



STAFF REPORT

City Council

Meeting Date:

2/10/2026

Staff Report Number:

26-016-CC

Consent Calendar:

Consider and adopt a resolution initiating the Menlo Park Landscaping Assessment District proceedings for fiscal year 2026-27

Recommendation

Staff recommends the City Council initiate the Menlo Park Landscaping Assessment District proceedings for fiscal year 2026-27 and adopt a resolution (Attachment A) describing the improvements and directing preparation of the engineer's report.

Policy Issues

Pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2, Division 15 of the Streets and Highways Code of the State of California and Proposition 218, the City Council conducted proceedings for the formation of the City of Menlo Park Landscaping Assessment District (District). The District requires an annual review of the levied assessment.

Background

In 1982, Menlo Park voters approved Measure N, an advisory measure for the City to form an assessment district to care for the City's street trees, including debris removal (street sweeping). The District was subsequently formed in 1983. In 1990, an additional assessment was established and combined with the District to fund the repair of sidewalks and parking strips damaged by City trees. Before 1990, private property owners had been responsible for addressing these repairs directly. Financing through an assessment to be levied on an annual basis was determined to be more cost-effective and less burdensome to property owners. The repair of sidewalks and parking strips damaged by other factors than trees continue to be the responsibility of the abutting property owner per Menlo Park Municipal Code Chapter 13.08 (Attachment B).

In fiscal year 1998-99, the City reauthorized the District through a mailed ballot, as required by Proposition 218. Each year, the City goes through a process to approve the levying of annual District fees. Adopting a resolution initiating the proceedings is the first step for establishing the assessments for the coming fiscal year.

Analysis

Scope of work

The scope of work has remained consistent over the last 12 years (Attachment C).

- Every street tree is inspected and maintained on a five-year schedule; however, residents may request trimming and evaluations at any time throughout the year.
- For street sweeping services, every residential and commercial street in the City is swept on a regular

schedule and the frequency changes depending on the season.

- The City maintains a list of sidewalk repair and replacement locations and begins work based on the order of when the location is identified.

The District fees partially cover three City-provided services (performed by contractors) as shown in Table 1. Additional maintenance service requests for street trees, sidewalks, and street sweeping can be submitted through ACT Menlo Park (Attachment D).

Table 1: Services partially covered by District fees	
City-provided services	Description
Street tree maintenance	• Street tree maintenance, including inspection, trimming, fertilizing, treating disease/injury, removal, and/or replanting.
Street sweeping	• Removing trimmings, rubbish, debris and other solid waste.
Sidewalk repair and replacement	• Installing, constructing, and/or maintaining curbs, gutters, sidewalks, and parking strips damaged by City street trees.

Assessment engineer's report

On March 7, 2024, the City established a three-year agreement with SCI Consulting Group to provide the assessment engineering work, such as the engineer's report. This agreement is in its third and last year.

The first step in the annual District proceedings is the preparation of the engineer's report. This includes identification and verification of parcels within the District, allocation of the estimated cost of improvements and expenses to said parcels, determination of assessment amounts, preparation of assessment rolls, and developing the report. Table 2 outlines the tentative schedule for the annual levy administration.

Table 2: 2026 tentative schedule for assessment	
Date	Tasks
February 10	City Council initiates the District proceedings and adopts a resolution describing the improvements and directing preparation of the engineer's report
May	Contractor completes and files the engineer's report
May 19	City Council adopts 1) a resolution giving preliminary approval of the engineer's report, and 2) a resolution of intention to order the levy and collection of the annual assessment and scheduling of the public hearing
June 23	City Council holds a public hearing to consider adoption of a resolution overruling protests, ordering improvements, confirming the assessment diagram, and ordering the levy and collection of assessments
July	Contractor submits assessments to the County Assessor's Office
August	Contractor confirms assessment rolls with the County

Impact on City Resources

The estimated cost to provide assessment District engineering and finance services is \$13,300 for this fiscal year. The operating budget has sufficient District funds to cover this expense.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act 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. Resolution
- A. Hyperlink - Menlo Park Municipal Code Chapter 13.08 Sidewalk Repair:
ecode360.com/47074118#47074118
- B. Hyperlink – Landscaping assessment district website:
www.menlopark.gov/Government/Departments/Public-Works/Maintenance-Division/Landscaping-Assessment-District
- C. Hyperlink – ACT Menlo Park: www.menlopark.gov/actmenlopark

Report prepared by:
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Report reviewed by:
Azalea Mitch, Public Works Director

RESOLUTION NO. XXXX**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
DESCRIBING IMPROVEMENTS AND DIRECTING PREPARATION OF THE
ENGINEER'S REPORT FOR THE CITY OF MENLO PARK LANDSCAPING
ASSESSMENT DISTRICT FOR FISCAL YEAR 2026-27**

WHEREAS, in 1982, the Menlo Park voter approved Measure N, an advisory measure for the City to form an assessment district to care for the City's street tree infrastructure, including debris removal, and the Menlo Park Landscaping Assessment District was subsequently formed in 1983; and

WHEREAS, before 1990, property owners were responsible for all sidewalk and parking strip repair damaged by City street trees; and

WHEREAS, in fiscal year 1989-90, an additional assessment was established and combined with the Landscaping Assessment District to fund the repair of sidewalks and parking strips damaged by City trees; and

WHEREAS, in fiscal year 1998-99, City reauthorized the Landscaping Assessment District through a mailed ballot, as required by Proposition 218.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Menlo Park:

1. This City Council did, pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2, Division 15 of the Streets and Highways Code of the State of California, conduct proceedings for the formation of the City of Menlo Park Landscaping District and for the levy and collection of assessments for fiscal year 1983-84, and did, May 10, 1983, pursuant to proceedings duly had, adopt its Resolution No. 3517-F, A Resolution Overruling Protests and Ordering the Formation of an Assessment District and the Improvements and Confirming the Diagram and Assessment.
2. The public interest, convenience and necessity require, and it is the intention of said City Council to undertake proceedings for, the levy and collection of assessments upon the several lots or parcels of land in said District for the construction or installation of improvements, including the maintenance or servicing, or both, thereof for the fiscal year 2026-27.
3. The improvements to be constructed or installed include the maintenance of street trees, the cost of inspection, trimming, removal, and/or replanting of all or any part thereof, providing for the life, growth, health and beauty of public landscaping, including cultivation, trimming, fertilizing, and treating for disease or injury, the removal of trimmings, rubbish, debris and other solid waste, and water for dust control purposes thereof, and the installation or construction, including the maintenance and servicing thereof, of curbs, gutters, sidewalks, and parking strips damaged by street trees.
4. The costs and expenses of said improvements, including the maintenance or servicing, or both, thereof, are to be made chargeable upon said District, the exterior boundaries of which District are the composite and consolidated area as more particularly shown on a map (Exhibit A) thereof on file in the department of Public Works of the City of Menlo Park to which reference is hereby made for further particulars. Said map indicates by a boundary line the extent of the territory included in said District and of any zone thereof and shall govern for all details as to the extent of the assessment district.
5. The Assessment Engineer is hereby directed to prepare and file with said city clerk a report, in writing, referring to the assessment district by its distinctive designation, specifying the fiscal year to which the report applies, and with respect to that year, presenting the following:

- a. Plans and specifications of the existing improvements and for proposed new improvements, if any, to be made within the assessment district or within any zone thereof;
 - b. An estimate of the costs of said proposed new improvements, if any, to be made, the costs of maintenance or servicing, or both, thereof and of any existing improvements, together with the incidental expenses in connection therewith;
 - c. A diagram showing the exterior boundaries of the assessment district and of any zones within said district and the lines and dimensions of each lot or parcel of land within the district as such lot or parcel of land is shown on the County Assessor's map for the fiscal year to which the report applies, each of which lots or parcels of land shall be identified by a distinctive number or letter on said diagram; and
 - d. A proposed continued assessment of the total amount of the estimated costs and expenses of the proposed new improvements, including the maintenance or servicing, or both, thereof, and of any existing improvements upon the several lots or parcels of land in said district in proportion to the estimated benefits to be received by such lots or parcels of land respectively from said improvements, including the maintenance or servicing, or both, thereof, and of the expenses incidental thereto.
6. The Department of the Public Works of said City is hereby, designated as the office to answer inquiries regarding any protest proceedings to be had herein, and may be contacted during regular office hours by calling 650-330-6740.

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the tenth of February, 2026, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this ___ day of February, 2026.

Judi A. Herren, City Clerk

Exhibits

A. Landscaping Assessment District map



Landscaping Assessment District

