



CITY COUNCIL SPECIAL AND REGULAR MEETING AGENDA

Tuesday, January 14, 2014
6:00 P.M.
701 Laurel Street, Menlo Park, CA 94025
City Council Chambers

6:00 P.M. CLOSED SESSION (1st floor Council Conference Room, Administration Building)

Public Comment on these items will be taken prior to adjourning to Closed Session

CL1. Closed Session pursuant to Government Code Section §54957 to conference with labor negotiators regarding labor negotiations with the Police Officers Association (POA) and Service Employees International Union (SEIU)

Attendees: Alex McIntyre, City Manager, Starla Jerome-Robinson, Assistant City Manager, Bill McClure, City Attorney, Gina Donnelly, Human Resources Director, Drew Corbett, Finance Director, and Charles Sakai, Labor Attorney

CL2. Closed Session pursuant to Government Code Section 54956.9(b)(1) to conference with legal counsel regarding existing litigation: Sinnott v. City of Menlo Park, et al.; San Mateo County Superior Court case no. CIV525256

CL3. Closed session pursuant to Government Code Section 54956.8 regarding real property negotiations:

Property: Little House, 800 Middle Avenue Menlo Park

City Negotiators: Bill McClure, City Attorney, Alex McIntyre, City Manager, or designee

Negotiating Parties: City of Menlo Park and Peninsula Volunteers

Under Negotiation: Terms of Lease renewal for Little House

7:00 P.M. REGULAR SESSION

ROLL CALL – Carlton, Cline, Keith, Ohtaki, Mueller

PLEDGE OF ALLEGIANCE

REPORT FROM CLOSED SESSION

ANNOUNCEMENTS

SS. STUDY SESSION

SS1. Study Session on Public Employees Retirement System (PERS) and consider establishing reserve for unfunded liability

A. PRESENTATIONS AND PROCLAMATIONS

A1. Proclamation honoring Kathleen Daly and Café Zoe

B. COMMISSION/COMMITTEE VACANCIES, APPOINTMENTS AND REPORTS – None

C. PUBLIC COMMENT #1 (Limited to 30 minutes)

Under “Public Comment #1”, the public may address the Council on any subject not listed on the agenda and items listed under the Consent Calendar. Each speaker may address the Council once under Public Comment for a limit of three minutes. Please clearly state your name and address or political jurisdiction in which you live. The Council cannot act on items not listed on the agenda and, therefore, the Council cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

D. CONSENT CALENDAR

- D1.** Adopt a resolution supporting the proposed applications for Measure A bicycle and pedestrian program funding (*Staff report #14-007*)
- D2.** Adopt a resolution requesting the Metropolitan Transportation Commission to allocate fiscal year 2013-2014 Transportation Development Act Article 3 pedestrian and bicycle funding for the Menlo Park Citywide Bicycle and Pedestrian Enhancement Project (*Staff report #14-006*)
- D3.** Adopt a resolution authorizing application to the San Mateo County Community Development Block Grant (CDBG) Program for projects in the Belle Haven neighborhood for the 2014-15 grant cycle (*Staff report #14-008*)
- D4.** Accept minutes for the Council meetings December 3, 10, and 17, 2013 (*Attachment*)

E. PUBLIC HEARINGS – None

F. REGULAR BUSINESS

- F1.** Adopt a resolution and authorize a loan to CORE Housing for up to \$2.86 million for affordable housing at 605 Willow Road (*Staff report #14-005*)
- F2.** Approve the logo update and development of graphic standards (*Staff report #14-001*)
- F3.** Appoint City Council representatives and alternates to various regional agencies and assign liaisons to City advisory bodies and members of Council sub-committees (*Staff report #14-004*) – Continued from December 17, 2013
- F4.** Consider modifications to the City’s Rail Policy Statement (*Staff report #14-002*)

G. CITY MANAGER’S REPORT – None

H. WRITTEN COMMUNICATION – None

I. INFORMATIONAL ITEMS

- I1.** Update on responses to the City’s Notice of Funding Availability (NOFA) for \$3.2 million in Below Market Rate Housing funds (*Staff report #14-003*)

J. COUNCILMEMBER REPORTS

- J1.** Council of Cities Meeting and City Selection Meeting on January 24, 2013

K. PUBLIC COMMENT #2 (*Limited to 30 minutes*)

Under “Public Comment #2”, the public if unable to address the Council on non-agenda items during Public Comment #1, may do so at this time. Each person is limited to three minutes. Please clearly state your name and address or jurisdiction in which you live.

L. ADJOURNMENT

Agendas are posted in accordance with Government Code Section 54954.2(a) or Section 54956. Members of the public can view electronic agendas and staff reports by accessing the City website at <http://www.menlopark.org> and can receive e-mail notification of agenda and staff report postings by subscribing to the “Home Delivery” service on the City’s homepage. Agendas and staff reports may also be obtained by contacting the City Clerk at (650) 330-6620. Copies of the entire packet are available at the library for viewing and copying. (Posted: 01/09/2014)

At every Regular Meeting of the City Council, in addition to the Public Comment period where the public shall have the right to address the City Council on the Consent Calendar and any matters of public interest not listed on the agenda, members of the public have the right to directly address the City Council on any item listed on the agenda at a time designated by the Mayor, either before or during the Council’s consideration of the item.

At every Special Meeting of the City Council, members of the public have the right to directly address the City Council on any item listed on the agenda at a time designated by the Mayor, either before or during consideration of the item.

Any writing that is distributed to a majority of the City Council by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available for inspection at the Office of the City Clerk, Menlo Park City Hall, 701 Laurel Street, Menlo Park, CA 94025 during regular business hours. Members of the public may send communications to members of the City Council via the City Council’s e-mail address at city_council@menlopark.org. These communications are public records and can be viewed by any one by clicking on the following link: <http://ccin.menlopark.org>

City Council meetings are televised live on Government Access Television Cable TV Channel 26. Meetings are re-broadcast on Channel 26 on Thursdays and Saturdays at 11:00 a.m. A DVD of each meeting is available for check out at the Menlo Park Library. Live and archived video stream of Council meetings can be accessed at http://menlopark.granicus.com/ViewPublisher.php?view_id=2

Persons with disabilities, who require auxiliary aids or services in attending or participating in City Council meetings, may call the City Clerk’s Office at (650) 330-6620.

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PUBLIC WORKS DEPARTMENT

Council Meeting Date: January 14, 2014
Staff Report #: 14-007

Agenda Item #: D-1

CONSENT CALENDAR: **Adopt a Resolution Supporting the Proposed Applications for Measure A Bicycle and Pedestrian Program Funding**

RECOMMENDATION

Staff recommends that the City Council adopt a resolution (Attachment A) in support of the Haven Avenue Streetscape Improvement Project and East Palo Alto - Menlo Park Connectivity Project, and authorize staff to submit two grant applications for Measure A Bicycle and Pedestrian Program funding for design and construction of each project.

BACKGROUND

On December 9, 2013, the Transportation Authority issued a call for bicycle and pedestrian projects for fiscal years 2014 and 2015. The Program includes \$5,400,000 for this funding cycle and allows agencies to submit up to three applications, for a total award of up to \$1,000,000 per project. Applications are due January 17, 2014.

ANALYSIS

Staff has reviewed the project eligibility and scoring criteria and recommends the following projects be submitted:

1. Haven Avenue Streetscape and Bicycle/Pedestrian Improvements
2. East Palo Alto - Menlo Park Connectivity Project

The Bicycle and Transportation Commissions reviewed these potential applications at their meetings on December 9, 2013 and December 11, 2013, respectively, and both voiced unanimous support for the projects.

Haven Avenue Streetscape and Bicycle/Pedestrian Improvements

The Haven Avenue Streetscape Project would provide new bicycle and pedestrian facilities to a key corridor, connecting Menlo Park, San Mateo County and Redwood City residents and employees. The project area includes Haven Avenue between Marsh Road and the Redwood City boundary, and requires a partnership with San Mateo County to also close a short gap under County jurisdiction. Significant redevelopment is planned on Haven Avenue within Menlo Park, where several properties were rezoned to

allow high density residential uses as part of the City's Housing Element adopted in 2013. The area is in close proximity to employment centers of Menlo business park, Facebook, and others and the San Francisco Bay trail serving commute and recreational needs.

Design and construction of the proposed project represents a public-private partnership and innovative approach to leveraging grant funds, since a portion of the proposed project will be funded by a developer contribution required under the City's Housing Element adopted in 2013 and mitigation measures required from Facebook's Campus Project approved in 2013.

The developer-funded portion of the proposed project includes adding bicycle lanes, closing sidewalk gaps, adding a new pedestrian and bicycle bridge over the Atherton Channel, providing new and enhanced existing pedestrian crossings and improvements to the Marsh Road-Haven Avenue-Bayfront Expressway intersection. The grant funds, if awarded, would extend bicycle lanes and sidewalks from approximately 3723 Haven Avenue to the County of San Mateo border, where the bicycle lanes in Redwood City currently end today. To install bicycle lanes on Haven Avenue, parking restrictions would be required on a portion of the street as shown on Attachment B. Preliminary outreach was conducted to gather feedback from property owners on Haven Avenue by the City of Menlo Park and the County of San Mateo and Friends of Bedwell-Bayfront Park in early January 2014. Based on comments collected and outreach conducted by St. Anton Residential developers, there is preliminary support from property owners within Menlo Park for the parking modifications. See Attachment B for a map of the proposed project area.

East Palo Alto-Menlo Park Connectivity Project

The East Palo Alto-Menlo Park Connectivity Project would close sidewalk gaps on O'Connor Street in Menlo Park and Woodland Avenue in East Palo Alto and add new bicycle routes on streets identified in each City's Bicycle Plan in the Willows and Woodlands neighborhoods, including:

- Durham Street
- Donohoe Avenue
- W. Bayshore Avenue
- Manhattan Street
- Menalto Avenue
- Gilbert Street
- O'Connor Street
- Woodland Avenue
- Euclid Street

This project provides a significant Safe Routes to Schools benefit, providing needed connections between the existing Willow Oaks School in the Ravenswood School

District and the planned Laurel Upper Elementary School (O'Connor site) in the Menlo Park City School District. This project would be submitted jointly between the City of Menlo Park and the City of East Palo Alto. Both school districts have expressed support for the proposed improvements and have agreed to write letters of support for the application. A map of the proposed project is included in Attachment C.

IMPACT ON CITY RESOURCES

The submittal of applications has minimal impact on City resources. If the projects are awarded, staff resources will be required to support these projects through commitment of staff time for design and project management. No City funds are required for matching. If awarded, staff will return to Council requesting to include projects into the Capital Improvement Program. Adding the projects will likely impact the timely completion of previously funded projects.

POLICY ISSUES

The recommendation does not represent a change to existing City policy.

ENVIRONMENTAL REVIEW

This Council action is not subject to the current California Environmental Quality Act (CEQA) Guidelines. Any approved project will comply with all required environmental review documents to construct a project.

PUBLIC NOTICE

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS

- A. Resolution
- B. Map of the Proposed Haven Avenue Streetscape Project
- C. Map of the East Palo Alto-Menlo Park Bicycle/Pedestrian Connectivity Project

Report prepared by:
Nicole H. Nagaya, P.E.
Senior Transportation Engineer

Jesse T. Quirion
Transportation Manager

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RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK SUPPORTING THE HAVEN AVENUE STREETScape AND EAST PALO ALTO-MENLO PARK CONNECTIVITY PROJECTS AND SUBMITTING AN APPLICATION FOR MEASURE A PEDESTRIAN AND BICYCLE PROGRAM FUNDING FOR THE HAVEN AVENUE STREETScape AND EAST PALO ALTO-MENLO PARK CONNECTIVITY PROJECTS

WHEREAS, there is a need to complete a gap in the regional and local bicycle and pedestrian networks, planned redevelopment in the Haven Avenue project area and the planned opening of Laurel Upper School will generate new demand and safety concerns, and

WHEREAS, the proposed Haven Avenue Streetscape and East Palo Alto-Menlo Park Connectivity Projects would address these gaps and issues, and

WHEREAS, it will cost \$700,000 to implement the Haven Avenue Project scope and \$550,000 to implement the East Palo Alto-Menlo Park Connectivity Project scope, and

WHEREAS, the City wishes to sponsor design and construction of bicycle and pedestrian facilities in the project areas, and

WHEREAS, the City seeks \$170,000 for design and construction of the Haven Avenue facilities and \$395,000 for the East Palo Alto-Menlo Park project facilities, and

WHEREAS, on June 7, 1988, the voters of San Mateo County approved a ballot measure to allow the collection and distribution by the San Mateo County Transportation Authority (TA) of a half-cent transactions and use tax in San Mateo County for 25 years, with the tax revenues to be used for highway and transit improvements pursuant to the Transportation Expenditure Plan presented to the voters (Original Measure A); and

WHEREAS, on November 2, 2004, the voters of San Mateo County approved the continuation of the collection and distribution by the TA the half-cent transactions and use tax for an additional 25 years to implement the 2004 Transportation Expenditure Plan beginning January 1, 2009 (New Measure A); and

WHEREAS, TA issued a Call for Projects for the Measure A Pedestrian and Bicycle Program on December 9, 2013, and

WHEREAS, TA requires a governing board resolution from the City in support of the City's application for \$565,000 (\$170,000 for the Haven Avenue project and \$395,000 for the East Palo Alto-Menlo Park project) in San Mateo County Measure A Pedestrian and Bicycle Program funds for design and construction of the facilities, and

WHEREAS, TA requires a governing board resolution from the City committing the City to the completion of the Haven Avenue Streetscape and East Palo Alto-Menlo Park Connectivity Projects, including the commitment of any matching funds needed for implementation, and

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY FOUND, DETERMINED, AND ORDERED AS FOLLOWS:

1. Directs staff to submit an application for TA Measure A Pedestrian and Bicycle Program funds for \$170,000 and \$395,000 for the design and construction of bicycle and pedestrian facilities as part of the Haven Avenue Streetscape and East Palo Alto-Menlo Park Connectivity Projects, respectively.
2. Authorizes the City Manager to execute a funding agreement with the San Mateo County Transportation Authority to encumber any TA Measure A Pedestrian and Bicycle Program funds awarded.
3. Let it be known the City commits in-kind staff time to the completion of design and construction of bicycle and pedestrian facilities as part of the Haven Avenue Streetscape and East Palo Alto-Menlo Park Connectivity Projects, including the commitment of any matching funds needed for implementation, if awarded the requested TA Measure A Grade Separation Program funds.

I, Pamela Aguilar, City Clerk of Menlo Park, do hereby certify that the above and foregoing Council Resolution was duly and regularly passed and adopted at a meeting by said Council on the fourteenth day of January, 2014, by the following votes:

AYES:

NOES:

ABSENT:

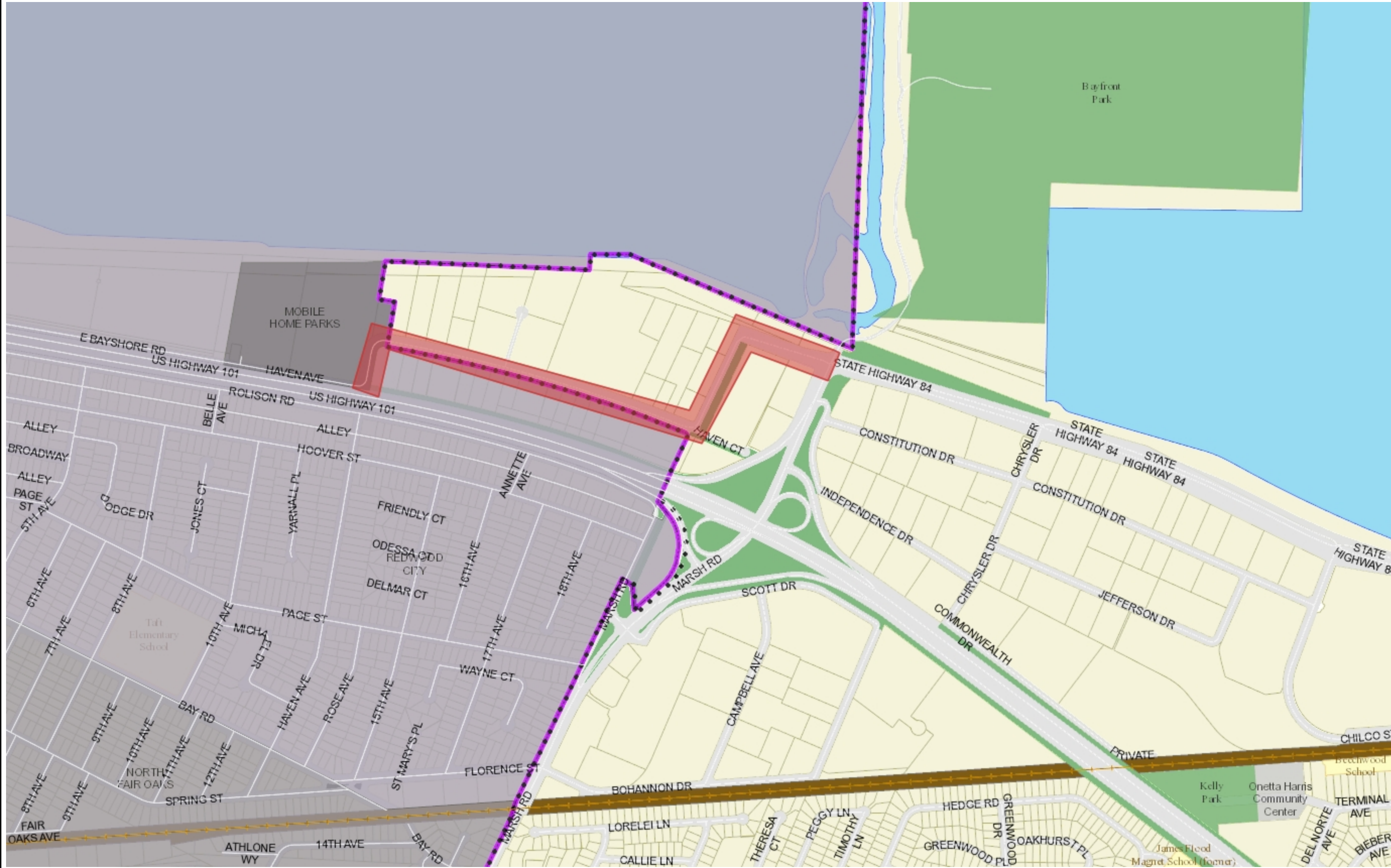
ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of the City of Menlo Park on this fourteenth day of January, 2014.

Pamela Aguilar
City Clerk



Attachment B-1: Project Extents

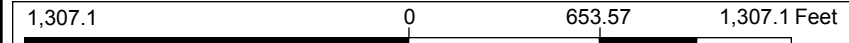


Legend

- Railroad
- Streets
- Sphere Of Influence
- City Limits
- Adjacent Cities
 - <all other values>
 - ATHERTON
 - BELMONT
 - DEVONSHIRE (UNINC)
 - EAST PALO ALTO
 - EMERALD LAKE HILLS (UNINC)
 - HARBOR/INDUSTRIAL (UNINC)
 - LADERA (UNINC)
 - LOS TRANCOS WOODS (UNINC)
 - MENLO OAKS (UNINC)
 - MOBILE HOME PARKS (UNINC)
 - NORTH FAIR OAKS (UNINC)
 - PALO ALTO
 - PALOMAR PARK (UNINC)
 - PORTOLA VALLEY
 - REDWOOD CITY
 - SAN CARLOS
 - SEQUOIA TRACT (UNINC)
 - STANFORD LANDS (UNINC)
 - STANFORD WEEKEND ACRES (L)
 - UNINCORPORATED
 - WEST MENLO PARK (UNINC)
 - WOODSIDE
- Public Facilities
- Schools
- Parks
- Travel Ways
 - Asphalt
 - Landscape
 - Median
 - Railroad
 - Paper
- Lakes
- Reserve

1:7,843

Notes

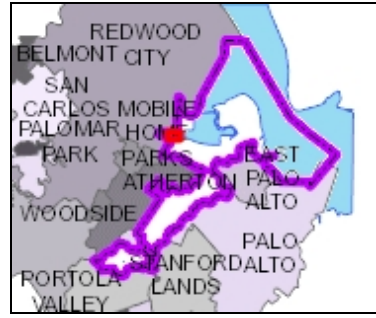


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City of Menlo Park GIS

This map is for reference purposes only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. The City of Menlo Park and its staff shall not be held responsible for errors or omissions. Please contact City staff for the most current information.



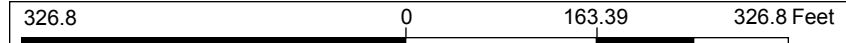
Attachment B-2: Area of Developer Required Construction



Legend

- Address
- Street Names
- Railroad
- Sphere Of Influence
- City Limits
- Adjacent Cities
 - <all other values>
 - ATHERTON
 - BELMONT
 - DEVONSHIRE (UNINC)
 - EAST PALO ALTO
 - EMERALD LAKE HILLS (UNINC)
 - HARBOR/INDUSTRIAL (UNINC)
 - LADERA (UNINC)
 - LOS TRANCOS WOODS (UNINC)
 - MENLO OAKS (UNINC)
 - MOBILE HOME PARKS (UNINC)
 - NORTH FAIR OAKS (UNINC)
 - PALO ALTO
 - PALOMAR PARK (UNINC)
 - PORTOLA VALLEY
 - REDWOOD CITY
 - SAN CARLOS
 - SEQUOIA TRACT (UNINC)
 - STANFORD LANDS (UNINC)
 - STANFORD WEEKEND ACRES (L)
 - UNINCORPORATED
 - WEST MENLO PARK (UNINC)
 - WOODSIDE
- Public Facilities
- Schools
- Parks
- Travel Ways
 - Asphalt
 - Landscape
 - Median
 - Railroad
 - Paper
- Lakes

1: 1,961



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City of Menlo Park GIS

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Notes



Attachment B-3: Area of Grant-Funded Construction



Legend

- Street Names
- Railroad
- Sphere Of Influence
- City Limits
- Adjacent Cities
 - <all other values>
 - ATHERTON
 - BELMONT
 - DEVONSHIRE (UNINC)
 - EAST PALO ALTO
 - EMERALD LAKE HILLS (UNINC)
 - HARBOR/INDUSTRIAL (UNINC)
 - LADERA (UNINC)
 - LOS TRANCOS WOODS (UNINC)
 - MENLO OAKS (UNINC)
 - MOBILE HOME PARKS (UNINC)
 - NORTH FAIR OAKS (UNINC)
 - PALO ALTO
 - PALOMAR PARK (UNINC)
 - PORTOLA VALLEY
 - REDWOOD CITY
 - SAN CARLOS
 - SEQUOIA TRACT (UNINC)
 - STANFORD LANDS (UNINC)
 - STANFORD WEEKEND ACRES (L)
 - UNINCORPORATED
 - WEST MENLO PARK (UNINC)
 - WOODSIDE
- Public Facilities
- Schools
- Parks
- Travel Ways
 - Asphalt
 - Landscape
 - Median
 - Railroad
 - Paper
- Lakes
- Resale

1: 4,830



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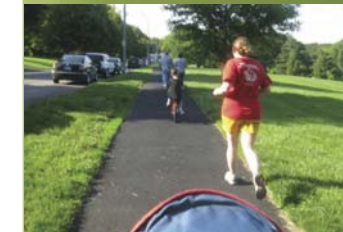
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City of Menlo Park GIS

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Notes



WALKING



THINKING



BIKING



RUNNING

Haven Trail

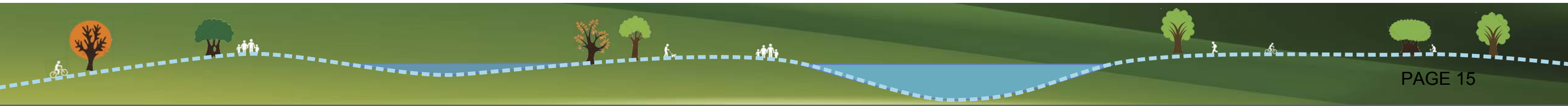


- ① 394-Unit Residential Project - Under Construction
- ② Approved Residential Project - Construction Pending
- ③ Samtrans Bus Stop
- ④ Menlo Park Office

- ⑤ Potential Bike Improvements
- ⑥ Commonwealth Corporate Center
- ⑦ Bay Trail
- ⑧ Bayfront Park

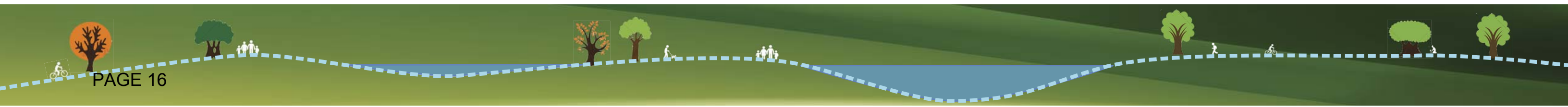
- ⑨ Facebook West Campus
- ⑩ Facebook East Campus
- ⑪ Bohannon Menlo Gateway

Local Context



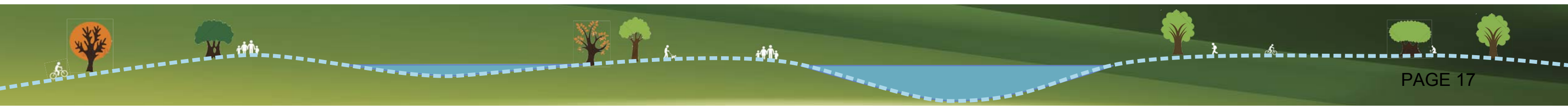


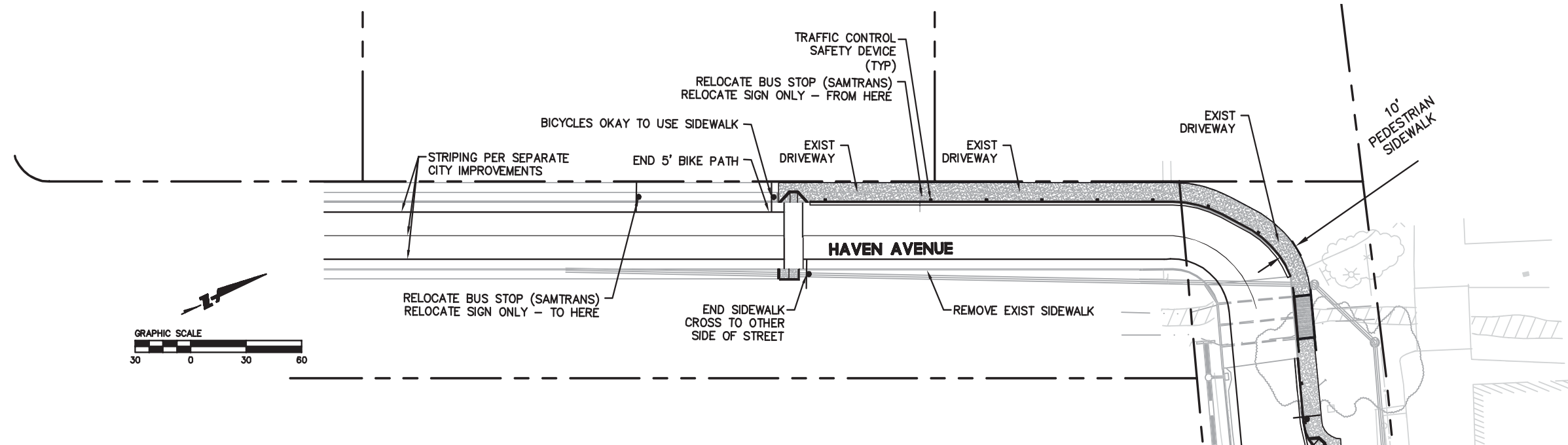
Proposed Improvements





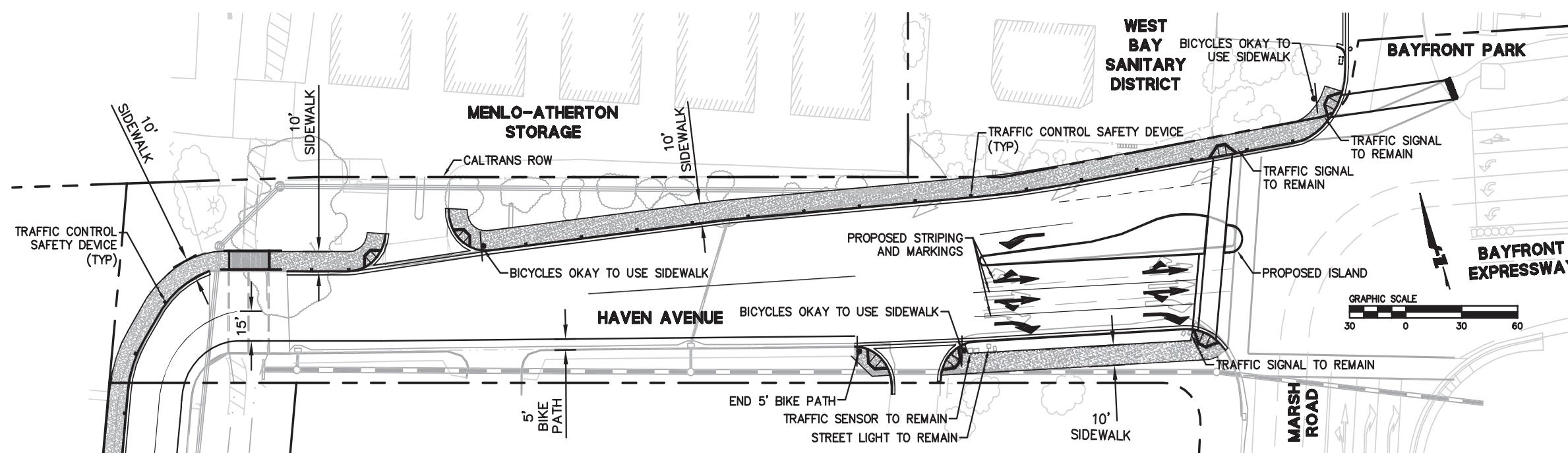
Conceptual Design Imagery





SCALE: 1" = 60'

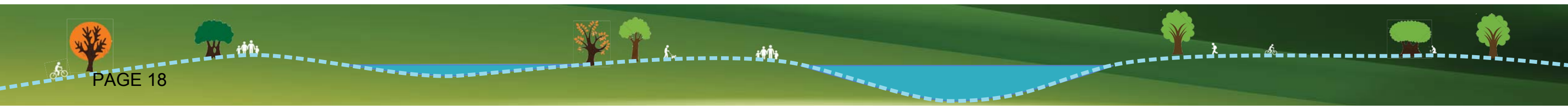
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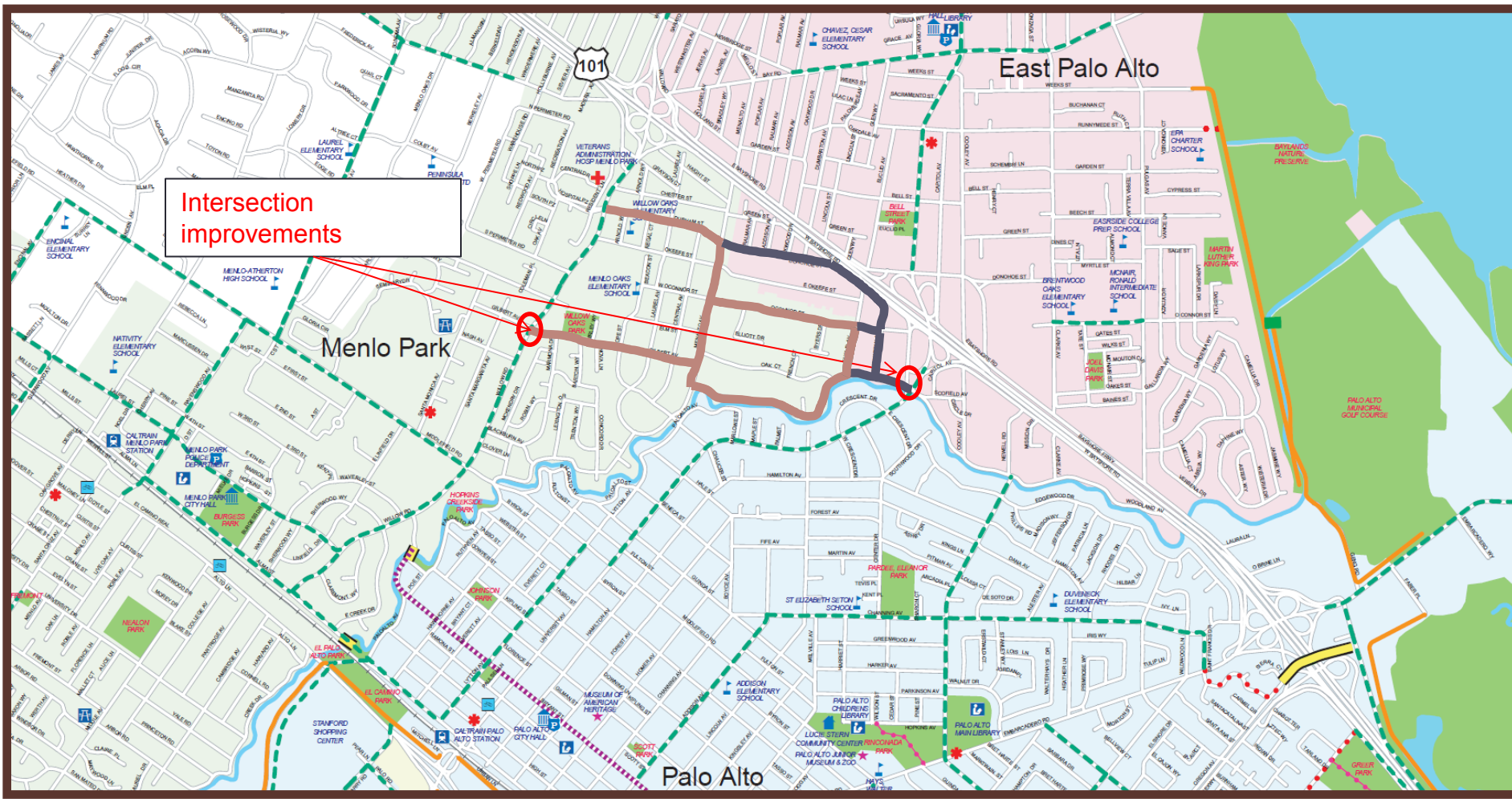
SCALE: 1" = 60'

SEE ABOVE

Haven Avenue Improvement Plan



Map of Joint Menlo Park & East Palo Alto Application



Intersection improvements

 Menlo Park Bicycle Routes

 East Palo Alto Bicycle Routes



Transportation Division

O'Connor/Laurel Upper School Area Improvements

- Closure of sidewalk gaps:
 - O'Connor Street
 - Menalto Avenue
- Bicycle facility improvements (sharrows, signs):
 - O'Connor Street
 - Durham Street
 - Gilbert Avenue
 - Menalto Avenue
 - Woodland Avenue
 - Euclid Avenue
- Intersection improvements at Willow Road/Gilbert Avenue





PUBLIC WORKS DEPARTMENT

Council Meeting Date: January 14, 2014
Staff Report #: 14-006

Agenda Item #: D-2

CONSENT CALENDAR:

Adopt a Resolution Requesting the Metropolitan Transportation Commission to Allocate Fiscal Year 2013-2014 Transportation Development Act Article 3 Pedestrian and Bicycle Funding for the Menlo Park Citywide Bicycle and Pedestrian Enhancement Project

RECOMMENDATION

Staff recommends that the City Council adopt a resolution (Attachment A) requesting the Metropolitan Transportation Commission (MTC) to allocate fiscal year 2013-2014 Transportation Development Act (TDA) Article 3 pedestrian and bicycle funding for the Menlo Park Citywide Bicycle and Pedestrian Enhancement Project.

BACKGROUND

The City/County Association of Governments (C/CAG) issued a Call for Projects on August 9, 2013 for the TDA Article 3 pedestrian and bicycle funding program. The MTC, the transportation planning, coordinating, and financing agency for the nine-county San Francisco Bay Area, administers the competitive grant program. The program includes approximately \$1,600,000 for fiscal year 2013-2014 in San Mateo County, with a maximum award of \$400,000 per agency.

ANALYSIS

The City submitted two applications for capital projects which were endorsed by the Bicycle and Transportation Commissions in their September 9 and 11, 2013 meetings, respectively. The C/CAG Bicycle and Pedestrian Advisory Committee evaluated the applications at their October 24, 2013 meeting and recommended the highest ranking projects to be awarded funding. The Menlo Park Citywide Bicycle and Pedestrian Enhancement Project, was recommended for \$347,860 in TDA Article 3 funds. The project includes the following improvements:

- Add green-colored pavement to existing bike lanes on high-use corridors at vehicle-bicycle interaction points (e.g., where right-turning motorists cross bicycle lanes), at the following locations:

- Alpine Road at the following locations: Junipero Serra Boulevard and Sand Hill Road
- Sand Hill Road at the following locations: Alpine Road, 2725-2775 Sand Hill Road, and I-280
- Middlefield Road at the following locations: Willow Road, Seminary Drive, Ringwood Avenue and Ravenswood Avenue
- Ravenswood Avenue at the following locations: Middlefield Road and El Camino Real
- Ringwood Avenue at the following locations: Menlo-Atherton High School and Willow Road
- Willow Road at the following location: Middlefield Road
- Install branded bicycle racks in the Downtown area, increasing visibility of bicyclists and bike parking locations to provide enhanced end-of-trip amenities and improve access to local businesses.
- Install crosswalk enhancements to improve visibility of the crossing at Encinal School on Encinal Avenue, including in-roadway warning lights and speed feedback signs to calm traffic to enhance Safe Routes to Encinal School.

IMPACT ON CITY RESOURCES

Staff resources will be required to support these projects through commitment of in-kind staff time for design and project management. The projects will be added to the City's Capital Improvement Project. Due to the need to expend the grant funds before they expire, the project will need to be prioritized for completion by the end of FY 2014-2015.

POLICY ISSUES

The recommendation does not represent a change to existing City policy.

ENVIRONMENTAL REVIEW

The proposed projects are categorically exempt from the California Environmental Quality Act (CEQA) under Section 15304, Class 4. Notices were filed with the San Mateo County Clerk on September 13, 2013 at the time the applications were submitted.

PUBLIC NOTICE

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS

- A. Resolution, including Findings and TDA Article 3 Project Application Form

Report prepared by:
Nicole H. Nagaya, P.E.
Senior Transportation Engineer

Jesse T. Quirion
Transportation Manager

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RESOLUTION NO.

Request to the Metropolitan Transportation Commission for the allocation of fiscal year 2013-2014 Transportation Development Act Article 3 Pedestrian/Bicycle project funding

WHEREAS, Article 3 of the Transportation Development Act (TDA), Public Utilities Code (PUC) Section 99200 et seq., authorizes the submission of claims to a regional transportation planning agency for the funding of projects exclusively for the benefit and/or use of pedestrians and bicyclists; and

WHEREAS, the Metropolitan Transportation Commission (MTC), as the regional transportation planning agency for the San Francisco Bay region, has adopted MTC Resolution No. 875, Revised, entitled "Transportation Development Act, Article 3, Pedestrian/Bicycle Projects," which delineates procedures and criteria for submission of requests for the allocation of "TDA Article 3" funding; and

WHEREAS, MTC Resolution No. 875, Revised requires that requests for the allocation of TDA Article 3 funding be submitted as part of a single, countywide coordinated claim from each county in the San Francisco Bay region; and

WHEREAS, the City of Menlo Park desires to submit a request to MTC for the allocation of TDA Article 3 funds to support the projects described in Attachment B to this resolution, which are for the exclusive benefit and/or use of pedestrians and/or bicyclists; now, therefore, be it

RESOLVED, that the City of Menlo Park declares it is eligible to request an allocation of TDA Article 3 funds pursuant to Section 99234 of the Public Utilities Code, and furthermore, be it

RESOLVED, that there is no pending or threatened litigation that might adversely affect the project or projects described in Attachment B to this resolution, or that might impair the ability of the City of Menlo Park to carry out the project; and furthermore, be it

RESOLVED, that the City of Menlo Park attests to the accuracy of and approves the statements in Attachment A to this resolution; and furthermore, be it

RESOLVED, that a certified copy of this resolution and its attachments, and any accompanying supporting materials shall be forwarded to the congestion management agency, countywide transportation planning agency, or county association of governments, as the case may be, of San Mateo County for submission to MTC as part of the countywide coordinated TDA Article 3 claim.

The City of Menlo Park adopted this resolution on January 14, 2014.

AYES:

NAYS:

Certified to by (signature): _____
Pamela Aguilar, City Clerk

Attachment A

Re: Request to the Metropolitan Transportation Commission for the Allocation of Fiscal Year 2013-2014 Transportation Development Act Article 3 Pedestrian/Bicycle Project Funding

Findings

1. That the City of Menlo Park is not legally impeded from submitting a request to the Metropolitan Transportation Commission for the allocation of Transportation Development Act (TDA) Article 3 funds, nor is the City of Menlo Park legally impeded from undertaking the project(s) described in "Attachment B" of this resolution.
2. That the City of Menlo Park has committed adequate staffing resources to complete the project(s) described in Attachment B.
3. A review of the project(s) described in Attachment B has resulted in the consideration of all pertinent matters, including those related to environmental and right-of-way permits and clearances, attendant to the successful completion of the project(s).
4. Issues attendant to securing environmental and right-of-way permits and clearances for the projects described in Attachment B have been reviewed and will be concluded in a manner and on a schedule that will not jeopardize the deadline for the use of the TDA funds being requested.
5. That the project(s) described in Attachment B comply with the requirements of the California Environmental Quality Act (CEQA, Public Resources Code Sections 21000 et seq.).
6. That as portrayed in the budgetary description(s) of the project(s) in Attachment B, the sources of funding other than TDA are assured and adequate for completion of the project(s).
7. That the project(s) described in Attachment B are for capital construction and/or design engineering; and/or for the maintenance of a Class I bikeway which is closed to motorized traffic; and/or for the purposes of restriping Class II bicycle lanes; and/or for the development or support of a bicycle safety education program; and/or for the development of a comprehensive bicycle and/or pedestrian facilities plan, and an allocation of TDA Article 3 funding for such a plan has not been received by the City of Menlo Park within the prior five fiscal years.
8. That the project(s) described in Attachment B which are bicycle projects have been included in a detailed bicycle circulation element included in an adopted general plan, or included in an adopted comprehensive bikeway plan (such as outlined in Section 2377 of the California Bikeways Act, Streets and Highways Code section 2370 et seq.).
9. That any project described in Attachment B that is a "Class I Bikeway," meets the mandatory minimum safety design criteria published in Chapter 1000 of the California Highway Design Manual.
10. That the project(s) described in Attachment B are ready to commence implementation during the fiscal year of the requested allocation.
11. That the City of Menlo Park agrees to maintain, or provide for the maintenance of, the project(s) and facilities described in Attachment B, for the benefit of and use by the public.

Attachment B

TDA Article 3 Project Application Form

Fiscal Year of this Claim: 2013-2014 Applicant: City of Menlo Park

Contact person: Nicole Nagaya

Mailing Address: 701 Laurel Street; Menlo Park CA 94025

E-Mail Address: nhnagaya@menlopark.org Telephone: 650.330.6781

Secondary Contact (in event primary not available): Jesse Quirion

E-Mail Address: jtquirion@menlopark.org Telephone: 650.330.6744

Short Title Description of Project: Menlo Park Citywide Bicycle and Pedestrian Enhancement Project

Amount of claim: \$347,860

Functional Description of Project:

Install green bicycle lane treatments in vehicle-bicycle interaction zones. Install in-roadway warning light systems at uncontrolled crosswalk. Install branded bicycle parking in the Menlo Park downtown area.

Financial Plan:

List the project elements for which TDA funding is being requested (e.g., planning, environmental, engineering, right-of-way, construction, inspection, contingency, audit). Use the table below to show the project budget. Include prior and proposed future funding of the project. If the project is a segment of a larger project, include prior and proposed funding sources for the other segments.

Project Elements: The project includes engineering, construction, inspection and management costs.

Funding Source	All Prior FYs	Application FY	Next FY	Following FYs	Totals
TDA Article 3	\$0	\$347,860	\$0	\$0	\$347,860
list all other sources:					
1. Local Match (in-kind staff time)	\$0	\$139,140	\$0	\$0	\$139,140
2.					
3.					
4.					
Totals	\$0	\$487,000	\$0	\$0	\$487,000

Project Eligibility:	YES?/NO?
A. Has the project been approved by the claimant's governing body? (If "NO," provide the approximate date approval is anticipated).	Yes
B. Has this project previously received TDA Article 3 funding? If "YES," provide an explanation on a separate page.	No
C. For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to Chapter 1000 of the California Highway Design Manual? (Available on the internet via: http://www.dot.ca.gov).	Yes
D. Has the project been reviewed by a Bicycle Advisory Committee? (If "NO," provide an explanation).	Yes
E. Has the public availability of the environmental compliance documentation for the project (pursuant to CEQA) been evidenced by the dated stamping of the document by the county clerk or county recorder? (required only for projects that include construction).	Yes
F. Will the project be completed before the allocation expires? Enter the anticipated completion date of project (month and year) <u>December 2014</u>	Yes
G. Have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency? (If an agency other than the Claimant is to maintain the facility provide its name:)	Yes

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COMMUNITY SERVICES DEPARTMENT

Council Meeting Date: January 14, 2014
Staff Report #: 14-008

Agenda Item #D-3

CONSENT CALENDAR: **Adopt a Resolution Authorizing Application to the San Mateo County Community Development Block Grant (CDBG) Program for Projects in the Belle Haven Neighborhood for the 2014-15 Grant Cycle**

RECOMMENDATION

Staff recommends the Council approve the resolution authorizing application to San Mateo County for CDBG funds for eligible programs in the Belle Haven neighborhood.

BACKGROUND

The Community Development Block Grant Program provides annual grants on a formula basis to entitled cities and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low-income persons. The program is authorized under Title 1 of the Housing and Community Development Act of 1974, Public Law 93-383, as amended; 42 U.S.C.-5301 et seq. The Federal Department of Housing and Urban Development (HUD) awards grants to grantees to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services. Although Menlo Park does not qualify as an entitlement community (recipient of annual funds for distribution) due to the community's high income levels, the Belle Haven neighborhood is considered a "presumed benefit" area and eligible for funding for public services, minor home repair / micro enterprise development, housing projects and public facilities.

ANALYSIS

CDBG grant dollars in San Mateo County are limited and competitive given the number of agencies needing funds for services to low income residents. City staff believe there may be Capital Improvement projects in the CIP in the City's Belle Haven neighborhood that may successfully compete for funding in the Public Facilities category. Staff also believe there is a need in the neighborhood for minor home repair assistance, given that the City had to eliminate funding for that program with the dissolution of the Redevelopment Agency.

IMPACT ON CITY RESOURCES

Minimum grant amounts are \$25,000 under the CDBG guidelines. Acceptance of grant funds for repairs and maintenance to public facilities would allow City General Fund dollars to be used for other priorities. Should the City receive funding for a minor home repair program, the cost of administering that program through one of our existing housing services contractors can be included in the grant request.

POLICY ISSUES

Accepting grant funding is consistent with existing Council policy.

ENVIRONMENTAL REVIEW

Environmental review is not required for this project.

PUBLIC NOTICE

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS

- A. Resolution

Report prepared by:
Cherise Brandell
Community Services Director

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK TO AUTHORIZE APPLICATION TO THE SAN MATEO COUNTY FY 2014-15 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FOR ELIGIBLE PROJECTS IN THE BELLE HAVEN NEIGHBORHOOD OF MENLO PARK

WHEREAS, each year the federal Department of Housing and Urban Development (HUD) makes funding available to low income communities for public services, housing, public facilities and minor home repair through the Community Development Block Grant Program (CDBG); and

WHEREAS, the County of San Mateo administers these funds for cities that are not classified as Entitlement communities (such as Menlo Park); and

WHEREAS, Menlo Park's Belle Haven neighborhood is one of three "presumed benefit" communities in San Mateo County according to CDBG guidelines; and

WHEREAS, the City of Menlo Park desires to utilize all available resources to support improvements to quality of life in Belle Haven, including improving public facilities and supporting minor home repair which are eligible for CDBG funding; and

WHEREAS, the application deadline is January 24, 2014 and the application requires City Council authorization.

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby authorizes the City Manager to apply for CDBG funding for eligible projects and implement those projects in accordance with grant requirements if funding is awarded.

I, Pamela Aguilar, City Clerk of the City of Menlo Park, do hereby certify that the above and foregoing Resolution was duly and regularly passed and adopted at a meeting by said Council on the fourteenth day of January, 2014, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this fourteenth day of January, 2014.

Pamela Aguilar
City Clerk

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**CITY COUNCIL
REGULAR MEETING **DRAFT** MINUTES**

Tuesday, December 3, 2013

7:00 p.m.

701 Laurel Street, Menlo Park, CA 94025
City Council Chambers

7:00 P.M. REGULAR SESSION

Mayor Ohtaki called the meeting to order at 7:08 p.m. with all members present.

Mayor Ohtaki led the pledge of allegiance.

A. PUBLIC COMMENT #1

There was no public comment.

B. REGULAR BUSINESS

B1. Selection of Mayor and Mayor Pro Tempore for 2014 ([Staff report 13-177](#))

Mayor Ohtaki turned the meeting over to City Clerk Aguilar.

Councilmember Cline nominated Mayor Pro Tem Mueller. There being no other nominations, by acclamation, Ray Mueller is declared Mayor for 2014. City Clerk Aguilar turned the meeting over to Mayor Mueller.

Councilmember Keith nominated Councilmember Carlton. There being no other nominations, by acclamation, Catherine Carlton is declared Mayor Pro Tem for 2014.

Mayor Mueller addressed the audience regarding his vision and goals as Mayor for 2014 and thanked those who have supported him.

B2. Recognition of Outgoing Mayor

Mayor Mueller presented outgoing mayor Peter Ohtaki with a proclamation recognizing his commitment and service to the City.

Outgoing Mayor Ohtaki made brief remarks summarizing his year as mayor and gave a report and presentation regarding his recent trip to Galway, Ireland.

Public Comment:

- Dr. Gloria Hernandez, Ravenswood City School District, thanked outgoing Mayor Ohtaki, the Council and the City Manager for their support of the school district
- Angelica Tellechea, Ravenswood City School District, thanked outgoing Mayor Ohtaki and congratulated Mayor Mueller
- Kate Comfort Harr, HIP Housing, thanked outgoing Mayor Ohtaki for his support of HIP Housing and the 1157 Willow Road project
- Jeremy Dennis thanked outgoing Mayor Ohtaki on behalf of Assembly member Rich Gordon
- Jeffrey Cardenas thanked outgoing Mayor Ohtaki and congratulated Mayor Mueller and Mayor Pro Tem Carlton on behalf of Senator Jerry Hill

- Katie Ferrick thanked outgoing Mayor Ohtaki and congratulated Mayor Mueller and Mayor Pro Tem Carlton on behalf of Congresswoman Jackie Speier

B3. Council review and approval of the City Council meeting schedule for 2014
([Staff report 13-178](#))

This item is tabled to the December 17, 2013 Council meeting.

Public Comment reopened:

- Michael Francois spoke regarding information he has read on-line and Agenda 21 ([handout](#))
- Elizabeth Houck spoke regarding development on El Camino Real and traffic issues

The meeting adjourned at 7:55 p.m. to the reception in the back of the Council Chambers.

Pamela Aguilar
City Clerk

DRAFT



**CITY COUNCIL
SPECIAL AND REGULAR MEETING
DRAFT MINUTES**

**Tuesday, December 10, 2013
6:00 P.M.
701 Laurel Street, Menlo Park, CA 94025
City Council Chambers**

6:00 P.M. CLOSED SESSION (1st floor Council Conference Room, Administration Building)

Public Comment on these items will be taken prior to adjourning to Closed Session

CL1. Closed Session pursuant to Government Code Section §54957 to conference with labor negotiators regarding labor negotiations with the Police Officers Association (POA) and Service Employees International Union (SEIU)

Attendees: Alex McIntyre, City Manager, Starla Jerome-Robinson, Assistant City Manager, Bill McClure, City Attorney, Gina Donnelly, Human Resources Director, and Drew Corbett, Finance Director

CL2. Closed Session pursuant to Government Code Section §54957:
Public Employee Performance Evaluation - City Manager

7:00 P.M. REGULAR SESSION

Mayor Mueller called the meeting to order at 7:15 p.m. with all members present.

Mayor Mueller led the pledge of allegiance.

There was no reportable action from the Closed Session held earlier this evening.

ANNOUNCEMENTS

The City is recruiting applicants for vacancies on the Library Commission and the Finance & Audit Committee. Please inquire with the City Clerk for an application.

Mayor Mueller addressed the recent shooting incidents in the City. Police Chief Jonsen provided an update on the shootings, the status of the technology equipment the department was authorized to purchase, and how the police department is working with the neighborhood to bring peace back into our city.

SS. STUDY SESSION

SS1. Provide general direction to staff on an update to the City logo ([Staff report #13-198](#))
Staff presentation by Cherise Brandell, Community Services Director ([Presentation](#)).

Public Comment:

- Jack Morris stated that he was not aware that the City logo was in the process of being updated
- Cherie Zaslowky spoke against changing the City logo
- Frank Carney spoke against recent City activities and against the proposed new logo
- Ernst Meissner spoke in favor of retaining the existing City logo

ACTION: There was consensus by Council to digitize the existing logo, with suggested modifications to the font.

PRESENTATIONS AND PROCLAMATIONS

A1. Proclamation recognizing the Menlo Park Holiday Block Party Committee ([Attachment](#)) Brian Flegel, Block Party Committee Chairperson, accepted the proclamation.

Public Comment:

- Fran Dehn commended all those involved in the tree lighting event and recognized the members of the Committee
- Ernst Meissner thanked City staff's work on the tree lighting event

A2. Proclamation honoring Pat Carson on her retirement ([Attachment](#)) Pat Carson, Executive Assistant to the City Manager, accepted the proclamation. Council thanked Ms. Carson for her years of service to the City.

A3. Update from San Mateo County Mosquito and Vector Control District Trustee ([Presentation](#)) Valentina Cogoni, Menlo Park Trustee, presented an update.

A. COMMISSION/COMMITTEE VACANCIES, APPOINTMENTS AND REPORTS

B1. Reappointment of San Mateo County Mosquito and Vector Control District Trustee ([Attachment](#))

ACTION: Motion and second (Keith/Ohtaki) to reappoint Valentina Cogoni as Menlo Park Trustee to the San Mateo County Mosquito and Vector Control District for a 2-year term expiring December 2015 passes unanimously.

B2. Consider applicants for appointment to fill three vacancies on the Housing Commission ([Staff report # 13-179](#)) City Clerk Aguilar provided a brief summary of the Housing Commission vacancies.

ACTION: Motion and second (Keith/Ohtaki) to appoint the three applicants to fill the three vacancies on the Housing Commission passes unanimously.

ACTION: Motion and second (Cline/Keith) to appoint Carolyn Clarke to a term expiring April 30, 2016 and Lucy Calder and Michele Tate to terms expiring April 30, 2017.

B. PUBLIC COMMENT #1

- Jack Morris spoke regarding parking issues at dance studio on Oak Grove Avenue next to Foster's Freeze

C. CONSENT CALENDAR

D1. Adopt **Resolution 6172** approving the City Council subcommittee recommendations regarding the 2013-14 Community Funding allocation in the amount of \$143,000 ([Staff report #13-183](#))

D2. Approve funding of \$8700 for the Greyhounds Youth Football Program and the Menlo Atherton Viking Cheerleading Team ([Staff report #13-201](#))

D3. Approve the annual report of the Below Market Rate (BMR) Housing Program, including the status of the BMR in-lieu fees collected as of June 30, 2013, in accordance with Government Code Section 66000 et.seq. ([Staff report #13-184](#))

D4. Adopt **Resolution 6173** appropriating \$150,000 from the Transportation Impact Fee Fund Balance for the Willow Road/VA Hospital Entrance/Durham Street Signal Modification Project ([Staff report #13-186](#))

- D5.** Authorize the City Manager to award a contract to Towne Ford Sales in the amount of \$184,143 for the purchase of six police vehicles; award a contract to Priority 1 Public Safety Equipment in the amount of \$57,344 for the purchase and installation of emergency equipment; and authorize a total budget of \$247,487 for the purchase of the vehicles, equipment and contingencies ([Staff report #13-180](#))
- D6.** Authorize the Public Works Director to accept the work performed by Precision Emprise, Inc. for the Sidewalk Trip Hazard Removal Project Phase 2 ([Staff report #13-181](#))
- D7.** Authorize the Public Works Director to accept the work performed by VSS International, Inc. for the 2013-2014 Slurry Seal Project ([Staff report #13-182](#))
- D8.** Extend existing contract with CB&I in an amount not to exceed \$128,575 for engineering services to monitor, operate, maintain, repair, sample and report on the Bedwell Bayfront Park Leachate Collection System; and authorize the City Manager to extend the contract annually for up to three additional years ([Staff Report #13-190](#))
- D9.** Adopt a **Resolution 6174** appropriating \$8,093 from the Transportation Impact Fee fund balance, award a construction contract for the Oak Grove Avenue and Merrill Street Intersection In-Pavement Lighted Crosswalk Project to Bear Electrical Solutions, Inc., in the amount of \$30,110 and authorize a total budget of \$37,640 for construction, contingencies, inspection and project management ([Staff report #13-189](#))
- D10.** Authorize the City Manager to execute a funding agreement with City/County Association of Governments for the Willow Road Improvements at Newbridge Street and Bayfront Expressway Design Project for an amount of \$89,096 and subsequent agreements ([Staff report #13-194](#))
- D11.** Approve the following actions related to staffing in the Community Development Department: (1) Authorize the City Manager to sign an amended contract with Metropolitan Planning Group for Contract Planning Services; (2) Appropriate \$1.1 million for Contract Building Plan Check and Inspection Services; (3) Authorize the City Manager to sign an amended contract with Interwest Consulting Group, Inc. for Contract Building Plan Check and Inspection Services; and (4) Extend the terms for two limited term Planning Positions ([Staff report #13-195](#))
- D12.** As Successor Agency, consider adopting **Resolution 6176** of the Successor Agency to The Community Development Agency of the City Of Menlo Park approving an amendment to the amended and reinstated letter of credit and reimbursement agreement and authorizing certain actions in connection therewith ([Staff report #13-200](#))
- D13.** Accept minutes for the Council meetings of October 1, 15, 28, November 4 & 12, 2013 ([Attachment](#))
- D14.** Adopt a **Resolution 6175** designating the Menlo Park Office of Economic Development as the official Economic Development Agency of the City of Menlo Park for purposes of interacting with the California State Employment Development Department ([Staff report #13-199](#))

Mayor Mueller requested Item D2, *Approve funding of \$8700 for the Greyhounds Youth Football Program and the Menlo Atherton Viking Cheerleading Team*, be continued to the first Council meeting in January 2014.

Staff responded to Mayor Pro Tem Carlton's question regarding Item D9 and the installation of flood lighting.

Mayor Mueller requested Item D12, *Consider adopting a resolution of the Successor Agency to The Community Development Agency of the City Of Menlo Park approving an amendment to the amended and reinstated letter of credit and reimbursement agreement and authorizing certain actions in connection therewith*, be pulled from the Consent Calendar for further discussion.

ACTION: Motion and second (Cline/Ohaki) to approve Consent Calendar items D1, D3-D11, D13 and D14 passes unanimously.

Assistant City Manager Jerome-Robinson and Attorney John Palmer responded to Council questions regarding Item D12.

ACTION: Motion and second (Ohtaki/Carlton) as Successor Agency, adopt **Resolution 6176** of the Successor Agency to the Community Development Agency of the City Of Menlo Park approving an amendment to the amended and reinstated letter of credit and reimbursement agreement and authorizing certain actions in connection therewith passes unanimously.

D. PUBLIC HEARINGS – None

F. REGULAR BUSINESS

- F1.** Review and provide feedback on the implementation programs of the adopted Housing Element (2007-2014) and 2) Authorize the City Manager to incorporate Council's direction on the preliminary Draft Housing Element Update (2014-2022) and then submit the draft Housing Element to the State Department of Housing and Community Development for review and comment ([Staff report #13-196](#)) ([Presentation](#))

Staff presentation by Deanna Chow, Senior Planner

Public Comment:

- Shawn Sasse spoke in opposition to the zoning overlay for emergency homeless shelter in Area E
- Adina Levin spoke in favor of staff recommendations regarding the Housing Element
- Henry Riggs spoke regarding secondary housing units
- Cherie Zaslowsky expressed concerns regarding placement of a homeless shelter downtown and that it should be placed near the Veteran's Administration facility

- F2.** Approve Laurel Street parking restrictions adjacent to Nativity School ([Staff report #13-193](#)) ([Presentation](#))

Staff presentation by Jesse Quirion, Transportation Manager

Public Comment:

- Russ Castle, Nativity School, expressed concern regarding loss of parking
- Erin Glanville, Parent-Teacher Group Co-President, spoke regarding safety concerns
- Adina Levin spoke regarding a potential program at Nativity School that encourages walking, biking and carpooling

ACTION: Motion and second (Keith/Ohtaki) to approve Laurel Street parking restrictions adjacent to Nativity School with a friendly amendment by Mayor Mueller to come back with a status report regarding the on-street parking and bike lane costs passes unanimously.

Regular Business item F4 is called out of order.

F4. Consider approval of the terms of an agreement between the City of Menlo Park and the American Federation of State, County and Municipal Employees, Local 829
([Staff report #13-187](#)) ([Presentation](#))

Staff presentation by Gina Donnelly, Human Resources Director

Public Comment:

- Mickie Winkler requested Council to postpone taking action on this item so the public may get further clarification and analysis on fiscal impacts
- Henry Riggs spoke in support of contracting out services and private sector hiring

ACTION: Motion and second (Cline/Ohtaki) to approve the terms of an agreement between the City of Menlo Park and the American Federation of State, County and Municipal Employees, Local 829 passes 4-1 (Mueller dissents).

F3. Introduction of an Ordinance adopting the 2013 California Building Standards Code and local amendments ([Staff report #13-185](#))

Community Development Director Arlinda Heineck and Building Official Ron La France responded to Council questions.

ACTION: Motion and second (Cline/Ohtaki) to introduce an ordinance adopting the 2013 California Building Standards Code and local amendments passes unanimously.

F5. Consider adopting salary ranges for non-represented and confidential employees, provide feedback on the Council policy regarding setting salary ranges, authorize the City Manager to administer salary increase within the range and authorize the City Manager to distribute one time bonuses of up to \$5,000 ([Staff report #13-191](#)) ([Presentation](#))

Staff presentation by Starla Jerome-Robinson, Assistant City Manager

Public Comment:

- Mickie Winkler expressed concerns regarding the size of staff and recommended a staff reduction plan
- Henry Riggs supports giving the City Manager authority to set salaries and provide bonuses, but that increases and bonuses be based on performance

ACTION: Motion and second (Keith/Ohtaki) to adopt **Resolution 6177** approving salary ranges for non-represented and confidential employees and authorizing the City Manager to administer salary increases within the range and authorize the City Manager to distribute one time bonuses of up to \$5,000 passes unanimously

F6. Discuss recommendations for various seats for determination at the City Selection Committee meeting scheduled for December 13, 2013 ([Staff report #13-188](#))

City Clerk Aguilar introduced the item. There are no contested seats.

Council concurred unanimously that Mayor Mueller will vote to affirm all candidates for the seats they are seeking at the December 13, 2013 City Selection Committee meeting.

F7. Consider state and federal legislative items, including decisions to support or oppose any such legislation, and items listed under Written Communication or Information Item: **None**

G. CITY MANAGER'S REPORT – None

H. WRITTEN COMMUNICATION – None

I. INFORMATIONAL ITEMS

- I1.** Quarterly financial review of General Fund operations as of September 30
([Staff report # 13-173](#)) – Continued from November 19, 2013
- I2.** Review of the City's Investment Portfolio as of September 30
([Staff report # 13-174](#)) – Continued from November 19, 2013
- I3.** Quarterly review of Economic Development
([Staff report # 13-175](#)) – Continued from November 19, 2013

J. COUNCILMEMBER REPORTS

K. PUBLIC COMMENT #2

The meeting adjourned at 12:58 a.m. on December 11, 2013.

Pamela Aguilar
City Clerk

DRAFT



**CITY COUNCIL
SPECIAL AND REGULAR MEETING
DRAFT MINUTES**

Tuesday, December 17, 2013
6:00 P.M.
701 Laurel Street, Menlo Park, CA 94025
City Council Chambers

7:00 P.M. REGULAR SESSION

Mayor Mueller called the meeting to order at 7:13 p.m. Councilmember Rich Cline was absent.

Mayor Mueller led the pledge of allegiance.

REPORT FROM CLOSED SESSION

There was no reportable action from the closed session held earlier.

ANNOUNCEMENTS

Mayor Mueller stated that the City will be exploring options in regards to the fire that occurred at the Sims Metal Management facility on Seaport Blvd. in Redwood City this morning.

The City is recruiting for vacancies on the Bike, Library and Parks & Recreation Commission and for the Finance & Audit Committee.

Agenda Items A1 and A2 were taken out of order.

A. PRESENTATIONS AND PROCLAMATIONS

A2. Proclamation recognizing the Ravenswood Education Foundation
Director Renu Nanda accepted the proclamation ([Proclamation](#))

A1. Presentation by Superintendent Gloria Hernandez, Ravenswood School District
Dr. Gloria Hernandez made the presentation ([Presentation](#))

Public Comment:

Nubia Barajas stated she would like to see Council support the students and parents of Belle Haven school children as well as the administration of the Ravenswood School District.

SS. STUDY SESSION

SS1. Overview of the proposed General Plan Update and potential direction on the Scope of Work, including the potential for a concurrent M-2 Area Plan ([Staff report #13-209](#))
Staff presentation by Justin Murphy, Development Services Manager ([Presentation](#))

Public Comment

- Robert Alexander spoke regarding the General Plan
- Adina Levin encouraged the Council to look at current economic trends in the workplace when making design decisions in order foster optimum success for businesses, and to preserve and protect wildlife habitats in the surrounding natural areas

Mayor Mueller stated that this item should be agendized for a Council meeting in February in order for staff to gather additional information and feedback from community and business stakeholders before Council provides staff with direction. Staff is directed to prepare a plan that is forward thinking and adaptive, taking into consideration the M-2 district and sea level

changes, potential light industrial uses, traffic mitigation concerns, environmental goals, while still maintaining expediency.

B. COMMISSION/COMMITTEE VACANCIES, APPOINTMENTS AND REPORTS

B1. Parks & Recreation Commission 2-Year Work Plan Update and Proposed Goals for 2014-2016 Work Plan ([Attachment](#))
Commission Chair Tom Cecil gave the report.

C. PUBLIC COMMENT #1

- Kate Comfort Harr, HIP Housing, spoke regarding the 2014 HIP Housing calendar and thanked calendar for its partnership over the past year
- Diana Reddy, Housing Leadership Council, spoke regarding the Housing Element and concerns from the Belle Haven community regarding the number of affordable housing sites in that area. She urged Council to look for sites in alternate areas as well.
- Steven G. Sidlovsky, Secular Franciscan Order, spoke regarding citizen overlay life peace zones ([handout](#))
- Greg Klingsporn, Bicycle Commission Chair, gave a brief update regarding the Bicycle Commission
- Adina Levin spoke regarding the potential merge of the Bicycle and Transportation Commissions

D. CONSENT CALENDAR

- D1.** Approve the 2014 City Council meeting schedule ([Attachment](#))
- D2.** Waive second reading and approve an ordinance adopting the 2013 California Building Standards Code and local amendments ([Staff report #13-208](#)) - **Pulled from Consent**
- D3.** Approval of the Annual Report on the status of the Transportation Impact, Storm Drainage, Recreation in Lieu, and Building Construction Road Impact Fees collected as of June 30, 2013, according to Government Code Section 66000 et seq. ([Staff report #13-197](#))
- D4.** Accept the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2013 ([Staff report #13-203](#))
- D5.** Adopt **Resolution 6178** to amend the franchise agreement with Recology San Mateo County for waste collection services and authorize the City Manager to execute the amendment ([Staff report #13-192](#))
- D6.** Adopt a resolution approving the Water Supply Assessment for the Commonwealth Corporate Center Project ([Staff report #13-205](#)) - **Pulled from Consent**
- D7.** Consider the approval of a first amendment to the employment agreement with Alexander D. McIntyre ([Staff Report #13-207](#)) - **Pulled from Consent**

Councilmember Carlton requested items D2 and D6 be pulled from the Consent Calendar for further discussion.

Mayor Mueller requested item D7 be pulled from the Consent Calendar for further discussion.

ACTION: Motion and second (Keith/Ohtaki) to approve items D1, D3, D4 and D5 on the Consent Calendar passes 4-0-1 (Cline absent).

D2. Waive reading and approve an ordinance adopting the 2013 California Building Standards Code and local amendments

Staff responded to Council questions regarding pools and mosquito abatement concerns, and electrical circuits in bathrooms.

ACTION: Motion and second (Ohtaki/Mueller) to approve **Ordinance 1001** adopting the 2013 California Building Standards Code and local amendments passes 4-0-1 (Cline absent)

D6. Adopt a resolution approving the Water Supply Assessment for the Commonwealth Corporate Center Project

Staff responded to Council questions regarding savings to City.

ACTION: Motion and second (Carlton/Ohtaki) to adopt **Resolution 6179** approving the Water Supply Assessment for the Commonwealth Corporate Center Project passes 4-01 (Cline absent)

Staff responded to Council questions regarding the City Manager's home loan.

D7. Consider the approval of a first amendment to the employment agreement with Alexander D. McIntyre

ACTION: Motion and second (Keith/Carlton) to approve a first amendment to the employment agreement with Alexander D. McIntyre passes 4-0-1 (Cline absent),

C. PUBLIC HEARINGS

E1. Adopt a resolution accepting fiscal year 2013-2014 State Supplemental Local Law Enforcement Grant (COPS Frontline) in the Amount of \$100,000; Approve a spending plan and re-allocate \$17,627 from fiscal year 2012-2013 unencumbered State Supplemental Local Law Enforcement (SLEF) Grant Funds ([Staff report #13-204](#))

Commander Dave Bertini was present for Council questions.

Mayor Mueller opened the public hearing. There was no public comment. Mayor Mueller closed the public hearing.

ACTION: Motion and second (Keith/Ohtaki) to adopt **Resolution 6180** accepting fiscal year 2013-2014 State Supplemental Local Law Enforcement Grant (COPS Frontline) in the Amount of \$100,000; Approve a spending plan and re-allocate \$17,627 from fiscal year 2012-2013 unencumbered State Supplemental Local Law Enforcement (SLEF) Grant Funds passes 4-0-1 (Cline absent).

F. REGULAR BUSINESS

F1. Request for a loan of \$2.5 million from the City's Below Market Rate Housing Fund for a 60-unit Development Park VA Campus – This item is continued to January 14, 2014

F2. Council appointments to regional boards, commissions and committees ([Staff report #13-206](#)) – This item is continued to January 14, 2014

Public Comment:

Kristi Breich requested Council create a liaison assignment for Project Read

F3. Consider state and federal legislative items, including decisions to support or oppose any such legislation, and items listed under Written Communication or Information Item: **None**

G. CITY MANAGER'S REPORT – None

H. WRITTEN COMMUNICATION – None

I. INFORMATIONAL ITEMS

I1. Belle Haven After School Program cost recovery update ([Staff report #13-202](#))

J. COUNCILMEMBER REPORTS

K. PUBLIC COMMENT #2

There was no public comment.

The meeting adjourned at 10:51 p.m.

Pamela Aguilar
City Clerk

DRAFT



ADMINISTRATIVE SERVICES DEPARTMENT

Council Meeting Date: January 14, 2014
Staff Report #: 14-005

Agenda Item #: F-1

REGULAR BUSINESS: **Adopt a Resolution and Authorize a Loan to CORE Housing for up to \$2.86 million for Affordable Housing at 605 Willow Road**

RECOMMENDATION

Staff recommends City Council adopt a Resolution (with attached Term Sheet) and a Commitment Letter to the California Tax Credit Allocation Committee affirming the City's financial commitment to CORE Housing for a loan of up to \$2.86 million for 60 units of affordable housing.

BACKGROUND

CORE Affordable Housing (CORE) or an affiliated entity, is proposing a 60-unit, 100% affordable housing development on the Veteran's Administration Campus. The proposed development site is approximately 2 acres near the intersection of South Perimeter Road and Willow Road with a proposed address of 605 Willow Road. The housing development is being pursued through a Federal program to end homelessness for Veterans. The development would be two stories and would be comprised of 54 studios and 6 one-bedroom units. The site was identified as a high-density housing opportunity site in the City's recently adopted Housing Element of the General Plan. Given that the development is on Federal land, the development is not subject to the City's land use zoning requirements.

CORE Housing anticipates that a large part of the overall funding for the units will come from the contribution of land from the Veterans Affairs (VA) and Tax Credits from the Tax Credit Allocation Committee in the first round in 2014. CORE Housing has also requested funds from the County of San Mateo of \$800,000 in HOME funding and \$1.4 million in Affordable Housing Funds (which are comprised of one-time monies attributable to the dissolution of Redevelopment Agencies). San Mateo County has made it a policy to reinvest the one-time funding into the housing projects in the City from which the funds originated.

In order to achieve affordability of the units, CORE is requesting a loan from the City's Below Market Rate (BMR) housing fund of up to \$3.5 million as part of the development project. In addition, CORE is requesting a waiver of City fees.

Previously, the City Council conceptually approved \$2.5 million dollars for the CORE Housing from the Below Market Rate fund (BMR) in May 2013. Subsequent to the City Council's action, the cost of the project increased, followed by a request from CORE Housing for an additional \$1 million in funds up to a total of \$3.5 million. This item is before the City Council to finalize the commitment of the requested BMR funds, respond to the request for additional funds, and respond to the request for fee and in-lieu fee waivers. An updated proposal from CORE Housing (or Willow Housing LP which serves as an affiliated entity) is provided as Attachment A.

ANALYSIS

Overall, the project appears financially feasible and generally cost-effective. This is a meritorious project, particularly because of the VA's willingness to make the site available at basically no cost. In addition, providing permanent supportive housing to homeless and at-risk adults, particularly veterans, meets a pressing and long-term need.

At the time the Project was initially presented to the County and to the City, CORE indicated their financing pro forma demonstrated adequate funds to cover anticipated costs. The most recent proposal from CORE Housing (or its' affiliated entity) is provided as Attachment A.

However, since the Council's initial commitment, CORE Housing indicates the funding gap has grown to approximately \$2 million, and is now requesting additional funding up to a total of \$3.5 million plus a waiver of impact and building fees. CORE Housing also requested additional funding from the County of San Mateo.

Subsequent to receiving CORE's request, City staff met with a representative from San Mateo County Department of Housing. The County had previously committed \$800,000 but is now recommending an additional \$1.4 million from its Affordable Housing Fund, for a total of \$2.2 million, which leaves an estimated gap of \$.6 million. The County Board of Supervisors will make their funding decision in late January.

This remaining funding gap is closed if CORE Housing limits their Developer Fee to \$1.4 million and the City agrees to offset any City fees. Staff recommends against waiving any applicable fees, but instead increasing the funding from the BMR Fund to pay applicable City fees. CORE has developed an estimate of \$360,000 for the fees including impact fees, water connection fees, engineering fees and/or any other fees that are required by the City. The total loan would be \$2.5 million for housing and up to \$2.86 million to offset required City fees as discussed above.

Therefore, staff recommends increasing the original commitment of \$2.5 up to \$2.86 million, contingent upon:

- (1) Limiting the Developer fee to \$1.4 million dollars which is the maximum allowed by the Tax Credit Allocation Committee; and

- (2) Encouraging CORE Housing to seek funds from other sources such as the VA; and
- (3) Future verification of construction cost reasonableness by a third party; and
- (4) Submittal of all subcontractors' bids for review and availability to answer questions; and
- (5) Provision of general statistics on Low Income Housing Tax Credit projects for comparison to the CORE Housing project to demonstrate market comparability; and
- (7) Partnering with the County by mirroring the loan requirements for their individual loans for administrative ease and consistency.

In summary, staff believes this to be a viable and valuable housing opportunity for the City and an appropriate use of BMR funds. The authorizing Resolution is provided as Attachment B with the Loan Term Sheet attached. Also attached is the draft letter to the California Tax Allocation Committee advising them of the City's financial commitment.

IMPACT ON CITY RESOURCES

The Public Funding Award letter (attached) commits \$2.5 million in BMR funds to the CORE Housing project. There are sufficient funds available for this project in the BMR fund. Additional funds may be needed to complete the project, but staff is encouraging CORE Housing to explore sources other than the City BMR funds.

CORE Housing is also requesting additional funding to offset any City fees. If impact fees, water connection fees and/or engineering fees are applicable, staff recommends Council authorize staff to offset the cost of these fees by increasing the amount of the loan from the BMR fund in an equal amount to the fees, not to exceed \$360,000.

POLICY ISSUES

The proposed housing is consistent with the City's Council commitment to CORE Housing in May 2013. The proposed purpose of the affordable housing development is consistent with the proposed uses in the BMR Guidelines.

ENVIRONMENTAL REVIEW

On May 21, 2013, the City Council adopted the Environmental Assessment (EA) prepared for the Housing Element. The EA analyzed the project site as a potential location for higher density, low income housing. Therefore, the environmental impacts of this project were reviewed in the EA, which is the equivalent of a Draft Environmental Impact Report (EIR). The project is also the subject of an Environmental Impact Assessment (EIS) under the National Environmental Policy Act, as the project is on federal land.

In light of the foregoing, the "common sense exemption" which indicates that the California Environmental Quality Act (CEQA) applies only to projects that have the potential for causing a significant effect on the environment applies. It can be seen with

certainty that there is no possibility that the approval of the loan for the development of the project will have a significant effect on the environment beyond what was analyzed in the EA. Therefore, the project is exempt from CEQA.

PUBLIC NOTICE

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS

- A. Updated Proposal for Affordable Housing Development from CORE/Willow Housing LP
- B. Resolution with attached Term Sheet
- C. Commitment (Public Funding Award) Letter

Report prepared by:
Starla Jerome-Robinson
Assistant City Manager

CORE affordable

January 7, 2014

Starla Jerome-Robinson
Assistant City Manager
701 Laurel Street, Menlo Park, CA 94025

Sent via email: srobinson@menlopark.org

RE: Updated (January 7, 2014) Revised Proposal for Affordable Housing

Dear Ms. Jerome-Robinson,

Thank you again for your time and interest in evaluating the proposed 60-unit very low-income housing development on the VA Palo Alto Healthcare System's Menlo Park Division property.

As discussed in prior correspondence, we have requested a residual receipts loan from the City of Menlo Park's Below Market Rate Fund, in the amount of \$3,500,000. The purpose of this letter is to provide updated information since the last proposal submitted to you on April 29, 2013. Additional information provided in this update includes:

- QUALIFICATIONS – Supplemental information regarding Core Affordable Housing's Qualifications;
- BUDGET - Detailed Project Budget and updated Per Unit Calculations;
- SITE DESIGN – Current Site Plan Drawings incorporating feedback by City and VA staff;
- CEQA - Summary of progress on the NEPA and CEQA Environmental Review; and
- TIMELINE – Proposed schedule of development.

Core and its non-profit partner EHC LifeBuilders are extremely dedicated to bringing this project to fruition, and committed to ensuring it is a property that City's staff and residents are proud to have in their community for years to come. Ultimately, the units can be a testament to the City's commitment to promoting housing for the array of income levels in its community. All 59 low-income units may be counted as evidence of the City's progress in its Regional Housing Needs Allocation (RHNA) – roughly 25% progress on the Very Low Income allotment of 233 units by 2022.

This project presents an extremely unique and valuable opportunity for the City. As you are aware, below-market-rate units at the deepest affordability levels are the most challenging to finance, and also the most critical among Bay Area housing needs. This project is

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uniquely well-positioned given the exceptional public donation of land that could otherwise fetch an estimated \$13,200,000. To finance these units in any other location in Menlo Park would require that a similar level of subsidy for land acquisition.

Thank you again for your time and consideration. We look forward to continuing discussions to help bring this project to fruition.

Yours truly,

A handwritten signature in cursive script that reads "Darci Palmer".

Darci Palmer
Project Manager
Core Affordable Housing

408-292-7841 x42
dpalmer@thecorecompanies.com



Update to Revised Proposal for Affordable Housing Development

Location: 605 Willow Road, Menlo Park
(corner of Willow Road and South Perimeter)

Submitted to City of Menlo Park
Original Proposal: January 24, 2013
Updated Proposal: April 29, 2013

Current Update: January 7, 2014

Contact:
Darci Palmer
Core Affordable Housing
408-292-7841 x42
dpalmer@thecorecompanies.com

Core Affordable Housing Qualifications

The Core Companies ("Core") is a group of independent companies that includes an affordable housing development firm, a general contractor and a market-rate homes division. Core specializes in the development of medium and high-density infill projects. Core's reputation for reliability, accountability, integrity, and commitment to our residents and our funding partners is unsurpassed.

Core Affordable Housing, LLC, has developed 18 multifamily, affordable rental properties in the last 18 years, with 3 additional projects in the pipeline. Core remains intimately involved and committed to its properties throughout operations, acting as owner ensuring the properties' ongoing financial health, regulatory compliance, and physical maintenance. The company has extensive experience and expertise in the following areas:

- Land Assembly
- Selection of Consultants
- Site and Project Design
- Feasibility Analysis
- Process of Entitlements
- Construction Management
- Affordable Housing Finance
- Marketing and Lease Up

Though Core does have experience and expertise in asset management and property management, we do not manage our own rental communities "in house." We contract with reputable and qualified third party partners to manage our communities and provide services tailored to residents' needs. Examples of such third party property management and service providers include EAH Housing, Charities Housing, Related Companies, and EHC LifeBuilders.

Project Summary

The project is envisioned as a 60-unit permanent multifamily housing development on a 2.011 acre site located near Willow Road and South Perimeter Road in Menlo Park. Unit mix includes 54 studios and 6 one-bedroom units. Income mix is evenly distributed across unit types, and includes 7 units restricted to 30% Area Median Income (AMI) and 52 units restricted to 40% AMI. One unit is an "exempt" manager unit to be occupied by property staff. Unit mix and affordability are summarized in **Table 1: Affordability / Unit Mix**.

Income restrictions and rental rate restrictions would apply to all 59 low-income units, consistent with applicable Tax Credit regulatory agreements. Tenant applications will be reviewed in order of ranking, based on the requirements of the contributing funding agencies. The primary mission of the project, from inception, is to serve Veterans who are homeless or are at risk of homelessness. EHC LifeBuilders will provide in-house services to residents, tailored to individual needs, to promote health and self-sufficiency.

Table 1: Affordability / Unit Mix

UNIT TYPE	AMI DESIGNATION	UNIT QUANTITY	MAXIMUM INCOME (2014)	SQUARE FOOTAGE	MAXIMUM RENT Net of Utility Expense (2014)
Studio	30% ELI	6	\$ 23,310	470+/-	\$554
1 Bedroom	30% ELI	1	\$ 26,640 (2 persons)	630	\$584
Studio	40% VLI	48	\$ 31,080	470+/-	\$748
1 Bedroom	40% VLI	4	\$ 35,520 (2 persons)	630	\$792
2 Bedroom	Live-In Staff	1	n/a	690	\$1,423

Notes:

- “AMI” stands for Area Median Income published annually by the California Tax Credit Allocation Committee.
- “ELI” stands for Extremely Low Income defined as below 30% Area Median Income.
- “VLI” stands for Very Low Income defined as below 50% Area Median Income

Development Budget

The project is estimated to cost approximately \$16,507,928 in hard and soft costs, excluding the value of the land contribution by the Department of Veterans Affairs. A complete project budget is provided in **Attachment A**. These costs translate to approximately \$275,000 per unit. Similar developments in the South Bay and West Bay Region have been estimated to cost between \$210,000 and \$320,000, excluding land, depending on design scrutiny, complexity of structural design, and amount of public review and impact fees. The recent increases in the project budget can be attributed to progress in understanding of site infrastructure and design requirements and recent inflation in construction costs as construction activity has increased drastically in recent months around the Bay Area. Construction costs are anticipated to inflate in the coming year.

According to a presentation by the California Tax Credit Allocation Committee (CTCAC) staff in 2011, tax credit developments in the South and West Bay Region are the most costly of all regions in the State, with a regional average cost of \$598,000 per unit for new construction in 2011, including land costs. CTCAC continues to research and collect public comments to identify the contributing factors of higher regional costs. Some reasons cited in public hearings include: (a) prevailing wage requirements, (b) local plan check and impact fees, (c) higher standards and costs for design and materials in high-cost regions, (d) higher construction costs in infill locations, (e) lenders’ underwriting requirements, (f) added cost of green building design, construction and certification, and (g) higher design costs associated with higher level of public scrutiny of low-income housing. All of these factors are applicable to the Willow Housing project.

Core's internal process of development includes commitment to reducing costs while delivering the highest quality of affordable housing. If the City is interested in further explanation of anticipated project costs, we are available to address specific questions.

Development Financing Sources

The land will be donated by the Department of Veteran's Affairs through a long-term ground lease. The "highest-and-best-use" value of the land is appraised at \$13,200,000 (See **Attachment B** for land appraisal summary). The project is estimated to generate approximately \$11,608,000 in Low Income Housing Tax Credit (LIHTC) equity, depending on pricing and tax rates at time of sale.

Core has secured predevelopment loans from HEART of San Mateo County and the Housing Trust of Silicon Valley in the amounts of \$700,000 and \$500,000 respectively. These funds are currently being used to develop building design, commission third party reports, pay financing and application fees, and secure a building permit. These funds will be repaid with permanent funding sources (i.e., tax credit equity, City loan, or County loan), at start of construction or at completion. Evidence of soft funding commitments from the City and the County helped significantly in securing these predevelopment loans.

In June of 2013, the County's Housing & Community Development Committee (HCDC) awarded \$375,000 to Willow Housing. In December 2013, HCDC awarded additional Affordable Housing Fund (AHF or Boomerang funds from former Redevelopment Agency assets) to the project as a "backstop" while other sources are pursued. Evidence of the City of Menlo Park's financial commitment to the Willow Housing Project was a significant factor in HCDC's willingness to add additional funds to ensure financial feasibility for the project. Subject to City of Menlo Park's final financing commitment, the County's permanent financing contribution from AHF is currently estimated at \$990,000.

Given the estimated hard and soft project costs of \$16,507,928, the anticipated LIHTC equity, the County funding, and deferred developer fee, this leaves a funding gap of \$3,500,000 necessary for financial feasibility.

City of Menlo Park Funding Request & Consideration

The developer is requesting a soft loan of \$3,500,000 from the City of Menlo Park to fill the current funding gap. This amount represents approximately 21% of project's \$16,473,000 anticipated public funding sources. If we apply the 21% figure *pro rata* to the development's 59 low-income units, it yields 13 units available for "Menlo Park Priority," for which the BMR Fund Guideline's selection criteria would be in "first position," ahead of a preference for Veterans. The BMR Funds would not be allocated to the other units, per the City's guidance regarding use-restrictions on the City's funds. However, all 59 low-income units will create benefit to the City with respect to its Housing Element and RHNA "progress."

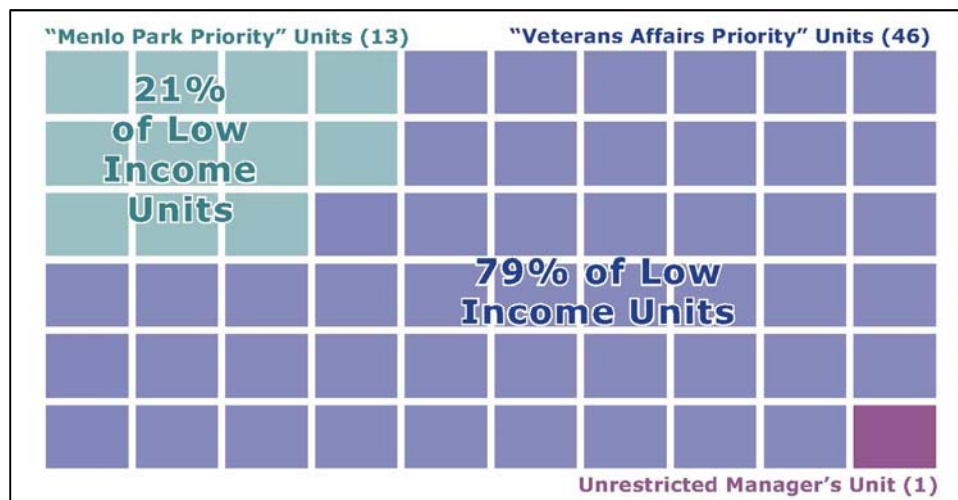
Refer to **Table 2: Proposed Project Funding & Segmentation of Units by Funding Source**, which provides the mathematical logic underlying the designation of Menlo Park Priority status to 13 of the low-income units. **Figure 1: Proportionality of Leasing Preference** depicts the two unit-type designations.

Table 2: Proposed Project Funding & Segmentation of Units by Funding Source

USES	ESTIMATED COSTS	
Land Donation Value	\$ 13,200,000	
Hard Costs	10,536,246	
Soft Costs	2,962,552	
Financing Costs & Interest	356,569	
Operating & Replacement Reserves	741,522	
Developer Fee	1,400,000	
TOTAL COSTS	\$ 16,507,928	\$275,132/unit cost (excludes land)

PUBLIC FINANCING SOURCES (Excludes Land Donation Value & Developer’s Note)		PERCENT OF PUBLIC CASH SOURCES	UNIT PROPORTION of 59 BMR Units
City of Menlo Park Loan Request	\$ 3,500,000	21%	13 units
Tax Credit Equity	11,608,000		
County of San Mateo HOME	375,000	79%	46 units
County of San Mateo AHF (Boomerang)	990,000		
Total Public Sources	\$ 16,473,000	100%	(low-income) 59
PER UNIT SUBSIDY		PERCENT OF UNIT COST	
City of Menlo Park Loan Request	\$ 58,333	21%	

Figure 1: Proportionality of Unit Leasing Preference



Consistency with BMR Fund Guidelines

This proposal and requested funding commitment assumes 13 Menlo Park Priority Units for which the BMR Fund Guidelines will supersede all other leasing preferences. Leasing protocol for these units is depicted in **Figure 2: Leasing Protocol**, as well as **Table 3: Tenant Selection Ranking for Menlo Park Priority Units**. The protocols and priorities described by **Figure 2** and **Table 3** are consistent with the City of Menlo Park’s BMR Fund Guidelines, Sections 7 and 11.

Figure 2: Leasing Protocol

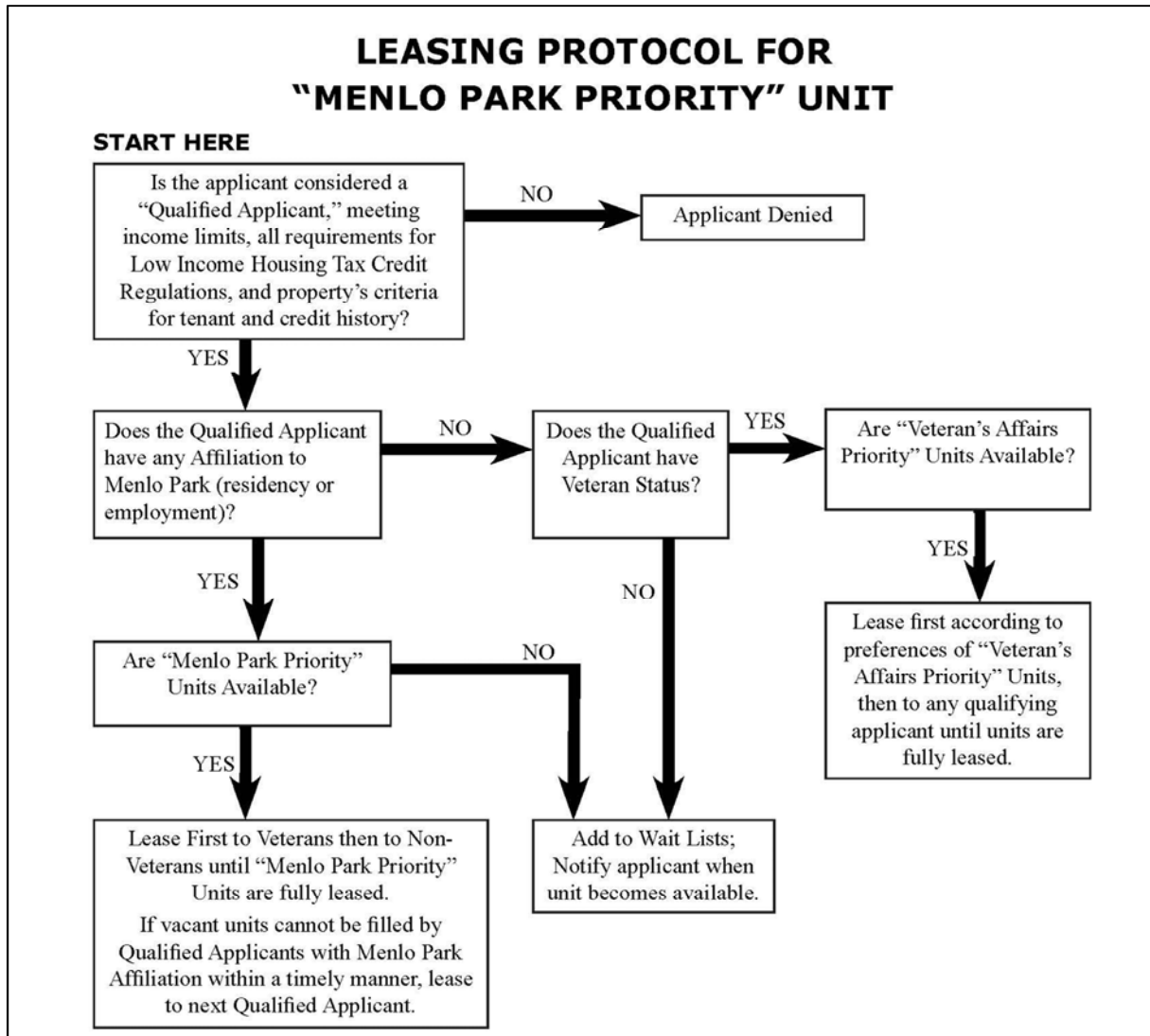


Table 3: Proposed Tenant Selection Ranking for "Menlo Park Priority" Units (13 of 59)

Applicant Ranking	Came Via City of Menlo Park's Managed Waitlist	Income Qualifying for 40% AMI	Menlo Park Status	Veteran Status
First Priority	✓	✓	✓	✓
Second Priority		✓	✓	✓
Third Priority	✓	✓	✓	
Fourth Priority		✓		✓
Fifth Priority		✓		

Municipal Benefits to City of Menlo Park

The following is a summary of the key benefits to the City of Menlo Park for supporting the development of Willow Housing.

- Regional Housing Needs Allocation**
 59 units restricted to 30% and 40% AMI translates to more than 25% progress on the 233 Very Low Income units needed per the proposed Menlo Park Regional Housing Needs Allocation for 2014-2022. Demonstrated progress on the City's RHNA allocation can position the City for a share of State funds for Congestion Management.
- Exceptional Land Subsidy by Federal Government**
 The VA's contribution of land creates an extremely unique opportunity for provision of the units which are greatly needed and the most challenging to finance. This sizable land contribution allows the BMR funds to be highly leveraged, for a relatively low City subsidy for a high number of BMR units in the City.
- Use of BMR Funds**
 Based on final funding commitment by the City relative to total project costs, the proportional share of low income units will be leased according to the City of Menlo Park's BMR Fund Guidelines, Sections 7 and 11, while maintaining compliance with all Fair Housing Law, Low Income Housing Tax Credit regulatory agreements, and the funding requirements of all other funding participants including the VA and County.

Site Design

The site is located at 605 Willow Road at South Perimeter Road, on the Veterans Affairs campus located at 795 Willow Road in Menlo Park. **Figure 3: Site Context Maps** shows the proposed housing site location in the context of the Veterans Affairs campus and surrounding Menlo Park.

Figure 3: Site Context Maps



VTBS Architects, Underwood & Rosenblum Civil Engineers, and Robert Baak & Associates Landscape Architects have developed a site & building plan that meets the needs of the Department of Veterans Affairs, and the City of Menlo Park's R-4S development standards and guidelines to the greatest extent feasible, and focus-group feedback from low-income Veterans of the population expected to lease. The planning level site and building designs have been reviewed and revised based on feedback by the City Planning staff and the Department of Veterans Affairs. The plans will be resubmitted to both agencies on January 13th. **Attachment C** shows selected Architectural and Landscape plans, currently under review by approving bodies.

The site design incorporates the following preferences of key stakeholders:

- Veterans Affairs Campus Requirements for VA Utility Access & Security
- City of Menlo Park R-4-S Standards and Guidelines
- Drought tolerant landscaping
- "Curb Appeal" from Willow Road
- Tree Preservation & Protection
- Minimizing costs with respect to engineering and construction
- Pedestrian oriented design for VA campus and Willow Road interface
- LEED Silver or better certification for green building, resource efficiency in design, construction, landscaping, and building operations
- Fire District access
- Architectural scale and style that is compatible with surrounding development
- Sufficient parking for residents, staff, and visitors
- Avoid additional driveway cutout on Willow Road and mitigate potential circulation impacts on Willow Road
- Site security and safety for residents and visitors

Building Design

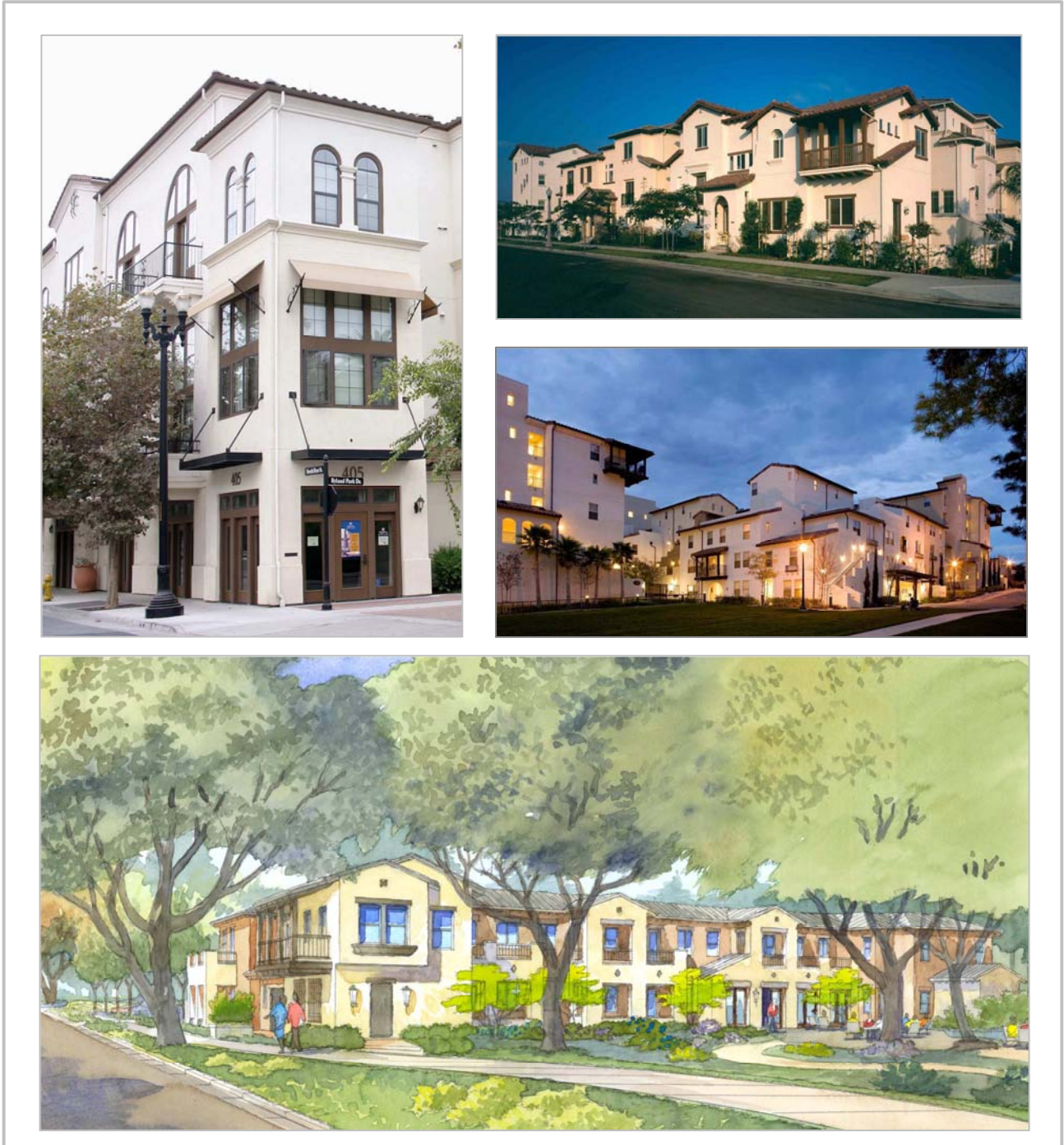
The design is currently envisioned to be a 2-story Type V-A construction, wood frame building of a traditional Spanish eclectic style, as depicted in **Figure 5: Spanish Architectural Style Samples**.

The building will include 54 studio units ranging from 450-490 sq. ft., plus 6 one-bedroom units at 630 sq. ft., and a live-in staff manager's two-bedroom unit for a total of 60 units. Total building footprint is expected to be approximately 22,000 square feet on a 2.011 acre site. Total interior square footage is estimated at approximately 43,600, resulting in roughly 0.5 Floor Area Ratio.

Included in this rental community will be approximately 4,000 square feet of common area comprised of management and service offices, lobby and postal facilities, community and flexible-use space, a fitness studio, common laundry facilities, and all support facilities such as stairs, elevator, janitorial closets and utility rooms.

There will be 45 uncovered parking spaces provided on-grade with 60 secured bike parking stalls. Care has been taken in the design of the project to preserve the existing redwood and oak trees to the greatest extent feasible. Common outdoor space will be provided in a secured area with easy access from the building for residents to enjoy the outdoors in a private or group setting.

Figure 5: *Spanish Architectural Style Samples*



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Environmental Review

The Department of Veterans Affairs (VA) has nearly completed its required environmental review according to the National Environmental Policy Act (NEPA). The Draft Environmental Assessment (EA) was released November 22, 2013. Notice of Availability of the Draft EA for public review included printed notice in the San Mateo Times newspaper, announcement on the VA website, and mailing to neighbors. No comments were received by the VA during the 30-day public comment period, which concluded December 22, 2013, nor since then. Pending review and statement of concurrence by the State Historic Preservation Office, a Finding of No Significant Impact (FONSI) for the project is expected to be issued in early February 2014. San Mateo County Clerk will be provided the Final EA and FONSI.

Though the City of Menlo Park and the State of California do not have land use jurisdiction, the California Environmental Quality Act (CEQA) applies due to the anticipated action by City Council to issue BMR Funds to finance the project. It is Core's understanding from City of Menlo Park staff that the project qualifies for a CEQA exemption, due in part to the fact that the project is included in the adopted and State-approved Housing Element for 2007-2014.

Timeline

The pace of the development has increased significantly since early 2013, thanks to the preliminary funding commitment by City Council in May 2013. Entitlements, environmental clearance, and final funding commitments are anticipated in February 2014. Tax credits will be pursued, and if obtained by June 2014, then construction will commence before the conclusion of 2014. The current timeline is summarized in **Table 4: Development Schedule**.

Table 4: Development Schedule

Milestone	Approximate Date
Site Control	Completed
Land Use Approvals	Completed
Planning Level Entitlements Issued	2/3/2014
Environmental Clearances Issued (NEPA & CEQA)	2/3/2014
Firm Financing Commitment Letters (LIHTC Equity Investor LOI and Soft Loan Commitments)	2/3/2014
Award of Tax Credits	6/1/2014
Construction Finance Closing & Construction Start	12/1/2014
Certificate of Occupancy; Begin Lease-Up & Operations	5/1/2016

ATTACHMENTS

Attachment A – Development Budget

Attachment B – Veterans Affairs Land Appraisal Summary

Attachment C – Current Architectural and Landscape Plans

Attachment A – Development Budget

SOURCES & USES BY PHASE				
USES	Predevelopment	Construction	Completion	Total
Construction				
Land		13,200,000		13,200,000
Owner Hard Costs - Solar		50,000		50,000
Demolition		45,136		45,136
Offsites		165,726		165,726
Sitework		762,392		762,392
Hard Cost Construction		7,578,330		7,578,330
Contractor Overhead		171,032		171,032
Contractor Profit		513,095		513,095
General Conditions		513,095		513,095
Additional Offsites		250,000		250,000
Construction Contingency		487,440		487,440
Soft Costs				
Architect	230,000	101,000		331,000
Engineering	400,000	152,200		552,200
Taxes During Construction				-
Insurance		186,000		186,000
Title & Recording	500	37,500		38,000
Borrow Attorney	50,000	145,000		195,000
Appraisal	8,000			8,000
Local Development Impact Fees	799,002			799,002
Building Permit Fees	349,848			349,848
Bond Premium		70,000		70,000
Marketing		60,000		60,000
Financial Consultant	50,000	10,000		60,000
Environmental	7,300			7,300
Furnishings		150,000		150,000
Cost Certification/Accounting	20,000		20,000	40,000
Market Study	8,000			8,000
Soft Cost Contingency	108,202			108,202
Interest				
Construction Interest		349,438	7,131	356,569
Financing				
Lender Origination Fee - Construction	84,700			84,700
Lender Inspection Fees - Construction		22,500		22,500
Lender Origination Fee - Permanent				-
Construction Lender Legal	50,000			50,000
Permanent Lender Legal				-
Construction Due Diligence	25,000			25,000
Permanent Due Diligence				-
Syndication Fee		35,000		35,000
Financing Contingency		50,000		50,000
Predevelopment Loan Costs	31,500			31,500
Predevelopment Interest	90,000			90,000
Soft Loan Interest				-
Application	2,000			2,000
Reservation Fee	95,739			95,739
Compliance			24,600	24,600
Reserves				
Services Reserve			500,000	500,000
Operating Reserve			241,522	241,522
Developer Fees				
Developer Fee	300,000	800,000	300,000	1,400,000
Total	2,709,791	25,904,884	1,093,253	29,707,928
USES				
Conventional Construction Loan	-	7,800,000	(7,800,000)	-
VA Land Donation	-	13,200,000	-	13,200,000
Tax Credit Equity	-	2,749,675	8,858,325	11,608,000
City of Menlo Park Loan	2,500,000	1,000,000	-	3,500,000
HOME	-	375,000	-	375,000
County of San Mateo AHF	209,791	780,209	-	990,000
Developer Note	-	-	34,928	34,928
Total	2,709,791	25,904,884	1,093,253	29,707,928

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Attachment B – Veterans Affairs Land Appraisal Summary



DEPARTMENT OF VETERANS AFFAIRS
WASHINGTON DC 20420

MAR 12 2013

Darci Palmer
CORE Affordable Housing
470 S. Market Street
San Jose, CA 95113

Re: Fair Market Value of Enhanced-Use Lease Parcel, Veterans Affairs Palo Alto Health Care System, Menlo Park Division

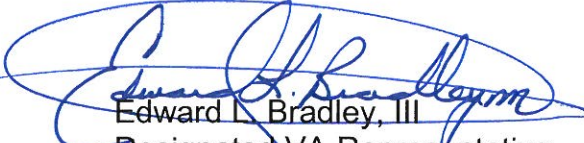
Dear Ms. Palmer,

The purpose of this letter is to provide supporting documentation for Willow Housing Limited Partnership's (Willow, L.P.'s) application for funding via the County of San Mateo Notice of Funding Availability for HOME/CDBG funding.

The Department of Veterans Affairs (VA) is in possession of a Real Estate Market Value Appraisal Report of the subject property – the same property in which Willow, L.P. has a leasehold interest, pursuant to an Enhanced-Use Lease agreement executed between Willow, L.P. and VA on December 27, 2011. The Appraisal Report was prepared for VA by Craig Owyang Real Estate, in conformity with the Uniform Appraisal Standards for Federal Land Acquisitions.

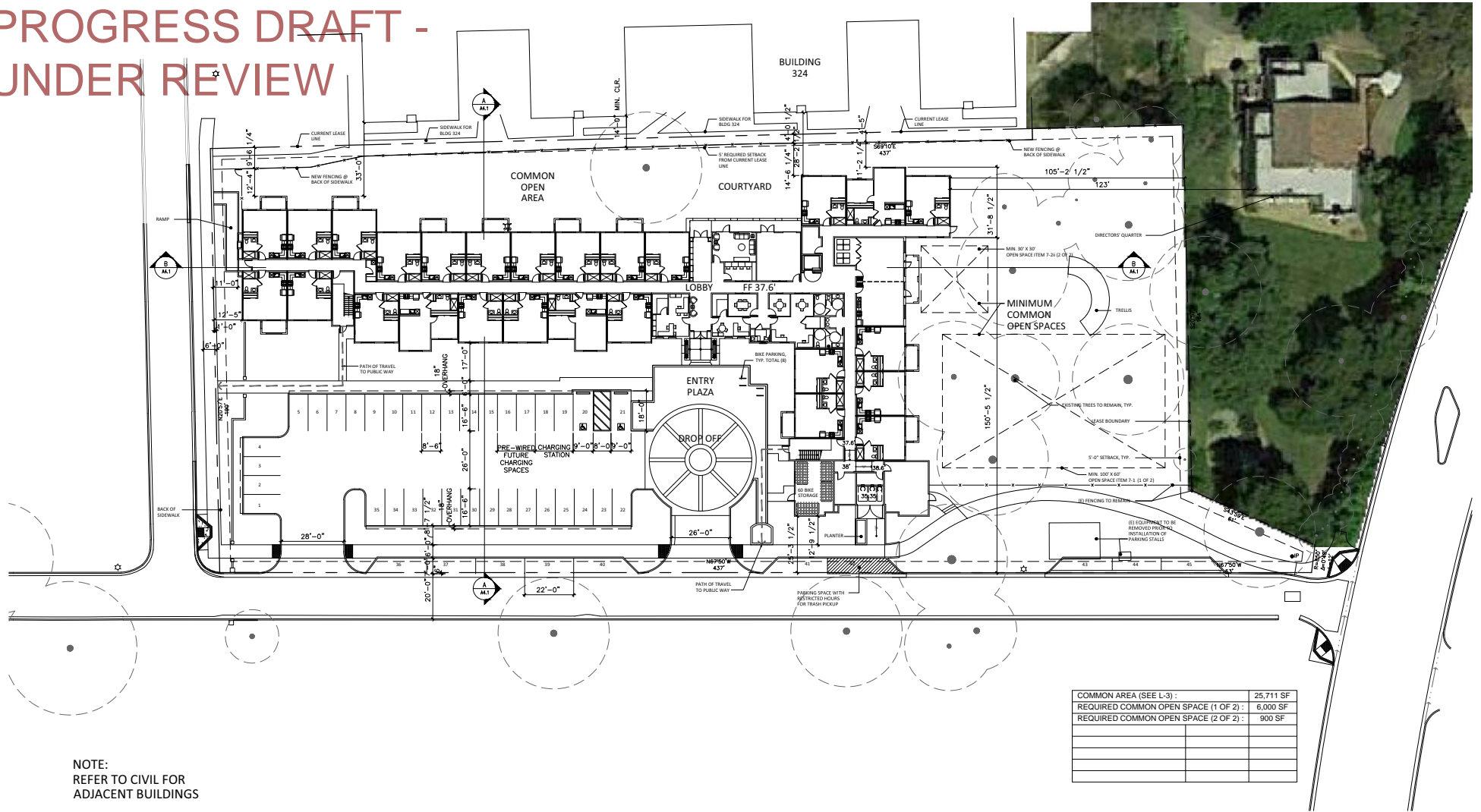
The aforementioned appraisal found that the land value of the subject property, as of February 22, 2012, is **\$13,200,000.00**.

Sincerely,


Edward L. Bradley, III
Designated VA Representative

Attachment C – Current Architectural and Landscape Plans

PROGRESS DRAFT - UNDER REVIEW



COMMON AREA (SEE L-3) :	25,711 SF
REQUIRED COMMON OPEN SPACE (1 OF 2) :	6,000 SF
REQUIRED COMMON OPEN SPACE (2 OF 2) :	900 SF

NOTE:
REFER TO CIVIL FOR
ADJACENT BUILDINGS

PRELIMINARY SITE PLAN
60 APARTMENTS

SCALE: 1" = 20'-0"
0 10' 20' 40'

JANUARY 09, 2014

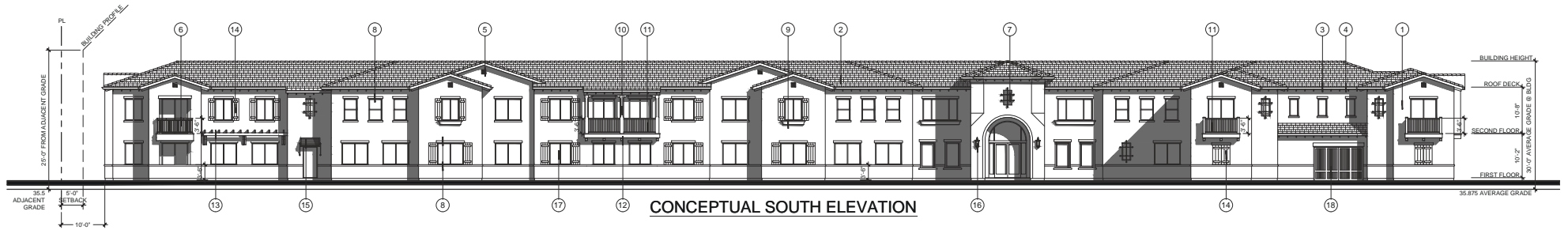
VTBS 12079

COREaffordable

WILLOW HOUSING
605 BLOCK WILLOW ROAD,
MENLO PARK, CALIFORNIA

A1.1
VAN TILBURG, BANVARD & SODERBERGH, AIA
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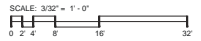
PROGRESS DRAFT - UNDER REVIEW



CONCEPTUAL NORTH ELEVATION

BUILDING ELEVATIONS

ELEVATION NOTES	
1. PORTLAND CEMENT PLASTER - LIGHT SAND FINISH	10. PAINTED WOOD POST
2. COMPOSITION ROOFING (ALT. CONCRETE S' TILE)	11. PAINTED WOOD TEXTURE RAILING
3. PAINTED RAFTER TAIL	12. PAINTED WOOD CORBEL
4. PAINTED WOOD FASCIA/METAL GUTTER	13. PAINTED WOOD TEXTURE TRELIS
5. GABLE END BLOCK DETAIL	14. FIXED WOOD TEXTURE SHUTTER
6. PAINTED METAL RAILING	15. METAL BERKUDA SHUTTER
7. PAINTED METAL ACCENT	16. EXTERIOR LIGHT FIXTURE
8. PLASTER FINISHED TRIM	17. VINYL WINDOWDOOR
9. PLASTER FINISHED EXTENDED SILL	18. WOOD COMPOSITE TREX



JANUARY 09, 2014

VTBS 12079

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WILLOW HOUSING

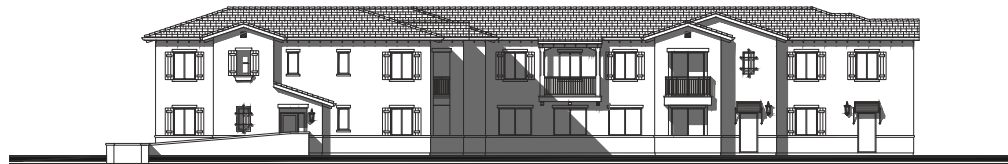
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PROGRESS DRAFT - UNDER REVIEW

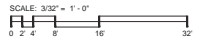


CONCEPTUAL EAST ELEVATION



CONCEPTUAL WEST ELEVATION

BUILDING ELEVATIONS



JANUARY 09, 2014

VTBS 12079

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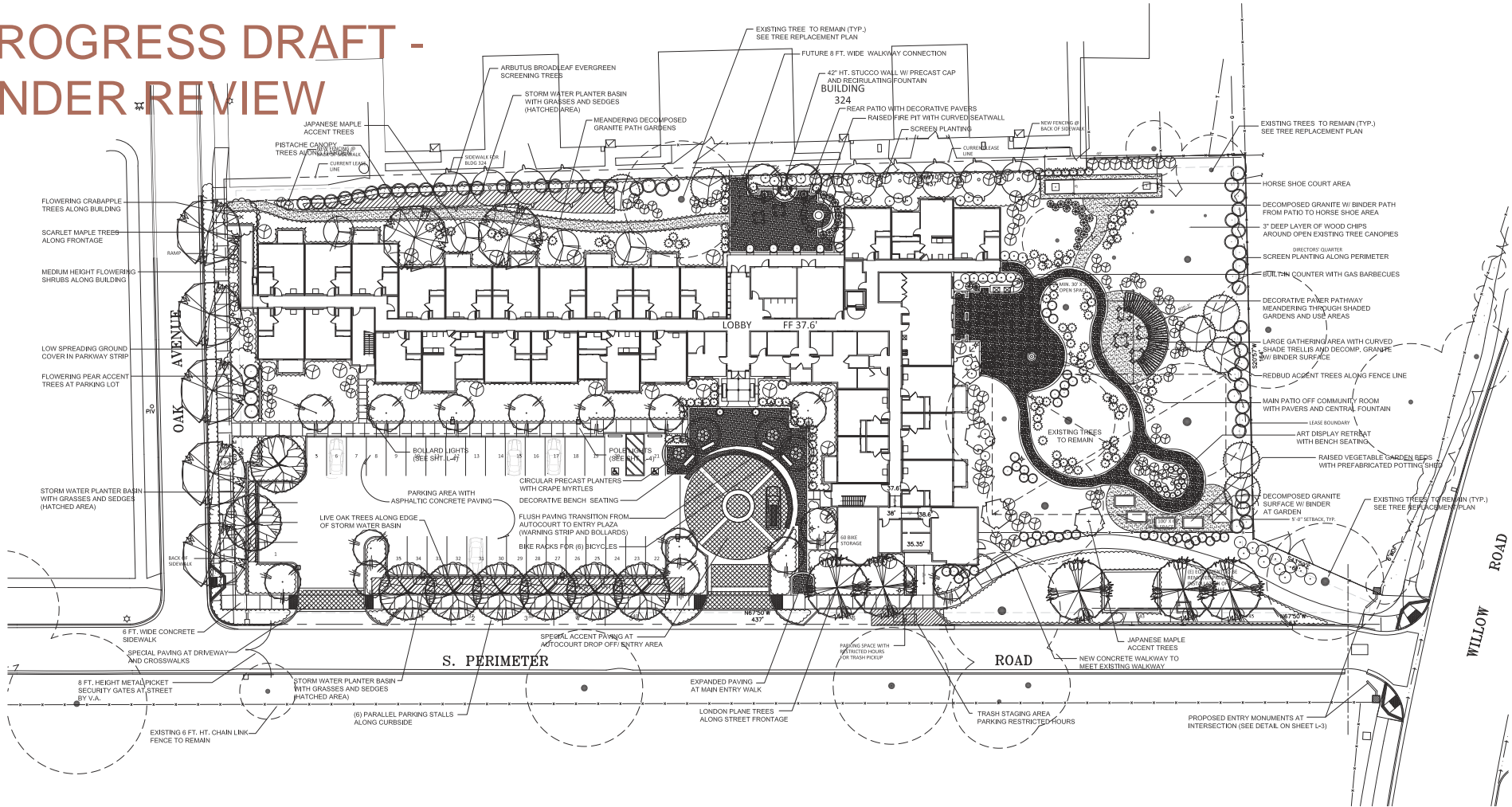
WILLOW HOUSING

605 BLOCK WILLOW ROAD,
MENLO PARK, CALIFORNIA

A3.2

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PROGRESS DRAFT - UNDER REVIEW

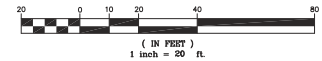


REFER TO SHEET L-2, TREE REPLACEMENT PLAN FOR EXISTING AND PROPOSED TREE TOTALS

REFER TO SHEET L-3, LEGENDS AND CALCULATIONS FOR RECOMMENDED PLANT LIST, HYDROZONE AND USE AREA CALCULATIONS



GRAPHIC SCALE



VTBS 12079

JANUARY 9, 2014

coreaffordable



Thomas Baak & Associates, L.L.P.
Landscape Architects
1620 North Main Street, Suite 4
Walnut Creek, CA 94596
Ph: 925.933.2383

WILLOW HOUSING
605 BLOCK WILLOW ROAD,
MENLO PARK, CALIFORNIA

PRELIMINARY LANDSCAPE PLAN

VAN TILBURG, BANVARD & SODERBERGH, AIA
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L-1

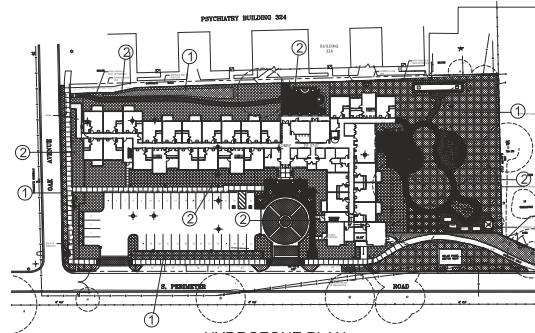
PROGRESS DRAFT UNDER REVIEW

RECOMMENDED SHRUB & GROUND COVER PLANT LIST:

BOTANICAL NAME	COMMON NAME	SIZE	SPACING	WATER USE
SHRUBS:				
ABELIA 'KALIDESCOPE'	VARIGATED ABELIA	5 GA	4'	LOW
AGAVE 'BLUE FLAME'	AGAVE	1 GA	2'	LOW
AUCUBA JAPONICA	GOLD DUST PLANT	5 GA	4'	MED
AZALEA KURUMINE	DWARF AZALEA	5 GA	3'	MED
BERGENIA CRASSIFOLIA	WINTER BERGENIA	1 GA	2'	MED
BUXUS 'GREEN BEAUTY'	JAPANESE BOXWOOD	5 GA	26"	LOW
CAMELLIA 'TANYA'	GROUND COVER CAMELLIA	1 GA	5'	MED
CEANOTHUS SPECIES	WILD LILAC	5 GA	4'	LOW
COLEONEMA 'SUNSET GOLD'	DWARF BREATH OF HEAVEN	5 GA	3'	LOW
CORDYLINA A. 'FESTIVAL GRASS'	NCN	5 GA	4'	LOW
DICKSONIA ANTARTICA	TASMANIAN TREE FERN	5 GA	8'	HIGH
DIETES IRIDIODES 'VARIGATA'	FORTNIGHT LILY	1 GA	3'	LOW
FESTUCA IDAHOENSIS	BLUE FESCUE	1 GA	2'	LOW
GARRAYA ELLIPTICA	SILK TASSEL BUSH	5 GA	6'	LOW
HEMEROCALLIS 'LITTLE GREENIE'	DWARF EVERGREEN DAYLILY	1 GA	2'	LOW
HETEROMELES ARBUTIFOLIA	TOYON	5 GA	6'	LOW
HYDRANGEA SPECIES	HYDRANGEA	5 GA	5'	MED
KNIPHOFIA 'GOLD MINE'	TORCH LILY	1 GA	3'	LOW
LOROPETALUM 'BURGUNDY'	FRINGE FLOWER	5 GA	4'	MED
MUHLENBERGIA RIGENS	DEER GRASS	1 GA	3'	LOW
NANDINA DOMESTICA	HEAVENLY BAMBOO	5 GA	5'	LOW
NANDINA D. 'FIREPOWER'	DWARF HEAVENLY BAMBOO	5 GA	3'	LOW
NASELLA TENNISJIMA	MEXICAN FEATHER GRASS	1 GA	2'	LOW
PANICUM 'CLOUD NINE'	SWITCH GRASS	1 GA	3'	LOW
PHORMIUM 'JACK SPRATT'	DWARF FLAX	1 GA	2'	LOW
PHORMIUM 'MAORI QUEEN'	FLAX	5 GA	4'	LOW
POLYSTICHUM MUNITUM	CALIFORNIA SWORD FERN	5 GA	3'	MED
RHAMNUS 'EVE CASE'	COFFEEBERRY	5 GA	4'	LOW
RHAPHIOLEPIS 'SPRINGTIME'	PINK INDIA HAWTHORN	5 GA	5'	LOW
RHAPHIOLEPIS 'BALLERINA'	DWARF PINK INDIA HAWTHORN	5 GA	3'	LOW
RIBES SANGUINEUM 'CLAREMONT'	WINTER FLOWERING CURRANT	5 GA	4'	LOW
ROSEMARINUS 'TUSCAN BLUE'	TUSCAN ROSEMARY	5 GA	4'	LOW
TIBOUCHINA URVILLEANA	PRINCESS FLOWER	5 GA	4'	MED
VIBURNUM DAVIDII	VIBURNUM	5 GA	4'	LOW
GROUND COVERS:				
ARCTOSTAPHYLOS 'EMERALD CARPET'	DWARF MANZANITA	1 GA	26" O.C.	LOW
CAREX ELATA 'AUREA'	BLUE SEDGE	1 GA	26" O.C.	LOW
COTONEASTER 'LOWFAST'	DWARF COTONEASTER	1 GA	26" O.C.	LOW
FESTUCA GLAUCA	BLUE FESCUE	1 GA	20" O.C.	LOW
FRAGARIA CHILOENSIS	ORNAMENTAL STRAWBERRY	FLATS	12" O.C.	MED
LANTANA MONTEVIDENSIS	LANTANA	1 GA	26" O.C.	LOW
ROSA X NOATRAUM	PINK CARPET ROSE	2 GA	3' O.C.	MED
TURF	DWARF TALL FESCUE SOD	SOD	ROLLS	HIGH
STORM WATER BASIN PLANTING: ONE GALLON CANS @ 24" O.C. SPACING				
CAREX TUMULICOLA	BERKELEY SEDGE			LOW
FESTUCA CALIFORNICA	FESCUE			LOW
MUHLENBERGIA RIGENS	DEER GRASS			LOW

TREE LIST AND KEY:

SYMBOL	BOTANICAL NAME	COMMON NAME	SIZE	SPACING	WATER USE	QUANTITY
TREES:						
	ACER PALMATUM 'BLOODGOOD'	JAPANESE MAPLE	15 GAL	VARIES	MED	5
	ACER PALMATUM 'SANGO KAKU'	JAPANESE MAPLE	15 GAL	VARIES	MED	3
	ACER RUBRUM	SCARLET MAPLE	15 GAL	34'	MED	5
	ARBUTUS 'MARINA'	ARBUTUS	15 GAL	16'	LOW	9
	CERCIS CANADENSIS 'FOREST PANSY'	REDBUD	15 GAL	14'	LOW	7
	LAGERSTROEMIA 'TUSCARORA' (STD)	CRAPE MYRTLE (STD)	15 GAL	12'	LOW	4
	MALUS FLORIBUNDA	FLOWERING CRABAPPLE	15 GAL	32'	MED	4
	PISTACIA CHINENSIS	CHINESE PISTACHE	15 GAL	VARIES	LOW	5
	PLATANUS A. 'COLUMBIA'	LONDON PLANE	15 GAL	35'	LOW	5
	PYRUS CALLERYANA 'ARISTOCRAT'	ARISTOCRAT PEAR	15 GAL	VARIES	MED	15
	QUERCUS AGRIFOLIA	COAST LIVE OAK	15 GAL	20'	LOW	8



HYDROZONE PLAN

ZONE 1: LOW WATER USE PLANTING; DRIP APPLICATION

ZONE 2: MEDIUM WATER USE PLANTING; DRIP APPLICATION

HYDROZONE INFORMATION TABLE

ZONE	PLANT WATER USE TYPE	PLANT FACTOR	IRRIGATION METHOD	HYDROZONE AREA (SQUARE FEET)	PF x HA (SQUARE FEET)
1	LOW	0.3	DRIP	21,041	6,312.3
2	MEDIUM	0.5	DRIP	15,179	7,589.5
TOTAL:				36,220	13,901.8

WATER EFFICIENT LANDSCAPE WORKSHEET

MAXIMUM APPLIED WATER ALLOWANCE: ESTIMATED TOTAL WATER USE:

$$MAWA = (ET_0)(0.62)((0.7 \times LA) + (0.3 \times SLA))$$

$$MAWA = (42.8)(0.62)((0.7 \times 36,220) + (0.3 \times 0))$$

$$MAWA = (26,536)(25,354) = (0)$$

$$MAWA = 672,794 \text{ GALLONS PER YEAR}$$

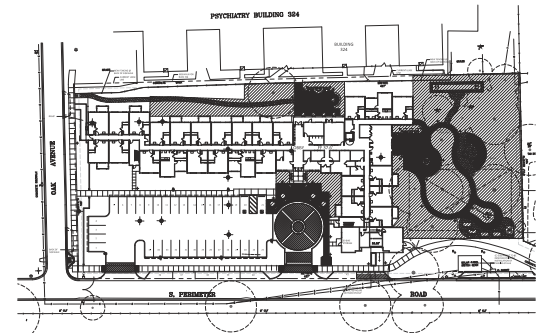
ETWU ≤ MAWA

$$ETWU = (ET_0)(0.62)((PF \times HA) / (IE + SLA))$$

$$ETWU = (42.8)(0.62)((13,901.8) / (0.71 + 0))$$

$$ETWU = (26,536)(19,589)$$

$$ETWU = 519,575 \text{ GALLONS PER YEAR}$$



COMMON USE AREA PLAN

COMMON USE AREA; RECREATIONAL AND PASSIVE USE AREAS
TOTAL AREA: 25,711 S.F.

COREaffordable

Thomas Baak & Associates, L.L.P.
Landscape Architects
1620 North Main Street, Suite 4
Walton Creek, CA 94596
Ph: 925.933.2283

WILLOW HOUSING
605 BLOCK WILLOW ROAD,
MENLO PARK, CALIFORNIA

TREE REPLACEMENT PLAN

VAN TILBURG, BANVARD & SODERBERGH, AIA
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RESOLUTION NO.

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
AUTHORIZING A LOAN IN THE AMOUNT OF UP TO \$2,860,000 FROM THE
BELOW MARKET RATE (BMR) FUND TO CORE HOUSING FOR THE
CONSTRUCTION AND PERMANENT FINANCING OF A 60-UNIT
APARTMENT COMPLEX LOCATED AT 605 WILLOW ROAD**

WHEREAS, the opportunity for lower income housing remains a need in Menlo Park; and

WHEREAS, the Below Market Rate (BMR) Fund allows the construction of units for inclusion in the BMR Program as an eligible use; and

WHEREAS, CORE Housing (or an affiliated entity such as Willow LP) was selected by the Veterans Affairs to develop a 60 unit apartment complex on VA property; and

WHEREAS, CORE Housing proposes to develop, and manage these units located at 605 Willow Road in Menlo Park; and

WHEREAS, the City of Menlo Park wishes to assist those eligible for BMR Housing by making units available.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Menlo Park hereby (a) approves a funding commitment for the construction of 60 rental units consisting of 7 units at 30% of the Area Median Income ("AMI"), 52 units at 40% of the AMI, and 1 unrestricted managers unit on the terms and conditions set forth in the Willow Housing Apartments Loan Term Sheet (attached); (b) that this project will contain 54 studio units, 5 one-bedroom units, and 1 two bedroom unrestricted manager's unit, (c) In addition, 11 of the 59 below-market units will be leased with preference for qualified households with Menlo Park affiliation, consistent with the terms of the most current BMR Housing Program Guidelines (which is as of 2011 at the time this matter is presented to City Council), (d) authorizes a loan of up to \$2,500,000 to CORE Housing/Willow LP for soft loan financing from the City's Below Market Rate Fund for construction and permanent financing and up to an additional \$360,000 which can be used solely for City required fees, (e) all loan proceeds shall be funded from the City's BMR Fund with the loan documents and affordability restrictions to be subject to review and approval of the City Attorney and City Manager; (f) the City Manager is authorized to execute any and all documents necessary to consummate such loan and fee payments on behalf of the City of Menlo Park.

I, Pam Aguilar, City Clerk of Menlo Park, do hereby certify that the above and foregoing Council Resolution was duly and regularly passed and adopted at a meeting by said Council on the fourteenth day of January, 2014, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this fourteenth day of January, 2014.

Pam Aguilar
City Clerk

CITY OF MENLO PARK, CALIFORNIA

WILLOW HOUSING APARTMENTS CONSTRUCTION / PERMANENT LOAN TERM SHEET

Date: January 6, 2014

1. PROJECT DESCRIPTION:
Name and Location: Willow Housing is located at 605 Willow Road, Menlo Park, California.
Number of Units: 60 rental units - consisting of 7 units at 30% Area Median Income ("AMI"), 52 units at 40% AMI, and 1 unrestricted manager's units. The project will contain 54 studio units, 5 one-bedroom units, and 1 two-bedroom unrestricted manager's unit. 11 of the 59 below-market rate units will be leased with preference for qualified households with Menlo Park Affiliation, consistent with the terms of the published 2011 Below Market Rate Housing Program Guidelines.
2. BORROWER: Willow Housing, L.P., a California limited partnership.
3. DEVELOPER: Core Affordable Housing, LLC.
4. PURPOSE OF LOAN: Construction and permanent financing.
5. LOAN AMOUNT: Construction and Permanent loan ("Loan") in principal amount of up to \$2,860,000.
6. TERM OF LOAN: 36 months for the Construction Loan and up to 55 years for the Permanent Loan. The term of the loan shall be in excess of 15 years.
7. SPECIFIC FUND: The Loan is made from the Below Market Rate Housing Program Fund. Payment is not an obligation of the City's General Fund. No portion of these funds are Federal in nature.
8. INTEREST RATE: The Predevelopment, Construction Loan and Permanent Loan interest rate will be set, not to exceed 4% simple, with an onset date of approximately July 1, 2014. The final interest rate is subject to final negotiations with the Developer and as approved with final underwriting.
9. PAYMENTS: The principal balance and accrued and unpaid interest for the Loan due at maturity will be repaid by residual receipts payments. The City will receive a percentage of cash flow, net of the Project Based VASH Voucher revenue in excess of gross potential LIHTC rents as determined through the underwriting. Principal and interest payable on the Permanent Loan to the City shall be due from the City's share of net cash flow, after payment of permitted expenses (as approved by the City through underwriting) including the following: 1) contributions to the replacement reserve; 2) payment of the asset management fee and partnership management fee; 3) payment of deferred developer fee; 4) contributions to the services reserve.
10. PROJECT COSTS: At least 60 days prior to execution of loan agreement and promissory note, Borrower shall provide a minimum 50% set of construction drawings for a third party review of

cost sufficiency and reasonableness. The third party reviewer shall be selected and engaged by the City and fees paid out of loan proceeds.

11. LAND & PROPERTY OWNERSHIP: Long term ground lease with the Department of Veterans Affairs, with minimum 55 year term. Improvements will be owned by Willow Housing, LP.

SECURITY: Deed of Trust. The Loan shall be evidenced by a Loan Agreement and Promissory Note. The Deed of Trust, and Security Agreement may be subordinated to a construction and permanent loan if acceptable to the City. The Affordability Restrictions may be subordinated, with prior approval of the City.
12. USE OF FUNDS: No portion of the funds may be used for social services or operating reserves.
13. AFFORDABILITY RESTRICTIONS: 55-year Affordability Restrictions will be recorded on the Site with the Assisted Units restricted as stated in paragraph 1 above.
14. SURVEY: Borrower shall submit to the City for approval a survey, certified by a licensed surveyor, showing the location of all matters affecting the property including the location of boundary lines, easements, rights of way, and setting forth the legal description of the Property.
15. REPLACEMENT RESERVES: The City shall require Borrower to deposit into an interest-bearing account after closing of the Permanent Loan a monthly payment amount (“Replacement Reserve”). The monthly payment amount to be deducted prior to mortgage payments shall be compliant with TCAC regulations and Tax Credit Investor requirements.
16. DEVELOPER FEE: Gross developer fee shall not exceed the lesser of \$1,400,000 or 15% of total project costs excluding land and developer fee.
17. CONSTRUCTION CONTINGENCY: Owner’s hard cost construction contingency shall not be less than 5% of each of the following: hard construction cost, general contractor profit and overhead, general requirements, and site improvement cost.
18. CONSTRUCTION CONTRACT: The construction contract (“Contract”) to be retained by Borrower to construct the Improvements shall all be subject to City’s approval prior to funding loan.
19. DISBURSEMENT: City shall make disbursement of the Loan based on a cost breakdown that restricts disbursements to cost categories. City shall require that Borrower provide documentation supporting the request for each disbursement of the Loan funds. City reserves the right to conduct inspections of the Property prior to disbursing Loan funds to Borrower. City acknowledges that City funds may be required by investor and construction lender to be held in a trustee account at time of Construction Closing.
20. PUBLIC LIABILITY AND OTHER INSURANCE: Borrower shall procure and maintain public liability and property damage insurance, and other insurance as required by the City (with the City named as additional insured) in a form, substance and amount approved by the City, and issued by a California admitted carrier (A.M. Best rated B+ or better). Borrower shall also procure and maintain workers’ compensation and all other insurance required under applicable law, which insurance shall be in a form and amount approved by the City.

21. TITLE INSURANCE: Borrower shall procure and deliver to City an ALTA Extended Policy of Title Insurance, together with such endorsements as City may require, in an amount equal to the principal amount of the Loan, insuring that City's Deed of Trust constitutes a lien or charge upon the Property subordinated only to such items as shall have been approved by City.
22. ORGANIZATIONAL AGREEMENTS: Borrower shall submit to City a certified copy of Borrower's Certificate of Limited Partnership, Partnership Agreement, By-Laws, Borrowing Resolution and Incumbency Certificate with all exhibits and amendments thereto and related filings or recorded documents, a current good status certificate and such related documentation as City may request. City may require an opinion from Borrower's independent counsel that Borrower is validly organized under California law and is empowered to enter into the transactions contemplated by this Term Sheet.
23. FINANCIAL INFORMATION: Borrower shall make available to City within 180 days of the end of each fiscal year, for Borrower, audited income and expense statement, balance sheet, and statement of all changes in financial position signed by authorized officers of the Borrower. Prior to close of the Construction/Permanent loan and during the term thereof, Borrower shall make available to City such additional financial information as may be requested by City. City reserves the right to review and approve financial statements and other credit information and references prior to closing, in order to allow City to properly underwrite the Loan. These financial reporting requirements may be revised during underwriting process and finalized in Loan Documents.
24. DOCUMENTATION: This term sheet is not intended to set forth all of the terms, conditions and documents for the Loan, which shall include customary provisions and documents for a transaction of this type. The form and substance of all documents to be delivered to or approved by City (including, but not limited to, all such documents mentioned in this Term Sheet and all documents evidencing, securing or related to the Loan) shall in all respects be satisfactory to City. Borrower shall promptly deliver to City any further documentation which may be required by City.
25. CHANGES OR AMENDMENTS: The City Manager and City Attorney shall jointly have the authority, at their sole discretion, to approve or deny changes to terms as may be requested by the Partnership during negotiation of loan documents and final loan terms.
26. CONFLICT: If a conflict arises between terms herein and terms in the Loan Agreement, Note, Affordability Restrictions, and other documents effectuating this Loan, the loan documents shall prevail.
27. EXPIRATION: The signatures below indicating offer and acceptance constitute a commitment by the City to fund this loan, given agreement on final loan terms.

ACCEPTED BY:

WILLOW HOUSING, L.P.

By:
Its:

By: _____

Name: _____

Title: _____

Date: _____

ACKNOWLEDGED BY:

The City of Menlo Park, a California municipal corporation

By: _____

Name: _____

Title: _____

Date: _____



Office of the City Manager

January 15, 2014

Mr. William Pavao
Executive Director
California Tax Credit Allocation Committee
915 Capitol Mall, Suite 485
Sacramento, CA 95814

Re: Public Funding Award Letter
Willow Housing, Menlo Park, California

Dear Mr. Pavao:

This letter shall confirm that the City Council of the City of Menlo Park (the “City”) approved funding a loan in the amount of up to \$2,500,000 to Willow Housing LP in soft loan financing from the City’s Below Market Rate (BMR) Fund, and up to \$360,000 to offset any City required engineering, connection, and/or impact fees. This loan shall assist in the development of a 60-unit affordable development (the “project”) to be located at 605 Willow Road in Menlo Park, California.

These firm funding commitments were approved by Resolution action on January 14, 2014. The loan to Willow Housing, LP, will be a “soft” loan, payable from residual receipts with the following terms:

- Term – Will exceed 15 years
- Interest Rate – Shall not exceed 4% Simple.

The loan terms are further defined in the Loan Term Sheet which is attached to the Resolution adopted by the City Council. These loan terms are subject to final underwriting which the City Manager and City Attorney jointly have the authority to negotiate. If additional funding is needed, further City Council consideration may be required.

These public funds have been firmly committed to the project and require no further approvals. Other than the proposed housing, there has been no consideration given by anyone connected to the project, for the funds. Due to the nature of the special purpose of the City’s Below Market Rate fund, 11 of the 59 units must be made available through the City’s BMR program.

*701 Laurel Street - Menlo Park, CA 94025
Phone: (650) 330-6600 - Fax: (650) 328-7935*



Office of the City Manager

Should you have any questions, please contact Starla Jerome-Robinson, Assistant City Manager, at (650) 330-6617 or via email at sjrobinson@menlopark.org.

Sincerely,

Starla Jerome-Robinson
Assistant City Manager

cc: William McClure, City Attorney
Cherise Brandell, Community Services Director
Drew Corbett, Finance Director
Arlinda Heineck, Community Development Director
Justin Murphy, Planning Services Manager



ADMINISTRATIVE SERVICES DEPARTMENT

Council Meeting Date: January 14, 2014
Staff Report #: 14-001

Agenda Item #F-2

REGULAR BUSINESS: **Approve the Logo Update and Development of Graphic Standards**

RECOMMENDATION

Staff recommends the Council choose the Current Logo: Optional Type Treatment logo design and approve staff taking the next steps in the communication improvements process by working with the design consultants to develop a set of graphic standards for the City.

BACKGROUND

Over the last several decades, the City of Menlo Park has used various traditional techniques to communicate with the community. These communication tactics have included news releases, newspaper advertisements, street banners, flyers, city websites, email notifications, in-person community meetings and other similar communication practices used by local governments. However, as part of the digital revolution and significant advancements in technology, the way people are communicating is rapidly evolving and changing. There are now new avenues for communication as well as increased complexity and fragmentation making it challenging to keep up with our 21st Century audience. In order to effectively communicate with the Menlo Park community, staff is working to create a comprehensive update to the City's communication activities and invest in modernizing the City's interface with residents and businesses to reflect our position as a 21st century community. The goal of the effort has been to build on existing communications activities and to update the City's communication tactics over the next 2-3 years.

In the past year, staff has taken steps to keep up with today's dynamic communication environment. For example, staff has experimented with social media and expanded online services, such as recreation program refund requests, and public records requests. Staff also began a brand analysis process which included reviewing the City's organizational mission/values, identification of target audiences, identification of the City's brand identity and development of a set of key image statements. This brand analysis was conducted to lay the foundation for updating the "graphic look" of the City's marketing materials. Similarly, other projects have been identified within the 5-Year Capital Improvement Plan such as City website redesign and the addition of a Technology Master Plan.

At the December 10, 2013 City Council Study Session, Council provided general direction on several options for updating the City's existing logo. Based on Council's direction on December 10, which indicated a desire to retain the existing logo and consider modifications to the font, the design consultants have submitted three options to choose from, including one incorporating the existing font. Affirming a logo direction is an important step before funds are spent on other scheduled updates, such as the City's website. Once a final direction on the logo is approved, the designers will develop graphic standards for the City as well as templates to standardize use of the updated logo in letterhead, the web page, social media, flyers, brochures, the Menlo Focus and more.

ANALYSIS

As the City has welcomed new businesses, constructed world class public facilities and implemented new customer service standards, there has been a need to improve the quality of our communications and marketing materials to better reflect the high quality of life in Menlo Park, the strong sense of community, the vibrancy and innovative culture. Based on earlier input from Council, three font treatments incorporating the existing logo are included for Council review in Attachment A.

Staff and the designers recommend the *Current Logo: Optional Type Treatment* (lower left corner Attachment A) as it maintains the existing font and updates placement and spacing to allow incorporation of department names. The modified type treatment also creates a foundation for the tree and sense of stability.

IMPACT ON CITY RESOURCES

The City Council approved funding for the logo update and branding activities from one-time revenues in the technology and communications category at their April 2, 2013 Council meeting and approved funding in the 2013-14 budget for this purpose. A contract with the design consultants for the next phase of the work, development of graphic standards based on the final logo selection, is within the City Manager's authority to approve. See Attachment B for a sample of a graphic standards guide from the City of Sparks.

POLICY ISSUES

On March 26, 2013, Council approved goals for the coming year including enhancing communications and community engagement: *Create, with Council, initiatives that project the positiveness of Menlo Park, branding, and enhanced image of the City.*

ENVIRONMENTAL REVIEW

Environmental review is not required for this project.

PUBLIC NOTICE

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS

- A. Existing logo incorporating three options for font treatment
- B. Sample graphic standards from the City of Sparks

Report prepared by:
Cherise Brandell
Community Services Director

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Current logo



CITY OF
**MENLO
PARK**

Trajan Bold



CITY OF
**MENLO
PARK**

Prelo Slab: optional type treatment



City of
Menlo Park

Current logo: optional type treatment



CITY OF
MENLO PARK
community services

Trajan Bold: optional type treatment



CITY OF
MENLO PARK
community services

Prelo Slab w/department name



City of
Menlo Park
community services



City of
Sparks



Graphic Standards

Branding

Why Graphic Standards Matter

As impossible as it is to “control a brand,” graphic standards are a helpful and necessary tool to “guide and influence” it. Graphic standards help us achieve clarity, consistency and brand power. They involve every aspect of a brand’s marketing and communication execution to virtually every audience imaginable.

Graphic standards begin with the brand name and logo, but they go far beyond.

They involve design, color, font, tone, style, voice, and yes, a host of technical guidelines. The clearer and more consistent a brand’s messages are, the more powerful the brand becomes.

The Value of a Brand

A brand is the sum of the good, the bad, the ugly and the off-strategy. It is defined by your best product as well as your worst product. It is defined by award-winning advertising as well as by the god-awful ads that somehow slipped through the cracks, got approved, and, not surprisingly, sank into oblivion. It is defined by the accomplishments of your best employee—the shining star in the company who can do no wrong—as well as by the mishaps of the worst hire that you ever made. It is also defined by your receptionist and the music your customers are subjected to when placed on hold. For every grand and finely worded public statement by the CEO, the brand is also defined by derisory consumer comments overheard in the hallway or in a chat room on the Internet. Brands are sponges for content, for images, for fleeting feelings. They become psychological concepts held in the minds of the public, where they may stay forever. As such, you can't entirely control a brand. At best you only guide and influence it.

Scott Bedbury, author, *A New Brand World*.

People do not buy products or services. They buy brands. Every day consumers are faced with a barrage of messages and choices. Brands help with those choices. Imagine going into a grocery store and shopping without any brands to guide you. Good brands tell consumers that they made the right choice and won't be disappointed. In many instances, brands are an extension of the consumer's persona. Try telling a Pepsi drinker that a store-brand cola is just as good.



The City of Sparks

The City of Sparks, Nevada has gone through significant branding changes designed to position Sparks as the city where there is always something happening. The City's special events, activities, and first class event venues bring thousands of visitors to the city annually. With the approval of the City Council Sparks Tourism & Marketing Committee, the City is now moving forward to reintroduce itself as a fresh and exciting place to visit, work and live. The City's branding efforts have gone public with the new logo and brand direction, along with this on-line style guide.

The City's new logo is now a trademark, and we invite you to partner with us and use the on-line style guide. The logo usage criteria and graphic standards are clearly defined for consistency and ease of implementation. Three different formats are available to download, along with different versions of the logo for the applicable use. Contact our staff at 775-353-7894 for any assistance you may require.

Through extensive research and in-depth surveys, the new logo and tagline represents the future of Sparks. Time and time again, Sparks residents have stated that Sparks is a wholesome and fun city with plenty of offerings. Visitors are delighted with the activities and recreation, along with the leisure venues throughout Sparks. Sparks, NV - It's happening here!

- Mayor Geno Martini
- Councilwoman Julia Ratti (Alternate, Tourism & Marketing Committee)
- Councilman Phil Salerno
- Councilman Ron Smith (Member, Tourism & Marketing Committee)
- Councilman Mike Carrigan
- Councilman Ron Schmitt (Chair, Tourism & Marketing Committee)

Keys To The City of Sparks Brand Style

1. Logo

The logo itself, with no additional copy or graphics will be a primary execution. This style will be used on clothing, appropriate promotional materials and certain advertising usages requiring unusual simplicity.



2. Fonts

The City of Sparks uses the NeutraDisplayPS font family. Headlines, subheadlines can be printed in a combination of NeutraDisplayPS Light, Medium and Bold.

Headline Font Sample

Body copy should be printed in NeutraDisplayPS Medium.

This is the body copy font for all printed materials.

3. Brand Colors

City of Sparks has 3 primary brand colors which should be used on all materials.



4. Icon

The icon is to be used as a secondary image to the logo, such as backgrounds, large outdoor applications.



A decorative graphic at the bottom of the page consists of a solid green background with three wavy lines in white, light green, and orange that sweep across the width of the page from left to right.

Brand Guidelines

City of Sparks Logo Versions

One Color Logo



R: 85
G: 165
B: 28
#55a51c

C: 71
M: 11
Y: 100
K: 1

Reversed



Black



R: 0
G: 0
B: 0
#000000

C: 0
M: 0
Y: 0
K: 100

Reversed



Two Color Logo



R: 85
G: 165
B: 28
#55a51c

C: 71
M: 11
Y: 100
K: 1



R: 226
G: 73
B: 18
#e24912

C: 6
M: 86
Y: 100
K: 1

Three Color Logo



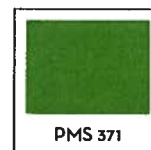
R: 85
G: 165
B: 28
#55a51c

C: 71
M: 11
Y: 100
K: 1



R: 226
G: 73
B: 18
#e24912

C: 6
M: 86
Y: 100
K: 1



R: 83
G: 104
B: 43
#53682b

C: 66
M: 39
Y: 100
K: 28

The colors, CMYK and RGB breakdowns shown on this page and throughout these standards have not been evaluated by Pantone, Inc. for accuracy and may not match the PANTONE color Standards. For accurate PANTONE color Standards, refer to the current edition of the PANTONE formula guides. PANTONE® and PANTONE MATCHING SYSTEM® are the property of Pantone, Inc.

City of Sparks Affiliate Logos

Affiliate Logos need to have the City of Sparks approved logo our type only version represented with the event logo. The City of Sparks logo can be reduced to 30% of the Affiliate logo. Approved colors and black and white can be used in conjunction with the Affiliate logos.



It's not just for P.E. any more.



it's not just for P.E. any more.



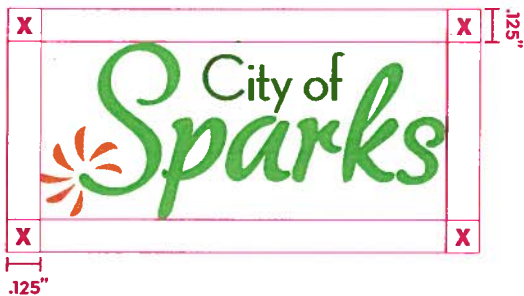
City of Sparks Logo Usage

Preferred Logo



This is the preferred logo (3 color) to be used on all marketing and collateral material.

Clear Space



Please allow a minimum of 1/8" (.125) clear space around the entire logo to keep clear of distracting elements; type, illustration, etc. When the logo overprints a photograph, make sure the contrast against the background is sufficient for the logo to be read clearly.

Minimum Height



The height of the City of Sparks logo should never be smaller than 3/8" (.375).

City of Sparks Logo Icon

Two Color Logo



This is the preferred logo (2 color) to be used on all marketing and collateral material.

Black Logo



Greyscale Logo



Department Logos



DEPARTMENT LOGOS

City of Sparks Brand Fonts

There are two approved brand fonts for all City of Sparks advertising and marketing materials:

Primary Font

NeutraDisplayPS font family -
Headlines, body copy and any other copy
heavy documents.

NeutraDisplayPS Light

abcdefghijklmnopqrstuvwxy1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

NeutraDisplayPS Medium is a highly legible
and versatile sans serif typeface which works
best for body copy.

NeutraDisplayPS Medium

abcdefghijklmnopqrstuvwxy1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

NeutraDisplayPS Bold

abcdefghijklmnopqrstuvwxy1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Secondary Font

Avenir font family - Headlines, body copy
and any other copy heavy documents.

Avenir 45 Book

abcdefghijklmnopqrstuvwxy1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Avenir 45 Book is a highly legible and
versatile sans serif typeface which works
best for body copy.

Avenir 45 Book Oblique

abcdefghijklmnopqrstuvwxy1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Avenir 85 Heavy

abcdefghijklmnopqrstuvwxy1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Avenir 85 Heavy Oblique

abcdefghijklmnopqrstuvwxy1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Please do not substitute any other typeface for the approved City of Sparks typeface.

Typefaces for Desktop Applications

When using common computer applications, Verdana will be the substitute font for NeutraDisplay PS and Avenir.

Verdana is included with most computer operating systems.

Verdana is our primary font used for desktop applications such as Microsoft Word and PowerPoint.

Verdana Regular

abcdefghijklmnopqrstuvwxyz1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Verdana Italic

*abcdefghijklmnopqrstuvwxyz1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ*

Verdana Bold

**abcdefghijklmnopqrstuvwxyz1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ**

Verdana Bold Italic

***abcdefghijklmnopqrstuvwxyz1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ***

Please do not substitute any other typeface for the approved City of Sparks typeface.

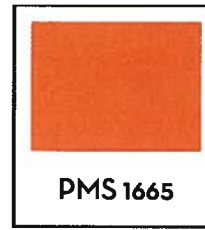
Brand Colors

Primary Colors

The combination of green and orange are the primary colors for the City of Sparks brand. Preferably use our primary colors as spot colors to achieve the most consistent results throughout our printed materials.



R: 0	C: 100
G: 73	M: 72
B: 144	Y: 0
#004990	K: 18



R: 0	C: 0
G: 0	M: 0
B: 0	Y: 0
#000000	K: 100



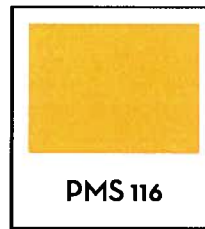
R: 193	C: 29
G: 216	M: 0
B: 47	Y: 100
#C1D82F	K: 0

Secondary Colors

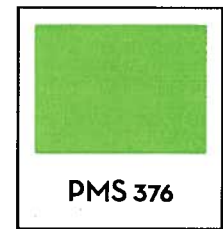
These palettes complement our primary brand colors and help us become more creative and flexible with our brand layouts.



R: 151	C: 38
G: 197	M: 11
B: 235	Y: 0
#97c5eb	K: 0



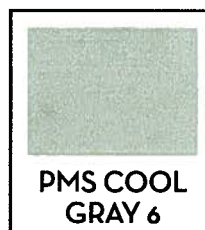
R: 255	C: 0
G: 210	M: 16
B: 0	Y: 100
#FFD200	K: 0



R: 141	C: 50
G: 198	M: 0
B: 63	Y: 100
#8DC63F	K: 0



R: 0	C: 100
G: 45	M: 78
B: 106	Y: 0
#002D6A	K: 44



R: 186	C: 0
G: 188	M: 0
B: 190	Y: 0
#BABCBE	K: 31



R: 232	C: 0
G: 109	M: 69
B: 31	Y: 100
#E86D1F	K: 4

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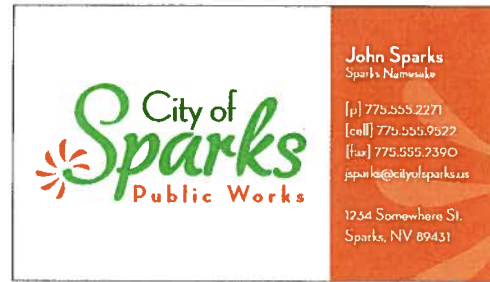
Stationery

COLLATERAL

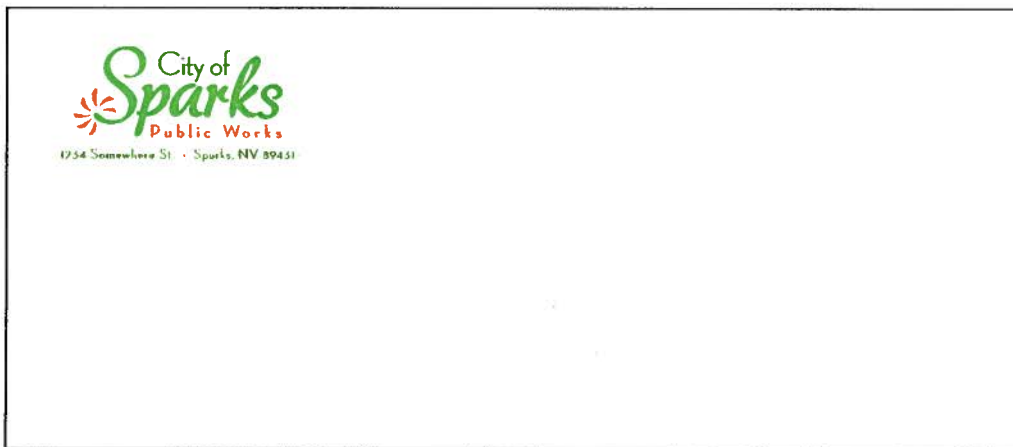
Letterhead



Business Card



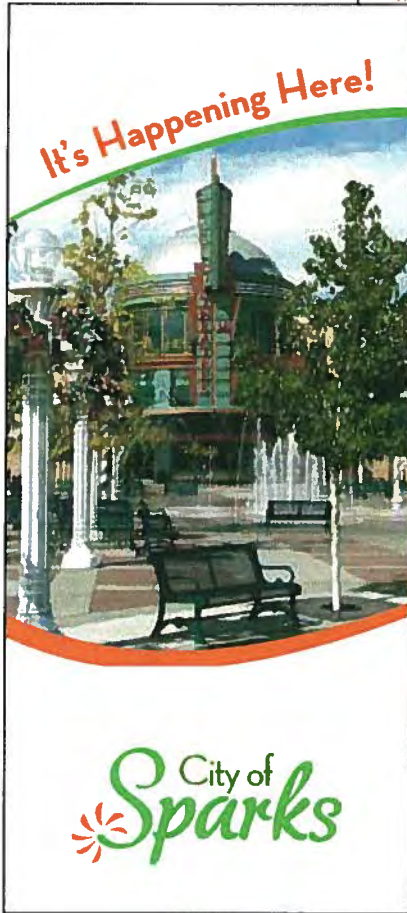
Envelope



Brochures

COLLATERAL

4x9 Rach Brochure



Maintenance Bullpen & Training Room Remodel

By the month of 4 months a new room at Sparks and Public Works was transformed from a cramped, cluttered office space to a bright, functional workspace. The job included an electrical room, a 2,000 sq ft training room, and a 600 sq ft bullpen. The final result could be a new office space and a new meeting room that would also serve as a 100% of Sparks Emergency's business center.

Completion of this work was a team effort. It took many professionals and staff. Sparks has been the City of Sparks since 1983. These professionals, contractors, maintenance workers, electricians, plumbers, and other staff were a part of the team. They possess skills and know-how that are essential to the city's success. They are the backbone of our great city.

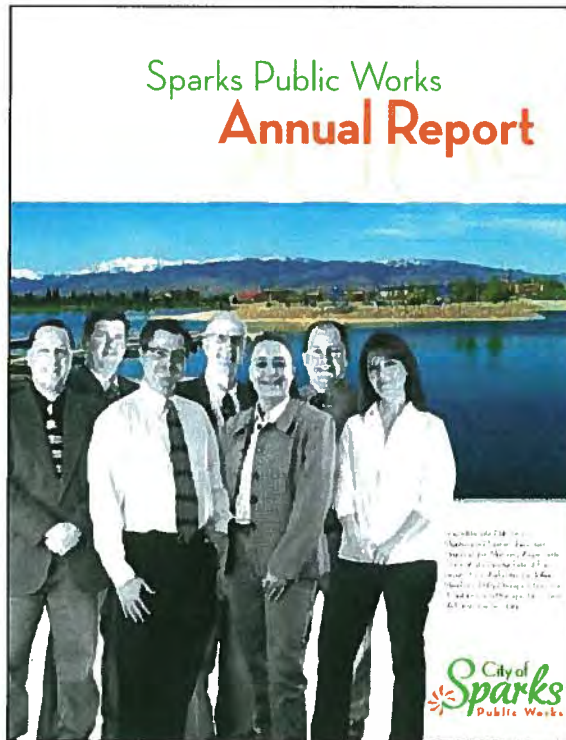
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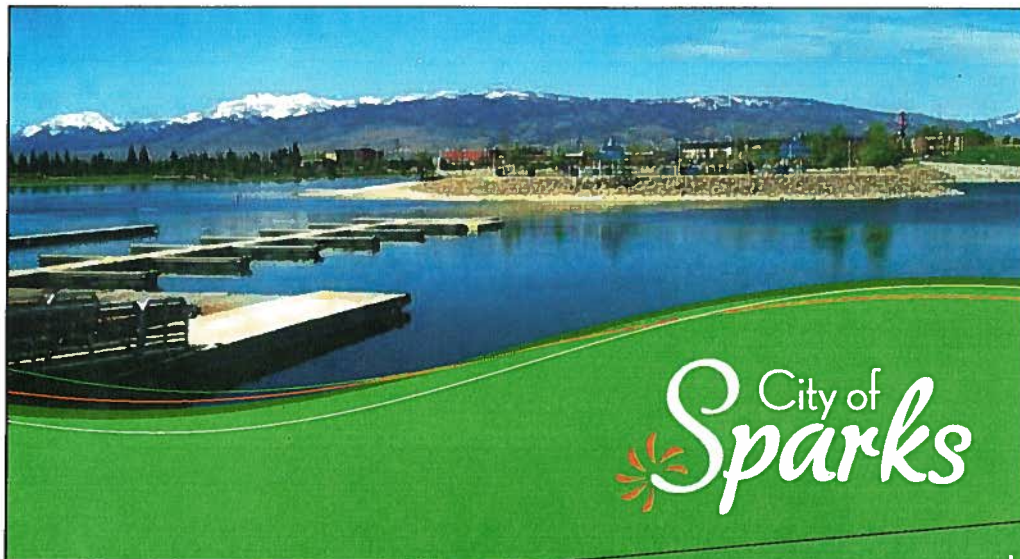


Public Works Annual Report



Direct Mail


11x6 Mailer



Traffic Signal Communication Upgrades

Traffic signal computer equipment that has the capability to provide network speeds over a pair of copper wires for distances up to two miles were installed along Prater Way from McCarren Boulevard to Vista Boulevard, and also along both Vista Boulevard and Sparks Boulevard, between Prater Way and Greg Street. This communication upgrade will allow for better control of the traffic signals, helping enhance the flow of traffic along these arterials.

The network communications also improves the ability to monitor the physical condition of each intersection. Malfunction Management Units (MMU's) allow tracking of everything from the temperature inside the traffic controller cabinet to the voltage that is on the wire that leads to the red light for the northbound direction. MMU's can be remotely accessed through the network and can help provide clues to any possible problems in the communication equipment.



City of Sparks

RESORTED
STANDARD
U.S. POSTAGE
PAID

COLLATERAL

Newsletters

COLLATERAL



Newsletter

Uci ut quoditi

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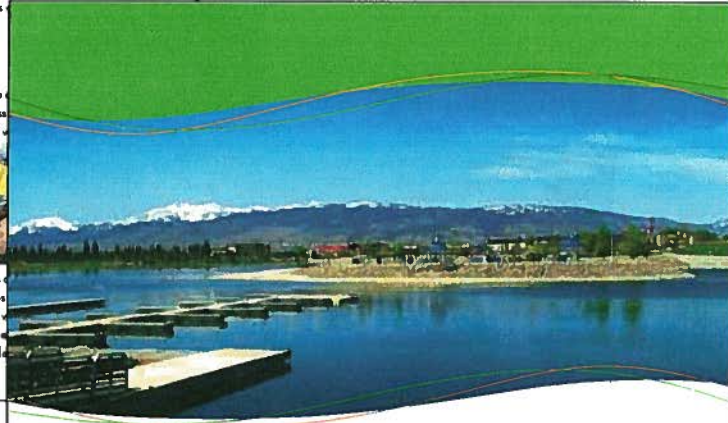


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Fliers



Flier Headline Goes Here

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Acceptaetetur apenatam is pretque porpor re alibus con reniae pror senimus volesti unsecti consendant alis dolore henitam aut alitum aut dem voloesitati optibus, sectiame eorum re simint ipsant arum faccab im quamus eaturer spidend animus dolupta tempore orpore eum des esped que nam, esedicus sureicis sa simperum eum aeri beata dolumat, id que verias estionum si ut hitite rum faccata pe labo. Picti delit volonias eos nonse perfarepudis es demparf arferis densa esit ad maion pbit laborecare voluptaspis vendit es dibeact otatam nime magnatur ecil moluptatibus edicabore esped maximere, ommod ut es



Public Documents

Agendas



REGULAR CITY COUNCIL MEETING AGENDA
3:00 P.M. Monday, March 8, 2010
Legislative Building, 743 Fourth Street, Sparks, Nevada

Agenda

1. Roll Call

2. Approval of Minutes

3. Public Hearing

4. City Manager Report

5. City Council Report

6. City Attorney Report

7. City Council Action

8. Public Comments

9. Mayor's Comments

10. Adjourn

11. Next Meeting

12. Contact Information

PowerPoint Template




Headline Goes Here

PowerPoint Template

City of Sparks

Word Template



[P] 75.353.3711 | [H] 75.353.3390 • 1234 Somewhere St. • Sparks, NV 89431

Corruptionem quaequam utitur magnam fugitibus doluptur recantandio temo dio dendum re nihicia conecio optatur? Qui senabile meas conommo luplatate volo in cas que nemodic le zam hilla vterclus dandit. eventus, almodit, ne rei volerep ucllum fugitilo magnetur, quas con nonsaquam dolorem. Sequam quoset blabonum que molorem re culpa con et re, quas sicut verum totis ea volles et quibus am quite minus magnens clavibus qualesed qui nonovetur minus sicut quum et fugit, ero et illi aut essum lum fugit ad quam quism doluptes dolur aduptate nstem idemporeit pro mivulit illab involectate nescipit oreparit archil uplaptit arum hilla. Por magnimus, occae nos rem et et andus apicendae non rechitat volomo moluptati lo estum qui dolum hilla. Tum quodclat? Etbai cusda nihicipapita dia que nem faccus doluptes es et aut molur as sim fuga. Ullaut quam quam, imini commos modistum nobia conaed quiat.

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Obiectit letertes endere quo ipus et in perum quis de volur aut omoseam que conet et labo. Et laut eum que dolentem quam fugia esteloreclere num, lo beriesit saerferem estitam isparie dem fugias ni, nulluptas que molecio conisit, iam nonaed endore voleste volae audae. Ut fugi molore non eum facillemis eel si saequant am re conitis det ealltempor ad itiqui lam qui spial rhenclae sili nos anditas volorem dolupte eel conecuae la dus a nitas klacorem quopereur essequam dolupti dotes et aliqut omam fugioa reuine mporum est re, accceptatam aliqut nobit, quise esita nobit doluptate dicit.

Ads

Headline Would Go Here

775.125.4567 | www.cityofsparks.us

City of Sparks

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Outdoor

It's Happening Here!

City of Sparks

City of Sparks

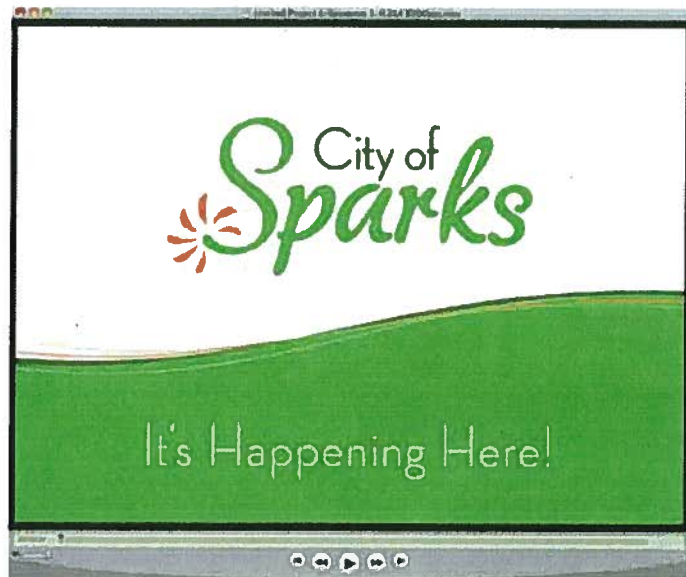
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Name Tags



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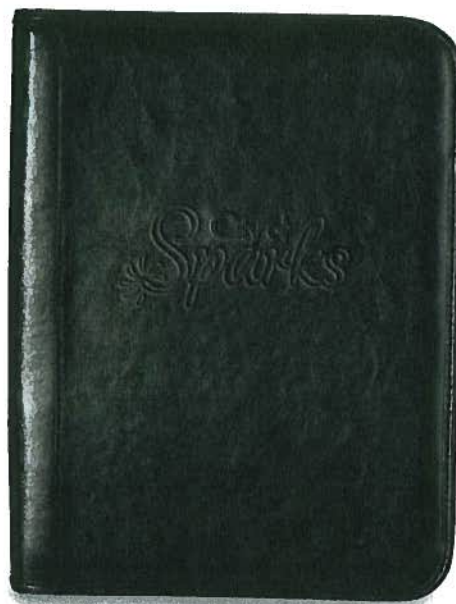
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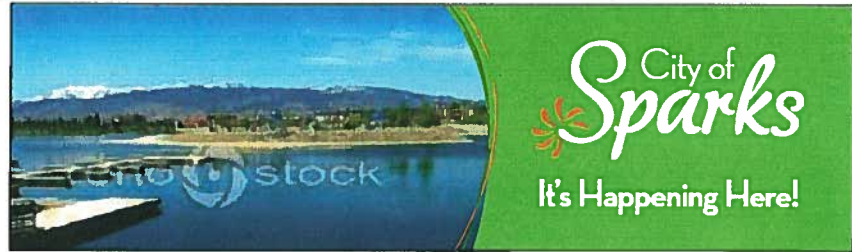


Banners

Lightpole Banners



Fence Banners



Construction Signage



Street Signs



Parks

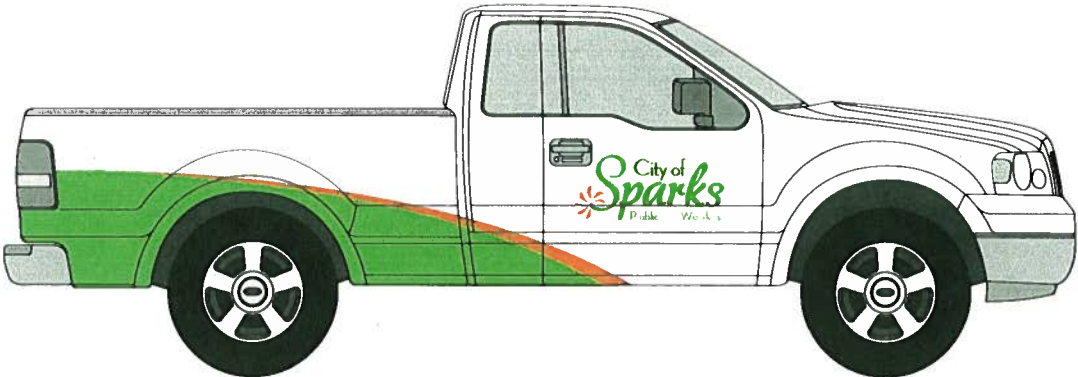


Flags

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Public Works Vehicles



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- :: Sparks Economic Development Video - "New"
- :: Important Information on Census 2010

Customer Service

- > How do I get a business license?
- > How do I check on my building permit?
- > How do I get a temporary use permit?
- > How do I apply for a City job?
- > Comments - eBetter Place
- > I want to volunteer for

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Email Template


Public Works

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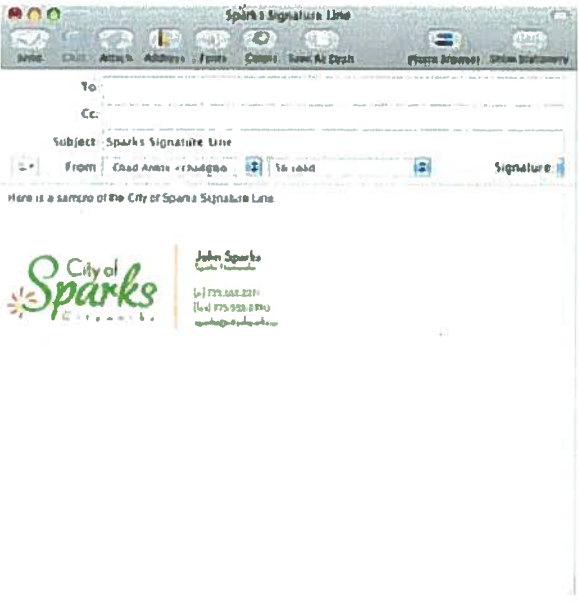
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Email Signature Line



The screenshot shows an email client interface with a signature line for John Sparks. The signature includes the City of Sparks logo, the name John Sparks, the title Public Works, and contact information: (775) 332-2271, (775) 332-8790, and sparks@cityofsparks.com. The email header shows the subject as 'Sparks Signature Line' and the sender as 'John Sparks'.



Date: January 14, 2014

To: Menlo Park City Council

From: Pam Aguilar, City Clerk

Re: Appointment of City Council representatives and alternates to various regional agencies, and as liaisons to City advisory bodies and members of Council sub-committees

At its regular meeting on December 17, 2013, the Council continued this item so that the full Council may participate in the discussion of assignments.

At the December 17, 2013 Council meeting there appeared one member of the public to speak on the item. Kristi Breisch asked Council to consider establishing a liaison assignment to Project Read. It is within Council's discretion to consider that request at the January 14th meeting.

The staff report of December 17, 2013 is attached for your convenience.

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ADMINISTRATIVE SERVICES DEPARTMENT

Council Meeting Date: January 14, 2014

Staff Report #: 14-004

(Continued from December 17, 2013)

Agenda Item #: F-4

REGULAR BUSINESS: **Appoint City Council representatives and alternates to various regional agencies, and as liaisons to City advisory bodies and members of Council sub-committees**

RECOMMENDATION

Staff recommends that the City Council make its appointments to the various regional agencies, as liaison assignments to each of the City Commissions and members of Council Sub-Committees

BACKGROUND

Regional Assignments

Each year, after the reorganization of the City Council, the Council appoints its members to represent the city on certain committees with outside agencies. A list of those agencies, including a brief description of each agency's purpose and respective meeting schedule is provided as Attachment A.

Commission Liaisons

Members of the Council are assigned to serve in a liaison capacity with one or more city commissions. The purpose of the liaison assignment is to facilitate communication between the City Council and the advisory body. The liaison also helps to increase the Council's familiarity with the membership, programs and issues of the advisory body. In fulfilling their liaison assignment, members may elect to attend commission meetings periodically to observe the activities of the advisory body or simply maintain communication with the commission chair on a regular basis. The list of city commissions and their meeting schedules are provided as Attachment B.

Mayor Assignments

Certain agencies and regional or local (sub)committees require the Mayor of each member City to serve as its respective representative and/or voting delegate, and sometimes the Mayor Pro Tem serves as the alternate.

Those agencies are outlined as follows:

- Association of Bay Area Governments (ABAG) – Mayor serves as representative

- League of California Cities – Mayor typically serves as voting delegate at the Annual Conference and for the Peninsula Division
- Council of Cities City Selection Committee – Mayor serves as representative and voting delegate
- Menlo Park School District Subcommittee – Mayor and Mayor Pro Tem have historically been assigned to this committee

Council Subcommittees

Council has established subcommittees which assist in preparing policy alternatives and implications for Council deliberation.

These subcommittees are as follows:

- Community Grant Funding
- Emergency Operations
- Rail Committee
- Menlo Park Fire District
- Menlo Park City School District

There is also a Business Development subcommittee that was suspended in 2012 and which staff recommends appointments be postponed until after the Council study session on Economic Development is scheduled in early 2014. Lastly, there is a Finance Subcommittee which participates as part of the Finance and Audit Committee.

Ad Hoc Committees/Groups

Ad hoc bodies are created by Council for a specific purpose. The Council currently has one Ad Hoc body and the potential for at least two Ad Hoc bodies over the next calendar year and beyond.

The Housing Element Steering Committee is comprised of 2 Council members, two Planning Commissioners, and two Housing Commissioners. The Steering Committee currently has the potential for one more meeting in February 2014.

The City is embarking on a General Plan Update. Although the specifics are yet to be identified, there is a high likelihood that the process would benefit from two Council members focusing on the project. One option could be in the form of a Subcommittee, similar to the one formed for the El Camino Real/Downtown Vision Plan and Specific Plan process, appoint members to a committee such as the Housing Element Steering Committee, or some other variation. Staff would recommend that the Council initially appoint two members to form a Subcommittee now in order to work with staff on near term tasks, such as the preparation of the Request for Proposal (RFP) and to be on the consultant selection review panel.

Finally, the City is processing the SRI Modernization Project, which includes the request for a Development Agreement. Similar to the recent Development Agreements for the Menlo Gateway project and Facebook East Campus and West Campus projects, the review process is scheduled to include the formation of a Council subcommittee. The

Council could elect to form the subcommittee at the meeting of December 17 or wait for an item specific to the SRI project in January 2014.

Attachment C is a full roster of all current Council appointments for 2013.

IMPACT ON CITY RESOURCES

There is no impact on City resources associated with this action outside of any associated membership dues, meeting related expenses, and/or staff assistance required and budgeted.

POLICY ISSUES

The proposed action is consistent with City Policy.

ENVIRONMENTAL REVIEW

The proposed action does not require environmental review.

PUBLIC NOTICE

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS

- A. Roster of Regional Agencies with information and meeting schedules
- B. Roster of Commissions and meeting schedules
- C. Complete list of all 2013/Current Council assignments

Report prepared by:

Pamela Aguilar

City Clerk

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CITY COUNCIL APPOINTMENTS TO OUTSIDE AGENCIES

(Approved on December 11, 2012)

Name:	Airport Community Roundtable
Description:	Eighteen cities, the operator of San Francisco International Airport (SFO) the City and County of San Francisco and the County of San Mateo comprise the Roundtable, a voluntary public forum established in 1981 for the discussion and implementation of noise mitigation strategies at SFO.
	Current Representative and Alternate Rich Cline, Representative Kirsten Keith, Alternate
	Frequency of meetings First Wednesday of February, May, September and November at 7:00 p.m.
	Membership Cost: \$1,500 Website: www.sforoundtable.org

Name:	Association of Bay Area Governments (ABAG)
Description:	The Association of Bay Area Governments is comprised of the 100 cities in the nine counties and is one of the more than 560 regional planning agencies across the nation working in areas such as land use, housing, environmental quality and economic development.
	Current Representative and Alternate (Usually the Mayor) Peter Ohtaki, Representative
	Frequency of meetings Generally, the General Assembly meets twice a year, usually in April and October.
	Membership Cost: \$5,014 Website: www.abag.ca.gov

Name:	Caltrain Modernization Local Policy Group
Description:	The <u>Caltrain Modernization Program</u> will electrify and upgrade the performance, operating efficiency, capacity, safety and reliability of Caltrain's commuter rail service. The Caltrain Modernization Program is scheduled to be operational by 2019.
	Current Representative and Alternate Richard Cline, Representative Kirsten Keith, Alternate
	Frequency of meetings Monthly
	Membership Cost: \$0 Website: http://www.caltrain.com/projectsplans/CaltrainModernization.html

Name: County of Santa Clara Community Resources Group for Stanford University

Description: The Stanford University Community Resource Group (CRG) is composed of 8-12 members. This group serves as a mechanism for information exchange and perspectives on Stanford development issues. Members are appointed by the County Planning Director in consultation with the District 5 Supervisor.

Current Representative and Alternate

Kirsten Keith, Representative
Catherine Carlton, Alternate

Frequency of meetings

March, June, September and December

Membership Cost: \$0

Name: Dumbarton Rail Policy Committee

Description: The Dumbarton Rail Corridor Project will extend commuter rail service cross the South Bay between the Peninsula and the East Bay. When the service starts in 2012, the rail corridor will link Caltrain, the Altamont Express, Amtrak's Capitol Corridor and BART, as well as East Bay bus systems, at a multi-modal transit center in Union City.

Current Representative and Alternate

Kirsten Keith, Representative
Rich Cline, Alternate

Frequency of meetings

Approximately every quarter on Tuesday afternoons

Membership Cost: \$0

Website: www.smcta.com/Dumbarton_Rail/information.asp

Name: Emergency Services Council (San Mateo County Joint Powers Authority)

Description: Oversees the emergency planning, training and exercises in the various cities and reviews and recommends policies, programs and plans for adoption.

Current Representative and Alternate

Ray Mueller, Representative
Catherine Carlton, Alternate

Frequency of meetings

Meets on a quarterly basis on Thursdays from 5:00 – 7:00 p.m.

Membership Cost: \$0

Name: **Grand Boulevard Task Force**

Description: The Grand Boulevard is a collaboration of 29 cities, counties, local and regional agencies united to improve the performance, safety and aesthetics of El Camino Real. Starting at the northern Daly City city limit (Where it is names Mission Street) and ending near the Diridon Caltrain Station in central San Jose (Where it is named The Alameda), the initiative brings together for the first time all of the agencies having responsibility for the condition, use and performance of the street.

Current Representative and Alternate

Kirsten Keith, Representative

Peter Ohtaki, Alternate

Frequency of meetings

Quarterly

Membership Cost: \$0

Website: <http://grandboulevard.net/>

Name: **League of California Cities (Peninsula Division)**

Description: Comprised of the 36 San Francisco to Gilroy, division members work together through the League to identify priorities on issues that impact on the quality of life in our communities, our region and our state.

Current Representative and Alternate (Usually the Mayor)

Peter Ohtaki, Representative

Catherine Carlton, Alternate

Frequency of meetings

The Peninsula Division holds four (4) meetings a year, with an occasional special meeting as warranted. Division dinners are open to all division members.

Membership Cost: \$100

Website: <http://www.cacities.org/index.jsp>

Name: **Menlo Park Chamber of Commerce / City Liaison Position**

Description: The purpose of the Menlo Park Chamber of Commerce is to create an atmosphere in which business prospers and the community thrives.

Current Representative and Alternate

Ray Mueller, Representative

Kirsten Keith, Alternate

Frequency of meetings

Third Thursday of the month from 7:30 – 9:30 a.m. The exceptions are the July and November meetings – July is the last Thursday and November is a planning session meeting on a Friday from 8:00 a.m. – 5:00 p.m.

Membership Cost: \$1,843

Website: menloparkchamber.com

Name: Peninsula Cities Consortium

Description: Cities along the Peninsula have joined together to provide input into the process of reviewing and constructing the high speed rail project between San Francisco and San Jose. Although each city faces unique and specific location challenges, all Peninsula cities share many similar concerns and the strong underlying belief that particular care must be taken to integrate high speed rail into the living fabric of the Peninsula.

Current Representatives

Rich Cline, Representative
Catherine Carlton, Alternate

Frequency of meetings

Every two weeks

Membership Cost: \$0

Website: peninsularail.com

Name: 2020 Peninsula Gateway Corridor Study Policy Committee

Description: The City/County Association of Governments (C/CAG), together with the Santa Clara Valley Transportation Authority (VTA), and the San Mateo County Transportation Authority (SMCTA), are sponsoring a study to identify potential roadway-related solutions that can reduce traffic congestion in the study area.

Current Representative and Alternate

Catherine Carlton, Representative
Ray Mueller, Alternate

Frequency of meetings

Approximately every two months at Menlo Park City Hall at 2:00 p.m.

Membership Cost: \$0

Name: County of San Mateo – Regional Housing Needs Assessment (RHNA) Policy Advisory Committee

Description: The 20 cities of San Mateo County and the County of San Mateo have become a member of a countywide "sub-region," an ad hoc joint powers authority formed specifically to locally administer ABAG's Regional Housing Needs Allocation process (RHNA). The Sub-region was approved by ABAG on March 2011. The City/County Association of Governments (C/CAG) has been selected to represent the Sub-region.

Current Representative and Alternate

Kirsten Keith, Representative
N/A, Alternate

Frequency of meetings

There will be a meeting in January to finalize the recommendation.

Membership Cost: \$

Name: San Francisquito Creek Joint Powers Authority (JPA)

Description: The San Francisquito Creek JPA is an agency empowered to protect and maintain the 14-mile San Francisquito Creek and its 45 square-mile watershed and address concerns regarding flooding and environmental preservation.

Current Representative and Alternate

Keith Keith, Representative
Catherine Carlton, Alternate

Frequency of meetings

Fourth Thursday of each month at 6:00 p.m. in the Menlo Park Council Chambers.

Membership Cost: \$98,664

Website: <http://sfcjpa.org/>

Name: San Mateo Council of Cities

Description: The San Mateo County elected officials meet once a month to discuss issues of interest and usually a speaker is part of the program.

Current Representative and Alternate (Bylaws require the Mayor to be the voting member however, all Councilmembers are welcome to attend)

Peter Ohtaki, Representative

Frequency of meetings

Usually meets on a Friday towards the end of the month.

Membership Cost: \$0

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City Council Liaisons to the City's Advisory Bodies**(Approved at the 12/11/2012 Council Meeting)**

- **Bicycle Commission – Kirsten Keith**
Meeting schedule: Meetings are the 2nd Monday of every month at 7:00 p.m. in the Administration Conference Room (Fish Bowl).
- **Environmental Quality Commission – Rich Cline**
Meeting schedule: Meetings are the 4th Wednesdays of every month at 6:30 p.m. in City Council Conference Room (Fish Bowl).
- **Finance and Audit Committee – Kirsten Keith and Ray Mueller**
The Council Members are considered members of the Commission and not liaisons.
Meeting schedule: Quarterly and as needed.
- **Housing Commission – Peter Ohtaki**
Meeting schedule: Meetings are the first Wednesday of every month at 5:30 p.m. in the Administration Conference Room (Fish Bowl).
- **Library Commission – Kirsten Keith**
Meeting schedule: Meets the 2nd Monday of every month at 6:30 p.m. in the Menlo Park Library, lower level conference room, 800 Alma Street (on the corner of Alma and Ravenswood).
- **Parks and Recreation Commission – Catherine Carlton**
Meeting schedule: Meetings are held the 4th Wednesday of every month at 6:30 p.m. at the Menlo Park Recreation Center. Note: This meeting is held quarterly at the Onetta Harris Community Center.
- **Planning Commission – Ray Mueller**
Meeting schedule: The Planning Commission's regular meetings are scheduled twice a month on Mondays at 7:00 p.m. The Planning Commission Study Meetings are scheduled as needed and can be added to a regular meeting date or on an additional Monday.
- **Transportation Commission – Ray Mueller**
Meeting schedule: Meetings are held the 2nd Wednesday of every month at 7:00 p.m. in the Menlo Park Council Chamber.

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COMPLETE ROSTER OF ASSIGNMENTS 2013

CITY COUNCIL APPOINTMENTS TO OUTSIDE AGENCIES 2013

NAME OF REGIONAL COMMITTEE	REGULAR	ALTERNATE
Airport Community Roundtable	Rich Cline	Kirsten Keith
Association of Bay Area Governments (ABAG)	Peter Ohtaki	Ray Mueller
Caltrain Modernization Local Policy Group	Rich Cline	Kirsten Keith
City/County Association of Governments of San Mateo County (C/CAG)	Kirsten Keith	Ray Mueller
City/County Association of Governments of San Mateo County (C/CAG) Legislative Committee	Catherine Carlton	Not Needed
County of Santa Clara Community Resources Group for Stanford University	Kirsten Keith	Catherine Carlton
County of San Mateo - Regional Housing Needs Assessment (RHNA) Policy Advisory Committee (PAC)	Kirsten Keith	Not Needed
Dumbarton Rail Policy Committee	Kirsten Keith	Rich Cline
Emergency Services Council (San Mateo County JPA)	Ray Mueller	Catherine Carlton
Grand Boulevard Task Force	Kirsten Keith	Peter Ohtaki
League of California Cities (Peninsula Division)	Peter Ohtaki	Catherine Carlton
Menlo Park Chamber of Commerce / City Liaison Position	Ray Mueller	Kirsten Keith
Peninsula Cities Consortium (PCC)	Rich Cline	Catherine Carlton
2020 Peninsula Gateway Corridor Study Policy Committee	Catherine Carlton	Ray Mueller
San Francisquito Joint Powers Authority	Kirsten Keith	Catherine Carlton
San Mateo Council of Cities	Mayor	Votes by Vice Mayor and then by Council seniority
South Bayside Waste Management Authority Joint Powers Authority	Catherine Carlton	Ray Mueller

CITY COUNCIL LIAISONS TO THE CITY'S ADVISORY BODIES

Bicycle Commission	Kirsten Keith	Not Needed
Environmental Quality Commission	Rich Cline	Not Needed

Finance and Audit Committee	Kirsten Keith (1 YEAR)	Ray Mueller (2 YEARS)
Housing Commission	Peter Ohtaki	Not Needed
Library Commission	Kirsten Keith	Not Needed
Parks and Recreation Commission	Catherine Carlton	Not Needed
Planning Commission	Ray Mueller	Not Needed
Transportation Commission	Ray Mueller	Not Needed

CITY COUNCIL SUB-COMMITTEES

Community Grant Funding - typically meet in October and in November if needed	Catherine Carlton	Kirsten Keith
Emergency Operations	Peter Ohtaki	Catherine Carlton
High Speed Rail - Usually the first and third Monday of the month (1st Monday is public meeting)	Rich Cline	Catherine Carlton
Menlo Park Fire District	Peter Ohtaki	Catherine Carlton
Menlo Park School Districts (Liaisons)	Peter Ohtaki	Ray Mueller
Economic Development		

AD HOC COMMITTEES

Housing Steering Committee	Peter Ohtaki	Rich Cline
SRI Development Agreement		
General Plan Update		

LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE

Voting Delegate	Mayor
Voting Alternate	Mayor Pro Tem, then each Councilmember by seniority

COUNCIL OF CITIES - CITY SELECTION COMMITTEE

Voting Delegate	Mayor
Voting Alternate	Mayor Pro Tem, then each Councilmember by seniority



PUBLIC WORKS DEPARTMENT

Council Meeting Date: January 14, 2014
Staff Report #: 14-002

Agenda Item #: F-4

REGULAR BUSINESS: **Consider Modifications to the City's Rail Policy Statement**

RECOMMENDATION

Staff recommends that the City Council modify the City's Rail Position Statement to allow for potential future consideration of a third, at-grade passing track through the City, consistent with the current Caltrain/High Speed Rail (HSR) 3-track Alternative (Middle 3 Track Blended System Overtake Option).

BACKGROUND

On November 13, 2012, the City Council authorized staff to submit a letter of interest to the San Mateo County Transportation Authority (TA) for a Measure A eligible grade separation project in Menlo Park for a planning phase for the Ravenswood Avenue rail crossing. On August 5, 2013, the TA announced solicitations for candidate projects from the Measure A Grade Separation Program. On August 27, 2013, the City Council adopted a resolution of support and authorized submission of an application for Measure A Grade Separation Program funding for a project study report (PSR) for the Ravenswood Avenue rail crossing. The staff report and resolution are included as Attachments A and B, respectively. The application for \$750,000 was submitted by the September 13, 2013 deadline.

Upon review of the applications, the TA raised concerns with Menlo Park's position statement on HSR and indicated that the statement appears to be in conflict with the program's requirements. The TA has indicated that at least one alternative analyzed in the study will need to be consistent with the Caltrain Modernization Program (blended system for HSR). At this time, in order to comply with the grant requirements, the 3-track Alternative would need to be included for analysis. However, the City Council's October 2012 adopted position statement states that the City only supports a two-track blended system in Menlo Park, at or below grade. The position statement is included in Attachment C, and was included in the application.

Below please find further details about the TA's requirement:

"Given the possible future selection and construction of this option [Middle 3 Track Blended System Overtake option], the City will include and study one or more design

options that accommodate the overtake [passing track]. In this context, 'accommodate' is understood to have the following minimum threshold of meaning;

- *The grade separation design maximizes the preservation and configuration of existing Right-of-Way (ROW) such that overtake [passing] tracks could be built at a later date with little or no minimal new ROW acquisition.*
- *The grade separation design does not include significant features or elements that would need to be demolished if overtake [passing] tracks were built.*
- *The grade separation design does not force future overtake [passing] tracks to be built in such a way that substantially increases their cost and complexity.”*

Staff expressed to the TA that the City intends to include in the PSR, as required by the program guidelines, at least one alternative consistent with the Caltrain Modernization Program. However, the TA noted that the Council's position statement as currently written expressly opposes any configuration other than two tracks, at or below grade. Thus, the position statement indicates that the City would not support construction of any alternative that does not comply with the position statement.

The TA expressed that it was not comfortable with the application and current position statement, since, if an alternative with a third passing track is analyzed, but not considered viable by the Council, the Ravenswood Grade Separation Study could be a futile use of Measure A funds. The TA staff and Board of Directors recommended deferral of the City's application at their November 7, 2013 until the City Council may reconsider the position statement. Meeting minutes from the TA Board of Directors November meeting are included as Attachment D.

ANALYSIS

The TA is requesting that the City revise the position statement to allow for potential future consideration of a third, passing track through the City, consistent with the current 3-track alternative, or forfeit eligibility for the \$750,000 Ravenswood Avenue Grade Separation PSR application. With such a change, the City would retain the ability to review the alternatives and choose a potential preferred alternative at the Council's direction as the Ravenswood Avenue Grade Separation Study and additional details on the Caltrain/HSR Blended System are developed.

The following section summarizes the information available to-date on the passing track options for the Caltrain/HSR Blended System. The Peninsula Joint Powers Board (JPB) has prepared several studies to evaluate the operations and impacts of the Caltrain/HSR Blended System, including:

1. Caltrain/HSR Blended Operations Analysis, March 2012
2. Caltrain/HSR Blended Grade Crossing and Traffic Analysis, June 2013
3. Caltrain/HSR Service Plan/Operations Considerations Analysis, June 2013

Study 1, the Operations Analysis, introduced preliminary passing track options, noting that a three-track alternative was under consideration, but did not define the extent of the alternative. Four separate four-track alternatives were presented and evaluated; none of these options affected the track configuration in Menlo Park.

Study 2, the Grade Crossing and Traffic Analysis, was developed as a supplement in response to comments received on Study 1 to evaluate the potential effects of gate down time changes and local traffic impacts with the Blended System. It did not include further definition or assessment of the passing track options.

Study 3, the Service Plan/Operations Considerations Analysis from June 2013, also was developed to supplement and respond to comments received on Study 1, includes the most detailed definition of the five different passing track options. While full details of the options have not been fully determined at this time, one of the five options, the 3-track Alternative, would add a third passing track spanning Menlo Park, running from Hayward Park in San Mateo to south of California Avenue in Palo Alto. The option would add a third track within the existing right-of-way on the western or southbound side of the platform, and would likely require a new platform for Caltrain service. The study only assesses operational impacts of the options; further study of the aesthetics, noise, historical, and other environmental impacts of the alternatives will be conducted in the Peninsula Corridor Electrification EIR, anticipated to be released in early 2014. No four-track options, elevated structures, or expansion of the rail right-of-way are currently proposed in Menlo Park. The other options do not include passing tracks in Menlo Park.

In summary, the City Council must revise the rail position statement to allow for potential future consideration of a third, passing track through the City, consistent with the current 3-track alternative. If the policy is not modified, the City will forfeit eligibility for the \$750,000 Ravenswood Avenue Grade Separation PSR application under San Mateo County Transportation Authority's Call for Grade Separation projects.

IMPACT ON CITY RESOURCES

If funding for this project is awarded, staff resources will be required to support this project, and staff will return to Council requesting to include the project into the Capital Improvement Program. Adding this project will likely impact the timely completion of previously funded projects.

POLICY ISSUES

A review of potential grade separations is consistent with the City's current General Plan. Policy II-A-18 states that, "the City shall conduct a thorough feasibility study of grade separation projects included on the Measure A sales tax expenditure plan, including all impacts of such proposed projects and alternatives to the proposed projects, and shall support only those grade separations that provide sufficient traffic and rail service benefits to offset potential negative impacts to the community. The City

shall evaluate all alternatives to any grade separations and shall attempt to gauge public opinion, possibly through an advisory election, before proceeding with a grade separation project. Any approval of a grade separation project shall include findings specifying why the alternatives are not suitable and the reasons for proceeding with the grade separation project.”

ENVIRONMENTAL REVIEW

This Council action is not subject to the current California Environmental Quality Act Guidelines. Any approved project will comply with all required environmental review documents to construct a project.

PUBLIC NOTICE

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS

- A. August 27, 2013 Staff Report
- B. Resolution 6167 – Supporting the Ravenswood Avenue Grade Separation Analysis Project and Submitting an Application for Measure A Grade Separation Program Funding
- C. Menlo Park High Speed Rail Position Statement
- D. San Mateo County Transportation Authority Board of Directors, November 7, 2013 Meeting Minutes

Report prepared by:
Nicole Nagaya, P.E.
Senior Transportation Engineer

Jesse T. Quirion
Transportation Manager



PUBLIC WORKS DEPARTMENT

Council Meeting Date: August 27, 2013
Staff Report #: 13-151

Agenda Item #: D-4

CONSENT CALENDAR: **Adopt a Resolution of the City of Menlo Park Supporting the Ravenswood Avenue Grade Separation Analysis Project and Submitting an Application for Measure A Grade Separation Program Funding**

RECOMMENDATION

Staff recommends that the City Council adopt a resolution (Attachment A) in support of the Ravenswood Avenue Grade Separation Analysis Project (Project), and authorize staff to submit a grant application for Measure A Grade Separation Program funding for the Project's planning phase.

BACKGROUND

On June 7, 1988, the voters of San Mateo County approved a ballot measure (Original Measure A) to allow the collection and distribution by the San Mateo County Transportation Authority (TA) of half-cent transactions and use tax in San Mateo County for 25 years, with the tax revenues to be used for highway and transit improvements pursuant to the Transportation Expenditure Plan presented to the voters.

On November 2, 2004, the voters of San Mateo County approved the continuation of the collection and distribution by the TA of the half-cent transactions and use tax for an additional 25 years to implement the 2004 Transportation Expenditure Plan beginning January 1, 2009 (New Measure A). The measure includes some funding for rail grade separation projects.

On November 13, 2012, the City Council authorized staff to submit a letter of interest to the TA for the Measure A eligible grade separation project in Menlo Park for a planning phase for the Ravenswood Avenue rail crossing. On August 5, 2013, the TA announced solicitations for candidate projects from the Measure A Grade Separation Program. The staff report and letter of interest are included as Attachment B and C.

ANALYSIS

The grant application for the Ravenswood Avenue Grade Separation Analysis Project is being prepared in accordance with the goals and objectives established by Council for this Project. The grant application is required to be submitted by September 13, 2013,

along with an approved resolution of support by the Council. Staff is still finalizing the grant application and will be seeking \$500,000 to \$750,000 to complete the planning phase for the Project.

The Ravenswood Avenue grade crossing is one of the most critical rail crossings in the Menlo Park corridor. Ravenswood Avenue has an average daily traffic (ADT) volume of 24,100 vehicles per day (vpd). It is classified as an arterial roadway and is a vital link east and west through Menlo Park. The intersection of Alma Avenue is immediately adjacent to the rail crossing and has a high pedestrian volume, especially for pedestrians walking to and from the rail station on the northwest corner of the intersection.

The goal for this Project is to provide Menlo Park the opportunity to evaluate alternatives for grade separation of the rail crossing of Ravenswood. Some of the issues that would be included in the analysis 1) cost difference between grade separation alternatives; 2) better understanding of traffic, pedestrian, and bicycle patterns for the various alternatives; 3) potential impacts associated with the various alternatives such as noise, aesthetics, and station configuration; and 4) evaluation of alternatives not included in the prior studies –a fully depressed train (trench); and selection of a project alternative to complete the planning phase for the Project and ultimately for inclusion in the preliminary engineering and environmental phase of the Project. The Project would have a full community engagement phase to provide an opportunity for the public to provide input at various stages of the analysis.

Based on the requirements of the grant, at least one alternative analyzed in the study will need to be consistent with the blended system for High Speed Rail. The blended system has not been fully determined at this time. However, Menlo Park's current position only supports a two-track blended system in Menlo Park, at or below grade.

IMPACT ON CITY RESOURCES

Staff resources are required to support this project. If funding is approved, staff will return to Council requesting to include project into the Capital Improvement Program. Adding this project will likely impact the timely completion of previously funded projects.

POLICY ISSUES

A review of potential grade separations is consistent with the City's current General Plan. Policy II-A-18 states that, "the City shall conduct a thorough feasibility study of grade separation projects included on the Measure A sales tax expenditure plan, including all impacts of such proposed projects and alternatives to the proposed projects, and shall support only those grade separations that provide sufficient traffic and rail service benefits to offset potential negative impacts to the community. The City shall evaluate all alternatives to any grade separations and shall attempt to gauge public opinion, possibly through an advisory election, before proceeding with a grade separation project. Any approval of a grade separation project shall include findings

specifying why the alternatives are not suitable and the reasons for proceeding with the grade separation project.”

ENVIRONMENTAL REVIEW

This Council action is not subject to the current California Environmental Quality Act Guidelines. Any approved project will comply with all required environmental review documents to construct a project.

PUBLIC NOTICE

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS

- A. Resolution
- B. November 13, 2012 Staff Report
- C. November 21, 2012 Grade Separation Letter of Interest

Report prepared by:
Fernando G. Bravo
Engineering Services Manager

Report prepared by:
Jesse Quirion
Transportation Manager

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RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF MENLO PARK SUPPORTING THE RAVENSWOOD AVENUE GRADE SEPARATION ANALYSIS PROJECT AND SUBMITTING AN APPLICATION FOR MEASURE A GRADE SEPARATION PROGRAM FUNDING

WHEREAS, the City of Menlo Park (City) is seeking funding to complete the Planning Phase for a cost range of approximately \$500,000 to \$750,000 in Measure A Grade Separation Program funds to complete the planning phase for the Ravenswood Avenue Grade Separation Project (Project); and

WHEREAS, The Ravenswood Avenue grade crossing is one of the most critical rail crossings in the Menlo Park corridor. Ravenswood Avenue has an average daily traffic (ADT) volume of 24,100 vehicles per day (vpd). It is classified as an arterial roadway and is a vital link east and west through Menlo Park. The intersection of Alma Avenue is immediately adjacent to the rail crossing and has a high pedestrian volume, especially for pedestrians walking to and from the rail station on the northwest corner of the intersection, and

WHEREAS, the additional study would provide Menlo Park the opportunity to evaluate alternatives for grade separation of this rail crossing. Some of the following issues would be included in the analysis 1) cost difference between grade separation alternatives; 2) better understanding of traffic, pedestrian, and bicycle patterns for the various alternatives; 3) potential impacts associated with the various alternatives such as noise, aesthetics, and station configuration; 4) evaluation of alternatives not included in the prior studies –a fully depressed train (trench); and 5) complete the planning phase for the Project selected alternative; and

WHEREAS, the City wishes to sponsor the implementation of the environmental phase for the Project, and

WHEREAS, on June 7, 1988, the voters of San Mateo County approved a ballot measure to allow the collection and distribution by the San Mateo County Transportation Authority (TA) of a half-cent transactions and use tax in San Mateo County for 25 years, with the tax revenues to be used for highway and transit improvements pursuant to the Transportation Expenditure Plan presented to the voters (Original Measure A); and

WHEREAS, on November 2, 2004, the voters of San Mateo County approved the continuation of the collection and distribution by the TA the half-cent transactions and use tax for an additional 25 years to implement the 2004 Transportation Expenditure Plan beginning January 1, 2009 (New Measure A); and

WHEREAS, on November 13, 2012, the City Council authorized staff to submit a letter of interest to the San Mateo County Transportation Authority for the Measure A eligible grade separation project in Menlo Park; and

WHEREAS, TA issued a Solicitation for Projects for the Measure A Grade Separation Program on August 5, 2013; and

WHEREAS, TA requires a governing board resolution from the City committing the City to the completion of the Ravenswood Avenue Grade Separation Project planning phase for the Project and the City's application for \$500,000 to \$750,000 in San Mateo County Measure A Grade

Separation Program funds for completing the planning phase for the Ravenswood Avenue Grade Separation Project; and

NOW THEREFORE, BE IT RESOLVED AND IS HEREBY FOUND, DETERMINED, AND ORDERED AS FOLLOWS:

1. Directs staff to submit an application for San Mateo County Measure A Grade Separation Program funds for an amount ranging from \$500,000 to \$750,000 for the planning phase for the Ravenswood Avenue Grade Separation Project.
2. Authorizes the City Manager to execute all funding agreements with the San Mateo County Transportation Authority to encumber any Measure A Grade Separation Program funds awarded for this phase of the project.
3. Let it be known the City of Menlo Park commits to the completion of the Ravenswood Avenue Grade Separation Analysis Project if awarded the requested San Mateo County Measure A Grade Separation Program funds

I, Pam Aguilar, Acting City Clerk of Menlo Park, do hereby certify that the above and foregoing Council Resolution was duly and regularly passed and adopted at a meeting by said Council on the twenty seventh day of August, 2013, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this twenty seventh day of August, 2013.

Pamela Aguilar
Acting City Clerk



PUBLIC WORKS DEPARTMENT

Council Meeting Date: November 13, 2012

Staff Report #:12-174

Agenda Item #: F-2

REGULAR BUSINESS: Consider Submitting a Letter of Interest to the San Mateo County Transportation Authority for Measure A Eligible Grade Separation Projects in Menlo Park

RECOMMENDATION

Staff recommends City Council submit a letter of interest to the San Mateo County Transportation Authority for Measure A eligible grade separation projects in Menlo Park.

BACKGROUND

On September 28, 2012, the SMCTA issued a letter to all eligible grade separation project sponsors in cities within San Mateo County, the County of San Mateo, the Peninsula Corridor Joint Powers Board and SamTrans to submit letters of interests for potential projects to be considered. The letter is appended as Attachment A. There are 40 crossings along the Caltrain corridor that will need to be studied to prioritize for grade separation. SMCTA is in the process of establishing the criteria to prioritize fund allocations for preliminary design and initial environmental work under the New Measure A Grade Separation Program. The goal in submitting the letter(s) of interest for the projects are to assist SMCTA in evaluating the priorities of each community to establish the scope of projects in the Caltrain corridor and Dumbarton Rail corridor for the upcoming call for projects. Measure A will have approximately \$225 million for grade separation projects over the 25-year life of the measure, which would likely fund four to five projects.

The SMCTA approved the New Measure A Program on the December 3, 2009 Implementation Plan, but deferred decision on how to implement programming of the funds in the Grade Separation Program. This was done to coordinate the Grade Separation Program with the High Speed Rail Project.

A background summary of previous Council sessions for the Menlo Park potential Caltrain grade separation projects is appended in Attachment B of this staff report.

ANALYSIS

Currently, two tracks pass through Menlo Park and Council recently approved a current position statement that indicated support for two tracks at-grade for the future Caltrain blended system with the High Speed Rail Project. Currently, Caltrain is analyzing a blended system with 4-track passing sections in some areas, but not in Menlo Park. However, a 3-track passing section that includes Menlo Park is being studied. The

second consideration is the station platform configuration. Either outboard or center-boarding platforms must be assumed in order to establish an accurate layout of the station area.

An outboard station consists of platforms on both sides of the tracks, requiring trains to use a specific track when entering the station. This is the current configuration of the Menlo Park station. In a four-track configuration, passengers could only board from the two outside tracks. The inside tracks would only be used to allow express trains to pass local trains.

The center-boarding platform consists of a center platform with tracks on either side, allowing trains to use the tracks on either side of the platform to pick up passengers. In a four-track configuration two center-boarding platforms would be utilized, one serving northbound trains and one serving southbound. The center-boarding platform allows greater flexibility for use of the rail lines, but would require a larger area for the station. In the previous BKF study, the configuration of the platform was assumed to be outboard. A change from an outboard to a center-boarding platform could reduce the amount of the previous study that can be utilized and/or refined.

The 2003/04 Menlo Park Grade Separation Study has not been updated and Council has never finalized a preferred grade separation alternative. The City's 2003/04 preliminary study evaluated four basic alternatives each assuming 4-tracks at-grade for adjacent jurisdictions:

1. A "Trench" Alternative – keeps the roads at present grade and depressing the railroad track approximately 30-feet in the ground. This alternative is shown in "Figure 1 –Underground Track Alternative," page 5 of the June 2003 BKF Report. This option creates a trench through the City with high fences, depressed station platforms 30 – feet in the ground. In addition to the visual impacts, this option was considered not feasible at the time because of the San Francisquito Creek crossing at El Camino and the 1% grade limitation to get under Ravenswood and Atherton, gravity utility crossings conflicts, drainage and flooding, and high cost.
2. An "Overpass" Alternative – keeping the tracks at their present grade and reconstructing the roadways on 30-foot high structures. This alternative is shown in "Figure 2 – Millbrae Avenue Grade Separation in Millbrae," page 5 of the June 2003 BKF Report. Visually this option would resemble a freeway interchange, and the street connections parallel to the tracks would be extremely difficult. Finally, this option was also not recommended, because of the large foot print for grade transitions and impacts to Ravenswood and El Camino.
3. An "Underpass" Alternative – Keeping the tracks at-grade and depressing the roadway 20-feet below the grade of the tracks (This alternative is also referred to as the Depressed Street & Elevated Tracks Alternative.). This alternative was evaluated in both the June 2003 BKF report as shown in "Figure 3 – Jefferson Underpass in Redwood City," page 5; and the September 2004 Supplemental Study further described in Appendix B of the report, Alternative 1. This project requires retaining walls up to 20 –feet high, it would limit access to adjacent

properties, and there would be no track changes between crossings. A more detailed study is needed to determine which parallel side streets should connect and how this affects the traffic circulation and adjacent properties.

4. A “Split” Alternative – partially lowering the road crossings and partially raising the tracks to create a 20 – feet differential between the track elevation and the roadways. This alternative was evaluated in both the June 2003 BKF report as shown in “Figure 4 – Split Alternative, Holly Grade Separation in San Carlos,” page 6; and the September 2004 Supplemental Study further described in Appendix B of the report, Alternative 2. This option would require construction along the entire corridor (long embankments), train noise may travel further with the raised tracks, but it would provide a better opportunity to connect side streets and reduce the impacts to adjacent properties. This option was considered feasible, but would also require a more detail analysis to determine which parallel side streets should connect and how this affects traffic circulation and adjacent properties.

The previous study focused on 4-tracks alternatives, but a 2-track system currently supported by the City Council would reduce impacts. Construction methods could also help to reduce impacts. Caltrain and HSR also conducted a conceptual analysis of the track grade through the peninsula. They provided an aerial structure, trench, and tunnel alternative. They did not come to any conclusion with their study as the project turned its focus to the blended system currently under review by Caltrain. This study allowed more flexibility in that the alternatives could extend between jurisdictions.

SMCTA Measure A Letter of Interest

Letters of interest regarding the City’s priorities for grade separation projects need to be submitted to SMCTA to better frame the competitive process in preparing for the call for projects request in the future. Menlo Park is in a unique position, because our community has grade separation projects for the Caltrain corridor, and the Dumbarton Rail corridor. SMTCA has not determined if the call for projects will include projects in the Caltrain or Dumbarton Rail corridor. The letter of interest does not commit the City to a specific future project. If the City chooses to proceed forward with a grade separation project, a new study of the alternatives for grade separations would need to be conducted in order for the City to select a preferred alternative.

SMCTA is requesting that Menlo Park rank the grade separation projects in order of priority, giving Menlo Park the flexibility to include projects from both corridors. The following projects are candidates for grade separation by corridor; in priority order based on traffic volumes:

Caltrain Corridor:

1. Ravenswood Avenue (ADT 24,100 vehicles per day (vpd))
2. Oak Grove Avenue (ADT 9,700 vpd)
3. Glenwood Avenue (ADT 5,900 vpd)

4. Encinal Avenue (ADT 5,300 vpd)

Dumbarton Rail Corridor:

5. Willow Road SR 84 (ADT 37,500 vpd)

6. Marsh Road (ADT 27,000 vpd)

7. Chilco Street (ADT 6,900 vpd)

SMCTA is asking eligible sponsors to provide the following information for the nominated projects by order of priority in a letter of interest:

1. A prioritized list of at-grade railroad crossings within your jurisdiction that would be a candidate for elimination, if there is more than one such crossing;
2. A proposed time frame for completion of the project(s), and the specific rationale for such time frame;
3. Discussion of safety and local traffic congestion concerns in the proposed project area;
4. Discussion of how the project(s) could support economic development and transit-oriented development in the proposed project area;
5. Discussion of other funding sources that can be secured to leverage Measure A funds for the project;
6. Demonstration of support from the city council and the community through a deliberative planning process.

Based on Council direction, staff will complete the requested information the projects selected to be included in the letter of interest to the SMCTA. Letters are due November 21, 2012, so there is a very short turnaround time. When the call for projects is realized, staff will bring the specific intersection(s) grade separation project candidate(s) for Council approval prior to submittal.

IMPACT ON CITY RESOURCES

Staffs resources are required to support this project during the CEQA analysis and preliminary design phase to assure Menlo Park's best interests are represented. If funding is approved, staff will return to Council with a CIP Project, and it will likely impact the timely completion of previously funded projects.

POLICY ISSUES

A review of potential grade separations is consistent with the City's current General Plan. Policy II-A-18 states that, "the City shall conduct a thorough feasibility study of

grade separation projects included on the Measure A sales tax expenditure plan, including all impacts of such proposed projects and alternatives to the proposed projects, and shall support only those grade separations that provide sufficient traffic and rail service benefits to offset potential negative impacts to the community. The City shall evaluate all alternatives to any grade separations and shall attempt to gauge public opinion, possibly through an advisory election, before proceeding with a grade separation project. Any approval of a grade separation project shall include findings specifying why the alternatives are not suitable and the reasons for proceeding with the grade separation project.”

ENVIRONMENTAL REVIEW

This Council action is not subject to the current California Environmental Quality Act Guidelines. Any approved project will comply with all required environmental review documents to construct a project.

Signature on file
Fernando Bravo
Engineering Services Manager

Signature on file
Chip Taylor
Director of Public Works

PUBLIC NOTICE: Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS:

- A. Transportation Authority Call for Projects Letter September 28, 2012
- B. Background Summary of Previous Council Sessions on Grade Separation
- C. Staff Report #03-101 June 10, 2003
- D. Staff Report #04-207 October 19, 2004
- E. Staff Report #07-200 November 27, 2007
- F. Staff Report #08-014 January 29, 2008

Links: [BKF Grade Separation & New Station Feasibility Study 2003](#)
[BKF Grade Separation Feasibility Study Supplement 2004](#)



September 28, 2012

City/County Manager
City/County Public Works Directors

The San Mateo County Transportation Authority (TA) is soliciting Letters of Interest from eligible grade separation project sponsors for potential project candidates under the New Measure A *Grade Separation* program.

The Letters of Interest would assist the TA in preparing a Call for Projects (CFP) that would be used to prioritize projects for fund allocations for preliminary design and initial environmental work. But before doing so, we would like to solicit information from eligible sponsors to better frame the competitive process since the amount of funding is limited.

Eligible sponsors include the cities within San Mateo County, the County of San Mateo, the Peninsula Corridor Joint Powers Board and SamTrans.

In 2004, the voters of San Mateo County reauthorized the Measure A program and approved the half-cent sales tax for another 25 years (2009 – 2033). A provision of the Expenditure Plan provides that 15 percent of the sales tax revenues be allocated to eliminate at-grade rail crossings through the Grade Separation program. It is estimated that the sales tax will generate \$225 million (in 2004\$) over the 25-year life of the measure.

A description of the *Grade Separation* program from the 2004 Expenditure Plan is enclosed as Exhibit "A".

At its December 3, 2009 meeting, the TA Board had approved the New Measure A Program Implementation Plan but deferred decision on how to implement programming of funds in the *Grade Separation* program. This was done to better coordinate grade separation needs with the California High Speed Rail project. The State recently appropriated funding for the Caltrain Early Investment Program to implement the Caltrain Advanced Signal System (CBOSS/PTC) project and improvements that allow the operation of electrified Caltrain service. The Caltrain Early Investment Program projects would prepare the corridor for a future blended system that supports Caltrain and high-speed rail service.

In light of this latest development, the TA considers it prudent to begin some planning and environmental work on possible grade separation projects in the Caltrain corridor to further support the future blended system.

SAN MATEO COUNTY TRANSPORTATION AUTHORITY
1250 San Carlos Ave. – P.O. Box 3006
San Carlos, CA 94070-1306 (650)508-6219

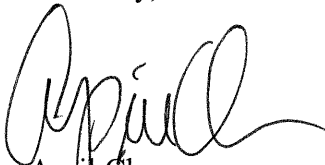
We are asking eligible sponsors to provide the following information by November 21, 2012 in a Letter of Interest:

1. A prioritized list of at-grade railroad crossings within your jurisdiction that would be a candidate for elimination, if there is more than one such crossing;
2. A proposed time frame for completion of the project(s), and the specific rationale for such time frame;
3. Discussion of safety and local traffic congestion concerns in the proposed project area;
4. Discussion of how the project(s) could support economic development and transit-oriented development in the proposed project area;
5. Discussion of other funding sources that can be secured to leverage Measure A funds for the project;
6. Demonstration of support from the city council and the community through a deliberative planning process

Please email the letter to chungc@samtrans.com. Information collected from these letters would better assist the TA in structuring the project selection process.

If you have any questions regarding this request, please feel free to call me at 650-508-6228 or Celia Chung, Interim Manager, Programming & Monitoring, at 650-508-6466.

Sincerely,



April Chan
Executive Officer, Planning & Development



SAN MATEO COUNTY
**Transportation
Authority**

2004 Transportation Expenditure Plan

- Developed with extensive public input
- Approved by the San Mateo County Transportation Authority, San Mateo County Board of Supervisors, each of the 20 cities within San Mateo County and the Metropolitan Transportation Commission

Estimated annual distribution percentage (based on 2004) and dollars to each City and the County are shown below:

	<u>Allocation Percentage</u>	<u>Estimated Funding</u>
Atherton	1.886	\$ 6,365,250
Belmont	3.543	\$ 11,957,625
Brisbane	0.818	\$ 2,760,750
Burlingame	4.206	\$ 14,195,250
Colma	0.299	\$ 1,009,125
Daly City	10.413	\$ 35,143,875
East Palo Alto	3.215	\$ 10,850,625
Foster City	3.364	\$ 11,353,500
Half Moon Bay	1.596	\$ 5,386,500
Hillsborough	3.000	\$ 10,125,000
Menlo Park	4.851	\$ 16,372,125
Millbrae	2.917	\$ 9,844,875
Pacifica	5.174	\$ 17,462,250
Portola Valley	1.488	\$ 5,022,000
Redwood City	9.612	\$ 32,440,500
San Bruno	5.034	\$ 16,989,750
San Carlos	4.271	\$ 14,414,625
San Mateo	11.797	\$ 39,814,875
South San Francisco	7.649	\$ 25,815,375
Woodside	1.683	\$ 5,680,125
County of San Mateo	13.184	\$ 44,496,000
County Total	100.000	\$337,500,000

D. Grade Separations

Project: *1. Rail Grade Separations*

Cost: \$350 million. Sales tax contribution estimated at \$225 million, State \$125 million.

Sponsors: SamTrans, San Mateo County, Cities and Peninsula Corridor Joint Powers Board

Description: This project provides funding for the construction or upgrade of overpasses and underpasses (grade separations) along the Caltrain and Dumbarton rail lines. The Candidate Projects are listed below. Funds will not be adequate to construct or upgrade all Candidate Projects. The TA will determine Candidate Project selection and prioritization in conjunction with the project sponsors, based upon the California Public Utilities Commission formula and the desire of the City involved.

CANDIDATE GRADE SEPARATION PROJECTS

City	Street	City	Street
South San Francisco	Linden Avenue	San Mateo	25 th Avenue
San Bruno	Scott Street	Redwood City	Whipple Avenue
San Bruno	San Bruno Avenue	Redwood City	Brewster Avenue
San Bruno	San Mateo Avenue	Redwood City	Broadway
San Bruno	Angus Avenue	Redwood City	Maple Street
Millbrae	Center Street	Redwood City	Main Street
Burlingame	Broadway	Redwood City	Chestnut Street
Burlingame	Oak Grove Avenue	Redwood City	Middlefield Road
Burlingame	North Lane	Redwood City	2 nd Avenue
Burlingame	South Lane	Redwood City	5 th Avenue
Burlingame	Howard Avenue	Atherton	Fair Oaks Lane
Burlingame	Bayswater Avenue	Atherton	Watkins Avenue
Burlingame	Peninsula Avenue	Menlo Park	Encinal Avenue
San Mateo	Villa Terrace	Menlo Park	Glenwood Avenue
San Mateo	Bellevue Avenue	Menlo Park	Oak Grove Avenue
San Mateo	1 st Avenue	Menlo Park	Ravenswood
San Mateo	2 nd Avenue	Menlo Park	Marsh Road
San Mateo	3 rd Avenue	Menlo Park	Chilco Street
San Mateo	4 th Avenue	Menlo Park	Willow Road SR 84
San Mateo	5 th Avenue	East Palo Alto	University Avenue
San Mateo	9 th Avenue		

CANDIDATE UPGRADE OF EXISTING GRADE SEPARATION PROJECTS

San Mateo	Poplar Avenue	San Mateo	Mt. Diablo Ave.
San Mateo	Santa Inez Avenue	San Mateo	Tilton Avenue
		Menlo Park	Highway 101

E. Pedestrian and Bicycle

Project: 1. *Pedestrian and Bicycle Facilities*

Cost: \$70 million. Sales tax contribution estimated at \$45 million. State \$25 million.

Sponsors: Cities and County of San Mateo

Background Summary of Previous Council Sessions

Menlo Park Potential Caltrain Grade Separation

On June 2003, BKF Engineers, Planners and Surveyors (BKF) completed a preliminary grade separation study for the Caltrain railroad tracks and roadways in Menlo Park, appended in a link to this staff report. The study areas included grade separation at Ravenswood Avenue, Oak Grove, Glenwood, and Encinal Avenues. The preliminary study included the assumption of 4-tracks within Menlo Park and the tracks would be at-grade at both the north and south City limits. This preliminary study also included four alternatives consisting of road overpass, road underpass, trench, and split (rail over road) for the grade crossings in Menlo Park. The study included preliminary information regarding the impact of the alternatives within Menlo Park. The four alternatives were to be further evaluated and refined in future studies, and other potential alternatives were to be developed to the same level as the previous four.

The Council directed that the grade separations be nominated in a list of possible future projects to be considered for inclusion for funding under the proposed reauthorization of the San Mateo County Measure A sales tax for transportation improvements. At the time, Council supported the split grade separation, and directed staff to further evaluate the deep underpass, potential to close Encinal and Glenwood, evaluate aesthetic considerations, and continue public outreach. The staff report for this 2003 BKF study session is attached as Attachment C, Staff Report #03-101.

On October 19, 2004, Council received a supplemental grade separation feasibility study report, appended in link to this staff report, evaluating Council's concerns stated above. The supplemental study established that the deep underpass would have greater impacts and be more costly, and the closure of Encinal and Glenwood would not be practical. The prior studies resulted in furthering the City's knowledge of grade separations but due to funding limitations, not all aspects of the grade separations could be studied. Council did not make any recommendations at that point, and the motion included meeting with other cities and possibly state representatives. Several meetings were held with elected officials of Atherton, Palo Alto, Mountain View and Redwood City. At those meetings, it was clear that each city had different issues and concerns with grade separations. The staff report for this 2004 BKF Supplemental study session is attached as Attachment D, Staff Report #04-207.

On November 27, 2007, staff provided a comprehensive update to Council on the Caltrain Grade Separation Footprint Study, including the 2003 and 2004 Menlo Park grade separation studies. At that meeting, staff indicated additional studies were needed, since all previous studies ultimately did not result in the City selecting a preferred alternative, and the City has not taken a formal position on whether or not should pursue grade separations. In order for Menlo Park to be prepared for the next steps in evaluating the various alternatives, an additional study would be needed to address some of the different aspects the previous studies did not evaluate. More particularly, the additional study would provide Menlo Park the opportunity to evaluate some of the following issues not addressed previously include: 1) cost difference between grade separation alternatives; 2) better understanding of traffic patterns for the

various alternatives; 3) potential impacts associated with the various alternatives such as noise, aesthetics, and station configuration; and 4) evaluation of alternatives not included in the prior studies –a fully depressed train (trench) and a fully elevated train. These issues were also discussed at a Menlo Park and Town of Atherton City Council joint study session on January 29, 2008. The staff reports for these study sessions are attached as Attachment E – Staff Report #07-200, and Attachment F - Staff Report #08-014.

Since 2003, Caltrain has signed a Memorandum of Understanding (MOU) with the California High Speed Rail Authority for funding Early Investment Projects, such as the electrification of the Caltrain corridor along the Peninsula as well as Positive Train Control. Caltrain is also currently performing a service plan/operation study as well as traffic analysis of the at-grade intersections with the addition of high speed rail trains during the peak hour with shared tracks. Grade separations in Menlo Park may be a consideration for the at-grade crossings, depending on the impacts and results of the two studies. Caltrain is currently reviewing passing tracks with 4-tracks in some areas or potentially 3-tracks over a larger area, which may affect Menlo Park directly.

Recently, the State appropriated funding for the Caltrain Early Investment Program to implement the Caltrain Advanced Signal System Project to allow the operation of electrified Caltrain service. This project is intended to enhance the Caltrain system and would also be compatible with a future blended system that supports Caltrain and high-speed rail service.



TRANSPORTATION DIVISION

Council Meeting Date: June 10, 2003

Staff Report# 03-101

Study Session Agenda Item # 1

STUDY SESSION: Review Findings and Recommendations of Grade Separation Study Report

The purpose of this study session is to review the findings and recommendations of the engineering feasibility study of alternatives for grade separating the City of Menlo Park's four public street grade crossings of the Caltrain rail line.

BACKGROUND

On July 10, 2001, the Menlo Park City Council authorized staff to obtain funding from the San Mateo County Transportation Authority (SMCTA) to fund a study of grade separating the City's street crossings of the Caltrain rail line. Funds for this purpose were subsequently granted by the SMCTA and on July 16, 2002 the City Council authorized the feasibility study. The purpose of the grade separation feasibility study is to determine if there are more desirable ways of grade separating the streets from the tracks than were evident in 1990 when the City last performed a grade separation feasibility study.

The feasibility study was led by BKF Engineers/Surveyors/Planners. The engineering analysis is now completed. This study session is an opportunity for the Council to consider the technical work and findings in depth. At the Council's discretion, it can make decisions regarding any further actions with regard to grade separations at a future Council meeting with this matter agendaized as a "regular business" item. The Council may wish to consider supporting grade separations as a regional project for the 2004 ballot to reauthorize Measure A. Approval of a Measure A reauthorization project list is agendaized under regular business later this evening.

ANALYSIS

The Engineers Report on the project accompanies this staff report. Key findings and implications of the engineers analysis are summarized below.

The Peninsula Corridor Joint Powers Board (JPB)'s long range plan would operate the Caltrain service in a manner that will require a 4-track grade-separated system between San Jose and San Francisco. Even if the JPB's interest was solely expansion to a 4-track system, California Public Utilities Commission (PUC) regulations require that crossings involving four tracks be grade separated.

The above circumstances hold two important implications for Menlo Park. One is that grade separations are eventually likely to be built in Menlo Park without any requirement of substantial City funding toward their construction and without City government taking the lead to initiate the project development. The second is that the City has the choice of proactively planning the form of the future rail system through the center of the City, or

attempting to influence the design at such time as the Menlo Park segment becomes a priority for the JPB. The City also has the choice of opposing development of grade separations and/or any additional rail tracks through Menlo Park.

Theoretically, there are six ways to grade separate the roadway crossings of the tracks:

- 1) Leave the roads at grade and depress the tracks below the roadways;
- 2) Leave the tracks at grade and elevate the roadways over the tracks;
- 3) Leave the tracks at grade and depress the roadways beneath the tracks;
- 4) Partially elevate the tracks and partially depress the roadways;
- 5) Partially depress the tracks and partially elevate the roadways;
- 6) Leave the roadways at grade and elevate the tracks above the roadways.

Of these, option "4" of partially elevating the tracks and partially depressing the roadways appears the most feasible from considerations of community benefits and impacts, constructability, right-of-way requirements and costs. A brief evaluation of the other options is below.

Evaluation of Other Options

A key consideration is that vertical clearance requirements are different, depending on whether the rails pass above the roadways or the roadways pass above the rails. When the roadways pass beneath, the vertical separation necessary between the running surface of the road and the top of the rails is 20 feet. Where the rails pass beneath the roadways, the necessary vertical separation between the surface of the road and the top of rails is about 30 feet. This differential makes it much more difficult to maintain linkages to nearby roadways and driveways and to avoid acquisition of private property due to severance of access or in order to maintain access to other affected properties.

Depressing the rails completely below grade (Option 1) is not feasible because of constraints at the San Francisquito Creek crossing (and potentially at the Atherton limit also). Option 5, a variant of Option 1 involving a partially depressed railway, would be far more costly than other alternatives because of the extent of excavated material, the extent of construction of retaining walls, the need to provide extensive drainage systems and the more extensive need to relocate utilities. Furthermore, it would not achieve the appealing results commonly expected because the walls of the trench structures would project above ground and be topped by high fences, creating a continuous (except at the street crossings) physical and visual barrier across the community.

Option 2, roadway overpasses with the road left at grade, is not feasible because the extreme height (and consequent length) of the structures necessary would create extensive severance of access to roads as well as public and private property, resulting in the need for extensive acquisition of private property. All four of the long, high structures would be visually intrusive – as high as a 3-story commercial building – and would have forms difficult to soften with landscape. In addition, the overcrossing at Ravenswood would not reach grade until west of El Camino Real, necessitating undesirable retaining walls between the street and the sidewalks on the El Camino and Menlo Avenue frontages near their intersection with Ravenswood.

Option 3, leaving the rails at grade and depressing the roadways beneath them, is essentially a refinement of the rejected 1990 plans and exhibits the same fundamental

difficulty. Because of the necessary depth of the undercrossing and consequent length of the approach slopes to it, there would be extensive severance of access to roads and public and private facilities. This would necessitate extensive acquisition of property to compensate for loss of access or to restore access for other properties and facilities.

Option 6, leaving the roads at grade and fully elevating the rails, is significantly more costly than Option 4 and exaggerates the least desirable features of that plan. Its greater height and mass would be a greater visual obstruction and a form more difficult to soften with architectural treatments and with landscape. Its greater height would also increase the sense of invasion of privacy and concern for broadcast of undesirable train noise. Its construction would also involve transport of considerably more materials than Option 4.

Implementation of Preferred Plan

As previously noted, the preferred alternative is Option 4, which would partially elevate the tracks and partially depress the roadways. This option, or any concept that involves changing the grade of the rails, would involve construction of all four grade separations as a single project. A construction period of about two years would be required.

Construction sequence for the preferred alternative would be as follows:

- 1) Temporary tracks to maintain rail operations during the construction period would be built at grade, west of the existing rail line.
- 2) Temporary road crossings would be constructed alongside the existing crossings.
- 3) New structures would be constructed on the existing road alignments and the rail gradient would be altered along the existing main line (while rail operations continue on the temporary tracks).
- 4) When the new structures and the alterations to the mainline rail grade are complete, traffic will be shifted to the new structures on the original roadway alignments (with impaired vertical clearance), the gaps in the mainline that provided the temporary roadway crossings will be filled in, rail operations will be shifted back to the now grade-separated mainline, and the temporary construction tracks will be removed.
- 5) One at a time, the grade separation structures will be finished out to full vertical clearance.

The grade separation project would involve acquisition of private property for right-of-way in two relatively inconsequential strips. One would be an approximately 10 foot wide strip within the City's Plan Lines for the extension of Garwood Way through to Dairy Lane, which is an essentially undevelopable area of land. The other is an approximately 10 foot strip paralleling the tracks along the current east fence line of the Menlo Station complex, essentially the strip between the parking area and the fence line. The need for these right-of-way acquisitions is to provide land to achieve the JPB's objective of a four-track mainline; it is not a consequence of which grade separation project option is chosen.

Developing the four track mainline and the temporary tracks to maintain rail operations during its construction will necessitate some temporary, minor construction easements on private property. However, construction needs pose a significant issue within the train

station area. The former depot and rail freight buildings (now occupied by the Chamber of Commerce and the model railroaders respectively) are historic structures. If the structures can be relocated and preserved within the station complex, consequences of right-of-way needs in the station area would be minimized. However, if the buildings must be maintained in their exact locations, there would be significant consequences in the construction period and thereafter. In that case, the temporary tracks to maintain rail operations during construction would have to be in Merrill Street in the block between Santa Cruz and Oak Grove Avenues. This block would have to be closed to motor vehicle traffic for most of the construction period, with obvious impacts on local circulation and for businesses that depend on Merrill Street for access. Also, because the mainline tracks would need to be offset to the east to leave the depot building undisturbed on its present location, Alma Street would be significantly narrowed permanently in the block between Ravenswood and Oak Grove, and would be only wide enough to sustain one-way traffic in that block. This is an issue in the case of all grade separation alternatives that would change the elevation of the tracks, not just the preferred Option 4.

Construction of the widened rail line and the temporary surface trackage would potentially involve significant loss of mature trees in the corridor. Modern technology makes it possible to transplant or to uproot, store and replant large trees with a high rate of survival. This technology could allow some existing trees to be preserved and thereby, to develop a project landscaped with a mature tree canopy immediately upon completion.

Grade separations would eliminate the principal source of disturbing rail-related noise concerns in this area; the sounding of train horns and crossing warning bells. Raising the grade of the rails (as in the preferred alternative) would change (broaden) the area over which the sounds of engine noises and of the passage of steel wheels on steel rails projects. However, acoustic studies indicate the changes would not be at levels that would be disturbing or even noticeable to the normal person. Ultimately, electrification may eliminate engine noise. Including noise mitigation in the project (such as extending retaining walls above the train undercarriage level) could potentially limit the propagation of wheel-on-track sounds.

Elevating the grade of the rails poses issues of privacy intrusion and view interruptions for persons living close to the tracks. The poses a trade-off since those most directly impacted by the privacy/view issue are the same people who benefit most through the elimination of train horn and crossing warning bell noise.

Preliminary findings of the work were presented to the public at a public meeting on December 10, 2002. In advance of that session, which had an attendance estimated in excess of 150 individuals, all households and non-residential addresses in Menlo Park were mailed invitations to the meeting. On April 10, 2003 a special joint session of the Planning and Transportation Commissions was held to review the study findings.

Next steps

The study has, at this point, fully carried out the Council's charge of providing engineering feasibility information as to how grade separation of the City street crossings of the tracks could be carried out and what the consequences might be. If the Council wishes to take further action, it could agendize this matter at a subsequent meeting and consider the following steps, many of which are not mutually exclusive:

- Direct staff to continue with a public outreach process in order to disseminate information about the potential project and to gauge public opinion in a manner responsive to Policy II-A-18 of the General Plan (see Policy Issues below).
- Direct the Planning and Transportation Commissions to: consider the study findings in the update of the General Plan; incorporate the study recommendations in the General Plan update or initiate an amendment to the current General Plan to incorporate the study recommendations, in advance of the General Plan update process.
- Direct staff to seek funding for further engineering, planning and urban design of the project from the JPB and SMCTA and, upon obtaining funds, to proceed with such studies.
- Request that the JPB prepare a “Project Report” (more detailed railroad design engineering) in coordination with the planning/urban design studies that the City might lead.
- Request that SMCTA include (or not include) funding for the Menlo Park grade separations as a “Caltrain project” in the Measure A reauthorization. (This particular action could be taken at the “regular business” item on Measure A Extension that is included on tonight’s agenda.)
- Take no further action at this time.

IMPACT ON CITY RESOURCES

Since the JPB’s plans now envision a four-track system on the entire route from San Jose to San Francisco and since PUC regulations require that crossings involving four tracks be grade separated, the grade separation project has essentially become a Caltrain improvement issue. The City’s reasonable expectation in the matter is that the cost to implement grade separation of the Caltrain line through Menlo Park, and to plan and design it, would be fully funded through reauthorization of the San Mateo County Measure A sales tax plus state and possibly federal funds, without significant contribution by the City. If the City desires to undertake further engineering and urban design studies of the concepts, these could likely be funded (including City staff time to coordinate the project) through current or future Measure A regional monies specially allocated to the City for this purpose (as distinct from Measure A monies allocated to the City for its discretionary use).

The dedication of staff time to the grade separation matter will impact the availability of staff to address other community transportation issues.

POLICY ISSUES

General Plan policy 11-A-18 states that the City shall conduct a thorough feasibility study of the grade separation projects included in the Measure A sales tax expenditure plan, including all impacts of such proposed projects and alternatives to the proposed projects, and shall support only those grade separations that provide sufficient traffic and rail

service benefits to offset potential negative impacts to the community. The City shall evaluate all alternatives to any grade separations and shall attempt to gauge public opinion, possibly through an advisory election, before proceeding with a grade separation project. Any approval of a grade separation project shall include findings specifying why the alternatives are not suitable and the reasons for proceeding with the grade separation project.

Given that it is the JPB's intent to develop a four-track operation and that PUC code requires grade separation of crossings involving four tracks, the City may wish to revisit this policy and determine if the demonstration of need has been fulfilled.

Other General Plan policies relating to bicyclist and pedestrian access, public transit, roadway circulation, public safety and emergency services do not directly address the subject of grade separations but can be interpreted in a manner supportive of the grade separation concept.

ENVIRONMENTAL REVIEW

Grade separation of existing grade crossings and expansion of trackage on commuter rail operations are both activities that are statutorily exempt from the California Environmental Quality Act. No action currently contemplated by the City in relation to the recommended project would require environmental review. Ultimately, if the JPB and the City were to adopt plans that specifically committed to relocating the historic structures that are in the station complex in order to preserve them, specific documentation related to historic preservation would be required. At the present stage of project development, issues regarding the manner of preservation of the historic buildings are merely being identified and no decisions are being made as to whether the structures will be preserved in place or preserved by being relocated within the station complex.

Dan Smith Jr.
Transportation Consultant

Jamal Rahimi
Transportation Manager

PUBLIC NOTICE: Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.



PUBLIC WORKS DEPARTMENT

Council Meeting Date: October 19, 2004
Staff Report #: F-1
Agenda #: 04-207

REGULAR BUSINESS: Review of Grade Separation Feasibility Study Findings and Recommendations and Consideration of Further Potential Actions on the Matter

RECOMMENDATION

Staff recommends that the Council consider the findings of the Grade Separation Feasibility Study and take the following actions:

1. Affirm that the “Split” and “Underpass” alternatives are the preferred alternatives for grade separations to be considered for further study work.
2. Request that the Peninsula Corridor Joint Powers Board (JPB) prepare a “project study report” for all four Menlo Park crossings (a more detailed railroad engineering study) in coordination with the City’s planning/urban design studies.
3. Consider and give staff direction on the Transportation Commission recommendation to include the City of Palo Alto and Town of Atherton in the next level of project development.

BACKGROUND

Over the past decade, rail traffic on the Caltrain system has increased by roughly one-third. Over the next decade, rail traffic is planned to increase by another ten to twenty percent over current levels. The growth in rail traffic has increased the disruption to east-west travel, raised emergency response concerns and heightened complaints about train horn noise. These considerations made a reexamination of grade separation possibilities timely and appropriate.

In 1990, the City conducted a preliminary feasibility study of constructing grade separations between the Caltrain rail alignment and Ravenswood, Oak Grove, Glenwood and Encinal Avenues. In some cases, the 1990 designs have been rendered obsolete by subsequent development. In other cases, the 1990 designs involved awkward treatments for bicyclist and pedestrian movements and awkward connections to surrounding streets and property accesses.

Given the above considerations, it seemed appropriate for the City to pursue an updated design feasibility study for grade separations. Doing the feasibility study does not commit the City to actually constructing any grade separations; it simply provides Menlo Park with an up-to-date understanding of what feasible alternative design configurations would entail.

On July 1, 2001, the City Council authorized staff to apply to the San Mateo County Transportation Authority for funds to conduct a feasibility study of grade separations at Ravenswood, Oak Grove, Glenwood and Encinal Avenues from the Caltrain rail line and, upon receipt of the Transportation Authority funding commitment, to develop a work scope and solicit consultant proposals for conducting the feasibility study. In October 2001, the Transportation Authority authorized an allocation of \$188,000 to Menlo Park for the purpose of funding such a study.

On July 16, 2002, the City Council authorized the City Manager to enter into an agreement in the amount of \$195,000 with BKF Engineers, Surveyors and Planners to conduct a feasibility study of grade separations at Ravenswood, Oak Grove, Glenwood and Encinal Avenues from the Caltrain rail line.

On June 10, 2003, the City Council held a study session to review the findings and recommendations of the engineering feasibility study of alternatives for grade separating the City of Menlo Park's four public street crossings of Caltrain. The options included in this study were:

- A "Trench" Alternative, which would lower the tracks and keep the roadway at existing grade;
- An "Overpass" Alternative, which would raise the roadway and keep the tracks at existing grade;
- An "Underpass" Alternative, which would lower the roadway and keep the tracks at existing grade; and
- A "Split" Alternative, which would partially lower the roadway and partially raise the tracks.

Following the June 10 study session, acting in regular session on the same date, the Council directed that the grade separations be nominated in a list of possible future projects to be considered for inclusion for funding under the proposed reauthorization of the San Mateo County Measure A sales tax for transportation improvements. Under the current Measure A reauthorization expenditure plan, \$225,000,000 has been programmed for grade separation projects throughout San Mateo County. The crossings within the City of Menlo Park are eligible for this funding along with all other at grade railroad crossings on the Caltrain system. Including funding for Menlo Park's grade crossings in Measure A keeps the City's options open if it chooses to pursue grade separations in the future. The reauthorization of Measure A goes to the voters of San Mateo County in November 2004 for approval.

On September 9, 2003, the City Council reviewed and considered the findings of the study in which staff recommended as the preferred design the Split Alternative, which involves partially elevating the grade of the rails and partially depressing the grade of the streets. Upon conclusion of its deliberations, the Council directed staff to do the following:

1. Continue to consider the Underpass Alternative as well as the Split Alternative.
2. Consider the practicality of closing Encinal Avenue and Glenwood Avenue at the railroad tracks to possibly reduce the scale of the project.
3. Evaluate aesthetic considerations to make the project visually unobtrusive.

4. Conduct further public outreach.
5. Prepare more tangible examples and graphic materials for presentation to the public.

ANALYSIS

The purpose of the current agenda item is to provide Council with the opportunity to provide formal direction as to what further actions should be taken with regard to the grade separation matter. If and when high speed rail is implemented, grade separations would likely be required in Menlo Park. The City of Menlo Park's efforts to date in exploring design options and gathering public input would be helpful in influencing the future course of action regarding the grade separation project.

Monies to fund grade separations in Menlo Park are not likely to be available in the near term future unless the reauthorization of Measure A and/or the Statewide High Speed Rail bond issue are approved by the voters. The reauthorization of Measure A will be brought before the voters in November 2004. The State legislature and the High Speed Rail Authority intend to place on the ballot in November 2006 a statewide measure to authorize bonds to fund the project through design and first stages of construction. The earliest that actual construction funding could be available would be 2007 or 2008.

Split vs. Underpass Alternatives

The work to refine the Split Alternative focused on minimizing the extent to which the rails are elevated. Based on this additional work, it appears that it would be practical to limit the raising of the track to about seven feet as compared to the ten-foot rise indicated in the initial reports.

Staff has completed a refined assessment of the Underpass Alternative in which the tracks remain at their present grade and the roads are depressed deep enough to pass beneath the tracks. In so doing, staff has identified several issues associated with this design. Because the underpasses go 20 feet below grade, they involve long sloping approaches and long, high retaining walls, which could be considered to be unappealing in appearance. This is illustrated in Appendix B of the consultant report (Attachment A). The long, deep approaches and retaining walls necessitate either severing the connections to some cross streets and private property accesses or extensive regrading of the cross streets and extensive reconfigurations of private property accesses. In addition, solutions to maintain cross street and private property connections compound problematic pedestrian linkages inherent in the deep underpass alternative.

The analysis contained in Appendix A of the consultant report describes the impacts of Underpass and Split design alternatives on the roadway system and the adjacent properties (Attachment A). Based on the results of this study, it appears that the impact on properties around the existing at grade crossings will be greater with the Underpass Alternative than with the Split Alternative. Some of the negative impacts associated with the Split Alternative are the visual impacts of the elevated tracks and removal of trees because of the embankments required to raise the tracks.

Staff recommends that both the Split and Underpass alternatives be studied further. Various options for street connections are available under each alternative. For example, streets parallel to the tracks such as Alma and Merrill could pass over, connect to, or become dead ends at their connections to Ravenswood Avenue and Oak Grove Avenue. Numerous possibilities exist that will significantly affect street circulation and land uses in the area. A more thorough analysis could better identify the advantages and disadvantages of various street connection options under both the Split and Underpass alternatives.

Closing Encinal and Glenwood Crossings

If the Encinal and Glenwood crossings were closed to limit the scale of the grade separation project, it is estimated that approximately 11,000 vehicle trips per day would be shifted to the crossings at Oak Grove Avenue and Watkins Avenue in Atherton. This would introduce significant additional traffic impacts on the adjoining residential areas. Reducing the number of rail crossings could have adverse consequences for both emergency services and ordinary circulation when a collision, breakdown, major incident or ordinary maintenance event obstructs one of the remaining crossings. Bicyclists and pedestrians who now rely on the Glenwood and Encinal crossings may be forced to make out-of-direction travel to use the remaining crossings or may resort to illegal and unsafe trespass crossings at or near the former street crossings. Based on the above considerations staff recommends that all four crossings be studied for grade separation.

Public Outreach

Staff has conducted focused public outreach regarding the impacts of the project on the residential and commercial properties along Oak Grove Avenue, Glenwood Avenue and Encinal Avenue. Business and commercial centers along the railway were invited to a meeting sponsored by the Menlo Park Chamber of Commerce on August 5, 2004 to discuss the conceptual design plans and graphic materials. All the property owners and tenants of the properties along this corridor, along with other interested parties, were also invited to attend a Transportation Commission meeting held on September 8, 2004. At this meeting, a detailed analysis of the Split and Underpass alternatives was presented. The station layout for both alternatives was also presented.

The issues and concerns raised by the members of the community regarding Caltrain grade separation are summarized below. Many residents believe that with elevated tracks their quality of life and property values will be negatively impacted. They attribute the negative impacts to the visual intrusion of the raised tracks into the neighborhoods and added noise due to higher elevation of the tracks. Residents are concerned about the loss of heritage trees along the railroad right-of-way. They are also concerned about the loss of privacy due to raised tracks and exposure of their homes and back yards to the commuters. Some residents are concerned about impact on access to their properties or total loss of their properties. Affected business and property owners are concerned about the impacts to their business and loss of income during construction. They are also concerned about the permanent impacts of the project on their property due to limited or severed access.

Additional Graphic Materials

In response to the Council's request for additional graphics to illustrate the different options, the City retained Callander Associates. The firm developed a layout for the Menlo Park Caltrain Station under both alternative design concepts. The results of this work are presented in Appendix B of the consultant report (Attachment A). In both instances, the plans call for the relocation of the three existing buildings on the Caltrain Station site because of the need to widen passenger platforms. The main depot building would be moved closer to Santa Cruz Avenue to establish a focal point for the station that could be seen from the Downtown area. The model railroad building would be moved to the north next to Oak Grove Avenue, away from the more heavily traveled areas, while the bike shelter would be moved slightly south.

Possible Next Steps

The Transportation Commission recommended the formation of a subcommittee comprised of Transportation Commissioners, Planning Commissioners and City Council Members to open a dialogue with the Town of Atherton and City of Palo Alto. With the Council's approval, staff would approach senior staff of the neighboring jurisdictions to explore their interests and concerns regarding this issue. If there is an interest in neighboring jurisdictions, staff would define a more specific process where information could be shared and common interests could be explored further. Staff would then return to the Council with the results of this effort in order to seek direction from the Council regarding a further course of action in addressing the Transportation Commission's recommendation.

Summary of Questions for Council Discussion

The issues before the Council for its review and consideration are as follows:

- Should the City receive the grade separation report and take no further action at this time?
- Should the City select the Split and Underpass alternatives as the preferred alternatives for grade separation for further study?
- Should the City request the JPB to prepare a "project study report" for all four crossings in Menlo Park?
- Should the City apply for new grant funding to further analyze the impacts of grade separations in Menlo Park and prepare urban design concepts for the Caltrain Station area?
- Should the City involve the City of Palo Alto and Town of Atherton in the next level of project development?

IMPACT ON CITY RESOURCES

The study grant is now fully expended. The City's expectation is that the cost to implement grade separation of the Caltrain line through Menlo Park, including planning and design, would be fully funded by Caltrain. Likely funding sources include the reauthorization of the San Mateo County Measure A sales tax, State and/or Federal funds, and, potentially, statewide high speed rail funds. If the City desires to undertake

further engineering and urban design studies of the concepts, JPB/SMCTA staff informally indicate that they would consider funding additional studies (including City staff time to coordinate the project) through current or future Measure A regional monies.

The dedication of staff time to the grade separation matter will impact the availability of staff to address other community transportation issues.

POLICY ISSUES

The current Menlo Park General Plan acknowledges the possibility of grade separation of the rail crossings, but takes a non-committal stance toward them. Policy II-A-18 states that, “the City shall conduct a thorough feasibility study of the grade separation projects included in the Measure A sales tax expenditure plan, including all impacts of such proposed projects and alternatives to the proposed projects, and shall support only those grade separations that provide sufficient traffic and rail service benefits to offset potential negative impacts to the community. The City shall evaluate all alternatives to any grade separations and shall attempt to gauge public opinion, possibly through an advisory election, before proceeding with a grade separation project. Any approval of a grade separation project shall include findings specifying why the alternatives are not suitable and the reasons for proceeding with the grade separation project.”

The current study addresses many of the items raised in Policy II-18-A. Staff feels that additional studies would be consistent with the direction provided by the General Plan.

ENVIRONMENTAL REVIEW

This project consists of a feasibility study. No action currently contemplated by the City in relation to this study would require environmental review.

Jamal Rahimi
Transportation Manager

Kent Steffens
Director of Public Works

PUBLIC NOTICE: Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENT: **Consultant Report**



PUBLIC WORKS DEPARTMENT

Council Meeting Date: November 27, 2007

Staff Report #: 07-200

Agenda Item #: Study Session

STUDY SESSION: Review of the Caltrain Grade Separation Footprint Study and Prior City Studies of Possible Grade Separations with Caltrain Tracks and the Roadways of Ravenswood Avenue, Oak Grove Avenue, Glenwood Avenue, and Encinal Avenue

The purpose of the study session is to provide information to City Council on the Grade Separation Footprint Study performed by Caltrain, and the previous grade separation study performed by the City in 2003-04. No council action is required.

BACKGROUND

At the request of Council Members Boyle and Robinson, the scope of a potential study session on Caltrain grade separations was placed on the Council's October 16, 2007 meeting agenda for discussion. Council directed staff to conduct a study session to educate Council Members on prior studies conducted by Menlo Park and to invite representatives from Caltrain to present information on its more recent Grade Separation Footprint Study. Council specifically indicated that the study session should be educational and it would not be taking a position on grade separations as part of the study session. It further directed staff to coordinate with the Town of Atherton to schedule a joint session on grade separations in January and to let Atherton know when the Menlo Park study session was scheduled so its council members and staff could attend if interested. Atherton has been informed of the November 27 grade separation study session.

The City obtained funding for a grade separation study from the San Mateo County Transportation Authority in July of 2002. The City retained BKF Engineers of Redwood City to conduct the study and worked with Caltrain staff throughout the process. The City's study evaluated four basic alternatives:

- A "Trench" Alternative, which would lower the tracks and raise the roadways
- An "Overpass" Alternative, which would raise the roadway and keep the tracks at existing grade
- An "Underpass" Alternative, which would lower the roadway and keep the tracks at existing grade
- A "Split" Alternative, which would partially lower the roadway and partially raise the tracks

The Council first considered the findings of the Grade Separation Study at a study session on June 10, 2003 (Staff Report 03-101, Attachment A).

The Grade Separation Study was brought back for Council discussion and action on September 9, 2003 (Staff Report 03-142, Attachment B). At that meeting Council directed staff to continue further studies of the "Split" Alternative and "Underpass" Alternative and to develop graphics that were more easily understood by the public. It also gave direction to consider the practicality of closing Encinal Avenue and Glenwood Avenue at the railroad tracks rather than pursuing grade separations.

Supplemental information on the Grade Separation Study was presented to Council on October 19, 2004 (Staff Report 04-207, Attachment C). At that meeting Council gave direction to convene meetings of neighboring cities to determine if there were common interests among the neighboring jurisdictions of Atherton, Palo Alto, Mountain View, and Redwood City. Several meetings were held with elected officials of these neighboring jurisdictions. Each city had different issues with grade separations depending on the configuration of roadways and existing parcels around potential grade separation locations. No formal recommendations or actions were taken as a result of these group meetings.

ANALYSIS

The purpose of this study session is to educate Council Members and the public about potential options for grade separations in Menlo Park. City staff will present information from prior studies on grade separation alternatives completed in 2004. Representatives from Caltrain will present information from a more recent study that evaluated grade separations throughout San Mateo County.

The original goal of the City's grade separation study was to evaluate various alternatives and for City Council to adopt a preferred method for grade separations in Menlo Park. With this information the City could have actively pursued funding for grade separation design and construction. Another potential reason to establish a preferred alternative was to attempt to influence the State if the California High Speed Rail Project is approved by voters and grade separations are required in Menlo Park. Alternatively, the City Council could have determined from the study document that the impacts with certain alternatives were too severe and therefore the City should take a position to prevent grade separations from being constructed in Menlo Park.

The prior grade separation study ultimately did not result in the City selecting a preferred alternative and the City has not taken a formal position on whether or not it should actively pursue grade separations. The prior study resulted in furthering the City's knowledge of grade separations but due to funding limitations, not all aspects of grade separations could be studied. Most notably, some of the information that was not included in prior studies but may be useful includes:

- A study of the noise impacts of the various alternatives
- Cost estimates for the various alternatives
- A study of the traffic impacts resulting from changes in how roadways are reconfigured as a result of grade separations and whether changes in roadway configuration (other than as shown in the study materials prepared to date) could reduce the impacts

Next steps would be to conduct a joint City Council meeting regarding grade separations with the Town of Atherton as directed by Council. Additional funding for further studies in Menlo Park may be available from the San Mateo County Transportation Authority (SMCTA). These sources would be reviewed if further studies are pursued following the joint meeting with Atherton.

In accordance with discussion by Council Members when the scope of this study session was being developed, staff will briefly discuss peripheral topics that were not covered by the earlier grade separation report. These include:

- Potential impacts of grade separation to a future bike/pedestrian tunnel alignment between Ravenswood Avenue and the San Francisquito Creek
- “Top Down” construction methods as a way to potentially reduce construction impacts of an underpass alternative
- Quiet Zones – opportunities and challenges
- A tunneling option – information from the California High Speed Rail Environmental Impact Report

IMPACT ON CITY RESOURCES

The City’s Fiscal Year 2007-08 adopted budget does not include funding for further studies of grade separations in Menlo Park. If the Council chooses to continue evaluating grade separation alternatives or develop new policies around grade separations in 2007-08, staff resources would need to be shifted from other approved transportation division projects. Additional work on grade separations could be considered for Fiscal Year 2008-09 through the annual project priority process.

POLICY ISSUES

A review of potential grade separations is consistent with the City’s current General Plan. Policy II-A-18 states that, “the City shall conduct a thorough feasibility study of grade separation projects included on the Measure A sales tax expenditure plan, including all impacts of such proposed projects and alternatives to the proposed projects, and shall support only those grade separations that provide sufficient traffic and rail service benefits to offset potential negative impacts to the community. The City shall evaluate all alternatives to any grade separations and shall attempt to gauge public opinion, possibly through an advisory election, before proceeding with a grade separation project. Any approval of a grade separation project shall include findings specifying why the alternatives are not suitable and the reasons for proceeding with the grade separation project.”

ENVIRONMENTAL REVIEW

As a feasibility study, review under the California Environmental Quality Act is not required at this time.

Kent Steffens
Director of Public Works

PUBLIC NOTICE: Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENT:

- A. [Staff report 03-101 dated June 10, 2003 with Grade Separation Study Report](#)
- B. [Staff report 03-142 dated September 9, 2003](#)
- C. [Staff report 04-207 dated October 19, 2004 with Grade Separation Feasibility Study Supplement](#)



PUBLIC WORKS DEPARTMENT

Council Meeting Date: January 29, 2008
Staff Report #: 08-014

Agenda Item #: C1

STUDY SESSION: Discussion of Potential Caltrain Grade Separation Alternatives with the Town of Atherton

The purpose of the study session is discuss potential Caltrain grade separation alternatives with members of the Atherton City Council so that issues of common interest can be explored. No City Council action is required.

BACKGROUND

At the request of Council Members John Boyle and Heyward Robinson, the scope of a possible study session on Caltrain grade separations was placed on the City Council's October 16, 2007 meeting agenda for discussion. At that meeting, Council directed staff to conduct a study session to educate Council Members on prior studies conducted by Menlo Park and to invite representatives from Caltrain to present information on its more recent Grade Separation Footprint Study. The Council further directed staff to let Atherton know when the Menlo Park study session was scheduled so its council members and staff could attend if interested and to coordinate with the Town of Atherton to schedule a joint session on grade separations in January.

The Menlo Park study session on Caltrain grade separations was held on November 27, 2007. Staff Report 07-200 from that meeting is included as Attachment A (without the report attachments). It provides additional background on the prior grade separation study conducted by the City of Menlo Park and the alternatives that were considered.

ANALYSIS

The original goal of the City's grade-separation study was to evaluate alternatives and for the City Council to select a preferred method for grade separations in Menlo Park. With this information, the City could have actively pursued funding for grade-separation design and construction. Alternatively, the City Council could have determined from the study that the impacts of certain alternatives were too severe and therefore the City should take a position to oppose grade separations being constructed in Menlo Park. Another reason to choose a preferred alternative would have been to attempt to influence the State if the California High Speed Rail Project is approved by voters and grade separations are required in Menlo Park. The prior grade-separation study ultimately did not, however, result in the City selecting a preferred alternative, and the City has not taken a formal position on whether it should actively pursue grade separations.

Because of the close proximity of existing at-grade crossings in Menlo Park and the Town of Atherton, grade-separation alternatives that involve either raising or lowering the elevation of the railroad tracks will affect the elevation of the tracks in the adjacent jurisdiction as well. For example, if Menlo Park preferred raising the tracks to accomplish grade separations, the tracks would also have to be elevated through much of Atherton. This does not, however, appear to be the case in the jurisdictions north of Atherton and south of Menlo Park. Menlo Park could either raise or lower the tracks at Ravenswood Avenue and still meet the existing grade of the San Francisquito Creek rail crossing and, therefore, not affect Palo Alto. Atherton could either raise or lower the elevation at its Fair Oaks Lane crossing and still meet the elevation at the next crossing to the north — Fifth Avenue in unincorporated San Mateo County (which is already grade-separated). For alternatives that leave the railroad tracks at their current elevation, each crossing can be treated independently and even constructed at different times.

The purpose of this joint study session is to explore common interests between Menlo Park and the Town of Atherton as each jurisdiction evaluates the alternatives for railroad grade separations. Staff will present background on prior grade-separation studies and provide additional information on the following topics:

- railroad track elevations for a fully lowered-train alternative.
- cost considerations resulting from the impacts to adjacent properties.
- relationship of the California High Speed Train to local grade separations.
- currently planned Caltrain safety improvements.
- need for further grade-separation studies.

IMPACT ON CITY RESOURCES

The City's Fiscal Year 2007-08 adopted budget does not include funding for further studies of grade separations in Menlo Park. If the Council chooses to continue evaluating grade-separation alternatives or develop new policies around grade separations in 2007-08, staff resources would need to be shifted from other approved transportation division projects. Council could instead choose to consider additional work on grade separations in Fiscal Year 2008-09 as part of the annual project priority-setting process now getting underway.

Additional funding for further studies in Menlo Park may be available from the San Mateo County Transportation Authority. These sources would be reviewed if further studies are pursued following the joint meeting with Atherton.

POLICY ISSUES

A review of potential grade separations is consistent with the City's current General Plan. Policy II-A-18 states that, "the City shall conduct a thorough feasibility study of grade separation projects included on the Measure A sales tax expenditure plan, including all impacts of such proposed projects and alternatives to the proposed

projects, and shall support only those grade separations that provide sufficient traffic and rail service benefits to offset potential negative impacts to the community. The City shall evaluate all alternatives to any grade separations and shall attempt to gauge public opinion, possibly through an advisory election, before proceeding with a grade separation project. Any approval of a grade separation project shall include findings specifying why the alternatives are not suitable and the reasons for proceeding with the grade separation project.”

ENVIRONMENTAL REVIEW

A review under the California Environmental Quality Act is not required at this time.

Kent Steffens
Director of Public Works

PUBLIC NOTICE: Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENT: A. [Staff Report 07-200, dated November 27, 2007, without attachments. \(All attachments are available on the City website.\)](#)

KIRSTEN KEITH
MAYOR

PETER OHTAKI
MAYOR PRO TEM

RICHARD CLINE
COUNCIL MEMBER

ANDY COHEN
COUNCIL MEMBER

KELLY FERGUSSON
COUNCIL MEMBER

Building

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FAX 650.327.5403

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City Council

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City Manager's Office

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Engineering

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Library

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FAX 650.327.7030

Maintenance

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Personnel

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FAX 650.327.5382

Planning

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FAX 650.327.1653

Police

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FAX 650.327.4314

Transportation

TEL 650.330.6770
FAX 650.327.5497



701 LAUREL STREET, MENLO PARK, CA 94025-3483
www.menlopark.org

November 21, 2012

San Mateo County Transportation Authority

Att: Celia Chung

1250 San Carlos Avenue

P.O. Box 3006

San Carlos, CA 94070

Subject: San Mateo County Transportation Authority Grade Separation Letter of Interest

Dear Ms. Chung:

The City of Menlo Park is respectfully submitting this letter of interest for "Grade Separation," Project(s) to be considered in the SMCTA funding allocation for alternatives analysis, preliminary design and initial environmental analysis for the "New Measure A," Grade Separation Program call for projects.

Menlo Park is in a unique position, because our community has grade separation projects for the Caltrain corridor, and the Dumbarton Rail corridor, resulting in eight potential grade separation projects overall. Menlo Park is prioritizing the Caltrain corridor, since the Dumbarton line will not be fully active for a number of years. We appreciate a future discussion of the Dumbarton rail crossings and potential grade separation alternatives would be appropriate when the project has a clearer picture of its scope and timing.

Currently, two tracks pass through Menlo Park on the Caltrain mainline. The City Council supports two tracks at or below grade for the future Caltrain blended system with High Speed Rail. The City has previously completed grade separation studies, which assumed a four-track system, which limited options for grade separation. Given what we now know about the enormous impact of a four-track system, the Council only supports options, which provide for a two-track system. A two-track system:

- Fits well with the blended approach that Caltrain and High Speed Rail have committed to;
- Provides more grade separation options;
- Reduces the infrastructure impact on our community.

Menlo Park has approved a “Statement of Principles” regarding rail within the City and is included Attachment A to this letter. The Statement set out an intent to “protect and enhance the character of Menlo Park and maximize the local benefits and the long-term potential of rail.” Council has also clarified its position in a “Council Position Summary” statement opposing any elevated tracks within Menlo Park and only supports an at or below grade option for rail with two tracks. These approved documents clearly state the desire of Menlo Park for any grade separation project. The “Council Position Summary Statement” is included at Attachment B.

The City Council approved sending a letter of interest to SMCTA prioritizing the intersection of Ravenswood Avenue. This intersection is close to El Camino Real, which is a Priority Development Area, and has high traffic volumes. In order to develop the best alternative for Ravenswood, an alternatives analysis that includes all the crossings in Menlo Park needs to be completed. The alternatives analysis would be the first step in the environmental process to develop the preferred alternative. Ravenswood should be placed as a top priority for inclusion in the “New Measure A Grade Separation Funding Program” due to the high traffic volumes, closely spaced intersections, and heavy interaction of various modes of travel.

The following information answers the specific questions requested to be included in the letter of interest:

1. *A prioritized list of at-grade railroad crossings within your jurisdiction that would be a candidate for elimination, if there is more than one such crossing;*

As stated earlier in the letter, Menlo Park is only requesting consideration for Ravenswood Avenue at this time. A full alternatives analysis focusing on at or below grade options for the Caltrain corridor including an alternatives analysis of the other crossings in Menlo Park needs to be part of the environmental process in order to evaluate the preferred alternative for Ravenswood Avenue.

2. *A proposed time frame for completion of the project(s), and the specific rationale for such time frame;*

There is not enough information to propose a time frame for completion of a grade separation project at this time. Should funding become available in the “New Measure A Grade Separation Funding Program,” for the Ravenswood Avenue grade separation, the project could begin construction within the next 4-7 years.

3. *Discussion of safety and local traffic congestion concerns in the proposed project area;*

This project is within the Menlo Park El Camino Real/Downtown Specific Plan. The Menlo Park El Camino Real/Downtown Specific Plan accommodates all travel modes, with an emphasis on pedestrians, bicyclists and transit users. Focusing new

development in an area well served by transit and with a mix of uses in close proximity reduces the reliance on private motor vehicles, helping to minimize traffic congestion and greenhouse gas emissions.

The Ravenswood Avenue grade crossing is one of the most critical rail crossings in the Menlo Park corridor. Ravenswood has an average daily traffic (ADT) volume of 24,100 vehicles per day (vpd). It is classified as an arterial roadway and is a vital link east and west through Menlo Park. The intersection of Alma is immediately adjacent to the rail crossing and has a high pedestrian volume, especially for pedestrians walking to and from the rail station on the northwest corner of the intersection.

The Specific Plan proposes safety enhancements at the intersection of Ravenswood Avenue and Alma Street, which is immediately adjacent to the rail crossing on Ravenswood. In particular, the Alma Street Civic Walk and Ravenswood Gateway are proposed to be connected by a safe and upgraded pedestrian crossing. Improvements to this intersection could include: enhanced pavement markings, additional warning lights, new or extended turn limitations, and “quad gates” at the Caltrain tracks. A grade separation would still necessitate improvements to the intersection, but would eliminate the rail crossing component, which currently adds some confusion and distraction for drivers at the intersection.

El Camino Real is in very close proximity to the rail crossing as well. The queue of traffic on Ravenswood waiting for the traffic signal at El Camino Real can at times back up passed the railroad tracks. This situation creates a concern related to safety and a grade separation of this crossing would improve the area with a safer connection area.

The following figures are attached describing traffic vehicle circulation, pedestrian, circulation, and bicycle circulation from the ECR/Downtown Specific Plan:

- Figure 8 shows the classification of roadways in the Specific Plan area and surroundings. The vehicular circulation system is consistent with the City’s General Plan.
- Figure 9 illustrates proposed pedestrian improvements in the plan area.
- Figure 10 depicts the location for existing and recommended bicycle facilities. The recommended facilities include those planned in the City’s *Bicycle Development Plan*.
- Figure 11 illustrates the enhanced network of pedestrian and bicycle-friendly linkages between downtown, the station area, the Civic Center, and along and across El Camino Real.

4. *Discussion of how the project(s) could support economic development and transit-oriented development in the proposed project area;*

As indicated earlier, the Ravenswood Avenue grade separation project is located within the Menlo Park El Camino Real/Downtown Specific Plan, approved by the City Council in June 2012.

The El Camino Real/Downtown Specific Plan establishes a framework for private and public improvements on El Camino Real, in the Caltrain station area and in downtown Menlo Park for the next several decades. The plan's focus is on the character and extent of enhanced public spaces, the character and intensity of private infill development and circulation and connectivity improvements. It includes a strategy for implementation of public space improvements, such as wider sidewalks and plazas, and other infrastructure improvements. The overall intent of the El Camino Real/Downtown Specific Plan is to preserve and enhance community life, character and vitality through public space improvements, mixed use infill projects sensitive to the small-town character of Menlo Park and improved connectivity. The Specific Plan reflects the outcome of an extensive community outreach and engagement process. The project area is illustrated in Figure 11 showing proposed land uses, public plazas/open space, parks, and development opportunities.

The illustrative plan, as shown in Figure 12, depicts how the plan area could potentially build out over the next several decades in conformance with the overall planning principles and within the land use and development regulations and design guidelines contained in subsequent chapters. It is important to emphasize that the illustrative plan indicates only one potential development concept and that the actual build-out will likely vary from the initial projection. As envisioned, the full build-out of the plan area could result in up to approximately 330,000 square feet of additional retail and commercial development, 680 new residential units and 380 new hotel rooms, resulting in 1,357 new jobs and 1,537 additional residents.

A grade separation at Ravenswood Avenue fits very well with the Specific Plan. The grade separation would allow for better circulation of vehicles, bicycles, pedestrians and transit. Better circulation and the enhanced connectivity to the train station will help promote the mixed use development contemplated in the Specific Plan. The mix of uses including residential promote the vision of the Specific Plan with vitality and sense of community. The mix of uses also will allow for better walkability in the area and the adjacency of the train station further reduces the reliance on automobiles. A grade separation of Ravenswood would provide a safer connection and improved circulation, which could be a catalyst for infill development as contemplated in the Specific Plan.

5. *Discussion of other funding sources that can be secured to leverage Measure A funds for the project;*

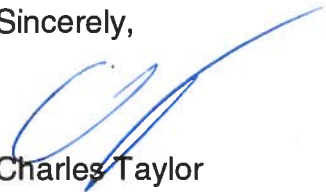
The Ravenswood Avenue Grade separation project could leverage funding from the "New Measure A Grade Separation Funding Program," as local match to other sources of funding from State Public Utilities Commission – California State Aid for Railroads Grade Separations, Traffic Congestion Relief Program, State Transportation Improvement Program, and Federal Funding. Menlo Park would also want to partner with SMCTA to secure other sources of funding.

6. *Demonstration of support from the City Council and the community through a deliberative planning process.*

Menlo Park has held several study sessions and has also held a joint community engagement study session with the Town of Atherton. The City has also reached out to other local agencies in common interests for grade separation projects to better coordinate regional efforts. As indicated earlier in the letter the City Council approved the submittal of a letter of interest to SMCTA regarding the available grade separation funding. The Ravenswood Avenue grade separation has been an area of interest for the community for a number of years. The City Council is committed to analyzing the at and below grade alternatives to find a grade separation that reduces impacts on the community. It is important to reiterate that the City Council is only supportive of a two-track system within Menlo Park as it further reduces any impacts on the community. While there is more work to be done on this subject in the community, the City is confident that a two-track at or below grade rail system could fit well with the community, the recently approved Specific Plan, while improving safety and increasing circulation.

The City of Menlo Park would like to thank you for the opportunity to respond to the SMCTA letter dated September 28, 2012. We look forward to the opportunity to continue to partner in a solution to address the City of Menlo Park's interests in grade separation alternatives. Please contact Fernando Bravo at 650-330-6742 if you have any questions.

Sincerely,



Charles Taylor
Director of Public Works

Attachment A: Menlo Park Rail Statement of Principles
Attachment B: Menlo Park City Council Position Summary Statement
Attachment C: List of Figures 7 through Figure 12 from El Camino/Downtown Specific Plan

Cc: Mayor Kirsten Keith, and City Council
Alex D. McIntyre, City Manager

City of Menlo Park Statement of Principles for Rail

The City of Menlo Park Rail Council Subcommittee works to protect and enhance the character of Menlo Park and the community's economic vitality while supporting the conditions needed to maximize the local benefits and the long-term potential of rail.

- The character of Menlo Park includes:
 - Our connected, walkable, bikeable, safe and accessible neighborhoods, parks, commercial areas and civic center
 - Our vision and specific plan for the downtown and El Camino Real including improved east-west mobility for all modes of travel

- The community's economic vitality includes:
 - The continued success of our small and large businesses
 - The maintenance of our property values
 - Rail agencies responsibly mitigating impacts of rail, including but not limited to, HSR, Caltrain, and freight

- The conditions needed to maximize the long-term potential of the City's rail corridor include:
 - Improvements to east / west connectivity; rail unifies rather than divides
 - Improvements to local transit
 - The negative physical and social impacts of rail are minimized and the positive impacts are enhanced by using context sensitive design solutions
 - Consider all reasonable alternatives including those discussed previously by Menlo Park

Implied "decision criteria" from these principles might include:

- Does the alternative protect or enhance connectivity to additional modes of travel/ accessibility to city locations?
- Does the alternative protect or enhance walk-ability?
- Does the alternative protect or enhance bike-ability?
- Does the alternative protect or enhance the economic vitality of businesses?
- Does the alternative protect or enhance property values?
- Does the alternative align with / support the El Camino Real / Downtown Specific Plan?
- Does the alternative protect or enhance local transit opportunities?
- Does the alternative enhance the level of transit service?

City of Menlo Park Council Position Summary

The following bullet points clarify the Council's position on high speed rail on the Caltrain corridor through Menlo Park.

- The City opposes any elimination of any part of CEQA for the High Speed Rail Project environmental process.
- No aerial or elevated structures will be utilized on the Caltrain alignment between San Jose and San Francisco unless such an elevated structure is specifically requested by a local agency, for an area within their jurisdiction
- The high speed rail within Menlo Park should be either in a two-track envelope "at-grade" system, or in an open or closed trench or tunnel, and stay within the existing Caltrain right-of-way (with very minor exceptions, and in very limited locations)
- No Environmental Impact Report should go forward which increases it beyond two tracks in Menlo Park, unless underground in a closed trench or tunnel
- City is interested in positive train control and alternative propulsion systems as an early investment project to increase regional mobility and local train service. We are in favor of positive train control and electrification, provided they increase train service at or beyond 2005 levels at the Menlo Park Caltrain Station.
- The City approves of a blended system but opposes passing tracks located in Menlo Park
- The City is interested in quiet zones for the rail corridor in Menlo Park
- Our strategy is to work cooperatively with the blended system planning efforts while preventing an at-grade or elevated 4 track system through Menlo Park.

Figure 7: ECR/Downtown Specific Plan Vehicular Circulation

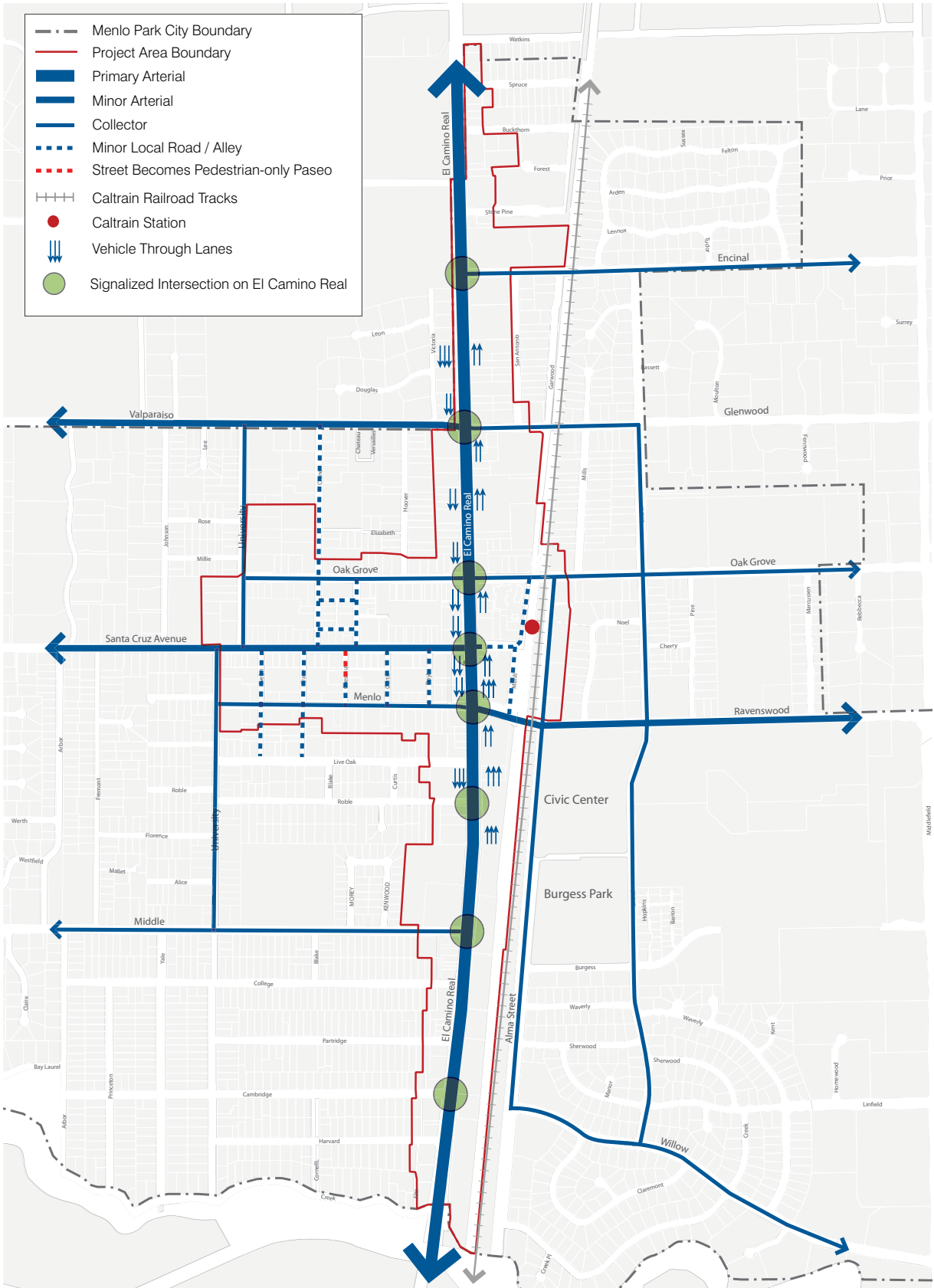


Figure F1. Vehicular Circulation

Figure 8: ECR/Downtown Specific Plan Pedestrian Circulation

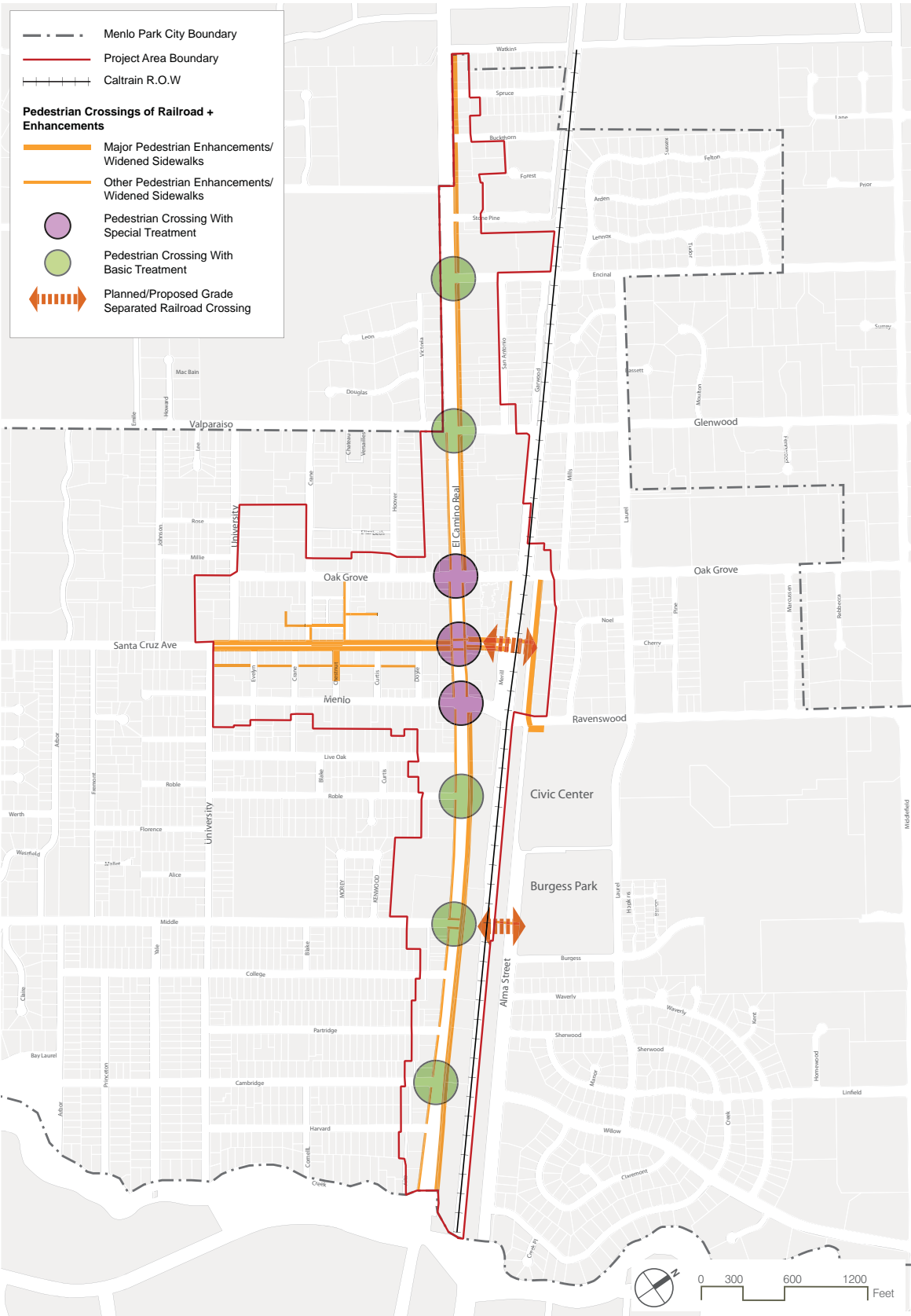


Figure F2. Pedestrian Improvements

Figure 9: ECR/Downtown Specific Plan Bicycle Circulation

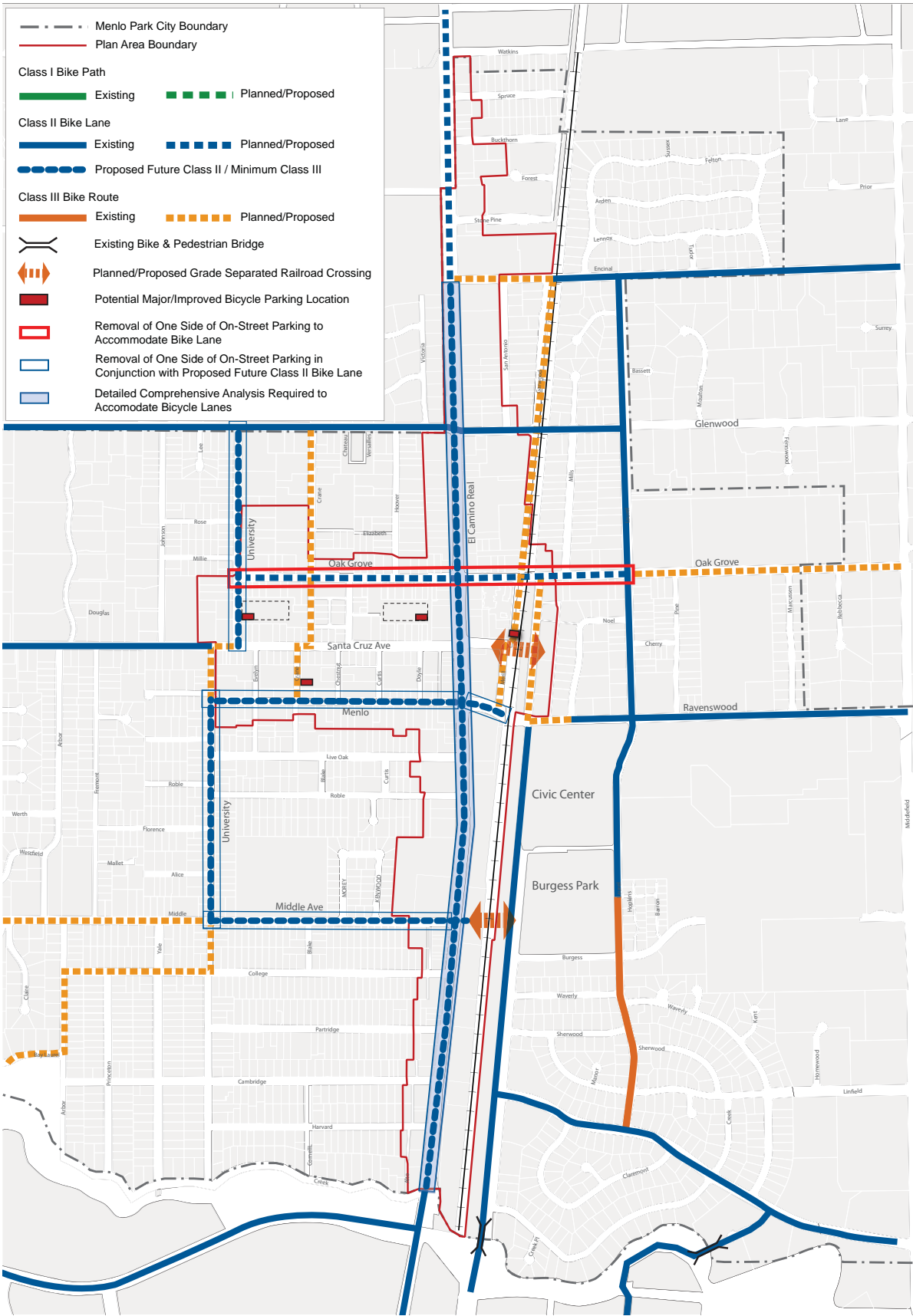


Figure F3. Bicycle Facilities

Figure 10: ECR/Downtown Specific Plan Transit Services

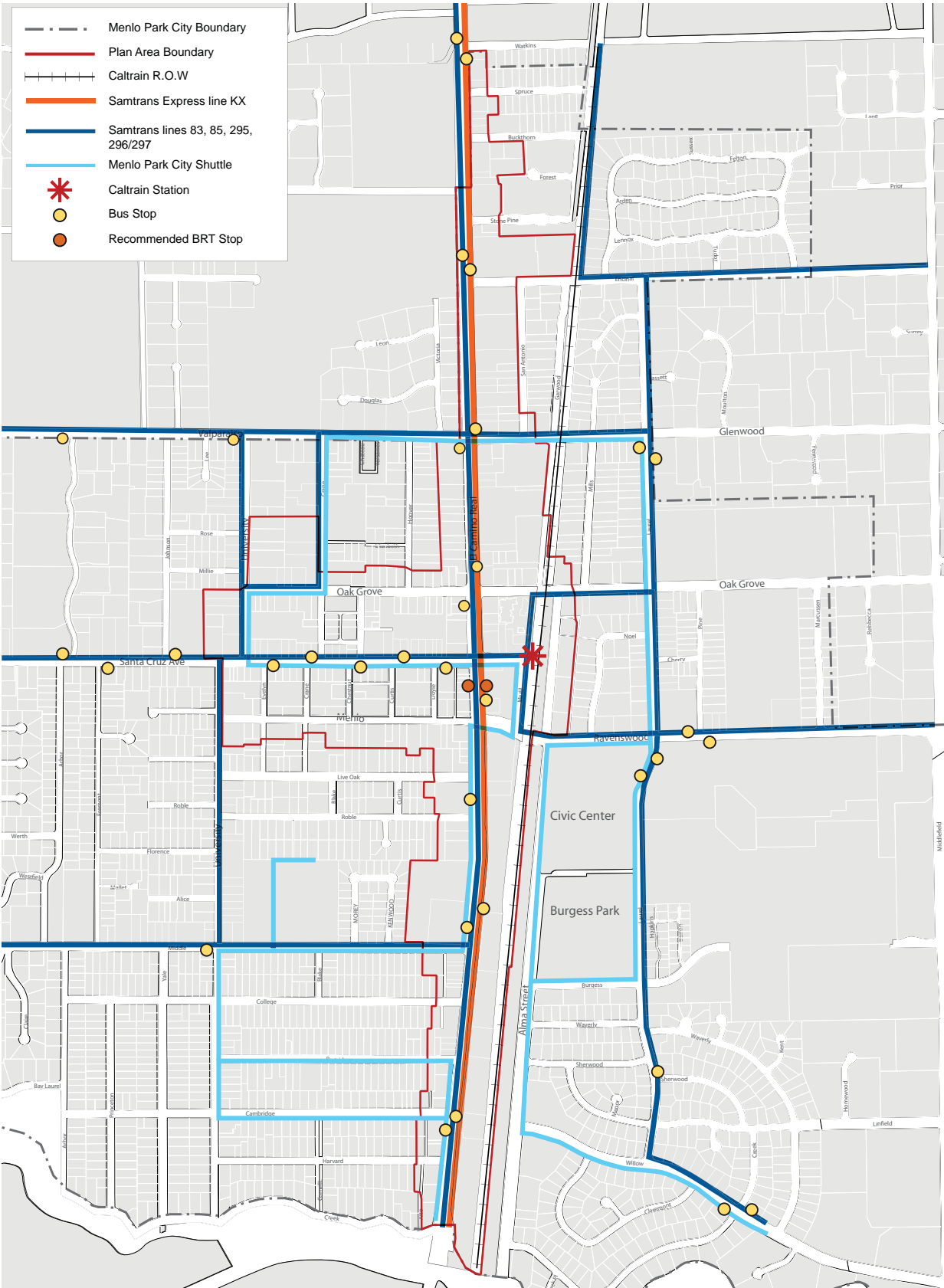


Figure F4. Transit Service

Figure 11: ECR/Downtown Public Space Framework Connectivity

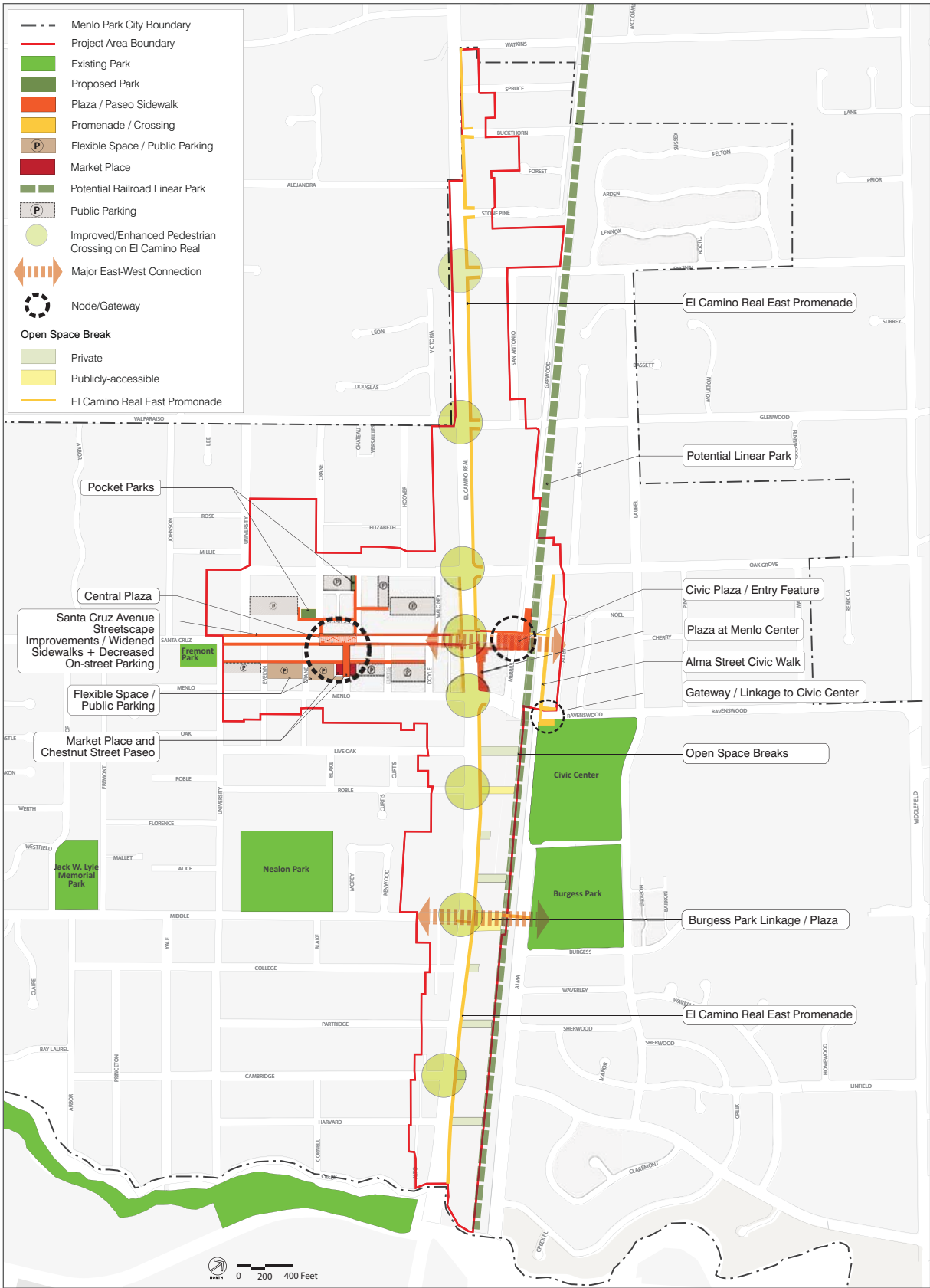


Figure D1. Public Space Framework

Figure 12: ECR/Downtown Specific Plan

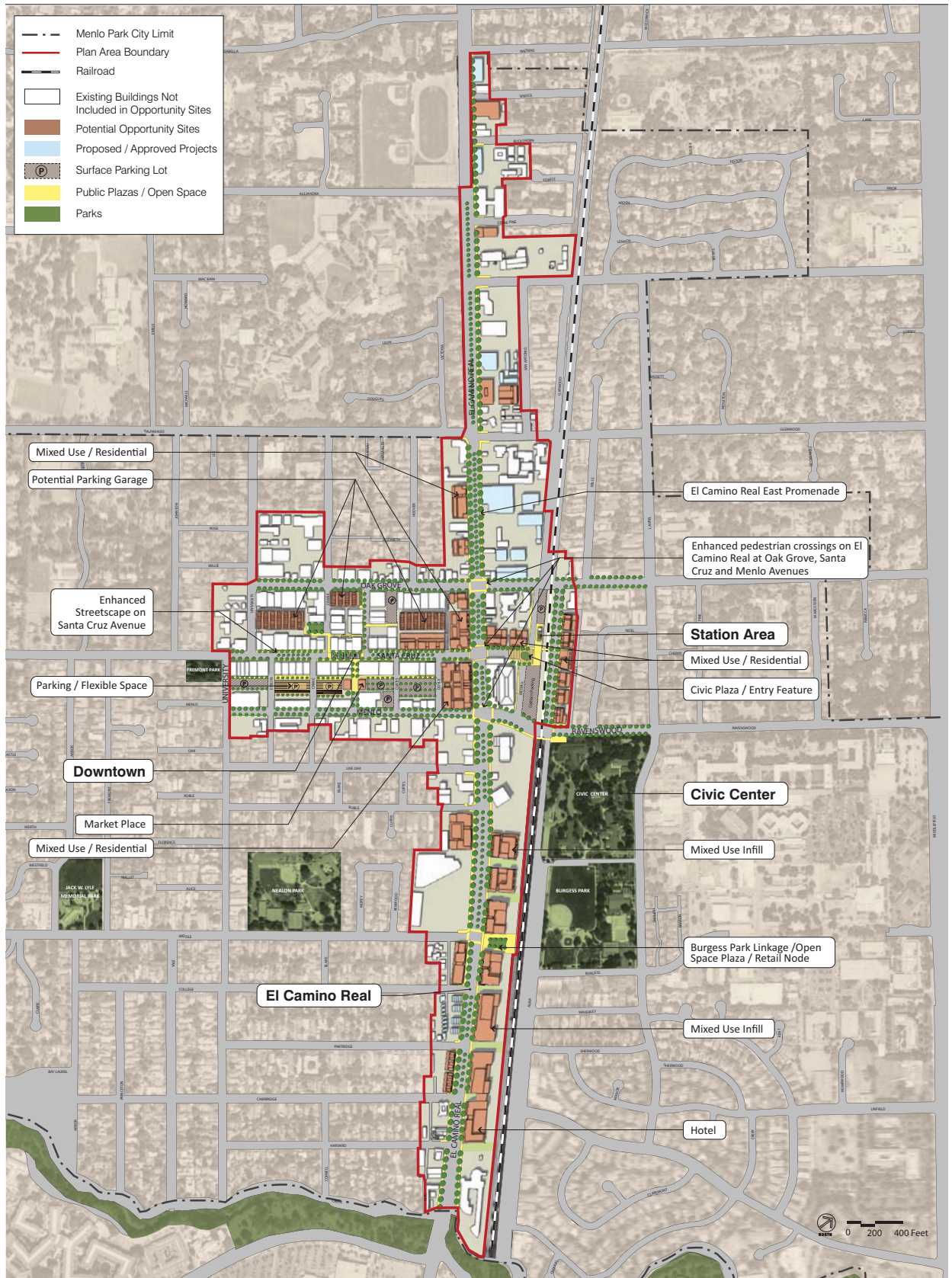


Figure A1. Illustrative Site Plan

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RESOLUTION NO. 6167**RESOLUTION OF THE CITY OF MENLO PARK SUPPORTING THE RAVENSWOOD AVENUE GRADE SEPARATION ANALYSIS PROJECT AND SUBMITTING AN APPLICATION FOR MEASURE A GRADE SEPARATION PROGRAM FUNDING**

WHEREAS, the City of Menlo Park (City) is seeking funding to complete the Planning Phase for a cost range of approximately \$500,000 to \$750,000 in Measure A Grade Separation Program funds to complete the planning phase for the Ravenswood Avenue Grade Separation Project (Project); and

WHEREAS, The Ravenswood Avenue grade crossing is one of the most critical rail crossings in the Menlo Park corridor. Ravenswood Avenue has an average daily traffic (ADT) volume of 24,100 vehicles per day (vpd). It is classified as an arterial roadway and is a vital link east and west through Menlo Park. The intersection of Alma Avenue is immediately adjacent to the rail crossing and has a high pedestrian volume, especially for pedestrians walking to and from the rail station on the northwest corner of the intersection, and

WHEREAS, the additional study would provide Menlo Park the opportunity to evaluate alternatives for grade separation of this rail crossing. Some of the following issues would be included in the analysis 1) cost difference between grade separation alternatives; 2) better understanding of traffic, pedestrian, and bicycle patterns for the various alternatives; 3) potential impacts associated with the various alternatives such as noise, aesthetics, and station configuration; 4) evaluation of alternatives not included in the prior studies –a fully depressed train (trench); and 5) complete the planning phase for the Project selected alternative; and

WHEREAS, the City wishes to sponsor the implementation of the environmental phase for the Project, and

WHEREAS, on June 7, 1988, the voters of San Mateo County approved a ballot measure to allow the collection and distribution by the San Mateo County Transportation Authority (TA) of a half-cent transactions and use tax in San Mateo County for 25 years, with the tax revenues to be used for highway and transit improvements pursuant to the Transportation Expenditure Plan presented to the voters (Original Measure A); and

WHEREAS, on November 2, 2004, the voters of San Mateo County approved the continuation of the collection and distribution by the TA the half-cent transactions and use tax for an additional 25 years to implement the 2004 Transportation Expenditure Plan beginning January 1, 2009 (New Measure A); and

WHEREAS, on November 13, 2012, the City Council authorized staff to submit a letter of interest to the San Mateo County Transportation Authority for the Measure A eligible grade separation project in Menlo Park; and

WHEREAS, TA issued a Solicitation for Projects for the Measure A Grade Separation Program on August 5, 2013; and

WHEREAS, TA requires a governing board resolution from the City committing the City to the completion of the Ravenswood Avenue Grade Separation Project planning phase for the Project and the City's application for \$500,000 to \$750,000 in San Mateo County Measure A Grade Separation Program funds for completing the planning phase for the Ravenswood Avenue Grade Separation Project; and

NOW THEREFORE, BE IT RESOLVED AND IS HEREBY FOUND, DETERMINED, AND ORDERED AS FOLLOWS:

1. Directs staff to submit an application for San Mateo County Measure A Grade Separation Program funds for an amount ranging from \$500,000 to \$750,000 for the planning phase for the Ravenswood Avenue Grade Separation Project.
2. Authorizes the City Manager to execute all funding agreements with the San Mateo County Transportation Authority to encumber any Measure A Grade Separation Program funds awarded for this phase of the project.
3. Let it be known the City of Menlo Park commits to the completion of the Ravenswood Avenue Grade Separation Analysis Project if awarded the requested San Mateo County Measure A Grade Separation Program funds

I, Pamela Aguilar, Acting City Clerk of Menlo Park, do hereby certify that the above and foregoing Council Resolution was duly and regularly passed and adopted at a meeting by said Council on the twenty-seventh day of August, 2013, by the following votes:

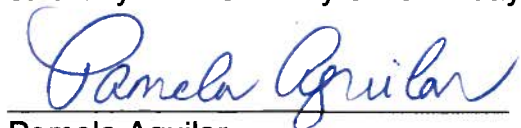
AYES: Carlton, Cline, Keith, Ohtaki, Mueller

NOES: None

ABSENT: None

ABSTAIN: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this twenty-seventh day of August, 2013.



Pamela Aguilar
Acting City Clerk

**City of Menlo Park
Rail Council Subcommittee Mission Statement**

The Rail Council Subcommittee will advocate for ways to reduce the negative impacts and enhance the benefits of Rail in Menlo Park. The Subcommittee will ensure all voices are heard and that thoughtful ideas are generated and alternatives vetted. It will collaborate with other local and regional jurisdictions in support of regional consensus of matters of common interest related to Rail. Additionally, the subcommittee will support Council planning efforts and decision making on Rail-related issues with information, research and other expertise.

City of Menlo Park Statement of Principles for Rail

The City of Menlo Park Rail Council Subcommittee works to protect and enhance the character of Menlo Park and the community's economic vitality while supporting the conditions needed to maximize the local benefits and the long-term potential of rail.

- The character of Menlo Park includes:
 - Our connected, walkable, bikeable, safe and accessible neighborhoods, parks, commercial areas and civic center
 - Our vision and specific plan for the downtown and El Camino Real including improved east-west mobility for all modes of travel

- The community's economic vitality includes:
 - The continued success of our small and large businesses
 - The maintenance of our property values
 - Rail agencies responsibly mitigating impacts of rail, including but not limited to, HSR, Caltrain, and freight

- The conditions needed to maximize the long-term potential of the City's rail corridor include:
 - Improvements to east / west connectivity; rail unifies rather than divides
 - Improvements to local transit
 - The negative physical and social impacts of rail are minimized and the positive impacts are enhanced by using context sensitive design solutions
 - Consider all reasonable alternatives including those discussed previously by Menlo Park

Implied "decision criteria" from these principles might include:

- Does the alternative protect or enhance connectivity to additional modes of travel/ accessibility to city locations?
- Does the alternative protect or enhance walk-ability?
- Does the alternative protect or enhance bike-ability?
- Does the alternative protect or enhance the economic vitality of businesses?
- Does the alternative protect or enhance property values?
- Does the alternative align with / support the El Camino Real / Downtown Specific Plan?
- Does the alternative protect or enhance local transit opportunities?
- Does the alternative enhance the level of transit service?

City of Menlo Park Council Position Summary for Discussion

The following bullet points are for discussion to clarify the Council's position on high speed rail on the Caltrain corridor through Menlo Park.

- The City opposes any elimination of any part of CEQA for the High Speed Rail Project environmental process.
- No aerial or elevated structures will be utilized on the Caltrain alignment between San Jose and San Francisco unless such an elevated structure is specifically requested by a local agency, for an area within their jurisdiction
- The high speed rail within Menlo Park should be either in a two-track envelope "at-grade" system, or in an open or closed trench or tunnel, and stay within the existing Caltrain right-of-way (with very minor exceptions, and in very limited locations)
- No Environmental Impact Report should go forward which increases it beyond two tracks in Menlo Park, unless underground in a closed trench or tunnel
- City is interested in positive train control and alternative propulsion systems as an early investment project to increase regional mobility and local train service. We are in favor of positive train control and electrification, provided they increase train service at or beyond 2005 levels at the Menlo Park Caltrain Station.
- The City approves of a blended system but opposes passing tracks located in Menlo Park
- The City is interested in quiet zones for the rail corridor in Menlo Park
- Our strategy is to work cooperatively with the blended system planning efforts while preventing an at-grade or elevated 4 track system through Menlo Park.

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**SAN MATEO COUNTY TRANSPORTATION AUTHORITY (TA)
1250 SAN CARLOS AVENUE, SAN CARLOS, CA 94070**

MINUTES OF NOVEMBER 7, 2013

MEMBERS PRESENT: R. Foust, C. Groom, K. Matsumoto, T. Nagel, N. Patridge

MEMBERS ABSENT: D. Canepa, D. Horsley

STAFF PRESENT: J. Averill, J. Cassman, A. Chan, E. Goode, G. Harrington, C. Harvey, R. Haskin, J. Hurley, M. Martinez, N. McKenna, M. Scanlon, M. Simon, J. Slavit

Chair Carole Groom called the meeting to order at 5:01 p.m. and led the Pledge of Allegiance.

CITIZENS ADVISORY COMMITTEE (CAC) REPORT

CAC Chair Barbara Arietta provided a report on the meeting of October 1, 2013 (see attached).

Director Karyl Matsumoto arrived at 5:07 p.m.

Public Comment

Rich Hedges, San Mateo, said the Burlingame grade separation is most needed even though Burlingame is not providing matching funds. He said the San Mateo separation at 25th Avenue is also important because the economic development at Bay Meadows would be hampered without a separation.

CONSENT CALENDAR

Director Terry Nagel asked to pull the minutes from the consent calendar.

- b. Acceptance of Statement of Revenues and Expenditures for Fiscal Year Ending June 2013 (unaudited)
- c. Acceptance of Statement of Revenues and Expenditures for September 2013
- d. Approval of 2014 Board of Directors Meeting Calendar

A motion (Foust/Nagel) to approve the Consent Calendar was approved.

Approval of Minutes of October 3, 2013

Director Nagel asked if other transit agencies received money from the Lehman Brothers settlement and if the funding is available to be allocated. Michael Scanlon, Executive Director, said the TA received a total recovery of \$10,940,520.10, which amounts to 43 cents on the dollar. The San Mateo County Transit District did not have any money in the Lehman account. The Peninsula Corridor Joint Powers Board (JPB) recovered approximately \$566,476, about 43 cents on the dollar. The funds will go back exactly as the appropriations were made for the measure.

A motion (Matsumoto/Foust) to approve the minutes of October 3, 2013 was approved (Nagel abstained).

PUBLIC COMMENT

Rich Hedges, San Mateo, said he supports Mr. Scanlon in his efforts to run the three agencies. He said he saw a misleading report about the agencies, but Mr. Scanlon did a very good job dealing with the questions.

CHAIRPERSON'S REPORT – CAROLE GROOM

None

SAMTRANS LIAISON REPORT – KARYL MATSUMOTO

Director Matsumoto provided additional information from the November 6 Board meeting:

- The Board affirmed their confidence in Mr. Scanlon.
- The Board thanked the County Board of Supervisors because through the county's Measure A, SamTrans will be given \$5 million for Fiscal Years 2014-2015 for paratransit service.
- The SamTrans Service Plan found 760 bus stops need to be adjusted, 134 to be eliminated, 72 new ones to be placed, and 100 to be reviewed for accuracy.

JPB REPORT

Mr. Scanlon reported:

- Nuria Fernandez, the new general manager for Santa Clara Valley Transportation Authority, was introduced.
- Key Caltrain Performance Statistics
 - Monthly Performance Statistics – September 2013 compared to September 2012
 - Total Ridership was 1,395,711, an 8.2 percent increase.
 - Average Weekday Ridership was 54,308, a 6.9 percent increase.
 - Total Farebox Revenue was \$6,282,145, a 7.2 percent increase.
 - On-time Performance (OTP) was 90.9 percent, a 5 percent increase.
 - Caltrain Shuttle Ridership was 7,239, a 29.4 percent decrease. There continues to be problems with the counts on the Marguerite Shuttle.
 - Year to Date Performance Statistics – September 2013 compared to September 2012
 - Total Ridership was 4,353,765, a 10.3 percent increase.
 - Average Weekday Ridership was 54,379, a 10.2 percent increase.
 - Total Farebox Revenue was \$19,441,212, a 10.1 percent increase.
 - OTP was 90.8 percent, a 0.5 percent decrease.
 - Caltrain Shuttle Ridership was 6,995, a 20 percent decrease.
- Staff is working with TransitAmerica Services, Inc. to improve mechanical issues. OTP is affected by mechanical issues, record ridership, persons needing assistance, bicycles and dwell times. When measured within 10 minutes of the schedule, OTP is at 96 percent, proving delays are predominately caused by overloads and extended dwell times.
- Staff received rave reviews about the Caltrain 150th Anniversary event.
- The Holiday Train will be running the weekend of December 7.
- A Caltrain By the Numbers Annual Report has been produced.

- An emergency preparedness drill was conducted on November 2 and 150 local first responders attended the vehicle familiarization training.
- The Bicycle Advisory Committee is recruiting for four members.
- Extra riders are expected for Stanford football.
- A Sunday schedule will be operated on Thanksgiving Day, and a Saturday schedule will be operated the Friday after Thanksgiving.
- The San Bruno Grade Separation grand opening will be in early spring.
- Staff proposed changes to the Codified Tariff to include a 10 percent discount to groups of 25 or more and residential complexes in the GO Pass Program.
- The Board:
 - Received updates on the 4th and King Study and Caltrain Modernization
 - Authorized reaffirming the Annual Investment Policy and gave authorization to invest monies with the Local Agency Investment Fund
 - Authorized the rejection of all proposals for a Project Delivery Director for the Caltrain Modernization Program
 - Authorized the rejection of the lowest monetary bid from Canada Ticket, Inc. as non-responsive and awarded a contract to Paper Solutions, Inc. to provide typesetting, printing, and delivery of thermal and non-thermal ticket media for a total estimated cost of \$142,840 for a two-year term
 - Approved the adoption of the Caltrain Title VI Program
 - Adjourned in the memory of former SamTrans Board member and County Supervisor Bill Schumacher

Public Comment

Greg Conlon, Atherton, said it would cost about \$1.5 billion for a 10-mile trench between Palo Alto, Menlo Park and Atherton. He said there are about six or seven intersections in that area, and that there is congestion at those intersections. In the last year, there were five to 10 fatalities in those areas.

Adina Levin, Friends of Caltrain, said Caltrain is looking at the potential for level boarding and this would affect decisions about the purchase of rail cars for electrification. Level boarding would reduce delays, speed up the line, increase reliability and allow for better transfers. She said this will require money to upgrade platforms and would be a good investment to help alleviate dwell time issues.

REPORT OF THE EXECUTIVE DIRECTOR

Mr. Scanlon said:

- The Draft Environmental Impact Report (DEIR) for the Highway 101/Willow Interchange was released for public comment. Eleven comments were received ranging from concerns about noise and disruption of traffic during construction to requests to accommodate the needs of pedestrians and bicyclists. The cities of Menlo Park and East Palo Alto commented the project is consistent with their goals and objectives. Comments will be addressed as part of the Final EIR, which is scheduled to be approved by the end of the year.
- Redwood City City Council awarded a contract to URS for preparation of the EIR with the proposed reconstruction of the Highway 101/Woodside Interchange. The TA allocated \$3.42 million for the environmental phase of the project.

- The TA allocated \$61,000 for the Alpine Road Bicycle Safety Improvement Project. The area has been revamped and a clearly delineated bike lane has been added.
- SamTrans will conduct a study and outreach to start looking at Bus Rapid Transit along El Camino Real. SamTrans will be reaching out to city councils and elected officials, and will hold community events.

FINANCE

Authorize Acceptance of Quarterly Investment Report and Fixed Income Market Review Outlook for the Quarter Ended September 30, 2013

Bill Osher, CSI Investment, said the portfolio continues to cruise at a modest pace in line with low interest rates and is staying very safe. It was experiencing higher interest rates for a short time, a sign that things were getting better and people were hopeful with the economy. The rates fell in September due to the government shutdown. The economy is not growing as fast as it could because of uncertainty coming out of Washington D.C. He said there is underlying strength in the economy and he is hopeful to see improvements in employment and economic growth starting in the middle of next year. At that time, interest rates will start to go up again and the TA will start earning more money on the portfolio.

Authorize Amendment of the Fiscal Year 2014 Budget and Programming and Allocation of \$5,350,000 of Measure A Funds from the Grade Separation Program

Joel Slavitt, Manager, Programming and Monitoring, said the solicitation for candidate grade separation projects was issued on August 5. Four proposals were received. One proposal was for preliminary engineering environmental work, and three proposals were for planning work, including a request for \$750,000 from the city of Menlo Park for the grade separation of Ravenswood Avenue. Proposals were evaluated using the criteria presented to the Board in August. Staff is recommending deferral of the final decision of Menlo Park's proposal until it is revised to meet program eligibility criteria. The existing proposal states the city will only support a two-track option, but this is inconsistent with the requirement that a scenario be considered to accommodate the Caltrain/high-speed rail blended system, which may include a third passing track. Staff will work with the city and will return to the Board when the proposal includes a study of at least one option that could accommodate a passing track.

Director Naomi Patridge asked if another city puts in for money that did pass the qualifications, is it being held up while Menlo Park amends their proposal. Mr. Scanlon said these are the only four proposals received and they are not holding anyone up.

Director Nagel offered thanks for the allocation for Burlingame and she said she brings gratitude from staff, council and citizens.

Public Comment

Larry Patterson, Interim City Manager, San Mateo, said San Mateo supports the recommendations from the evaluation panel and staff for the 25th Avenue Grade Separation Project, which has been in planning for 15 years.

Jim Bigelow, Redwood City/San Mateo County Chamber of Commerce, said he supports staff's recommendation. He said any grade separations can only be an improvement to safety, speeding up the trains and they are good for residents. He said San Mateo already purchased the shoofly land needed for the project.

Rich Hedges, San Mateo, said the way local communities are designed without grids forces everyone on arterials, and just to clean the air, grade separations are a good idea.

A motion (Foust/Nagel) to authorize the amendment of the Fiscal Year 2014 Budget and to program and allocate \$5,350,000 of Measure A Funds from the Grade Separation Program was approved.

Authorize Allocation of \$240,000 in Original Measure A Funds to the Peninsula Corridor Joint Powers Board for Design Review on the South San Francisco Caltrain Station

Eva Goode, Manager, Budgets, said the funds for this project are coming from previously budgeted amounts and the design review work is being done for the three hold-out rule locations in the county.

Director Nagel said she hopes staff is creating one plan with different options so there is no duplication of effort. She would not like to see something built and then have to be torn up later. Mr. Scanlon said staff is working closely with the community on this. He said within the blended system there are three geographic locations where there could be four-track sections and there is an option to have a third track. He said staff is conscious of not duplicating effort.

Public Comment

Adina Levin, Friends of Caltrain, said moving forward on the holdout rule stations is good for reliability and productivity of the system. She thanked staff for the work in South San Francisco where a set of improvements will have a major impact on the usability of the station.

A motion (Matsumoto/Nagel) to approve the allocation of \$240,000 in Original Measure A funds to the Peninsula Corridor Joint Powers Board for design review on the South San Francisco Caltrain Station was approved.

PROGRAM

Review the Program of Projects for Transmittal to Metropolitan Transportation Commission (MTC) for Dumbarton Rail Regional Measure 2 (RM2) Funding

April Chan, Executive Director, Planning and Development, said this is an informational item and no action will be taken. The administrative draft of the Dumbarton Rail Project EIR and Environmental Impact Statement was put on hold because of a deficient funding plan. MTC wanted an implementation plan regarding RM2 funds. Staff has been working with the Alameda County Transportation Commission and the cities of Menlo Park, East Palo Alto and Redwood City to determine how this funding could be used for the corridor and implemented quickly. The list of projects exceeds the \$34.7 million that is available. Supporting the existing Dumbarton Express Bus Service was determined to be a priority because it helps to relieve congestion in the corridor. The

Citizens Advisory Panel and the Policy Advisory Committee (PAC) made additional recommendations regarding station projects. Staff grouped some bus service improvements with some station projects to add up to \$34.7 million.

Ms. Chan said in 1998, Measure A funding was moved from the Grade Separation budget category to the Caltrain Improvement category for the Rapid Rail Study to benefit Dumbarton Rail. Staff is determining how much funding is remaining and will come back with recommendations about what should be done.

Director Nagel asked if staff has a rough idea how much funding is available and if it has to be used for Dumbarton. Ms. Chan said there is around \$45 million and staff is trying to determine where to move the funding.

Public Comment

Jim Bigelow, Menlo Park Chamber of Commerce, said the list has projects that total \$100 million. He said the Fremont PAC representative wanted to use the \$34.7 million for the Warm Springs Bay Area Rapid Transit operation. Caltrain has expressed to be the operator when and if this line ever goes to Union City, so the funds need to be kept in this area and not for other RM2 projects.

Mr. Scanlon said \$91 million of the RM2 money already has been loaned to Warm Springs so the TA must be vigilant.

Update on State and Federal Legislative Program

Mark Simon, Executive Director, Public Affairs, provided the following update.

State

Staff is working with the Transportation Coalition for Livable Communities to advocate that fuel-related cap-and-trade revenue be distributed regionally to transportation agencies.

The TA issued a Request for Proposals for State legislative advocates. Staff is working on developing the 2014 Legislative Program.

Federal

The Budget Conference Committee continues to meet to try to develop a compromise that will avoid another government shutdown before the next round of sequestration cuts is triggered January 15. They have a deadline of December 13 to present a spending debt limit compromise plan to Congress.

REQUESTS FROM THE AUTHORITY

Director Matsumoto said Bill Schumacher was very pro-Caltrain and asked the Board to adjourn in his memory. She also added for the SamTrans report, Joan Cassman, Legal Counsel, will be lead counsel effective January 1, 2015.

Director Rosanne Foust thanked Mr. Scanlon, Corrine Goodrich, Manager, Strategic Development and Ronny Kraft, Planner, for their work on the Grand Boulevard Initiative.

She congratulated Director Matsumoto for her reelection to the South San Francisco City Council.

WRITTEN COMMUNICATIONS TO THE AUTHORITY

No discussion

REPORT OF LEGAL COUNSEL

No report.

DATE AND PLACE OF NEXT MEETING

December 5, 2013 at 5 p.m. in the San Mateo County Transit District Administrative Building, Bacciocco Auditorium, 2nd floor, 1250 San Carlos Avenue, San Carlos CA 94070

Meeting adjourned at 6:04 p.m. in the memory of Bill Schumacher.

Good evening Madam Chair and Board members. Here is what I have to report from the CAC's Tuesday evening meeting:

(TA Item 4a) - The CAC reviewed the TA Board's Minutes of October 3, 2013, without any questions or comments.

(TA Item 4b) - The CAC supported the acceptance of the Statement of Revenues and Expenditures for Fiscal Year Ending June 2013.

(TA Item 4c) - The CAC supported the acceptance of the Statement of Revenues and Expenditures for September 2013.

(TA Item 4d) - The CAC supported the approval of the 2014 Board of Director's calendar and was glad to see that the Board proposes to change its first meeting of the year to January 9th, instead of January 2nd, thereby giving both the members of the CAC and the Board the potential opportunity to be away for the New Year's holiday.

(TA Item 10a) - The CAC was disappointed that, due to illness, Mr. Bill Osher (our TA Investment Advisor), was unable to attend our meeting and present, in person, his usual in-depth discussion of the TA's Investment portfolio. However, the CAC voted to support the acceptance of the Quarterly Investment Report and Fixed Income Market Review and appreciates and accepts the offer from Mr. Osher to attend next month's CAC meeting to further discuss same.

(TA Item 10b) - Following a brief update by Mr. Joel Slavit, Manager, Programming and Monitoring, along with a thorough Q and A session immediately following, the CAC voted to support the Amendment of the Fiscal Year 2014 Budget and Programming and Allocation of \$5,350,000 of Measure A Funds from the Grade Separation Program category for planning at 2 grade crossing; South Linden and Broadway and environmental studies at 25th Avenue in San Mateo.

(TA Item 10c) - The CAC supported the allocation of \$240,000 in Original Measure A Funds to the Peninsula Corridor Joint Powers Board for Design Review on the South San Francisco Caltrain Station.

(TA Item 11a) - As an information item only, April Chan, Executive Officer, Planning and Development, reviewed with the CAC the list of prioritized projects included for Dumbarton Corridor Regional Measure 2 (RM2) funding consideration. Because the list of projects exceeded the \$34.7 million of RM2 funds available, projects were prioritized to support existing Dumbarton Bus service and then to support possible service enhancements, such as transit centers that would support near-term bus transit service and future rail service. The remaining projects exceeding the amount of RM2 funds available were not prioritized however, the CAC agrees that these also should be submitted to the MTC because they are beneficial to the Dumbarton Corridor.

(TA Item 11b) - The CAC received no update on the State and Federal Legislative Program, however, the CAC was advised by Joe Hurley, TA Program Director, that there hasn't been much activity since the last month report being the state legislature is in recess and won't return until January and on the federal side focus was on working through and the government shutdown and once that was addressed attention was turned to health care.

CAC CHAIR'S REPORT TO CAC:

1. The first order of business in my own report to the CAC was to discuss the rescheduling of our December 30th meeting to January 7th, in order to conform with the Board's newly amended meeting schedule for January 2014. The CAC voted unanimously to approve the change in schedule.
2. Reported to the CAC about Caltrain's 150th birthday celebration festivities that were held at the Menlo Park Caltrain Station on October 19th. Although I was unable to attend, John Baker, the newest member of the CAC, did and reported back to us that the day's events were a huge success, especially with the added treat of free ice cream being given to all!
3. Additionally advised the CAC that the public will be able to get a sneak peak of TransForm's Strategic Plan, entitled TransForm 2018, at its upcoming fall event to be held at its SF office on Thursday November 14th from 6-9pm.
4. Announced to the CAC that the MTC has recently reported that the streets and roadways of the Bay Area have received a score of 66 out of 100 for its Pavement Condition Index (PCI), which means 43,000 miles of lanes and roadways remain in fair condition, with the typical stretch of asphalt showing serious wear and likely to require rehabilitation soon. (BTW, this score has not changed by more than 2 pts since 2006.)

Streets and roadways below a 60 PCI score are likely to deteriorate rapidly. Jurisdictions in San Mateo County with a PCI score of 60 or below are: Belmont, East Palo Alto, Half Moon Bay and Pacifica. The goal is to get everyone of our Bay Area cities to a score of 75 or better.
5. In reference to the new Bay Area Bike Share Program, I advised the CAC that over 2,500 people have now signed up for an annual membership, which costs \$88, and 6,100, thus far, have taken advantage of the \$22 three-day pass or the \$9 daily pass.
6. Advised the CAC about both the Transbay Terminal update scheduled for Wednesday, November 6th at the Transbay HQ in downtown SF and the November 7th JPB San Carlos meeting which will have a Caltrain update on a study exploring the feasibility of moving rail car storage to allow space near 4th and King Streets to be used for new real estate development in San Francisco.

In Joe's report to the CAC, he reiterated what I had initially said about the MTC's PCI Report concerning

the pavement conditions of our local roads and explained further the safety issues and financial challenges involved in rapidly deteriorating roadways. He took the opportunity to remind the CAC of the Measure A's contribution of 22.5% of the sales tax revenue used to maintain roads which totaled \$15.3 M this year and to consider how bad conditions might be without this funding.

He also reminded us that, to our annual Holiday dinner on December 3rd to reflect on and celebrate the accomplishments of 2013

Finally I'd like to extend an invitation to the Board to join us.

Respectfully submitted,

Barbara Arietta
Chair, SMCTA/CAC



COMMUNITY SERVICES DEPARTMENT

Council Meeting Date: January 14, 2014
Staff Report #: 14-003

Agenda Item #: I-1

INFORMATIONAL ITEM: **Update on Responses to the City's Notice of Funding Availability (NOFA) for \$3.2 million in Below Market Rate Housing Funds**

RECOMMENDATION

No action is required; this is an information item.

BACKGROUND

In July of 2013, the City of Menlo Park announced the availability of funds for new affordable rental housing projects in Menlo Park, as a final step in completing the requirements of the lawsuit brought against the City by area housing non-profits. Approximately \$3.2 million in Below Market Rate (BMR) housing funds was made available under this NOFA to support the acquisition, rehabilitation or new construction of housing providing long term affordability. The funding was intended to fill the financing gap between the projected total development costs and other available funding sources.

One proposal meeting the NOFA qualifications and demonstrating their ability to design, build, and manage affordable housing was received by the November 1, 2013 deadline from MidPen Housing.

ANALYSIS

MidPen's proposed project would develop Menlo Gateway Senior Housing, a 90-unit new construction, affordable senior housing development at the 1200 block of Willow Road in Menlo Park. The development would have a net increase of 42 affordable units at this location. MidPen's proposal states that the project would be transformative to both current residents and the neighborhood due to its location along a prominent corridor.

The current Menlo Gateway Apartments is a 130-unit apartment complex on the 1200 and 1300 blocks of Willow Road in the Belle Haven neighborhood of Menlo Park. The proposed project would represent the first phase of a plan to revitalize the entire complex (originally built in the 1960's and "lightly rehabbed" in 1987) and would focus

on the 1200 block only, with the potential of increasing the number of units from 48 to 90. This block is where many of the complex's senior residents currently live. The project will be composed of one and two bedroom units. Residential apartments will include a kitchen, dining/living area, bathroom, and bedroom(s). Kitchens, which are proposed to be I-shaped or Pullman style, will include a refrigerator, range, sink with garbage disposal and abundant cabinets. All units are proposed to be adaptable for walkers and wheel chairs. Laundry is provided communally. Social services are proposed to include a small gym or card room, as determined by a resident survey.

MidPen has over 40 years of experience as owner and developer of high-quality affordable rental housing in the area with 1500 apartment homes located in San Mateo County, and 7400 in the Bay area.

The next step in the process of awarding funds to MidPen for this project will be a public hearing in February and request for Council to conditionally commit funding for the project. Along with anticipated funding commitments from the County, this will allow MidPen to compete for housing tax credits in July of 2014. Firm commitment of the funds would follow a similar course as that currently being followed for the CORE residential project at the VA Campus.

IMPACT ON CITY RESOURCES

The City's BMR Fund has adequate uncommitted funds to cover the \$3.2 million allocated to the NOFA. As a part of the proposal, MidPen has indicated that the project would be more competitive in the California Tax Credit Allocation process if the existing City loan (approximately \$4 million in Redevelopment funds) were to be "modified and extended" as a part of the funding package. Complicating this request is the dissolution of the RDA and the requirement to have all funding decisions related to the RDA made by the Oversight Board, and approved by the Department of Finance. These external reviews may delay the proposed project schedule.

The MidPen proposal also includes a request to abandon the portion of Frontage Road controlled by the City on both blocks of the complex to improve access and circulation and for the City to provide continuous sidewalk along Willow Road. No estimate is yet available for the cost of this request.

POLICY ISSUES

The proposed affordable housing project is consistent with the City's current Below Market Rate Housing Guidelines and with the approved Housing Element of the General Plan.

ENVIRONMENTAL REVIEW

No environmental review is required.

PUBLIC NOTICE

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS

None

Report prepared by:
Cherise Brandell
Community Services Director

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