

# Parks & Recreation Commission



## REGULAR MEETING AGENDA

**Date:** 3/28/2018  
**Time:** 6:30 p.m.  
**Arrillaga Family Recreation Center**  
**Cypress Room**  
**700 Alma St., Menlo Park, CA 94025**

### **A. Call To Order**

### **B. Roll Call**

### **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. Presentations and Proclamations**

- D1. Update on South Bay Salt Pond Restoration Project ([attachment](#))

### **E. Regular Business**

- E1. Approve the Parks and Recreation Commission minutes for the meeting of February 28, 2018 ([attachment](#))
- E2. Discussion of Parks and Recreation Commission Work Plan Goals for 2018-2020 ([attachment](#))

### **F. Reports and Announcements**

- F1. Commissioner Reports (Baskin)
- F2. Community Services Director's update and announcements ([Staff Report # 18-006-PRC](#))

### **G. Informational Items**

- G1. City Council Workplan Transmittal and Capital Improvement Program (CIP) process update ([attachment](#))

### **H. 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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# **Don Edwards San Francisco Bay National Wildlife Refuge/ South Bay Salt Pond Restoration Project Ravenswood Ponds Construction Draft Public Outreach Plan**

## **Introduction**

Beginning as early as spring 2018, a contractor for the Don Edwards San Francisco Bay National Wildlife Refuge (Refuge), Pacific States, will truck clean soil onto the Refuge's Ravenswood lands near Bedwell Bayfront Park in Menlo Park, as soil is available from the dirt market. The Refuge will use the soil to maintain its existing levees on its Ravenswood property. Later in 2018, the Refuge and its partners in the South Bay Salt Pond Restoration Project (SBSRP) expect to begin a two-year Ravenswood construction project to restore wetlands, build upland transition zone habitat, raise levees and add more public access. Construction during that time will also require trucking in additional soil. Trucking will result in temporary trail closure in the City of Menlo Park's Bedwell Bayfront Park and the Bay Trail. This Plan lays out how Project Partners will collaborate with the City of Menlo Park to inform interested and affected stakeholders and the general public about the truck traffic and construction.

## **City of Menlo Park's Desired Outreach Approach**

The City has identified the following outreach measures as best practices:

- 1) Detailed reference information on the SBSRP or Refuge website
- 2) Email blasts to an email list of interested or affected organizations and individuals
- 3) Mailing English/Spanish postcards to affected properties providing sources of more information (i.e., website)
- 4) Signage at Bedwell Bayfront Park with current information on trail status (Open/Closed)
- 5) Flyers available for Bedwell Bayfront Park
- 6) Facebook posts
- 7) Nextdoor posts
- 8) Project updates to local newspapers with high readership:
  - The Almanac
  - The Daily Post

## **Bay Trail Recommended Outreach Best Practices**

Bay Trail staff have identified the Santa Clara Valley Water District's outreach for the San Francisquito Creek JPA as a best practice for construction that results in trail closures, and have identified the importance of reaching out to the Facebook community. This recommended approach involves:

- 1) Detailed website information. <http://www.valleywater.org/sfcupdates/> is a best practice:
  - An introductory paragraph on project purpose and benefits
  - Basic info: Status, Phase, Location, Schedule, Funding
  - News & Updates
  - Reports & Documents (Fact sheets, archive of outreach actions, presentations, emails, etc.)
  - Environmental & Community Benefits
  - History & Background
  - Contacts for further information – email and telephone number
  - Link and QR code to sign up for email blasts
  - Map
  - Discussion of what to expect during construction
  - Discussion of traffic impacts

- 2) Email blasts, including giving members of the public a way to sign up for the emails
- 3) Informational mailing in English and Spanish
- 4) Provide Bay Trail with trail information for their alerts page: <http://baytrail.org/trail-alerts/>
- 5) Outreach to the Facebook campus/community (Bay Trail can provide contacts)
- 6) Preparing affected community and users for upcoming construction including a public meeting, and a presentation at affected neighborhood association.

### Proposed Outreach Approach

Given the various capacities of the SBSRP/Refuge and the City, the SBSRP proposes the following outreach methods, with lead agency suggested for each. A darkly shaded cell indicates a lead role; a lightly shaded cell indicates a supportive role, such as providing information, reviewing draft content, or developing draft content for a lead agency to distribute. Plans envision:

- The Refuge's contractor, Pacific States, may be involved in updating onsite signage information (trail open/closed) based on that day's truck traffic.
- The SBSRP would take the lead on working with the Refuge and Pacific States to develop outreach content, with the City reviewing and editing draft content before finalizing.

The SBSRP and Refuge are investigating their capacity to offer certain outreach products the City is requesting. Information-gathering and discussions among the agencies will continue on these:

- Funding for mailing postcards to a certain geographic area of property owners within the City of Menlo Park; and
- Funding for Spanish translation for the postcard and for a flyer that would be available for Bedwell Bayfront Park visitors.

Tool or Event	SBSRP	City of Menlo Park	USFWS
Point of Contact: All three entities may serve		Azalea Mitch / Public Works	
Onsite Signage			
Direct Mailings	Lead To Be Resolved		
Local Media Outreach			
Contact Databases			
Email Blasts: SBSRP custom stakeholder list; City CSD list			
Facebook			
Nextdoor: SBSRP to draft content, City to post			
Website Information			
E-newsletters			
Presentations to Parks Commission, Friends of Bedwell Bayfront Park			
Interface with Bay Trail Alerts			
Interface with Facebook			
Develop QR code for signs			

# Parks & Recreation Commission



## REGULAR MEETING MINUTES **DRAFT**

**Date:** 2/28/2018  
**Time:** 6:30 p.m.  
**Arrillaga Family Recreation Center**  
**Cypress Room**  
**700 Alma St., Menlo Park, CA 94025**

### **A. Call To Order**

Chair Stanwood called the meeting to order at 6:41 p.m.

### **B. Roll Call**

Present: Chair Stanwood, Vice Chair Johnson, Commissioner Harris and Commissioner Staley  
Absent: Commissioner Baskin, Commissioner Lane and Commissioner Palefsky  
Staff: Community Services Director, Derek Schweigart

### **C. Public Comment**

There was no Public Comment.

### **D. Presentations and Proclamations**

#### **D1. Childcare Programs and the Big Lift Grant Update**

Recreation Supervisor, Natalya Jones and Office Assistant, Stephanie Hong gave a presentation on the Big Lift Grant. They mentioned how the grant has enhanced the Belle Haven Child Development Center and how it has benefited the children and families enrolled in the program as well as the staff. They also mentioned the requirements to continue receiving funding from the grant.

### **E. Regular Business**

#### **E1. Approve the Parks and Recreation Commission minutes for the meeting of January 24, 2018 ([attachment](#))**

**ACTION:** Motion and second (Johnson/Harris) to accept the Parks and Recreation Commission meeting minutes of January 24, 2018; passes 4-0-3 (Commissioner Baskin, Lane and Palefsky absent)

#### **E2. Review of City Council Goals and discussion of Parks and Recreation Commission Work Plan**

Update for 2018-2020 ([Staff Report #18-003-PRC](#))

Community Services Director, Derek Schweigart, and the Commission reviewed the City Council goals and the Parks and Recreation Commission Work Plan for 2018-2020. After discussion, the Commission agreed to bring a list of goals to the March 28, 2018 Parks and Recreation Commission meeting.

**F. Reports and Announcements**

F1. Commissioner Reports (Staley)

Commissioner Staley reported on the progress of Flood Park and Bedwell Bayfront Park.

F2. Community Services Director's update and announcements ([Staff Report # 18-004-PRC](#))

Community Services Director, Derek Schweigart, gave the Community Services Director's update and announcements.

**G. Informational Items**

G1. Update on Team Sheeper Pool Operator Contract ([Staff Report # 18-005-PRC](#))

Community Services Director, Derek Schweigart, gave the Commission an update on the Team Sheeper Pool Operator Contract. After discussion, no action was taken.

**H. Adjournment**

Chair Stanwood adjourned the meeting at 8:26 p.m.

Minutes prepared by Linda Munguia, Senior Office Assistant

Parks & Recreation Commission  
Work Plan Goals and Achievements FY 2016-2018

1.	<p>Research and evaluate the social services and recreation opportunities in the City of Menlo Park, particularly in the Belle Haven Neighborhood resulting in high quality programs and services meeting the diverse and changing needs of residents throughout the City.</p>
	<p>Achievements:</p> <ul style="list-style-type: none"> <li>• The Commission received a presentation and overview of the City's Child Care programs which include the Menlo Children's Center Preschool and After School programs, Belle Haven Child Development Center and the Belle Haven After School and Camp Menlo programs. The Commission continues to support increased preschool program opportunities in the community and quality after school care.</li> <li>• Commission provided feedback on Belle Haven Pool Audit and Master Plan and approved a recommendation to Council to accept the Master Plan and Option B which includes a complete pool remodel. The pool audit and master plan is identified as item # 11 in the 2017 Council Work Plan. It is anticipated that the master plan will be presented to Council at their meeting on September 26.</li> </ul>
2.	<p>Study and evaluate, through such means as the Master Plan process, operational planning goals, utilization options, and guidelines for City Park and Community Services facilities resulting in facilities and equipment being properly maintained, upgraded and/or expanded to meet community needs.</p>
	<p>Achievements:</p> <ul style="list-style-type: none"> <li>• The Commission participated in the annual Parks and Recreation Facilities Tour which included Burgess, Nealon and Sharon Parks and Facilities. Commissioners had the opportunity to observe recreation classes and programs, aquatics programming and tour the parks. Commissioners were particularly interested in the playgrounds and the CIP projects scheduled at Nealon Park.</li> <li>• Reviewed the Bedwell Bayfront Park (BBP) Master Plan scope of work and approved the overall approach to project.</li> <li>• Reviewed and provided feedback on the proposed BBP Master Plan community engagement process and appointed Commissioner Marianne Palefsky to participate on the BBP Oversight and Outreach Committee for the project.</li> <li>• The Commission received a presentation and provided feedback to the Public Works Parks Division on the Menlo Park Playgrounds Audit and proposed CIP projects. Also, commissioners Laura Lane</li> </ul>

	<p>and Jennifer Johnson were appointed to serve on a Playgrounds CIP subcommittee to assist staff on the scope of work and community engagement process.</p> <ul style="list-style-type: none"> <li>• The Commission continues to be involved in the Jack Lyle Restroom CIP project including participating in the community meeting that was held in December and advising City staff and the project consultant on the project scope of work. The project comes back to the Commission for their review and approval before end of the current fiscal year and prior to Council awarding a construction contract.</li> <li>• Commissioners participated in the pop-up open house meeting at Willow Oaks Park in February and the community workshop in March concerning the Willow Oaks Park Restroom and Dog Park CIP projects. The Commission will review preliminary project designs at their meeting in April and it will be another opportunity for the public to provide their feedback.</li> <li>• The Commission received a presentation and update on the Belle Haven Pool Audit and Analysis Phase and provided feedback to City staff on study. The Belle Haven Pool master plan phase will be presented to the Commission at their April meeting for the feedback.</li> <li>• Commissioners Laura Lane and Jennifer Johnson have been working with City Staff on developing a Request for Qualifications (RFQ) for the Park Playground Replacement Project which is identified as item # 14 in the 2017 Council Work Plan.</li> <li>• Commission provided feedback to staff on the Nealon Park playground replacement and provided direction to staff on the Commission's future involvement, as well as the importance of inclusivity, educational components and themes.</li> <li>• Commission provided feedback on Belle Haven Pool Audit and Master Plan and approved a recommendation to Council to accept the Master Plan and Option B which includes a complete pool remodel. The pool audit and master plan is identified as item # 11 in the 2017 Council Work Plan. It is anticipated that the master plan will be presented to Council at their meeting on September 26.</li> <li>• Commission reviewed and approved preliminary plans for Willow Oaks Park projects that include a new restroom and dog park renovation. After receiving public comment, the Commission approved various options and amenities for the dog park and the proposed restroom. The Willow Oaks Park Improvements are identified as item # 17 in the 2017 Council Work Plan.</li> <li>• Commission provided input on the Nealon Park Field Renovation and were supportive of the temporary dog park that opened in June. Nealon Park Sports Field improvements are identified as Item # 30 in the 2017 Council Work Plan.</li> <li>• Commissioners continue to participate in the community engagement efforts for the Bedwell Bayfront Park Master Plan which include participation in the Oversight and Outreach Group</li> </ul>
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	<p>and project open houses and community meetings. The master plan is identified as item # 13 in the 2017 Council Work Plan.</p> <ul style="list-style-type: none"> <li>• Commission participated in the Parks and Recreation Facilities Master Plan Update consultant selection which will be presented to Council at their meeting on September 26. Commissioners will be involved in the community engagement efforts. The project will begin in the fall and will incorporate the work on concurrent master plans for Belle Haven Pool and Bedwell Bayfront Park. The master plan is identified as # 12 in the 2017 Council Work Plan.</li> <li>• Commission received a presentation and provided input to staff on the Burgess Park Snack Shack renovation proposal which includes a remodel of the existing Snack Shack to include a commercial grade kitchen and potential change in the operational model. This project has been identified as # 18 in the 2017 Council Work Plan.</li> <li>• The Commission appointed Commissioner Sarah Staley Shenk to monitor the updates related to the San Mateo County's Re-Imagine Flood Park Project and keep the Commission informed.</li> <li>• The Commission was host to a community meeting and study session on the Bedwell Bayfront Park Master Plan project and later approved a recommendation to the City Council to accept and approve the plan.</li> <li>• The Commission reviewed and provided feedback to staff on community outreach and engagement plan component of Parks and Recreation Facilities Master Plan.</li> </ul>
3.	<p>Research and evaluate improved offerings, new venues, and strengthened City partners and sponsorships that results in high quality educational, recreational, artistic, and cultural programs in the City of Menlo Park.</p>
	<p>Achievements:</p> <ul style="list-style-type: none"> <li>• The Commission received a presentation by the Pacific Art League (PAL) on arts programming and events. The Commission was interested in the City partnering with PAL to bring visual arts programming to Menlo Park such as visual arts classes for children and adults and art exhibitions that could be hosted in City facilities.</li> <li>• Commission received a presentation and update on the Community Services Department's sponsorship program. The sponsorship program continues to be refined to maintain consistency in program and event implementation as well as the development of City branded marketing collateral materials.</li> <li>• The Commission conditionally approved a recommendation to Council at their September 2017 meeting to support the Burgess Snack Shack remodel and expansion project proposed by Sinnott &amp; Co. Architecture and Construction in cooperation with Menlo Atherton Little League (MALL). Conditions of recommendation</li> </ul>

	<p>include all funding of project come from private sources, Snack Shack would be leased to a private catering company resulting from a competitive bid process, there is adequate City staff capacity to help oversee project given other City priorities, and plans for a new campus library be taken into consideration.</p> <ul style="list-style-type: none"> <li>• The Commission received an update on the Menlo Atherton Performing Arts Center and provided feedback to City staff on the continued operation of special events at the venue. The Center has a new Theater Manager and City staff will continue work with the manager and MA School staff on upgrades, improvements in scheduling and other ways to improve marketing and promotion of events.</li> </ul>
4.	Other Areas and Topics
	<p>Other Achievements:</p> <ul style="list-style-type: none"> <li>• The Commission continues to advise San Mateo County Parks on their Flood Park redevelopment project.</li> <li>• Reviewed and provided feedback on the Community Service Department's Food Allergy Policy. The policy helps to put procedures in place to help City staff address participant food allergies in its programs.</li> <li>• Received a presentation and provided feedback to staff on the Belle Haven Child Development Center's Big Lift Grant that is administered through the Silicon Valley Community Foundation. This grant aims to improve learning outcomes for preschool children in preparation for kindergarten and grade school.</li> <li>• Received a presentation on the San Mateo County Park Shuttle Program and provided feedback and support for the service which includes Menlo Park.</li> <li>• The Commission received and presentation and were supportive of the Community Service Department's participation in Unity Day and Anti-Bully Campaign which was held in October 2016.</li> <li>• Provided general feedback to staff regarding crumb rubber infill material on the City's artificial turf fields at Hillview Middle School and Kelly Park. The Commission did not want to take any action on this subject matter until the City received the State and Federal Government studies which are investigating the potential hazards of crumb rubber infill use in artificial turf sports fields. The release of these studies is scheduled for 2017.</li> <li>• The Commission approved the sports field user groups for 2016-17.</li> <li>• The Commission approved proposal by the Menlo Park Little League for Burgess Park field improvements which include upgrades to dugouts and improved shade for spectator viewing.</li> <li>• Commission received a study session and consideration of a request by residents to rename Market Place Park in the Belle Haven neighborhood. The Commission requested additional</li> </ul>

	<p>information on past practices of renaming park and recreation facilities, particularly those that are an exception to Council policy. Council also challenged residents to demonstrate significant support for the request and will consider the request at a later date.</p> <ul style="list-style-type: none"> <li>• Commission received a presentation and provided feedback on the South Bay Salt Pond Restoration project which is scheduled to occur in late summer and is adjacent to Bedwell Bayfront Park. Project representatives are stakeholders for the Bedwell Bayfront Park Master Plan and participated in the community engagement efforts as well as an interagency meeting.</li> <li>• Commission received a presentation on Community Services Department contract classes and programs and provided feedback to staff which includes increasing more adaptive classes for children with special needs or disabilities.</li> <li>• After holding a study session in the spring 2017, the Commission considered and approved a recommendation to the City Council to rename Market Place Park after Mr. Karl E. Clark, Menlo Park resident and WWII veteran. The Council later approved the recommendation and on January 15, 2018 (Martin Luther King Day) the park was officially dedicated and renamed after Mr. Clark.</li> <li>• The Commission reviewed and considered the results of a safety analysis of crumb rubber infill material on the artificial turf field at Hillview Middle School and Kelly Field and lengthy discussion, the Commission did not recommend any additional next steps at this time.</li> <li>• The Commission received a presentation from the Library Commission on a proposal for a Little Free Library program in City parks and facilities. The Commission provided feedback and suggested that other locations around Menlo Park be considered as well.</li> <li>• The Commission reviewed and approved the Sports Field User Groups for FY 2017-18.</li> <li>• The Commission received the user survey results of the Nealon Temporary Dog Park and provided feedback to City staff. One suggestion is that the topic be revisited as part of the Parks and Recreation Facilities Master Plan process.</li> </ul>
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## STAFF REPORT

### Parks and Recreation Commission

**Meeting Date:** 3/28/2018

**Staff Report Number:** 18-006-PRC

**Informational Item:** Community Services Director's update and announcements

### Recommendation

Staff recommends that the Commission receive the Community Services Director's update and announcements.

### Policy Issues

City policies are not affected.

### Background

#### Choose your summer adventure at Menlo Park Camp Fair

Looking for exciting summer activities for your children that promote social and physical development? Join the City of Menlo Park March 2, 2018, 6:00-7:30 p.m. at the Arrillaga Family Recreation Center for our Summer Camp Fair! Parents and children are invited to attend to gain resources on summer programs in Menlo Park. Camp programs are geared for children aged 3-12 years as well as a Counselor in Training program for teens aged 13-15 years. At our camps we offer unique projects, weekly themes, learning through play, and enrichment activities all in warm, loving and engaging environments. Children will have the opportunity to explore Menlo Park, learn new skills, and develop friendships along the way. Some camps will fill up fast, so don't wait! The fair will feature free pizza, games, crafts, and a camp raffle for summer themed prizes and even a free week of camp. When you register your child at the event, you receive 10% off all city run camps. Camps included are: Sports Camps, Camp Menlo, Mini Madness, Munchkin Madness, Menlo Madness, Sky's the Limit, Menlo Palooza and many more. Event update: Camp Fair had an estimated 200 people in attendance, we enrolled over \$22,000 in campers and ate 45 pizza pies on this rainy night.

#### City Expands Herbicide-Free Parks Program to include all Parks and Facilities

On March 1, the City's herbicide-free park maintenance contractor, Ecological Concerns, Inc., started work at the Civic Center campus. Based on the success of the one-year pilot to maintain four City parks without the use of herbicides and the competitive request for proposals, City Council authorized funding for the expansion of the herbicide-free park program to include all City parks and facility grounds. The contractor is tasked with removing all weeds by hand and maintaining a weed-free landscape without the use of herbicides. The majority of weeds have been removed from the Civic Center campus and this week, locally sourced and recycled woodchips will be applied to reduce weed germination and retain soil moisture.

Once the Civic Center campus is complete, the contractor will repeat this process at the City's other parks and facilities, starting with Sharon Park, Jack W. Lyle Park and Hamilton Park. To maintain a safe playing

surface on the City's sports fields, herbicides will be used when the sports fields are closed for renovation and monitored year-round. Other components of the City's herbicide-free park program include the use of goats to graze weeds at Sharon Hills Park and tractors to mow weeds at Bedwell Bayfront Park.

### **Menlo Children's Center Spring Update**

As Menlo Children's Center rounds the corner into spring we are planning for upcoming events including a Spring Egg Hunt in March, the Week of the Young Child in May and Preschool Graduation in June. In the Preschool program we have started to transition children into new classrooms as they grow and develop to the next age group. As the After School program slowly begins to wrap up and preparation for Summer Camp begins, we are already looking ahead to the coming school year. After School program tours will be held in April to begin the registration process for the 2018-2019 school year and Preschool tours are held the 3rd Wednesday of every month. Registration is currently open for Preschool and After School and spots are still available in both programs.

### **Parks and Recreation Facilities Master Plan Update**

A number of events have been scheduled as part of the Community Engagement portion of the Master Plan Update. On March 21, the first meeting of the Oversight and Outreach Group was held at 6:30 pm at the Arrillaga Family Recreation Center. Gates and Associates will be hosting intercept activities at the Egg Hunts on Saturday, March 31 at both Kelly and Burgess Parks. The purpose of the intercept events is to gather community input and create community awareness of the master plan project. The 1st Community Workshop is scheduled for April 26 at 6:30 p.m. at the Arrillaga Family Recreation Center. In the addition, the project website, Facebook and Instagram pages are now live.

### **City Council meetings and announcements**

On March 27, 2018, the City Council will consider the approval of a new contract with Team Sheeper, Inc. for the operation of Burgess and Belle Haven Pools.

The recruitment process for 16 commission vacancies including one on the Parks and Recreation Commission has begun and the application deadline is Friday, April 6, 2018.

"Save the Date" for the Annual Commissioner Appreciation reception (and training) planned for Tuesday, May 15, 2018. ALL commissioners are welcome to attend.

### **Analysis**

Analysis is not required.

### **Impact on City Resources**

There is no impact on city resources.

### **Environmental Review**

Environmental review is not required.

**Public Notice**

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

**Attachments**

None

Report prepared by:

Todd Zeo, Recreation Supervisor



## MEMORANDUM

**Date:** 3/19/2018  
**To:** Commission Members  
**From:** Alex McIntyre, City Manager  
**Re:** City Council Work Plan Transmittal and Capital Improvement Program (CIP) process update

The City Council adopted its 2018 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. In January 2018, the City Council was provided with an update on the work plan items for 2017. Many of the items on that work plan and many of the currently funded CIP projects for 2017 are ongoing.

The work plan is grouped into themes and priority levels to help categorize the items. The themes are as follows, in no specific order:

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

The City Council-approved 2018 work plan includes 57 items, some of which include multiple components. The 2018 work plan is included as Attachment A. This year, the work plan includes a list of the following top-six priority projects:

- Transition to district elections
- Transportation Master Plan
- Citywide Safe Routes to School Program (non-infrastructure)
- Downtown/El Camino Real Specific Plan biennial review implementation
- Downtown parking garage
- The Guild Theatre project – land use entitlement approval

These top-six priority projects would take the highest precedence, and resources would be shifted from the other projects in the work plan as needed to ensure completion of these projects.

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 the plan is funded by the City Council during the budget approval process. 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 various master planning documents, and various budgets and funding sources, and provides a means for planning, scheduling, funding and implementing capital projects over the next five years. Typically, a capital project is defined as a project costing more than \$70,000.

At this time, we do not intend to add additional items to the CIP beyond those identified during the 2018 work plan development. The focus for the year is the City Council-approved work plan. 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 2018-19. There may be a few CIP items added for fiscal year 2018-19, but they will mainly be based on legal requirements. Other items previously listed in the CIP for fiscal year 2018-19, but not included in the 2018-19 work plan, may shift to the next fiscal year.

Staff capacity has continued to be a limiting factor to the City 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 many of 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 City Council will be provided regular updates on the work plan items throughout the year. These updates can serve 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 City Council's efforts to meet its goals of responsible fiscal management of the City's resources and infrastructure.



Priority Projects (as approved on February 6, 2018)		Lead Department	Supporting Departments	06/30/18	Milestones	
Project	Summary				12/31/18	06/30/19
District Elections	Menlo Park is transitioning to a by-district election system effective for the November 2018 City Council election. Demand for election-related staff support is expected to be higher than normal.	City Manager's Office	-	Advisory Districting Committee to recommend district boundary maps and related election sequencing approved in April 2018. City Clerk to submit final maps to the San Mateo County Registrar of Voters in May 2018. Districts identified and submitted to the registrar of voters will be completed by June 2018. Candidates will begin pulling papers in July 2018 to run for elected office from their respective districts.	Completed by midyear.	Completed by midyear.
Transportation Master Plan	<p>The Transportation Master Plan provides a bridge between the policy framework adopted within the Circulation Element and project level efforts to modify the transportation network within Menlo Park.</p> <p>The Plan, when completed, would provide a detailed vision, set goals and performance metrics for network performance, and outline an implementation strategy for both improvements to be implemented locally and for local contributions toward regional improvements. Following development of the Plan, a fee program update would provide a mechanism to modernize the collection of funds toward construction of the improvements identified and prioritized in the Master Plan.</p>	Public Works	City Manager's Office, Community Development, Police	Finalize goals and performance metrics. Develop the draft project and strategy list.	Release draft plan for public review.	Transportation Master Plan adopted in Spring 2019 and Fee Program update initiated.
Citywide Safe Routes to School Program (Non-infrastructure)	<p>Safe Routes to School typically encompasses six program elements: education, encouragement, enforcement, equity, engineering and evaluation (6 E's). The development of a Safe Routes to Schools program would establish a partnership between the City, local schools, and parent groups to ensure issues that discourage students from walking and bicycling to school are addressed.</p> <p>This program would establish a stakeholder group to work collaboratively on Safe Routes issues and solutions, develop incentive and encouragement programs, and outline the framework to build and sustain the program over time. This program would not construct or fund infrastructure improvements, although it would establish a staff liaison to identify infrastructure needs within other capital project planning processes in the City.</p> <p>The Citywide Safe Routes to School Initiative (non-infrastructure) is an ongoing, multi-year program that will require annual funding.</p>	Public Works	Police	Release a request for proposal for consultant services. Authorize a consultant contract. Convene first stakeholder meeting.	Continue implementation. Identify prioritized list and schedule of Safe Routes to School infrastructure plans for each school.	Continue implementation.

Priority Projects (as approved on February 6, 2018)		Lead Department	Supporting Departments	06/30/18	Milestones	
Project	Summary				12/31/18	06/30/19
Implement Downtown/EI Camino Real Specific Plan Biennial Review	Commence the Downtown/EI Camino Real Specific Plan Biennial Review and initiate associated amendments, which may encompass the following items: Revisions to the residential and commercial maximum allowable development levels, modify existing floor area ratio (FAR) and height limits in applicable zoning districts, potentially modify zoning to permit a mixed-use parking facility and possible revisions for the following: required setbacks and sidewalk standards; hotel, personal service and transit station area parking requirements; sign area requirements for larger parcels; and a hotel incentive analysis. Completion of this work with require the retention of a private consultant to assist City staff.	Community Development	City Manager's Office, Public Works	Begin project planning after commencing review of the Guild Theatre project.	City Council approval of a Workplan, budget and consultant contracts.	Complete public outreach; environmental review underway.
Downtown Parking Garage	<p>Determine potential uses, siting, funding and design of a downtown parking structure.</p> <p>Staff has evaluated a number of options for developing a parking structure and/or mixed use development. With that in mind, there is no consensus yet regarding the mix of uses, siting, funding strategy and design of a parking structure.</p> <p>Staff will research options for presentation to City Council with the known limitations and schedule a community meeting in March to pose these question to the business community, residents and other stakeholders and then report out to the City Council in a study session to be scheduled in April.</p>	City Manager's Office	Administrative Services, Community Development, Public Works	Community Meeting in March and Council study session in April.	Additional community outreach based on Council direction, Council funding of next steps.	To be determined - milestones will depend on Council direction.
The Guild Theatre - Land Use Entitlement Approval	<p>Complete the approval of the necessary entitlements for the Guild Theatre. The proposed reuse of the Guild Theatre, by a private non-profit developer, will require an amendment to the EI Camino Real/Downtown Specific Plan.</p> <p>The proposal is to renovate and expand the current facility as a live entertainment venue for music acts, while also allowing for periodic film showings and community events. The facility would be a three-level (finished basement) 11,000 sq. ft. structure. Staff will retain a consultant to identify a new use definition, modify permitted floor area ratio (FAR) for the new use and determine if additional environmental review would be required. Additional analysis would be required for traffic, parking, and historic assessment.</p> <p>The developer would be responsible for construction and operation of the facility.</p>	Community Development	City Manager's Office, Public Works	A City Council Study Session is scheduled for February 13. Assuming development application submitted in February, completion of Planning Commission review and recommendation.	Final action by the City Council expected in July 2018.	Final action by the City Council expected in July 2018.

Last modified: March 15, 2018

\*Workplan Staff Report: [menlopark.org/DocumentCenter/View/16607](http://menlopark.org/DocumentCenter/View/16607)

2018 Remaining Workplan (as approved on February 6, 2018)	Lead Department	Supporting Department(s)	06/30/18	Milestones 12/31/18	06/30/19
<b>Responding to the development needs of private residential and commercial property owners</b>					
Enhanced Housing Program	City Manager's Office	Community Development, City Attorney's Office	Presentation of Housing Commission recommendations on housing policies		
Revisions to the 2016 California Green Building Standards Code for Electric Vehicle Chargers	Community Development	-	Complete Planning Commission review of the proposed regulations.	Council adoption of proposed amendments to the Building Code and Zoning Ordinance to implement new EV charging requirements are targeted for September, 2018.	
Single Family Residential Requirements and Guidelines	Community Development	-	Other priority projects will delay this work plan item	Council adoption of a work plan, inclusive of review and recommendations of the Planning Commission.	Conduct public outreach to refine goals for the revisions to the requirements and guidelines.
Stanford University 2018 General Use Permit Review	Public Works	Community Development, City Attorney's Office	Schedule is dependent on an outside agency. Ongoing monitoring.	Schedule is dependent on an outside agency.	Schedule is dependent on an outside agency.
<b>Attracting thoughtful and innovative private investment to Menlo Park</b>					
Downtown Streetscape Improvement Project (Specific Plan)	Public Works	City Manager's Office	Begin/continue project planning.	Release request for proposals/consultant services.	Begin/continue project design.
<b>Furthering efficiency in city service delivery models</b>					
Cost allocation plan and user fee study	Administrative Services	All other departments	Completed by June.		
Development of a Citywide Communications Program	City Manager's Office	All other departments	Developing communications plan.	Present draft Communications Plan to City Council	Ongoing work.
Information Technology Master Plan Implementation	Administrative Services	Community Development, Public Works	Finalize land management system replacement contract negotiations.	Complete initial QA testing and launch alpha testing.	Wrap-up alpha testing and launch beta testing.
Organizational Study for Public Works Maintenance Services	City Manager's Office	Public Works	Release request for proposals/consultant services.	Hire consultant.	Project complete.
Organizational Study for Development Services	City Manager's Office	Community Development, Public Works	Release request for proposals/consultant services.	Hire consultant.	Project complete.
Charter City Initiative	City Attorney's Office	-	First analysis of the Charter City will be heard by Council at the February 6 City Council meeting.	To be determined.	To be determined.
Employee Engagement/Organizational Development	All	-	Plan completed - implementation begins	Second survey complete.	Additional strategies from the plan underway.
West Menlo Triangle Annexation (Subcommittee - information gathering)	City Manager's Office	Community Development, Public Works	Information and data gathering with subcommittee)		
<b>Improving Menlo Park's multimodal transportation system to move people and goods through Menlo Park more efficiently</b>					
Haven Avenue Streetscape Improvement	Public Works	-	Identify funding and phasing strategy to complete project.	Release construction bid package.	Award construction contract.
Create Transportation Management Association	Public Works	-	Release request for proposals/consultant services.	Begin implementation.	Continue implementation.
High Speed Rail Coordination & Environmental Review	Public Works	City Manager's Office, Outside Legal Counsel	Schedule is dependent on an outside agency. Ongoing monitoring.	Schedule is dependent on an outside agency.	Schedule is dependent on an outside agency.
Oak Grove, University, Crane Bicycle Improvement Project	Public Works	-	Continue implementation.	Continue implementation.	Complete trial project evaluation.
Willows Neighborhood Complete Streets	Public Works	Police	Finalize scope of work.	Release request for proposals/consultant services.	Continue project planning.
El Camino Real Corridor Study	Public Works	-	Complete analysis of northbound traffic conditions	Present findings of northbound traffic conditions	Begin design of crossing improvements
Middlefield Rd/Ravenswood and Ringwood Avenues Traffic Signals Modification	Public Works	-	Finalize scope of future improvements.	Release request for proposals/consultant services.	Award a contract/authorize an agreement for consultant services.
Willow/101 Interchange	Public Works	Police	Schedule is dependent on an outside agency. Continued monitoring.	Schedule is dependent on an outside agency. Continued monitoring.	Schedule is dependent on an outside agency. Continued monitoring.
Chilco Streetscape and Sidewalk Installation	Public Works	Community Development	Continue construction/implementation.	Continue construction/implementation.	Complete construction/implementation.

2018 Remaining Workplan (as approved on February 6, 2018)	Lead Department	Supporting Department(s)	Milestones		
			06/30/18	12/31/18	06/30/19
Ravenswood Avenue/Caltrain Grade Separation Study	Public Works	-	Complete project planning.	N/A	N/A
Middle Avenue Caltrain Crossing Study	Public Works	Community Development	Continue project planning.	Continue project planning.	Complete project planning.
<b>Maintaining and enhancing Menlo Park's municipal infrastructure and facilities</b>					
Arrillaga Family Recreation Center HVAC System Upgrade	Public Works	Community Services	Begin project planning.	Continue project design.	Continue project design.
Burgess Pool Capital Improvements	Public Works	Community Services	Begin project planning.	Continue project planning.	Continue project planning.
Gatehouse Fence Replacement	Public Works	-	Award a contract/authorize an agreement for consultant services.	Begin project design.	Complete project design.
Facilities Maintenance Master Plan	Public Works	Community Services	Release request for proposals/consultant services.	Award a contract/authorize an agreement for consultant	Continue project planning.
Reservoir Reroof and Mixers	Public Works	-	Begin project planning.	Release request for proposals/consultant services.	Continue project design.
Library Landscaping	Public Works	Library	Begin project design.	Continue project design.	Complete project design.
Water System Master Plan	Public Works	Administrative Services	Release the Plan for public review	Begin plan implementation	Continue plan implementation
Chrysler Pump Station Improvements	Public Works	-	Continue project design.	Award construction contract.	Continue construction/implementation.
San Francisquito Creek Upstream of 101 Flood Protection Project	Public Works	City Manager's Office	Schedule is dependent on an outside agency. Ongoing monitoring.	Schedule is dependent on an outside agency.	Schedule is dependent on an outside agency.
Emergency Water Supply	Public Works	-	Release construction bid package.	Award construction contract.	Project complete.
<b>Providing high-quality resident enrichment, recreation, and discovery</b>					
Parks and Recreation Facilities Master Plan Update	Community Services	Administrative Services, Public Works	Begin project planning.	Continue project planning.	Project complete.
Park Playground Equipment	Public Works	Community Services	Release request for proposals/consultant services.	Award construction contract.	Continue construction/implementation.
Jack Lyle Park Restroom	Public Works	Community Services	Release construction bid package.	Begin construction/implementation.	Complete project.
Willow Oaks Park Improvements	Public Works	Community Services	Begin project design.	Continue project design.	Release construction bid package.
Burgess Park Snack Shack	Community Services	Community Development, Public Works	Draft plans approved.	Final plans approved.	Construction started pending funding donation.
Equity in Education Joint Powers Authority <i>The JPA, along with other initiatives, will help to address education and inequality in Menlo Park.</i>	City Manager's Office	-	The JPA intends to address education and inequality in Menlo Park. Prior to June, the draft template of the JPA would be created and circulated for comments from the stakeholders. Other educational initiatives to be developed by the City Council.	Prior to December, comments from stakeholders will be incorporated into the JPA document. Other educational initiatives based on City Council direction.	The JPA document will be considered for approval by the stakeholders in early 2019. Other initiatives based on City Council direction.
Minimum Wage Ordinance	City Manager's Office	Economic Development	No action - There is no staff capacity to work on this effort before June 2018	Per Council direction at goal setting, staff will research ordinances from other Cities and present one for Council action. There is no staff capacity for timely significant public outreach on this topic. Should the Council decide that timely significant public outreach is necessary, then resource augmentation will be necessary or the Council will have to prioritize reducing action on the Enhanced Housing Program, Parking Garage, Sister City Program, or Economic Development participation in the development process.	
<b>Realizing Menlo Park's vision of environmental leadership and sustainability</b>					
Green Infrastructure Plan	Public Works	-	Continue project planning.	Continue project planning.	Release Plan for public review.



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