



STAFF REPORT

City Council

Meeting Date:

10/7/2025

Staff Report Number:

25-150-CC

Informational Item:

City Council fiscal year 2025-26 work plan update

Recommendation

This is an informational item and does not require City Council action.

Policy Issues

The City Council's annual priority setting workshop provided direction to the city manager on aligning resources and work plans for the next year.

Background

The City Council held its annual priority setting workshop March 22 with City staff. The City Council set the following top five priorities for fiscal year 2025-26:

- Climate action – mitigation, adaptation, and resilience
- Downtown vibrancy
- Emergency and disaster preparedness
- Housing
- Safe routes

Advancement of City Council priorities through the funding of projects, services and staffing was detailed during the fiscal year 2025-26 budget adoption process. Departments have continued to identify projects that align with City Council priorities, reflected in the fiscal year 2025-26 work plan (Attachment A). The work plan was first presented to City Council July 8 (Attachment B).

Analysis

The work plan has been updated to include more detailed notes on project status, milestones, and timelines. Information in the safe routes category has been restructured for clarity.

City department responsibility varies for work plan items associated with City Council priorities, with the greatest relative responsibility placed on public works, community development, city manager's office, and interdepartmental items that involve more than two departments. There are 57 active work plan items with the following distribution of responsibility:

- Public works: 49% of items; most concentrated in safe routes and climate action
- City manager's office: 46% of items; most concentrated in climate action and emergency and disaster preparedness
- Community development: 25% of items; most concentrated in housing
- Interdepartmental: 11% of items involve active roles or coordination among three or more departments

- Other departments: administrative services is identified for 9% of items; police is identified for 4% of items; library and community services is identified for 2% of items

The work of administrative services, library and community services, and police, while not largely represented in the work plan items for City Council priorities, plays a vital role in providing programs and services in Menlo Park and supports many of the efforts to accomplish work plan items.

Work plan items will be prioritized on City Council meeting agendas for the next year in addition to items related to regulatory requirements, delivery of core services, the capital improvement program, development review, and other unforeseen issues or emerging community needs. Staff will report out on work plan progress throughout the fiscal year and will update the work plan regularly as items evolve. Staff will continue to maintain a list of City Council requests or direction to pursue new initiatives or projects, including a list of “bike rack” items from the City Council workshop (Attachment C), that City Council can advance as capacity allows.

Impact on City Resources

There is significant impact on City resources, including on both budget and department and staff capacity, to accomplish work plan items. While many tasks are embedded in the fiscal year 2025-26 adopted budget, the City Council may consider future funding allocations from the General Fund, special revenue and restricted funds, and grants.

Environmental Review

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

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. City Council priorities work plan for fiscal year 2025-26
- B. Hyperlink – July 8 Staff Report #25-108-CC: www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2025-meetings/20250708/i2-20250708-cc-cc-fy2025-26-work-plan.pdf
- C. Hyperlink – April 15 Staff Report #25-056-CC: www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2025-meetings/20250415/n2-20250415-cc-annual-city-council-priority-setting-workshop-final-report.pdf

Report prepared by:
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City Council work plan for fiscal year 2025-26			
City Council priority	Departments	Status	Notes
<i>*edits to project listings and updates to status in red text</i>			
CLIMATE ACTION - MITIGATION, ADAPTATION AND RESILIENCE			
Implement communitywide electrification program with \$4.5 million in funding from California Energy Commission funding	CMO	in progress	In contract with PCE for home electrification; completed electrification of 11 homes in Belle Haven, initiated design for electrification of Belle Haven Child Development Center, and selected community based organization for renter electrification bundles
Launch a strategic communication campaign to increase awareness of electrification benefits	CMO	in progress	Developed communications strategy and designed materials to be deployed at the end of August in Belle Haven; citywide campaign will launch in the Fall
Prepare potential local amendment to the California Building Standards Code to encourage electrification	CDD, CMO	in progress	Introduced local amendments to promote electrification and energy efficiency (expanded pre-wiring/electric readiness, AC to HP, and flex path) on Aug. 12; second reading scheduled Aug. 26; triennial 2025 building code update to be brought to City Council in the fall
Create online Climate Action Plan dashboard to engage community on progress	CMO	in progress	Explored a variety of tools to display data on website; EQC to provide support in fiscal year 2025-26
Scope a shoreline adaptation plan for the impacts of sea level rise along the bay that follows framework of SB 272	PW, CMO	in progress	Submitted California Ocean Protection Council SB-1 grant proposal for the development of a regional adaptation plan in July, in partnership with Redwood City, Belmont, San Carlos, East Palo Alto, and OneShoreline; grant notifications expected in fall
Continue to advance planning, funding, and construction of SAFER Bay	PW	in progress	Menlo Park SAFER design and environmental documentation efforts underway; draft EIR from the SFCJPA expected in 2026
Develop an urban forest management plan (UFMP)	PW, CMO	in progress	Request for proposals for the development of the UFMP will be finalized and released early fall
Implement early action tree planting program focused on Belle Haven	PW, CMO	in progress	Scope and contract for early action tree planting program in Belle Haven will be finalized late summer
Partner with Peninsula Clean Energy's GovPV solar and battery program for City facilities	CMO, interdept	in progress	Initiated installation of photovoltaic solar panels for the Menlo Park Library and Burgess Pool (located on Arrillaga Family Gymnasium roof); ongoing preparation for installation for City Hall and the Belle Haven Child Development Center
Implement electric vehicle charging plan at City facilities	PW, interdept	in progress	EV charging designs for the Corporation Yard and City Hall underway and to be finalized in 2026
Continue water heater replacement at City facilities	CMO, interdept	complete	Completed installations at City Hall and Burgess Pool at no cost to the City through the PG&E Government K-12 program
Electrify Belle Haven Child Development Center	PW, CMO	in progress	Contract for design of electrical upgrades is underway; construction planned for summer 2026
Explore Burgess pool electrification	CMO, interdept	in progress	Evaluated available incentive programs and technologies; identified as an opportunity for the fiscal year 2026-27 CIP
Electrify the Arrillaga Family Recreation Center	PW, CMO	in progress	Executed contract with PCE to receive member agency grant to fund final design and construction
Scope Environmental Justice Element community-identified priority programs to fund and implement	CMO, CDD	in progress	City Council will receive update and provide feedback on EJ implementation at annual priority setting workshop in 2026
Continue enforcement of zero emission landscape equipment ordinance	CMO, PD	ongoing	Completed citywide detail visiting neighborhoods with frequent reports; completed voucher program; starting July 1, 2025, police will issue citations

Improve compliance with SB 1383 state organics law for businesses and multi-family properties	ASD, PW, PD	ongoing	Continue to issue notice of violation letters to non-compliant accounts; annual route reviews of bins conducted throughout the summer
Improve compost quality in compliance with SB 1383 and partnership with San Mateo County	ASD, PW	ongoing	Continued joint education efforts by City and County on social media, in Recology bill inserts, and in-person events
Launch clean energy infrastructure (micro-grid) at BHCC	PW	in progress	Construction of the Kelly field solar canopies underway and to be completed later this year (final component of micro-grid)
Complete construction of Chrysler Pump Station to improve resiliency of City's stormwater system	PW	in progress	Completion planned for 2026
DOWNTOWN VIBRANCY			
Finalize Streetary applications and ensure compliance with Streetary design standards	CDD, CMO	in progress	Continue to review and work with applicants to bring the Streetary applications/designs into compliance
Hold City Council study session about design concepts for closed portion of Santa Cruz Avenue along the 600 block	CMO	complete	City Council provided direction on design and improvements for public plaza on July 8
Implement Improve and activate public plaza on 600 block of Santa Cruz Avenue	CMO, CDD, PW, LCS	in progress	Public outreach to launch in Aug. and will inform final design recommendations
Organize volunteer beautification and maintenance day for downtown	CMO, PW	not started	
Repair irrigation equipment and replant median on Santa Cruz Avenue	PW	in progress	Repairs and replanting complete; mulch for two medians to follow
Recruit full time Economic Development Manager	CMO, ASD	in progress	Recruitment closed Aug. 5; interviews to follow in early Sept.; candidate anticipated to Oct.
Advance design plans for plazas 7 and 8 resurfacing and renovation	PW	in progress	Design is ongoing and will be finalized early 2026
Process property owner-initiated item to amend El Camino Real/Downtown Specific Plan to expand allowed uses	CDD	in progress	Proposed amendments anticipated to be reviewed by the Planning Commission and City Council in fall
Organize City-hosted events throughout the year in the downtown including the summer concert series in Fremont Park, Halloween Parade and Carnival, and Light Up the Season	LCS	ongoing	City Council received info item on City-hosted community events and observances on Aug. 26
Complete pedestrian crossing improvements for El Camino Real at Ravenswood Avenue and Menlo Avenue	PW	in progress	Construction will be completed late summer
EMERGENCY AND DISASTER PREPAREDNESS			
Expand emergency preparedness training among city staff	CMO	ongoing	Specific trainings for EOC Sections and EOC Exercise underway
Maintain and enhance emergency preparedness capabilities among city facilities and staff and through use of software and technology like GIS, radio equipment, etc.	CMO, interdept	ongoing	AV tech enhancements for EOC underway; standardized radio system under evaluation
Develop and update disaster response/recovery plans and ensure compliance with government regulations	CMO	in progress	Hazard specific incident response guides under development
Organize, equip, and maintain Emergency Operations Center (EOC) to be available for immediate activation	CMO, ASD	in progress	Necessary technology enhancements for EOC under review
Coordinate with other PIOs for winter storm season including early coordination with San Francisquito Creek JPA	CMO	ongoing	Updates for potential La Niña in winter 2025-2026 needed
Prepare winter weather plan for 2025-2026	CMO, PW	in progress	Updates for potential La Niña in winter 2025-2026 needed

Coordinate with multiple agencies and the San Francisquito Creek JPA	PW, interdept	ongoing	Design for Reach 2 is on-going; draft EIR from the SFCJPA expected in 2026
Coordinate with volunteer and emergency readiness organizations for community preparedness activities	CMO	ongoing	Continue collaboration with community organizations; organize joint training for staff with Red Cross and Salvation Army for shelter operations and feeding
Develop department level Continuity of Operations Plans (COOP)	CMO	in progress	Template developed for department level COOPs; will begin populating COOPs with each department
Continue IT network and cybersecurity-related enhancements to build resiliency in City services	ASD	ongoing	Enhanced cyber insurance coverage; upgraded email to Microsoft 365
HOUSING			
Implement Housing Element:	CDD	in progress	
Pursue affordable housing development on City-owned downtown parking lots	CDD, PW	in progress	City Council identified six respondents to the RFQ to receive RFP on June 3; will review RFP on Aug. 26
Create anti-displacement strategy	CDD	in progress	Survey and interviews complete; study session for draft strategy anticipated Sept.
Implement homeownership preservation program with Habitat for Humanity	CDD	in progress	City Council approved revisions to program for greater reach on May 27 and extended funding timeline to June 30, 2027; two applications totaling approx. \$144,000 under review; remaining funds are approx. \$866,000
Finalize NOFA funding agreement for 320 Sheridan Drive and 123 Independence Drive for below market rate funds	CDD	in progress	City Council to review funding agreement for 320 Sheridan in fall; review of funding agreement for 123 Independence will be aligned with construction of townhomes (TBD)
Initiate second phase of BMR Guidelines update	CDD	in progress	Housing Commission to review first phase of BMR Guidelines revisions in fall; RFP issued for 21 Elements Grand Nexus and Feasibility Study to review BMR inclusionary requirements and commercial linkage fees
Process land use and planning approvals for housing development at 3705 Haven Ave.	CDD	complete	
Process funding and development application for 100% affordable, for-sale units at 335 Pierce Rd.	CDD	in progress	Approx. \$2.975 million of \$3.6M BMR funds were released to Habitat for Humanity for the purchase of the property; Habitat submitted a preliminary application for eight BMR for-sale townhomes on June 27, 2025
Process Parkline master plan	CDD	in progress	Planning Commission to review master plan and final EIR Aug 25; City Council to review in fall
Enhance information sharing about current development projects and regulations	CDD	in progress	Updated information on development review requirements and permit processes will be placed on planning division webpage late 2025
Amend ADU regulations and SB 9 ordinance to comport with state laws	CDD	in progress	Planning Commission study session on updates to ADU ordinance anticipated in late 2025; Planning Commission study session on SB 9 ordinance amendments and development on substandard lots in first quarter 2026
Partner with County of San Mateo's Center on Homelessness grant-funded program to provide services to homeless encampments in Menlo Park including RVs	interdept	ongoing	Coordinate with team of agencies, service providers, law enforcement, and property owners on monthly basis for progress on housing individuals at three encampment areas
SAFE ROUTES			

Maintain existing transportation assets including development through delivery of five-year paving plan	PW	in progress	City Council received annual update on the Five Year Street Maintenance Plan on Feb 11; construction underway for 2025 street resurfacing; designs under development for 2026 annual slurry seal, Bay Rd. and Pierce Rd. projects
Implement Vision Zero Action Plan-Develop connected multimodal corridors	PW	in progress	Construction of Middle Ave. Complete Streets Project and El Camino Real/Ravenswood improvements planned fall 2026
Continue to improve the pedestrian network, with focus on safe crossings Complete gaps in the pedestrian network, with focus on safe crossings	PW	in progress	Construction of El Camino Real / Ravenswood crossing will be completed in summer; preliminary design for Willow Rd. Pedestrian and Bicycle Safety project is underway; daylighting (AB 413) efforts are being coordinated with the PW maintenance team for implementation and prioritization of Safe Routes to School corridors; awarded SMCTA funding for safety improvements on Sharon Rd./Eastridge Ave., Oak Ave./Oak Knoll Ln. and the Santa Cruz Ave and Sand Hill Road Corridor with designs upcoming
Continue to implement Safe Routes to Schools program	PW	in progress	Participating in school walk audits and coordinating with Police on e-bike safety; implemented Coleman Ave. bike pilot
Develop a network of low stress bicycle corridors that connect residents to major services and transit	PW	in progress	Middle Ave. Complete Streets project will be completed this summer; Implemented the Coleman Ave. bicycle and traffic calming pilot; Conceptual design of Middlefield Rd. (Willow Rd. to Woodland Ave.) bike/ped improvements underway; preliminary design of Willow Rd. Pedestrian and Bicycle Safety project is underway
Proactively advance safety		ongoing	Implementing AB 413 Daylighting Law
Speed limit reductions	PW	complete	
Develop Slow Streets Program	PW	in progress	Complete Streets Commission and City Council to review Slow Streets Program by the end of 2025
Update City policies to advance safety and VMT reduction		in progress	
Implement shuttle service improvements	PW	in progress	Shuttle schedule changes underway; continue to coordinate with the SMCTA on grant funding
Support Complete Streets Commission / Environmental Quality Commission efforts to address transportation related greenhouse gas emission reductions	PW, CMO	in progress	Support to Commissions
Implement TDM policy and transportation management association	PW	in progress	Delayed due to staffing vacancies