

# Environmental Quality Commission



## REGULAR MEETING AGENDA

**Date:** 5/25/2016  
**Time:** 6:30 p.m.  
**City Hall/Administration Building**  
**701 Laurel St., 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. Select new commission chair and vice chair, and welcome new EQC member – 10 mins – Allan Bedwell, Chair; Deb Martin, Vice Chair
- D2. Debrief on Arbor Day event (May 20, 2016) – 15 min – Scott Marshall, Commissioner
- D3. Discuss and update the current EQC 2-Year Work Plan in preparation for next 2-year plan update to City Council ([Attachment](#)) – 45 mins - Chair
- D4. Discuss Peninsula Sunshares campaign to offer low cost solar PV systems and Electric Vehicles – 15 mins – Sheena Ignacio, Staff
- D5. Possible recommendation for City Council proclamation regarding Girls Scout No Idling Campaign – 10 mins - Chair
- D6. Approve April 27, 2016 Environmental Quality Commission meeting minutes ([Attachment](#)) – 2 mins

### **E. Reports and Announcements**

- E1. Update on Peninsula Clean Energy – 2 mins – Heather Abrams, Staff
- E2. Update on water related actions scheduled for May 24<sup>th</sup> City Council meeting: i) Adoption of Urban Water Management Plan, ii) Emergency Well at Corporation Yard – 2 mins

E3. Future agenda items – 5 mins

**F. Adjournment**

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

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## STAFF REPORT

### Environmental Quality Commission

**Meeting Date:** 5/25/2016

**Staff Report Number:** 16-004-EQC

**Regular Business:** Discuss and update the current EQC 2-Year Work Plan in preparation for the next 2-year plan update to City Council

### Recommendation

Staff recommends the commission review the City Council Work Plan and current EQC 2-Year Work Plan to prepare for the 2016-2018 EQC 2-Year Work Plan update.

### Policy Issues

The proposed action is consistent with City policies.

### Background

City Council is slated to adopt the 2016-2018 EQC 2-Year Work plan early in Fiscal Year 2016-2017. To prepare for the update, staff recommends the EQC review the City Council Work Plan and the current EQC 2-Year Work Plan.

The current 2014-2016 EQC 2-Year Work Plan (Attachment A) and subcommittee assignments (Attachment B) were approved by City Council on March 24, 2015. Priorities identified for the current work plan include: Water Resources Policy, San Franciscquito Creek, Climate Action Plan (CAP), Heritage Tree Ordinance, and General Plan Update. On June 24, 2015, the EQC restructured the subcommittees to remove former Commissioner Mitchel Slomiak and include former Commissioner, Andrew Barnes.

On February 26, 2016 the City Manager forwarded a memorandum (Attachment C), which includes the City Council Work Plan that prioritizes environmental staff efforts on the Community Zero Waste Policy draft, Electric Vehicle Charger installation, and Heritage Tree Ordinance update. To support the City Council's Work Plan, the EQC will have an opportunity to refine and finalize the 2016-2018 EQC 2-Year Work Plan between April and June 2016. This report and attachments A, B, C were provided to the EQC in April 2016 to allow subcommittees to meet between the April and May EQC meetings to develop specific goals and action items that they plan to do.

Each Commissions' 2-Year Work Plans must be approved by City Council near the beginning of the Fiscal Year, on which their previous work plans are concluded. The City's Fiscal Year runs from July 1<sup>st</sup> to June 30<sup>th</sup>.

## Analysis

The new EQC 2-Year Work Plan for 2016-2018 is planned for adoption by City Council at the beginning of Fiscal Year 2016-2017. The table below shows the work plan update schedule:

EQC 2-Year Work Plan Update Schedule	
EQC Meeting Date	Agenda Item
27-Apr-16	Review and discuss the 2014-2016 EQC Work Plan
25-May-16	Discuss and draft the EQC 2-Year Work Plan for 2016-2018
22-Jun-16	Discuss and approve EQC 2-Year Work Plan for 2016-2018

## Impact on City Resources

The City's Environmental staff support the EQC monthly meetings. No additional resources are planned at this time.

## Environmental Review

An Environmental Review is not required for this item.

## 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. EQC 2-Year Work Plan 2014-2016
- B. Updated 2014 EQC Subcommittee List
- C. City Manager's Memorandum to Commission Members on City Council Work Plan

Report prepared by:

Sheena Ignacio, Environmental Services Specialist



## Commission Work Plan Guidelines

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- Step 1** Review purpose of Commission as defined by Menlo Park Council Policy 3-13-01.
- Step 2** Develop a mission statement that reflects that purpose.
- Step 3** Discuss and outline any priorities established by Council.
- Step 4** Brainstorm goals, projects, or priorities of the Commission and determine the following:
- A. Identify priorities, goals, projects, ideas, etc.
  - B. Determine benefit, if project or item is completed
  - C. Is it mandated by State or local law or by Council direction?
  - D. Would the task or item require a policy change at Council level?
  - E. Resources needed for completion? (Support staff, creation of subcommittees, etc.)
  - F. Completion time? (1-year, 2-year, or longer term?)
  - G. Measurement criteria? (How will you know you are on track? Is it effective?, etc.)
- Step 5** Prioritize projects from urgent to low priority.
- Step 6** Prepare final Work Plan for submission to Council for review and approval in the following order:
- Work Plan cover sheet, Listing of Members, Priority List, Work Plan Worksheet – Steps 1 through 8
- Step 7** Use your “approved” work plan throughout the term of the plan as a guide to focus in on the work at hand
- Step 8** Report out on work plan priorities to the City Council, which should include:
- A. List of “approved” priorities or goals
  - B. Status of each item, including any additional resources required in order to complete
  - C. If an item that was on the list is not finished, then indicate why it didn’t occur and list out any additional time and/or resources that will be needed in order to complete



## Environmental Quality Commission

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### *Mission Statement*

The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, improvement, and sustainability.

Environmental Quality Commission  
Work Plan for 2014-2016



## Environmental Quality Commission 2014-2016

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### **Commission Members Listing**

Commissioner (Chair) Scott Marshall

Commissioner (Vice Chair) Allan Bedwell

Commissioner Chris DeCardy

Commissioner Kristin-Kuntz Duriseti

Commissioner Deborah Martin

Commissioner Mitchel Slomiak

Commissioner Christina Smolke



## Environmental Commission Priority List

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The Environmental Quality Commission has identified the following priorities to focus on during 2014-2016:

1.	<b>Water Resource Policy</b> -Continue advocacy for responsible water resource management policy or strategy, including evaluating options for aquifer management, water transfers and purchases, water conservation, and water use.
2.	<b>San Francisquito Creek</b> -Research and evaluate alternatives for flood and erosion control that achieve the City's resource conservation goals for the creek.
3.	<b>Climate Action Plan (CAP)</b> -Implement CAP initiatives, evaluate and advocate new initiatives and prioritized City council transportation and development metrics to achieve or exceed the City's greenhouse gas (GHG) reduction target.
4.	<b>Heritage Tree Ordinance</b> -Improve the Heritage Tree Ordinance and heritage tree appeal process to preserve and maintain the urban canopy.
5.	<b>General Plan Update</b> -Improve the sustainability of the City's General Plan consistent with the EQC mission and City Council priorities (with focus on land use, building, and transportation).





## Environmental Quality Commission Work Plan Worksheet

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### Step 1

Review purpose of Commission as defined by Menlo Park Council Policy 3-13-01	<p>The EQC is charged with advising the City Council on the following matters:</p> <ul style="list-style-type: none"><li>• Advising on programs and policies related to protection of natural areas, recycling and solid waste reduction, environmentally sustainable practices, air and water pollution prevention, climate protection, and water and energy conservation.</li><li>• Preserving heritage trees, expanding the urban canopy, using best practices to maintain City trees, and making determinations on appeals of heritage tree removal permits</li><li>• Organizing annual Arbor Day Tree Planting event and continuing to support and recognize exemplary environmental stewardship throughout the community.</li></ul>
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### Step 2

Develop or review a Mission Statement that reflects that purpose	<p>The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, improvement, and sustainability.</p>
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### Step 3

Discuss any priorities already established by Council	<ul style="list-style-type: none"><li>• Continue work on the General Plan Update</li><li>• Evaluate the City's Water Policy, including resources, uses, and conservation</li><li>• Make gains in our Climate Action Plan, reducing greenhouse gas emissions</li></ul>
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**Step 4** *\*The goals and priorities identified below are not listed in order of magnitude.*

*Brainstorm goals, projects or priorities of the Commission	Benefit, if completed	Mandated by State/local law or by Council direction?	Required policy change at Council level?	Resources needed for completion? Staff or creation of subcommittees?	Estimated Completion Time	Measurement criteria How will we know how we are doing?
<b>Water Resource Policy</b> -Continue advocacy for responsible water resource management policy and strategy, including evaluating options for aquifer management, water transfers and purchases, water conservation, and water use.	<ul style="list-style-type: none"> <li>Research, engage, and advocate for a framework for city water management</li> <li>Efficient use of water resources and effective environmental protection</li> <li>Drought Resilience</li> <li>Offer/extend new water conservation programs</li> </ul>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>Subcommittee</li> </ul>	2-3 years, draft framework before next summer	<ul style="list-style-type: none"> <li>Periodic reports</li> <li>Develop a framework to be considered by City Council</li> <li>Appropriate budget allocations over the next two years</li> <li>Measurable improvement in water conservation</li> </ul>
<b>San Francisquito Creek</b> -Research and evaluate alternatives for flood and erosion control that achieve the City's resource conservation goals for the creek.	<ul style="list-style-type: none"> <li>Preserve, protect, and conserve wildlife habitat, scenic beauty, and quality and character of neighborhoods</li> <li>Minimize environmental impact of flood and erosion control</li> <li>Assist City Council on making more informed decisions through presenting better options</li> </ul>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Subcommittee</li> </ul>	TBD	<ul style="list-style-type: none"> <li>Periodic Reports</li> <li>Proposed alternatives and evaluation recommendation of JPA proposals</li> </ul>
<b>Climate Action Plan (CAP)</b> -Implement CAP initiatives, evaluate and advocate new initiatives, and prioritize City Council transportation and development metrics	<ul style="list-style-type: none"> <li>Meet GHG reduction target milestones</li> <li>Reduce commercial and residential energy usage</li> <li>Reduce GHG emissions from municipal operations</li> <li>Capture cost savings and economic prosperity from GHG reductions</li> </ul>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Subcommittee</li> <li>New staff person</li> <li>Budgeted funds for consultant services</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>Periodic reports</li> <li>City GHG reduction milestones achieved (27% GHG reduction by 2020)</li> <li>Refined priorities (including evaluating new initiatives)</li> <li>City policies and actions in place that incentivize</li> </ul>

to achieve or exceed the City's GHG reduction target.						community, private, and business action to reduce and conserve carbon-based energy use (or greenhouse gas) <ul style="list-style-type: none"> <li>Support Staff efforts to identify additional funding sources</li> </ul>
<b>Heritage Tree Ordinance</b> -Improve the Heritage Tree Ordinance and heritage tree appeal process to raise community awareness and to preserve and maintain the urban canopy.	<ul style="list-style-type: none"> <li>Approve and update ordinance</li> <li>Improve the awareness, evaluation, and appeal process for the community</li> <li>Improve coordination with other commissions and City departments</li> <li>Ensure adequate City resources to successfully implement and enforce the program</li> </ul>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>Subcommittee</li> <li>Staff time budgeted</li> </ul>	End of FY 2015	<ul style="list-style-type: none"> <li>Periodic reports</li> <li>Recommendations adopted by Council</li> <li>Reduction in the number of healthy trees removed</li> <li>Increase in the diversity and quality of trees within the entire urban canopy</li> <li>Improved coordination with the planning process</li> </ul>
<b>General Plan Update</b> -Improve the sustainability of the City's General Plan consistent with the EQC mission and City Council priorities (with focus on land use, building, and transportation).	<ul style="list-style-type: none"> <li>Reduce GHG emissions</li> <li>Increase sustainability measures in energy and water conservation, waste reduction, and land use, including maintaining a healthy tree canopy</li> </ul>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>Creation of an Ad-Hoc Subcommittee</li> <li>General Plan Advisory Committee (GPAC) participation</li> </ul>	In line with the City's General Plan Timeline	<ul style="list-style-type: none"> <li>Periodic reports</li> <li>Development in the M2 area and city-wide circulation in line with EQC priorities (e.g. 27% GHG reduction target by 2020)</li> </ul>

**Step 5** \*\*Timelines have not been assigned to the goals and priorities identified below. This allows the flexibility for the Environmental Quality Commission to be able to shift work plan priorities as needed.

List identified Goals, Priorities and/or Tasks for the Commission	**Prioritize Tasks by their significance			
	1 Urgent	2 1-year	3 2-year	4 Long Term
<b>Water Resource Policy</b> -Continue advocacy for responsible water resource management policy or strategy, including evaluating options for aquifer management, water transfers and purchases, water conservation, and water use.				
<b>San Francisquito Creek</b> -Research and evaluate alternatives for flood and erosion control that achieve the City's resource conservation goals for the creek.				
<b>Climate Action Plan (CAP)</b> -Implement CAP initiatives, evaluate and advocate new initiatives and prioritized City council transportation and development metrics to achieve or exceed the City's greenhouse gas reduction target.				
<b>Heritage Tree Ordinance</b> –Improve the Heritage Tree Ordinance and heritage tree appeal process to preserve and maintain the urban canopy.				
<b>General Plan Update</b> -Improve the sustainability of the City's General Plan consistent with the EQC mission and City Council priorities (with focus on land use, building, and transportation).				

**Step 6** Prepare final work plan for submission to the City Council for review, possible direction and approval and attach the Worksheets used to determine priorities, resources and time lines.

**Step 7** Once approved; use this plan as a tool to help guide you in your work as an advisory body.

**Step 8** Report out on status of items completed. Provide any information needed regarding additional resources needed or And to indicate items that will need additional time in order to complete.



## Current Subcommittees and Tasks As of July 2014

### Water Resource Policy Subcommittee

**Priority Focus:** Continue advocacy for responsible water resource management policy or strategy, including evaluating options for aquifer management, water transfers and purchases, water conservation, and water use.

**Members:** Commissioners Bedwell, DeCardy, Martin

### San Francisquito Creek Subcommittee

**Priority Focus:** Research and evaluate alternatives for flood and erosion control that achieve the City's resource conservation goals for the creek.

**Members:** Commissioners Marshall, Slomiak, Smolke

### Climate Action Plan Subcommittee

**Priority Focus:** Implement CAP initiatives, evaluate and advocate new initiatives and prioritized City council transportation and development metrics to achieve or exceed the City's greenhouse gas (GHG) reduction target.

**Members:** Commissioners DeCardy, Slomiak, Kuntz-Duriseti

### Heritage Tree Subcommittee

**Priority Focus:** Improve the Heritage Tree Ordinance and heritage tree appeal process to preserve and maintain the urban canopy.

**Members:** Commissioners Marshall and Smolke

### General Plan Advisory Subcommittee

**Priority Focus:** Improve the sustainability of the City's General Plan consistent with the EQC mission and City Council priorities (with focus on land use, building, and transportation).

**Members:** Commissioners Kuntz-Duriseti, Bedwell as backup

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**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
<b>Extremely Important</b>			
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
<b>Very Important</b>			
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
<b>Important</b>			
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
<b>Extremely Important</b>			
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	
<b>Very Important</b>			
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
<b>Important</b>			
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
<b>Extremely Important</b>			
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
<b>Very Important</b>			
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.)	
<b>Important</b>			
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
<b>Extremely Important</b>			
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
<b>Very Important</b>			
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
<b>Important</b>			
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

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## Environmental Quality Commission



## REGULAR MEETING MINUTES - DRAFT

**Date:** 4/27/2016  
**Time:** 6:30 p.m.  
**Administration Building**  
**701 Laurel St., Menlo Park, CA 94025**

**A.** Vice Chair Martin called the meeting to order at 6:36 p.m.

**B. Roll Call**

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

**C. Public Comment**

No public comment

**D. Regular Business**

D1. Consider a recommendation on a request to remove one oak heritage tree at 1 Carriage Ct  
 ([Attachment](#)) – 1hr

**Commissioners Bedwell & Kuntz-Duriseti arrive at 6:43pm**

**ACTION:** Motion and second (DeCardy/Kuntz-Duriseti) for the EQC to deny the appeal based on the Heritage Tree criteria as stated in the arborist report, passes (5-1-1) (Yayes: Barnes, Bedwell, DeCardy, Kuntz-Duriseti, Martin; Nayas: Marshall; Absent/Abstain: Smolke)

D2. Discuss Arbor Day event – 15 min

**ACTION:** No formal action taken. The City Arborist, Christian Bonner, and the commissioners discussed the tree-planting event to be held Friday, May 26, 2016 at 9am at Fremont Park.

D3. Presentation and discussion regarding city emergency wells – 30 min

**ACTION:** No formal action taken. Senior Civil Engineer, Pam Lowe, provided the commissioners with an informational update on the emergency well project and the City's process in updating the Urban Water Management Plan.

*Note: Discussion about potential reservoir in M-2 district*

- D4. Appoint a representative to the General Plan Advisory Committee (GPAC) – 30 mins

**Kuntz-Duriseti leaves at 9:43pm**

**ACTION:** No action was taken. The commission will wait until the new EQC commissioner joins the EQC to discuss subcommittee appointments.

- D5. Review and comment on the current EQC 2-Year Work Plan in preparation for next 2-year plan update ([Attachment](#)) – 15 mins

**ACTION:** No formal action was taken. The commission will table this item for the May 25, 2016 EQC meeting.

- D6. Discuss and potentially approve the cancellation of the July EQC meeting – 10 mins

**ACTION:** Motion and second (Bedwell/Marshall) for the EQC to approve cancellation passes (5-0-2) (Yayes: Bedwell, Barnes, DeCardy, Marshall, Martin; Absent/Abstain: Smolke, Kuntz-Duriseti)

- D7. Possible recommendation for City Council proclamation regarding Girls Scout No Idling Campaign – 10 mins

**ACTION:** No action was taken. The commission will table this item for the May 25, 2016 EQC meeting.

- D8. Approve March 23, 2016 Environmental Quality Commission meeting minutes ([Attachment](#)) – 2 mins

**ACTION:** Motion and second (Bedwell/Marshall) to approve March minutes passes (3-0-3) (Yayes: Bedwell, Barnes, DeCardy, Marshall; Absent/Abstain: Smolke, Kuntz-Duriseti, Martin)

**E. Reports and Announcements**

- E1. Update on Peninsula Clean Energy – 2 mins

**ACTION:** No formal action was taken on this item. As this was an informational item, no recommendation was required.

- E2. Announce the newly appointed EQC Commissioner– 5 mins

**ACTION:** No formal action was taken on this item. H. Abrams announced Janelle London as the newly appointed EQC commissioner.

- E3. Future agenda items – 5 mins

- Update on Arbor Day
- Update on PCE
- Update on Urban Water Management Plan and Emergency Wells Project



- Elect Chair and Vice chair

**F. Adjournment**

Chair Bedwell adjourned the meeting at 10:30 p.m.

Meeting minutes taken by Commissioner DeCardy

Meeting minutes prepared by Sheena Ignacio, Environmental Programs Specialist

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