To: XCAP  
From: Larry Klein, XCAP Vice Chair  
Date: September 23, 2020  
Re: Update on Chapter Review for XCAP’s Final Report to City Council  

This chart shows what has been received and made public to date.

<table>
<thead>
<tr>
<th>Responsible Party</th>
<th>Chapter</th>
<th>Meeting date(s) drafts made public</th>
<th>Notes</th>
</tr>
</thead>
</table>
| Phil              | Chapter 1 – Why do we need grade separations | 1st time: 7/29/2020  
2nd time: 9/16/2020 | |
| Inyoung, Dave and Cari | Chapter 2 – Methods used to understand alternatives | 1st time: 7/29/2020  
2nd time: 8/26/2020 | |
| Phil/Keith       | Chapter 3 – Criteria  
3.1. City Council Criteria – Sept 2017  
3.2. Engineering considerations from AECOM |  
| Tony/Keith/Phil | Chapter 4 – XCAP Findings (Things We’ve Learned) | 1st time: 8/12/2020 | Working on incorporating Megan’s work into one chapter |
| [Megan – no longer on XCAP] | Chapter 4 – [Megan’s; will be merged with Tony/Keith/Phil’s] | 1st time: 7/22/2020 | |
| Larry/Nadia      | Chapter 5 – Recommendations and Rationale |  
| Greg             | Chapter 6 – Mitigations and Future Safety Considerations | 1st time: 7/29/2020  
2nd time: 9/16/2020 | |
| ?                | Chapter 7 – Appendices of Data & Visualizations |  

Procedure on creating XCAP’s Final Report for City Council:

**MEMBERS’ OWN DRAFT CHAPTERS**

XCAP members are asked to email *their own draft chapters ready for the next XCAP meeting* to city staff (the Administrative Assistant for Office of Transportation, Sarah.Wilson@CityofPaloAlto.org) by 4:00 pm on Thursday, for inclusion in the agenda packet for the next XCAP meeting (usually the following Wednesday). They’re asked to put the chapter number in the file name and in the body of the chapter itself.

**MEMBERS’ FEEDBACK ON OTHER MEMBERS’ DRAFT CHAPTERS**

Shortly after the XCAP meeting in which draft chapters were made public (usually the following Thursday), soft copies (in MS Word) of said draft chapters will be emailed to all XCAP members.

XCAP members are then given one week to review and, if they so choose, email *comments/suggested edits for other members’ draft chapters* to the OOT Administrative Assistant (Sarah.Wilson@CityofPaloAlto.org) by 4:00 pm on Thursday for inclusion in the agenda packet for the next XCAP meeting (usually the following Wednesday). They’re asked to indicate their comments/suggested edits in the soft copy using MS Word’s “Track Changes” mode.