

Agenda – Expanded Community Advisory Panel (XCAP)

MAY 6, 2020 – 4:00 pm to 6:00 pm

Regular Meeting (virtual, through Zoom)

URL: <https://zoom.us/join>

Meeting ID: 919-1849-8208

Phone: 669-900-6833

XCAP Members:

Gregory Brail, Phil Burton, Tony Carrasco, Inyoung Cho, Megan Kanne, Larry Klein, Patricia Lau, Adina Levin, Nadia Naik, Keith Reckdahl, David Shen, Cari Templeton

Agenda Items:

1. Welcome and Roll Call
2. Oral Communications (15 min)
3. Action: Approve Workplan and Estimated Timeline Updates in Light of COVID-19 (25 min)
 - a. **Attachment:** [Memo and Attachment A – Estimated XCAP Schedule](#)
4. Action: Review and Approve Follow-Up on the List of XCAP Questions (25 min)
 - a. **Attachment:** [Info Report – Staff Update Follow-Up to XCAP Questions](#)
5. Action: Review Impacts of Caltrain Emails Related to 4 Tracks and any necessary action (20 min)
 - a. **Attachment:** [Caltrain Responses \(Emails\) Regarding Encroachment](#)
6. Discussion: Review and Approve Chair's XCAP Update #5 to City Council, tentatively scheduled for May 18th (20 min)
 - a. **Attachment:** [Draft of XCAP Update #5 to City Council for May 18, 2020](#)
 - b. **Attachment:** [Staff Report and XCAP Update #4 to City Council from March 16, 2020](#)
7. XCAP Member Updates and Working Group Updates (20 min)
8. Staff Updates (3 min)
9. Adjourn

Public Comments:

- A. **Attachment:** [Public comments submitted to the XCAP email box, XCAP@CityofPaloAlto.org, between April 1 and April 30, 2020](#)
- B. **Attachment:** [Public comments submitted to the XCAP email box, XCAP@CityofPaloAlto.org, between May 1 and May 6, 2020 at 12:00 pm \(noon\)](#)

Tentative Upcoming Meetings:

- May 20, 2020 – XCAP Regular Meeting (virtual, through Zoom)
- June 03, 2020 – XCAP Regular Meeting (location TBD)

Additional General Resources:

The XCAP is archiving materials that might be relevant to this project in an online folder as resources for the XCAP and the public. You can access them here: www.tinyurl.com/connectingpa

AMERICANS WITH DISABILITY ACT (ADA)

Persons with disabilities who require auxiliary aids or services in using City facilities, services or programs or who would like information on the City's compliance with the Americans with Disabilities Act (ADA) of 1990, may contact (650) 329-2550 (Voice) 24 hours in advance.

Public Comment Instructions:

Members of the Public may provide public comments on agenda items.

1. **Written public comments (including visuals such as presentations, photos, etc)** may be submitted by email to XCAP@CityofPaloAlto.org. Please do so by 12:00 pm (noon) on the day of the meeting.
2. **Spoken public comments using a computer** will be accepted through the teleconference meeting. To address the Committee, click on the URL below for Zoom. Please follow these instructions:
 - A. You may download the Zoom client or connect to the meeting in-browser.
 - If using your browser, make sure you are using a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.
 - B. You may be asked to enter an email address and name. We request (but do not require) that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.
 - C. When you wish to speak on an agenda item, click on “raise hand.” Staff will activate and unmute speakers in turn. Speakers will be notified shortly before they are called to speak.
 - D. When called, please limit your remarks to the time limit allotted by the Chair.
3. **Spoken public comments using a smart phone app** will be accepted through the teleconference meeting. To address the Committee, download the Zoom application onto your smart phone from the Apple App Store or Google Play Store and enter the Meeting ID below. Please follow the instructions B-D above.
4. **Spoken public comments using a phone (cell or land line) without an app** will be accepted through the teleconference meeting. Use the telephone number listed below. When you wish to speak on an agenda item, press *9 on your phone. You will be asked to provide your first and last name before addressing the Committee. When called, please limit your remarks to the time limit allotted by the Chair.

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