



**SPECIAL AND REGULAR MEETING AGENDA**

**Date:** 1/15/2019  
**Time:** 5:00 p.m.  
**City Council Chambers**  
**701 Laurel St., Menlo Park, CA 94025**

**Mayor Ray Mueller will be participating by phone from:**  
**308 Mason Road**  
**Vista, CA 92084**

According to City Council policy, all regular meetings of the City Council are to end by midnight unless there is a super majority vote taken by 11:00 p.m. to extend the meeting and identify the items to be considered after 11:00 p.m.

**5:00 p.m. Closed Session (City Hall - “Downtown” Conference Room, 1st Floor)**

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

**CL1.** Closed session pursuant to Government Code Section §54956.8 regarding real property negotiations (1 matter):

Property: Property 1305 Willow Road, Menlo Park, CA, owned by Dora Licia Cornelio Caballero Revocable Family Living Trust

Property 1345 Willow Road, Menlo Park, CA, owned by MidPen Housing Corporation

City Negotiators: City Attorney Bill McClure, Interim City Manager Starla Jerome-Robinson,

Negotiating Parties: City of Menlo Park and Cesar Andre Vitari, representing Dora Licia Cornelio Caballero Revocable Family Living Trust, and Matt Franklin and Jan Leventhal, representing MidPen Housing Corporation

Negotiation: Potential sale or disposition of a portion of the public right of way adjacent to 1305 and 1345 Willow Road

Attendees: Interim City Manager Starla Jerome-Robinson, City Attorney Bill McClure, Senior Civil Engineer Theresa Avedian, Community Development Director Mark Muenzer, Assistant Community Development Director Deanna Chow

**CL2.** Closed session conference pursuant to Government Code §54957 regarding City Manager recruitment.

Attendees: Interim City Manager Starla Jerome-Robinson, City Attorney Bill McClure, Administrative Services Director Lenka Diaz, Executive Recruiter Bobbi Peckham

## 6:00 p.m. Study Session

- SS1.** Provide direction on the future process for the draft project study report for the Ravenswood Avenue railroad crossing study and the draft scope for additional studies ([Staff Report #19-009-CC](#))

## 7:00 p.m. Regular Session

### A. Call to Order

### B. Roll Call

### C. Pledge of Allegiance

### D. Report from Closed Session

Report on action taken in Closed Session, if required, pursuant to Government Code §54957.1.

### E. Presentations and Proclamations

- E1. Proclamation: Recognizing John McGirr

### 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. Consent Calendar

- G1. Accept the City Council meeting minutes for December 18, 2018 ([Attachment](#))
- G2. Approval of City Council appointments to various regional agencies, to City Council subcommittees, and as liaisons to City Council advisory bodies and outside agencies ([Staff Report #19-002-CC](#))
- G3. Authorize the City Manager to execute an agreement with Beyaz and Patel, Inc. for Reservoir No. 2 roof replacement design and engineering services ([Staff Report #19-004-CC](#))
- G4. Second reading and adoption of Ordinance No. 1052 amending the City Manager's powers and duties to include design approval authority ([Staff Report #19-005-CC](#))
- G5. Authorize the City Manager to enter into a joint permitting agreement with the City of East Palo Alto and the Midpeninsula Regional Open Space District for the Ravenswood Bay Trail project ([Staff Report #19-006-CC](#))
- G6. Authorize the City Manager to execute an agreement with Cartegraph Systems, LLC. for implementation of an operations management system enterprise software as a service solution in amount not to exceed \$213,248 over three fiscal years ([Staff Report #19-008-CC](#))

## **H. Regular Business**

- H1. Approve the proposed Library System Improvements project scope, planning process, goals and tentative timeline ([Staff Report #19-001-CC](#))

## **I. Informational Items**

- I1. Update on the Transportation Master Plan status ([Staff Report #19-007-CC](#))

## **J. City Manager's Report**

## **K. Councilmember Reports**

## **L. Adjournment**

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 any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the City 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 Chair, 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 City Clerk's Office, 701 Laurel St., Menlo Park, CA 94025 during regular business hours. 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.

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 [menlopark.org/agenda](http://menlopark.org/agenda) and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at [menlopark.org/notifyme](http://menlopark.org/notifyme). Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 01/10/2019)



## STAFF REPORT

**City Council**  
**Meeting Date:** 1/15/2019  
**Staff Report Number:** 19-009-CC

**Study Session:** Provide direction on the future process for the draft project study report for the Ravenswood Avenue railroad crossing study and the draft scope for additional studies

### Recommendation

Staff recommends that City Council provide direction on the future process for the draft Project Study Report (PSR) and the draft scope for additional studies. Staff has identified the following options for the City Council to consider for both items.

Options to complete the PSR:

- Option 1 – Approve the PSR with the current preferred alternative selection of Alternative A. This will allow staff to close out the San Mateo County Transportation Authority (SMCTA) grant and begin applying for funding for the environmental study and design phase. Staff would return to City Council January 29, 2019 for approval of the final PSR.
- Option 2 – Select Alternative C as the preferred alternative and direct staff to revise the PSR to reflect this selection. Staff would return to City Council in February for approval of the revised final PSR. No additional funding would be required to complete this modification to the PSR to reflect this change in the preferred alternative.

Options regarding the request for additional studies:

- Option 1 – Approve the original draft scope of work (Attachment C) with no changes and appropriate \$275,000 to begin the additional studies. In order to schedule and conduct the necessary community engagement and commission meetings on the new alternatives, staff anticipates this work will take approximately six to nine months before returning to the City Council with information and a recommendation. Staff would return to City Council January 29, 2019 for approval of the final scope of work and appropriation of \$275,000.
- Option 2 – Incorporate the attached track changes revisions (Attachment D) and return to City Council with a request to appropriate funding to complete these additional studies. The cost and schedule implications of potential changes to the scope of work would be addressed when staff returns to the City Council for approval. Staff would return to City Council in February 2019 for approval of the final scope of work and to appropriate funding in an amount to be determined.
- Option 3 – Forgo the draft scope of work and direct staff to not perform additional studies.

### Policy Issues

The project is included in the 2018 City Council's work plan that was approved February 6, 2018. In addition, during discussion of the work plan January 27, 2018, the City Council also requested that the

recommended action include options to explore safety improvements that could allow for a quiet zone at any crossings not grade separated as part of a chosen alternative.

The project is consistent with the City Council rail policy (Attachment A) 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

In March 2016, City Council awarded a contract to a consultant team, led by AECOM, to perform the Ravenswood Avenue railroad crossing PSR. The following meetings were held for the project and feedback received was incorporated into the project analysis:

- Community meetings
  - May 2, 2016
  - October 4, 2016
  - June 7, 2017
- Rail Subcommittee meetings
  - March 20, 2017
  - April 17, 2018
- Chamber of Commerce
  - September 29, 2016
- Property/business owners
  - More than 25 meetings from May 2016 – September 2017
- Ongoing City staff coordination
  - Caltrain
  - Atherton including City Council study session, December 6, 2017
  - Palo Alto including Rail Committee, November 8, 2017
- Commission meetings
  - Parks and Recreation Commission – May 25, 2016
  - Library Commission – June 13, 2016
  - Transportation Commission – November 9, 2016
  - Bicycle Commission – November 14, 2016
  - Planning Commission – December 5, 2016
  - Planning Commission – September 11, 2017
  - Atherton Transportation Committee – September 12, 2017
  - Complete Streets Commission – September 13, 2017
- City Council meetings
  - February 7, 2017
  - April 4, 2017
  - October 10, 2017
  - January 16, 2018 – informational item
  - May 8, 2018
  - December 4, 2018 – informational item

On May 8, 2018, the City Council approved the following motion:

- Move forward with Alternative A which provides for an underpass crossing at Ravenswood Avenue and keeps Oak Grove, Glenwood and Encinal Avenues open to all modes of traffic as existing
- Appropriate \$31,000 from the undesignated fund balance to complete the project
- Authorize the City Manager to amend the agreement with AECOM

Additionally, City Council provided general direction to staff to bring back the following additional items at a future meeting:

- Letters to Palo Alto, Atherton, Redwood City, Mountain View and Sunnyvale to request consideration of a multicity trench or tunnel
- Letter to Caltrain to request a bicycle/pedestrian path adjacent to the rail within Caltrain right-of-way
- Additional scope of work and appropriation request to prepare (1) a financial assessment of a trench/tunnel; (2) a conceptual design, noise, tree, and visual impact assessment of a fully elevated alternative

On November 28, 2018, the draft PSR and draft scope for additional studies were released for public review and comment as part of the agenda for the City Council meeting December 4, 2018. Staff requested that all comments be received by January 3, 2019, to ensure that staff could return to City Council with a summary of all comments by mid-January.

## **Analysis**

### PSR

The project is near completion of the PSR phase, which is the final deliverable to complete the grant with the SMCTA. Completion of the final PSR document allows the City to close out the grant with SMCTA and begin to apply for funding for the next phases of the project, environmental studies and design. A PSR is the documentation of the study process, analyses performed, outreach performed, feedback received and the selection of the preferred alternative. The project team developed a draft PSR for review and is included as Attachment B. This document was released for public review and comment as part of the December 4, 2018, agenda packet.

### Additional scope of work

On May 8, 2018, City Council directed staff to return with an additional scope of work and appropriation request to prepare (1) a financial assessment of a trench/tunnel; (2) a conceptual design, noise, tree, and visual impact assessment of a fully elevated alternative. A draft scope of work was prepared by the consultant team in order to complete the additional studies requested. A draft version of the scope of work has been presented for community and City Council review to provide opportunities to ask questions, obtain clarifications and provide feedback. The draft scope of work is included as Attachment C. This document was released for public review and comment as part of the December 4, 2018, agenda packet.

### Comments received

A total of 61 comments were received between November 28, 2018, and January 3, 2019, written by a total of 54 commenters as listed in Attachment E. Comments received generally fall into three categories: comments on the draft PSR, comments on the additional scope of work and general comments. Comments were received via email through the Transportation division email address (Attachment H), through the project manager (Attachment I), through the City Council email (Attachment J) and through United States Postal Service. A summary of comments received before the end of the day January 3, 2019, follows. All

comments received directly, not available online, are included as Attachment F and all comments received online are included in Attachment G. A summary of comments received after January 3, 2019, will be presented at the January 15, 2019, City Council meeting.

*Draft PSR comments*

Comments regarding the draft PSR generally focused on the selection of the preferred alternative. Some comments requested that additional design considerations be made, which would be added during the design phase of the project. The comments were as follows with the quantity of commenters on each item in parentheses after.

1. Opposed to Alternative A [underpass at Ravenswood Avenue only, leave other crossings as existing] (30)
2. In support of Alternative C [hybrid at three crossings, leave Encinal Avenue crossing as existing] (20)
3. Specific design comments such as requests for improvements at Middlefield Road/Ravenswood Avenue, adding buffered bicycle lanes, creating a thinner bridge structure, removing shoofly from Alternative A and station design considerations (3)
4. Move forward with Alternative A [underpass at Ravenswood Avenue only, leave other crossings as existing] (2)

The specific design comments (item 3 above) would be evaluated during the design phase of the project and incorporated where feasible.

Staff requests that City Council provide direction to pursue one of the following options to complete the PSR:

- Option 1 – Approve the PSR (Attachment B) and with the current preferred alternative selection of Alternative A. This will allow staff to close out the SMCTA grant and begin applying for funding for the environmental study and design phase. Staff would return to City Council January 29, 2019 for approval of the final PSR.
- Option 2 – Select Alternative C as the preferred alternative and direct staff to revise the PSR to reflect this selection. Staff would return to City Council in February 2019 for approval of the final revised PSR. No additional funding would be required to complete this modification to the PSR to reflect this change in the preferred alternative.

*Additional scope of work comments*

Comments regarding the additional scope of work generally were to add more detail to the scope and studies or to add more types of studies. A few comments requested an additional alternative be considered or that the constraints be adjusted for these studies. The comments and staff's recommendation on each are summarized as follows. Staff recommendations for revisions to the draft scope of work are shown in Attachment D using tracked changes from the November 28, 2018 version published as part of the December 4, 2018 City Council packet.



Table 1: Comments		
Comment	Commenter describing this issue	Staff recommendation
1. Study traffic impacts during construction for all alternatives	3	High level evaluation of traffic impacts during construction (e.g., construction staging and roadway closures) for the tunnel and fully raised alternatives are included in the draft scope of work and staff recommended revisions. Construction staging and roadway closures were previously evaluated for Alternatives A and C and are documented in the draft PSR. Detailed traffic impacts will be evaluated during environmental phase and mitigations will be incorporated during the design phase.
2. Add visual studies	3	The creation of three-dimensional renderings to illustrate the visuals of the fully raised alternative are included in the draft scope of work. The recommended revisions to the draft scope of work include providing examples of above ground structures of the tunnel alternative. Detailed visual studies will be performed during environmental and design phases.
3. Add more detail into the noise studies, including to assess future train frequencies	2	The draft scope of work includes analysis of single event and daily noise exposure for existing conditions and four build alternatives (Task 8). The draft scope was prepared to follow the Federal Transit Administration (FTA) noise impact criteria.
4. Add acoustical and vibration studies	2	Noise (acoustical) analysis is provided as part of the draft scope of work (Task 8). Vibration analysis and any necessary updates to the noise analysis would be performed during environmental study phase and potential mitigations would be included in design phase.
5. Add local property value financial impact studies	2	There is no precedent known for performing this type of study for this type of project, therefore no changes are proposed to the draft scope of work regarding this comment. Financial studies evaluating options to finance the tunnel alternative will be performed as part of the proposed draft scope (Task 6).



Table 1: Comments		
Comment	Commenter describing this issue	Staff recommendation
6. Add eminent domain or right-of-way requirement study for the fully elevated grade separation alternative	2	A high level right-of-way requirement study is included in the draft scope of work in the tunnel feasibility task (Task 6.1) and a more detailed right-of-way requirement study will be performed as part of the environmental study and design phases.
7. Modify assumptions to apply a rail grade greater than 1% for tunnel and raised track studies	1	For the fully raised rail alternative, the draft scope of work includes a track profile analysis to determine the maximum grade needed to provide sufficient elevation to avoid roadway excavation at Glenwood Avenue (Task 7.1). For the tunnel alternative, an evaluation of rail elevation is included in recommended revisions to the draft scope of work.
8. Add alternative to keep freight rail (Union Pacific) at grade and tunnel Caltrain	1	Not proposed for incorporation to the scope of work at this time.
9. Prefer to not perform any more studies	1	Noted.

Staff requests that City Council provide direction on one of the following options regarding the request for additional studies:

- Option 1 – Approve the original draft scope of work (Attachment C) with no changes and appropriate \$275,000 to begin the additional studies. In order to schedule and conduct the necessary community engagement and commission meetings on the new alternatives, staff anticipates this work will take approximately six to nine months from date of approval before returning to the City Council with information and a recommendation. Staff would return to City Council January 29, 2019 for approval of the final scope of work and appropriation of \$275,000.
- Option 2 – Incorporate the attached track changes revisions (Attachment D) and return to City Council with a request to appropriate funding to complete these additional studies. The cost and schedule implications of potential changes to the scope of work would be addressed when staff returns to the City Council for approval. Staff would return to City Council in February 2019 for approval of the final scope of work and to appropriate funding in an amount to be determined.
- Option 3 – Forgo the draft scope of work and direct staff to not perform additional studies.

*General comments*

Other comments received covered a range of topics such as preferences outside of the alternatives covered in the draft PSR and general comments about grade separation types.

1. Prefer more than one grade separation (9)
2. Add traffic signal at Ravenswood/Alma, either as a near-term improvement or in lieu of a grade separation (7)
3. Extend the public comment period (4)
4. Prefer below ground alternatives like tunnel or trench (3)

5. Opposed to fully raised alternative (3)
6. Prefer above ground alternatives like hybrid or fully raised tracks (2)
7. Prefer “no build” option, no grade separations (2)
8. Preference to “do anything” to move forward with grade separation(s) (2)
9. Push to create a Peninsula-wide plan (1)
10. Opposed to below ground alternatives like tunnel or trench (1)

Some of the general comments are preferences of types of grade separations. Staff recommends that these comments be considered during the decision making process to approve the PSR as described above.

The comments to add a traffic signal at the intersection of Ravenswood Avenue and Alma Street should be coordinated with the preferred alternative. Alternative A, as well as a tunnel or fully raised rail alternative, would remove this intersection therefore a traffic signal would not be required, however mitigations for Alternative C include the installation of a traffic signal at this location. A traffic signal in advance of a grade separation project would require a traffic signal evaluation and analysis, design plan development, coordination with Caltrain, Caltrans, California Public Utilities Commission (CPUC) and Menlo Park Fire Protection District. The process from direction to implementation would take approximately 3-5 years depending on funding availability and coordinating agency reviews. If the City moves forward with a grade separation of any type at Ravenswood Avenue, an existing traffic signal would need to be replaced and/or removed.

Previous efforts by staff and elected officials to create a Peninsula-wide plan for grade separations along the Caltrain corridor have been undertaken in the past. Consensus amongst adjacent local agencies to support the same approach has been difficult due to varying community preferences and abilities to fund the projects.

#### Next steps

Staff requests direction from City Council on the draft PSR and draft scope of work. Staff recommendations are as follows:

- Staff recommends that City Council select one of the following options to complete the PSR:
  - Option 1 – Approve the PSR with the current preferred alternative selection of Alternative A. This will allow staff to close out the SMCTA grant and begin applying for funding for the environmental study and design phase. Staff would return to City Council January 29, 2019 for approval of the final PSR.
  - Option 2 – Select Alternative C as the preferred alternative and direct staff to revise the PSR to reflect this selection. Staff would return to City Council in February for approval of the revised final PSR. No additional funding would be required to complete this modification to the PSR to reflect this change in the preferred alternative. .
- Staff recommends that City Council selects one of the following options regarding the request for additional studies:
  - Option 1 – Approve the original draft scope of work (Attachment C) with no changes and appropriate \$275,000 to begin the additional studies. In order to schedule and conduct the necessary community engagement and commission meetings on the new alternatives, staff anticipates this work will take approximately six to nine months before returning to the City Council with information and a recommendation. Staff would return to City Council January 29, 2019 for approval of the final scope of work and appropriation of \$275,000.
  - Option 2 – Incorporate the attached track changes revisions (Attachment D) and return to City Council with a request to appropriate funding to complete these additional studies. The cost and schedule implications of potential changes to the scope of work would be addressed when staff

returns to the City Council for approval. Staff would return to City Council in February 2019 for approval of the final scope of work and to appropriate funding in an amount to be determined.

- Option 3 – Forgo the draft scope of work and direct staff to not perform additional studies.

If staff is directed to provide revisions or additional information outside of the above recommendations, the magnitude of the changes will need to be evaluated and implemented prior to returning to City Council for approval of the final documents and/or an appropriation request.

Approval of the final PSR document closes the existing SMCTA grant and will allow staff to begin applications for transportation grant opportunities to fund the next phase of work which includes environmental studies and design. Based upon typical planning level estimates, the environmental study and design phase could take approximately 3-5 years depending upon funding availability, followed by securing funding for construction and approximately 3-5 years of construction. Depending upon availability of funding sources, this schedule could be potentially accelerated or delayed. Staff will continue to track progress on the development of Caltrain’s Business Plan, which is a guiding policy document that outlines the goals for the future of the rail corridor.

In addition, per City Council’s direction at the City Council annual goal setting January 27, 2018, the next phase of work following the selection of a preferred alternative for this project would include evaluation of and proposals for safety improvements that could allow for a quiet zone at any crossings not grade separated as part of a chosen alternative.

Key remaining milestones for the project are summarized below:

Milestone	Date
Preferred alternative selection by City Council	May 8, 2018
Community review of draft PSR and draft scope of work	December 2018 – January 2019
City Council approval of final PSR and additional scope of work	Early 2019
Staff to begin applying for environmental/design funding	Upon final PSR completion
Completion of additional scope of work (in order to complete necessary community meeting scheduling and outreach)	Summer/Fall 2019

**Impact on City Resources**

The project was included in the Capital Improvement Projects (CIP) for FY 2015-16, with a budget of \$750,000. Through the Measure A grade separation program, the SMCTA will reimburse the city up to \$750,000 for the project upon timely completion of the project study report. If City Council directs staff to move forward with the draft scope of work with no revisions, appropriation of \$275,000 from the undesignated fund balance is requested to cover the additional scope items that will be needed, including additional engineering, analyses, community outreach and public meetings. If City Council directs staff to amend scope for additional studies, staff will work with the consultant team on the revisions and return to City Council with an appropriation request in an amount to be determined.

Additionally, the staff resources required to perform and manage the additional scope of work and any

additional requests or revisions will impact other transportation projects including the Middle Avenue Crossing project and the ability to maintain the schedule to coordinate with the 500 El Camino Real construction schedule, which could add design and construction costs to that project. Any changes to the preferred alternative may also impact the Middle Avenue Crossing project's design and schedule as differing crossing alternatives for the Ravenswood Avenue crossing may impact the elevation of the rail at the Middle Avenue Crossing location.

The inability to adhere to the original schedule of the grant agreements for both the Ravenswood Avenue Railroad Crossing project and the Middle Avenue Crossing project could likely impact the City's ability to receive future grants from the SMCTA if these projects are not completed expeditiously in the next year. Both projects have required time extensions due to requests for additional information and staff workloads that reflect on the City's ability to commit to and complete projects. The possibility of the SMCTA revoking the Middle Avenue Crossing grant is likely if the project is not prioritized for 2019 and the scope is not completed within the year.

### **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.

### **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. Additional notifications are being made through the project webpage, a Public Works project list email blast, a NextDoor post and a City Council digest article.

### **Attachments**

- A. Hyperlink – rail policy: [menlopark.org/DocumentCenter/View/6388/City-Council-Rail-Policy?bidId](http://menlopark.org/DocumentCenter/View/6388/City-Council-Rail-Policy?bidId)
- B. Hyperlink – draft PSR : [menlopark.org/DocumentCenter/View/20388/1242018-Ravenswood-Draft-PSR](http://menlopark.org/DocumentCenter/View/20388/1242018-Ravenswood-Draft-PSR)
- C. Draft additional scope of work
- D. Draft additional scope of work with suggested track changes
- E. Public comments, commenter names
- F. Comments received directly
- G. Hyperlink – online comments: <http://ccin.menlopark.org>
- H. Transportation email: [transportation@menlopark.org](mailto:transportation@menlopark.org)
- I. Project manager email: [arobeso@menlopark.org](mailto:arobeso@menlopark.org)
- J. City Council email: [city.council@menlopark.org](mailto:city.council@menlopark.org)

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

Report reviewed by:  
Justin I.C. Murphy, Public Works Director

September 10, 2018

Angela Obeso, PE  
Project Manager  
City of Menlo Park  
701 Laurel Street  
Menlo Park, CA 94025

**RE: Ravenswood Avenue Railroad Crossing Project, Extra Work Request (Amendment 3)**

Dear Angela:

At the May 8, 2018 City Council meeting, Council directed that additional scope items be considered for the project. Per these City Council meeting minutes, additional scope items will include “(1) a financial assessment for a trench/tunnel and; (2) a conceptual design, noise, tree, and visual impact assessment of a fully elevated alternative.” Below is a description of the scope of work for these items (Tasks 6, 7 and 8).

**SCOPE OF WORK****Task 1: Project Management**Task 1.1 Project Administration

Due the extension in the schedule and the additional scope items described below, AECOM will provide additional project management services for the period from June 2018 through March 2019. These services include:

- Coordinating with in-house design staff, subconsultants, and the City
- Conducting additional check-in conference calls
- Monitoring schedule and budget status and preparing invoices

**Task 6: Tunnel Feasibility Analysis and Funding Analysis**Task 6.1 Tunnel Feasibility Analysis

AECOM will analyze the feasibility of a tunnel alternative based on a track profile that begins at two potential locations:

1. Just south of the Fifth Avenue Underpass in unincorporated San Mateo County (between Redwood City and Atherton).
2. Just south of Woodside Road in Redwood City.

The tunnel profile would conform back to existing grade between Charleston Road and San Antonio Road near the Palo Alto/Mountain View border. Note: The southern conform point is based on current, preliminary exhibits prepared by AECOM for the City of Palo Alto for their City-wide tunnel option.

The analysis will include the anticipated engineering challenges and potential mitigation measures, and logistical opportunities and issues associated with constructing a tunnel that spans through a segment of six jurisdictions (Redwood City, San Mateo County, Atherton, Menlo Park, Palo Alto and Mountain View).

The analysis will include the following topics. These will be discussed in the memorandum, described in Task 6.2, at a high-level to determine the overall feasibility of this alternative.

- Type of Tunnel (Single or Dual Bore)
- Entry/Exit Portal Locations
- Construction Impacts (Including anticipated station and/or road closures during construction)
- Right-of-Way and Utility Impacts (Including anticipated temporary construction easement s)
- Drainage (Including impacts to major channels/creeks)
- Groundwater and Geotechnical Issues
- Final Station and Roadway Configurations
- Long-term Maintenance

## Task 6.2 Tunnel Feasibility Analysis Memorandum

AECOM will develop a memorandum summarizing the items described in Task 6.1. The memorandum will include a description of the tunnel alternative with a schematic plan, profile and typical section.

AECOM will also prepare an order-of-magnitude cost estimate of the tunnel concept, including the approximate cost within the City of Menlo Park only.

## Task 6.3 Tunnel Funding Analysis

As a follow up to Tasks 6.1 and 6.2, AECOM will identify and evaluate potential funding resources and financing mechanisms applicable to the tunnel alternative. The funding analysis will develop a high-level overview and assessment of the project funding and financing opportunities. The purpose of the analysis will be to provide a comprehensive overview and understanding of potential funding availability and constraints sufficient for an initial assessment of the project's financial feasibility.

The analysis will be primarily focus on identifying approaches and assessing their potential for funding the construction of the Menlo Park segment of the project. However, AECOM will also provide a high-level characterization of the complete project's funding needs, constraints and options with an assessment of its funding potential and viability from a corridor-wide perspective.

AECOM will identify funding options from local sources (e.g. fee/tax measures and value capture mechanisms if applicable), regional/state sources (e.g. San Mateo County Transportation Authority (SMCTA) Measure A and California High Speed Rail Authority) and federal programs (e.g. BUILD grants). AECOM will analyze the following key evaluation factors for each funding source under consideration:

- Summary description;
- Applicability and restrictions;
- Implementability and qualification requirements;
- Approval process and authorizing agencies;
- Extent, type and scheduling of obtained funding; and
- Overall viability, key risk and success factors.

AECOM will work with Caltrain and the City staff to determine the land-use opportunities and development constraints on the property above the tunnel segment within Caltrain's right-of-way. If possible, some illustrative case studies may be used for informative purposes. Based on this research and analysis, AECOM will evaluate the properties' development potential and resulting capacity for revenue generation and project funding contribution.

## Task 6.4 Tunnel Funding Analysis Memorandum

The funding analysis findings and recommendations will be documented in a "White Paper" format suitable for internal use and public distribution. AECOM will provide a short-list of the funding sources considered to be most promising and viable with recommendations on next steps and further investigation.



Note that at this initial stage, detailed financial feasibility analysis of the project or specific funding sources is not recommended and is not proposed under this task. The financial calculations and projections performed for the funding analysis will be based on readily available data and standard assumptions (e.g. local property values, bond/loan terms, investor rate of return requirements, economic and land use projections/trends etc.).

## Task 7: Fully Elevated Alternative Analysis

### Task 7.1 Preliminary Engineering

AECOM will develop preliminary engineering for a fully elevated alternative. The track profile limits will begin just south of Encinal Avenue and end just north of San Francisquito Creek. This task will include the following:

- Engineering (track and road profiles, shoofly track alignment, etc.) to define the limits of construction and approximate quantities to complete an order-of-magnitude cost estimate.
- Utility and Right-of-Way impacts.
- Preliminary cost estimate (using a similar format that was used for Alternatives A & C).
- A track profile analysis to determine the maximum grade needed to provide sufficient elevation to avoid roadway excavation at Glenwood Avenue (span completely over the street); while simultaneously avoiding impact to Encinal Avenue.

### Task 7.2 Meetings

AECOM will attend and prepare PowerPoint slides for up to four (4) separate meetings; City Council (1), Rail Subcommittee (1), Planning Commission (1) and the Complete Streets Commission (1).

### Task 7.3 Renderings

AECOM will prepare still image, 3D CAD renderings from up to three (3) vantage points.

### Task 7.4 Technical Memorandum

AECOM will prepare a Technical Memorandum to summarize the items prepared as part of Task 7.1 and 7.3.

## Task 8: Noise Study

AECOM will evaluate how each of the five proposed alternatives, noted below, would affect noise levels; both on a single event (pass-by) basis as well as average daily exposure (such as day-night noise level,  $L_{dn}$ ) which would likely be used to assess environmental noise impacts as per Federal Transit Administration (FTA) noise impact criteria.

The study will include a round of noise measurements describing single event and daily noise exposure for existing conditions. The study will also include prediction of expected changes in noise level (single event and daily exposure) for the different alternatives. The alternatives to be studied are as follows:

- i. Existing (Baseline) Condition (No Build)
- ii. Alternative A
- iii. Alternative C
- iv. Alternative D – Fully elevated with three grade separations
- v. Alternative E – Multi-city, corridor-wide tunnel

### Task 8.1 Review Project information

The AECOM noise team will review provided and relevant project information. At the conclusion of this review, the noise team will develop a data request to the City and/or Caltrain, for any additionally required information.



## Task 8.2 Site Visit and Noise Measurements

Two AECOM noise specialists will visit the project area and conduct a series of long-and short-term measurements of current existing conditions. The long-term measurements will run for at least 24 hours at two different locations in the noise study area, and short-term measurements will be conducted for a shorter duration (typically 15-30 minutes each) to document ambient conditions and individual train events at another 4 to 8 locations representing a variety of noise-sensitive land uses throughout the study area. The noise team will also carefully identify and document other existing noise sources present as well as buildings, topography and other features that could influence acoustical propagation in the study area.

Depending on the preliminary tunnel concepts to be evaluated under Alternative E (Tunnel), some noise measurements may also be conducted at other locations outside of the study area to characterize noise sources associated with that alternative (such as passive tunnel vent shafts, or powered ventilation fan stations which may be identified on similar rail tunnels elsewhere).

## Task 8.3 Analyze Noise Measurement Data

The noise measurement data will be analyzed and developed into charts and tables to represent the varying noise environment over the course of the day at each of the measurement locations as well as detailed noise levels for individual train events identifying individual contributions from train cars, locomotives and horn soundings on a per event basis (to the degree possible).

## Task 8.4 Conduct FTA and CadnaA Noise Modeling

AECOM will conduct an FTA style spreadsheet analysis to predict and compare project related 24-hour ( $L_{dn}$ ) noise levels consistent with methods described in the FTA Transit Noise and Vibration Impact Assessment Manual (FTA VA-90-1003-06), general noise assessment method, at up to 20 different point locations representing noise sensitive locations within the project area. The noise team will also develop more detailed noise models using the CadnaA noise model platform to produce noise contour data for typical maximum noise levels for each alternative.

## Task 8.5 Develop Draft Noise Technical Memorandum

AECOM will prepare a technical noise memorandum reporting the methodology, results and conclusions of Tasks 8.1 to 8.4.

## Task 8.6 Develop Final Noise Technical Memorandum

AECOM will provide responses to one set of agency comments and prepare a final technical memorandum.

## **DELIVERABLES LIST**

The following deliverables will be provided as part of this extra work:

- Draft & Final Tunnel Feasibility Analysis
- Draft & Final Tunnel Funding Analysis
- Draft & Final Technical Memorandum of Viaduct Alternative Analysis
- Draft & Final Noise Technical Memorandum

## **FEE ESTIMATE**

A detailed level of effort per task for this Extra Work (Amendment 3) is provided as an attachment.

We look forward to working with the City to complete these additional tasks. If you have any questions, please contact Millette Litzinger at 408.961.8417 or [millette.litzinger@aecom.com](mailto:millette.litzinger@aecom.com).

Yours sincerely,

**AECOM Technical Services, Inc.**

Millette Litzinger, PE  
Deputy Project Manager

Etty Mercurio, PE  
Vice President

Attachments

DRAFT

September 10, 2018

Angela Obeso, PE  
Project Manager  
City of Menlo Park  
701 Laurel Street  
Menlo Park, CA 94025

**RE: Ravenswood Avenue Railroad Crossing Project, Extra Work Request (Amendment 3)****NOTE: SUGGESTED REVISIONS BY CITY STAFF – January 15, 2019**

Dear Angela:

At the May 8, 2018 City Council meeting, Council directed that additional scope items be considered for the project. Per these City Council meeting minutes, additional scope items will include “(1) a financial assessment for a trench/tunnel and; (2) a conceptual design, noise, tree, and visual impact assessment of a fully elevated alternative.” Below is a description of the scope of work for these items (Tasks 6, 7 and 8).

**SCOPE OF WORK****Task 1: Project Management**Task 1.1 Project Administration

Due the extension in the schedule and the additional scope items described below, AECOM will provide additional project management services for the period from June 2018 through March 2019. These services include:

- Coordinating with in-house design staff, subconsultants, and the City
- Conducting additional check-in conference calls
- Monitoring schedule and budget status and preparing invoices

**Task 6: Tunnel Feasibility Analysis and Funding Analysis**Task 6.1 Tunnel Feasibility Analysis

AECOM will analyze the feasibility of a tunnel alternative based on a track profile that begins at two potential locations:

1. Just south of the Fifth Avenue Underpass in unincorporated San Mateo County (between Redwood City and Atherton).
2. Just south of Woodside Road in Redwood City.

The tunnel profile would conform back to existing grade between Charleston Road and San Antonio Road near the Palo Alto/Mountain View border **and determine if a grade in excess of 1% is needed**. Note: The southern conform point is based on current, preliminary exhibits prepared by AECOM for the City of Palo Alto for their City-wide tunnel option.

The analysis will include the anticipated engineering challenges and potential mitigation measures, and logistical opportunities and issues associated with constructing a tunnel that spans through a segment of six jurisdictions (Redwood City, San Mateo County, Atherton, Menlo Park, Palo Alto and Mountain View).

The analysis will include the following topics. These will be discussed in the memorandum, described in Task 6.2, at a high-level to determine the overall feasibility of this alternative.

- Type of Tunnel (Single or Dual Bore)
- Entry/Exit Portal Locations, including visual examples or graphics of similar type projects
- Construction Impacts (Including anticipated station and/or road closures during construction)
- Right-of-Way Requirements (including any possible eminent domain) and Utility Impacts (Including anticipated temporary construction easements)
- Drainage (Including impacts to major channels/creeks)
- Groundwater and Geotechnical Issues
- Final Station and Roadway Configurations
- Long-term Maintenance

### Task 6.2 Tunnel Feasibility Analysis Memorandum

AECOM will develop a memorandum summarizing the items described in Task 6.1. The memorandum will include a description of the tunnel alternative with a schematic plan, profile and typical section.

AECOM will also prepare an order-of-magnitude cost estimate of the tunnel concept, including the approximate cost within the City of Menlo Park only.

### Task 6.3 Tunnel Funding Analysis

As a follow up to Tasks 6.1 and 6.2, AECOM will identify and evaluate potential funding resources and financing mechanisms applicable to the tunnel alternative. The funding analysis will develop a high-level overview and assessment of the project funding and financing opportunities. The purpose of the analysis will be to provide a comprehensive overview and understanding of potential funding availability and constraints sufficient for an initial assessment of the project's financial feasibility.

The analysis will be primarily focus on identifying approaches and assessing their potential for funding the construction of the Menlo Park segment of the project. However, AECOM will also provide a high-level characterization of the complete project's funding needs, constraints and options with an assessment of its funding potential and viability from a corridor-wide perspective.

AECOM will identify funding options from local sources (e.g. fee/tax measures and value capture mechanisms if applicable), regional/state sources (e.g. San Mateo County Transportation Authority (SMCTA) Measure A and California High Speed Rail Authority) and federal programs (e.g. BUILD grants). AECOM will analyze the following key evaluation factors for each funding source under consideration:

- Summary description;
- Applicability and restrictions;
- Implementability and qualification requirements;
- Approval process and authorizing agencies;
- Extent, type and scheduling of obtained funding; and
- Overall viability, key risk and success factors.

AECOM will work with Caltrain and the City staff to determine the land-use opportunities and development constraints on the property above the tunnel segment within Caltrain's right-of-way. If possible, some illustrative case studies may be used for informative purposes. Based on this research and analysis, AECOM will evaluate the properties' development potential and resulting capacity for revenue generation and project funding contribution.

### Task 6.4 Tunnel Funding Analysis Memorandum

The funding analysis findings and recommendations will be documented in a "White Paper" format suitable for internal use and public distribution. AECOM will provide a short-list of the funding sources

considered to be most promising and viable with recommendations on next steps and further investigation.

Note that at this initial stage, detailed financial feasibility analysis of the project or specific funding sources is not recommended and is not proposed under this task. The financial calculations and projections performed for the funding analysis will be based on readily available data and standard assumptions (e.g. local property values, bond/loan terms, investor rate of return requirements, economic and land use projections/trends etc.).

## Task 7: Fully Elevated Alternative Analysis

### Task 7.1 Preliminary Engineering

AECOM will develop preliminary engineering for a fully elevated alternative. The track profile limits will begin just south of Encinal Avenue and end just north of San Francisquito Creek. This task will include the following:

- Engineering (track and road profiles, shoofly track alignment, etc.) to define the limits of construction and approximate quantities to complete an order-of-magnitude cost estimate. This includes potential construction impacts including staging and road closures.
- Utility and Right-of-Way requirements (including any possible eminent domain) impacts.
- Preliminary cost estimate (using a similar format that was used for Alternatives A & C).
- A track profile analysis to determine the maximum grade needed to provide sufficient elevation to avoid roadway excavation at Glenwood Avenue (span completely over the street); while simultaneously avoiding impact to Encinal Avenue.

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AECOM will develop renderings that illustrate the visual elements at up to three (3) locations along the Menlo Park Caltrain corridor. For this evaluation, AECOM will prepare still image, 3D CAD renderings from up to these same three (3) vantage points.

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We look forward to working with the City to complete these additional tasks. If you have any questions, please contact Millette Litzinger at 408.961.8417 or [millette.litzinger@aecom.com](mailto:millette.litzinger@aecom.com).

Yours sincerely,

**AECOM Technical Services, Inc.**

Millette Litzinger, PE  
Deputy Project Manager

Etty Mercurio, PE  
Vice President

Attachments

DRAFT



Public comments	
Commenter names	
1. Ada Yu	28. Laura Hale
2. Adam Draper	29. Lauren and George John (2)
3. Ann Diederich	30. Lynne Reynolds
4. Anton Reynolds	31. Margaret Davis
5. Betsy Henze	32. Maria Amundson
6. Bill Frimel	33. Marjorie Stone
7. Bill Pflaum	34. Mickie Winkler (2)
8. Bob Frankle	35. Mike Raab
9. Bonny Brown	36. Omar Adham
10. Brian Goler	37. Philip Miller
11. Charles	38. Rich Cline
12. Dana Hendrickson	39. Rusty Gaillard
13. Daniel Hom	40. Samantha Henze
14. Diane Frankle	41. Sandy Bardas
15. Erin Glanville	42. Shasank Chavan
16. Gail Blumberg	43. Sherri Biondi
17. Helen White	44. Sonya Fletcher
18. Henry Riggs	45. Stephen Mehl
19. Herbert Stone	46. Steve Machtinger
20. Hinda Saks (2)	47. Steve Taffee
21. Jen Wolosin	48. Steve Van Pelt
22. John Henze	49. Steven Geiser (2)
23. John Kadvany	50. Sue Kayton
24. John Langbein	51. Susan Bryan
25. Jonathan Hahn	52. Thierry Depeyrot
26. Katherine Miller (2)	53. Verle Aebi
27. Kristin Geiser (2)	54. William Lind

**From:** danielkhom  
**Sent:** Tuesday, December 18, 2018 9:31 PM  
**Subject:** Ravenswood Caltrain track separation

To whom it may concern,  
 This email is to provide comments and feedback for the Ravenswood Caltrain track separation.  
 As a long time resident of MP especially concern with the safety and traffic through the City. I have the following comment posted in the Almanac and ask to share with Complete Streets, Safe Routes to Schools, and TMP OOC.

"What's the problem and goal? Make the intersection safe for local commuters and residents on MP? Or create "induced demand" by eliminating the grid lock to encourage more of the +80% traffic through MP to hwy 101 and the EB? Do not elevate the tracks creating a large berm and wall that residents hate and didn't consider when moving to MP. Do not create a massive multi lane under path with right turn lanes and straight lanes to congest MAHS, Middlefield and Willow Road more than it is already. University Ave has a good "traffic diet" that improves the condition without attaching more daily commute vehicles. Keep the number of lanes the same and reduce the throughput of traffic. Make it safer and easier for bikes and pedestrian traffic. This area could be a hub for the public with Burgess, ECR and Caltrain. Children going to school at Hillview tend not to ride a bike because of ECR. Let's make it safe and not an ugly intersection with thousands of cars and traffic. MP residents and tax payers come first rather than the commuters."

Regards,  
 Daniel and Alice Hom

**From:** John Langbein  
**Sent:** Tuesday, December 18, 2018 8:32 PM  
**Subject:** grade separation

Two comments on the proposed grade separation(s).

1) I noticed under alternative A, it proposes a 10% grade. For cyclists who will use the roadway, I suggest that the bike lane, especially in the downhill direction be wider than 5-ft as proposed. With steep grades (even if it is short), cyclists will want to ride farther from the curb than normal. I suggest that the bike lane be buffered which can allow the downhill riding cyclist to stay farther from the curb. (In addition, the extra speed from the descent will aid the rider on the uphill)

2) I suggest that Menlo Park build more than just the single grade crossing. Given the expectation that rail service on the Peninsula will be the primary mass transit in the future, its success will depend upon frequent service. One can only envision the snarled traffic generated by frequent train service rendering any "at-grade" crossing nearly useless. Building multiple bridges or tunnels will assure that traffic will not be negatively impacted by the trains, and trains can also run reliably without the catastrophic collision.

John Langbein

**From:** Rusty Gaillard  
**Sent:** Tuesday, December 18, 2018 8:47 PM  
**Subject:** Ravenswood Caltrain crossing

Hello,

I am writing in support of the plan to create the grade separation at Ravenswood. While a more comprehensive plan for all of the at-grade crossings would be better, Ravenswood is by far the worst crossing and fixing it is far overdue. I strongly support moving forward with the plan as proposed.

Rusty Gaillard

**From:** Gail Blumberg  
**Sent:** Wednesday, December 19, 2018 10:51 AM  
**Subject:** Feedback on Ravenswood train crossing study

Dear Menlo Park City Transportation group,

I am responding to the recent elevated track study of the Ravenswood train crossing. It's commendable that you are studying the noise level increase of an elevated track, but there are several other factors that seem to be missing from your assessment. Please consider including them, as they ALL have potentially negative impacts on the city and its residents and businesses.

**Traffic Study** looking at traffic flow and congestion impact of construction and required shoofly or other temporary requirements on traffic and residential access - closures and lost access in particular. This is especially important in light of all the construction projects already taking place in Menlo Park on and around El Camino. It makes the quality of life here substantially different when going from east to west is a guaranteed traffic jam.

**Visual studies:** Numerical analysis of the distance from the track that the fully elevated train (i.e. cumulative of track + train + catenary wires) could be seen from ground level looking from both east and west sides along the length of the track through MP; Plus, 3D visuals (as were done for Options A and C) of what the fully elevated train would look like from both east and west.

In addition a visual analysis of the impact of fully elevated train (again, track + train + catenary wires) on daylight plane, taking into consideration light blocked and shadows cast on both sides, throughout the movement of the sun on residential areas. (Note: residential construction requires assessment of daylight plane, so analysis of an elevated train on neighboring residences should adhere to the same requirement.)

**Acoustical and Vibration Study** of loudness and reach of all train noise after elevation, trench or tunnel, including any required removal of sound barriers such as trees and structures. Amount of vibration felt once shielding trees and structures have been removed.

**Real Estate Financial Impact Study** looking at local real estate prices over the time of construction and afterwards in terms of light, sound and visual implications of the new crossing.

**Eminent Domain Study** will private property, plus structures, plus trees/vegetation need to be removed to accommodate the viaduct construction.

Respectfully yours,  
Gail Blumberg  
Menlo Park Resident

**From:** Maria Amundson  
**Sent:** Wednesday, December 19, 2018 11:54 AM  
**Subject:** Feedback on Ravenswood train crossing study

Dear Menlo Park City Transportation group,

I am responding to the recent elevated track study of the Ravenswood train crossing. It's commendable that you are studying the noise level increase of an elevated track, but there are several other important factors that seem to be missing from your assessment. Please consider including them, as they ALL have potentially negative impacts on the city and its residents and businesses:

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**Acoustical and Vibration Study** of loudness and reach of all train noise after elevation, trench or tunnel, including any required removal of sound barriers such as trees and structures. Amount of vibration felt once shielding trees and structures have been removed. Note that with elevated tracks, the soundwave blocking benefits of trees, homes and structures in dampening sound is lost, as the noise travels above them.

**Real Estate Financial Impact Study** looking at local real estate prices over the time of construction and afterwards in terms of light, sound and visual implications of the new crossing.

**Eminent Domain Study** will private property, plus structures, plus trees/vegetation need to be removed to accommodate the viaduct construction.

Respectfully yours,  
Maria Amundson  
Menlo Park Resident

**From:** Sandy Bardas

**Sent:** Wednesday, December 19, 2018 10:28 AM

**Subject:** Comments on intersection of Caltrain tracks with City Roads

While I appreciate all the work that has gone into exploring the alternatives, one overriding concept greatly concerns me. Many questions could be answered if the whole Caltrain Peninsula Corridor worked TOGETHER to address the questions of train/road intersections. Whether to elevate, submerge, tunnel or leave at grade cannot be done in a piecemeal fashion. I just don't understand why the city governments do not realize the long term advantage of a **Peninsula** Caltrain Plan. Almost every city has or is independently studying options.

In terms of the present draft report, I have grave concerns about the streets that run parallel to the tracks. Currently there are several large construction projects near these intersections (Encinal, Oak Grove, Alma Middle) and these parallel streets are very close to the tracks. Although Ravenswood is the most congested there remains the danger of the close parallel streets such as Merrill and Alma. In addition, the on-demand pedestrian crossing lights at these intersections is also responsible for the traffic snarls on both Oak Grove and Ravenswood. This is especially true when passengers are offloading from the train. When a pedestrian hits the light to cross, little attention is paid to the fact that cars may be forced to stop on the tracks. And then the train resumes its travels across the track opening up the potential of cars being stuck between the crossing arms.

I believe in the necessity and future of the Caltrain Corridor. I just urge the Peninsula cities to work together to form a comprehensive plan. And I urge Menlo Park to address the safety concerns of both cars and pedestrians caused by the parallel streets so close to the train tracks, especially in light of the large construction projects on or near these streets.

Sandra Bardas

**From:** Herbert Stone  
**Sent:** Friday, December 21, 2018 8:33 PM  
**Subject:** Ravenswood-Caltrain Track Plan

I have reviewed the draft report and want to express my vote in favor of a hybrid solution for Ravenswood, Oak Grove and Glenwood streets. This is a compromise in which the streets and trains share the effort. Just elevating the trains is not viable from a community perspective; it would be too high. Trenching will be very costly and raises added safety concerns.

This issue was discussed at length when I first moved here in 1962 and 1963. It's time to make a decision and move ahead.

Herbert Stone

**From:** Steve Machtinger MD  
**Sent:** Friday, December 21, 2018 8:48 AM  
**Subject:** Grade Separation

Having lived in NIMBY Park since 1980 and in Allied Arts since 1983 means I have been both observer and victim of the evolution of traffic and traffic policy.

Grade separation will not increase traffic on El Camino Real. You can't increase traffic when you already have gridlock. However relieving the El Camino logjam mitigates the increasing burden of cars shortcutting through central MP and Allied Arts. The number of cars running stop signs at Middle & University and Cambridge & University is alarming. Traffic makes people late and frenzied often resulting in dangerous driving decisions.

I am a walker and a biker. Biking will not solve our town's traffic problems.

Grade separation at Ravenswood is the obvious step if you want the best temporary solution. In the not too distant future the wisdom in providing additional separation at Oak Grove and Glenwood and even Alma in Palo Alto will become an inescapable conclusion. The cost and inconvenience of doing grade separation twice will far exceed that of doing it right once. Do as much as you can without getting tarred and feathered by the NIMBY crowd.

I like the trench solution as it controls noise and has a minimal impact on the lovely rural view one has from El Camino but an elevated track is probably safer in terms of suicide prevention. The least disruption in traffic flow results from doing nothing to the track and everything to the roads. But any solution is better than more dawdling debate. Stop fiddling around.

DO IT NOW! You need the not-as-yet developed properties adjacent to the Caltrain right-of-way to ease the burden and cost of construction. Once these lots are developed the complexity of any grade separation project becomes many times greater.

No one envies your job but you will be remembered for having taken the decisive step on grade separation. You won't be remembered if you fail to solve this vexing problem that contributes to deteriorating quality of life in Menlo Park.

Steve Machtinger MD

From: Stephen Mehl  
Sent: Saturday, December 22, 2018 2:37 PM  
Subject: Menlo Park grade separation – comments

Dear Ms Obeso –

An article in the Almanac says that the city of Menlo Park transportation department is looking for comments on the draft report for grade separation.

As an inhabitant of Menlo Park I strongly encourage the council to grade separate all crossings in Menlo Park - Ravenswood, Glenwood and Encinal to enhance safety for people and cars, and to reduce noise levels.

I prefer train tracks at separations to be below street level rather than above street level.

Concerns about elevating the tracks are specious, since the city is already separated by the tracks and fences.

Thank you  
Stephen Larry Mehl

From: Thierry Depeyrot  
Sent: Saturday, December 22, 2018 2:17 PM  
Subject: Grade separation

Dear Ms Obeso

I saw in the Almanac that the city of Menlo Park transportation department is looking for comments on the draft report for grade separation.

As an inhabitant of Menlo Park who has almost been hit when walking across the Ravenswood crossing, and whose children (9 and 12 year old) regularly cross the train tracks to go to school, I strongly encourage the council to grade separate all crossings in Menlo Park - Ravenswood, Glenwood and Encinal.



Concerns about elevating the tracks are specious, since the city is already separated by the tracks and fence... but I would be happy with any solution which makes it safer to cross, less dangerous for cars, and also less noisy – the pollution from the honking is quite dramatic.

Thank you!  
Thierry Depeyrot

**From:** Katherine Miller  
**Sent:** Sunday, December 23, 2018 3:56 PM  
**Cc:** Mueller, Ray <RDMueller@menlopark.org>; Taylor, Cecilia <CTTaylor@menlopark.org>; Carlton, M.Catherine <CCarlton@menlopark.org>; Combs, Drew <DCombs@menlopark.org>; Nash, Betsy <BNash@menlopark.org>  
**Subject:** Comments on grade separation

Hi,

I saw an article in the Almanac asking for comments on the current grade separation plans. I read through the plans, and want to share my perspective.

It seems obvious to me that installing a no-build alternative, such as a traffic signal with railroad preemption, makes sense. There are a number of crossings in nearby communities that have these sorts of traffic lights: we know they work. It would be vastly less expensive than the build options and could be implemented sooner. The installation of a traffic signal at the Alma / Caltrain / Ravenswood intersection would have the further benefit of making the area safer for the huge volume of pedestrians. A traffic signal could potentially open up left turns from Alma onto Ravenswood as well. With the high number of variables in the future regarding the train—high speed rail, electrification, a Middle Ave. bike/pedestrian underpass, unresolved coordination plans with other municipalities—and with all the present benefits of a traffic signal, it makes sense to adopt this no-build alternative ASAP. Installing a traffic signal allows us to sift through the variables thoughtfully, can be easily tinkered with to maximize efficiency, doesn't preclude a build solution in the future, and makes the crossing safer now. Win-win-win-win.

I vigorously oppose Alternative A. According to the draft, "the underpass would remove direct vehicular connection between [Ravenswood Ave. and Alma St.], and thus change vehicular travel patterns." Specifically, all cars traveling into or through Linfield Oaks would be forced to use Laurel Street. Currently, residents and cut-through traffic turn right onto Alma from eastbound Ravenswood. This is effective because it splits car traffic through the neighborhood between Alma and Laurel.

Alma is a wide street with both sidewalks and bike lanes: it is a safe environment for cars, bikes, and pedestrians to co-exist. It makes sense to maintain car access to this well-designed and efficient street. On the other hand, there are no bike lanes on Laurel, despite the fact that it has recently been designated part of the "Peninsula Bikeway." Residents and work trucks often park in the street, pushing bicyclists further out into the middle of the street. Sidewalks are immediately adjacent to the street; pedestrians often spill over in the street since the sidewalks themselves are narrow. It doesn't make sense to intentionally increase car traffic on Laurel.

Laurel Street, a neighborhood street, is already congested. Cutting off vehicular traffic to Alma St. would make Laurel St. through Linfield Oaks even more congested and much less safe for everyone. You may remember that a few years ago there was a trial restriction of right turns onto Alma St. from eastbound Ravenswood. Now is a good time to remember why that trial was discontinued: traffic on Ravenswood got worse and traffic on Laurel St. through Linfield Oaks got much, much worse. Laurel is a major route for kids on bikes going to and from school and it's one of the main conduits for families going on foot to Burgess. Alternative A, an effort to make our community safer, would have the dangerous unintended consequence of making Laurel St. decidedly less safe.

Furthermore, at this time there is no representative on City Council dedicated to representing District 3, which includes Linfield Oaks. It is not appropriate for City Council to approve a decision that would severely and negatively impact the Linfield Oaks neighborhood's safety and quality of life when there is no council member to represent us.

If the City Council is determined to move forward with a build solution, Alternative C would be preferable: "Alma St. would be lowered to match the elevation of the lowered Ravenswood Ave., resulting in a intersection that resembles the existing Ravenswood/Alma intersection, providing the ability to restore full vehicular access." This would keep traffic into and through Linfield Oaks split between Alma and Laurel St., thus keeping Laurel St. safer for bikes and pedestrians.

Making train crossings safer is an important goal and one that I support. Please fulfill that goal with a traffic signal or Alternative C. Alternative A makes Laurel Street through Linfield Oaks less safe and is therefore not a good solution.

Sincerely,  
Katy Miller

From: MARJORIE STONE  
Sent: Sunday, December 23, 2018 11:54 AM  
Subject: Caltrain track plan

To whom it may concern:

I have lived in Menlo Park since 1964 and seen the traffic around the railway crossings grow steadily worse. I have seen how well the San Carlos railroad crossing plans have turned out, and I believe Menlo Park should employ a similar raised railway plan across all three of its railway crossings. The elevated tracks will allow flexibility for the future, and improve traffic flow under the tracks.

Menlo Park is already divided by Hwy 101; I don't believe an elevated track will divide it further. It is "pie in the sky" to think that Menlo Park will retain its character by building a tunnel; its character has already been modified by all the development that has been approved by the council, and the increased traffic that is a direct result. Let's use the increased revenue from these developments to start construction on an elevated railway instead of funding yet another study of the multiple studies that have been conducted since I moved here.

Sincerely,  
Marjorie Stone

**From:** Sue Kayton  
**Sent:** Monday, December 24, 2018 9:52 PM  
**Subject:** Ravenswood grade separation

Alternative A is a short-term solution to a long-term problem. The proposed depressed roadway for Ravenswood does not have enough lanes to handle all the traffic once Oak Grove, Valparaiso and Encinal grade crossings are eventually closed.

Once the underpass opens, traffic will increase at the intersection of Ravenswood / Middlefield, which already has major back ups during commute hours and school pick-up and drop-off times. I can personally attest that southbound traffic on Middlefield can take more than 6 light cycles to get from Oak Grove to Ravenswood at peak times. To help alleviate this bottleneck, as part of this project, please include adding a second left turn lane from northbound Middlefield onto westbound Ravenswood. This would require relocating at least one utility pole, and paving more of the right-of-way that currently has vegetation.

-Sue Kayton

**From:** Carl  
**Sent:** Wednesday, December 26, 2018 11:56 PM  
**Subject:** Ravens wood crossing

Hello, after reading the article in the December almanac, I find it hard to believe that there is a consideration to invest millions of our, and my, taxpayer dollars to make a completely unnecessary rail crossing. Every time there is an election I am praying for a fiscally responsible council, with guidance from an equally fiscally, responsible Mayor who really considers every penny they spend, but that never happens.

I know towns are coached by legal teams on reducing liability. It's endemic from building department guidance to police and fire over hiring.

This extravagant rail crossing spend however, cannot be about safety, or reducing liability, since there are over 100 crossings from San Jose to San Francisco.

The three choices the Menlo Park council cake up with for the rail crossing do not include a key one, which is: Leave it exactly the way it currently is!

Spending millions of dollars on Any rail crossing will not reduce the traffic buildup. That biggest factor is the amount of cars (and homes built) in a square area closest to the tracks. The council's vote on building El Camino with many densely packed houses will create unduly traffic. No crossing can mitigate this so don't spend millions of dollars on this. If you holistically look at your desire to build a rail crossing, we would be far better off financially (our and my tax money) and safety wise to wait 2-3 years when level 4 autonomous vehicles are released and pervasive. This is quicker than the construction time for one of these high priced crossings. The cars are scalable and will just about eliminate all accidents at every crossing. Additionally, with a feature called traffic pilot we are confident they will mitigate as much traffic as can be (again a function of vehicles on the road at one time). There are so many more technologies out there that would mitigate traffic and the chances of a car stopping on the crossing, rather than wasting money on this crossing. Please add a fourth viable choice: Leave the Ravenswood crossing as it is.

Charles

**From:** Omar Adham <ojadham@mac.com>  
**Sent:** Friday, December 28, 2018 9:40 PM  
**Subject:** Ravenswood Avenue rail crossing project

After reviewing the draft PSR on the city's website I believe that the new counsel should change course away from the alternative A towards alternative C as the latter will better serve Menlo Park for the coming CALTRAIN electrification as well as HSR project.

Respectfully,

Omar J. Adham

**From:** aebi@  
**Sent:** Saturday, December 29, 2018 3:44 PM  
**Cc:** Mueller, Ray; Taylor, Cecilia; Carlton, M.Catherine; Combs, Drew; Nash, Betsy  
**Subject:** Ravenswood Avenue Grade Separation Project

Ms. Obeso,

I have been following the Ravenswood Grade Separation project for many years - going back to the early 1990's when it was first discussed. I listened to the recent presentation by yourself to the Council in December on the Draft PSR and noted that comments / concerns from the public were desired prior to January 3, 2019.

First some background:

I have been a Menlo Park resident since 1980 and have lived on Laurel Street in Linfield Oaks since 1989. Since 1989 the City has closed Alma either at Ravenswood or just past the entrance to the parking lot by the library 3 times to evaluate traffic impact. All three times the impact has been major with significantly higher traffic flow on Laurel as cars that are heading to 101, the Willows neighborhood or Palo Alto that normally take Alma are forced to take Laurel or Middlefield Road. Middlefield is not a preferred option for commuters or other local residents due to the traffic signals on Middlefield. Laurel is a residential street with children on bikes heading to Encinal, many pedestrians, and is a narrower street than Alma with cars typically parked on both sides, forcing bikes out into traffic. Cutting off Alma as is proposed in Alternative A would have a major, detrimental, impact on Linfield Oaks. Other major impacts include restricting access to the Library and recreation center as cars from west Menlo Park would be forced to circle Burgess Park to reach the Library and Recreation Center. Alternative A also cuts off access to a number of streets near the rail line including Alma and Merrill, restricting easy access from Ravenswood to Caltrain and the 1020 Alma project now nearing completion and small businesses near the intersection.

If it is necessary to block through traffic on a street, it would be highly preferable to block through traffic on smaller, residential, streets like Laurel and force cars to use larger streets like Alma for safer transit of the neighborhood and to make Laurel a safe, preferred, bike boulevard like Bryant in Palo Alto.

#### Recommendations:

I strongly oppose Alternative A due to the significant traffic and safety impacts that will be generated by this option on Burgess Park and Linfield Oaks. Alternative A will also preclude future grade separation at the other at grade crossings in Menlo Park. This will likely force more traffic onto Ravenswood over time and will further degrade the Ravenswood / El Camino intersection.

I support the hybrid option which will result in Three Grade Separated Crossings at Ravenswood, Oak Grove and Glenwood as the preferred option (Alternative C).

There has been much discussion about how an elevated Grade Separation solution will divide Menlo Park. I put forward that with Electrification of Caltrain the present at grade crossings will divide the town in a more significant way with the amount of time that the crossing barriers will be down. Alternative C Grade Separation will help to connect the town.

1. Alternative C provides the best safety for pedestrians, bicyclists, and cars by separating these uses from at three intersections versus one intersection for the Ravenswood only grade separation (Alternative A). In particular this is critical with the recent conversion of Oak Grove to a bike route to school. Grade separating only Ravenswood does not achieve the key goal of improving bike safety in Menlo Park.
2. Alternative C has minimal impact on the residents of Felton Gables as the track is not elevated next to that neighborhood. The elevated trestle concept would have a significant impact and I recommend moving forward with C which has the lowest track elevation.
3. Alternative C does not cutoff access to Alma Street from Ravenswood. Alternative A would cutoff access to Alma from Ravenswood making access to the Library, the Recreation Center and Gym much more difficult for West Menlo Park residents. The town has made major investments in Burgess Park and its facilities and traffic flow should be managed to improve access, not reduce access. Alternative C accomplishes this goal with improved access to Burgess Park due to the traffic signal that would be

installed at the Ravenswood / Alma intersection in this Option and maintenance of the Ravenswood / Alma connection.

4. Alternative C will provide the best east / west connectivity and improved traffic flow across Menlo Park. The increased number of trains that Caltrain plans to operate with the electrification of Caltrain will further snarl traffic at the at grade intersections due to the increased amount of time that the gates will be down. Alternative C addresses this issue and is a plan focused on the future traffic flow needs of Menlo Park as urbanization continues.

5. Alternative C would result in the biggest noise reduction from the trains by removing 3 at grade crossings which require Caltrain to sound its horn.

6. I attended the Community Meeting on June 7, 2017. 85% of the approximately 55 community members in attendance supported Alternative C over Alternative A. I hope that the Council takes this extremely strong support for Alternative C into consideration when deciding this important issue to Menlo Park. Many of the attendees at the meeting were from the neighborhoods that will be most impacted by the construction project which will be considerably more substantial for Alternative C relative to Alternative A. Even so the community clearly felt that the benefits of Alternative C over Alternative A significantly outweighed the inconvenience of a longer / larger construction project.

I strongly recommend installation of a traffic signal at the Alma / Ravenswood intersection as an interim traffic and safety improvement. We have had one death at the Ravenswood / Caltrain crossing a few years ago and a very close near miss this past October. In both cases the vehicle was westbound on Ravenswood. Staff in its May 5, 2015 report to the Council evaluating safety improvement options for the Ravenswood / Caltrain / Alma intersections indicated that a traffic signal at this intersection is feasible and would address the safety issues while also improving circulation by allowing cars to again cross Ravenswood at Alma. This intersection also has a very large volume of pedestrians headed from Caltrain to SRI and to Burgess park. It is hard to understand why this intersection has not had signal control to date when one considers the number of cars, bicycles and pedestrians that use this intersection daily. I doubt that there are any other intersections in Menlo Park that are comparable to this combined use.

I also make a strong request that any future impact study of Alternative A or C or an elevated Trestle include analysis of the traffic impact on Alma and Laurel Streets from Glenwood to Willow Road. Past traffic studies relative to Grade Separation have not included these sections of road, even though the past tests with blocking Alma have clearly demonstrated that the impact can be severe and major. Sincerely,

Verle and Carol Aebi

**From:** Lauren John  
**Sent:** Sunday, December 30, 2018 4:28 PM  
**Cc:** George John  
**Subject:** As Linfield Oak residents we oppose Measure A

Hello Transportation Management Team:

My name is Lauren John and I have lived and worked in Menlo Park for over twenty years. Currently, my husband George and I live at 331 Laurel Street/Crosswalk is Sherwood. We are writing to oppose the Measure A proposal for the Caltrain crossing--which would close Alma Street to traffic and potentially reroute it to Laurel Street.

**Here's why:**

Ours is a lively pedestrian neighborhood.

Each morning from my home office window I see school kids, parents, nannies and toddlers and seniors walking the streets and sidewalks.

Many use this route to get to the library, the pool and the Community Center,

The school bus stops one house down at three p.m.

There are many bikers.

Neighbors stop and talk to each other and car doors are always opening to let off kids catching the bus to school.

Measure A to close Alma Street to traffic would instead clog Laurel Street with traffic, make things unsafe for small school kids and toddlers and seniors, and wreck the character of the neighborhood overall.

We have looked at the plans and think that A better "build" option for grade separation is Alternative C. A better "non-build" option is a traffic signal at Alma / Ravenswood.

Both of these options would maintain car access to Alma St. from Ravenswood.

Also we don't have a City Council dedicated to District 3, which includes Linfield Oaks.

Should City Council really make a decision about our neighborhood quality of life without representation on the Council.

I hope this letter will let you know how at least two long time residents feel.

Thanks

Lauren and George John

**From:** Frankle, Diane  
**Sent:** Monday, December 31, 2018 4:22 PM  
**Subject:** Comments on Grade Separation Plan

I am a resident of Menlo Park living in the Linfield Oaks section of Menlo Park just south and east of the proposed Ravenswood overpass. I have reviewed the current plan and Alternatives A and C. I am writing to express my strong support for Alternative C over Alternative A. Although I understand that Alternative A is less expensive, the Council and Planning Committee should consider its adverse impact on residents living in Linfield Oaks. The result of only separating the tracks from the road at one intersection – Ravenswood – will mean that almost all traffic will be routed on Ravenswood, increasing the traffic on that one street and also Laurel, the main north/south alternative between El Camino and Middlefield, dramatically. This will be highly detrimental to the residents living along Laurel, which is most of Linfield Oaks. Moreover, it will frustrate residents in another way – the plan requires the closing of Alma Street at Ravenswood. This will also pour more traffic onto Laurel. This will create significantly more dangerous road conditions, traffic jams and noise on Laurel, which is a residential street. All of these effects are mitigated by Alternative C. Instead of only 1 crossing with grade separation, there are 3, and there will be more balance in the traffic flow. Moreover, Alma is not shut down to traffic, allowing a safety valve from Ravenswood to Alma for the neighborhood. This Alternative maintains the character of the Linfield Oaks neighborhood while effecting grade separation. It has several other benefits as detailed in the Plan. Alternative A is a very poor substitute and will make it impossible if I understand the Plan to pursue a “redo” later. Alternative A is very bad for the entire east side of Menlo Park because it drives all traffic onto Ravenswood due to it being the only grade separation; as the Plan notes, train traffic will become more frequent in the future, and we will have more traffic because of the construction on El Camino Real and elsewhere. That is going to make traffic on Ravenswood and Laurel Street explode if Alternative A is chosen. Alternative C is a much better plan. It does extend the construction, which is obviously a detriment, but only by another 18 months estimated – a short increment of additional time in the grand scheme of things to “get it right.” I urge the City Council and the Planning Commission to pursue Alternative C. I understand it requires more funding, but it is the only really sensible alternative and its costs, while additional are not out of proportion to the accrued benefits of the plan. In short, Alternative C seems better thought out, more viable, less impact on traffic, and we should pursue it to the exclusion of Alternative A.

Feel free to contact me with any questions.

I also object to the comment period for this being from 12/18-1/3 – that is insulting and ridiculous. Obviously you did not want comments. If I learn who set the comment period I will be organizing a vote against that person or group. Please keep in mind that this is supposed to be a democracy and it is wholly inappropriate to try to sneak something through without comments because “you can.” Holiday season is not a time when people will typically expect a comment deadline and obviously people are busy with other things like family and friends. Shame on you for this comment period – it should be extended and more publicized!

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Diane Holt Frankle



**From:** Brian Goler

**Sent:** Tuesday, January 1, 2019 12:41 PM

**Cc:** Nash, Betsy; Mueller, Ray; Taylor, Cecilia; Carlton, M.Catherine; Combs, Drew

**Subject:** Comments on Draft Ravenswood Avenue Railroad Crossing

Hi,

I am a Menlo Park homeowner and resident (1206 San Mateo Drive) and I'm writing to comment on the [draft project study report for the Ravenswood Avenue railroad crossing](#). I appreciate the opportunity to comment on this draft.

I have two concerns that I'd like to share:

1/ Given the limitation of future grade separation options at the City's other rail crossings under Alternative C, it is especially important that we give a more expansive proposal more consideration at this time. I have a strong preference for options that achieve grade separation at more of our rail crossings (ideally, all of them) instead of limiting the scope of the PSR to grade separation just for Ravenswood Avenue (Alternative C). It would be a missed opportunity to not evaluate a more expansive proposal at this time that provides a long-term solution to the problems (traffic, safety, noise, etc) that increased train and automobile traffic will bring in the coming decades.

2/ In addition to traffic congestion, I am deeply concerned about train noise. The process seems incomplete without a thorough evaluation of the impact increased train traffic and a limited grade separation project will have on future train-related noise. The PSR states that "[b]ased on federal rule, local government agencies may acquire a quiet zone designation that would restrict the usage of train horns at railroad crossings which meet specified criteria." How can we make a decision on grade separation if we do not first understand the process, cost, and likelihood of achieving quiet zone designations for crossings that do not achieve grade separation? How confident are we that quiet zone regulations will not change in the future? It seems like wishful thinking to believe that the possibility of a quiet zone designation will be an achievable and lasting solution to our noise problems without at least a thorough evaluation now.

Lastly, can you please tell me how I can stay abreast of this project? I learned of the draft PSR and the opportunity to provide comments by chance from [this article online](#). Side-note: I encourage you to extend the comment period into mid-January. Many residents are away over the holidays and are likely unaware of this draft.

Thank you.

Brian Goler

**From:** Henry L Riggs <hrriggs@comcast.net>  
**Sent:** Tuesday, January 01, 2019 3:04 PM  
**Cc:** Mueller, Ray; Obeso, Angela R  
**Subject:** grade separations

Angela and staff,

I truly hope our city takes the opportunity to open up the east to the west by lifting the tracks in a thoughtful and artful way through downtown. We have such an opportunity here!

Best wishes for a Happy New Year,  
Henry Riggs

**From:** Kristin Geiser  
**Sent:** Tuesday, January 01, 2019 10:43 PM  
**To:** Angulo, Rich F; Obeso, Angela R; \_CCIN; Mueller, Ray; Taylor, Cecilia; Carlton, M.Catherine; Combs, Drew; Nash, Betsy  
**Subject:** No on Alternative A

Dear Members of Menlo Park City Council, and all involved in designing, planning, determining and implementing the vision for the railroad crossing on Ravenswood Avenue,

It was just brought to my attention by a neighbor that you have invited public comment on the design options for the plan for the crossing, including what is emerging as your preferred option - Alternative A – which includes closing Alma to vehicle traffic from Ravenswood Avenue. In this email, I will speak to five reasons for my profound concern - and my request that you Vote NO on Alternative A.

**1. We tried closing Alma - and it proved to be a disaster. We must vote NO on something we already know to be a problem.** I have lived on Laurel Street, between Burgess Park and Willow Road, for over 17 years. We lived through the experiment that the city ran not so long ago, with the closure of Alma to vehicular traffic. The experiment took place during the summer - and even with the summer flow of traffic (which is significantly lighter and certainly quite different than the flow of traffic that we experience when local schools are in session), it was experienced as a total failure. Traffic to cross El Camino extended beyond Trader Joe's and deep into the side streets of Menlo Park. Traffic along Laurel and the connecting neighborhood streets - Sherwood, Waverly and Linfield - experienced a marked increase in traffic and the majority of drivers, accustomed to taking Alma, moved much too quickly through our neighborhood and with complete disregard for our stop signs. I also observed drivers flipping off pedestrians, honking at pedestrians crossing the street with strollers, and taking corners (e.g., onto Waverly, Sherwood and Linfield) much too fast. Drivers were impatient and aggressive - and not driving as though they were moving through a residential neighborhood. This is qualitative data. We would need more of this to inform any decision. We would also need quantitative data. I am not aware of any quantitative data being collected during that experiment: I did not see any efforts to count the number of cars driving through Linfield Oaks with the tools that are available to do this; I did not see any effort to track the speed of those cars or the regularity with which they were stopping (or not stopping) at stop signs. I did not see any effort to track the resulting traffic congestion

through downtown Menlo Park and north/south bound El Camino. All to say - the lived experience of this experiment was that it was a disaster. But we don't have any real data to help us understand what happened. On your table on page 30 of your document, the closure of Alma appears as "red" - as having greatest negative impact. In the table, it is easy to gloss over this. It's just a red rectangle. But in real life, this is huge, and it would affect the daily life of almost every resident. It would be completely unacceptable for us to create a permanent closure to Alma without serious data - AND - if the data provides additional evidence to support what it appears we already know - that Alternative A's closure to Alma will have a significant negative impact both on the quality of life and safety of residents, then we must be courageous enough to say NO to this and to pursue a better solution.

**2. A decision to close Alma to vehicular traffic is in total conflict with Laurel Street as part of the Peninsula Bikeway.** The City of Menlo Park was part of the process that resulted in Laurel Street being part of the Peninsula Bikeway. The signs are up. The roads are painted. Cyclists now interpret the green signs on the roadway - located in the center of the driving lane and not in what would be the shoulder of the road - as a signal that they have the right of way on Laurel Street. We are already witnessing cars swerve onto the wrong side of the road to pass cyclists who are riding in the center of the driving lane and/or 3-4 (or packs of 10-20) cyclists across the road. This is not safe - but it works - sort of - with the current number of cars traveling along Laurel Street. If the hope is that the number of cyclists using the Peninsula Bikeway will increase, the last thing we would want to do is redirect the vehicles from Alma to Laurel Street. This is incredibly dangerous.

**3. A decision to close Alma to vehicular traffic is totally incompatible with the way children are intentionally routed along Laurel as they travel to/from school and recreational activities at City Center.** There are two MPCSD school bus stops located on Laurel. At drop off/pick up times, caregivers and younger siblings (toddlers, babies in strollers) gather in groups, spilling into the street as they visit and wait for the bus. Some children travel alone - and every morning, we watch them run to catch the bus, running down the sidewalk, then darting across Laurel to catch their bus. We also see students strolling home after school, daydreaming or looking at their phones as they stroll on and then off the curved edge of the sidewalk as people do when they stroll through Linfield Oaks. In addition to all of the pedestrian traffic associated with each school bus, Laurel is also the preferred "Safe Route to School." Children at Encinal, Hillview, Nativity, and St. Raymond's are taught to take Laurel Street as they walk or bike to/from school. MPCSD spent a significant amount of time and money working with outside consultants to identify and improve safe routes to local schools to encourage families to walk/bike rather than drive to school. Through that extensive work, Laurel was identified as a key part of the route connected to at least four local schools. By closing vehicle access to Alma, and moving many of those cars to Laurel, the city is working at cross-purposes with local schools and unraveling all of the time and money that was spent on the Safe Rout to Schools effort. The result will likely be that families will no longer feel that their children are safe to walk/bike on Laurel and they will, in turn, drive their children to school. This will, in turn, work against the city's goals in many areas, including reducing traffic congestion, reducing emissions, fostering the safety and independence of our children, eroding the overall quality of life, etc. Lastly, children/families are frequently walking/biking to Burgess Pool/Gym and the other services available at City Center. We have worked so hard over the years to create a vibrant City Center that promotes health, wellness, vitality and community. Alternative A will make it both more difficult and more dangerous to access these resources.

**4. Alma Street is wide and has both bike lanes and sidewalks; it is a safe environment for cars, bikes and pedestrians to coexist.** We should be grateful that this exists - and take advantage of it. Something

is working. Allowing cars to turn right onto Alma is working. Why - when we have so many other challenges - would we disrupt something that is running smoothly?

**5. Another solution is totally possible.** We can do this. We can figure out a solution that creates greater safety at the CalTrain Crossing *and* allows for vehicles to travel from Ravenswood to Alma. I know - with the talent and creativity of the team we have in Menlo Park we can find a better solution. We have to. Alternative A is NOT it. We can do better. This is our responsibility - and our privilege.

**Alternative C is one example.** Based on my reading of the full document supporting this work, it appears that, by your own analysis, Alternative C provides a more optimal outcome. The biggest downside to Alternative C is cost and the disruption caused by construction. These are both very small prices to pay for the benefits of plan - and the ability to avoid the incredibly problematic outcomes of Alternative A. We must think about the ripple effects of our decisions. We must think about the legacy we are leaving for the residents who will live here long after we have gone. We can endure the construction. We can even do so with gratitude, knowing that we are creating a much more robust solution that will support the health and vitality of our community for years to come.

I implore you. Vote No on Alternative A.

A last note...

The timing of this window for public comment is concerning. Every time our city staff/leadership engages with the public, it is an opportunity to either build or erode trust, connection, relationship, and a sense of shared commitment to our city. Many residents are either out of town, juggling end of year work commitments and/or family responsibilities, or have turned away from email during this time. It seems to me that if you would like to use this moment as an opportunity to build trust, it could be helpful to (a) extend the window for public comment, and (b) publicize this widely.

Thank you for your time and thoughtful leadership,  
With gratitude,  
Kristin Geiser

From: Sonya Fletcher  
Sent: Tuesday, January 1, 2019 6:46 AM  
Subject: Closure of Alma from Ravenswood

To Whom it May Concern:

I strongly oppose the idea of closing Alma street to traffic via Ravenswood. When the city conducted its brief experiment doing this, the increased traffic congestion on Laurel and Ravenswood was simply unacceptable and dangerous for children biking on these streets.

I use Alma as a way to get to my home on Linfield Drive to avoid the congestion on Ravenswood, and it would be a great inconvenience for my family if we were no longer able to turn onto Alma from Ravenswood.

Please do not close Alma to thru traffic, this would be a huge mistake for the residents of Linfield Oaks.

Thank you,  
Sonya Fletcher

**From:** Katherine Miller

**Sent:** Wednesday, January 02, 2019 9:34 PM

**Subject:** Concerns Regarding "Alternative A" Caltrain Grade Separation Proposal

I am writing to express my concern about proposed Alternative A for Caltrain grade separation.

Having reviewed the December 4, 2018 staff report and November 2018 AECOM project study report, I am concerned that the city has failed to adequately assess traffic impacts of Alternative A on Laurel Street through the Linfield Oaks neighborhood.

In particular, by eliminating vehicular access from eastbound Ravenswood to Alma street, Alternative A would redirect traffic onto Laurel Street between Ravenswood and Willow. There is significant traffic headed toward the Willow Road / U.S. 101 interchange that flows through this area. Laurel street is a relatively narrow street (compared to Alma) and is ill-equipped to handle the influx of additional traffic that would result from eliminating vehicular access to Alma Street. Laurel street passes through a residential neighborhood with significant bicycle and pedestrian use (including the Burgess Park recreational facilities). Unlike Alma street, it does not have a dedicated bicycle lane or automobile turn lane. A grade separation proposal that would result in increased vehicular traffic on this route could actually decrease safety for pedestrians, bicyclists, and drivers along Laurel street.

At a minimum, the city should assess the impact of additional vehicular traffic on Laurel street between Ravenswood and Willow as a result of the Alternative A proposal. Improving safety around the Caltrain crossing while increasing risk to pedestrians, cyclists, and residents along Laurel street produces no net safety gain.

Respectfully,  
Philip Miller

**From:** Stephan Van Pelt

**Sent:** Wednesday, January 02, 2019 3:49 PM

**Subject:** Feedback on Ravenswood Grade Separation project

Angela,

I have a note in my calendar that today is the final day for feedback on the Ravenswood Grade Seps project so I want to put my 2-cents in for Alt A which I feel has not been treated fairly. My suggestion for Alt A are:

(1) For a station containing just 2 tracks (as now) Alt A can be built without a shoo-fly track. I think this is very significant.

(2) The current station design was copy and pasted from the Alt C proposal and a design similar to the current situation would perform much better for Alt A. Alt A works much better with boarding platforms on the outside. That would allow a person making a round trip from/to Menlo Park to directly access the parking area from the boarding platform. I realize they would have to use the pedestrian underpass on the return trip to get to there car/ride, but the current center platform design requires them to use the underpass on both trips, going and return. So Alt A definitely needs a platform configuration design especially for it and not copied from Alt C.

(3) The track bridge over Ravenswood is overly thick and a thinner design should be employed.

Hope this helps, Respectfully, Steve Van Pelt a resident of Menlo Park

**From:** Bill Pflaum >

**Sent:** Wednesday, January 02, 2019 6:56 PM

**Subject:** Happy New Year . . . and comments

**Attachments:** Obeso 1. 3. 19.docx

Happy New Year, Angela:

I have attached a letter with comments from our citizens' initiative. If there is another address within the city government that I should send it to as well, please let me know. We would like this to get the attention of Council members. I know they are flooded with communications but would appreciate how best to get this before them. We'd like it not to be drowned in a flood of comments. What advice might you offer? It will serve as the basis of a 3-minute comment I will make at the January council meeting. That is the correct date correct is it not?

If you have any questions about what we have written, please email or give me a call

**Design First**  
A Menlo Park Citizens Initiative  
150 Alma Street, Unit 114  
Menlo Park, CA 94025-3748

January 3, 2019

Angela:

Ike Griffin and I and other members of our citizens' initiative have reviewed

- the September 10, 2018 letter from AECOM Technical Services;
- your informational item to Council of December 4, 2014.

*Design First* members are residents of the western section of Linfield Oaks. Some were born in this area, others have lived here for a decade or more. Others have moved here within the last two years. Interest in and support of our organization grows as residents see construction begin on the CalTrain electrification project, read about High Speed Rail's interest in adding tracks to the north and south of Menlo Park, and hear the substantially increased noise caused by tree and undergrowth removal along the right of way. Matters of resident concern include:

- **Visual Impact of fully elevated alternative (paragraph 1, AECOM 9/10/18 letter)**

AECOM's task outline 7.1 makes no explicit reference to visual impact. We have visited and photographed elevated solutions from Milpitas to South San Francisco. In virtually every municipality, at stations and between stations, the visual impact is negative. In most cases aesthetics and compatibility with surroundings consistently took second place to cost. We believe that any AECOM-provided designs and the graphic renderings of those designs must incorporate matters of construction aesthetics and architectural compatibility with surroundings. Aesthetics and architectural compatibility in rail planning appear to receive attention if affordable, and eliminated if not. Our commitment to *design first* means an unrelenting emphasis on ensuring that design and attendant costs are thought through from day 1.

We are generally supportive of a fully elevated alternative but the devil is in the details. In this case that means the details of design and materials selection. We

would support a fully elevated design and materials solution that would fit Menlo Park and negate, not invite, graffiti defacement. Failure to do that would make the fully raised alternative a poor tradeoff from a berm-based elevation as now exists. We urge that all still images and 3D CAD renderings submitted by AECOM:

- fully demonstrate design and materials solutions that meet high aesthetic standards;
  - are assured to be affordable. In the long run Menlo Park cannot afford pretty pictures now and financially compromised construction later.
- **Preserving green.** Attention must be given not only to what will be added as CalTrain electrifies and High Speed Rail (HSR) starts up. What has been taken away must be addressed as well. Preservation plans must be drawn now so Menlo Park's right of way does not become like that of cities to the north and south.

Between Ravenswood and San Franisquito Creek over 30 fully grown trees have been cut down inside the right of way fence that borders Alma Street. Significant trimming has been done to trees on the city property between the Alma Street and the fence. For substantial stretches sound deadening and visually protective underbrush has been eliminated. With thoughtful design, ways can be found to restore that green – a signature of Menlo Park—in a way that does not compromise safe and efficient train operations. Volunteers are ready to support the work of green restoration.

- **Noise Study.** AECOM's description of noise study services appears to only measure current conditions. The deliverables list includes a *Draft and Final Technical Memorandum of Viaduct Alternative Analysis*. However Tasks 8.1-8.4, to laypersons like ourselves, don't seem to yield outcomes directly related to the fully elevated alternative.

We believe the task list, final specifications, and cost projections must include design, material, and construction methods that will mitigate noise to the maximum degree possible. If CalTrain and HSR's intention of running 12 to 16 trains each peak hour becomes operative, noise mitigation must be a priority from the beginning. It must infuse each planning and construction activity.

The AECOM study must do more than measure current noise levels. The study must calculate noise levels that will exist when CalTrain's projected trains-per-



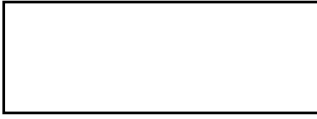
peak-hour become realities. Designs must be worked on before train traffic doubles or triples, not after.

We intentionally did not address the important matter of rail crossing options. We believe that others are addressing those competently and urge that Council take a serious look at the fully elevated option before making a final choice. With careful, thoughtful design that fits Menlo Park, it could limit construction disruption and have significant cost, aesthetic, and time-to-construct advantages. Whichever direction is finally chosen, we urge that the principal of *design first* inform every step.

Best regards,

William D. Pflaum  
Organizer

Margaret L. Davis



December 18, 2018

Menlo Park City Hall  
Transportation Division  
701 Laurel Street  
Menlo Park, CA 94025

Dear Council Members:

I see from reading today's Almanac that you would like input on the revamping of the Ravenswood Railroad Crossing.

To my thinking, the only permanent SAFE fix is to build an underpass, not only for Ravenswood, but also Oak Grove and Fair Oaks/Valparaiso. Even now with the current safety features, I have seen a lot of stupid drivers sit on those tracks waiting for the lights to turn green.

It won't be easy putting up with the construction, but it is the only sensible solution.

Now if you had asked about the outdoor seating on Santa Cruz, my vote would have been NO! It's silly to take away valuable parking spaces. Not all of us live within walking distance of downtown.

Sincerely,

A handwritten signature in black ink that reads "Margaret L. Davis".

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**SPECIAL AND REGULAR MEETING MINUTES - DRAFT**

**Date:** 12/18/2018  
**Time:** 5:30 p.m.  
**City Council Chambers**  
**701 Laurel St., Menlo Park, CA 94025**

**5:30 p.m. Regular Session – City Council Chambers**

**A. Call to Order**

Mayor Mueller called the meeting to order at 5:36 p.m.

**B. Roll Call**

Present: Carlton, Combs, Mueller, Nash, Taylor

Absent:

Staff: Interim City Manager Starla Jerome-Robinson, City Attorney Bill McClure, City Clerk Judi A. Herren

**C. Pledge of Allegiance**

Mayor Mueller led the Pledge of Allegiance.

**D. Public Comment**

- Katie Behroozi requested that the hybrid option be revisited regarding grade separation.
- Lynn Huidekoper spoke on national health care and requested the City Council's support of the "Healthy California" campaign.

**E. Consent Calendar**

E1. Accept the City Council meeting minutes for December 11, 2018 ([Attachment](#))

E2. Adopt Resolution No. 6476 declaring a shelter crisis pursuant to Senate Bill 850 ([Staff Report #18-233-CC](#))

**ACTION:** Motion and second (Carlton/Nash) to approve the consent calendar, passed unanimously.

**F. Regular Business**

F1. Approve the 2019 City Council meeting schedule ([Staff Report #18-216-CC](#))

City Council moved the December 3 meeting to December 10 as an "if needed" meeting.

**ACTION:** Motion and second (Carlton/Nash) to approve the 2019 City Council meeting schedule, passed unanimously.

F2. Appoint City Council representatives and alternates to various regional agencies, to City Council

subcommittees, and as liaisons to City Council advisory bodies and outside agencies  
([Staff Report #18-215-CC](#))

City Council discussed and appointed to the various regional agencies, to City Council subcommittees, and as liaisons to City Council advisory bodies and outside agencies (Attachment).

**ACTION:** Motion and second (Carlton/Nash) to appoint City Council representatives and alternates to various regional agencies, to City Council subcommittees, and as liaisons to City Council advisory bodies and outside agencies, passed unanimously.

**G. City Manager's Report**

**H. Councilmember Reports**

Mayor Mueller announced the Menlo-Atherton football won that state championship and a parade is planned for January 12.

**I. Adjournment**

Mayor Mueller adjourned the regular meeting to closed session at 6:01 p.m.

Judi A. Herren, City Clerk

# 2019 CITY COUNCIL ASSIGNMENTS

*approved at 12/18/2018 City Council meeting*

<b>City Council Appointments to JPA and Governing Boards</b>	<b>2019 Primary</b>	<b>2019 Secondary/ Alternate</b>
Association of Bay Area Governments (ABAG)	Taylor	Nash
Bay Area Water Supply & Conservation Agency (BAWSCA)	Keith	
City/County Association of Governments of San Mateo County (C/CAG)	Carlton	Nash
Emergency Services Council (San Mateo County JPA)	Taylor	Combs
Peninsula Clean Energy (PCE) Community Choice Energy	Carlton	Mueller
San Francisquito Creek Joint Powers Authority	Combs	Taylor
South Bayside Waste Management Authority Joint Powers Authority	Carlton	Combs
<b>City Council Appointments to Outside Agencies</b>	<b>2019 Primary</b>	<b>2019 Secondary/ Alternate</b>
Airport Community Roundtable	Mueller	Taylor
Caltrain Modernization Local Policy Group	Mueller	Combs
County of Santa Clara Community Resources Group for Stanford University	Taylor	Nash
Facebook Community Fund	Taylor	Carlton
Grand Boulevard Task Force	Nash	Combs
League of California Cities (Peninsula Division)	Mayor	Mayor Pro Tem
Menlo Park Chamber of Commerce / City Liaison Position	Mayor	Mayor Pro Tem
San Mateo Council of Cities City Selection Committee	Mayor	Mayor Pro Tem
<b>City Council Advisory Committee Voting Members</b>	<b>2019 Member 1</b>	<b>2019 Member 2</b>
Belle Haven Neighborhood Library Advisory Committee	Taylor	Combs
Finance and Audit Committee	Combs	Mueller
Sister City Committee	Carlton	Combs
Transportation Master Plan Oversight and Outreach	Nash	Mueller
<b>City Council Subcommittees</b>	<b>2019 Member 1</b>	<b>2019 Member 2</b>
City Council Standing Subcommittee of Community Grant Funding	Carlton	Taylor
City Council Standing Subcommittee on Rail	Mueller	Combs
City Council Ad Hoc Subcommittee on City Manager Recruitment	Mueller	Nash
City Council Ad Hoc Subcommittee on Stanford General Use Permit	Taylor	Nash
<b>City Council Advisory Commission Liaisons</b>	<b>2019 Liaison</b>	
Complete Streets Commission	Nash	
Environmental Quality Commission	Carlton	
Heritage Tree Task Force	Combs	
Housing Commission	Taylor	
Library Commission	Carlton	
Parks and Recreation Commission	Mueller	
Planning Commission	Mueller	

**2019 CITY COUNCIL ASSIGNMENTS  
Councilmember Catherine Carlton**

<b>City Council Appointments to JPA and Governing Boards</b>	<b>2019 Primary</b>	<b>2019 Secondary/ Alternate</b>
City/County Association of Governments of San Mateo County (C/CAG)	Carlton	Nash
Peninsula Clean Energy (PCE) Community Choice Energy	Carlton	Mueller
South Bayside Waste Management Authority Joint Powers Authority	Carlton	Combs
<b>City Council Appointments to Outside Agencies</b>	<b>2019 Primary</b>	<b>2019 Secondary/ Alternate</b>
Facebook Community Fund	Taylor	Carlton
<b>City Council Advisory Committee Voting Members</b>	<b>2019 Member 1</b>	<b>2019 Member 2</b>
Sister City Committee	Carlton	Combs
<b>City Council Subcommittees</b>	<b>2019 Member 1</b>	<b>2019 Member 2</b>
City Council Standing Subcommittee of Community Grant Funding	Carlton	Taylor
<b>City Council Advisory Commission Liaisons</b>	<b>2019 Member</b>	
Environmental Quality Commission	Carlton	
Library Commission	Carlton	

**2019 CITY COUNCIL ASSIGNMENTS  
Councilmember Drew Combs**

<b>City Council Appointments to JPA and Governing Boards</b>	<b>2019 Primary</b>	<b>2019 Secondary/ Alternate</b>
Emergency Services Council (San Mateo County JPA)	Taylor	Combs
San Francisquito Creek Joint Powers Authority	Combs	Taylor
South Bayside Waste Management Authority Joint Powers Authority	Carlton	Combs
<b>City Council Appointments to Outside Agencies</b>	<b>2019 Primary</b>	<b>2019 Secondary/ Alternate</b>
Caltrain Modernization Local Policy Group	Mueller	Combs
Grand Boulevard Task Force	Nash	Combs
<b>City Council Advisory Committee Voting Members</b>	<b>2019 Member 1</b>	<b>2019 Member 2</b>
Belle Haven Neighborhood Library Advisory Committee	Taylor	Combs
Finance and Audit Committee	Combs	Mueller
Sister City Committee	Carlton	Combs
<b>City Council Subcommittees</b>	<b>2019 Member 1</b>	<b>2019 Member 2</b>
City Council Standing Subcommittee on Rail	Mueller	Combs
<b>City Council Advisory Commission Liaisons</b>	<b>2019 Member 1</b>	
Heritage Tree Task Force	Combs	



**2019 CITY COUNCIL ASSIGNMENTS  
Mayor Ray Mueller**

<b>City Council Appointments to JPA and Governing Boards</b>	<b>2019 Primary</b>	<b>2019 Secondary/ Alternate</b>
Peninsula Clean Energy (PCE) Community Choice Energy	Carlton	Mueller
<b>City Council Appointments to Outside Agencies</b>	<b>2019 Primary</b>	<b>2019 Secondary/ Alternate</b>
Airport Community Roundtable	Mueller	Taylor
Caltrain Modernization Local Policy Group	Mueller	Combs
League of California Cities (Peninsula Division)	Mayor	Mayor Pro Tem
Menlo Park Chamber of Commerce / City Liaison Position	Mayor	Mayor Pro Tem
San Mateo Council of Cities City Selection Committee	Mayor	Mayor Pro Tem
<b>City Council Advisory Committee Voting Members</b>	<b>2019 Member 1</b>	<b>2019 Member 2</b>
Finance and Audit Committee	Combs	Mueller
Transportation Master Plan Oversight and Outreach	Nash	Mueller
<b>City Council Subcommittees</b>	<b>2019 Member 1</b>	<b>2019 Member 2</b>
City Council Standing Subcommittee on Rail	Mueller	Combs
City Council Ad Hoc Subcommittee on City Manager Recruitment	Mueller	Nash
<b>City Council Advisory Commission Liaisons</b>	<b>2019 Member</b>	
Parks and Recreation Commission	Mueller	
Planning Commission	Mueller	

**2019 CITY COUNCIL ASSIGNMENTS  
Councilmember Betsy Nash**

<b>City Council Appointments to JPA and Governing Boards</b>	<b>2019 Primary</b>	<b>2019 Secondary/ Alternate</b>
Association of Bay Area Governments (ABAG)	Taylor	Nash
City/County Association of Governments of San Mateo County (C/CAG)	Carlton	Nash
<b>City Council Appointments to Outside Agencies</b>	<b>2019 Primary</b>	<b>2019 Secondary/ Alternate</b>
County of Santa Clara Community Resources Group for Stanford University	Taylor	Nash
Grand Boulevard Task Force	Nash	Combs
<b>City Council Advisory Committee Voting Members</b>	<b>2019 Member 1</b>	<b>2019 Member 2</b>
Transportation Master Plan Oversight and Outreach	Nash	Mueller
<b>City Council Subcommittees</b>	<b>2019 Member 1</b>	<b>2019 Member 2</b>
City Council Ad Hoc Subcommittee on City Manager Recruitment	Mueller	Nash
City Council Ad Hoc Subcommittee on Stanford General Use Permit	Taylor	Nash
<b>City Council Advisory Commission Liaisons</b>	<b>2019 Member</b>	
Complete Streets Commission	Nash	

**2019 CITY COUNCIL ASSIGNMENTS  
Mayor Pro Tem Cecilia Taylor**

<b>City Council Appointments to JPA and Governing Boards</b>	<b>2019 Primary</b>	<b>2019 Secondary/ Alternate</b>
Association of Bay Area Governments (ABAG)	Taylor	Nash
Emergency Services Council (San Mateo County JPA)	Taylor	Combs
San Francisquito Creek Joint Powers Authority	Combs	Taylor
<b>City Council Appointments to Outside Agencies</b>	<b>2019 Primary</b>	<b>2019 Secondary/ Alternate</b>
Airport Community Roundtable	Mueller	Taylor
County of Santa Clara Community Resources Group for Stanford University	Taylor	Nash
Facebook Community Fund	Taylor	Carlton
League of California Cities (Peninsula Division)	Mayor	Mayor Pro Tem
Menlo Park Chamber of Commerce / City Liaison Position	Mayor	Mayor Pro Tem
San Mateo Council of Cities City Selection Committee	Mayor	Mayor Pro Tem
<b>City Council Advisory Committee Voting Members</b>	<b>2019 Member 1</b>	<b>2019 Member 2</b>
Belle Haven Neighborhood Library Advisory Committee	Taylor	Combs
<b>City Council Subcommittees</b>	<b>2019 Member 1</b>	<b>2019 Member 2</b>
City Council Standing Subcommittee of Community Grant Funding	Carlton	Taylor
City Council Ad Hoc Subcommittee on Stanford General Use Permit	Taylor	Nash
<b>City Council Advisory Commission Liaisons</b>	<b>2019 Member</b>	
Housing Commission	Taylor	

**2019 CITY COUNCIL ASSIGNMENTS**  
**Kirsten Keith**

<b>City Council Appointments to JPA and Governing Boards</b>	<b>2019 Primary</b>	<b>2019 Alternate</b>
Bay Area Water Supply & Conservation Agency (BAWSCA)	Keith	



## STAFF REPORT

### City Council

**Meeting Date:** 1/15/2019  
**Staff Report Number:** 19-002-CC

**Consent Calendar:** **Approval of City Council appointments to various regional agencies, to City Council subcommittees, and as liaisons to City Council advisory bodies and outside agencies**

### Recommendation

Staff recommends that the City Council approve the City Council appointments to various regional agencies, to City Council subcommittees, and as liaisons to City Council advisory bodies and outside agencies.

### Background

At the December 18, 2018 City Council meeting, City Council made appointments to regional JPA Boards and outside agency advisory bodies that have requested Menlo Park's participation. In addition to the external appointments, the City Council also appointed City Councilmembers to serve as voting members on certain City Council advisory committees, to serve on standing and ad hoc City Council subcommittees, and to serve as liaisons to other City Council advisory commissions.

A list of the various appointments is provided as Attachment A.

### 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.

### Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it is a minor change that will not result in any direct or indirect physical change in the environment.

### 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. 2019 City Council appointments

Report prepared by:  
Judi A. Herren, City Clerk

# 2019 CITY COUNCIL ASSIGNMENTS

*approved at 12/18/2018 City Council meeting*

<b>City Council Appointments to JPA and Governing Boards</b>	<b>2019 Primary</b>	<b>2019 Secondary/ Alternate</b>
Association of Bay Area Governments (ABAG)	Taylor	Nash
Bay Area Water Supply & Conservation Agency (BAWSCA)	Keith	
City/County Association of Governments of San Mateo County (C/CAG)	Carlton	Nash
Emergency Services Council (San Mateo County JPA)	Taylor	Combs
Peninsula Clean Energy (PCE) Community Choice Energy	Carlton	Mueller
San Francisquito Creek Joint Powers Authority	Combs	Taylor
South Bayside Waste Management Authority Joint Powers Authority	Carlton	Combs
<b>City Council Appointments to Outside Agencies</b>	<b>2019 Primary</b>	<b>2019 Secondary/ Alternate</b>
Airport Community Roundtable	Mueller	Taylor
Caltrain Modernization Local Policy Group	Mueller	Combs
County of Santa Clara Community Resources Group for Stanford University	Taylor	Nash
Facebook Community Fund	Taylor	Carlton
Grand Boulevard Task Force	Nash	Combs
League of California Cities (Peninsula Division)	Mayor	Mayor Pro Tem
Menlo Park Chamber of Commerce / City Liaison Position	Mayor	Mayor Pro Tem
San Mateo Council of Cities City Selection Committee	Mayor	Mayor Pro Tem
<b>City Council Advisory Committee Voting Members</b>	<b>2019 Member 1</b>	<b>2019 Member 2</b>
Belle Haven Neighborhood Library Advisory Committee	Taylor	Combs
Finance and Audit Committee	Combs	Mueller
Sister City Committee	Carlton	Combs
Transportation Master Plan Oversight and Outreach	Nash	Mueller
<b>City Council Subcommittees</b>	<b>2019 Member 1</b>	<b>2019 Member 2</b>
City Council Standing Subcommittee of Community Grant Funding	Carlton	Taylor
City Council Standing Subcommittee on Rail	Mueller	Combs
City Council Ad Hoc Subcommittee on City Manager Recruitment	Mueller	Nash
City Council Ad Hoc Subcommittee on Stanford General Use Permit	Taylor	Nash
<b>City Council Advisory Commission Liaisons</b>	<b>2019 Liaison</b>	
Complete Streets Commission	Nash	
Environmental Quality Commission	Carlton	
Heritage Tree Task Force	Combs	
Housing Commission	Taylor	
Library Commission	Carlton	
Parks and Recreation Commission	Mueller	
Planning Commission	Mueller	

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**STAFF REPORT**



**City Council**  
**Meeting Date:** 1/15/2019  
**Staff Report Number:** 19-004-CC

**Consent Calendar:** **Authorize the City Manager to execute an agreement with Beyaz and Patel, Inc. for Reservoir No. 2 roof replacement design and engineering services**

**Recommendation**

Staff recommends that the City Council authorize the City Manager to execute an agreement with Beyaz and Patel, Inc. for Reservoir No. 2 roof replacement design and engineering services in the amount of \$91,000 including contingencies.

**Policy Issues**

This project is consistent with the 2016 general plan goal to promote the implementation and maintenance of sustainable development, facilities and services to meet the needs of Menlo Park's residents, businesses, workers and visitors.

The proposed project is also consistent with the existing water system evaluation and recommended improvements of the Menlo Park water system master plan, Project REL-01, upgrade wood roofs of Sand Hill reservoirs and mitigate geotechnical concerns.

**Background**

The City of Menlo Park municipal water owns and operates two water reservoirs with a total capacity of 5.5 million gallons near Sand Hill Road, west of Interstate 280, in unincorporated San Mateo County. Potable water is pumped into the reservoirs and distributed to Menlo Park municipal water customers in the Sharon Heights area.

Reservoir No. 2 was originally built in 1997, and its roof is now at the end of its useful life. The roof has started sagging and water is ponding on the flat roof. Staff investigated the roof and the structural connections to some of the joist are coming loose and water is penetrating through the roof causing the wood to start to rot. Reservoir No. 1 was built in the 1960s and its roof was reconstructed in 2006.

On March 14, 2017, City Council rejected all bids received for Reservoir No. 2 Roof Replacement project and directed staff to modify the project design and re-advertise the modified project (Attachment A.) The bids received were significantly higher than the engineer's estimate due to the limited availability of structural wood from local sawmills.

## Analysis

Staff issued the Reservoir No. 2 roof replacement design project request for proposal in October 1, 2018 and received three consultant proposals November 6, 2018. A panel of staff members reviewed the proposals and identified Beyaz and Patel, Inc. as the most qualified consultant based upon their expertise in similar projects and their understanding of the project scope.

The proposed scope of work for the project consists of further evaluation of existing facility, working with staff to better understand the City's operational needs, seismic evaluation and analysis, identifying design alternatives, and preparation of final design for the new roof construction including installation of new mixers in both reservoirs. The scope will also include preparation of cost estimates and coordination with staff at various stages of the design process. The design is expected to be completed by the summer/fall of 2019.

Staff recommends that the City Council authorize the City Manager to execute an agreement with Beyaz and Patel, Inc. for the Reservoir No. 2 roof replacement design and engineering services in the amount of \$91,000 including contingencies.

## Impact on City Resources

The project budget of \$4.1 million was included in the adopted capital improvement project budget. The budget for the design phase of the project consists of the following:

Table 1: Reservoir No. 2 roof replacement design phase	
Item	Cost
Consultant agreement amount	\$83,000
Contingency (~10%)	\$8,000
Project delivery (staff costs)	\$19,000
<b>Total cost of recommendation</b>	<b>\$110,000</b>

## Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

## 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. Hyperlink: [menlopark.org/DocumentCenter/View/13138/H7---Reject-all-bids-for-the-Sand-Hill-Reservoir-No-2-roof-replacement-project?bidId=](http://menlopark.org/DocumentCenter/View/13138/H7---Reject-all-bids-for-the-Sand-Hill-Reservoir-No-2-roof-replacement-project?bidId=)

Report prepared by:  
Morad Fakhrai, Senior Project Manager

Report reviewed by:  
Justin Murphy, Public Works Director

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**STAFF REPORT**

**City Council Meeting Date:** 1/15/2019  
**Staff Report Number:** 19-005-CC

**Consent Calendar:** **Second reading and adoption of Ordinance No. 1052 amending the City Manager's powers and duties to include design approval authority**

**Recommendation**

Staff recommends that the City Council conduct the second reading and adopt Ordinance No. 1052 amending the City Manager's powers and duties to include design approval authority for public improvement projects.

**Policy Issues**

The decision of the City Council to delegate design approval authority for public improvement projects to the City Manager or his or her designee is a policy decision.

**Background**

When projects are authorized to be advertised or bids are awarded by the City Council, language is typically included in the City Council action to approve plans and specifications. There are situations where the City Council does not approve plans and specifications, such as small projects, or when there are change orders during construction. These situations would benefit from the ability of the City to respond quickly, without having to bring the matter before the City Council at a noticed public hearing.

The City Council reviewed the draft ordinance amending the City Manager's powers and duties to include design approval authority at its October 9 meeting, and acted to introduce, read, and waive further reading of Ordinance No. 1052. At its October 23 meeting, the City Council provided direction to staff to modify the ordinance to amend the City Manager's powers and duties to include design approval authority for public improvement projects that fall within the City Manager's discretionary authority and for projects where the City Council has specifically delegated the design approval authority to the City Manager. The City Council acted to reintroduce and read Ordinance No. 1052 with the modifications. The second reading and adoption of Ordinance No. 1052 was presented at the November 13 meeting, and the City Council voted to continue the item.

**Analysis**

Government Code Section 830.6 provides public agencies with a design immunity defense for any public works projects designed and constructed by the public agency, provided that the design was approved in advance of the construction by the agency's legislative body or by an employee authorized by the legislative body to give such design approval. If the City Council desires to authorize the City Manager or his or her designee to exercise design approval authority, staff recommends that to ensure the City retains the design immunity protection afforded by state law, the City Council codify the delegation to the City Manager or his

or her designee in the City's Municipal Code, by adding a subsection entitled "Approval of Plans and Designs" to Section 2.08.080 Powers—Duties.

It is important to note that proposed Ordinance No. 1052 does not in any way impact or change the City Council's discretionary authority to approve projects and appropriate project funding pursuant to other applicable City policies and procedures. Ordinance No. 1052 also does not circumvent other established project design review and approval processes.

Should the City Council take action to adopt the ordinance, it would become effective 30 days after adoption.

### **Impact on City Resources**

Ordinance No. 1052 is not anticipated to have an impact on City resources.

### **Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it proposes an organizational structure change that will not result in any direct or indirect physical change in the environment.

### **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. Ordinance No. 1052 amending the City Manager's powers and duties to include design approval authority

Report prepared by:  
Theresa Avedian, Senior Civil Engineer

Report reviewed by:  
Justin Murphy, Public Works Director

**ORDINANCE NUMBER 1052****ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MENLO PARK  
AMENDING THE CITY MANAGER'S POWERS AND DUTIES TO INCLUDE  
DESIGN APPROVAL AUTHORITY**

The City Council of the City Menlo Park does hereby ordain as follows:

**SECTION 1. FINDINGS AND DETERMINATIONS.**

- A. Government Code Section 830.6 provides that neither a public entity nor a public employee is liable for an injury caused by the plan or design of a construction of, or an improvement to, public property where such plan or design has been approved in advance of the construction or improvement by the legislative body of a public entity or by some other body or employee exercising discretionary authority to give such approval or where such plan or design is prepared in conformity with standards previously so approved.
- B. Public interest and convenience and the retention of the design immunity protection under Government Code Section 830.6 require the City Council of the City of Menlo Park to delegate by ordinance to the City Manager or to his or her designee the authority to approve plans and designs for City public improvement projects.
- C. Such delegation of design approval authority does not change the City Council's discretion and authority to approve projects and appropriate project funding pursuant to other applicable City policies, procedures and codes, or circumvent other established project design review and approval processes.

**SECTION 2. AMENDMENT OF CODE.** Section 2.08.080 [Power-Duties] of Chapter 2.08 [City Manager] of Title 2 [Administration and Personnel] of the Menlo Park Municipal Code is hereby amended,

**2.08.080 Powers—Duties.**

The city manager shall be the administrative head of the city government under the direction and control of the City Council, except as otherwise provided in this chapter. He or she shall be responsible for the efficient administration of all the affairs of the city which are under his or her control. In addition to his or her general powers as administrative head, and not as a limitation thereon, it shall be his or her duty and he or she shall have the power:

- (1) Enforcement of Laws. To see that all laws and ordinances of the city are duly enforced, and that all franchises, permits and privileges granted by the city are faithfully observed;
- (2) To Direct, etc., Officers and Employees. To control, order and give directions to all heads of departments, subordinate officers, and employees of the city, except the city attorney; and to transfer employees from one department to another, and to consolidate or combine offices, positions, departments or units under his or her direction;
- (3) Appointment and Removal of Officers and Employees. To appoint and remove any officers and employees of the city except the city attorney, subject to the rules relating to personnel management;
- (4) Control of Departments and Officers and Employees. To exercise control over all departments of the city government and over all appointive officers and employees thereof, except the city attorney;
- (5) Attendance at City Council Meetings. To attend all meetings of the City Council unless

- excused therefrom by the City Council, except when his or her removal is under consideration by the City Council;
- (6) Recommendation of Ordinances. To recommend to the City Council for adoption such measures and ordinance, as he or she deems necessary or expedient;
  - (7) Fiscal Advice. To keep the City Council at all times fully advised as to the financial conditions and needs of the city;
  - (8) Preparation of Budget. To prepare and submit to the City Council the annual budget;
  - (9) Purchases and Expenditures. To purchase all supplies for all of the departments or divisions of the city. No expenditure shall be submitted or recommended to the City Council, except on report or approval of the city manager;
  - (10) Investigation of City Affairs. To make investigations into the affairs of the city, and any department or division thereof, and any contract, or the proper performance of any obligations running to the city;
  - (11) Investigation of Complaints. To investigate all complaints in relation to matters concerning the administration of the city government and in regard to the service maintained by public utilities in the city, and to see that all franchises, permits and privileges granted by the city are faithfully performed and observed;
  - (12) Supervision of Public Buildings. To exercise general supervision over all public buildings, public parks and other public property which are under the control and jurisdiction of the City Council and not specifically delegated to a particular board or officer;
  - (13) Approval of Plans and Designs. To exercise directly or through his or her designee discretionary approval of plans, designs and any design amendments or addenda for public improvement projects for which the City Council has delegated authority to the city manager or which are within the city manager's discretionary authority. The city manager or his or her designee shall sign the plans and designs indicating approval.
  - (14) Devotion of Entire Time to Duties. To devote his or her entire time to the duties of his or her office and the interests of the city;
  - (15) Leadership in Civic Movements. To provide leadership for civic movements designed to benefit the residents of the city when so authorized by the City Council;
  - (16) Additional Duties. To perform such other duties and exercise such other powers as may be delegated to him or her from time to time by ordinance or resolution of the City Council.

**SECTION 3. SEVERABILITY.** If any section of this ordinance, or part hereof, is held by a court of competent jurisdiction in a final judicial action to be void, voidable or unenforceable, such section, or part hereof, shall be deemed severable from the remaining sections of this ordinance and shall in no way affect the validity of the remaining sections hereof.

**SECTION 4. CALIFORNIA ENVIRONMENTAL QUALITY ACT DETERMINATION.** The City Council hereby finds that this ordinance is not subject to the provisions of the California Environmental Quality Act ("CEQA") because the activity is not a project as defined by Section 15378 of the CEQA Guidelines. The ordinance has no potential for resulting in physical change to the environment either directly or indirectly.

**SECTION 5. EFFECTIVE DATE AND PUBLISHING.** This ordinance shall take effect 30 days after adoption. The City Clerk shall cause publication of the ordinance within 15 days after passage in a newspaper of general circulation published and circulated in the city or, if none, the posted in at least three public places in the city. Within 15 days after the adoption of the ordinance amendment, a summary of the amendment shall be published with the names of the City Council members voting for and against the amendment.



INTRODUCED on this twenty-third day of October, 2018.

PASSED AND ADOPTED as an ordinance of the City of Menlo Park at a regular meeting of said City Council on this fifteenth day of January, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

\_\_\_\_\_  
Ray Mueller, Mayor

ATTEST:

\_\_\_\_\_  
Judi A. Herren, City Clerk

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## STAFF REPORT

### City Council

**Meeting Date:** 1/15/2019  
**Staff Report Number:** 19-006-CC

**Consent Calendar:** Authorize the City Manager to enter into a joint permitting agreement with the City of East Palo Alto and the Midpeninsula Regional Open Space District for the Ravenswood Bay Trail project

### Recommendation

Staff recommends that the City Council authorize the City Manager to enter into a joint permitting agreement with the City of East Palo Alto and the Midpeninsula Regional Open Space District for the Ravenswood Bay Trail project.

### Policy Issues

Building permits for construction, grading and drainage, encroachments and other development-related permits are typically issued by the local jurisdiction in which a property is located. Given the interconnectedness of all the components of the project, staff believes it is appropriate to have one jurisdiction manage the project for consistency in development standards, process and timing. However, the Agreement identifies that the project must comply with the City of Menlo Park's National Pollutant Discharge Elimination System (NPDES) stormwater permit requirements and appropriate reporting and documentation must be provided to the City.

### Background

The Midpeninsula Regional Open Space District ("the District") has undertaken a planning and development process to complete a 0.6-mile trail connection to close a critical gap in the San Francisco Bay Trail by constructing trail improvements as shown on Attachment A. Completing this trail gap will open up 80 miles of continuous Bay Trail connecting to Menlo Park to the north, Mountain View/Sunnyvale/Santa Clara to the south, and across the Dumbarton Bridge to the East Bay. The San Francisco Bay Trail is a planned 500 mile walking and cycling path around the entire San Francisco Bay through all nine Bay Area counties and 47 cities.

The Ravenswood Bay Trail will provide easily accessible recreational opportunities for the East Palo Alto and Menlo Park communities, outdoor enthusiasts, including hikers, joggers and bicyclists. It offers a setting for wildlife viewing and environmental education, and increases public respect and appreciation for the Bay. It also has important transportation benefits, providing a commute alternative for cyclists, including a bicycle crossing at University Avenue and the Dumbarton Bridge.

The trail traverses the 0.6-mile long, narrow corridor between the Dumbarton rail line and the University Village neighborhood in East Palo Alto connecting to the newly built section of the Bay Trail along University Avenue to the west and the District's Ravenswood Open Space Preserve to the east. The trail will run along the north side of the San Francisco Public Utilities Commission service road to provide a

privacy buffer to the adjacent University Village neighborhood, with a bridge over a wetland area and a raised boardwalk trail at the easterly connection to the Preserve. The multiuse trail would be striped on the paved service road. The trail easement would be 20 feet in width with an actual trail width of approximately 10 feet.

The total project cost is estimated at \$3.1 million. The trail easement is in exchange for the pipeline easement granted to the SFPUC, and no funds will change hands between the parties. Trail design and permitting will utilize San Mateo (\$1 million) and Santa Clara County (\$400,000) grant funds. Trail construction will use grant funds and voter approved District Measure AA funds to help complete Vision Plan Portfolio No. 2 – Build New Bayfront Trails.

In October 2018, the District was awarded a \$1,055,328 urban greening grant from the California Natural Resources Agency to assist in the construction of the Ravenswood Bay Trail. Funded by cap-and-trade revenues, also known as the greenhouse gas reduction fund, the grants support projects that aim to reduce greenhouse gases by sequestering carbon, decreasing energy consumption and reducing vehicle miles traveled.

If permits are secured this year, construction will begin in September 2019. If permits are delayed, construction will begin in September 2020. (Due to sensitive species, construction can only occur from September through January.)

## **Analysis**

The trail improvements are proposed on lands owned by the District, within the jurisdictional boundaries of Menlo Park and East Palo Alto as shown on Attachment B. In order to streamline the development review process in accordance with the land use regulations of the respective jurisdictions, the City of East Palo Alto, the District, and the City of Menlo Park are proposing to enter into a joint permitting agreement to facilitate the permitting process of the proposed project. A draft of the joint agreement is included as Attachment C. Each of the entities desire to have a timely, efficient and orderly development review process for the proposed project. Given the connectedness of all of the elements of the proposal, staff believes that permitting authority through one jurisdiction would provide the comprehensive oversight needed for the project. Given the City of East Palo Alto's role in the project, staff believes that the lead permitting authority should be given to the City of East Palo Alto.

In the agreement, the parties authorize the City of East Palo Alto to develop those portions of the proposed project that are located on the District property and within Menlo Park's jurisdiction boundaries in accordance with the East Palo Alto regulations and state and federal law.

A similar joint agreement between the District, the City of East Palo Alto, and Menlo Park, was executed in 2011 for the Cooley landing project. The project redeveloped Cooley landing into a park and nature center that provides local residents with recreational opportunities and a resource for learning about and observing the adjacent wetlands along the bay.

The joint permitting agreement for the Ravenswood Bay Trail would become effective once all three parties have executed the agreement, providing the City of East Palo Alto with the authority to implement the proposed project. The agreement may be amended by mutual agreement by all parties in writing. Staff recommends that the City Council provide the City Manager with the authority to execute the joint permitting agreement for the Ravenswood Bay Trail project.

### **Impact on City Resources**

With the joint agreement, all permitting would be completed through the City of East Palo Alto and limited City staff resources would be required.

### **Environmental Review**

The District approved a mitigated negative declaration and initial study for the Ravenswood Bay Trail Connection Project November 16, 2016. The East Palo Alto Planning Commission is planning to re-adopt the mitigated negative declaration and approve a use permit for the project.

### **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. Trail improvements exhibit
- B. Parcel exhibit
- C. Draft joint agreement

Report prepared by:  
Theresa Avedian, Senior Civil Engineer

Report reviewed by:  
Justin Murphy, Public Works Director



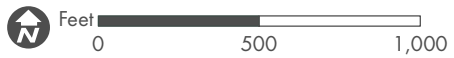
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**Exhibit B: Ravenswood Bay Trail Improvements**

- |                       |                    |                               |                   |
|-----------------------|--------------------|-------------------------------|-------------------|
| MROSD Preserves       | Existing Bay Trail | Paved Trail                   | Trail Resurfacing |
| Other Protected Lands | Wetland            | Boardwalk                     | Bridge            |
| Watershed Land        | City Boundary      | SFPU Service Road/Paved Trail |                   |
| Other Public Agency   |                    |                               |                   |

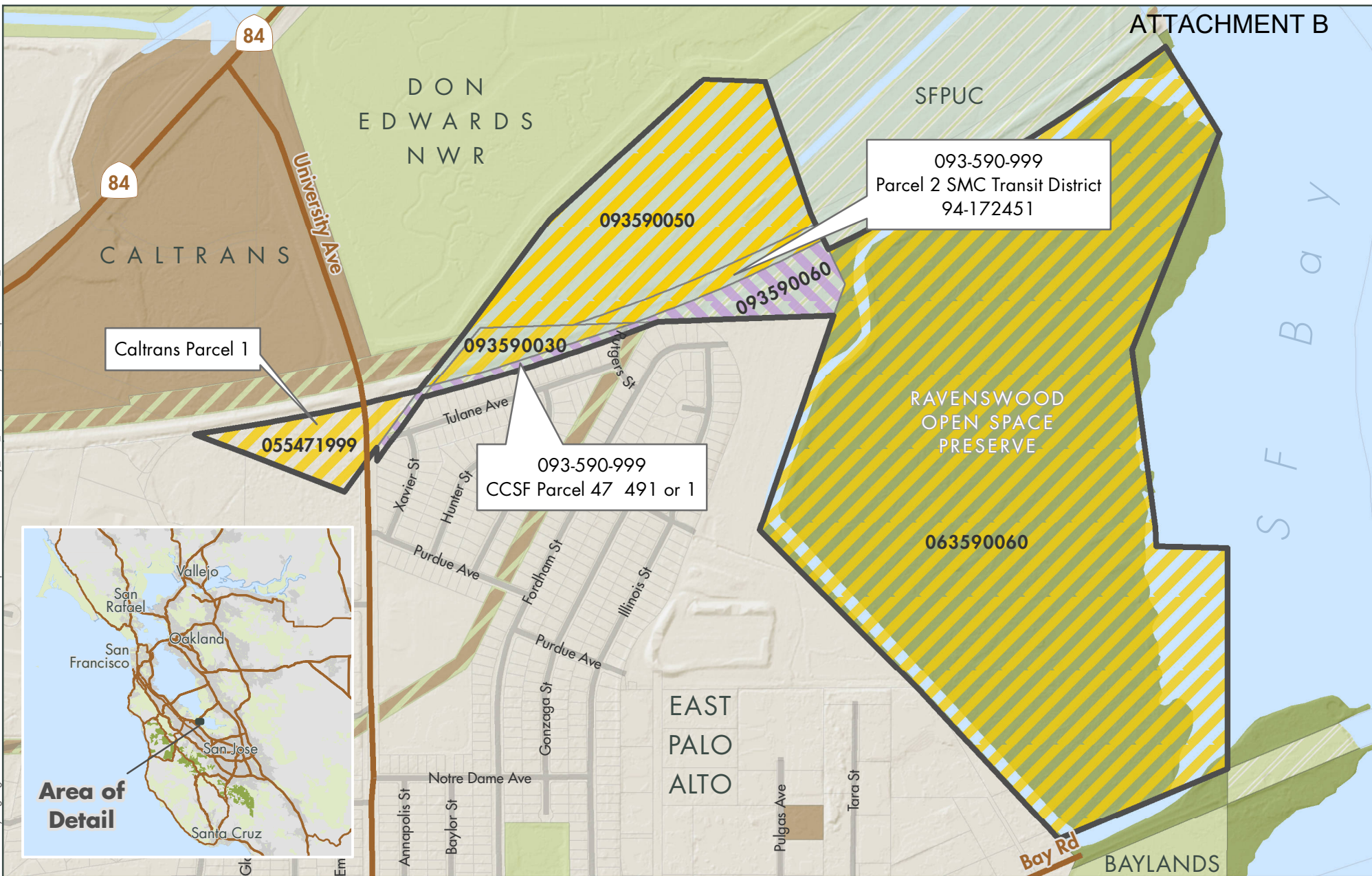
Midpeninsula Regional  
 Open Space District  
 (MROSD)  
 January 2019






While the District strives to use the best available digital data, these data do not represent a legal survey and are merely a graphic illustration of geographic features.



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**Exhibit A: Ravenswood Bay Trail Project Parcels**

-  Project Parcels Boundary
-  Menlo Park Jurisdiction
-  East Palo Alto Jurisdiction

Midpeninsula Regional  
Open Space District  
(MROSD)  
January 2019



While the District strives to use the best available digital data, these data do not represent a legal survey and are merely a graphic illustration of geographic features.

RAVENSWOOD BAY TRAIL CONNECTION PROJECT  
JOINT PERMITTING AGREEMENT

This Ravenswood Bay Trail Connection Project Joint Permitting Agreement (“Agreement”) is entered into by and among the City of East Palo Alto, a municipal corporation (“EPA”), the City of Menlo Park, a municipal corporation (“Menlo Park”) and the Midpeninsula Regional Open Space District, a public district under the laws of California (“District”), collectively “the Parties,” dated \_\_\_\_\_ (“Effective Date”).

RECITALS

WHEREAS, District owns, has property rights, or will secure property agreements to certain parcels of land more specifically identified as San Mateo County Assessor’s Parcel Number 093-590-030, 093-590-050 and 093-590-060, 063-590-060, CCSF Parcel 47 491 or 1 (referred to as 093-590-999) , Parcel 2 SMC Transit District 94-172451 (referred to as 093-590-999) and Caltrans Parcel 1 (referred to as 055-471-999), as shown on Exhibit A attached hereto and incorporated herein by this reference (“Project Parcels”) comprising a portion of Ravenswood Open Space Preserve (“Preserve”) and the adjacent lands owned by San Francisco Public Utilities Commission and Caltrans;

WHEREAS, the Project Parcels are located within Menlo Park’s and EPA’s jurisdictional boundaries;

WHEREAS, EPA has jurisdiction over certain parcel of land more specifically identified as a portion of San Mateo County Assessor’s Parcel Number 093-590-050, CCSF Parcel 47 491 or 1, and 093-590-060 (“EPA Jurisdiction”) which it has zoned as Ravenswood Open Space;

WHEREAS, Menlo Park has jurisdiction over that certain parcel of land more specifically identified as San Mateo County Assessor’s Parcel Number 093-590-030, a portion of 093-590-050, 063-590-060, Parcel 2 SMC Transit District 94-172451 and Caltrans Parcel 1 (“Menlo Park Jurisdiction”) which it has zoned as Flood Plain District;

WHEREAS, District has undertaken a planning and development process to complete 0.6-mile trail connection to close a gap in the San Francisco Bay Trail (“Project”) by constructing trail improvements as shown on Exhibit B attached hereto and incorporated herein by this reference (“Trail Improvements”);

WHEREAS, the Parties desire a timely, efficient, orderly and proper development review process for the proposed Project in accordance with the land use regulations of their respective jurisdictions;



WHEREAS, the Parties have reached agreement and desire to voluntarily enter into this Agreement to facilitate the development review process of the proposed Project subject to conditions and requirements set forth herein.

NOW, THEREFORE, with reference to the foregoing recitals and in consideration of the promises, obligations and covenants herein contained, the Parties agree as follows:

1. No Commitment to Develop Project. The Parties acknowledge and agree that none of them can precommit to approval or implementation of the proposed Project since EPA's, Menlo Park's and the District's respective approvals are contingent upon fulfillment of all applicable regulatory requirements including but not limited to obtaining any required governmental approvals and completion of any environmental review required under the California Environmental Quality Act (CEQA). The Parties acknowledge that such process may identify environmental, financial or legal obstacles to the implementation of all or a portion of the proposed Project. Notwithstanding any other sections of this Agreement, the provisions of this Section 1 shall control the Parties' agreements herein.
2. Applicable Rules and Regulations. In consideration for the benefits of the proposed Project provided to EPA and Menlo Park, the Parties agree that the terms and conditions governing the development of the proposed Project, including but not limited to the permitted uses of the underlying property and the intensity of use, shall be those applicable rules, regulations, permitting requirements and ordinances of EPA, as may be amended, added or deleted during the term of this Agreement ("EPA Regulations"), and applicable state and federal law, including National Pollutant Discharge Elimination System ("NPDES") permit requirements set forth in NPDES Permit No. CAS 612008 applicable to regulated projects located in Menlo Park and EPA. District shall provide Menlo Park with copies of the approved grading and drainage plans, executed storm water Operations and Maintenance Agreement, and all subsequent reports per the Operations and Maintenance Agreement for the Project as may be necessary for Menlo Park to comply with Menlo Park's reporting requirements pursuant to the NPDES Permit.
3. Authority; Processing. EPA shall serve as the lead agency in facilitating the development review process for the proposed Project. District and Menlo Park acknowledge that, if approved and implemented, a significant portion of the proposed Project would be located within EPA Jurisdiction. In order to facilitate and expedite EPA's development review process for the proposed Project, if approved, the Parties authorize District to develop those portions of the proposed Project that are located on the Project Parcels and within Menlo Park's jurisdiction boundaries in accordance with the EPA Regulations and state and federal law. . Nothing in this Agreement is intended to waive any Party's right to exercise its police power, including zoning authority.
4. Other Governmental Permits. Upon application by District for approvals required by other governmental agencies or quasi-governmental agencies having jurisdiction over the proposed Project, which permits and approvals do not conflict with EPA's, Menlo Park's

and District's respective regulatory requirements, Menlo Park and EPA shall cooperate with District in facilitating the processing of such approvals.

5. Effective Date; Term. This Agreement shall become effective upon the Effective Date and shall terminate upon (i) the completion of the proposed Project, as determined jointly by EPA and the District, or (ii) upon determination by EPA or the District that the existence of environmental, financial or legal obstacles to the proposed Project renders its implementation infeasible. This Agreement may be amended at any time by mutual agreement of the Parties in writing.
6. Authority to Execute Agreement. Each party covenants that the individual executing this Agreement on behalf of the party is a person duly authorized and empowered to execute this Agreement for such party.
7. Indemnity.

EPA agrees to indemnify, defend and hold harmless Menlo Park and District and their respective elected and appointed councils, boards, commissions, officers, agents, contractors and employees from and against any and all actions, suits, claims, liabilities, losses, damages, penalties, obligations and expenses (including but not limited to attorneys' fees and costs) which may arise, directly or indirectly from the acts or omissions of EPA pursuant to this Agreement.

Menlo Park agrees to indemnify, defend and hold harmless EPA and District and their respective elected and appointed councils, boards, commissions, officers, agents, contractors and employees from and against any and all actions, suits, claims, liabilities, losses, damages, penalties, obligations and expenses (including but not limited to attorneys' fees and costs) which may arise, directly or indirectly from the acts or omissions of Menlo Park pursuant to this Agreement.

District agrees to indemnify, defend and hold harmless EPA and Menlo Park and their respective elected and appointed councils, boards, commissions, officers, agents, contractors and employees from and against any and all actions, suits, claims, liabilities, losses, damages, penalties, obligations and expenses (including but not limited to attorneys' fees and costs) which may arise, directly or indirectly from the acts or omissions of District pursuant to this Agreement.

8. Default/Remedies/Termination.
  - a. Notice and Opportunity to Cure. Before this Agreement may be terminated or action may be taken to obtain judicial relief, the party or parties seeking relief ("Nondefaulting Party") shall comply with the notice and cure provisions of this Section 8.a. A Nondefaulting Party in its discretion may elect to declare a default

under this Agreement in accordance with the procedures hereinafter set forth for any failure or breach of any other party (“Defaulting Party”) to perform any material duty or obligation of said Defaulting Party in accordance with the terms of this Agreement. However, the Nondefaulting party must provide written notice to the Defaulting Party setting forth the nature of the breach or failure and the actions, if any, required by the Nondefaulting Party to cure such breach or failure. The Defaulting Party shall be deemed in “default” of its obligations set forth in this Agreement if the Defaulting Party has failed to take action and cure the default within thirty (30) days after the date of such notice.

- b. Remedies for Breach. The parties acknowledge that the purpose of this Agreement is to carry out the Parties’ objectives as set forth in the Recitals above. In the event of a default, the Nondefaulting Party may, at its option, institute legal action to cure, correct or remedy such default, enjoining any threatened or attempted violation, enforce the terms of this Agreement by specific performance, or pursue any other legal or equitable remedy. Furthermore, any Nondefaulting party, in addition to or as an alternative to exercising the remedies set forth in this Section 8.b., in the event of a default by any party, may give notice of its intent to terminate this Agreement.
9. Severability. Except as otherwise provided herein, if any provision(s) of this Agreement is (are) held invalid, the remainder of this Agreement shall not be affected as necessarily required by the invalid provisions, and shall remain in full force and effect unless amended or modified by mutual consent.
10. Agreement Runs with the Land. All of the provisions, agreements, rights, powers, standards, terms, covenants and obligations contained in this Agreement shall be binding upon the Parties and their respective heirs, successors and assigns, devisees, administrators, representatives, lessees and all of the persons or entities acquiring the property on which the Project is located or any portion thereof, or an interest therein, whether by operation of law or in any manner whatsoever, and shall inure to the benefit of the parties and their respective heirs, successors and assigns.
11. Further Actions and Instruments. Each of the Parties shall cooperate and provide reasonable assistance to the other Parties to the extent necessary to implement this Agreement. Upon the request of a party at any time, the other Parties shall promptly execute, with acknowledgement or affidavit if reasonably required, and file or record such required instruments and writings and take any actions as may be reasonable necessary to implement this Agreement.
12. Applicable Law; Venue. This Agreement shall be construed and enforced in accordance with the internal laws of the State of California. Any action at law or in equity arising under this Agreement or brought by any party hereto for the purpose of enforcing, construing or determining the validity of any provision of this Agreement shall be filed and tried in San Mateo County.

13. Dispute Resolution. Any dispute or claim in law or equity between any or all of the Parties arising out of this Agreement, if not resolved by informal negotiation between the Parties, shall be submitted to alternate dispute resolution, with each party bearing its own costs and legal fees. Should litigation result, the court shall determine who bears legal fees and costs.

14. Notices. Any notice or communication required hereunder between the Parties must be in writing and may be given either personally, by registered or certified mail, return receipt requested. If given by registered or certified mail, the same shall be deemed to have been given and received on the date of actual receipt by the addressee designated below as the party to whom the notice is sent. A party may at any time, by giving ten (10) days written notice to the other Parties, designate any other address in substitution of the address to which such notice or communication shall be given. Such notices or communications shall be given to the Parties at their addresses set forth below:

EPA: City of East Palo Alto  
City Manager  
2415 University Avenue  
East Palo Alto, CA 94303

Menlo: City of Menlo Park  
City Manager  
701 Laurel Street  
Menlo Park, CA 94025

District: Midpeninsula Regional Open Space District  
General Manager  
330 Distel Circle  
Los Altos, CA 94022

15. Execution of Agreement; Counterparts. This Agreement may be executed by the Parties in counterparts, each of which when so executed shall be deemed to be an original and all of which taken together shall constitute one and the same agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

CITY OF EAST PALO ALTO:

Approved as to Form:

By: \_\_\_\_\_  
\_\_\_\_\_, City Manager

By: \_\_\_\_\_  
Rafael E. Alvarado, Jr., City Attorney

Date: \_\_\_\_\_

Date: \_\_\_\_\_

CITY OF MENLO PARK:

Approved as to Form:

By: \_\_\_\_\_  
Starla Jerome-Robinson, Interim City Manager

By: \_\_\_\_\_  
William L. McClure, City Attorney

Date: \_\_\_\_\_

Date: \_\_\_\_\_

MIDPENINSULA REGIONAL OPEN  
SPACE DISTRICT

Approved as to Form:

By: \_\_\_\_\_  
Ana Ruiz, General Manager

By: \_\_\_\_\_  
Hilary Stevenson, General Counsel

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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## STAFF REPORT

### City Council

**Meeting Date:** 1/15/2019  
**Staff Report Number:** 19-008-CC

**Consent Calendar:** **Authorize the City Manager to execute an agreement with Cartegraph Systems, LLC. for implementation of an operations management system enterprise software as a service solution in amount not to exceed \$213,248 over three fiscal years**

### Recommendation

Staff recommends that the City Council authorize the City Manager to execute an agreement with Cartegraph Systems, LLC. for the purchase of a three-year enterprise operations management system (OMS) Software as a Service (SaaS) subscription and software implementation services not to exceed \$213,248 over the next three fiscal years.

### Policy Issues

This three year licensing commitment exceeds the City Manager's signing authority and requires City Council approval. Selection of the Cartegraph SaaS represents the City "best of breed" software selection approach developed as part of the Information Technology Master Plan.

### Background

In early 2017, the City Council considered the Information Technology Master Plan (ITMP), an organizationwide assessment of the City's technology infrastructure and applications. On May 2, 2017, the City Council received and filed the ITMP and authorized staff to pursue a "best of breed" methodology to replace the City's aging information technology. In accordance with the City Council's direction, the City Council authorized implementation of the Accela Land Management System June 19, 2018.

Among the 110 strategic initiatives outlined in the plan, city staff and consultants identified the need for a work orders, maintenance and asset management system in order to automate the management and day-to-day operations related to city infrastructure assets, buildings, facilities and fleet vehicles. This system, also known as an operations management system (OMS), provides the ability to capture and report on labor, equipment usage, and materials costs associated with work orders and asset maintenance. Utilizing such a system enables City staff to ultimately provide a higher level of service to the community by increasing the operational efficiency and quality of work orders processed and managed.

### Analysis

In March 2018, the City launched a new publicly available citizen request management system, SeeClickFix, allowing community members to submit and report service requests directly to city staff either on the City's website or on a mobile application. These service requests are converted to work orders which

city staff manage through internal workflows. Currently, the City does not have a system in place to efficiently and effectively track these requests, and relies on laborious, manual, error-prone record keeping in spreadsheets and emails. Additionally, the City does not have an adequate system that tracks major city assets which allows staff to measure, budget and forecast future maintenance and associated replacement costs.

Shortly after City Council approval and direction May 2, 2017, staff from both the Information Technology division and Public Works department began preliminary market research on which operations management system products were most commonly used by other similar-sized municipalities with similar business needs. Staff initially reached out to neighboring cities and found a number of competing products in the marketplace, but that only a handful of smaller, best-of-class solutions would suit the City's needs. This research resulted with two Software as a Service (SaaS) products which are current market segment leaders: Cartegraph and CityWorks. Staff subsequently reached out to the various agencies directly utilizing these two products, seeking product feedback and software vendor support satisfaction.

Between July and August 2017, staff scheduled product demonstrations with both Cartegraph and CityWorks in order for each vendor to provide City staff with a complete overview of their software solution. Staff considered the following key product features in meeting the business operational needs of the City:

- Centralized task and maintenance management
- Asset replacement planning and forecasting
- Integration with the City's online citizen request management system SeeClickFix
- Mobile work order scheduling and management for field staff
- Streamlines public works internal and external operations
- Viewing of asset and activity trends visually through geographic information system mapping capabilities
- Retrieval of historical work order information and associated costs
- Improved decision making through access to real-time data and information gathering
- Prebuilt operations templates suited for small to medium agencies
- Improves compliance with regulatory standards
- Improves safety and risk management

The product demonstrations concluded that both products are more than adequate in fulfilling the business needs of the city departments. The key difference, however, lies in the resources required to implement, maintain and support each system. Upon initial cost analysis, Cartegraph's OMS solution requires far less staff and vendor resources than the more complex CityWorks solution, therefore providing a much better overall value by decreasing the City's Total Cost of Ownership (TCO) of the system. Additional product selection considerations included overall application user experience reviews, technical implementation complexity, the quality of the vendor's product support services, and project implementation costs.

After evaluation of both software platforms, staff concluded that the Cartegraph OMS solution would best meet the overall work order, maintenance and asset management system needs of the City. Subsequently, staff began more specific project scoping and product cost discussions with the Cartegraph vendor and discovered two options for product and service procurement; directly with the vendor or through a software service reseller utilizing the National IPA cooperative purchasing agreement vehicle (Attachment B.) Cooperative purchasing agreements are commonly used by state and local jurisdictions to obtain the best overall value of product procurement through the buying power of a collectively large number of organizations. The cost proposal from the National IPA cooperative purchasing agreement resulted in an approximate 3 percent increase in total service and implementation costs as compared to the Cartegraph vendor-direct proposal. Additionally, the cooperative purchase agreement's general terms and conditions for



the resale of Cartegraph services are not applicable or specific to SaaS services, subjecting the City to the software manufacturer's default terms and conditions.

After analysis and comparison of both the Cartegraph vendor and the National IPA cooperative purchasing agreement proposals, staff recommends entering into an agreement directly with Cartegraph Systems, LLC. Other cities currently using the Cartegraph OMS solution include the cities of San Mateo, Burlingame, Los Gatos and Walnut Creek, as well as the county of Riverside.

### **Impact on City Resources**

Sufficient funds are available in the ITMP budget to provide for this project's first year subscription and project implementation costs. The second and third year annual SaaS subscription costs will be incorporated into operating budgets of the departments using the product once implemented. Because the Cartegraph OMS system provides for prebuilt operational and best practices based configuration templates suitable for small to medium sized government agencies, time and resources required to configure the system are manageable with existing City staffing levels.

### **Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it proposes an organizational structure change that will not result in any direct or indirect physical change in the environment.

### **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. Cartegraph Systems OMS purchase agreement
- B. Hyperlink: <http://www.nationalipa.org/Vendors/Pages/SHI.aspx>

Report prepared by:  
Brian Henry, Assistant Public Works Director - Maintenance  
Gene Garces, Information Technology Manager

**Purchase Agreement**

**Cartegraph** is pleased to present this Purchase Agreement for the implementation of world class technology solutions. This Purchase Agreement is made and entered into between **City of Menlo Park** (hereinafter referred to as "**Customer**") and **Cartegraph Systems LLC** (hereinafter referred to as "**Cartegraph**"). In the case that any terms or conditions provided in the Cartegraph Hosted Solutions Agreement differ from, are provided in more detail by, or are made irrelevant by the terms and conditions provided in this Purchase Agreement, the terms in this Purchase Agreement shall control. For all terms and conditions not addressed by this Purchase Agreement, the Cartegraph Solutions Agreement shall control.

<b>Customer Bill To:</b>	<b>Customer Ship To:</b>
City of Menlo Park 701 Laurel Street Menlo Park, CA 94025	Same

**Investment Summary**

The Addendums attached hereto, include:

**Addendum A – Support Services**

**Addendum B – Field Services**

**Cartegraph's** proposed fees for this project are included in the summary below.

**Today's Date:** January 10,  
2019

**Signature** February 28, 2019  
**Expiration Date:**

**Purchase #PA777**  
**Agreement No.:**

	<b>Purchase Type</b>	<b>Qty.</b>	<b>Unit Price</b>	<b>Total Price</b>
<b>YEAR 1</b>				
<b>SOLUTIONS</b>				
Cartegraph OMS – Platform - Enterprise	Subscription, Cartegraph Cloud Deployment, Hosting Fee Included	1	\$21,944.00	\$21,944.00
Cartegraph OMS Extension	Advanced Asset Management Subscription	1	\$5,083.20	\$5,083.20
Cartegraph OMS Extension	Advanced User Tools Subscription	1	\$3,388.80	\$3,388.80
Cartegraph OMS Users	User Pack Subscription – 50 Named Users	1	\$10,000.00	\$10,000.00
<b>FIELD SERVICES</b>				
Implementation Services	Fixed Fee Service	1	\$78,800.00	\$78,800.00
<i>ESTIMATED EXPENSES</i>				<b>\$13,200.00</b>
<b>YEAR 1 SUB-TOTAL</b>				<b>\$132,416.00</b>

<b>YEAR 2</b>				
<b>SOLUTIONS</b>				
Cartegraph OMS – Platform - Enterprise	Subscription Cartegraph Cloud Deployment, Hosting Fee Included	1	\$21,944.00	\$21,944.00
Cartegraph OMS Extension	Advanced Asset Management Subscription	1	\$5,083.20	\$5,083.20
Cartegraph OMS Extension	Advanced User Tools Subscription	1	\$3,388.80	\$3,388.80
Cartegraph OMS Users	User Pack Subscription – 50 Named Users	1	\$10,000.00	\$10,000.00
<b>YEAR 2 SUB-TOTAL</b>				<b>\$40,416.00</b>
<b>YEAR 3</b>				
<b>SOLUTIONS</b>				
Cartegraph OMS – Platform - Enterprise	Subscription, Cartegraph Cloud Deployment, Hosting Fee Included	1	\$21,944.00	\$21,944.00
Cartegraph OMS Extension	Advanced Asset Management Subscription	1	\$5,083.20	\$5,083.20
Cartegraph OMS Extension	Advanced User Tools Subscription	1	\$3,388.80	\$3,388.80
Cartegraph OMS Users	User Pack Subscription – 50 Named Users	1	\$10,000.00	\$10,000.00
<b>YEAR 3 SUB-TOTAL</b>				<b>\$40,416.00</b>
<b>TOTAL COST (3-YEAR TERM)</b>				<b>\$213,248.00</b>

<b>NOTES:</b>	<p>The pricing listed above does not include applicable sales tax.</p> <p>The Cartegraph OMS pricing listed above does not include Esri ArcGIS licenses.</p>
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## Payment Terms and Conditions

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In consideration for the Solutions and Services provided by **Cartegraph** to **Customer**, **Customer** agrees to pay **Cartegraph** the Fees in U.S. Dollars as described below:

1. **Delivery:** Customer shall be provided with the ability to access and use the Solutions upon execution of this Purchase Agreement. If applicable, Services will be scheduled and delivered upon your acceptance of this Purchase Agreement, which will be considered as your notification to proceed.
2. **Services Scheduling:** Customer agrees to work with Cartegraph to schedule Services in a timely manner. All undelivered Services shall expire 365 days from the signing of this Purchase Agreement.
3. **Solutions Invoicing:** The Fee for Solutions will be due in annual installments 15 days prior to the anniversary of the initial term as follows:
  - a. \$40,416.00 due upon execution of the Purchase Agreement.
  - b. \$40,416.00 due 15 days prior to 1st year anniversary of term start date.
  - c. \$40,416.00 due 15 days prior to 2nd year anniversary of term start date.
4. **Field Services Invoicing:** Invoicing for the Field Services fee shall occur upon the acceptance of this Purchase Agreement and shall be invoiced as follows:
  - a. Invoicing for the Field Services will be due in four (4) equal consecutive monthly payments beginning at the date of the execution of the Purchase Agreement. If the service is completed prior to the installments being paid then the entire remaining balance will become due.
5. **Expenses:** In providing the services included in this Purchase Agreement, Cartegraph shall be reimbursed for any reasonable out-of-pocket costs, including, but no limited to, travel, lodging, and meals. Out-of-pocket expenses are billed based on actual costs incurred and are due separately.
6. **Payment Terms:** All payments are due Net 30 days from start date of invoice.

BY SIGNING BELOW, THE PARTIES AGREE THAT ALL USE AND ACCESS TO THE SOLUTIONS DESCRIBED IN THIS PURCHASE AGREEMENT SHALL BE GOVERNED BY THE CARTEGRAPH SOLUTIONS AGREEMENT, WHICH CAN BE REVIEWED AT: <https://www.cartegraph.com/solutions-agreement/>. THE PARTIES AGREE TO BE BOUND BY THE TERMS AND CONDITIONS OF THE CARTEGRAPH SOLUTIONS AGREEMENT AND THIS PURCHASE AGREEMENT REFERENCED HEREIN.

**CARTEGRAPH: Cartegraph Systems LLC**

**CUSTOMER: City of Menlo Park**

By \_\_\_\_\_  
(Signature)

By \_\_\_\_\_  
(Signature)

Mitch Bradley  
\_\_\_\_\_  
(Type or print name)

\_\_\_\_\_  
(Type or print name)

Title SVP of Sales & Marketing

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**Cartegraph Systems LLC**  
**Addendum A - Support Services**  
**Cartegraph Support and Training Services – Scope of Work**

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The Support Services listed in the Investment Summary of the Purchase Agreement are specific Cartegraph Services which will be delivered to the Customer based on the descriptions below and on the terms and conditions and subject to the limitations set forth in this Addendum A, the applicable Purchase Agreement, and the Cartegraph Hosted Solutions Agreement. Cartegraph will coordinate with the Customer on service delivery expectations and timeframes.

**As part of Customer's subscription to access to and use of the Cartegraph Solutions, Customer will receive:**

**1. Support Services**

**a. Campus – [www.cartegraph.com/campus](http://www.cartegraph.com/campus)**

Our User Assistance area is a convenient and easily-shareable resource designed to help you and your co-workers better understand the functions and capabilities of your Cartegraph Solutions. Instantly access user tips, step-by-step guides, videos, and more.

**b. Dedicated, Unlimited, Toll-free Phone Support - 877.647.3050**

When questions need answers and difficulties arise, count on our industry-leading Support team to provide the guidance and assistance you need. Reach us as often as you need Monday-Friday, 7:00 am-7:00 pm CT.

**c. Secure, Live Remote Support**

If your challenge requires a more hands-on approach, we have the remote support tools to fix it. Let one of our Support Team members directly interact with your system to find a fast, effective solution.

**2. Training & Education Services**

**a. Convenient Online Resources**

All the information you need, one click away. Take advantage of online training opportunities, tutorial videos, upcoming event information, and more.

**b. Regional User Groups**

Meet and network with similar Cartegraph users in your region. Our smaller, more personalized User Groups allow you to find out what other organizations are doing to get more from their Cartegraph solutions and services.

**3. Releases & Upgrades**

**a. New Releases**

Be the first to know about all new Cartegraph releases, enhancements, and upgrades.

- i.** Your cloud-hosted site will be automatically upgraded by our System Consultants after the release is available. This way, you'll experience increased system performance while gaining timely access to the latest features and functionality.
- ii.** For your on-Premises Installation, our Technical Consultants will work with your organization's IT staff to receive the latest software release in a timely manner. This way, you'll experience increased system performance while gaining prompt access to the latest features and functionality

**b. Hot Fixes**

If an issue is determined to be a defect and falls outside the standard release cycle, Cartegraph will issue a hot fix and provide application specialists with detailed levels of product knowledge to work with you in achieving a timely and effective resolution

Cartegraph will provide the Support Services only to Customer, provided that Cartegraph reserves the right to contact any third party as necessary to facilitate the delivery of Support Services or other services relating to the Solutions. Said support applies only to the most current version of the product and the previous version in succession.

All Support Services are dependent upon the use by Customer of the Solutions in accordance with Cartegraph's documentation and specifications. Cartegraph is under no obligation to modify the Solutions so that the modified Solutions would depart from Cartegraph's published documentation and specifications for such Solutions.

## Cartegraph Systems LLC

*Addendum B - Field Services* (Fee for Service)

### **Cartegraph Field Services – Scope of Work**

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The Field Services listed in the Investment Summary of the Purchase Agreement are specific Cartegraph Services which will be delivered to the Customer based on the descriptions below and on the terms and conditions and subject to the limitations set forth in this Addendum B, the applicable Purchase Agreement, and the Cartegraph Hosted Solutions Agreement. Cartegraph will coordinate with the Customer on service delivery expectations and timeframes.

## **Cartegraph OMS – Implementation Scope of Work**

Implementation of the Operations Management System (OMS) includes the following professional services:

### Setup

- Cartegraph will setup a hosted, production OMS environment. If a test or sandbox environment is purchased, Cartegraph will also setup a hosted, test OMS environment.
- Cartegraph will provide an overview, up to two (2) hours, of Cartegraph and ArcGIS Online user-based logins and User/Role functionality.
- Cartegraph will provide a template file to be utilized by your staff to populate Roles and Users to be utilized for OMS.
- Cartegraph will utilize the template to create users and roles in OMS. (Note: Subsequent User and/or Role changes will be your administrator's responsibility.)
- Cartegraph will provide documentation and guidance, up to four (4) hours, for your technical GIS staff to configure Esri Basemap Services for OMS integration. Guidance will be geared towards OMS/Esri integration functionality and requirements.
- Cartegraph will setup the OMS Platform, including the Request, Work, Resource, and Asset Management areas of the software. *Asset Management solutions will be setup for all solutions referenced in the Assets section of the scope unless otherwise noted.*

### Consulting

- Cartegraph will provide one three-day (3-day) and one two-day (2-day) onsite requirement gathering workshop to increase our understanding of your business and functional goals. Through workshops and interviews, Cartegraph will identify best fit scenarios for OMS and provide a brief including any challenges as well as recommendations for OMS best practices relevant to your implementation.

### Training

- Cartegraph will provide remote train-the-trainer training, up to eight (8) hours, on overall system navigation and functionality to help familiarize your staff with the software environment and its common functions. Training topics include:
  - Home Screen
  - Logins/Permission
  - Layers
  - Filters
  - Maps
  - Grids
  - System Navigation

- Views (List & Detail)
  - Standard Reports
  - Attachments
  - Requests, Work, Assets, Resources, Reports, and Administrator Tabs
- Cartegraph will provide remote train-the-trainer training, up to four (4) hours, on OMS Esri integration functionality. Training topics include:
    - OMS Esri integration configuration options
    - Integration functionality (basemap and feature)
    - Overall Esri integration requirements, considerations, and Cartegraph recommended best practices
  - Cartegraph will provide one three-day (3-day) and one two-day (2-day) onsite "train-the-trainer" training event. The training agenda will be defined and agreed upon by both Cartegraph and your project manager. Topics may include any of the following:
    - Request Management:
      - Requests
      - Requesters
      - Task Creation from Requests
      - Issue library (including settings such as Applies to Asset and Non-Location)
      - Cartegraph recommended best practices for Request and Requester Management
    - Work Management:
      - Create Task(s) (Asset/Non-Asset)
      - Assignments (Add, Edit, Remove)
      - Task Menu Actions
      - Related Work Items
      - Create Work Order
      - Associate Task to WO
      - Repeat Work Orders
      - Work Order Menu Actions
      - Enter Resources
      - Timesheets
      - Activity library (including settings such as Applies to Asset, Inspection, Key Dates, Cost, and Productivity)
      - Cartegraph recommended best practices for Work Management
    - Asset Management:
      - Asset Details
      - Inspections
      - Linked assets (if applicable)
      - Container/Component Relationships (if applicable)
      - Cartegraph recommended best practices for Asset Management

*To avoid redundancy, and to utilize service time efficiently, training may cover a subset of the assets listed in the Asset section of the scope.*

- Fleet Management:
  - Preventative Maintenance
  - Task Management
  - Vehicle Replacement Ratings (VRR) Equipment Detail information

- Fleet Reports
  - Cartegraph recommended best practices for Fleet Management
- Resource Management:
  - Resource Details
  - Labor/Equipment Rates
  - Material Management (Stock, Usage, Adjustments)
  - Vendor Price Quotes
  - Cartegraph recommended best practices for Resource Management
- Cartegraph for iPad and Cartegraph One:
  - Overall system functionality (Navigation, Interface, Maps, Attachments, Sorting)
  - Work Management
    - Create and Update Tasks (Asset/Non-Asset)
    - Assign Tasks
    - Enter Resources
    - Inspections
  - Asset Management
    - Create and Update Assets
  - Request Management
    - View and Update Requests
    - View Requester information
    - Create Task from Request
  - Cartegraph recommended best practices for mobile device use
- Administrator:
  - Administrator:
    - User Administration, Role Administration, Import/Export, Error Log
  - Settings:
    - System Settings, Base Map Administration, Geocode Settings, GIS Integration Settings, Background Task Scheduler, Asset Color Manager
  - Manager:
    - Layout Manager, Library Manager, Preventative Maintenance, Asset Condition Manager, Notification Manager, Structure Manager
- Cartegraph will provide remote train-the-trainer training, up to twelve (12) hours, on OMS Reporting functionality. Training topics include:
  - Security/Roles
  - Report Designer
    - Report Types, Report Styling, Filtering\Parameters, Basic Formulas, Grouping/Sorting
  - Report Viewer
  - Reporting best practices and solution tips/tricks.

## Extensions

- Cartegraph will provide remote train-the-trainer training, up to eight (8) hours, on SeeClickFix Request functionality. Training topics include:
  - Administrator functions
  - Web-Based CRM
  - Cartegraph and SeeClickFix recommended best practices for citizen engagement and request management



In addition to training, Cartegraph will provide supporting services related to mobile app configuration and citizen engagement marketing materials.

- Cartegraph will provide remote train-the-trainer training, up to eight (8) hours, on Advanced Asset functionality. Training topics include:
  - Preventative Maintenance
  - Performance Management
    - Prediction Groups
    - Minimum Condition Groups
    - Activities and Impacts
    - Criticality Factor
    - Install/Replaced Dates
  - Cartegraph recommended best practices for advanced asset management

*To avoid redundancy, and to utilize service time efficiently, training may cover a subset of the assets listed in the Asset section of the scope.*

- Cartegraph will provide remote train-the-trainer training, up to six (6) hours, on Advanced User functionality. Training topics include:
  - Cartegraph Administrator Application
  - OMS Administrator
    - Structure Manager
    - Library Manager
    - Layout Manager
    - User/Role Configurations
  - Cartegraph recommended best practices for utilizing development tools, expanding the system's use, and/or building assets

## Go-Live Support

- Cartegraph will provide a three-day (3-day) onsite event for Go-Live Support. The agenda will be defined, and agreed upon, by both your and Cartegraph's project managers. Topics may include any of the following:
  - Refresher training for items listed in the scope of work
  - Software and process support for staff during production roll out
  - Field, Layout, and Report configuration guidance, if applicable

## Data Services

- Cartegraph will provide one test and one production data load service through standard import/export functionality. Cartegraph will provide template documents for data population. Once populated by your staff, Cartegraph will load the data into your test or production OMS environment. Data loads may include data such as:
  - Parent level asset records
  - Asset location (spatial x/y) attributes
  - Parent level resource (Labor, Equipment Material, Vendor) records
  - Resource Rate (Labor, Equipment, Material) records
  - Standard system libraries

## Assets

Asset implementation includes the following professional services:

- Cartegraph will provide installation and training on the following fifty-three (53) asset types:
  - Facilities (7)
    - Facilities; Electrical Generators; Facility Lighting; Fire Protection; HVAC Equipment; Plumbing Fixtures; Roofing Systems
  - Parks and Rec (10)
    - Athletic Space; Bench; Fence; Landscape Area; Park; Park Amenity; Park Structure; Playground; Playground Equipment; Tree
  - Transportation (10)
    - Bridge; Light Fixture; Marking; Pavement; Pavement Area; Sign; Support; Guardrail; Sidewalk; ADA Ramps
  - Storm (9)
    - Storm Basin; Storm Channel; Storm Culvert; Storm Facility; Storm Inlet; Storm Manhole; Storm Outlet; Storm Pipe; Storm Pump
  - Signal (8)
    - Signal Cabinets; Signal Controllers; Signal Heads; Signal Monitors; Signal Preemption; Signal Traffic Cameras; Signal Traffic Detectors; Signalized Intersections
  - Water (9)
    - Water Backflow; Water Facility; Water Hydrant; Water Lateral; Water Main; Water Meter; Water Pump; Water Storage Tank; Water Valve
- Cartegraph will provide up to five (5) field configurations for each asset type listed above.

Cartegraph will provide all services remotely via audio, video, and web conferences unless otherwise noted.

## Customer Responsibility

For the project, you will be responsible for appointing a dedicated project manager that will be responsible for:

- Reviewing the implementation scope of work
- All internal aspects of the project including, but not limited to, internal change management, internal documentation, staff coordination, task completion, and schedule commitment
- Ensuring all scheduled meetings are attended by invited staff
- Partnering with the Cartegraph Project Manager to ensure project success
- Providing leadership and insight on all relevant internal issues such as policy/procedure, organizational structure, project stakeholders, technical architecture, data, and current systems

## Exclusions

The following service items are not included in the scope of this project:

Addendum B

- Implementation of any custom modification or integration developed by Cartegraph, your internal staff, or any third-party is not included in the scope of this project unless specifically listed above.
- Data conversion services from other software system(s) or sources (including Cartegraph Navigator databases) are not included in the scope of this project unless specifically listed above.
- Any service items discussed during demonstrations, conference calls, or other events are not included in the scope of this project unless specifically listed above.

### **Customer/Cartegraph Responsibilities**

Project representatives from Customer and Cartegraph accepts responsibility for all aspects of project planning, management, and execution not specifically identified as the responsibility of Cartegraph in the Agreement or in the Purchase Agreement. Ongoing management of the day-to-day allocation of Customer and Cartegraph resources and management of project tasks is the responsibility of the Customer and Cartegraph project representatives. Customer and Cartegraph project representatives will provide overall guidance and direction for the project and will direct the project accordingly. Further, and with regard to the Cartegraph obligations listed in this Purchase Agreement, Customer understands that it is vital to the success of the project that Customer provides assistance in the following matters:

1. For those services listed under Field Services, Cartegraph personnel will conduct information gathering and evaluation sessions with various Customer Users and management. While Cartegraph respects the time and workload of Customer staff, dedicated time on the part of the appropriate Customer resources is necessary to complete these exercises.
2. The installation process requires the assistance of Customer personnel and suitable access to hardware and systems (e.g., security clearance). Customer is required to supervise the installation process while systems are accessible to Cartegraph. All hardware and software, for both personal computers and servers, is expected to be available, installed, and operating as specified in Cartegraph's system requirements documentation such that delivery and execution of Cartegraph Field Services will not be impeded.
3. Customer and Cartegraph understand that the successful performance of Field Services depends upon Customer fulfilling its responsibilities. The Project assumes that Customer will provide all personnel required to achieve a successful implementation.
4. Customer will provide Internet access and IT staff support as required. For those services that are web-based, Cartegraph utilizes WebEx Meeting (or similar) technology.
5. Customer shall ensure that their workstation platform and database meet Cartegraph system requirements as specified in the Cartegraph System Requirements documentation. Solutions will be supported within new versions of these workstation platforms and databases within a reasonable period of time from their release from their manufacturer. Cartegraph will discontinue support of its Solutions within older versions of these workstation platforms and databases as their support is discontinued by their manufacturers.
6. Customer agrees to work with Cartegraph to schedule Field Services in a timely manner. All undelivered Field Services shall expire 365 days from the execution of this Purchase Agreement, unless noted differently in Services Scope listed above. Upon expiration of services, the project may be cancelled at Cartegraph's discretion.

### **Not-to-Exceed Purchase Agreement**

Cartegraph will not exceed the total included in this Purchase Agreement without written approval from Customer. In the event it becomes apparent to Cartegraph that additional Service will be needed due to any changes in the scope of this Purchase Agreement, Cartegraph will notify Customer prior to exceeding the approved efforts and obtain written approval if additional Services are required.

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## STAFF REPORT

### City Council

Meeting Date: 1/15/2019  
Staff Report Number: 19-001-CC

**Regular Business:** Approve the proposed Library System Improvements project scope, planning process, goals and tentative timeline

### Recommendation

Staff recommends approval of the proposed Library System Improvements project scope, planning process, goals, and tentative timeline as outlined in Attachment A to this report.

### Policy Issues

The City Council's 2018 work plan includes the Library System Improvements Project.

### Background

Multiple studies conducted by the City in 2015<sup>1</sup>, 2017<sup>2</sup> and 2018<sup>3</sup> concluded that the current Belle Haven and main library facilities are outdated and insufficient to meet community needs now and into the future, and should be replaced with new facilities. This report provides a summary overview of the Library System Improvements Project (LSIP), a component of the City Council work plan to address and resolve these critical community facility needs. What follows is a summary of key background information from the past 10 months of activity in the LSIP project:

- On March 28, 2017<sup>4</sup>, City Council reviewed the results of the Main Library Space Needs Study. The study was produced by consultants Noll and Tam Architects and funded by a \$90,000 gift from Menlo Park Library Foundation. The study concluded that the current main library facility is outdated and insufficient to meet community needs now and into the future, and should be replaced with a new facility.
- On July 18, 2017<sup>5</sup>, City Council authorized the City to accept a philanthropic offer from John Arrillaga to financially assist with the construction of a new main library on the Burgess campus, and directed staff to develop a preliminary work plan for so doing.
- On August 22, 2017<sup>6</sup>, City Council reviewed a preliminary work plan to advance the new main library project. After much discussion including robust public testimony, City Council emphasized the need to develop a New Belle Haven branch library as well as a new main library, and the need to make short-term improvements to current library systems. City Council directed staff to expand the scope of library system improvements and approach the project in a more holistic fashion.
- On October 17, 2017<sup>7</sup>, City Council authorized the creation of the Library System Improvements Project. The authorization included the appropriation of \$140,000 for immediate physical improvements to the Belle Haven branch library (which were completed in January 2018) and \$1 million to create a Library System Improvements Project fund. City Council also authorized funding for expanded operating hours at the Belle Haven Branch and a new staff position to project manage the LSIP project, and increased

<sup>1</sup> *Operational and Administrative Review of the Library Department*, 2015. [menlopark.org/DocumentCenter/View/15271/Attachment-D---Recommendations-from-the-Operationaland-Administrative-Review-of-the-Library-Departme?bidId=](http://menlopark.org/DocumentCenter/View/15271/Attachment-D---Recommendations-from-the-Operationaland-Administrative-Review-of-the-Library-Departme?bidId=)

<sup>2</sup> *Menlo Park Main Library Space Needs Study*, 2017. [menlopark.org/DocumentCenter/View/13235/G1---Library-Space-Needs-Study](http://menlopark.org/DocumentCenter/View/13235/G1---Library-Space-Needs-Study)

<sup>3</sup> *Belle Haven Neighborhood Library Needs Assessment*, 2018. [menlopark.org/DocumentCenter/View/18671/Final-Belle-Haven-Library-Needs-Assessment](http://menlopark.org/DocumentCenter/View/18671/Final-Belle-Haven-Library-Needs-Assessment)

<sup>4</sup> *Menlo Park Main Library Space Needs Study*. City Council, March 28, 2017. [menlopark.org/DocumentCenter/View/13235](http://menlopark.org/DocumentCenter/View/13235)

<sup>5</sup> *Consideration of a philanthropic offer to assist with construction of a new main library building*. Menlo Park City Council, July 18, 2017. [menlopark.org/DocumentCenter/View/15043](http://menlopark.org/DocumentCenter/View/15043)

<sup>6</sup> *Next steps for the construction of a new main library building*. City Council, August 22, 2017. [menlopark.org/DocumentCenter/View/15308](http://menlopark.org/DocumentCenter/View/15308)

<sup>7</sup> *Next steps for library system improvements*. City Council, October 17, 2017. [menlopark.org/AgendaCenter/ViewFile/Agenda/\\_10172017-2989](http://menlopark.org/AgendaCenter/ViewFile/Agenda/_10172017-2989)

- the City Manager's contract award authority for contracted services related to the LSIP project.
- On May 22, 2018<sup>8</sup>, City Council reviewed preliminary site options for a potential new main library. After substantial discussion and public comment, City Council indicated a preference to await the results of further study, and a decision was deferred until a later date.
  - On August 21, 2018<sup>9</sup>, a scheduled City Council agenda item regarding the main library component of the LSIP project was removed from the agenda and the meeting canceled in order to review a potential inadvertent Brown Act violation related to the item that had come to the Mayor's and staff's attention.
  - On August 28, 2018<sup>10</sup>, the City Attorney reported that after a brief investigation, it was found that an inadvertent serial discussion had occurred in relation to the above noted item, however because the item was removed from the agenda and the meeting canceled, "there was no action taken nor any collective decision, commitment or promise by a majority of the City Council to make a positive or negative decision regarding the item in question, and therefore nothing to be cured and no criminal violation." The city attorney further concluded that the inadvertent Brown Act violation must be disclosed to allow the public to be aware of it. Further discussion of the main library component of the LSIP project was deferred until January 2019.
  - On October 1, 2018<sup>11</sup>, philanthropist John Arrillaga withdrew his pledge to financially assist with the construction of a new main library on the Civic Center campus, citing his concerns about the project's timeline and other factors.
  - On October 9, 2018<sup>12</sup>, City Council reviewed the results of the Belle Haven Neighborhood Library Needs Assessment produced by consultant Gensler, and authorized staff to move forward with the next step in the process, the Belle Haven Library Space Needs Study, with the services of consultant Noll and Tam Architects.

## Analysis

Consistent with the structure outlined in Attachment A, the following provides a brief status update and potential next steps for each of the three main components of the LSIP project.

### New Belle Haven branch library

The comprehensive Space Needs Study for a potential new Belle Haven branch library is well underway. Numerous stakeholder interviews, focus groups and community workshops were convened in October, November and December 2018, yielding valuable insight and feedback from residents. Participation in the process has been strong and feedback from community members about the process itself has been generally positive and appreciative. A citywide survey is in the field now, and asks residents to indicate their preferred library features. To ensure robust participation by Belle Haven area residents, printed versions of the survey were directly mailed to every Menlo Park household north/east of Bay Road in December. The survey is available in English and Spanish, and will remain open until January 31. Nearly 800 survey responses have been received to date. The Library Commission will undertake public review and discussion of the draft Space Needs Study January 28 and February 25. City Council will review the draft study March 12 and the final study April 9. Staff anticipates recommending options and next steps to City Council April 9, potentially including a request for authorization to issue a request for proposals/qualifications (RFP/ RFQ) for architectural design services and to proceed with preliminary design (Phase II.)

<sup>8</sup> *Approve next steps for library system improvements.* City Council, May 22, 2018. [menlopark.org/DocumentCenter/View/17636/J1---Library-System-Improvements](http://menlopark.org/DocumentCenter/View/17636/J1---Library-System-Improvements)

<sup>9</sup> *Meeting cancellation notice.* City Council, August 21, 2018. [menlopark.org/AgendaCenter/ViewFile/Agenda/\\_08212018-3142](http://menlopark.org/AgendaCenter/ViewFile/Agenda/_08212018-3142)

<sup>10</sup> *Disclosure of Brown Act violation - rescheduling next steps for Library System Improvement Project.* City Council, August 28, 2018. [menlopark.org/DocumentCenter/View/18442/I2---LIB-IMPROVE-18-172](http://menlopark.org/DocumentCenter/View/18442/I2---LIB-IMPROVE-18-172)

<sup>11</sup> *"Arrillaga withdraws offer to help Menlo Park build new library."* The Almanac, October 2, 2018. [almanacnews.com/news/2018/10/02/arrillaga-withdraws-offer-to-help-menlo-park-build-new-library](http://almanacnews.com/news/2018/10/02/arrillaga-withdraws-offer-to-help-menlo-park-build-new-library)

<sup>12</sup> *Approve the library needs assessment for the Belle Haven neighborhood and direct staff to begin a space needs assessment for a new Belle Haven branch library.* City Council, October 9, 2018. [menlopark.org/DocumentCenter/View/18751/I1---LIB---Belle-Haven-Assessment-18-187](http://menlopark.org/DocumentCenter/View/18751/I1---LIB---Belle-Haven-Assessment-18-187)

### New main library

The withdrawal of Arrillaga's philanthropic pledge is a financial setback; however, it provides the opportunity to conduct the City's traditional community-oriented planning and design work process that a project of this nature and scope requires. Some aspects of the project were placed on a fast track in response to the pledge, resulting in community members protesting that the project was moving too fast and that the City was not as responsive to community input as it should have been for a project as far-reaching and impactful as this. Now that the pledge is no longer a driving factor, there is more time and flexibility to proceed with the next steps of the project in a way that actively involves and engages community members in every step of the process. The initial research and study phase (Phase I) for the main library component of the LSIP project was completed with the finalization of the Main Library Space Needs Study in March 2017. When the Belle Haven Space Needs Study is completed and presented to City Council April 9, 2019, the top two major LSIP project components will be at the same stage of development at the same time. This fortuitous alignment presents the opportunity to achieve efficiencies, system integration, and economy of scale in the preliminary design process (Phase II) by moving both LSIP project components forward under the same design contract. Staff anticipates presenting options and potential next steps to City Council April 9, potentially including a request for authorization to issue a RFP or RFQ for architectural design services and preliminary design (Phase II) for the main library in parallel with and under the same design contract as the Belle Haven branch library, which would remain the first priority.

### Short-term system improvements

To help ensure the continuous provision of high quality, modern and safe library facilities for Menlo Park residents pending the development of new facilities, City Council appropriated funds and directed staff to implement service and physical enhancements to the Belle Haven Branch Library October 17, 2017. Physical upgrades to the Belle Haven branch library including new carpeting and shelving, new furniture and interior paint, additional new books and DVDs for the collection were completed and the branch library's operating hours were extended in January 2018. At the Main Library, multiple small maintenance projects were completed by the Public Works department in 2018, primarily to maintain and repair the building's aging furniture, equipment and systems infrastructure. On the service side, the library launched a new automated renewal service to improve patron convenience in December and will launch a new Little Free Library incentive program in January in response to popular demand. Additionally, the library is currently undertaking a comprehensive update of Library Strategic Plan with the advice and participation of the Library Commission and other relevant stakeholders, and in alignment with the direction established by City Council in the 2019 work plan. The Library Strategic Plan Update will cover the years 2019-2020, and is scheduled for completion in March 2019.

### **Impact on City Resources**

There are no new impacts to City resources associated with this report at this time. The Library System Improvements Project fund currently contains sufficient resources to initiate the next phase of the project, preliminary design (Phase II), should City Council direct staff to move forward April 9. At this time, no funds have yet been identified for the later phases of design development (Phase III) and construction (Phase IV); however, that is not unusual for a project of this scale at this early stage in the process. Should City Council agree with the tentative timeline outlined in Attachment A, then staff will prepare more detailed options and policy considerations related to financing these later phases, and will present them to City Council for review in December 2019 and January 2020.

### **Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it is a minor change that will not result in any direct or indirect physical change in the environment.

**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. Project scope, planning process, goals and tentative timeline

Report prepared and recommended by:  
Sean S. Reinhart, Interim Library Services Director



**CITY OF MENLO PARK  
LIBRARY SYSTEM IMPROVEMENTS PROJECT  
SUMMARY PLAN AND TIMELINE  
JANUARY 15, 2019**

**I. Scope.** The Library System Improvements Project (LSIP) contains three major components:

1. **New Belle Haven Branch Library.** Develop and implement a comprehensive plan to design, finance, construct and operate a new public library facility to replace the Belle Haven Branch Library currently located on the Belle Haven School campus.
2. **New Main Library.** Develop and implement a comprehensive plan to design, finance, construct and operate a new public library facility to replace the current Main Library on the Burgess campus.
3. **Short-term system improvements.** Identify and implement needed short-term improvements to current library facilities, services and operations to ensure the continuous provision of high-quality, modern and safe library facilities for Menlo Park residents pending the development of new facilities.

**II. Process.** The LSIP project is being implemented at the City Council's direction with advice and recommendations from the Library Commission and the Belle Haven Neighborhood Library Advisory Committee, and incorporates broad-based community input, current and relevant data, expert consultation, financing options and mechanisms including potential public-private partnerships, best practices and future trends in municipal library services, and Menlo Park community needs in all aspects of the project.

**III. Goals.** The LSIP project has two overarching goals:

- **Long-term goal.** Develop and construct new 21<sup>st</sup> Century library facilities that will:
  - Reduce the City's maintenance and energy costs and shrink the City's carbon footprint;
  - Eliminate the design deficiencies and limitations that hinder services and increase operational costs in the old library facilities;
  - Improve operational efficiency and increase availability of self-service and automation technologies; and
  - Create flexible, technology-infused community spaces and learning environments to serve Menlo Park children and families for the next 75+ years.
- **Short-term / ongoing goal.** Address and resolve current deficiencies and improve services within the existing old library facilities where feasible and to the greatest extent possible within the limitations of currently available resources and facilities.

**IV. Projected Timeline.** All dates are tentative / proposed and are subject to change:

**Phase I – Initial Study, Assessment, and Community Input (January 2017 to April 2019)**

- a. Main Library Space Needs Study: March 2017 – completed
- b. Belle Haven Neighborhood Library Needs Assessment: June 2018 – completed
- c. Belle Haven Library Space Needs Study: March 2019 – in progress
- d. Menlo Park Library Strategic Plan 2019-2020 Update: March 2019 – in progress

**Phase II – Preliminary Design (June 2019 to June 2020)**

- a. Issue RFP/ RFQs and award contracts for architectural design services – Belle Haven Branch Library, possibly Main Library: June 2019
- b. Initiate preliminary design process w/ City Council review including site options and preliminary cost estimates: September 2019

- c. Develop potential financing options and mechanisms for City Council review, including potential public/private partnerships: December 2019

Phase III – Design Development and Financing (January 2020 to December 2021)

- a. City Council evaluate and identify construction financing options: January 2020
- b. Undertake and complete design development and schematic design work: February 2020 to December 2021

Phase IV – Construction (April 2022 – August 2025)

- a. Receive bids and award contracts for facility construction: April 2022
- b. Undertake and complete construction work: August 2022 to August 2025

Phase V – Operations and Certifications (August 2025 and forward)

- a. Initiate operations in new facility / facilities: August 2025
- b. Secure and maintain appropriate and desired building certifications and/or awards, e.g. LEED, Net Zero Energy, architectural awards, etc.



**STAFF REPORT**

**City Council**  
**Meeting Date:** 1/15/2019  
**Staff Report Number:** 19-007-CC

**Informational Item:** Update on the Transportation Master Plan status

**Recommendation**

This is an informational item and does not require City Council action.

**Policy Issues**

The development of a Transportation Master Plan is included as one of the top six priority projects in the City Council's adopted 2018 work plan and is also one of the highest priority implementation programs in the 2016 general plan circulation element.

**Background**

The Transportation Master Plan (TMP) and Transportation Impact Fee (TIF) Program is the highest priority program following the adoption of the ConnectMenlo general plan land use and circulation elements in November 2016. The Circulation Element was last updated in 1994, although several modal- or area-specific plans (e.g., Comprehensive Bicycle Development Plan; Sidewalk Master Plan; El Camino Real/Downtown Specific Plan) have been created since then. The circulation element has seven goals and 86 policies and programs that establish the framework for the City's priorities related to multimodal transportation. The TMP will build from the policy context of the circulation element to identify infrastructure projects and strategic programs, then prioritize them for implementation. The TIF Program will assess the responsibility of new development to help fund the infrastructure projects identified in TMP, and allow the City to update the fee program, which was last updated in 2009.

TMP initiation and current status

The TMP process kicked off in June 2017 and started with outreach events during the summer and fall of 2017 to collect community feedback on transportation issues within the City. City Council also appointed the 11-member Oversight and Outreach Committee (Committee) in August 2017 to:

- Provide advisory input and recommendations to the consultant and staff regarding the outreach process and draft Master Plan materials and submittals
- Guide and keep the project process on track to meet the key milestones
- Reach out to community members to share content and encourage participation at community engagement activities such as workshops/meetings and other planning activities

The original scope of work anticipated four Committee meetings, but as the project progressed, the Committee requested additional meetings to allow more time to review the draft strategies and recommendations.

May 22, 2018, the City Council authorized a scope amendment and appropriation request to add four additional Committee meetings, two Complete Street Commission meetings, and one community meeting

as contingency.

Staff conducted the four additional Committee meetings May 30, August 30, September 5 and September 25, 2018, and the two Complete Streets Commission meetings May 9 and September 12, 2018.

Staff and the consultant team released the draft strategies and recommendations working paper August 23, 2018. This working paper included 173 draft recommendations, which were reviewed by the Committee over their three meetings in August and September focusing on three geographical areas of the City (north, central and south.) The Committee conducted deliberate and extensive discussions providing feedback and suggestions on additional recommendations and expressed a desire to have one additional meeting to review responses to their feedback before the next round of community engagement which was held December 6, 2018 to review the updated recommendations (Attachment A) before conducting the next round of community engagement.

On December 18, 2018, the City Council appointed two new City Councilmembers, Ray Mueller and Betsy Nash, to be representatives on the Committee.

### **Analysis**

At their December 6, 2018 meeting, staff had planned to present the updated recommendations and the prioritization process to the Committee that would move forward to the next round of community engagement. However, the Committee conducted a lengthy discussion on the presentation of the recommendations and how they would be better understood and easier to prioritize if they were grouped by corridor and mode type. The Committee also expressed the desire to not delay the TIF update and recommended conducting a parallel process that would allow the TIF to get started while the Committee and community are providing their feedback on the recommendations and prioritization. The Committee also requested additional meetings to allow for more time to review the grouping of projects and prioritization process. The Committee also heard from a number of residents during the meeting opposing one of the proposed projects #48, a reversible bus lane on Willow Road between Middlefield Road and Durham Street, which in their opinion would drastically change the Willow Road character. The Committee voted to eliminate this project from the list of recommendations and directed staff to not include this project with the projects recommended to move forward to the next round of community engagement. The Committee also requested that staff address Committee member Barnes' request for additional traffic data regarding traffic flows and origin/destination information. Staff is currently working to compile the available City data and to determine what other resources are required to address the data request.

Staff has confirmed that the TIF update could be completed without the TMP being finalized. The consultant team can use the current draft list of recommendations to include in the TIF update since the inclusion of a project in the TIF does not mean the project must be completed. If during the TMP approval process, the list of projects change significantly, the TIF can be updated at a later date although under a separate scope and budget.

Staff is currently working with the consultant team on developing a scope of work amendment and revised schedule to address the Committee's concerns. Staff has determined that at least one additional Committee meeting will be needed, and the project schedule will be adjusted to move the TIF update earlier in the process so that the TIF will be completed before TMP is finalized. As a result, the community workshop that was tentatively planned for winter 2019 will be moved to late spring 2019. Staff plans to return to City Council at a future meeting with a recommended contract amendment, budget appropriations request and updated schedule.

Major project milestone progress and deliverables will be posted on the city project website (Attachment B.)

## 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. Hyperlink: [menlopark.org/DocumentCenter/View/19083/SR-D2---OOC-Feedback-on-Updated-MP-recommendations](https://menlopark.org/DocumentCenter/View/19083/SR-D2---OOC-Feedback-on-Updated-MP-recommendations)
- B. Hyperlink: City project website – [menlopark.org/tmp](https://menlopark.org/tmp)

Report prepared by:  
Kristiann Choy, Senior Transportation Engineer

Report reviewed by:  
Justin Murphy, Public Works Director

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