



SPECIAL AND REGULAR MEETING MINUTES

Date: 5/21/2019
Time: 5:30 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

5:30 p.m. Study Session

A. Call to Order

Mayor Mueller called the meeting to order at 5:31 p.m.

B. Roll Call

Present: Carlton, Combs, Nash, Taylor, Mueller
Absent: None
Staff: 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.

SS1. Presentation: Prof. Bennon from Stanford Global Project Center – feasibility of tunnels for rails

Professor Michael Bennon made a presentation.

The City Council discussed the cost and benefits of tunneling, trenching, and grade separation. Also, received clarification on collaboration with Caltran, implications of working around the creek, and length of track factors. Bennon confirmed that diesel trains are not allowed underground and provided an overview of the maintenance costs and responsibility.

- Adina Levin spoke in support of the study session and increased density in downtown, but was also in opposition of tunneling.

SS2. City manager budget presentation

Finance and Budget Manager Dan Jacobson and Management Analyst II Brandon Cortez made a presentation (Attachment).

- Lynne Bramlett suggested that the City Council consider a 2-year budget cycle, had concerns with staffing increases, and requested increased transparency.

The City Council discussed pension liability, hiring of a full-time park ranger, and the budget reflecting City Council priorities and needs of the community. There was clarification given regarding the cost of maintaining the sprinkler system as a regulatory compliance.

City Council took a break at 6:43 p.m.

City Council reconvened at 6:50 p.m.

Items F2 and H1 were continued to June 4.

- F2. Award contracts totaling \$511,857 to Towne Ford Sales and Priority 1 Safety for hybrid vehicles and outfitting (Staff Report #19-106-CC)
- H1. Authorize the City manager to amend a contract with ICF Jones & Stokes, Inc. to prepare an environmental impact report for the proposed willow village master plan project at 1350-1390 Willow Road, 925-1098 Hamilton Avenue, and 1005-1275 Hamilton Court for the amount of \$967,522 and future augments as may be necessary to complete the environmental review for the proposed project (Staff Report #19-095-CC)

D. Presentations and Proclamations

- D1. Proclamation: Public Works week (May 20 - 26, 2019)

Mayor Mueller read the proclamation and Maintenance Worker I - Streets Maintenance Gary Lundstrom accepted.

- D2. Presentation: update on San Francisquito Creek JPA projects

San Francisquito Creek Joint Power Authority Executive Director Len Materman made a presentation (Attachment).

The City Council received clarification on the impacts of sea level rise to the project, viable financing options, and impacts to Webb Ranch.

Public Comment

- Ron Shepherd was discouraged by the lack of discussion during the Finance and Audit Committee meetings and the process of agenda setting (Attachment).
- Soody Tronson spoke on the Finance and Audit Committee charter and suggested additional changes and issues with meeting limitations.
- Lynne Bramlett followed up on an email that evaluated the effectiveness of the role of advisory committees.
- Adina Levin spoke on the cost factors of the San Francisquito Creek JPA and grade separation.

F. Consent Calendar

- F1. Adopt Resolution No. 6502, preliminary approval of the engineer's report for the Menlo Park landscaping assessment district, and Resolution No. 6503, intention to order the levy and collection of assessments for the landscaping assessment district for fiscal year 2019-20 (Staff Report #19-105-CC)

Staff confirmed that lists of sidewalk complaints and an inventory of property owners with street trees are maintained.

- F3. Authorize the city manager to execute agreements as required by conditions of approval for the

Menlo Gateway project and reimburse fees collected through the construction street impact fee (Staff Report #19-108-CC)

ACTION: Motion and second (Carlton/Taylor) to approve the consent calendar continuing item F2, passed unanimously.

G. Public Hearing

- G1. Consider the Planning Commission's recommendation and approve Resolution No. 6501 to amend and restate conditional development permit for the Sharon Hills development (1-45 Biltmore Lane; 1115-1135 Continental Drive; 2-55 Hallmark Circle; 1-15 Oliver Circle; 2-26 Susan Gale Court; 2300 Tioga Drive; 1200-1371 Trinity Drive) (Staff Report #19-102-CC)

Principal Planner Thomas Rogers made a presentation (Attachment) and corrected the 1-15 Olive Court address.

Applicant Fred Smith resident of Sharon Hills development made a presentation.

- Katherine Glassey spoke in support of the amendment.

The City Council confirmed support from the community and City Councilmember Combs suggested more similar models be brought to City Council to alleviate the Planning Commission workload.

ACTION: Motion and second (Carlton/Combs) to approve Resolution No. 6501 to amend and restate conditional development permit for the Sharon Hills development (1-45 Biltmore Lane; 1115-1135 Continental Drive; 2-55 Hallmark Circle; 1-15 Oliver Court; 2-26 Susan Gale Court; 2300 Tioga Drive; 1200-1371 Trinity Drive), passed unanimously.

H. Regular Business

- H2. Complete Streets Commission update and approval of the Complete Streets Commission's work plan and the Middle Avenue and Olive Street bike improvements project on a page (Staff Report #19-086-CC)

Associate Transportation Engineer Kevin Chen and Complete Street Commissioner Bill Kirsch made a presentation (Attachment).

- Adina Levin reported on the Complete Streets Commission process for this project.
- Steve Schmidt commented on the nine goals as an essential part of the process and that it is unfortunate the designs accompanied the goals
- Katie Behroozi commented that City Council should make Middle Avenue a complete street.
- Connie Conroy spoke about the history of how the Complete Streets Commission was formed and the need for more public input at Complete Streets Commission meeting.

The City Council expressed concern for the project on a page timeline, selection of preferred alternative, and amount of public outreach to residents on Middle Avenue.

ACTION: Motion and second (Carlton/Combs) to approve the Complete Street Commission's work plan and the Middle Avenue and Olive Street bike improvements project on a page with the following amendments: 1) omission of the selection of a preferred alternative, timeline, activities, and design

graphic; 2) update the title to "Middle Avenue and Olive Street Complete Street; 3) removal of "The Complete Streets Commission has developed a proposal (see attached concepts) which includes." sentence, passed unanimously.

- H3. Adopt Resolution No. 6504 approving the removal of on-street parking on Santa Cruz Avenue between Olive Street and Avy/Orange Avenue and identify a preferred conceptual design to accommodate the installation of bike lanes and sidewalks (Staff Report #19-109-CC)

Mayor Mueller was recused at 9:39 p.m.

Assistant Public Works Director Nikki Nagaya made a presentation (Attachment).

City Council received confirmation of the number of parking spaces to be removed and the replacement of asphalt sidewalk with cement with the exclusion of 1095 Lemon due to trees. City Council directed staff to increase the sidewalks up to 6-feet where possible and to replace the "no parking" signs with "no stopping" signs.

ACTION: Motion and second (Nash/Carlton) to adopt Resolution No. 6504 approving the removal of on-street parking on Santa Cruz Avenue between Olive Street and Avy/Orange Avenue and identify a preferred conceptual design to accommodate the installation of bike lanes and sidewalks including increasing the sidewalks up to 6-feet where possible and install "no stopping" signs rather than "no parking" signs, passed unanimously (4-0-1, Mueller recused).

Mayor Mueller returned at 9:53 p.m.

City Council took a break at 9:54 p.m.

City Council reconvened at 10:02 p.m.

- I2. Update on best practices for addressing chronic homelessness (Staff Report #19-107-CC)

- Curt Conroy recommended the previous Flood School site be used for homeless housing.

- H4. Adopt pilot program to implement the Institute for Local Government's public engagement framework (Staff Report #19-098-CC)

Assistant City Manager Nick Pegueros made a presentation (Attachment).

- Lynne Bramlett spoke on the importance of written documents and the ability for the Finance and Audit Committee to also have a project on a page. Bramlett also spoke against the removal of the library system improvements position and in support of measuring public engagement.
- Adina Levin commented on the importance of the "who" the outreach extends to.
- Pamela Jones spoke in support of this being included in the City Council procedure manual and the need to outside-hire new positions.

Item H4. was continued to June 4.

I. Informational Items

- I1. City Council agenda topics: June to August 2019 (Staff Report #19-104-CC)

J. City Manager's Report

K. City Councilmember Reports

City Councilmember Nash reported on the upcoming Stanford general use permit meeting in Palo Alto on May 30 at 6 p.m.

Mayor Mueller reported on a stakeholder meeting for those interested in public art. Mueller also reported out on a new Student Commission for the high schools that will be administered by school staff.

L. Adjournment

Mayor Mueller adjourned the meeting at 10:28 p.m.

Judi A. Herren, City Clerk

These minutes were approved at the City Council meeting of August 20, 2019.



FISCAL YEAR 2019-20 PROPOSED BUDGET

City Council Study Session – May 21, 2019



AGENDA

- Key takeaways
- Budget message
- Budget overview
- Historical comparisons
- Capital Improvement Plan
- Long-term planning
- Questions and next steps

BUDGET TIMELINE

- Goal setting – February 2
- Budget principle adoption – March 5
- Executive summary info item – May 14
- Proposed budget released – May 17
- Study session – May 21
- Public hearing – June 4
- Budget adoption – June 18



FISCAL YEAR 2019-20 PROPOSED BUDGET



Key takeaways

- Financial continuity and stability
- Plan to reduce pension liability
- Focus on maintaining progress





BUDGET MESSAGE





2018-19 ACHIEVEMENTS

- District Elections
- New City Manager
- Willow Road/U.S. Highway 101 interchange
- Belle Haven Branch Library space needs study
- Community Response Team
- Caltrain grade separation
- Tenant relocation assistance
- Affordable housing development funding
- Joint meeting with Fire District

DEDICATED TO CONTINUOUS IMPROVEMENT



Budget assumptions

- City Council adopted work plan
- Development activity life cycle
- Healthy growth in property taxes; full funding of excess ERAF
- Stability in transient occupancy taxes as economy stays strong
- Service level enhancements

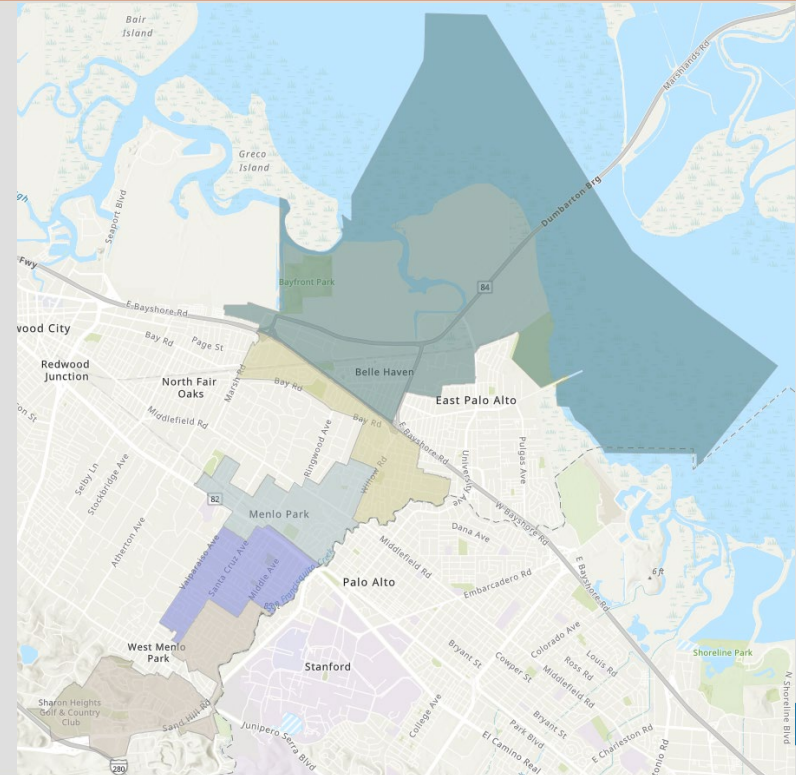


DEDICATED TO CONTINUOUS IMPROVEMENT



Improvements to the budget

- Prioritization of CIP projects
- General tax revenues collected by district
- Enhanced communication



DEDICATED TO CONTINUOUS IMPROVEMENT





BUDGET OVERVIEW



BUDGET OVERVIEW

2019-20 All Funds

- \$168.98 million in resources
- \$171.33 million in requirements

2019-20 General Fund

- \$70.04 million revenues
- \$69.94 million expenditures



NEW BUDGET REQUESTS

Community enhancements

- Library staffing phase II, 3.25 FTE
- CIP staffing, 0.50 FTE provisional
- Community Services pilot project
- Contracted Bedwell Bayfront Park ranger
- Mobile Command Center

Good governance initiatives

- Accelerated unfunded pension payments
- Financial transparency initiative, 1.0 FTE provisional
- Police Tasers and body cameras



DEDICATED TO CONTINUOUS IMPROVEMENT



Regional or regulatory initiatives

- Flood and sea level rise resiliency agency
- Peninsula bikeway
- Zero waste implementation
- Fire panel and sprinkler testing



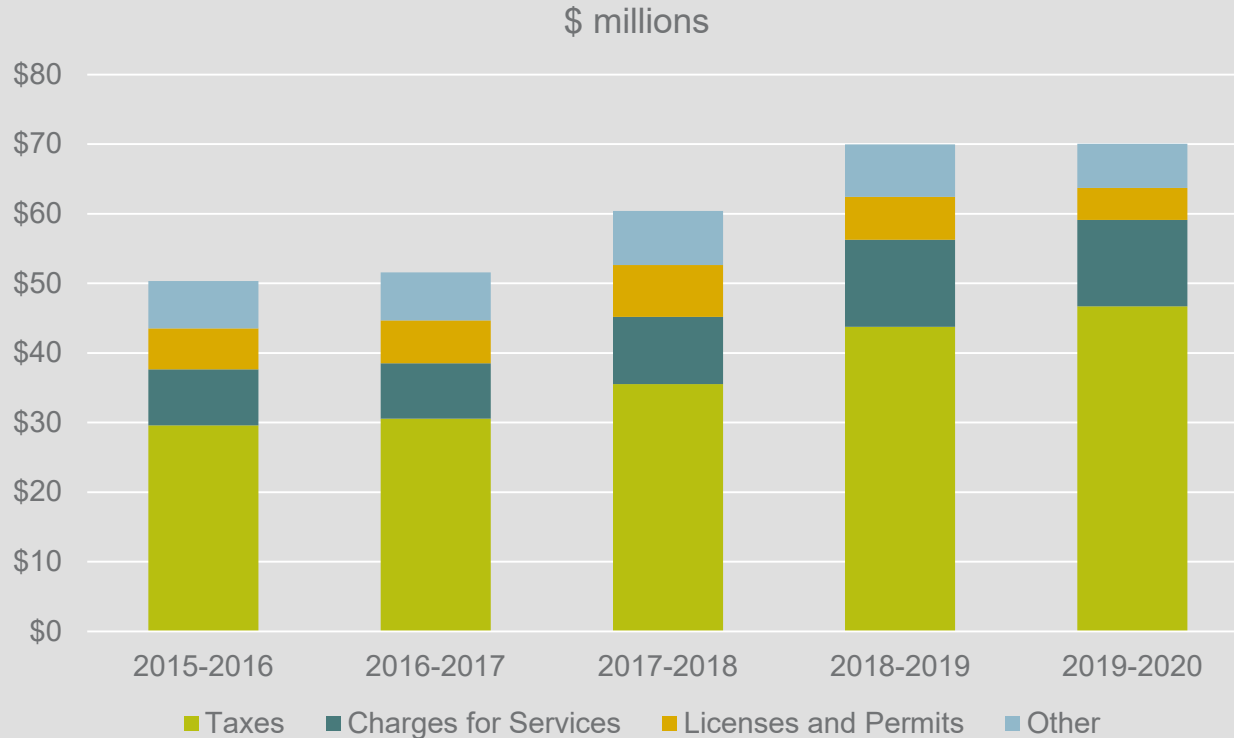


HISTORICAL COMPARISONS



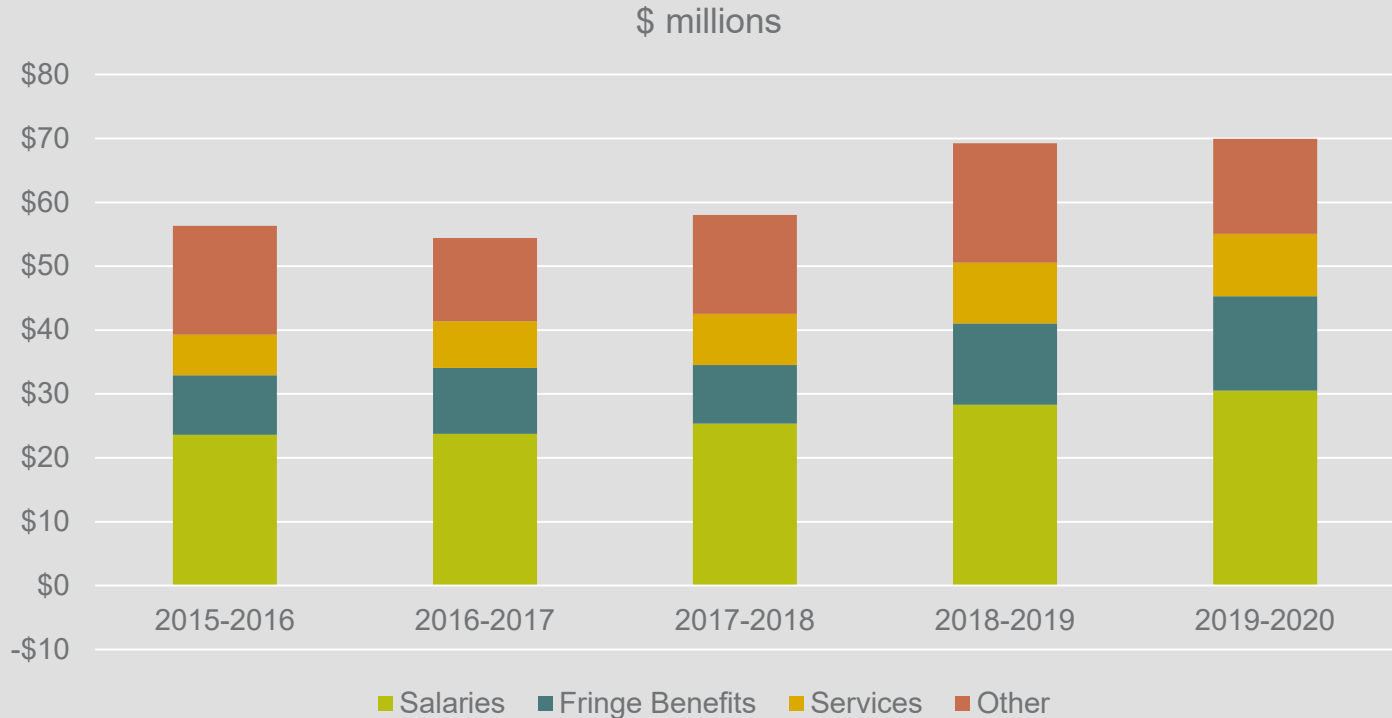


TOP GENERAL FUND REVENUES



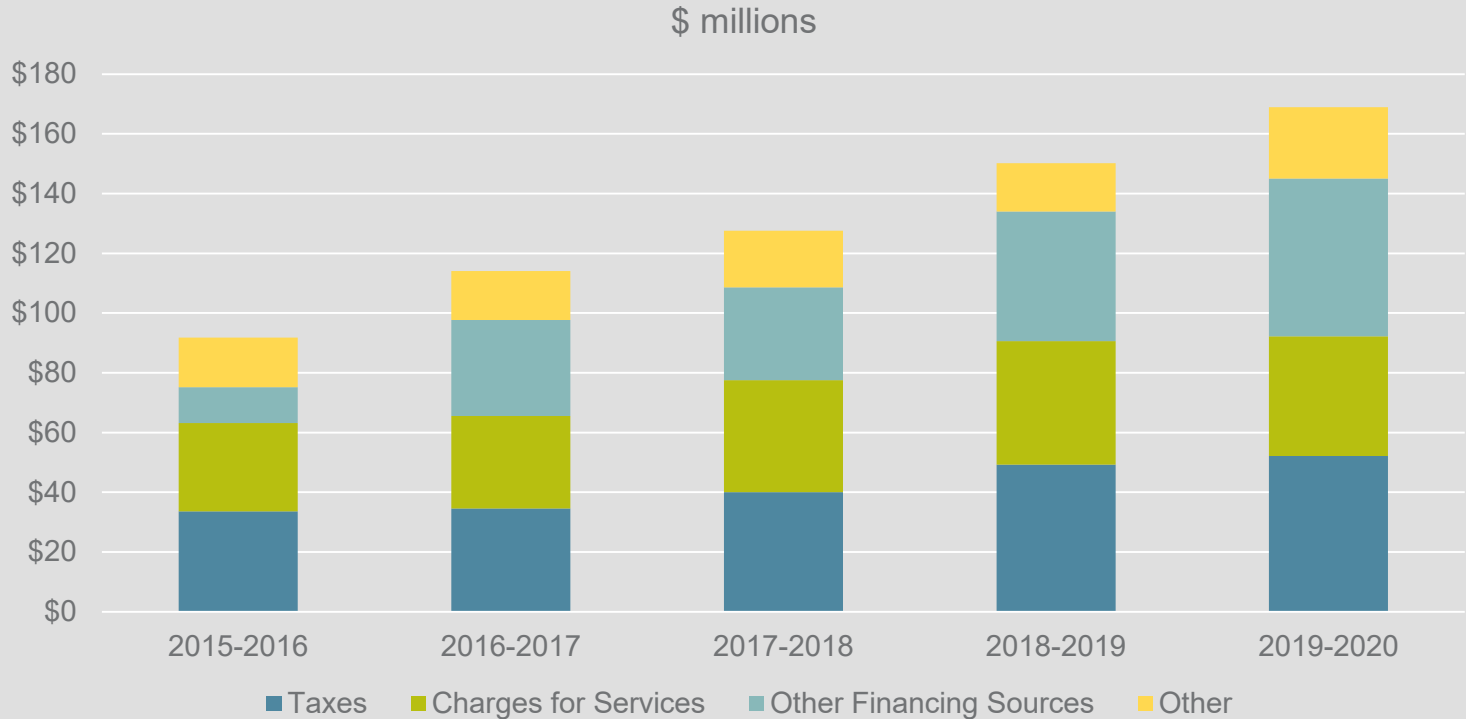


TOP GENERAL FUND EXPENDITURES



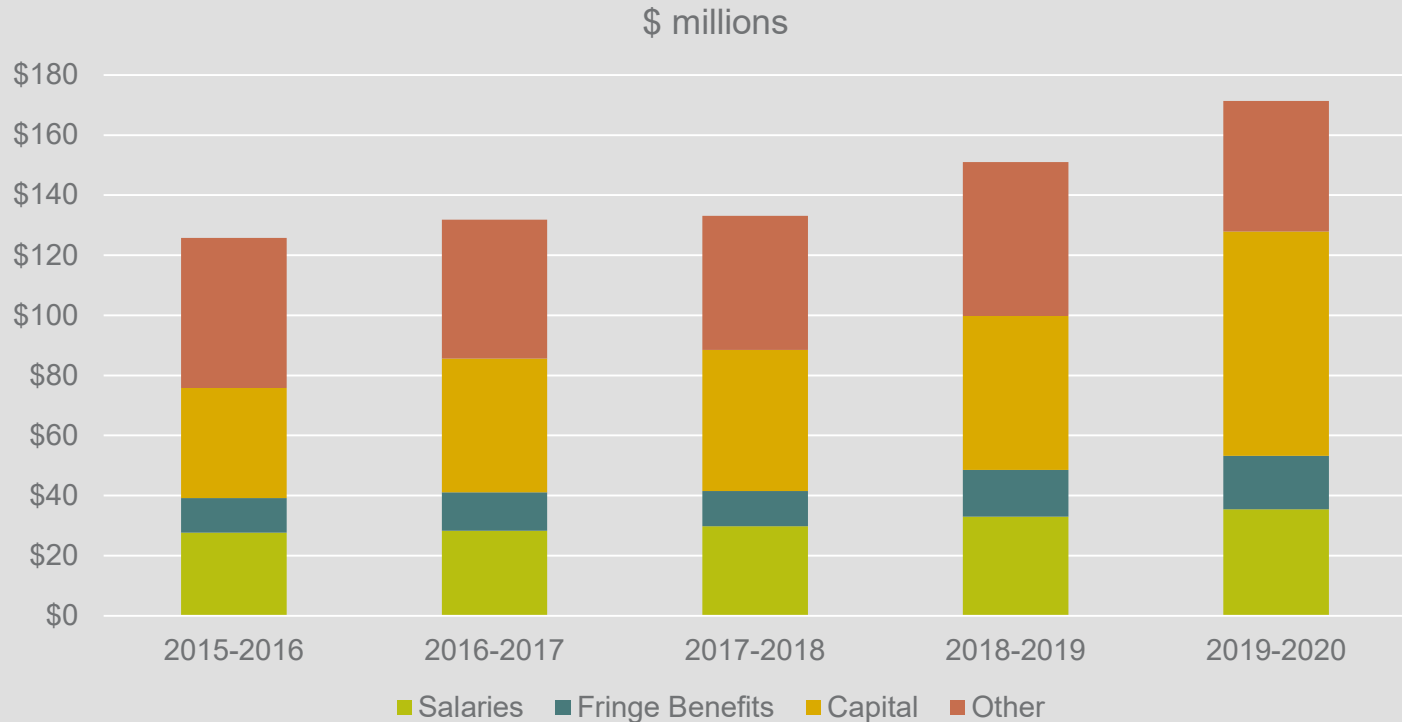


TOP ALL FUNDS REVENUES





TOP ALL FUNDS EXPENDITURES





CAPITAL IMPROVEMENT PLAN

CAPITAL IMPROVEMENT PLAN

CIP \$72.37 million (89 projects)

- \$48.87 million carryover appropriations
- \$23.50 million new funding (33 projects)





CAPITAL IMPROVEMENT PLAN

Major capital projects

- Water Main replacement project
- Middle Avenue Caltrain Crossing study design and construction
- Street resurfacing
- Chrysler Pump Station improvement





CAPITAL IMPROVEMENT PLAN

Unfunded CIP needs

- Caltrain crossings at Ravenswood Avenue and Middle Avenue
- Belle Haven branch library
- Bedwell Bayfront Park master plan implementation
- Information technology master plan implementation
- Parks and Recreation master plan implementation
- Emergency operations center

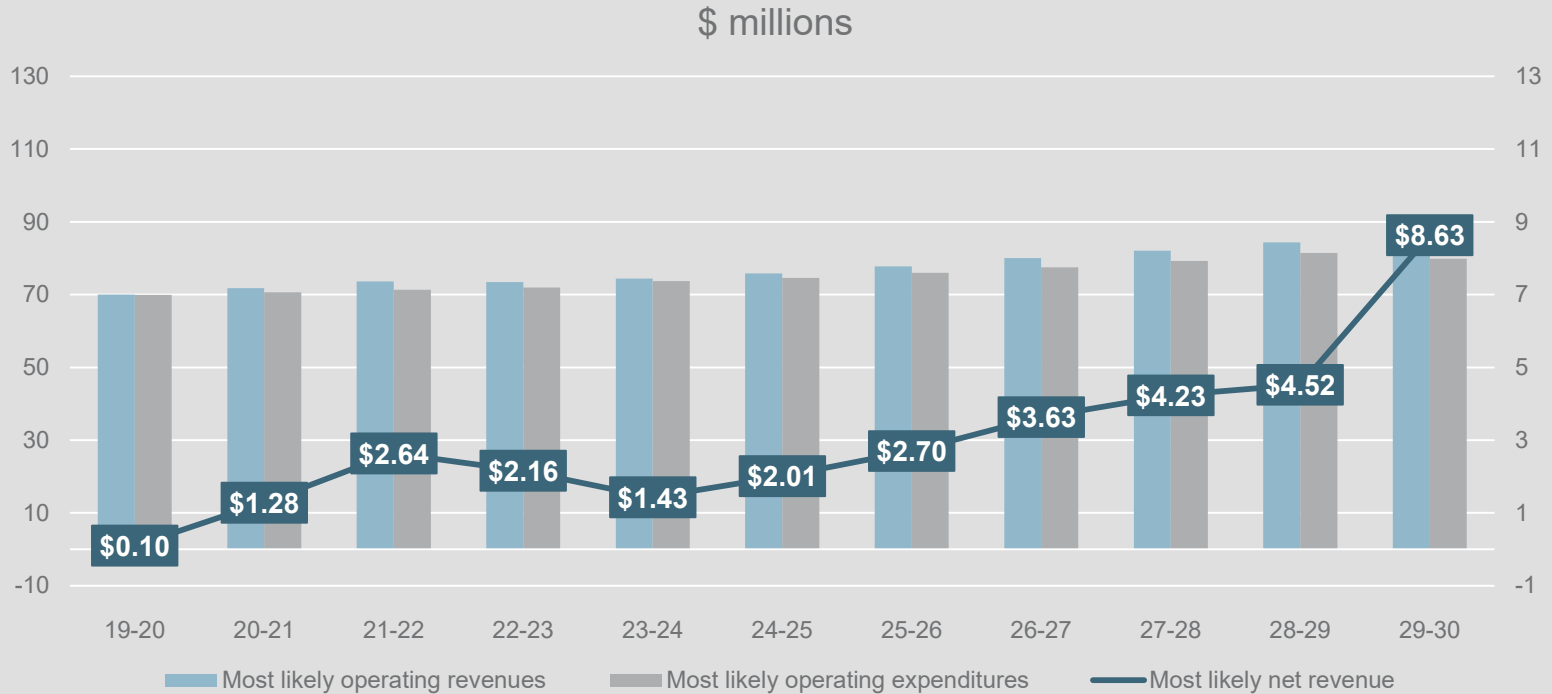




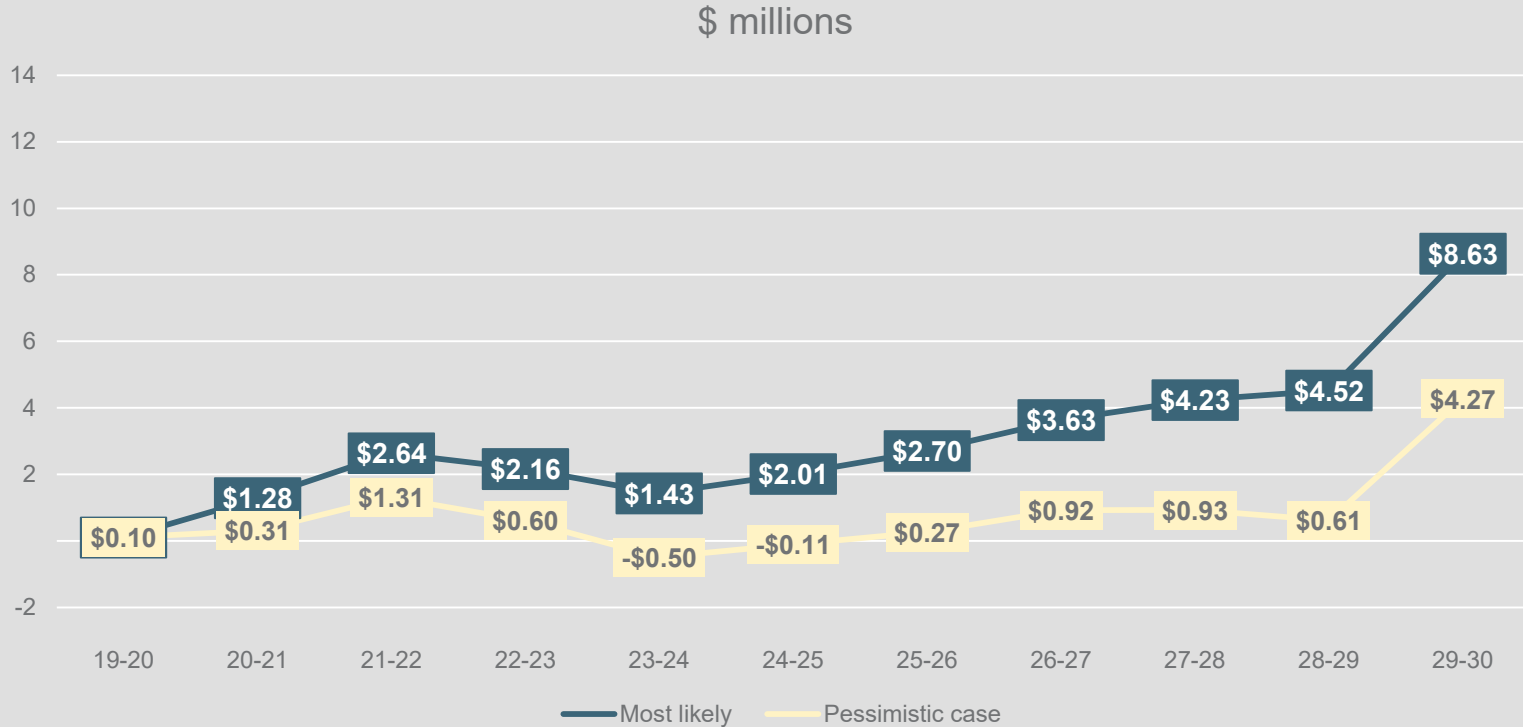
LONG-TERM PLANNING



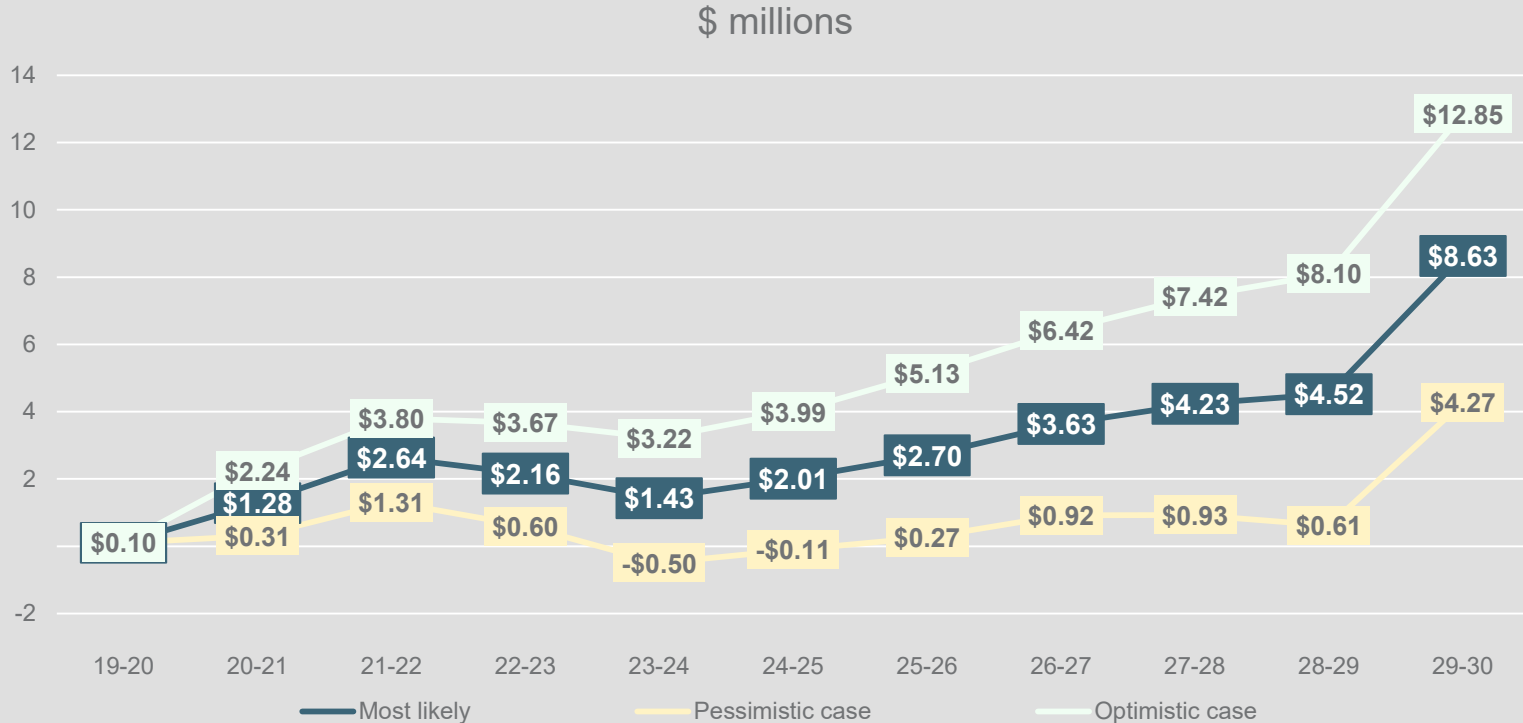
GENERAL FUND 10-YEAR FORECAST



GENERAL FUND FORECAST SURPLUS/(DEFICIT)



GENERAL FUND FORECAST SURPLUS/(DEFICIT)



FISCAL YEAR 2019-20 PROPOSED BUDGET



Key takeaways

- Financial continuity and stability
- Plan to reduce pension liability
- Focus on maintaining progress



FISCAL YEAR 2019-20 PROPOSED BUDGET



Next steps

- June 4, 2019 – Proposed budget public hearing
- June 18, 2019 – Budget adoption

Requests from City Council

- Areas for additional explanation
- Alternatives for proposed items



Nick Pegueros

Lenka Diaz

Dan Jacobson

Brandon Cortez

Justin Murphy

Nikki Nagaya

Chris Lamm

Eren Romero

Clay Curtin

Rebecca Lucky

Judi Herren

Peter Ibrahim

Kristen Middleton

Edith Weaver

Ying Chen

Mark Muenzer

Deanna Chow

Bana Divshali

John Passmann

Derek Schweigart

Adriane Lee Bird

Natalie Bonham

Todd Zeo

Natalya Jones

Sean Reinhart

Nick Szegda

Rani Singh

Dave Bertini

Tony Dixon

Rich Struckman

Dani O'Connor

Brian Henry



THANK YOU

FISCAL YEAR 2019-20 PROPOSED BUDGET



Next steps

- June 4, 2019 – Proposed budget public hearing
- June 18, 2019 – Budget adoption

Requests from City Council

- Areas for additional explanation
- Alternatives for proposed items





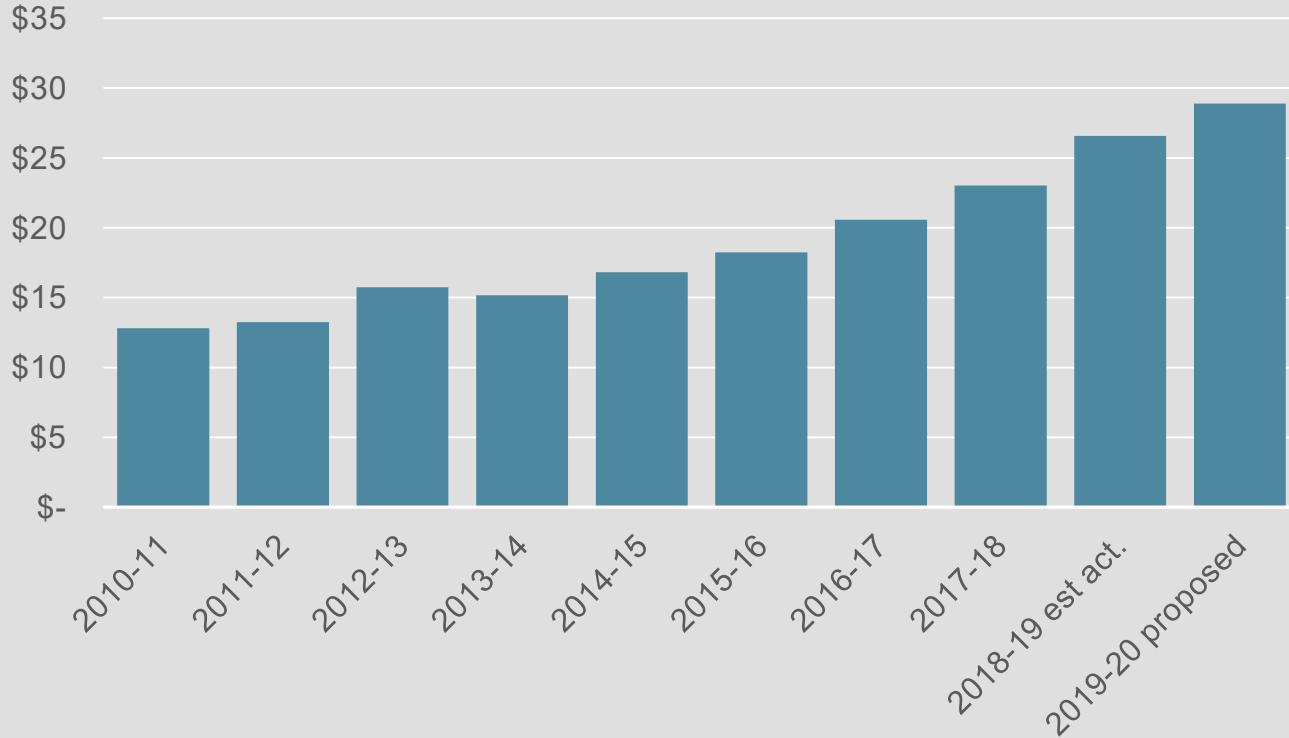
GENERAL TAX REVENUES BY DISTRICT

	District 1	District 2	District 3	District 4	District 5	Total
Property taxes	\$ 3.76	\$ 2.48	\$ 3.79	\$ 4.39	\$ 5.74	\$ 20.16
Sales and use taxes	1.08	0.49	0.85	1.42	0.79	4.63
Hotel and business taxes	3.28	0.09	2.02	3.08	3.17	11.64
DISTRICT TOTAL	\$ 8.12	\$ 3.06	\$ 6.66	\$ 8.89	\$ 9.7	\$ 36.43
Share of total	22.3%	8.4%	18.3%	24.4%	26.6%	100.0%

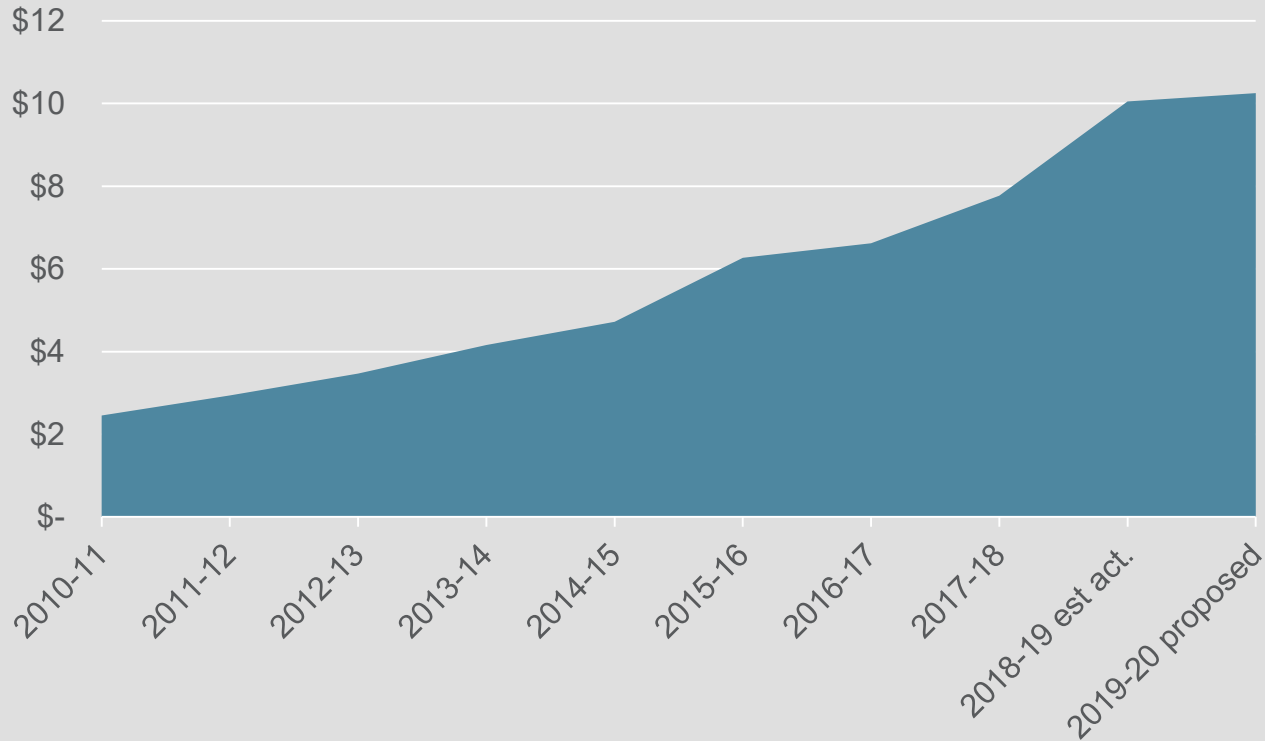
\$ in millions



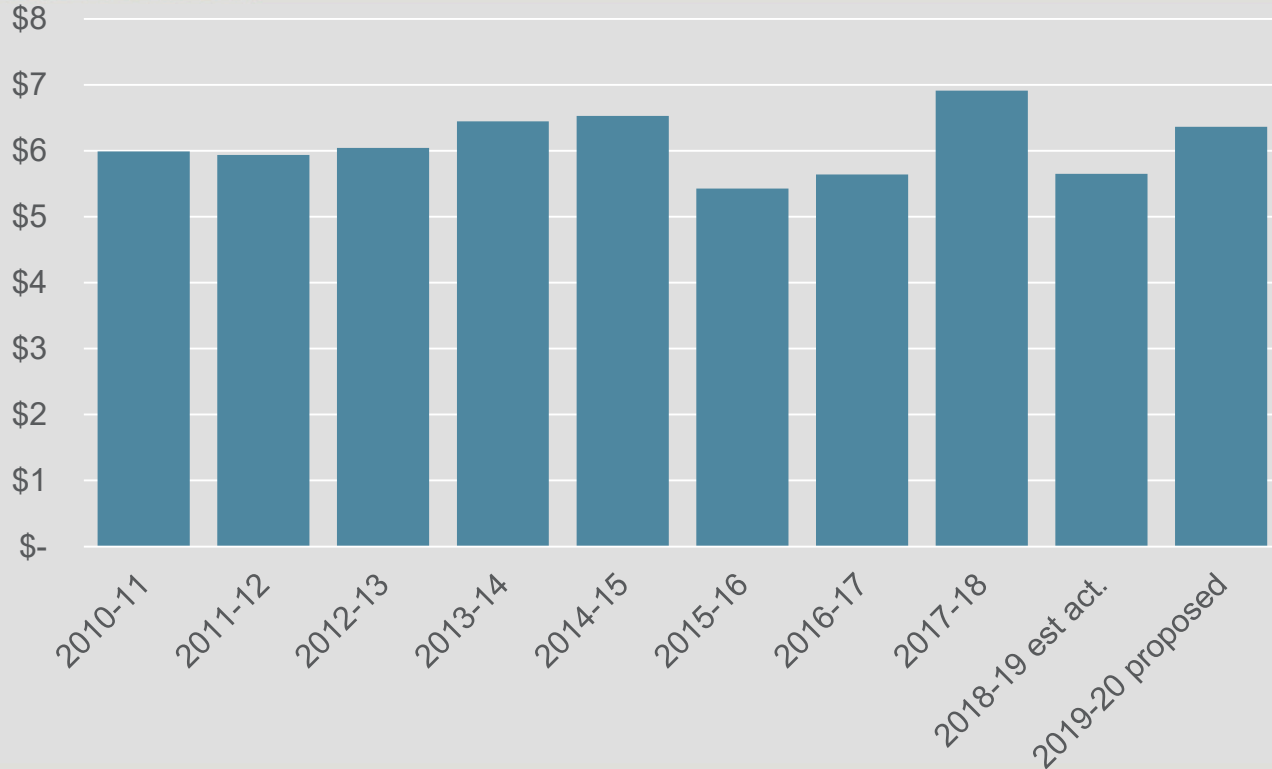
GENERAL FUND PROPERTY TAXES



GENERAL FUND HOTEL TAXES

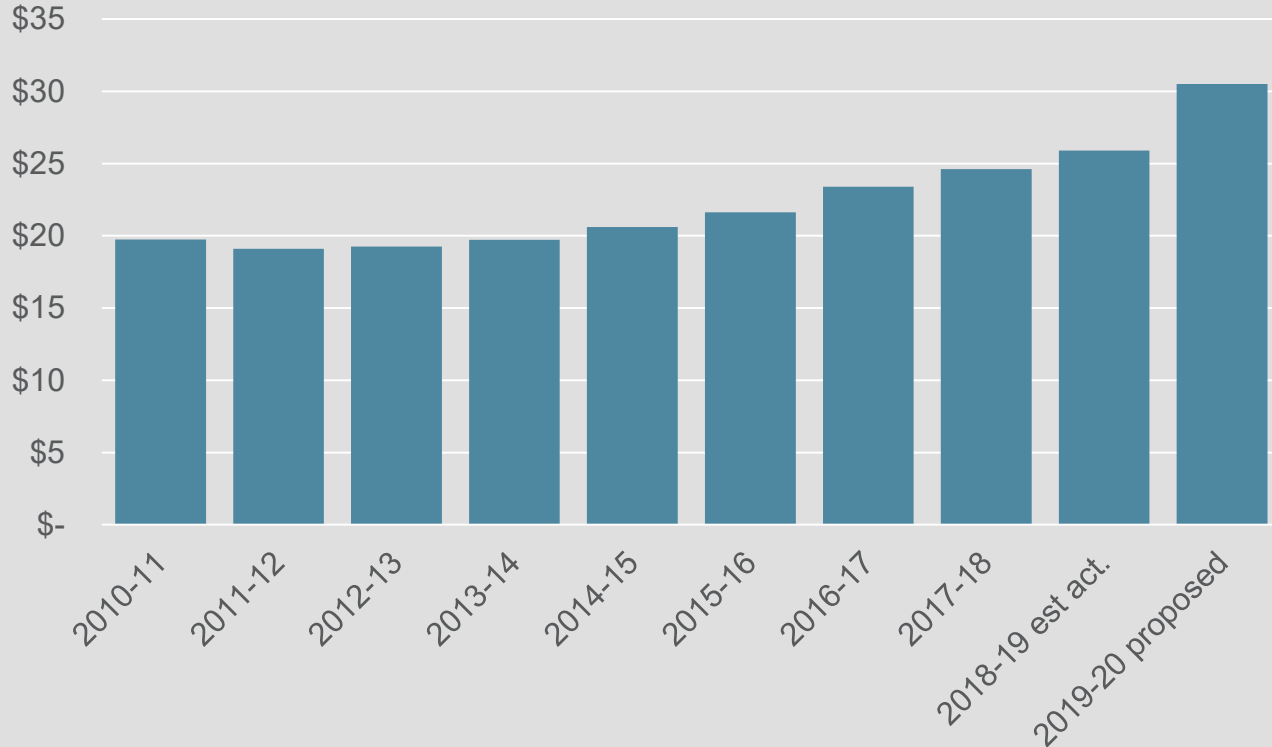


GENERAL FUND SALES TAX

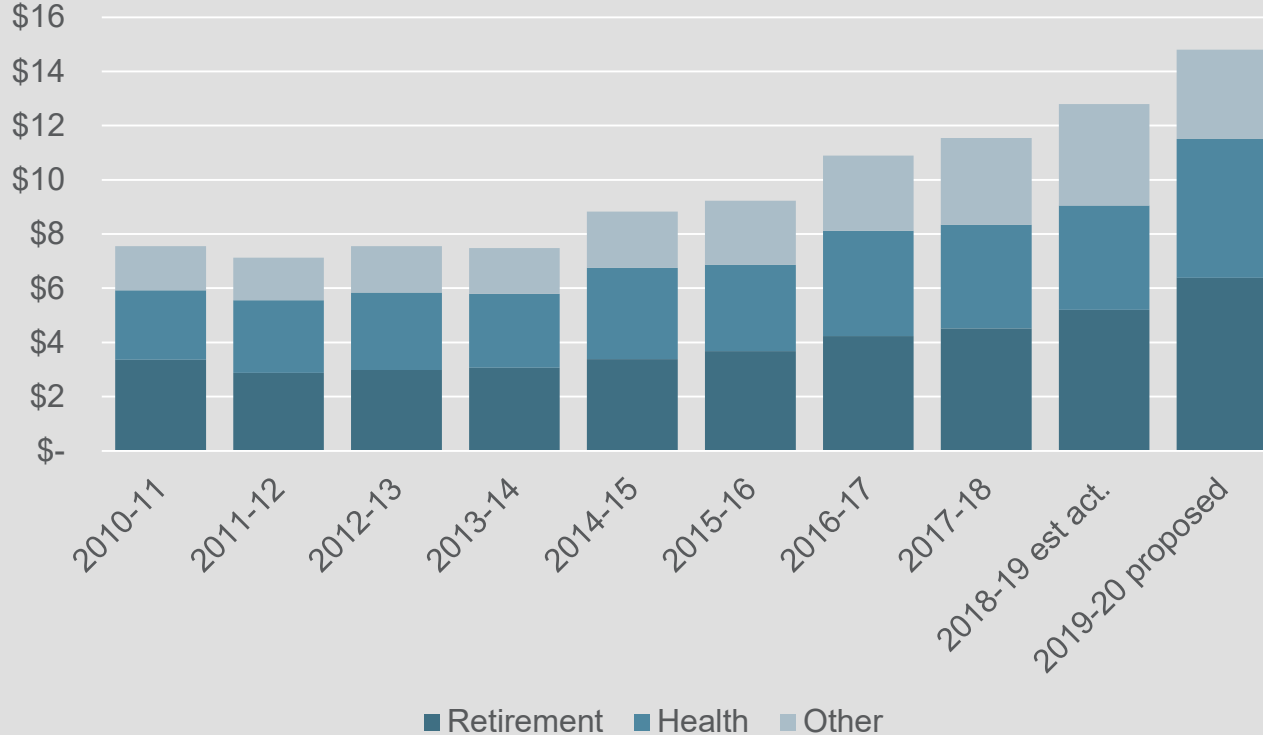




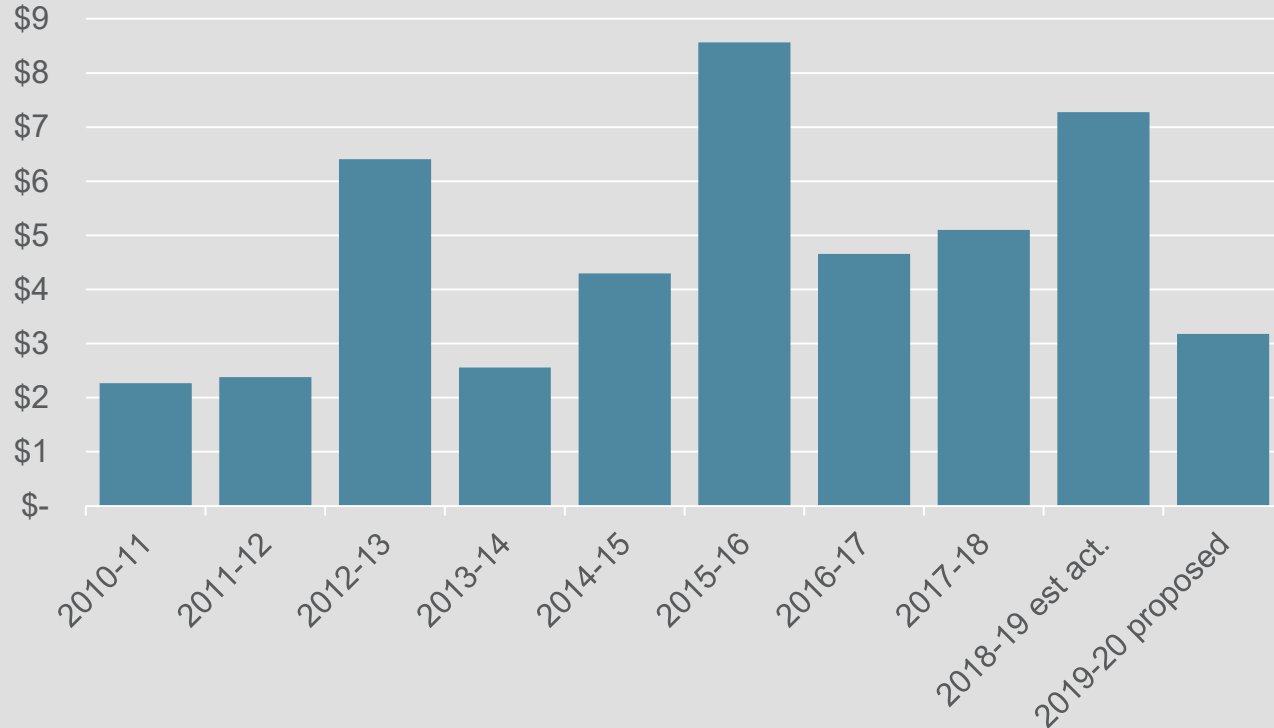
GENERAL FUND SALARIES AND WAGES



GENERAL FUND FRINGE BENEFITS



GENERAL FUND TRANSFERS



DEDICATED TO CONTINUOUS IMPROVEMENT



2019 Work Plan - 5 Priority Projects

- Transportation Master Plan
- Chilco Street Improvement Project
- Middle Avenue Pedestrian and Bicycle Rail Crossing
- Heritage Tree Ordinance Update
- Belle Haven Branch Library

City Council Work Plan

Priority projects	Description
Transportation Master Plan Lead department: Public Works Appendix 1	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 has seven goals and 86 policies and programs that establish the framework for the City's priorities related to multi-modal transportation. The Transportation Master Plan will build from the policy context of the Circulation Element to identify infrastructure projects and strategic programs, then prioritize them for implementation. The Transportation Impact Fee Program will assess the responsibility of new development to help fund the infrastructure projects identified in the Transportation Master Plan, and allow the City to update the Fee Program, which was last updated in 2009.
Chilco Street Improvement Project Lead department: Public Works Appendix 2	Public Works is coordinating multimodal transportation and utility improvements along Chilco Street pursuant to the conditions of Facebook's Campus Expansion development. The project will span from Bayfront Expressway to Hamilton Avenue (just south of the rail crossing) and includes critical enhancements for public safety by implementing new infrastructure in the City right of way. Specifically, the project provides measures to significantly improve pedestrian / bicycle connectivity, traffic calming, stormwater treatment, and streetscape.
Middle Avenue Pedestrian and Bicycle Rail Crossing Lead department: Public Works Appendix 3	The Middle Avenue Pedestrian and Bicycle Crossing Project will provide a grade separated crossing through the Caltrain Railway, from El Camino Real to Alma Street at Middle Avenue to create a pedestrian and bicycle connection between east and west Menlo Park. The Project is critical to provide greater east-west connectivity, as El Camino Real, in addition to the Caltrain railroad tracks, are both a real and perceived barrier. Long crossing distances make traversing the street on foot inconvenient and this undercrossing would improve connectivity for neighborhoods on both sides of the Caltrain tracks with City amenities, and access to public transit and Downtown Menlo Park.
Heritage Tree Ordinance Update Lead department: City Manager's Office - Sustainability Appendix 4	The City of Menlo Park is in the process of updating the Heritage Tree Ordinance. The ordinance regulates removal of trees on private and public property. Over the past several years, concerns arose with development-related appeals, unpermitted removals, and enforcement of tree replacements. As a result, the City Council included reviewing and updating the Heritage Tree Ordinance as part of their 2017 and 2018 work plans. The project is being led by the Sustainability Division of the City Manager's Office, and includes collaboration across various city departments and community stakeholders.
Belle Haven Branch Library Lead department: Library Appendix 5	Description: The Belle Haven Branch Library project is the first and highest-priority component of the overall Library System Improvements Project which contains two major components: <ul style="list-style-type: none"> - Priority 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. - Priority 2: Overall library system improvements. Identify and overall improvements to current library systems, 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.

DEDICATED TO CONTINUOUS IMPROVEMENT



2019-20 City Council Priorities and Work Plan

- City Manager's Transmittal Letter; pg XVIII

Work Plan Projects

- 13 projects

Study Session Topics

- 6 topics

Referred to Advisory Board

- 3 referrals

Ref #	Work Plan Projects	Lead Department
1	2019 Top Priority: Transportation Master Plan	Public Works
2	2019 Top Priority: Chilco Street Improvement Project	Public Works
3	2019 Top Priority: Middle Avenue Pedestrian and Bicycle Rail Crossing	Public Works
4	2019 Top Priority: Heritage Tree Ordinance Update	City Manager's Office
5	2019 Top Priority: Belle Haven Branch Library	Library
6	Formation of a Transportation Management Association	Public Works
7	ECR/ Downtown Specific Plan Update	Community Development
8	Market Affordable Housing Preservation	Community Development
9	Short-term Rental Ordinance	Community Development
10	Single-Family Residential Design Review	Community Development
11	Develop and implement near-term downtown parking and access strategies	Public Works
12	Zero Waste Implementation	City Manager's Office
13	Implement IT Master Plan (Year 2; Land Management)	Administrative Services



DEPARTMENT BUDGETS





2019–20 OPERATING BUDGET: EXPENDITURES BY DEPARTMENT (\$ MILLIONS)

Department	FTEs	General Fund	Non-General Fund	Total
Public Works	70.5	\$13.47	\$92.04	\$105.51
Police	76.5	21.15	0.36	21.51
Community Services	52.75	10.25	-	10.25
Community Development	31	8.54	0.37	8.90
Library	21.25	4.11	-	4.11
Administration & Support Departments	40	12.42	8.62	21.05
TOTAL	292	\$69.94	\$101.39	\$171.33

NEW BUDGET REQUESTS

Community enhancements

- Library staffing phase II 3.25 FTE
- CIP staffing, 0.50 FTE provisional
- Community Services pilot project
- Contracted Bedwell Bayfront Park ranger
- Mobile Command Center

Good governance initiatives

- Accelerated unfunded pension payments
- Financial transparency initiative 1.0 FTE provisional
- Police Tasers and body cameras



DEDICATED TO CONTINUOUS IMPROVEMENT



Regional or regulatory initiatives

- Flood and sea level rise resiliency agency
- Peninsula bikeway
- Zero waste implementation
- Fire panel and sprinkler testing





2019–20 CAPITAL IMPROVEMENT PLAN

2019–20 PROJECTS

- 33 projects totaling \$23.50 million
- 56 carry-over projects
- City Council Work Plan

- Project types
 - Master plans
 - Planning/design/outreach
 - Ongoing improvements/repairs
 - Water
 - Other



Proclamation

RECOGNIZING MAY 20 - 26, 2019 AS PUBLIC WORKS WEEK

WHEREAS, Public Works programs and services provided to our community are an integral part of our residents' everyday lives; and

WHEREAS, the support and understanding of an informed citizenry are vital to the efficient operation of these programs and services; and

WHEREAS, the health, safety, and comfort of this community greatly depends on these facilities and services; and

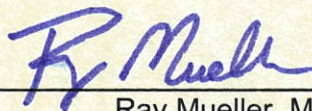
WHEREAS, Public Works personnel are among the first responders during emergencies and disasters, often remaining after the departure of other first responders to ensure that services are restored and operations resume; and

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design, and construction, are vitally dependent upon the efforts and skill of public works officials; and

WHEREAS, public works, utilities, facilities and services could not be provided without the dedicated efforts of the professionals, engineers, managers and employees; and

WHEREAS, this year the National Public Works week theme "It Starts Here" emphasizes the impact of public works on modern civilization - from building and maintaining roads to providing clean drinking water and more. The quality of life in our community starts with public works.

NOW, THEREFORE, BE IT PROCLAIMED that I, Mayor Mueller, Mayor of the City of Menlo Park, on behalf of the City Council, recognize May 20 - 26, 2019 as Public Works Week. During this week, I call upon residents to recognize the contributions that Public Works employees make every day to residents' health, safety, and quality of life.



Ray Mueller, Mayor
May 2019



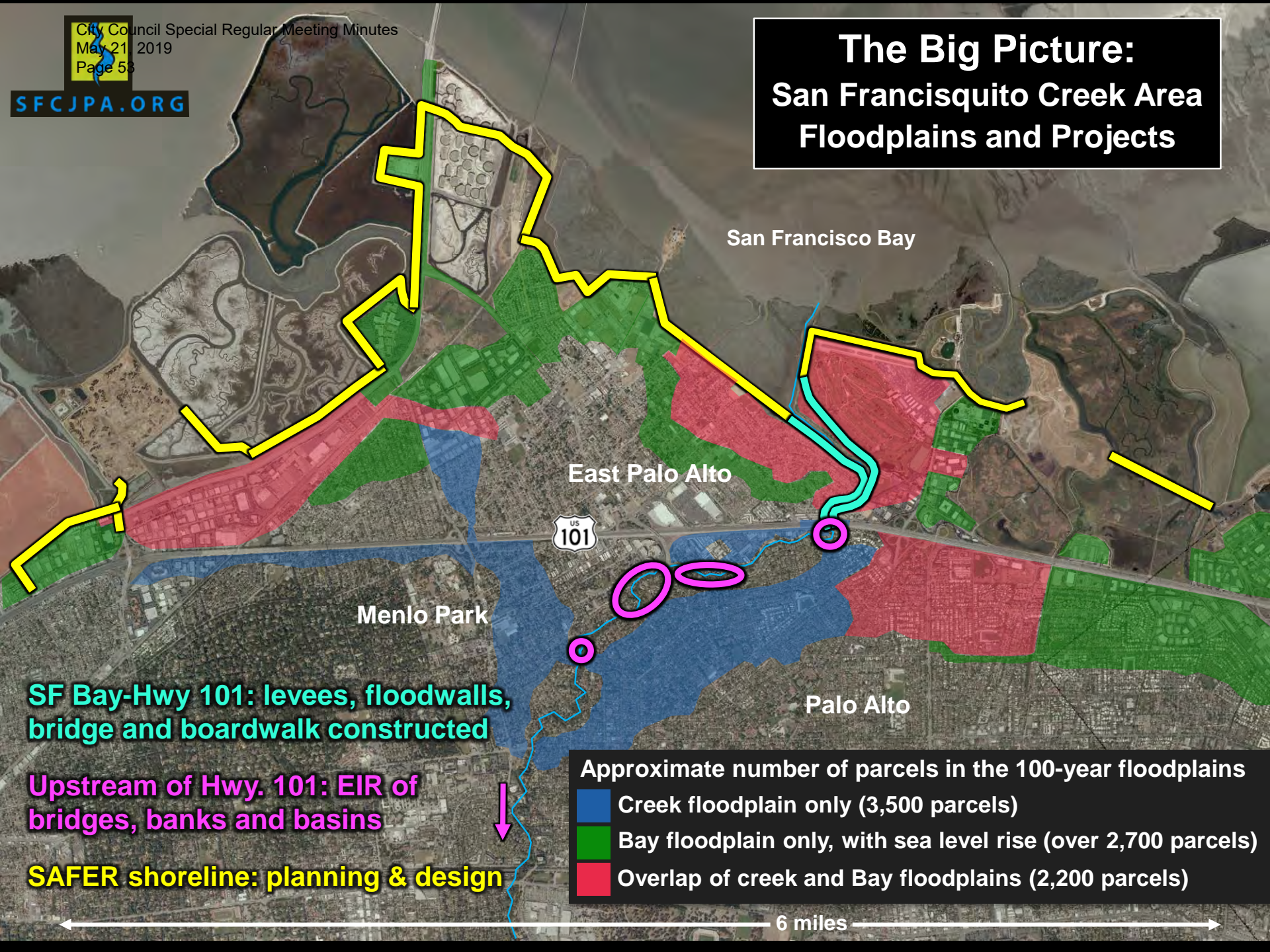
Projects Update

Menlo Park City Council

May 21, 2019

Len Materman
Executive Director

The Big Picture: San Francisquito Creek Area Floodplains and Projects



SF Bay through Highway 101 project, completed in 2018



- **Protect 3 miles of shoreline (in creek) against any flow & sea level 10 ft. above today's high tide**
- **Create/restore 22 acres of habitat for an endangered fish, bird and mouse**
- **Enhance access to recreational/commuter trails**
- **Upgrade major gas and sewer pipelines, provide recycled water pipe to East Palo Alto**
- **\$77 million in funding from locals (37), state (30), PG&E (10)**

STEMMING THE TIDE

Local agency steps up to tackle threat of rising bayside water



SAFER Bay Project



Creek project completed in 2018 links two-county SAFER shoreline

Project objectives along 11 miles of shoreline in two counties and three cities:

- Protect 5,000 properties & major infrastructure from flooding during a sea level up to 10 feet above today's high tide
- Create and utilize shoreline marshes for protection in a way that sustains them
- Expand opportunities for recreation and connectivity
- Meet objectives regardless of neighboring action/inaction
- Utilize innovative financing strategies that reflect the diversity of beneficiaries



FEMA floodplain map for East Palo Alto

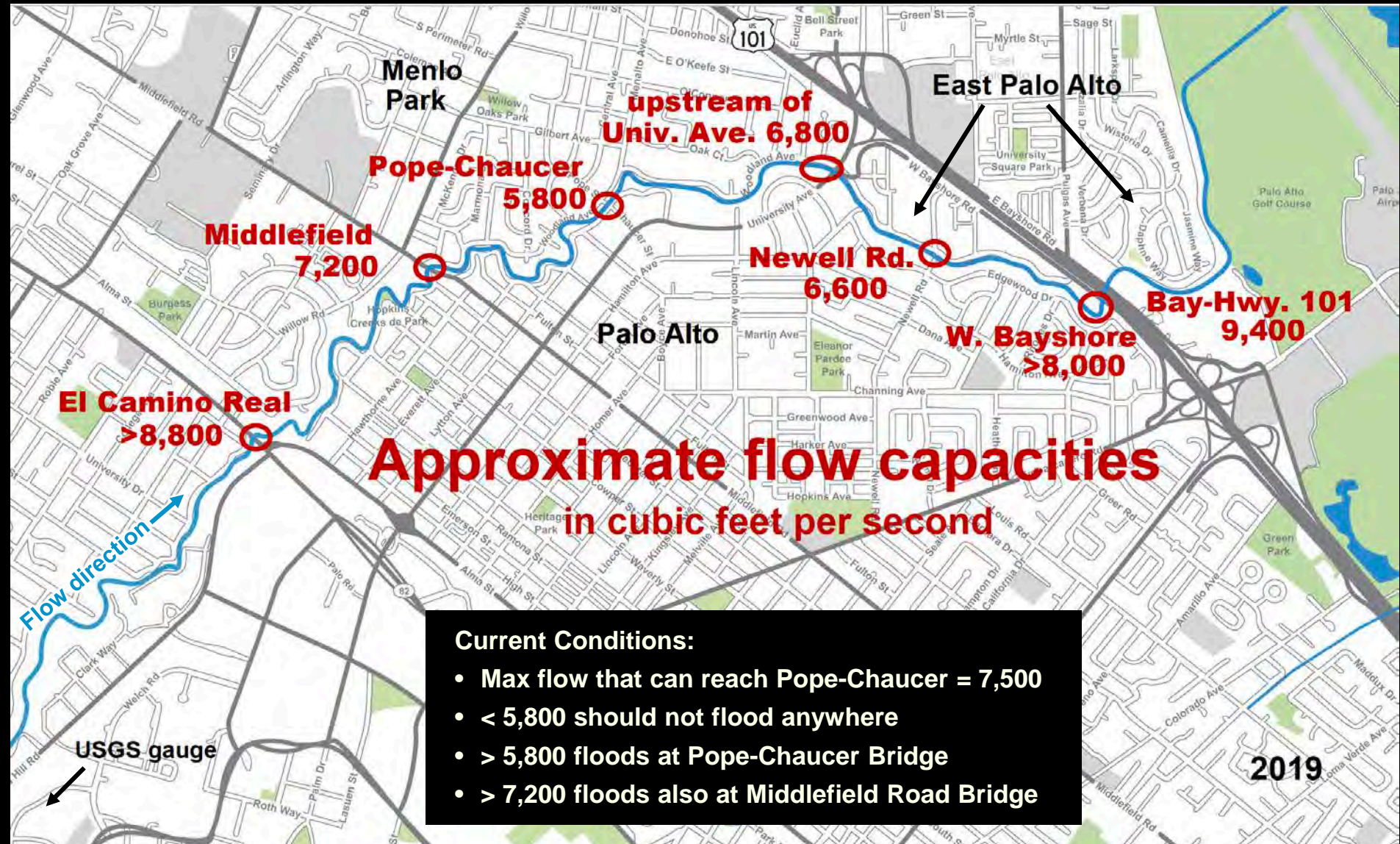


SAFER Bay project, Phase 1
Continue north on shoreline to:

- Protect over 1,600 properties
- Restore 600+ acres to marsh

Connects to completed Bay-Hwy. 101 creek project

Now that we have built the Bay through Highway 101 project, We're also focused on upstream of Highway 101



Draft EIR Public Hearings

**San Francisquito Creek Flood Protection,
Ecosystem Restoration, and Recreation Project
Upstream of Highway 101**



Draft Environmental Impact Report – April 2019



PREPARED FOR:

San Francisquito Creek Joint Powers Authority
615 B Menlo Avenue, Menlo Park, CA 94025
sfcjpa.org / jpa@sfcjpa.org / 650-324-1972

All meetings are from 7:00-8:30 p.m.

Thursday, May 23

**Laurel School Upper Campus Atrium
275 Elliott Drive, Menlo Park, CA**

Wednesday, May 29

**East Palo Alto City Hall Community Room
2415 University Avenue, East Palo Alto, CA**

Wednesday, June 5

**Palo Alto Art Center Auditorium
1313 Newell Road, Palo Alto, CA**

Outreach for Draft EIR public hearings



Valley Water
Santa Clara Valley Water District
5750 Almaden Expressway
San José, CA 95118-3686
www.valleywater.org



**SAN FRANCISQUITO CREEK
JOINT POWERS AUTHORITY**

Contact Us
(650) 382-3333
jpa@sfcjpa.org
www.sfcjpa.org

PRSR STD
US POSTAGE
PAID
SAN JOSE CA
PERMIT NO. 1231

Unable to attend?

Please send us your comments by June 19, 2019 to:
comments@sfcjpa.org or 615 B Menlo Avenue,
Menlo Park, CA 94025.

¿No puede asistir?


Envíe sus comentarios antes del 19 de junio de 2019 a:
comments@sfcjpa.org o 615-B Menlo Avenue,
Menlo Park, CA 94025.

For more information, please contact Albert Le at (408)
630-2860 or albertle@valleywater.org.

Si habla español y tiene preguntas sobre el contenido de
este mensaje por favor de comunicarse con José Villarreal
a JVillarreal@ValleyWater.org o (408) 630-2879.

Nếu bạn nói tiếng Việt và có thắc mắc về nội dung của
thông báo này, xin vui lòng liên hệ với Ngọc Nguyễn tại
NNguyen@ValleyWater.org hoặc (408) 630-2632.

如果你說中文並對上述訊息有疑問, 請聯繫
Sarah Young. 電郵 SYoung@valleywater.org,
或者電話: (408) 630-2468.



SAN FRANCISQUITO CREEK JOINT POWERS AUTHORITY

Your neighborhood flood protection project

The San Francisquito Creek Joint Powers Authority (SFCJPA) seeks your input on its Draft Environmental Impact Report (EIR). This report evaluates the flood protection, ecosystem restoration and recreation improvements for the section of San Francisquito Creek upstream (west) of Highway 101. This upstream section of the creek runs from West Bayshore Road to Pope-Chaucer Bridge.

Your input is valuable as the EIR assesses potential environmental impacts resulting from the project and suggests ways to minimize significant impacts.



Join us for any of the public meetings below to provide your input on the proposed flood protection project for your neighborhood.

La Autoridad de Poderes Compartidos del Arroyo San Francisquito (San Francisquito Creek Joint Powers Authority, SFCJPA) quiere su opinión sobre el borrador del informe de impacto ambiental (Environmental Impact Report, EIR). Este informe evalúa la protección contra las inundaciones, la restauración del ecosistema y las mejoras recreativas de la sección de la autopista federal 101 que está en contracorriente (al oeste) del arroyo de San Francisquito. La sección en contracorriente del arroyo va de la calle West Bayshore Road hasta el puente Pope-Chaucer.

Su opinión es valiosa debido a que el EIR evalúa los posibles impactos ambientales causados por el proyecto y propone maneras de minimizar cualquier impacto significativo.

Acompañenos en cualquiera de las juntas públicas que se mencionan a continuación para dar su opinión sobre el proyecto de protección contra inundaciones propuesto para su vecindario.

Thursday, May 23, 2019 7:00-8:30 p.m.	Wednesday, May 29, 2019 7:00-8:30 p.m.	Wednesday, June 5, 2019 7:00-8:30 p.m.
Laurel School Upper Campus 275 Elliott Drive Menlo Park, CA	East Palo Alto City Hall Community Room 2415 University Avenue East Palo Alto, CA	Palo Alto Art Center Auditorium 1313 Newell Road Palo Alto, CA



San Francisquito Creek

Flood Protection Ecosystem Restoration Recreation

Your neighborhood flood protection project

The San Francisquito Creek Joint Powers Authority (SFCJPA) seeks your input on its Draft Environmental Impact Report (EIR). This report evaluates the flood protection, ecosystem restoration and recreation improvements for the section of San Francisquito Creek upstream (west) of Highway 101. This upstream section of the creek runs from West Bayshore Road to Pope-Chaucer Bridge.

Your input is valuable as the EIR assesses potential environmental impacts resulting from the project and suggests ways to minimize significant impacts.

Join us for any of the public meetings below to provide your input on the proposed flood protection project for your neighborhood:

Thursday, May 23, 2019 7:00 - 8:30 p.m.	Wednesday, May 29, 2019 7:00 - 8:30 p.m.	Wednesday, June 5, 2019 7:00 - 8:30 p.m.
Laurel School Upper Campus 275 Elliott Drive Menlo Park, CA	East Palo Alto City Hall Community Room 2415 University Avenue East Palo Alto, CA	Palo Alto Art Center Auditorium 1313 Newell Road Palo Alto, CA

Unable to attend?

Please send us your comments by June 19, 2019 to:
comments@sfcjpa.org or 615 B Menlo Avenue, Menlo Park, CA 94025.

Contact us

For more information about the project and these meetings, visit sfcjpa.org or call (650) 324-1972.

More info About the project

Once completed, the downstream and upstream projects will provide flood protection to more than 5,700 homes and businesses in Palo Alto, Menlo Park and East Palo Alto. For more information, visit sfcjpa.org.

13,000 Post cards

Next Door posts in all three cities

E-blast to people signed up to receive these

Websites and website calendars

Print ads: Palo Alto Weekly, Almanac, Palo Alto Daily News, SMC Daily Journal

Announcements at SFCJPA Board and meetings of all three City Councils

Objectives of the Project

- **Protect life, property, and infrastructure from floodwaters exiting the creek during flows up to 7,500 cubic feet per second (cfs), while minimizing impacts of the project on adjacent communities and the environment;**
- **Enhance habitat within the project area, particularly interconnected habitat for threatened and endangered species;**
- **Create new recreational opportunities and connect to existing bike and pedestrian corridors;**
- **Minimize operational and maintenance requirements; and**
- **Not preclude future actions to bring cumulative flood protection up to a 100-year flow event.**

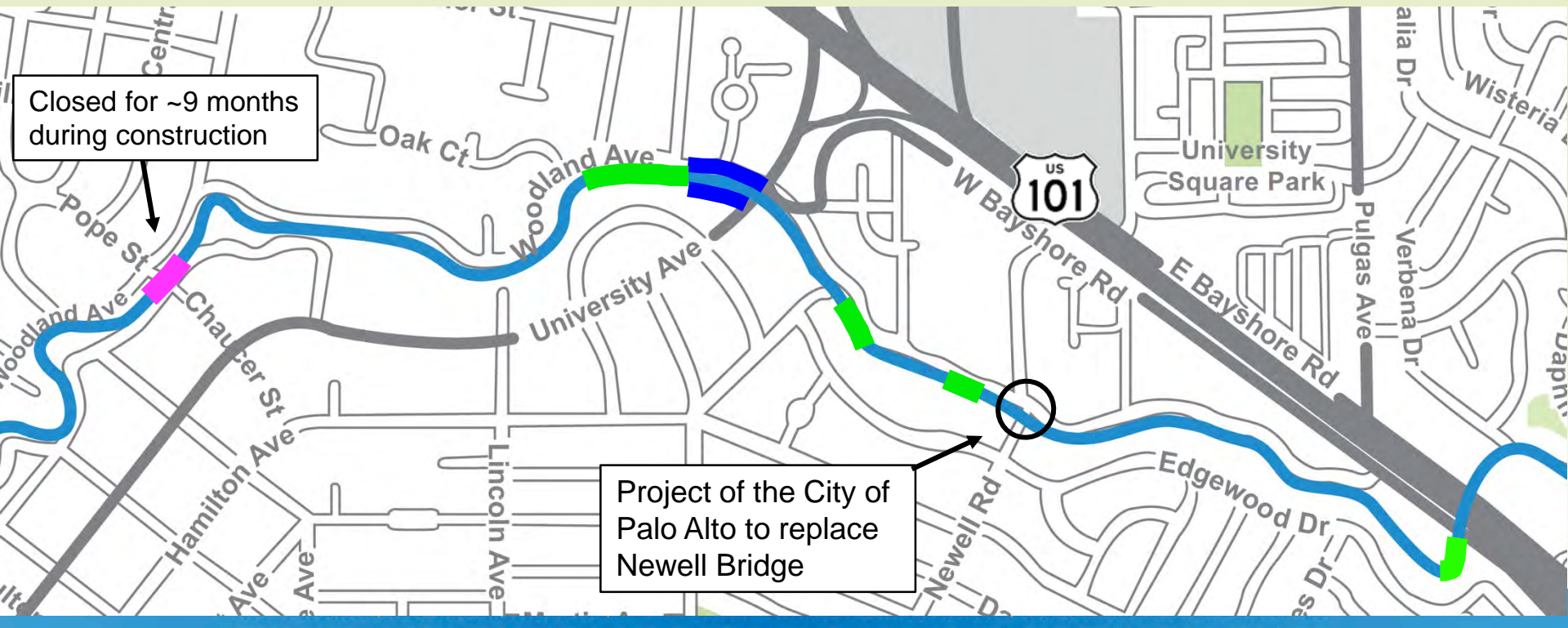
Alternatives Analyzed in the Draft EIR

After two levels of screening, four alternatives were analyzed.

1. **No action / no project**
2. **Replace Pope-Chaucer Br. & railing at Woodland & Univ., widen bottlenecks**
3. **Construct one or more detention basins in upper watershed**
4. Construct an underground bypass culvert
5. **Replace Pope-Chaucer Br. & railing at Woodland & Univ., build floodwalls**
6. Construct a culvert through Pope-Chaucer Bridge
7. Construct a channel around Pope-Chaucer Bridge
8. Replace Pope-Chaucer with a bridge for bikes and peds only
9. Remove and do not replace Pope-Chaucer Bridge
10. Increase the removal of debris and non-native vegetation
11. Deepen the channel
12. Construct multiple small-scale water detention facilities
13. Increase incentives for Low Impact Development (LID)
14. Utilize overland floodways
15. Construct a new pump station
16. Construct a new Ladera Dam
17. P-C Bridge, widen bottlenecks (Corps objective smaller flow + freeboard)

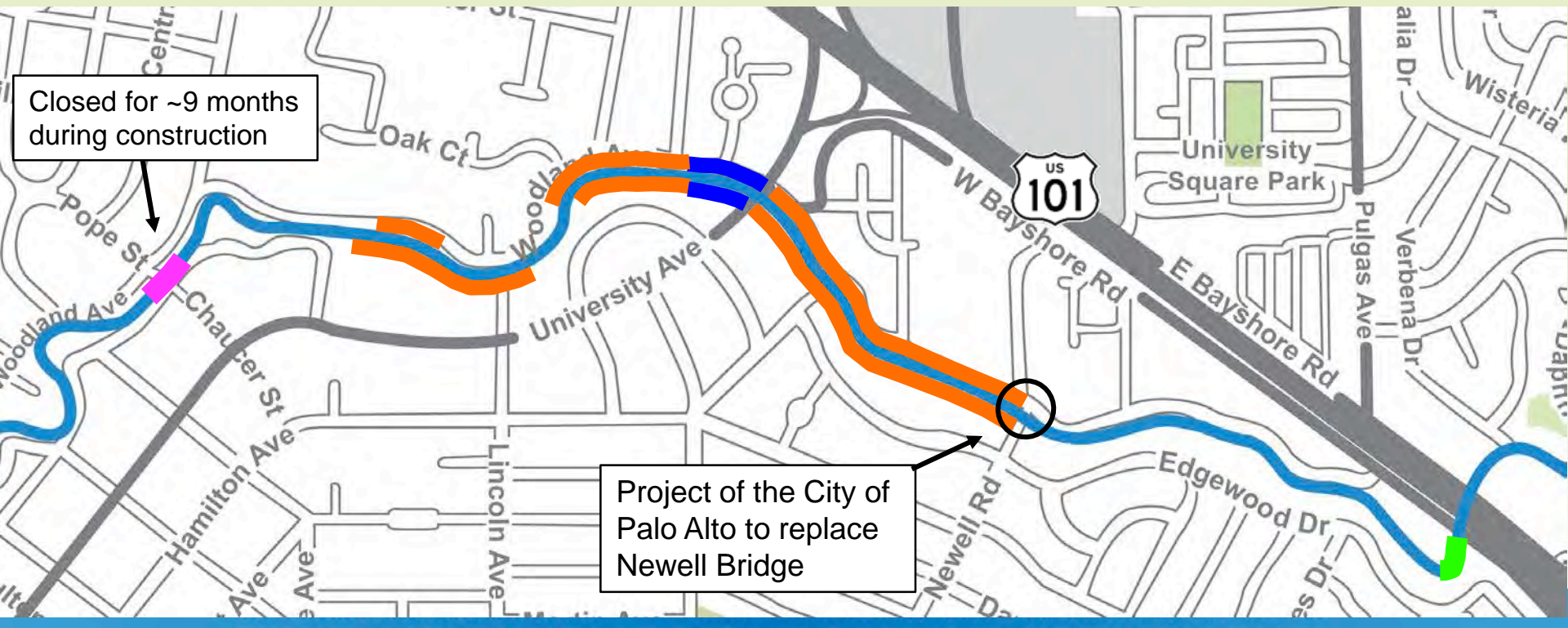
Preferred Alternative: Channel Widening

- **Replace Pope-Chaucer**
- **Widen creek bottlenecks where bank is concrete**
- **Replace wooden parapet extension at Woodland & Univ. and match Palo Alto top of bank**



Floodwall Alternative

- **Replace Pope-Chaucer**
- **Construct floodwalls not more than 2 feet high**
- **Replace wooden parapet extension at Woodland & Univ. and match PA top of bank, widen creek at W. Bayshore**



Upstream Detention Basin Alternative



One or more basin(s) to be constructed.

Searsville Reservoir would fill when flows exceed capacity of a new orifice in the Dam (Stanford project).

Webb or Former Nursery basins would fill when flows exceed capacity of Pope-Chaucer Bridge.

San Francisquito Creek Flood Protection, Ecosystem Restoration, and Recreation Project

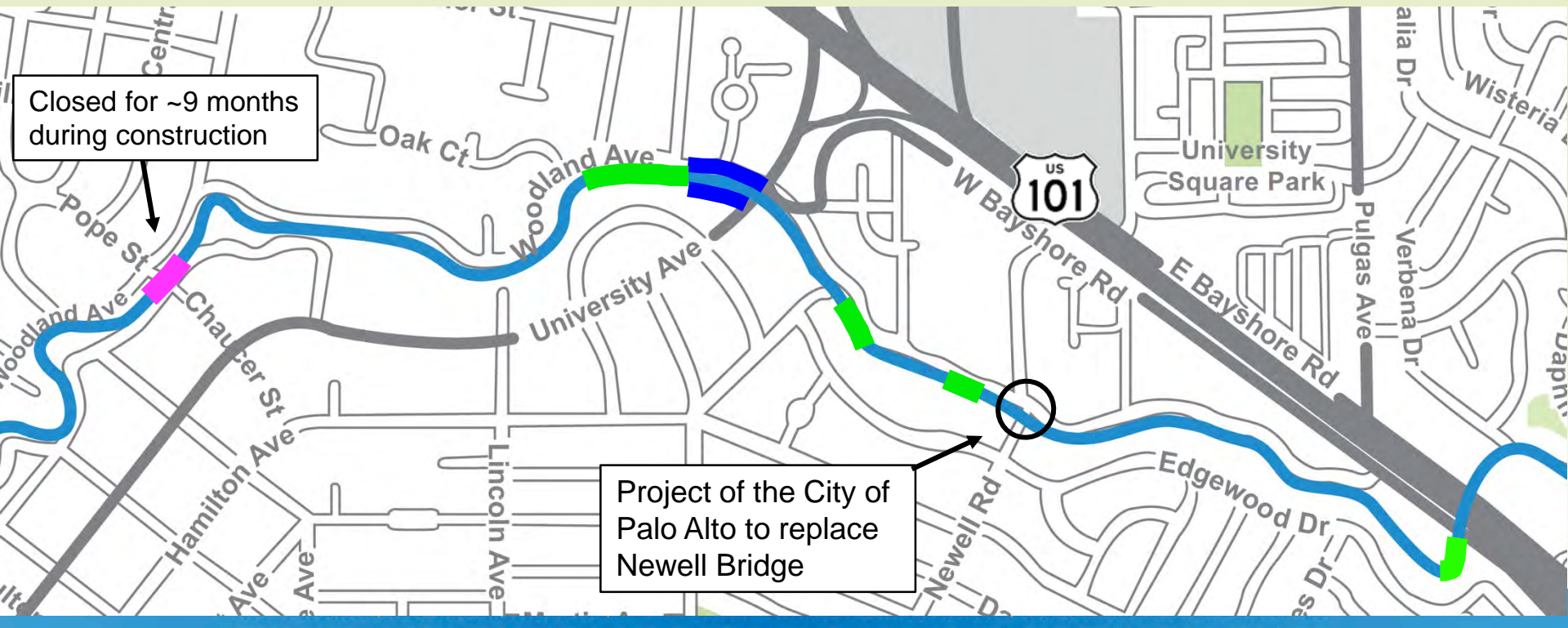
Page 65

- Increase capacity by ~4,500 cfs to a total of 9,400 cfs (with sea level 10 ft. above current high tide) ← Built
- Increase capacity by 1,700 cfs to a total of 7,500 cfs ← Achievable in near term
- Detain ~1,000 cfs during storm event ← Achievable in longer time frame

100-year event = 8,150 cfs at Pope-Chaucer Bridge

Preferred Alternative: Channel Widening

- **Replace Pope-Chaucer**
- **Widen creek bottlenecks where bank is concrete**
- **Replace wooden parapet extension at Woodland & Univ. and match Palo Alto top of bank**





**Existing
Pope-Chaucer Bridge**



**Menlo
Park**

**Palo
Alto**

Proposed

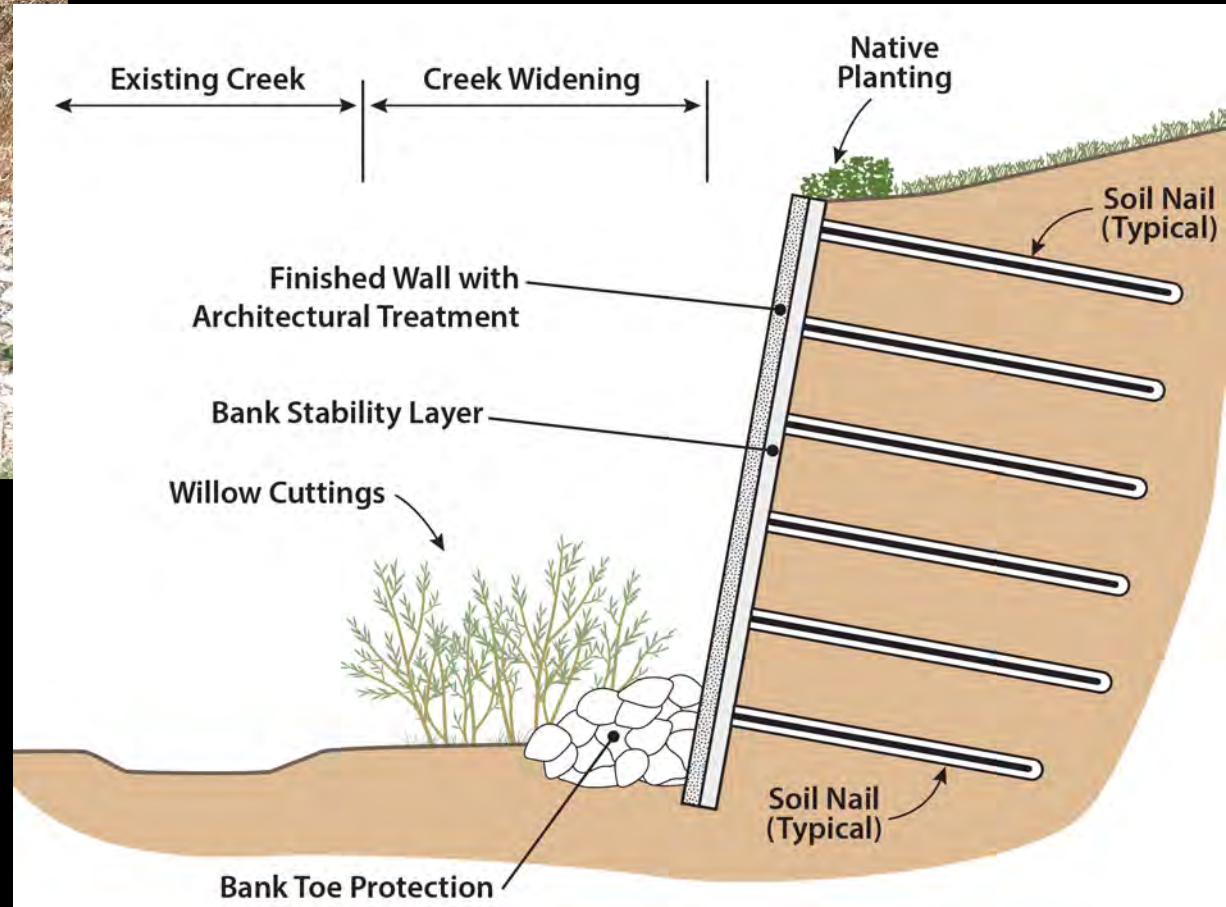
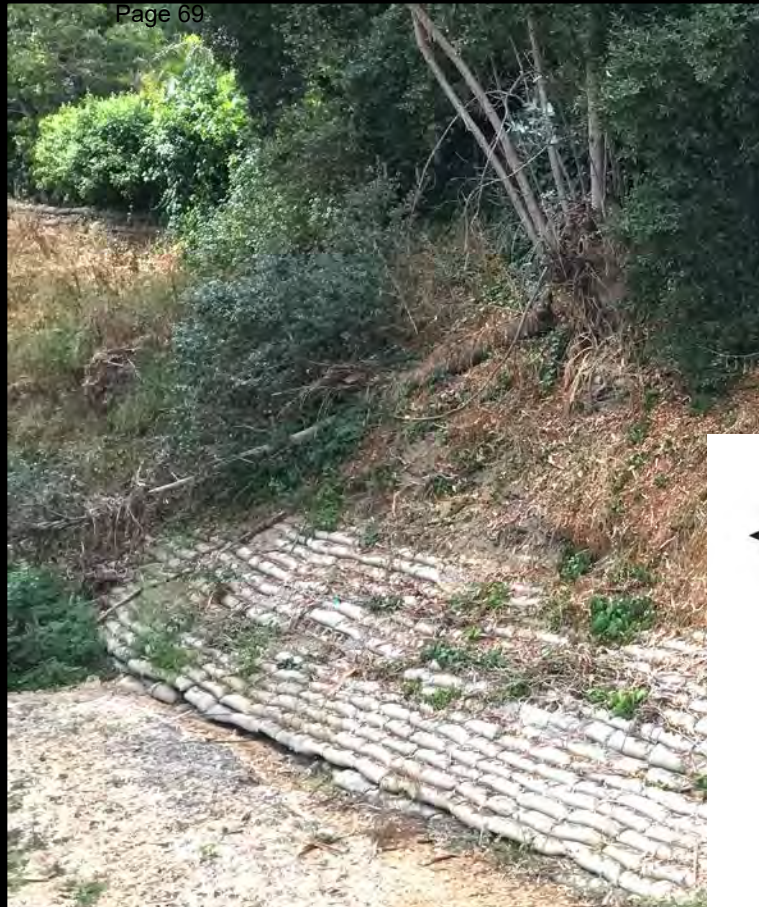
Downstream of Pope-Chaucer, widen creek bottlenecks to increase flow capacity where the bank is concrete



Every alternative includes widening the Palo Alto creek bank upstream of West Bayshore Rd. to align with and take advantage of the Bay-Hwy. 101 project downstream



Widen three areas between Newell and Euclid where sacked concrete lines the Palo Alto creek bank



Replace a large concrete terrace structure on the East Palo Alto bank with a natural creek bank



**Replace wooden Univ. Ave. Bridge parapet extension on Woodland Ave.
and match Palo Alto side top of bank**



Preferred Project's Significant and Unavoidable Impacts

- **From the project alone:
Noise during construction**
- **Cumulative effect of the project and other sources, such as Highway 101:
Air quality during construction**

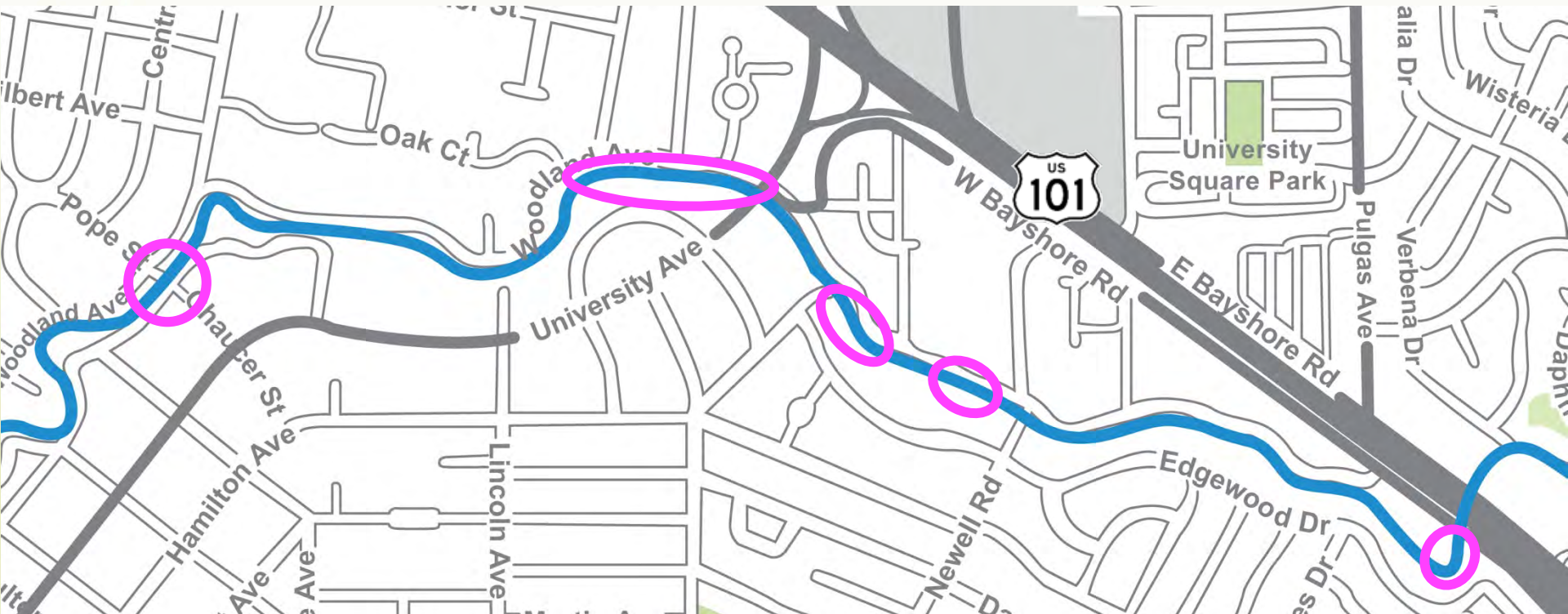
Significant impacts made less than significant with mitigation

- Aesthetics
- Biological Resources
- Geology & Soils
- Hazard. Materials & Public Health
- Land Use & Agriculture
- Public Services
- Traffic & Transportation
- Energy
- Air Quality
- Cultural Resources
- Greenhouse Gases/Climate Change
- Hydrology & Water Resources
- Noise & Vibration
- Recreation
- Utilities

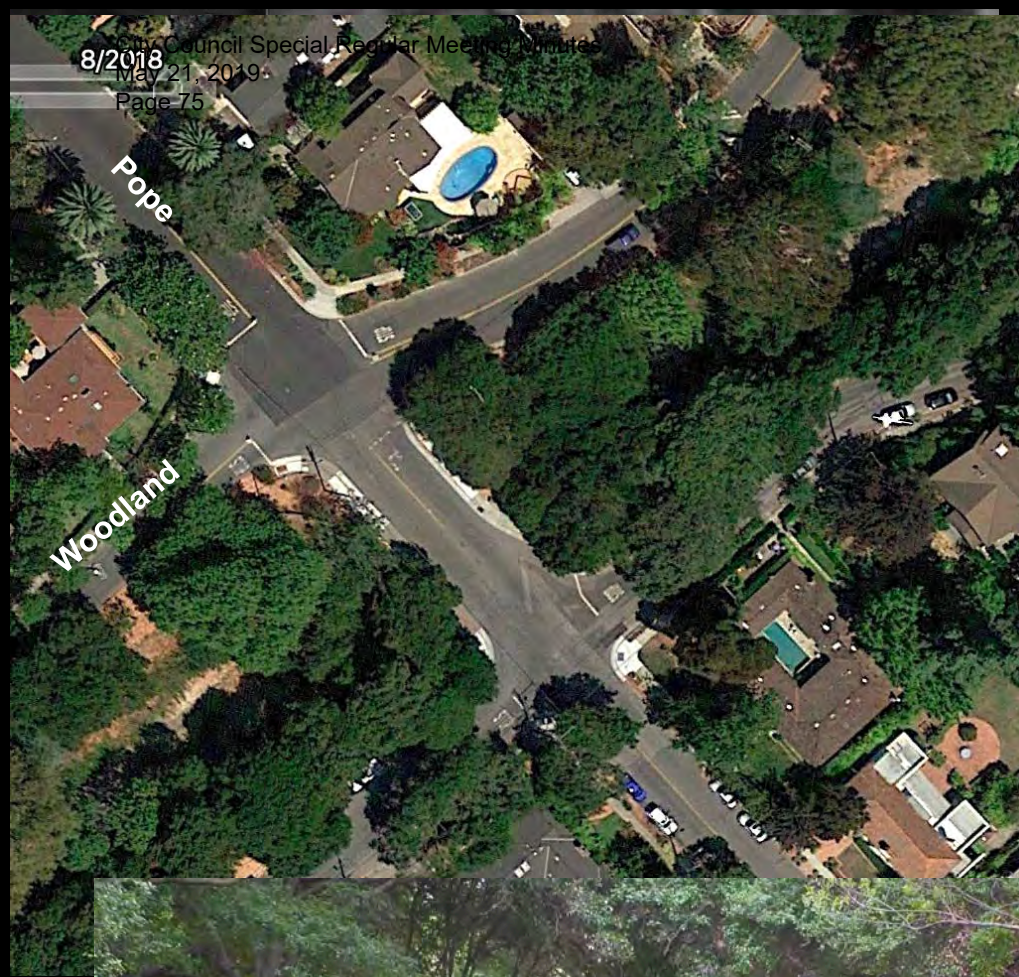
During construction: Air Quality, Biological Resources, Cultural Resources, Geology & Soils, Greenhouse Gases/Climate Change, Hazardous Material & Public Health, Noise & Vibration, Recreation, Traffic & Transportation

Permanent: Biological Resources, Geology & Soils, Hydrology & Water Resources

Trees



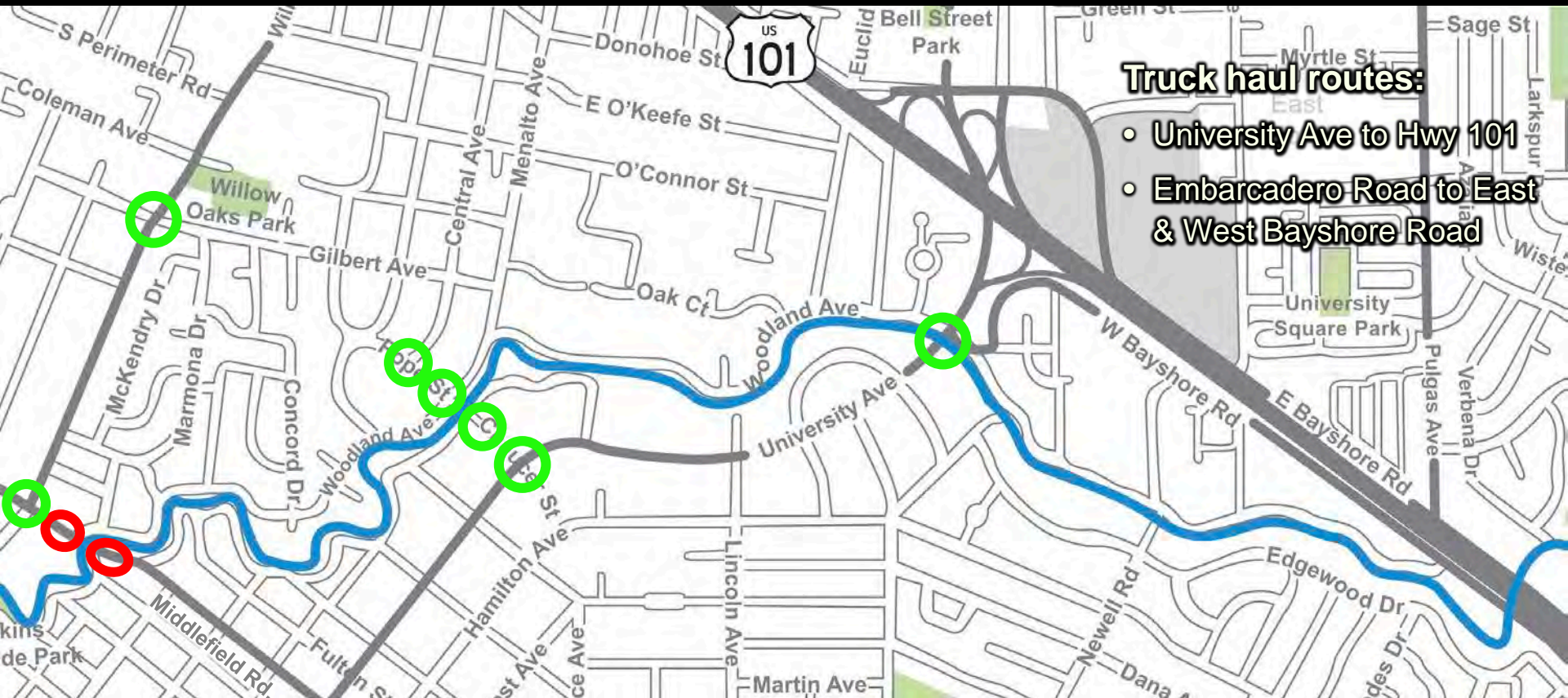
- Impacts to trees will be avoided and/or minimized wherever feasible
- Species include: coast live oak, magnolia, ginkgo, red horse chestnut, English hawthorn, redwood, buckeye, madrone, eucalyptus, elderberry, sycamore
- Trees removed during construction will be replaced along the creek in quantities based on City ordinances



Trees within the City of Menlo Park



Traffic and trucks

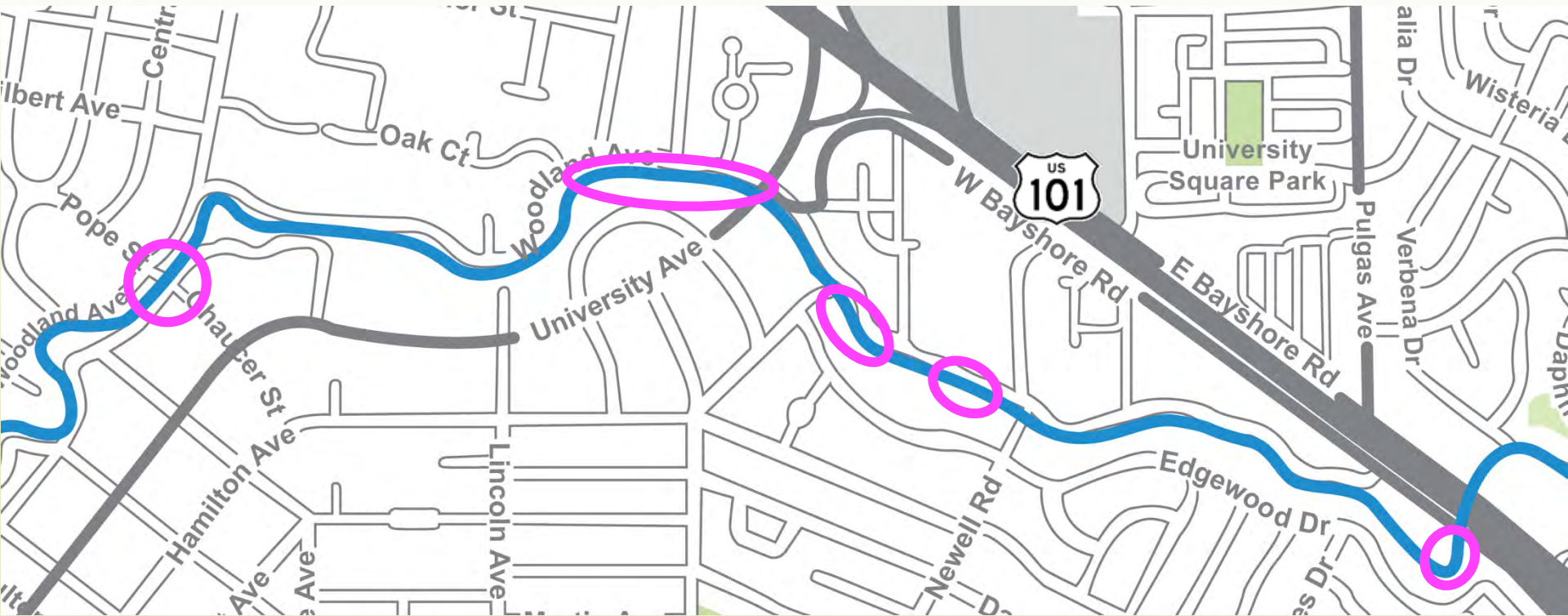


Truck haul routes:

- University Ave to Hwy 101
- Embarcadero Road to East & West Bayshore Road

- Middlefield Road near Woodland Ave and Palo Alto Ave is expected to experience the most significant increase in traffic delays during the temporary Pope-Chaucer Bridge closure.
- During construction of any feature, max traffic increase is 60 trips per day (20 truck, 40 worker)
- The largest anticipated # of workers at any one time is 20 for Pope-Chaucer Bridge replacement
- Channel widening activities would require the most construction haul trips in a given day

Noise



- Construction equipment will operate immediately adjacent to the yards of some properties for limited periods of time
- Construction truck traffic would generate intermittent increases in noise

San Francisquito Creek Flood Protection, Ecosystem Restoration, and Recreation Project

The Big Picture

Bay – Highway 101 Project

Protect against max creek flow with sea level 10 ft above current high tide

Completed Dec. 2018

Upstream of Highway 101 Project

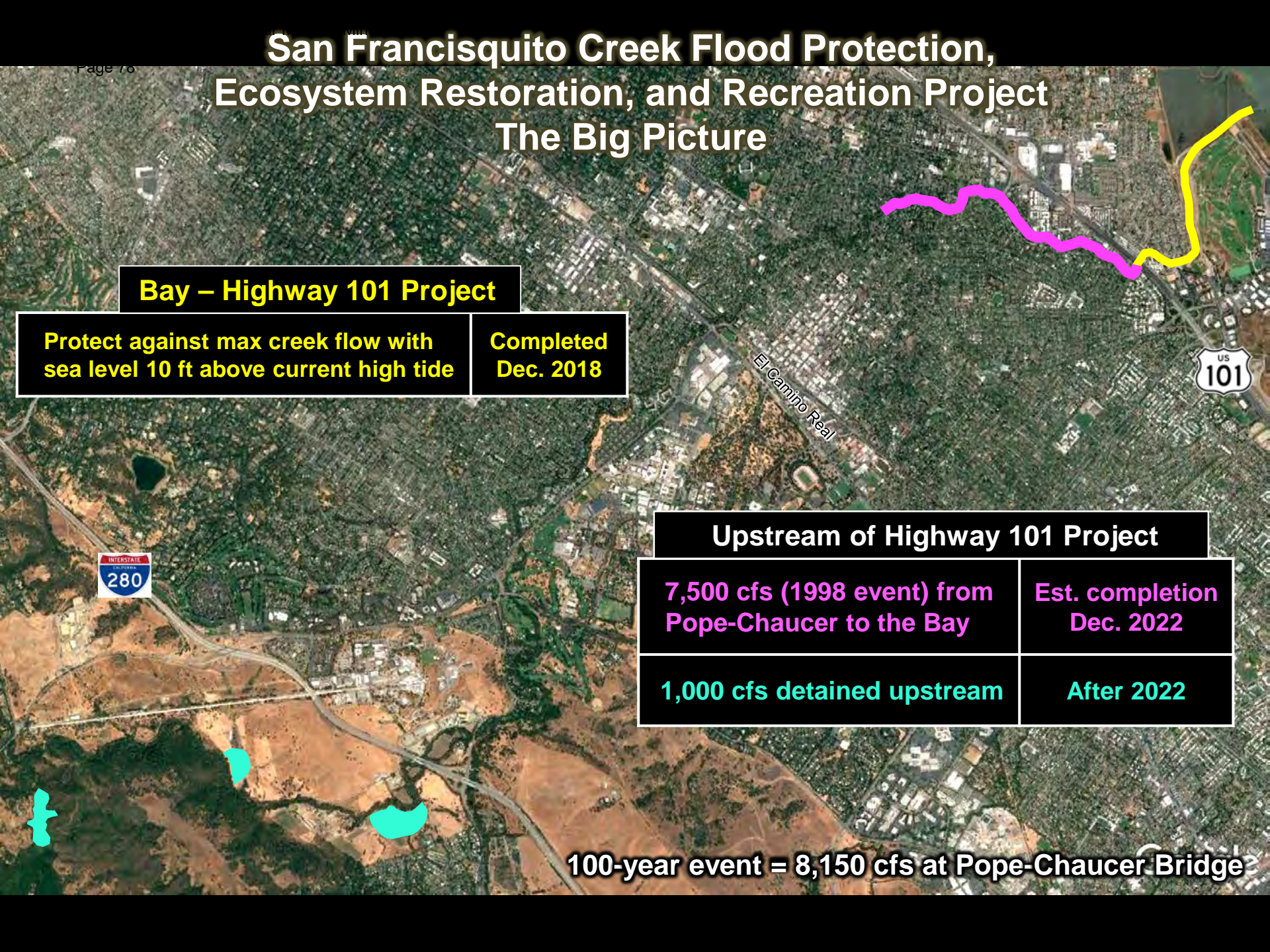
7,500 cfs (1998 event) from Pope-Chaucer to the Bay

Est. completion Dec. 2022

1,000 cfs detained upstream

After 2022

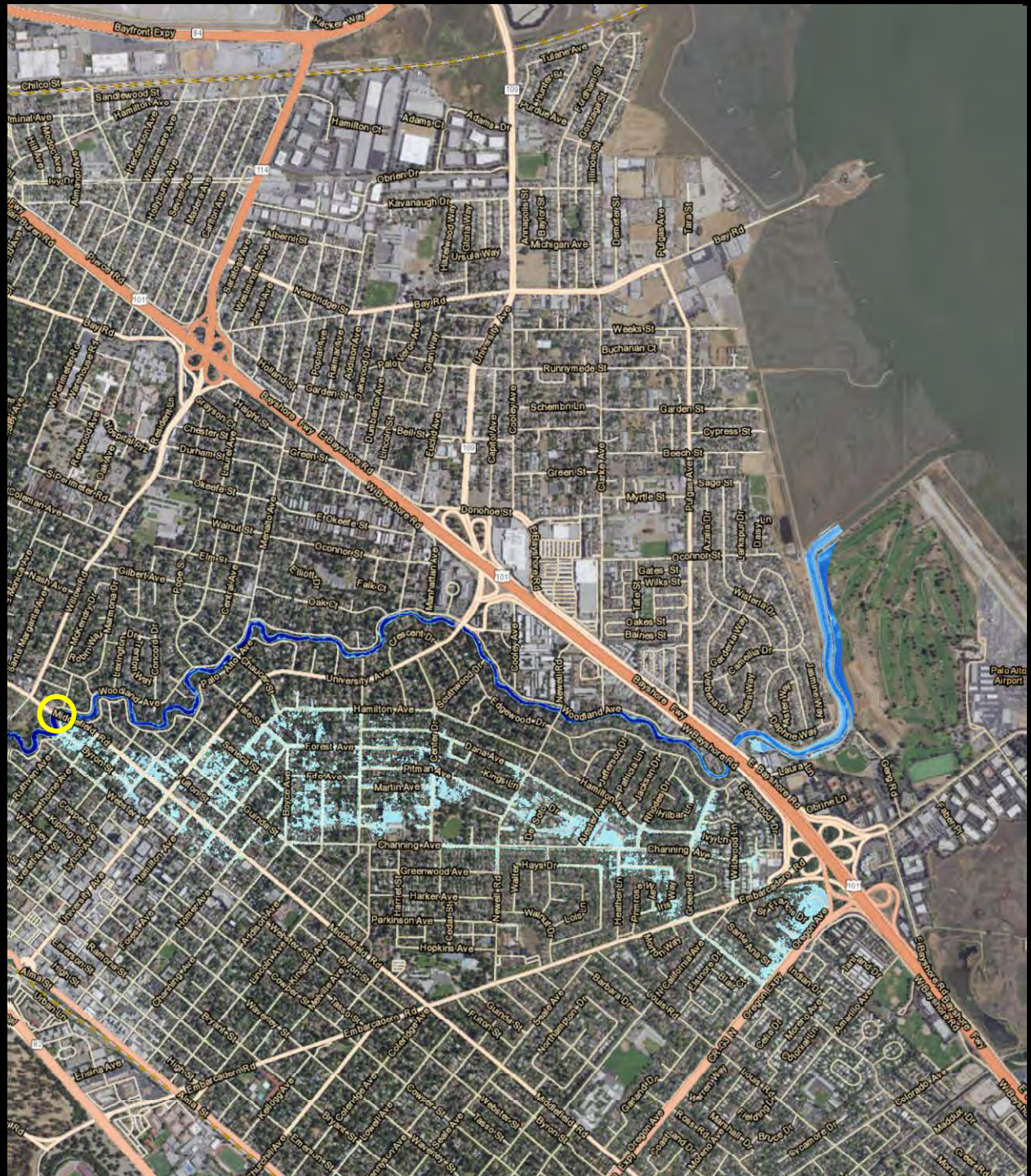
100-year event = 8,150 cfs at Pope-Chaucer Bridge



Upon completion of the construction of the Bay-Hwy. 101 project, the modeled floodplain of 1998-sized (70-year) flood event

Today

Post-project
(downstream of Middlefield Road, the creek should not flood)



This project's environmental review process

Going Beyond the CA Environmental Quality Act



Thank you

To: Honorable Council Members
From: Ronald Shepherd as a Menlo Park Resident
Date: May 21, 2019
Subject: FAC/Finance staff interface



I have been annoyed at FAC meetings when discussing detail related to a general topic listed on FAC agenda. Staff has requested that discussions cease as that item has not been properly agendized, and continuing discussion would be a violation of the Brown Act.

In preparing our agenda for the May 22, 2019 meeting, the Vice Chair and I spent considerable time to include all items we wanted to discuss so as not to have discussions limited by allegations of Brown Act violations.

The agenda for the May 22, 2019 was sent to Dan Jacobson Tuesday, May 14, 2019 at 2:08 PM for formatting and distribution. On Friday, Lenka Diaz emailed me stating she would like to discuss the agenda; however, I was unavailable. Staff's reformatted agenda was sent to the Vice Chair and me about 11 AM Friday May 17, 2019. We both discussed this reformatted agenda and informed Lenka that it was not acceptable. She notified me that our agenda generally was not in compliance with the Brown Act and City Policies but was not specific. She also notified me that Dan Jacobson had cancelled our meeting and had emailed FAC members as to the cancellation.

Copies of Agendas and emails are attached to corroborate.

I view this treatment as administrative bullying. Staff must recognize that their role is support not policy making. After your review, should you agree with my conclusions, involved staff should be severely reprimanded. I would conclude that FAC is not the only committee receiving this treatment.

Should you not agree I will submit my resignation. In my desire to make sure that governmental entities be responsive to its constituent's needs, fulfilling them on a long-term cost-effective basis, I might be more effective working as a private citizen. unencumbered by the Brown Act and administrative crap.

To: FAC Members
Copy: Dan Jacobson
From: Ronald W Shepherd
Date: May 9, 2019
Re: Agenda

FAC Agenda for May 22, 2019, Starting at 6 pm

- A. Call to Order (Meeting will be audio-recorded for immediate publication on City's website, in compliance with City and State regulations)
- B. Roll Call
- C. Approval of February 6, 2019 meetings minutes
- D. Public Comment
- E. Regular Business
 - E.1. Response and Decision of Council to FAC Recommendations Presented to Council on April 9, 2019 (owner, Ray Mueller) on:
 - E.1.a. Audit Report
 - E.1.a.1. Audit Report Review
 - E.1.a.2. Auditor Section
 - E.1.b. Investment Guidelines
 - E.1.b.1. Use of more than one advisor
 - E.1.b.2. Quarterly Listing of Investments
 - E.1.c. Capital Improvement Projects
 - E.1.c.1. Capital Expenditure Prioritization and Reporting (website)
 - E.1.c.2. Per FAC Memo Dated September 10, 2018
 - E.1.d. IT Master Plan, Inclusion of Finance Department Requirements and Metrics on Deliverables
 - E.1.e. Unfunded Pension Liability, posting of Realistic Balance Based on Recent CalPER's
 - E.1.f. Investment Returns
 - E.1.g. Budget Process
 - E.1.h. Consultant/Contractor Policies
 - E.1.i. FAC Committee Structure
 - The complete presentation can be viewed [HERE](#)
 - E.2. Review and Approval of Current Investment Policy/Guidelines (owner, Dan Jacobson to present and to provide link to current guidelines)
 - E.3. Review/Develop FAC Open Items (List Items Below – to be updated and amended as needed)

- E.4. Discuss and recommend FAC Goals, Process, and Projects
 - E.5. Discuss the process and timeline of Annual Budget review and input by FAC to fulfill FAC's responsibility to assist public understanding of City's finances, in particular the operating and CIP budgets, and to assist Staff in achieving its financial transparency goals.
 - E.5.a. Review of 2019-2020 draft Budget (operating and CIP) by FAC presented by Staff to Council on May 21, 2019 (owner Dan Jacobson to provide digital copy to FAC no later than the time it is provided Council).
 - E.6. Staff Report on Finance Department IT Infrastructure (owner Dan Jacobson)
 - E.6.a. Progress and expenditure made to-date on the implementation of the Information Technology Master Plan (Staff Report Number 17-036-CC) presented to Council on February 7, 2017
 - E.7. Staff Report on updated ten-year Forecast (owner Dan Jacobson)
 - E.8. Election of Chair and Vice-Chair
 - F. Finance Staff Report of Significant Activities (owner Dan Jacobson)
 - G. Review and approval of Draft Minutes of May 22, 2019 Meeting
 - H. Adjournment
-
- E.3. Review/Develop FAC Open Items (List Items Below – to be updated and amended as needed)
 - E.3.a. Time period for advance publications for review by Council and public and/or approval before Council meetings
 - E.3.a.1. Council agenda and staff reports
 - E.3.b. RFQs
 - E.3.b.1. Time period for advance posting of open RFQs and their pendency
 - E.3.c. OTHERS

Finance and Audit Committee



SPECIAL MEETING AGENDA

Date: 5/22/2019

Time: 6:00 p.m.

City Hall – “Downtown” conference room, 1st Fl
701 Laurel St., Menlo Park, CA 94025

A. Call To Order

B. Roll Call

C. Presentations

C1. Roles and responsibilities of advisory bodies

D. Public Comment

Under “Public Comment,” the public may address the Committee on any subject not listed on the agenda. Each speaker may address the Committee once under Public Comment for a limit of three minutes. The Committee cannot act on items not listed on the agenda and, therefore, the Committee cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

F. Regular Business

F1. Selection of Chair and Vice Chair

F2. Approve the February 6, 2019 Finance and Audit Committee Special Meeting minutes (Attachment)

F3. Recommend City Council approval of the City’s investment policy (Attachment)

F4. Review the Finance and Audit Committee draft work plan and recommend approval to City Council (Attachment)

F5. Provide input on the fiscal year 2019–20 Budget in Brief document as a public communication tool (Attachment)

G. Informational Items

G1. City Council Work Plan Transmittal and Capital Improvement Program (CIP) process update memo (Attachment)

H. Reports and Announcements

I. Adjournment

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the

There weren't any attachments

Agenda Page 2

right to address the Commission 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 Commission's consideration of the item.

At every Special Meeting of the Commission, 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 consideration of the item.

Any writing that is distributed to a majority of the Commission 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 Commission meetings, may call the City Clerk's Office at 650-330-6620.

Agendas are posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website at 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. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 5/17/2019)



Dan C. Jacobson
Finance and Budget Manager
City Hall - 2nd Floor
701 Laurel St.
tel 650-330-6649
menlopark.org

From: Ronald Shepherd [<mailto:ron@shepherd-insurance.com>]
Sent: Thursday, May 09, 2019 11:38 AM
To: Soody Tronson <soody@stlgip.com>; Roger Royse <rroyse@rroyselaw.com>; Ray Mueller <menlo.mueller@gmail.com>; Drew Combs <combs.drew@gmail.com>
Cc: Jacobson, Dan C <DCJacobson@menlopark.org>
Subject: FAC Meeting

We would like to schedule a FAC meeting on Wednesday May 22 at 7 pm. An agenda will follow. Please advise Dan of your availability.

Thank you

Ron

Ronald W Shepherd, CPA
Treasurer/Principal
Shepherd & Associates Insurance Services
2055 Junction Avenue, Suite 212
San Jose, CA 95131
Phone: 408-526-1112
Fax: 408-526-1777
www.shepherd-insurance.com
LIC: #0B45304

Ronald Shepherd

From: Ronald Shepherd
Sent: Monday, May 13, 2019 10:42 AM
To: Jacobson, Dan C
Cc: Sody Tronson (STLGip)
Subject: RE: FAC Meeting

Dan,

Thank you. We would like to start at 6 pm. I will forward the agenda to you shortly. Most items you have suggested are included. The CIP work plan could be considered under the report from Ray under Council's response, or could be added.

Ron

Ronald W Shepherd, CPA

Treasurer/Principal

Shepherd & Associates Insurance Services
2055 Junction Avenue, Suite 212
San Jose, CA 95131
Phone: 408-526-1112
Fax: 408-526-1777
www.shepherd-insurance.com
LIC: #0B45304

From: Jacobson, Dan C <DCJacobson@menlopark.org>
Sent: Monday, May 13, 2019 8:32 AM
To: Ronald Shepherd <ron@shepherd-insurance.com>
Cc: Cortez, Brandon J <BJCortez@menlopark.org>; Diaz, Lenka D <LDDiaz@menlopark.org>
Subject: RE: FAC Meeting

Hi Ron,

We've received enough responses to constitute quorum for a meeting at that time. Please let me know what items you would like to have on the agenda. Three housekeeping items that we will need to include are:

- Selection of chair and co-chair
- Approval of minutes
- The City Council's work plan and CIP memo

Other items that could use review are:

- Last year's budget in brief and make recommendations to improve it
- The City's investment policy

We can publish the special meeting agenda as late as the evening of May 21, but ideally it would be ready sometime before then, particularly as there is a Council meeting on the 21st.

Please let me know how staff can help.

Thanks,
Dan

Ronald Shepherd

From: Ronald Shepherd <ron@shepherd-insurance.com>
Sent: Friday, May 17, 2019 9:56 AM
To: LDDiaz@menlopark.org
Cc: soody@stlgip.com
Subject: FAC Meeting

Hi Lenka

Thank you for your email. We have a lot to discuss so adding a short presentation by Judi would be ok, but we must have time to discuss all the agenda items. Additionally, I want to make sure that any agenda changes or reformatting would not result in limiting discussion because of Brown Act issues. We want a recording of the meeting so that we do not have any he said she said issues when preparing the minutes

We look forward to working with you fulfilling our committee mission

Ron

Sent from my iPhone

Ronald Shepherd

From: Ronald Shepherd
Sent: Tuesday, May 14, 2019 2:08 PM
To: 'Sody Tronson (STLGip)'; 'Ray Mueller'; 'Drew Combs'; 'Roger Royse'
Cc: 'Jacobson, Dan C'
Subject: FAC Meeting, May 22, 2019
Attachments: FAC Ageda May 22, 2019 -Draft 20190513.docx

Importance: High

Hi FAC Committee Members and Dan,

Attached is the agenda for our next meeting, May 22, 2019. **Note the start time of 6 pm.** Dan will send you an "official agenda" with related attachments (e.g. prior meeting minutes). Please reserve June 12, 2019 for our next meeting.

Thank you
Ron

Ronald W Shepherd, CPA
Treasurer/Principal
Shepherd & Associates Insurance Services
2055 Junction Avenue, Suite 212
San Jose, CA 95131
Phone: 408-526-1112
Fax: 408-526-1777
www.shepherd-insurance.com
LIC: #0B45304

From: "Diaz, Lenka D" <LDDiaz@menlopark.org>
Subject: RE: FAC Agenda
Date: May 17, 2019 at 4:11:03 PM PDT
To: "Shepherd, Ronald" <ron@shepherd-insurance.com>, Soody Tronson <soody@stlgip.com>

Ron and Soody,

Please review the full staff report regarding City Council Policy #CC-01-0004 10, effective 1/29/2019, which describes Commissions/Committees policies and procedures, roles and responsibilities approved via Council Resolution No. 6477. An attachment to that staff report, the City's Commission Handbook, was reviewed at last week's commissioner training to provide further guidance on the roles and responsibilities of the City's commissions and committees. Staff nor commissioners/committee members may change City Council policy.

~~I cannot post your original draft agenda, as some items do not comply with the Brown Act, City policy or procedures. You have both indicated the changes to your draft proposed by staff to comply with the law and City policy is unacceptable. Therefore, we will not post the agenda, which means the Finance and Audit Committee will not be able to meet on May 22nd.~~

I would like to suggest that we have an in-person meeting to review the documents referenced above, and see if we can come to a common understanding about the regulations, policies, role, and responsibilities of the City of Menlo Park Finance and Audit Committee. I believe this would be the best approach to be able to move forward together, in line with City Council goals and procedures. I'm open to your suggestions as well.

Respectfully,
Lenka Diaz

Ronald Shepherd

From: Diaz, Lenka D <LDDiaz@menlopark.org>
Sent: Monday, May 20, 2019 6:32 AM
To: Ronald Shepherd
Cc: Soody Tronson
Subject: RE: FAC Agenda

Hi Ron,

at 6:02 PM

Dan emailed the committee Friday evening regarding the cancellation, along with releasing the budget information. I'm sorry that it wasn't more clear.

Could we please meet to put together an agenda? Going back and forth via email is challenging, as context can be lost. I would like to take the time to fully explain the concerns so we have a common understanding of the guidelines and rules. I can be available by phone over the next couple of days (510.366.6181), or in person after Thursday.

Thank you,
Lenka

Lenka D. Diaz
Administrative Services Director
City Hall - 2nd Floor
701 Laurel St.
tel 650-330-6677 | fax 650-327-5382
menlopark.org

-----Original Message-----

From: Ronald Shepherd [mailto:ron@shepherd-insurance.com]
Sent: Saturday, May 18, 2019 3:24 PM
To: Diaz, Lenka D <LDDiaz@menlopark.org>
Cc: Soody Tronson <soody@stlgip.com>
Subject: FAC Agenda

Hi Lenka

I presume staff has notified FAC Committee members that the 5/22 meeting has been cancelled by you. Please send me a list of agenda items that are not in compliance with the Brown Act, City Policies and/or procedures and exact reasons why they are not in compliance. I did attend the meeting for committee and commission members. The first half or the meeting was a presentation on ethics the second half a presentation on the Brown Act I await your timely response

Ron Shepherd

Sent from my iPhone



SHARON HILLS CDP AMENDMENT

City Council – May 21, 2019

ANNEXA FAMILY
GYMNASIUM



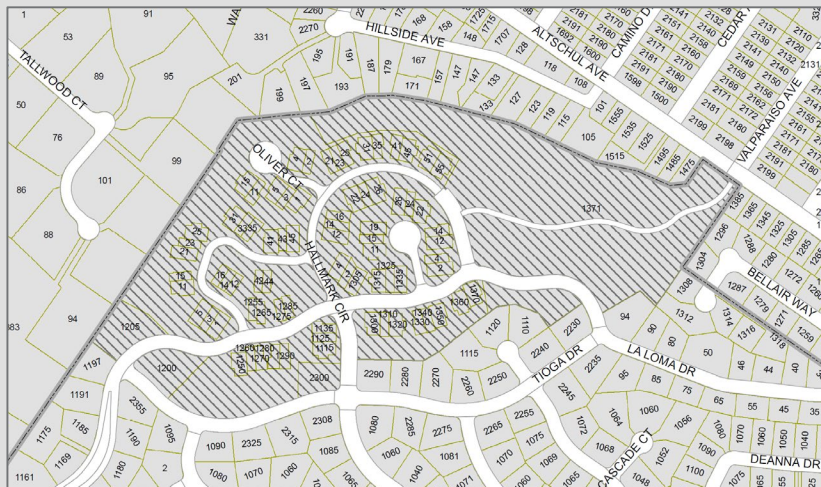
SHARON HILLS CDP AMENDMENT

- Conditional Development Permit (CDP) process allows *“adjustment of the requirements of the district in order to secure special benefits, ...[and] to allow relief from the monotony of standard development; to permit the application of new and desirable development techniques; and to encourage more usable open space...”*



SHARON HILLS CDP AMENDMENT

- CDP approved for 38-acre Sharon Hills in 1982, permitting:
 - 77 townhouse units and associated recreational facilities
 - 3 single-family parcels
 - Public park (Sharon Hills Park)



"SHARON HILLS"
CONDITIONAL DEVELOPMENT PERMIT

I. **Statement of Purpose:** The Conditional Development Zoning District, which provides the authority under which Conditional Development Permits may be granted, was created to promote comprehensive planning of large parcels of land to protect the natural environment by allowing flexibility from the strict requirements of the zoning district with which it is combined; to encourage development of more usable open space; to promote creative design and to permit the application of innovative and desirable development techniques, consistent with the aesthetic and environmental character of the community.

II. **General Information:**

A. **Applicant:** Blackwell Homes.

B. **Nature of Project for Which the Permit is Being Applied for:** A single family planned unit development of 77 townhouses and three detached dwellings.

C. **Property Location:** Westerly end of Valparaiso Avenue, bounded by Tioga Drive.

D. **Assessor Parcel Number:** 074-561-010 to 220, 074-562-010 to 060, 074-571-010 to 470, 074-562-070, 080, 074-571-480 to 500.

E. **Area of Property:** 38+ acres.

F. **Present Zoning:** R-E-S (Residential Estate Suburban)

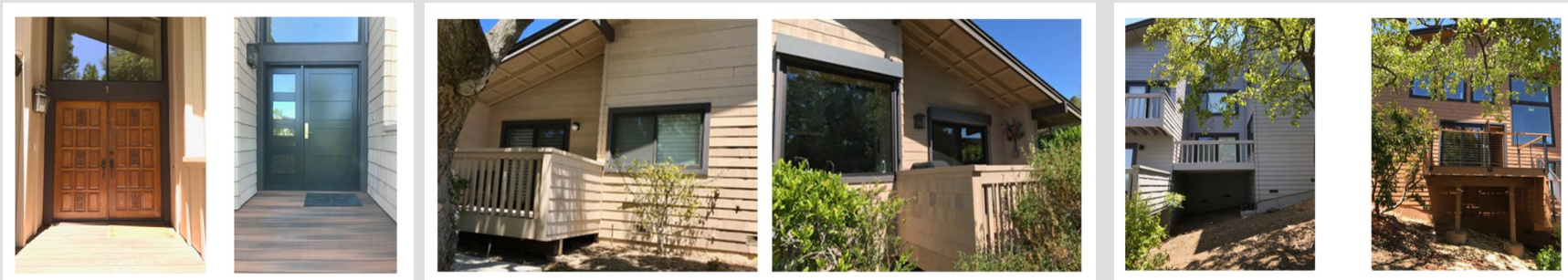
SHARON HILLS CDP AMENDMENT

- CDP requires Planning Commission approval of detailed project plans
- Original design approved and constructed in the early-/mid-1980s
- Sharon Hills Community Association (SHCA) oversees townhomes



SHARON HILLS CDP AMENDMENT

- Over time, townhouse owners have proposed small-scale modifications
- Due to CDP provision, Planning Commission review required for changes, in addition to detailed SHCA review/action
- Limited interest/discussion from Commission and public on recent proposals





SHARON HILLS CDP AMENDMENT

- SHCA proposing CDP amendment to streamline review for small-scale changes, removing the Planning Commission review requirement
- Detailed SHCA review/action would remain required, prior to applicable building permit
- Only changes within individual townhouse unit lot lines would be eligible, as described further in draft CDP
- Draft CDP comprehensively revised with input from applicant and City Attorney; reiterates key development standards and outlines new review process
- The 3 single-family parcels would remain unaffected

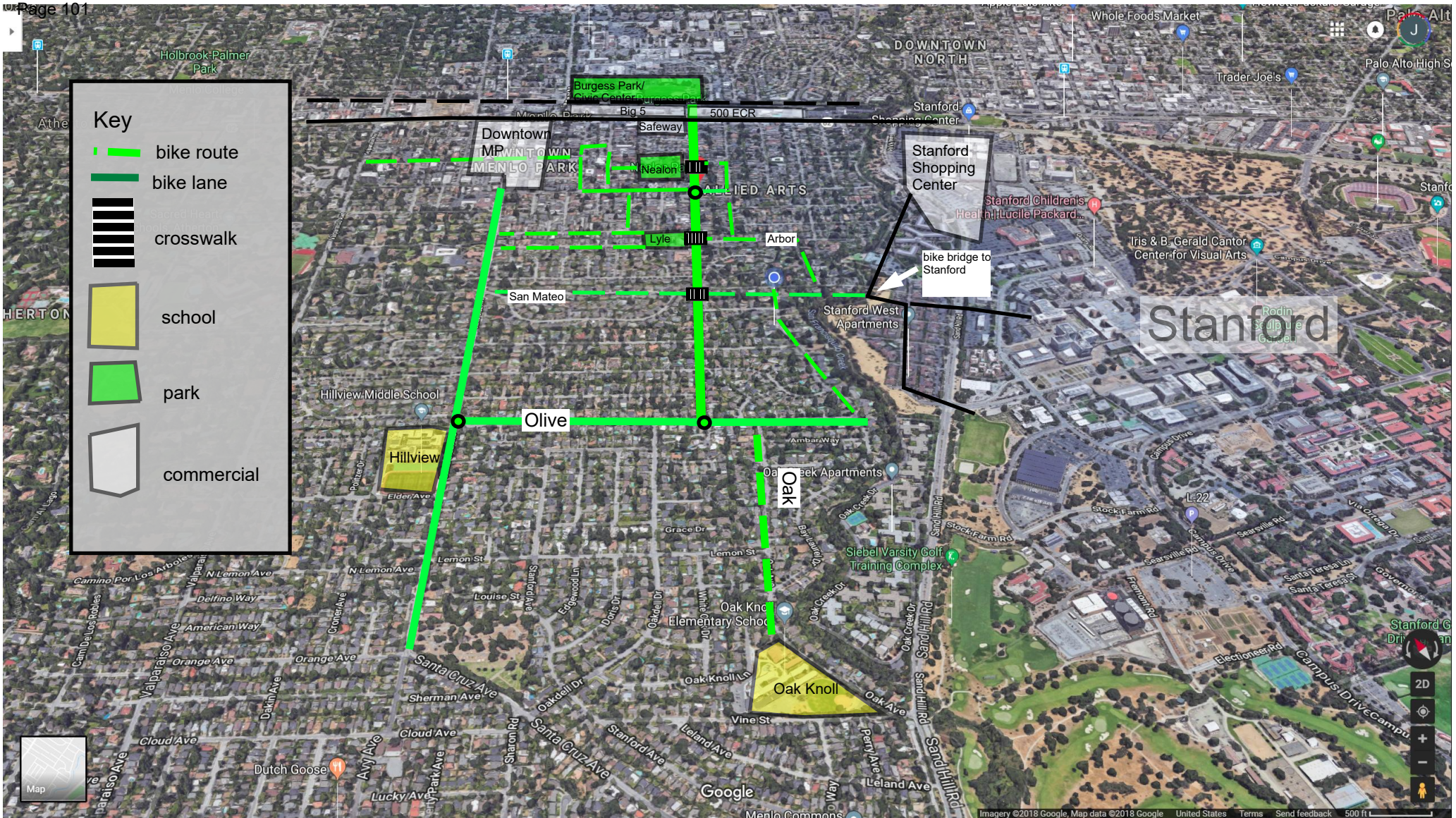


SHARON HILLS CDP AMENDMENT

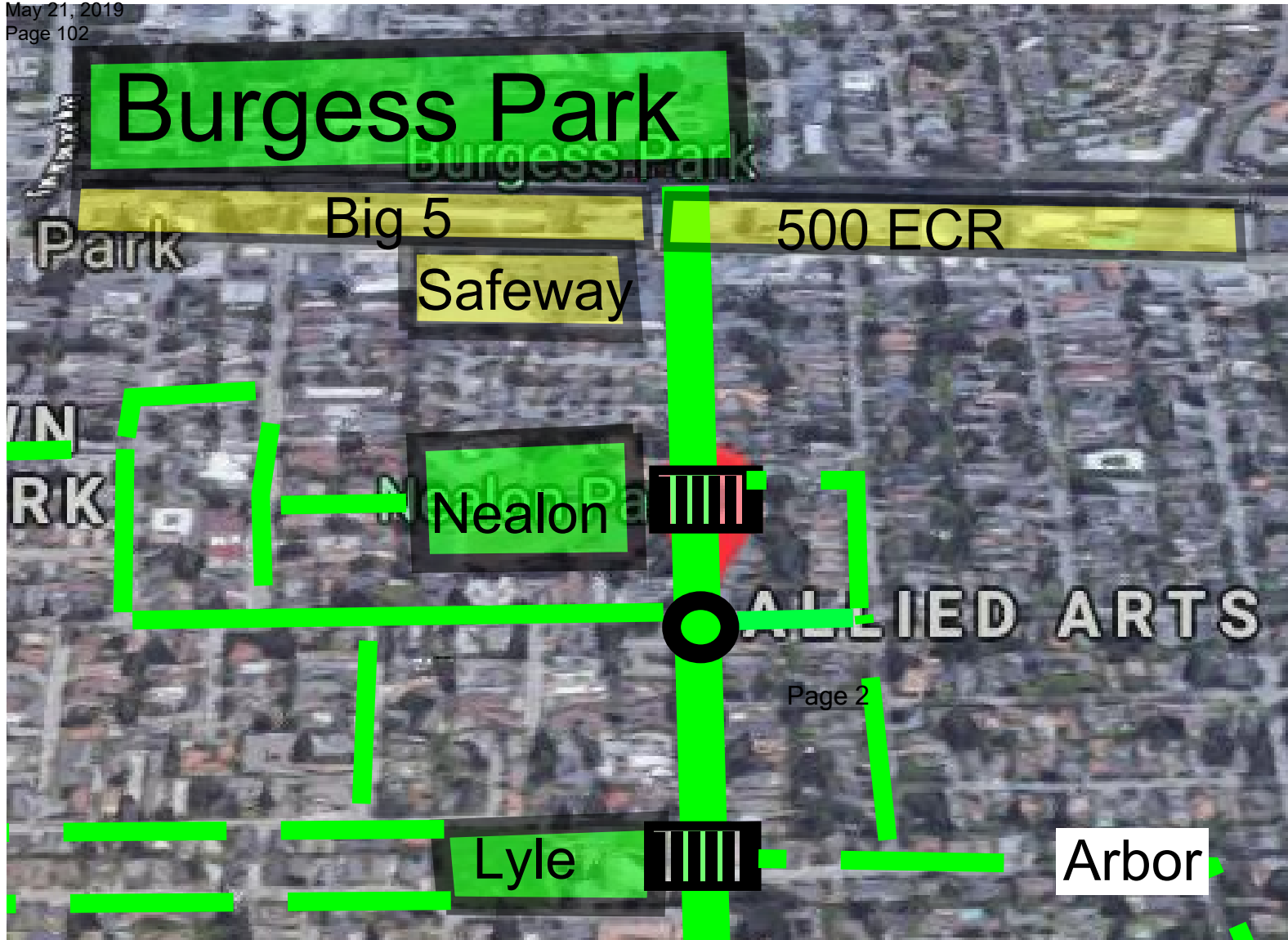
- Public comment all supportive to date
- Planning Commission reviewed request on April 8, 2019, and unanimously recommended approval
- Staff recommending approval of CDP amendment
 - SHCA review/action would continue to be detailed and substantive
 - Likely cost and time savings for applicants, and improved efficiency for staff
 - Planning Commission review focused on more substantive projects



THANK YOU



Middle Ave occupies key geographic region between major trip generators. Connects multiple parks, schools, senior centers and athletic facilities and commercial areas. Fully connected, safe bike (ebike, scooter, etc.) lanes can provide congestion relief and promote healthier lifestyles.



Middle Ave connects many of the busiest locations in Menlo Park:

Nealon Park, Lyle Park, Burgess Park

Safeway, Big 5, Middle Plaza, ECR shopping areas and connection to downtown Menlo Park via University.



Separate Safeway bike entrance with bike parking.

Sidewalk moves to existing planting buffer adjacent to parking lot.

Bidirectional bike lane extends along Safeway frontage to Caltrain undercrossing.



Undercrossing value is enhanced by quality paths leading to it.
Need connections to Seminary/Vintage Oaks via Linfield (MP Fire District plan) and Willows via Clover Ln.
Safe bike lanes plus tunnel provides faster bike trip times than driving.

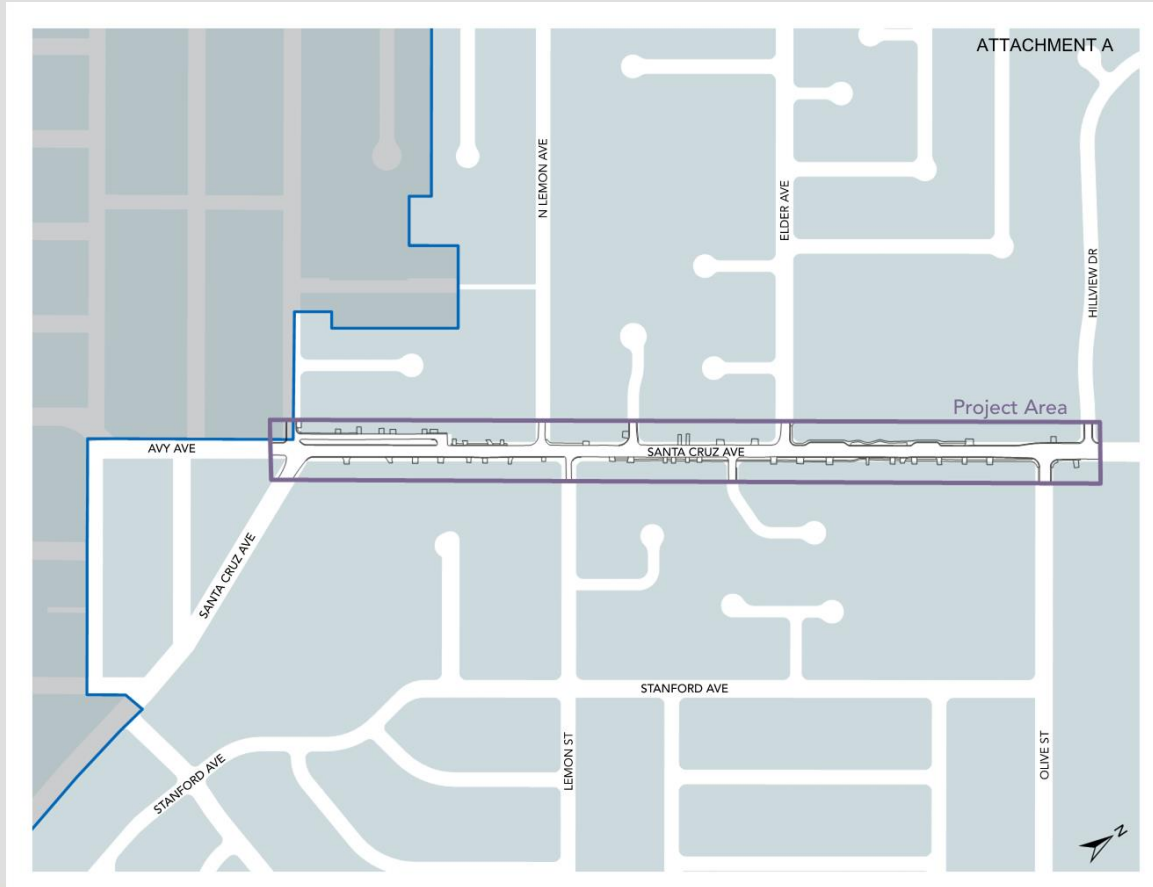
SANTA CRUZ AVENUE REHABILITATION PROJECT- PEDESTRIAN AND BIKE FACILITY IMPROVEMENTS

May 21, 2019



ARNESTO G. FEMBY
GYMNASIUM

PROJECT AREA MAP



SANTA CRUZ AVENUE-EXISTING



SANTA CRUZ AVENUE-EXISTING



SANTA CRUZ AVENUE-EXISTING



ANALYSIS



Table 2: Project alternatives and impacts

Project element	Alternative 1A 40-ft width, moving southern curb	Alternative 1B 40-ft width, moving northern curb
Relocate PG&E and other communication/utility poles	10 PG&E (not feasible to be completed in timeframe of project) 1 communication	1 anchoring
Remove heritage trees	5	None
Regrade driveways	None	6

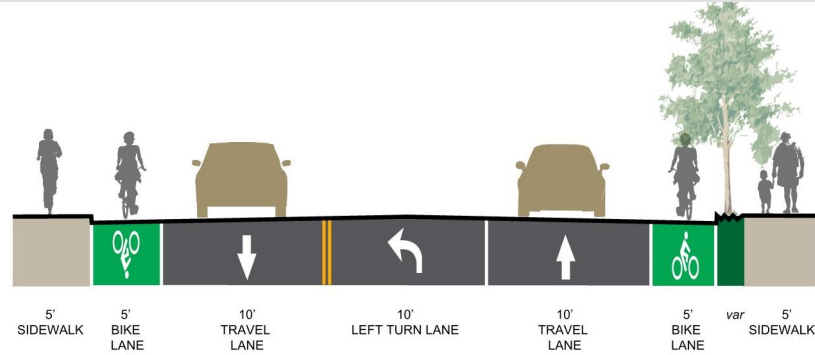


CROSS-SECTION ILLUSTRATION ALTERNATIVE 1A & 1B

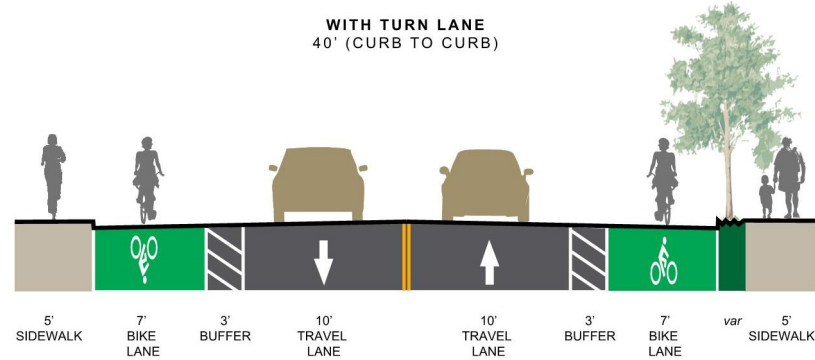


ATTACHMENT B

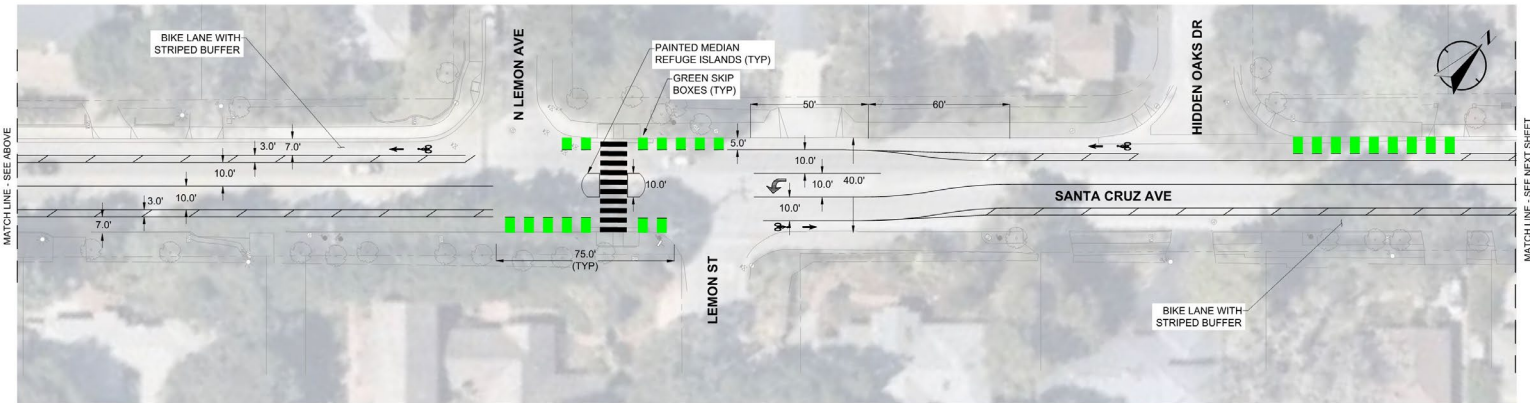
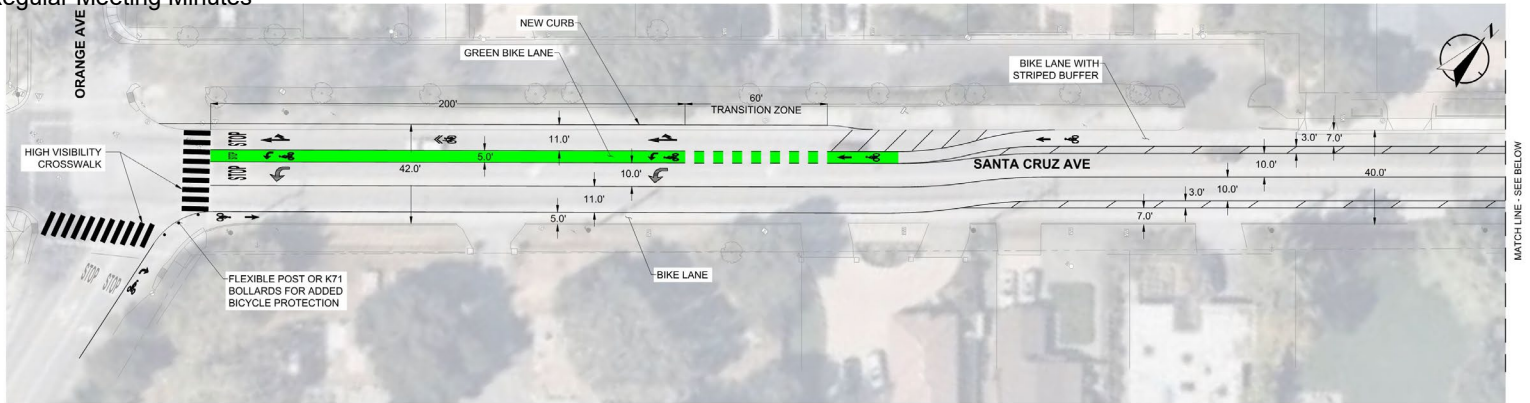
SANTA CRUZ AVE
40' CROSS SECTIONS | 1" = 5'



WITH TURN LANE
40' (CURB TO CURB)



NO TURN LANE
40' (CURB TO CURB)



SANTA CRUZ AVE: CONCEPT DESIGN

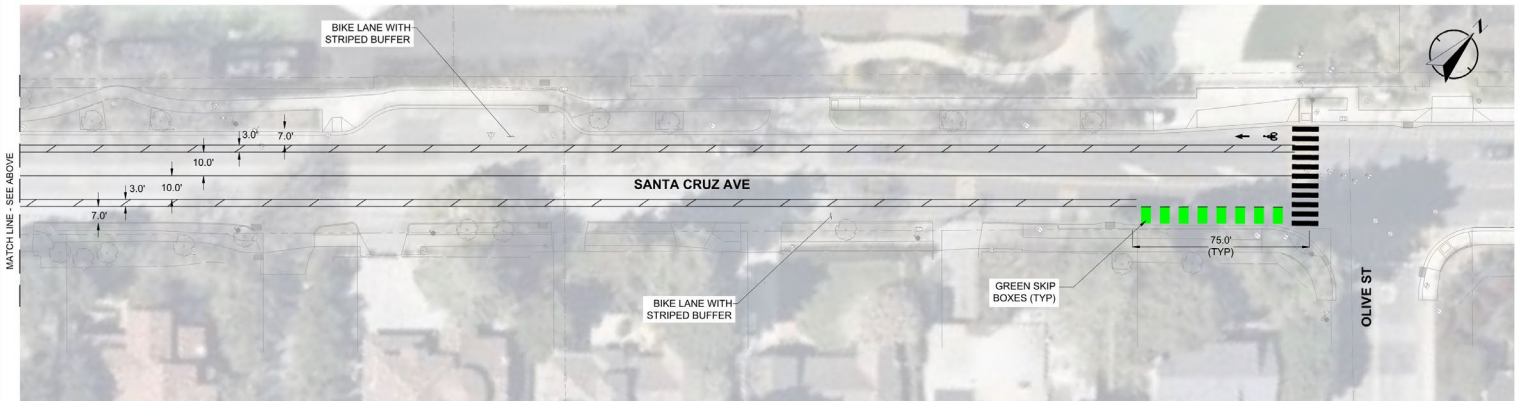
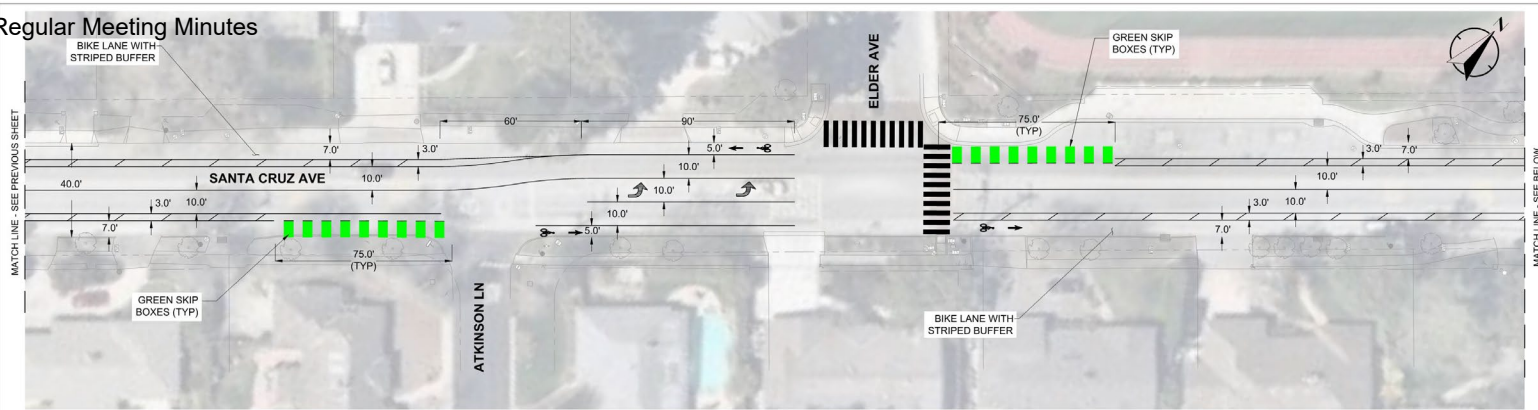
MENLO PARK, CA



SHEET 1 OF 2

MAY 2019





SANTA CRUZ AVE: CONCEPT DESIGN

MENLO PARK, CA

SHEET 2 OF 2



MAY 2019



The background of the slide is a photograph of a white stone tower with several arched openings. The tower has a tiled roof with dark, curved tiles. The sky is a clear, bright blue. There are green trees visible in the background behind the tower. A teal-colored horizontal bar is overlaid on the center of the image, containing the text "DISCUSSION / QUESTIONS".

DISCUSSION / QUESTIONS



PILOT PUBLIC ENGAGEMENT PROGRAM

Nick Pegueros, Assistant City Manager



CITY COUNCIL DIRECTION REQUESTED

- Adopt the Institute for Local Government's (ILG) public engagement framework – “TIERS”
 - Local minimum wage ordinance
 - Branch library feasibility study
 - Commission/Committee (Advisory body) handbook overhaul
- Authorize dedicated staff (no new FTEs)



INSTITUTE FOR
LOCAL GOVERNMENTSM

Promoting Good Government at the Local Level

WHAT IS PUBLIC ENGAGEMENT?

Civic Engagement

Residents involving themselves in the civic and political life of their community. Ex. Little League coach, community garden, PTA, etc.

Public Information/Outreach

This kind of public engagement is characterized by one-way local government communication to residents to inform them about a public problem, issue or policy matter.

Public Engagement

This is a general term we are using for a broad range of methods through which members of the public become more informed about and/or influence public decisions.

WHY ENGAGE THE PUBLIC?

Better identification
of the public's
values, ideas and
recommendations

More informed
residents - about
issues and about
local agencies

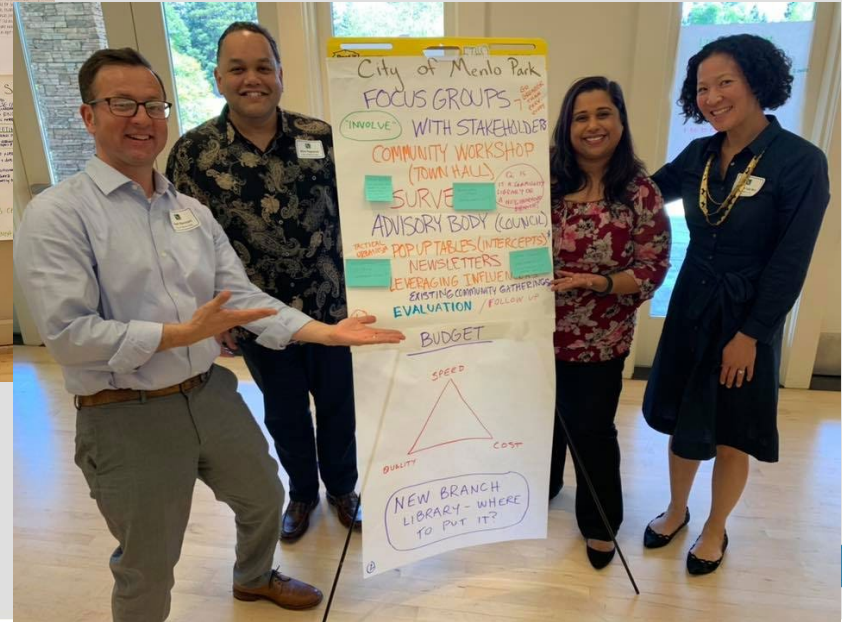
Improved local
agency decision-
making and actions,
with better impacts
and outcomes

More community
buy-in and support,
with less
contentiousness

Faster project
implementation with
less need to revisit

More trust - in each
other and in local
government

TIERS LEARNING LAB



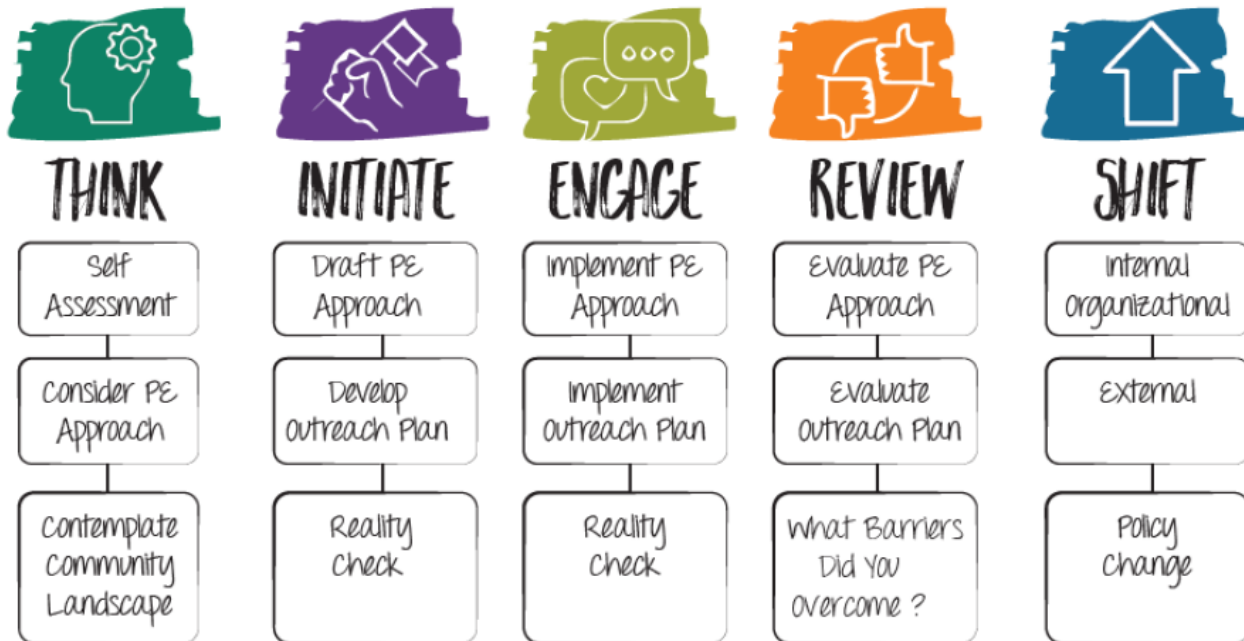
ILG TIERS LEARNING LAB OBJECTIVES

Training Objectives

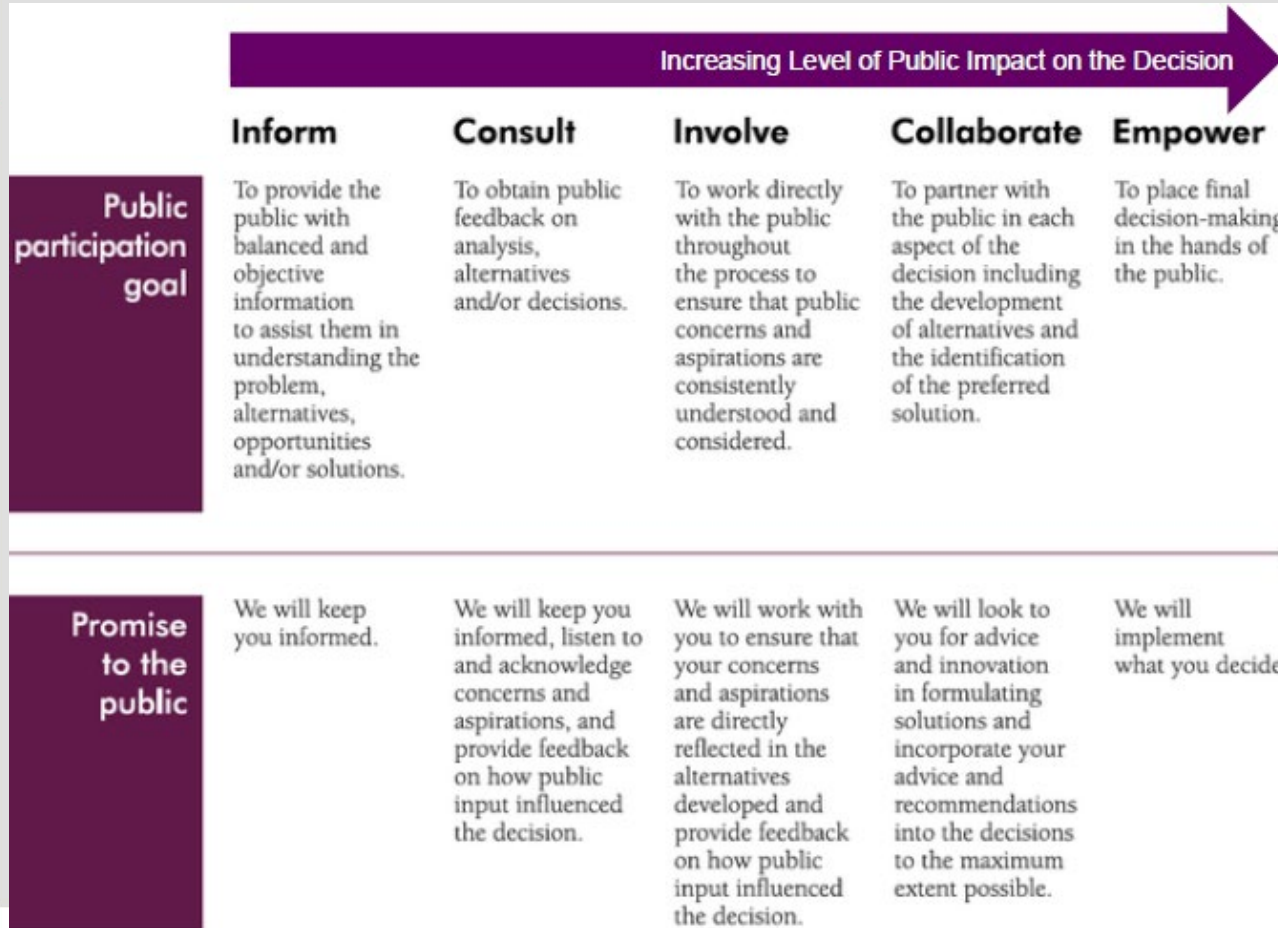
- Learn a step-by-step framework and practical tools you can use to effectively engage residents
- Apply the TIERS process to your specific public engagement project
- Discuss strategies to overcome a variety of barriers and challenges
- Receive customized coaching and technical assistance from ILG staff
- Connect with others in your region to share real-world case studies and provide mutual support for successful public engagement work

Shaping the Future Together:
A Guide to Practical Public Engagement for Local Government

TIERS FRAMEWORK



IAP 2 SPECTRUM OF PUBLIC PARTICIPATION



TIERS EXAMPLE STEP-BY-STEP



THINK

Step 1: Self-Assessment

- Public engagement project assessment
 - Quick Assessment (1-4 hours)
 - Deeper Assessment (8 hours - 6 weeks)
 - *Template provided*
- Agency assessment
 - Davenport Institute's "How are WE Doing?" assessment tool



INITIATE

Step 1: Draft Public Engagement Approach

- Choose a mix of in-person and online activities
 - Consider the timeline, budget, staff time implications (your department and other departments as applicable)
 - Who will facilitate events? Who/ how will data gathered be input, analyzed, summarized?
 - What might go wrong? How might your approach mitigate for challenges?
 - *Template provided*



ILG EXAMPLES OF PUBLIC ENGAGEMENT APPROACHES

<p style="text-align: center;">LOW</p> <p>One public meeting (and meeting design elements to make the meeting productive)</p> <ul style="list-style-type: none">• Have people sit at round tables rather than rows• Have “softball” question to start the meeting (<i>what do you like about living in x?</i>)• Bring microphone to people• Ask for comments or opinion instead of asking questions• Have 3x5 cards on the table <p>Info on the website</p>	<p style="text-align: center;">LOW TO MEDIUM</p> <p>Three “coffee” meetings with community leaders</p> <ul style="list-style-type: none">• Ask for design team participation in two calls <p>Three workshops</p> <p>Online survey</p> <ul style="list-style-type: none">• Have paper version as well <p>Go to CBO meetings</p> <ul style="list-style-type: none">• Goal: two per month for __ months. Make short presentation and gather feedback
<p style="text-align: center;">MEDIUM TO HIGH</p> <p>Phase 1</p> <ul style="list-style-type: none">• Four to eight coffee meetings	<p style="text-align: center;">HIGH</p> <p>Prep meetings</p> <ul style="list-style-type: none">• Four coffee meetings with target

PILLAR 1 “THINK” – TAKEAWAYS

Goals for your public engagement effort should be clear

Clarity on project timeline, budget (if any), staff time needs is critical for success

Relationships with community based organizations or community leaders are necessary



CITY COUNCIL ROLE

- Pilot program
 - Adopt TIERS framework and dedicate staff
 - Approve public engagement plans
 - Establish IAP2 Spectrum of Public Participation: Inform / Consult / Involve / Collaborate / Empower
 - Budget scarce resources
 - Set expectations
- Budget for technology investment
 - Budget and financial transparency systems
 - Website, public records, open data platforms
 - Geographic Information Systems (GIS)



PUBLIC ENGAGEMENT MANAGER ROLE

- 1.0 vacant staff position approved as part of the Library System Improvement Project
- Example duties:
 - Develop and maintain centralized database of potential stakeholders
 - Build relationships with stakeholders
 - Participate in the selection of public transparency tools
 - Assist department in application of TIERS framework
 - Oversee consistent application of adopted public engagement plans
 - Coordinate media and outreach efforts
 - Facilitate engagement activities
 - Conduct “reality checks”



NEXT STEPS

- Immediately apply TIERS public engagement framework on:
 - Local minimum wage ordinance
 - Branch library feasibility study
 - Commission/Committee (Advisory body) handbook overhaul
- Dedicate staff
- Begin budget and financial transparency technology assessments
 - Best of breed
 - Piggyback contract
 - New budget software for 2020-21



THANK YOU