



STAFF REPORT

City Council

Meeting Date: 12/6/2016

Staff Report Number: 16-203-CC

Informational Item: Update on 2016 City Council Work Plan

Recommendation

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

Policy Issues

It has been the City Council's policy to adopt its work plan annually. Any policy issues that may arise from the implementation of individual work plan items will be considered at that time.

Background

The City Council held a Special Meeting on January 29, 2016, at the Arrillaga Family Recreation Center to discuss and identify the work plan items for the year. The City Council approved the work plan on February 9, 2016, and staff used it to help craft the fiscal year 2016-17 budget.

Analysis

The City Council work plan for 2016 includes 72 items, listed in the table (Attachment A). The list has been grouped into themes and priority levels to help categorize the items. The themes, in no specific order, include:

- Responding to the development needs of private residential and commercial property owners
- Realizing Menlo Park's vision of environmental leadership and sustainability
- Attracting thoughtful and innovative private investment to Menlo Park
- Providing high-quality resident enrichment, recreation, discovery and public safety services
- Maintaining and enhancing Menlo Park's municipal infrastructure and facilities
- Furthering efficiency in city service delivery models
- Improving Menlo Park's multimodal transportation system to move people and goods through Menlo Park more efficiently

This quarterly report includes status updates on individual work plan items.

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. Status update for 2016 City Council Work Plan

Report prepared by:

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Responding to the development needs of private residential and commercial property owners				
Number	Source	Description	Lead Department	Update
Extremely Important				
1	WP	Complete the General Plan Update	Community Development	City Council certified the EIR, adopted the Statement of Overriding Considerations, Mitigation Monitoring and Reporting Program, Updated General Plan Land Use and Circulation Elements, and List of Community Amenities, and introduced ordinances to amend the zoning ordinance and rezone property consistent with the Updated General Plan at its meeting of November 29, 2016. Final adoption of the ordinances is scheduled for December 6, 2016.
2	WP	Process complex development projects	Community Development	All projects previously listed as in construction are now complete with the exception of Anton Menlo, which has an extended construction period. All projects identified as undergoing building permit review have been issued permits and are under construction, with one project being completed. Of the projects identified as being in the land use entitlement process, nine have completed the land use entitlements. Eight major projects remain at various stages of the land use entitlement process.
Very Important				
3	WP	Implement Downtown/EI Camino Real Specific Plan biennial review	Community Development	City Council review is complete. Staff has developed a two-phase implementation plan and has contracted with a consultant to modify the text and graphics of the Specific Plan. Work is expected to be completed on Phase 1 by December 2016 with Planning Commission and City Council review in early 2017. Work on Phase 2 will follow.

Realizing Menlo Park’s vision of environmental leadership and sustainability				
Number	Source	Description	Lead Department	Update
Important				
4	CIP	Community Zero Waste Policy Draft	City Manager’s Office	A consultant has been selected and is working on developing the draft. Community meetings were held on November 2 and December 5, 2016. Residents and businesses are encouraged to take the zero waste plan survey.
5	CIP WP	Install EV charging stations as part of the Climate Action Plan	City Manager’s Office	Four chargers at two locations were installed in summer 2016. Locations include the Civic Center parking lot and a downtown parking plaza.
6	WP	Update the Heritage Tree ordinance	City Manager’s Office	Request for proposal (RFP) is being developed and should be released soon. Staff presented to the EQC on November 30 regarding the RFP intent and scope of work, per the EQC’s request.

Attracting thoughtful and innovative private investment to Menlo Park				
Number	Source	Description	Lead Department	Update
Extremely Important				
7	WP	Implement Housing Element programs	City Manager’s Office Community Development	Work on the programs is planned over the term of the Housing Element (2015-2023). Four programs were identified for 2015. One program has been completed (revisions to secondary dwelling unit ordinance) and others are in process (overnight parking restrictions in the R-4-S zoning district, 21 Elements Nexus Study and Modifications to BMR Program). Staff is researching answers to previously submitted questions.
Very Important				
8	WP	Expand downtown outdoor seating program	City Manager’s Office	Santa Cruz Street Café are currently under construction

Important				
9	WP	Implement the Economic Development Plan	City Manager's Office	Ongoing
10	CIP WP	Implement Downtown/El Camino Real Specific Plan streetscape (paseo, parklets)	City Manager's Office Public Works	A new paseo location was piloted on Curtis Street this summer. Staff is reviewing the feedback received.

Providing high-quality resident enrichment, recreation, discovery and public safety services				
Number	Source	Description	Lead Department	Update
Extremely Important				
11	WP	Create a community disaster preparedness partnership (MenloReady) with residents, businesses and schools utilizing the existing agreement with the Menlo Park Fire Protection District	Police	Continue to work with the fire district to address disaster preparedness and have completed the Local Hazard Mitigation Plan Annex (required for eligibility for State and Federal disaster relief funds) which was approved by City Council for Aug. 30. The plan will be in operation for five years.
12	WP	Complete the Belle Haven Pool facility analysis for year-round operations	Community Services	In process; final report expected in Spring 2017.
Very Important				
13	WP	Complete the Belle Haven Action Plan Phase III implementation	Community Services	Completed
14	WP	Enhance Community special events	Community Services	Plan for deploying shared Community Services/Library position is being finalized.
15	WP	Maintain City Council-approved cost recovery levels in all Community Services programs	Community Services	All programs at approved cost recovery level
16	CIP	Undertake a community process to rank potential projects for Measure T funding	Community Services	Now called Parks and Recreation Master Plan Update in fiscal year 2016-17 Capital Improvement Plan (\$125,000). RFP to be issued in January 2016
17	WP	Develop a Bedwell Bayfront Park operations / maintenance plan to enhance use, improve access and determine a sustainable funding source for ongoing maintenance	Community Services	RFP issued in October 2016. Responses due in December 2016.
Important				
18	WP	Develop an implementation plan for the Sister City program	City Manager's Office	The Sister City Committee has met and is developing its work plan.

Maintaining and enhancing Menlo Park’s municipal infrastructure and facilities				
Number	Source	Description	Lead Department	Update
Extremely Important				
19	CIP	Complete Belle Haven Youth Center playground replacement	Community Services Public Works	Complete.
20	CIP WP	Install bicycle and pedestrian improvements on Chilco Street	Public Works	Ongoing; Phase 1 and Phase 2 improvements complete. Phase 3 is in design.
21	CIP	Maintain citywide sidewalk repair program	Public Works	Ongoing; FY 2016-17 saw cutting is complete and repair work is beginning
22	CIP	Maintain citywide street resurfacing program	Public Works	Ongoing; submitted updated pavement management report to MTC in April. Presently developing streets for 2017 Street Resurfacing Project
23	CIP WP	Improve Haven Avenue streetscape (bike lanes, complete sidewalk gaps, new pedestrian bridge over Atherton Channel) (grant funded)	Public Works	In design; completed review by Bicycle and Transportation commissions and City Council approved on-street parking removal. Completed environmental clearance and design. Submitted encroachment permit application to Caltrans. No parking signs in the City right of way have been installed.
24	CIP	Adopt Urban Water Management Plan update	Public Works	Complete; City Council approved May 24.
25	CIP WP	Complete sidewalks on Santa Cruz Avenue	Public Works	Construction contract was awarded and construction will begin upon completion of Cal Water’s water main upgrade project.
26	CIP WP	Develop a water master plan	Public Works	Study is 60 percent complete
27		a. Add an additional emergency water well		Ongoing; City Council approved the environmental document June 7. The City has selected the firm to drill the well with construction targeted to start in early 2017.
28		b. Develop a recycled water program		Ongoing as part of the water system master plan
29		c. Enter into an agreement with West Bay Sanitary District for the Sharon Heights Recycled Water Project		Complete; City Council approved May 3.

Very Important				
30	CIP	Repair and Upgrade the Bedwell Bayfront Park leachate collection system	Public Works	Project moved to 2017-18 following completion of Park Master Plan in 2016-17
31	CIP	Install Library landscaping	Public Works	Ongoing; design is underway. New bike racks and table installed.
32	CIP	Replace Police radio infrastructure	Public Works	Ongoing; Planning Commission completed review in June. Project went out to bid and no bids were received. Project was rebid and now targeting award of contract at the Dec. 6 City Council meeting.
33	CIP WP	Address downtown parking garage (prioritize location, develop design concepts, consider Oak Grove bike lanes)	Public Works	Study session held May 24. Staff to return with scope of work for a sources sought (solicitation of interest) for certain parking plazas downtown. Oak Grove Bike Lanes has been added as a separate project. City retained a consultant and is preparing a report regarding implementation targeted for Dec. 6.
34	CIP	Enter into an agreement with Redwood City and the Salt Pond Restoration Project for the Bayfront Canal Bypass Project	Public Works	On hold; City Council received a status report May 24.
35	CIP	Design Pope/Chaucer bridge improvements	Public Works	Ongoing; waiting for the environmental document to be circulated next year

Important				
36	CIP	Construct restroom at Jack Lyle Park	Public Works	Ongoing; met with Peninsula Volunteers and Rosener House regarding specific location. Retained a landscape architect to prepare design plans. Next step is a public outreach meeting tentatively planned for Dec. 15.
37	CIP	Replace Library interior wall fabric	Public Works	Project moved to 2017-18 following the completion of the Library Strategic Plan and Space Needs Study (#42).
38	CIP	Replace Nealon Park sports field sod and irrigation system	Public Works	City Council held a study session May 24. Focus now is on the installation of a booster pump to enhance the pressure of the irrigation system.
39	CIP	Address Nealon Park dog park	Public Works	City Council held a study session May 24. Focus now is on increasing the maintenance of the sports field to address any issues associated with the shared use with the dog park.

40	CIP	Replace Willow Oaks dog park and install restroom	Public Works	Ongoing; Council awarded consultant contract on November 29. Community outreach targeted for Winter 2017.
41	CIP	Initiate Downtown utility undergrounding	Public Works	On hold; this will be coordinated with downtown parking structures (#33)
42	CIP	Complete library space needs study	Public Works	Ongoing; City Council approved the consultant contract Aug. 30 and the study is being prepared.

Furthering efficiency in city service delivery models				
Number	Source	Description	Lead Department	Update
Extremely Important				
43	WP	Complete the classification and compensation study and work with labor units to address the study's findings	Administrative Services	Ongoing: SEIU, AFSCME and Confidential employees complete; data for unrepresented management employees has been collected and the City Council has provided direction to staff on next steps. Scheduled for City Council consideration on Dec. 6.
44	CIP WP	Complete the information technology master plan and:	Administrative Services	Staff has completed its review of the consultant's initial report and City Council presentation. The IT Master Plan Steering Committee is scheduled to review the information on Dec. 15.
45		a. Implement key best practices		Ongoing
46		b. Launch a selection process for replacement of mission critical systems including an enterprise resource planning (ERP) business management system for the city including administrative and land development operations		On hold pending City Council approval of the IT Master Plan.
47		c. Identify and implement interim upgrades to existing business systems as a bridge to their replacement		Ongoing; online alarm billing payments complete, online parking permits and electronic timecard implementations are underway. Work has begun to provide online access to building permit applications.
48	WP	Complete a fee study for solid waste services	Administrative Services City Manager's Office	Consultant is currently working with Environmental Programs staff on the study.
49	CIP WP	Complete administration building space planning	Public Works	Ongoing; under construction. Phases 1 and 2 nearing completion. Work on the remaining phases will continue into 2017.

Very Important				
50	WP	Complete an updated cost allocation plan, user fee study for non-utility operations, and cost recovery models for non-development related services	Administrative Services	RFP was issued and three proposals were received. Staff is interviewing consultants and will select the consultant in early December. Work on the study is scheduled to begin in late January 2017.
	WP	Implement recommendations from the department operational reviews:	Community Services Library	
51		Develop and implement strategic plans for the Library and Community Services departments		Both plans were completed and are being implemented.
52		Revise and update departmental policies and procedures in the Library and Community Services departments		Community Services policy updates complete. Library policy updates are ongoing.
53		Develop and improve cooperative relationships with community stakeholders (school districts, community groups, etc.)		Ongoing

Important				
54	WP	Analysis and prioritization of alternative service delivery model goals, what outcome is desired (financial, service changes, etc.) and what metrics determine success	City Manager's Office	Ongoing
55	WP	Assess current staffing levels in the Administrative Services department, realign existing resources, and add resources where necessary to support the organization's current and future needs for technology, financial and human resources support	Administrative Services	Ongoing; successfully completed recruitment for two management analysts (Human Resources and Finance), two additional analyst vacancies remain (Human Resources and Information Technology)
56	WP	Improve community communications	City Manager's Office	Ongoing; informational item presented to the City Council on Oct. 11.
57	WP	Initiate organizational study for development services utilizing industry best practices	City Manager's Office Community Development Public Works	Developing a scope of work for the study
58	WP	Initiate organizational study for Public Works maintenance services	City Manager's Office Public Works	Developing a scope of work for the study

Improving Menlo Park’s multimodal transportation system to move people and goods through Menlo Park more efficiently				
Number	Source	Description	Lead Department	Update
Extremely Important				
59	WP	Develop and implement transit improvements (study transit options including enhancements to existing shuttles and transportation management associations, install new shuttle stop signs and amenities)	Public Works	Ongoing; were awarded funds from SMCTA and C/CAG for expanded shuttle service in 2016-17. Next steps are to finalize service enhancements and publicize route changes, expected in early 2017.
60	CIP WP	Study and prioritize Willow Road transportation improvement options	Public Works	Ongoing; conducted City Council study session Aug. 23 about desired improvements and Willow Road curb extensions on Oct. 25. Next step is to return to the Transportation Commission for review in early 2017.
61	CIP WP	Work with Caltrans and regional funding partners to design and begin construction on 101/Willow Road interchange	Public Works	Ongoing; design completed. Secured remaining funds to advance to construction. Project out to bid. Coordinating with PG&E on gas and electric utility relocations.
62	CIP WP	Construct Citywide Bicycle and Pedestrian Visibility Project (add green colored pavement to existing high-use corridors at conflict points and downtown bike racks) (grant funded)	Public Works	Complete; Majority of installation completed in June 2016
63	CIP WP	Construct Menlo Park-Atherton Bike/Pedestrian Improvements Project (Valparaiso Avenue Safe Routes to School project) (grant funded)	Public Works	In construction; project is nearing completion.
64	CIP WP	Construct Menlo Park-East Palo Alto Connectivity Project (add Class III bike routes and sharrows to connecting streets and fill sidewalk gaps on O’Connor Street and Menalto Avenue) (grant funded)	Public Works	Complete; construction substantially complete in October 2016.
65	CIP WP	Prepare Project Study Report for Ravenswood Avenue/Caltrain grade separation Project (grant funded)	Public Works	Ongoing; awarded consultant contract in March 2016. Held the first community workshop May 2 and second workshop Oct. 4. Commission presentations scheduled for Nov./Dec. 2016. Next step is to incorporate feedback into preliminary engineering work and present information to the City Council in early 2017.
66	CIP WP	Explore Dumbarton Rail Corridor activation / reuse	Public Works	Ongoing; the City is coordinating through the SamTrans-led Dumbarton Corridor Study. The first community workshop held in Menlo Park May 12 and the second workshop was held in Redwood City Sept. 14. A presentation to the City Council occurred Nov. 15.

67		Install bus shelters at the Senior Center and on Willow Road between U.S. 101 and Bayfront Expressway	Public Works	Ongoing; Provided update to the City Council on Oct. 25. Next step is authorizing the City Manager to enter into agreements with SamTrans for the installation of bus shelters.
Very Important				
68	CIP WP	Coordinate with regional agencies on High Speed Rail project, including environmental review	Public Works	Ongoing; the High Speed Rail Authority initiated environmental review in May 2016. The City prepared a comment letter on the Notice of Preparation in June 2016.
69	CIP WP	Begin design and implement El Camino Real Corridor Study	Public Works	Ongoing; City Council acted May 3 to advance design and construction of east-west crossings and further evaluation of Alternative 2. North-south corridor improvements on hold pending further City Council direction.
70	CIP	Design and construct Sand Hill Road signal modification project	Public Works	Majority of construction is complete.
71		Establish a crosswalk policy	Public Works	Complete; City Council approved the policy Sept. 13.
Important				
72	CIP WP	Work with Caltrain to complete Peninsula Corridor Electrification Project design review	Public Works	Ongoing; City Council authorized the City Manager to sign the agreement May 24.