



CITY OF
**PALO
ALTO**

Stormwater Management Oversight Committee

Thursday, April 6, 2023
1 pm to 3 pm
Special Meeting

Community Meeting Room at City Hall

*****BY IN PERSON and VIRTUAL TELECONFERENCE *****

<https://zoom.us/join> Meeting ID: 990 9847 5635 Phone: 1(669)9006833

Agenda posted in accordance Government Code Section 54954.2(a) or 54956.

PUBLIC COMMENT

Members of the public who wish to participate by computer or phone can find the instructions at the end of this agenda. To ensure participation in a particular item, we suggest calling in or connecting online 15 minutes before the item you wish to speak on.

Call to Order (5 min)

Oral Communications (5 min)

Members of the public may speak to any item NOT on the agenda. A reasonable time restriction may be imposed at the discretion of the Committee Chair.

Old Business (5 min)

1. Approval of Minutes from the February 2, 2023 Stormwater Management Oversight Committee Meeting (5 min)

New Business (95 min)

2. Staff Presentation of FY 2024 Proposed Budget for Committee Approval (20 min)
3. Staff Update Stormwater Management Fund Capital Program (20 min)
4. Staff Update Embarcadero Trash Capture Device Project (15 min)
5. Discussion of Boards, Commissions, and Committee (BCC) Workplan Update (25 min)

Committee Member Comments and Announcements (10 min)

Tentative Agenda Items for Future Meetings and Review Action Items (5 min)

Adjournment

AMERICANS WITH DISABILITY ACT (ADA)

Persons with disabilities who require auxiliary aids or services in using City facilities, services or programs or who would like information on the City's compliance with the Americans with Disabilities Act (ADA) of 1990, may contact (650) 329-2550 (Voice) 24 hours in advance.

Public Comment Instructions

Members of the Public may provide public comments to teleconference meetings via email, teleconference, or by phone.

1. Written public comments may be submitted by email to the staff liaison, Karin North at karin.north@cityofpalalto.org.
2. Spoken public comments using a computer will be accepted through the teleconference meeting. To address the Council, click on the link below to access a Zoom-based meeting. Please read the following instructions carefully.
 - A. You may download the Zoom client or connect to the meeting in browser. If using your browser, make sure you are using a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.
 - B. You may be asked to enter an email address and name. We request that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.
 - C. When you wish to speak on an Agenda Item, click on "raise hand." The Clerk will activate and unmute speakers in turn. Speakers will be notified shortly before they are called to speak. When called, please limit your remarks to the time limit allotted.
 - D. A timer will be shown on the computer to help keep track of your comments.
3. Spoken public comments using a smart phone will be accepted through the teleconference meeting. To address the Council, download the Zoom application onto your phone from the Apple App Store or Google Play Store and enter the Meeting ID below. Please follow the instructions B-E above.
4. Spoken public comments using a phone use the telephone number listed below. When you wish to speak on an agenda item hit *9 on your phone so we know that you wish to speak. You will be asked to provide your first and last name before addressing the Council. You will be advised how long you have to speak. When called please limit

your remarks to the agenda item and time limit allotted.

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STORMWATER MANAGEMENT OVERSIGHT COMMITTEE MINUTES

Special Meeting
April 6, 2023

The Stormwater Management Oversight Committee of the City of Palo Alto met in hybrid teleconference at 1:05 P.M.

Present: Mickelson (Chair), David Bower, Marilyn Keller, Ron Owes, Bob Wenzlau, Catherine Perman

Absent: Dena Mossar

Oral Communications

Old Business

Approve last times minutes
Express appreciation to staff
Hal to draft memo

1. Approval of Minutes from the September 9, 2022 Stormwater Management Oversight Committee Meeting.

MOTION: Catherine Perman made the motion and David Bower seconded.

MOTION PASSED: 6-0

New Business

2. Motion to express appreciation to staff for all efforts regarding Storm efforts.

MINUTES

MOTION: Catherine Perman made the motion and David Bower seconded.

MOTION PASSED: 6-0

3. Memo regarding Review of Fiscal Year 2022 Storm Drainage Fund Expenditures

NO ACTION TAKEN

4. Staff update on Stormwater Management Capital Improvement Program
5. Update on Verbal update on Committee Member Recruitment
6. Approval of FY2022 Budget Actuals and review of FY23 Adopted Budget
7. Staff informational update on recent storms and response

Committee Member Comments and Announcements

Tentative Agenda Items for Future Meetings and Review Action Items

Adjournment: The meeting was adjourned at 3:01 P.M.



**STORMWATER
MANAGEMENT FUND**
Financial Review

APRIL 6, 2023

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STORMWATER MANAGEMENT PROGRAM
Fiscal Year 2024 Proposed Budget

(Amounts in 1000s, as of February 2023)

| | Adopted Budget Year 1 2018 | Adopted Budget Year 2 2019 | Adopted Budget Year 3 2020 | Adopted Budget Year 4 2021 | Adopted Budget Year 5 2022 | Adopted Budget Year 6 2023 | Projection* Year 6 2023 | Proposed Budget* Year 7 2024 |
|---|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|-------------------------------|------------------------------------|
| Revenue Collected | | | | | | | | |
| Fee Revenue | 6,927 | 7,128 | 7,449 | 7,635 | 7,838 | 8,167 | 7,101 | 8,168 |
| Interest Earnings | 130 | 130 | 226 | 153 | 153 | 110 | 145 | 153 |
| Development Fees, Violation Fines, Other (Includes Grant Funding)** | 121 | 120 | 121 | 121 | 697 | 1,913 | 1 | 697 |
| Total Revenue | 7,178 | 7,378 | 7,796 | 7,909 | 8,688 | 10,190 | 7,247 | 9,018 |
| Base Components | 4,262 | 4,244 | 6,368 | 6,500 | 7,669 | 9,903 | 3,926 | 5,020 |
| Base Program (Incl. Flood Control, Engineering and Administrative Support, Water Quality, Emergency Response) | 2,776 | 2,645 | 4,861 | 4,877 | 6,125 | 8,071 | 2,397 | 3,209 |
| Storm Drainage Maintenance | 1,486 | 1,599 | 1,507 | 1,623 | 1,544 | 1,832 | 1,530 | 1,811 |
| Project & Infrastructure | 2,010 | 4,248 | 2,455 | 3,941 | 6,267 | 7,933 | 3,531 | 4,769 |
| Capital Improvements Program** | - | 2,200 | 412 | 1,871 | 4,433 | 5,860 | 760 | 2,273 |
| Recurring System Repair (SD-06101)** | 400 | 412 | 424 | 437 | 225 | 464 | 1,486 | 887 |
| Debt Service for Past Capital Projects | 947 | 949 | 949 | 949 | 949 | 949 | 949 | 949 |
| Capital Program Engineering Support | 158 | 182 | 165 | 179 | 155 | 155 | 155 | 155 |
| Green Stormwater Infrastructure (GSI) | 380 | 380 | 380 | 380 | 380 | 380 | 143 | 380 |
| GSI - CIP Design/Construction | 330 | 330 | 340 | 250 | 150 | 150 | - | 102 |
| GSI - Consulting Services | 50 | 50 | 40 | 130 | 85 | 85 | 143 | 278 |
| GSI - Other unassigned tasks | - | - | - | - | 145 | 145 | - | - |
| Innovative Project | 125 | 125 | 125 | 125 | 125 | 125 | 38 | 125 |
| Innovative Project - GSI Consulting Services & Outreach | - | 100 | 100 | 100 | 100 | 100 | 31 | 100 |
| Innovative Project - Rebates | 125 | 25 | 25 | 25 | 25 | 25 | 7 | 25 |
| Total Expenses | 6,272 | 8,492 | 8,823 | 10,441 | 13,936 | 17,836 | 7,457 | 9,789 |
| Net Impact | 906 | (1,114) | (1,027) | (2,532) | (5,248) | (7,646) | (211) | (771) |

*FY 2023 Projections and FY 2024 Proposed are subject to change as the current fiscal year and budget development process is still in progress.

**FY 2024 Proposed includes estimated remaining funding and grant revenue anticipated to be reappropriated from FY 2022.



FY 2023 BUDGET PROCESS UPDATE

SWM Fee Revenue

- Proposed Increase (Dec-Dec CPI): 4.9%, +\$400,000

Operating Expenses – Anticipated Adjustments

- Base Program – general increases, fee revenue alignment
- Maintenance – no changes
- GSI & Innovative Projects – no changes

Capital Expenses

- Planned reappropriations for GSI and Trash Capture Device
- Proposed: E Meadow Circle Connection to Adobe Creek Pump Station (SD-27000)

FY 2024 PLANNED CIP PROJECTS

| Capital Improvement Project Program | FY 2023 Budget ² | FY 2024 Budget ² |
|---|-----------------------------|-----------------------------|
| SD System Replacement & Rehabilitation (SD-06101) | 1,432 | 887 |
| Projects Identified from Ballot | 5,405 | 5,088 |
| Loma Verde Ave Trunk Line Improvements (#1, SD-19000) | - | - |
| Corporation Way System Upgrades & Pump Station (#2, SD-21000) | 2,464 | 3200 |
| West Bayshore Road Pump Station (#4, SD-20000) | 917 | 1069 |
| West Bayshore Road Trunk Line Improvements (#3, SD-23000) | 1,036 | 819 |
| Green Stormwater Infrastructure (SD-22001) | 500 | 500 |
| Trash Capture Device Installation (SD-22002) | 488 | 550 |

² Includes unspent funds anticipated to be reappropriated from FY 2023 to FY 2024. Current Salary and Benefits estimates are also included but are subject to change.



Engineering Group

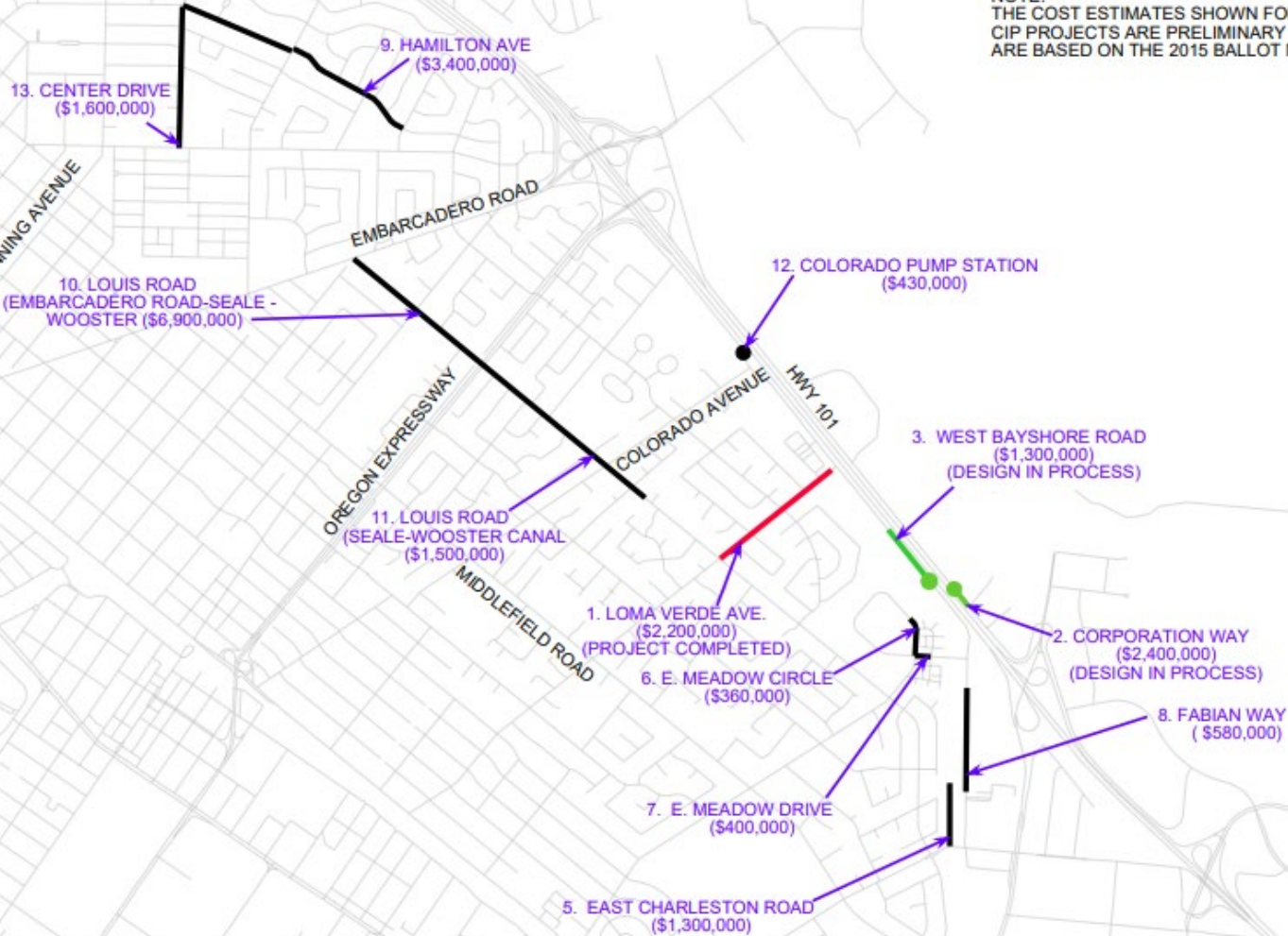
Rajeev, Vicki, and Michel

April 6, 2023

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2017 BALLOT MEASURE CIP PROJECTS

NOTE:
THE COST ESTIMATES SHOWN FOR
CIP PROJECTS ARE PRELIMINARY AND
ARE BASED ON THE 2015 BALLOT MEASURE



OBJECTIVE: Implement projects that will reduce flooding risk

- 13 PROJECTS / 15 YEARS (2032)
- 9 PIPE UPGRADES
- TWO NEW PUMP STATIONS
- REMOVAL OF ONE EXISTING STATION



**CORPORATION WAY
AND WEST BAYSHORE
ROAD PUMP STATIONS
AND SYSTEM
UPGRADES PROJECT**

April 6, 2023

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PUMP STATIONS & SYSTEM UPGRADES (SD-20000, SD-21000, SD-23000)



JAN 2023 AT EAST BAYSHORE ROAD

PROJECT STATUS UPDATE

- February 7, 2023 – received two notarized and signed agreements to grant easements for installation of pump stations from private owner
- Staff has directed the consultant to complete the design to advance the project.
- Bid documents to be completed end of July 2023 and bidding process for construction to be completed by end of January 2024.

PUMP STATIONS & SYSTEM UPGRADES (SD-20000, SD-21000, SD-23000)



JAN 2023 AT EAST BAYSHORE ROAD

PROJECT STATUS UPDATE

- Construction estimated to start Corporation Way Pump Station and Pipe Line Upgrades February 2024 and completed by end of October 2024.
- Construction for West Bayshore Road Pump Station and Trunk line Upgrades estimated to start in November 2024 and complete by end of July 2025.

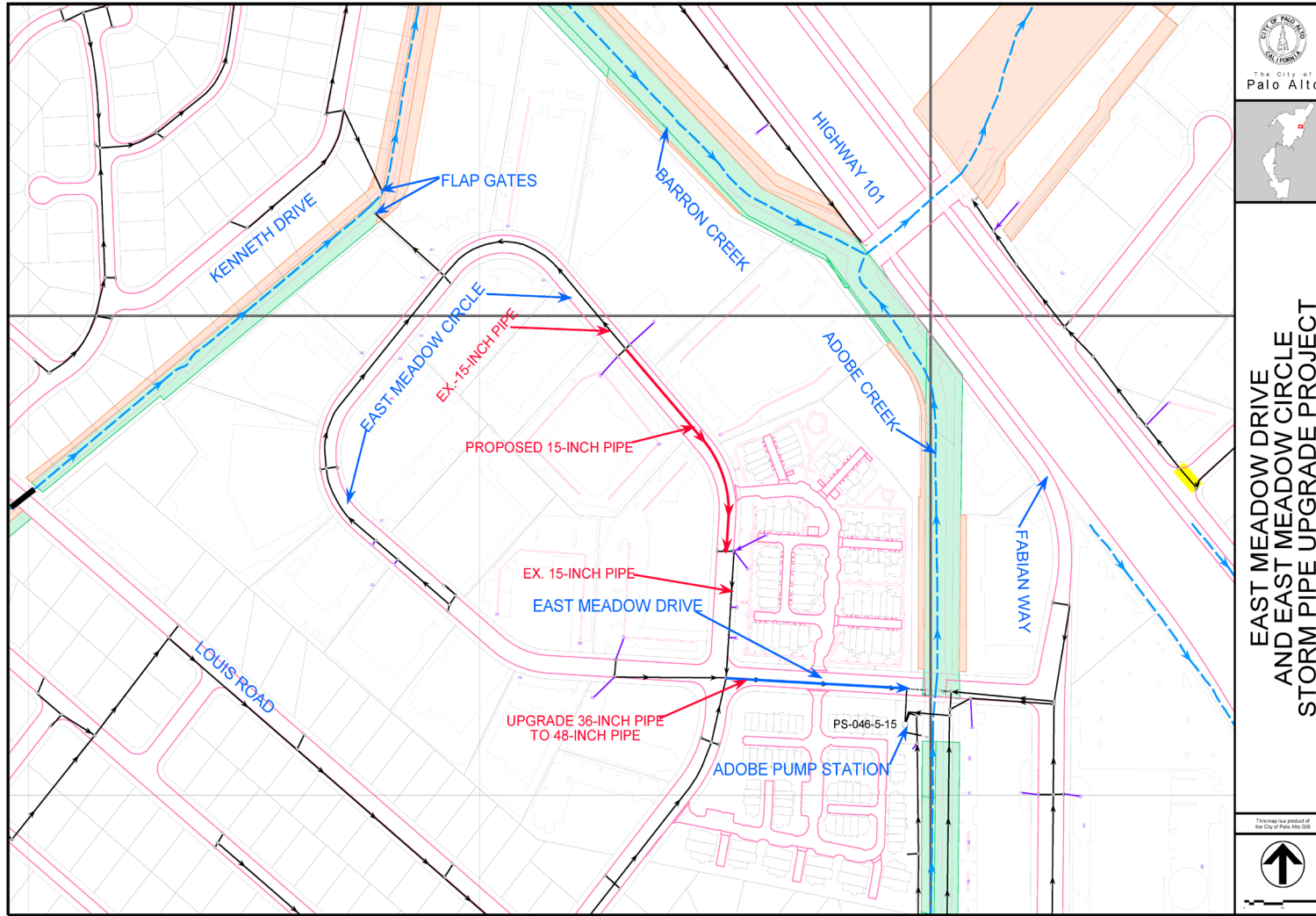


East Meadow Drive Capacity Upgrades & East Meadow Circle Connect to Adobe Pump Station

April 6, 2023

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East Meadow Circle (SD-26000) and East Meadow Drive (SD-22000)



PROJECT OBJECTIVES

- 15-inch Pipe Gravity Outfall to Barron Creek Does Not Have Capacity to Discharge Runoff into the Creek When Creek Water Surface is Very High.
- Install New 15-inch Pipe on East Meadow Circle to Allow Overflow to Adobe Pump Station on East Meadow Drive.
- Upsize 36-inch Pipe on East Meadow Drive to 48-inch Pipe to Increase Capacity to Accommodate Overflow from East Meadow Circle and to Accommodate 10-year low.

East Meadow Circle (SD-26000) and East Meadow Drive (SD-22000)

PROJECT PURPOSE

- Prevent Flooding on East Meadow Circle Due to Back Up Flow from the System that Flows to Barron Creek When Water Surface in the Creek is Very High
- Upgrade and Install New Storm System at East Meadow Drive and East Meadow Circle to Accommodate the 10-Year Flow in the Pipe System.
- Advance these two projects due to delays with higher priority pump station and upgrades projects.
- Approximate Cost \$1.1M



East Meadow Circle (SD-26000) and East Meadow Drive (SD-22000)

PROJECT STATUS

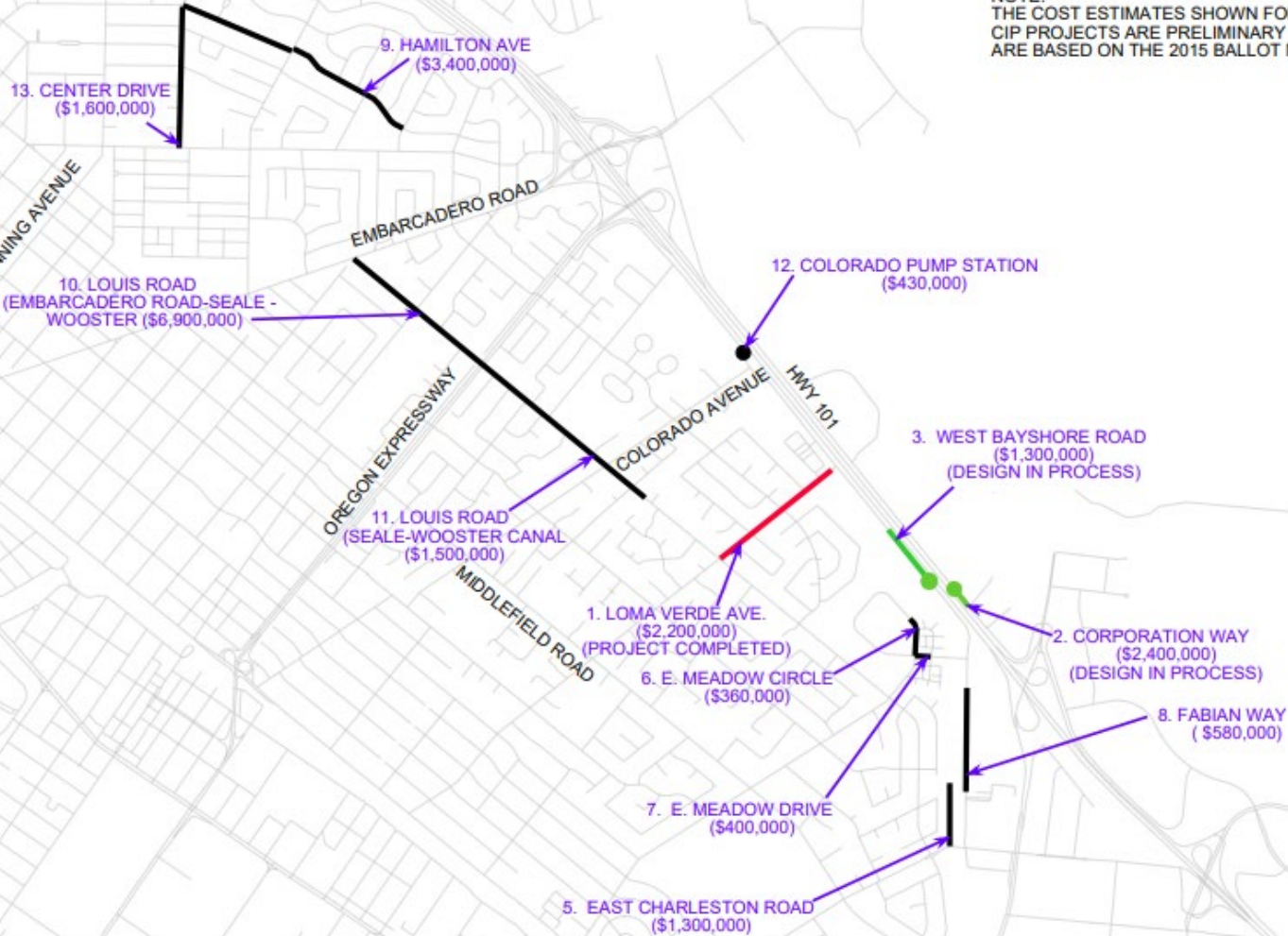
- Currently in design phase
- Coordination with Utilities on relocations

PROJECT SCHEDULES

- Complete Design by May 2023
- Solicit Bids: November 2023
- Award Contract: November 2023
- Commence Construction: December 2023
- Complete Construction: December 2024

2017 BALLOT MEASURE CIP PROJECTS - Next Project

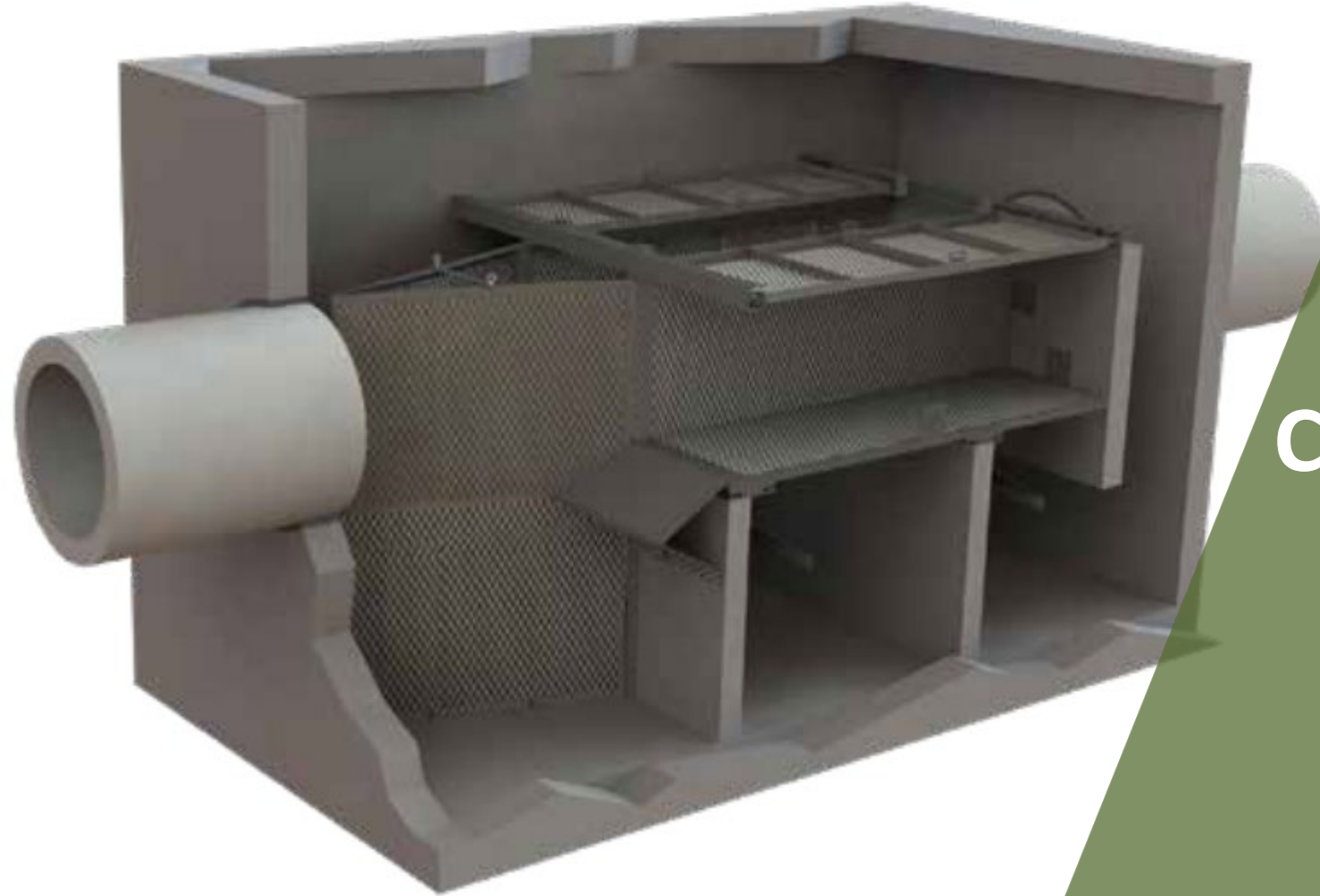
NOTE:
THE COST ESTIMATES SHOWN FOR
CIP PROJECTS ARE PRELIMINARY AND
ARE BASED ON THE 2015 BALLOT MEASURE



Considerations due to recent storm events

- Louis Road was scheduled to follow Pump Stations
- Consider advancing Hamilton and Center after E. Meadow Cir and Drive instead.





Embarcadero Trash Capture Device Project

April 6, 2023

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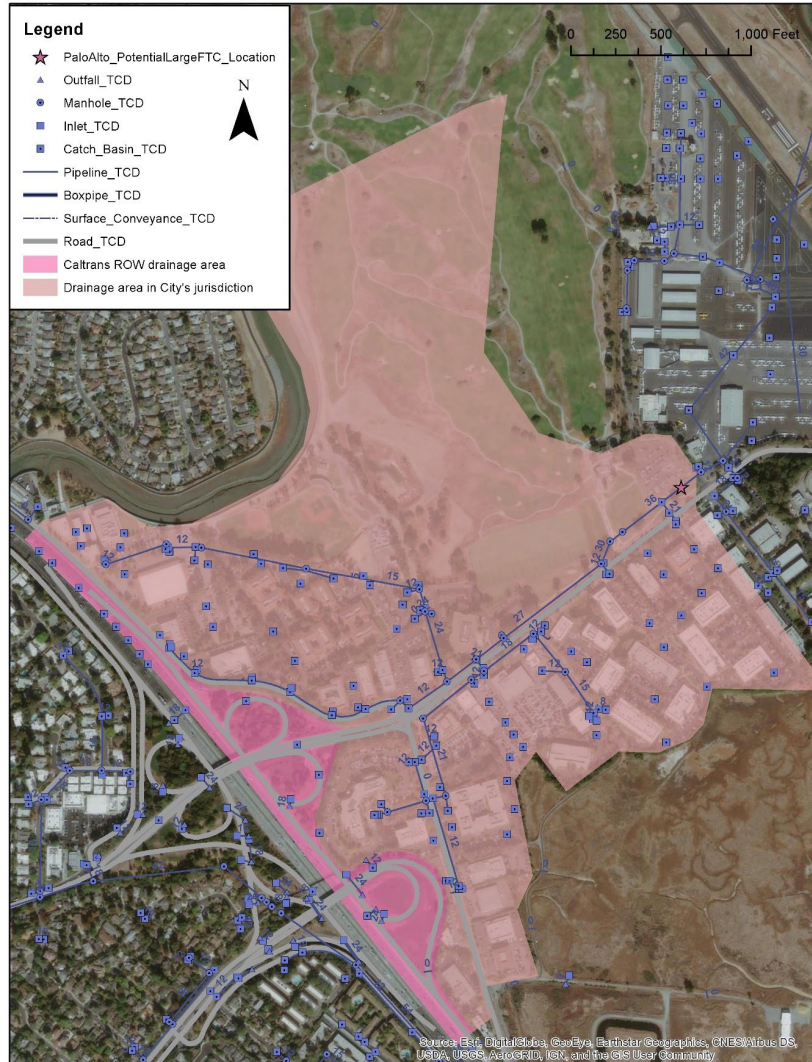
Embarcadero Trash Capture Device Project (SD-22002)

PROJECT OBJECTIVES

- Install large trash capture device (Debris Separating Baffle Box) to reduce trash load from storm drain system.
- Reduce trash loads to Bay by 5% to meet 100% trash reduction permit requirement by 2025

PROJECT COST

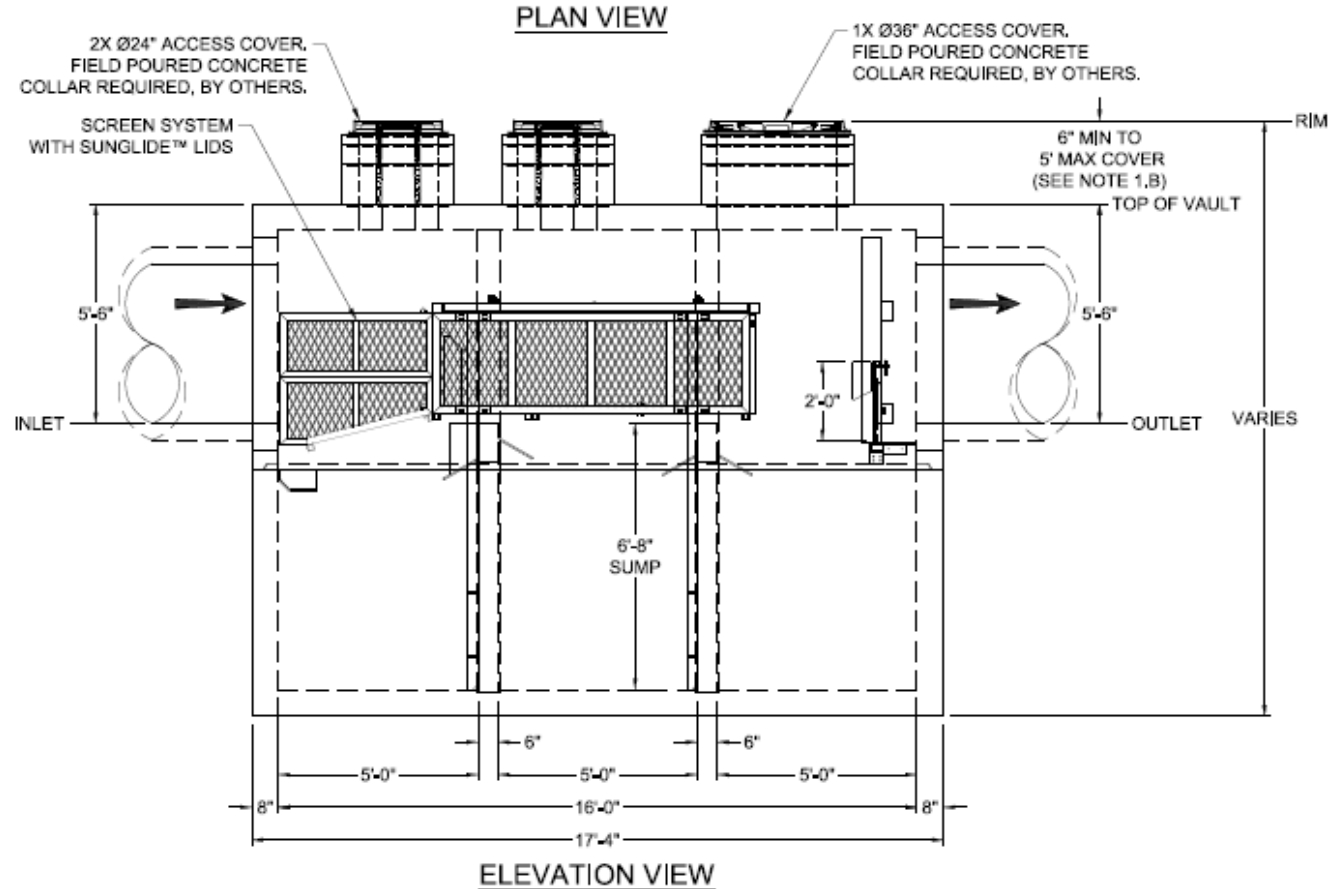
- Approx. design/construction cost: \$550,000 (funded by CalTrans)
- Est. O&M cost: \$5,400/yr (funded by City)



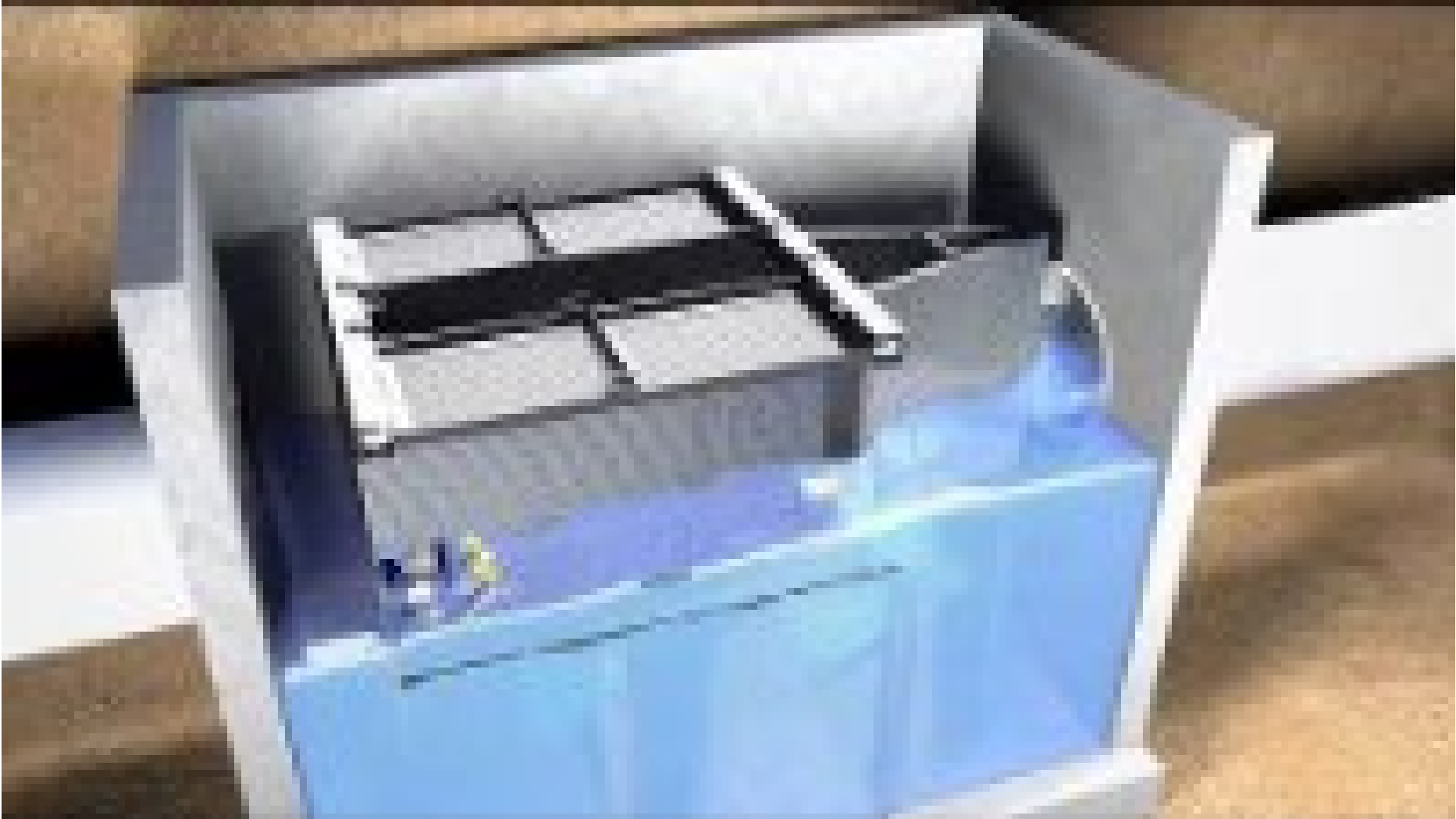
Embarcadero Trash Capture Device Project (SD-22002)

PROJECT SCHEDULES

- Design Complete March 2023
- IFB April 2023
- Award Contract May/June 2023
- Commence Construction June 2023
- Complete Construction September 2023



Embarcadero Trash Capture Device Project (SD-22002)





Board/Commission Name

2024-2025 Workplan Overview

Date approved by [ABBREVIATED BCC]: X/X/202X

Staff Liaison: Karin North, Assistant Director
Lead Department: Public Works

About the Commission

The Stormwater Oversight Committee's workplan is included for FY 23; the current Chair is Hal Mickelson and the Vice Chair is Dena Mossar; the committee members include David Bower, Marilyn Keller, Catherine Perman, Ron Owes, and Bob Wenzlau. The terms for David Bower, Marilyn Keller, Catherine Perman and Ron Owes end on May 31, 2023. The Commission was established by Resolution 8573 and amended by Resolution 9677 and is composed of 7 members, who serve terms of 4 years. Each Committee member shall be a resident, employee, or property owner within the City of Palo Alto. For more information about The Stormwater Oversight Committee please visit our webpage, go to <https://www.cityofpaloalto.org/City-Hall/Boards-Commissions/Storm-Water-Management-Oversight-Committee>.

Current Commissioners

Please list the names of the members that were appointed at the time this workplan was created:

- Hal Michelson (Chair)
- Dena Mossar (Vice Chair)
- David Bower, Marilyn Keller, Catherine Perman, Ron Owes, and Bob Wenzlau

Mission Statement

The Stormwater Oversight Committee reviews the projects, programs and expenditures that are funded by the Stormater Management Fees including proposed stormwater management capital improvement and confirms their conformity to the 2017 ballot measure.

Prior Year Accomplishments This area should address the prior year Work Plan accomplishments including each goal/objective, activities that supported the successful completion of the goal and the status of the goal. This section will need to be updated each year.



CITY OF
PALO ALTO

Stormwater Oversight Committee

2024-2025 Workplan

Staff Liaison: Karin North, Assistant Director

Lead Department: Public Works

PURPOSE STATEMENT:

The Stormwater Oversight Committee reviews the projects, programs and expenditures that are funded by the Stormwater Management Fees including proposed stormwater management capital improvement and confirms their conformity to the 2017 ballot measure. The Stormwater Oversight Committee's goals and purposes are to provide fiscal oversight for the projects funded by the 2017 ballot measure.

PROJECT/GOAL 1 :

Track and monitor 2017 Ballot Measure, which covers 13 Capital Projects. This workplan focuses on 3 projects and 1 completed project.

| BENEFICIAL IMPACTS | TIMELINE | RESOURCES NEEDED | MEASURE OF SUCCESS | STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED |
|-----------------------------|--------------------------------|--|--|---|
| Reduce ponding and flooding | Workplan over the next 2 years | Need contractor support to install the upgraded pipeline and pump stations | Reduction in the amount of ponding and flooding in the future. | YES |
| HIGH PRIORITY | | LOWER PRIORITY | | COUNCIL-DIRECTED POLICY UPDATE |

| | | |
|--|---|----|
| High priority to complete the upgrades listed in the Stormwater Fee which will reduce the amount of flooding and ponding of stormwater; track and monitor construction progress on corporation way system upgrades and pump station (SD-21000) | Track and monitor construction progress on W Bayshore Road Pump Station (SD-20000). Track and monitor construction progress on W Bayshore Road Trunk Line Improvements (SD- 23000). | No |
|--|---|----|

PROJECT/GOAL 2: Environmental protection and sustainability including regulatory and compliance goals.

| BENEFICIAL IMPACTS | TIMELINE | RESOURCES NEEDED | MEASURE OF SUCCESS | STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED |
|---|---|--|---|---|
| Regulatory compliance in the alignment with the City's policy on sustainability | New 5 year Municipal Regional Stormwater Permit effective July 1, 2022. | Utilize staff and consultant support to meet requirements listed in the stormwater permit. | City is in compliance with stormwater permit; reduction of trash and an increase installation of GSI features throughout the City | Yes |
| HIGH PRIORITY | | LOWER PRIORITY | | COUNCIL-DIRECTED POLICY UPDATE |
| High priority for the City to stay in compliance with State mandates on stormwater compliance; which benefits the environment | | Leverage the work to improve water quality entering the Bay. | | N/A |

PROJECT/GOAL 3: Track and monitor implementation of Green Stormwater Infrastructure (GSI) Plan.

| BENEFICIAL IMPACTS | TIMELINE | RESOURCES NEEDED | MEASURE OF SUCCESS | STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED |
|--------------------|----------|------------------|--------------------|---|
|--------------------|----------|------------------|--------------------|---|

| | | | | |
|--|-----------------|--|--|--|
| Improved water quality and environmental enhancement | Ongoing | Leverage money allocated for GSI through the Stormwater Management Fund | Increased acreage of watershed treated through GSI | Yes |
| HIGH PRIORITY | | LOWER PRIORITY | | COUNCIL-DIRECTED POLICY UPDATE |
| 1. Review GSI feature at Hopkins near Rinconada Park 2. Review EPA grant -funded Greening Parking Lots Project with staff. | | 1) Review and comment on tool to measure impervious surface throughout City. 2) Review and comment on GSI specifications for the GSI Maintenance and Monitoring Manual. | | N/A |
| PROJECT/GOAL 4: Review One Water Plan | | | | |
| BENEFICIAL IMPACTS | TIMELINE | RESOURCES NEEDED | MEASURE OF SUCCESS | STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED |
| One water plan will analyze using the right water for the correct purpose and how to leverage existing water supplies | FY23-FY24 | Project lead by Utilities Staff; resources shared throughout the City; the Stormwater Management Fund will contribute resources for this project | Report that will lead to policy decisions by Council | N/A |
| HIGH PRIORITY | | LOWER PRIORITY | | COUNCIL-DIRECTED POLICY UPDATE |
| California is in a record drought and should analyze all water resources within the City. | | Implementation of the One Water Plan will be the next step in the process. | | Yes |