



STAFF REPORT

City Council

Meeting Date:

8/6/2018

Staff Report Number:

18-153-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.

Analysis

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

- Six priority projects
- Fifty-three additional 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.

Below is a short description for each of the six priority projects.

District elections – complete

Menlo Park transitioned to a by-district election system effective for the November 2018 City Council election. 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. General Municipal Election will be held November 6, 2018. This initiative is considered complete.

Transportation Master Plan

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. 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.

The City Council approved a scope amendment for the project in May 2018. While the schedule was delayed to include the amended scope in May 2018, the overall milestone was to release the draft plan by the end of 2018 remains on track. However, given ongoing staffing challenges other resources may be diverted to this project to keep it on track going forward. Reaching the year-end milestone is also dependent on rescheduling of the July 2018 Committee meetings to September 2018. The Outreach and Oversight Committee is scheduled to meet next August 30, 2018.

Citywide Safe Routes to School Program (non-infrastructure)

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. 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.

The City Council approved a consultant contract with Alta Planning + Design for the program in June 2018, meeting the milestone set in the adopted work plan. Work to initiate the program began in July 2018, and the program is on schedule to meet the end of 2018 milestones.

Implement Downtown/El Camino Real Specific Plan biennial review

Commence the Downtown/El Camino Real Specific Plan biennial review and initiate associated amendments.

The City Council and Planning Commission held study sessions in the second quarter and the Housing Commission held a review in the early third quarter. Staff also reached out to the Complete Streets Commission and the Environmental Quality Commission during the second quarter to encourage individual commissioners to provide input during the Planning Commission study session. Staff is in the process of preparing a summary of those meetings to local school district and fire district officials to also gather their input on potential plan modifications (including raising development caps). Staff is on target to return to the Planning Commission and City Council by the end of the year with potential revisions, scope of work, timeline and next steps

Downtown parking structure

Following a community meeting and City Council study session held in the second quarter, the City Council appointed Councilmembers Mueller and Carlton to a subcommittee to further study the potential location and use(s) for a parking structure. The subcommittee held their first meeting July 25 and reviewed potential parking plazas that could accommodate a parking structure, current specific plan/zoning

requirements, proposed land uses other than parking that could be included, potential financing mechanisms and staffing resources for the project. The subcommittee plans to meet again the week of August 27 and staff will provide an update as to a potential project timeline and process to gauge private developer interest, financing options and a community outreach plan. Then, staff will present a detailed update to the City Council for feedback in the fall.

The Guild Theatre – complete

This project's priority goal was to complete the approval of the necessary entitlements for a proposed reuse of the Guild Theatre.

The project was approved by both the Planning Commission and City Council in the second quarter. The applicant is in the process of formulating construction plans for the development and plans to submit for the City's review early fourth quarter and would likely begin construction in early 2019.

The quarterly update for the City Council work plan is attached as Attachment A.


Attachments



A. 2018 City Council work plan quarterly update



Report prepared by:

Peter Ibrahim, Management Analyst II

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2018 Remaining Workplan Update Input	Lead Department	Supporting Department(s)	2nd Quarter Update
Responding to the development needs of private residential and commercial property owners			
Enhanced Housing Program	Community Development	City Attorney's Office	The City Council approved revisions updating/modernizing language in the BMR guidelines and adopted a housing non-discrimination ordinance.
Revisions to the 2016 California Green Building Standards Code for Electric Vehicle Chargers	Community Development	-	The revisions were approved by the Planning Commission in June 2018 and are scheduled to be reviewed by the City Council in August.
Single Family Residential Requirements and Guidelines	Community Development	-	No work completed; staffing resources allocated to current and long range planning projects.
Stanford University 2018 General Use Permit Review	Public Works	Community Development, City Attorney's Office	Santa Clara County released the alternatives chapter for recirculation with additional housing alternatives in June 2018. The City prepared a comment letter to submit by the July 26, 2018 deadline. A copy of the letter will be transmitted to the City Council as an informational item on the August 6 agenda.
Attracting thoughtful and innovative private investment to Menlo Park			
Downtown Streetscape Improvement Project (Specific Plan)	Public Works	Community Development	Staff is continuing to work with the two restaurants that have expressed interest in additional café's downtown.
Furthering efficiency in city service delivery models			
Cost allocation plan and user fee study 	Administrative Services	All other departments	Master fee schedule revisions adopted by City Council and fees implemented effective July 1, 2018.
Development of a Citywide Communications Program	City Manager's Office	All other departments	Document and digital/social analytics review is underway. Communications survey is being developed for community distribution.
Information Technology Master Plan Implementation	Administrative Services	Community Development, Public Works	The City Council provided approval to execute agreements to implement a new land management system.
Organizational Study of the Public Works Department	City Manager's Office	Public Works	RFP issued and 7 proposals received. Interviews scheduled for mid July and contract to be awarded by the end of July. Report completed by end of 2018.

2018 Remaining Workplan Update Input	Lead Department	Supporting Department(s)	2nd Quarter Update
Organizational Study of the Community Development Department	City Manager's Office	Community Development, Public Works	RFP issued and 7 proposals received. Interviews scheduled for mid July and contract to be awarded by the end of July. Report completed by end of 2018.
Charter City Initiative 	City Attorney's Office	City Manager's Office	The City Council agreed to bring the yes-or-no question to city voters in November: "Shall the charter be adopted making the City of Menlo Park a charter city so that the laws of the City of Menlo Park shall prevail over state law only with respect to two municipal affairs: elections and term limits?"
Employee Engagement/Organizational Development 	Administrative Services	All other departments	Action plan complete; first phase of implementation beginning July 1, 2018. Project lead transitioned from City Manager's Office to Administrative Services.
West Menlo Triangle Annexation (Subcommittee - information gathering)	City Manager's Office	Community Development, Public Works	No update at this time, on hold due to staff vacancies.
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, expected to be released by the end of 2018.
High Speed Rail coordination and environmental review	Public Works	City Manager's Office, Outside Legal Counsel	The 2018 Business Plan anticipates a draft environmental document to be released in late 2019.
Oak Grove, University, Crane Bicycle Improvement Project	Public Works	-	Data collection and surveys were completed in spring and summer 2018. Staff anticipates scheduling review of the evaluation by the Complete Streets Commission and Council in fall 2018.
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.

2018 Remaining Workplan Update Input	Lead Department	Supporting Department(s)	2nd Quarter Update
Willow/101 Interchange	Public Works	Police	Staff continues to coordinate with Caltrans as construction continues. Preparation for the next stage of construction, including a weekend closure of Willow Road tentatively planned in mid-September and shifts in ramp alignment are underway.
Chilco Streetscape and Sidewalk Installation	Public Works	Community Development	New underground utilities were installed and the roadway repaved in July 2018. Design for sidewalks and new landscaping being finalized.
Ravenswood Avenue/Caltrain Grade Separation Study	Public Works	-	The City Council selected Alternative A, Ravenswood Avenue Underpass as the preferred alternative, and directed staff to return with a scope request for additional studies on May 8. Staff is finalizing the project study report and expects to return to Council with a scope in late August 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	Burgess Pool heater and chemical controller project completed. Other projects will be prioritized for current fiscal year.
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	-	On hold due to staff vacancies.
Library Landscaping 	Public Works	Library	On hold pending outcome of Main Library siting process.
Water System Master Plan 	Public Works	Administrative Services	The Water System Master Plan has been completed.
Chrysler Pump Station Improvements	Public Works	-	Staff continues to coordinate with Bohannon team on project design. Exploring options for potential funding gap.

2018 Remaining Workplan Update Input	Lead Department	Supporting Department(s)	2nd Quarter Update
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 later this year.
Emergency Water Supply	Public Works	-	Construction bid for the Corp Yard Well was released and the contract is being awarded. Construction is scheduled to begin in early 2019. Staff is continuing to explore 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	Community workshops were held on April 26 and June 9. Online survey has approx. 500 respondents with over 1,000 contacts through various public engagement activities. City Council study session scheduled for 8/6 at the midpoint of the process.
Park Playground Equipment	Public Works	Community Services	Firm selected and the City Council authorized City Manager to negotiate a contract in June.
Jack Lyle Park Restroom	Public Works	Community Services	The contract was awarded and construction is anticipated to begin by the end of 2019.
Willow Oaks Park Improvements	Public Works	Community Services	On hold due to staff vacancies.
Burgess Park Snack Shack	Community Services	Community Development, Public Works	No update at this time, on hold due to staff vacancies.
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 currently work on this effort.
Realizing Menlo Park's vision of environmental leadership and sustainability			
Green Infrastructure Plan	Public Works	-	A request for proposals for consultant support was issued in June 2018 and the contract will be awarded in August. The Plan is scheduled to be completed in July 2019.

2018 Remaining Workplan Update Input	Lead Department	Supporting Department(s)	2nd Quarter Update
Update the Heritage Tree Ordinance	City Manager's Office	Community Development, Public Works, City Attorney	Heritage Tree Ordinance Taskforce applications received between May and July. Appointments to be made by the City Council in August. Menlo Park data provided to consultant to evaluate existing trends, successes, or shortcomings of the ordinance.
Community Zero Waste Plan Implementation	City Manager's Office	Administrative Services, Community Development, Public Works	Continuing work with to develop guidelines and criteria to meet the zero waste requirements in the ConnectMenlo neighborhood. Installed two outdoor hydration (bottle-refilling) stations at Kelly Park. Developing implementation plan to transition all city owned drinking fountains to full hydration stations.
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 funding delayed until late 2019; therefore, work now scheduled to occur during the Summer of 2020. Preparation of design and grant requirement compliance continues.
Oak Grove Safe Routes to School and Green Infrastructure	Public Works	-	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	-	Staff is working with the consultant and Caltrans to implement the project.
Library System Improvements			
Belle Haven Branch Library Improvements	City Manager's Office	Library, Administrative Services, Community Development, Public Works	Neighborhood Library Needs Assessment completed and scheduled to be presented to the City Council in August 2018. Space Needs Study planned to begin September 2018.

2018 Remaining Workplan Update Input	Lead Department	Supporting Department(s)	2nd Quarter Update
Main Library Improvements	City Manager's Office	Library, Administrative Services, Community Development, Public Works	Schematic design start awaiting City Council approval of siting and uses.