows to the Priority 1 system, thereby reducing the potential for overtopping to the El Camino Real system.	4,458,000
Ponding throughout the City	Improvements to correct nuisance ponding issues and are required throughout the City. The improvements are numerous and are required.	10,211,000
Alto Lane/El Camino Real	All overflows from upstream systems will be toward El Camino Real. It is likely that ponding first occurs on Alto Lane and excess flows are released to a 30-inch storm drain line to the Alma System prior to road closure for typical storm events. A major storm even could result in the closure of El Camino Real.	5,800,000
San Francisquito Creek Joint Powers Authority Improvements		TBD
Atherton Channel Improvement		TBD

**El Camino Real /Downtown Specific Plan (2012)****Recommended Improvements**

<b><i>Improve Pedestrian/Bicycle Amenities and Overall Street Character – Downtown and Station Area</i></b>		
<b><i>Location</i></b>	<b><i>Improvement</i></b>	<b><i>Cost</i></b>
Santa Cruz Avenue (University Drive to El Camino Real)	Permanent streetscape improvements, on-street parking modifications, widened sidewalks, curb and gutter, furnishings, trees and landscape; central plaza	TBD
Santa Cruz Avenue (El Camino Real to train station)	Streetscape improvements; new sidewalks and connections across railroad tracks and to Menlo Center Plaza, trees, curb and gutter, furnishings; civic plaza with new surface, furnishings	TBD
El Camino Real	Streetscape improvements; sidewalk widening, street crossings; sidewalk trees, furnishings, landscape, pedestrian and bicycle linkage across railroad tracks at Middle Avenue	TBD
Chestnut Street South	Permanent street conversion to paseo and marketplace; streetscape enhancement	TBD
Chestnut Street North (Santa Cruz Avenue to Oak Grove Avenue)	Permanent pocket park; enhance pathways and crosswalk connections to proposed parking garages; widened and enhance sidewalk - west side leading to pocket park	TBD
Crane Street North (Santa Cruz Avenue to alley)	Permanent pocket park; enhance pathways and crosswalk connections to proposed parking garages; widened and enhance sidewalk - east side leading to pocket park	TBD
Rear of Santa Cruz Avenue Buildings (south side from University Drive to Doyle Street)	Pedestrian linkage; new sidewalk, furnishings, landscaping, modified parking	TBD
Oak Grove (Laurel Street to University Drive)	Street restriping to add bike lane and remove parking lane (north side)	TBD
Alma Street (Oak Grove Avenue to Ravenswood Avenue)	Streetscape improvements; wider sidewalks and connection to train station, trees, curb and gutter, furnishings - east side; modified parking and travel lanes small plaza at Civic Center	TBD
Future Class II/Minimum Class III	University Drive north of Santa Cruz Avenue to Valparaiso Avenue and south of Menlo Avenue to Middle Avenue	TBD
Bicycle Route	Crane street between Valparaiso Avenue and Menlo Avenue	TBD
Bicycle Route	Garwood Way from Encinal Avenue to Oak grove Avenue	TBD
Bicycle Route	Alma Street between Oak Grove Avenue and Ravenswood Avenue	TBD
<b><i>Improve and “Leverage” Existing Downtown Public Parking Plazas</i></b>		
Parking Plazas 1, 2 and 3	Two Parking Garage	TBD
Parking Plazas 2 and 3	Pocket Park, new surface, amenities, furnishings, landscape	TBD
Parking Plazas 5	Flex space improvements; new surface, amenities, furnishings, landscape	TBD
Parking Plazas 6	Flex space improvements; new surface, amenities, furnishings, landscape	TBD
Parking Plaza 5 & 6	Enhance surface treatments	TBD
<b><i>Improve Pedestrian/Bicycle Amenities and Overall Street Character – El Camino Real – and East/West Connectivity</i></b>		
Railroad tracks at train station	Bike/pedestrian crossing at railroad tracks connecting Santa Cruz Avenue with Alma Street, depending on the final configuration for high speed rail; amenities, landscape	TBD
El Camino Real (north of Oak Grove Avenue and south of Menlo Avenue/Ravenswood Avenue)	Widened sidewalks; street trees; median improvements; furnishings	TBD

Railroad tracks at Middle Avenue (Stanford property)	Bike/pedestrian at railroad tracks connecting El Camino Real with Alma Street, depending on the final configuration for high speed rail; amenities, landscape	TBD
El Camino Real/Stanford Property (at Middle Avenue)	Publicly accessible open space; amenities, landscape	TBD
Bicycle Lanes	El Camino Real north of Encinal Avenue	TBD
Future Class II/Minimum Class III	El Camino Real south of Encinal Avenue to Palo Alto border	TBD
Future Class II/Minimum Class III	Menlo Avenue between University Drive and El Camino Real with additional striping modifications near the EL Camino Real and Menlo Avenue intersection	TBD
Future Class II/Minimum Class III	Westbound Ravenswood Avenue between the railroad tracks and El Camino Real	TBD
Future Class II/Minimum Class III	Middle Avenue between University Drive and El Camino Real with additional striping modifications at the El Camino Real and Middle Avenue intersection	TBD
<b><i>Improve Parking and Signage</i></b>		
Sharrows - Signage	Sharrows, street configuration and safety to supplement pavement markings on Class III facilities. Sharrows are painted street markings that indicate where bicyclist should ride to avoid the “door zone” next to parked vehicles	TBD
Bicycle Parking	New major bicycle parking facilities in the proposed parking garages	TBD
Bicycle Racks	New bicycle racks in the plan area in new pocket parks, on the Chestnut Paseo, and along Santa Cruz Avenue	TBD
Wayfinding Signage	Bicycle way-finding signage in any future downtown signage plan	TBD



## **Transportation Impact Fee Study (2009)**

### **Recommended Improvements**

Bicycle Improvement Projects			
Roadway	From	To	Estimated Cost
Bay Road	Berkeley Avenue	Willow Road	\$39,900
Middlefield	Willow Road	Palo Alto City Limits	7,000
Sand Hill Road eastbound	Westside of I-280 interchange	Eastside of I-280 interchange	32,900
Independence Connector	Constitution Drive	Marsh Road	120,000
Willow Road Connector	Hamilton	Bayfront Expy.	204,000
Marsh Road	Bay Road	Bayfront Expy.	51,100
Willow Road	Durham Street	Newbridge	37,100
El Camino Real	Encinal	Palo Alto City Limits	12,700
Bicycle/Pedestrian	Eastside Bayfront Expy. at Willow	Westside Bayfront Expy. At Willow	911,629
Caltrain Bicycle/Pedestrian Undercrossing	Eastside Caltrain tracks south of Ravenswood	Westside Caltrain tracks south of Ravenswood	3,646,518
Sidewalk Installation Projects			
Roadway	Limits		Estimated Cost
Willow Road	Bayfront Expressway to Hamilton Avenue		\$128,250
Hamilton Avenue/Court	Willow Road to end		280,500
O’Brien Drive	Willow Road to University Avenue		2,629,500
Bay Road	Willow Road to Van Buren Avenue		157,500
El Camino Real	Valparaiso Avenue to 500 feet north		75,000
Santa Cruz Avenue	Johnson to Avy Avenue		1,290,000
Santa Cruz Avenue	Avy Avenue to City Limits		630,000
Intersection Improvements			
Intersection			Estimated Cost
University Drive & Santa Cruz Avenue			\$600,000
Laurel Street & Ravenswood Avenue			2,500,000
Middlefield Road & Ravenswood Avenue			1,520,000
Middlefield Road & Willow Road			1,700,000
Bohannon/Florence & Marsh Road			820,000
El Camino Real & Valparaiso/Glenwood			610,000
El Camino Real & Ravenswood Avenue			6,000,000
El Camino Real & Middle Avenue			1,820,000
Newbridge Street & Willow Road			2,100,000
Bayfront Expressway & University Avenue			2,500,000
Bayfront Expressway & Chrysler Drive			630,000

## **Water System Evaluation Report (2006)**

### **Recommended Improvements**

<i><b>Description</b></i>	<i><b>Estimated Cost</b></i>
Reservoir and pump Station in Zone 1,4 or 5	TBD
Reservoir and pump Station in Zone 2	TBD
New pipeline supplying water from Zone 3 to lower elevation zones	TBD
New pipeline & pump station supplying water from lower elevation zones to Zone 3	TBD
New booster pump at Avy Ave in Zone 3 (CWC interconnect)	TBD
New parallel pipe from El Camino Real (B4) connections to Ivy Drive (B2, B3) connection to improve fire flow/pressure	TBD
New meter & pump station along Sharon Park Drive	TBD
Different inlet/outlet structures and pipelines at Sand Hill Reservoirs	TBD
Combination of items 3 or 4 and new reservoir at Sand Hill Road	TBD

**Comprehensive Bicycle Development Plan (2005)****Recommended Bikeway System Improvements**

<i>Name</i>	<i>Start</i>	<i>End</i>	<i>Estimated Cost (2005)</i>
<b><i>SHORT-TERM PROJECTS</i></b>			
<b>Class II Bike Lanes</b>			
O'Brien Drive	Willow	University	24,900
<b>Class III Bike Routes</b>			
Altschul Avenue	Avy	Sharon Road	800
Avy Avenue	Orange	Monte Rosa	2,100
Coleman Avenue	Willow	Ringwood	3,300
Hamilton Avenue	Market	Willow Road	4,250
Market Place	Highway 101 Bike/Ped Bridge	Hamilton	500
Monte Rosa Drive	Avy	Sand Hill Road	2,750
Oak Grove Avenue	Middlefield	University	9,000
Ringwood Avenue	Bay	Highway 101 Bike/Ped Bridge	1,250
San Mateo Drive	San Francisquito Creek	Wallea	1,400
San Mateo Drive	Wallea	Valparaiso	1,650
Santa Monica Avenue	Seminary	Coleman	750
Seminary Drive	Santa Monica	Middlefield	3,100
Sharon Road	Altschul	Sharon Park Drive	2,000
Sharon Park Drive	Sharon Road	Sand Hill Road	600
Wallea Drive	San Mateo Drive	San Mateo Drive	2,050
Woodland Avenue	Middlefield	Euclid	6,350
<b><i>Other Bicycle Projects</i></b>			
Wayfinding Signage Program	N/A	N/A	10,000
Short-Term Project Costs			91,000
<b><i>MID-TERM PROJECTS</i></b>			
<b>Class II Bike Lanes</b>			
El Camino	Watkins	Encinal	9,600
Middlefield	Willow	Palo Alto city limit	3,000
<b>Class III Bike Routes</b>			
Arbor	College	Bay Laurel	550
Bay Laurel Drive	Arbor	San Mateo	800
Berkeley Avenue	Coleman	Bay	2,150
College Avenue	University	Arbor	1,000
Constitution Drive	Chilco	Independence	3,350
Encinal Avenue	Garwood	EL Camino Real	1,700
Menlo Avenue	University	El Camino Real	3,500
Merrill Street	Ravenswood	Oak Grove	950
Middle Avenue	Olive	El Camino Real	10,800
Oak Avenue	Olive	Sand Hill	3,250
Oakdell Drive	Santa Cruz	Olive	3,100
Olive Street	Oak	Oakdell	800
Ravenswood Avenue	El Camino Real	Noel	1,800
Santa Cruz Avenue	Orange Avenue	Sand Hill	4,300
University Drive	Valparaiso	College	4,000
Mid-Term Project Costs			85,850

<b><i>LONG-TERM PROJECTS</i></b>			
<b>Class I Bike Lanes</b>			
Independence Connector	Constitution Drive	Marsh Road	55,000
<b>Class II Bike Lanes</b>			
Marsh Road	Bay Road	Bayfront Expressway	21,900
Willow Road	Durham	Newbridge	15,900
<b>Class III Bike Routes</b>			
El Camino Real	Encinal	Palo Alto city limit	12,700
<b>Other Bicycle Projects</b>			
Caltrain Bicycle/Pedestrian Undercrossing	East side Caltrain tracks south of Ravenswood	West side of Caltrain tracks south of Ravenswood	3,000,000
Long-Term Project Costs			3,949,000
TOTAL SYSTEM COST			4,125,850

## Appendix F

### Summary of Projects sorted by Funding Source



# 5 YEAR PLAN SUMMARY BY FUNDING SOURCE

Funding Source	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
<b>General Fund - CIP</b>						
Available Balance	2,987,321	4,131,265	707,265	1,576,265	2,138,265	
Revenues	2,930,944	2,700,000	2,800,000	2,900,000	3,000,000	
Operating Expenditures and Commitments	22,000	24,000	26,000	28,000	30,000	
<b>Recommended Projects</b>						
Administration Building Conference Room Furniture Replacement	-	-	-	200,000	-	200,000
Bay Levee Project	90,000	90,000	-	-	-	180,000
Belle Haven Youth Center Improvements	-	-	150,000	-	-	150,000
Burgess Pool Deck Repairs	-	135,000	-	-	-	135,000
Burgess Sports Field	-	-	-	250,000	-	250,000
Chrysler Pump Station Improvements	-	4,700,000	-	-	-	4,700,000
City Buildings (Minor)	325,000	325,000	350,000	350,000	350,000	1,700,000
City Council Chambers Landscaping	-	-	-	-	500,000	500,000
Civic Center Sidewalk Replacement and Irrigation System Upgrades	-	-	-	400,000	-	400,000
Cost of Service/Fee Study	100,000	-	-	-	-	60,000
Downtown Streetscape Improvement Project (Specific Plan)	115,000	165,000	110,000	-	-	390,000
El Camino Real Median and Side Trees Irrigation System Upgrade	-	-	85,000	-	-	85,000
Gate House Fence Replacement	-	-	-	220,000	-	220,000
Gate House Landscaping	-	-	-	-	470,000	470,000
High Speed Rail Coordination	50,000	50,000	50,000	-	-	150,000
Nealon Park Sports Field Sod and Irrigation Replacement	250,000	-	-	-	-	250,000
Kitchen Upgrade at Onetta Harris Community Center	-	-	-	30,000	-	30,000

# 5 YEAR PLAN SUMMARY BY FUNDING SOURCE

Funding Source	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
<b>General Fund - CIP - Continued</b>						
La Entrada Baseball Field Renovation	-	-	170,000	-	-	170,000
La Entrada & Willow Oak Tennis Courts Restoration & Resurfacing	-	-	-	-	200,000	200,000
Library Furniture Replacement	-	-	450,000	-	-	450,000
Main Library Interior Wall Fabric Replacement		150,000	-	-	-	150,000
Menlo Children's Center Carpet Replacement	-	-	60,000	-	-	60,000
Park Improvements (Minor)	150,000	150,000	170,000	170,000	170,000	810,000
Park Pathways Repairs	-	-	-	200,000	-	200,000
Pedestrian/Bicycle Master Plan Update	-	-	-	250,000	-	250,000
Police Department Space Use Study	-	40,000	-	-	-	40,000
Police Front Office Counter Remodel/Security Upgrade	-	-	70,000	-	-	70,000
Radio Infrastructure Replacement	100,000	-	-	-	-	100,000
Sidewalk Repair Program	120,000	120,000	120,000	120,000	120,000	600,000
Storm Drain Improvements	115,000	115,000	120,000	120,000	125,000	595,000
Tennis Court Electronic Key Upgrade	100,000	-	-	-	-	100,000
Trash Capture Device Installation	-	60,000	-	-	-	60,000
Willow Place Bridge Abutment Repairs	250,000	-	-	-	-	250,000
<b>Total</b>	<b>1,765,000</b>	<b>6,100,000</b>	<b>1,905,000</b>	<b>2,310,000</b>	<b>1,935,000</b>	<b>14,015,000</b>
Ending Fund Balance	4,131,265	707,265	1,576,265	2,138,265	3,173,265	

# 5 YEAR PLAN SUMMARY BY FUNDING SOURCE

Funding Source	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
<b>Bedwell Bayfront Park Landfill</b>						
Available Balance	3,844,444	4,139,444	3,514,444	3,769,444	4,104,444	
Revenues	725,000	725,000	725,000	725,000	725,000	
Operating Expenditures and Commitments	330,000	350,000	370,000	390,000	410,000	
<b>Recommended Projects</b>						
Bedwell Bayfront Park Electrical Panel Upgrade	100,000	-	-	-	-	100,000
Bedwell Bayfront Park Gas Collection System Repair	-	-	100,000	-	-	100,000
Bedwell Bayfront Park Leachate Collection System Replacement	-	1,000,000	-	-	-	1,000,000
<b>Total</b>	<b>100,000</b>	<b>1,000,000</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>1,200,000</b>
Ending Fund Balance	4,139,444	3,514,444	3,769,444	4,104,444	4,419,444	

<b>Construction Impact Fees</b>						
Available Balance	3,400,000	4,940,000	1,380,000	2,420,000	360,000	
Revenues	2,000,000	2,000,000	1,500,000	1,500,000	1,500,000	
Operating Expenditures and Commitments	60,000	60,000	60,000	60,000	60,000	
<b>Recommended Projects</b>						
Street Resurfacing	400,000	5,500,000	400,000	3,500,000	-	9,800,000
<b>Total</b>	<b>400,000</b>	<b>5,500,000</b>	<b>400,000</b>	<b>3,500,000</b>	<b>-</b>	<b>9,800,000</b>
Ending Fund Balance	4,940,000	1,380,000	2,420,000	360,000	1,800,000	

<b>Downtown Parking Permits</b>						
Available Balance	2,497,696	2,771,696	3,051,696	3,337,696	3,429,696	
Revenues	410,000	4,570,000	430,000	440,000	450,000	
Operating Expenditures and Commitments	136,000	140,000	144,000	148,000	152,000	
<b>Recommended Projects</b>						
Downtown Parking Utility Underground <sup>1</sup>	-	4,150,000	-	-	-	4,150,000
Parking Plaza 7 Renovations	-	-	-	200,000	-	200,000
<b>Total</b>	<b>-</b>	<b>4,150,000</b>	<b>-</b>	<b>200,000</b>	<b>-</b>	<b>4,350,000</b>
Ending Fund Balance	2,771,696	3,051,696	3,337,696	3,429,696	3,727,696	

<sup>1</sup> City to be reimbursed from PG&E with Rule 20A funds revenue shown in FY 2016-17.

# 5 YEAR PLAN SUMMARY BY FUNDING SOURCE

Funding Source	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
<b>Highway Users Tax</b>						
Available Balance	1,645,996	2,345,996	1,745,996	2,445,996	845,996	
Revenues	900,000	900,000	900,000	900,000	900,000	
Operating Expenditures and Commitments	-	-	-	-	-	
<b>Recommended Projects</b>						
Chrysler Pump Station	-	1,500,000	-	-	-	1,500,000
Street Resurfacing	200,000	-	200,000	2,500,000	-	2,900,000
<b>Total</b>	<b>200,000</b>	<b>1,500,000</b>	<b>200,000</b>	<b>2,500,000</b>	<b>-</b>	<b>4,400,000</b>
Ending Fund Balance	2,345,996	1,745,996	2,445,996	845,996	1,745,996	

<b>Measure A</b>						
Available Balance	252,053	622,053	962,053	1,272,053	1,372,053	
Revenues	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000	
Operating Expenditures and Commitments	930,000	960,000	990,000	1,200,000	1,230,000	
<b>Recommended Projects</b>						
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Ending Fund Balance	622,053	962,053	1,272,053	1,372,053	1,442,053	

<b>Measure T</b>						
Available Balance	325,848	218,848	8,238,848	8,259,848	8,281,848	
Revenues	18,000	8,020,000	21,000	22,000	23,000	
Operating Expenditures and Commitments	-	-	-	-	-	
<b>Recommended Projects</b>						
Measure T Funds Evaluation/Project Ranking	125,000	-	-	-	-	125,000
<b>Total</b>	<b>125,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>125,000</b>
Ending Fund Balance	218,848	8,238,848	8,259,848	8,281,848	8,304,848	

# 5 YEAR PLAN SUMMARY BY FUNDING SOURCE

Funding Source	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
<b>Rec-in-Lieu Fund</b>						
Available Balance	1,441,443	971,443	896,443	1,196,443	1,496,443	
Revenues	300,000	300,000	300,000	300,000	300,000	
Operating Expenditures and Commitments	-	-	-	-	-	
<b>Recommended Projects</b>						
Bedwell-Bayfront Park Master Plan	-	175,000	-	-	-	175,000
Belle Haven Pool Deck Lighting	30,000	-	-	-	-	30,000
Library Landscaping	200,000	-	-	-	-	200,000
Relocation of Dog Park at Nealon Park	250,000	-	-	-	-	250,000
Willow Oaks Dog Park	250,000	-	-	-	-	250,000
Jack Lyle Park Restrooms - Construction	40,000	200,000	-	-	-	240,000
<b>Total</b>	<b>770,000</b>	<b>375,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,145,000</b>
Ending Fund Balance	971,443	896,443	1,196,443	1,496,443	1,796,443	6,357,215
<b>Sidewalk Assessment</b>						
Available Balance	90,252	85,252	85,252	90,252	100,252	
Revenues	195,000	200,000	205,000	210,000	215,000	
Operating Expenditures and Commitments	20,000	20,000	20,000	20,000	20,000	
<b>Recommended Projects</b>						
Sidewalk Repair Program	180,000	180,000	180,000	180,000	180,000	900,000
<b>Total</b>	<b>180,000</b>	<b>180,000</b>	<b>180,000</b>	<b>180,000</b>	<b>180,000</b>	<b>900,000</b>
Ending Fund Balance	85,252	85,252	90,252	100,252	115,252	
<b>Solid Waste Service Fund</b>						
Available Balance	970,366	837,366	793,366	787,366	819,366	
Revenues	300,000	350,000	400,000	450,000	500,000	
Operating Expenditures and Commitments	383,000	394,000	406,000	418,000	430,000	
<b>Recommended Projects</b>						
Community Zero Waste Policy Draft	50,000	-	-	-	-	50,000
<b>Total</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>50,000</b>
Ending Fund Balance	837,366	793,366	787,366	819,366	889,366	



# 5 YEAR PLAN SUMMARY BY FUNDING SOURCE

Funding Source	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
<b>Storm Drainage Fund</b>						
Available Balance	104,846	111,846	118,846	125,846	132,846	
Revenues	7,000	7,000	7,000	7,000	7,000	
Operating Expenditures and Commitments	-	-	-	-	-	
<b>Recommended Projects</b>						
	-	-	-	-	-	-
<b>Total</b>	-	-	-	-	-	-
Ending Fund Balance	111,846	118,846	125,846	132,846	139,846	

<b>Transportation Impact Fees</b>						
Available Balance	2,087,957	2,462,957	2,462,957	2,617,957	3,117,957	
Revenues	500,000	500,000	500,000	500,000	500,000	
Operating Expenditures and Commitments	-	-	-	-	-	
<b>Recommended Projects</b>						
Caltrain Bike/Ped Undercrossing Design	-	500,000	-	-	-	500,000
Florence/Marsh and Bay/Marsh Signal Modification	-	-	345,000	-	-	345,000
Sand Hill Road Signal Modification Project	125,000	-	-	-	-	125,000
<b>Total</b>	125,000	500,000	345,000	-	-	970,000
Ending Fund Balance	2,462,957	2,462,957	2,617,957	3,117,957	3,617,957	

# 5 YEAR PLAN SUMMARY BY FUNDING SOURCE

Funding Source	2015-16	2016-17	2017-18	2018-19	2019-20	TOTAL
<b>Library Bond Fund</b>						
Available Balance	20,370	20,370	20,370	20,370	20,370	
Revenues	-	-	-	-	-	
Operating Expenditures and Commitments	-	-	-	-	-	
<b>Recommended Projects</b>						
						-
<b>Total</b>	-	-	-	-		-
Ending Fund Balance	20,370	20,370	20,370	20,370	20,370	

<b>Water Fund - Capital</b>						
Available Balance	4,370,442	5,122,442	5,622,442	3,170,442	2,916,442	
Revenues	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	
Operating Expenditures and Commitments	48,000	50,000	52,000	54,000	56,000	
<b>Recommended Projects</b>						
Automated Water Meter Reading	-	150,000	1,200,000	1,200,000	-	2,550,000
Emergency Water Supply Project (2nd Well)	-	-	-	TBD	-	TBD
Sharon Heights Pump Station	200,000	-	-	-	-	200,000
Water Main Replacements	-	300,000	2,200,000	-	-	2,500,000
<b>Total</b>	<b>200,000</b>	<b>450,000</b>	<b>3,400,000</b>	<b>1,200,000</b>	<b>-</b>	<b>5,250,000</b>
Ending Fund Balance	5,122,442	5,622,442	3,170,442	2,916,442	3,860,442	

<b>FISCAL YEAR TOTALS</b>	<b>3,915,000</b>	<b>19,755,000</b>	<b>6,530,000</b>	<b>9,890,000</b>	<b>2,115,000</b>	<b>42,205,000</b>
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## ENVIRONMENTAL QUALITY COMMISSION MINUTES

Regular Meeting  
Wednesday, October 22, 2014 at 6:30 PM  
City Administration Building  
701 Laurel Street, Menlo Park, CA 94025

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The meeting was called to order by Chair Marshall at 6:35 p.m.

### ROLL CALL:

Present: Allan Bedwell (Vice Chair), Chris DeCardy, Kristin Kuntz-Duriseti, Scott Marshall (Chair), Deborah Martin, Mitchel Slomiak

### A. PUBLIC COMMENT – None

### B. REGULAR BUSINESS

#### B1. Discuss and Make a Recommendation to Council on the City's Update to the Water Shortage Contingency Plan

Pam Lowe, Associate Engineer provided a presentation to the commission.

Commissioner Martin arrives at 6:45 p.m.

Commissioner Bedwell arrives at 7:10 p.m.

Commissioner Bedwell leaves the meeting at 7:18 p.m.

**ACTION:** Motion and second (DeCardy/Slomiak) to make the following recommendation to Council on the City's update to the Water Shortage Contingency Plan, passes (5-0-2), (Absent: Bedwell, Smolke):

1. Given the short timing and lack of availability of accurate cost and benefit analysis of the list of options available to reduce community water consumption, we believe this is a thoughtful approach worthy of adoption as you see fit in the immediate term.
2. At the time of adoption, Council should designate adequate resources (staff time or funding for outside support) to perform a full analysis of viable options that includes a ranked list based on cost of the action, the benefit of the action in terms of water reduction and an understanding of how durable the action will be over time. This analysis needs to be undertaken now so that it is available when the city's water policy is scheduled for review and revision in 2016.

3. Given longer-term trends including projected population growth in the region and the impacts from climate change, the Council should not only to put in place short-term actions to reduce water consumption, but also longer-term policies (such as zoning, planning and financial signals) that will position the city to best adapt to longer-term water challenges.

**B2. Receive Informational Arborist Report**

**ACTION:** No formal action was taken on this item. Christian Bonner, City Arborist, provided the commission with a status update on the City's urban canopy.

**B3. Discuss and Review Previous EQC Recommendation to City Council on the City's Heritage Tree Ordinance**

**ACTION:** No formal action was taken on this item. Chair Marshall tabled this item for a future EQC meeting.

Commissioner Bedwell returns to the meeting at 8:36 p.m.

**B4. Informational Staff Update on the Regional Renewable Energy Procurement Project (R-REP)**

**ACTION:** No formal action was taken on this item. Vanessa Marcadejas, Environmental Programs Specialist, provided the commission with a status update on the R-REP project.

**B5. Discuss Quarterly Report to City Council**

**ACTION:** No formal action was taken on this item. The commission approves of Chair Marshall reporting on the following items during the December 16<sup>th</sup> quarterly report to City Council:

- Progress of Heritage Tree Ordinance Update
- Water Conservation Plan Recommendation to Council
- Emergency Water Policy
- Mention New Environmental Programs Manager and City Arborist
- Completion of new EQC two-year work plan for FY 14-16
- Restructuring of the EQC subcommittees

**B6. Approve September 17, 2014 Minutes**

**ACTION:** Motion and Second (Slomiak/Marshall) to approve the September 17, 2014 minutes with a correction to state Commissioner Slomiak as the minute taker, passes (6-0-1), (Absent: Smolke).

**C. COMMISSION REPORTS AND ANNOUNCEMENTS**

The following updates were received by the Commission:

- C1.** Staff Update on Environmental Policies to be Considered by City Council
- C2.** Commission Subcommittee Reports and Announcements
- C3.** Discuss Future Agenda Items

**D. ADJOURNMENT**

The meeting was adjourned at 9:30 p.m.

Meeting minutes taken by Kristin Kuntz-Duriseti, Environmental Quality Commissioner

Meeting minutes prepared by Vanessa Marcadejas, Environmental Programs Specialist

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