



STAFF REPORT

AGENDA NO:

MEETING DATE: June 6, 2016

To: Honorable Mayor and City Council

Date: June 6, 2016

From: Syed Murtuza, Director of Public Works – (650) 558-7230

Subject: Adoption of Resolutions Approving the Revised Memorandum of Understanding with Caltrans Relative to the El Camino Real and Floribunda Intersection, and Approving Professional Services Agreements for the Management and Facilitation of the El Camino Real Task Force Process

RECOMMENDATION

Staff recommends that the City Council take the following actions:

- A. Adopt the attached resolution approving the revised Memorandum of Understanding (MOU) with Caltrans for the implementation of the southbound left turn restriction at the intersection of El Camino Real (ECR) and Floribunda Avenue.
- B. Adopt the attached resolution approving professional services agreements with the consultant team of Hathaway Associates and Placeworks for the management and facilitation of the ECR Task Force process in the total amount of \$150,000; and
- C. Review and approve the list of people who will be invited to participate in the ECR Task Force process.

BACKGROUND

On March 7, 2016, the City Council approved an MOU with Caltrans for the implementation of southbound left turn restrictions at the intersection of ECR and Floribunda Ave. The original MOU provided that Caltrans will implement the southbound left turn restrictions at the above mentioned intersection as a pilot project and will study and conduct monitoring of the intersection and other nearby intersections for a period of 36 months (see attached staff report with exhibits). Also included in the MOU was the creation of a stakeholders committee to study various issues along the ECR corridor and identify mutually agreeable potential solutions.

DISCUSSION

Caltrans MOU:

In order to implement the pilot study of restricting southbound left turns at the intersection of ECR and Floribunda Ave., the MOU has to be approved by Caltrans Headquarters in Sacramento. After the City Council approved the MOU on March 7, 2016, it was forwarded to Caltrans

Headquarters. After reviewing the MOU, Caltrans Headquarters expressed concerns that the 36-month duration of the pilot study for the left turn restrictions would fall beyond the timeline of the current programming to complete the project. In other words, the project would lose its programmed funding by the end of the study period, which is problematic for Caltrans. As a result, Caltrans is proposing to reduce the duration of the pilot study to 18 months. Additionally, the MOU has been revised slightly to clarify the scope of work for the ECR Task Force.

Professional Services Agreement:

Staff has negotiated the attached scope of services with the consultant team of Hathaway Associates and Placeworks to manage and facilitate the ECR Task Force process. Candace Hathaway leads the Hathaway Associates firm, and Charlie Knox is a Principal with Placeworks. Both Ms. Hathaway and Mr. Knox have extensive experience in rendering successful mediation and facilitation services on complex public projects. Ms. Hathaway previously worked on the Safeway Project in Burlingame and was instrumental in bringing consensus among the stakeholders through mediation, which resulted in a successful project. Similarly, Mr. Knox has managed complex planning and public works projects, and has extensive working experience with Caltrans. Below is a brief summary of the scopes of services (please refer to the attached professional services agreements for details):

- Phase 1 – This phase will involve organizing the ECR Task Force, including contacting the stakeholders, setting up the format of the group meetings, and building the base for discussions.
- Phase 2 – During this phase, the consultants and Task Force will define the issues, interests and perceptions and identify criteria for evaluating design ideas, including parameters and design ideas that would address community interests while respecting safety and technical requirements.
- Phase 3 – This phase consists of a series of meetings that focus on possible design alternatives.
- Phase 4 – This phase will be the final phase of the process and will involve evaluation of alternatives and recommendations.

The key objectives of the ECR Task Force are to review and recommend potential solutions that would retain the character of ECR, and improve public health, safety, and infrastructure along ECR. The entire process is anticipated to take between 12 and 18 months. For the purposes of this project and given the history, complexities, and length of the ECR corridor, the consultant team recommended that the ECR Task Force focus on just two blocks of ECR as a pilot project. The Task Force would then develop templates of potential options that can be considered for implementation by Caltrans if feasible and agreeable to both the City and Caltrans. If the process is successful, it can be expanded and replicated to other blocks of ECR during future projects. The City Council Subcommittee, which includes Councilmembers Brownrigg and Beach, City staff, and Caltrans staff conducted a field inspection of the ECR corridor and identified the stretch of the ECR between Sanchez Avenue and Fairfield Drive for the purposes of this pilot project.

ECR Task Force:

Based on the originally proposed preliminary concept of a stakeholder committee at the March 7, 2016 City Council meeting, and subsequent input from the City Council subcommittee members, staff has identified community members, staff members, Commissioners and others to participate in the ECR Task Force. Based on the consultant's recommendation, the Task Force will be divided into two groups, the Community Group and the Technical Group, as follows:

- Community Group
 1. Jennifer Pfaff – President of the Burlingame Historic Society and a concerned resident.
 2. Bobbi Benson – former Parks and Rec. Commissioner and a concerned resident along the ECR corridor.
 3. Michael Weibracht – concerned resident along the ECR corridor.
 4. Ed Neizman – concerned resident and a local contractor
 5. Gaird Schlesinger – concerned resident
 6. Traffic Safety and Parking Commission member, and
 7. Beautification Commission member

The community members in the above list were identified because of their past experience and involvement on issues related to the ECR corridor. Staff has discussed the general purpose and objectives of the ECR Task Force with each of the identified community members. They all understand the issues at hand and their roles in the task force, and are fully committed to participate in the process of helping identify potential solutions.

- Technical Group
 1. Bob Disco, City Arborist, Parks Division
 2. Art Morimoto, Assistant Public Works Director, Public Works Department
 3. Caltrans Project Manager
 4. Caltrans Cultural and Historical Resources
 5. Caltrans Traffic Operations
 6. Town of Hillsborough Public Works Staff
 7. C/CAG Representative (maybe)

City Arborist Bob Disco and Assistant Public Works Director Art Morimoto will attend both Technical Group meetings and the Community Group meetings as needed and will provide information and answer questions from the groups regarding trees and infrastructure. Additional staff resources, including from the Police Department and Caltrans, will be made available on a standby basis to assist both groups.

FISCAL IMPACT

The total estimated cost of the proposed scope of services by Hathaway Associates and Placeworks is \$150,000. There will be additional costs associated with staff participation in meetings and overall administration, which will be absorbed by the departments' operating budgets. Staff is planning to utilize the previously allocated \$50,000 for the ECR project, and

program \$100,000 in the FY2016-17 Capital Improvements Program budget to cover the cost of the professional services.

Exhibits:

- Revised Caltrans MOU Resolution
- Revised Caltrans MOU with attachment
- Hathaway and Placeworks Resolution
- Professional Services Agreements
- March 7, 2016 Staff Report with attachments