



## STAFF REPORT

### City Council

**Meeting Date:** 8/29/2017  
**Staff Report Number:** 17- 201-CC

**Informational Item:** 2nd Quarter 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 February 7, 2017, and staff used it to help craft the fiscal year 2017–18 budget.

As of this quarterly update, a new item is being added to the work plan: Revisions to the 2016 California Green Building Standards Code. The goal of this item is to adopt increased requirements for electric vehicle chargers that would be applicable citywide. The target completion date for this item is the end of 2017.

### Analysis

The City Council work plan for 2017 includes 57 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 the 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: Quarter 1	Update: Quarter 2
1	<b>Address Housing Element Implementation Programs</b>		Work has not started but is targeted for completion in 2017.	Work has been postponed due to Council-directed work on the expansion of EV charger regulations citywide. Current targets for completion are June 2018 for the zoning ordinance amendments related to limiting the loss of existing residential units and modifications to the R-2 zoning. Completion of an anti-discrimination ordinance is targeted for the end of 2017, as originally scheduled.
	(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)			
	(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)			
	(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).			
Very Important				
No.	Project	Status	Update: Quarter 1	Update: Quarter 2
2	<b>Implement Downtown/El Camino Real Specific Plan Biennial Review</b>		Work has not started but is targeted for completion in 2017.	Work on the project has been impacted by staff vacancies. The completion of Phase 1 is targeted for June 2018. Phase 2 is targeted for completion in December 2018, as originally scheduled.
	(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.			
	(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.			
3	<b>Enhanced Housing Program</b>			
	(a) Draft agendas, staff reports and attend monthly Housing Commission meetings.		During two meetings, the Housing Commission prioritized the housing policy initiatives table, per Council's direction.	
	(b) Work with Housing Commission to present prioritized list of actions to Council.		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.	The Commission has approved recommendations for prioritization.
	(c) Present recommended actions to Housing Commission and Council for items the Council prioritizes for 2017.			
	(d) Conduct public outreach on any new requirements or programs.			

Important				
No.	Project	Status	Update: Quarter 1	Update: Quarter 2
4	<b>Stanford University 2018 General Use Permit Review</b> (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.	The next step is the review of the Draft EIR, which is scheduled for release later in mid-September 2017. In addition, the City Council subcommittee has been meeting regularly with Stanford.
5	<b>Single Family Residential Requirements and Guidelines</b> (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.	Work on the project has been impacted by staff vacancies and is currently targeted for 2018-19.
Realizing Menlo Park's vision of environmental leadership and sustainability.				
Extremely Important				
No.	Project	Status	Update: Quarter 1	Update: Quarter 2
6	<b>Green Infrastructure Plan</b> (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.	The Green Infrastructure Work Plan was approved by City Council in May. This is a multi-year effort that involves identifying Green Infrastructure opportunities in the public right-of-way. Staff will begin evaluating capital improvement and transportation projects for the incorporation of Green Infrastructure for stormwater.
Important				
No.	Project	Status	Update: Quarter 1	Update: Quarter 2
7	<b>Community Zero Waste Plan</b> (a) The plan will be complete.	In Progress	Staff has received the draft report and the plan is tentatively scheduled to go to the Environmental Quality Commission for their review on April 19, with final recommendation tentatively scheduled for the May 23, 2017, City Council meeting.	The Community Zero Waste Plan will go to Council on 9/12
8	<b>Update Heritage Tree Ordinance</b> (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 to the Environmental Quality Commission for their review on April 19, with final recommendation tentatively scheduled for the May 23, 2017, City Council meeting.	The City Council awarded the project to California Tree and Landscaping, Inc. and the contract is currently being finalized. Community Engagement and Commission meetings will commence after January 1.
Attracting thoughtful and innovative private investment to Menlo Park.				
Extremely Important				
No.	Project	Status	Update: Quarter 1	Update: Quarter 2
9	<b>Downtown Streetscape Improvement Project (Specific Plan)</b> (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).	✓  In Progress	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.	The next step is to conduct the evaluation and schedule a City Council study session.
10	<b>Downtown Parking Structure and Mix of Uses Design Contest</b>			

	(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.)			Staff is meeting with stakeholders to formulate a proposal that will come before City Council this fall.
<b>Providing high-quality resident enrichment, recreation, and discovery.</b>				
<b>Extremely Important</b>				
<b>No.</b>	<b>Project</b>	<b>Status</b>	<b>Update: Quarter 1</b>	<b>Update: Quarter 2</b>
11	<b>Belle Haven Pool Analysis and Audit</b> (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.	The Parks and Recreation Commission approved the audit and is recommending adoption of the full \$6-8 million renovation, which will be presented to the City Council at the Sept 26 Council meeting. Next step would be to research funding sources, as a new work plan project if Council chooses to go forward.
<b>Very Important</b>				
<b>No.</b>	<b>Project</b>	<b>Status</b>	<b>Update: Quarter 1</b>	<b>Update: Quarter 2</b>
12	<b>Parks and Recreation Facilities Master Plan Update</b> (a) Development of RFQ . (b) Release of scope of work and RFP. (c) Council approval of consultant contract. (d) Analysis of existing conditions. (e) Opportunities and constraints completed. (f) 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.	Consultant interviews are schedule for July 2017 with selection to be approved at the August 29 Council meeting. Consultant selected and meetings to develop scope have begun Anticipated 9/26 Council meeting Should begin in October
13	<b>Bedwell Bayfront Park Master Plan</b> (a) Development of the plan and Council approval.	In Progress	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.	Second community meeting and open house held June 17, 2017. Survey and feedback on plan alternatives to be presented at Community meeting on August 10 and in on-line survey. Presentation to Park and Rec Commission October, Final recommendations to Council Nov. 7.
14	<b>Park Playground Equipment</b> (a) Identification of the first park (likely to be Nealon Park). (b) Determination of the proposed equipment. (c) Going out to bid.	In Progress	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.	The Parks and Recreation Commission has created a subcommittee to assist in the process and Nealon Park has been identified as the first park. Next steps include preparation of the RFP.

<b>Important</b>				
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No.	Project	Status	Update: Quarter 1	Update: Quarter 2
15	<b>Jack Lyle Park Restroom</b>			
	(a) Complete construction drawings.	In Progress	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.	Staff has submitted comments to the consultant on the construction drawings and specifications. A lot merger application is being prepared. A building permit application will be submitted concurrently with the project bidding once the drawings are finalized. Due to staff vacancies, construction of this project will be delayed and is not anticipated to begin until early 2018.
	(b) Obtain building permit.			
	(c) Go out to bid.			
	(d) Award the construction contract.			
	(e) Construct the restroom.			
16	<b>Library Space Needs Study</b>			
	(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	<b>Willow Oaks Park Improvements</b>			
	(a) Complete the community engagement process.	In Progress	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.	Staff presented to the Parks and Recreation Commission and received feedback on the design of the proposed improvements. The consultant is in the process of incorporating the feedback and preparing the documents needed for the application to the Planning Commission. A lot merger application is also being prepared. Due to staff vacancies, construction of this project will be delayed and is not anticipated to begin until 2018.
	(b) Design the improvements.	In Progress		
	(c) Go to bid.			
18	<b>Burgess Park Snack Shack</b>			
	(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.	In Progress	Snack Shack management model options will be presented to the Parks and Recreation Commission on May 24, 2017.	Presentation by community group managing project was made on July 26 to the Parks and Rec Commission. Commission will discuss again at the September 27 meeting.
<b>Maintaining and enhancing Menlo Park's municipal infrastructure and facilities.</b>				
<b>Extremely Important</b>				
No.	Project	Status	Update: Quarter 1	Update: Quarter 2
19	<b>Water System Master Plan</b>			
	(a) Presenting components of the plan phases, such as staffing options for operations and maintenance, and ultimately Council acceptance of the entire Plan.	In Progress	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.	The Consultant has completed the seismic vulnerability assessment and the hydraulic model of the water system. Staff has also began the process of hiring two additional water operators. Due to staff vacancies, the project is delayed. A presentation of the findings will be made to Council in early 2018.
20	<b>Sidewalks on Santa Cruz Ave</b>			
	(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.	Construction is complete except for punch list items. Paving of the street from University Drive to Olive Street was done as part of the Street Resurfacing Project after the completion of the sidewalk work.

21	<b>Trash Capture Device Installation</b> (a) The devices should be installed by summer 2017.	✓	The installation of trash capture devices on Pierce Road was completed in March.	
22	<b>Administration Building Emergency Generator</b> (a) The project is out bid and construction should be completed in 2017.	In Progress	Staff is currently in the process of reviewing the submittal made by the Contractor on the generator.	Construction of the generator began in June and the contractor is on schedule to complete the project in September 2017.
23	<b>Chrysler Pump Station Improvements</b> (a) Completing the design and going out to bid.	In Progress	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.	City Council approved a budget of \$6.2 million for the construction of the pump station in May. A funding agreement for the architectural design was executed with the Bohannon Development Company. Due to staff vacancies, this project is delayed. The next step is Planning Commission review in late October.
24	<b>Emergency Water Supply</b> (a) The first well at the Corporation Yard is scheduled for completion by the end of 2017.	In Progress	The well drilling was completed in March. The contractor is currently in the process of testing the well and determining the maximum yield / capacity.	The capacity of the well was determined during the testing phase. This information has been used to design the aboveground components of the well, which include the pump and the generator. Staff is currently in the process of reviewing the plans and specifications for the work. The construction is delayed and anticipated to begin in the early 2018.
	(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.	In Progress		Staff is currently in the process of evaluating sites for the second well in coordination with the Water System Master plan hydraulic analysis. Staff will return to the City Council with an update before conducting community outreach. Due to the coordination effort with the Water System Master Plan, a recommendation on a site for a second well is not anticipated until early 2018.
<b>Very Important</b>				
No.	Project	Status	Update: Quarter 1	Update: Quarter 2
25	<b>Library Landscaping</b> (a) A smaller landscaping project between the main public entrance and the staff/service entrance will be completed by the fall of 2017.	In Progress	Work on the landscaping between the entrances is scheduled to begin in early May.	Installation of new landscaping, irrigation and outdoor tables has begun.
	(b) Additional improvements for 2017 include the installation of additional outdoor tables.	In Progress		
26	<b>Arrillaga Family Recreation Center HVAC System Upgrade</b> (a) System design.	In Progress	Staff is establishing the scope of work for the project.	As part of the budget process, project was amended to include additional work in the Police Department and to split the work into two phases - design and construction. Existing funding is sufficient to design the improvements, but additional funding would be needed in fiscal year 2018-19 to construct the improvements. The next step will be designing the system upgrades in the two buildings. Consistent with the budget and available funds for construction, the project will go out to bid in 2018-19.
	(b) Going out to bid.			

27	<b>Belle Haven Child Development Center Kitchen and Bathroom Remodel</b>			
	(a) Preparing the applicable plans and specifications.	✓	Staff is finalizing the project scope, budget and schedule in order to commence the project this summer.	Construction of the project began in June and will be completed by September.
	(b) Obtaining applicable permits.	✓		
	(c) Hire contractor.	✓		
	(d) Complete construction.	In Progress		
28	<b>Burgess Pool Capital Improvements</b>			
	(a) Key milestones for 2017 will be determined upon completion of the lease negotiations.	In Progress	Staff is awaiting completion of the lease negotiations.	Lease anticipated to be approved by the City Council on September 12; anticipate asking Council to approve creation of sinking fund and make allocation at this meeting.
29	<b>San Francisquito Creek Upstream of 101 Flood Protection Project</b>			
	(a) Tracking the project.	In Progress	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.	A community meeting is scheduled for October to discuss the technical findings of the proposed improvements.
	(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: Quarter 1	Update: Quarter 2
30	<b>Nealon Park Sports Field Sod and Irrigation System Replacement</b>			
	(a) The completion of the project is targeted for 2017.	In Progress	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.	The contracts for the installation of the irrigation pump and sod were awarded in March. Construction of the irrigation pump was completed in June. Installation of the sod, along with drainage improvements, has been completed.
31	<b>Gatehouse Fence Replacement</b>			
	(a) Preparing the design details and going out to bid.	In Progress	Work has not started but the identified milestones is targeted for completion in 2017.	Staff is currently in the process of reviewing the cost proposal for design services.
32	<b>Facilities Maintenance Master Plan</b>			
	(a) Selection of a consultant to prepare the report.	In Progress	Work has not started but the identified milestones is targeted for completion in 2017.	Work has not started but the identified milestones is targeted for completion in 2017.
33	<b>Reservoir Reroof and Mixers</b>			
	(a) Going out to bid and scheduled to be completed in 2017.	In Progress	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.	The reservoir mixer project was bid separately in July. Due to a single and unsuccessful bid, the project will be delayed. The reroof project will be prioritized as part of the Water System Master Plan.
Furthering efficiency in city service delivery models.				
Extremely Important				
No.	Project	Status	Update: Quarter 1	Update: Quarter 2
34	<b>Complete Streets Commission Pilot</b>			

	(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.	✓		The first meeting was held on May 10.
35	<b>Cost Allocation plan and user fee study</b>			
	(a) Award contract and begin work on study.	✓	Awarded contract to Capital Accounting Partners, LLC. Departmental interviews and data collection complete	
	(b) Review draft reports	In Progress		Draft reports are currently underway and expect to be completed mid-Sept.
	(c) City Council review and consideration of changes to the Master Fee Schedule			An information item transmitting the draft Cost Allocation Plan and User Fee study is scheduled for 10/10/17.
	(d) Implement City Council approve Master Fee Schedule changes			Changes approved to the Master Fee Schedule go into effect no sooner than 60 days following City Council final approval.
36	<b>City Hall Remodel Project</b>			
	(a) Completion of construction.	In Progress	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.	Phases 5 and 6 are complete. All staff have moved into their permanent working spaces.
37	<b>Complete a fee study for solid waste services</b>			
	(a) The fee study will be completed.	In Progress	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.	The fee study is going to Council on 9/12

Very Important				
No.	Project	Status	Update: Quarter 1	Update: Quarter 2
38	<b>Information Technology Master Plan Implementation</b>			
	(a) Complete Study and seek City Council acceptance of the plan and direction on key initiatives.	✓	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.	City Council accepted the plan and provide direction on the top 12 initiatives to staff.
	(b) 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.	In Progress	Relocation of the server room complete.	Recruitment is underway for the Enterprise Applications Support Specialist (EASS), a five-year provisional term position. A finalist has been identified and the employee is currently undergoing pre-employment background. Estimated start date is September 18th. The search for a Network Systems Engineer, a contract position approved as part of the budget, is ongoing. The skill set required is in high demand and finding qualified personnel has proven challenging.
	(c) Establish an 2017-18 ITMP implementation team comprised of existing staff and other outside consultants as necessary; identify backfill resources as necessary.	In Progress		A team from Community Development, Public Works and Administrative Services is evaluating potential land management software replacement products per City Council direction. An information item on progress is planned for the Sept 12th meeting.

	(d) Launch implementation of the application upgrades as determined by resources available (e.g. budget, available staff capacity, etc.).			
	(e) Provide project updates to the City Council on the ITMP implementation project in August and January.			
39	<b>Development of a Citywide Communications Program</b>			
	(a) Hire a consultant.	In Progress	Work has not started and funding is based on 2017-18 budget adoption.	Adopted with the 2017-18 budget - Released RFQ on 8/11
	(b) Develop a plan.			
	(c) Fund the plan.			
<b>Important</b>				
No.	Project	Status	Update: Quarter 1	Update: Quarter 2
40	<b>Organizational study for Public Works maintenance services</b>			
	(a) Consultant will be selected.	In Progress	RFP is being created by staff.	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	<b>Organizational study for Development Services</b>			
	(a) Consultant will be selected.		RFP is being created by staff.	RFP is being created by staff.
	(b) Background and review will commence.			
42	<b>Community Services Strategic Plan Implementation</b>			
	(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.	In Progress		Hours expanded at Senior Center and programs for "older adults" now available. Needs assessment for Onetta Harris Community Center and Youth Center in planning stages - anticipate results by January 1, 2018
43	<b>Federal and State Lobbying Initiative</b>			
	(a) Develop legislative platform.	In Progress	Work has not started and funding is based on 2017-18 budget adoption.	Adopted with the 2017-18 budget - RFP released 8/11
	(b) Hire lobbyist.			
<b>Improving Menlo Park's multimodal transportation system to move people and goods through Menlo Park more efficiently.</b>				
<b>Extremely Important</b>				
No.	Project	Status	Update: Quarter 1	Update: Quarter 2
44	<b>Haven Avenue Streetscape Improvement</b>			
	(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.	In Progress	An encroachment permit application was submitted to Caltrans for work within the State jurisdiction targeted for late in 2016.	The City Council approval of a resolution and maintenance agreement on June 20 were the final items needed to obtain an encroachment permit from Caltrans. Permit issuance is expected in September 2017.
45	<b>Willow/101 Interchange</b> (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.	Construction of the interchange began in May 2017 and is ongoing.
46	<b>Transportation Master Plan</b> (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.	✓	A consultant contract is expected to be prepared for Council consideration on May 2.	City Council approved consultant contract with W-Trans on May 2, 2017. A kick-off meeting was held with staff on June 14, 2017, and data collection efforts have commenced.
	(c) Initiative community engagement.	✓		Staff has initiated the creation of a Transportation Master Plan Committee of residents, Commissioners, and Council members and expects the City Council to appoint members in August. Outreach at neighborhood events, including the Block Party and the Summer Concert Series in August, is underway.
	(d) Develop a draft list of projects for consideration.			
47	<b>Transit Improvements</b> (a) Begin service for revised shuttle routes.	✓		Modified shuttle routes began operations in March 2017, adding service to Belle Haven and Sharon Heights in particular. Additional changes to the Marsh Road Shuttle began in July 2017 to improve on-time performance and provide more frequent service.
	(b) Initiate Transportation Management Association (TMA) study.	In Progress	Funding for the TMA study is being identified in the 2017-18 proposed City budget. Next steps are contingent upon this resource request.	Funding for the TMA study was approved in the 2017-18 City budget. Staff is developing a schedule and next steps for the study.
	(c) Install new bus stop amenities (new, redesigned signs and shelters in Belle Haven).	In Progress	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.	SamTrans installed a bus shelter at Market Place Park in Belle Haven in late July 2017. Staff is coordinating with SamTrans staff on the preparation of the license agreement for existing and proposed shelters and has ordered two additional shelters. Staff has begun inventory and design of new shuttle signs.
48	<b>Chilco Street Scape and Sidewalk Installation</b> (a) Finalize the concept plans for all phases, final design plans for Phases 3a, 3b, and 4a.	In Progress	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.	Staff provided comments on the Phase 3a, 3b, 5, and 6 plans in May and June. The next step is to prepare conceptual plans of design alternatives for review with Belle Haven residents before finalizing plans.
	(b) Begin construction of Phases 3a and 3b.			

Very Important				
No.	Project	Status	Update: Quarter 1	Update: Quarter 2
49	<b>High Speed Rail Coordination &amp; Environmental Review</b>			
	(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.	In Progress		Staff is continuing to participate and monitor the status of the environmental review process. As of June 29, the High Speed Rail Authority recently announced a change in the schedule to allow for additional outreach, although the revised timeline has not yet been finalized.
50	<b>Oak Grove, University, Crane Bicycle Improvement Project</b>			
	(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.	✓		Construction contract was awarded in June 2017.
	(c) Construction.	In Progress		Construction began in June 2017, and is nearly complete.
	(d) Finalize trial metrics to be evaluated.	In Progress		Staff is returning to the City Council on August 29, 2017 to finalize the trial metrics.
	(e) Collect before and after data.	In Progress		Before data was collected in spring 2017. Data collection during the one-year pilot will be collected in early and mid-2018.
51	<b>Ravenswood Avenue/Caltrain Grade Separation Study</b>			
	(a) Complete the final PSR and identification of a preferred alternative for grade separation at Ravenswood Avenue.	In Progress	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.	The third community workshop was held on June 7, and the City Council received an informational update on the meeting on June 20. Throughout the summer, staff has been meeting with property owners with direct access impacts, prior to fall meetings of the Complete Streets and Planning Commission for recommendations and Council consideration of a preferred alternative in late 2017.
52	<b>Willows Neighborhood Complete Streets</b>			
	(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.	Community meeting at Laurel Upper School was held on May 17, 2017.
	(b) Develop a scope of work.	Pending		Funding for the study was approved in the 2017-18 City budget. Next step will be to develop the scope of work. This step is contingent on filling existing vacancies in the Transportation Division. Assuming the vacancies are filled by the end of October, the scope of work would be developed and shared with the City Council for consideration by the end of 2017.
	(c) Award a consultant contract to conduct the study.			Award of a contract is expected to be delayed until 2018.

53	<b>Initiate Citywide Safe Routes to School Program</b>			
	(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.	In Progress	Funding for the program has been identified in the 2017-18 proposed City budget. Next steps are contingent upon this resource request.	Funding for the study was approved in the 2017-18 City budget. Next step will be to develop a request for qualifications for assistance leading this work.
	(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	<b>Middle Avenue Caltrain Crossing Study</b>			
	(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.	In Progress		The first community workshop was held on May 4. The City Council received an informational update on the meeting on May 23. The next meeting is expected to occur in late 2017.
	(c) Develop preliminary designs for potential alternatives.	In Progress		Next step is to begin to develop preliminary designs for alternatives.
<b>Important</b>				
No.	Project	Status	Update: Quarter 1	Update: Quarter 2
55	<b>El Camino Real Corridor Study</b>			
	(a) Submitting encroachment permit applications to Caltrans for the east-west crossing improvements.	Pending	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.	Staff completed review of the preliminary design concepts of the east-west crossing improvements for Encinal Avenue, Ravenswood Avenue, Roble Avenue, Middle Avenue, and Cambridge Avenue. Middle Avenue and Cambridge Avenue modifications would be required as a condition of approval for the pending Middle Plaza at 500 El Camino Real project. Vacancies in the Transportation Division have delayed the other crossing improvements.
	(b) Completing the additional analysis requested by the City Council for northbound traffic conditions.			Next step is to schedule an El Camino Real Subcommittee meeting to review results of the traffic analysis and finalize next steps. However, vacancies in the Transportation Division have delayed this project.

56	<b>Middlefield Rd/Ravenswood and Ringwood Avenues Traffic Signals Modification</b>			
	(a) Finalize scope of planned improvements.	Pending	Funding for this project has been identified in the 2017-18 proposed City budget. Next steps are contingent upon this resource request.	Funding for the study was approved in the 2017-18 City budget. Next steps will be to prepare analysis and conceptual design finalize improvement plans. However, vacancies in the Transportation Division have delayed this project. Assuming the vacancies are filled by the end of October, the scope of the improvements would be identified by mid-2018.
57	<b>Revisions to the 2016 California Green Building Standards Code for Electric Vehicle Chargers</b>			
	(a) Adopt increased requirements for electric vehicle chargers that will be applicable citywide	In Progress		Target completion date is end of 2017