



STAFF REPORT

City Council

Meeting Date: 12/5/2017
Staff Report Number: 17-306-CC

Informational Item: 3rd 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

On January 27, 2017, the City Council held a Special Meeting at the Arrillaga Family Recreation Center to discuss and identify the work plan items for the year. On February 7, 2017, the City Council approved the work plan and staff used it to help craft the fiscal year 2017-18 budget.

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:
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Responding to the development needs of private residential and commercial property owners.				
Extremely Important				
No.	Project	Status	Update: Quarter 2	Update: Quarter 3
1	Address Housing Element Implementation Programs		Work has been postponed due to City 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.	Work has been postponed due to City 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 March 2018, City staff is working on the development of an ordinance.
	(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).			This work was coordinated with the update of the Housing Commission's Workplan and the prioritization of the displacement measures. The Housing Commission and staff are systematically working through those priorities.
Very Important				
No.	Project	Status	Update: Quarter 2	Update: Quarter 3
2	Implement Downtown/EI Camino Real Specific Plan Biennial Review		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.	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	Enhanced Housing Program			
	(a) Draft agendas, staff reports and attend monthly Housing Commission meetings.			The Housing Commission presented an updated workplan to City Council along with recommendations for prioritizing anti-displacement policies. The Commission has begun meeting monthly and the two additional commissioners are participating in the work of the Commission. The Commission has organized subcommittees to begin work on the top priorities of the Workplan and Anti-displacement Policy Priorities.

	(b) Work with Housing Commission to present prioritized list of actions to City Council.	✓	The Commission has approved recommendations for prioritization.	
	(c) Present recommended actions to Housing Commission and City Council for items the City Council prioritizes for 2017.	✓		
	(d) Conduct public outreach on any new requirements or programs.	✓		
Important				
	Project	Status	Update: Quarter 2	Update: Quarter 3
4	Stanford University 2018 General Use Permit Review (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 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.	Comments on the Draft EIR are due on December 4. The City Council is scheduled to review a comment letter on November 29.
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 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 2	Update: Quarter 3
6	Green Infrastructure Plan (a) Approval of the work plan for the Green Infrastructure Plan, and future implementation phases will follow.	✓	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 2	Update: Quarter 3
7	Community Zero Waste Plan (a) The plan will be complete.	✓	The Community Zero Waste Plan will go to City Council on 9/12	Approved by City Council in September
8	Update Heritage Tree Ordinance (a) The consultant will be selected, community outreach, and commission meetings will commence.	In Progress		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 2	Update: Quarter 3
9	Downtown Streetscape Improvement Project (Specific Plan)			

	(a) Completion of the first round of street cafés.	✓		
	(b) Evaluation of the Paseo at a City 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	The next step is to conduct the evaluation and schedule a City Council study session.	On September 26, the City Council directed the removal of the Paseo. The Paseo was completely removed by October 3.
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 City 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.	Staff explored potential opportunities to partner with private entities to assist with conducting a design competition for possible mixed-use development. Staff has met with various interested developers and even received an unsolicited offer from a developer. Staff anticipates presenting options for moving forward to the City Council at a study session.
Providing high-quality resident enrichment, recreation, and discovery.				
Extremely Important				
No.	Project	Status	Update: Quarter 2	Update: Quarter 3
11	Belle Haven Pool Analysis and Audit (a) Complete the study.	✓	The Parks and Recreation Commission approved the audit and is recommending adoption of the full \$6-8 million renovation, which will be presented at the Sept 26 City Council meeting. Next step would be to research funding sources, as a new work plan project if City Council chooses to go forward.	City Council accepted the audit and plan on November 7. Funding sources will be considered as a part of the overall Facilities Master Plan Update once that is completed. This project is considered complete.
Very Important				
No.	Project	Status	Update: Quarter 2	Update: Quarter 3
12	Parks and Recreation Facilities Master Plan Update			
	(a) Development of RFQ .	✓	Consultant interviews are schedule for July 2017 with selection to be approved at the August 29 City Council meeting.	
	(b) Release of scope of work and RFP.	✓	Consultant selected and meetings to develop scope have begun	
	(c) City Council approval of consultant contract.	✓	Anticipated 9/26 City Council meeting	9/26 City Council meeting contract approved with Gates + Associates
	(d) Analysis of existing conditions.		Should begin in November	Kick off meeting scheduled for December 13
	(e) Opportunities and constraints completed.			Anticipated by February 2018
	(f) Some community engagement will have begun			Anticipated Spring 2018
13	Bedwell Bayfront Park Master Plan			

	(a) Development of the plan and City Council approval.	✓	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 online survey. Presentation to Park and Rec Commission October, Final recommendations to City Council Nov. 7.	City Council accepted the Bedwell Bayfront Park Master Plan on November 14, 2017. Funding sources will be considered as part of the overall Facilities Master Plan Update once that is completed. This project is considered complete.
14	Park Playground Equipment			
	(a) Identification of the first park (likely to be Nealon Park).	In Progress	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.	The RFP is being prepared and is targeted for release by early 2018.
	(b) Determination of the proposed equipment.			
	(c) Going out to bid.			
Important				
No.	Project	Status	Update: Quarter 2	Update: Quarter 3
15	Jack Lyle Park Restroom			
	(a) Complete construction drawings.	In Progress	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.	Construction drawings are complete, bid documents need to be finalized. Project was placed on hold due to staff vacancies.
	(b) Obtain building permit.			
	(c) Go out to bid.			
	(d) Award the construction contract.			
	(e) Construct the restroom.			
16	Library Space Needs Study			
	(a) The Space Needs Study should be completed in 2017.	✓		
17	Willow Oaks Park Improvements			
	(a) Complete the community engagement process.	In Progress	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		Project was placed on hold due to staff vacancies.
	(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.	In Progress	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.	On September 27, the Parks and Rec Commission recommended moving this project forward contingent upon: funding from private sources, impacts from possible library project, lease to a private vendor once complete, staff time prioritization among other pending projects is low
Maintaining and enhancing Menlo Park's municipal infrastructure and facilities.				
Extremely Important				
No.	Project	Status	Update: Quarter 2	Update: Quarter 3
19	Water System Master Plan (a) Presenting components of the plan phases, such as staffing options for operations and maintenance, and ultimately City Council acceptance of the entire Plan.	In Progress	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 City Council in early 2018.	Staff is in the process of making offers to two water workers. The consultant is completing the water system master plan for staff review. A presentation of the finding is on track for early 2018.
20	Sidewalks on Santa Cruz Ave (a) Construction of the sidewalks should be completed in 2017.	✓	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	Trash Capture Device Installation (a) The devices should be installed by summer 2017.	✓		
22	Administration Building Emergency Generator (a) The project is out bid and construction should be completed in 2017.	✓	Construction of the generator began in June and the contractor is on schedule to complete the project in September 2017.	Project was completed in September.
23	Chrysler Pump Station Improvements (a) Completing the design and going out to bid.	In Progress	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.	Staff applied for a grant to cover up to \$3 million and is working with the Bohannon Development Company on refining the design, lot lines, easements, etc. Planning Commission review is now scheduled for January 2018.
24	Emergency Water Supply (a) The first well at the Corporation Yard is scheduled for completion by the end of 2017.	In Progress	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.	Staff is currently in the process of finalizing the plans and specifications for the design of the pump and generator. The project is expected to be bid in 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.	Staff is in the process of evaluating locations for the second well, which are being included in the Water System Master Plan. The feasibility of the locations with respect to the water distribution system hydraulics and access to customers is being assessed.
Very Important				
No.	Project	Status	Update: Quarter 2	Update: Quarter 3
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.	✓	Installation of new landscaping, irrigation and outdoor tables has begun.	The landscaping associated with the smaller project was installed.
	(b) Additional improvements for 2017 include the installation of additional outdoor tables.	✓		Two additional outdoor tables were installed in October.
26	Arrillaga Family Recreation Center HVAC System Upgrade			
	(a) System design.	In Progress	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.	Due to staff vacancies, the project is scheduled for design in FY 2018-19.
	(b) Going out to bid.			
27	Belle Haven Child Development Center Kitchen and Bathroom Remodel			
	(a) Preparing the applicable plans and specifications.	✓	Construction of the project began in June and will be completed by September.	
	(b) Obtaining applicable permits.	✓		
	(c) Hire contractor.	✓		
	(d) Complete construction.	✓		Construction was completed in August.
28	Burgess Pool Capital Improvements			
	(a) Key milestones for 2017 will be determined upon completion of the lease negotiations.	In Progress	Lease anticipated to be approved by the City Council on September 12; anticipate asking City Council to approve creation of sinking fund and make allocation at this meeting.	Burgess instructional pool heater and chemical controllers scheduled for replacement December 2017. City Council approved lease extension through January 2018 including modifications until new agreement has been completed.

29	San Francisquito Creek Upstream of 101 Flood Protection Project			
	(a) Tracking the project.	In Progress	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.			The Draft EIR is expected to be released in early 2018.
Important				
No.	Project	Status	Update: Quarter 2	Update: Quarter 3
30	Nealon Park Sports Field Sod and Irrigation System Replacement			
	(a) The completion of the project is targeted for 2017.	✓	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	Gatehouse Fence Replacement			
	(a) Preparing the design details and going out to bid.	In Progress	Staff is currently in the process of reviewing the cost proposal for design services.	Project is currently on hold pending the library siting analysis.
32	Facilities Maintenance Master Plan			
	(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.	Due to staff vacancies, the project is currently on hold.
33	Reservoir Reroof and Mixers			
	(a) Going out to bid and scheduled to be completed in 2017.	In Progress	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.	The reservoir mixer project went out to bid again, but only one unsuccessful bid was received. The project will be delayed.
Furthering efficiency in city service delivery models.				
Extremely Important				
No.	Project	Status	Update: Quarter 2	Update: Quarter 3
34	Complete Streets Commission Pilot			
	(a) Establish the mission/charge for the Commission.	✓		
	(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	Cost Allocation plan and user fee study			
	(a) Award contract and begin work on study.	✓		

	(b) Review draft reports	In Progress	Draft reports are currently underway and expect to be completed mid-Sept.	Review of draft reports underway.
	(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.	The information item has been moved Q1 2018.
	(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	City Hall Remodel Project			
	(a) Completion of construction.	In Progress	Phases 5 and 6 are complete. All staff have moved into their permanent working spaces.	Staff is continuing to finalize all aspects of the project. Completion is anticipated spring of 2018.
37	Complete a fee study for solid waste services			
	(a) The fee study will be completed.	✓	The fee study is going to City Council on 9/11	
Very Important				
No.	Project	Status	Update: Quarter 2	Update: Quarter 3
38	Information Technology Master Plan Implementation			
	(a) Complete Study and seek City Council acceptance of the plan and direction on key initiatives.	✓	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.	✓	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.	
	(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	Development of a Citywide Communications Program			
	(a) Hire a consultant.	✓	Adopted with the 2017-18 budget - Released RFQ on 8/10	City Council approved staff recommendation to hire EnviroIssues.
	(b) Develop a plan.	In Progress		
	(c) Fund the plan.			
Important				
No.	Project	Status	Update: Quarter 2	Update: Quarter 3
40	Organizational study for Public Works maintenance services			
	(a) Consultant will be selected.	In Progress	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. (b) Background and review will commence.		RFP is being created by staff.	
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. (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, 2017	Staff currently implementing needs assessment and plan for OHCC and BH Youth Center.
43	Federal and State Lobbying Initiative (a) Develop legislative platform. (b) Hire lobbyist.	Delayed	Adopted with the 2017-18 budget - RFP released 8/10	City Council continued item.
Improving Menlo Park's multimodal transportation system to move people and goods through M				
Extremely Important				
No.	Project	Status	Update: Quarter 2	Update: Quarter 3
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. (b) Obtain an encroachment permit for work within Caltrans right-of-way.	 	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.	Caltrans issued the encroachment permit in October 2017, but cost escalation has caused a funding gap for the project, which will delay construction. Staff anticipates bringing a report to the City Council to determine next steps in early 2018.
45	Willow/101 Interchange (a) Respond to ongoing construction issues as they arise. The schedule for this project is dependent on an outside agency.		Construction of the interchange began in May 2017 and is ongoing.	Construction of the interchange began in May 2017 and is ongoing. Phase 2 construction began in November 2017 with activation of two new temporary signals at the interchange. Staff is working to install temporary traffic calming measures to alleviate local impacts, and the Council will consider these recommendations on December 5, 2017.
46	Transportation Master Plan			

	(a) Finalize the scope of work.	✓		
	(b) Award a consultant a contract.	✓	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 Councilmembers 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.	In Progress		Work on the draft list of strategies and recommendations is underway. Due to challenges in scheduling the first Oversight & Outreach Committee meeting and subsequent staff vacancies, the overall project timeline will be delayed approximately 3 months.
47	Transit Improvements			
	(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 was approved in the 2017-18 City budget. Staff is developing a schedule and next steps for the study.	The next step is a City Council study session, which is targeted for early 2018.
	(c) Install new bus stop amenities (new, redesigned signs and shelters in Belle Haven).	In Progress	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.	Staff has purchased two additional bus shelters for installation in Belle Haven. One shelter will be installed at the Onetta Harris Community Center complex and the other is targeted for installation along Willow Road pending coordination with AC Transit and Caltrans.
48	Chilco Street Scape and Sidewalk Installation			
	(a) Finalize the concept plans for all phases, final design plans for Phases 3a, 3b, and 4a.	In Progress	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.	Staff is reviewing updated plans with Belle Haven residents.
	(b) Begin construction of Phases 3a and 3b.			

Very Important				
No.	Project	Status	Update: Quarter 1	Update: Quarter 3
49	High Speed Rail Coordination & Environmental Review			

	(a) Authorization of a reimbursement agreement with the High Speed Rail Authority.	✓		
	(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.	Release of the environmental review documents has been delayed.
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.	✓		
	(b) Award a construction contract.	✓	Construction contract was awarded in June 2017.	
	(c) Construction.	✓	Construction began in June 2017, and is nearly complete.	Construction was completed in July.
	(d) Finalize trial metrics to be evaluated.	✓	Staff is returning to the City Council on August 29, 2017, to finalize the trial metrics.	City Council finalized the trial metrics in August.
	(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.	The first round of data collection occurred in October and November 2017. Next step will be the second round of data collection and project evaluation in mid-2018.
51	Ravenswood Avenue/Caltrain Grade Separation Study			
	(a) Complete the final PSR and identification of a preferred alternative for grade separation at Ravenswood Avenue.	In Progress	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 City Council consideration of a preferred alternative in late 2017.	City Council considered the preferred alternative options in October and requested additional information. Staff is scheduled to present to the Atherton Town Council at at Study Session on December 6.
52	Willows Neighborhood Complete Streets			
	(a) Host an initial community meeting in Spring 2017 to share the history of the project.	✓	Community meeting at Laurel Upper School was held on May 17, 2017.	

	(b) Develop a scope of work.	Delayed	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.	Staff vacancies in the Transportation Division have delayed work on this project.
	(c) Award a consultant contract to conduct the study.		Award of a contract is expected to be delayed until 2018.	
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.	In Progress	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.	This initiative has been delayed by staff vacancies. Staff has begun development of a draft request for qualifications (RFQ). Next step will be to complete the draft RFQ, meet with Complete Streets Commission subcommittee representatives to review, and release the RFQ. Release is expected to occur in early 2018.
	(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.			
	(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.	This project has been delayed by staff vacancies and the response by the City to the Stanford University Center for Academic Medicine project. The next community meeting is estimated to occur by March 2018.
	(c) Develop preliminary designs for potential alternatives.	In Progress	Next step is to begin to develop preliminary designs for alternatives.	Staff is reviewing draft alternatives which will be presented at the next community meeting (estimated to occur by March 2018).
Important				
No.	Project	Status	Update: Quarter 2	Update: Quarter 3
55	EI Camino Real Corridor Study			
	(a) Submitting encroachment permit applications to Caltrans for the east-west crossing improvements.	Delayed	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 EI Camino Real project. Vacancies in the Transportation Division have delayed the other crossing improvements.	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 Middle Plaza at 500 EI 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.	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	Middlefield Rd/Ravenswood and Ringwood Avenues Traffic Signals Modification			
	(a) Finalize scope of planned improvements.	Delayed	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.	Vacancies in the Transportation Division have delayed this project. While the scope of the improvements has not yet been finalized, staff has worked with the Town of Atherton on potential design options through an ongoing project the Town is pursuing, the Middlefield Road Bicycle Lanes Improvement Project.
57	Revisions to the 2016 California Green Building Standards Code for Electric Vehicle Chargers			
	(a) Adopt increased requirements for electric vehicle chargers that will be applicable citywide	In Progress	Target completion date is end of 2017	

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