



STAFF REPORT

City Council

Meeting Date: 4/24/2018
Staff Report Number: 18-096-CC

Informational Item: Quarterly update on the 2018 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 29, 2018, 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 6, 2018, the City Council approved the work plan and staff will use it to help craft the fiscal year 2018-19 budget.

Analysis

The City Council work plan includes 59 projects, which fall under two categories:

- 6 priority projects
- 53 remaining and ongoing projects

The priority projects take the highest precedence, and when needed, resources would be shifted from the remaining and ongoing work plan (Attachment A) to ensure completion of the priority projects as needed.

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 2018 City Council Work plan

Report prepared by:

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Priority Projects (as approved on February 6, 2018)				
Project	Summary	Lead Department	Supporting Departments	1st Quarter Update
District Elections	Menlo Park is transitioning to a by-district election system effective for the November 2018 City Council election. Demand for election-related staff support is expected to be higher than normal.	City Manager's Office	-	The Advisory Districting Committee issued its recommendation to the City Council on February 23, 2018. On March 21, 2018, the City Council selected the five-district map and related election sequencing recommended by the Committee. On April 17, 2018, the City Council introduced Ordinance No. 1044 to implement by-district elections, including the election sequencing and approval of the district boundaries map.
Transportation Master Plan	<p>The Transportation Master Plan provides a bridge between the policy framework adopted within the Circulation Element and project level efforts to modify the transportation network within Menlo Park.</p> <p>The Plan, when completed, would provide a detailed vision, set goals and performance metrics for network performance, and outline an implementation strategy for both improvements to be implemented locally and for local contributions toward regional improvements. Following development of the Plan, a fee program update would provide a mechanism to modernize the collection of funds toward construction of the improvements identified and prioritized in the Master Plan.</p>	Public Works	City Manager's Office, Community Development, Police	The Outreach and Oversight Committee met on March 20, 2018, to review the first set of potential improvement options for two high profile corridors in the City. On April 24, 2018, the City Council is scheduled to review the project scope and schedule and make any necessary adjustments, which are likely to affect established project milestones.
Citywide Safe Routes to School Program (Non-infrastructure)	<p>Safe Routes to School typically encompasses six program elements: education, encouragement, enforcement, equity, engineering and evaluation (6 E's). The development of a Safe Routes to Schools program would establish a partnership between the City, local schools, and parent groups to ensure issues that discourage students from walking and bicycling to school are addressed.</p> <p>This program would establish a stakeholder group to work collaboratively on Safe Routes issues and solutions, develop incentive and encouragement programs, and outline the framework to build and sustain the program over time. This program would not construct or fund infrastructure improvements, although it would establish a staff liaison to identify infrastructure needs within other capital project planning processes in the City.</p> <p>The Citywide Safe Routes to School Initiative (non-infrastructure) is an ongoing, multi-year program that will require annual funding.</p>	Public Works	Police	Staff is targeting the release a request for proposal for consultant services by the end of April and City Council authorization of a consultant contract by the end of June. The first stakeholder meeting will be convened in the fall at the beginning of the fiscal year 2018-19 school year.
Implement El Camino Real/Downtown Specific Plan biennial review	Commence the El Camino Real/Downtown Specific Plan biennial review and initiate associated amendments, which may encompass the following items: Revisions to the residential and commercial maximum allowable development levels, modify existing floor area ratio (FAR) and height limits in applicable zoning districts, potentially modify zoning to permit a mixed-use parking facility and possible revisions for the following: required setbacks and sidewalk standards; hotel, personal service and transit station area parking requirements; sign area requirements for larger parcels; and a hotel incentive analysis. Completion of this work will require the retention of a private consultant to assist City staff.	Community Development	City Manager's Office, Public Works	City Council will consider direction on possible amendments to the Plan in April 2018. Approval of a work plan, budget and consultant contracts is targeted by the end of 2018.
Downtown Parking Garage	<p>Determine potential uses, siting, funding and design of a downtown parking structure.</p> <p>Staff has evaluated a number of options for developing a parking structure and/or mixed use development. With that in mind, there is no consensus yet regarding the mix of uses, siting, funding strategy and design of a parking structure.</p> <p>Staff will research options for presentation to City Council with the known limitations and schedule a community meeting in March to pose these question to the business community, residents and other stakeholders and then report out to the City Council in a study session to be scheduled in April.</p>	City Manager's Office	Administrative Services, Community Development, Public Works	<p>April 11, 2018, Community meeting, April 24, 2018, City Council study session.</p> <p>Next steps will be City Council direction on garage vs. mixed-use and a funding strategy</p>

Priority Projects (as approved on February 6, 2018)

Project	Summary	Lead Department	Supporting Departments	1st Quarter Update
The Guild Theatre - Land Use Entitlement Approval	<p>Complete the approval of the necessary entitlements for the Guild Theatre. The proposed reuse of the Guild Theatre, by a private non-profit developer, will require an amendment to the El Camino Real/Downtown Specific Plan.</p> <p>The proposal is to renovate and expand the current facility as a live entertainment venue for music acts, while also allowing for periodic film showings and community events. The facility would be a three-level (finished basement) 11,000 sq. ft. structure. Staff will retain a consultant to identify a new use definition, modify permitted floor area ratio (FAR) for the new use and determine if additional environmental review would be required. Additional analysis would be required for traffic, parking, and historic assessment.</p> <p>The developer would be responsible for construction and operation of the facility.</p>	Community Development	City Manager's Office, Public Works	Project is on schedule with Planning Commission review tentatively scheduled for April 23, 2018, and City Council review for May 22, 2018

Last modified: April 19, 2018

2018 Remaining Workplan Update Input	Lead Department	Supporting Department(s)	1st Quarter Update
Responding to the development needs of private residential and commercial property owners			
Enhanced Housing Program	City Manager's Office	Community Development, City Attorney's Office	City Council approval of AB 1505 revisions to below market rate (BMR) ordinance guidelines, City Council action on BMR Impact Fee revision, City Council action on 2018 NOFA, City Council action on Housing Commission recommendation for BMR ordinance guideline revisions.
Revisions to the 2016 California Green Building Standards Code for Electric Vehicle Chargers	Community Development	-	Project is on schedule with Planning Commission review tentatively scheduled for June 2018 and City Council review in September 2018.
Single Family Residential Requirements and Guidelines	Community Development	-	No work completed; work is targeted to begin following completion of the Guild Project.
Stanford University 2018 General Use Permit Review	Public Works	Community Development, City Attorney's Office	Santa Clara County is responding to the comments received on the Draft Environmental Impact Report (EIR). No timeline has been announced for the release of the Final EIR.
Attracting thoughtful and innovative private investment to Menlo Park			
Downtown Streetscape Improvement Project (Specific Plan)	Public Works	City Manager's Office	Two restaurants have expressed interest in street café's downtown. Staff is exploring options.
Furthering efficiency in city service delivery models			
Cost allocation plan and user fee study	Administrative Services	All other departments	Study session complete. Public hearing scheduled for April 17, 2018 and continued to April 24, 2018.
Development of a Citywide Communications Program	City Manager's Office	All other departments	Met with internal communications staff and is currently conducting surveys with surrounding jurisdictions.
Information Technology Master Plan Implementation	Administrative Services	Community Development, Public Works	Staff continues to develop a proposal for a new land management system. A recommendation for City Council action is scheduled for May 22, 2018.
Organizational Study of the Public Works Department	City Manager's Office	Public Works	Senior Project Manager hired in City Manager's Office to expedite this project. RFP to be released in May; Contract awarded in July; Report completed by end of 2018.
Organizational Study of the Community Development Department	City Manager's Office	Community Development, Public Works	Senior Project Manager hired in City Manager's Office to expedite this project. RFP to be released in May; Contract awarded in July; Report completed by end of 2018.

2018 Remaining Workplan Update Input	Lead Department	Supporting Department(s)	1st Quarter Update
Charter City Initiative	City Attorney's Office	-	On January 16, 2018, the City Council discussed a potential charter adoption process. On February 13, 2018, the City Council directed to City Attorney to draft an enabling charter. On March 27, 2018, the City Council directed staff to further explore city charter alternatives and return on May 8, 2018, with concepts for an enabling charter, a two-article charter and a hybrid of the two.
Employee Engagement/Organizational Development	All	-	Department action planning process complete.
West Menlo Triangle Annexation	City Manager's Office	Community Development, Public Works	On February 13, 2018, the City Council appointed an ad hoc subcommittee of Carlton and Mueller.
Improving Menlo Park's multimodal transportation system to move people and goods through Menlo Park more efficiently			
Haven Avenue Streetscape Improvement	Public Works	-	Staff identifying funding and phasing strategy to complete Caltrans right of way portion; City right of way portion completed.
Create Transportation Management Association	Public Works	-	Staff meeting with property owners and preparing request for proposals for consultant assistance.
High Speed Rail Coordination & Environmental Review	Public Works	City Manager's Office, Outside Legal Counsel	Latest High-Speed Rail business plan released. Staff is preparing comments for City Council review on May 22, 2018.
Oak Grove, University, Crane Bicycle Improvement Project	Public Works	-	Consultant collecting data for pilot evaluation.
Willows Neighborhood Complete Streets	Public Works	Police	On hold due to staff vacancies.
El Camino Real Corridor Study	Public Works	-	On hold due to staff vacancies.
Middlefield Rd/Ravenswood and Ringwood Avenues Traffic Signals Modification	Public Works	-	On hold due to staff vacancies.
Willow/101 Interchange	Public Works	Police	Staff continues to coordinate with Caltrans as construction continues.
Chilco Streetscape and Sidewalk Installation	Public Works	Community Development	New underground utilities were installed. Design for sidewalks and new landscaping being finalized.
Ravenswood Avenue/Caltrain Grade Separation Study	Public Works	-	City Council Rail Subcommittee held a meeting April 17, 2018. Full City Council to review options and select a preferred alternative as soon as May 8, 2018.
Middle Avenue Caltrain Crossing Study	Public Works	Community Development	On hold due to staff vacancies.
Maintaining and enhancing Menlo Park's municipal infrastructure and facilities			
Arrillaga Family Recreation Center HVAC System Upgrade	Public Works	Community Services	On hold due to staff vacancies.
Burgess Pool Capital Improvements	Public Works	Community Services	Staff is identifying the priorities for improvements.
Gatehouse Fence Replacement	Public Works	-	On hold pending outcome of Main Library siting process.
Facilities Maintenance Master Plan	Public Works	Community Services	On hold due to staff vacancies.
Reservoir Reroof and Mixers	Public Works	-	Revisiting scope of work for re-roof of reservoir #2 in order to redesign and re-bid the project.
Library Landscaping	Public Works	Library	New plants installed near library sign on Ravenswood Avenue.

2018 Remaining Workplan Update Input	Lead Department	Supporting Department(s)	1st Quarter Update
Water System Master Plan	Public Works	Administrative Services	City Council held a study session on April 17, 2018 and provided feedback on staffing and capital improvement plan.
Chrysler Pump Station Improvements	Public Works	-	Staff continues to coordinate with Bohannon team on project design. Exploring options for potential funding gap.
San Francisquito Creek Upstream of 101 Flood Protection Project	Public Works	City Manager's Office	Staff coordinating with SFCJPA partners on bridge design. Draft EIR targeted for release this summer.
Emergency Water Supply	Public Works	-	Release of construction bid package for corp yard well targeted for June. Staff exploring options for the location of a second well.
Providing high-quality resident enrichment, recreation, and discovery			
Parks and Recreation Facilities Master Plan Update	Community Services	Administrative Services, Public Works	Master plan is underway with the meeting of the oversight and outreach group on March 21, 2018 and with the first community workshop scheduled for April 26, 2018. An online survey is available now in both English and Spanish.
Park Playground Equipment	Public Works	Community Services	RFQ released - targeting City Council authorization of contract by the end of June 2018.
Jack Lyle Park Restroom	Public Works	Community Services	Construction bid released in April. Targeting City Council award of contract by the end of June 2018.
Willow Oaks Park Improvements	Public Works	Community Services	Staff identifying utility needs/impacts of restroom and dog park and preparing application for Planning Commission review of restroom design.
Burgess Park Snack Shack	Community Services	Community Development, Public Works	The project is currently under review to finalize scope and determine the necessary utility requirements, planning review process, and next steps.
Equity in Education Joint Powers Authority	City Manager's Office	-	No update at this time, on hold due to staff vacancies.
Minimum Wage Ordinance	City Manager's Office	-	No updates - There is no staff capacity to work on this effort before June 2018.
Realizing Menlo Park's vision of environmental leadership and sustainability			
Green Infrastructure Plan	Public Works	-	Coordinating with C/CAG on countywide effort.
Update the Heritage Tree Ordinance	City Manager's Office	Community Development, Public Works, City Attorney	Work package planning phase complete. Work package and formation of a community task force to be brought to City Council in May for review.

2018 Remaining Workplan Update Input	Lead Department	Supporting Department(s)	1st Quarter Update
Community Zero Waste Plan Implementation	City Manager's Office	Administrative Services, Community Development, Public Works	<p>Assisting Community Development Department in developing standard operating procedures to implement zero waste development rules in the former M-2 area.</p> <p>Agreement entered into with R3 Consulting Group, Inc., to update solid waste and construction and demolition ordinance.</p> <p>Applied for a grant to upgrade drinking fountains to full hydration stations that support reusable bottles.</p>
Planned 2018-19 Capital Improvement Projects			
Bayfront Canal and Atherton Channel Flood Protection	Public Works	-	Staff continues to coordinate with the County on project design and permitting.
Downtown Utility Undergrounding	Public Works	City Manager's Office	Future project.
Welcome to Menlo Park Monument Signs	Public Works	City Manager's Office	Future project.
Climate Change Resiliency Plan	Public Works	City Manager's Office	Future project.
Santa Cruz and Middle Avenues Resurfacing	Public Works	-	Grant awarded for work to occur during the Summer 2019. Preparation of design and grant requirement compliance continues.
Oak Grove Safe Routes to School and Green Infrastructure	Public Works	-	Grant awarded. Staff pursuing detailed design and coordination with adjacent property owners. Construction targeted for Summer 2019.
Bayfront Expressway, Willow Road and Marsh Road Adaptive Signal Timing	Public Works	-	Consultant contract authorized.
Library System Improvements			
Belle Haven Branch Library Improvements	City Manager's Office	Library, Administrative Services, Community Development, Public Works	<p>Library Needs Assessment underway for branch, due to be completed June 2018.</p> <p>RFP for space needs study planned to begin July 2018.</p>
Main Library Improvements	City Manager's Office	Library, Administrative Services, Community Development, Public Works	<p>Siting and uses outreach meetings completed February 2018.</p> <p>Schematic design start awaiting City Council approval.</p>