



SPECIAL AND REGULAR MEETING AGENDA

Date: 4/4/2017
Time: 5:30 p.m.
Menlo Park Senior Center
110 Terminal Ave, Menlo Park, CA 94025

5:30 p.m. Closed Session (Menlo Park Senior Center, Imagination Room)

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

- CL1.** Closed session conference with legal counsel pursuant to Government Code section 54956.9 (a) regarding existing litigation: 1 case

Case Name: Perez v. City of Menlo Park
Case Number: Workers Compensation Case Number ADJ710445191

Attendees: City Manager Alex McIntyre, City Attorney Bill McClure, Special Counsel for Workers Compensation Kate Kroeger-Lozano, Administrative Services Director Nick Pegueros, Human Resources Manager Lenka Diaz

- CL2.** Closed Session pursuant to Government Code Section §54957.6 to confer with labor negotiators regarding current labor negotiations with Service Employees International Union (SEIU), American Federation of State, County and Municipal Employees (AFSCME) and the Menlo Park Police Sergeants' Association (PSA), the Menlo Park Police Officers' Association (POA)

Attendees: City Manager Alex McIntyre, Administrative Services Director Nick Pegueros, Human Resources Manager Lenka Diaz, City Attorney Bill McClure, Labor Counsel Charles Sakai

7:00 p.m. Regular Session

- A. Call To Order**
- B. Roll Call**
- C. Pledge of Allegiance**
- D. Report from Closed Session**
- E. Presentations and Proclamations**
 - E1. Proclamation honoring Sergeant Sharon Kaufman
 - E2. Proclamation for Mayor and County Recognition Day for National Service
 - E3. Proclamation for National Library Week
 - E4. Proclamation for Sexual Assault Awareness Month

F. Public Comment

Under “Public Comment,” the public may address the City Council on any subject not listed on the agenda. Each speaker may address the City 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 City Council cannot act on items not listed on the agenda and, therefore, the City Council cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

G. Commissioner Reports

- G1. Library Commission update to the City Council on its 2-year work plan

H. Study Session

- H1. Provide direction on the Ravenswood Avenue Railroad Crossing study (Staff Report #17-079-CC)

I. Consent Calendar

- I1. Approve a resolution to amend the City’s Salary Schedule effective April 16, 2017 (Staff Report #17-077-CC)

J. Informational Items

- J1. IT Master Plan Update (Staff Report #17-078-CC)

K. City Manager’s Report

L. Councilmember Reports

M. Adjournment

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STAFF REPORT

City Council

Meeting Date:

4/4/2017

Staff Report Number:

17-079-CC

Study Session:

Provide direction on the Ravenswood Avenue
Railroad Crossing study

Recommendation

Staff is providing additional information that was requested by City Council at the Study Session on February 7, 2017.

Staff requests that the City Council provide feedback on the Ravenswood Avenue Railroad Crossing study alternatives (Project) in advance of the final community workshop, especially related to the following items:

- Confirm approach for considering a potential passing (third) track
- Identify the preferred station configuration
- Choose one hybrid alternative to advance with the underpass alternative to next community workshop
- Tentative project schedule

Staff anticipates returning to the City Council later this year for selection of a preferred alternative.

Policy Issues

The Project is prioritized in the 2017 City Council Work Plan (item 51) that was approved February 7, 2017. The Project is consistent with the City's Rail Policy and with the 2016 General Plan goals to increase mobility options to reduce traffic congestion and greenhouse gas emissions; increase safety; improve Menlo Park's overall health, wellness, and quality of life through transportation enhancements; support local and regional transit that is efficient, frequent, convenient and safe; provide a range of transportation choices for the Menlo Park community; and to promote the safe use of bicycles as a commute alternative and for recreation.

Background

The staff report for the February 7, 2017 Study Session provides background in Attachment A. The background below provides additional information targeted to the Council's requests at the Study Session. The staff report also provides descriptions of the current alternatives. In summary, the three currently considered alternatives are described here.

Alternative A: Ravenswood Avenue Underpass

Under this alternative, the rail tracks would remain at the existing elevation and Ravenswood Avenue would be lowered to run under the railroad tracks.

Alternative B: Hybrid with two grade separated crossings

Under this alternative, grade separations would be constructed at Ravenswood and Oak Grove Avenues.

The rail tracks would be raised approximately 14 feet from the existing elevation at Ravenswood Avenue and approximately 6 feet at Oak Grove Avenue. Ravenswood Avenue would be lowered approximately 8 feet and Oak Grove approximately 15 feet at the railroad tracks. A maximum rail elevation of approximately 17 feet from existing grade would occur across from the Library and Arrillaga Family Gymnasium parking lot.

Alternative C: Hybrid with three grade separated crossings

Under this alternative, grade separations would be constructed at Ravenswood, Oak Grove and Glenwood Avenues and the railroad profile elevation would be generally flatter than Alternative B. The rail tracks would be raised approximately 10 feet at Ravenswood and Oak Grove Avenues and approximately 5 feet at Glenwood Avenue. Ravenswood Avenue would be lowered approximately 12 feet, Oak Grove Avenue approximately 11 feet and Glenwood Avenue approximately 15 feet at the railroad tracks. A maximum rail elevation of approximately 10 feet from existing grade would occur from Ravenswood Avenue to Oak Grove Avenue including the station area.

Blended System Operations and Passing Track Options

The California High Speed Rail Authority (CAHSRA) is responsible for planning, design, construction and operation of California's high speed rail system and is currently preparing environmental documents for the San Jose to San Francisco segment. It is expected to release the preferred alternative to support the blended system operation of Caltrain and high speed trains sharing the Caltrain corridor in summer 2017 and the draft environmental documents in fall 2017. One of the items being evaluated is the length and location of potential passing track options. At the Local Policy Maker Group (LPMG) meeting on February 23, 2017, CAHSRA presented the six mid-peninsula passing track options, one of which includes a passing track through Menlo Park, the Middle 3 Track option (see Attachment B). The Middle 3 Track option would construct a passing track between south Palo Alto and 9th Avenue in San Mateo. The other five alternatives do not add a track in Menlo Park; CAHSRA has stated two of these do not result in acceptable operations of the corridor and have been eliminated from consideration (North 4 Track and South 4 Track). CAHSRA is continuing to evaluate the passing track options and Caltrain is currently reviewing the CAHSRA analysis to ensure Caltrain service is not degraded with operation of high speed trains.

Analysis

The staff report for the February 7, 2017, Study Session provides additional analysis regarding the status of the study scope of work. The analysis below provides additional information targeted to the Council's requests at the Study Session.

City Council Information Requests

At the City Council meeting on February 7, 2017, the City Council had questions regarding the project and asked staff to return with additional information on the following topics:

- Other alternatives
- Grant requirements
- Impacts of passing tracks
- Outreach
- Construction cost estimates

Other alternatives

Previous grade separation studies conducted by the City of Menlo Park have analyzed the feasibility of a range of grade separation options including trenching or tunneling the railroad tracks and raising the railroad tracks into a viaduct. The previously completed 2003-2004 grade separation study narrowed the feasible

options and found the trench/tunnel and viaduct options to be infeasible within the City limits without having hybrid variations at multiple crossings. This was due to Caltrain's required design criteria (which accommodate rail freight operations in the corridor), which limit grade changes to a maximum one (1) percent. However, the current study has further explored grade changes in the corridor and has found that the existing rail infrastructure within the project area, including crossover track equipment near Burgess Park and the Menlo Park Station platforms, further limit railroad grade changes. The preliminary concepts prepared for this study show grade changes to be limited to a maximum of between 0.5 and 0.6 percent in the area of and due to these physical constraints, well below Caltrain's current design requirements. This eliminates the feasibility of a trench/tunnel and viaduct options within Menlo Park.

City staff has on-going coordination efforts on rail related issues with both Palo Alto and Atherton. Atherton has no current projects to grade separate the Caltrain tracks. Palo Alto has a project in the planning phase to evaluate grade separations at the southern Caltrain track at-grade crossings.

Outreach

The staff report for the February 7, 2017 Study Session provides details regarding the community engagement performed up to that date including Community Meetings, Commission presentations and various stakeholder meetings.

Concern was expressed about lack of feedback from specific neighborhoods, specifically Felton Gables and Linfield Oaks. Staff was directed to provide additional opportunities for those neighborhoods to provide input. A rail public information meeting was held March 20, 2017, to provide the community additional background information and give these neighborhoods a chance to get updated on this project. The presentation and a video recording of this meeting are posted on the Project webpage (www.menlopark.org/ravenswood). In advance of that meeting, staff sent postcards to the neighborhoods along the length of the rail corridor between El Camino Real and Laurel Street and including the entire Felton Gables, Stone Pine and Linfield Oaks neighborhoods. Additionally, a NextDoor social media announcement was posted for those neighborhoods as well as the Allied Arts and downtown communities.

At that public meeting, we obtained contact information for some of the residents and added them to the email list for project updates. As of March 30, 2017, there are a *total of 327* subscribers to that email list. As the project moves forward, these individuals will be notified of project updates and meetings. They will be included to the project's list of potentially impacted stakeholders and outreach will be performed accordingly. In advance of the April 4, 2017, City Council meeting, the following outreach methods were used:

- Email to Public Works projects subscribers list
- NextDoor post to adjacent neighborhoods
- Electronic message board near project location

Grant requirements

The requirements of the grant state that the City must evaluate an alternative that would allow for a third passing track. Preliminary evaluations have determined that the third passing track would likely require HSR to acquire additional right-of-way from the City along the station area to accommodate a third track, station platforms, and required clearances.

Council requested staff obtain clarification of the grant requirement. Staff was directed to obtain legal counsel of this requirement of the grant. The City's contract legal counsel for rail issues interpretation of the grant requirements were that the agreement commits the City use the grant funds to carry out the scope of work which is attached to the agreement. The scope of work states that "As described above, all alternatives developed as part of the PSR would be identified to be consistent with the Caltrain/HSR

blended system with two tracks through Menlo Park. Consistent with the Measure A funding requirements, at least one alternative would be developed to allow for the addition of a third passing track through Menlo Park, which is currently an alternative for the Caltrain/HSR blended system.” This statement requires the City to develop at least one alternative that is consistent with Caltrain/HSR proposals for blended system operations. The agreement states that the “TA may terminate this Agreement, with or without cause, by giving ten (10) days’ written notice of such termination.” Due to this clause, if the City’s interpretation of the scope differs from JPB’s interpretation, the City may lose the grant funds and have to pay for the project with City funds. Staff contacted JPB to obtain their interpretation of the grant requirement for the third passing track. Their interpretation is that the passing track to be evaluated includes the CAHSRA’s proposed option that runs continuously from San Mateo to Palo Alto. Additionally, the Measure A Guiding Principles for Project Selection include criteria that recommend a “Project’s ability to improve railroad’s operational flexibility.”

It is staff’s recommendation to continue to evaluate alternatives that are consistent with the proposals for blended system operations, with a potential passing track running continuously within from Menlo Park (city limit to city limit). The grade separation project would not be required to construct any such passing track; only to not preclude its future construction.

Impacts of passing track

The location of the passing track is one of the items that staff requests direction on from City Council, either in the center or on the outside of the tracks. City Council asked for clarification on the impacts of the passing track location to existing residential buildings. In order to clarify this request, exhibits were prepared (*Attachments C, D, E and F*) to show the possible track locations at three cross sections, each showing the closest buildings within each block. The locations of cross sections are as follows:

- Section A-A between Glenwood and Encinal Avenues
- Section B-B between Oak Grove and Glenwood Avenues
- Section C-C north of Encinal Avenue and south of the Atherton Town Limit

These exhibits show both vertical and horizontal track realignments at each location. There are opportunities and constraints for both locations. For a center passing track, the opportunities include the following:

- Construction and shoofly tracks occurring one time, as opposed to twice; once for grade separation construction and a second time if high speed rail moves forward with a passing track through Menlo Park,
- Economies of scale for construction and mobilizing once as opposed to twice,

For the outside passing track, the opportunities include the following:

- Reduced need for acquisition of public right-of-way for grade separation construction,
- Reduced potential for overhead electrification poles located in center of Caltrain tracks,
- Allows the grade separation project to advance prior to CAHSRA selection of a preferred alternative as opposed to waiting for their preferred alternative announcement,
- Allows for planning of narrower track configuration in the possibility that the high speed rail project does not pursue a passing track through Menlo Park, since an official preferred alternative for HSR has not yet been announced.

Staff recommendation

Given the current status and anticipated schedule of the California High Speed Rail Project and uncertainty regarding the need for a passing track in this location, staff recommends that the Ravenswood Avenue

Railroad Crossing Project be advanced with two tracks and a center-loading station platform, with a future ability to add a passing track to the east side of the station and structures. This approach would preserve the City's ability to negotiate right-of-way needs at a later date, once the CAHSRA has determined the preferred alignment for the San Francisco to San Jose section. Additionally, the Ravenswood Avenue Railroad Crossing project could proceed while reducing the need for additional construction if the need for a passing track advances. This approach also reduces the impact to properties on the east side of the tracks in the event that a third track is not pursued by CAHSRA or Caltrain in the future, since tracks would be located farther from the residential properties that are immediately adjacent to the railroad right-of-way than existing conditions.

Staff requests that Council provide direction on this proposed approach.

Construction cost estimates

Construction cost estimates were requested and the consultant team prepared preliminary ranges for planning purposes to illustrate the relative cost differential between the three options being considered. These costs are based on the preliminary designs, have not yet been reviewed by Caltrain's engineering department and will continue to change as the design gets refined and more detailed design information is available.

- Alternative A \$140-190 million
- Alternative B \$230-310 million
- Alternative C \$280-380 million

City Council Direction

Staff requests the City Council provide direction on the following items:

- Identify the approach for considering a potential passing (third) track. Staff recommendation is an outside passing track for this study and reevaluate prior to the environmental and design phase of the project.
- Identify the preferred station configuration. Staff recommendation is center platform to correspond with the outside passing track.
- Choose one hybrid alternative to advance with the underpass alternative to next community workshop.

The Project scope initially included analysis of two alternatives, an underpass and a hybrid, however as the Project team began analysis of the hybrid option, two variations materialized as follows:

- Alternative B that grade separates two crossings with a higher maximum rail elevation and
- Alternative C that grade separates three crossings with a lower maximum rail elevation.

Staff is requesting that the City Council, after considering community, Commission and Council feedback received to date, provide direction on the above items in order to advance two alternatives to the third community workshop, the underpass option and one of the hybrid options. This will enable the project team to focus efforts on these two alternatives and produce graphics, engineering designs and visual simulations for the remaining community meetings.

Next Steps

Upon receipt of direction from City Council, the Project team will incorporate the feedback and direction into the designs of the alternatives. Construction impact evaluations, construction cost estimates, and economic impact evaluations will be developed and the updated alternatives will be presented at a third Community Meeting as well as to the Complete Streets and Planning Commissions. Individual stakeholder outreach will continue throughout this process. The feedback received from all parties will be summarized before

returning to the City Council for selection of a preferred alternative in fall of 2017 to advance the Project to environmental studies and final design.

A schedule of upcoming community meeting opportunities for this project to occur later in 2017 includes:

- Third Community Meeting (June 7, 2017, location to be determined)
- Meeting with Fire District and Police Department representatives (Summer 2017)
- On-going meetings with individual stakeholders including local schools, local residential neighborhoods and adjacent property and business owners (Summer-Fall 2017)
- Complete Streets Commission update (Fall 2017)
- Planning Commission update (Fall 2017)
- City Council (Fall 2017)

Impact on City Resources

The Project was included in the CIP for FY 2015-16, with a total budget in the amount of \$750,000. Through the Measure A Grade Separation Program, the SMCTA will reimburse the City up to \$750,000 for the Project. Including contingency and staff time, the total approved budget is \$825,000. Staff resources are available to complete the existing scope.

Environmental Review

The results of this phase of the Project will identify required environmental reviews and studies required to advance the Project. Environmental reviews and studies will be completed as part of the next phase of work, not as part of this scope.

Public Notice

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. Additionally, a NextDoor social media post and an email was sent on March 30, 2017 to the project interest list notifying them of the City Council meeting.

Attachments

- A. February 7, 2017, Staff Report
- B. Passing Track Options Diagram (CAHSRA)
- C. Cross section location map
- D. Section A-A
- E. Section B-B
- F. Section C-C

Report prepared by:
Angela R. Obeso, Associate Transportation Engineer

Report reviewed by:
Nicole H. Nagaya, P.E, Assistant Public Works Director

**STAFF REPORT****City Council****Meeting Date:****2/7/2017****Staff Report Number:****17-034-CC****Study Session:****Provide feedback on the Ravenswood Avenue Railroad Crossing study alternatives****Recommendation**

Staff requests that the City Council provide feedback on the Ravenswood Avenue Railroad Crossing study alternatives (Project) in advance of the final community workshop, especially related to the following items:

- Choose one hybrid alternative to advance with the underpass alternative to next community workshop
- Identify the preferred station configuration
- Identify the approach for considering a potential passing (third) track

Staff anticipates returning to the City Council later this year for selection of a preferred alternative.

Policy Issues

The Project is prioritized in the 2017 City Council Work Plan under consideration on February 7, 2017. The Project is consistent with the City's Rail Policy and with the 2016 General Plan goals to increase mobility options to reduce traffic congestion and greenhouse gas emissions; increase safety; improve Menlo Park's overall health, wellness, and quality of life through transportation enhancements; support local and regional transit that is efficient, frequent, convenient, and safe; provide a range of transportation choices for the Menlo Park community; and to promote the safe use of bicycles as a commute alternative and for recreation.

Background

On August 5, 2013, the San Mateo County Transportation Authority (SMCTA) issued a call for projects for the Measure A Grade Separation Program. In response to the call for projects, the City of Menlo Park (City) requested \$750,000 in Measure A funds for the Project. On November 14, 2013, SMCTA programmed funds from the Measure A Grade Separation Program for the Project.

The Project was included in the City's Capital Improvement Plan (CIP) for Fiscal Year (FY) 2015-16. The Project seeks to advance the previous work on potential grade separations along the Caltrain railroad tracks within the City to increase safety of all modes of travel. The scope of the Project includes evaluation of the current two preferred alternatives, the Ravenswood Avenue underpass alternative and the hybrid (partially lowered roadway and partially raised railroad tracks) alternative, per direction at the City Council meeting on May 5, 2015. Prior studies evaluated six total alternatives that were refined to the two alternatives that are under consideration with this Project. Alternatives were refined based on various factors including feasibility to construct within City limits, impacts to adjacent properties, construction costs, construction impacts and community feedback.

After consulting with the City Council Rail Subcommittee on December 14, 2015, staff issued a Request for Proposals for this Project. On January 21, 2016, three consultant teams submitted proposals. A panel of

City and Caltrain staff reviewed the proposals and identified the most qualified teams to invite for interviews. On February 4, 2016, City and Caltrain staff interviewed two consultant teams and selected AECOM as the most qualified team. They were determined to be the most qualified based upon their expertise in similar railroad grade separation Project Study Reports (PSR) and Community Engagement. The highest ranked consultant team for the Project, AECOM, was awarded the Project. On March 15, 2016, City Council approved award of the contract and work on the study commenced.

Analysis

The scope of work for the Project consists of data collection and review; community engagement; identification and evaluation of grade separation conceptual designs; and preparation of draft and final PSR and preliminary design plans (15 percent level of completion). The community engagement process includes at least three community outreach meetings, seven Council and/or Commission meetings, three-dimensional graphic renderings and/or video simulations, and extensive communications with the various stakeholders. The Project goals are to reduce traffic congestion through grade separation of rail traffic from other modes, maintain local access and circulation as much as feasible, and improve safety at the railroad crossing, with the priority on the Ravenswood Avenue location. The Project would allow the City Council to identify a recommended alternative and identify future studies, permits, potential funding sources and other special requirements that will be required to advance the grade separation to the environmental phase.

The Project team began evaluating the two options currently being considered: the Ravenswood Avenue underpass alternative and the hybrid (partially lowered roadway and partially raised railroad tracks) alternative. As part of this evaluation, two variations of the hybrid alternative were developed. The three alternatives currently being considered are illustrated in Attachments A, B and C and are described below. All three alternatives provide safety and traffic circulation benefits by grade separating at Ravenswood Avenue, the at-grade crossing with the highest traffic volumes of all types of modes. Additionally, all three enhance bicycle and pedestrian facilities in the vicinity of the Ravenswood Avenue and Alma Street intersection.

Construction cost estimates will be a factor in determining a preferred alternative and will be evaluated and presented as part of the next steps. The direction received will allow the Project team to develop these cost estimates when the Project is brought to the City Council again later this year.

Alternative A: Ravenswood Avenue Underpass

Under this alternative, the rail tracks would remain at the existing elevation and Ravenswood Avenue would be lowered to run under the railroad tracks.

Opportunities of this alternative include:

- A grade separation at the highest priority crossing location;
- No change in the visual impacts throughout the Caltrain corridor in the City;
- A grade separation of Alma Street to improve north/south connectivity, restoring the through movement on Alma Street;
- Minimal impact to the railroad alignment and operations; and
- The least amount of construction impacts compared to other alternatives.

The constraints of this alternative include:

- Limitations on types of future grade separations at other Caltrain crossings;

- Elimination of access from Ravenswood Avenue to Alma Street;
- Restriction of access from Ravenswood Avenue to Alma Lane and Merrill Street;
- The greatest impacts to Ravenswood Avenue due to the deep excavation required;
- The steepest roadway slopes; and
- Limited sidewalk access.

Alternative B: Hybrid with two grade separated crossings

Under this alternative, grade separations would be constructed at Ravenswood and Oak Grove Avenues. The rail tracks would be raised approximately 14 feet from the existing elevation at Ravenswood Avenue and approximately 6 feet at Oak Grove Avenue. Ravenswood Avenue would be lowered approximately 8 feet and Oak Grove approximately 15 feet at the railroad tracks. A maximum rail elevation of approximately 17 feet from existing grade would occur across from the Library and Arrillaga Family Gymnasium parking lot.

The opportunities presented with this alternative include:

- Grade separations at the two Caltrain track crossings with highest multi-modal traffic volumes;
- The ability to maintain access between Ravenswood Avenue and Alma Street, Alma Lane, and Merrill Street;
- The least impact to the elevation of Ravenswood Avenue compared to other alternatives; and
- The ability to potentially restore all movements at the intersection of Ravenswood Avenue and Alma Street.

The constraints of this alternative include:

- The highest railroad elevation of the alternatives (approximately 17 feet above existing elevation adjacent to Library and Arrillaga Family Gymnasium);
- Additional street and driveway access impacts at Oak Grove Avenue at Alma Street, Merrill Street and Derry Lane; and
- A steeper roadway slope at Oak Grove Avenue than Alternative C.

Alternative C: Hybrid with three grade separated crossings

Under this alternative, grade separations would be constructed at Ravenswood, Oak Grove and Glenwood Avenues and the railroad profile elevation would be generally flatter than Alternative B. The rail tracks would be raised approximately 10 feet at Ravenswood and Oak Grove Avenues and approximately 15 feet at Glenwood Avenue. Ravenswood Avenue would be lowered approximately 12 feet, Oak Grove Avenue approximately 11 feet and Glenwood Avenue approximately 5 feet at the railroad tracks. A maximum rail elevation of approximately 10 feet from existing grade would occur from Ravenswood Avenue to Oak Grove Avenue including the station area.

The opportunities presented with this alternative include:

- Grade separating three of the four crossings along this rail corridor;
- Maintaining access along Ravenswood Avenue at Alma Street, Alma Lane and Merrill Street;
- Less severe impacts to access at Oak Grove Avenue than Alternative B;
- Lower maximum rail elevation than Alternative B; and
- The ability to potentially restore full access at the intersection of Ravenswood Avenue and Alma Street.

The constraints of this alternative include:

- The highest number of access impacts of the alternatives and
- An elevated railroad for the longest stretch compared to the other alternatives.



Community Engagement

On May 2, 2016, the first Community Meeting was held at the Arrillaga Family Recreation Center. The meeting's purpose was to hear from the community about their preferences and concerns prior to the start of the preliminary engineering. The Project team gave a presentation to orient attendees to the purpose of the Project, existing conditions, and information regarding railroad crossing options and potential aesthetic treatments. The presentation also illustrated the two options currently being studied: the Ravenswood Avenue underpass alternative and the hybrid (partially lowered roadway and partially raised railroad tracks) alternative. The questions, comments and feedback from this meeting are documented in a meeting summary and posted on the Project web page (www.menlopark.org/ravenswood).

On October 4, 2016, the second Community Meeting was held at the Menlo Church Social Hall in downtown Menlo Park. The purpose of this meeting was to present the three preliminary alternatives described above and receive additional feedback on preferences and concerns. Other items on which community feedback was requested included aesthetics, in-bound or out-bound loading platforms at the station, bicycle and pedestrian access paths, critical street and driveway access points, preferences on Ravenswood Avenue/Alma Street intersection configuration, and preferred number of grade separations. The presentation and exhibits and a summary of input received at this meeting are posted on the Project web page.

Other community outreach performed to date as part of this study include:

- Informational presentation by staff at Parks and Recreation Commission, May 25, 2016
- Informational presentation by staff at Library Commission, June 13, 2016
- Meeting with Fire District and Police Department representatives, September 27, 2016
- Presentation to Chamber of Commerce, Business and Transportation Issues Committee meeting, September 29, 2016
- Transportation Commission Regular Business Item, November 9, 2016
- Bicycle Commission Regular Business Item, November 14, 2016
- Planning Commission Regular Business Item, December 5, 2016
- On-going meetings with individual stakeholders and adjacent property and business owners

Upcoming community outreach to occur later in 2017 includes:

- Third Community Meeting
- Bicycle Commission update
- Transportation Commission update
- Planning Commission update
- Meeting with Fire District and Police Department representatives
- On-going meetings with individual stakeholders including local schools and adjacent property and business owners
- City Council

The Project team has compiled the feedback received and summarized common themes below. A matrix comparing the alternatives is attached as Attachment D.

- Rail/Vehicle Conflict
- East/West Connectivity
- Pedestrian/Bicycle Access
- Horn Noise Impacts
- Alma St/Ravenswood Ave Connectivity
- Visual Impacts
- Property/Driveway Impacts and Disruption During Construction

- Order of Magnitude Cost
- Traffic Operations

City Council Direction

The Project scope initially included analysis of two alternatives, an underpass and a hybrid, however as the Project team began analysis of the hybrid option, two variations materialized as follows:

- Alternative B that grade separates two crossings with a higher maximum rail elevation and
- Alternative C that grade separates three crossings with a lower maximum rail elevation.

Staff is requesting that the City Council, after considering community, Commission and Council feedback received to date, chose a hybrid option to advance to the third community workshop along with the underpass option.

The requirements of the grant state that the City must evaluate an alternative that would accommodate a third passing track. Preliminary evaluations have determined that the third passing track would likely require the City to provide additional right-of-way along the station to accommodate a third track, station platforms, and required clearances. Given the current status and anticipated schedule of the California High Speed Rail Project and uncertainty regarding the need for a passing track in this location, staff recommends that the Ravenswood Avenue Railroad Crossing Project be advanced with two tracks and a center-loading station platform, with a future ability to add a passing track to the east side (Alma Street side) of the station and structures. This approach would preserve the City's ability to negotiate right-of-way needs at a later date, once the California High Speed Rail Authority has determined the preferred alignment for the San Francisco to San Jose section. Additionally, the Ravenswood Avenue Railroad Crossing project could proceed while reducing the need for additional construction if the need for a passing track advances.

Staff requests the City Council provide direction on the following items:

- Choose one hybrid alternative to advance with the underpass alternative to next community workshop
- Identify the preferred station configuration
- Identify the approach for considering a potential passing (third) track

Next Steps

Upon receipt of direction from City Council, the Project team will incorporate the feedback and direction into the designs of the alternatives. Construction impact evaluations, construction cost estimates, and economic impact evaluations will be developed and the updated alternatives will be presented at a third Community Meeting as well as to the Transportation, Bicycle and Planning Commissions. Individual stakeholder outreach will continue throughout this process. The feedback received from all parties will be summarized before returning to the City Council for selection of a preferred alternative later in 2017 to advance the Project to environmental studies and final design.

Impact on City Resources

The Project was included in the CIP for FY 2015-16, with a total budget in the amount of \$750,000. Through the Measure A Grade Separation Program, the SMCTA will reimburse the City up to \$750,000 for the Project. Including contingency and staff time, the total approved budget is \$825,000. Staff resources are available to complete the existing scope.

Environmental Review

The results of this phase of the Project will identify required environmental reviews and studies required to advance the Project. Environmental reviews and studies will be completed as part of the next phase of work, not as part of this scope.

Public Notice

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. Additionally, an email was sent on February 1, 2017 to the project interest list notifying them of the City Council meeting.

Attachments

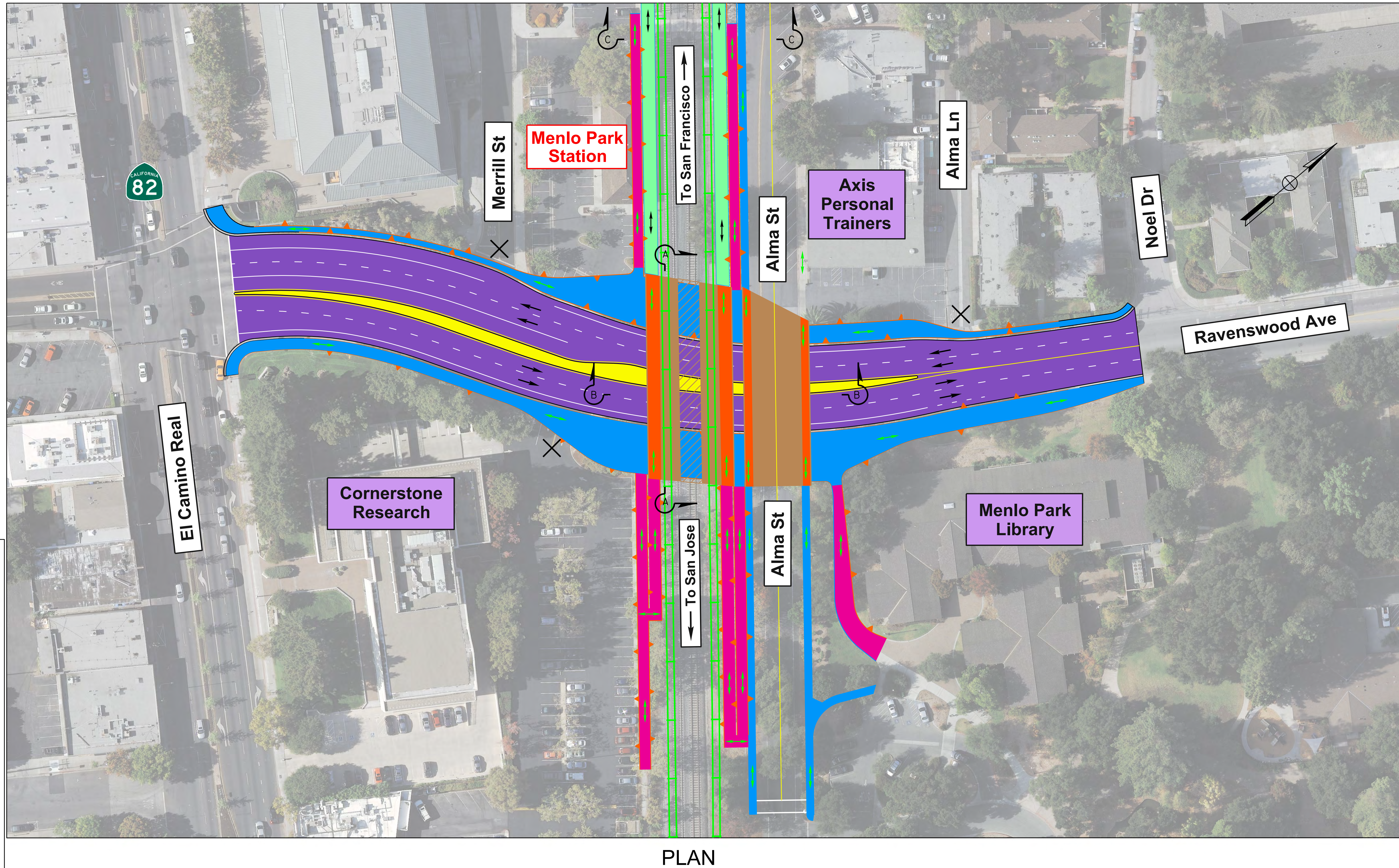
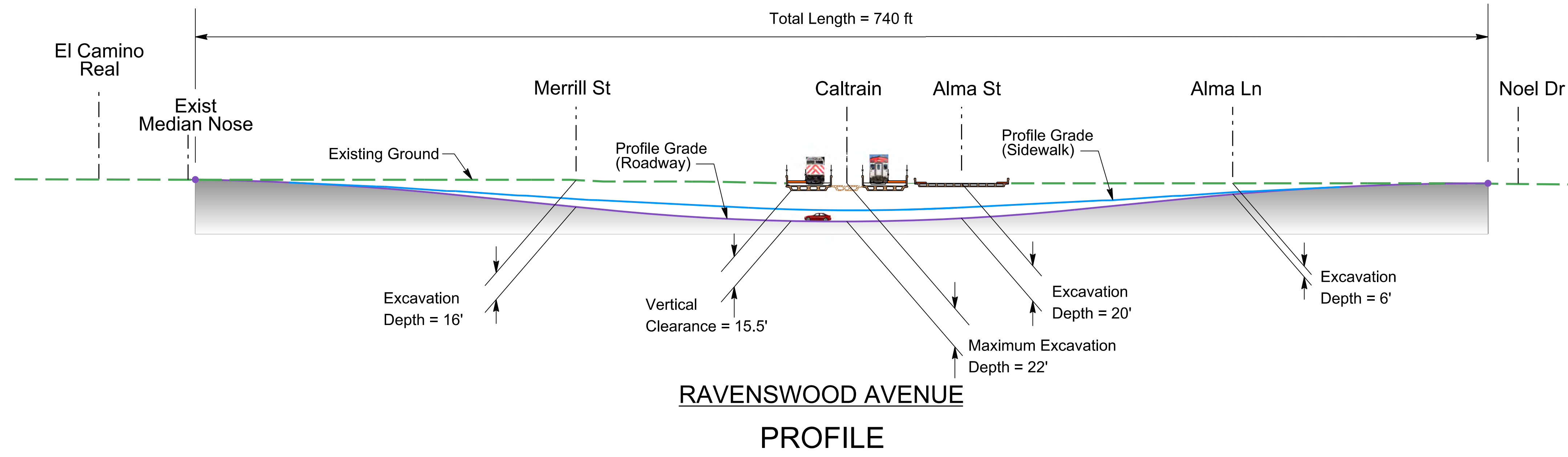
- A-1. Alternative A, Plan & Profile – Ravenswood Avenue
- A-2. Alternative A, Photo Simulation Looking East along Ravenswood
- B-1. Alternative B, Plan & Profile – Ravenswood Avenue
- B-2. Alternative B, Plan & Profile – Oak Grove Avenue
- B-3. Alternative B, Photo Simulation Looking East along Ravenswood
- C-1. Alternative C, Plan & Profile – Ravenswood Avenue
- C-2. Alternative C, Plan & Profile – Oak Grove Avenue
- C-3. Alternative C, Plan & Profile – Glenwood Avenue
- C-4. Alternative C, Photo Simulation Looking East along Ravenswood
- D. Alternatives Comparison Matrix

Report prepared by:

Angela R. Obeso, Associate Transportation Engineer

Report reviewed by:

Nicole H. Nagaya, Assistant Public Works Director



- LEGEND:**
- Track
 - Retaining Wall
 - Structure
 - Future Track Structure
 - Driveway Access
 - Limits of Roadway Modifications
 - Median / Curbed Island
 - Sidewalk Modifications
 - Sidewalk on Structure
 - Station Platform
 - Pedestrian Ramps (ADA Compliant)
 - Access Modification or Restriction

Plan & Profile - Ravenswood Avenue (Alternative A)

0ft 40ft 80ft

PRELIMINARY
FOR DISCUSSION PURPOSES ONLY
October 4, 2016



**Ravenswood Avenue
Railroad Crossing
Project**



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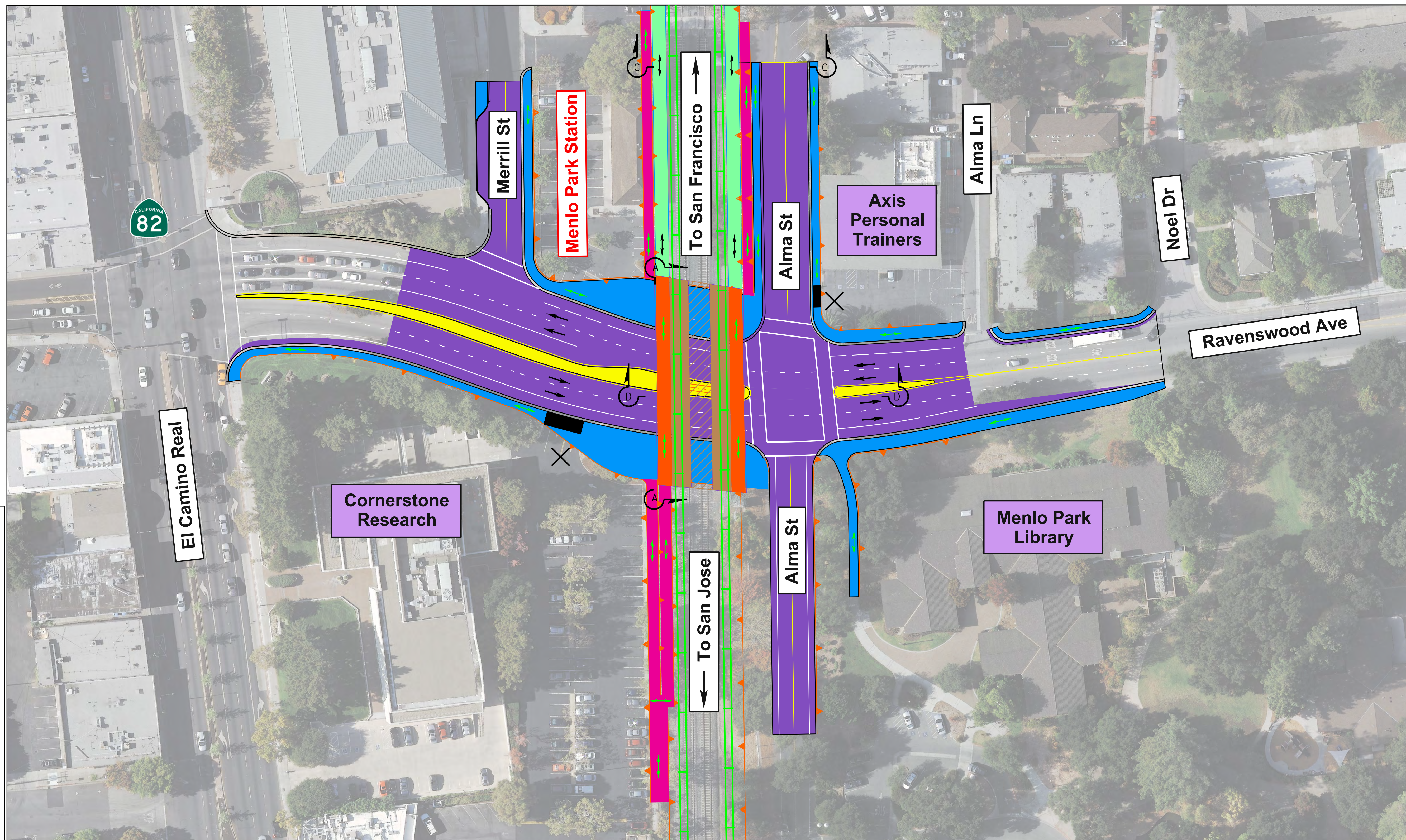
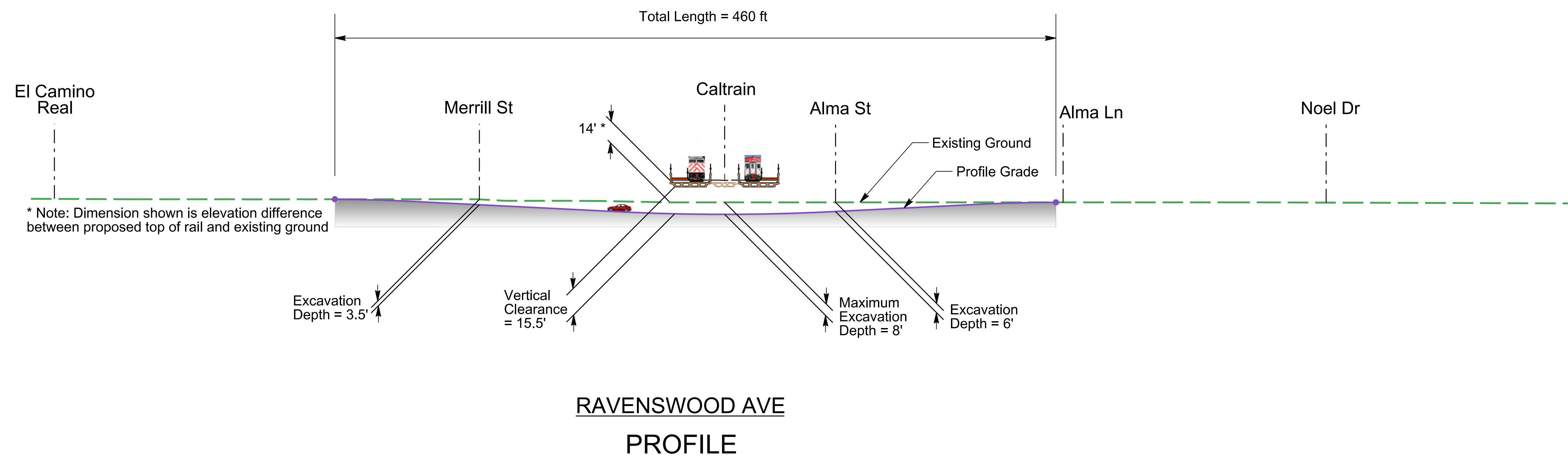
Alternative A

Photo Simulation Looking East along Ravenswood



Ravenswood Avenue Railroad Crossing Project

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PLAN

Plan & Profile - Ravenswood Avenue (Alternative B)

PRELIMINARY
FOR DISCUSSION PURPOSES ONLY
October 4, 2016

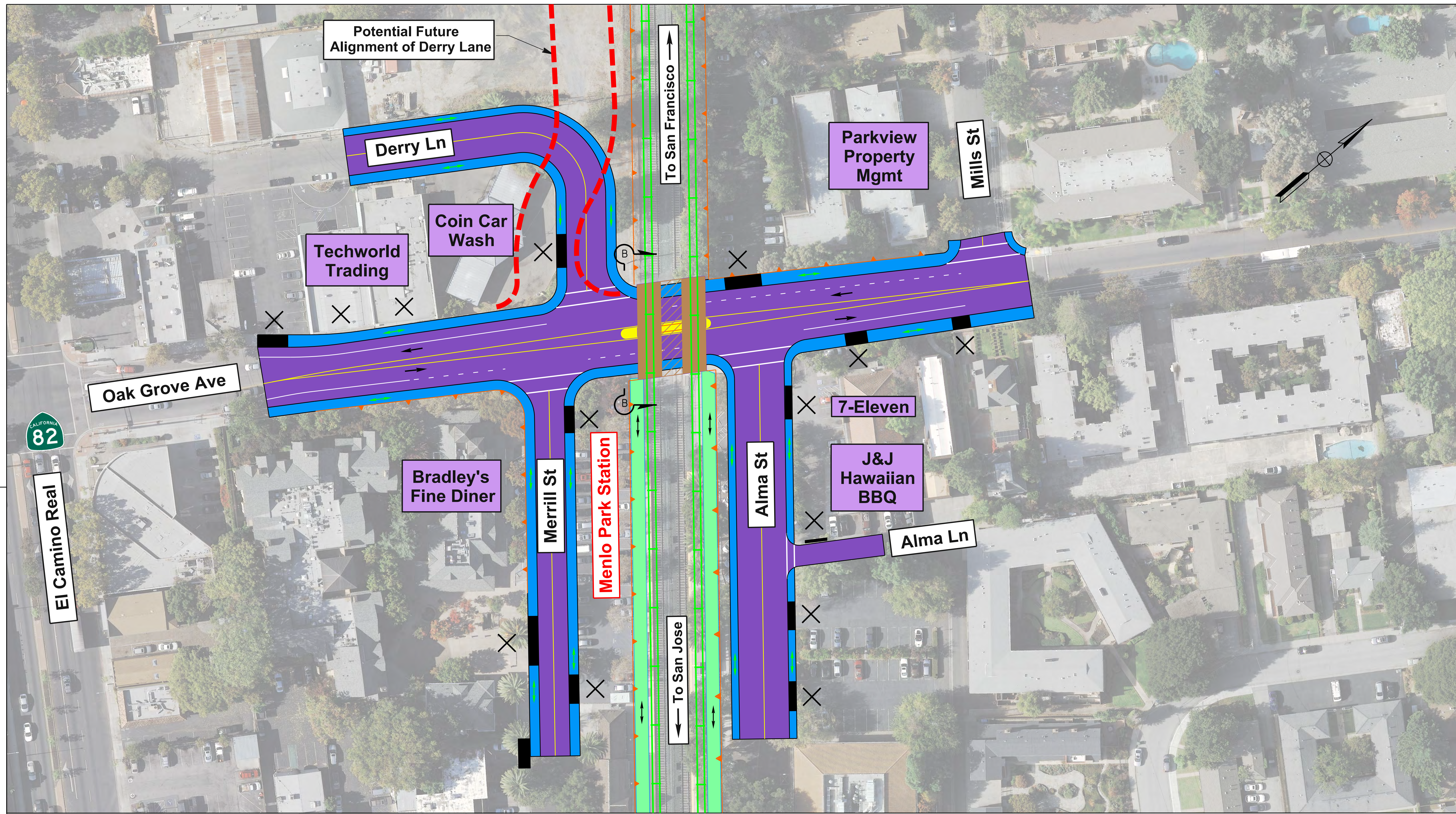
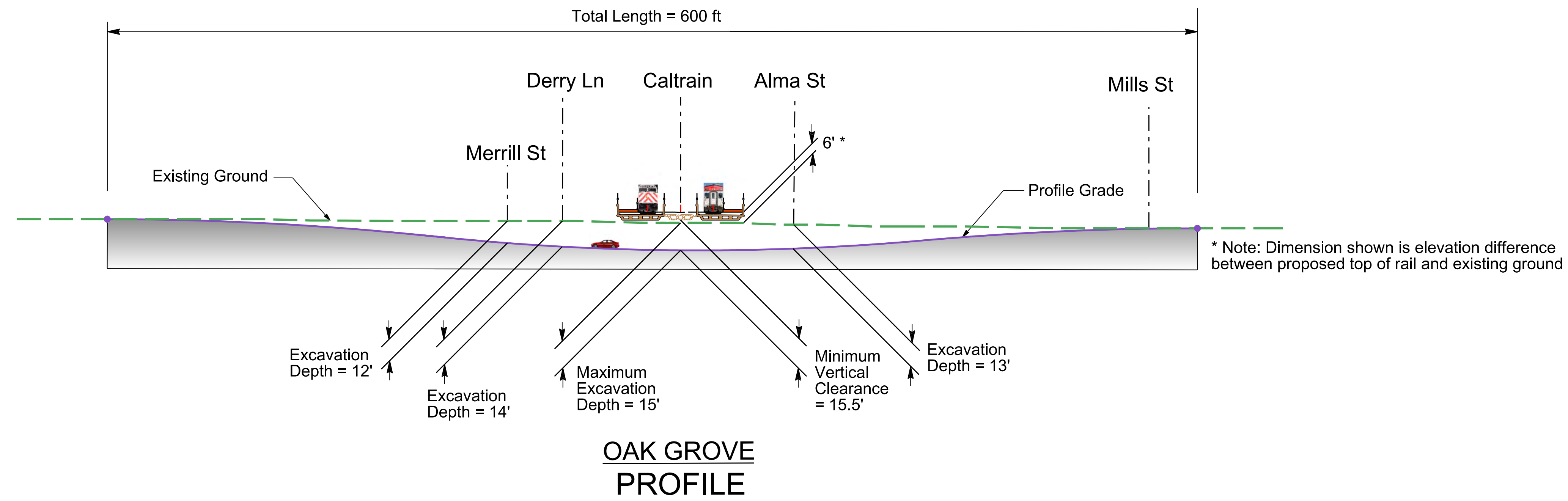
- LEGEND:**
- Track
 - Retaining Wall
 - Structure
 - Future Track Structure
 - Driveway Access
 - Limits of Roadway Modifications
 - Median / Curbed Island
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 - Sidewalk on Structure
 - Station Platform
 - Pedestrian Ramps (ADA Compliant)
 - Access Modification or Restriction



**Ravenswood Avenue
Railroad Crossing
Project**



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- LEGEND:**
- Track
 - Retaining Wall
 - Structure
 - Future Track Structure
 - Driveway Access
 - Limits of Roadway Modifications
 - Median / Curbed Island
 - Sidewalk Modifications
 - Sidewalk on Structure
 - Station Platform
 - Pedestrian Ramps (ADA Compliant)
 - Access Modification or Restriction

Plan & Profile - Oak Grove Avenue (Alternative B)

0ft 40 80 ft

PRELIMINARY
FOR DISCUSSION PURPOSES ONLY
October 4, 2016



**Ravenswood Avenue
Railroad Crossing
Project**



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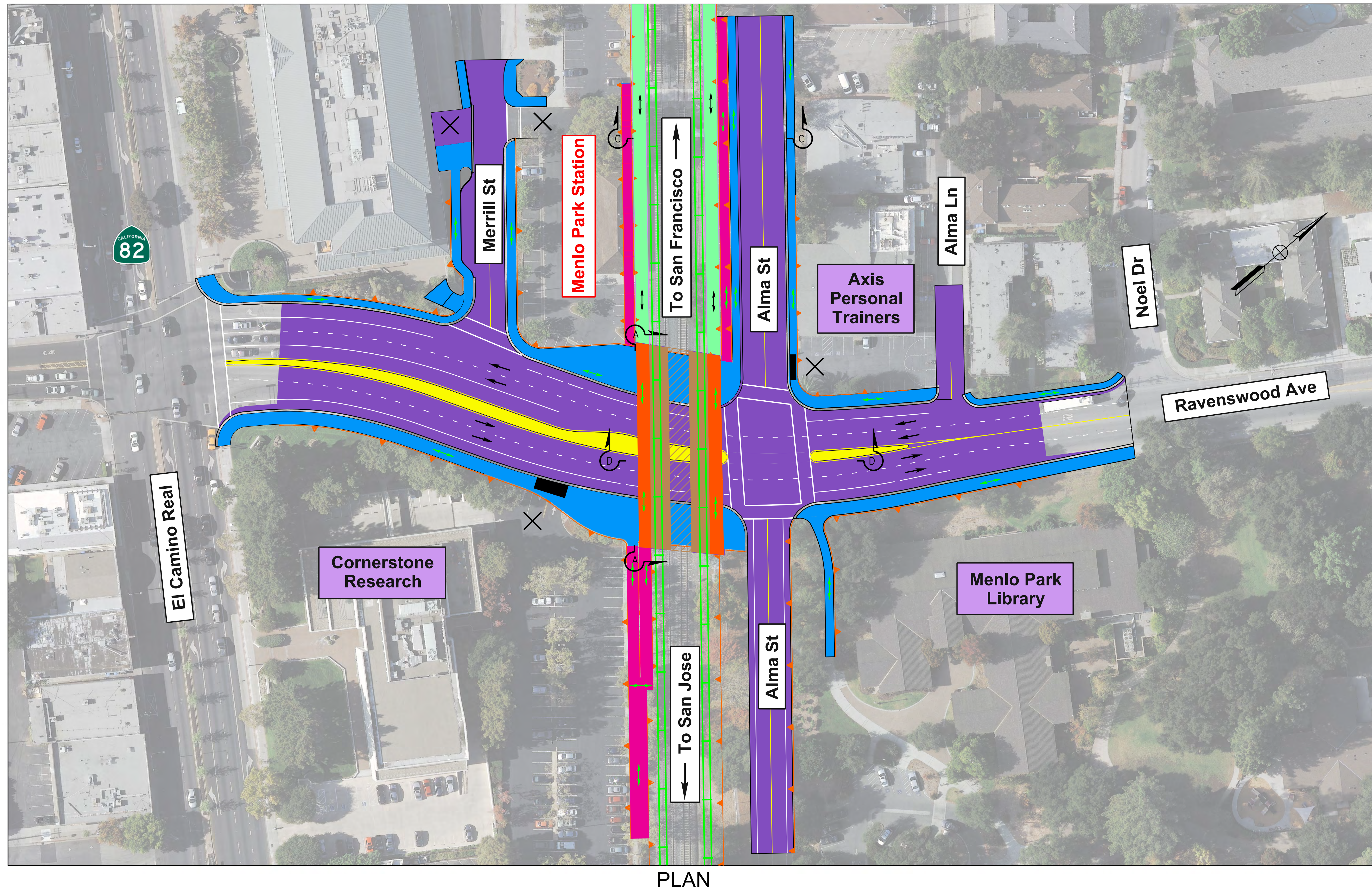
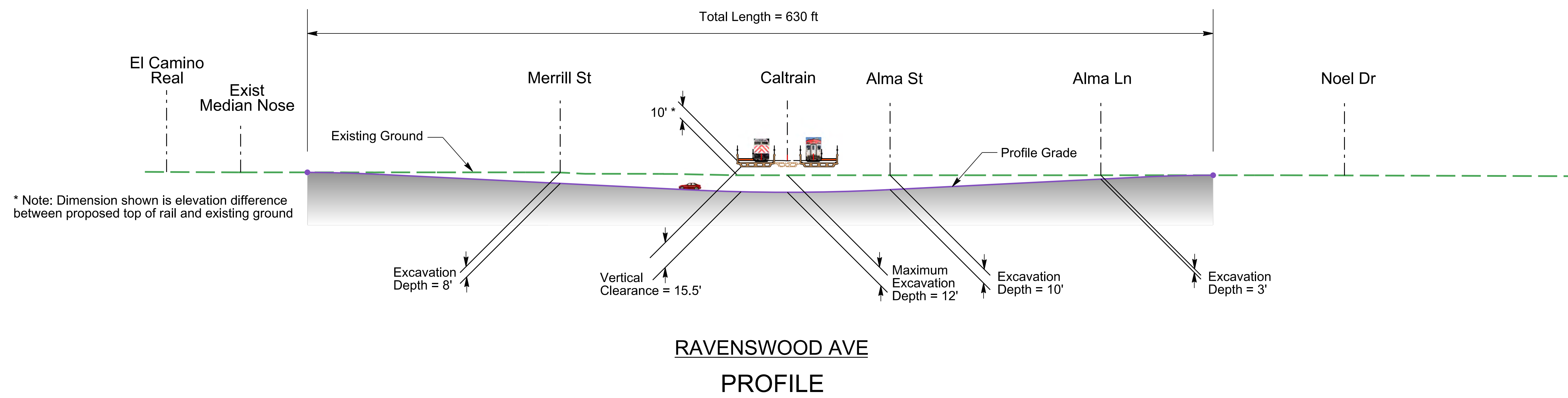
Alternative B

Photo Simulation Looking East along Ravenswood



Ravenswood Avenue Railroad Crossing Project

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- LEGEND:**
- Track
 - Retaining Wall
 - Structure
 - Future Track Structure
 - Driveway Access
 - Limits of Roadway Modifications
 - Median / Curbed Island
 - Sidewalk Modifications
 - Sidewalk on Structure
 - Station Platform
 - Pedestrian Ramps (ADA Compliant)
 - Access Modification or Restriction

Plan & Profile - Ravenswood Avenue (Alternative C)

0ft 40ft 80ft

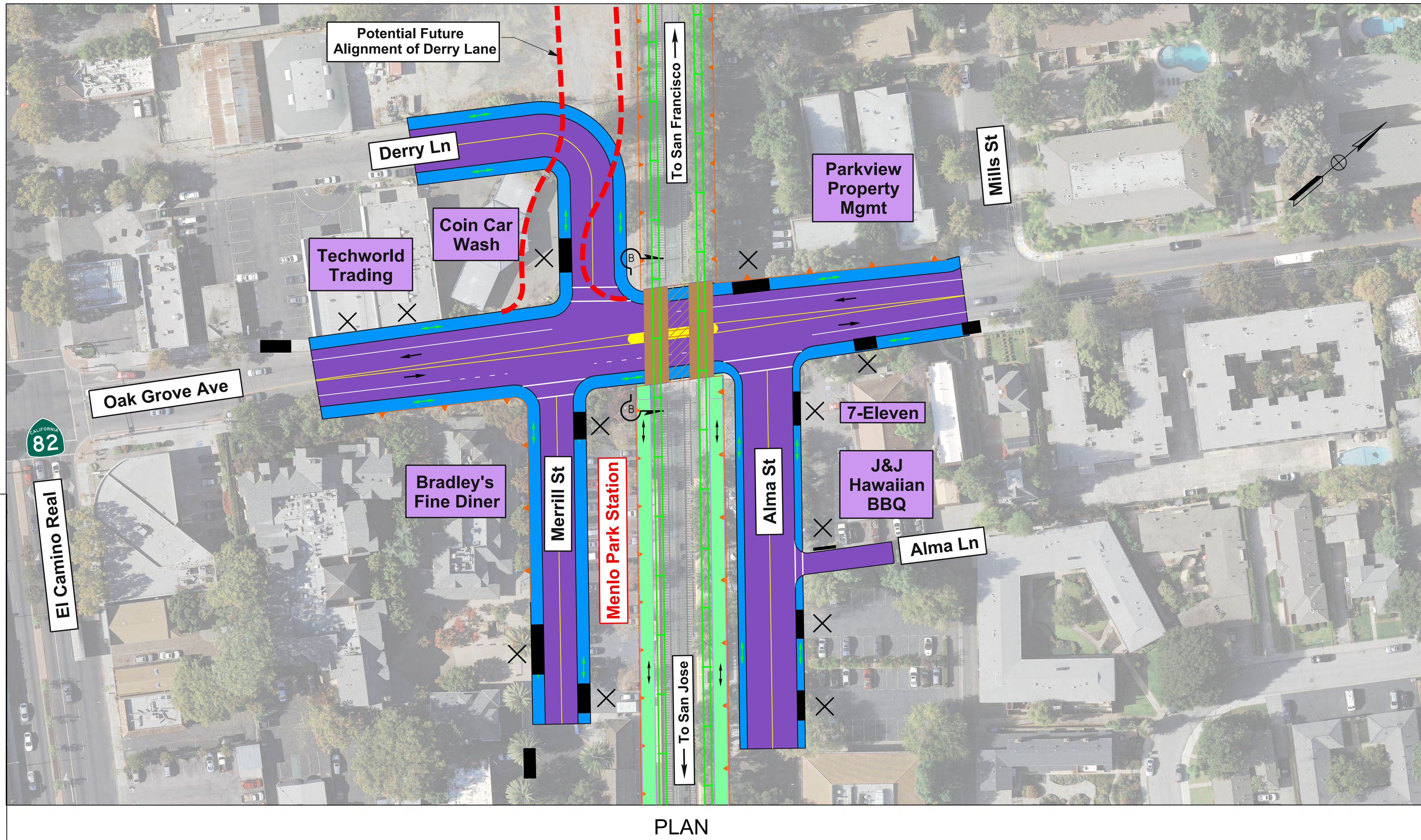
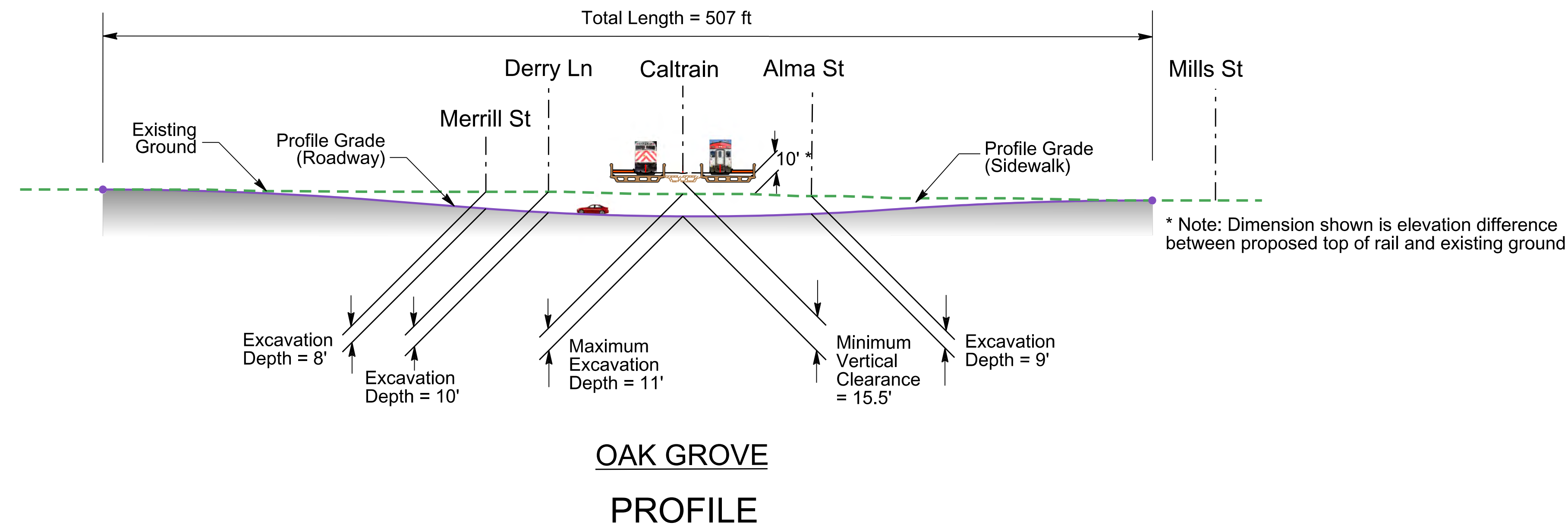
PRELIMINARY
FOR DISCUSSION PURPOSES ONLY
October 4, 2016



**Ravenswood Avenue
Railroad Crossing
Project**



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- LEGEND:**
- Track
 - Retaining Wall
 - Structure
 - Future Track Structure
 - Driveway Access
 - Limits of Roadway Modifications
 - Median / Curbed Island
 - Sidewalk Modifications
 - Sidewalk on Structure
 - Station Platform
 - Pedestrian Ramps (ADA Compliant)
 - Access Modification or Restriction

Plan & Profile - Oak Grove Avenue (Alternative C)

0ft 40 80 ft

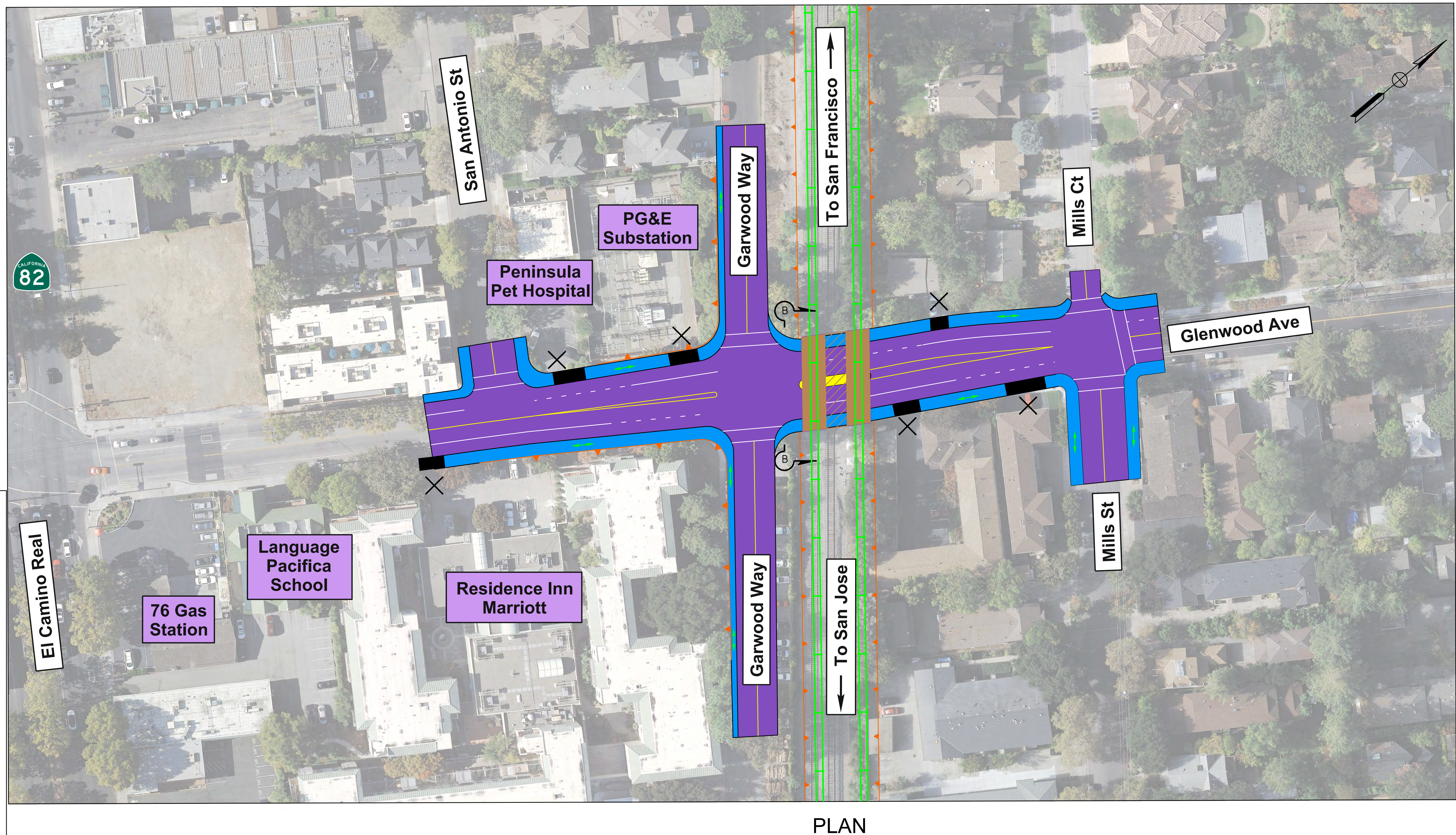
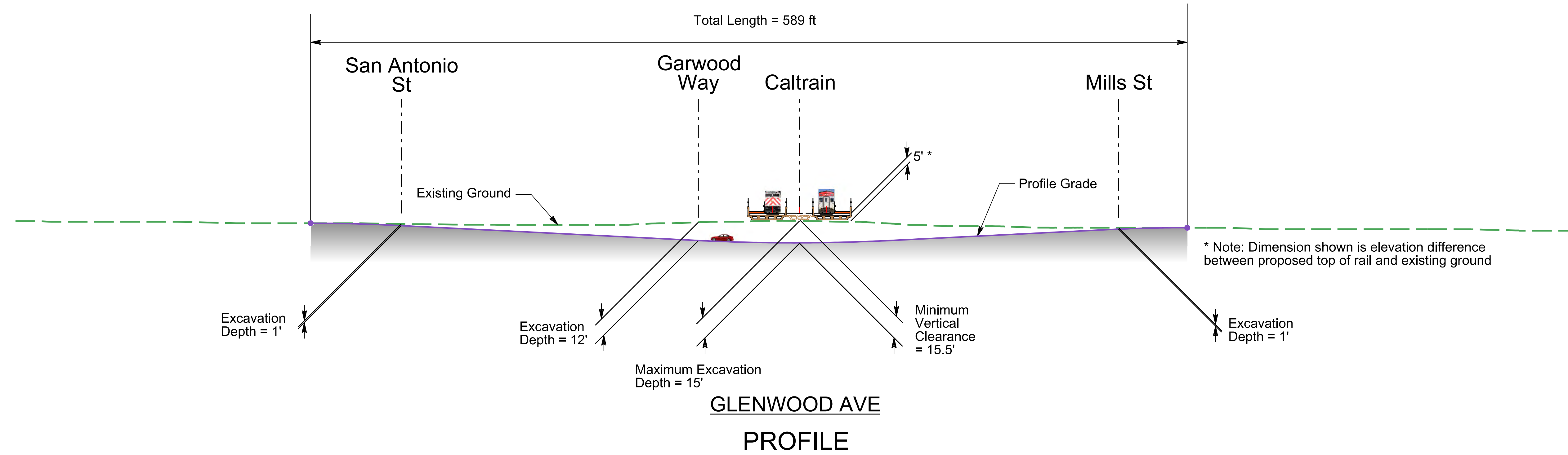
PRELIMINARY
FOR DISCUSSION PURPOSES ONLY
October 4, 2016



**Ravenswood Avenue
Railroad Crossing
Project**



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- LEGEND:**
- Track
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 - Median / Curbed Island
 - Sidewalk Modifications
 - Sidewalk on Structure
 - Station Platform
 - Pedestrian Ramps (ADA Compliant)
 - Access Modification or Restriction

Plan & Profile - Glenwood Avenue (Alternative C)

PRELIMINARY
FOR DISCUSSION PURPOSES ONLY
October 4, 2016



**Ravenswood Avenue
Railroad Crossing
Project**



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Simulation Looking East along Ravenswood



Ravenswood Avenue Railroad Crossing Project

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Alternatives Comparison

- Color coded rating system
- Ratings based on qualitative assessment and quantitative assessment

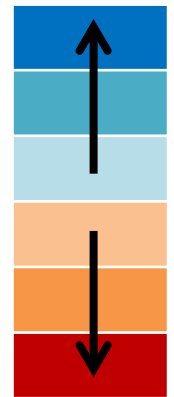


Ravenswood Avenue Railroad Crossing Project

Alternatives Matrix

	A	B	C
Alternatives →	 <p>ALTERNATIVE A: UNDERPASS (RAVENSWOOD ONLY)</p>	 <p>ALTERNATIVE B: HYBRID (RAVENSWOOD & OAK GROVE)</p>	 <p>ALTERNATIVE C: HYBRID (RAVENSWOOD, OAK GROVE, & GLENWOOD)</p>
Reduced Potential Rail/Vehicle Conflict	Light Blue	Medium Blue	Dark Blue
East/West Connectivity	Light Blue	Medium Blue	Dark Blue
Ped/Bike Access	Light Blue	Medium Blue	Dark Blue
Horn Noise	Light Blue	Medium Blue	Dark Blue
Alma St/Ravenswood Ave Connectivity	Red	Light Blue	Light Blue
Visual	Light Orange	Orange	Light Orange
Property/Driveway Impacts	Light Orange	Orange	Red
Disruption During Construction	Light Orange	Orange	Red
Order of Magnitude Cost	Light Orange	Orange	Red
Traffic Operations	Orange	Light Blue	Medium Blue

Improvement



Impact

Ravenswood Avenue Railroad Crossing Project



2/23/2017



CALIFORNIA
High-Speed Rail Authority

**SAN FRANCISCO TO SAN JOSE
PROJECT SECTION**

Local Policy Maker Group
Thursday, February 23, 2017
San Carlos, California



INTRODUCTIONS

CALIFORNIA HIGH-SPEED RAIL PROGRAM UPDATE

Jeff Morales, CEO

HIGH-SPEED RAIL: Connecting California

LEGEND

- Phase 1
- Phase 2
- Proposed Station

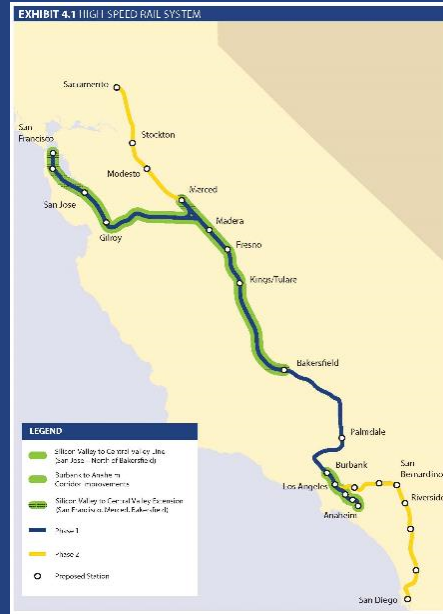
- Increase Mobility**
- Needed Alternative**
- Better Air Quality**

- Job Growth**

4

2016 BUSINESS PLAN: Key Highlights

- Capital Cost Reduction:
 - » \$67.6 Billion (2014) to \$64.2 Billion
- Silicon Valley to Central Valley Line
 - » Operational by 2025
 - » San Jose-North of Bakersfield
 - » \$20.7 Billion – Fully Fundable
- Extension to San Francisco, Merced & Bakersfield
 - » Operational by 2025
 - » Additional \$2.9 Billion – Seek Federal Funds
- Phase 1 (San Francisco-LA/Anaheim)
 - » Operational by 2029



HIGH-SPEED RAIL: It's Happening!

- Approximately 119 Miles
- Madera to North of Bakersfield
- Approximately \$3 Billion Investment



CONSTRUCTION VIDEO



CONNECTING CALIFORNIA: Northern California

- Improves Mobility & Upgrades Bay Area Transportation Infrastructure
- Connects Bay Area to Central Valley
- Blended System Along Peninsula
- Multi-Model Transportation Hubs
 - » Transbay Transit Center
 - » Millbrae-SFO
 - » San Jose Diridon Station
 - » Gilroy Station



THE BLENDED SYSTEM: What it Means

- **Reduced Costs**
- **Increased Ridership Capacity & Service**
 - › Primarily Shared Two Track System on Caltrain Corridor
- **Environmental Benefits:**
 - › Improved Regional Air Quality
 - › Reduction of Greenhouse Gas Emissions
- **Improved Safety**
 - › Positive Train Control
 - › Early Earthquake Warning System
 - › Quad Gates, Fencing & Grade Separations

THE BLENDED SYSTEM: How We Got Here

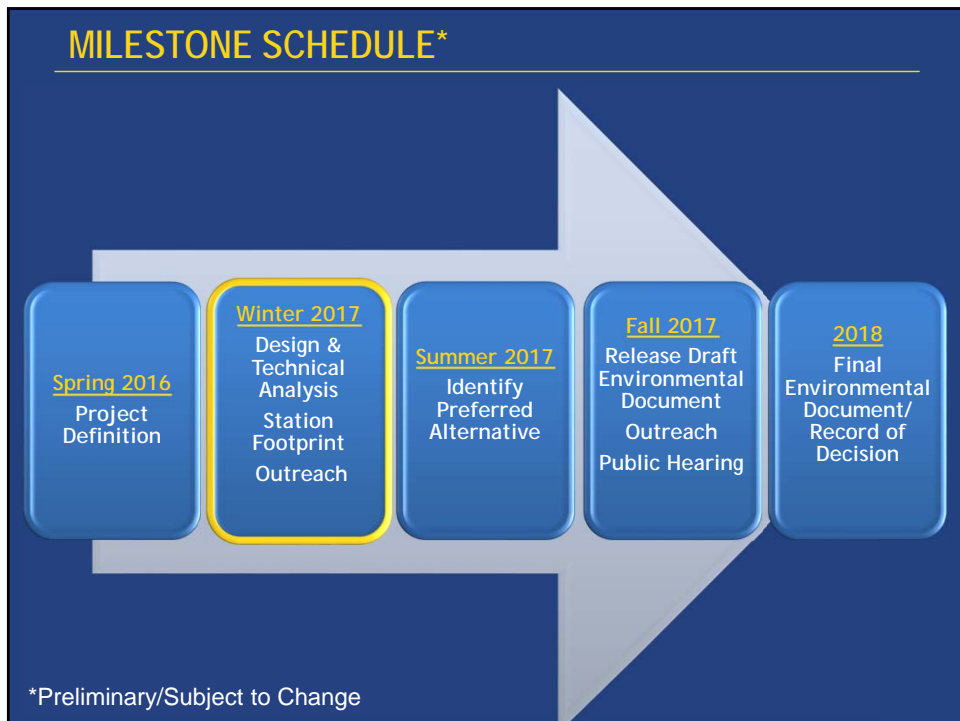
- **2004: Early Planning for a Shared Corridor**
- **2009: Planning Advanced**
- **2012: Revised 2012 Business**
- **2012: Senate Bill 1029**
- **2012/13: Regional MOU**
- **2016: Regional MOU Supplement**

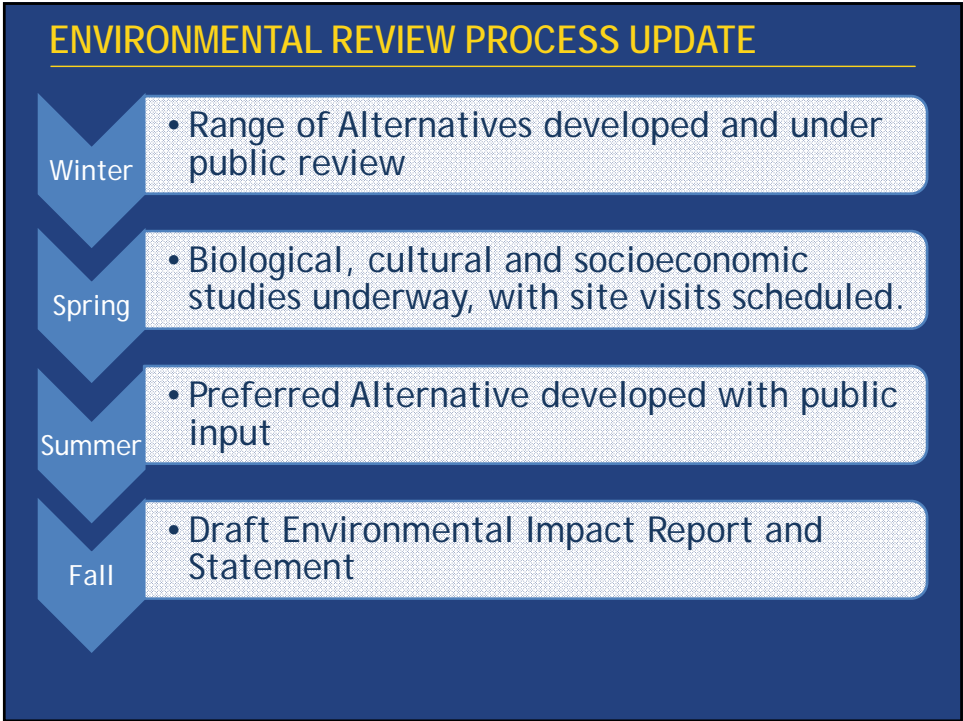
THE BLENDED SYSTEM: The State's Investment

- High-Speed Rail:
 - » \$713 Million for PCEP
 - » \$105 for PTC
- TIRCP:
 - » \$20 Million for PCEP

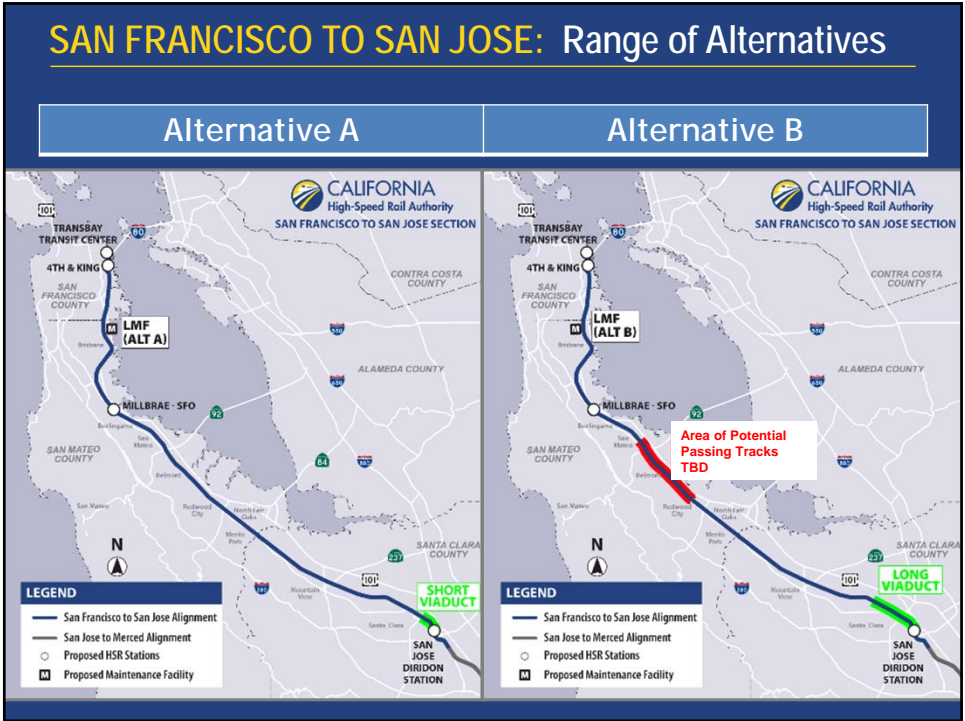


SAN FRANCISCO TO SAN JOSE PROJECT SECTION UPDATE Ben Tripousis





**RANGE OF ALTERNATIVES
UNDER CONSIDERATION**
Will Gimpel



SAN FRANCISCO TO SAN JOSE: Range of Alternatives

Alternative A	Alternative B
Light Maintenance Facility - Brisbane East	Light Maintenance Facility - Brisbane West
No Additional Passing Tracks	Additional Passing Tracks
Aerial Approach to Diridon - Short Viaduct	Aerial Approach to Diridon - Long Viaduct

LIGHT MAINTENANCE FACILITY: Range of Alternatives

Alternative A	Alternative B
<p>Light Maintenance Facility - Brisbane East</p> <ul style="list-style-type: none"> Relocates Bayshore Station Southbound platform to south end of existing station 	<p>Light Maintenance Facility - Brisbane West</p> <ul style="list-style-type: none"> Relocates Bayshore Station Southbound platform and east parking lot to south end of existing station

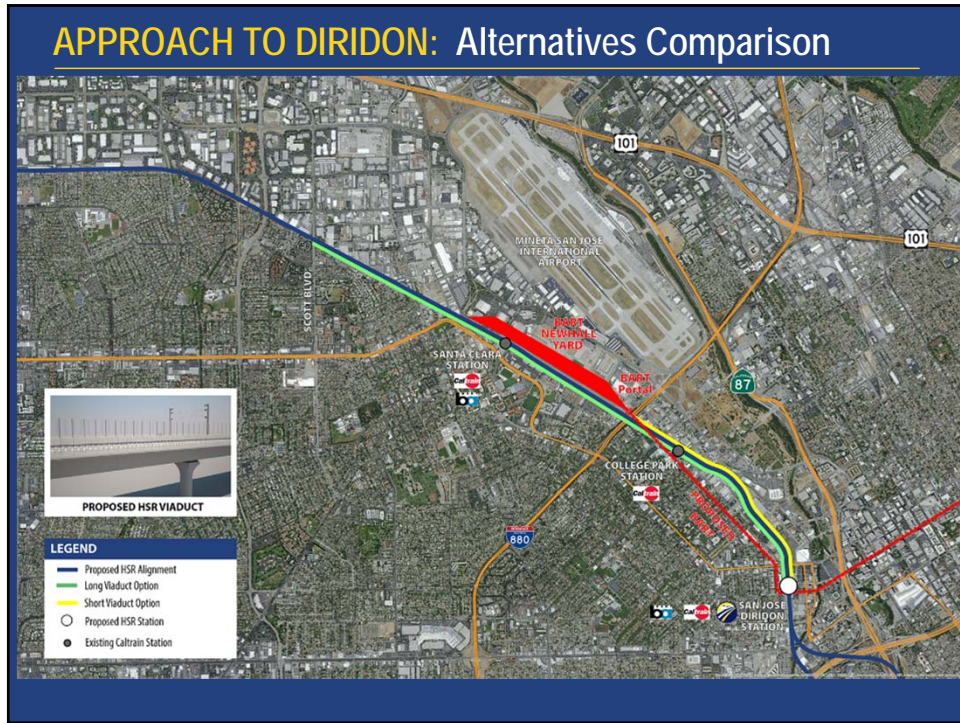
- **Similarities:**
 - » Allows for planned Geneva Avenue
 - » Reconstructs Tunnel Avenue Overcrossing
 - » Approximately 108 acres (West) and 114 acres (East)
 - » Caltrain Bayshore Station maintains planned connection to Schlage Development
 - » Caltrain Bayshore Station near existing location, Northbound platform in current location
 - » Yard Lead Flyover at Caltrain Bayshore Station

PROPOSED PASSING TRACKS: Range of Alternatives

Alternative A	Alternative B
<p>No Additional Passing Tracks</p> <ul style="list-style-type: none"> Would use existing four-track sections on the corridor at Lawrence, Redwood City, and Brisbane, similar to the Caltrain Baby Bullets Millbrae 4-track station will provide another opportunity for passing 	<p>Passing Track Option in the Mid-Peninsula</p> <ul style="list-style-type: none"> Multiple options in evaluation; one to be selected for EIR/EIS

PROPOSED PASSING TRACKS: Range of Alternatives





SAN FRANCISCO TO SAN JOSE: Common Project Elements

Common Project Elements *(same in both Alternatives)*

- San Francisco 4th & King Station Modifications
 - Dedicated platforms
- Millbrae Station Modifications
 - Dedicated platforms
- Operations
 - 110 MPH
 - 4 High-Speed Rail trains and 6 Caltrain trains per hour/per direction in the peak period
 - Track modifications are required to support higher speeds
- Safety modifications at 39 at-grade roadway crossings
- Address hold-out rule at Broadway and Atherton Caltrain Stations. (And at College Park Caltrain Station with Alternative A)

Note: At-Grade at Diridon still being studied.

OUTREACH UPDATE & BUSINESS OPPORTUNITIES

Morgan Galli

SAN FRANCISCO TO SAN JOSE: Outreach Update

- **Community Working Groups**

- » Meetings held in late January/early February
- » Topics included
 - Statewide Update & Range of Alternatives



- **Recent Outreach Activities**

- » Briefings to Elected Officials
 - San Bruno City Council Presentation
 - Millbrae City Council Presentation
- » Briefings to Business and Community Groups
 - SAMCEDA
 - San Francisco Chamber of Commerce
 - Little Hollywood Neighbors (San Francisco)
 - Friendly Acres Neighborhood Association (Redwood City)



- **Upcoming Outreach Activities**

- Bayview Hill Neighborhood Association (San Francisco) – March 6
- Old Quad Residents Association (City of Santa Clara) – March 14
- Open House Meetings – April (dates TBD)

CONNECTHSR: High-Speed Rail Vendor Registry

- Free Online Tool to Connect with Business Opportunities
- Open to All Businesses, Both Large & Small
- Describe & Connect Your Business:
 - › Type of Business
 - › Services Offered or Supplies Sold
 - › Service Counties
 - › Certifications
- Learn About:
 - › Future Contracting Opportunities
 - › Trainings/Workshops
- Register at www.connecthsr.com



FREE SMALL BUSINESS WORKSHOP

- Friday, March 10, 2017
- 9:00 a.m. – 1:00 p.m.
- Mexican Heritage Plaza
1700 Alum Rock Avenue
San Jose, CA 95116



- **Opportunities for Business Owners Include:**
 - › Networking
 - › Presentations from Sen. Jim Beall, San Jose Mayor Sam Liccardo
 - › Breakout Sessions
 - DGS On-the-Spot Small Business Certification Workshop
 - Learn about Disadvantaged Business Enterprise (DBE) Certification

PUBLIC COMMENT

**LPMG MEMBER
COMMENT/REQUESTS**

THANK YOU & STAY INVOLVED

Website: www.hsr.ca.gov

Helpline: 1-800-435-8670

Email: san.francisco_san.jose@hsr.ca.gov

Northern California Regional Office
California High-Speed Rail Authority
100 Paseo De San Antonio, Suite 206
San Jose, CA 95113
www.hsr.ca.gov



[instagram.com/cahsra](https://www.instagram.com/cahsra)



[facebook.com/CaliforniaHighSpeedRail](https://www.facebook.com/CaliforniaHighSpeedRail)

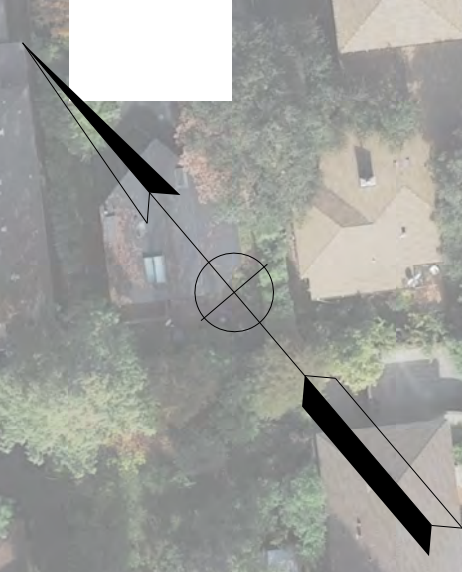


twitter.com/cahsra



[youtube.com/user/CAHighSpeedRail](https://www.youtube.com/user/CAHighSpeedRail)

31



MILLS ST

MILLS CT

GLENWOOD AVENUE

Caltrain R/W

Caltrain R/W

GARWOOD WAY

GARWOOD WAY

ENCINAL AVENUE

STONE PINE LANE

C

C

A

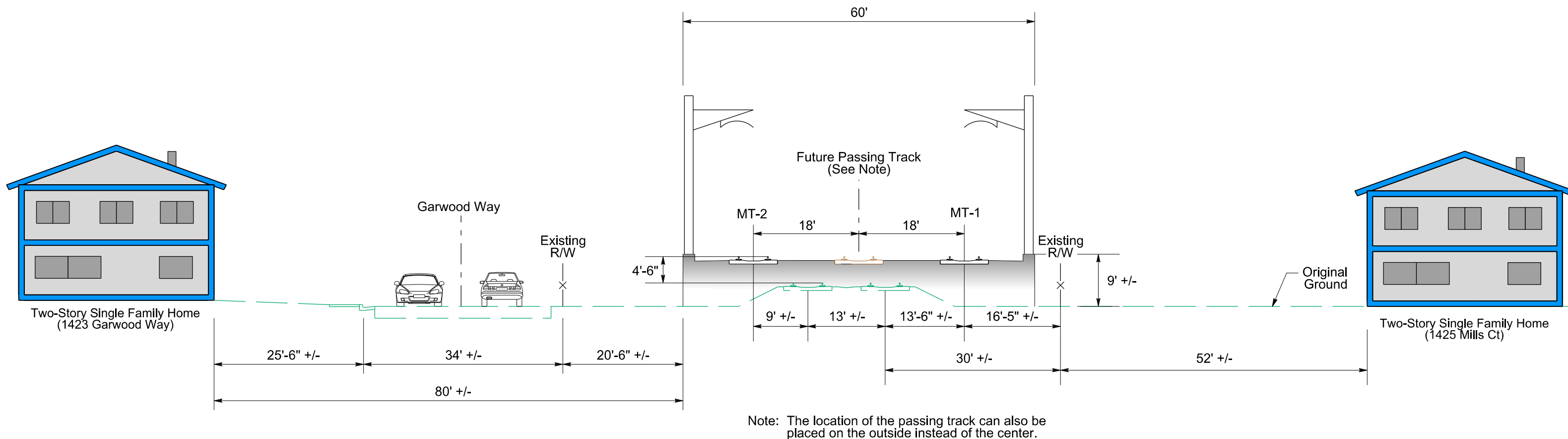
A

B

B

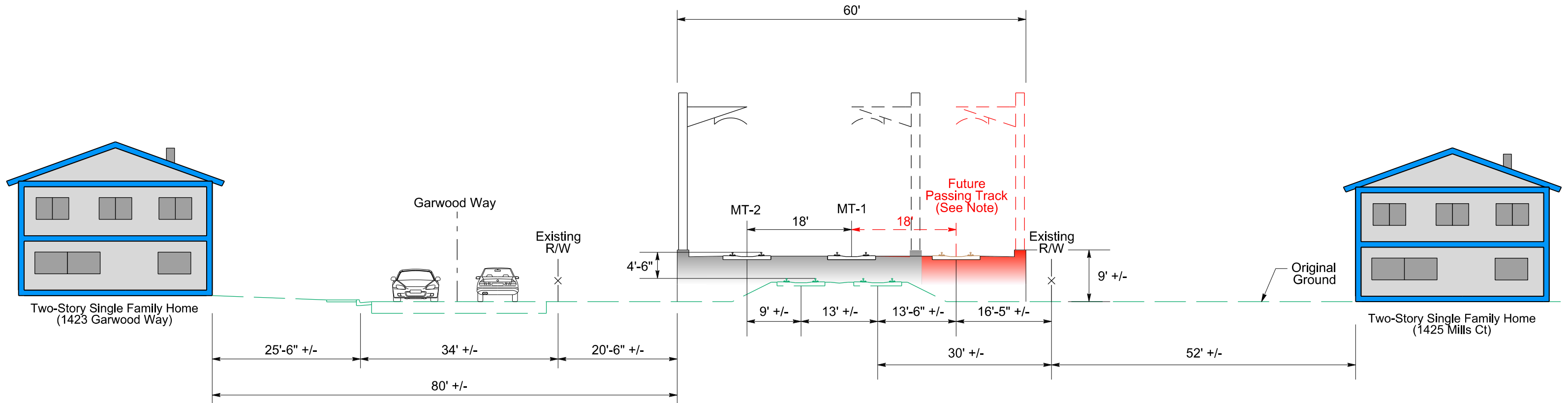
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Alternative C - Proposed Final Condition Option 1



Section A-A (Looking North) Garwood Way - 200 feet North of Glenwood Ave

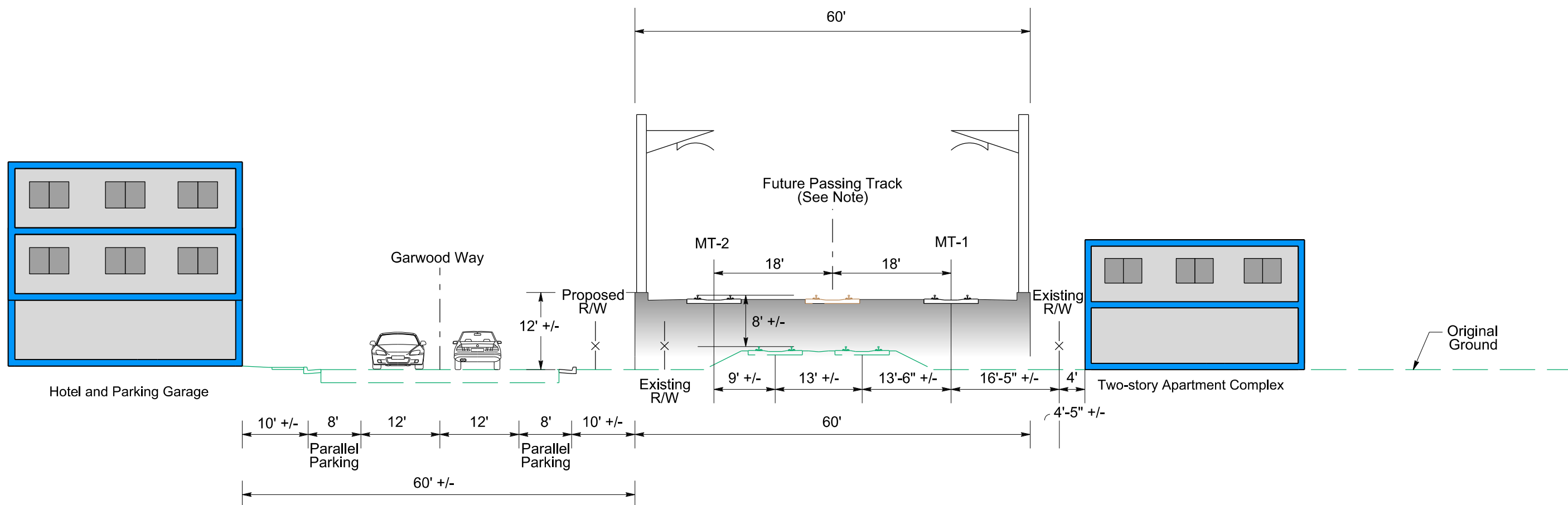
Alternative C - Proposed Final Condition Option 2



Note: The location of the passing track can also be placed on the outside instead of the center.

Section A-A (Looking North) Garwood Way - 200 feet North of Glenwood Ave

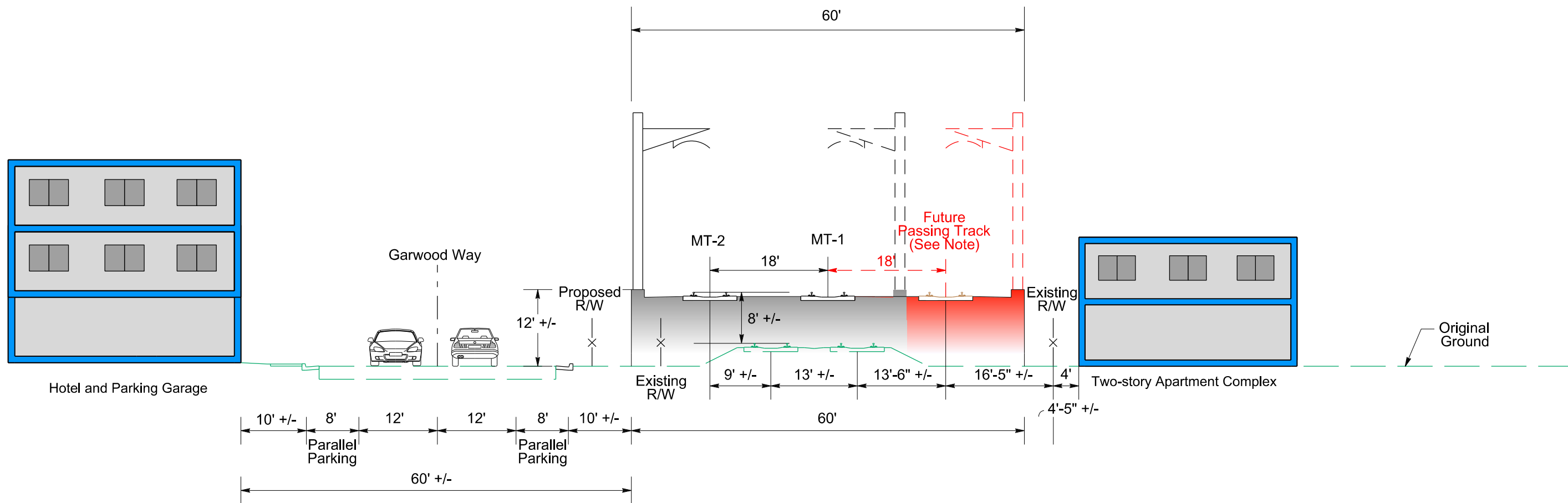
Alternative C - Proposed Final Condition Option 1



Note: The location of the passing track can also be placed on the outside instead of the center.

Section B-B (Looking North) Garwood Way - 300 feet South of Glenwood Ave

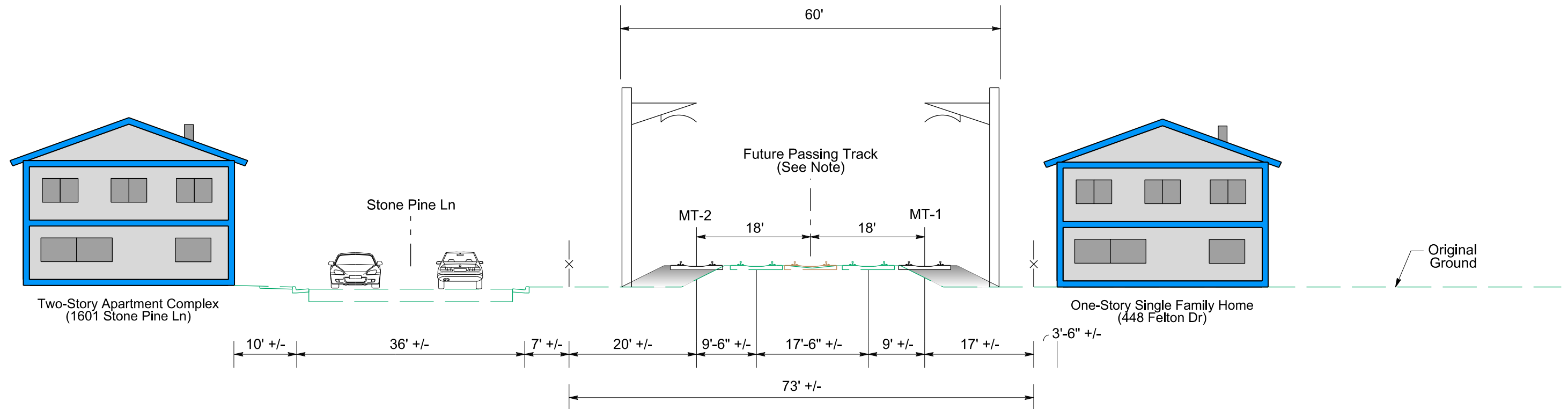
Alternative C - Proposed Final Condition Option 2



Note: The location of the passing track can also be placed on the outside instead of the center.

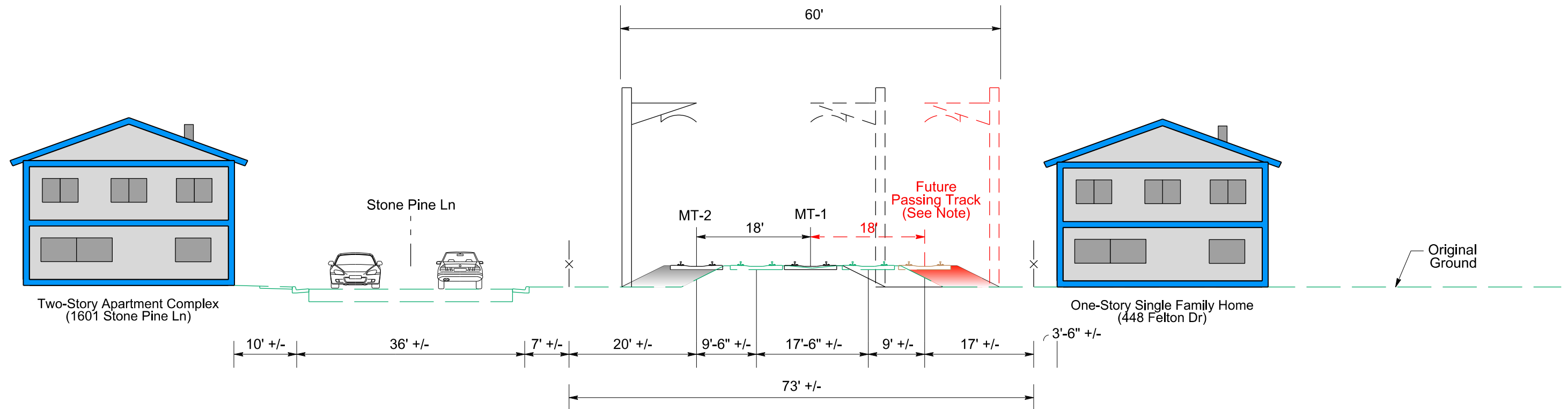
Section B-B (Looking North) Garwood Way - 300 feet South of Glenwood Ave

Alternative C - Proposed Final Condition Option 1



Section C-C (Looking North) Stone Pine Ln - 500 feet North of Encinal Ave

Alternative C - Proposed Final Condition Option 2



Section C-C (Looking North)
Stone Pine Ln - 500 feet North of Encinal Ave



STAFF REPORT

City Council Meeting Date: 4/4/2017
Staff Report Number: 17-077-CC

Consent Calendar: Approve a resolution to amend the City's Salary Schedule effective April 16, 2017

Recommendation

Staff recommends that the City Council approve a Resolution to Amend the City's Salary Schedule effective April 16, 2017.

Policy Issues

In accordance with the City personnel rules and regulations, the City Council is required to adopt changes to the City's Salary Schedule.

Background

On February 28, 2017, the City Council approved the addition of a regular full-time Senior Accountant and a provisional (five year term) Enterprise Applications Support Specialist. These two new job titles must now be added to the City's Salary Schedule. Both classifications are members of the Administrative Services Department and recruitments will be underway by the beginning of April.

In late January, the City's Sustainability Manager position became vacant and management conducted a review of the position's responsibilities and role in fulfilling City Council work plan initiatives. Management's review concluded that the Sustainability Manager position is essential to the City's ability to carry out effective sustainability initiatives. The review further concluded that the Sustainability Manager, as a member of the City Manager's Office reporting directly to the Assistant City Manager, should be classified as an unrepresented management position with a commensurate salary. To enact this change, management has carried out the required process with the City's bargaining units to designate the position as a member of the unrepresented management group. The final required step to enacting the change and then fill the position is City Council approval of an amended salary range for the classification.

Analysis

As discussed in the background above, City Council approval is required to amend the City's Salary Schedule. The Salary Schedule is a published document that lists the salary ranges for all authorized classifications. Most recently, the Salary Schedule was amended in December to incorporate a title change and single classification salary range increase. The following amendments are now recommended:

Add Senior Accountant and Enterprise Applications Support Specialist

As approved by the City Council at their meeting on February 28th under the agenda item "Request for Additional Staffing Resources in the Administrative Services Department", the Salary Schedule (Attachment

A) has been updated to include salary ranges for the new positions of Senior Accountant and Enterprise Applications Support Specialist; \$94,022 to \$113,220 and \$89,498 to \$107,888, respectively.

Sustainability Manager

The Sustainability Manager performs as a division head in the City Manager's Office, leading high priority environmental efforts such as the Community Zero Waste Policy, Heritage Tree ordinance update, and Climate Action Plan activities. The position reports directly to the Assistant City Manager, supervises division staff, and serves as staff liaison to the Environmental Quality Commission. It is currently represented by the City's supervisory unit (American Federation of State, County, and Municipal Employees, Local 829) at a maximum salary of \$111,081. Based on an assessment of the Sustainability Manager's role in the organization the position is more appropriately classified as a member of unrepresented management. As a part of unrepresented management, the position serves "at-will" and is subject to merit based salary increases on an open range.

To establish the salary range for this position, staff considered two factors: market compensation survey data and internal salary alignments. First, staff reviewed the Koff & Associates citywide Classification and Compensation survey completed in 2016. As part of that survey, Koff found that the position of Sustainability Manager yielded "insufficient data" due to a lack of comparable positions in comparator agencies. With sustainability efforts being a relatively new role in local governments, sustainability duties fall to a variety of positions and range widely in their complexity, span of control, and staffing. In addition to the market compensation survey, staff reviewed internal salary alignments. As part of this review, staff considered factors such as the Sustainability Manager's responsibilities relative to commissions, supervision, and role in major City initiatives. Following the review, staff concluded that the position is best aligned with a similarly structured management position in the City Manager's Office, the Housing and Economic Development Manager. As such, the recommended annual salary range is \$110,963 – 138,704.

Impact on City Resources

This action results in no change in the City's authorized full-time equivalent employees or the operating budget for FY16-17.

Environmental Review

No environmental review is required.

Public Notice

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

Attachments

- A. City of Menlo Park Salary Schedule
- B. Resolution

Report prepared by:
Lenka Diaz, Human Resources Manager

City of Menlo Park
PROPOSED Salary Schedule effective April 16, 2017

Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Accountant I	\$ 74,645	\$ 78,378	\$ 82,297	\$ 86,412	\$ 90,733
Accountant II	\$ 81,758	\$ 85,623	\$ 89,662	\$ 93,974	\$ 98,453
Accounting Assistant I	\$ 52,934	\$ 55,443	\$ 58,003	\$ 60,713	\$ 63,522
Accounting Assistant II	\$ 58,003	\$ 60,713	\$ 63,522	\$ 66,491	\$ 69,611
Administrative Assistant	\$ 58,177	\$ 60,895	\$ 63,713	\$ 66,691	\$ 69,820
Administrative Services Director	\$ 146,206	Open Range			\$ 182,756
Assistant City Manager	\$ 154,402	Open Range			\$ 203,616
Assistant Community Development Director	\$ 115,283	Open Range			\$ 150,619
Assistant Community Services Director	\$ 117,939	Open Range			\$ 147,424
Assistant Engineer	\$ 90,030	\$ 94,320	\$ 98,830	\$ 103,548	\$ 108,481
Assistant Library Services Director	\$ 117,939	Open Range			\$ 147,424
Assistant Planner	\$ 81,571	\$ 85,407	\$ 89,501	\$ 93,766	\$ 98,245
Assistant Public Works Director	\$ 128,099	Open Range			\$ 160,124
Assistant to the City Manager	\$ 100,848	Open Range			\$ 126,060
Associate Civil Engineer	\$ 101,021	\$ 105,857	\$ 110,903	\$ 116,261	\$ 121,893
Associate Engineer	\$ 95,465	\$ 100,035	\$ 104,804	\$ 109,867	\$ 115,189
Associate Planner	\$ 89,501	\$ 93,766	\$ 98,245	\$ 102,946	\$ 107,873
Associate Transportation Engineer	\$ 105,857	\$ 110,903	\$ 116,261	\$ 121,893	\$ 127,799
Branch Library Manager	\$ 86,019	\$ 90,118	\$ 94,427	\$ 98,936	\$ 103,648
Building Custodian	\$ 52,881	\$ 55,388	\$ 57,945	\$ 60,652	\$ 63,459
Building Inspector	\$ 86,717	\$ 90,887	\$ 95,219	\$ 99,771	\$ 104,535
Business Manager	\$ 89,498	\$ 93,802	\$ 98,273	\$ 102,972	\$ 107,888
Child Care Teacher I	\$ 47,317	\$ 49,463	\$ 51,703	\$ 54,059	\$ 56,616
Child Care Teacher II	\$ 52,881	\$ 55,388	\$ 57,945	\$ 60,652	\$ 63,459
Child Care Teacher's Aide	\$ 35,501	\$ 37,107	\$ 38,786	\$ 40,523	\$ 42,312
City Attorney	n/a	Set by contract			\$ 108,000
City Clerk	\$ 97,715	Open Range			\$ 122,143
City Manager	n/a	Set by contract			\$ 217,500
Code Enforcement Officer	\$ 74,597	\$ 78,123	\$ 81,808	\$ 85,743	\$ 89,829
Communications and Records Manager	\$ 103,648	\$ 108,678	\$ 113,898	\$ 119,390	\$ 125,132
Communications Dispatcher	\$ 75,641	\$ 79,217	\$ 82,954	\$ 86,943	\$ 91,087
Communications Training Dispatcher	\$ 79,217	\$ 82,954	\$ 86,943	\$ 91,087	\$ 95,442
Community Development Director	\$ 146,010	Open Range			\$ 182,511
Community Development Technician	\$ 63,442	\$ 66,379	\$ 69,481	\$ 72,741	\$ 76,159
Community Service Officer	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,180	\$ 74,597
Community Services Director	\$ 148,007	Open Range			\$ 185,008
Construction Inspector	\$ 81,808	\$ 85,743	\$ 89,829	\$ 94,124	\$ 98,618
Contracts Specialist	\$ 65,504	\$ 68,584	\$ 71,760	\$ 75,166	\$ 78,774
Custodial Services Supervisor	\$ 60,848	\$ 63,664	\$ 66,639	\$ 69,766	\$ 73,044
Deputy City Clerk	\$ 67,947	\$ 71,180	\$ 74,597	\$ 78,123	\$ 81,808
Engineering Services Manager/City Engineer	\$ 128,099	Open Range			\$ 160,124
Engineering Technician I	\$ 68,194	\$ 71,352	\$ 74,739	\$ 78,326	\$ 82,029
Engineering Technician II	\$ 76,449	\$ 80,046	\$ 83,810	\$ 87,828	\$ 92,013
Enterprise Applications Support Specialist	\$ 89,498	\$ 93,802	\$ 98,273	\$ 102,972	\$ 107,888
Equipment Mechanic	\$ 67,947	\$ 71,180	\$ 74,597	\$ 78,123	\$ 81,808
Executive Assistant	\$ 66,425	\$ 69,542	\$ 72,809	\$ 76,234	\$ 79,819
Executive Assistant to the City Mgr	\$ 70,764	Open Range			\$ 86,013
Facilities Maintenance Technician I	\$ 56,616	\$ 59,223	\$ 62,030	\$ 64,947	\$ 67,955
Facilities Maintenance Technician II	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,180	\$ 74,597
Finance and Budget Manager	\$ 115,260	Open Range			\$ 145,860
Gymnastics Instructor	\$ 37,882	\$ 39,596	\$ 41,384	\$ 43,231	\$ 45,219
Housing & Economic Development Manager	\$ 110,963	Open Range			\$ 138,704
Human Resources Manager	\$ 115,260	Open Range			\$ 145,860
Human Resources Technician	\$ 61,465	\$ 64,373	\$ 67,247	\$ 70,528	\$ 73,845
Information Technology Manager	\$ 115,260	Open Range			\$ 145,860
Information Technology Specialist I	\$ 64,528	\$ 67,755	\$ 71,143	\$ 74,701	\$ 78,437
Information Technology Specialist II	\$ 71,697	\$ 75,066	\$ 78,597	\$ 82,293	\$ 86,239
Information Technology Supervisor	\$ 85,680	\$ 95,236	\$ 100,248	\$ 105,525	\$ 111,078
Junior Engineer	\$ 72,627	\$ 76,258	\$ 80,071	\$ 84,075	\$ 88,279
Librarian I	\$ 63,459	\$ 66,425	\$ 69,542	\$ 72,809	\$ 76,234
Librarian II	\$ 71,180	\$ 74,597	\$ 78,123	\$ 81,808	\$ 85,743
Library Assistant I	\$ 49,463	\$ 51,703	\$ 54,059	\$ 56,616	\$ 59,223

City of Menlo Park
PROPOSED Salary Schedule effective April 16, 2017

Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Library Assistant II	\$ 54,059	\$ 56,616	\$ 59,144	\$ 62,030	\$ 64,947
Library Assistant III	\$ 59,144	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,108
Library Clerk	\$ 34,674	\$ 36,242	\$ 37,882	\$ 39,596	\$ 41,384
Library Page	\$ 25,437	\$ 26,586	\$ 27,790	\$ 29,048	\$ 30,363
Library Services Director	\$ 142,396	Open Range			\$ 177,995
Literacy Program Manager	\$ 73,044	\$ 76,480	\$ 80,076	\$ 83,915	\$ 87,914
Maintenance Worker I	\$ 54,059	\$ 56,616	\$ 59,144	\$ 62,030	\$ 64,947
Maintenance Worker II	\$ 59,144	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,180
Management Analyst I	\$ 78,311	\$ 82,227	\$ 86,339	\$ 90,656	\$ 95,189
Management Analyst II	\$ 89,498	\$ 93,802	\$ 98,273	\$ 102,972	\$ 107,888
Office Assistant	\$ 48,579	\$ 50,794	\$ 53,093	\$ 55,609	\$ 58,177
Parking Enforcement Officer	\$ 54,059	\$ 56,616	\$ 59,144	\$ 62,030	\$ 64,947
Permit Manager	\$ 101,804	\$ 106,675	\$ 111,781	\$ 117,109	\$ 122,767
Permit Technician	\$ 63,442	\$ 66,378	\$ 69,481	\$ 72,741	\$ 76,158
Plan Check Engineer	\$ 101,983	\$ 106,865	\$ 111,959	\$ 117,368	\$ 123,053
Planning Technician	\$ 72,741	\$ 76,158	\$ 79,741	\$ 83,491	\$ 87,494
Police Chief	\$ 157,760	Open Range			\$ 197,199
Police Commander	\$ 141,984	Open Range			\$ 177,480
Police Corporal	\$ 99,412	\$ 104,383	\$ 109,602	\$ 115,082	\$ 120,836
Police Officer	\$ 92,369	\$ 96,987	\$ 101,836	\$ 106,928	\$ 112,275
Police Records Specialist	\$ 59,144	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,180
Police Recruit	n/a	Hourly Rate			\$ 36
Police Sergeant	\$ 111,391	\$ 116,960	\$ 122,808	\$ 128,949	\$ 135,396
Principal Planner	\$ 108,070	\$ 114,836	\$ 120,332	\$ 126,068	\$ 130,322
Program Aide/Driver	\$ 33,964	\$ 35,501	\$ 37,107	\$ 38,786	\$ 40,523
Program Assistant	\$ 48,386	\$ 50,592	\$ 52,881	\$ 55,388	\$ 57,945
Property and Court Specialist	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,180	\$ 74,597
Public Works Director	\$ 149,976	Open Range			\$ 187,468
Public Works Superintendent	\$ 113,254	Open Range			\$ 141,528
Public Works Supervisor - City Arborist	\$ 90,006	\$ 94,321	\$ 98,815	\$ 103,536	\$ 108,490
Public Works Supervisor - Facilities	\$ 90,646	\$ 94,992	\$ 99,518	\$ 104,273	\$ 109,262
Public Works Supervisor - Fleet	\$ 92,088	\$ 96,503	\$ 101,101	\$ 105,931	\$ 110,999
Public Works Supervisor - Park	\$ 85,682	\$ 89,789	\$ 94,068	\$ 98,562	\$ 103,278
Public Works Supervisor - Streets	\$ 85,682	\$ 89,789	\$ 94,068	\$ 98,562	\$ 103,278
Recreation Aide	\$ 32,494	\$ 33,964	\$ 35,501	\$ 37,107	\$ 38,786
Recreation Coordinator	\$ 63,664	\$ 66,639	\$ 69,766	\$ 73,044	\$ 76,480
Recreation Leader	\$ 25,437	\$ 26,586	\$ 27,790	\$ 29,048	\$ 30,363
Recreation Supervisor	\$ 78,375	\$ 82,072	\$ 86,019	\$ 90,118	\$ 94,427
Red Light Photo Enforcement Specialist	\$ 69,542	\$ 72,809	\$ 76,234	\$ 79,819	\$ 83,646
Revenue and Claims Manager	\$ 89,498	\$ 93,802	\$ 98,273	\$ 102,972	\$ 107,888
Senior Accountant	\$ 94,022	\$ 98,467	\$ 103,112	\$ 108,071	\$ 113,221
Senior Building Inspector	\$ 97,327	\$ 101,983	\$ 106,865	\$ 111,959	\$ 117,368
Senior Civil Engineer	\$ 111,260	\$ 116,635	\$ 122,286	\$ 128,211	\$ 134,458
Senior Communications Dispatcher	\$ 82,954	\$ 86,943	\$ 91,087	\$ 95,442	\$ 99,998
Senior Engineering Technician	\$ 82,029	\$ 85,899	\$ 90,030	\$ 94,320	\$ 98,830
Senior Equipment Mechanic	\$ 74,759	\$ 78,406	\$ 82,094	\$ 85,896	\$ 89,972
Senior Facilities Maintenance Technician	\$ 67,947	\$ 71,180	\$ 74,597	\$ 78,123	\$ 81,808
Senior Librarian	\$ 82,072	\$ 86,019	\$ 90,118	\$ 94,427	\$ 98,936
Senior Library Page	\$ 34,674	\$ 36,242	\$ 37,882	\$ 39,596	\$ 41,384
Senior Maintenance Worker	\$ 67,947	\$ 71,180	\$ 74,597	\$ 78,123	\$ 81,808
Senior Management Analyst	\$ 100,685	Open Range			\$ 121,374
Senior Office Assistant	\$ 53,093	\$ 55,609	\$ 58,177	\$ 60,895	\$ 63,713
Senior Planner	\$ 98,245	\$ 102,946	\$ 107,873	\$ 113,015	\$ 118,475
Senior Police Records Specialist	\$ 62,030	\$ 64,947	\$ 67,955	\$ 71,180	\$ 74,597
Senior Program Assistant	\$ 58,762	\$ 61,508	\$ 64,395	\$ 67,420	\$ 70,592
Senior Recreation Leader	\$ 30,363	\$ 31,736	\$ 33,173	\$ 34,674	\$ 36,242
Senior Sustainability Specialist	\$ 73,692	\$ 77,217	\$ 80,913	\$ 84,770	\$ 88,865
Senior Transportation Engineer	\$ 111,260	\$ 116,635	\$ 122,286	\$ 128,211	\$ 134,458
Senior Water System Operator	\$ 67,947	\$ 71,180	\$ 74,597	\$ 78,123	\$ 81,808
Sustainability Manager	\$ 92,114	\$ 96,521	\$ 101,141	\$ 105,962	\$ 111,081
	\$ 110,963		Open Range		\$ 138,704
Sustainability Specialist	\$ 63,459	\$ 66,425	\$ 69,542	\$ 72,809	\$ 76,234

City of Menlo Park
PROPOSED Salary Schedule effective April 16, 2017

Classification Title	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Transportation Demand Management Coordinator	\$ 83,646	\$ 87,631	\$ 91,818	\$ 96,211	\$ 100,816
Transportation Manager	\$ 128,099	Open Range			\$ 160,124
Water Quality Specialist	\$ 72,809	\$ 76,234	\$ 79,819	\$ 83,646	\$ 87,631
Water System Operator II	\$ 63,381	\$ 66,315	\$ 69,414	\$ 72,671	\$ 76,085
Water System Supervisor	\$ 86,768	\$ 90,903	\$ 95,246	\$ 99,803	\$ 104,580

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RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO
PARK AMENDING THE SALARY SCHEDULE**

WHEREAS, pursuant to the Personnel System Rules, the City Manager prepared a Compensation Plan; and

NOW, THEREFORE, BE IT RESOLVED that the following compensation provisions shall be established in accordance with the City's Personnel System rules.

BE IT FURTHER RESOLVED that any previous enacted compensation provisions contained in Resolution No. 6355 and subsequent amendments shall be superseded by this Resolution.

BE IT FURTHER RESOLVED that the changes contained herein shall be effective April 16, 2017.

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 fourth day of April 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this fourth day of April 2017.

Pamela Aguilar, CMC
City Clerk

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STAFF REPORT

City Council

Meeting Date: 4/4/2017
Staff Report Number: 17-078-CC

Informational Item: IT Master Plan Update

Recommendation

This is an informational item and no action is requested of the City Council.

Policy Issues

City Council adopted work plan initiative 38 establishes the Information Technology Master Plan implementation as a very important project.

Background

At the City Council meeting on February 7, 2017, staff presented the Information Technology Master Plan (ITMP); a multi-year, multi-million dollar initiative to replace or upgrade most of the City's information technology infrastructure and replace most business system applications. At that meeting, the City Council provided general direction to staff to return with additional information including a plan to implement a new land management system. The City's current land management system is beyond the end of useful life and no modern interfaces, such as online building permits, are being developed by the original developer. As a significant interface between the City and its customers in the planning, building, and engineering functions, Council directed staff to return with additional information regarding next steps and a project plan/timeline to implement a new land management system. In addition to land management, staff was directed to return with more information about information technology infrastructure, identified as prerequisites to implementing new business systems.

On February 28, 2017, the City Council authorized the addition of one full-time equivalent employee, the Enterprise Applications Support Specialist (EASS), for a limited term employment of 5 years to assist with the implementation of the ITMP. Staff has begun the lengthy recruitment process which starts with a bargaining unit designation process. As soon as possible, recruitment for the EASS will commence but it is unlikely that an individual will be selected and begin work on the ITMP implementation before July/August 2017.

Analysis

Over the past several weeks, staff has conducted preliminary research into the types of land management systems that are available to local governments similar to Menlo Park. Locally, staff made contact with the cities of San Mateo and Hayward both of which are currently in the process of evaluating or implementing a new land management system. The research and contact has gleaned a good amount of information that provide for the opportunity to learn from others' successes and failures. The following is a brief summary of staff research to date. An implementation strategy will be more thoroughly discussed at the Council's April 18th meeting where staff will seek guidance from Council relative to projects for next fiscal year and the

requisite budget.

Software Providers. A key takeaway from the research conducted to date is an understanding of what software providers serve clients similar in size and complexity to Menlo Park. Based on the City's size as measured by revenue and number of software users, the software providers that would serve the City are commonly referred to as "tier-3" or "middle market" software providers. For quick reference, tier-1 providers typically serve extremely complex corporations, often with business units across multiple states or countries, and offer software that is highly customizable. Providers such as SAP and Oracle largely serve the tier-1 market. Tier-2 generally serves complex corporations that are not as large as tier-1 but business systems for this size organization are generally more likely to be served by tier-1 providers than tier-3 providers. For the tier of providers that would serve Menlo Park, tier-3, a number of providers exist to serve this need in the private sector space such as NetSuite but only a handful of providers specialize in public sector applications. The market for providers serving public sector clients is dominated by a handful of major software providers including Tyler Technologies and Accela. While the City may ultimately elect to pursue vendors in tier-1, based on the research done by consultation with ClientFirst, the consultant that prepared the ITMP and assists customers with software selections, it is unlikely that a tier-1 provider would meet the City's needs from an operational and budget perspective. In fact, a tier-1 vendor is unlikely to bid on a contract for a city the size of Menlo Park. Similarly, a software provider that serves tier-3 customers but focuses on private sector clients is unlikely to meet the City's needs and/or bid on the contract. Finally, a relatively young software provider that may have innovative new tools but lack market presence may be a consideration but carries significant risks.

Enterprise v. Market Segment Leader/Best of Class. The ITMP recommended pursuing an Enterprise Resource Planning (ERP) system as the most cost-effective option for replacing the City's existing business systems. An ERP, if implemented properly, has the benefit of automating and integrating many core, citywide function into a single solution. The hub of an ERP is the financial management system given that many of the other modules have a financial component. Based on each customer's needs, an ERP's financial management systems can be expanded to incorporate a variety of add-on modules that provide for key functional areas such as land management (planning, building, engineering), revenue management, purchasing/inventory management, human resources, and maintenance management. When purchased as a suite, ERP vendors often provide bundle discounts when purchasing multiple modules as part of the same contract. Unfortunately, with financial management being the core, add-on modules vary in their capacity to meet the needs of end users in departments like Community Development or Public Works.

As an alternative to an ERP, the City has the option of pursuing the market segment leader in each of the main business systems: financial management, human resources management, land management, etc. An example of a suite that is made up of market segment leaders might be Tyler Technologies for financial management, Kronos for human resources management, and Accela for land management. Purchasing three software packages individual and then integrating the three systems will be more costly than an ERP but those costs will likely be offset by greater functionality. An additional benefit of going with the market segment leader is a broader user base to serve as a resource and greater assurance that the company will continue to develop their product. Of course, with the rate of consolidation public sector technology providers, there are no guarantees that any vendor selected in 2017 will be in business in 2027.

Project Team. At the Council meeting on February 7th, the Council discussed the development of a project team that includes both internal experts and external experts to ensure that any new system addresses the specific needs of Menlo Park and capitalizes on industry best practices and system efficiencies. The cities of San Mateo and Hayward have both had positive experiences with a third-party expert to assist with workflow documentation, business process re-engineering, vendor selection, and contract negotiations. At the April 18th City Council meeting, staff will present a scope of work for the solicitation of informal bids to

provide external expert support to jumpstart the land management process. Additionally, staff will identify the internal staff members who will serve on the implementation team and timeline.

Impact on City Resources

No impact on City resources.

Environmental Review

Not applicable.

Public Notice

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

Attachments

None

Report prepared by:
Nick Pegueros, Administrative Services Director

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