



ADMINISTRATIVE REPORT

TO: CITY COUNCIL

FROM: SUSAN M. LOFTUS, CITY MANAGER

PREPARED BY: CITY MANAGER'S OFFICE

MEETING DATE: JUNE 18, 2012

SUBJECT: QUARTERLY ACHIEVEMENT AWARD – 3RD QUARTER, FY 2011-2012

RECOMMENDATION

Recognize **Ken Chin**, Public Works, as the recipient of the Citywide Quarterly Achievement Award for the third quarter of Fiscal Year 2011-2012 for his work with the Bicycle Master Plan and the Pedestrian Master Plan.

BACKGROUND

Ken Chin has shown great leadership and initiative for community engagement and maintaining the quality of life in our community. Sustainability is an increasingly important issue that is being incorporated into the City's practices for improving livability and the safety for our community and residents. Ken has been involved in both the Bicycle Master Plan (BMP) and Pedestrian Master Plan (PMP). Ken has an innate understanding of taking a holistic view of program development and took it upon himself to support the Bicycle Master Plan since its inception. Even though Ken was not the Project Manager responsible for the development of the Bike Master Plan, he assisted with community meetings and public outreach efforts.

Ken has also been instrumental in spearheading the Pedestrian Master Plan. From actively facilitating community members' discussions to defining the scope of how best to comprehensively improve the citywide pedestrian environment, Ken went above and beyond to engage stakeholders and gather feedback from San Mateo residents of all ages. In order to understand pedestrian mobility needs in San Mateo, he completed significant public outreach to reach a broader public audience. Ken also conducted an online survey regarding pedestrian

mobility and received almost 500 responses. Furthermore, Ken has conducted a number of Walking Audits at three locations to better analyze the existing conditions and suggest pedestrian related improvements. He also created evaluation metrics to measure the effectiveness of the Pedestrian Master Plan throughout the implementation phase. The Pedestrian Master Plan was adopted by the City Council in March 2012.

As a forward-thinking planner, Ken understood the importance of looking ahead to the implementation phase of the Bicycle and Pedestrian Master Plans. Since 2011, he has applied for seven grants through various sources to fund a number of projects outlined in the BMP and PMP. To date, he has successfully received five grants, totaling over \$1.4 million in funding. The BMP was adopted just last year. Due to Ken's initiative to secure funding in these difficult economic times, Public Works has already secured over \$1M in funding to complete the highest priority projects. Ken is still waiting on the funding results for one of the grants, but he will continue to apply for more grants while simultaneously working on implementing the other BMP and PMP goals.

In addition to his involvement with the BMP and PMP, Ken is also the project manager for a Recycled Water Market Analysis which will evaluate the demand and viability of a recycled water treatment and distribution system for the City of San Mateo and its surrounding neighbors. Ken coordinated with California Water Company and selected a qualified consultant to perform the study. The project is on-going and the information generated from the study will be incorporated in the Waste Water Treatment Plant 20-Year Master Plan that is currently under development.

Departmental Quarterly Achievement Award

A Departmental Quarterly Achievement Award will be presented to **Heather Stewart**, CDD, for her exceptional work on grant management for two longtime federal grants (the Community Development Block Grant and the HOME Investment Partnership funds).

BUDGET IMPACT

No budget impact for this item.

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