

## Memorandum

**From:** Staff  
**To:** Rail Expanded Community Advisory Panel (XCAP)  
**Date:** April 16, 2020  
**Subject:** Workplan and Estimated Timeline Updates in Light of COVID-19

The Expanded Community Advisory Panel (XCAP) last met on February 26, 2020. With concerns around COVID-19, the XCAP Chairperson, in discussion with staff, cancelled the meetings in March 2020. The April regular and special in-person meetings were all cancelled as well due to the County's Shelter-in-Place order. The April 22, 2020 virtual XCAP meeting is an update meeting to discuss the XCAP workplan and timeline.

As the XCAP slowly begins to restart conversations on the alternatives, staff has provided an overview of the analysis in progress as well as the remaining work of the XCAP based on the previous XCAP workplan. Right now, only a few additional XCAP meetings are shown (meetings on the first and third Wednesdays in May). More can be added as the group goes along.

While COVID-19 has impacted the timeline for the rail grade separation process, grade separation is still very important. Caltrain continues to electrify its train fleet and some poles were installed this week (see photos on next page of poles near Churchill). The City of Palo Alto needs to select preferred alternatives to be ready and better positioned to take advantage of existing, potential new, or modified funding opportunities and make Palo Alto more competitive for funds by having a 'shovel ready' project.

This agenda item is intended to update the XCAP on the analysis progress and to help the XCAP begin to map out its updated workplan.

**Attachment A:** Estimated Schedule / Workplan Related to XCAP

**Photos of Caltrain Electrification Poles near Churchill:**



**Attachment A: Estimated Schedule / Workplan Related to XCAP - (DRAFT as of 4/15/2020)**

		Week beginning																					
		April				May				June				July				August					
		6	13	20	27	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	31
<b>ESTIMATED REMAINING WORK FOR THE XCAP</b>	Information XCAP has asked for																						
	Review XCAP Question Answers and Criteria Answers (1 meeting)																						
	Follow up from Caltrain (1 meeting)																						
	Receive feedback on outreach (1 meeting)																						
	Analysis and New Materials to Review																						
	Review New Ideas Information (AECOM Presentation) - 2 meetings																						
	Review noise analysis (1 meeting)																						
	Review traffic analysis for Meadow/Charleston and new ideas (1 mtg)																						
	Deliberations and Final Report																						
	Deliberate on Churchill alternatives (1-2 meetings)																						
	Deliberate again on Meadow/Charleston alternatives (1 meeting)																						
	Review report as a group (1 meeting)																						
	Approve report as a group (1 meeting)																						
	Approve check in information/final report information for Council (1 mtg)																						
<b>MEETINGS</b>	New Ideas																						
	Meet with Elizabeth, Technical Working Group, AECOM, & City Staff (for Meadow/Charleston Underpass alternative)																						
	XCAP Meetings																						
	April 22- Virtual XCAP Check in Meeting; share updated documents																						
	May 6 & 20 XCAP Meetings (likely virtual)																						
	June XCAP Meetings - TBD																						
	Council Meetings																						
	Take Rail workplan to City Council--5/4/2020																						
	Take AECOM Contract Amendment to Council--5/4/2020																						
	XCAP Update to Council-May 18-date is flexible																						
	Council Discussion and Decision on Preferred Alternative-June or August tentative																						
	Outreach																						
	Virtual Town Hall; Project Update-Potentially May 2020																						
	Expanded Community Engagement -late May, June, or early July																						

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<b>ANALYSIS (CITY AND AECOM)</b>	Engineering																						
	Refine Layout, Typical Sections, & Renderings of Meadow Underpass (portion)																						
	Refine Layout, Typical Sections, & Renderings of Charleston Underpass (portion)																						
	AECOM prepared to publicly present noise memo																						
	Hexagon prepares Traffic Memo																						
	Animations prepared for Churchill Partial Underpass and Meadow/Charleston Underpass alternatives																						
	AECOM to Prepare Cost Estimate for Churchill Partial Underpass and Meadow/Charleston Underpass alternatives																						
	AECOM PSR and "post decision" work-dates TBD																						
	Outreach Materials																						
	Outline and set up for virtual XCAP Meetings																						
	Outline and organizing for outreach meetings																						
	Update fact sheets; create new fact sheets for new ideas-Timeframe TBD																						
	Other																						
	Estimated timeframe to hear something back from Caltrain																						