

Environmental Quality Commission



REGULAR MEETING AGENDA

Date: 3/23/2016

Time: 6:30 p.m.

Senior Center

100 Terminal Ave., Menlo Park, CA 94025

A. Call To Order

B. Roll Call – Barnes, Chair Bedwell, DeCardy, Kuntz-Duriseti, Marshall, Vice Chair Martin, Smolke

C. Public Comment

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

D. Regular Business

D1. Update and propose a possible recommendation for the Station 1300 EIR on traffic mitigation and bike routes – 30 mins

*Note: This agenda item will **not** serve as a public hearing on the project’s Draft Infill Environmental Impact Report (EIR). Any comments on the Draft Infill EIR should be made at the March 21 Planning Commission meeting, or provided in writing to Thomas Rogers (throgers@menlopark.org) before April 4, 2016, at 5:30 p.m.*

D2. Discussion of the March 10, 2016 General Plan Advisory Committee (GPAC) meeting and possible recommendation regarding the Green and Sustainable Building draft zoning section – 1 hr

D3. Update on Peninsula Clean Energy – 10 mins

D4. Make a possible recommendation to city council for a proclamation – 2 mins

D5. Approve February 24, 2016 Environmental Quality Commission meeting minutes ([Attachment](#)) – 2 mins

E. Informational Items

E1. City Council Work Plan Transmittal and Capital (CIP) process update ([Attachment](#)) – 5 mins

F. Reports and Announcements

F1. Future agenda items – 2 mins

G. Adjournment

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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.

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AGENDA ITEM D-5
Environmental Quality Commission



REGULAR MEETING MINUTES - DRAFT

Date: 2/24/2016
Time: 6:30 p.m.
Administration Building
701 Laurel St., Menlo Park, CA 94025

A. Chair Bedwell called the meeting to order at 6:35 p.m.

B. Roll Call

Present: Barnes, Chair Bedwell, DeCardy, Kuntz-Duriseti, Marshall, Vice Chair Martin, Smolke
Staff: Environmental Services Manager Heather Abrams, Environmental Services Specialist Sheena Ignacio

C. Public Comment

No public comment

D. Regular Business

D1. Update on General Plan Advisory Committee (GPAC) meeting – 1 hr

ACTION: No formal action was taken on this item. Commissioner Kuntz-Duriseti, Commissioner Barnes and H. Abrams provided an update to the Commission.

D2. Discuss Arbor Day tree planting event – 20 mins

Commissioner Marshall leaves at 8:03pm

ACTION: No formal action was taken on this item. Janelle London, Menlo Spark Director of Sustainability, suggested that the Arbor Day tree-planting event take place at the Boys & Girls Club. H. Abrams also mentioned a suggestion from City Council Member Carlton and City Arborist C. Bonner to plant an oak tree at Fremont Park in honor of the City's Sister City, Galway Ireland. Next steps is for Chair Bedwell to contact C. Bonner to schedule the Arbor Day event.

D3. Discuss the downtown parking garage greenhouse gas (GHG) implications – 30 mins

ACTION: No formal action was taken on this item.

D4. Make a possible recommendation to City Council on reallocating the Regional Renewable Energy Procurement (R-REP) project savings to a separate environmental fund – 15 min

ACTION: No formal action was taken on this item.

- D5. Discuss and possibly recommend strategy for weighing possible grant opportunities and existing work plans – 30 mins

ACTION: No formal action was taken on this item.

- D6. Approve January 27, 2016 Environmental Quality Commission meeting minutes ([Attachment](#)) – 2 mins

ACTION: Motion and second (Barnes/Bedwell) to approve the January 27, 2016 minutes, passes (5-0-2) (Yayes: Nayes: Abstains: Smolke, Absent: Marshall)

E. Committee/Subcommittee Reports

- E1. Future agenda items – 5 mins

Update on GPAC

F. Informational Items

- F1. Community Choice Energy (CCE) update and PG&E 100% renewable tariff program – 10 mins

All 20 San Mateo County cities have joined PCE. The last Community Advisory Committee meeting will be held on 2/25/16. The first board meeting will be held in March.

- F2. Update on solid waste programs – 2 mins

H. Abrams provided the Commission with a brief update.

- F3. Future agenda items – 2 mins

Place a reminder of the change in location of the next EQC meeting at the senior center in agenda email.

G. Adjournment

Commissioner Bedwell adjourned the meeting at 9:15 p.m.

Meeting minutes taken by Chris DeCardy, EQC Commissioner

Meeting minutes prepared by Sheena Ignacio, Environmental Services Specialist



MEMORANDUM

Date: 2/26/2016
To: Commission Members
From: Alex D. McIntyre, City Manager
Re: City Council Work Plan Transmittal and Capital Improvement Program (CIP) process update

The City Council adopts its work plan at the beginning of the year. The work plan is the guiding document for the initiatives and projects staff will be working on throughout the next 12-18 months. Some of these items are typically not funded until the adoption of the budget later in June. At the Jan. 29, 2016, City Council special meeting, the City Council was provided with an update on the work plan items for 2015. Many of the items on the work plan and many of the currently funded CIP projects for 2015 are ongoing. The ongoing work plan items combined with CIP projects that are currently funded were combined for a draft work plan for Council to review for 2016.

The list was grouped into themes and priority levels to help categorize the items. The themes are as follows in no specific order:

- Improving Menlo Park's multimodal transportation system to more efficiently move people and goods through Menlo Park
- Responding to the development needs of private residential and commercial property owners
- Realizing Menlo Park's vision of environmental leadership and sustainability
- Maintaining and enhancing Menlo Park's municipal infrastructure and facilities
- Attracting thoughtful and innovative private investment to Menlo Park
- Furthering efficiency in city service delivery models
- Providing high-quality resident enrichment, recreation, discovery and public safety services

The City Council approved the work plan for 2016, which includes approximately 70 items, some of which include multiple components. The work plan is included as Attachment A.

In previous years, as a part of the annual budget development process, the City updated its Five-Year Capital Improvement Plan (CIP), even though only the first year of CIP is funded by Council. The CIP typically represents recommendations for short- and long-range public investment in infrastructure development, maintenance, improvement and acquisition. The CIP provides a link between the City's Infrastructure Master Plan, various master planning documents, and various budgets and funding sources, and provides a means for planning, scheduling, funding and implementing capital and comprehensive planning projects over the next five years. Typically, a capital project is defined as a project costing more than \$25,000.

Since, the Council has already approved the work plan and prioritized the initiatives

and projects for the year and due to the current number and complexity of projects, there isn't the intent to add additional items to the CIP. The focus for the year is to work toward completion of the work plan items approved by Council including the CIP projects. It is important to note that some of the items in the work plan are not currently funded and they will be proposed as part of the upcoming budget for fiscal year 16-17. There may be a few CIP items added for FY16-17, but they will mainly be based on legal requirements. Other items that were previously listed in the CIP for FY16-17 and not included in the Council work plan will be shifted to the next fiscal year.

Staff capacity has continued to be a limiting factor to the Council work plan and CIP implementation. The staffing for work plan and CIP projects comes from a variety of areas and continued vacancies have impacted available resources. This has affected the work plan and CIP schedules for many of the City's projects. We are in the process of filling these positions and finding the right talent to execute the work plan. It should be noted that these positions function as high-level project managers who work with contract engineering firms for design and construction of projects.

The CIP process should be a continuous discussion. It is important for the commissions to continually think about projects throughout the year and to discuss the merits of those projects including how they fit into the overall master plans within the City. The Council will be provided regular updates on the work plan items throughout the year. These updates can service as an opportunity and check in for the commissions to discuss any future projects that might be important to the City in the context of master plans and issues that arise.

Thank you, as always, for your valuable support of the Council's efforts to meet their goals of responsible fiscal management of the City's resources and infrastructure.

Responding to the development needs of private residential and commercial property owners

Number	Source	Description	Lead Department
Extremely Important			
1	WP	Complete the General Plan Update	Community Development
2	WP	Process complex development projects	Community Development
Very Important			
3	WP	Implement Downtown/EI Camino Real Specific Plan biennial review	Community Development

Realizing Menlo Park's vision of environmental leadership and sustainability

Number	Source	Description	Lead Department
Important			
4	CIP	Community Zero Waste Policy Draft	City Manager's Office
5	CIP WP	Install EV charging stations as part of the Climate Action Plan	City Manager's Office
6	WP	Update the Heritage Tree ordinance	City Manager's Office

Attracting thoughtful and innovative private investment to Menlo Park

Number	Source	Description	Lead Department
Extremely Important			
7	WP	Implement Housing Element programs	City Manager's Office Community Development
Very Important			
8	WP	Expand downtown outdoor seating program	City Manager's Office
Important			
9	WP	Implement the Economic Development Plan	City Manager's Office
10	CIP WP	Implement Downtown/EI Camino Real Specific Plan streetscape (paseo, parklets)	City Manager's Office Public Works

Providing high-quality resident enrichment, recreation, discovery and public safety services

Number	Source	Description	Lead Department
Extremely Important			
11	WP	Create a community disaster preparedness partnership (MenloReady) with residents, businesses and schools utilizing the existing agreement with the Menlo Park Fire Protection District	Police
12	WP	Complete the Belle Haven Pool facility analysis for year-round operations	Community Services
Very Important			
13	WP	Complete the Belle Haven Action Plan Phase III implementation	Community Services
14	WP	Enhance Community special events	Community Services
15	WP	Maintain City Council-approved cost recovery levels in all Community Services programs	Community Services
16	CIP	Undertake a community process to rank potential projects for Measure T funding	Community Services
17	WP	Develop a Bedwell Bayfront Park operations / maintenance plan to enhance use, improve access and determine a sustainable funding source for ongoing maintenance	Community Services
Important			
18	WP	Develop an implementation plan for the Sister City and Friendship program	City Manager's Office

Maintaining and enhancing Menlo Park's municipal infrastructure and facilities

Number	Source	Description	Lead Department
Extremely Important			
19	CIP	Complete Belle Haven Youth Center playground replacement	Community Services Public Works
20	CIP WP	Install bicycle and pedestrian improvements on Chilco Street	Public Works
21	CIP	Maintain citywide sidewalk repair program	Public Works
22	CIP	Maintain citywide street resurfacing program	Public Works
23	CIP WP	Improve Haven Avenue streetscape (bike lanes, complete sidewalk gaps, new pedestrian bridge over Atherton Channel) (grant funded)	Public Works
24	CIP	Adopt Urban Water Management Plan update	Public Works
25	CIP WP	Complete sidewalks on Santa Cruz Ave	Public Works
26	CIP WP	Develop a water master plan	Public Works
27		a. Add an additional emergency water well	
28		b. Develop a recycled water program	
29		c. Enter into an agreement with West Bay Sanitary District for the Sharon Heights Recycled Water Project	
Very Important			
30	CIP	Repair and Upgrade the Bedwell Bayfront Park leachate collection system	Public Works
31	CIP	Install Library landscaping	Public Works
32	CIP	Replace Police radio infrastructure	Public Works
33	CIP WP	Address downtown parking garage - prioritize location, develop design concepts - consider Oak Grove bike lanes	Public Works
34	CIP	Enter into an agreement with Redwood City and the Salt Pond Restoration Project for the Bayfront Canal Bypass Project	Public Works
35	CIP	Design Pope/Chaucer bridge improvements	Public Works
Important			
36	CIP	Construct restroom at Jack Lyle Park	Public Works
37	CIP	Replace Library interior wall fabric	Public Works
38	CIP	Replace Nealon Park sports field sod and irrigation system	Public Works
39	CIP	Address Nealon Park dog park	Public Works
40	CIP	Replace Willow Oaks dog park and install restroom	Public Works
41	CIP	Initiate Downtown utility undergrounding	Public Works
42	CIP	Complete library space needs study	Public Works

Furthering efficiency in city service delivery models

Number	Source	Description	Lead Department
Extremely Important			
43	WP	Complete the classification and compensation study and work with labor units to address the study's findings	Administrative Services
44	CIP WP	Complete the Information Technology Master Plan and:	Administrative Services
45		a. Implement key best practices	
46		b. Launch a selection process for replacement of mission critical systems including an enterprise resource planning (ERP) business management system for the city including administrative and land development operations	
47		c. Identify and implement interim upgrades to existing business systems as a bridge to their replacement	
48	WP	Complete a fee study for solid waste and water utilities	Administrative Services Public Works
49	CIP WP	Complete administration building space planning	Public Works
Very Important			
50	WP	Complete an updated cost allocation plan, user fee study for non-utility operations, and cost recovery models for non-development related services	Administrative Services
	WP	Implement recommendations from the department operational reviews:	Community Services Library
51		Develop and implement strategic plans for the Library and Community Services departments	
52		Revise and update departmental policies and procedures in the Library and Community Services departments	
53		Develop and improve cooperative relationships with community stakeholders (school districts, community groups, etc.)	
Important			
54	WP	Analysis and prioritization of alternative service delivery model goals, what outcome is desired (financial, service changes, etc.) and what metrics determine success	City Manager's Office
55	WP	Assess current staffing levels in the Administrative Services department, realign existing resources, and add resources where necessary to support the organization's current and future needs for technology, financial, and human resources support	Administrative Services
56	WP	Improve community communications	City Manager's Office
57	WP	Initiate organizational study for development services utilizing industry best practices	City Manager's Office Community Development Public Works
58	WP	Initiate organizational study for Public Works maintenance services	City Manager's Office Public Works

Improving Menlo Park's multimodal transportation system to move people and goods through Menlo Park more efficiently

Number	Source	Description	Lead Department
Extremely Important			
59	WP	Develop and implement transit improvements (study transit options including enhancements to existing shuttles and transportation management associations, install new shuttle stop signs and amenities)	Public Works
60	CIP WP	Study and prioritize Willow Road transportation improvement options	Public Works
61	CIP WP	Work with Caltrans and regional funding partners to design and begin construction on 101/Willow Road interchange	Public Works
62	CIP WP	Construct Citywide Bicycle and Pedestrian Visibility Project (add green colored pavement to existing high-use corridors at conflict points and downtown bike racks) (grant funded)	Public Works
63	CIP WP	Construct Menlo Park-Atherton Bike/Pedestrian Improvements Project (Valparaiso Avenue Safe Routes to School project) (grant funded)	Public Works
64	CIP WP	Construct Menlo Park-East Palo Alto Connectivity Project (add Class III bike routes and sharrows to connecting streets and fill sidewalk gaps on O'Connor Street and Menalto Avenue) (grant funded)	Public Works
65	CIP WP	Prepare Project Study Report for Ravenswood Avenue/Caltrain Grade Separation Project (grant funded)	Public Works
66	CIP WP	Explore Dumbarton Rail Corridor activation / re-use	Public Works
67		Install bus shelters at the Senior Center and on Willow Road between U.S. 101 and Bayfront Expressway	Public Works
Very Important			
68	CIP WP	Coordinate with regional agencies on High Speed Rail project, including environmental review	Public Works
69	CIP WP	Begin design and implement El Camino Real Corridor Study	Public Works
70	CIP	Design and construct Sand Hill Road signal modification project	Public Works
71		Establish a crosswalk policy	Public Works
Important			
72	CIP WP	Work with Caltrain to complete Peninsula Corridor Electrification Project design review	Public Works

City Council Initiated Projects

Number	Source	Description	Lead Department
73		Explore adoption of a minimum wage ordinance	City Manager's Office