

TO: PARKS AND RECREATION COMMISSION

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

DEPARTMENT: COMMUNITY SERVICES

DATE: DECEMBER 14, 2021

SUBJECT: REVIEW OF THE PROPOSED FY 2023-2027 CAPITAL IMPROVEMENT PROGRAM PLAN

RECOMMENDATION

This is an informational report. No action is recommended.

BACKGROUND

The FY 2023-2027 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 2023-2027 Capital Improvement Program (CIP) Plan, the Planning and Transportation Commission (PTC) will review the CIP Plan in April or May 2022 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 2022. The FY 2022-2027 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 Heritage Park Site Amenities Replacement, PG-21000:

CAPITAL IMPROVEMENT FUND



Heritage Park Bench, March 2017

Fund: Capital Improvement Fund
Category: Parks and Open Space
Project Location: 300 Homer Avenue (bounded by Waverley, Homer, and Bryant)
Managing Department: Community Services
IBRC Reference: Keep-up
Initial Project Start: Summer 2020
Initial Project Completion: Summer 2022
Revised Project Start: Summer 2024
Revised Project Completion: Summer 2025
Project Number: PG-21000

Heritage Park Site Amenities Replacement

Description

The project provides funding for replacement of select walkways and all of the site amenities in Heritage Park including: benches, picnic tables, trash receptacles, playground arbor, bicycle racks and drinking fountain.

Justification

Installed in 2005, the current site amenities have reached the use expectancy and need replacement. As park infrastructure ages, safety and compliance issues need to be addressed. This project will ensure compliance and address accessibility needs as well as safety issues.

Significant Changes

2021-2025 CIP: Project shifted from FY 2022 to FY 2025 due to a reprioritization of parks projects.

Funding Sources Schedule

Funding Source	Prior Years	FY 2021 Budget	FY 2021 Estimate	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	5 Year CIP Total	Beyond 5 Year CIP	Total
Capital Improvement Fund	0	0	0	0	0	0	215,100	0	215,100	0	215,100
Total	0	0	0	0	0	0	215,100	0	215,100	0	215,100

Expenditure Schedule

Project Phase	Prior Years	FY 2021 Budget	FY 2021 Estimate	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	5 Year CIP Total	Beyond 5 Year CIP	Total
Construction	0	0	0	0	0	0	185,100	0	185,100	0	185,100

CAPITAL IMPROVEMENT FUND

Expenditure Schedule

Project Phase	Prior Years	FY 2021 Budget	FY 2021 Estimate	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	5 Year CIP Total	Beyond 5 Year CIP	Total
Design	0	0	0	0	0	0	30,000	0	30,000	0	30,000
Total	0	0	0	0	0	0	215,100	0	215,100	0	215,100

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.

Relationship to Comprehensive Plan Primary Connection	Relationship to Comprehensive Plan Secondary Connection	Potential Board/Commission Review:
Element: Community Services & Facilities Section: Maintenance of Parks and Community Facilities Goal: C-3 Policy: C-3.3 Program: C3.3.1	Element: Community Services & Facilities Section: Maintenance of Parks and Community Facilities Goal: C-3 Policy: C-3.2 Program: C3.2.1	Parks and Recreation Commission Planning and Transportation Commission
Environmental Impact Analysis: This project is expected to have possible exemption from CEQA under Section 15301		

<https://www.cityofpaloalto.org/files/assets/public/administrative-services/city-budgets/fy-2022-city-budget/adopted-budgets/capital-budget-book-web.pdf>

DISCUSSION

For Fiscal Year 2022, improvement projects completed or anticipated to be completed from CIP funding include:

- Palo Alto Bowling Green fence repair
- Entry signage in Open Space at Foothills Nature Preserve, Baylands Nature Preserve, and Lucy Evans Nature Interpretive Center
- Cubberley tennis court repair
- Magical Bridge Playground surfacing and repairs
- Lytton Plaza fountain base repair
- Boronoda Lake removal of aquatic vegetation
- Ramos Park renovation
- Cameron Park renovation

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 2023:

FY 2023 Proposed CIP projects *		
Project *	Source of Funds	Budget *
Rinconada Park Phase II (design)	General Fund	\$ 500,000
Sunfish Island Repair (Foothills Nature Preserve)	General Fund	\$ 25,000
Dog Park Installation or Renovation	Park Development Impact Fee Fund	\$ 150,000
Foothills Nature Preserve Improvements (design)	General Fund	TBD
Foothills Nature Preserve Restrooms (design)	General Fund	TBD
On-Going CIPs	General Fund	\$ 835,000
	Grand Total	\$ 1,510,000
	General Fund Total	\$ 1,360,000
* Projects and budget are subject to change. Budgets are approximates and to be determined.		

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 2022, Council will review and approve the FY 2023-2027 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

At present, projects are 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. An 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 Boulware Park Improvement project which also incorporates a park expansion.

CIP Process Timeline

- 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 2023-2027 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 2023-2027

Parks and Recreation Commission CIP Update 12-14-2021

Community Services Department CIPs FY 2023 - 2027 *	Approximate Amount *	Scope of Project *	Program Area	Fund
CIP FY23				
Parks				
Dog Park Installation and Renovation- PG-18001	\$ 150,000	Adds or renovates a dog park	Parks	Park Impact Fees
Rinconada Park Phase II (Design)	\$ 500,000	Phase II	Parks	General Fund
Open Space				
Foothills Nature Preserve Improvements	\$ 75,000	Repair Sunfish Bridge Island and design to replace Buckeye Creek grade control structures and pedestrian bridge	Open Space	General Fund
Other				
Byxbee Park Completion (Construction)- PE-18006	\$ 2,450,000	Being developed in the BCCP Byxbee Conceptual Plan	Open Space	Park Impact Fees
On-Going CIPs	\$ 835,000	On-Going CIPs for court surfacing, playground repairs, fencing, walkways, and trail and pathway upkeep.	Parks & Open Space	General Fund

Subtotal FY 2023	\$ 4,010,000			
CIP FY24				
Parks				
Bol Park Improvements- PE-16000	\$ 600,000	D.G. pathways, lighting, fencing, and irrigation	Parks	General Fund
Golf Course Driving Range Turf/Netting (design & construction)- PG-18000	\$ 770,000	Replace driving range netting and synthetic turf	Parks	General Fund
Johnson Park Renovation (design)- PE-21002 (1of2)	\$ 450,000	Pathways, playground, fencing, and irrigation	Parks	General Fund
Mitchell Park Improvements (design)- PE-18010 (1of2)	\$ 350,000	Playground (East Meadow), renovate water play feature, wood arbor, fencing, irrigation, and turf.	Parks	General Fund
Park Restroom Installation- PG-19000	\$ 350,000	Add a new park restroom	Parks	Park Impact Fees
Rinconada Park (Phase II) Construction	\$ 2,500,000	Pathways, restroom remodel, park amenities	Parks	General Fund
Robles Park Improvements (construction)- PE-18015	\$ 866,000	2 playgrounds; basketball court surfacing and retaining wall, fencing, pathways, irrigation, and turf renovation.	Parks	General Fund

Werry Park Playground Improvements-PG-22000	\$ 250,000	Playground, benches, picnic tables, trash receptacles	Parks	General Fund
Open Space				
Baylands Levee Repair For Public Safety Access - OS-09002	\$ 350,000	Repair of eroded levee	Open Space	General Fund
Foothills Nature Preserve Project (2 of 2)	\$ 400,000	Design of Buckeye Creed grade control structures and Design of Los Trancos trail pedestrian bridge.	Open Space	General Fund
Foothills Nature Preserve Restrooms	\$ 100,000	Design for repair or replacement 3 restroom facilities	Open Space	General Fund
Pearson Arastradero Improvements (construction)- PE-21001 (2of2)	\$ 300,000	Fencing, Signs, gates, bridge decking, and trail improvements	Open Space	General Fund
Other				
On-Going CIPs	\$ 835,000	On-Going CIPs for court surfacing, playground repairs, fencing, walkways, and trail and pathway upkeep.	Parks & Open Space	General Fund
Subtotal FY 2024	\$ 8,121,000			
CIP FY25				
Parks				

Dog Park Installation and Renovation- PG-18001	\$ 150,000	Adds or renovates a dog park	Parks	Park Impact Fees
Johnson Park Renovation (construction)- PE-21002 (2 of 2)	\$ 1,500,000	Pathways, playground, fencing, and irrigation	Parks	General Fund
Mitchell Park Improvements (construction)-PE-18010 (2of2)	\$ 1,000,000	Playground (East Meadow), renovate water play feature, wood arbor, fencing, irrigation, and turf.	Parks	General Fund
Park Restroom Installation- PG-19000	\$ 350,000	Add a new park restroom	Parks	Park Impact Fees
Seale Park Improvements -PG-14003	\$ 330,000	Playground, picnic tables, fencing, pathways, and turf restoration	Parks	General Fund
Open Space				
Foothills Park Nature Preserve Restrooms	TBD	Repair or Replacement of 3 restrooms facilities	Open Space	General Fund
Other				
On-Going CIPs	\$ 835,000	On-Going CIPs for court surfacing, playground repairs, fencing, walkways, and trail and pathway upkeep.	Parks & Open Space	General Fund
Subtotal FY 2025	\$ 4,165,000			
CIP FY26				
Parks				
Heritage Park Site Amenities Replacement - PG-21000	\$ 175,000	Pathways, benches, picnic tables, playground arbor, and storm drainage	Parks	General Fund

Peers Park Improvements-PG-14001	\$ 250,000	Irrigation, benches, and drinking fountains,	Parks	General Fund
Open Space				
Pearson Arastradero Improvements (design)- PE-21001 (1of2)	\$ 50,000	Fencing, Signs, gates, bridge decking, and trail improvements	Open Space	General Fund
CIP FY27				
Parks				
Hoover Park Improvements - PE-18012	\$ 1,100,000	Pathways, Baseball backstop, benches, picnic tables.	Parks	General Fund
Open Space				
Foothills Park Irrigation System Replacement	\$ 900,000	Replace irrigation valves and section of main water line to 27.5 acres of turf	Open Space	General Fund
On-Going CIPS Funded Every Year				
Art in Public Places AC-86017	varies based on development		Arts and Sciences	General Fund and Development Fees
Benches, Signage, Fencing, Walkways and Perimeter Landscaping -PG-06003	\$ 175,000		Parks	General Fund
Off-Road Pathway Resurfacing and Repair - OS-09001	\$ 100,000		Open Space	General Fund

Open Space and Trails and Amenities OS-00001	\$ 175,000		Open Space	General Fund
Open Space Lakes & Pond Maintenance- OS-00002	\$ 45,000		Open Space	General Fund
Park and Open Space Emergency Repairs-PG-09002	\$ 125,000		Parks	General Fund
Athletic Courts Resurfacing - PG-06001	\$ 215,000		Parks	General Fund
Subtotal On-Going CIPs	\$ 835,000			
* Projects, budget, scope, and fiscal year are subject to change				
Working File for Planning Purposes				