



STAFF REPORT

City Council

Meeting Date:

08/11/2026

Staff Report Number:

26-132-CC

Consent Calendar:

Approve an appropriation from unassigned funds in the Bayfront Mitigation fund for the Willow Road Bicycle and Pedestrian Safety Improvements project

Recommendation

Staff recommends that the City Council approve an appropriation of \$1.75 million from unassigned funds in the Bayfront Mitigation fund for the Willow Road Bicycle and Pedestrian Safety Improvements project (Project).

Policy Issues

The Project is consistent with the 2016 General Plan goals and policies. These policies seek to maintain a safe, efficient, attractive, user-friendly circulation system that promotes a healthy, safe and active community and enhances quality of life throughout the City. The Project is also consistent with the City Council priority of safe routes. The Project is included in the City's Transportation Master Plan (TMP), Vision Zero Action Plan, the City's Capital Improvement Plan (CIP) and supports the City's Environmental Justice Element. In addition, the Project is identified in the Caltrans District 4 Bike Plan and the City/County Association of Governments (C/CAG)'s Countywide Comprehensive Bicycle and Pedestrian Plan.

Background

Willow Road is one of the City's major east-west arterials, carrying approximately 30,000 to 50,000 vehicles per day and providing connections to U.S. 101 and Bayfront Expressway. The Project consists of the design of raised Class IV bikeways and pedestrian improvements from O'Keefe Street to Bayfront Expressway to reduce high-stress bicycle conditions and improve pedestrian safety.

On July 14, staff presented the Project to City Council in a study session seeking direction on the next steps (Attachment A). City Council provided direction to continue the Project design and to pursue grant funding for the construction. City Council also provided direction to use the Bayfront Mitigation Fund for the required grant matching funds.

Analysis

The City has grant funding for the Project from the San Mateo County Transportation Authority (SMCTA) 2023 and 2025 Measures A & W Highway Program. As part of the grant applications, the City has

committed approximately \$4.36 million in matching funds. The Project currently has \$1.7 million remaining in the CIP project fund using Transportation Impact Fee (TIF) fund. Due to the shortfall in the TIF fund, the Project needs an additional \$1.75 million to meet the matching commitment. Per City Council direction, staff is requesting an appropriation from the Bayfront Mitigation fund to fulfill the City's matching commitment.

Impact on City Resources

There is currently insufficient funding in CPT022 Willow Road Pedestrian and Bicycle Safety project for the grant matching commitment. An appropriation of an additional \$1.75 million is needed from the Bayfront Mitigation Fund as shown in Table 1. The Bayfront Mitigation Fund has sufficient balance for the appropriation with an unassigned amount of approximately \$7 million. There have been no prior appropriations this fiscal year.

Table 1: Matching funds	
Item	Total
Total matching funds required	\$4,364,800
Expended matching funds (past work)	\$914,800
Available funds from CPT022	\$1,700,000
Remaining matching funds needed (Appropriation request from Bayfront Mitigation Fund)	\$1,750,000

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines Sections 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. Hyperlink – July 14 Staff Report #26-119-CC:
www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2026-meetings/20260714/j1-20260714-cc-willow-road-bicycle-and-pedestrian-project.pdf

Report prepared by:
 Kristiann Choy, Senior Transportation Engineer

Staff Report #: 26-132-CC

Report reviewed by:
Azalea Mitch, Public Works Director