



STAFF REPORT

City Council

Meeting Date: 5/2/2017

Staff Report Number: 17-108-CC

Informational Item: Update on 2017 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 27, 2017, 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 7, 2016, and staff used it to help craft the fiscal year 2017-18 budget.

Analysis

The City Council work plan for 2017 includes 56 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, and discovery
- 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 2017 City Council Work Plan

Report prepared by:
Chip Taylor, Assistant City Manager

Responding to the development needs of private residential and commercial property owners.			
Extremely Important			
No.	Project	Status	Update
1	<p>Address Housing Element Implementation Programs</p> <p>(a) Amend the Zoning Ordinance to be consistent with State law and limit the loss of existing residential units or the conversion of existing units to commercial space (Program H2.C)</p> <p>(b) Amend the Zoning Ordinance to modify R-2 zoning to tie floor area to dwelling units to minimize underutilization of R-2 zoned lots and maximize unit potential, unless unique features of a site prohibit additional units being constructed (Program H2.C)</p> <p>(c) Adopt an Anti-Discrimination Ordinance to prohibit discrimination based on the source of a person's income or the use of rental subsidies, including Section 8 and other rental programs (Program H1.G).</p>		Work has not started but is targeted for completion in 2017.
Very Important			
No.	Project	Status	Update
2	<p>Implement Downtown/El Camino Real Specific Plan Biennial Review</p> <p>(a) Phase 1 which consists of text and graphic changes related to setbacks, sidewalk widths, hotel incentives and parking, and TDM programs among others will be completed in 2017.</p> <p>(b) Phase 2, which includes more extensive research, environmental review and policy changes is expected to be completed in 2018. The directed changes require consultant assistance.</p>		Work has not started but is targeted for completion in 2017.
3	<p>Enhanced Housing Program</p> <p>(a) Draft agendas, staff reports and attend monthly Housing Commission meetings.</p> <p>(b) Work with Housing Commission to present prioritized list of actions to Council.</p> <p>(c) Present recommended actions to Housing Commission and Council for items the Council prioritizes for 2017.</p> <p>(d) Conduct public outreach on any new requirements or programs.</p>		<p>During two meetings, The Housing Commission prioritized the housing policy initiatives table, per Council's direction.</p> <p>In April, The Commission approved the prioritized table and their 2-year work plan. Both are scheduled to be on City Council's May 23 agenda.</p>
Important			
No.	Project	Status	Update
4	Stanford University 2018 General Use Permit Review		

**City of Menlo Park
2017 City Council Work Plan**

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	(a) Tracking the project, attending public meetings, and preparing comments on the Notice of Preparation and draft environmental documents. The schedule for this project is dependent on an outside agency.		The City Council approved a comment letter to Santa Clara County on the Notice of Preparation for this project and Santa Clara County staff and Stanford representatives presented information to the City Council on February 28. The City Council established a subcommittee on March 28. The next step is the review of the Draft EIR, which is scheduled for release later in 2017.
5	Single Family Residential Requirements and Guidelines		
	(a) Development of project goals and a work program through the Planning Commission and City Council and obtaining consultant assistance.		Work has not started but is targeted for completion in 2017.

Realizing Menlo Park's vision of environmental leadership and sustainability.

Extremely Important

No.	Project	Status	Update
6	Green Infrastructure Plan		
	(a) Approval of the work plan for the Green Infrastructure Plan, and future implementation phases will follow.		Staff is in the process of developing the Green Infrastructure Work Plan for Storm water and targeting Council approval of the work plan on May 23, 2017.

Important

No.	Project	Status	Update
7	Community Zero Waste Plan		
	(a) The plan will be complete.		Staff has received the draft report and the plan is tentatively scheduled to go the Environmental Quality Commission for their review on April 19, with final recommendation tentatively scheduled for the May 23, 2017, City Council meeting.
8	Update Heritage Tree Ordinance		
	(a) The consultant will be selected, community outreach, and commission meetings will commence.		Staff has received the draft report and the plan is tentatively scheduled to go the Environmental Quality Commission for their review on April 19, with final recommendation tentatively scheduled for the May 23, 2017, City Council meeting.

Attracting thoughtful and innovative private investment to Menlo Park.

Extremely Important

No.	Project	Status	Update
9	Downtown Streetscape Improvement Project (Specific Plan)		

	(a) Completion of the first round of street cafés. (b) Evaluation of the Paseo at a Council study session in order to determine whether to construct a permanent Paseo and at what location (i.e., Chestnut Street or Curtis Street).		Six street cafes were completed, and the City Council accepted the construction work on the cafes on March 28. The next step will be an evaluation of the Paseo at a future Council study session.
10	Downtown Parking Structure and Mix of Uses Design Contest (a) Confirm City's legal rights to develop on parking plazas 1-3. Present proposed contest to Council. Conduct outreach for project submissions. Facilitate evaluation of submitted projects, ensuring that at least one of the options is a single-use parking garage. Present a final proposal to Council (It may be necessary for this process to extend into 2018, based on community input.)		
Providing high-quality resident enrichment, recreation, and discovery.			
Extremely Important			
No.	Project	Status	Update
11	Belle Haven Pool Analysis and Audit (a) Complete the study.		The pool analysis and audit is substantially complete. Staff is working with the consultant on the development of the master plan design options. The next step is a presentation of the material to the Parks and Recreation Commission, tentatively targeted for May 24.
Very Important			
No.	Project	Status	Update
12	Parks and Recreation Facilities Master Plan Update (a) Development of RFQ . (b) Release of scope of work and RFP. (c) Council approval of consultant contract. (d) Analysis of existing conditions. (f) Opportunities and constraints completed. (e) Some community engagement will have begun.		RFQ for consultants released on April 7, 2017. Staff anticipate a review and selection of project consultant by June 2017.
13	Bedwell Bayfront Park Master Plan (a) Development of the plan and Council approval.		The first community meeting and open house was held on April 8, 2018. Draft master plan alternatives are expected at the second community open house is scheduled for June 2018.

14	Park Playground Equipment		
	(a) Identification of the first park (likely to be Nealon Park).		Staff is developing the overall approach to pursuing the playground equipment replacement at Nealon Park. The next step is a presentation to the Parks and Recreation Commission on April 26, 2017.
	(b) Determination of the proposed equipment.		
	(c) Going out to bid.		

Important

No.	Project	Status	Update
15	Jack Lyle Park Restroom		
	(a) Complete construction drawings.		The consultant has submitted construction drawings and specification, which are under review by staff. Upon completion of the review, the next step will be putting the project out to bid.
	(b) Obtain building permit.		
	(c) Go out to bid.		
	(d) Award the construction contract.		
	(e) Some community engagement will have begun.		
16	Library Space Needs Study		
	(a) The Space Needs Study should be completed in 2017.		The Space Needs Study was presented to the Council at a study session on March 28. Staff is considering the feedback from Council and determining next steps.
17	Willow Oaks Park Improvements		
	(a) Complete the community engagement process.		Staff held community meetings to seek public input. The consultant is working on the development of renderings and concepts for consideration at an upcoming Parks and Recreation Commission meeting.
	(b) Design the improvements.		
	(c) Go to bid.		
18	Burgess Park Snack Shack		
	(a) Identification of the project scope and location and determination of the future use of the improvements in order for the City Council to authorize the private fundraising to proceed in a manner similar to the Menlo Gates project along Ravenswood Avenue.		Snack Shack management model options will be presented to the Parks and Recreation Commission on May 24, 2017.

Maintaining and enhancing Menlo Park's municipal infrastructure and facilities.

Extremely Important

No.	Project	Status	Update
19	Water System Master Plan		

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	(a) Presenting components of the plan phases, such as staffing options for operations and maintenance, and ultimately Council acceptance of the entire Plan.		The Council held a study session on the staffing level assessment findings on March 28th. Staff is in the process of exploring options for staff augmentation and shared services and will provide an update on May 2, 2017.
20	Sidewalks on Santa Cruz Ave (a) Construction of the sidewalks should be completed in 2017.		Construction of Phase 1 of the sidewalks is complete. Completion of the remaining three Phases are on track for completion this year.
21	Trash Capture Device Installation (a) The devices should be installed by summer 2017.	✓	The installation of trash capture devices on Pierce Road was completed in March.
22	Administration Building Emergency Generator (a) The project is out bid and construction should be completed in 2017.		Staff is currently in the process of reviewing the submittal made by the Contractor on the generator.
23	Chrysler Pump Station Improvements (a) Completing the design and going out to bid.		Staff is in the process of partnering with Bohannon Development Company for an enhanced design of the pump station's exterior. Next step is Council approval of a funding agreement for the partnership, which targeted for May 2, 2017.
24	Emergency Water Supply (a) The first well at the Corporation Yard is scheduled for completion by the end of 2017. (b) For the second well, staff is evaluating different sites and plans to make a recommendation on the proposed well to the City Council in the summer of 2017.		The well drilling was completed in March. The contractor is currently in the process of testing the well and determining the maximum yield / capacity.
Very Important			
No.	Project	Status	Update
25	Library Landscaping (a) A smaller landscaping project between the main public entrance and the staff/service entrance will be completed by the fall of 2017. (b) Additional improvements for 2017 include the installation of additional outdoor tables.		Work on the landscaping between the entrances is scheduled to begin in early May.
26	Arrillaga Family Recreation Center HVAC System Upgrade (a) System design. (b) Going out to bid.		Staff is establishing the scope of work for the project.
27	Belle Haven Child Development Center Kitchen and Bathroom Remodel		

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	(a) Preparing the applicable plans and specifications.		Staff is finalizing the project scope, budget and schedule in order to commence the project this summer.
	(b) Obtaining applicable permits.		
	(c) Hire contractor.		
	(d) Complete construction.		
28	Burgess Pool Capital Improvements		
	(a) Key milestones for 2017 will be determined upon completion of the lease negotiations.		Staff is awaiting completion of the lease negotiations.
29	San Francisquito Creek Upstream of 101 Flood Protection Project		
	(a) Tracking the project.		The San Francisquito Creek Joint Powers Authority received and gathered public comments on the Notice of Preparation for the project's environmental impact report (EIR). The next step will be review of the Draft EIR.
	(b) Attend public meetings.		
	(c) Prepare comments on the draft environment impact report which is currently targeted for release in September 2017 for a 60-day review period.		

Important

No.	Project	Status	Update
30	Nealon Park Sports Field Sod and Irrigation System Replacement		
	(a) The completion of the project is targeted for 2017.		The Council awarded a contract for the booster pump on April 18. In addition the award of contract for the field improvements is scheduled for the May 2 Council meeting.
31	Gatehouse Fence Replacement		
	(a) Preparing the design details and going out to bid.		Work has not started but the identified milestones is targeted for completion in 2017.
32	Facilities Maintenance Master Plan		
	(a) Selection of a consultant to prepare the report.		Work has not started but the identified milestones is targeted for completion in 2017.
33	Reservoir Reroof and Mixers		
	(a) Going out to bid and scheduled to be completed in 2017.		The project went out to bid in January. The bids that were received were significantly higher than the budgeted amount. On March 14, staff recommended that the City Council reject all bids. A new design for the roof will be developed later this year, and the mixers will be bid separately.

Furthering efficiency in city service delivery models.

Extremely Important

No.	Project	Status	Update
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34	Complete Streets Commission Pilot		
	(a) Establish the mission/charge for the Commission.		The City Council approved a resolution authorizing the merger of the Commissions on February 28. The first meeting is scheduled for May 10.
	(b) Update the Commissions/Committee policies, procedures, roles and responsibilities by March.		
(c) Consolidate the Commission meetings as of May 2017.			
35	Cost Allocation plan and user fee study		
	(a) The City Council will receive the report in May/June 2017 and any fee changes approved by the City Council will go into effect approximately 60 days following final City Council action.		Contracted Capital Accounting Partners. Interviews with departments began on 2/15/17 and continue. Scheduled to complete 5/1/17.
36	City Hall Remodel Project		
	(a) Completion of construction.		Phases 1 through 4 have now been completed. Staff moved into the renovated second floor areas. On the first floor, staff have been relocated while Phase 5 is currently underway. The 6th and final phase is on track for completion this summer.
37	Complete a fee study for solid waste services		
	(a) The fee study will be completed.		This project is ongoing. A City Council study session is tentatively planned for May 23 to discuss the rate structure, with a more detailed review of the proposed rates in late summer 2017.
Very Important			
No.	Project	Status	Update
38	Information Technology Master Plan Implementation		
	(a) Recruit new staff and contractors to implement the ITMP recommended wireless network, network redesign, core switch replacement, virtual server migration, and storage area network upgrades.		ClientFirst issued final draft on 2/1/17. Staff working internally to respond to City Council questions raised at the 3/18/17 Council meeting. Study session tentatively scheduled for Council acceptance of the ITMP on 5/23/17. Staff has completed the server room relocation.
	(b) Establish an 2017-18 ITMP implementation team comprised of existing staff and other outside consultants as necessary; identify backfill resources as necessary.		
	(c) Launch implementation of the application upgrades as determined by resources available (e.g. budget, available staff capacity, etc.).		
	(d) Provide project updates to the City Council on the ITMP implementation project in August and January.		
39	Development of a Citywide Communications Program		
	(a) Hire a consultant.		Work has not started and funding is based on 2017-18 budget adoption.
	(b) Develop a plan.		

	(c) Fund the plan.		
Important			
No.	Project	Status	Update
40	Organizational study for Public Works maintenance services		
	(a) Consultant will be selected.		RFP is being created by staff.
	(b) Background and review will commence.		
	(c) The organization study will review the current maintenance processes, document their current form and propose improvements. The review process will use industry standard practices as appropriate to provide a better understanding of how the current processes could be improved. The review will incorporate other studies that have been completing or are in process such as the Water System Master Plan to provide data for the review. The review will include all the maintenance functions performed by the City.		
41	Organizational study for Development Services		
	(a) Consultant will be selected.		RFP is being created by staff.
	(b) Background and review will commence.		
42	Community Services Strategic Plan Implementation		
	(a) Complete a community needs analysis determining need for after school programs including age groups, services, partnerships and efficiencies to meet changing community needs.		Strategic plan implementation is on-going. Staff performance plans incorporate program and department-wide strategic plan goals.
	(b) Complete a community needs analysis determining opportunities for new/additional programs expanding participation at Onetta Harris Community Center, Senior Center and Belle Haven Youth Center.		
43	Federal and State Lobbying Initiative		
	(a) Develop legislative platform.		Work has not started and funding is based on 2017-18 budget adoption.
	(b) Hire lobbyist.		
Improving Menlo Park's multimodal transportation system to move people and goods through Menlo Park more efficiently.			
Extremely Important			
No.	Project	Status	Update
44	Haven Avenue Streetscape Improvement		
	(a) Complete the work in the City right-of-way (between the San Mateo County line and the bridge over the Atherton Channel) following completion of the Anton Menlo apartments.		Installation of new bike lanes and striping within the City right-of-way was completed in March.
	(b) Obtain an encroachment permit for work within Caltrans right-of-way.		An encroachment permit application was submitted to Caltrans for work within the State jurisdiction targeted for late in 2016.
45	Willow/101 Interchange		

	(a) Respond to ongoing construction issues as they arise. The schedule for this project is dependent on an outside agency.		Utility relocations began in February. Construction of the interchange is expected to begin in early May.
46	Transportation Master Plan		
	(a) Finalize the scope of work.		A Request for Qualifications was issued to consultants on February 2. Four teams submitted qualifications on February 24; the top two firms were interviewed on March 30. The recommended firm was identified to the Council on April 18. A consultant contract is expected to be prepared for Council consideration on May 2.
	(b) Award a consultant a contract.		
	(c) Initiative community engagement.		
	(d) Develop a draft list of projects for consideration.		
47	Transit Improvements		
	(a) Begin service for revised shuttle routes.		Funding for the TMA study is being identified in the 2017-18 proposed City budget. Next steps are contingent upon this resource request. Staff is coordinating with SamTrans staff on the preparation of the license agreement for existing and proposed shelters and the ordering/installation of two shelters.
	(b) Initiative Transportation Management Association (TMA) study.		
	(c) Install new bus stop amenities (new, redesigned signs and shelters in Belle Haven).		
48	Chilco Street Scape and Sidewalk Installation		
	(a) Finalize the concept plans for all phases, final design plans for Phases 3a, 3b, and 4a.		Staff is currently reviewing revised design plans for Phases 3a, 3b, 5, and 6 that were received in April. The next step is provide comments on the plan submittals.
	(b) Begin construction of Phases 3a and 3b.		
Very Important			
No.	Project	Status	Update
49	High Speed Rail Coordination & Environmental Review		
	(a) Authorization of a reimbursement agreement with the High Speed Rail Authority.		The City Council approved a reimbursement agreement for staff time on March 28. The next step will be the review of documents once they are released later this year.
	(b) Participate in expected environmental review milestones for the San Francisco-San Jose project section.		
50	Oak Grove, University, Crane Bicycle Improvement Project		
	(a) Finalize design plans, award a construction contract, construction, finalizing trial metrics to be evaluated, and collect before and after data.		Design plans according to the December 2016 Council authorization were completed in March. On April 18, Council provide direction to go out to bid for the project construction. The next step will be City Manager award of the construction contract.

	(b) Award a construction contract.		
	(c) Construction.		
	(d) Finalize trial metrics to be evaluated.		
	(e) Collect before and after data.		
51	Ravenswood Avenue/Caltrain Grade Separation Study		
	(a) Complete the final PSR and identification of a preferred alternative for grade separation at Ravenswood Avenue.		The City Council held a study session on February 7. More information on passing tracks, station configuration, and additional notification and outreach was requested. This request delayed the project schedule from completion in Spring 2017 to Late 2017. Staff prepared the additional information and Council hosted a second study session on April 4. With direction on April 4, completion of the PSR by Late 2017 is on track. The third community workshop is scheduled for June 7.
52	Willows Neighborhood Complete Streets		
	(a) Host an initial community meeting in Spring 2017 to share the history of the project.		A community meeting is tentatively scheduled in mid-May at Laurel Upper School.
	(b) Develop a scope of work.		
	(c) Award a consultant contract to conduct the study.		
53	Initiate Citywide Safe Routes to School Program		
	(a) Identify a staff person to lead the effort making contact with each school within the five public school districts serving Menlo Park. To accomplish this work, staff would need to complete the reorganization of the Bicycle and Transportation Commissions to a Complete Streets Commission no later than May 2017; other internal staff assignments may need to be shifted to accomplish this item.		Funding for the program has been identified in the 2017-18 proposed City budget. Next steps are contingent upon this resource request.
	(b) Convene a quarterly stakeholder meeting (starting in Q4) with representative of each school and other relevant groups to be identified.		
	(c) Identify a prioritized list and schedule for Safe Routes infrastructure plans for each school.		
	(d) Potentially hire a consultant to develop a recommended program approach to implement a comprehensive, future Safe Routes to Schools Program.		
54	Middle Avenue Caltrain Crossing Study		
	(a) Award a consultant a contract.	✓	The City Council awarded a consultant contract on March 14. The first community workshop is scheduled for May 4.
	(b) Conduct community engagement on potential alternatives.		
	(c) Develop preliminary designs for potential alternatives.		
Important			
No.	Project	Status	Update

55	El Camino Real Corridor Study		
	(a) Submitting encroachment permit applications to Caltrans for the east-west crossing improvements.		Preliminary design concepts and potential concepts to address the northbound traffic conditions were prepared by the consultant team on this project. Staff review has been delayed by additional work required for the Oak Grove, University, Crane Bicycle Improvement Project.
	(b) Completing the additional analysis requested by the City Council for northbound traffic conditions.		
56	Middlefield Rd/Ravenswood and Ringwood Avenues Traffic Signals Modification		
	(a) Finalize scope of planned improvements.		Funding for this project has been identified in the 2017-18 proposed City budget. Next steps are contingent upon this resource request.

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