



SPECIAL AND REGULAR MEETING MINUTES

Date: 6/4/2019
Time: 5:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

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

A. Call to Order

Mayor Mueller called the meeting to order at 5:02 p.m.

B. Roll Call

Present: Carlton, Combs, Nash, Taylor, Mueller
Absent: None
Staff: City Manager Starla Jerome-Robinson, Assistant City Manager Nick Pegueros, City Attorney Bill McClure, Administrative Services Director Lenka Diaz, Human Resources Manager Theresa DellaSanta

CL1. Closed session conference with labor negotiators pursuant to Government Code 54957.6 regarding Menlo Park Police Sergeants Association (PSA)

5:30 p.m. Presentations and Proclamations

A. Call to Order

Mayor Mueller called the meeting to order at 5:37 p.m.

B. Roll Call

Present: Carlton, Combs, Nash, Taylor, Mueller
Absent: None
Staff: City Manager Starla Jerome-Robinson, City Attorney Bill McClure, City Clerk Judi A. Herren

C. Pledge of Allegiance

Mayor Mueller led the Pledge of Allegiance.

Report from Closed Session

None.

D. Presentations and Proclamations

- D1. Certificates of recognition: Menlo Park students who competed in the Bay Area regional spelling bee

Mayor Mueller congratulated the students and read the certificates. Fourth grade winner Riaan Shetty, fifth grade winner Paige McGaraghan, and eighth grade winner Quinn Follemer accepted the certificates (Attachment).

- D2. Mayors of Menlo Park photo display ceremony

Mayor Mueller introduced the former mayor's. Former mayor's Robert Stephens (1978), Gerry Andeen (1982), Jack Morris (1985 and 1992), Ted Sorensen (on behalf) (1987 and 1991), Robert McNamara (1994), Raymond "Dee" Tolles (on behalf) (1995), Stephen Schmidt (1997 and 2002), Charles Kinney (1998), Nicholas Jellins (2001, 2003, and 2006), Mickie Winkler (2005), Kelly Fergusson (2007), Heyward Robinson (2009), Rich Cline (2010, 2011, and 2016), Kirsten Keith (2012 and 2017), and Peter Ohtaki (2013 and 2018) spoke and displayed their photos.

E. Public Comment

- Bo Crane, Historical Association Secretary, invited the City Council to the An Old Time Ice Cream Social event on June 23.
- Pamela Jones spoke on the 2018 California Environmental Act update and commented the ConnectMenlo environmental review be concurrent with those updates.
- Bill Baron spoke about concerns of the unenforced speed limits on Willow Road.
- Sandra Baron spoke about concerns of the unenforced speed limits on Willow Road.

F. Consent Calendar

Mayor Mueller continued item F1.

City Councilmember Nash pulled items F7. and F8.

- F1. Accept the City Council meeting minutes for May 13, 14, and 21, 2019 ([Attachment](#))

Item continued.

- F2. Waive the competitive bidding process; and authorize the city manager to enter into an agreement with Cal-West lighting and signal maintenance for traffic signal and street light maintenance services up to annual budgeted amount ([Staff Report #19-116-CC](#))

- F3. Award a construction contract to O'Grady Paving Inc., for the 2019 street resurfacing project and authorize the city manager to enter into an agreement with the county of San Mateo and appropriate additional funds to the project budget ([Staff Report #19-114-CC](#))

- Steven Schmidbauer spoke in opposition of the removal of parking.
- Pastor Arturo Arias spoke in opposition of the removal of parking on O'Brien Drive.

City Councilmember Nash requested that future requests for proposals include and alternative bids for quiet asphalt. The City Council discussed the method of streets chosen for re-pavement and details on the parking removal. There was confirmation given that this item only references the

street repaving project and not parking removal.

- F4. Receive and file an update on the development of the City's green stormwater infrastructure plan ([Staff Report #19-115-CC](#))
- F5. Receive and file an update on the Middle Avenue pedestrian and bicycle rail crossing project ([Staff Report #19-117-CC](#))

City Councilmember Carlton commented that Safe Routes to Schools does not go through El Camino Real.

- F6. Authorize the city manager to enter into master professional agreements with Kutzman and Associates, Shums Coda Associates, West Coast Consulting, 4LEAF, Inc., Municipal Plan Check Services, Carlson Management Inc, HortScience | Barlett Consulting and John J. Heneghan consulting geotechnical and civil engineer ([Staff Report #19-112-CC](#))
- F7. Authorize the city manager to amend an existing agreement with Baker & Taylor for the purchasing and processing of library materials in an amount not to exceed \$250,000, authorize the option to renew the contract annually for three years, and amend the fiscal year 2018-19 library donations fund budget ([Staff Report #19-113-CC](#))

The City Council directed staff to return this agreement to them after one year for review.

ACTION: Motion and second (Carlton/Nash) to authorize the city manager to amend an existing agreement with Baker & Taylor for the purchasing and processing of library materials in an amount not to exceed \$250,000, authorize the option to renew the contract annually for three years, and amend the fiscal year 2018-19 library donations fund budget and return to the City Council in one year, passed unanimously.

- F8. Authorize the city manager to renew the joint-use library initiative memorandum of understanding with Ravenswood City School District for the Belle Haven branch library facility and operations ([Staff Report #19-111-CC](#))

The City Council directed staff to return this agreement to them after one year for review.

ACTION: Motion and second (Nash/Taylor) to authorize the city manager to renew the joint-use library initiative memorandum of understanding with Ravenswood City School District for the Belle Haven branch library facility and operations and return to the City Council in one year, passed unanimously.

ACTION: Motion and second (Combs/Nash) to approve the consent calendar excluding items F1., F7., and F8., passed unanimously.

City Council took a break at 6:57 p.m.

City Council reconvened at 7:13 p.m.

G. Public Hearing

- G1. Public Hearing on proposed fiscal year 2019–20 budget and capital improvement plan

([Staff Report #19-118-CC](#))

Administrative Services Director Lenka Diaz, Finance and Budget Manager Dan Jacobson, and Management Analyst II Brandon Cortez made the presentation.

- Mickie Winkler spoke in favor of hiring an auditor to review the entire budget and proposed a moratorium on new staff acquisitions.

The City Council discussed surplus, general fund, and contingency funds. They received clarification that excess education revenue augmentation fund (ERAF) is held by the state and distributed to the school districts directly. City Council discussed the details of proposed new full time equivalent positions and their impacts to city services. Staff explained the difference between owning and sharing a mobile command center. There was also discussion on the amount of funds reinvested into each of the districts.

City Council took a break at 8:36 p.m.

City Council reconvened at 8:50 p.m.

H. Regular Business

- H1. Approve the prioritization strategy for projects identified as part of the transportation master plan ([Staff Report #19-085-CC](#))

Senior Transportation Engineer Kristiann Choy made the presentation.

- Omar Revveltas commented that “congestion management” is a vague phrase and none of the projects addresses the problem.
- Bill Baron with donated time from Steve Follmer suggested the City monitor the speed of cars on Willow Road between Middlefield Road and Gilbert Avenue. Baron commented there are low cost traffic calming measures that can be put in place immediately.
- Sandra Baron spoke about concerns of the safety on Willow Road.
- Ron Snow spoke in support of the transportation master plan (tmp) process and the public forum opportunities, but stated traffic calming measures are absent from the plan.
- Amy Robe with donated time from Sheryl Bims spoke on concerns about the changes to the City and the Belle Haven neighborhood.
- Adina Levin spoke in support of the tmp and suggested some refinements to the plan.

The City Council directed staff to place speed feedback signs on Willow Road and O’Brien Drive. City Council received clarification on the tiers and timing for projects to be completed.

ACTION: Motion and second (Mueller/Combs) to approve the prioritization strategy for projects identified as part of the transportation master plan, passed 4-1 (Nash dissenting).

- H2. Adopt pilot program to implement the Institute for Local Government’s public engagement framework ([Staff Report #19-098-CC](#))

Mayor Mueller continued this item.

- H3. Direction to update City Council procedure CC-19-004 "Commissions/Committees Policies and Procedures" for the Finance and Audit Committee and appoint to new members ([Staff Report #19-120-CC](#))

Assistant City Manager Nick Pegueros made the presentation.

Mayor Mueller announced that Peter Ohtaki removed himself as an applicant for the Finance and Audit Committee (FAC).

- Ron Shepherd with donated time from Pamela Jones spoke in support of increasing membership of the FAC, not appointing Brian Westcott and Peter Ohtaki but opening the application process. Shepherd also spoke in support of the FAC and City Council working to build a new FAC charter.
- Soody Tronson spoke in support of increased membership on the FAC and opening the recruitment up to the public.
- Lynne Bramlett was opposed to the staff report and staff presentation. Bramlett spoke in support of the FAC's ability to make recommendations.

The City Council and two FAC members, Ron Shepherd and Soody Tronson, discussed the roles and responsibilities of the FAC, how to deliver and receive information to and from City Council, and the importance of a work plan. City Council directed staff to restart the FAC generated report to City Council, increase the membership to seven, open recruitment for the one FAC vacancy, and to prioritize the work plan.

ACTION: Motion and second (Combs/Carlton) to increase the Finance and Audit Committee membership to seven and appoint Brian Westcott with a term expiration of April 30, 2021, passed unanimously.

I. Informational Items

- I1. City Council agenda topics: June to August 2019 ([Staff Report #19-119-CC](#))

J. City Manager's Report

City Manager Jerome-Robinson announced the June 11 special City Council meeting.

K. City Councilmember Reports

None.

L. Adjournment

Mayor Mueller adjourned the meeting at 12:06 a.m.

Judi A. Herren, City Clerk

These minutes were approved at the City Council meeting of July 16, 2019.

Certificate of Recognition


Presented to

Paige McGaraghan

Fifth Grader
Encinal School

for your outstanding efforts at the
Bay Area Regional Spelling Bee





Ray Mueller, Mayor
City of Menlo Park

Certificate of Recognition


Presented to

Riaan Shetty

Fourth Grader
Encinal School

for your outstanding efforts at the
Bay Area Regional Spelling Bee




Ray Mueller, Mayor
City of Menlo Park

Certificate of Recognition

Presented to

Quinn Follmer

Eighth Grader
Hillview Middle School

for your outstanding efforts at the
Bay Area Regional Spelling Bee



A handwritten signature in blue ink, appearing to read "Ray Mueller", is written over a horizontal line.

Ray Mueller, Mayor
City of Menlo Park



FISCAL YEAR 2019-20 PROPOSED BUDGET

City Council Public Hearing – June 4, 2019



AGENDA

- Community Engagement and Transparency
- Budget Message
- Budget and Capital Improvement Plan Overview
- Questions & Next Steps



COMMUNITY ENGAGEMENT AND TRANSPARENCY



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



FISCAL YEAR 2019-20 PROPOSED BUDGET



Key takeaways

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





BUDGET MESSAGE

DEDICATED TO CONTINUOUS IMPROVEMENT



Budget Assumptions

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





BUDGET OVERVIEW

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2019-20 All Funds

- \$168.55 million in resources
- \$171.28 million in requirements



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2019-20 All Funds

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- \$171.28 million in requirements
- **Total \$2.73 million use of fund balance**



BUDGET OVERVIEW

2019-20 All Funds

- \$168.55 million in resources
- \$171.28 million in requirements
- **Total \$2.73 million use of fund balance**

2019-20 General Fund

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



BUDGET OVERVIEW

2019-20 All Funds

- \$168.55 million in resources
- \$171.28 million in requirements
- **Total \$2.73 million use of fund balance**

2019-20 General Fund

- \$70.04 million revenues
- \$69.94 million expenditures
- **Total \$100,000 net surplus**



NEW BUDGET REQUESTS

Community enhancements

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



NEW BUDGET REQUESTS

Good governance initiatives

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

Regional or regulatory initiatives

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





CAPITAL IMPROVEMENT PLAN

CAPITAL IMPROVEMENT PLAN

CIP \$72.32 million (84 projects)

- \$48.07 million carryover appropriations
- \$24.25 million new funding (34 projects)





CAPITAL IMPROVEMENT PLAN

Major Capital Projects

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

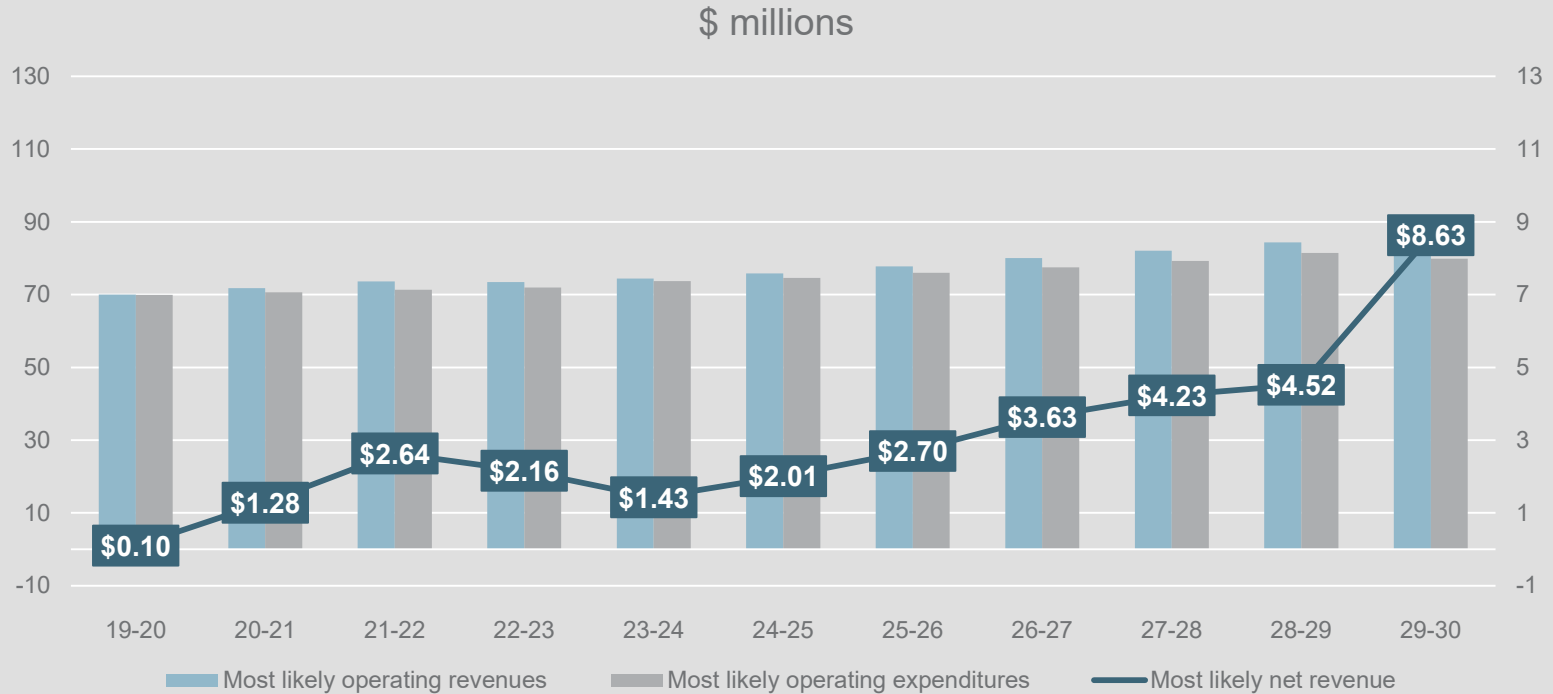




LONG-TERM PLANNING



GENERAL FUND 10-YEAR FORECAST



FISCAL YEAR 2019-20 PROPOSED BUDGET



Key takeaways

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

Next Steps

- June 18, 2019 – Budget adoption

Requests from Council

- Areas for additional explanation



Nick Pegueros
Lenka Diaz
Dan Jacobson
Brandon Cortez
Justin Murphy
Nikki Nagaya
Chris Lamm
Eren Romero
Clay Curtin
Rebecca Lucky
Judi Herren
Peter Ibrahim

Kristen Middleton
Edith Weaver
Ying Chen
Mark Muenzer
Deanna Chow
Bana Divshali
John Passmann
Derek Schweigart
Adriane Lee Bird
Natalie Bonham
Todd Zeo
Natalya Jones

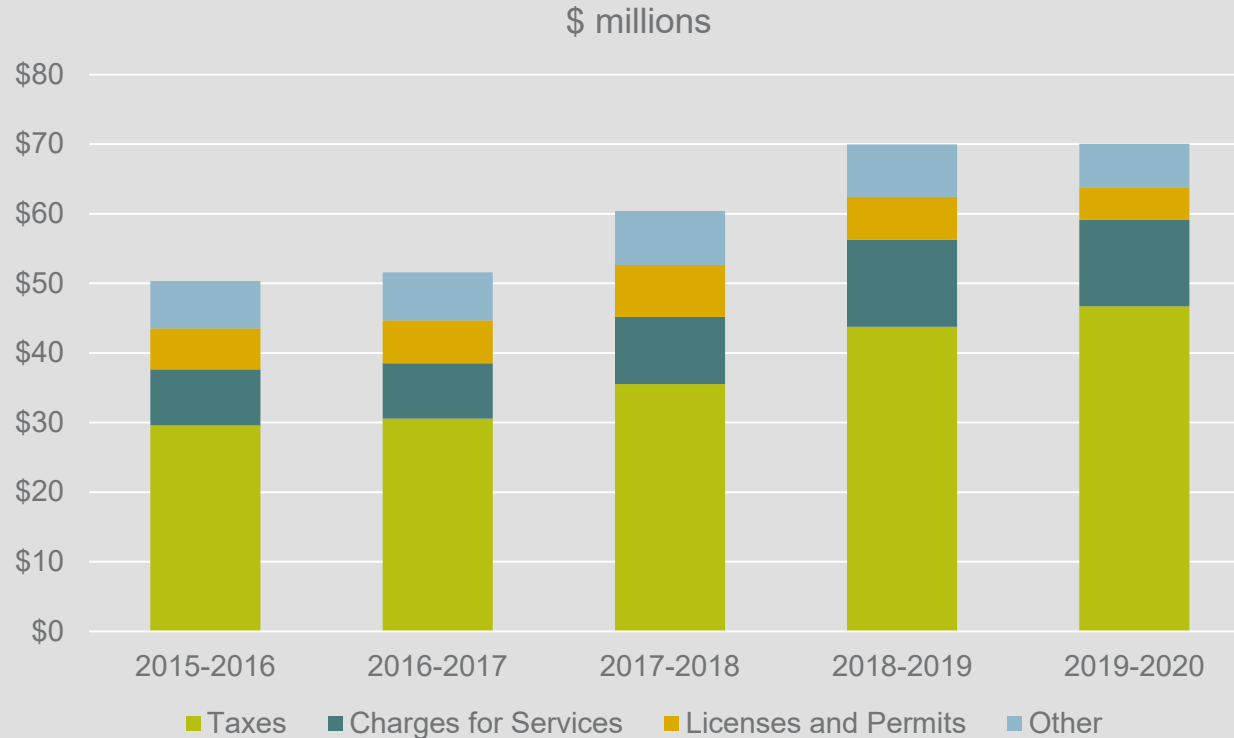
Sean Reinhart
Nick Szegda
Rani Singh
Dave Bertini
Tony Dixon
Rich Struckman
Dani O'Connor
Brian Henry



THANK YOU

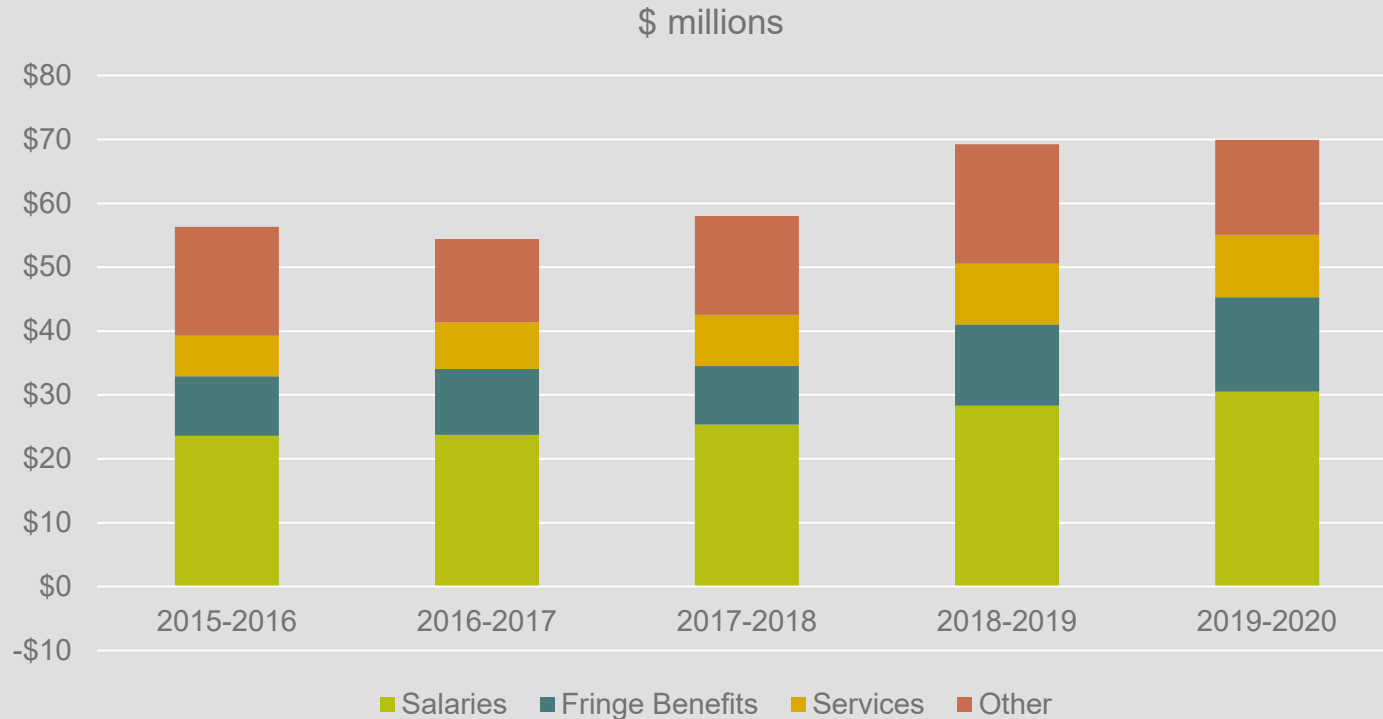


TOP GENERAL FUND REVENUES





TOP GENERAL FUND EXPENDITURES





CAPITAL IMPROVEMENT PLAN

Unfunded CIP Needs

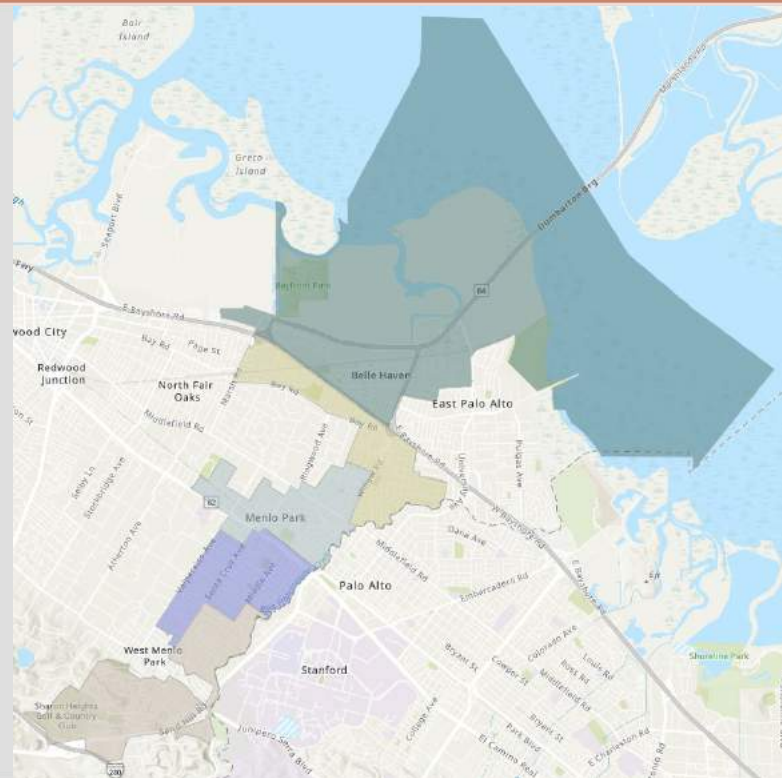
- Caltrain crossings at Ravenswood Avenue & Middle Avenue
- Belle Haven branch library
- Bedwell Bayfront Park master plan implementation
- Information technology master plan implementation
- Parks and Recreation master plan implementation
- Emergency operations center

DEDICATED TO CONTINUOUS IMPROVEMENT



Improvements to the budget

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





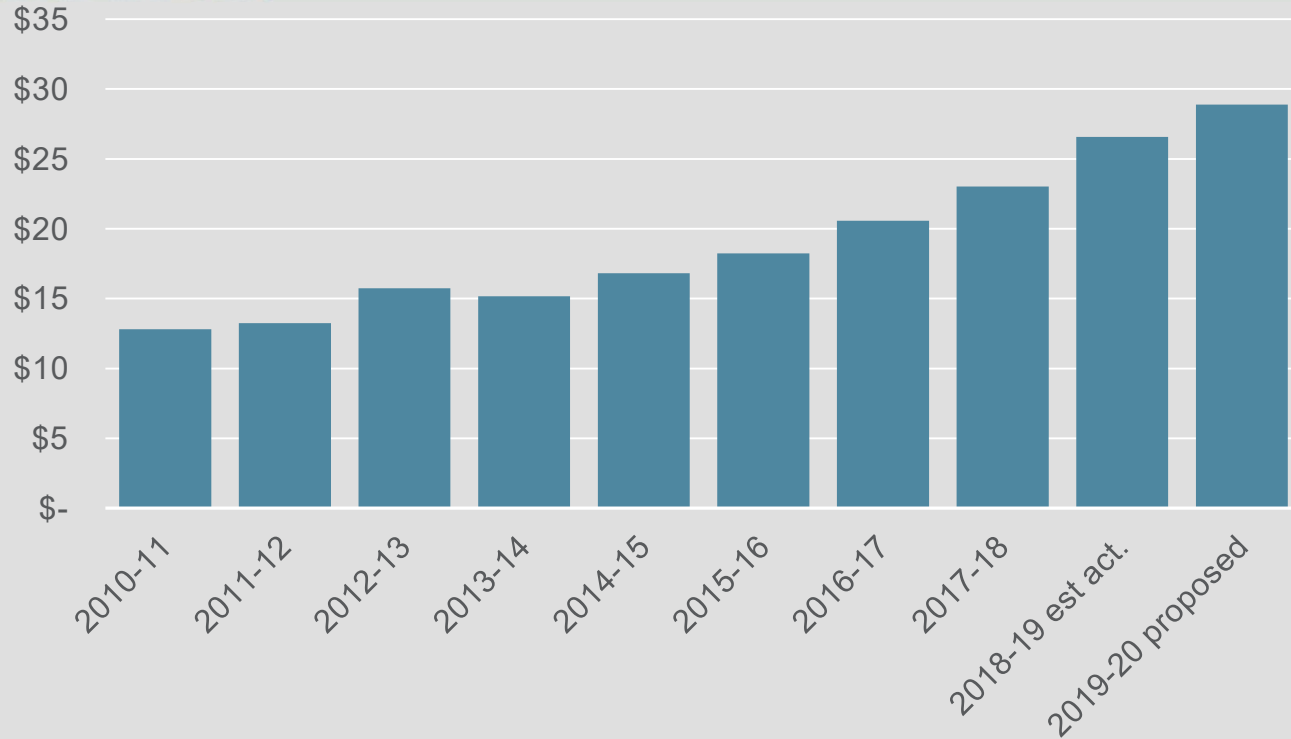
GENERAL TAX REVENUES BY DISTRICT

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

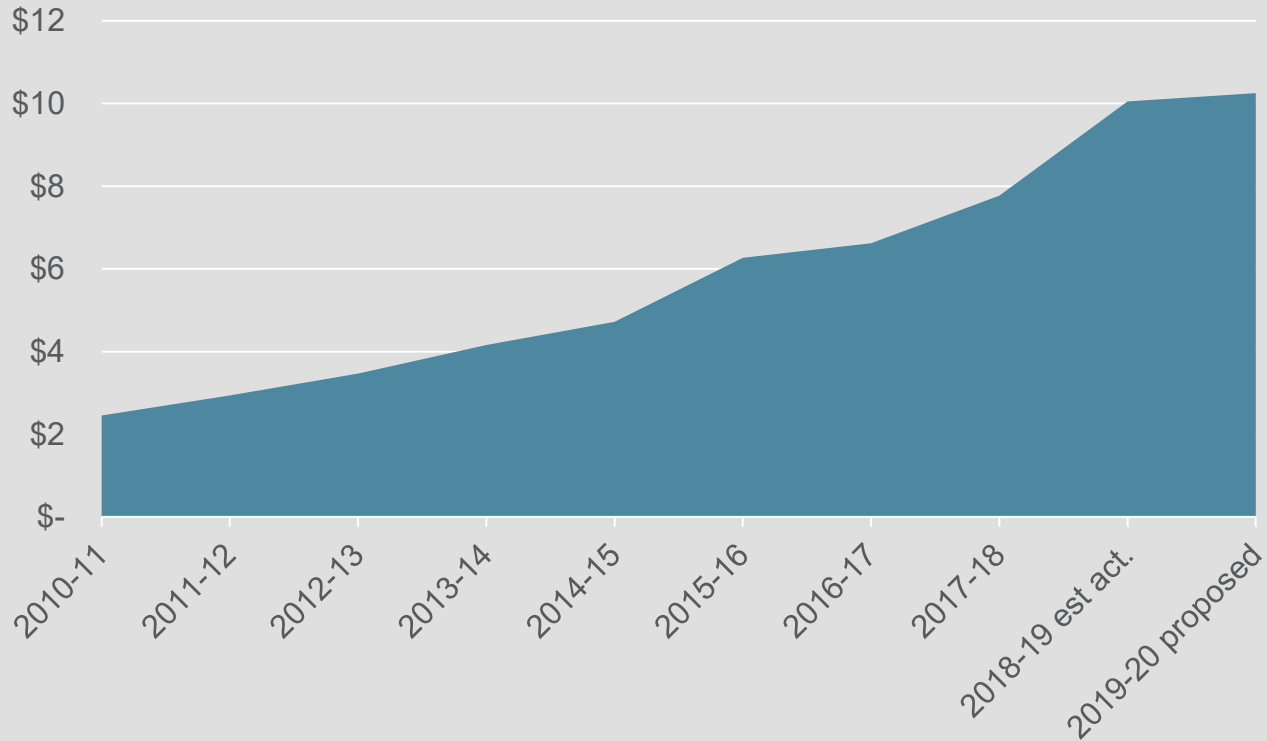
\$ in millions



GENERAL FUND PROPERTY TAXES

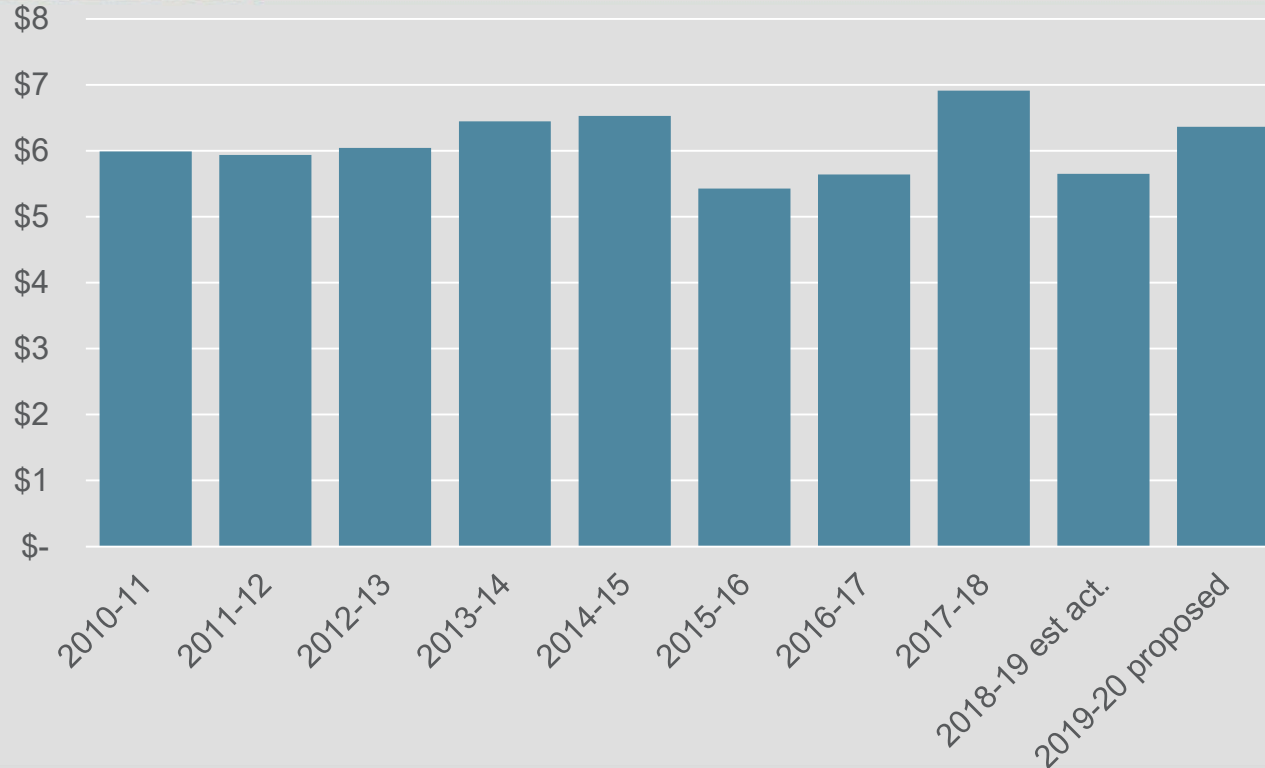


GENERAL FUND HOTEL TAXES



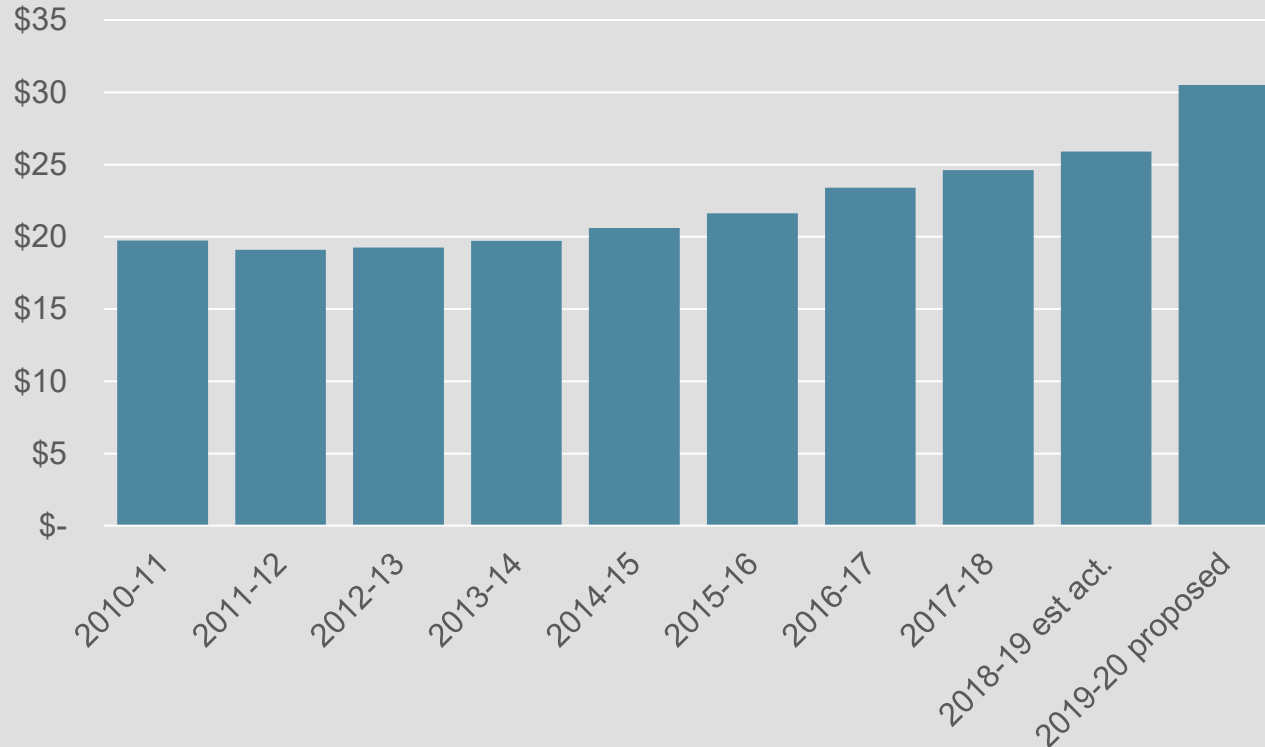


GENERAL FUND SALES TAX



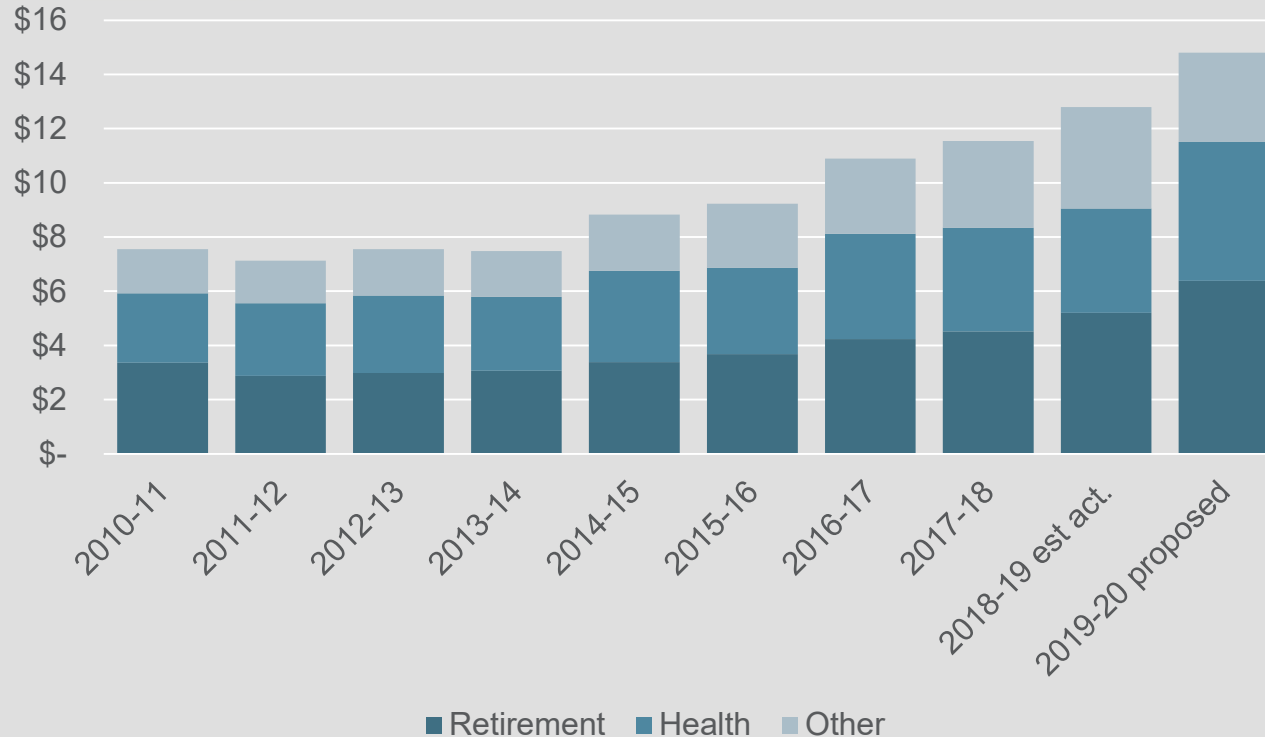


GENERAL FUND SALARIES AND WAGES



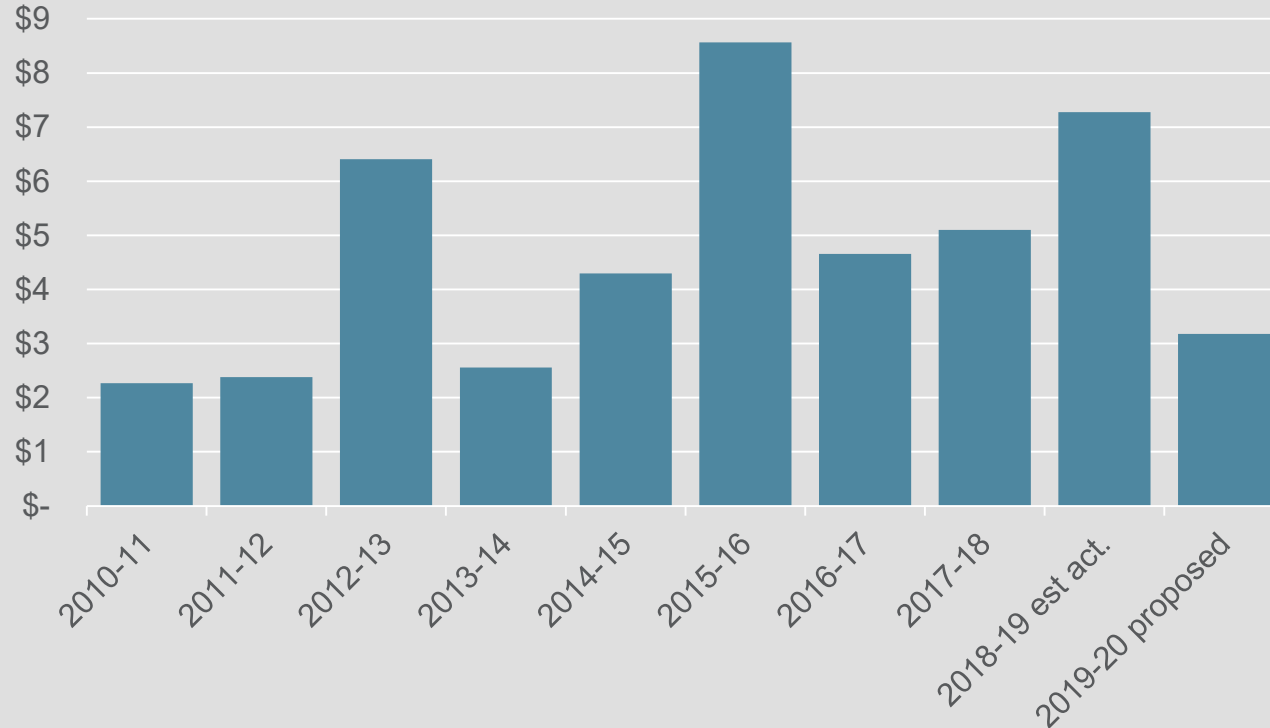


GENERAL FUND FRINGE BENEFITS





GENERAL FUND TRANSFERS



DEDICATED TO CONTINUOUS IMPROVEMENT



2019 Work Plan - 5 Priority Projects

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

City Council Work Plan

Priority projects	Description
Transportation Master Plan Lead department: Public Works Appendix 1	The Transportation Master Plan (TMP) and Transportation Impact Fee (TIF) Program is the highest priority program following the adoption of the ConnectMenlo General Plan Land Use and Circulation Elements in November 2016. The Circulation Element has seven goals and 66 policies and programs that establish the framework for the City's priorities related to multi-modal transportation. The Transportation Master Plan will build from the policy context of the Circulation Element to identify infrastructure projects and strategic programs, then prioritize them for implementation. The Transportation Impact Fee Program will assess the responsibility of new development to help fund the infrastructure projects identified in the Transportation Master Plan, and allow the City to update the Fee Program, which was last updated in 2009.
Chilco Street Improvement Project Lead department: Public Works Appendix 2	Public Works is coordinating multimodal transportation and utility improvements along Chilco Street pursuant to the conditions of Facebook's Campus Expansion development. The project will span from Bayfront Esplanade to Hamilton Avenue (just south of the rail crossing) and includes critical enhancements for public safety by implementing new infrastructure in the City right of way. Specifically, the project provides measures to significantly improve pedestrian / bicycle connectivity, traffic calming, stormwater treatment, and streetscape.
Middle Avenue Pedestrian and Bicycle Rail Crossing Lead department: Public Works Appendix 3	The Middle Avenue Pedestrian and Bicycle Crossing Project will provide a grade separated crossing through the Caltrain Railway, from El Camino Real to Alma Street at Middle Avenue to create a pedestrian and bicycle connection between east and west Menlo Park. The project aims to provide greater east-west connectivity, as S Camino Real, in addition to the Caltrain railroad tracks, are both a real and perceived barrier. Long crossing distances make traversing the street on foot inconvenient and this undercrossing would improve connectivity for neighborhoods on both sides of the Caltrain tracks with City amenities, and access to public transit and Downtown Menlo Park.
Heritage Tree Ordinance Update Lead department: City Manager's Office - Sustainability Appendix 4	The City of Menlo Park is in the process of updating the Heritage Tree Ordinance. The ordinance regulates removal of trees on private and public property. Over the past several years, concerns arose with development-related appeals, unpermitted removals, and enforcement of tree replacements. As a result, the City Council included reviewing and updating the Heritage Tree Ordinance as part of their 2017 and 2018 work plans. The project is being led by the Sustainability Division of the City Manager's Office, and includes collaboration across various city departments and community stakeholders.
Belle Haven Branch Library Lead department: Library Appendix 5	Description: The Belle Haven Branch Library project is the first and highest-priority component of the overall Library System Improvements Project which contains two major components: <ul style="list-style-type: none">Priority 1: New Belle Haven Branch Library - Develop and implement a comprehensive plan to design, finance, construct and operate a new public library facility to replace the Belle Haven Branch Library currently located on the Belle Haven School campus.Priority 2: Overall library system improvements. Identify and overall improvements to current library systems, facilities, services and operations to ensure the continuous provision of high-quality, modern and safe library facilities for Menlo Park residents pending the development of new facilities.

DEDICATED TO CONTINUOUS IMPROVEMENT



2019-20 City Council Priorities and Work Plan

- City Manager's Transmittal Letter; pg XVIII

Work Plan Projects

- 13 projects

Study Session Topics

- 6 topics

Referred to Advisory Board

- 3 referrals

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



DEPARTMENT BUDGETS



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

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

NEW BUDGET REQUESTS

Community enhancements

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

Good governance initiatives

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



DEDICATED TO CONTINUOUS IMPROVEMENT



Regional or regulatory initiatives

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





2019–20 CAPITAL IMPROVEMENT PLAN

2019–20 PROJECTS

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

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





2018-19 ACHIEVEMENTS

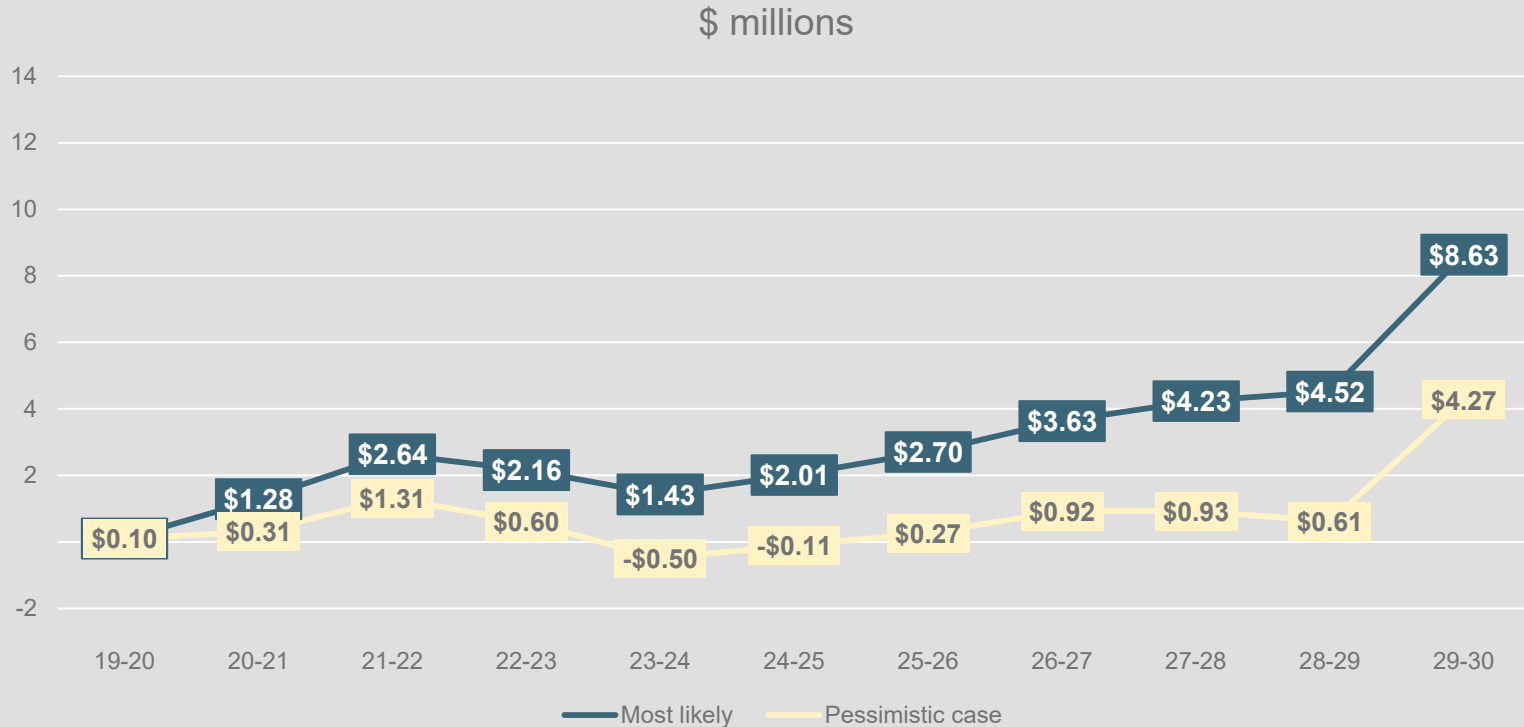
- District Elections
- New City Manager
- Willow Road/Highway 101 interchange
- Belle Haven Branch Library space needs study
- Community Response Team
- Caltrain grade separation
- Tenant relocation assistance
- Affordable housing development funding
- Joint meeting with Fire District

DEDICATED TO CONTINUOUS IMPROVEMENT



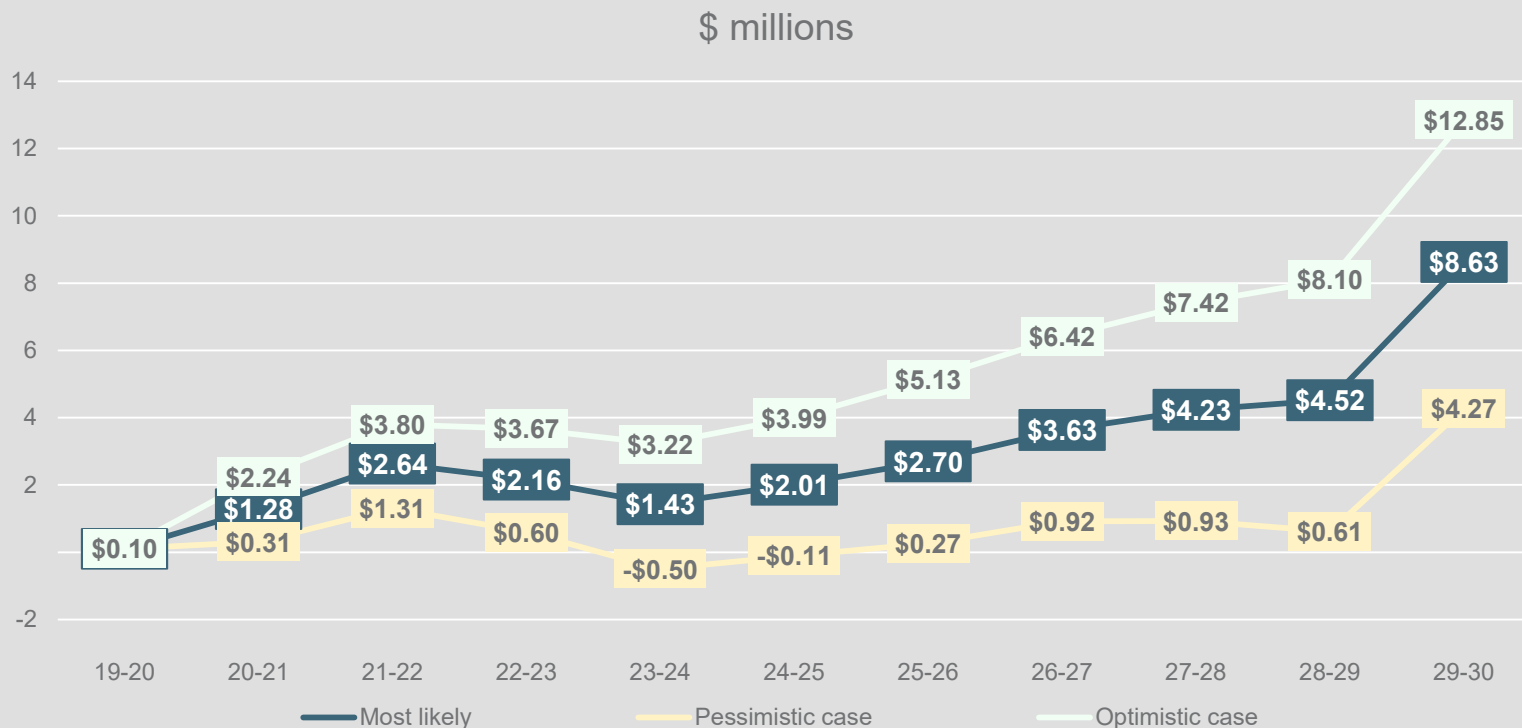


GENERAL FUND FORECAST SURPLUS/(DEFICIT)





GENERAL FUND FORECAST SURPLUS/(DEFICIT)





FISCAL YEAR 2019-20 PROPOSED BUDGET



Next Steps

- June 18, 2019 – Budget adoption

Requests from Council

- Areas for additional explanation

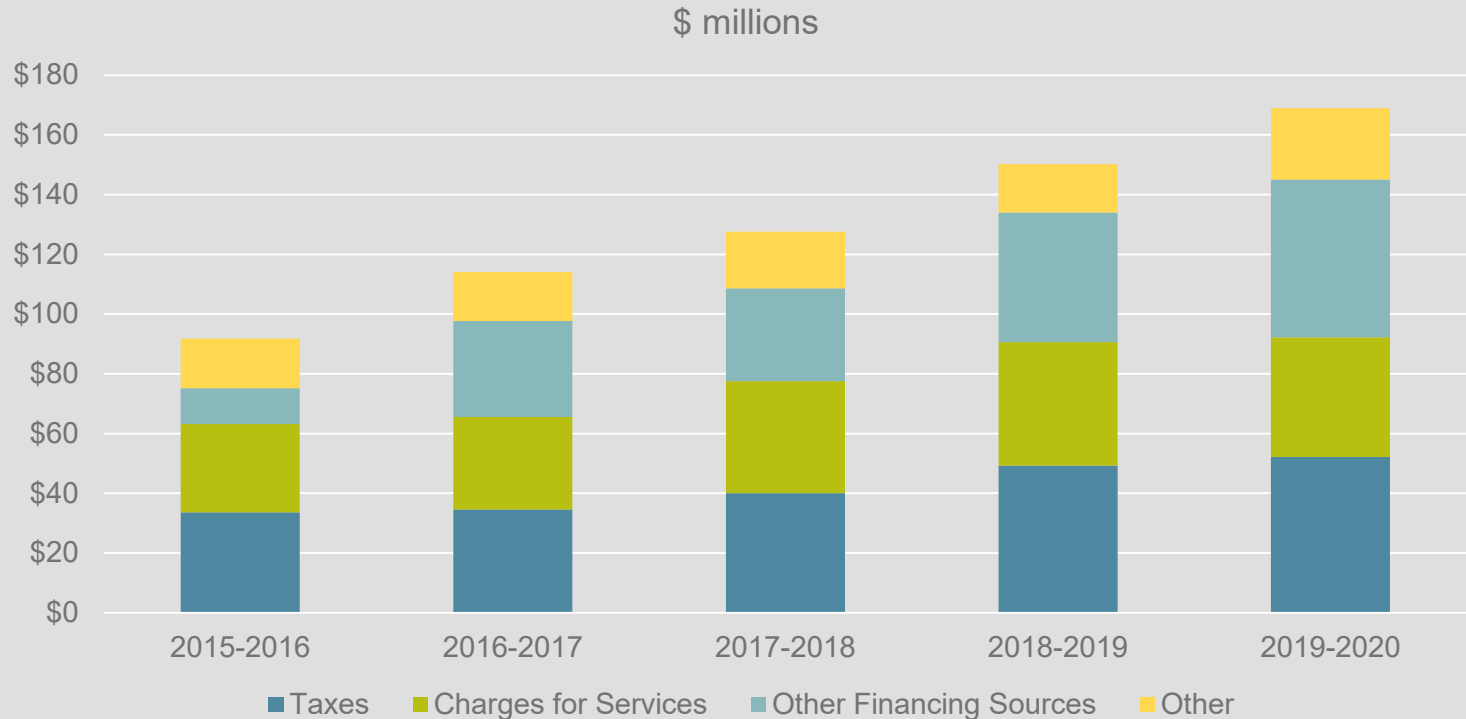




HISTORICAL COMPARISONS

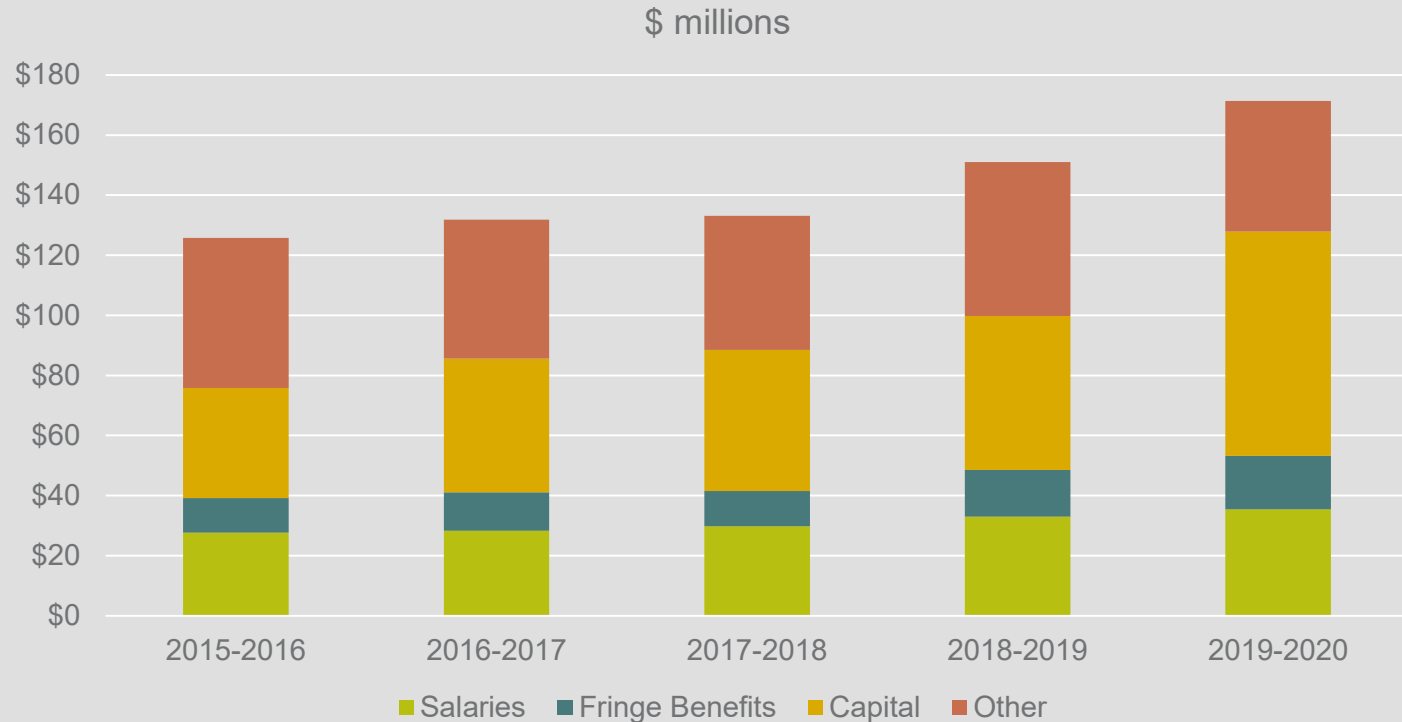


TOP ALL FUNDS REVENUES





TOP ALL FUNDS EXPENDITURES





TRANSPORTATION MASTER PLAN

City Council Meeting

June 4, 2019



HOW WILL THE TMP BE USED?

**What are we
building?**

**In what
order?**

**How will we
fund it?**

■ Goals

- Improve safety
- Enhance sustainability
- Provide mobility choices
- Manage congestion



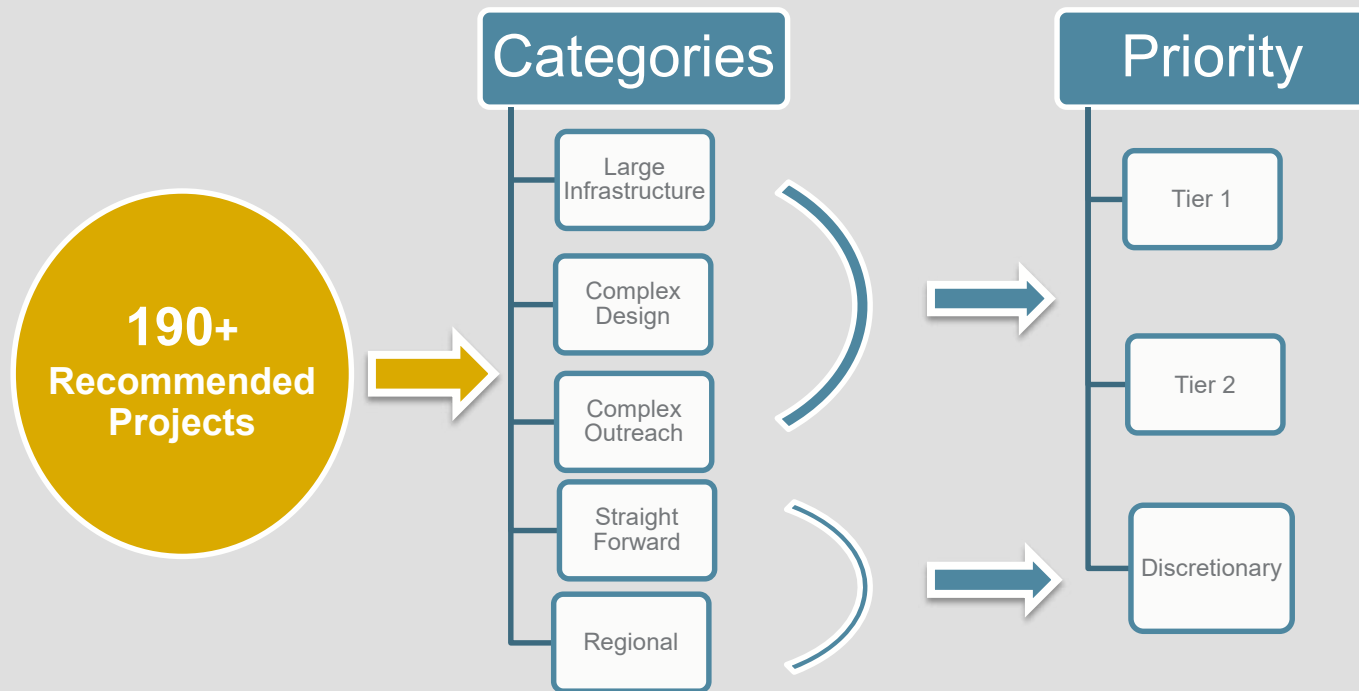
RECENT PROJECT HISTORY

Date	Task
March 26, 2019	<ul style="list-style-type: none">• City Council added 4th goal• City Council referred prioritization strategy to the Oversight & Outreach Committee (OOC)
April 2019	<ul style="list-style-type: none">• Refined prioritization strategy• Met with OOC on April 23, 2019
May 14, 2019	<ul style="list-style-type: none">• City Council Study Session on Transportation Impact Fee program update



PRIORITIZATION STRATEGY

WHAT ARE WE BUILDING?





PROPOSED SCORING SYSTEM

Project Scoring System Example

Tier	Project	Safety*	Congestion Management*	GHG Reduction/Person Throughput*	Transportation Sustainability*	School Nearby*	Sensitive Population	Green Infrastructure
1	Project A	●	◐			●		◐
1	Project B	◐	●		◐		◐	
2	Project C	◐		◐	◐			◐
2	Project D		◐			◐		
2	Project E	◐		◐			◐	



= Fully Met Criteria



= Partially Met Criteria

EMPTY = Did Not Meet Criteria

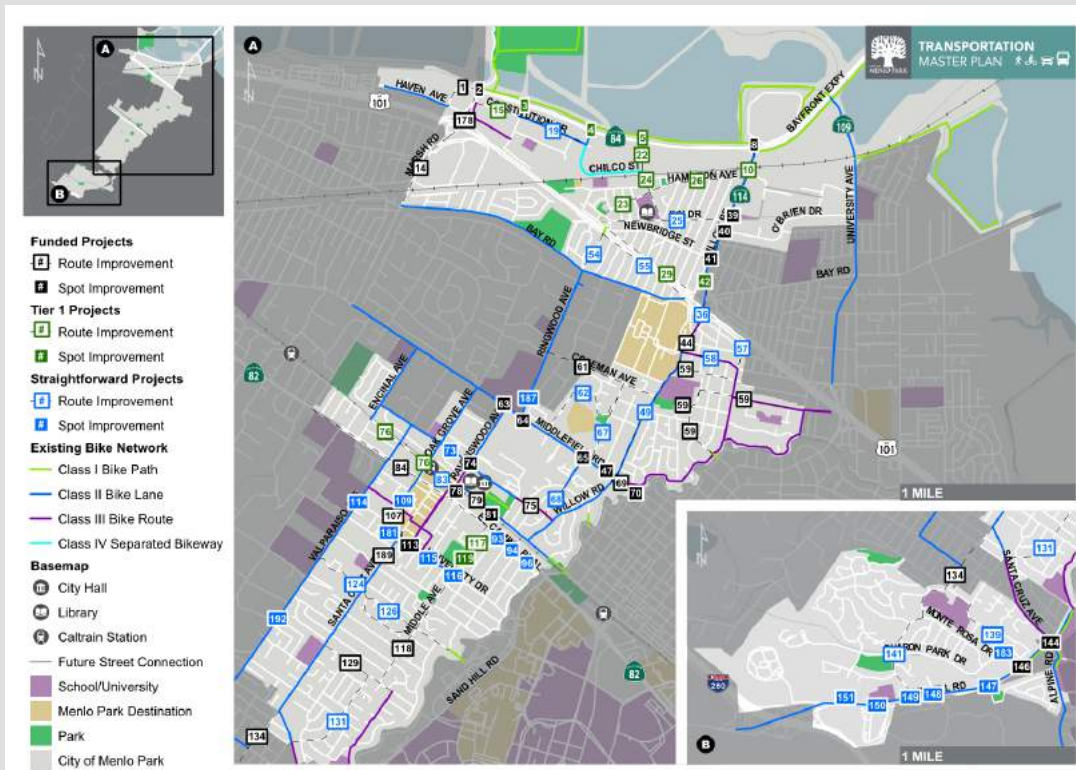
*Key Criteria



RANKING OF PROJECTS IN WHAT ORDER?

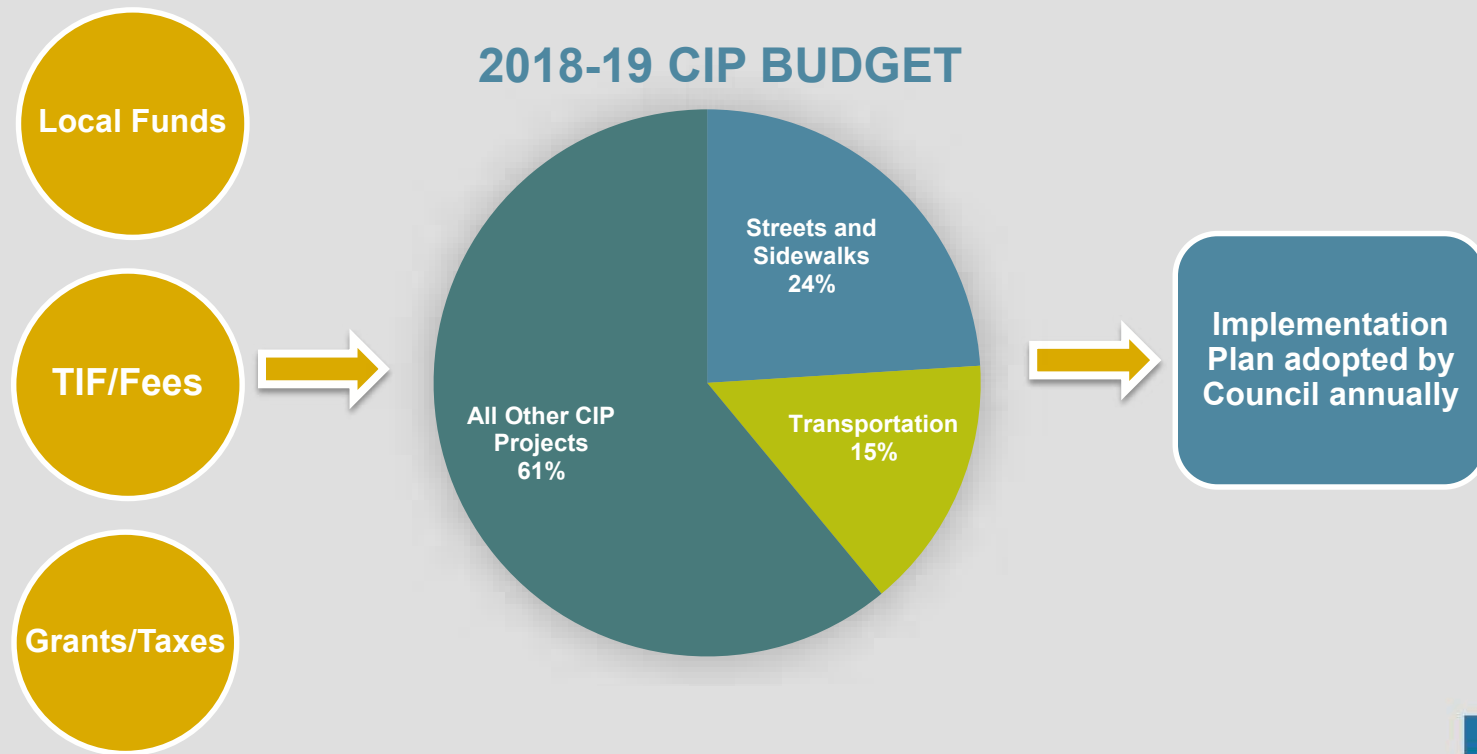
Project Category	Tier 1	Tier 2	Total
Large Infrastructure	8	5	13
Complex Design	14	28	42
Complex Outreach	8	21	29
Citywide	12	11	23
Total	42	65	107

TIER 1 PROJECTS MAP





IMPLEMENTATION HOW WILL WE FUND IT?





COMMITTEE FEEDBACK

- Agreed with simplified and visual rating
- Generally agreed with grouping projects into Tier 1 and Tier 2 groups
- Include clusters of high priority projects within each implementation category instead of ranking each project



DRAFT TIER 1 TOP PROJECT CLUSTERS

Large Infrastructure	Complex Design	Complex Outreach	Citywide
#8: Bayfront Exp and Willow Rd	#65: Middlefield & Linfield Dr-Santa Monica Ave	#74: Ravenswood Av & Laurel St	#176: Willow Road Relinquishment
#1: Haven Av from Marsh Rd to Haven Ct	#63: Middlefield & Ravenswood	#61: Coleman Ave from Ringwood to Willow Rd	#157: Enhanced Bicycle and Pedestrian Detection
#81: Middle Ave Caltrain Crossing	#59: The Willows	#118: Middle Ave from University Dr to Olive St	#154: Prepare Citywide Bicycle Map
#47: Willow Rd & Middlefield Rd	#39: Willow Rd & Ivy Dr	#129: Olive St from Oak Ave to Santa Cruz Ave	#167: Establish Shared Mobility Program



NEXT STEPS - SCHEDULE

Schedule	Task
June 4, 2019	City Council approval of prioritization strategy
August/September 2019	Community workshop and online open house
Fall 2019	City Council adoption of Fee Program update
Fall 2019	Committee meeting #9 & Complete Streets Commission review draft Transportation Master Plan
Early 2020	City Council review and adoption of Transportation Master Plan



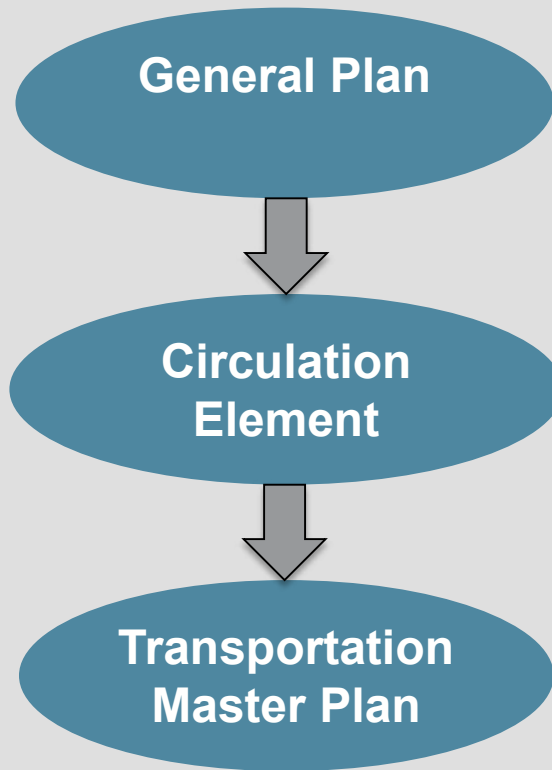
CITY COUNCIL ACTION REQUESTED

- Approve the prioritization strategy



THANK YOU

BACKGROUND





PROJECT HISTORY

Date	Task
January-August 2017	<ul style="list-style-type: none">• Project Initiation• Select W-Trans consultant team• City Council appoints 11-member Outreach & Oversight Committee (OOC)
August 2017-February 2018	<ul style="list-style-type: none">• Transportation Data Summary• Community Engagement: Vision & Goals• 1st OOC meeting• Draft Strategies & Recommendations Working Paper
February 2018 to present	<ul style="list-style-type: none">• Solicit feedback from OOC (6 meetings) and Complete Streets Commission (2 meetings)• Prioritization



TRANSPORTATION MASTER PLAN GOALS

- **Safety**

Vision Zero – Eliminate traffic fatalities and reduce the number of non-fatal collisions by 50% by 2040. (Policy CIRC-1.1)

- **Sustainability**

Enable the City to meet the goals of the current and future Climate Action Plan, including a 27% greenhouse gas emission reduction

- **Mobility Choice**

Design transportation projects to accommodate all modes and people of all abilities. Encourage the use of lower emission modes such as walking, biking and transit. (Policy CIRC-2.1 & 4.1)

- **Congestion Management**

Manage traffic congestion to reduce travel time on city streets and minimize cut-through traffic on neighborhood streets, including the encouragement of the use of lower emission modes such as walking, biking, transit, and prioritizing the safety of children, seniors, and the public. (Policy CIRC-2.5 & 2.6)



TMP PROJECT CATEGORIES

- **Large Infrastructure**
Projects that require more design and outreach and cost more than \$1 million
- **Complex Outreach**
Projects that require more outreach due to on-street parking removal
- **Complex Design**
Projects that require more design, but cost less than \$1 million
- **Straight Forward**
Projects that are easy to implement and lower in costs
- **Regional**
Projects where the City would not be the Lead Agency



PRIORITIZATION CRITERIA

- Safety

Projects that improve safety and close gaps in the pedestrian and bicycle network. The safety benefit of each project was assessed based on location-specific collision history and safety countermeasures approved by the Federal Highway Administration.

- Congestion Management

Projects that manage congestion and minimize cut-through traffic. These projects were evaluated based on the anticipated magnitude of benefit to residents and drivers in Menlo Park. Where data was readily available, the magnitude of benefit was estimated. Congestion management projects include roadway geometry changes, traffic signal modifications, signalization of existing unsignalized intersections, grade separation at railway crossings, and grade separation of highways and intersections.

- Greenhouse Gas Reduction & Person Throughput

Projects that promote fewer emissions and help to achieve the City's Climate Action Plan goals. The projects were evaluated based on the anticipated reduction in vehicle miles traveled with respect to mode shift away from single occupant vehicle trips made within Menlo Park.



PRIORITIZATION CRITERIA

- **Transportation Sustainability**

Projects that promote the use of bicycles, pedestrian, and public transit modes. Additional consideration was given to projects that promote multiple modes and non-single occupant vehicle travel.

- **School Nearby**

Projects that improve access and accommodate all travel modes to and from a school. Projects near schools were evaluated based on their relative benefit of improving access to schools in conjunction with their proximity to campuses throughout Menlo Park.

- **Sensitive Population**

Projects located near daycares or senior centers, and within a Community of Concern, as defined by the Metropolitan Transportation Commission.

- **Green Stormwater Infrastructure**

Projects that provide ways to incorporate green stormwater infrastructure. The projects were assessed on the anticipated level of opportunity to incorporate green infrastructure when feasible into existing and new transportation infrastructure projects.

EMERGENCY ROUTES

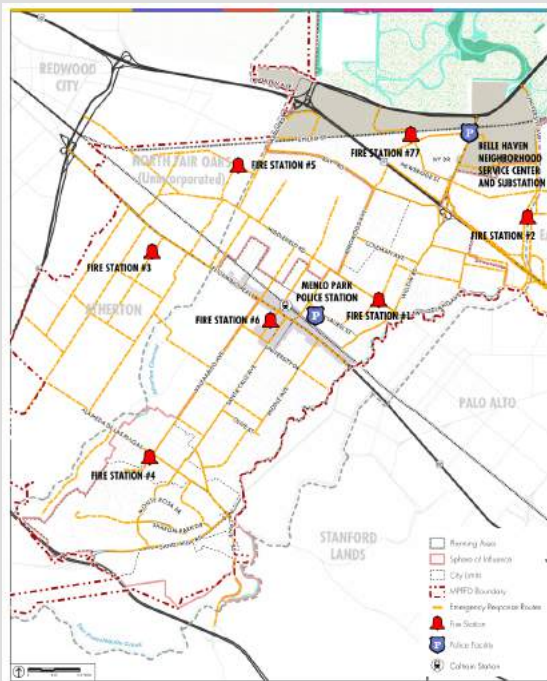
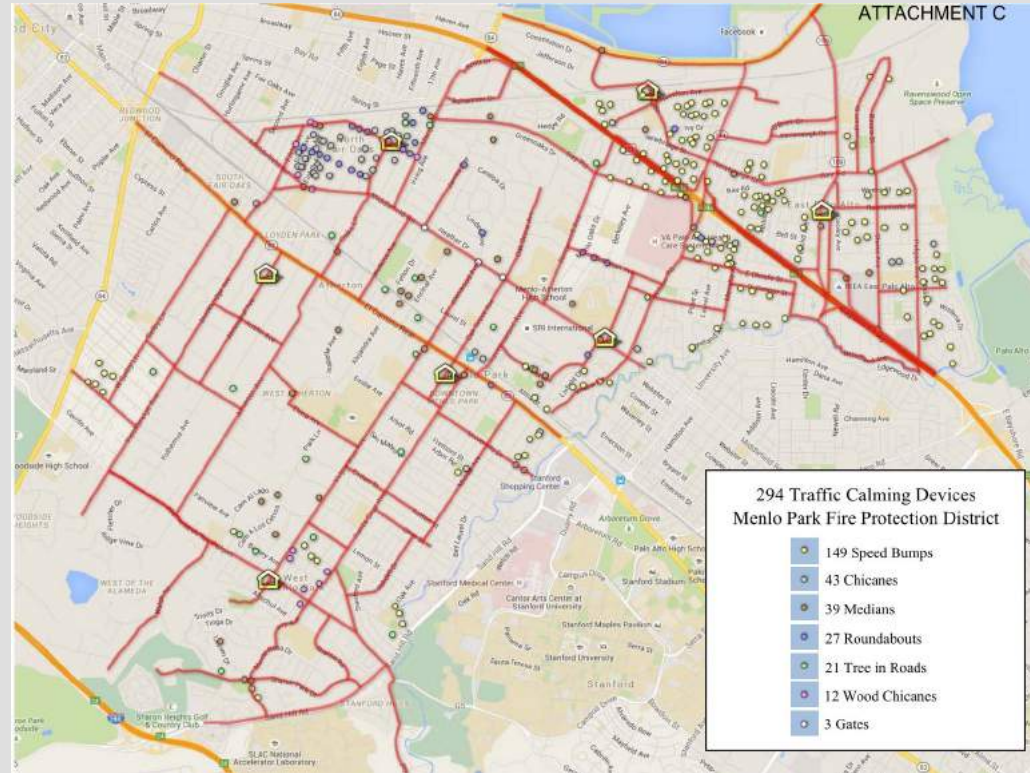


FIGURE 1: EMERGENCY ROUTES

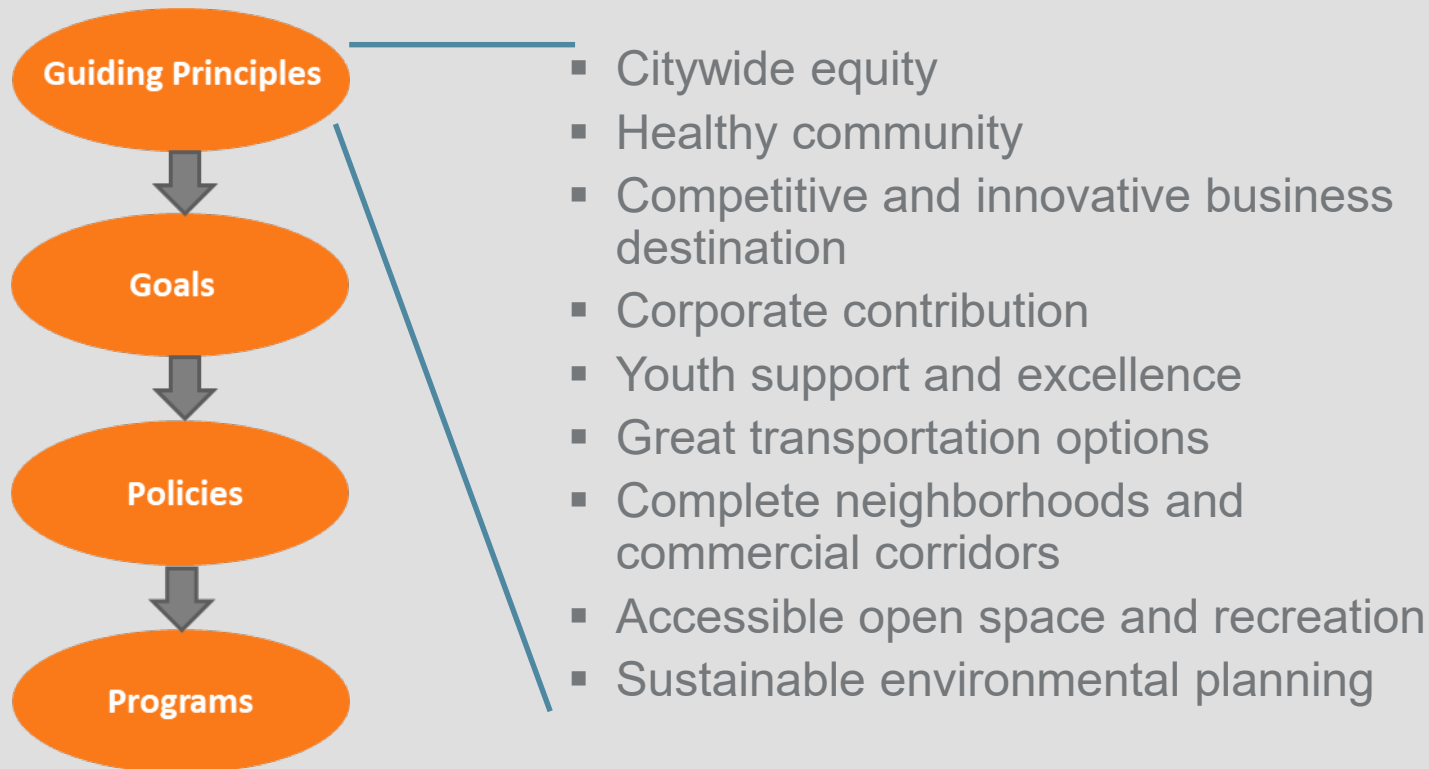
- Policy CIRC-1.6 - Emergency Response Routes. *Identify and prioritize emergency response routes in the citywide circulation system.*

TRAFFIC CALMING DEVICES





CONNECTMENLO GENERAL PLAN CONTEXT



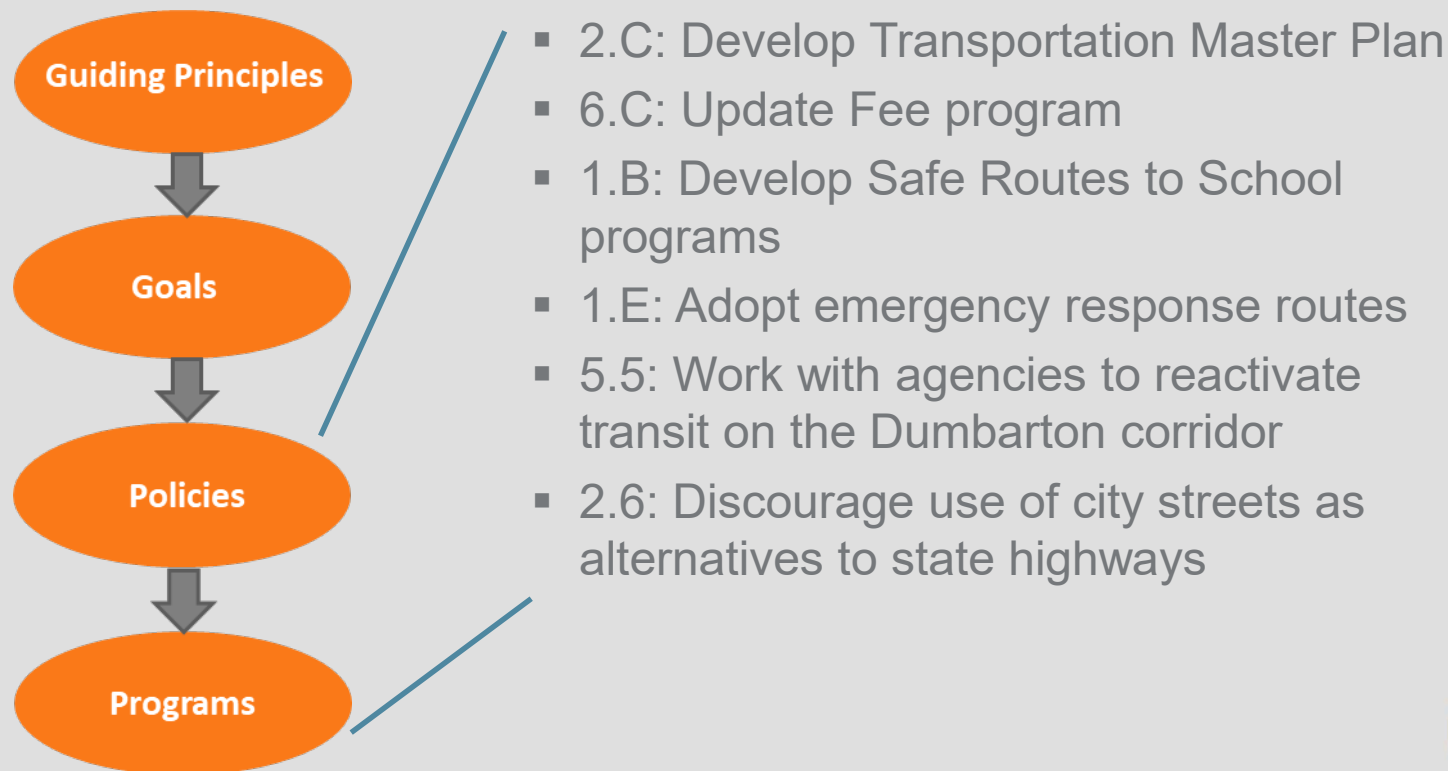


CONNECTMENLO CIRCULATION ELEMENT CONTEXT





CONNECTMENLO CIRCULATION ELEMENT CONTEXT





SCOPE CHANGES

- Prior Process - Sequential
 - Finalize project list
 - Prioritize projects in TMP
 - Adopt TMP
 - Update Fee Program

- Proposed Process - Parallel
 - Use draft project list to start Fee Update
 - Continue to finalize project list and prioritize projects in TMP
 - Adopt Fee Update
 - Adopt TMP



PRIORITIZATION CRITERIA

Cost

- \$: Less than \$100,000
- \$\$: \$100,000 - \$1,000,000
- \$\$\$: \$1,000,000 - \$3,000,000
- PP: Partner Projects
- F: Funded

Ease of implementation

- May be accomplished during routine pavement maintenance or City-guided program
- May be eligible for grant funding
- Significant community support

Sensitive populations

- Proximity to daycares, senior centers, and communities of concern

Transportation sustainability

- Meets City's goals and policies for mobility choices and health & wellness

Safety

- Could improve safety conditions

School nearby

- K-12 school located with ½ mile radius

Congestion relief

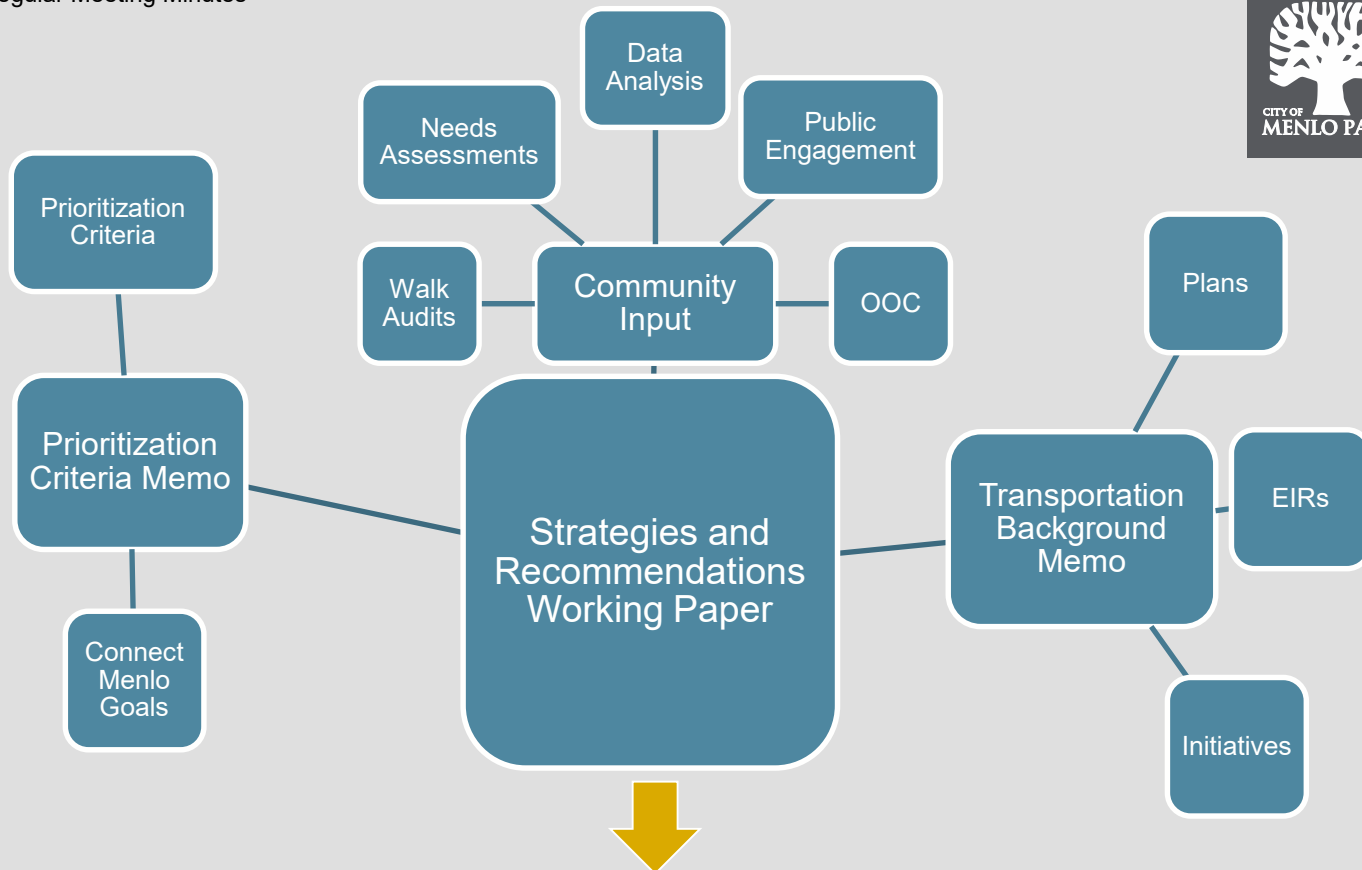
- Short-Term
- Long-Term
- Circulation Patterns

GHG reduction / person throughput

- Moves people out of SOV and into transit, carpools, shuttles, etc.
- Meets City's GHG goal

Green infrastructure

- Reduces impervious surface or increases pervious surface; stormwater treatment



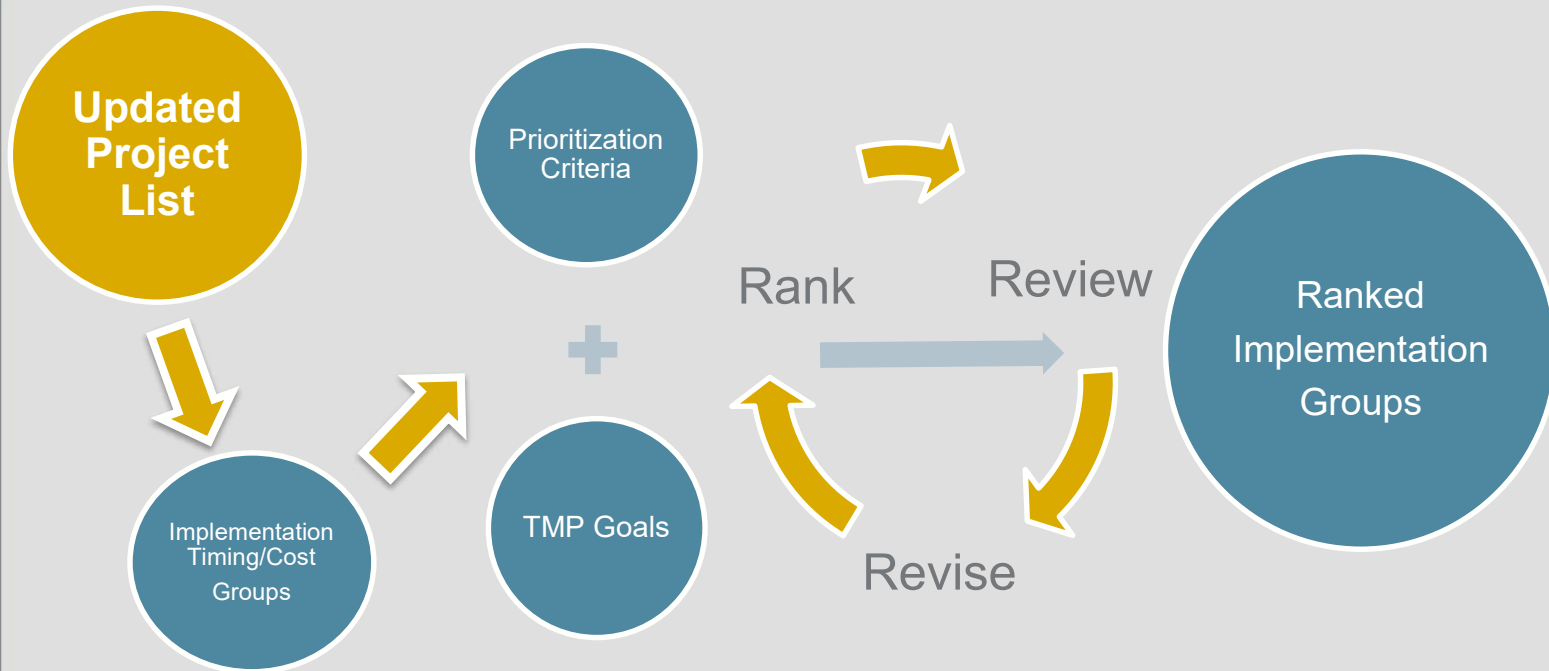
Project List and OOC Meetings

PROJECT LIST REFINEMENT



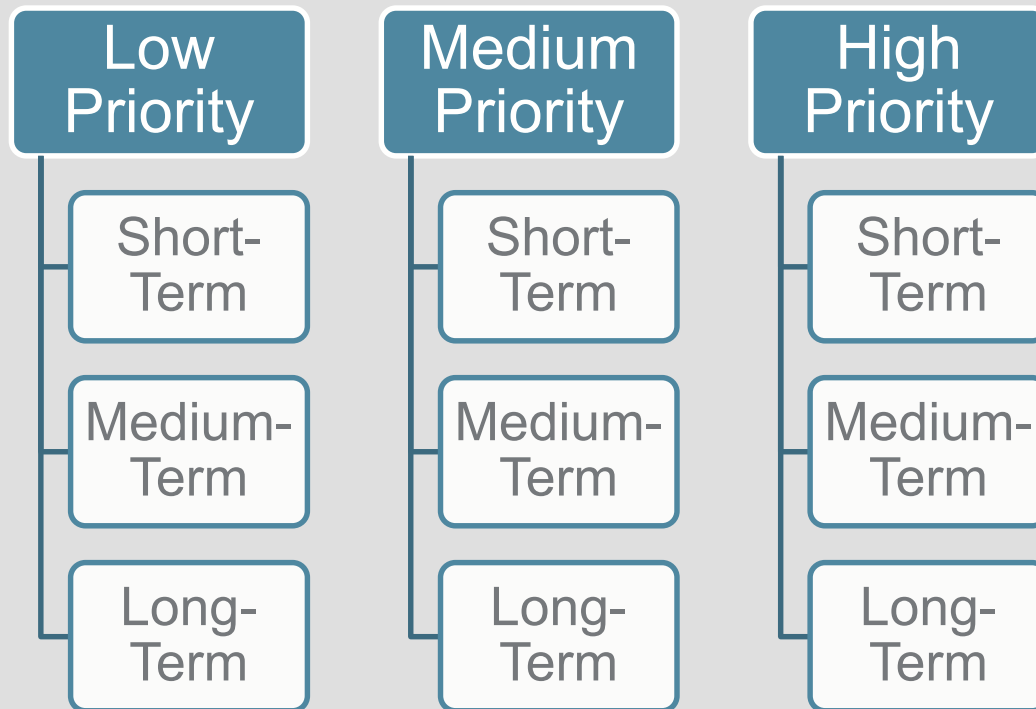


PROJECTS SCORED BASED ON PRIORITIZATION CRITERIA AND GOALS





PROJECTS PRIORITIZED BASED ON TOTAL SCORE AND TIMEFRAME





CURRENT FEE PROGRAM EXAMPLE

Cost of improvements

- Identify Improvements
- Determine total cost of needed infrastructure

\$40M

Allocate to new development

- Determine future growth
- Divide into portion that benefits
 - New **25%** development
 - Existing users **75%**

Determine fee by use

- E.g., by housing unit or square foot of office space
- Can lower or waive fees to incentivize certain uses

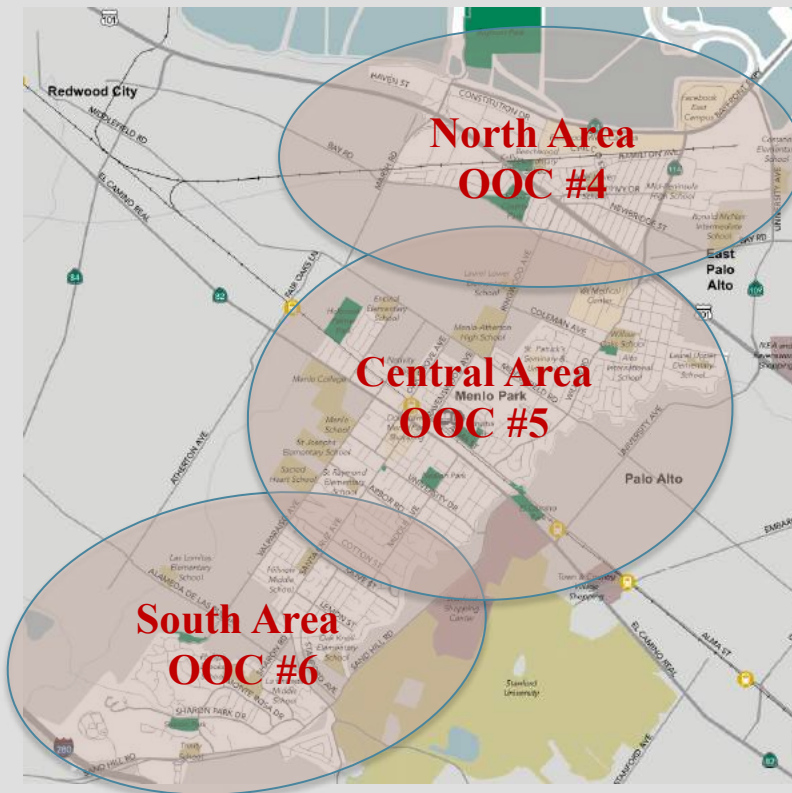
\$3250 per home
\$4.80 / sf office



IMPROVEMENT TYPES

Type of Improvement	# of Projects	% of Total Projects
Bicycle	89	50%
Pedestrian	93	53%
Intersection	51	29%
Corridor	22	12%
Transit	7	4%
Multimodal (project involving more than one of the above)	58	33%

CITY SUB-AREAS



PILOT PUBLIC ENGAGEMENT PROGRAM

Nick Pegueros, Assistant City Manager



CITY COUNCIL DIRECTION REQUESTED

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





WHAT IS PUBLIC ENGAGEMENT?

Civic Engagement

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

Public Information/Outreach

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

Public Engagement

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

WHY ENGAGE THE PUBLIC?

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

More informed
residents - about
issues and about
local agencies

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

More community
buy-in and support,
with less
contentiousness

Faster project
implementation with
less need to revisit

More trust - in each
other and in local
government

TIERS LEARNING LAB



ILG TIERS LEARNING LAB OBJECTIVES

Training Objectives

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



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

TIERS FRAMEWORK



THINK

Self
Assessment

Consider PE
Approach

Contemplate
Community
Landscape



INITIATE

Draft PE
Approach

Develop
outreach Plan

Reality
check



ENGAGE

Implement PE
Approach

Implement
outreach Plan

Reality
check



REVIEW

Evaluate PE
Approach

Evaluate
outreach Plan

What Barriers
Did You
Overcome ?



SHIFT

Internal
organizational

External

Policy
change



IAP 2 SPECTRUM OF PUBLIC PARTICIPATION



Increasing Level of Public Impact on the Decision					
	Inform	Consult	Involve	Collaborate	Empower
Public participation goal	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
Promise to the public	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide



TIERS EXAMPLE STEP-BY-STEP



THINK

Step 1: Self-Assessment

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



INITIATE

Step 1: Draft Public Engagement Approach

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



ILG EXAMPLES OF PUBLIC ENGAGEMENT APPROACHES

LOW

One public meeting (and meeting design elements to make the meeting productive)

- Have people sit at round tables rather than rows
- Have “softball” question to start the meeting (*what do you like about living in x?*)
- Bring microphone to people
- Ask for comments or opinion instead of asking questions
- Have 3x5 cards on the table

Info on the website

LOW TO MEDIUM

Three “coffee” meetings with community leaders

- Ask for design team participation in two calls

Three workshops

Online survey

- Have paper version as well

Go to CBO meetings

- Goal: two per month for __ months. Make short presentation and gather feedback

MEDIUM TO HIGH

Phase 1

- Four to eight coffee meetings

HIGH

Prep meetings

- Four coffee meetings with target



PILLAR 1 “THINK” – TAKEAWAYS

Goals for your public engagement effort should be clear

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

Relationships with community based organizations or community leaders are necessary



CITY COUNCIL ROLE

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



PUBLIC ENGAGEMENT MANAGER ROLE

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



NEXT STEPS

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



THANK YOU