

TO: PARKS AND RECREATION COMMISSION

FROM: LAM DO
SUPERINTENDENT OPEN SPACE, PARKS, AND GOLF

DEPARTMENT: COMMUNITY SERVICES

DATE: DECEMBER 10, 2019

SUBJECT: REVIEW OF THE PROPOSED FY 2021-2025 CAPITAL IMPROVEMENT PROGRAM PLAN

RECOMMENDATION

This is an informational report. No action is recommended.

BACKGROUND

The FY 2021-2025 Capital Improvement Program (CIP) Plan will guide the City in the planning and scheduling of infrastructure improvement projects over the next five years. It is being developed in coordination with all City departments responsible for capital projects. After the City Manager presents to the City Council a citywide Proposed FY 2021-2025 Capital Improvement Program (CIP) Plan, the Planning and Transportation Commission (PTC) will review the CIP Plan in April or May 2020 to evaluate the program's compliance with the City's Comprehensive Plan, as required by the Palo Alto Municipal Code. The PTC will then forward its recommendations to the Finance Committee and City Council.

Council adoption of the CIP Plan is anticipated in June 2020. The FY 2021-2025 Proposed Capital Budget will include the Capital Improvement Funds, Enterprise Funds, and Internal Service Funds.

Every CIP has a project page that provides details regarding the project description, justification, significant changes, schedule, funding, budget source, and other details.

The following is a sample of a project page for Hoover Park Improvements:

CAPITAL IMPROVEMENT FUND



Hoover Park, February 2015

Fund: Capital Improvement Fund
Category: Parks and Open Space
Project Location: 2901 Cowper Street
Managing Department: Public Works
IBRC Reference: Keep-up
Initial Project Start: Fall 2018
Initial Project Completion: Spring 2019
Revised Project Start: Summer 2022
Revised Project Completion: Summer 2023
Project Number: PE-18012

Hoover Park Improvements

Description

This project provides funding for the replacement of the existing concrete walkway, repairs to the existing decomposed granite walkway and replacement of site amenities, including playfield backstops, benches, tables and trash receptacles. Also included are repairs to the existing brick wall surrounding the children's playground.

Justification

The concrete walkway and decomposed granite pathway is cracked and/or uneven, creating safety hazards. The brick wall at the playground and other site amenities, including the playfield backstops, are old or damaged.

Significant Changes

2020-2024 CIP: Project shifted from Fiscal Year 2022 to Fiscal Year 2023 due to a reprioritization of parks projects.

2018-2022 CIP: The Parks, Trails, Natural Open Space and Recreational Master Plan projects were reviewed and adjusted according to staff availability as well as community and Infrastructure Blue Ribbon Commission (IBRC) needs.

2017-2021 CIP: Project shifted from Fiscal Year 2018 to Fiscal Year 2021 pending completion of the Parks Master Plan and a reprioritization of parks projects.

2016-2020 CIP: Project moved from 2018 to 2017 based on review of staff work load.

Funding Sources Schedule

Funding Source	Prior Years	FY 2019 Budget	FY 2019 Est.	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5 Year CIP Total	Beyond 5 Year CIP	Total
Capital Improvement Fund	0	0	0	0	0	0	707,000	0	707,000	0	707,000
Total	0	0	0	0	0	0	707,000	0	707,000	0	707,000

Expenditure Schedule

Project Phase	Prior Years	FY 2019 Budget	FY 2019 Est.	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5 Year CIP Total	Beyond 5 Year CIP	Total
Construction	0	0	0	0	0	0	622,472	0	622,472	0	622,472
Design	0	0	0	0	0	0	84,528	0	84,528	0	84,528
Total	0	0	0	0	0	0	707,000	0	707,000	0	707,000

Operating Impact

There are no additional operating impacts anticipated from this project. Any maintenance costs that arise will be absorbed within the available maintenance schedule and annual operating budget.

<p>Relationship to Comprehensive Plan Primary Connection Element: Community Services & Facilities Section: Maintenance of Parks and Community Facilities Goal: C-3 Policy: C-3.3</p>	<p>Potential Board/Commission Review: Parks and Recreation Commission Planning and Transportation Commission</p>
<p>Environmental Impact Analysis: This project is expected to have a possible exemption from CEQA under Section 15301.</p>	

DISCUSSION

In Fiscal Year 2020, improvement projects completed from CIP funding include replacement of the Cubberley artificial turf field and track, repair of the Baylands sailing dock station, construction of a new community garden, resurfacing of tennis courts at Rinconada Park, and construction of new pickleball courts and resurfacing of existing courts at Mitchell Park.

This review and discussion with the Parks and Recreation Commission is for CIPs proposed by the Community Services Department. These CIPs are pending reviews by a citywide CIP committee, the Office of Management and Budget, and the City Manager’s Office.

The following are projects being proposed by the department for FY 2021:

FY 2021 Proposed CIP projects *		
Project	Source of Funds	Budget
Boulware Park Improvements	General Fund	\$ 442,000
Cubberley Tennis Courts	General Fund	\$ 400,000
Johnson Park Improvements Design	General Fund	\$ 103,000
Magical Bridge Playground Surfacing	General Fund	\$ 510,500
Park Restroom Installation	Park Development Impact Fee Fund	\$ 350,000
Rinconada Pool Family Changing Room	General Fund	\$ 400,000
Seale Park Improvements	General Fund	\$ 330,000
Baylands Horizontal Levee Pilot Design	General Fund	\$ 245,000
Byxbee Park Completion Construction	Park Development Impact Fee Fund	\$ 2,450,000
Foothills Park 7.7 acres Restoration	General Fund	\$ 40,000
Foothills Park Boronda Lake Dock Replacement	General Fund	\$ 210,000
Foothills Park Restroom Replacement	General Fund	\$ 750,000
Art Center Facility Upgrade	General Fund	\$ 185,000
Community Theatre Rigging System and Assessment	General Fund	\$ 205,000
Cubberley Roof Replacement	Cubberley Fund	\$ 350,000
JMZ Relocation	Grant Funds	\$ 125,000
On-Going CIPs	General Fund	\$ 835,000
	Grand Total	\$ 7,930,500
	General Fund Total	\$ 4,655,500
* Projects and budget are subject to change		

The list above includes \$835,000 for on-going annual projects consisting of trail and pond maintenance, emergency repairs, court re-surfacing, and replacement or repair of benches, signage, fencing, walkways, and landscaping.

In June 2020, Council will review and approve the FY 2021-2025 Capital Plan.

It should be noted that City Council only approves the budget for the first year of any five-year CIP Plan and the remaining four years are to be used for forecasting and planning. Attachment A lists all projects the department has under consideration for the five-year CIP Plan. The attachment also includes a total by Fiscal Year and area of expenditure.

Funding

The funding for CIP projects comes from a variety of different sources. The majority of CIPs are funded through the General Fund. Projects that meet the criteria of Impact Fees (which include amenities that increase the capacity of a park) may utilize Park Development Impact Fee funding (e.g. a new park restroom). Projects at the Cubberley Community Center may be able to use Cubberley Funds, which is an account that the City contributes funds which were previously paid to the Palo Alto School District under the Covenant not to Develop Agreement.

Prioritization

The method for prioritizing projects has evolved through the years. In the past staff applied a priority matrix and ranked projects based on the following criteria:

- Council Direction
- Leverage Funding (Private/Public/Grants/Impact Fees)
- Health and Safety Requirements
- Code/Legal Requirements
- Operational Needs and Efficiency
- Sustainability
- Community Priorities
- Revenue Generating Potential

Over the last several years, projects have been prioritized based on a combination of the criteria listed above, as well as feedback from the Parks and Recreation Commission, the Parks and Recreation Master Plan, and addressing Catch-up/Keep-up projects as a priority. Catch-up and Keep-up are terms used by the City's Infrastructure Blue Ribbon Committee that evaluated the City's infrastructure in 2011. Catch-up projects are ones that were identified previously as a priority need for repair or replacement but were never implemented. Erosion repairs to Buckeye Creek is a good example of a Catch-up project because it was identified many years ago as a need, but wasn't addressed. Keep-up projects are the ones that are forecasted to be necessary for repair or replacement in a coming year. A good example of a Keep-up project would be replacement of park amenities that will have reached the end of its anticipated useful life such as the sample Hoover Park Improvements project.

CIP Process Timeline

- October/November: Staff begin planning for the next capital budget and meet with the Parks and Recreation Commission Ad Hoc Committee to discuss prioritizing the projects.
- December/January: Staff submit the department's proposed five-year capital improvement projects to the Office of Management and Budget (OMB), Administrative Services Department.
- February/March: OMB reviews all departments and makes recommendations.
- April: City Manager reviews and presents to City Council a Proposed FY 2021-2025 Capital Improvement Program Plan.

- April/May: Planning and Transportation Commission reviews the Capital Plan to ensure the projects comply with the Comprehensive Plan.
- May: Finance Committee reviews capital plan.
- June: City Council reviews and adopts capital plan and budget.

Attachments

Attachment A: CSD Proposed CIP projects FY 2021-2025