



STAFF REPORT

City Council

Meeting Date: 12/4/2018
Staff Report Number: 18-229-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. The City Council, staff, and members of the public used the meeting to consider the work plan items and realistic outcomes for the calendar year. As part of their process of evaluating the work plan, the City Council prioritized six projects as those the City Council desires significant progress, if not completed by the end of the calendar year.

On February 6, 2018, the City Council approved the work plan developed in the special meeting January 29. After the City Council's discussion February 6, the City Council took action March 15, 2018, to include additions desired by the City Council. Not every work plan item is scheduled to be complete in 2018; instead, the work plan provides goals and milestones anticipated in 2018.

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 were 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 reviewed an informational item October 23, 2018 providing an update on the meetings held to date the upcoming meeting of the Outreach and Oversight Committee December 6, 2018. A community workshop and online open house is targeted for early 2019, resulting in the release of the Draft Transportation Master Plan in spring 2019.

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.

Stakeholder and community meetings were held November 12 and 13, 2018. An information item providing a more detailed update is being prepared for the December 4, 2018 City Council meeting.

Implement Downtown/El Camino Real Specific Plan biennial review

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

Staff provided a summary of the study sessions to local school district and fire district staff and has held meetings with those entities and received their input on potential plan modifications (including modifying development caps.) Staff will return to the City Council and Planning Commission in the first quarter of 2019 with recommended plan revisions, a scope of work, a proposed timeline and next steps. Consideration will need to be given as to the prioritization of the Specific Plan or the Downtown Parking Structure projects in 2019, both of which will require Specific Plan amendments.

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) to be located in a parking structure. The subcommittee held their first meeting in July

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. Next steps include analyzing construction on two parking plazas (1 & 3) and constructing different land uses and parking on each plaza. Plaza 1 could be an entertainment use/parking and Plaza 3 could accommodate market rate/affordable housing and parking.

Given staff vacancies in the Housing and Economic Development Division and the City Manager's Office, a follow-up subcommittee meeting has not yet been scheduled. With those vacancies likely to be filled in 2019, staff will seek direction from the City Council in the first quarter of 2019 as to next steps for this project and its coordination/prioritization with the above Specific Plan work item.

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 City review in 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

Priority Projects (as approved on February 6, 2018) Project	Lead Department	Supporting Departments	4th Quarter Update
District Elections 	City Manager's Office	-	-
Transportation Master Plan	Public Works	City Manager's Office, Community Development, Police	The City Council reviewed an informational item on October 23, 2018 providing an update on the meetings held to date the upcoming meeting of the Outreach and Oversight Committee on December 6, 2018. A community workshop and online open house is targeted for early 2019, resulting in the release of the Draft Transportation Master Plan in Spring 2019.
Citywide Safe Routes to School Program (Non-infrastructure)	Public Works	Police	Stakeholder and community meetings were held on November 12 and 13, 2018. An information item providing a more detailed update is being prepared for the December 4, 2018 City Council meeting.
Implement Downtown/EI Camino Real Specific Plan Biennial Review	Community Development	City Manager's Office, Public Works	Staff has provided a summary of the study sessions to local school district and fire district staff and has held meetings with those entities and received their input on potential plan modifications (including modifying development caps). Staff will return to the City Council and Planning Commission in the 1st Quarter of 2019 with recommended plan revisions, a scope of work, a proposed timeline and next steps. Consideration will need to be given as to the prioritization of the Specific Plan or the Downtown Parking Structure projects in 2019, both of which will require Specific Plan amendments.

Priority Projects (as approved on February 6, 2018) Project	Lead Department	Supporting Departments	4th Quarter Update
Downtown Parking Structure	Community Development	Administrative Services, Public Works	Given staff vacancies in the Housing and Economic Development Division and the City Manager's Office, a follow-up subcommittee has not yet been scheduled. With those vacancies likely to be filled in 2019, staff will seek direction from the City Council in the 1st Quarter of 2019 as to next steps for this project and its coordination/prioritization with the above Specific Plan work item.
The Guild Theatre - Land Use Entitlement Approval 	Community Development	City Manager's Office, Public Works	The project was approved by both the Planning Commission and City Council in the 2nd Quarter. The applicant is in the process of formulating construction plans for the development and plans to submit for City review in early 4th Quarter and would likely begin construction in early 2019.

*2/6 Workplan Staff Report: menlopark.org/DocumentCenter/View/16607

2018 Remaining Work Plan Updates	Lead Department	Supporting Department(s)	4th Quarter Update
Responding to the development needs of private residential and commercial property owners			
Enhanced Housing Program	Community Development	City Attorney's Office	The Housing Commission has submitted its final recommendation on the Tenant Relocation Assistance ordinance for City Council consideration in early 2019. The Commission will also present an updated list of housing priorities for the City Council to review in Spring 2019.
Revisions to the 2016 California Green Building Standards Code for Electric Vehicle Chargers	Community Development	City Manager's Office	The revisions were adopted by the City Council on October 23, 2018. The ordinances became effective on November 23, 2018.
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	Stanford is pursuing a Development Agreement with Santa Clara County. The first community outreach meeting on potential community benefits is scheduled for November 29, 2018. The Final EIR is scheduled for release in December 2018.
Attracting thoughtful and innovative private investment to Menlo Park			
Downtown Streetscape Improvement Project (Specific Plan)	Public Works	Community Development	One of the two restaurants that initially expressed interest are interested again. Next steps will be evaluated early in 2019.
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	Consultant's report is expected to be completed in early January and presented to the City Council in February 2019.

2018 Remaining Work Plan Updates	Lead Department	Supporting Department(s)	4th Quarter Update
Information Technology Master Plan Implementation	Administrative Services	Community Development, Public Works	Implementation of the new land management system project in progress. Public Works asset management product selection and GIS application upgrade in progress. Network infrastructure enhancements continue.
Organizational Study of the Public Works Department	City Manager's Office	Public Works	Consultants have completed initial staff interviews and data collection. They have completed focus groups and an online survey of development applicants. A department profile has been compiled. The consultants are in the process of identifying issues and best practices. The report should be completed in the first quarter of 2019.
Organizational Study of the Community Development Department	City Manager's Office	Community Development, Public Works	Consultants have completed initial staff interviews and data collection. A department profile has been compiled. The consultants are in the process of identifying issues and best practices. The report should be completed in the first quarter of 2019.
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 began 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	On hold pending direction from Council Subcommittee

2018 Remaining Work Plan Updates	Lead Department	Supporting Department(s)	4th Quarter Update
Improving Menlo Park's multimodal transportation system to move people and goods through Menlo Park more efficiently			
Haven Avenue Streetscape Improvement	Public Works	-	Staff is continuing to identify a funding and phasing strategy to complete work in the Caltrans right-of-way.
Create Transportation Management Association	Public Works	City Manager's Office, Community Development	Staff is finalizing a request for proposals for consultant assistance. The current target for releasing the RFP is early 2019.
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 early 2020. Staff is also tracking the upcoming release of the Caltrain Business Plan.
Oak Grove, University, Crane Bicycle Improvement Project	Public Works	-	Council approved the permanent installation on November 13, 2018 with direction to continue monitoring at certain locations.
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 Road/U.S. 101 Interchange	Public Works	Police	Staff continues to coordinate with Caltrans as construction continues. The weekend closure occurred in early October and the new ramp alignments are in use. Roadway construction is on track for completion by Summer 2019.
Chilco Streetscape and Sidewalk Installation	Public Works	Community Development	Design for sidewalks, bicycle lanes and new landscaping are being finalized.

2018 Remaining Work Plan Updates	Lead Department	Supporting Department(s)	4th Quarter Update
Ravenswood Avenue/Caltrain Grade Separation Study	Public Works	-	On December 4, 2018, the Council will receive an information item including the Draft Project Study Report identifying the Ravenswood Avenue Underpass as the preferred alternative and a draft scope of work for additional studies.
Middle Avenue Caltrain Crossing Study	Public Works	Community Development	On hold pending completion of the Ravenswood Avenue/Caltrain Grade Separation Study.
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	Project prioritization is underway.
Gatehouse Fence Replacement	Public Works	-	On hold pending City Council direction on the Main Library
Facilities Maintenance Master Plan	Public Works	Community Services	On hold due to staff vacancies.
Reservoir Reroof and Mixers	Public Works	-	Staff issued a RFP to select a firm to complete the design of the reroof. Award of contract is tentatively scheduled for early 2019.
Library Landscaping ✓	Public Works	Library	The landscaping improvements near the Library have been completed.
Water System Master Plan ✓	Public Works	Administrative Services	The Water System Master Plan has been completed.
Chrysler Pump Station Improvements	Public Works	-	Staff is pursuing grant opportunities to close the funding gap and is exploring other funding options including a community facilities district.
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 in early 2019.

2018 Remaining Work Plan Updates	Lead Department	Supporting Department(s)	4th Quarter Update
Emergency Water Supply	Public Works	-	Construction of the above ground equipment at the Corp Yard is scheduled to begin in Spring 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, City Manager's Office	On October 18, 2018 the City hosted an Oversight and Outreach Group Community Workshop to present the preliminary findings and receive input on park amenities, recreation opportunities, teen spaces, and improvement of the Belle Haven Campus (Onetta Harris Community Center, Senior Center). A community intercept activity is scheduled for December 6, 2018 at the Onetta Harris Community Center.
Park Playground Equipment	Public Works	Community Services	On October 10, 2018 the City hosted a community meeting at Little House to receive feedback on the proposed playground at Nealon Park.
Jack Lyle Park Restroom	Public Works	Community Services	The restroom has been installed. The expected project completion date is early 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	On hold due to staff vacancies.
Equity in Education Joint Powers Authority	City Manager's Office	-	On hold due to staff vacancies.
Minimum Wage Ordinance	City Manager's Office		On hold due to staff vacancies.

2018 Remaining Work Plan Updates	Lead Department	Supporting Department(s)	4th Quarter Update
Realizing Menlo Park's vision of environmental leadership and sustainability			
Green Infrastructure Plan	Public Works	City Manager's Office, Community Development	Plan preparation is underway and is schedule to be completed in July 2019 in compliance with mandated deadline.
Update the Heritage Tree Ordinance	City Manager's Office	Community Development, Public Works, City Attorney	Phase I analysis will be complete January 2019. Phase II analysis to be completed by Summer 2019 with preferred option presented to the City Council in 2019.
Community Zero Waste Plan Implementation	City Manager's Office	Administrative Services, Community Development, Public Works	Continuing work to develop guidelines and criteria to meet the zero waste requirements in the ConnectMenlo neighborhood (General Plan). Expected implementation February 2019. Developed RFP for converting drinking fountains to 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. Future actions including identifying necessary funding and maintenance responsibilities.
Downtown Utility Undergrounding	Public Works	City Manager's Office	On hold due to staff vacancies.

2018 Remaining Work Plan Updates	Lead Department	Supporting Department(s)	4th Quarter Update
Welcome to Menlo Park Monument Signs	Public Works	City Manager's Office	Initial research was conducted to better understand the range of options for consideration in order to prepare a request for qualifications/proposals for design services.
Climate Change Resiliency Plan	Public Works	City Manager's Office	On hold due to staff vacancies.
Santa Cruz and Middle Avenues Resurfacing	Public Works	-	Grant funding delayed until late 2019; therefore, work now scheduled to occur during summer 2020. Preparation of design and grant requirement compliance continues. City Council direction regarding design parameters such as on-street parking and bike lanes is expected to occur in early 2019 in order to meet grant funding timeframe.
Oak Grove Safe Routes to School and Green Infrastructure	Public Works	-	On November 13, 2018, the City Council adopted a resolution to prohibit weekday parking along the frontage of Vallombrosa between Nativity Church and Nativity School. As such, staff is pursuing a design consistent with that direction which will include a new sidewalk and green infrastructure for storm water treatment. Construction is 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 in phases. Phase one includes time of day updates to the signals that are currently under review by Caltrans. Phase two includes the adaptive technology, which would be implemented upon the completion of the Willow Road/U.S. 101 interchange project to incorporate the two new traffic signals.

2018 Remaining Work Plan Updates	Lead Department	Supporting Department(s)	4th Quarter Update
Library System Improvements			
Belle Haven Branch Library Improvements	City Manager's Office	Library, Administrative Services, Community Development, Public Works	Neighborhood Library Needs Assessment approved by City Council. Space Needs assessment underway; focus groups to be held November 26 & 27, Community Meeting scheduled for December 13, Library Commission Study Session scheduled for January 28, 2019, and City Council Study Session tentatively set for March 2019. Stakeholder input to be gathered by interviews and survey through February 2019.
Main Library Improvements	City Manager's Office	Library, Administrative Services, Community Development, Public Works	Main Library project paused pending new City Council direction anticipated in early 2019.